

NORRIS BANK PRIMARY SCHOOL



2009 PARENT HANDBOOK

CONTENTS

- 1 **Introduction**
- 2 **School Layout**
- 3 **Key Dates**
Term Dates 2009 – 2010, Public Holidays, Daily Timetable, Curriculum / Reporting Days.
- 4 **Traffic and Safety**
Car Parking, Bicycles, Checking in at the Office.
- 5 **School Organisation**
Punctuality, Attendance, Absence Notes, Early Collection of Children, Early Dismissal, Lunch Orders from the Canteen, Out of School Hours Care Program.
- 6 **Uniforms and Personal Property**
Uniforms, Lost Property, Library Bags and Art Smocks, Play Lunch and Lunch, Personal Property.
- 7 **Student Welfare and Discipline**
Standards of Behaviour, Student Dress Code, Discipline, School Rules, Routines, Safety Rules, Pastoral Care, Playground Supervision.
- 8 **Health and Safety**
Emergency Information, Accidents, Asthma, Medication, First Aid Room, Exclusion, Sunsmart.
- 9 **Communication**
Assembly, Newsletter and Notices to Parents
- 10 **Parent Involvement**
Participation Program, Working Bees, Canteen, PMP, Mowing Roster, School Council, Parents and Friends Association, Parent Opinion Survey.
- 11 **Finance**
School Budget, Book Fees, Educational Maintenance Allowance, Handling Money at School.
- 12 **Curriculum**
Integrated Curriculum, Homework, School Reports, Victorian Essential Learning Standards (VELS).
- 13 **Special Programs and Events**
Camps & Tours, Computers, Excursions, Library, Reading Recovery, Sport, Junior School Council.
- 14 **School Policies**
School Charter, Current Policies, Annual Report, Triennial Report, Questionnaires.
- 15 **Transfers and Transition**
Transferring into school, Transferring from the school, Kindergarten to Prep, Grade 6 to Secondary College, Graduation.

1 INTRODUCTION

We welcome your child and your family to our school community. We believe there are many exciting and engaging things happening at Norris Bank and that we have created a warm, safe and caring environment for our students. We hope you will enjoy your association with the school and will feel able to contribute to our continued growth and development.

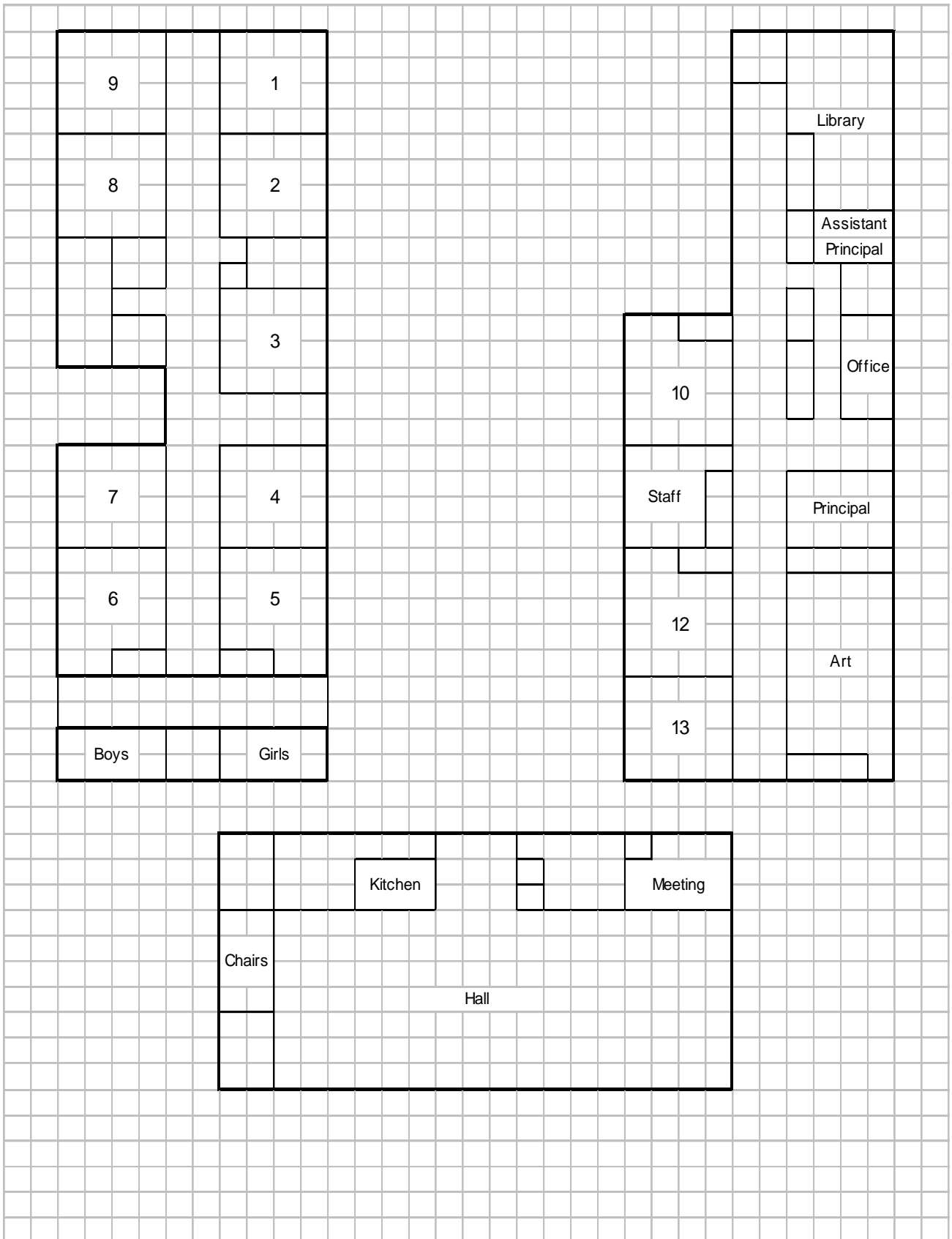
This handbook has been written to help parents understand school policies and procedures. It should be kept as a reference.

We extend an invitation to all parents to become involved in the school's activities. Parents now have the opportunity for more participation and decision making in education than ever before. There are many ways you can be involved in the school. Children from families which are supportive of their school's policies and programs generally have positive attitudes to learning and schooling. Education is a partnership, shared between the school and home, and your child will benefit from the mutual support provided by a strong partnership.

We trust that your association with the school will be both enjoyable and productive, as we co-operatively join together for the benefit of your child.

Marise Boff
Principal

2 SCHOOL LAYOUT



3 KEY DATES

Term Dates 2009 - 2010

Year	Term	Dates
2009	1	2 nd February – 3 rd April
	2	20 th April – 26 th June
	3	3 rd July to 18 th September
	4	5 th October – 18 th December
2010	1	27 th January – 26 th March
	2	12 th April – 25 th June
	3	12 th July – 17 th September
	4	4 th October – 17 th December

Term dates are listed and updated on the Department of Education website, telephone 9637 2222 or 1800 809 834 (free call)

Public Holidays 2009

Labour Day	Monday 9 th March
Good Friday	Friday 10 th April
Anzac Day	Saturday 25 th April
Queen's B'day	Monday 8 th June
Melb. Cup Day	Tuesday 3 rd November

Daily Timetable

In 2009 the school will operate with the following timetable.

9.00 am - 10.40 am	Class Time
10.40 am - 11.10 am	Recess
11.10am - 12.50 pm	Class Time
12.50pm - 1.05 pm	Lunch (eaten inside)
1.05pm - 1.50 pm	Recess
1.50pm - 3.30 pm	Class Time

Curriculum/Reporting Days

Each year four pupil-free days are allocated to schools for professional development, school planning and administration, curriculum development and planning and student assessment and reporting. From 2009, the first three days of Term 1 will be pupil-free days in all government schools. Students will begin school on the fourth day of Term 1, 2009. The remaining pupil-free day will be the third last Friday of Term 2 for student assessment and reporting purposes. While School Council is no longer responsible for the scheduling of pupil-free days, the use of these days is a school-based decision.

In 2009, the first three days of Term 1, (Wednesday 28 January 2009 to Friday 30 January 2009) will be pupil-free days. Students will begin school on **Monday 2 February 2009**. The fourth pupil-free day will be the third-last Friday of Term 2, **Friday 12 June 2009** for student assessment and reporting purposes.

Children do not attend school on these days. The Out of School Hours Care Program operates on Curriculum/Reporting Days, from 7.00am to 6.00pm due to demand.

4

TRAFFIC AND SAFETY

Car Parking

Cars are not to be driven into the school grounds between 8.45am - 9.15am and 3.15pm - 3.45pm for safety reasons. If you are collecting children at other times you may park in the school grounds in designated parking bays only. Cars are not to be driven onto asphalt playing areas.

School Crossings

There are school crossings on Settlement Road and Greenhills Road. Both crossings are supervised before and after school. Children must walk across the crossing and to the front of the crossing supervisor. Any basketballs, footballs or tennis balls need to be carried in a bag. Children must use the paths provided when exiting or entering the school grounds.

Bicycles

Bicycles must not be brought to school. This is a School Council decision, taking into account safety and storage problems. Skateboards and roller blades are not to be used in the school grounds.

Checking in at the Office

All visitors must sign in at the office before proceeding to classrooms. They are required to collect a visitor's badge. This is a security measure. Parents who are visiting the school at times other than morning drop-off and afternoon pick-up must also sign in and out at the office.

SCHOOL ORGANISATION

Punctuality

Children should come straight from home to school. They are to come up into the grounds and not linger by the gates. They are expected to be at school by 8.55am. Children are supervised in the playground between 8.45am and 9am and after school until 3.40pm. Before and After Care is available outside these hours.

Children who are late disrupt the classroom. If you are late, escort your child to the classroom - do not drop them off and allow them to find their own way to the classroom.

Attendance

Regular attendance at school is required by law under the Education Act. It is also essential in the interests of the best education for your child.

Absence Notes

It is a requirement of the Department of Education that an absence note be provided each time your child is away. These notes are filed by the class teacher and the approval for the absence is noted in the Attendance Roll. Verbal notification is not sufficient to meet Department requirements.

Early Collection of Children

Children are not permitted to leave the school grounds during school hours without an adult. They must be collected from the classrooms or the school office.

Before collecting the child from the classroom, call at the office to sign the *Early Dismissal Book*, and then take the Early Dismissal slip to the classroom to collect your child.

Anyone other than a parent or guardian wishing to collect a child during school hours must have written authorisation from the

parent or guardian, or the school must have been informed by the parent.

Early Dismissal

School finishes early on the last day of each term. The dismissal time is publicised in advance in the Newsletter to allow parents to arrange for children's pick up. Generally, on the last day of Terms 1, 2 and 3 school finishes at 2.30pm. On the final day of the year children are dismissed at 1.30pm.

Preps finish earlier than 3.30pm during the first month of school. Parents are advised well in advance.

Lunch Orders from the Canteen

Each room is provided with a lunch basket. The child's order, name, room number and the amount enclosed must be written on a clean paper bag of sufficient size to hold the lunch. This is placed in the basket on entering the classroom. The Canteen currently operates every day of the week except Tuesday.

Canteen price lists will be given to each child at the beginning of the year. There are also a number of items which can be purchased over the counter at recess and lunchtimes. The Canteen offers a "Healthy Menu" and the school's policy is to select healthy products or healthier alternatives.

Out of School Hours Care Program

As a service to our families our school hosts both Before School and After School Hours Care programs. The program operates from 7.00am to 8.45am and 3.30pm to 6pm each day. All day care is offered on most pupil free days from 7.00am to 6.00pm. The program is run by Camp Australia, and all users of the service must be registered with them. Bookings are made directly with Camp Australia staff.

UNIFORMS AND PERSONAL PROPERTY

Uniforms

The wearing of school uniform is compulsory at Norris Bank. Children must wear approved school uniform. The school colours are navy blue and gold.

Our uniform includes a wide variety of clothing, selected because it is functional, 'sunsmart', durable and washable. All children must have a school approved hat (eg. a legionnaire's hat or a wide brim hat) to wear in the playground. Footwear should offer both foot and toe protection. Thongs are not suitable.

School bags with the school logo are also for sale. All clothing should be clearly named. Uniforms are available for sale on order from the school or from the Uniform Shop, which operates each Wednesday from the northern door of the Hall from 3.00-4.00pm.

Once a term a non-uniform day is usually organised by Junior School Council to raise money for charities. On these days students may come to school in suitable casual clothes. Singlets and 'shoe-string' straps are not permitted, and all logos, writing and images on T-shirts must be suitable for a primary school environment.

Lost Property

If your child has lost any belongings, check the classroom, your child's locker and the lost property box that is located in the corridor near Room 3. This box is cleared regularly, with named items of clothing being returned to the student. Unnamed items are donated to charity.

Mobile Phones

Mobile phones are not permitted during school hours. If your child needs a mobile phone for safety reasons, the phone must be

signed into the office on arrival at school and can be collected at dismissal times. Mobile phones are not to be used by students on school property. Under no circumstances are students to use the camera or video functions available on most mobile phones.

Play Lunch and Lunch

A small snack may be eaten outside during recess. This should be included in your child's lunchbox. Lunch is eaten in the classroom between 12:50pm and 1:05pm. Some children (Preps in particular) may require extra time to eat and may start earlier or may finish their lunch outside the classroom after this time. Students are only permitted to eat outside on the asphalt area between the two school buildings.

Children are permitted to eat a piece of fresh fruit/veg as part of our 'Snack attack' at about 10.00am. Children are permitted to have drink bottles in class but they must contain only water.

Personal Property

We would like Norris Bank children to develop a sense of responsibility for their personal belongings. To help them achieve this, it is important that all belongings are clearly labelled - including lunch boxes, drink flasks, hats, schoolbags, Library bags, art smocks and all personal property used in the classroom. We strongly advise children not to bring their treasured and expensive possessions to school. The school takes no responsibility for any loss or damage to personal items brought to school.

Standards of Behaviour

It is expected that students at Norris Bank Primary School display a high level of excellent behaviour in terms of cooperation, care, respect and consideration for self, others and all property.

Detailed procedures and protocols are in place. All students participate in social skills programs as part of the school curriculum. The school has a whole school approach to Student Behaviour Management. The school has four core values which all members of the school community are expected to promote. These values are self-worth, co-operation, integrity and learning.

School council endorsed policies on Student Welfare and Discipline, Bullying and Harassment are enforced by staff and administration. A school policy folder is available from the office.

Playground Supervision

Students have the right to safe and sensible use of playground areas and equipment. Staff members actively patrol the school grounds at recess, lunchtime and before and after school.

Additional Support

In most cases the primary carer for the student is their own classroom teacher and/or level coordinator. Occasionally a student or their family may need support beyond that available from within the school's own resources. In these cases, the school Principal or Welfare Co-ordinator will arrange for specialist external support services.

School Rules

School rules exist to protect individuals from the unfair or dangerous actions of others and to enable the school to operate efficiently for the benefit of all. The school has five basic rules which children are expected to follow while at school and when engaged in any school activity on or off the school site.

Behaviour Management

A firm but positive approach generates the most effective behaviour management. When behaviour expectations have not been followed the school has the responsibility to implement discipline procedures.

These could be one or more of the following courses of action as appropriate:

- ❖ Apology
- ❖ Discussion with teacher or other staff
- ❖ Environmental or community service
- ❖ Separation/withdrawal
- ❖ Payment for loss or damage
- ❖ Detention at recess or lunchtime
- ❖ Consultation with parents
- ❖ Formal discipline procedures and suspension

Routines

Routines are a set of rules designed to make our school a good place to work, study and play. All members of the school community are asked to observe the following routines:

- ❖ Always be on time
- ❖ Wear school uniform
- ❖ Always use correct entrances and exits
- ❖ Move quickly as a group
- ❖ Behave sensibly inside the school buildings and grounds
- ❖ Remain outside school buildings unless supervised by a teacher

Safety Rules

Common sense is best.

- * Playground equipment should be used only for the purpose for which it was designed
- * Garden and bank areas are not suitable for play
- * Areas immediately around school buildings should be used for quiet games and recreation
- * Children are not permitted on any building or walkway roof
- * Activities should be suitable to the area in which they are being played;

- * Games, unless supervised by a teacher, should not take place inside the school buildings
- * Children should not play rough games or engage in dangerous activities
- * Glass containers and glass drink bottles should not be used at school
- * Toys and games brought to school should be safe and suitable for general use.

From time to time safety rules may be introduced as a response to particular issues which arise.

8 HEALTH AND SAFETY

Emergency Information

Please keep the school informed if there is a change in your medical information or personal and emergency contact telephone numbers. It is important that we hold current information about your child. If your child becomes ill, or has an accident at school we must be able to contact you or your nominated contact person.

Accidents

The school has teachers qualified in basic first aid to attend to minor accidents. For anything requiring more than basic first aid, every effort will be made to contact parents before medical attention is sought.

Asthma

Every student who suffers with asthma shall provide to the school a written *Asthma Management Plan* proforma, filled out by their doctor in consultation with their parents. These written *Asthma Management Plans* are housed in the Asthma Register which is kept in the First Aid Room. In an emergency, teachers will follow the Emergency Instructions indicated on the written *Asthma Management Plan*.

Students should carry their reliever medication with them at all times. Students requiring preventative medication should deliver this medication to the Office together with written instructions regarding frequency and dosage.

Allergies

Children with severe allergies should provide an Anaphylaxis Management Plan to the school. The school has policies and procedures specific to managing students who experience severe allergic reactions.

Medication

It is preferable that parents themselves administer any medications required by their child.

If this is not possible, parents/guardians should supply the medication in the original container showing the name of the child, and with instructions giving the dose and the time it is to be given.

The name of the medication should be clearly marked on the container. It should be delivered to the Office and not allowed to remain in the child's bag.

First Aid Room

Parents may be contacted if children become sick or are injured and staff feel it is significant enough to inform parents. A written notification will be sent home with all children who attend the First Aid room.

Head Lice

All cases of head lice must be reported to the Office. Information is sent home as required.

Exclusion

The table listing the minimum period of exclusions from schools with infectious diseases cases and contacts is included for your information on the next page. Parents and the school must comply with the directions in the table which has been developed by the Department of Human Services. Please note that non-immunised children who have been in contact with a person with an identified disease may be excluded from the school. If you have any questions please contact the school and/or your family doctor.

Sunsmart

Norris Bank Primary School is a Sunsmart school. Children are required to wear approved school hats when outside during Terms 1 and 4. The school has a 'No Hat, No Play' policy.

School Exclusion Table

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Chicken Pox	Until fully recovered or at least 1 week after the eruption first appears	Not excluded
Conjunctivitis (acute infections)	Until discharge from eyes has stopped	Not excluded
Diphtheria	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts excluded until investigated by the Medical Officer of Health or health officer of the Department and shown to be clear of infection.
Giardiasis (diarrhoea)	Until diarrhoea has stopped	Not excluded
Hepatitis A (infectious hepatitis)	Until receipt of a medical certificate of recovery from infection or until symptoms disappear	Not excluded
Hepatitis B	Until recovery from acute attack	Not excluded
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has begun and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with moisture-proof dressing	Not excluded
Leprosy	Until receipt of a medical certificate of recovery	Not excluded
Measles	Until at least 5 days from appearance of rash or until receipt of medical certificate of recovery from infection	Non-immunised contacts must be excluded for 13 days from the first appearance of rash in the last-occurring case unless they are immunised within 72 hours of first contact
Meningococcal infection	Until receipt of medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours
Mumps	Until fully recovered	Not excluded
Pediculosis (head lice)	Until appropriate treatment has begun	Not excluded
Pertussis (whooping cough)	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if they have not had whooping cough or immunisation against whooping cough
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has begun	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea has stopped	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has begun	Not excluded
Shingella (diarrhoea)	Until diarrhoea has stopped	Not excluded
Streptococcal infection, including Scarlet Fever	Until receipt of a medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has begun	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department that the child is not considered to be infectious	
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the Medical Officer or Officer of the Department considers exclusion to be necessary

9 COMMUNICATION

It is important to maintain an open, accessible communication link between school and parents. While informal discussions are valuable, there is also the need for formal avenues of communication.

Reporting To Parents

Information nights are held as required to outline plans and expectations relating to the programs specific to each year level.

Written reports are provided in June and December.

Results of NAPLAN tests (Grades 3 & 5) are forwarded on to parents when they become available.

Formal whole-school parent/teacher meetings are held early in the year. In June, 3-way conferences are conducted with parents/student/teacher, with separate parent/teacher meeting time provided on request.

Requested Meetings

At times, a meeting is required in the best interest of the child. These meetings may be requested by either teachers or parents at a mutually convenient time. It would be appreciated if appointments are made with the class teacher.

Confidential Information

It is advisable to notify your child's teacher of any unusual, stressful situation which may affect your child.

Parents are encouraged to discuss issues with their child's class teacher in the first instance. Sometimes it will be appropriate to make an appointment to speak with the Welfare Coordinator, Assistant Principal or Principal.

Calendar of Events

A calendar of the school's planned events is included in newsletters during the year.

Assembly

Assembly is held Monday mornings from 9.00am to 9.30am in the hall. Parents are welcome and encouraged to attend. Assembly begins with The Oath and the singing of the National Anthem.

Special awards are presented and items of general interest are announced. From time to time groups of students may present an item to the school (eg. the choir). Children play a major role in the presentation of the Assembly.

Newsletter

The Newsletter is sent home each Tuesday with all prep children and the eldest child in each family. It includes the:

- ❖ Principal's report
- ❖ Upcoming Events
- ❖ Reports of recent activities
- ❖ Details of planned activities
- ❖ Details of any significant educational issues
- ❖ Notices

Please read it each week to keep up to date with what is happening.

Notices to Parents

Special notes about grade and general school activities are sent home when necessary. Please encourage your child to adopt a responsible attitude by delivering notices to you. Each student is provided with a school folder to transport notes and school work between home and school.

Annual Report

A copy of the Annual Report to the School Community is distributed to every family at the end of Term 1. Copies of the School's Strategic Plan (2007 – 2010) and the Annual implementation Plan (2009) are available on request.

10 PARENT INVOLVEMENT

Parent Participation Program

The school welcomes parents' participation in voluntary work.

Areas where parents currently help include:

- ❖ School Council and its sub-committees.
- ❖ Classroom programs eg. literacy activities
- ❖ Teacher/Class assistance - preparing aids,
- ❖ Typing, computing and photocopying.
- ❖ Excursions/camps
- ❖ Library - covering books, cataloguing, re-shelving, book loans.
- ❖ Newsletter
- ❖ Canteen
- ❖ Gardening and maintenance

Working Bees

The school holds regular Working Bees each year. Dates are advertised in the newsletter. Working Bees are usually held on a Sunday and begin at 10:00am and conclude with a barbecue and refreshments at 12:00pm. All parents are encouraged to attend at least one working bee for the year.

School Council

School Council has a membership of fourteen people comprising the Principal, nine elected parents, four elected teachers and one co-opted member. Meeting dates and times are set by the Council, which currently meets at 7.30 pm on the fourth Wednesday of the month.

School Council's responsibilities include:

- ❖ Developing and approving school policies.
- ❖ Approving and monitoring the school budget.
- ❖ Maintaining and improving the buildings and grounds.
- ❖ Reporting annually to the school community and the Department of Education and Early Childhood Development.
- ❖ Authorising the employment of non-teaching staff.
- ❖ Developing the School's Strategic Plan every four years.
- ❖ Stimulating community interest in the school.

Council's sub-committees include:

Buildings and Grounds
Education
Fundraising
School Management

Elections of School Council are held in February or March each year. An Annual General Meeting is held in March and the Annual Report to the school community is tabled.

Parent Opinion Survey

Parents' views are surveyed each year through a random sampling process. The surveys take place in about September and use the Parent Opinion Questionnaire developed by the Department of Education.

Canteen

Volunteer parents are rostered for canteen duty once per month. The Canteen is co-ordinated by a paid Manager.

11 FINANCES

School Budget

The School Council considers and approves the school's budget. The funds provided by the Department of Education to Norris Bank Primary School covers approximately 60% of the operating budget, excluding salaries. The remaining amount is raised by the school through book fees, voluntary contributions, fundraising and the hire of school facilities. The school capitalises on opportunities to apply for grants from local, state and federal government or private agencies.

Stationery Levy

Each family is required to pay for each student's classroom requisites such as pencils, paper, workbooks and folders. Booklists are provided for each student, with each student purchasing a 'book pack' for the start of the year and the school purchasing other materials for classroom programs as a bulk purchase.

A small voluntary contribution is requested to cover costs associated with improvements to buildings and grounds. Families who commence part way through the school year are required to pay pro-rata materials costs.

Education Maintenance Allowance

The Education Maintenance Allowance is paid twice a year by the Victorian Government to assist families on lower incomes. Half the amount is paid to the family and the other half is paid directly to the school.

The allowance is available to families holding the appropriate concession card. Parents can apply on a form available from the school office. Information about applying is published in the Newsletter.

Handling Money at School

Any money sent to the school should be in a sealed envelope, with the child's name, grade and the purpose of the collection clearly displayed. All payments should be given to the class teacher. Payments can be made via EFTPOS or credit card for amounts over \$10.00.

12 CURRICULUM

Class Programs

Norris Bank Primary School offers quality teaching programs in the Victorian Essential Learning Strands of

- Physical, Personal and Social Learning
- Discipline-based Learning and
- Interdisciplinary Learning.

Each of these strands contains a number of learning domains which describe essential knowledge, skills and behaviours.

Early Years Literacy and Early Years Numeracy are given special emphasis within the school's curriculum. Literacy Intervention programs are provided to those children who require additional support. Individual Learning Plans are developed for students who require additional support.

Teaching is organised around units of study that bring together many elements of the key learning areas. For each area, staff develop integrated inquiry-based units of work which are used in all classes in that area.

The school also offers specialist programs in Physical Education, Visual Arts, Performing Arts and Japanese.

Homework

Norris Bank Primary School considers homework to be a valuable part of the learning process. Homework is assigned at the discretion of teachers who will consider the children's age and learning needs. Information about expectations at each year level is communicated to parents early each year.

Stages of Learning

The Victorian Essential Learning Standards (VELS) includes standards of learning which define what is essential and developmentally appropriate for students to know and be able to do as they progress through their learning. No two students share exactly the same experiences so they may move through the levels at different rates. However progress through the levels generally follows a pattern.

The table below describes the progress of most children from Prep up to Year 10.

Level 1	End of Prep year
Level 2	End of Grade 2
Level 3	End of Grade 4
Level 4	End of Grade 6
Level 5	End of Year 8
Level 6	End of Year 10

School Reports

The VELS standards are central to the teaching and learning process. Assessment against these standards enables teachers, schools and parents to form a clear picture of student progress throughout the stages of learning.

Norris Bank Primary School uses the Report format introduced in 2006 by the Department of Education. Children's progress is reported using an A to E scale which shows parents how their child is progressing against the expected standard. Reports are sent home in June and December.

National Assessment Program – Literacy and Numeracy (NAPLAN)

The NAPLAN tests were introduced in 2008 to provide a national snapshot of children's learning at Years 3, 5, 7 and 9.

From 1995-2007 students at Years 3 and 5 participated in the state-wide AIM testing, which has now been replaced by the NAPLAN.

Camps & Tours

Norris Bank has a comprehensive, developmental camping program, including the following:

- ❖ Preps Breakfast at school
- ❖ Grade 1 Dinner at school
- ❖ Grade 2 1 night sleepover at school
- ❖ Grades 3/4 3 day camp
- ❖ Grades 5/6 4 or 5 day camp or tour

Excursions

Excursions are conducted at each year level in the school. They are arranged to enhance the term's unit of study. Parents are invited to participate and help where necessary. Parents will be asked to cover the cost of excursions organised throughout the year.

Computers

All classrooms at Norris Bank are equipped with computers. Computers are networked and used throughout the school in a variety of ways to enhance and enrich the learning process. All classrooms have access to email and the Internet. Students are expected to follow the school's internet protocols. A bank of fifteen computers and associated equipment are available for student use in the Learning Resource Centre.

School Concert

A whole school concert takes place each year in September. All classes participate in this valuable experience.

Sport

Norris Bank has a comprehensive House Sports competition which runs on Fridays for all children in grades 3-6. In addition, our school participates in all Bundoora District sports tournaments. These include athletics, swimming, cross country, basketball and netball. Year 5/6 children participate in Interschool sport competitions for part of each year.

Positive Alternative Thinking Strategies (PATHS)**What is the PATHS ® Curriculum?**

PATHS, which stands for Promoting Alternative Thinking Strategies, is an exciting new curriculum. PATHS was written to help primary school children develop better thinking skills, more mature and responsible ways of behaving, and improved academic performance.

What are some of the goals of the PATHS ® curriculum?

1. Increasing children's abilities to think and solve problems for themselves
2. Increasing children's abilities to use their thinking skills to act responsibly and maturely
3. Improving children's understanding of themselves and others
4. Improving children's feelings about themselves (that is, improving their self esteem)
5. Increasing children's abilities to learn more effectively in the classroom environment

PMP

Students in Prep and Grade 1 participate in a weekly Perceptual Motor Program. The program develops the children's confidence, coordination, concentration span and language concepts.

Junior School Council

Junior School Council consists of elected representatives from each Year 3 – 6 class.

Junior School Council meets fortnightly with the assistance of a designated teacher. They plan and carry out activities such as fundraising for particular items wanted for the school and to support selected charities.

The activities of Junior School Council help to develop children's meeting, organisational and cooperative skills.

14 SCHOOL POLICIES

School Strategic Plans

All Victorian schools are required to write a school strategic plan every four years. The Norris Bank Primary School Strategic Plan is available from the office and includes:

- School Purpose Statement
- School Values
- Environmental Context
- Goals, Targets and Key Improvement Strategies

The current Strategic Plan covers the years 2007-2010.

Current Policies

Policy statements are available from the Policy Folder located at the office.

Policies are regularly reviewed and updated as required. Community input in policy development is sought in a range of ways, including student/parent forums, surveys, meetings. The community is kept informed of changes in policy through the newsletter.

Annual Report to the School Community

The School's Annual Report is presented at the School's Annual General meeting held in March each year. Copies are distributed to each family at the end of first term, and is available on the school's website.

Surveys

As part of the process of accountability and to measure staff, student and parent level of satisfaction with a school the Department of Education requires the school to undertake annual surveys of all staff and a minimum of 40 families randomly selected from each class and year level. Students in Years 5 and 6 complete an 'Attitudes to School' survey each year.

The results of these surveys are analysed and presented in the Annual Report. The school is required to address issues identified in the survey in the process of preparing its subsequent Strategic Plan.

TRANSFERS**Transferring into the school**

Children and parents are interviewed by the Principal, who then allocates children to classes. Information about each child is given to the class teacher.

Transferring from the School

A transfer note and relevant information on academic and social progress will be sent to the child's new school.

BUDDY PROGRAM

A 'Buddy Program' operates between Prep and Year 6 students to support transition. In 2008 the school became part of the Madeline and Alannah Foundation's 'Better Buddies' Program. Buddies have regular contact throughout the year.

TRANSITION**Kindergarten to Prep**

During Term 4 the school holds a series of prep orientation sessions for pre-school children and their parents. These sessions are designed to assist the children and their families to become familiar with Norris Bank and to feel confident and prepared for primary school life.

Parents are invited to attend information and orientation sessions. Children have the opportunity to take part in some classroom activities.

Grade 6 to Secondary School

The school offers Grade 6 students a program to help their transition to Secondary School.

The program runs from Term 1 onwards and involves the dissemination of information at Year 7 information evenings. Parents will receive further updates throughout term 2 via the school newsletter. Some secondary colleges distribute literature to the children outlining their school details and most offer open days/evenings during Term 2.

Finally, children have an orientation day at their chosen school early in December to help them become familiar with the new setting and organisation.

Graduation

At the end of Term 4, a special graduation evening is held in the community hall for Grade 6 students and their familie

