



# Narrabri West Public School



## Information Booklet

*... everything you need to know about Narrabri West ...*



**...opportunities and challenges for our children...**



**Education  
Public Schools**

Welcome to Narrabri West Public School. We are proud of our school and trust that your child will settle in quickly and happily. This information booklet has been designed to assist you in becoming familiar with the school's routines and policies.

It outlines how Narrabri West operates and should answer any questions you might have regarding the day-to-day running of our school.

For effective communication we believe in working together with our parent community. In order to achieve the best results for our students, it is essential that parents and teachers become partners in the education of each child.

Parents play a vital role in all aspects of the school's program. We keep our community involved through the publication of regular newsletters and the provision of opportunities for participation in school and classroom activities. Participation in decision making is enabled through membership of the P&C Association.

Please feel free to come in and see us at the school should you wish to discuss any aspects of your child's education. We look forward to seeing you and sharing in the wonderful educational, social, cultural and sporting opportunities provided for all of our students.

*Tania Nichols*

**Principal**



## School Contact Details

Telephone: 6792 2377

Canteen: 6792 1452

Email: [narrabriw-p.school@det.nsw.edu.au](mailto:narrabriw-p.school@det.nsw.edu.au)

Web: [www.narrabriw-p.schools.nsw.edu.au](http://www.narrabriw-p.schools.nsw.edu.au)

Facebook: [www.facebook.com/NarrabriWestPS](http://www.facebook.com/NarrabriWestPS)

Principal: Mrs Tania Nichols

Assistant Principals: Mrs Cathy Hatton,

Mrs Angela Gett, Mrs Jodie Keys,

Mrs Rebecca Parker and Mr Jake Tester

School Administrative Staff: Mrs Katrina Barnes,  
Mrs Cindy Galvin, Mrs Jenny Kirk and Mrs Ros  
Buchanan

---

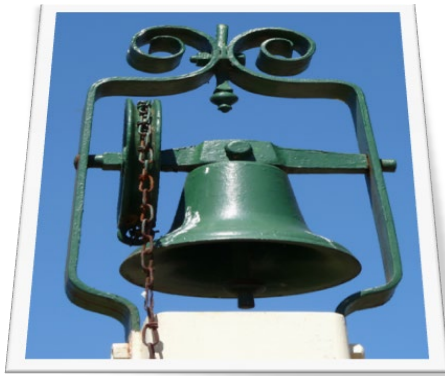
## What's Inside?

- General Information
- Uniform
- Why We Are Here!
- Curriculum
- Parents Supporting Our School
- Reporting to Parents
- Pre School
- Getting Ready for School
- Student Wellbeing

## General Information

### *School Times:*

9.00am	Playground Supervision
9:15 am:	Morning time (students into classrooms – set up for learning)
9:25 am:	Learning commences – morning session
11:30 am:	Lunch
12:20 pm:	Middle learning session
2:00 pm:	Recess
2:20 pm:	Afternoon learning session
3:25 pm:	End of day



School officially commences at 9.00am - teachers are on playground duty from that time. Children should not arrive before 8.45am except in exceptional circumstances. Any children in the playground must remain seated until the 9.00am bell. At the conclusion of the day children who are collected proceed with supervision to the pick-up area, near the hall. Bus children proceed to supervision under the primary shelter. Those who walk/ride are escorted to the gate located near the bridge.

### **School Organisation**

With a current enrolment of around 300 students, Narrabri West has a Principal and Assistant Principals, who together provide educational leadership for teaching and learning programs, student welfare initiatives and curriculum implementation.

In addition to our classes where educational experiences are offered, students have access to specific specialist programs, such as Preschool, music, library, technology, literacy and numeracy support, band and varied sports.

---

### **Assemblies**

K-6 assemblies are held each Friday. Individual classes on a rotational basis conduct these. Children who have gained class or school awards for the week are recognised at the assemblies. Parents are welcome to attend.

### **Attendance**

Children are required by law to attend school regularly. Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development.

### *Notes to Cover Absences:*

Parents are required to explain the absence of their children on the day of the absence. An explanation for an absence can be provided to the school using the Audiri app or a phone call. Absences must be explained within 7 days of the first day of any period of absence.

A text message or email will be sent to parents on the day a student is absent if you have not already contacted the school. Parents can reply to this message explaining the reason for the absence.

School rolls are legal documents and reasons for absences must be recorded by the teacher. Please contact the school Principal if a child is going to be absent for an extended period of time. Teachers will contact parents to monitor and follow up on student absences.

### *Late Arrivals / Early Departures:*

Parents should make every effort to ensure that children arrive by 9.25am. Late arrivals must report to the office for a late note. If you need to collect your child from school during the day, a note should be sent to the class teacher. An early leaver's note must also be obtained from the school office before collecting the child. For safety reasons students are not released to unauthorised persons. Disruptions to the class should be kept to a minimum and where possible appointments (eg: dentist/doctor) should be made outside of school hours.

### **Bikes and Scooters**

In line with policy issued by the Road and Traffic Authority, it is recommended that children under the age of ten years (10 years) do not access the public road system when riding their bikes or scooters. Children must walk their bike or scooter on entering and leaving the school grounds and on the footpaths. All students must wear a helmet.



### **Birthdays**

Students are presented with a small birthday gift on their birthday by the school to recognise their special day.

### **Book Club**

A Book Club is offered by Scholastic Australia. The aims of the Book Club are to encourage children to read for enjoyment and to provide reasonably priced books designed to appeal to all children. Brochures are usually distributed twice each term. There is no obligation to purchase books. The school also receives a bonus entitlement for each book sold.

### **Canteen**

The school has a parent operated canteen under the direction of a paid supervisor. The Food Service Unit Committee (a sub-branch of the P&C) organises the Canteen and its daily operation.

Lunch orders are placed online using the *MySchoolConnect* app.



The Canteen also donates profits to the school for the provision of school resources. Lunch orders should be placed before 9:00am each morning.

Helpers for the Canteen are always warmly welcomed. Parents who are interested in helping in this aspect of the school should contact the Canteen on 67921452.

A large fridge is also available for students to store lunches in. Please make sure lunch boxes are clearly labelled if using this facility. This encourages the supply of healthy lunches (e.g. salads etc.) and also assists in keeping lunches cool and fresh in the summer months.

### **Crunch & Sip**

Crunch & Sip is a set break to eat fruit (or salad vegetables) and drink water in the classroom during the morning session. This assists physical and mental performance and concentration in the classroom. Students may also have a water bottle in the classroom to drink throughout the day to prevent dehydration.

### **Custody Arrangements**

It is advisable to notify the school in writing of any special custody arrangements concerning children. Relevant information regarding access and custody should be passed onto the Principal and school office. This will be treated in strict confidence.

### **Emergency Contact Details**

Each student has contact information located in the school office containing vital details in the event of an emergency. It is essential that this information is accurate and up to date. An Information Card is sent home annually. Please ensure that you advise the school of any changes to the information on this form or contact details as soon as possible.

### **Excursions**

From time to time classes go on excursions from the school to visit places or see things of educational value. On all occasions teachers will accompany the children and be responsible for their supervision and safety. Often parents are asked to accompany groups.



Detailed information concerning all proposed excursions will be sent home to parents. The written permission of the parent is required before any child is allowed to participate in a school excursion. It is essential that money and permission notes are returned by the due date as final arrangements and confirmations have to be made. Late payments or no permission note may mean your child may not participate. It is expected and hoped that all students will support organised excursions.

Children take part in three different kinds of excursions. These are:

- 📖 Local - either walking excursions or within easy travelling distance of the school. A bus trip from which children return within the same day is regarded as a local excursion.
- 📖 Sporting - local excursions usually involving a trip to another school or venue for sporting purposes.
- 📖 Major - excursions that take longer than 1 day.

Excursions are only approved if they have educational merit and all children can be included wherever possible. If you find it difficult to meet costs, special

arrangements may be possible if you approach the Principal.

Our major excursions are held each year and include a three day camp at Lake Keepit Sport and Recreation Centre (Year 4) and a five day excursion to Canberra and Mt Kosciusko National Park (Year 6).

### **Kindergarten Enrolments**

Enrolments are accepted for Kindergarten in the year before the child is due to start school. Children can start Kindergarten at the beginning of the school year if they turn five on or before July 31 in that same year. All children must be enrolled in school by the time they turn six. When completing an enrolment form the child's birth certificate must be sighted by the school office, and an immunisation certificate (supplied by the doctor when the 4 year old immunisation is complete) supplied before the commencement of school.

During Term 3 and 4 a comprehensive transition to Kindergarten program called 'Ready, Set, Kinder!' is held. Parents have the opportunity to become familiar with the school and the way it operates and children receive an introduction to Kindergarten by spending time with our Kindergarten teachers in a combination of half and full day sessions.

### **Lost Property**

Lost property is a major problem which can be avoided if names are sewn or written on all belongings. Labelled items are returned to owners but unlabelled items are stored in the lost property basket. Lost property not claimed is given to the Uniform Shop for re-sale, donated to local charities or disposed of.

### **Mobile Phones/Devices and Smart Watches**

These are not to be kept by children during the school day. They should be left at the office on arrival at school and collected at the end of the day. The school takes no responsibility for mobile phones brought to the school and not safely secured at the office.



### **Newsletter**

A newsletter is published three times each term. This newsletter outlines school policy, planning, events and reports on activities throughout the school. The newsletter is available on our website, Facebook

page, *Audiri* and can also be sent via email if requested. When required we have additional newsletters to inform parents of aspects of school programs or organisation.

News from the school is published each Thursday in the local newspaper (The Courier) in a column entitled 'Window on the West' and is broadcast on local community radio station 'MAXFM' at 9.45am fortnightly on Thursdays.

Our Facebook site and *Audiri* are also a source of up-to-date news and information on school events.

### **Online Payments**

The online payment portal linked to the school website is also available for school related payments. This is a secure payment page hosted by Westpac. [www.narrabriw-p.schools.nsw.edu.au](http://www.narrabriw-p.schools.nsw.edu.au). Click on "make a payment" and follow the prompts to make a payment. Please quote the invoice number or the student's date of birth as a reference. Late payments may result in children missing out on events.

### **Parent Interviews**

Parents seeking interviews with teachers or executive staff should ring or enquire at the school office to make an appointment at a mutually agreed time. For obvious reasons, teachers are only available outside class times.

Please feel free to arrange an interview if you have any concerns or would like to discuss any aspect of the school.

### **Parking**

The safety of our children is of the utmost importance to all of us. Parents are advised to park their cars legally at all times when at the school.

Do not park in the bus zones or within the no standing zones which are clearly marked. The front of the school is a bus zone and parking restrictions apply.

The *Drop Off and Pick-Up* zone is in the main car park in Gately St. This allows you to stop the car and let children leave your car safely. Please observe the No Parking areas. The pick-up area is near the school hall and can be accessed via the back playground gate.



## Permission Notes and Payments

During the year students are issued with permission notes that may require money to be returned to the class teacher. We ask that when money is sent to the school it is in a well-sealed envelope clearly marked with the name and class of the student, purpose and amount contained within the envelope. Credit card facilities are available at the front office to pay for school excursions, school fees, text books or school based activities. The preferred method of payment is through the school's website using the 'Make a Payment' tab at the top of the page.

## Photographs

Each year, class groups are photographed as well as individual or family groups as requested by parents. These photos are available for purchase by parents.

## Presentation Night

In Term 4 we hold our annual presentation night where the academic, citizenship and sporting efforts of students are recognised and celebrated. This is the culmination of our school year.

## Religious Instruction

On Thursday mornings we are visited by a number of representatives of different religious denominations. Groupings are organised for Protestant and Roman Catholic faiths. These lessons are of 30 minutes duration.

## Security

Our school provides the best possible security for its students whilst on school grounds, but this also requires all adults to be vigilant, respectful and thoughtful. It is a requirement that all visitors report to the front office to sign in to collect students for appointments within school hours.

Schools are 'Inclosed Lands', which means that the Executive, Principal or nominee has full jurisdiction within the confines of the school grounds to determine the safety and wellbeing of students and staff. At all times, parents and carers have the responsibility to ensure that they behave in a respectful manner towards staff, students and other visiting adults.




Parents wishing to talk to teachers or the Principal about their child or issues must make an appointment through the front office.

## Audiri App

The Audiri App keeps you up to date with what is happening at school. To download the free app just go into the app store on your phone or computer and type in Audiri Narrabri West and then follow the prompts.

 You will receive notifications and reminders

automatically for certain school events.

-  You can update your phone and home address contact details.
-  You can advise the school if your child is absent from school.
-  You can reprint consent notes.

Please contact the school if you need assistance downloading the Audiri app.

## Voluntary Contributions (School Fees)

Each year Voluntary Contributions are requested. Fees are set in line with Department of Education guidelines. These fees help to purchase additional equipment and supplement educational resources and programs. Our school welcomes your payment, as these significantly enhance the resources available to students. Our school fees are:

First child:	\$30
Second Child:	\$25
Third & Fourth:	\$20 each

## Year 6 Farewell

Towards the end of each year the children of Year 6 are farewelled from primary school. This occasion is semi-formal and is usually held at a local restaurant. During Term 4 various types of fund-raising activities are held by Year 6 which helps to assist them in purchasing a farewell gift of their choice for the school.

## Uniform

All students should identify with their school and wear current school uniform. All clothing and equipment should be labelled as it is extremely difficult to determine ownership of items which are not clearly identified. Summer uniforms are generally worn in Terms 1 and 4 and winter uniforms in Terms 2 and 3, although this is flexible based on weather conditions.

### Formal Winter Uniform

#### Girls:

- Red/blue checked tartan pinafore with white blouse or skivvy underneath.
- Tartan slacks with white blouse.
- Black ribbed tights or white socks.
- Royal blue sloppy joe with school crest.
- On cold days royal blue tracksuit can be worn.
- Black shoes or black joggers.
- School jacket and tie – optional
- Rugby top - optional

#### Boys:

- Grey trousers with blue shirt.
- Royal blue sloppy joe with school crest.

- Blue and red football socks with black shoes or black joggers.
- School jacket and tie – optional
- Rugby top - optional

### Formal Summer Uniform

#### Girls:

- School uniform with cap sleeves and collar.
- Black shoes or joggers with white socks.

#### Boys:

- Grey shorts with blue shirt.
- Blue and red football socks with black shoes or black joggers.

### Sports Uniform

#### Girls:

- Red polo shirt with collar, with school crest, royal blue skirt/shorts, white socks and joggers.

#### Boys:

- Red polo shirt with collar, with school crest, royal blue shorts, blue and red football socks and joggers.

#### When to wear our uniform:

*Monday:* Formal uniform – not sports uniform

*Tuesday - Thursday:* Students can wear either sports or formal uniform

*Friday:* Sports uniform

Formal uniform to be worn to Presentation Night, Eisteddfod, ANZAC Day and other special events.

*Availability:* Narrabri West Public School has its own Uniform Shop in which we stock all items, both new and second hand. School uniforms can be ordered on the MySchoolConnect app.

*'No Hat, No Play' Policy:* At Narrabri West we have a 'No hat, no play' policy. Students not wearing a school hat must sit or play under the shelter in the shade. All students are supplied with a free school hat at the start of each school year. School hats are the only hats that may be worn.

*Jewellery:* Other than watches, jewellery should not be worn to school. In the interests of safety, studs (not sleepers) are preferable in pierced ears.



## Why we are here!

### Our Statement of Purpose

Our school is preparing our children for their future in a happy, secure and caring learning environment, shared with parents, teachers and community.

Our particular focus in learning is:

1. To provide a caring, stimulating environment where each child is given the opportunity to develop skills, knowledge and attitudes that will maximise the fulfilment of their potential; and
2. To ensure each child receives an excellent education which emphasises development in literacy, numeracy and technology.

### Our Long Term Goals

- 📖 To maximise outcomes for all students;
- 📖 To provide a learning environment that values personal identity, harmony and cultural awareness;
- 📖 To provide students with the latest technology to assist them to engage effectively with an increasingly complex world; and
- 📖 To facilitate active parent involvement and community participation in the life of the school.

### Our Staff Professional Standards

All staff members at Narrabri West Public School make the following commitment.

Our students are our priority. We also commit to:

- 📖 Ensuring that students feel safe, secure and happy within our school environment, thereby fostering confidence and self-esteem;
- 📖 Implementing quality teaching principles to meet individual student needs and maximise learning;
- 📖 Promoting a collegial, cooperative, courteous and sensitive school culture;
- 📖 Demonstrating the highest standards of professional behaviour when interacting with students, parents, colleagues and community;
- 📖 Presenting an orderly and attractive learning environment that supports effective learning;
- 📖 Maintaining professional documentation relating to the teaching and learning experiences of students;
- 📖 Promoting the standing of public education in the community through being positive role models for our profession; and ...

...valuing our students, parents, community, school and each other.

## Curriculum

Each year, the students at Narrabri West Public School will be taught subjects from syllabuses developed by the NSW Education Standards Authority. NSW syllabuses provide an outline of the requirements for teaching and learning in various subjects for stages of students' learning. They also contain the outcomes and content which are intended to be inclusive of the learning needs of all students, including:

- 📖 Aboriginal students
- 📖 students with disability
- 📖 high potential and gifted education
- 📖 students learning English as an additional language or dialect (EAL/D).

Our teaching and learning programs are designed with the needs of your child at the core. Programs are adapted to cater for the needs of each student in the class. Our teachers use a range of high-quality resources to deliver the teaching and learning.

### Child Protection Program

The total wellbeing of all students is an important responsibility within the school curriculum. It is Department of Education policy to provide a curriculum, which promotes not only students' intellectual development, but also their emotional and social development. Child Protection Curriculum materials have been introduced to all grades. Parents will be advised prior to the implementation of this program each year.

### Extension Programs

Catering for the needs of gifted and talented students is a high priority. Differentiation of classroom work, individual journals and goal setting offer students opportunities to extend their learning.

Each year students from Years 3 to 6 are also given the opportunity to participate in a variety of local, state and national academic competitions.

### Homework

Homework for students in Kindergarten – Year 2 will be set by the classroom teacher based on the phonics and reading program. The Year 3- 6 homework will be set by the classroom teacher based on the spelling and reading program. Homework is neither intended to be an imposition, nor too time consuming.

### Information and Communication Technology (ICT)

ICT is an important component of our school's curriculum. All students participate in sequential technology programs, including coding and robotics.

Technology is linked to all curriculum areas and students have access to individual laptops.

### Library

The Library is a focal point of the school - the centre where reading for learning and recreation takes place.

All classes visit the library on a weekly basis for the enjoyment of literature. All children are encouraged to borrow books to take home. For this they will need a cloth or plastic library bag. Children are asked to be responsible by caring for the library books and to return them on time.



### Performing Arts

Students have the opportunity to learn brass and woodwind instruments as part of our concert band, or percussion drums in our drum group. Practices are held during school time and participants may also be expected to attend private tuition as well. Our bands and ensembles regularly have opportunities to perform for the wider community and participate in competitions, including assemblies, Education Week, the Narrabri Eisteddfod and Presentation Night.

Musical instruments can be hired from the school or children can purchase and use their own. A fee is charged which covers tuition, hire of instruments, sheet music, music stands and repairs to instruments.

### Release from Face to Face Teaching (RFF)

Each week, classroom teachers are entitled to two hours release time, when another teacher takes their class. This time is used by teachers to conduct parent interviews, prepare class work or teaching materials, complete evaluation records, visit other classes, mark books, undertake professional development and carry out many other tasks that must be completed to ensure the best possible education for students. The release teacher coordinates what will be taught during these two hours with the class teacher, so that the class will gain the most benefit from this time.



## School Development Days

There are five days during the year which are called School Development Days. The first of these is always the first day back each year, when teachers are able to discuss current school priorities and generally prepare for the new school year. The other days occur on the first day of Term 2 and Term 3 and the last two days of Term 4. These days are important as they allow all teachers to meet together to develop policies, review school programs, develop curricula, participate in compliance training or engage in professional development activities.

## Sport

Narrabri West encourages involvement in sport. Our main emphasis is always on developing a fair and positive attitude towards sport and also on skills, fitness and enjoyment.



Boy and Girl sporting house captains and vice captains are elected from Stage 3 students. Sporting houses and colours are: Cunningham (Blue), Mitchell (Red), Oxley (Green), Sturt (Yellow).

All children in the school are permanently allocated to houses for the purpose of sport and various other forms of competition. The children from each family are placed in the same house and all children are distributed evenly through the houses in age groups so that the competition is even.

Sports vary according to the season. Special programs are offered throughout the year. These include involvement in PSSA Knockout competitions and representative programs, Intensive Swimming, Stage 3 Sport Program and various in-school sporting programs and competitions.

Children love to represent their school. School teams compete in statewide knockout competitions as well as competing for North West selections in teams to represent at NSW carnivals.

## Sporting Carnivals

What a fantastic sight it is to see an Athletics Carnival in full swing in our back playground. The carnival is held in Term 3 each year. The Swimming Carnival (Term 1) and Cross Country Carnival (Term 2) are

events which bring the entire school community together. The most successful competitors represent our school at Narrabri Zone PSSA carnivals and trials and if successful there, at North West PSSA Area carnivals and trials.



## Parents Supporting Our School

### Annual School Report

This provides parents and members of the wider community with information about our activities and performance. This document will be placed on our website in the following year.

### Parent Participation

Parents are always welcome at our school. Narrabri West has a strong and caring parent body who work in conjunction with the staff of our great school. The school is committed to parents' involvement and participation within the school and believes that the teachers, parents and educational programs work together to provide educational opportunities for all children. Parents can support the school by being actively involved in all parent organisations within the school, as a canteen helper, helping with sporting teams and assisting with class activities such as maths groups and reading.

### Parents and Citizens Association

You are invited to join the P&C which plays an important part in the school's life. Meetings are held on the first Monday of each month. They provide an opportunity for parents to hear what is happening in the school first hand. They are also a vehicle through which information can be gained, ideas discussed and questions asked. The Principal and other members of staff attend the P&C meetings. These meetings provide an opportunity for the interaction of ideas between parents and staff and the clarification of issues regarding the general running and organisation of the school. Most importantly parents and staff get to know each other whilst sharing ideas.

The P&C assists in fundraising to assist with the purchase of resources to improve our school. Our parent organisations make a valuable contribution to the success of many academic, cultural, sporting programs and special events at the school. Meetings are notified in the school newsletter.

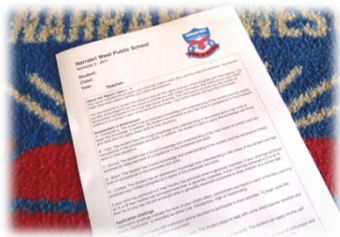
# Reporting to Parents

## Assessment and Reporting

Teacher designed assessments are administered regularly in order to obtain information about:

- 📖 the strengths and areas of need for each child;
- 📖 the effectiveness of the teaching methods used; and
- 📖 the various aspects of the curriculum that need to be taught.

The information gained from assessment helps teachers to plan, teach and evaluate more effectively. Teachers continually assess the progress of students in a variety of ways throughout the year.



Parents receive clear and easy to understand information on their child's progress. Written reports provide information on a student's learning in each of the key learning areas and compare student achievement against statewide syllabus standards using a five point scale. They include teacher comments about the student's specific achievements and how he or she will be helped to improve. When reporting, teachers treat each child as an individual and try to give an honest picture of strengths and areas of need in academic areas, conduct, attitude and social development.

If the need arises, parents are welcome to contact the class teacher to arrange a suitable time for an interview to discuss their child's progress at any time of the year.

Our assessment and reporting schedule is as follows.

### *Term 1:*

Early in the term we conduct a 'Meet the Teacher' afternoon to explain classroom practices and expectations. Parents are invited to meet the teacher and be informed of curriculum content to be taught during the year as well as homework procedures, planned excursions and class organisation. Parents will be able to ask general questions.

Learner Led Conferences (parent, student and teacher) are organised at the end of Term 1 to convey information regarding children's progress, performance and application.

### *Term 2:*

A written report is issued towards the end of Term 2. Interviews are held at the request of either the class teacher or the parent.

### *Term 4:*

A written report is issued towards the end of Term 4. Interviews are held at the request of either the class teacher or the parent.

## **BEST START- Kindergarten**

When children enter Kindergarten they are assessed on the knowledge, skills and understanding that they bring to school, in the areas of literacy and numeracy. Teachers use this information to develop quality teaching and learning programs for each student which will continue through their early years of schooling. Parents are given a report with practical advice and information about how they can best support their child's early literacy and numeracy development and reinforce at home what is being taught at school.

## **NAPLAN TESTS - National Assessment and Planning for Literacy and Numeracy**

These are completed by students in Years 3 and 5. The tests cover aspects of literacy and numeracy and parents receive an individual report outlining their child's results. At the same time, the test results, individually and collectively, provide valuable information for the school. Information concerning this testing program is provided to parents prior to the test date. Results are usually available in Term 3.

---

## **Preschool**

We have a Preschool offering a whole-school experience and implementing a structured educational program that flows smoothly into the Kindergarten curriculum.

Children can attend our Preschool the year before they start Kindergarten for 5 days a fortnight. Our Preschool enables us to provide quality and comprehensive early childhood education and transition to Kindergarten programs for all students attending this facility. (Full details on our Preschool are in our Preschool Handbook, which is available from the school, Preschool or our website).



## Student Wellbeing

Student Wellbeing encompasses everything that our school community does which impacts on the social, academic, physical, emotional and personal needs of students. Our Student Wellbeing Policy aims to ensure that we have a caring and well managed school environment which is safe and motivating for all members of our school community. At our school, we place a great deal of importance on the development of children's confidence and self-esteem, as well as on developing their leadership capabilities and their social skills.

### School Discipline Policy

See attached

### School Counsellor

A School Counsellor is based at Narrabri West Public School for one day per week. A trained educational psychologist, the counsellor can provide assessment in academic, social and emotional areas. The counsellor also contributes information, understanding and advice on learning and behaviour. This enables teachers and parents to better meet the individual needs of students.

Students can be referred to the Counsellor who are experiencing learning and/or behavioural difficulties for advice and assistance. To fully assess student needs, the Counsellor sometimes finds it necessary to administer diagnostic tests as well as hold one on one discussion with the student.

Parental permission must be obtained before a student can be assessed. Parents are kept fully informed and are usually invited to the school for an interview with the Counsellor in order that the desired outcomes may be achieved.

Parents may also wish to refer their child to the School Counsellor and this can also be arranged by discussing the matter with your child's teacher. Sometimes, in consultation with parents, students are referred to outside agencies for further assessment.

### Learning Support Team

The Learning Support team meets weekly to provide support and guidance for students experiencing

difficulties and to assess needs and jointly plan lessons for targeted students. One of our strategies is to assist children with learning difficulties as early as possible.

The Learning Support Team:

- 📖 works with children to make sure additional learning and support needs are identified.
- 📖 organises the planning process, and designs the supports for students.
- 📖 works with the whole school community and other professionals to improve learning for all students.
- 📖 assists in early intervention planning, processing and allocating resources.

### Student Representative Council

Student participation in the decision making and implementation process is important to the school community at Narrabri West. Our Student Representative Council comprises members from each class from Kindergarten to Year 6. The students are elected by class members to represent them at regular meetings which discuss issues concerning students, teachers and our school. Meetings provide a forum for student views and give feedback to the school community. Boys and girls are equally represented, developing interpersonal skills, citizenship and leadership skills through their involvement. The SRC also organise and plan school and charitable fundraising activities. The success of events such as these has enabled the SRC to make positive contributions to our school environment.

School Captains and Prefects are elected each year from Year 6.



## Medical Information

**Infectious Diseases:** Under the Public Health Act and Department of Education and Training Regulations, some common infectious diseases require children to be kept from school to prevent the spread of infections. It is requested that the school office be advised of any infectious diseases as soon as diagnosed.

**First aid/sick students:** Occasionally children become sick at school and we place them in our Sick Bay. Worst cases are sent home where possible. Parents are strongly urged not to send sick children to school. Basic first aid is administered for injuries suffered at school. Injured students must be picked up by parents so treatment can be arranged. In all cases where the injury is more than minor we make a special effort to contact parents or emergency contacts. Students who are treated in Sick Bay receive a medical note detailing the injury or sickness and any first aid administered.

**On-going medication:** Policy statements from the NSW Department of Education outline procedures which must be followed when a child requires ongoing daily medication to be administered at school. We are required to maintain the following records:

- 📖 detailed written advice from the student's medical practitioner;
- 📖 a written request with a statement of the child's condition and requirements from the parent; and
- 📖 a written statement from the parent granting information to be supplied and discussed by the staff.

**Medication required for a short period:** If a child must bring medication to school (tablets, medicine, etc.) a parent must take the medication and written instructions to the office. A request for children requiring administration of prescribed medication at school note must be completed and signed by a parent. This is available on the Audiri app (general-parent information) or at the office. Medication must be in the original packaging and correctly labelled. The medication will be kept safely and the correct dosage will be administered at the appropriate time. No child is permitted to have medication in their possession (asthma puffers excluded). These procedures have been devised to protect everybody and are common to all schools.

**Asthma treatments:** Students are allowed to keep their own asthma medication with them. Our school is registered as an asthma friendly school and we

keep a register of every child who suffers from asthma. If your child is an asthmatic you must give the school a copy of their updated medical management plan as supplied by their family doctor.

If your child requires Ventolin to be taken via a 'spacer', please provide one for them. Current regulations mean 'spacers' cannot be shared.

**Anaphylaxis/Allergy to bee stings/Allergy to nuts etc:** Children with certain allergies usually require immediate attention. Parents must inform the school of these needs. An emergency action plan must be provided by a medical Practitioner. Clearly labelled medication containers must be provided. A written statement outlining procedures to be followed must be supplied by the parent.

**Ambulance Service:** An ambulance will be called to transport a child to hospital should the need arise.

**Immunisation:** The Department of Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with lots of other children and infections can spread very easily. Children starting school who have not already had a booster immunisation should have:

- 📖 One booster injection against diphtheria, tetanus and pertussis
- 📖 One booster dose of polio vaccine by mouth (Sabin)
- 📖 One injection of measles/mumps/rubella vaccine
- 📖 One injection against meningococcal C
- 📖 Immunisation is available from your family doctor, and from some community health centres.

NB: It is important to obtain and keep a written record of your child's immunisation.

**Head Lice:** Children with Head Lice must be treated with appropriate preparations. It is essential that outbreaks be controlled – your child's class will be notified if the need arises.





## Narrabri West Public School School Award System Overview

---

The School Award system aims to reward students who follow the Department of Education Student Behaviour Code and the Narrabri West Public School Rules and Behaviour Expectations Matrix.

### **Department of Education Student Behaviour Code:**

Students are expected to:

1. Respect other students, their teachers and school staff and community members.
2. Follow school and class rules and follow the directions of their teachers.
3. Strive for the highest standards in learning.
4. Respect all members of the school community and show courtesy to all students, teachers and community members.
5. Resolve conflict respectfully, calmly and fairly.
6. Comply with the school's uniform policy or dress code.
7. Attend school every day (unless legally excused).
8. Respect all property.
9. Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools.
10. Not bully, harass, intimidate or discriminate against anyone in our schools.

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

### **Narrabri West Public School Rules:**

All students at Narrabri West Public School will:

- Follow staff directions and instructions;
- Actively listen when others are speaking;
- Work productively on their own and with others;
- Work and play in a safe manner; and
- Use school property and the property of others appropriately.

<b>Narrabri West Public School Award System Procedures</b>		
<b>Daily Awards</b>	<b>Award Description</b>	<b>Recording and Acknowledgement of Achievement</b>
Positive Classroom Behaviour	Given to students for following Narrabri West Public School Behaviour Matrix and expectations in the classroom. Students display respect towards self, others and property.	Teacher records daily on Excel Spreadsheet in the afternoon, including Casual/RFF teacher. Classroom teacher to check and adjust points at the end of the day.
Positive Playground Behaviour	Given to students for following Narrabri West Public School Behaviour Matrix and expectations on the playground and to and from school. Students display respect towards self, others and property.	Teacher records daily on Excel Spreadsheet in the afternoon, including Casual/RFF teacher. Classroom teacher to check and adjust points at the end of the day.
<b>School Awards</b>	<b>Award Description</b>	<b>Recording and Acknowledgement of Achievement</b>
Westie Award	Awarded to students after receiving 10 Daily Awards.	Automatically recorded on Excel Spreadsheet when students receive 10 Daily Awards. Teacher presents student with Westie Award in class.
Extra-Curricular Award	Awarded to students after representing Narrabri West Public School in an extra-curricular activity, eg: SRC, ICAS, Write4fun, Jump Rope For Heart, representing Narrabri West Public School in a sports team or PSSA event, Eisteddfod, etc.	Teacher records on Excel Spreadsheet after student represents Narrabri West Public School. Teacher presents Extra-Curricular Award in class.
Academic Award	Awarded to student for achieving an individual reading, writing or Mathematics goal. Students may receive up to three Academic Awards per term (one for reading, one for writing and one for Mathematics).	Teacher records on Excel Spreadsheet after students demonstrate achievement of their individual goals. Teacher presents Academic Award in class.
Assembly Award	Awarded to students for receiving a Merit Award, Good Manners Award, Star of the Week Award or Citizenship Award.	Teacher records on Excel Spreadsheet after students receive a Merit Award, Good Manners Award, Star of the Week Award or Citizenship Award at a school assembly.
Attendance Award	Awarded to students who achieve more than 90% attendance in a term.	Teacher uses SENTRAL to check student attendance. Teacher records Attendance Award on Excel Spreadsheet on the last Monday of each term. Teacher presents Attendance Award in class.
<b>Medal Awards</b>	<b>Award Description</b>	<b>Recording and Acknowledgement of Achievement</b>
Bronze	Bronze Certificate awarded to students after achieving 10 School Awards.	Teacher records on SENTRAL. Students receive award during Medal Award Assembly which are held in: Term 1 – Week 11 Term 2 – Week 5 and Week 10 Term 3 – Week 5 and Week 10 Term 4 – Week 5 and Week 10 Teachers to send letter home to inform parents on the last Tuesday before an assembly.
Silver	Silver Badge awarded to students after achieving 20 School Awards.	
Gold	Gold Badge awarded to students after achieving 30 School Awards.	
Platinum	Platinum Badge awarded to students after achieving 40 School Awards.	
<b>Special Awards</b>	<b>Award Description</b>	<b>Recording and Acknowledgement of Achievement</b>
Diamond Award	Awarded to students for achieving five Platinum Awards.	Executive to record students receiving Platinum Awards and accumulate each year.



# Narrabri West Public School Award System

## DAILY AWARDS

### Positive Classroom Behaviour

Given to students for following Narrabri West Public School Behaviour Matrix and expectations in the classroom. Students display respect towards self, others and property.

### Positive Playground Behaviour

Given to students for following Narrabri West Public School Behaviour Matrix and expectations on the playground and to and from school. Students display respect towards self, others and property.

## SCHOOL AWARDS

### Westie Award

Awarded to students after receiving 10 Daily Awards.

### Extra-Curricular Award

Awarded to students after representing Narrabri West Public School in an extra-curricular activity, e.g. SRC, ICAS, Write4fun, Jump Rope For Heart, representing Narrabri West Public School in a sports team or PSSA event, Eisteddfod, etc.

### Academic Award

Student achieves their individual reading, writing or Mathematics goals. Maximum of three Academic Awards per term (one for reading, one for writing and one for Mathematics).

### Assembly Awards

Awarded to students for receiving a Merit Award, Good Manners Award, Star of the Week Award or Citizenship Award.

### Attendance Award

Student achieves more than 90% attendance in a term.

## MEDAL AWARDS

### Bronze Certificate Award

Students have achieved a minimum of 10 School Awards.

### Silver Medal Award

Students have achieved a minimum of 20 School Awards.

### Gold Medal Award

Students have achieved a minimum of 30 School Awards.

### Platinum Award

Students have achieved a minimum of 40 School Awards.

## SPECIAL AWARDS

### Diamond Award

Students have achieved five Platinum Awards.