



A Learning Community

2017 Namadgi School Parent Handbook



**Caring
Respect
Learning
Positive Attitude**



ACT
Government
Education

2017 Executive Staff

Principal	Simon Smith	
Deputy Principals	Katie King	Primary Mainstream
	Jo McKenzie	Secondary Mainstream
	Robyn Copland	Special Programs P-10
Executive Teachers	Helen Lascaris	Preschool- Year 1
	Bernadette Wyatt	Years 2-5
	Bea Hale	Years 6-8
	Kate Cunningham	Years 9-10
	Joseph Nadler	Pastoral Care
School Psychologist	Tamar Sloan	
Business Manager	Annette Lazarus	

Contact Information

Address: 141 O'Halloran Circuit, KAMBAH ACT 2902

Website: www.namadgi.act.edu.au

Email: school.information@namadgi.act.edu.au

Telephone: (02) 61420900 Fax: (02) 61420904

Office Hours – 8:30am – 3:30pm

'Playbase' Namadgi Before/After/Holiday School Care: 0449 255 651

Website: www.play-base.com.au

'Jingles' Namadgi School Canteen: 6142 0942

School Overview

Welcome to Namadgi School.

Namadgi School was officially opened in 2011. Our school offers high quality educational programs for students from Preschool to Year 10 and has grown to over 700 students.

Namadgi School prides itself on its challenging academic programs with a strong focus on literacy and numeracy, a wide range of program choice in languages, the Instrumental Music Program (IMP) and performing arts experiences. Our school Information Communications Technology (ICT) infrastructure enables all students to have access to a range of technologies including iPads and laptops for anywhere, anytime, learning.

Namadgi School has a strong sense of community, making it a focal point within the Kambah area. The involvement of parents and the community is highly valued and one of the most distinctive aspects of the school.

Our School Community

Statement of Purpose

Namadgi School exists to provide for the learning needs of every student. The school provides a high quality, innovative and holistic education in a safe and nurturing environment. The school enhances its community by promoting lifelong learning, caring, friendships and fun.

Vision

The school is a safe, happy and welcoming place.

The school is a hub of the community, promoting positive relationships and providing a sense of belonging through our enthusiasm, excellent communication, collaboration, kindness and support.

The school is known for its innovative curriculum, pedagogy and use of technology.

Learning at this school is exciting, positive and challenging. Our learning environments foster passion for learning.

We have high expectations of all of our staff members and all of our students, and we celebrate their achievements.

The physical environment is inspiring, stimulating and environmentally friendly.

We have fun, play and achieve.

Graduate Profile

Every Namadgi School graduate leaves our school with:

Academic Proficiency: All graduates are academically prepared for their future. They demonstrate skills in all key learning areas, with particular emphasis on English and Mathematics.

Love of Learning: Learning has become an integral part of each graduate's identity. Graduates display a healthy attachment to learning, know how to learn, and find joy in learning. They are curious, critical and creative thinkers.

Confidence: Graduates are their own person. They have a sense of purpose and are able to form opinions, make wise choices and create their futures. They are resilient, determined, adaptable and self-assured without being arrogant or selfish.

Empathy: Graduates demonstrate compassion and respect towards themselves, other people and the environment. They are well prepared to be active local and global citizens.

School Values and Behaviours

Learning

- I am an active learner
- I am willing to try new things
- I ask for help when I need it
- I reflect on my actions

Positive Attitude

- I do my best
- I am positive
- I participate fully
- I praise others
- I take responsibility for my actions

Respect

- I treat everybody with respect
- I listen carefully
- I use good manners
- I treat others the way I like to be treated

Caring

- I help others
- I am friendly, kind and considerate
- I share and include others
- I am a good friend



Term Dates

The school operates on a four term system with holidays set by the ACT Education and Training Directorate. Dates for 2017 are set out below.

	2017
Term 1	Friday, 27 January to Friday, 7 April <i>Term break includes the Easter and ANZAC Day public holidays</i> Teachers commence on Friday <i>New students start school on the Monday of Term 1, with all continuing students returning on Tuesday.</i>
Term 2	Wednesday 26 April to Friday 30 June
Term 3	Monday 17 July to Friday 22 September
Term 4	Monday 9 October to Friday 15 December

Times of the School Day

The start and finish times for our school are:

Preschool **9.00am-3.00pm**

Preschool parents are asked to hand their child over to the teacher as close as possible to 9.00am each session.

Kindergarten – Year 10 **8.55am-3:00pm**

Parents are asked to bring children to school between 8.30am and 8.45am.

There will be no formal supervision before school although there will be staff on duty after 8:30am and until 3:30pm for any emergencies.

Parent/Carer Involvement

To obtain information about your child you can speak to:

- Your child's teacher
- An executive teacher
- The school Psychologist or pastoral care staff

To obtain information about the school you can:

- Speak to your child's teacher
- Check the school Facebook, website and App
- Contact the staff in Front Office
- Speak to the Principal
- Attend P&C meetings
- Ensure that your child brings home a copy of the weekly Namadgi Newsletter

Parents/Carers are always welcome at the school and are invited to:

- Discuss their child's academic or social progress with either the teachers or the Principal (after making an appointment)
- Become an active member of the P&C Association or School Board
- Assist in various activities. These can include reading, writing, mathematics, art and craft, elective programs, excursions, camps, sports carnivals, transport to and from venues etc. Namadgi School considers parents/carers skills a valuable resource in the education of their students
- Volunteer at the school canteen or Kambah Resource Centre
- Present talks to classes on their area of expertise

School Board

The School Board helps to foster productive relationships between the parents/carers and the school. It also assists in the development of school policies, the allocation of funds and the development of school curriculum.

Board members require no previous experience; all that is required is an interest in the educational process and the wellbeing of the children, parents/carers and staff of the school.

The School Board is constituted under the ACT Schools Authority Ordinance, which gives legal functions and power to the Board.

The school board is elected annually and comprises:

- The principal of the school (as Executive Officer)
- Three parent/carers representatives (one of whom is elected Chairperson)
- Two teacher representatives

- Pre-school member
- Two student members

Parents and Citizens Association

The P&C and Boddington PPA play a vital role in the functioning of the school. It is the main forum for parent/carer discussion on educational matters. In addition, funds raised by the P&C are used to purchase items for use in the school. The P&C is responsible for providing services such as the uniform shop, clothing pool, and after school music program. The P&C extends a warm welcome to all new members of the community and invites everyone to attend their meetings.

Voluntary Contributions

Your voluntary contributions assist with the provision of additional items that give each child the best education program possible. Information about voluntary contributions is sent to all parents/carers early in the year.

School Organisation A to Z

A

Absences and lateness

If your child is absent for the day, please ring the front office on **6142 0900** before 9:30am on any day your child is absent from school or contact the school through the school App.

If children are absent without explanation, administration staff will contact parents via an SMS message.

It is essential that when your child returns to school they have a note confirming the dates and reasons for their absence (e.g. sick, leave for family reasons). Children with poor school attendance may require medical certificates to explain absences.

If your child is late for school, please take them directly to the administration building (primary) or 3A Admin (secondary) so that we can update records.

Allergy Friendly School

Namadgi School is an allergy friendly school. This is to provide protection for children who have severe allergic reactions to nuts and nut products. Our canteen menu will aim to be nut free and parents are asked to provide nut free food for their child's morning tea and lunch.

Assessment and Reporting

The Performance Indicators in Primary School (PIPS) assessment for Kindergarten children is conducted early in Term 1 and again early in Term 4. Year 3, 5, 7 and 9 students will participate in National Assessment Program Literacy and Numeracy (NAPLAN) in Term 2. Written reporting will occur at the end of each semester. Assessment is ongoing throughout the year.

Assemblies

School Assemblies are held regularly in the Village Performing Art Centre (VPAC). Planned and conducted by the students, assemblies feature and reflect the learning students have been involved in during the term. These performances enable families to come along and share in these celebrations with their children. Notice of assemblies is published in the school calendar and newsletter.

Band Program

The Instrumental Music Program (IMP) has operated in the school since 2011. There is a Year 5 Band and a Namadgi High School Yr 6-10 Concert Band. The school has a partnership with the Tuggeranong Valley Band.

Before and After School Care and Vacation Care by 'PLAYBASE'

Namadgi School provides both Vacation Care and Before/After School Care onsite, through the PLAYBASE school and holiday care program. It offers both a quality and rewarding childcare experience for both the Namadgi School and local community. Its philosophy is to promote respect, tolerance, good sportsmanship, getting fit, skill development, friendships and fun through its full day holiday programs and before and after school care.

For more information please call/email Playbase or visit their website at www.play-base.com.au

Directors: Adam Spaleta

Before School Care: 7am - 8.55am (\$19 Per day Permanent booking / \$21 per day Casual booking)

After School Care: 3pm - 6pm (\$26.50

Per day Permanent booking / \$28 per day Casual booking)

School Holiday Options:

Half Day 8am-12.30pm or 12:30pm-6pm (\$45/day) OR Full day 8am-6pm (\$70 includes excursions and transport)

2017 Venue: Namadgi School's Hall

Bookings & Inquiries:

Mobile: 0449 255 651

Email: info@play-base.com.au

Website: www.play-base.com.au

Behaviour and Building Quality Relationships

Namadgi School strives to create and maintain an inclusive learning environment and a positive school climate where students, parents/carers and staff feel safe and have a strong sense of belonging. Students are encouraged to become responsible, self-disciplined and respectful of the rights of others. We help our students to make sensible choices about their behaviour and students are made aware that natural or logical consequences follow should they behave inappropriately. We give positive recognition to students who consistently behave well and we provide encouragement and support to students who are working on improving their behaviour. Bullying (including cyber bullying), violence, racism and sexual harassment are not tolerated at Namadgi School. We urge students and parents/carers to report to staff or the Front Office any incidents of these behaviours so that they can be dealt with immediately and effectively

Book Packs

Officemax provides book packs which are available for students and contain all essential items needed for the school year. The packs are ordered in Term 4, and delivered to the school during the first week of school for collection.

Bicycles, Scooters, Skateboards

All students riding bikes or scooters to and from school must wear a helmet. When arriving and leaving all students must dismount and walk their bike/scooter through the school grounds to the bicycle enclosure to lock up. The bicycle enclosure is locked at 9:15 am and re-opened at 2:45pm.

Canteen

The canteen is run by 'Jingles' and is open Break 1 and 2 for lunch orders and over the counter sales Monday to Friday. Updates will be posted to the internet and also circulated with the school newsletter. Coffee is available from 8:30am; ice blocks are available after school.

Chess Club

Chess Club runs during lunchtimes and students participate in competitions throughout the year.

Choir

A primary choir (year 3-5) rehearses weekly and performs at school assemblies and other events such as Count Us In and Limelight.

Christian Education Program

A Christian Education Program is held for students from K-Year 5. It is held in Village Performing Arts Centre (VPAC) in Week 8 of each term. Under the Directorate's policy this is an "opt in" program. Parents may request their children attend by filling out a form.

Communication

Each term parents/carers receive a term overview (K-5) or course outline (Years 6-10) of the curriculum program. Class organisation, expectations and special events are also included. The overviews and course outlines will also be uploaded on the school website.

Parent information evenings

The first interview of the year provides the opportunity to meet teachers, discuss the year ahead and share information about your child.

Reports go home at the end of each semester. Parent interviews are also held.

Learning Journeys

Learning Journeys are held for Years K-5 students for the children to share work with parents and carers.

Parents or teachers can request an interview at any time if there is a concern – academic, social, or medical that needs to be addressed.

Contact Numbers

In order to be able to respond promptly in an emergency, it is important that the school maintain an accurate listing of addresses and telephone numbers for all students. Please notify administration staff immediately if there are any changes in your address, telephone numbers or work location or email.

Competitions

Students in years 3-10 are encouraged to enter the Maths, Science, History, Geography, Spelling, English, Japanese and Computer competitions that are held each year in terms 2 and 3.

Computers (ICT)

Our classrooms have access to the students' network, resource centre and Interactive Whiteboards. Teachers support students to develop IT skills and knowledge with the philosophy of embedding technology into the curriculum so that it becomes a natural and integral part of student learning. Limited laptops are available for students in Years 6-10- please see the BYOD details on the school's website.

Counsellor (School Psychologist)

We have the services of two part-time school counsellors (now called School Psychologists).

School Psychologists are responsible for assisting in identifying special educational needs of students. The Psychologists are also available to support students and families in times of need. Please contact the Front Office for appointments.

Curriculum

The ACT Curriculum Frameworks and the Australian Curriculum is the base of our curriculum, with strong focus on five strands:

- Literacy and Numeracy
- Critical Thinking and Information Literacy
- Civics and Citizenship
- Health and the Arts
- Environmental Science

Dogs on School Grounds

Under ACT Government policies, dogs are not permitted on school grounds.

Equity Fund

Ensuring access and equity in the provision of education, Namadgi School has established an Equity Fund to support the needs of students who might not be in a position to take advantage of the

opportunities offered. Please contact the Front Office to speak to the Principal.

English as an Additional Language or Dialect (EALD)

Students may be eligible for this program if at least one parent was born overseas and the child speaks another language in the home. Trained teachers can provide support within the classroom, in a small group situation or on a one to one basis.

Enrolment

The Education and Training Directorate's enrolment policy is available on the web at: www.det.act.gov.au or follow the link via our school website under 'enrolment'.

Excursions

Namadgi School provides a range of focussed and relevant excursions to support, extend and consolidate the learning of students throughout the year.

First Aid

Minor accidents are dealt with by staff qualified in First Aid. Should serious accidents occur, parents/carers are notified and the child will be taken to hospital by an ambulance. An ambulance from school is a free service in the ACT.

When students become sick at school we prefer that they are taken home as the school has limited sick room facilities. Students who are not well in the mornings before leaving for school should be kept at home.

Information about your child's health status should be provided at enrolment. Care plans are required for students with specific health

needs. Should your child contract any contagious disease, please contact the school for information about exclusion periods.

The ACT Education Directorate does not provide any insurance cover for injury, disease or illness to students resulting from school activities or school-organised excursions. Claims for compensation are met where there is a legal liability to do so. Liability is not automatic and depends on the circumstances in which any injury, disease or illness was sustained.

As there is no automatic insurance cover for personal injury if your child is injured at school or during a school organised activity/excursion you should therefore consider whether taking out personal insurance cover for your child is warranted.

This insurance might cover contingencies including medical/hospital expenses, ambulance transport outside the ACT, and cancellation of transport/accommodation or loss of/damage to luggage.

The ACT Ambulance Service provides free ambulance transport for students who are injured or suddenly become ill at school or during an approved school organised activity within the ACT.

Gifted and Talented (G&T)

We recognise the need for early identification of students and allowing them to access a wide range of learning opportunities and a variety of teaching strategies which meet their needs. The curriculum is differentiated for students to enable them to extend themselves in all areas of the curriculum. A range of individual opportunities are made

available to students showing extra ability. See Namadgi School G&T policy on the website.

High School

Students in Year 6- 10 gain the skills necessary to prepare them for ACT Secondary Colleges in Year 11-12. Colleges have a wide range of academic and vocational programs on offer. Our students are involved in rigorous career planning throughout secondary school to assist them in preparing for College.

Homework

We believe that homework is important to develop responsibility, practice skills taught in the classroom, involve parents in the learning process, develop study habits and organisational skills and pursue extra or special activities. See Namadgi School Homework Policy on the website.

I

Information Technologies

To enhance the curriculum, Namadgi School has interactive whiteboards in all classrooms and students have access to other learning technologies such as laptop computers and iPads. There are computers available in each classroom. ICT is incorporated into lessons across the curriculum.

Students in Year 6 – 10 bring their own laptops to school (BYOD). Please see the website for more details.

Immunisation

The ACT Health Directorate advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps,

rubella and HIB (Haemophilus influenza type b). ACT Public Health regulations require schools to have proof of up-to-date immunisation. Inability to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur.

K

Kindergarten Entry

Children are accepted into Kindergarten if they turn 5 years of age on or before 30 April.

Languages

Japanese is the core language studied at Namadgi School from Year 6 -8 with the option of continuing studies in Year 9 and 10. In the secondary school, students are also able to study one of 30 languages through online learning using the 'Rosetta Stone' program.

Learning Stages

Namadgi School is structured in four learning stages:

Years P- 2	Early Childhood
Years 3 - 5	Primary School
Years 6 – 8	Middle School
Years 9 - 10	Senior School

Learning Support

Small group and individual assistance is available based on teacher assessment and referral.

Learning Support Unit (LSU)/ Autism (LSUA)

The junior and senior units cater for students in classes of 8 or less with a borderline to

mild intellectual disability, or a significant learning difficulty. Students who meet ACT Student Disability Criteria are eligible for a place in these units.

Literacy and Numeracy

The acquisition of literacy and numeracy skills are fundamental in a child's education. Each class in Primary has dedicated literacy and numeracy blocks of time during the day. Guided Reading, Guided Writing and numeracy are embedded in classroom practice and this allows for the individual needs of students to be met.

Lost Property

All personal belongings including clothing and any other items brought to school should be clearly marked with the student's name. Lost Property can be found in the canteen area.

Medication

All medications should be accompanied by written instructions from a doctor / parent and should be clearly labelled. They are stored securely and administered by Front Office staff. (Asthma puffers are exempt, however they should not be kept in children's bags but given to the child's teacher.)

N

Newsletter, App, Facebook

The newsletter is sent out electronically every Tuesday. Parents can nominate to have the newsletter sent electronically or receive a print copy. It also goes up on the website on Tuesday afternoon. Our website includes a digital format of the newsletter and print copies are provided for parents who do

not have online access. If you would like to be placed on our email list please notify us of your email address via:

school.information@namadgi.act.edu.au

Namadgi School has an 'app' that can be downloaded to iOS and Android devices.

Namadgi School has a Facebook page to celebrate and share the wonderful things that we do.

Pastoral Care

Our Primary School Pastoral Care includes a 'Helping Hands' suite with a Pastoral Care assistant. We also have a large number of teacher assistants to support the needs of students. The Primary School Psychologist's office is in the Preschool building.

Our Secondary Pastoral Care suite includes a Pastoral Care Coordinator, School Psychologist, Health Nurse, Youth Worker, and Aboriginal and Torres Strait Islander Education Support Worker to support middle and senior school students.

Preschool

Children are accepted into preschool if they turn 4 years of age on or before 30 April of the enrolment year. The O'Halloran Preschool site operates during the following hours:

Monday, Tuesday and alternate Wednesdays 9.00am - 3.00pm OR

Thursday, Friday and alternate Wednesdays 9.00am - 3.00pm

The Boddington site operates during the following hours:

Monday, Tuesday and alternate Wednesdays 9.00am - 3.00pm

Please note that we have a waiting list for Preschool places. There is no guarantee of a Preschool place to students living in our Priority Enrolment Area.

SRC

The Namadgi Student Leadership Group (6-10) and Kids Council (K-5) gives students a voice in the decision-making processes within the school.

Special Needs

This committee is formed by the Deputy Principals, Special Needs Executive Teacher, School Psychologist, Learning Assistance and other teachers as appropriate. Throughout the year each child's learning and/or social and emotional development is monitored and programs developed and evaluated for children identified as requiring support.

Sport and Physical Education

Our students participate in regular physical education lessons in which they are taught fundamental motor skills, teamwork and game skills.

Students from K-Year 10 participate in the schools Swimming, Athletics and Cross Country Carnivals.

Student Support

We value open communication with families to ensure the needs of each student are met. Support is available through:

- School Psychologists

- Aboriginal and Torres Strait Islander Education Officer
- Pastoral Care Co-ordinator
- Youth Support Worker
- School Health Nurse
- Differentiated curriculum in the classroom
- English and other languages or dialects (EALD) program
- Access and referral to other student services and agencies, eg Therapy ACT
- Enrichment activities and opportunities
- Learning Support Assistants (LSAs)
- Individual Learning Plans (ILPs)
- Personalised Learning Plans (PLPs)
- Case Management Team

Sun Smart Policy

Namadgi School follows the Sun Protection Policy Guidelines for ACT Schools. A key requirement of the Sun Protection Policy is for students to wear wide brimmed hats which protect the face, neck and ears. Students without suitable hats must remain in shaded areas at recess and lunchtime. Students are not required to wear a hat during the winter months of June, July and August. This is a recommendation by the Cancer Council in order to maintain adequate vitamin D levels.

Uniform

Namadgi School has a school uniform and it is expected that all students wear the uniform. The school uniform meets the guidelines of Sun Smart policies and is designed to be attractive and comfortable. It is an expectation that all students wear the

school uniform with pride and as an acknowledgement that they belong to our student community. Please see the uniform pamphlet for the latest uniform information.

Wet Weather

Please ensure that your child has protective cover on wet weather days. We have wet weather procedures in place ensuring safety and well-being. Remind your child to take extra care in travelling to and from school during wet weather.