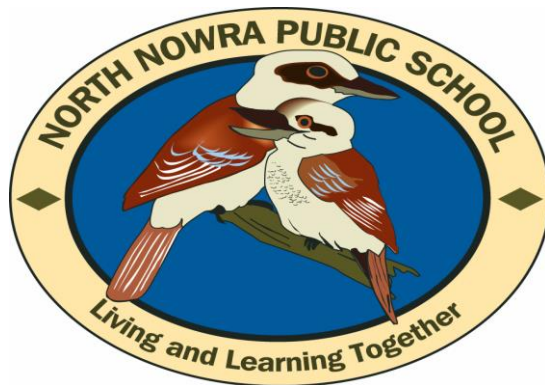




Education
Public Schools



North Nowra Public School Information Package

Principal: **Mr Peter Wright-Smith**

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✧ Be Safe

✧ Be Respectful

✧ Be Responsible

Attendance / Absences

Attendance at school is compulsory on every day that school is open. Attendance from the commencement of the school day is required.

Appointments for doctors, dentists, therapists etc should be made whenever possible outside school hours.

Any absences from school require an explanation from the parent/carer. Please provide advice in writing when your child returns to school following an absence. 'Student Absence Notification' slips can also be obtained from the office

Teachers will make contact with families when a student has been absent for two consecutive days without explanation.

If you are planning a family holiday during the school term you will need to complete an 'Application for Extended Leave-Travel' form at least 6 weeks prior to departure. This form can be obtained from the office, it will need to be authorised by the Principal.

Information from the NSW DoE regarding attendance at school is included with this information pack.

Assemblies

Parents will be invited to attend special assemblies throughout the year, please check Dojo and Facebook for regular details.

Celebration assemblies will be held once per term to showcase the learning that has been occurring throughout each term.

Assemblies are held once a fortnight and are run by our Year 6 school leaders.

Banking

Students with Commonwealth Dollarmite accounts can bring their deposit books to school and place them in the box located at the school canteen.

If your child doesn't have a Commonwealth Bank account and you would like them to participate in school banking you can contact the School Banking Coordinator at the canteen, who will provide you with the information you require. There is a Dollarmite brochure included in this pack.



Bicycles

Students are permitted to ride bicycles to school, however, the RMS recommends that children under 10 do not ride unsupervised. Bikes must be locked or secured to the bike racks while at school and must be walked through the school. There is a bike track at North Nowra PS that is open most breaks. No responsibility is taken for bikes brought to school. Children must wear helmets at all times.

Buddy System

The Buddy System is a valuable process in our Kindergarten Orientation program to help Kindergarten students settle into school as quickly and easily as possible. Each Kindergarten child will be assigned a Year 6 buddy. During the first few weeks of Kindergarten, buddies will be in the classroom getting to know the new students. The 'Buddies' will be there to support Kindergarten students in the playground if necessary.

Buddies will take on the responsibility of caring for their kinder friends. It is an important part of their personal growth and will encourage confidence and increased social skills. The program also provides opportunity for the development of effective leadership skills in the Year 6 children, while providing support to Kindergarten children as they learn to understand the new school environment.

Canteen

The P & C Association operates the canteen as a service to students and families; any profit from canteen sales is returned to the school through identified programs that the P & C committee has selected to support. The canteen operates a healthy food canteen within guidelines provided by the NSW Department of Health and the NSW DoE. If you are able to help out in the canteen please complete the P & C Volunteer Opportunities form included in this pack and return it to the office.

Orders for lunch can be made online using the 'My School Connect' app, or they can be handed in at the canteen in the morning before school.

Your child's name, class and order should be clearly marked on the front of the bag if you are not using the online app.

A canteen menu can be collected from the admin office.



Change of Details

It is important to keep the school informed about any changes to addresses, phone number and emergency contacts. Please contact the office if any of your details need to be changed or updated.

Communication – ClassDojo / Facebook

Parents are encouraged to keep informed about school events.

To assist parents we have 'ClassDojo' as a communication system with families, it allows us to send and receive messages for the whole school, specific classes and individual students.

Families will receive an invitation to join 'ClassDojo' from the classroom teacher.

'Like' our North Nowra Public School page on 'Facebook' to ensure you receive important information and stay up to date.



Communication Folder

Every student will be issued a Communication Folder (a medium sized clear pencil case) with their name on it. This must be brought to school every day and taken home every day. All notes and communication will be placed in this folder. Parents / Carers – please ensure you check this folder daily.

Counsellor

The school counsellor assists our school with issues relating to student progress, development and welfare. The Counsellor is available for consultation with parents by prior appointment. Please call the office to arrange an appointment.

Excursions

Excursions are used to support current learning in the curriculum.

Parents/carers must sign permission slips for their child/children to attend. Payment may also be required which should be provided as outlined in each excursion note.

Parents should approach the school Principal if there is difficulty in paying for an excursion.

Local excursions, eg Drexel park, North Nowra Shops will be covered by a note issued at the commencement of the year but parents/ carers will still be notified about when these excursions are occurring via Dojo.

All school payments are to be made via the school office. Payments should be placed in a sealed envelope clearly marked with child's name, class and the reason for payment and placed in the money box located in the office foyer by the due date specified.

Payments can be made with cash or via our online payment system-POP. Instructions for POP payments are in this pack.

Hats / Sunsafe

At NNPS we have a 'No Hat, Play in the Shade' policy in place to protect your children from the sun. Due to our climate this policy operates all year. Children must have a navy blue bucket hat at school every day. Children without appropriate hats will play in the shade at recess and lunch times and may also need to participate in alternative classroom activities and sport.

It is also recommended that sunscreen be applied each morning before school.

Late Arrivals / Early Departures

If your child arrives late to school you MUST come to the office first to sign your child in and obtain a late slip before going to class. This is also the case if you are collecting your children early – you need to sign them out at the office, obtain the early departure slip to take to the class teacher before collecting them, even if you have advised the teacher previously. To limit interruptions to prime learning time we ask that medical/dental appointments be made outside of school hours wherever possible.

Library

All students attend library lessons each week and are encouraged to borrow books from the library. Teachers will provide details of the class library day in their timetables. It is recommended that a library bag is used for borrowing to keep books in good condition. Library bags can be purchased from the canteen.

Each year students are encouraged to participate in the 'Premiers Reading Challenge' and the 'Book Week' activities. These are wonderful opportunities to support positive reading habits.

Lost Property

All lost items that are labelled will be kept in your child's classroom.

Unlabelled items will be placed in the box in the Admin foyer.

All items that your child wears or brings to school must be clearly marked with their full name.

Clearly labelled items are much easier to return to their owners.

Medical / Medication

If your child has a medical condition, we need to ensure Health Care Plans are in place prior to them beginning school. Please contact the office for further information.

ASTHMA and ANAPHYLAXIS: any student who has been diagnosed with either asthma or anaphylaxis must have an asthma or anaphylaxis plan written and signed by a doctor. Parents/carers must supply and maintain any medication and equipment that is required to manage their child's condition in the event of an attack at school.

Injured or ill children will be cared for in the sick bay. Parents/carers will be contacted when a child is too unwell or injured to remain at school. Basic first aid for injuries suffered at school will be administered. If parents/carers cannot be contacted, the emergency contact that has been provided by the parent/carer will be notified.

In the event of a medical emergency the school will call for an ambulance and contact the parents.

It is vital that all contact details for your child are up to date and accurate in case we need to get in touch with you throughout the school day.

If a student requires prescribed medication to be administered at school, a form must be completed that indicates the time, dates, dosage and special conditions. This information must be signed by a medical practitioner and the parent/ carer. Medications must be provided in clearly labelled and secure containers (Webster Packs can be arranged with your chemist) and handed in to the front office.

We cannot give medication to students at school without the appropriate paperwork from a medical practitioner.

You should time doses for before and after school if possible.

The best place for sick children is at home.

Meetings with Teachers and School Staff

Please avoid approaching staff before and after school as teachers often have appointments or are committed to other duties.

Parents must make appointments with teachers if they need to discuss student progress or a school related incident. To avoid disruptions to teaching and learning parents must not enter classrooms during teaching and learning times without prior arrangement.

Mobile Phones

Students are discouraged from bringing mobile phones to school in accordance with the Department of Education guidelines. All mobile phones **MUST** be handed in to the office and collected at the end of the day.

Outside School Hours Care

Please contact PEAK who offer this service for your children 1300 467 325

Parent Teacher Interviews

Contact between parents and the school is very important.

Parent/teacher meetings to discuss student progress are held at the end of Term 1.

Should you have any concerns please don't hesitate to contact the school to make an appointment with the classroom teacher to discuss these matters at any point throughout the year.

Parking / Drop Off / Pick Up

Parents are asked to drop off students and collect them at the COLA or at the Page Avenue entrance. Please do not enter the school grounds before 2.45 pm. If you do need to enter the school prior to 2.45pm you must sign the visitor register at the front office.

Some students in the support classes may need to be dropped off and collected at the support unit. This should be considered at Personalised Learning and Support Plan (PLSP) meetings.

The Judith Drive school driveway will be a "Kiss and Drop" Zone Only from 8:00am until 9:30am. Please be within 15 meters of your car or you may be fined by Police or Rangers.

The Judith Drive school driveway will be a "No Stopping" Zone from 2:30pm until 4:00pm. Please follow the signage as Police and Rangers may fine drivers breaking the law.

Please take note of all relevant road signage at both entrance gates as there are 'No Stopping' zones that are regularly enforced.

The staff parking area is for staff of both schools. It is not an area for visitor or parent parking.

There is one disabled parking spot near the administration block. This space is available for cars displaying a disabled parking ticket and is for the use of people requiring it from both school communities.

Permission to Publish / Photographs

As part of the enrolment procedures you will indicate whether you give permission for your child to be photographed during school activities and whether such photos can be published.

The DoE has guidelines for the use of such photos to ensure the safety of students. Our school uses photographs on the school Facebook page, ClassDojo, newsletter and school website.

School photographs are taken by a professional photographer yearly. You will have an opportunity to purchase these photos.

Pets / Dogs

Pets are cherished members of many families and many people love to walk their animals. However, animals are not permitted to enter the school grounds at any time or at any school sporting event or excursion.

P & C Association

All parents are encouraged to become involved in the P & C Association. Meetings are held on the third Monday of each month at 6.30pm in the staffroom. Dates are advertised in the school newsletter. Educational issues, school events and fundraising activities are discussed. Your attendance is encouraged and most welcome, joining the P & C enables you to find out what is happening at your child's school and also to have some input.

If you are able to help out in any way please complete the P & C Volunteer Opportunities form included in this pack and return it to the office.

Recess / Lunch

NNPS supports the Healthy Schools Policy and we encourage you to support it by providing healthy food and drinks for recess and lunch. Please ensure your child can open all food packaging, containers and lunch boxes.

All classes have a fruit and vegetable snack in class during the morning session. Please provide a small, easy to eat snack consisting of fruit and vegetables - great examples are a handful of grapes, a couple of carrot or celery sticks or a small piece of fruit. The children will continue their work while eating.

First Break is the lunch break - time for the children to eat, drink, go to the toilet and then play.

Second Break is the recess break - time to eat, drink, go to the toilet and then play.

Please refer to the Healthy Lunch ideas flyer in this pack for recess and lunch suggestions.

Students are advised not to share food with other students. You will be advised at the beginning of the school year of any special dietary issues for your child's class, this will include information around arrangements for birthday cakes.

School Bags

School bags need to be labelled with your child's name. A ribbon can make it easier for your child to find their own bag. Please carefully consider the size of the bag, children need plenty of room for their lunch box, drink bottle, hat, jumper, library bag, home readers and communication folder, but not such a size that it is awkward and uncomfortable.

It is recommended that you place some emergency clothing in their bag and remember that the weather can change rapidly so a jumper every day is a good idea.

School Map

A school map is included in this pack.

Scripture

Scripture classes are held each week. The groups include Catholic, combined Christian and a non-Scripture option.

All parents/carers are asked to select a religious instruction for their child. Parents need to make any changes in writing if they wish to change their original enrolment choice.

Smoking

Schools are smoke free zones. Please refrain from smoking anywhere on the school site.

Offsite school events such as the Athletics Carnival, Cross Country and Swimming Carnival and all excursions are also strictly smoke free zones.

Sports

Children are allocated to one of our four houses named after local flora. Please check with the front office if you are unsure of your child's house.

Waratah – **Red**

Wattle - **Yellow**

Bluegum - **Blue**

Banksia - **Green**

Uniform

Uniforms can be ordered online using the "My School Connect" app.

You can also complete the Uniform Shop Order Form in this pack, these can be submitted to the admin office with cash only.

Orders will be given to your child or parents can collect from the admin office.



Visiting the School

Parents must report to the school office and sign in before entering the school, even if it is just a quick visit! If you wish to speak to a teacher please make an appointment at the office.

If you are assisting in the classroom please complete a Declaration for Volunteers form available from the front office. This will also require 100 point identity check.

It is a requirement that evacuation and lock down drills are practised at least once every six months. Visitors to the school must sign in and out in order to comply with emergency procedures.

Voluntary School Contribution

Over the years, parents have generously supported the school by making an annual contribution which is used to purchase school resources, books, pencils, art supplies and other educational equipment that we would otherwise not be able to provide for your children.

The school, in consultation with the P & C set the rates for parents to make contributions towards their children's educational needs. The amount of this contribution is reviewed annually by the P & C.

A Statement of account is generally sent home at the end of Term One.