



Parent Information Handbook 2022 - 2023



Empowering students to be curious, compassionate and innovative thinkers
who are capable of navigating their own learning.

Norman Park State School

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1. SCHOOL DETAILS

CONTACT DETAILS

Address	68 – 88 Agnew Street, Norman Park, Queensland, 4170
Office Telephone	07 3900 5888
Absentee Line	07 3900 5870
Office Facsimile	07 3395 5408
Outside School Hours Care	0467 677 762
Email	admin@normanparkss.eq.edu.au
Website	www.normanparkss.eq.edu.au

ADMINISTRATION

Principal	Ms Teena Elliott
Deputy Principal	Mrs Addie Kucks
Head of Department – Curriculum	Mrs Shari Field
Business Manager	Mrs Danielle Thomas
Administration Officers	Mrs Trudi Schubert and Mrs Sonia Migicki

OPERATING HOURS

Office	8.00am – 4.00pm
OSHC (Jabiru)	6.30am – 8.45am & 3.00pm – 6.00pm (School Days)
	6.30am – 6.00pm (Vacations & Pupil Free Days)

2. 2022 AND 2023 SCHOOL DATES

2022 School Terms

	First Day of Term	Last Day of Term	Pupil Free Days / Public Holidays
Term 1	Monday 24 January (10 weeks)	Friday 1 April	26 January – Australia Day 15 April – Good Friday 17 April – Easter Sunday 18 April – Easter Monday
Term 2	Tuesday 19 April (10 weeks)	Friday 24 June	25 April – Anzac Day 2 May – Labour Day
Term 3	Monday 11 July (10 weeks)	Friday 16 September	10 August - Ekka Show Day
Term 4	Tuesday 4 October (10 weeks)	Friday 9 December	3 October – Queen’s Birthday

2023 School Terms

	First Day of Term	Last Day of Term	Pupil Free Days / Public Holidays
Term 1	Monday 23 January (10 weeks)	Friday 31 March	26 January – Australia Day 7 April – Good Friday 9 April – Easter Sunday 10 April - Easter Monday
Term 2	Monday 17 April (10 weeks)	Friday 23 June	25 April – Anzac Day 1 May – Labour Day
Term 3	Monday 10 July (10 weeks)	Friday 15 September	16 August - Ekka Show Day
Term 4	Tuesday 3 October (10 weeks)	Friday 8 December	2 October – Queen’s Birthday

3. SCHOOL PROFILE

Norman Park State School (Parkie) opened in its current location on Agnew Street on 9 July 1900. Our heritage buildings stand out as strongly as our sense of school spirit and positive school culture.

All learning areas of the Australian Curriculum are taught through the lenses of the Cross Curricular Priorities, (Aboriginal and Torres Strait Islander Histories and Cultures, Asia and Australia's Engagement with Asia, Sustainability) and the General Capabilities, (Literacy, Numeracy, Information and Communication Technologies (ICTs) Capability, Critical and Creative Thinking, Personal and Social Capability, Ethical Understanding and Intercultural Understanding).

At the heart of Norman Park State School, you will find a strong focus on developing the whole child through robust curriculum and pedagogical practices that support quality academic, music and cultural social learning opportunities.

The co-curricular and extra-curricular opportunities in sport, music and cultural activities provide our students with access to a quality classroom music program, instrumental music lessons and junior and senior choir. Students are also provided with multiple opportunities yearly to enhance, demonstrate and share their learning through the winter and summer music concerts, band camps, cluster concerts choral honours, eisteddfods, the bi-annual school musical and external competitions. Our physical education program extends to engaging community sporting organisations and staff in providing additional sport specific opportunities in soccer, netball, swimming, rugby and athletics.

Our goal is to provide every student with the opportunity to reach their full potential. We do this by providing additional programs and opportunities for students to explore personal interests and talents through:

- STEM master classes and robotics
- Instrumental music lessons
- Engagement in external competitions and earning opportunities across all curriculum areas
- Smart stuff week
- Student lead and initiated lunch time activities and clubs including, but not limited to, meditation, swap clubs, aviation club, art, drama, wellbeing, athletics and Edor.
- Gala sports days
- Friday afternoon curriculum enhancement – FACE
- Sustainability
- Hidden Garden care and projects
- Camps
- Debating
- Student leadership activities and events including busy kids, student council, student leadership positions
- On-site swim club
- On-site external providers including karate, dance, French club and chess.

VISION

At Norman Park State School the achievement of every student matters and is maximised through the collective professional collaboration and efficacy of every teacher and student, with parents as partners in learning. We achieve this by recognising and responding to the strengths of every student in a supportive and inclusive classroom environment, so that they may have every opportunity to realise their full potential, becoming future focused learners who are independent, critical and creative thinkers.

VALUES

Norman Park State School staff, students and parents, value and actively contribute to upholding our outstanding reputation and excellent academic outcomes. We achieve this by working together, caring for each other, demonstrating pride in our school, celebrating our achievements and walking the talk of high expectations, which facilitates a safe, tolerant, respectful, and discipline learning environment. These actions are our culture, and our culture is the “Parkie Way,” every student, every day, achieving to their full potential.

4. ABOUT NORMAN PARK STATE SCHOOL



Welcome to **Norman Park State School**
Independent Public School

Norman Park State School is a co-educational school from Prep to Year 6 with a strong academic tradition and a safe and caring environment, to facilitate high quality learning. We teach the Australian Curriculum – English, Mathematics, Science, Humanity & Social Sciences (HASS) , Physical Education, The Arts, Digital and Design Technologies and Languages (French).

The school provides a safe, tolerant and disciplined learning environment evidenced by the successful implementation of the *Student Code of Conduct* and *Positive Behaviour for Learning (PBL) Social Skills Program*.

Children from years 3-6 are offered an opportunity to attend school camp at various locations in our state and interstate (Year 6)..



PASTORAL CARE

Our pastoral care initiatives include providing students with cultural opportunities, in class targeted learning and wellbeing sessions, student orientated and initiated lunch time activities, conducting the Queensland learning and wellbeing survey, chaplaincy program, Day for Daniel, respectful relationships education, guidance support, positive behaviour for learning, and calming play spaces.

PARENT AND COMMUNITY INVOLVEMENT

Norman Park State School embraces parent and community involvement through class parent representatives, the hidden garden volunteers, P&C, school council, music support group, swim club, tuckshop and classroom helpers.

Please contact your child's teacher, P&C or the school office if you would like to contribute some time or positive, practice ideas.

CODE OF CONDUCT FOR VOLUNTEERS AND MEMBERS OF OUR SCHOOL COMMUNITY

What is the Parent and Community Code of Conduct (the Code)?

This Code is a document that identifies expectations of how parents, carers and other visitors to state schools should conduct themselves on school premises and at school events. It aims to ensure that everyone on a school site, or at a school activity, can have a very clear understanding of what is expected of them.

Schools already have a Student Code of Conduct and staff code of conduct.

Does the Code apply to all Queensland schools?

The expectations outlined in the Code can apply to all Queensland state schools. Schools can choose to modify the Code or adopt their own Code to suit what they think will work in their local community. Schools that already have a Code or similar document in place can continue to use it. Schools adopting their own Code should publish it on their website.

Why is a Code needed?

The Code was created to support the departments Principal Health and Wellbeing Strategy and contributes to schools as safe and respectful workplaces. The vast majority of parents and visitors to Queensland state schools will already meet the expectations outlined in the Code without changing any of their behaviours, and would consider these expectations to be reasonable.

Who in the 'community' does this Code apply to?

In this context, community refers to any person who comes onto school grounds or attends school events or activities and who is not covered by the department's Student Code of Conduct or the Code of Conduct for the Queensland Public Service employees. This includes parents, carers, grandparents or any other family member not enrolled at the school that has interactions with the school. It also includes volunteers at the school and members of the local community who interact with the school.

Is student behaviour covered by this Code?

No. Student behaviour is covered by the Student Code of Conduct .

Are staff expected to comply with this Code?

Staff must comply with the Code of Conduct for the Queensland Public Service . However, as the expectations outlined in both codes are quite similar, staff can be expected to act in ways that are consistent with the expectations being placed on parents, carers and visitors through this Code.

What happens if a parent or other community member doesn't follow the Code?

There are many ways that schools can raise concerns with a parent or community member about the way they are conducting themselves while on school grounds or at school activities.

In more serious cases, if a member of a school community is acting in very inappropriate or unsafe ways, the principal can prohibit them from entering school premises and refer the matter to the Queensland Police Service.

What resources are available to assist schools to communicate the expectations outlined in the Code?

In addition to these frequently asked questions, the Code will be supported by a range of resources, including posters, social media and newsletter items. There is also a Guide for Queensland state schools: Promoting respectful conduct by parents and visitors, and managing difficult or unsafe situations .

Does the Code apply to Outside School Hours Care?

It is expected that all members of the school community will conduct themselves as outlined in the Code during all interactions while on state school grounds or at school events and activities.

What does the Code mean by ensuring children attend school 'ready to learn'?

This means that parents and carers should make sure their child:

- arrives at school on time, in the school's uniform, having had breakfast, any necessary medication and adequate sleep
- has sufficient food for morning tea and lunch breaks
- has any specific books, equipment or clothing (e.g. swimwear) needed for learning that day.

The child should also know how they will get home from school (e.g. who to meet, where to meet, which bus to catch or the walking/cycling route). Unless a student is attending a pre-arranged after school activity, parents should have arrangements in place for them to leave the school premises promptly once school has finished for the day.

What does the Code mean by ensuring children attend school 'ready to learn'?

This means that parents and carers should make sure their child:

- arrives at school on time, in the school's uniform (if there is one), having had breakfast, any necessary medication and adequate sleep
- has sufficient food for morning tea and lunch breaks
- has any specific books, equipment or clothing (e.g. swimwear) needed for learning that day.

What should parents do if they are concerned about the impact another person or student is having on their child?

If a parent is concerned about the impact of another student or person's actions on their child, the parent should contact the classroom teacher to discuss their concerns and allow time for the school to take action.

It is understandable that a parent will want to protect their child. However, it is never appropriate for a parent to reprimand another student or their parent.

What does the Code mean by ensuring children attend school 'ready to learn'?

This means that parents and carers should make sure their child:

- arrives at school on time, in the school's uniform (if there is one), having had breakfast, any necessary medication and adequate sleep
- has sufficient food for morning tea and lunch breaks
- has any specific books, equipment or clothing (e.g. swimwear) needed for learning that day.

Why can't schools tell parents about how another child was disciplined for their actions?

Schools must uphold the privacy and confidentiality of all members of the school community.

ENROLMENT INFORMATION

Norman Park State School is a co-educational school that offers classes from Prep – Year 6.

Enrolment Management Plan

Our Enrolment Management Plan is generally revised annually to manage our enrolment capacity.

The plan's aim is to manage the school's population through a transparent and consistently applied set of criteria, ensuring the optimisation of the student population in regard to facilities and grounds.

All students in Prep - Year 6 who reside within the defined catchment boundary or who have siblings who are continuing to be enrolled at the school for the following year have a right to enrol at Norman Park State School.

For more details please view the Ed Map <http://www.qgso.qld.gov.au/maps/edmap/> showing the defined catchment boundary for our school and our current Enrolment Management Plan or contact the school office.

New Enrolments

The following guidelines are for parents wishing to enrol their child at Norman Park State School:

- Complete and submit the Application for Enrolment Form (available on school website or from school office)
- Contact the school office to discuss your application and organise an enrolment interview
- Bring your child's original birth certificate or passport and proof of residency (x2) to the interview for verification
- Prepare any questions you have in readiness
- Bring your child along to the interview
- Read the NPSS Information Handbook and contact the school office if you have any questions or require clarification.

House System

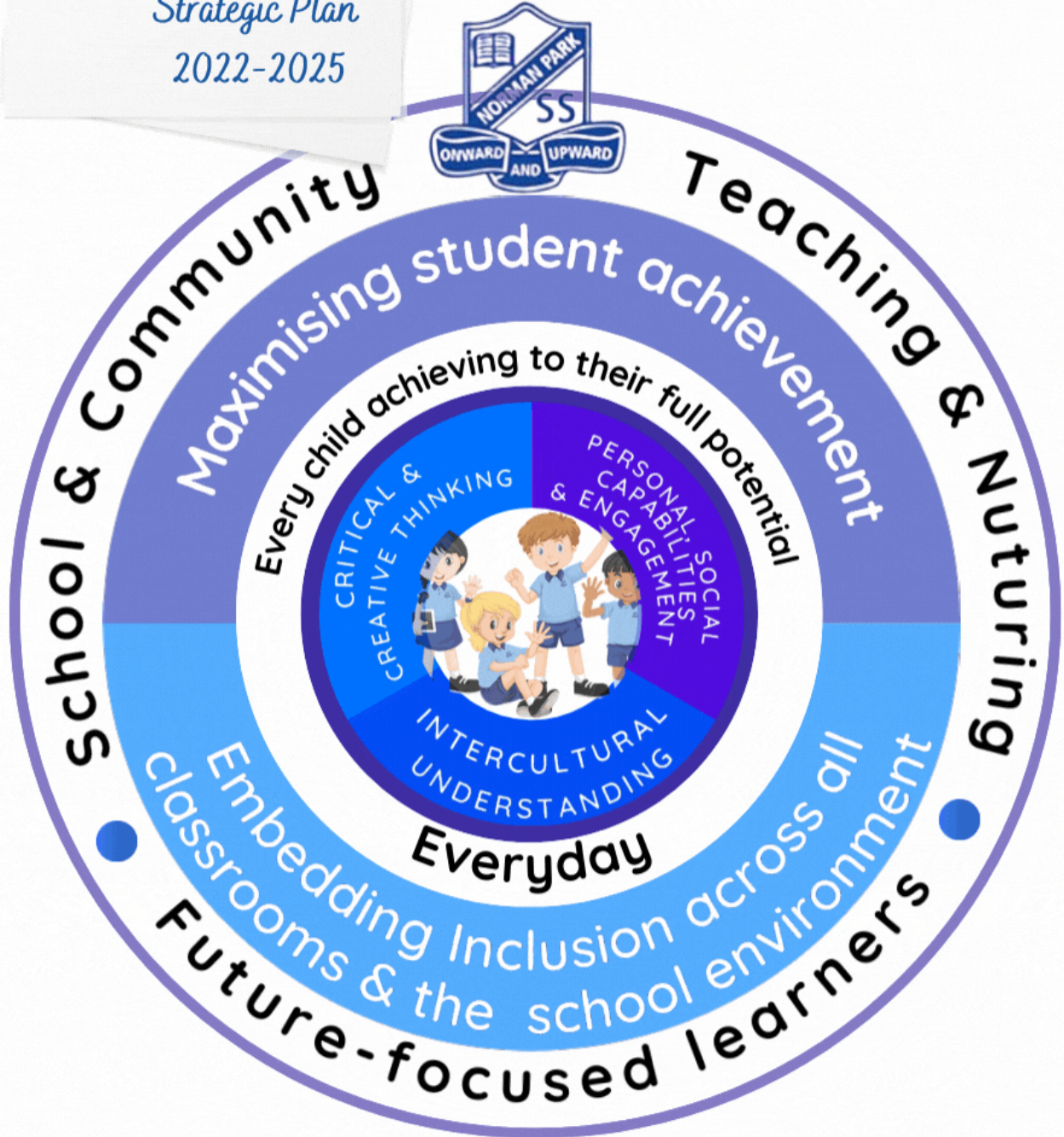
Students are assigned to one of three 'Sporting Houses'. Students from the same family are usually placed in the same 'House'. Students may wear their coloured 'House' polo shirts to school on days when they have Physical Education lessons, or to inter-house sports competitions.

The Houses are:

Cook	Green
Flinders	Red
Oxley	Yellow



NPSS
Strategic Plan
2022-2025



STAFF

Norman Park State School has competent and professional staff comprised of a number of classroom teachers, specialist teachers and other support personnel. The actual number of staff varies according to school enrolment trends.

FACILITIES

Solar Heated Swimming Pool

Our 25m solar heated swimming pool has five lanes and is situated on the Hipwood Street side of the school grounds. As well as providing an excellent facility for our school's physical education programs in Term's One and Four, the pool is the venue for the Norman Park Dolphins Swimming Club.

G Block Undercover Area

Our large undercover bitumen area located underneath G Block is utilised for lunch time activities. This area provides a shaded space for physical education activities during school time, our out of school hours care provider, school events and activities approved by arrangement with our Business Manager and/or Principal.

Playgrounds and Oval

The *Junior Playground* and sandpit near the Agnew Street entrance is designed for younger children and is open **only** to *Prep – Year 2 students*. The *Senior Playground* caters for *Year 3 – 6 students* and is designed to develop their strength and physical agility. The *Rope Fort* on the oval is open to all students. The school oval, situated adjacent to the G Block building, provides students with a grassed playing surface. Strict adult supervision is required.

Hall

The hall is used for a wide range of school activities including school assemblies, concerts, school /class performances and physical education activities. Some community groups also make use of this facility through a hire agreement.

Use of School Facilities Permission

Any school or community members who wish to use the school facilities outside of school hours must have permission from the Norman Park State School Principal or their delegate.

5. SCHOOL MANAGEMENT

SCHOOL ANNUAL REPORTING

The Queensland Government requires schools to report on the performance of the students and the school. This policy ensures that Queensland parents can access the information they need to make informed choices.

The NPSS website contains the following information and documents.

- 2022-2025 School Strategic Plan
- School Annual Report (SAR)
- Years 3 and 5 NAPLAN Results
- School Audit and Review Report Executive Summaries
- Investing for Schools Agreement (I4S)
- School values
- School vision

VOLUNTARY FINANCIAL CONTRIBUTION

Each year NPSS parents are invited to pay a voluntary financial contribution. This contribution is common in most state schools in Queensland and is used to supplement the funding provided to the school by Department of Education (DoE), the P&C Association and grant applications.

The contribution funds are utilised by the school to provide an enhanced educational service and resources for student learning, recreation and comfort including photocopying classroom resources for students, classroom art materials and equipment, resources for Mathematics, Science, Music, Health and Physical Education, Technology resources and internet usage.

The Prep contribution covers all in class items required for participation in Prep:

- Classroom supplies, art materials, equipment and resources
- Indoor Literacy and Numeracy games
- Classroom consumables including writing materials, workbooks etc.
- Books – Home readers, "Big Books", Individual Reading Books
- Gross Motor Obstacle Course equipment
- Cooking ingredients

Parents will receive a letter requesting payment of the voluntary financial contribution in the first few weeks of the school year.

MONEY COLLECTION & ACTIVITY PERMISSION SLIPS

When class excursions/activities are planned which require payment and permission from parents or carers, teachers will send letters home to parents providing information about these activities.

To streamline the collection of monies into the school, parents are asked to pay via QParents, BPoint (online payment system) or by cash. Money should be placed in a payment envelope which should be clearly marked with the child's name and activity and placed in the box in the office foyer.

Money envelopes should not be left with the class teacher. A receipt will be sent home via your child. If paying by cash, correct change is always appreciated.

Excursions and Camps and Refund Guidelines

At Norman Park State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and tabled at the Parents and Citizens Association meetings.

State schools are able to charge a fee for:

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

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

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

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

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

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a *Request for Refund* form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought from the school.

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

VISITORS AND VOLUNTEERS

To assist with maintaining a secure and safe environment at Norman Park State School, all visitors to the school must first go to the office to sign in and check in via the **Check In Qld App** for contact tracing purposes.

Parents or carers who are volunteering at school must be fully vaccinated for COVID-19. Volunteers must attend the school office, sign in, check in via the **Check In Qld App**, display vaccination status to office staff, and receive a **Visitor's sticker**. This sticker is required for security as well as in the event of an emergency.

Adults are kindly reminded to maintain physical distancing at all times, especially at drop-off and pick-up time, outside the classrooms and at the school gate.

All volunteers are bound by Departmental code of conduct and are required by law to keep all information they are exposed to confidential.

PARENT INVOLVEMENT IN NPSS

Parents are the first educators of their children and we value and encourage the ongoing participation of parents in their child's education. Parents at Norman Park State School are involved in a variety of ways including as members of the School Council, P&C Association; as members of committees and working parties; and as helpers in the classroom, tuckshop and on school excursions.

SCHOOL COUNCIL

Norman Park State School became an Independent Public School in 2015. We are members of an alliance of Government schools which are administrated by a School Council.

What does this mean?

School Councils will monitor the school's strategic direction; for example the Council's role will include:

- approving plans and policies of the school of a strategic nature and other documents;
- affecting strategic matters, including the annual estimate of revenue and expenditure for the school;
- monitoring the implementation of the plans, policies and other documents mentioned above;
- advising the school's Principal about strategic matters.

The Council must perform its functions in a way that achieves the best learning outcomes for the school's students.

The Council must have regard to the documents listed in Schedule 1 of the School Council Constitution in performing its functions. The Council may only perform its functions in relation to the school for which it is established.

The Council may not:

- interfere with the management by the school's Principal of the day-to-day operations of the school and its curriculum; or
- make operational decisions about the use of teaching or learning resources at the school; or
- make decisions about the individual teaching style used, or to be used, at the school; or
- make a decision that is contrary to law or a written policy of the department; or
- have control of funds; or
- enter into contracts; or
- acquire, hold, dispose of or deal with property; or
- sue or be sued.

For the avoidance of doubt, the Council is not part of the department, is not a body corporate and does not have a separate legal identity.

The Council consists of staff, parent and community representatives. The Principal, Ms Teena Elliott, and the Parent and Citizens Association President, Mandy Smith are automatic members of the Council.

The 2021 elected members of the Council are:

Name	Role	Role Details
Teena Elliott	Principal	Official Member
Mandy Smith	P&C President	Official Member
Tamara Barden	Chair	Parent Representative
Carmel Ni Chadhain	Staff Member	Teaching Staff Representative
Lara Druery	Staff Member	Non-Teaching Staff Representative
Shane Williamson	Parent Member	Parent Representative
Richard Ward	Parent Member	Parent Representative

In 2021, a whole school review was conducted in preparation for the development of our School Strategic Plan 2022-2025 (see page 6).

Norman Park State School will continue to work from this strategic plan and focus on our annual plan goals and focus areas.

- Maximising learning outcomes for all students
- Embedding a range of evidenced based pedagogical practices
- Enhancing engagement of our community members
- Teaching and nurturing future focused learners.

6. DAILY PROGRAM

6.30am	OSHC Before School Care commences
8.00am	School office opens
8.20am	Students may arrive at school – Students are to gather under G block unless under teacher supervision in another activity e.g. Music. No parents or students are permitted to wait on verandas or outside classrooms unless with a staff member. (Students arriving at school prior to 8.20am must attend OSHC)
8.40am	Class preparation bell for 8.45am start
8.45am	Morning session commences for all year levels. Arrival after this bell requires a 'late slip' from the school office.
10.45am – 11.05am	First Break - Year 3 - 6 students play 20mins Prep – Year 2 students eat 20mins
11.05 -11.30am	First Break — Prep-Year 2 students play 20mins Year 3 - 6 eat 20mins (A bell will ring at 11.25am for student preparation for class)
11.30am	Middle session commences for Year Prep - 6 students
1.00 – 1.20pm	Second break - Year 3 - 6 students play 20mins Prep – Year 2 students eat 20mins
1.20 – 1.45pm	Second break – Prep-Year 2 students play eat 20mins Year 3 - 6 students eat 20mins (A bell will ring at 1:40 for student preparation for class)
1.45pm	Afternoon session commences for Year Prep - 6 students
3.00pm	Bell for end of school Parents/Carers may collect students from waiting areas, off the verandas. OSHC After School Care commences
3.05pm	Motorists may collect children from the 2 Minute Zone – Stop Drop Go in Hipwood Street - This area is supervised by a teacher until 3.20pm
3.20pm	2 Minute Zone supervision ends (Children who have not been collected are taken to the office and parents are contacted)
4.00pm	School office closes
6.00pm	OSHC after school care closes

- School Office is open from 8.00am to 4.00pm Monday to Friday.
- If a child is ill or will not be attending school, please notify the school via our absentee line on (07)3900 5870 or via email
- All children are dismissed no later than 3.05pm, unless weather e.g. serious storms or other conditions require students to remain in classrooms or other areas for safety. Parents may collect their child who is then in the parent's care.
- Children may be detained for a maximum of twenty minutes after school, with prior notification, or during break times after they have eaten their lunch for behaviour that affects the good order and management of the school.

7. CURRICULUM

THE AUSTRALIAN CURRICULUM

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are important for all Australian students. It describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students.

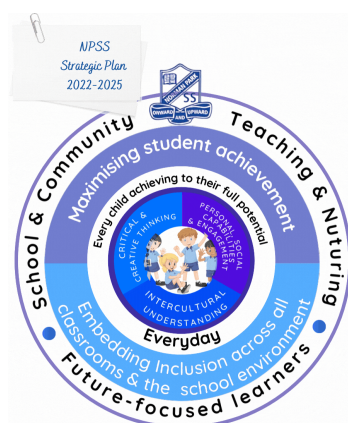
The Australian Curriculum has 8 learning areas, English, Mathematics, Science, Humanities and Social Sciences (HASS), Health and Physical Education, The Arts, Technologies (Digital & Design) and Languages. Some areas include more than one subject e.g. History and Geography are part of the Humanities and Social Sciences area.

Over the next few years our Prep to Year 6 teaching staff will continue to implement the Australian Curriculum, utilising and adapting Education Queensland's units of work called *Curriculum Into the Classroom (C2C)*.

Norman Park State School students demonstrate high levels of achievement in school-based and NAPLAN testing. These results are driven by our school plans which are reviewed each year. We strive to provide a balanced education and a broad range of relevant and engaging learning experiences, challenging our students to discover their unique potential and individual strengths; as per our school vision.

At Norman Park State School the achievement of every student matters and is maximised through the collective professional collaboration and efficacy of every teacher and student, with parents as partners in learning. We achieve this by recognising and responding to the strengths of every student in a supportive and inclusive classroom environment, so that they may have every opportunity to realise their full potential, becoming future focused learners who are independent, critical and creative thinkers.

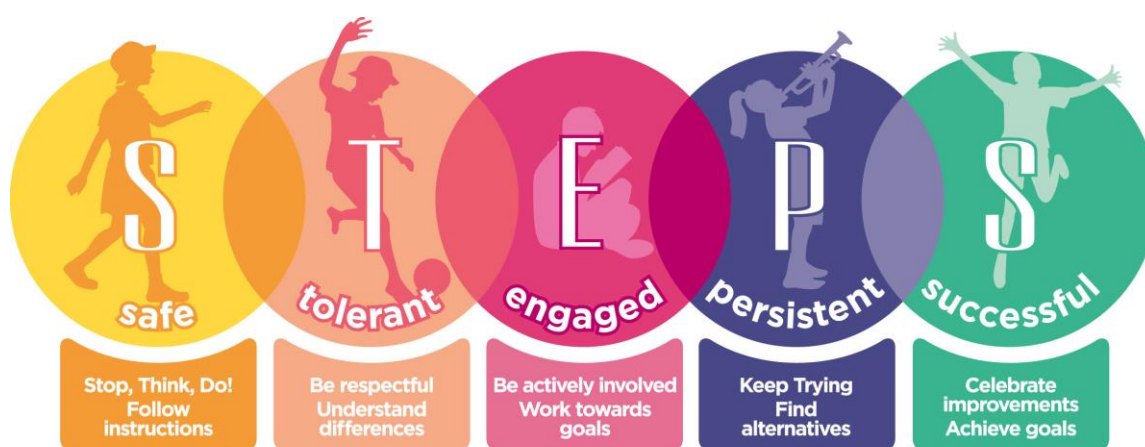
At the beginning of the year teachers will outline to parents how the curriculum will be delivered in their classrooms throughout the school year. This will occur at Parent Information Nights and Semester Curriculum Overviews, which will be available on our school website in Week 2 of each term.



POSITIVE BEHAVIOUR FOR LEARNING – STEPS FOR SUCCESS

All staff and community members are involved in this exciting area, where we work together to ensure a consistent approach to all aspects of behaviour support, including:

- Defining expected behaviour
- High Expectations
- Evidence-based decision making
- Teaching expected behaviour
- Encouraging expected behaviour
- Targeted and scaffolded instruction



CURRICULUM ENHANCEMENT AND CROSS CURRICULOR INTEGRATION

- STEM and ICTs are integrated into units of learning
- FACE (Friday Afternoon Curriculum Extension – Friday afternoons Years 3-6)
- Sustainability – The Hidden Garden: Bugs, plants and more!
- Performing Arts and Cultural Extension (Instrumental Music, Strings and Choir)
- Steps for Success – Social Skills Program
- Sport Competitions
- ICAS from UNSW Global Assessments
- Cross curricular priorities
- General capabilities

ASSESSMENT AND MONITORING

Norman Park State School closely adheres to the P-12 curriculum assessment and reporting framework.

<https://education.qld.gov.au/curriculum/Documents/p-12-curriculum-assessment-reporting-framework.pdf>

This document outlines our responsibilities in terms of assessment, reporting and implementation of the Australian Curriculum to support all students.

Overview:

Reporting student achievement

- Face to face twice per year at the end of Term 1 and 3.
- Report card twice per year at the end of Term 2 and 4.

NAPLAN Assessment

- Year 3 and 5 in May each year. Reports are usually available to send to parents in September.

Moderation of student assessment tasks

- Moderation once per term as a minimum.

DIGITAL TECHNOLOGIES

Class teachers have access to a digital coach and there is a computer lab located in our library for use by all classes.

Students in Years 3-6 are invited to participate in the iPad BYO program. Norman Park parents are not to communicate with students on their iPads (messages) during the school day. Please phone the school office.

Students have access to, and are encouraged to participate in online STEM learning.



RESOURCE CENTRE - LIBRARY

The school has the services of a Teacher-Librarian. All classes have access to the expertise of the Teacher-Librarian throughout the school year. Class teachers and the Teacher-Librarian plan collaboratively to deliver relevant learning experiences to students.

In addition to book resources, the library has non-book resources, e.g. online access, games, creativity and drawing programs.

Students are advised of borrowing allocations by the Teacher-Librarian at the start of the year. Students in Years P-3 will be required to have a bag to borrow from the Library. This is to keep the book safe and protected.

Borrowing can occur before school (from 8:30am), after school (until 3:30pm) and during the school day. The library is not open on a Friday.

LANGUAGE - FRENCH

French is taught to all students from Years 2-6. Students in Years 5 and 6 are assessed and receive 1 hour of instruction each week. **The inclusion of Year 2, 3 & 4 students in the language program may vary from year to year as we extend access to the program across the school.**

The aim of the program is to introduce students to the French language and culture. The course is primarily an oral course with an emphasis on the development of language proficiency in speaking and listening. There are, however, short projects and assignments involving writing and reading in the upper year levels for assessment purposes.

THE ARTS

There is a strong music, dance and drama tradition at Norman Park State School. Our students are offered a wide range of activities and are able to showcase their talents throughout the school year.

These include:

Classroom Music

By the end of Year 6, students at Norman Park State School will have developed knowledge and skills in the areas of beat, rhythm and melody. They will have had an opportunity to sing and play various melodic and non-melodic percussion instruments, recorder, guitar, ukulele and/or keyboard. Students will experience many facets of music and performing arts, and be encouraged to develop an overall appreciation of music. From Prep, there is a natural progression of topics covered, knowledge and skills developed.

- By the end of Year 3 - Students experience singing, movement, playing melodic and non-melodic percussion. Repertoire consists of mostly doh pentatonic scales.
- By the end of Year 5 - Students experience singing, movement, playing melodic and non-melodic percussion, as well as the recorder and ukulele. Repertoire consists of doh and some la pentatonic scales.
- By the end of Year 6 - Students experience success in singing, movement, playing melodic and non-melodic percussion, keyboard and guitar. Repertoire consists of songs in major and minor keys.

Extra-curricular musical activities offered:

Choirs - Norman Park State School currently supports and instructs two choirs: Junior (Years 2 & 3) and Senior (Years 4, 5 & 6). Junior Choir repertoire consists mostly of unison pieces, whereas Senior Choir pieces feature unison and harmony vocals up to 3 parts. Each choir rehearses weekly and performs at various school and community events, wearing their performance uniform.

Instrumental Music Program

The program caters for students who demonstrate and have a keen interest in learning an instrument from either the string, woodwind or brass and percussion families. There is an audition process to select students for the Instrumental Music Program. Students selected are required to commit to the program for twelve months.

Strings – Years 3-6

Band – Years 4-6

There is a levy for students involved in this program to cover the costs of repairs, replacements and musical texts.

Instrumental Music teachers visit the school on a regular basis to provide specialised instruction in percussion, brass, woodwind and strings.

Instrumental Music students have the opportunity to perform as members of NPSS school bands/string ensembles at various public performances throughout the school year in their performance uniforms.



HEALTH AND PHYSICAL EDUCATION

A specialist PE teacher conducts a weekly lesson with each class. Swimming takes place in this weekly lesson in the 1st and 4th terms for students in Years 1-6. Prep classes participate in swimming in 4th term only. Parents are required to give permission for their child to attend swimming lessons. Parent helpers are required to assist with supervision during swimming lessons.

Required dress for swimming lessons is:

- Speedo-type togs for boys (board shorts are not suitable)
- One-piece swimming costume for girls
- Sun-protection shirt, bathing cap, goggles, towel and water-proof bag to carry gear

Sunscreen: We advise parents to apply sunscreen to children on swimming lesson days. Students may also bring their own sunscreen.

Labelling: Please make sure that all items of uniform, swimming gear AND underwear are clearly labelled.

In Terms 2 and 3 the PE teacher covers a wide range of physical skill based activities.



SUN SMART POLICY

At Norman Park State School we believe that children should be protected from the sun. We enact this by ensuring sun protective clothing and school sun safe hats are worn when children are working or playing in direct or filtered sunlight. Children must wear protective swim shirts while attending Swimming lessons. Students are encouraged to apply sunscreen (SPF 30+ to 50+) before coming to school each day. Sunscreen is available in classrooms for reapplying throughout the day.

Teachers and parents provide good role models for the children at our school. Teachers are required to wear sunsafe hats while on playground duty. Children are encouraged to play in shaded areas such as the under covered areas and under shade trees. Other areas such as the Prep playground and the Senior Fort have protective shade shelters constructed over the playing area. Children are still required to wear sun-safe hats in these areas of filtered sunlight.

During the hottest part of the day, physical activities such as Physical Education lessons are usually undertaken in covered games areas.

Sun smart activities held at our school may include the following:

- using shade covers for sports days, etc.
- conducting educational programs on Sun Safety
- providing sunscreen for students.
- planning activities to minimise time spent in the sun
- conducting Physical Education lessons in the Covered Play Areas & shaded areas during peak sun exposure times
- ensuring parents are informed of the policy when enrolling their child.
- wearing school uniforms that are Sun Smart compliant
- wearing Sun Smart clothing on Free Dress Days
- encouraging students to hydrate.

What Parents Can Do:

Parents and care-providers can participate in Sun Safety by:

- being a positive role model
- providing children with appropriate broad-brimmed hats, clothing, and 30+ or higher broad spectrum sunscreen, including school camps
- reminding children about drinking water as they can dehydrate easily during hot weather
- purchasing and equipping children with appropriate swim shirts for swimming lessons
- supporting the school's Sun Smart Policy

Appropriate Uniforms

The Norman Park State School uniform has been designed to provide protection from harmful UV radiation as well as to be cool during hot weather. A collar and sleeves on the shirts offer protection to the neck, upper arms and shoulders. Shorts should preferably reach just above the knees.

Sunsafe Hats

The Norman Park State School has a broad brimmed hat as part of the uniform. Sun Smart hats provide shade. The brim needs to be 7cm to protect the head and face. At Norman Park State School, children must wear sunsafe hats to play or else they sit out of play in a shaded area. These must also be worn when student attend excursions and camps.

SPORTING EXTRAS

Interschool Sport Competition

Throughout the year you will be informed of competitions via the newsletters and notes sent home.

Representative Sport

Norman Park State School is affiliated with the Lytton District for Primary Schools. This means age appropriate children are eligible for all representative sports whether or not the sport is played at the school. While the school automatically sends teams to swimming and athletics trials they may also nominate students for other sports. Opportunities are advertised in the school newsletter by the HPE Teacher. Requests from parents or students who are excelling in any sport are welcome and can be made to the HPE teacher, Mr Nicholas Capelin Years 3-6.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed Application for student enrolment unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

A description of the RI available is provided below:

Christian Religious Instruction

Participating faith groups: Christian

Authorised program: Connect Christian Education Program

Aims and goals: To introduce students to the Christian faith. Connect teaches students the key components and themes of the Bible and Christian belief while encouraging them to apply the learning to their own lives.

Lesson structure: 30 mins per week

For further information, including module and/or lesson descriptors visit: www.cepconnect.com.au

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location.

Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Mathletics, Reading Eggs)
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

BOOK CLUB

Encouragement is given to students to read regularly and widely. The school operates a Scholastic Book Club that provides the opportunity for parents to purchase books suitable for students at reasonable prices. Order forms are distributed to the students on a regular basis by the Library Staff.

CURRICULUM EXTENSION ACTIVITIES

Friday Afternoon Curriculum Extension - FACE

A structured curriculum-based opportunity for students in year 3-6. These opportunities are:

- Cross curricula
- Extend students in an area of high interest
- Student orientated

Some past options have included robotics, animation, photography, and performance art.

Lunch time activities

Unstructured supervised or unsupervised activity based purely in student interest. These are revised each term and are student initiated and conducted. Past options include Pokemon swap, wellbeing and calming club, Edor, plane spotters, fidget swap, and book club.

The Hidden Garden: Bugs, plants and more!

NPSS is very proud of our 'Hidden Garden'.

Students may visit The Hidden Garden on some days with their class teacher, during their classroom breaks on nominated supervised day/s or with Out of School Hours Care. This is an extremely popular activity, especially for the younger children! Please consider joining our 'Hidden Garden Committee', who are keen to continue to build on making this a wonderful environment for our students.



Camping Program

Norman Park State School's Camping program enables students to engage in recreational learning and social activities in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Ideally most camps from Years 3-6 are scheduled not to clash with other activities such as national testing, district sports tryouts etc. Where multi-age classes exist, consultation between the relevant staff members will result in the best course of action for the year. Previous camp themes and experiences are considered during the consultation process for all year levels.

Educational Excursions

Educational excursions are planned during the year to support the curriculum and learning programs being offered at each year level. Notification is forwarded to parents regarding the details of the excursion and all transport arrangements. All students are encouraged to attend such excursions. If there are any difficulties experienced by families regarding the cost of excursions, please discuss any concerns with the Principal or Deputy Principal.

Academic Competitions

Different year levels from Year 3 onwards may enter a variety of state and national competitions eg. *International Competitions and Assessments for Schools (ICAS)* in areas such as English, Mathematics, Science and Technology. These competitions are held from 7:30am in the school hall, to minimise absences from class during teaching and learning time.

Leadership Programs

School leaders policy and process document can be located on our school website. A student leadership program operates at the school. It encourages the senior students to play a role in the daily activities of the school and offers opportunities to assist in the future planning for the school. Leaders are appointed via a variety of selection processes, appropriate to the positions of School Captains, House Captains, Cultural Captains and Library Captains. Other students play an important role in school events.

Student Council

The Student Council provides an opportunity for students to have a voice in the daily life of the school community.

STUDENT SERVICES

Guidance Officer

The school has the services of a Guidance Officer on a part time basis. Referrals for Guidance Officer support can be made via the student services committee. The Guidance Officer can provide academic, emotional or behavioural support to students. Parental permission must be obtained on the appropriate forms. These forms are available from the Principal or Deputy Principal or you may request a referral to this committee via the class teacher.

Parents will need to complete a form which the Principal will approve, if they require a registered specialist to communicate with staff or to visit the school.

School Chaplain

NPSS was granted funding in 2019 to continue the services of a school chaplain. A chaplaincy program is an optional service introduced into a state school to provide students, staff and parents with support which may have a religious and/or spiritual component. Chaplaincy services provide an additional adult role model in schools.

Whilst personally modeling and owning their own faith positions or belief, chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief.

Students can voluntarily participate in activities with religious or spiritual content which are organized by the chaplain only after parents have signed the *Consent Form Student Participation in Chaplaincy Program*, available upon enrolment or from the school office. These activities are only available during lunch breaks. During class time the chaplain may be involved in a wide range of classroom activities which are of a non-religious/spiritual nature. The vast majority of the chaplain's work at NPSS is of a non-religious/spiritual nature.

Our school's chaplaincy program complements other support services in the school such as those offered by the Guidance Officer. A chaplaincy service is not a counseling service. Access to the chaplain service can be made through the student services committee and /or the Principal/Deputy Principal. Parental support for involvement with the chaplain is mandatory.

Our chaplain does not refer to external agencies. The chaplain reports issues of concern to the Principal and the Principal is responsible for external referral processes.

Chaplaincy programs are compatible with policies and practices that apply to the delivery of any service in a multi-faith and multicultural state school community. A chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate in the program. Religious instruction is not part of the chaplaincy service.

Dental Clinic – Child and Adolescent Oral Health Services

All Queensland Resident children four years of age or older who have not completed Year 10 of secondary school are eligible for publicly funded oral health care via Queensland Health's Child and Adolescent Oral Health Services (previously referred to as the School Dental Service Program).

All dental examination and emergency appointments will be made by calling the Oral Health Hub on 1300 300 850, and families can make appointments at any of the school dental clinics in Metro South Health. Students who do not attend a school with a dental clinic on site can receive care at an alternative school location.

8. COMMUNICATION

COMPLAINTS MANAGEMENT

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The Department of Education (DoE) is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints or using deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school Principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. Discuss your complaint with the Principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school Principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the Principal to act as a go between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Principal or the Deputy Principal. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the Principal may be lodged in person, by telephone, writing or via email

principal@normanparkss.eq.edu.au

3. Contact your local Education Office

If you have discussed your complaint with the Principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

Anonymous complaints will only be acted upon if enough information has been provided to allow for follow-up with the relevant school Principal.

When you contact your local Education Office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the Principal of your school. Local office staff will then work with you and your school to seek a resolution.

Addresses and telephone numbers for the Department of Education offices are available through the Schools Directory at www.education.qld.gov.au/directory/

4. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

Office of the Ombudsman

GPO Box 3314, Brisbane, Qld 4001

Email: ombudsman@ombudsman.qld.gov.au

Telephone (07) 3005 7000 or Toll Free 1800 068 908 Fax (07) 3005 7067

The role of Parents and Citizens' Associations (P&Cs)

Complaints about services that are run or managed by the P&C Association at your school, for example, the tuckshop, should be directed to the P&C Association in the first instance.

REGULAR COMMUNICATION

Weekly Newsletter

As a part of our school's approach towards the way we communicate with you, we provide interactive, colourful and professional electronic newsletters to all our parents.

The concept of eNews is similar to printed paper newsletters but with added benefits - eNews is personally delivered directly to your email inbox via the Internet. This delivery method has many advantages. It is cost effective and time efficient.

All new families will be added to our newsletter database. Please email the office admin@normanparkkss.eq.edu.au if you do not receive.

The newsletter is posted on the school's website and QSchools App each Thursday afternoon.

School Website

Our website www.normanparkkss.eq.edu.au provides a wide range of information about NPSS, including School Annual Reports, Responsible Behaviour Plan and curriculum. Download the 'QSchools' App to your internet/mobile device to access information from Education Queensland and Norman Park State School.

QSchools App

The QSchools app lets you connect with Norman Park State School to get up-to-the-minute information including:

- Push notifications and emergency announcements
- Newsletters and documents
- Calendar events and news
- Tuckshop information
- School hours and contact details
- Social media feeds, Facebook and YouTube



Available for free via the Apple iTunes store, Google Play and Windows Stores.

Facebook

The school has a Facebook page located at facebook.com/NormanParkSS/

The page is updated with important information articles and celebrations daily.



QParents App

The QParents app is active and in use at Norman Park State School. Through the app, parents can access and manage their child's student information including:

- Attendance – the ability to notify the school of an absence
(this is the preferred method of absence notification for the school)
- Viewing unpaid invoices, making payments online and viewing payment history
- Viewing and downloading academic report cards



Invitation emails are distributed from the school office, and registration requires your child's EQID. Should you require an invitation email or your child's EQID, please email admin@normanparkss.eq.edu.au with your request. QParents is available for free via the Apple iTunes store, Google Play and Windows Stores.

Orientation & Parent Information Sessions

NPSS organises orientation days for students commencing Prep which are designed to help your child and you feel comfortable with the school environment.

Each class teacher will organise a Parent Information Session during the beginning of Term One. Parents and carers should attend in order to meet the teacher and learn about their child's curriculum and activities during the year.

School Assembly

Assemblies are conducted each Tuesday afternoon at 2.30pm in the school hall. Whole school as well as Junior (P-2) and Senior (3-6) Assemblies occur on a rotational basis and dates are provided in the calendar of events in the school newsletter and on the website.

SMS Texts

Daily SMS text messages are sent to parents at **9am** if your child is not at school and the school has not been notified of the absence. To inform the school on the day of your child's absence, submit the absence through QParents (our preferred method of absence notification), phone the Norman Park State School Absence Line on **(07) 3900 5870** or email admin@normanparkss.eq.edu.au.

In the event of a more urgent update to parents, the school is able to send a text to parents. Please ensure that your contact details are always current.

PARENT / TEACHER COMMUNICATION

Teachers at NPSS are always willing to discuss student progress with parents. In order to ensure that the teacher can provide optimal attention to the discussion, please ensure that you make an appointment by contacting the teacher for a mutually suitable time.

We recommend that you discuss your communication methods with your child's teacher, early in the school year, so that both you and the teacher are aware of the best ways to stay in contact. Classroom teachers email addresses are on our school website. The use of 'SeeSaw' as a means of communication between home and school is a personal choice for teachers at NPSS. If using email as a means of contact with your child's class teacher, it is important to remember that teachers, due to the nature of teaching, may not be able to respond immediately to your communication. Teachers will respond to parent communication as soon as it is practical for them to do so, usually 24 hours.

Please be assured that NPSS staff will contact parents / carers immediately if they perceive the need to discuss a child's progress or behaviour.

Parents / carers should feel free to contact the Principal or Deputy Principal to discuss matters of concern. Similarly, it is essential that you contact the office to make an appointment for a mutually suitable time. It should be noted that parents should always discuss educational matters with the relevant classroom teacher or specialist teacher **before** an appointment with the Principal or Deputy Principal. Emails and requests for meetings will be responded to within 48 hours.

REPORTING

Students will receive an electronic Report Card via their parent's email at the end of Semester 1 and Semester 2. Our teachers will offer parents the opportunity to formally meet with them to discuss their child's progress at the end of Term 1 each year or more often if required. Please do not hesitate to contact your child's teacher/s if you wish to discuss a matter at a mutually convenient time. The school will advise parents of such times.

ANNUAL EVENTS

A school calendar is prepared which highlights the major events of the school year. This information is transmitted to parents through the school newsletter, QSchools App and website with upcoming events clearly signalled prior to the date. Regular annual events include:

- School Photographs
- Swimming Carnival & Sports Athletics Carnivals
- Participation in local events such as the ANZAC Day services
- Participation of school groups in cultural activities such as NAIDOC Week
- Excursions and camps eg. Under Eights Day
- SmartStuff Festival and Busy Kidz including Market Day
- Student Council including Discos
- Open Classrooms at the end of each term

9. ARRIVALS AND DEPARTURES

DUTY OF CARE BY THE SCHOOL AND PARENTS / GUARDIANS / CARERS

It is well established law that schools and teachers have a duty of care to pupils whenever the school is exercising control of the pupils' actions. Courts in Australia have made it clear that once the school asserts authority over pupils, such as setting supervision times, then the duty of care arises.

A parent/guardian/carer is responsible for the supervision of their child outside school hours. The collection of students at the end of the school day by parents/guardians/carers will result in those parents/guardians/carers assuming responsibility for supervising those students while on the school premises or while using the playground equipment.

The Norman Park State School staff daily supervision begins at 8:40am until 3:00pm. From 3:00pm – 8:40am the parents/guardians/carers are responsible for supervising their children and the school cannot accept responsibility for students during those unsupervised times.

EARLY ARRIVALS

Unless attending a school-organised activity such as music practice, **children must not be left at school before 8.20am** and if at school from this time students **must** be seated in the Agnew Street Garden area or directly supervised by parents or carers. Early arrivals should attend the Outside School Hours Care service which opens from 6.30am.

LATE ARRIVALS

Children who arrive at school after the morning session start bell at 8.45am must be accompanied by their parent to the school office to explain and/or document a reason for their child's late arrival. Consistent late arrivals at school is discouraged and students may receive a 'Late Arrival' form to be completed by parents.

EARLY DEPARTURE

Children who are departing from school before 3:00pm must be signed out by a parent/guardian at the school office with an explanation or reason for the child's departure.

LATE DEPARTURE

If you are unable to collect your child from school at 3:00pm, please contact the school office. Students are not to wait unsupervised in the school grounds after 3:00pm. Outside School Hours Care (OSHC) is available daily.

ABSENT FROM SCHOOL

If a child is away, please inform the school by **8.40am** by submitting the absence through QParents (our preferred method of absence notification), phoning the Norman Park State School Absence Line on **(07) 3900 5870** or sending an email to admin@normanparkss.eq.edu.au making sure to include the reason for your child's absence from school. Daily SMS contact is made to parents if their child's absence has not been notified to office staff by 8.40am. If students have an unexplained absence, staff will contact parents via phone, email or with an 'Unexplained Absence' form for the reason for the student's absence.

EXEMPTIONS – ABSENT FOR MORE THAN 10 CONSECUTIVE SCHOOL DAYS

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation. *Application for exemption for a child or young person enrolled in a Queensland State School* forms are available from the school office or website. Form is to be completed and the Principal permission is required.

DROPPING OFF AND PICKING UP

2 Minute Zone

A 2 Minute Zone applies in Hipwood Street between 8.00am and 9.00am and 2.30pm and 3.30pm.

All drivers are required to follow the school's guidelines for using the 2 Minute Zone to drop off and pick up children:

- Use your surname tag on your visor.
- When dropping off children, wait until you are near the front of the red zone before stopping. Please do not use this time to have long conversations with your children, do their hair or chat to other parents!
- If you need to get out of your car to assist children, please wait until you reach the front of the zone before stopping, so that you do not hold up the cars behind your car.
- Do not park in the zone until after 9am. This is inconsiderate to other drivers who wish to drop off children.
- We recommend waiting until 3.05pm before arriving at the 2 Minute Zone to collect children. You must not park and wait in the zone before this time because it causes serious traffic congestion.
- Instruct your children to go straight to the 2 Minute Zone after the bell and wait for the teacher to call out the student's name before walking to the footpath with their bags in hand.
- Do not stop to load your children until you have reached the front four spaces in the zone marked on the footpath with **red paint**.
- Be aware that police are fining parents who are stopped and waiting in cars on curbs marked with yellow lines.

During School Hours Collection

If you need to collect your child from school before 3pm, you are required to go to the office and sign the Sign-in/ Sign-out Register before collecting your child. This process is necessary for accurate recording of children present at school in the event of a fire or other emergency. The office staff will notify your child's teacher of his/her absence.

Waiting in the School Grounds

Parents and carers are welcome to wait for their children inside the school grounds.

Recommended meeting places are:

- Paved area in Agnew Street garden
- Courtyard in Hipwood Street
- Oval
- Not on verandas or outside classrooms

Parents who are waiting with younger children must supervise these children and be responsible for their safety while they are on school grounds.

Dogs are not allowed inside the school grounds. If parents and carers wish to bring dogs to school, they must remain outside the school grounds.

Waiting outside classrooms

Please arrange a meeting place downstairs to collect your child/children. Waiting outside classrooms can be distracting for the class.

PARKING

Parking on School Grounds

A limited number of car parks are available on school grounds via the Hipwood Street driveway. **These spaces are for the use of school administration staff (e.g. Principal, Deputy Principal and Head of Curriculum) disabled drivers, delivery vehicles and emergency vehicles only.** All visitors to the school are requested to park outside the school grounds.

Street Parking

The limited street parking spaces near the school fill very quickly at peak times. The 2 Minute Zone in Hipwood Street restricts parking in this area during drop off and pick up times. A 10 minute parking zone operates in Hipwood Street near the school pool. Suggested areas for parking near the school include Hipwood Street, Elliott Street, School Street and Agnew Street. Please be considerate of local residents and do not impede their access by parking too close to driveways.

WALKING TO SCHOOL

Pedestrian Crossings

A pedestrian crossing with School Crossing Supervisor operates outside the school entrance in Agnew Street before and after school. In the interests of child safety, all students who walk or cycle to school should use this crossing when approaching the school from Agnew Street. Children who approach the school from Hipwood Street must take extreme care when crossing Hipwood Street.

CYCLING / SCOOTERING TO SCHOOL

Children are encouraged to ride and scooter safely to school. Cyclists must stay on the left hand side of all pathways, and dismount when using the designated pedestrian crossing in Agnew Street, on footpaths around the school and upon entering the school.

Riding/scooter is not permitted in the school grounds. Bicycles/scooters are to be locked to the racks under G Block. Ensure that these and helmets are clearly **named**.

Bicycle Helmet Policy

It is compulsory for all bicycle and scooter riders in Queensland to wear an Australian Standard-approved safety helmet.

NPSS enforces the following policy for students:

- All students riding or pushing a bicycle to and/or from NPSS must wear an Australian Standard-approved safety helmet in the correct manner.
- Parents of cyclists not complying with this policy will be informed immediately by a member of staff of the event and the school's policy.
- If a student does not comply with the bicycle helmet policy, action will be taken to ensure the student's safe movement to and from NPSS.

10. STUDENT INFORMATION

UNIFORMS

Children are encouraged to take pride in wearing their school uniform at all times. The uniform is available for purchase from HosiKozi, 349 Riding Road, Balmoral, telephone (07) 3899 3000.

Second-hand uniforms are available from the Second Hand Uniform Shop at regular stalls during the year and funds raised go towards the P&C Association's support of the school.

House Shirts Students may wear their coloured House polo shirts to school on days when they have PE lessons, interschool sport or to inter-house sports competitions.

Please ensure all uniform items are clearly named.

Hat	Royal blue school logo bucket hat legionnaire or wide brim hat (NPSS policy means children without sun safe hats may play only in areas out of direct or filtered sunlight)
Shirts	Royal blue/dark blue striped school buttoned shirt Sky blue/royal blue collar school logo polo shirt Prep students wear a special royal blue Prep polo shirt Year 6 students wear a special Senior polo shirt (ordered through the school)
Shorts	Royal blue, elastic waist shorts with side pockets
Skirt/Skort/Culottes	Royal blue wrap skirt or "skort" (combination skirt/shorts)
Dress	Royal blue/dark blue striped poly cotton school dress
Sports uniform	Coloured house polo shirt may be worn on PE and sports days Royal blue poly-cotton shorts, skirt or skort
Jacket	Royal blue school logo jacket or polo fleece Royal blue with sky blue panels "microfibre" zip tracksuit top
Pants	Royal blue fleece tracksuit pants Royal blue "microfibre" tracksuit pants Royal blue poly-cotton tailored bootleg pants
Shoes	Shoes must be fully enclosed for foot protection Black school shoes or black or white joggers with laces that are in keeping with school colours are our preferred shoes (not fluoro shoes or laces) On swimming days Prep & Year 1 students may bring sandals to wear to pool
Socks	Black or white ankle socks are part of our school uniform

GOTCHA awards are presented by school captains to students wearing our preferred school uniform.

Appearance

NPSS promotes a neat appearance and students are encouraged to:

- have clean clothes, a clean body and tidy hair (wear blue or white hair ties only)
- wear the school uniform with pride
- no nail polish
- wear no jewellery other than watches and stud/sleeper earrings
- blue, black or white socks and shoes

LOST PROPERTY

Unclaimed property is stored outside the OSHC area and is maintained by a P&C Association volunteer. Parents may inspect lost property at any time to reclaim lost belongings. Students may check lost property during first or second break eating time when it will be available outside the OSHC room, leaving it tidy. Items remaining unclaimed at the end of each term are donated to the second-hand uniform shop or a suitable charity.

Mobile Telephones, Smart Watches, BYO iPads, Money & Valuables

We discourage children from bringing valuable items (including toys and trading cards) and large amounts of money to school. They do so at their own risk. Teachers will not be held responsible for any items lost at school.

Certain Personal Technology Devices are Banned or Restricted at School - Students must not bring valuable personal technology devices like smart watches, cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft.

BYO iPad devices may only be used during class times with staff supervision. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in disciplinary action. The Principal also has the right to discipline inappropriate use of devices in the home if it has an impact at the school level.

Bringing personal technology devices e.g. mobile phones and smart watches to school is not encouraged because of the potential for theft and general distraction and/or disruption to good order and management of the school. However, in special circumstances, such as for safety reasons, mobile phones may be permitted. **Students bringing mobile phones and smart watches to school are required to hand them in to the school office prior to 8.45am and collect them at 3.00pm.**

POSITIVE BEHAVIOUR FOR LEARNING

NPSS takes a positive approach to behaviour management. Our school prides itself on creating a positive and nurturing environment in which all students can feel safe and supported at NPSS. In 2021, our *Student Code of Conduct* was reviewed in accordance with Department of Education policy.

All new students are given a copy of the school's *Student Code of Conduct*. We recommend that parents and carers go through this document with their children to ensure that all parties understand the school's expectations for student behaviour.

In 2015/2016, the staff and community implemented and consolidated the Positive Behaviour for Learning program with great success (PBL). Students and staff work together to explicitly inform our whole school about this program and teach students skills.

NPSS does not tolerate bullying, harassment or anti-social behaviour. All members of the school community are committed to ensuring a safe and supportive environment based on the *Student Code of Conduct*, and the STEPS for Success where TOLERANCE is an integral component of our school's strategy. Further information about the NPSS behaviour expectations can be found in the *Student Code of Conduct*.

It is also important to be aware that behaviour that is detrimental to the 'good order and management of the school' that occurs out of the school grounds and hours can result in follow-up by the Principal and result in consequence e.g. on the way to or from school or online bullying.

HOMEWORK POLICY

Homework provides students with opportunities to consolidate their classroom learning, develop behaviours for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This involves sufficient time for family, recreation and cultural activities.

Homework guidelines for our school are:

- In Prep year, generally students will not be set homework other than small take-home readers, sight words and or reading materials/games.
- In Years 1 – 6 homework is most effective when it:
 - is clearly related to class work
 - is varied and differentiated to individual learning needs
 - consolidates, revises and/or applies student's classroom learning
 - is monitored by the teacher

Teachers use their professional expertise when setting homework for their class, so that it is specifically targeted on areas for development related to learning in that class.

A classroom focus on neatness and presentation will continue to be expected in homework.

BOOKS AND MATERIALS

A list of required books and materials is issued at the end of each school year for the following year's class in Years 1-6. Parents may choose to take advantage of the school's arrangement with *Schoolstuff.com.au* which enables parents to purchase all of their child's requirements online and which also assists with the school's fundraising efforts.

All books should be covered and materials clearly named. Teachers will inform parents if items such as pencils, glue etc need to be replaced during the year.

11. HEALTH AND SAFETY POLICY

EMERGENCY PROCEDURES

Unfortunately, accidents and emergencies do occur. In the case of minor accidents or sickness at school, we contact the parent and seek further instructions.

If an accident is serious, an ambulance is called immediately and parents are advised accordingly. In either case, it is imperative that an up to date record of emergency telephone numbers are stored at school.

Please ensure that the office always has the correct contact numbers for you and your designated emergency contacts. Notify the office if you change your address, telephone numbers or place of employment. Similarly, notify the office of any changes in contact details for your emergency contacts.

ACTIVITY RISKS AND INSURANCES

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in an activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child.

EVACUATION AND LOCK DOWN DRILLS

Drills are conducted at the school at regular intervals to ensure the quick and safe evacuation from all buildings or the effective lock down of the school during a real emergency. All persons in the school are expected to follow the drill. Each classroom and work area in the school has both an Evacuation Plan and Emergency Procedure document to assist people to follow correct procedures.

ILLNESS PROCEDURE

Sick Bay is situated outside the office. Teacher aides and administrative staff assist children who attend the Sick Bay.

Parents are contacted if a child presents during the day and it is determined the condition is of an ongoing and serious nature and cannot be managed at school satisfactorily. If this occurs, parents are expected to collect their child or make other arrangements.

Medication Procedures

Please find below an excerpt from the *Education, Policy and Procedures Register – HLS-PR-009*:

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name. Staff must follow the directions on the original label attached to the medication container.

Office staff at Norman Park State School will only administer medication to students if the school's medication form is completed by the parent and/or medical practitioner and the medication is labelled according to policy. Medication Forms are available upon request from the school office or on the school website.

Ventolin

Asthma sprays such as non-prescribed Ventolin does not fall within the above requirements. Students may bring asthma sprays and spacers to school and use them when the need arises. An initial letter from the parents advising of their need to use asthma sprays must be supplied to the school. Students are responsible for their own asthma sprays and spacers. Prep or Year 1 students who require assistance to take Ventolin will need to provide a parent/doctor letter that advises their teacher of the need for Ventolin, where it is kept and how often it needs to be administered.

Infectious Diseases

A list of infectious diseases and the necessary action is listed below. Whenever in doubt please contact the school.

Chicken pox	Exclude until fully recovered or at least five days after the eruption first appears.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Mumps	Exclude for nine days after onset of swelling.
Rubella	Exclude until fully recovered or for at least four days after the onset of rash.
Measles	Exclude for at least four days after onset of rash.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a waterproof dressing.
Ringworms / Scabies / Pediculosis (Lice) / Trachoma	Exclude until the day after appropriate treatment has commenced.
Diphtheria	Exclude according to public health unit requirements.
Viral Hepatitis	Re-admit on receipt of a medical certificate of recovery.
Streptococcal sore throat (incl scarlet fever)	Exclude until 24 hours of appropriate antibiotics have been completed
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.

Head Lice

The incidence of head lice in Queensland schools has at times reached epidemic proportions. Cross infection is easy in schools where large numbers of children mix freely.

Head lice can be contained if parents and schools co-operate together. Therefore the school will immediately alert the parent of a child who is suspected of having head lice. We will then alert parents of other students in the same class. Parents should then seek the assistance of their local chemist for advice on effective treatment. The incidences of outbreaks are minimised if all parents are vigilant and take required action promptly.

It is no disgrace or embarrassment to contract head lice, however it is unwise to neglect treatment.

FOOD RECOMMENDATIONS

Food Allergies

NPSS has several students who can suffer severe anaphylactic reactions to foods such as peanuts and their by-products.

To assist in making our school as safe as possible for these students we ask parents to consider alternatives to these products when making student lunches etc. Further information can be found at www.allergy.org.au.

Healthy Lunchboxes

NPSS promotes healthy eating practices for our students. For ideas about healthy school lunches and snacks, visit the Queensland Government's Safe and Healthy Schools website at www.education.qld.gov.au/schools/healthy/healthy and click on *Smart Choices*.

Importantly for children in the junior years, please do not send packaged food which the children will not be able to open themselves. This only causes frustration, potential spills (and may cause potential injury) for the child.

12. P&C ASSOCIATION

Our active and supportive Parents and Citizens (P&C) Association, including its various sub-committees, provides the school with invaluable funds and resources.

The P&C Association is a statutory organisation given responsibilities by Department of Education to administer the many voluntary services that are vital to the well-being of schools. The P&C Association, plays a major role in fundraising for the school and contributes a considerable sum to the school each year. It is also responsible for many other important services and projects.

General Meetings are held on the **second Tuesday of each month at 6.30pm** in the school library. All parents are welcome to join the P&C Association and attend meetings. The P&C can be contacted on normanparkpandc@gmail.com.

TUCKSHOP

The NPSS tuckshop is operated by the P&C Association and require volunteer helpers on Wednesdays and Fridays. Menus and price lists are issued during the year and can be found on *School24* or the school website. The tuckshop has fully implemented the recommendations in the State Government's "Healthy Food and Drink Supply Strategy for Queensland Schools".

The tuckshop cannot function without help from parents, grandparents and other caregivers. Please consider being a volunteer to assist with the running of the tuckshop. The tuckshop convenor can be contacted on npsstuckshop@gmail.com.

SWIMMING CLUB

The Norman Park Dolphins Swimming Club has open membership and welcomes swimmers from both NPSS and the wider community. The aim of the club is to encourage swimming confidence and introduce children to the fun of racing in a supportive environment that focuses on participation and personal improvement. The Swimming Club is a great way for kids to make new friends, keep fit and learn good sportsmanship. Friday nights are club nights in Terms 1 and 4.

Full details are provided on the school website under 'Extra-Curricular' or email npssdsc@gmail.com.

MUSIC SUPPORT GROUP

The Music Support Group is a sub-committee of the P&C Association. The committee aims to provide both financial and practical support for the school's Instrumental Music Program. Members of MSG organise ticketing, refreshments and fundraising at each instrumental performance event throughout the year.

MSG members are also active in putting together musical events, as well as assisting the Instrumental Music Teachers by seeking grants and fundraising to replace the school's instruments.

SECOND-HAND UNIFORM SHOP

The Norman Park P&C Association holds a second-hand uniform stall on an 'as needs basis' for those parents wishing to purchase second-hand uniforms. Times and dates are advertised in the newsletter. Parents are invited to donate good quality second-hand uniform items to the clothing pool.

FUNDRAISING

The P&C Association and its sub-committees have made a strong commitment to the school over many years to provide a variety of resources. This is done through a varied number of events and projects run within the school community and outside in the broader community.

These events, while earning extra dollars for the school, provide many opportunities for families to join together and form life-long friendships.

Monies are spent on providing resources such as reading books, library books, mathematics, science, sporting equipment, physical education, technology and also playground facilities and swimming pool improvements to name a few.

MAKING A DONATION TO ASSIST THE SCHOOL

Norman Park State School has two *Deductible Gift Recipient* accounts with the Australian Taxation Office.

Norman Park State School is now endorsed as a *DGR Library Fund account*. Donors can claim income tax deductions for gifts in the income tax returns. For a donor to claim a tax deduction, the payment must be a gift of \$2 or more. Tax deductible receipts will be issued upon the receipt of a donation made payable to Norman Park State School DGR Library.

Norman Park State School Parents & Citizens Association has a *DGR Building Fund Account*. Donations over \$2 to this account are tax deductible.

If you would like to make a donation to assist the school please contact the *Mrs Danielle Thomas, Business Manager* for further information.

13. OUTSIDE SCHOOL HOURS CARE

Outside School Hours Care (OSHC)

Our OSHC centre is situated within the grounds of the school and provides care for children – before school, after school, during vacation periods and on Pupil-Free Days.

The service is available to families in the school and surrounding district. Our Outside School Hours Care is run by an organisation known as *Jabiru*.

Jabiru accommodates families' needs with care available on a permanent, semi-regular or occasional basis.

Parents should refer to the *Jabiru OSHC Handbook* for complete details and policies in regard to the OSHC service.

Enrolment forms are available from the school office or at the service. Please contact Jabiru Norman Park on

Phone: 0499 700 304 or **Email:** normanpark@jabiru.org.au