



## PRIMARY SCHOOL

146 Settlement Road, Bundoora 3081

**School Website:** [www.norrisbkps.vic.edu.au](http://www.norrisbkps.vic.edu.au)

**School Email:** [norris.bank.ps@education.vic.gov.au](mailto:norris.bank.ps@education.vic.gov.au)

**School Phone:** 03 9467 2206



# 2021 PARENT HANDBOOK

# CONTENTS

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1 Introduction</b></p> <p><b>2 School Layout</b></p> <p><b>3 Key Dates</b><br/>Term Dates 2021, Public Holidays,<br/>Daily Timetable, Curriculum and<br/>Reporting Days.</p> <p><b>4 Traffic and Safety</b><br/>Car Parking, Bicycles, Checking in at<br/>the Office.</p> <p><b>5 School Organisation</b><br/>Punctuality, Attendance, Absence<br/>Notes, Early Collection of Children,<br/>Early Dismissal, Out of School Hours<br/>Care Program.</p> <p><b>6 Uniforms and Personal Property</b><br/>Uniforms, Lost Property, Library Bags<br/>and Art Smocks, Play Lunch and<br/>Lunch, Personal Property.</p> <p><b>7 Student Welfare and Discipline</b><br/>Standards of Behaviour, Student Dress<br/>Code, Discipline, School Rules,<br/>Routines, Safety Rules, Playground<br/>Supervision.</p> <p><b>8 Health and Safety</b><br/>Emergency Information, Accidents,<br/>Asthma, Medication, First Aid Room,<br/>Exclusion, Sunsmart.</p> <p><b>9 Communication</b><br/>Assembly, News and Notices to<br/>Parents</p> | <p><b>10 Parent Involvement</b><br/>Parent Helper Program, School Council,<br/>Annual Parent Opinion Survey.</p> <p><b>11 Finance</b><br/>School Budget, Book Fees, Handling<br/>Money at School.</p> <p><b>12 Curriculum</b><br/>Integrated Curriculum, Home Learning,<br/>School Reports, Victorian Curriculum.</p> <p><b>13 Special Programs and Events</b><br/>Camps &amp; Tours, ICT, Excursions,<br/>Library, Intervention Programs, Sport,<br/>Student Leadership Team.</p> <p><b>14 School Policies</b><br/>School Strategic Plan, Current Policies,<br/>Annual Report, Surveys.</p> <p><b>15 Transfers and Transition</b><br/>Transferring into school, Transferring<br/>from the school, Kindergarten to Prep,<br/>Year 6 to Secondary College,<br/>Graduation.</p> <p><b>16 International Students</b></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## INTRODUCTION

We welcome your child and your family to our school community. We believe there are many exciting and engaging learning opportunities happening at Norris Bank Primary School. Through the creation of a warm, safe, inclusive and caring environment, we are able to assist our students to reach their full potential. We hope you will enjoy your association with the school over the coming years.

This handbook has been written to help parents understand school policies and procedures. It should be kept as a reference. It is an evolving document. Any changes will be made annually and notes sent home to advise any policy changes during the school year.

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 that 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 work together co-operatively for the benefit of your child. Please remember, you are most welcome to speak to your child's Learning Community classroom teachers or myself at any time.

Sandra James

Principal



2020 NBPS School Captains  
Eleni

## 2 SCHOOL LAYOUT



### Teacher Yard Duty Zones

**Zone 1 – pink (Junior Playground)**

**Zone 2 & 5 – yellow (Garden/ sandpit & Middle Quadrangle)**

**Zone 3 – green (Oval)**

**Zone 4 – purple (Senior Playground)**

**Stripes – out of bounds areas**

### 3 KEY DATES

#### Victorian School Term Dates 2021

Year	Term	Dates
2021	1	29th January – 1 <sup>st</sup> April
	2	19th April – 25 <sup>th</sup> June
	3	12 <sup>th</sup> July– 17 <sup>th</sup> September
	4	4 <sup>th</sup> October – 17 <sup>th</sup> December

Term dates are listed and updated on the Department of Education website:  
<http://www.education.vic.gov.au/about/departments/pages/datesterm.aspx?Redirect=1>

#### Public Holidays 2021

Australia Day	Tuesday 26 <sup>th</sup> January
Labour Day	Monday 8 <sup>th</sup> March
Good Friday	Friday 2 <sup>nd</sup> April
Easter Monday	Monday 5 <sup>th</sup> April
Anzac Day	Monday 26 <sup>th</sup> April
Queen's Birthday	Monday 14 <sup>th</sup> June
AFL GF	Friday 24 <sup>th</sup> September tbc
Melb. Cup Day	Tuesday 2 <sup>nd</sup> November

#### Daily Timetable

In 2021 the school will operate with the following timetable.

9.00am - 11.00am	Reading / Writing Literacy
11.00am - 11.30am	Recess Play
11.30am - 12.30pm	Mathematics
12.30pm - 1pm	Social & Emotional learning
1pm - 1.15pm	Lunch (eaten inside)
1.15pm - 2.00 pm	Lunch Play
2.00pm - 3.30 pm	Science / Humanities/ Numeracy

#### Curriculum (Student Free 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.

In 2021, the first day of Term 1 will be a student free day. Year 1 to 6 Students will begin school on Friday 29th January 2021. **Prep students will begin on Monday 1<sup>st</sup> February 2021.**

There will be no school on the four Wednesdays in February 3<sup>rd</sup> -24th for Preps due to assessment.

The Department of Education provides the first day of each year as a planning day for staff. The School Council has approved the following day Thursday 28<sup>th</sup> January as a student free day for 2021

Children do not attend school on this day. Parents will be advised of the dates for the remaining two student free days throughout the year in plenty of time to arrange care for their child if required.



## TRAFFIC AND SAFETY

### Car Parking

Cars are not to be driven into the school grounds between 8.45am - 9.15am and 3.15pm - 3.40pm for safety reasons. Cars are not to be driven onto asphalt playing areas. As parking is limited on the school site parents are requested not to enter the grounds to drop off or collect students. There is ample street parking available. A Visitor Car Park is provided for parent use if required. Parents are requested not to use the Staff Car Park.

### 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. Children are not to 'cut' across the oval and jump boundary fences when exiting or entering the school.

Please be aware that the **main entrance to the school is via Greenhills Road Entrance** and the Settlement Road Pedestrian Gate will only open between;

**8.30am – 9.30am**

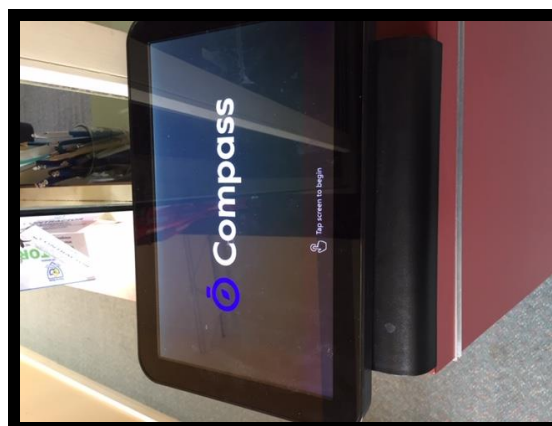
**2.30pm – 3.30pm Mon - Fri**

### Bicycles

Bicycles are permitted onto school grounds subject to the guidelines in the school's 'Riding Bikes to School' Policy that was approved by School Council in 2015. Under no circumstances are bikes to be ridden in the school grounds unless part of a supervised educational program. Skateboards, scooters and roller blades are not to be used in the school grounds.

### Visitors 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. The only exception to this is on days of special events when large numbers of visitors are attending the school for a specific purpose e.g. Grandparents Day, School Concert Day.



## 5

## SCHOOL ORGANISATION

### Year 6 and Prep 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 and give lots of caring support to the new Preps.

### TRANSITION

#### 'STEPPING STONES' PROGRAM

##### Kindergarten to Prep

Since 2016 the school has delivered an enhanced transition program called 'Stepping Stones' that operates in Term 4. This program is for children enrolled at Norris Bank for Prep the following year and consists of a 2.5 hour weekly session.

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 the Prep program 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.

### Punctuality

Children should come straight from home to school before school and straight home after school. They are to come up into the grounds and not linger by the gates. **Students are expected to be at school by 8.50am.** Children are supervised in the playground between 8.50am and 9am and after school

until 3.40pm. Before and after School Care is available outside these hours by booking with Camp Australia.

Children arriving late interrupt the classroom program and they miss important morning routines and Literacy learning. **Students arriving late to school after 9am must be signed in late by a parent or legal guardian at all times.** They must obtain a late pass, which is to be given to their teacher.

### Attendance

Regular attendance at school is required by law under the Education Act. It is essential in the interests of the best education for your child. Please keep absences to a minimum. (for example: when your child is sick or has an appointment).

### Absence Notification

It is a requirement of the Department of Education that an absence is recorded each time your child is away. Please lodge your child's absence onto Compass by 9am on the day of absence. If you are planning on taking your child out of school for an extended family holiday, the department of education requires you to seek approval from the Principal, with your request being in writing. Special conditions apply to International Students. Please see this section at the end of the handbook.

### Early Collection of Children

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

the school office after you have signed them out. An announcement will be made for them to meet you at the office with their school bag. For younger students the office may give you an early dismissal Card to take to your child's teacher so you can collect them directly from their classroom.

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 office must have been informed by the parent on the day.

### 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.

### 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. The program is run by Camp Australia, and all users of the service must be registered with them online. Bookings are made directly with Camp Australia on 1300 105 343

## 6 UNIFORMS AND PERSONAL PROPERTY

### Uniforms (as per 2019 School Uniform Policy)

The wearing of school uniform is compulsory at Norris Bank. Children must wear approved school uniform. The school colours are navy blue with an embroidered school logo.

Our uniform includes a wide variety of clothing, selected because it is functional, 'sun smart', durable and washable. We are a Sun smart School and all children must have a school approved wide brimmed hat with school logo to wear in the playground during Terms 1 and 4, and on other days of high UV readings. Footwear should offer both foot and toe protection.

School bags with the school logo are also available. All uniform items must be clearly named. Uniforms, hats and bags can be purchased at Buxwear Direct – 218 Settlement Road, Thomastown 3084

In the event that our JSC (Junior School Council) organises a special “out of uniform”

Day, students' must 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 first aid room. This box is cleared regularly, with named items of clothing being returned to the student. Unnamed items are donated to charity, or re-used by the school as second hand uniform items.





## Recess and Lunch

Students are to bring a healthy snack of fruit, veg, or healthy treat to be eaten at 10.50am just before recess. All students require a drink bottle with water every day as students will be encouraged to drink water regularly throughout the day. These items should be included in your child's lunchbox. Lunch is eaten in the classroom between 1.00pm and 1.15pm. Some children (Preps in particular) may require extra time to eat and may start earlier or may finish their lunch sitting down outside the classroom after this time. Students are not permitted to run or play on play equipment whilst eating. We strongly encourage the use of plastic containers for snacks and sandwiches as we care for our environment and do not want plastic wrappers getting into the eco system.

## 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 with their name. - 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.

## Mobile Phones and Electronic Devices

The DET has released a new mobile phone policy as per the new Ministerial order banning the use of mobile phones in school. It is available on request and on our school website. Mobile phone use is not permitted during school hours. If your child needs a mobile phone for safety reasons, the phone must be handed over to the classroom teacher for safe keeping on arrival at school and can be collected at dismissal time.

Parents and the student are required to sign an agreement before permission is given for any student to use school electronic equipment such as laptops and ipads.

Mobile phones and other electronic devices are not to be used by students on school property before or after school. Under no circumstances are students to use the camera, video or internet functions be used.

### Playground Supervision

Students have the right to safe and sensible use of playground areas and equipment. Staff members pro-actively supervise the school grounds at recess, lunchtime and before and after school as per our Yard Duty Policy.

### Additional Support

In most cases the primary carer for the student is their Community Classroom Teachers. Occasionally a student or their family may need support beyond that available from within the school's own resources. In these cases, the Principal is happy to arrange Wellbeing support for referral to specialist external support services. Please feel free to make an appointment at any time.

### Behaviour Management

A pro-active positive approach generates the most effective behaviour management. When behaviour expectations have not been followed the school has the responsibility to implement appropriate consequences.

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

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

### Standards of Behaviour

It is expected that students at Norris Bank Primary School display a high level of excellent behaviour in terms of kindness, co-operation, respect and consideration for self and 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 five core values which all members of the school community are expected to promote.

For more information, Please see: **NBPS Student Wellbeing and Engagement Policy** on our Website.

### Kindness, Respect, Curiosity, Speaking Up and Honesty.

The school also has 5 main expectations (rules)

- Keep hands and feet to yourself
- Follow instructions
- Respect yourself and others
- Be safe
- Speak politely and listen carefully to others

School Council have endorsed policies on Student Engagement and Inclusion as well as our Schools Philosophy and Values Policy. Anti-Bullying and Harassment Prevention are core to our school values and supported through all we do. School policies are available on the school website.

## Routines

Routines are a set of protocols designed to make our school a good place to learn and play in. All members of the school community are asked to respect the following routines:

- Always be on time
- Wear correct 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.

Active 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 child's 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.

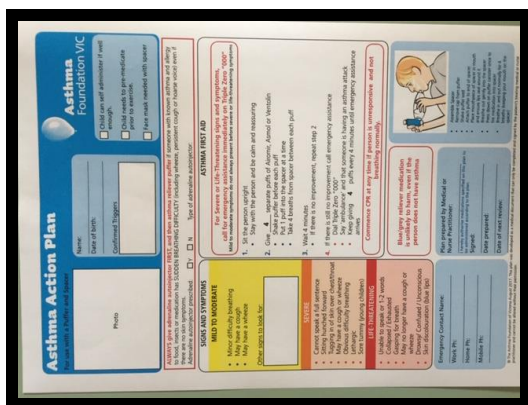
## Accidents

The school has staff 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. If a student hits their head, parents will be contacted by phone.

## 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 and updated annually. 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 complete a Medication Form that is available from the Office or school website.

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.

## Sun Smart

Norris Bank Primary School is a Sun Smart School. Children are required to wear approved wide brimmed school hat 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
<b>Chicken Pox</b>	Until fully recovered or at least 1 week after the eruption first appears	Not excluded
<b>Conjunctivitis (acute infections)</b>	Until discharge from eyes has stopped	Not excluded
<b>Diphtheria</b>	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.
<b>Giardiasis (diarrhoea)</b>	Until diarrhoea has stopped	Not excluded
<b>Hepatitis A (infectious hepatitis)</b>	Until receipt of a medical certificate of recovery from infection or until symptoms disappear	Not excluded
<b>Hepatitis B</b>	Until recovery from acute attack	Not excluded
<b>Impetigo (school sores)</b>	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
<b>Leprosy</b>	Until receipt of a medical certificate of recovery	Not excluded
<b>Measles</b>	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
<b>Meningococcal infection</b>	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
<b>Mumps</b>	Until fully recovered	Not excluded
<b>Pediculosis (head lice)</b>	Until appropriate treatment has begun	Not excluded
<b>Pertussis (whooping cough)</b>	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
<b>Poliomyelitis</b>	Until at least 14 days after onset of illness and until receipt of medical certificate of recovery from infection	Not excluded
<b>Ringworm</b>	Until appropriate treatment has begun	Not excluded
<b>Rotavirus (diarrhoea)</b>	Until diarrhoea has stopped	Not excluded
<b>Rubella</b>	Until fully recovered or at least 5 days after onset of rash	Not excluded
<b>Scabies</b>	Until appropriate treatment has begun	Not excluded
<b>Shingella (diarrhoea)</b>	Until diarrhoea has stopped	Not excluded
<b>Streptococcal infection, including Scarlet Fever</b>	Until receipt of a medical certificate of recovery from infection	Not excluded
<b>Trachoma</b>	Until appropriate treatment has begun	Not excluded
<b>Tuberculosis</b>	Until receipt of a medical certificate from a health officer of the Department that the child is not considered to be infectious	
<b>Typhoid and Paratyphoid</b>	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.

Electronic reports are provided in June and December via Compass.

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

Formal whole-school parent/teacher meetings are held early in Term 2 and in Term 4 are conducted with parents/teacher, with a separate parent/teacher meeting times 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 as teachers cannot converse with parents once instruction time has commenced at 9am.

### 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 Wellbeing Coordinator or Principal.

### Calendar of Events

A calendar of the school's planned events is included in our fortnightly newsletters.

### Assembly

Assembly is held every 2<sup>nd</sup> Wednesday afternoon from 3pm -3.30pm in the BER Building (Senior Building). Parents are welcome and encouraged to attend. Assembly begins with an Acknowledgement of Country, The School Oath and the singing of the National Anthem.

Our school value 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). Our Student Leadership Team play a major role in the presentation of the Assembly.

### News

Our school news can be found on our school website:

[www.norrisbkps.vic.edu.au](http://www.norrisbkps.vic.edu.au)

Our School: Latest News

A link will be sent out via Compass fortnight. For more immediate notifications and calendar updates please see Compass updates.

### Photo Permissions

Photo permissions are announced in February via Compass Email. Please note this is set up as a withdrawal of consent rather than a permission.

## Annual Report

A copy of the Annual Report to the School Community is made available to every family via the school's website in August. Hard copies are available on request. Copies of the School's Strategic Plan and the Annual Implementation Plan are available on the school website as well as a comprehensive number of school policies.

## School Website

The address for our school website is:  
[www.norrisbkps.vic.edu.au](http://www.norrisbkps.vic.edu.au)

We encourage you to visit the website regularly and to like our official Norris Bank Facebook page as information is updated regularly with events and parent information.

## Compass

The school uses a mobile phone app to communicate via text messaging and email. All families are requested to download the app. This is a free service for parents and can be used to notify the school of any student absence and parents of any notices.



## 10 PARENT INVOLVEMENT

### Parent Participation Program

The school welcomes parents' participation in voluntary work. Please note however that DET now requires any volunteer working within a school to have a mandatory Working with Children's Volunteer Card (which can be applied for online, free of charge).

Areas where parents may assist include:

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

We would also like to extend a warm welcome to all new and existing parents/carers to morning tea in the Library twice a term. A notice will be sent out via Compass closer to the dates.

### School Council

School Council has a current membership of eight people comprising the Principal, seven elected parents and two elected DET employees. Meeting dates and times are set by the Council, which currently meets at 7.00 pm on the fourth and eighth Wednesday of each term. Nominations are open every March for the following 2 years.

The functions of a School Council are specified in the *Education and Training Reform Act 2006* and include:

- ❖ establishing the broad direction and vision of the school within the school's community
- ❖ participation in the development and monitoring of the school strategic plan
- ❖ approving the annual budget and monitoring expenditure
- ❖ reviewing and updating some local school policies
- ❖ raising funds for school related purposes
- ❖ monitoring the school's grounds and buildings
- ❖ reporting annually to the school community and to the department
- ❖ creating interest in the school and the wider community
- ❖ informing itself of and taking into account the views of the community
- ❖ regulating and facilitating the after-hours use of school premises and grounds

School Council's current sub-committees include: Finance Committee and Fundraising Committee.

Elections of School Council are held in February or March each year and all parents are encouraged to nominate.

### Parent Opinion Survey

Parents' views are very important to us. A DET parent opinion survey is emailed to every family once per year. The surveys take place around August/September across all schools in Victoria. The surveys are anonymous and are completed online. The results are then made available to the school which helps inform our school's Strategic Goals.

# 11 FINANCES

## School Budget

The School Council considers and approves the school's Annual Budget. The funds provided by the Department of Education to Norris Bank Primary School cover 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.

## Essential Education Items

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' in December for the start of the following year. The school then purchases other materials for classroom programs as a bulk purchase. The stationery and classroom requisites levy for 2021 is \$260.00 per student. Families who commence part way through the school year are required to pay pro-rata materials costs.

A small voluntary contribution is requested to cover costs associated with grounds maintenance. In 2021 parents are able to make a voluntary contribution of **\$50.00 or \$100.00 per student.**

## Payments at School

All payments to the school must be made via EFTPOS, online banking or credit card. Please see our Business Manager in the office for details

## Financial Hardship

From time to time families suffer financial hardship and this may make it difficult for parents to provide for the costs of extra-curricular activities. The government provides a number of programs that support families in managing the cost of education. Please contact our Business Manager in the school office if you are having difficulty meeting the costs of extra-curricular activities to check for eligibility.







**English**

**Mathematics**

**Science**

**The Humanities**

- Civics and Citizenship
- Economics and Business
- Geography
- History

**Languages other than English (Chinese)**

**The Arts**

- Dance
- Drama
- Media Arts
- Music
- Visual Arts
- Visual Communication Design

**Health and Physical Education**

**Technologies**

- Design and Technologies
- Digital Technologies

**EAL (English as an Additional Language)**

The **Victorian Curriculum Capabilities** are:

- **Critical and Creative Thinking**
- **Ethical Understanding**
- **Intercultural Understanding**
- **Personal and Social Understanding**

Early Years Literacy and Early Years Numeracy are given special emphasis within the school's curriculum.

## 12 CURRICULUM

### Class Programs

Norris Bank Primary School offers quality engaging teaching programs linked to the Victorian Curriculum, which provides a single curriculum for levels Foundation to Year 10. The Victorian Curriculum F–10 includes both knowledge and skills. These are defined by learning areas and capabilities.

The **Victorian Curriculum Learning Areas** are:

### Professional Learning Communities

All our staff work within professional learning communities to plan together across the junior and senior schools. All planning is based on the use of formative assessment. All students have one on one assessment with their teacher twice a year in both Reading and Maths. This data is used to track each student's progress over 12 months and every year. Students who are deemed "At Risk" will have access to Reading Intervention in both PLC communities.



## Individual Learning Plans

All students currently under the PSD Disability Program in schools will receive an Individual Learning Plan and SSG Meeting once per term. We also create Individual Learning Plans with small, achievable goals for any students who are achieving 12 months ahead or 12 months below their expected year level achievement.

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 based on a two year cycle to cater for the multi-age classes.

The school also offers specialist programs in Japanese Language and Culture learning Physical Education, Performing Arts and Visual Arts

## Home Learning

Norris Bank Primary School considers home learning to be an invaluable part of the learning process. Home learning is assigned as part of the work of the PLC's. The children's age and learning need will be considered. Information about homework expectations at each year level is communicated to parents early each year.

## Stages of Learning

The Victorian Curriculum 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. In primary school the levels to be covered are from Foundation (Prep) to Level 6.

## School Reports

The Victorian Curriculum standards are central to the teaching and learning process. Assessment against these standards using standardised assessment such as Fountas & Pinnell Comprehension, Maths Online, English Online and PAT Reading and Maths enables teachers, schools and parents to form a clear picture of student progress throughout the stages of learning.

Norris Bank Primary School has been using the Report format that meets the guidelines of the Department of Education. Children's progress is reported using a scale which shows parents how their child is progressing against the expected standard. Reports are sent home in June and December.

### **Assessment Program Literacy and Numeracy (NAPLAN), PAT Reading, PAT Maths, Fountas and Pinnell**

The NAPLAN tests were introduced across Australia in 2008 to provide a national snapshot of children's learning at Years 3, 5, 7 and 9. These are conducted in May each year, with reports being sent to schools in August. NAPLAN tests are standardised across Australia and are one form of assessment used by the school to determine large group or cohort progress across the whole school. However, the school also uses PAT Reading and PAT Maths assessment (also standardised) annually from Year 1 to Year 6 to track student growth from year level to year level. Each student is benchmarked in Reading twice per year in both decoding and comprehension using Fountas and Pinnell. The school also uses a number of formative assessment to plan for learning and teaching before each new unit of work. Tracking student growth is paramount at NBPS

### Camps

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

- ❖ Preps Breakfast at school
- ❖ Year 1 Dinner at school
- ❖ Year 2 1 night sleepover at school
- ❖ Years 3 - 6 3 day camp

### Excursions and Incursions

Excursions are conducted at each year level in the school. They are arranged to enhance the term's integrated inquiry unit. Parents may when necessary be invited to participate and help where necessary. Parents will be asked to cover the cost of excursions organised throughout the year. These events are very educational and lots of fun for the students.

The school organises whole school activities involving cultural visitors, professional performance groups and community organisations frequently throughout the year. Teachers may organise for visiting speakers to run workshops or presentations for the students related to the integrated inquiry unit being studied

### Information and Communication Technologies

All classrooms at Norris Bank are fitted out with a bank of 10 student laptops plus a charging station. As well as this there are multiple desktop computers in shared spaces to use. 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. Each class has

access to a large Smart TV for teaching purposes.

### School Concert & Expo

A whole school performance takes place second year in September. All classes participate in this valuable experience which is held in the Community Hall. Every other year the school holds a celebration of student achievement in the Arts and Science in the form of a Whole School Expo.

### Sport

Norris Bank has a comprehensive Sports program, with Year 4-6 students participating in interschool sports activities against other schools in the Watsonia District. A variety of sporting opportunities are provided to students in Years 3-6 which can lead to selection at higher levels. These include athletics, swimming, cross country, basketball and netball. Sports clinics and programs are provided at regular intervals throughout the year to introduce the students to a range of different sports.

### Swimming Program

The school's swimming program is held in February/ March for students in Years 1-6. This intensive program consists of 9 lessons held over three weeks at Yarra Swim School in Greensborough.

### Student Leadership Team

The Student leadership Team consists of 2 School Captains and leaders from Year 4 – 6.

The SLT meets weekly with a convening teacher. They are involved in taking action to help make the school a better place. They collect and provide feedback to the staff and School Council on behalf of the students.

The activities of the SLT help to develop children's, organisational and collaboration skills.

### **School Choir (The Glee Club)**

Students from Years 1-6 are able to join the Glee Club singing group. Rehearsals are held at lunchtimes leading up to community performances.

### **Instrumental Music Program**

Tutors from Metro Music come to the school each Tuesday to conduct individual or group instrumental lessons. Students are able to learn guitar, keyboard, voice or other instruments depending on the availability of tutors. Parents are required to pay Metro Music for these lessons.



### Whole School Strategic Plan and Annual Implementation Plans

All Victorian schools are required to write a school strategic plan every four years. The (2018 -2022) Norris Bank Primary School Strategic Plan is available from the office and on the school website. It includes:

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

The current whole School Strategic Plan covers the years 2018 - 2022. Each year of the Strategic Plan is elaborated through Annual Implementation Plans.

### Current Policies

Policy statements are available from the school website, or in hard copy on request.

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, and 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 May each year. Copies are distributed to each family as requested and the report is made 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 parents. Students in Years 4, 5 and 6 complete an 'Attitudes to School' survey each year. The information in these surveys is very valuable.

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.

**International Students**

Please NBPS International Students Handbook given out at Entrance Interview

**Year 6 to Secondary School**

The school offers Year 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 Year 6 students and their families.