



Parent Information

Handbook

2019 - 2020



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. Contact 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	npss@normanparkss.eq.edu.au
Website	www.normanparkss.eq.edu.au

Administration

Principal	Ms Janine Leach
Deputy Principal	Mrs Bronwyn Smith
Head of Curriculum	Mrs Fiona Hosking
Business Manager	Mrs Danielle Thomas
Administration Officers	Mrs Karen Wheeler, Ms Elsie Rough & Miss Rachel Fry

Operating Hours

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

2019 School Terms

	First Day of Term	Last Day of Term	Pupil Free Days / Public Holidays
Term 1	Tuesday 29 January (10 weeks)	Friday 5 April	19 April – Good Friday 20 April – Easter Saturday 22 April – Easter Monday
Term 2	Tuesday 23 April (10 weeks)	Friday 28 June	25 April – Anzac Day 6 May – Labour Day
Term 3	Monday 15 July (10 weeks)	Friday 20 September	14 August – Ekka Public Holiday
Term 4	Tuesday 8 October (10 weeks)	Friday 13 December	7 October – Queen’s Birthday Public Holiday 21 October – Pupil Free Day

2020 School Terms

	First Day of Term	Last Day of Term	Pupil Free Days / Public Holidays
Term 1	Monday 28 January (10 weeks)	Friday 3 April	26 January – Australia Day Public Holiday 10 April – Good Friday 11 April – Easter Saturday 13 April – Easter Monday
Term 2	Tuesday 20 April (10 weeks)	Friday 26 June	25 April – Anzac Day 4 May – Labour Day
Term 3	Monday 13 July (10 weeks)	Friday 18 September	12 August – Ekka Public Holiday
Term 4	Tuesday 6 October (10 weeks)	Friday 11 December	5 October – Queen’s Birthday Public Holiday 19 October – Pupil Free Day



Welcome to

Norman Park State School
Independent Public School

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

A strong feature of the school is the Music Program which is supported by an extensive choral and instrumental music program and includes inter-school competitions, productions and school ensemble music concerts.

Our *Pedagogical Framework* for planning, teaching and assessment is based on current educational research models that underpin pedagogical practices. The three key focus areas of the framework are: John Fleming's *Explicit Teaching*, Harvard University's *Culture of Thinking* and the *Department of Education Qld's Inclusion policy* and *Positive Behaviour for Learning* framework.

Curricular and extra-curricular activities include: Years 3, 4, 5 and 6 Outdoor Educational camps where students have the opportunity to engage with overnight stays developing into a week-long social experience in Year 6. We offer Robotics Club, Chess Club, Sporting Schools, STEM Master Classes which are linked with our local secondary school and International Competitions and Assessments for Schools (ICAS).

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

Our pastoral care program includes Peer Support, Leadership Development; School, Cultural, Sports and Library Captains, a Student Council and a Chaplaincy Program.

There is strong community support for Norman Park State School. Working as a part of the Parents' and Citizens' Association is the Swim Club, Tuckshop, Uniform Shop, Music Support Group and a Parent Network. Our School Council monitors and advises on the school strategic direction. (See the School Strategic Plan 2017-2020.)

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 will generally be revised annually to manage the capacity of our enrolments.

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 accommodation, 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 the Application for Enrolment Form (available on school website or from school office)
- Contact the school office to make an appointment for an 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 Principal if you have any questions
- Complete and sign the Enrolment Agreement Form (available on school website or at office)

Transfer of Students

A Transfer Certificate is required when a child transfers from a non-State school in Queensland. Students arriving from another school should present transfer documents from their previous school at the time of enrolment. All new students will be interviewed by the Principal or delegate before joining their new class.

If you are leaving NPSS, please advise the school office as we will be required to ensure that you are enrolled at the next school. Parents are asked to advise NPSS of the name of their child's intended new school.

House System

Students are assigned to one of three 'Sporting Houses', mainly for sports competitions. Students from the same family are normally 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:

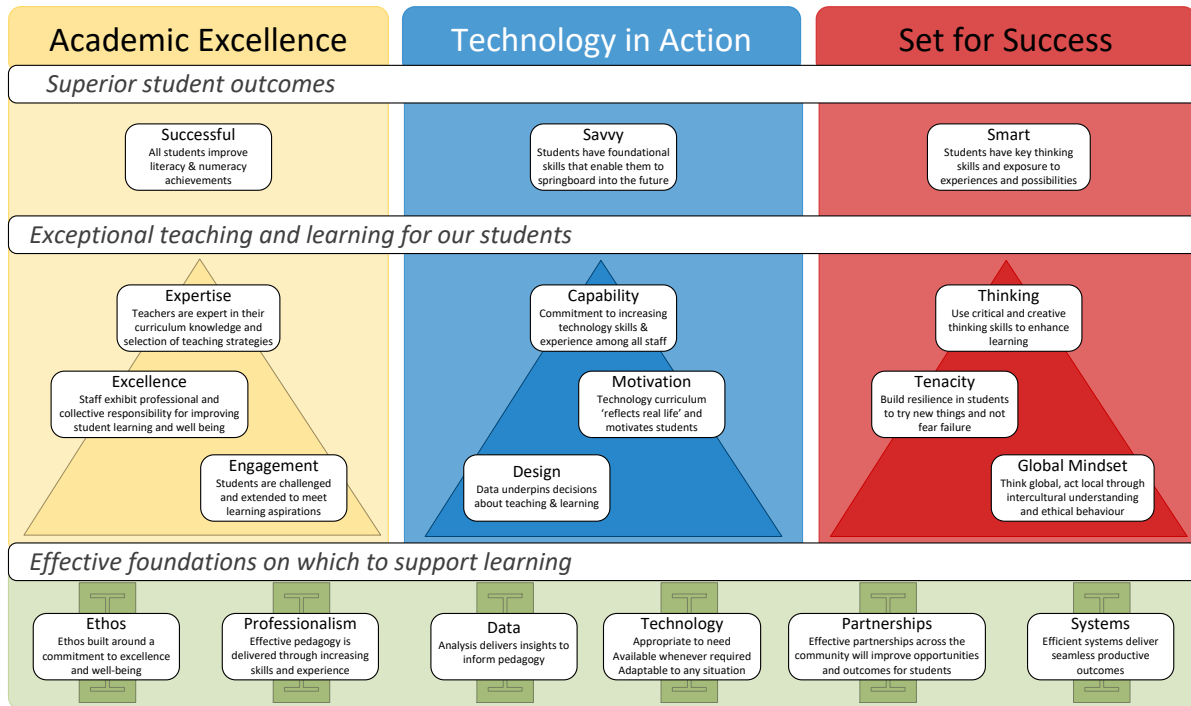
Cook	Green
Flinders	Red
Oxley	Yellow

Strategic Implementation Plan 2017 - 2020

The aim of this document is to translate our identified strategic outcomes into sustainable, measurable objectives, supported by clear targets and initiatives to ensure success for every student during the years 2017 - 2020.

Context

All outcomes and objectives in this plan are aligned directly with the Strategic Plan 2017 - 2020.



All initiatives must consider the Norman Park State School community in their delivery. This means that the defined community groups of Students, Families, Staff and Partnerships are engaged in every initiative, as appropriate.

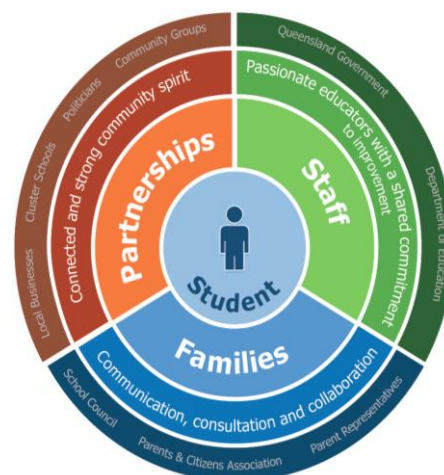
Our Community:

Our school values our students as our key focus.

We have three key stakeholders:

- Our Families
- Our Staff
- Our Partnerships

We seek to build strong and engaging connections, as all stakeholders are vital to delivering the best learning environment for our students.



This plan guides the development of the Annual Implementation Plan. The plan is endorsed by the Norman Park State School Council and may be reviewed as part of an annual review, with amendments endorsed by the School Council.

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. The full staff list will be published early in Term One each year.

Facilities

Solar Heated Swimming Pool

Our 25m heated swimming pool has five lanes and is situated on the Hipwood Street side of the school grounds. The pool's race recording shed was renovated in 2016. 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

A large undercover bitumen area underneath G Block is well used by Norman Park State School children. With line markings and equipment for basketball, netball and handball, this area provides a shaded space for physical education activities during school time, out of school hours care or for supervised access approved by the Principal or delegate sporting activities.

Playgrounds & 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 children's strength and skill and is open for these students. The school oval is adjacent to the G Block building and provides students with a grassed playing surface. Strict adult supervision is required.

Hall

The hall is used for a wide range of school activities from school assemblies, concerts, school/class performances and physical education activities. Some community groups also make use of this facility by hiring the hall during out-of-school hours.

Use of School Facilities Permission

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

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 about schools and help their children throughout their schooling.

All schools must publish a minimum set of information.

The NPSS website contains the following documents.

- 2017 – 2020 School Strategic Plan
- School Annual Report (SAR)
- Years 3 & 5 NAPLAN Results
- School Audit & Review Report Executive Summaries
- Investing For Schools Agreement (I4S)

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 used by the school to provide an enhanced educational service and to provide additional resources available for student learning, recreation and comfort.

The contributions go directly to cover classroom costs, e.g. photocopying classroom resources for students, classroom art materials and equipment, resources for Mathematics, Science, Music, Health and Physical Education, Technology resources and internet usage.

In PREP classes the contributions go directly to cover PREP costs (for example):

- Classroom supplies, art materials, equipment and resources
- Indoor Literacy and Numeracy games
- Classroom Consumables
- Books – Home readers, "Big Books", Individual Reading Books
- Gross Motor Obstacle Course equipment
- Cooking ingredients

Due to the nature of the PREP program, the equipment is heavily used and therefore requires regular replacements each year.

Parents will be invited to participate by letter in Term 1.

Money Collection & Activity Permission Envelopes

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. These forms are also available on our website and newsletter.

To streamline the collection of monies into the school, parents are asked to pay via BPoint (online payment system) or by cash or cheque. 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. This also includes Commonwealth Bank Student Banking.

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.

Refund Guidelines for Excursions and Camps

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.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Visitors & 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 receive a **Visitor's Pass** to wear for security.

Similarly, parents and carers who are volunteering to assist on the school grounds (eg classroom activities, PE activities) may sign in at the classroom, the pool or go to the office to receive a Visitor's Pass. This pass is required for security as well as in the event of an emergency.

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:

- a. approving plans and policies of the school of a strategic nature and other documents;
- b. affecting strategic matters, including the annual estimate of revenue and expenditure for the school;
- c. monitoring the implementation of the plans, policies and other documents mentioned above;
- d. 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:

- a. interfere with the management by the school's Principal of the day-to-day operations of the school and its curriculum; or
- b. make operational decisions about the use of teaching or learning resources at the school; or
- c. make decisions about the individual teaching style used, or to be used, at the school; or
- d. make a decision that is contrary to law or a written policy of the department; or
- e. have control of funds; or
- f. enter into contracts; or
- g. acquire, hold, dispose of or deal with property; or
- h. 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 Janine Leach, and the Parent and Citizens Association President, Mr Richard Ward are automatic members of the Council.

The 2019 elected members of the Council are:

Mrs Tamara Barden (Secretary/Parent), Mr Uwe Dulleck (Chairperson/Parent), Mrs Yvette O'Connor (Staff) and Mrs Sheree Gard (Non-teaching Staff). Mr Richard Ward (P&C Association, President) and Ms Janine Leach (Principal)

In 2016, a whole school review was conducted in preparation for the development of our School Strategic Plan 2017-2020 (see 2017-2020 SSP on page 5).

In 2019, Norman Park State School will continue to work from this strategic plan and focus on our annual plan goals and focus areas of our Pedagogical Framework and Improvement Plan: Improving Performance through explicitly, focused teaching and inclusivity, continuing to build a Culture of Thinking whilst building on Positive Behavior for Learning.

6.30am	OSHC Before School Care commences
8.00am	School office opens
8.20am	Students may arrive at school – Students will not be allowed to play but will be required to be seated in Agnew St Gardens 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
- 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.

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, using and adapting Education Queensland's units of work called *Curriculum Into the Classroom (C2C)*. Our focus in 2019 will be to continue to embed Digital and Design Technology and HASS. These subjects will be assessed and reported on twice per year.

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 *'We empower students to be curious, compassionate and innovative thinkers who are capable of navigating their own learning.'* We also continue to be inspired by our motto *'Onwards and Upwards'*.

At the beginning of the year teachers will outline to parents how the curriculum will be delivered in their classrooms throughout the course of the school year. This will occur at Parent Information Nights and via Semester Curriculum Overviews.



NPSS Pedagogical Framework

During the last 3 years our staff has worked together to produce a Pedagogical Framework that underpins all areas of curriculum delivery at Norman Park State School. This framework, includes the focus areas of 'Explicit Teaching', 'Culture of Thinking', 'Positive Behaviour for Learning and Inclusion'. Continuing into 2019 all teaching staff will attend in-service opportunities to ensure consistency across the school in all areas to embed 'best practice' and build on supporting a learning environment which incorporates the '6Cs' (see diagram) the provision of 'Choices'.

1. Explicit Teaching & Assessment



This area informs all teaching practices and is designed to ensure smooth, explicit delivery of curriculum. Based on the work of John Fleming, teaching staff are highly motivated to build this philosophy into every aspect of your child's education.

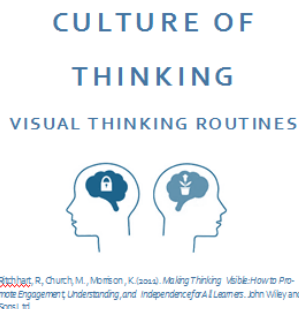
2. Culture of Thinking

Throughout the school we have developed a consistent approach to the teaching of thinking from Prep to Year 6. Teachers endeavour to enrich their classroom learning through the development of a 'culture of thinking'. In doing so, they are striving to make thinking 'visible' in their classrooms. The aim of this program is to assist our students to be more metacognitive ie. think about their thinking.

There are seven core Thinking Routines that will be developed across the year levels. Each Thinking Routine is designed to target different types of thinking. These core thinking routines are simple thinking strategies. In each of our classrooms, teachers are introducing these core routines to their students across all Key Learning Areas.

These seven core routines are:

- **What makes you say that?** – This routine expects students to justify their thinking. It demands that students delve more deeply into explaining their ideas.
- **Think Puzzle Explore** – This routine demands deeper inquiry into a topic.
- **Think, Pair, Share** – This routine encourages active reasoning and explanation of their thoughts.
- **Circle of viewpoints** – This routine encourages students to explore other people's perspectives.
- **I used to think... But now I think.....** – This is a routine for reflecting on how and why our thinking has changed.
- **See Think Wonder** – This routine can be used to allow students to explore works of art and other interesting things.
- **Compass Points** – This routine allows students to explore different propositions.



3. 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



4. Inclusion

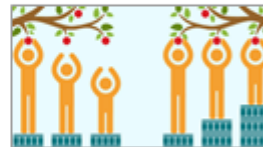
We are building capacity in this space, with reference to the 'Maker Model' by June Maker. This model incorporates strategies for the modification of content, process, product and the learning environment.

INCLUSION

EQUITY VS EQUALITY

Through:-

- PRODUCT
- PROCESS
- ENVIRONMENT
- CONTENT



Department of Education QLD. (2018). *Inclusive Education Policy*. QLD
Maker, J. (2012). *Maker Model*. Austin, TX: Pro-Ed

Our 5 school values/rules are expected of all members of our school community.

We value being:

- Safe
- Tolerant
- Engaged
- Persistent
- Successful

Curriculum Opportunities

- Units of work connecting the curriculum with a STEM focus (Science, Technology, Engineering and Mathematics) in real life problems

- Real Life Learning
- WACE (Wednesday Afternoon Curriculum Extension – Wednesday afternoon Term 2 for Yrs 4-6)
- Ecological Awareness – The Hidden Garden: Bugs, plants and more!
- Performing Arts and Cultural Extension (Instrumental Music, and Choir)
- Peer Support Program
- Steps for Success – Social Skills Program
- Sport Competitions
- ICAS from UNSW Global Assessments

Assessment and Monitoring

In all areas of the curriculum teachers will use the Achievement Standards, ensuring alignment with the Australian Curriculum Assessment and Reporting Authority (ACARA) to determine student progress and report to the Principal.

In addition, NPSS has a comprehensive Assessment and Monitoring Schedule that provides a profile of development for each student from Years P-6. This schedule includes systemic and school based assessment. Teachers in all year levels use the Assessment and Monitoring Schedule and classroom data to monitor student achievement growth.

Students in Years 3 and 5 in all Australian schools participate in a National Assessment Program- Literacy and Numeracy (NAPLAN) each year. In 2018, our NPSS students again achieved very positive results in NAPLAN. Historically, our Year 3 and 5 results have been consistently equal to or above national averages.

In 2019, our Year 3 & 5 students will complete the NAPLAN tests online as part of the trial prior to the participation by Queensland schools in 2020. Year 3 students will complete the writing test on paper in 2019.

Digital Technology

There are two computer labs which teachers and students can access. The Computer Lab in room A5 holds 30 computers and in the library there is an additional Computer Lab of 28 computers. Class groups are rostered to access these labs. The computers are networked and have access to the Internet. NPSS students and teachers also have the benefit of 3 Digital Coaches to enhance the digital technologies experiences. There are 40 student laptops and 106 iPads available for students. **All students (younger students with parent help) are required to sign an Internet Access Agreement prior to accessing the Internet at school.**

All classrooms have Data Projectors to enhance teaching and learning.

iPad BYO Program (Years 3-6)

Students in Years 3-6 are invited to participate in the iPad BYO program. Students and parents are required to sign the School Charter to participate in the program. A 2018 survey of Year 2 parent interest to expand this program to year 3 in 2019 showed support, hence the expansion of the program to this year level. Norman Park parents are not to communicate with students on their iPads (messages) during the school day. Please phone the school office.

Library

The school has the services of a Teacher-Librarian. P-2 classes are rostered to access the expertise of the Teacher-Librarian throughout the school year for Digital Technology classes. 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

The Language at Norman Park State School is French. It is part of the school program in Years 2 to 6. According to Education Queensland policy, it is mandatory for students in Years 5 and 6 to be engaged and assessed in Language studies. Students in Years 5 and 6 receive 1 hour of instruction each week which follow the Australian curriculum and C2C units. **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 opportunities where they are able to showcase their talents throughout the 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 opportunities 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, encouraging them to develop an overall appreciation of music as a whole. From the start of Prep, there is a natural progression of topics covered, knowledge and skills developed.

- By the end of Year 3 – Students experience success in singing, movement, playing melodic and non-melodic percussion. Repertoire consists of mostly doh pentatonic scales.
- By the end of Year 5 – Students experience success in 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 activities offered:

Choirs – Norman Park State School currently features 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 with ability and keenness to participate 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. Those 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 every week. 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 sign a permission form for children to attend swimming classes. 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 mostly 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 and 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 re-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 2019 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 PE Teacher. Requests from parents or students who are excelling in any sport are welcome and can be made to the PE teacher.

Religious Instruction

Religious Instruction (RI) is a program of instruction that is approved and provided by a faith group during normal school hours to eligible students (Years 1-6) by an approved religious instructor.

From Year 1, students who have selected a Religion on their Application for Student Enrolment Form (Religion question – page 4) and completed the consent form, will be placed in a nominated religious instruction class if it is available.

If 'no religion' or 'no religion nominated' or a response is provided that is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction. Parents may change these arrangements at any time by notifying the Principal in writing.

Book Club

Encouragement is given to students to read regularly and widely. The school operates an Ashton Scholastic Bookclub 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

Wednesday Afternoon Curriculum Extension

A feature of education at NPSS is the Wednesday Afternoon Curriculum Extension (WACE) program. This is held on a Wednesday afternoon each week of Term 2. In this program the Year 4-6 children are provided with choices to broaden their education, strengths and interests. In the past some WACE options have included robotics, animation, photography and performance. WACE activities are well received by children, parents and staff. The WACE program is a distinctive feature of NPSS and allows us to extend children's learning activities.

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 further their learning and social skills development 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 to avoid repeat experiences.

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 for the excursions. All students are encouraged to attend such excursions. If there are any difficulties experienced by families regarding the cost of excursions, they are encouraged to discuss any concerns with the Principal or Deputy Principal.

Academic Competitions

Different year levels from Year 3 onwards may enter the wide 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 Program

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 different processes 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 has been responsible for organising fund-raising activities from which funds have been directed towards ongoing support of a child in African charities and also the purchase of school resources. The Student Council program contributes to the leadership opportunities for students from Years 3-6 at NPSS as well as offering students from all year levels a voice in NPSS.

Peer Support Program

Each year, our Year 6 students are trained in the Peer Support Program by our teachers. In this program, our senior students learn how to develop positive social skills and to model them across the whole school. Generally, an afternoon session is set aside for Peer Support Sessions. Vertically grouped students from Years 1 - 5 are assigned to Year 6 student leaders for these sessions. This program has been well received by our school community and its principles have been incorporated into our school behaviour management plan.

Student Support 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 Individual Student Needs 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 will apply for funding again in 2018 to continue the services of a school chaplain in 2019. 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 Individual Student Needs 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.

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. To receive this service all you need is a computer with internet access and email.

With our eNews service the distance between the school and the parents will be further shortened as the parents will be able to experience firsthand what activities the school is currently undertaking and the latest information on Academic, Health, Sport or other areas that maybe of interest to you. This way the whole family can share the success stories of your children as these eNewsletters can be forwarded onto anyone with email.

To sign up for our eNewsletter please email Karen Wheeler at kwhee19@eq.edu.au with your email details.

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

School Website

Our website www.normanparkss.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



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 if your child is not at school and the school has not been notified of the absence. To contact the school on the day of your child's absence, 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 'Class DoJo' or '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.

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.

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
- Busy Kidz including Market Day
- Student Council including Discos
- Open Classrooms at the end of each term

Arrivals & 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 and/or document a 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 contact the Absence Line on **(07) 3900 5870** or email **admin@normanparkss.eq.edu.au** with 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. 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.

What is an exemption and why do I need it?

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 & 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 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
- 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 dismount when using the designated pedestrian crossing in Agnew Street, on footpaths around the school and upon entering the school.

Riding/scootering 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.

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 (available in short sleeves all year round - Long sleeved shirts are ordered through the school in February and June.) 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 joggers with laces that are in keeping with school colours are our preferred school (not fluoro shoes or laces) On swimming days Prep & Year 1 students may bring sandals to wear to pool
Socks	Royal blue, grey or white ankle socks are preferred 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 or wear clear 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, 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 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 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 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 2018, our *Responsible Behaviour Plan for Students* was reviewed in accordance with Department of Education policy.

All new students are given a copy of the school's *Responsible Behaviour Plan for Students*. 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. We will each year continue to consolidate and grow our capacity as a PBL school.

Anti-Bullying Policy

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

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 & 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.

Health & Safety Policies

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 & Insurance

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.

Illness Procedures

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.

Evacuation/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.

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.

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 7:00pm** in the school library. All parents are welcome to join the P&C Association and attend meetings.

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.

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'.

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.

School Banking

Volunteers conduct a banking service each Friday for students who wish to make deposits to Commonwealth Bank accounts. All Student Banking needs to be placed in the money box outside the school office before school on Friday morning. New account opening kits are available from the School Office. The school earns a commission for every deposit and for every new account opened.

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.

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 *Helping Hands Network*.

Helping Hands Network OSHC accommodates families' needs with care available on a permanent, semi-regular or occasional basis.

Parents should refer to the *Helping Hands Network 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 Helping Hands Norman Park on **Phone: 0467 677 762** or **Email: normanpark@helpinghandsnetwork.com.au**

Swimming Coaching

An external organisation, Hampton Swim School, offers after school hours coaching/swimming lessons at our school pool. For more information contact *Hamptonson 3399 2004*.