

Caring

Respect

Learning

Positive Attitude

Namadgi School

Parent Handbook

2019

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# School Overview

Welcome to Namadgi School.

Namadgi School first opened in 2011 under a co-principal model. The focus at Namadgi School has consistently been to develop a P-10 structure operating a middle school model with Years 6,7,8. The current model focusses on a Preschool setting, a Kindergarten to Year 5 structure as a Primary School, Years 6,7,8 as a Middle School and Years 9,10 as a High School.

The core beliefs of Namadgi School centre around the understanding that all children can learn. Whilst this will look different from student to student our central belief is that through personalised learning approaches and differentiated classroom practice, all students will get what they need to thrive and grow at Namadgi.

We believe that the use of 21st Century Learning Skills, such as collaboration, problem solving, presentation skills, critical thinking, creativity, teamwork, digital literacy skills and exposure to learning a second language are core principles to incorporate into regular school practice from Preschool to Year 10. We believe that through these guiding principles our students will graduate ready to engage with the broader community and global society.

# Our School Vision and Values

At Namadgi P-10 School our vision is to be innovative and responsive to the contemporary world by providing students with access to quality 21st Century teaching and learning practices. We strive to create a collaborative culture that fosters educational partnerships throughout our community. Our staff are passionate about their professional knowledge and view learning as accessible and achievable for all.

At Namadgi School the Values are embedded into rewards systems and are part of the restorative language when working through student concerns. They are also part of the Positive Behaviours for Learning approach.

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning** | **Caring** | **Respect** | **Positive Attitude** |
| 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 | I help others  I am friendly, kind and considerate  I share and include others  I am a good friend | I treat everybody with respect  I listen carefully  I use good manners  I treat others the way I  like to be treated | I do my best  I am positive  I participate fully  I praise others  I take responsibility for my actions |

# 2019 Executive Staff

|  |  |  |
| --- | --- | --- |
| **Principal** | Gareth Richards |  |
|  |  |  |
| **Deputy Principals** | Brendan Briggs | Primary |
|  | Tiffany Mahon | Secondary |
|  |  |  |
| **Executive Teachers** | Helen Lascaris | Preschool and Learning Support |
|  | Kristy Grady | Primary Years K-2 |
|  | Katie King | Primary Years 3-5 |
|  | Kylie Robson  Jen O’Donoghue  Rob McLachlan | Student Services Years 6-10  Year 6 and Learning Support  Year 7 Technology, The Arts & PE |
|  | Bea Hale | Year 8 Student Engagement and Languages |
|  | John Mantinaos | Year 9 Mathematics and Science |
|  | Joseph Nadler | Year 10 English and Humanities |
|  |  |  |
|  |  |  |
| **Business Manager** | Maddie Mackay |  |
|  |  |  |
| **School Psychologist** | Tamar Sloan |  |

# Contact Information

**Address:** 141 O’Halloran Circuit, KAMBAH ACT 2902

**Telephone:** (02) 6142 0900 Fax: (02) 6142 0904

**Website:** [www.namadgi.act.edu.au](http://www.namadgi.act.edu.au)

**Email:** [info@namadgi.act.edu.au](mailto:info@namadgi.act.edu.au)

**Office Hours:** 8:30am-3:30pm

**‘Playbase’ Namadgi Before/After/Holiday School Care:**  0449 255 651

**Website:** [www.play-base.com.au](http://www.play-base.com.au)

**‘Jingles’ Namadgi School Canteen:** 6142 0942

# 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, Mathematics and 21st century skills.

**Love of Learning:** Learning is 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.

**Term Dates**

The school operates on a four term system with holidays set by the ACT Education Directorate. Dates for 2018 are set out below.

|  |  |
| --- | --- |
| **2019** | |
| **Term 1** | * Monday 4 February, New Students.   Continuing students return on Tuesday 5 February  Term 1 concludes on Friday 12 April |
| **Term 2** | Monday 29 April to Friday 5 July |
| **Term 3** | Monday 22 July to Friday 27 July |
| **Term 4** | Monday 14 October to Thursday 19 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 until 3:30pm for any emergencies.

# Parent/Carer Involvement

**To obtain information about your child you can speak to:**

* Your child’s class teacher or homeroom teacher
* An executive teacher
* The School Psychologist or Pastoral Care staff

**To obtain information about the school you can:**

* Speak to your child’s class teacher or homeroom teacher
* Check the school Facebook, Website or email
* Contact the staff in Front Office
* Attend P&C meetings
* Ensure that your child brings home a copy of the fortnightly Namadgi Newsletter
* 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, Library or Urambi Kitchen Garden
* Speak to the Principal or Deputy Principals via appointment

**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.

**Parents and Citizens Association**

The P&C 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 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.

Voluntary contributions are a vital component of our school funding model. All contributions are welcome.



# School Organisation A-Z

## Absences and lateness

If your child is absent for the day, please ring the front office on 6142 0900 before 9:30am, or send an email to [info@namadgi.act.edu.au](mailto:info@namadgi.act.edu.au) to explain your child’s absence. If you do not have access to email a handwritten note will also be acceptable. Children with extended leave impacting their attendance may require a medical certificate to explain their absence.

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

If your child is late for school, please take them directly to the administration building for signing in.

## Allergy Aware School

Namadgi School is an allergy aware school. This is to provide protection for children who have severe allergic reactions. 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 staff and students, assemblies feature and reflect the learning students have been involved with 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, school newsletter and on the Namadgi School Facebook page.

## 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 Years 6-10 Senior Band.

## Before and After School Care and Holiday 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](http://www.play-base.com.au/)



Director: Adam Spaleta

Before School Care: 7am - 8.55am

After School Care: 3pm - 6pm

School Holiday Options:

Half Day 8am-12.30pm or 12:30pm-

6pm OR Full day 8am-6pm

2018 Venue: Namadgi School's VPAC

**Bookings & Inquiries:** Mobile: 0449 255 651

**Email:** [info@play-base.com.au](mailto:info@play-base.com.au)

**Website:** [www.play-base.com.au](http://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. Our Positive Behaviours for Learning (PBL) program is being further enhanced across the school in 2018. 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

Book pack lists are issued during term 4 each year.

The total cost of the pack includes any license fee for online programs used.

Preschool to Year 5 can pay the school for all stationery requirements and have them sent to their child’s classroom at the start of the year.

Years 6 to 10 can order their packs online through OfficeMax to be delivered to home or school.

For any pack, you also have the option to purchase items on the list yourself, from suppliers of your choosing.  If you choose this method, please pay any online licencing fee to the school.

## 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 be locked 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 website and also circulated with the school newsletter and on the Namadgi School Facebook page. Coffee is available from 8:30am and ice blocks are available after school.

## Chess Club

Chess Club runs after school on a Friday from 3-4pm and students participate in competitions throughout the year.

## Christian Education Program

A Christian Education Program is held for students from K-Year 5. Under the Directorate’s policy this is an “opt in” program. Parents may request their children to 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.

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

Reports will 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. Students in years 7 to 10 were provided with a Chromebook in 2018. Laptops and school provided IT resources are available for students who do not have access to a device.

## School Psychologist

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

## Curriculum

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 Directorate’s enrolment policy is available on the web at: [www.det.act.gov.au](http://www.det.act.gov.au/) or follow the link via our school website under ‘enrolment’.

## Excursions

Namadgi School provides a range of curriculum focused and relevant excursions to support, extend and consolidate the learning of students throughout the year. Permission notes will come home prior to any excursion seeking your permission to engage your child in these events.

## 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.

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. Homework is supported through the use of Chromebooks and Google Classrooms.

## 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.

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.

**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 Primary - 8 with the option of continuing studies in Year 9 and 10. In the secondary school, students are also able to study one of the many languages offered through the Australian Curriculum online using the ‘Language Perfect’ program.

## Leadership Opportunities

Students can participate in leadership opportunities such as the Year 10 Leadership Class, House Captains, School Captains and running of events such as PBL fun day, assemblies and fundraisers.

## 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.

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.

## Learning Support Unit (LSU)

The junior and senior units cater for students 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. Balanced literacy and numeracy approaches 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 within the Villas or the Front Office.

## 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.)

## Newsletter and Facebook

The newsletter is sent out every fortnight. Parents receive the newsletter via email and it also goes up on the website.

If you would like to be placed on our email list please notify us of your email address via: [[info@namadgi.act.edu.au](mailto:info@namadgi.act.edu.au)](mailto:school.information@namadgi.act.edu.au)

Namadgi School has a Facebook page that celebrates student achievement and sends reminders about upcoming events, excursions and assemblies.

## Pastoral Care

Our Primary School Pastoral Care includes assistance for students in the primary school through breakfast clubs, teacher assistance and our school psychologist located in the preschool building.

Our Secondary Pastoral Care suite includes an Engagement Hub Coordinator, School Psychologist, Youth Support Worker, and an Indigenous Education Officer 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 Namadgi Boddington site operates during the following hours:

Monday, Tuesday and alternate Wednesdays 9.00am - 3.00pm

## 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 Year 3 - 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 Coordinator
* 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
* 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.