Parent Handbook 2018

WELCOME TO ALAWA PRIMARY SCHOOL

Alawa Primary School welcomes you to our school community. The aim of this booklet is to briefly inform families about the activities and procedures at our school. Please do not hesitate to contact our school if you require further information or would like to make a suggestion of improvement.

Principal	**Sandy Cartwright**
Assistant Principal	**Donna Harding**
Senior Teachers	**Ebony Rusconi & Ana Bernardino**
Admin Manager	**Aminah Howard**
School Secretary	**Heather Briant**

Alawa Primary School

Pett Street

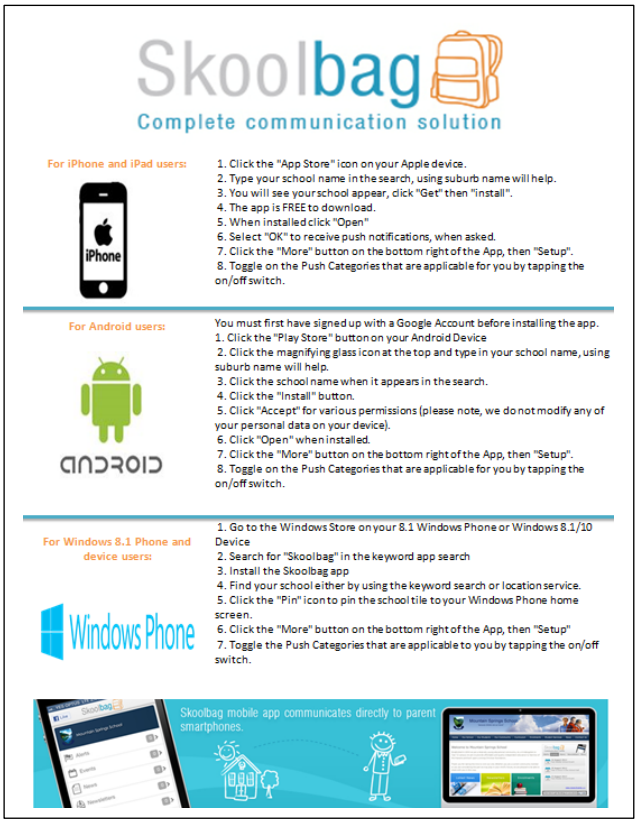
Alawa NT 0810

Phone: **(08) 8997 7666**

Email: alawa.school@ntschools.net

Web:
http://www.alawaprimary.nt.edu.au

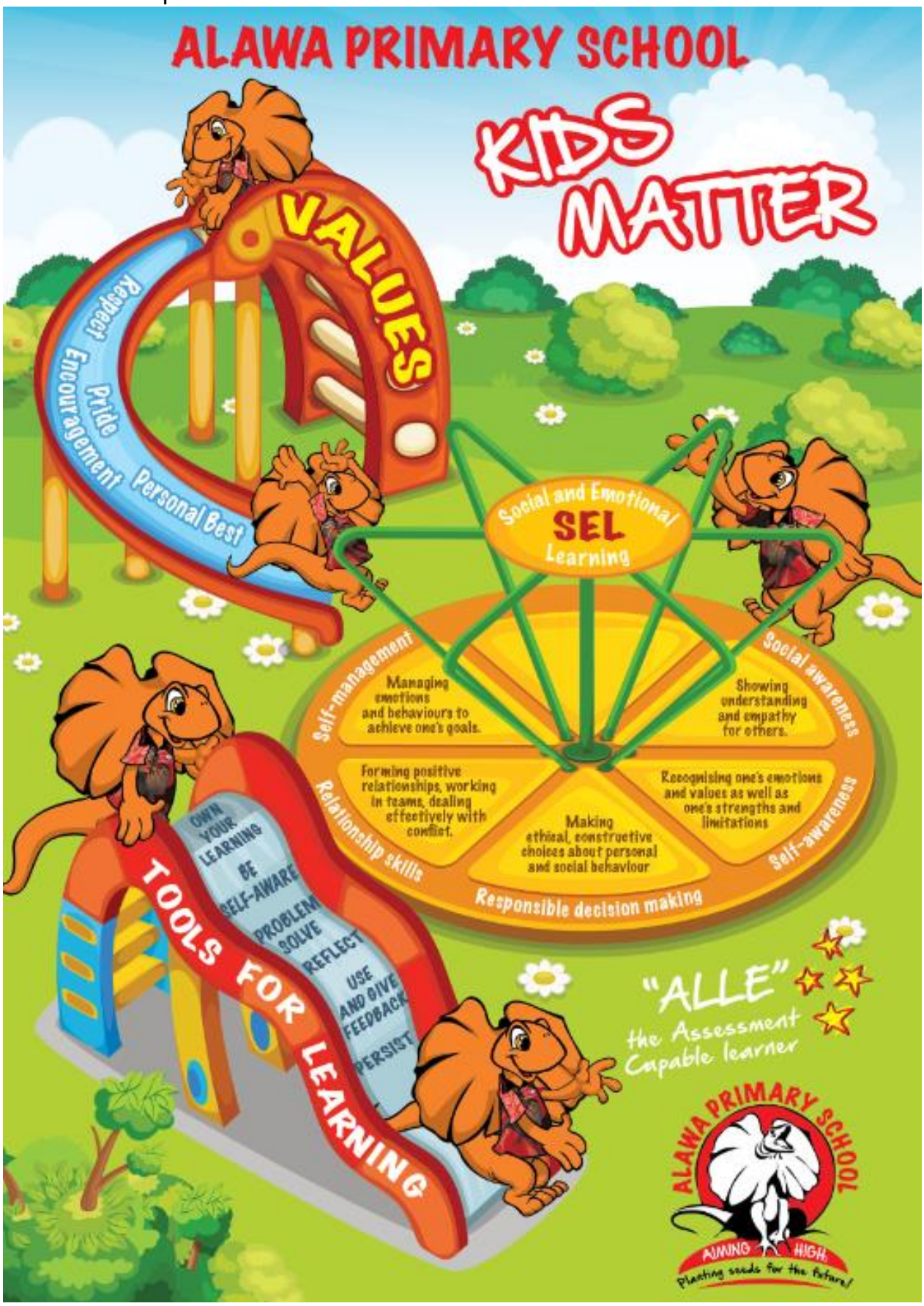
Facebook:
Alawa Primary Farm



ALLE' is our Assessment Capable Learner

ALLE has a toolbox for learning. The tools in this toolbox are: Persist, Own Your Learning, Problem Solve, Reflect, Be Self-Aware & Use and Give Feedback.

At Alawa Primary School we are committed to supporting our students become assessment capable learners.



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ALAWA SCHOOL PHILOSOPHY

At Alawa Primary School we believe in the education of the whole child. We aim for excellence in education, encouraging each child to attain their maximum potential. This is developed through a disciplined and positive learning environment, acknowledging and accommodating the diverse backgrounds of the school community.

A caring outlook, a healthy self-image and effective communication skills will also be developed, enabling full participation in a society where numeracy, literacy and life skills are valued, and where the ability to adapt to change is considered essential.

Aiming High: Planting Seeds for the Future

STAFF LIST FOR 2018

Principal	**Sandy Cartwright**	
Assistant Principal	**Donna Harding**	
Senior Teacher Primary	**Ebony Rusconi**	
Senior Teacher Early Years	**Ana Bernardino**	
Early Childhood	**Emma Connelly**	**Transition**
	Rochelle Hunt	**Transition**
	Jed Henderson	**Year 1/2**
	Courtney Jeffery	**Year 1/2**
	Ana Bernardino	**Year 2**
Primary	**Olivia Ashford**	**Year 3/4**
	Riley France	**Year 3/4**
	Ebony Rusconi	**Year 4/5**
	Athena Hammond	**Year 5/6**
	Matt Lotherington	**Year 5/6**

Special Education Teacher	**Deb Levett-Olson**
Special Education Assistants	**Ros Solien**
Science / Farm coordinator	**Ms Linda Conder**
Preschool Teacher / Farm coordinator	**Dawn Soares**
Kitchen Assistant	**Fran Millington**
Farm Manager	**Libby Smith**
Preschool Teachers	**Dawn Soares & April Sargeson**
Preschool Assistant	**Eimear Walsh & Flordeliza Hodgson**
Admin Manager	**Aminah Howard**
School Secretaries	**Heather Briant & Michele Cook**
Library	**Kayleen Price**
Marketing & Communication	**Tamra Caruana**

SCHOOL TIMES

7:30am – 8am	Before school supervision at the Preschool [By prior arrangement only]
8am to 8:30am	Staff on duty in the playground
8:30am to 10:30 am	Morning Session
10:30am to 10:55am 10:55am	Recess Muster [Plus House points on Fridays]
11am to 1:00pm 1:00pm to 1:10pm	Middle Session Supervised lunch eating time
1:10 pm to 1:40pm 1:40pm	Lunch break Muster in the Assembly Area
1:45 pm to 2:50pm	Afternoon Session

SCHOOL DATES FOR 2018

Semester one

Term	Dates
Term 1	**Urban Schools** Monday 29 January to Friday 13 April (teachers resume Thursday 25 January) **Remote Schools** Tuesday 30 January to Friday 13 April (teachers resume Monday 29 January)
Term break	Monday 16 April to Friday 20 April
Term 2	Monday 23 April to Friday 29 June
Semester break	Monday 2 July to Friday 20 July

Semester two

Term	Dates
Term 3	Tuesday 24 July to Friday 28 September (teachers resume Monday 23 July)
Term break	Monday 1 October to Friday 12 October
Term 4	**Urban Schools** Monday 15 October to Thursday 13 December **Remote Schools** Monday 15 October to Friday 14 December

Family holidays / absences during school time:
We request that any families who are considering holiudays or being away during school time discuss this as early as posisble with the Principal or Assistant Principal so a program of work can be negotiated. If this does not happened according to departmental guidelines the absences are recorded as unaccapetable in the student administration system.

1 WELLBEING AND BEHAVIOUR POLICY

Alawa Primary School's vision is excellence in the education of the whole child.

Our mission is to encourage all children to attain their maximum potential in all aspects of education, to acknowledge the social, cultural, physical and intellectual diversity of our children, and to extend cooperation between staff, students and their families.

Alawa Primary School believes that the development of self-discipline is an essential skill to be an effective member of the community. Further we believe students are motivated when they behave appropriately and are encouraged to take responsibility for themselves.

Alawa Primary School's Wellbeing and Behavior Policy is reflective of these aims.

Rights and Responsibilities

At Alawa School Community everyone has a right to expect:

- a safe **learning** environment
- to be **cared** for
- others to **share** their time, skills and experience with you

In the Alawa School Community our responsibility to others is to:

- create a safe **learning** environment
- to **care** for others
- to **share** our time, skills and experience

Specifically;

Children have a right to: • be safe at school • learn without interference • be treated with courtesy by teachers families and students	**Children have the responsibility to:** • adhere to school rules and safety guidelines • endeavour to do their best • treat others with respect and courtesy • take responsibility for their behaviour and accept the consequences
ALL staff have the right to be: • treated with courtesy by colleagues, families and students • recognised as a professional • supported by the school community	**ALL staff have the responsibility to:** • teach effectively; establish effective school behaviour that assists to provide a safe environment • treat others with respect and courtesy • act professionally and promote positive self-esteem and attitudes towards learning and each other • develop helpful communication links with the school community, as families are the major influence in the child's life

Families have a right to be:	Families have the responsibility to:
• recognised as the major influence in their child's life • a partner in their child's education • informed about issues affecting their child • treated with courtesy by teachers, students and other families	• recognise and support the school's behavioural expectations • treat others with respect and courtesy • develop helpful communication links with Alawa staff as partners in your child's education • provide information that may impact on your child's learning.

Behavioural Expectations for Students at Alawa Primary School

We need to:

- care for others and ourselves
- respect the school property, the property of others and ourselves
- support everyone's right to learn and the teacher's right to teach
- keep others and ourselves safe at all times

Safety Expectations

All students must wear wide brimmed hats and shoes at school.
Bike helmets must be worn to and from school as a requirement by law for children wearing bikes.

Alawa Primary School is committed to the task of providing a safe, learning environment. The following areas are prohibited to children for safety reason:

- car park areas and near the skip bins, caretaker's fenced area and shed
- to only use bike shed when collecting or parking their own bike
- the shade house, rainforest and gardens at the front of the school
- balcony area outside GP room

Classroom Expectations

Acceptable behaviour in the classroom is an expectation and negotiated between the classroom teacher and students at the commencement of each year. The classroom expectations are clearly displayed in the classroom as well as the negotiated consequences for both appropriate and inappropriate behaviour. All teachers conduct discussions with their classes on a regular basis to familiarise them with, and reinforce these rules. The Principal spends time in each classroom at the start of each term discussing expectations and seeking feedback from students.

<u>Procedures</u>

To ensure student safety and to assist with the behavioural consequences a card system is used at the school.

- when a child moves from their class to the buddy class or to the alternative 'cool down' area, the teacher needs to telephone ahead and inform the buddy teacher or the staff member in the 'cool down' area
- When a child leaves the classroom, school grounds without permission, or there is an emergency situation within the area a message by phone is sent straight to the executive staff.

Note: Further details are detailed in the Appendices at the back of this handbook.

2 BICYCLES

Responsibility cannot be taken for bikes brought to school. Students should ensure they are securely locked in the bike shed. The shed is locked at 8.40am and reopened at 2:45pm. Children **must walk** their bikes in all areas around the school buildings.
Reminder: It is compulsory for all students riding bicycles to wear bicycle helmets. Students should not leave their helmets on their bikes but take them into their classroom.

The following is an excerpt from Government law to assist families
85. Bicycles on footpaths
(1) For the purposes of rule 250 (1), if another law in force in the Territory purports to prohibit the riding of bicycles on footpaths, the law is ineffective unless "No Bicycles" signs are displayed to indicate the area of footpath where riding of bicycles is prohibited.
(2) If another law in force in the Territory purports to prohibit the riding of bicycles in a public place (such as a pedestrian mall), the law is ineffective unless "No Bicycles" or "Road Access" signs are displayed to indicate the area where riding of bicycles is prohibited.

86. Helmets for cyclists
(1) For the purposes of rule 256, the requirement to wear an approved bicycle helmet does not apply to a person over 17 years of age if he or she is riding or being carried on a bicycle -
(a) on a public place;
(b) on a bicycle path or shared path; or
(c) in an area declared by the Minister, by notice in the Gazette, to be a bicycle helmet exemption area.
(2) In this regulation, a bicycle path does not include a bicycle that is not separated from the part of the road used by motor vehicles by a physical structure or barrier in addition to or in substitution for the lane line.
(3) In this regulation and rule 256, an approved bicycle helmet is a helmet that
(a) complies with Australian Standard AS/NZS 2063 – Pedal Cycle helmets; or
(b) is approved by the Registrar.

3 ALAWA FARM CAFE SALES AND LUNCH ORDERS

A cafe price list will be distributed to all families at the start of the year. This will also be made available on the school website and on the Skoolbag App. Please enquire at the cafe or front office for further copies or check online on our website or through our Skoolbag App.

Ordering
Students may order recess and lunch, student may also purchase snacks over the counter at recess and lunch.
The preferred method of ordering is Our Online Canteen for more information click the link https://www.**ouronlinecanteen**.com.au/.
Note: orders need to be placed onlione prior to 9am each day.

Cash orders
Fill in a lunch bag with students name and class place in the lunch tray in the classroom or deliver to the canteen or front office.
Lunchtime sales are **NOT** the time for students to buy their lunch. Parents are encouraged to assist with this process.

Recess order system
Recess orders can include anything from the cafe list and must be collected from the cafe at recess.

Limited availability Mondays and Tuesdays
At this stage due to the relatively low volume of sales Mondays and Tuesdays the Café will only be open for Recess. Lunch orders can be placed for cold food and these will be delivered to classrooms.

4 CYCLONE PROCEDURES

Term 1 and 4 are within the cyclone season. It is important that each parent understand the school procedures and expectations. Often if a cyclone is predicted for the Darwin region the Education Department formally closes schools for the day. Announcements are made via radio and TV. The new time alternative action is as follows.

Cyclone Warning Stage 2 is issued by the Bureau of Meteorology. It is expected that parents will monitor the radio announcements provided by the Education Department for information about when children should be collected from school. **Children should be collected as soon as possible** after the Radio/TV announcement.

Children should be kept in their parent's care until the **all clear** is issued, by the Bureau of Meteorology and notification is issued by the Department of Education, for children to return to school.

When children are collected from the classroom the teacher will record the departure time and name of collecting adult. After a reasonable time, children not collected will be taken to the administration area for collection. At the time when the school is evacuated, remaining children will be taken to the **CASUARINA SENIOR COLLEGE SHELTER** and left with the Shelter Co-ordinator for collection by parents.

Lists of children taken to the shelter will be displayed on the window at the front of the Administration area of the school along with names of students already collected.

Parents are also advised that **children will not be permitted to leave the school on their own.**

5 DELIVERY & COLLECTION OF STUDENTS BY VEHICLE

Parents delivering or collecting children by car are asked to observe due care in the school vicinity.

PLEASE DO NOT PARK ON SCHOOL CROSSING and DO NOT DOUBLE PARK IN THE MAIN CAR PARK DROP OFF ZONE.

These practices are not only in contravention of the NT Traffic Rules but an extreme safety hazard for our students. The entrance into the school is from Pett Street and the exit is Stedcombe Street.

Some students attend outside after school care with Brat Pack NT. Students wait at the front office and are supervised until the Brat Pack NT bus arrives. They are picked up and taken to their campus at Malak. For more information about this service, please see http://www.thebratpacknt.com.au/

6 DOGS IN THE SCHOOL GROUNDS

Dogs are a nuisance and dangerous at school. Dogs will be despatched from the yard. Continual disruption by dogs will necessitate calling the Council Dog Catcher.

7 AGE OF ENTRY FOR SCHOOL

Children who turn five years **before** 1 July may be enrolled for Transition at Alawa at the commencement of the school year. Proof of date of birth is required on enrolment.

Upon entry in the Early Childhood Section of the school, students will progress through the recommended curriculum as defined by the Education Department Curriculum Guidelines.

8 EDUCATIONAL EXCURSIONS

These are organised by class teachers to enhance the school's curriculum. Permission forms are sent home for each individual excursion. The non-return of permission slips will result in your child being excluded from the excursion. Parental involvement, is always, most welcome. There may be a charge for bus hire.

9 EMERGENCY CONTACT DETAILS

Parents are asked to advise the school **IMMEDIATELY** if there is a change of address, telephone number or workplace. Emergency contacts are required in the case of illness or accidents.

10 FOOTWEAR

Shoes, sneakers and roman sandals are accepted. **THONGS, MASSUERS AND BARE FEET are not accepted for safety reasons.** Children wearing unacceptable footwear have limited play areas and may be excluded from some activities.

11 HATS

The School has a Sunsafe policy that aims to increase the level of Sunsafe awareness, knowledge and responsibility among students, parents and staff.
To encourage the greater acceptance and use of Sunsafe alternatives:-

1. The use of bucket hats/sunscreen is mandatory for **all** outside activities.
2. Teachers will model Sunsafe practices.
3. Students not adequately protected will not be able to participate in activities in the sun.
4. A sun safe education program will be used as a regular part of the Health curriculum of the school.
5. The school will sell headwear, which offers adequate protection – specifically Alawa bucket hats.

The school policy is **NO HAT NO PLAY**.

12 HEADLICE

Head lice are more a social nuisance than a disease. Detection and treatment is the responsibility of the home. The movement of lice on the head causes itchiness and people affected by head lice can sometimes suffer infections of the scalp from scratching. Infestation is identifiable. The nits look like whitish specks stuck to the hair.

The Head Louse (Pediculous Humanus Capitis)

- The human head louse lives only on the scalp where there is food and a suitable temperature.
- The eggs or nits are laid close to the scalp and hatch 7-10 days.
- The young louse requires two weeks to become mature and lay eggs.

Transmission

Head lice are transmitted by the movement of the louse from one head to another.
This happens under conditions of close physical contact, mostly at home or at school.

Facts

- Head lice infestation is not a health risk.
- Lice do not jump from one head to another.
- The human head louse does not breed on animals, furniture, carpets, bedding etc.
- Lice are no respecters of social class.
- Clean people get head lice.
- Children are not the only ones who become infested. If one family member is affected, others in the family are likely to be infested too.

Treatment

Suitable preparations for the treatment of head lice infestation are available at pharmacies. Hair should be washed with the treatment shampoo as directed.
Then, while the hair is still wet, it should be combed with a fine toothcomb to remove the nits. This combing should be repeated the next morning.
If the directions on the package do not forbid it, treatment should be repeated weekly for 1 or 2 weeks. Repeating the application in this manner will help to kill any remaining live nits.

Note: All members of the family must be treated at the same time.

School Attendance

If the scalp has been properly treated, the child should be able to go to school the next day, because all the adult lice and most of the nits will be dead. Any lice which hatch from remaining live nits will not lay eggs themselves for about a week to 10 days.

Prevention

Parents should inspect their children's head each week. Lice are difficult to see, not only because of their size, but also their colour. Nits are easily detected.
Particular areas to inspect are the nape of the neck, under fringes and behind ears. Once nits are detected, treatment as outlined above will prevent the infestation spreading.
Parents who need help in identifying head lice infestation should seek advice from the family doctor or from a community health centre.
It is the parent's responsibility to detect and treat head lice infestations.
Children who remain untreated can be excluded from school.

13 HOMEWORK POLICY

This will be reviewed in consultation with our School Council in 2018.

POLICY GUIDELINES:
The set amount of homework given on a regular basis depends on the year level. Other than reading and sharing the learning from the day at home the choice about whether or not to have additional homework is upon request from the parent / carer.
Teachers will ask parents at the start of the year if they wish to have homework provided.

Recommended Time Allocations [If homework is requested]

Early Childhood	Set work should be limited to a maximum of 15 minutes per night, Monday to Thursday. Reading to parents is a major activity at this age.
Middle and Upper Primary	Up to 1 hour per night: Monday to Thursday.

14 HOUSE SYSTEM

On enrolment, students and staff are allocated (in families) to one of three sports houses – Finnis [blue], Goyder [yellow], Manton [green].

Competitive sport is coordinated through a Sports Day held once a year.
If a school team is required, selection will be from the results of the Sports Day competition.
House competition may also be used as a classroom incentive.

Students & staff are encouraged to purchase a school house shirt and these are able to be worn to school on Fridays each week. Shirts are also available for purchase by Parents who wish to wear them and earn points for their house on Fridays. After recess on Fridays students sit in house teams and points are allocated for those in correct uniform. House Points are also earnt by studetns who are awarded raffle tickets in the playground for following the Alawa way.

15 LIBRARY

The library is open at lunchtime for borrowing & returning books and students will go weekly with their teacher for a visit to the library.

Transition/Year 1, 2 students are permitted to borrow one (1) book at a time with no limit on frequency.
Years 3 & 4 students are permitted to borrow up to three (3) books at any one time.
Years 5 & 6 students are permitted to borrow up to four (4) books at any one time.

The maximum loan period is one (1) week. All books in our school library are catalogued on the computer and borrowing of books is through our computer system. Students are expected to take care of borrowed books and are responsible for books recorded under their name. Students **should not loan** borrowed books to another student – this can result in your child being responsible for another child's carelessness. Students will be charged for any books lost that is recorded under their name.

Library bags can be purchased from the front office.

16 LOITERING OF STUDENTS BEFORE AND AFTER SCHOOL HOURS

Staff are on duty at 8am each morning. There is no supervision before this time, unless a school activity has been planned and parents have been notified. If you require special support / supervision prior to 8am please make an appointment with the Principal to discuss your circumstances.

Children are expected to go straight home after school, except in the case of sports practice or an after school activity. In most cases students should have left the school premises by 3pm. Parents are forewarned of any after school activities.

If your child is late home, **please check your neighbourhood first,** and then contact the school as soon as possible.

17 MONEY AT SCHOOL

Please ensure money that is not needed for the school day, is left at home.
Payment of voluntary parent contribution, excursions etc should be sent in a sealed envelope and handed to the Class Teacher.
Money for incidentals at the cafe should be limited to $5.50 per day.
Children should not leave money unattended in their school bags or in their desks, but hand it to the Class Teacher for safe keeping.

18 MUSICAL INSTRUMENT TUITION

Musical instrument tuition is offered during school hours to students from Years 5 and 6 by Education Department Music Instructors. Tuition is available in Woodwind, Brass, Percussion, Guitar and Drums. Children are withdrawn from class for a weekly lesson of approximately 30 minutes. Information will be made available early in the school year.

19 PERSONAL EFFECTS

All personal effects e.g. Hats, jumpers, towels, school bags etc, should be marked with a permanent marking pen. Personal effects lost in the yard are taken to the office and may be collected from there. If lost property is not collected by the end of semester, it will be donated to a charitable organisation.
Electronic devices such as iPads, iPods, or other valuables are not encouraged. Any devices included mobile phones are to be given to the front office and signed in when school starts and it will be returned at the end of the school day. We actively discourage children from bringing valuable possessions to school and we do not take responsibility for them.

20 REPORTING STUDENT PROGRESS TO PARENTS

The main purpose of reporting at Alawa Primary School is to define, acknowledge and support student learning. Reporting is the process of communicating information, obtained from monitoring learner progress and making judgments in order to,

- Work in partnership with the student's family to inform students and their families about their demonstrations, progress at a particular time along a developmental continuum.
- Make decisions about the student's needs and learning processes.

- Guide the planning of teaching and learning programs.
- Provide meaningful information to teachers and the school principal for evaluating the effectiveness of educational programs and to inform future school planning.

Reporting to parents will be held as follows:
- Term 1 – Student Led Conferences
- Term 2 – Written report
- Term 3 – Student Led Conferences
- Term 4 – Written report

A Student Led Conference is a meeting run by the student for his or her parents, entirely focused on the student's recent learning. During the conference the student shares and presents samples of work in different curriculum areas, discussing the process of learning and the progress made to date.

Other communications between school and home may include:
- Formal and informal discussion
- Information sessions
- Newsletter
- Assemblies
- Special events and displays e.g. Education Week
- School Council reports
- Alawa Primary Farm Facebook
- Classroom communication tools:
    - Preschool - Storypark
    - Transition – Year 2 - Class Dojo
    - Years 3 – 6 – See Saw

We encourage discussions about students and school needs:
- To take place on a regular basis.
- Be a private and positive communication between student, parent and teacher.
- Identify the strengths and needs of the student.
- Include recommendations for future learning.
- Use constructive, clear and specific language.

21 SCHOOL COUNCIL

The Alawa School Council meets monthly, (on a day designated at the AGM), to further the interests of Education and wellbeing of all students at the Alawa Pre School and Primary School. Details of meeting times appear in our regular school newsletters and through our Skoolbag App. Please feel welcome to attend Council meetings.

The **Annual General Meeting** and election of officers is held in February / March of each year on a date set by the current Executive, and circulated by newsletter, giving at least 21 days clear notice.

22 VOLUNTARY PARENT CONTRIBUTIONS

The parent contributions are used to provide a wide range of equipment and consumables; including libray books, literacy and numeracy resources, ICT equipment e.g. ipads and online subscriptions for home and school access e.g. Mathletics

Preschool
Voluntary Parent Contributions are paid direct to the Preschool. The parent contribution is $100 per year. This can be paid in full at the start of the term or part there of e.g. $10 per week until paid. These contributions are used to purchase additional resources and equipment for Preschool and support Alawa Farm.

Primary School
The primary school parent contribution is $120.00/year/child**.** Additionally parents of students in Years 3-6 are asked to contribute $100per year to the Kitchen Garden program**.** The school parent contribution enriches the learning experiences for our children. EFTPOS is available at the front office.

Payment plans can be arranged through the front office where regular payments are made direct to the school through the year. Contact the front office if you would like these details.
We also accept the Basic Card through the front office.

23 SCHOOL NEWSLETTER AND COMMUNICATION

A newsletter is sent home with the eldest student in the family every **Tuesday** if a paper copy is requested. It is also made available through the school website, via email and via the Skoolbag App for smart phones. Wherever possible we encourage electronic distribution.

Class teachers also utilise a range of communication tools to communicate with families about the day to day activities in their classrooms and to share student learning. For students in Transition – Year 2 teachers use Class DoJo. For students in Years 3-6 teachers utilise See Saw. Details will be provided by the class teacher in their initial letter home to families.

24 SCHOOL UNIFORMS

Students are expected to wear school uniform at all times. Any student not in full uniform will be sent to the front office and asked to change for the day.

Girls: Red T-shirt printed with School logo
Black shorts/skorts
Cotton dress

Boys: Red T-shirt printed with School logo
Black shorts

School T-shirts, skorts, dresses, basketball/drawstring shorts, bucket hats are available from the school office. House shirts can be worn Fridays. **Jewellery and make up are not to be worn at school this includes nail polish. Leggings are not acceptable.**
We ask that shoulder length hair or longer is tied back.

25 SICK STUDENTS

Students who are sick the previous night or are feeling unwell before school should be kept at home. When students become ill during the day, they are sent by the class teacher to the front office. A first aid officer will assess the symptoms and decide if the student should rest in the sickroom, return to class, or to make contact with parents.
The school carries an ambulance policy with St. John Ambulance in the case of serious accidents.

INFECTIOUS DISEASES

Current guidelines set by the Public Health Committee has recommended minimum periods of exclusion from school and preschool of infectious diseases, cases as listed below. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

GUIDELINES FOR EXCLUSIONS

CONDITION	CASES	CONTACTS
Chicken Pox	Exclude till fully recovered or at least 4 days after the eruption first appears. **Note**: some remaining scabs are not an indication for continued exclusion	Any child with an immune deficiency (eg Leukaemia or receiving chemotherapy) should be excluded for their won protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased	Not excluded
Diphtheria	Exclude until medical certificate of recovery following at least 2 negative throat swabs, not less than 24 hours after cessation of antibiotic treatment & 48 hours later	Exclude, family, household contacts until cleared to return by an appropriate health authority
Glandular Fever	Exclusion is not necessary	Not excluded
Hepatitis A	Exclude until receipt of a medical certificate but not before 7 days after the onset of jaundice	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
HIV	Exclusion is not necessary unless person has secondary infection requiring exclusion in its own right	Not excluded
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority	Not excluded
Measles	Excluded for at least 4 days from the appearance of rash	Immunised contacts not excluded. Non immunised contact should be excluded until 14 days after the 1st day rash appears in the last case. If non immunised contacts are vaccinated within 72 hours of their 1st contact they may return to school
Meningitis	Exclude until well	Not excluded
Meningitis	Exclude until well	Not excluded
Meningococcal	Exclude until well	Not excluded
Mumps	Exclude for at least 9 days after onset of symptoms	Not excluded

Poliomyelitis	Exclude for at least 14 days from onset. Re-admit on a medical certificate of recovery	Not excluded
Ringworm, Lice, Scabies,	Exclude until the day after treatment has commenced	Not excluded
Rubella (German Measles)	Exclude until fully recovered or 4 days after the onset of rash	Not excluded
Streptococcal infection including Scarlet Fever	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Tuberculosis	Exclude until production of medical certificate from appropriate health authority	Not excluded
Typhoid	Exclude until production of medical certificate	Not excluded
Whooping Cough	Exclude for 5 days after starting treatment	Exclude unimmunised antibiotic household contacts less than 7 years for 14 days after the last exposure

26 SMOKE FREE ZONE

Under the Tobacco Control Act, 1st January 2003, Alawa Primary School is a Smoke Free Zone. Smoking is prohibited in the buildings and on the school grounds except in a designated area. If you need to smoke whilst at the school please inquire at the front office for directions to the designated area.

27 STUDENT ABSENCES AND LATENESS

Children should only be absent from school for an illness. Attendance Regulations require strict implementation of attendance/absence procedures.
It is both a policy requirement and a safety necessity that **we receive notification,** [written note from parent/guardian or telephone call], for **every period a pupil is absent.**
If a student arrives after 8:30am they are classed as being late, students must report to the front office.
Follow up letters will be posted home each fortnightly chasing unexplained absences or continual late arrivals.

28 STUDENTS ON SCHOOL GROUNDS AFTER HOURS

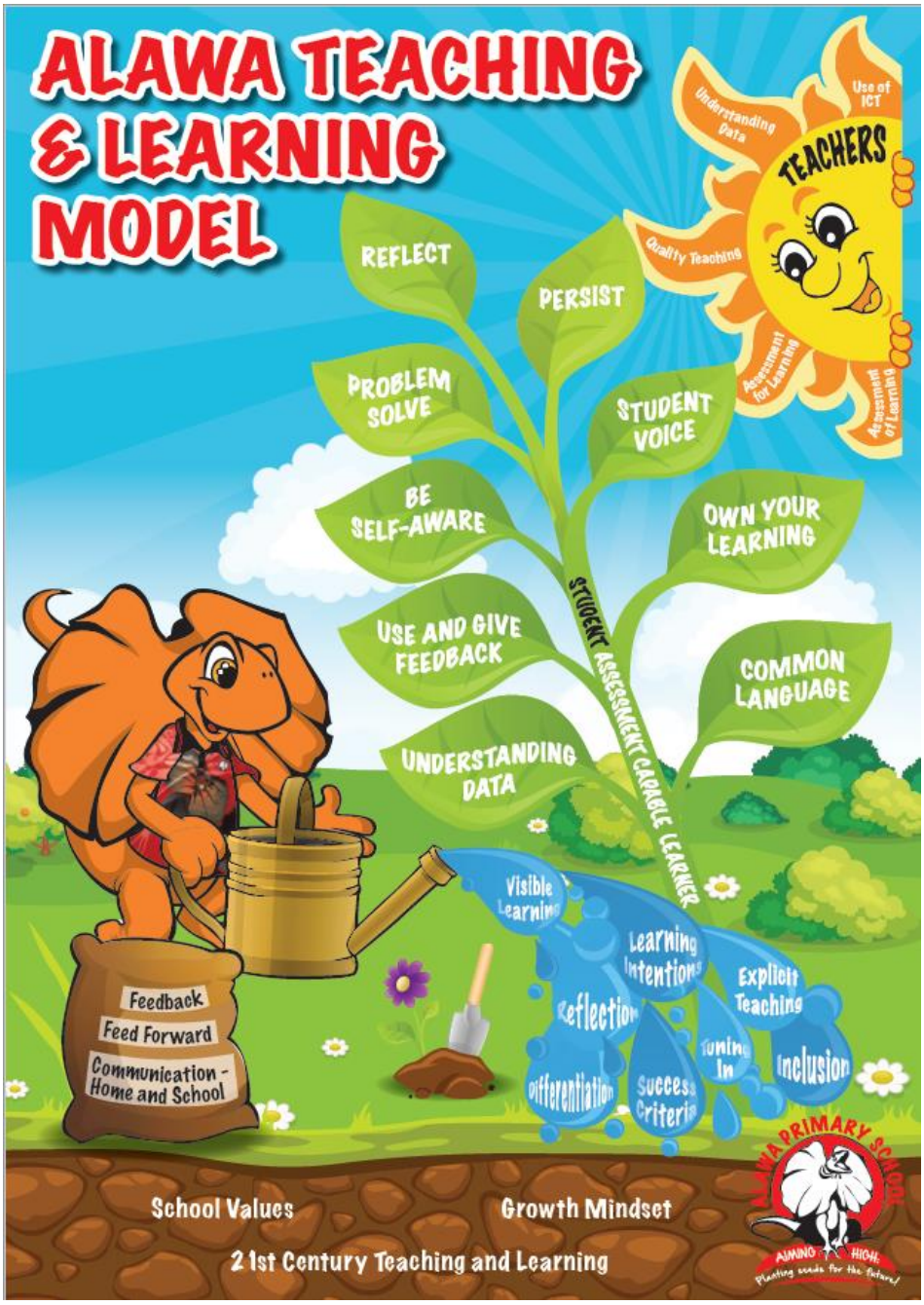
Students may not be on school premises after school hours unless accompanied by a responsible adult.
The school accepts no responsibility for any accident or injury occurring on the premises outside of school hours.

29 STUDENT SERVICES

It is recognised that in order to meet student's needs, further professional assistance is required. These students can be referred by the parents or a teacher. In both cases the Special Education teacher must be first consulted and is responsible for the forms being submitted to Student Services. DET provides assistance from a Guidance Officer, Speech Pathologist, Occupational Therapist or Special Education Advisory Teacher and the school's Special Education Advisory team can provide direct assistance to families.

We currently have on site our own Paediatrician whose focus whilst working at the school is on students with learning and behavioural concerns or issues. Appointments are by prior arrangement only and are scheduled by the Special Education Teacher.

TEACHING & LEARNING AT ALAWA
INSTRUCTIONAL MODEL



ALAWA WELLBEING AND BEHAVIUOUR MANAGEMENT POLICY: APPENDIX A

Northern Territory Government

Safe Schools NT
Code of Behaviour

The Safe Schools NT Code of Behaviour assists students, teachers, principals, parents and the wider school community in understanding the role they each play in ensuring our schools are safe. Schools are places where positive behaviour, responsibility, respect, active citizenship and academic excellence are expected.

- **All students have the right to learn**
- **All teachers have the right to teach**
- **All staff have the right to perform their duties**
- **All parents have a right to be informed and involved**
- **All people have the right to be treated with respect and dignity**
- **It is the right of all to be safe.**

What is Expected

Students have the right to learn and be treated with respect and dignity. Equally they have a responsibility to demonstrate respect for themselves, others and the school environment.

Students are expected to:

- come to school prepared, on time and ready to learn
- participate actively in their school's education program
- be responsible for their behaviour and learning
- accept school policies
- be tolerant of differences
- inform their parents/carer of educational progress and school activities
- co-operate with other students, teachers and staff
- use digital technologies respectfully for learning purposes and to respect the rights of other users both online and offline
- refrain from bringing anything to school that may compromise safety.

Parents and Carers play an important role in the education of their children and have a right to expect their children to interact and learn in a safe environment, and be informed and involved in matters regarding their children. In return, they have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all.

Parents and Carers are expected to:

- ensure their child attends school regularly, is on time, and is prepared and ready to learn
- support school staff in implementing school policies
- initiate and maintain constructive communication with school staff
- have an active interest in their child's schooling and co-operate with school staff to achieve the best learning, wellbeing and behavioural outcomes for their child.

All School Community Members are expected to:

- support the *Safe Schools NT Code of Behaviour* by taking responsibility for their behaviour and actions
- respect the rights and diversity of others and treat others fairly and with dignity
- demonstrate honesty and integrity
- show care and regard for school and other people's property
- take appropriate measures to help those in need
- resolve conflict in a non-threatening manner
- respect and comply with Australian law, especially in relation to unlawful behaviour involving weapons, alcohol, drugs, dangerous acts, vandalism, violence, verbal abuse, digital technology and sexual misconduct.

Our Commitment

Teachers and school staff, under the leadership of their principals, provide educational programs and a safe environment in a respectful and responsible manner. They have the right to expect the co-operation of students and colleagues and be able to conduct their business in a safe environment.

Teachers and school staff are expected to:

- provide safe and supportive learning environments
- provide inclusive, engaging and meaningful curriculum and teaching catering for student needs
- initiate and maintain constructive communication and relationships with students and parents/carers
- promote awareness of school policies and guidelines
- apply school codes and policies in a consistent and fair manner
- promote the skills of responsible self-management with students
- comply with mandatory reporting guidelines.

Principals, under the direction of regional executive staff, and in consultation with the School Council, take a leadership role in the daily operation of a school.

Principals are expected to:

- provide strong leadership in the development, implementation and communication of policies and guidelines that aim to ensure a safe school environment, inclusive of articulating and communicating the consequences of unacceptable behaviour
- support staff and community members in ensuring compliance with the *Safe Schools NT Code of Behaviour* and the policies that ensure a safe school environment by facilitating professional learning to promote responsible behaviour
- communicate high expectations for individual achievement and behaviour
- review and monitor the effectiveness of school practices and their impact on student learning
- facilitate the collection and analysis of data relating to behaviour, wellbeing and academic outcomes to inform future actions
- engage the support of external agencies when required e.g. Children and Families, Police and non-government organisations
- ensure consistency and fairness in implementing the *School Wellbeing and Behaviour Policy*.

Regional Executive Staff are expected to:

- critically evaluate and endorse school policies that ensure a safe school environment
- ensure that school plans and policies are implemented consistently, fairly and reasonably
- support principals in their responsibilities under the *Safe Schools NT Code of Behaviour* and policies that ensure a safe school environment
- facilitate the resolution of grievances.

What is Unacceptable Behaviour

Any behaviour that impacts the safety of students and teachers or disrupts learning is not acceptable. NT schools aim to create learning environments which are free from bullying, aggression and violence in any form.

The following student behaviour will not be tolerated and may lead to suspension and where appropriate, police involvement will occur:

- assault
- verbal abuse
- property offence
- substance use or possession
- weapons offence – possession and/or use
- stealing
- obscene or offensive acts.

The Consequences of Unacceptable Behaviour

Each school has policies and guidelines which set out the range of consequences for unacceptable student behaviour which may include:

- time out strategies
- withdrawal of privileges
- detention
- restorative processes
- reflective thinking rooms
- mediation
- suspension
- police involvement.

Suspending a student is a last resort and the decision to suspend is not taken lightly.

Principals have an obligation to ensure that natural justice has occurred before enforcing suspension and parents have a right to appeal.

The consequences for unacceptable behaviour must:

- provide the opportunity for all students to learn
- ensure the safety of staff and students
- assist students who exhibit unacceptable behaviour to accept responsibility for themselves and their actions.

In applying consequences for unacceptable student behaviour, the individual circumstances, including disabilities, actions of the student and the needs and rights of the school community will be considered.

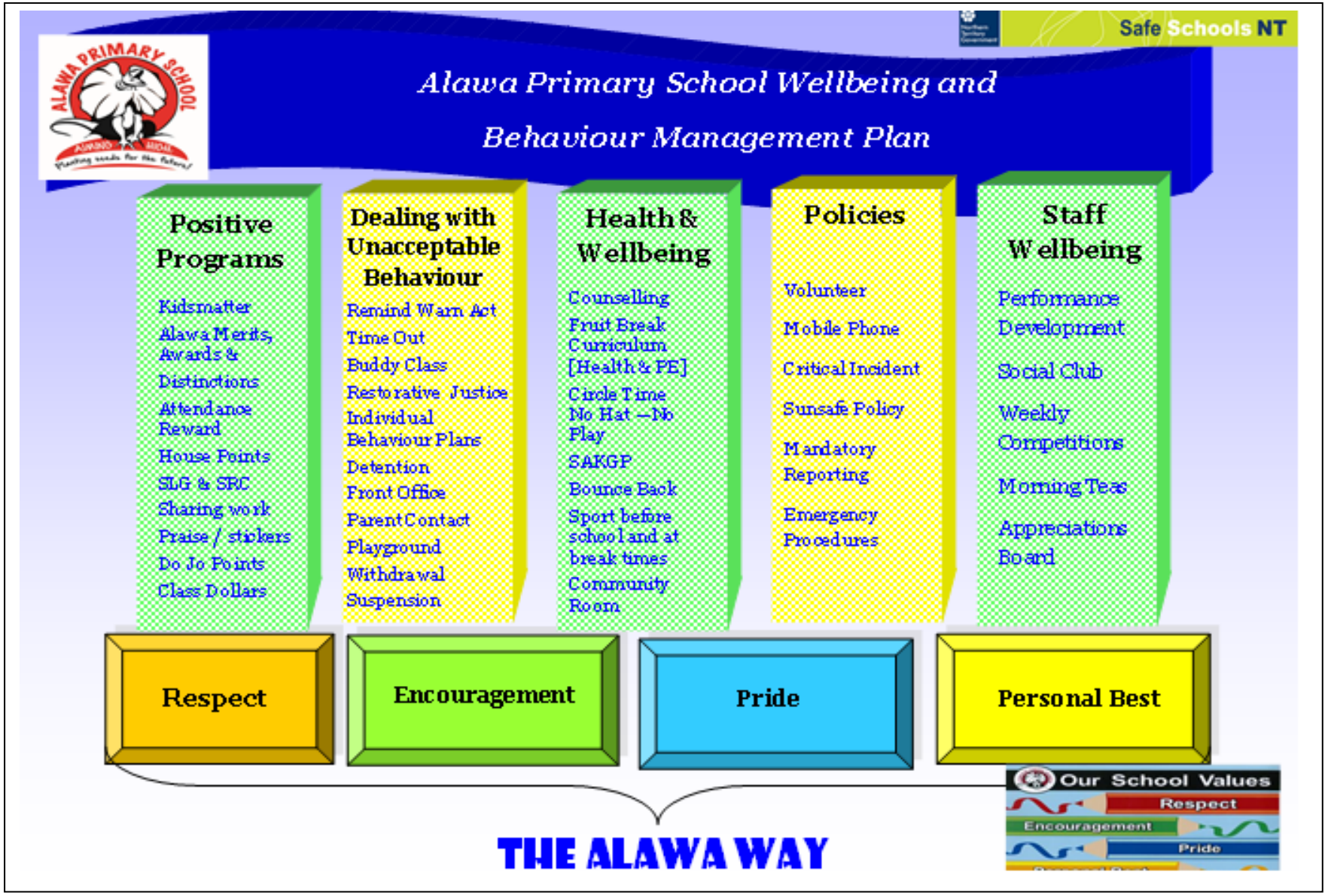
Access to alternative programs and input from other agencies may be necessary for students who repeatedly behave unacceptably.

At times parents/carers also engage in unacceptable behaviour, such as threats or actual violence. Such behaviour will not be tolerated. While schools should make every effort to listen to the concerns of parents, where staff feel that the safety of themselves or others around them is compromised, then police involvement may occur.

DEPARTMENT OF EDUCATION AND CHILDREN'S SERVICES

Safe Schools NT is the Territory's response to the National Safe Schools Framework. For further information visit www.safeschools.nt.gov.au
'Ensuring our schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing'

ALAWA WELLBEING AND BEHAVIOUR MANAGEMENT POLICY: APPENDIX B



RECOGNISING POSITIVE BEHAVIOUR

Following the Alawa Way

Alawa students follow the Alawa Way.

Students are positively encouraged by teachers, staff, Principal and Assistant Principal and parents/carers.

Students are recognised in class with Dojo points and Alawa Money, verbal recognition and Alawa Merits as well as positive non-verbal communication.

Students are rewarded for displaying Alawa Values in the playground with raffle tickets for house points.

Students receive house points for wearing of school uniforms and class points for positive behaviour at Musters.

Alawa Merits, Awards and Distinctions

Students are positively recognised by the awarding of Alawa Merits in the classroom. Do-Jo points can be converted to merits at the end of each week.

Students collect their Alawa Merits and when they have collected 10 they bring them to the front office.

At the next Assembly students who have collected 10 Alawa Merits receive an Alawa Award. Arranged by the front office and shared in the newsletter.

Students collect their Alawa Awards and when they have collected 10 they bring them to the Principal.

They are then recognised with an Alawa Distinction at the following Assembly and receive an Alawa Pennant.

Minor Problem Behaviours

- Inappropriate behaviours that do not significantly interfere with the teaching/playing environment.
- Attention seeking:
  - ⇒Calling out
  - ⇒Chatting
  - ⇒Playing
  - ⇒Joking
  - ⇒Off task
  - ⇒Out of seat
  - ⇒Accidental swearing
- Inappropriate games (play fighting)
- Inappropriate clothing
- Wearing hats inside
- Making a mess/littering
- Running in the assembly area
- Not wearing a wide brim hat outside
- Climbing trees
- Playing with large balls in the assembly area
- Playing with balls inside
- Pushing in
- Talking while the teacher is giving instructions
- Talking while others are on task
- Minor teasing
- Deliberate swearing not at someone
- Taking things that belong to others
- Return to class late from the toilet
- Getting in line late
- Late to muster

Major Problem Behaviours

- Violence/dangerous behaviour
- Stealing
- Illegal substances
- Swearing abusively at someone
- Bullying
- Teasing of a sustained and intense nature
- Harassment
- Stalking
- Extreme property damage
- Abusive/offensive/racist behaviour
- Frequently refuse a reasonable teacher request
- Back chatting
- Abusive language/rude gestures
- Anti-social play
- Deliberately spoiling games
- Disrespect
- Electronic Violation
- Skipping Class
- Fighting

Warnings

Buddy Class

Time Out / Reflection

Keeping in/ Detention

Loss of privilege for ongoing behaviours

- Sport Participation
- No Excursion

Individual Reflection & Solution

- Student Conference

Phone Calls / Meetings with Parents

Time in Front Office

Playground Withdrawal

Mediation / Joint student Conferences

Suspension In School

Suspension Out of School

CONSEQUENCES FOR NOT FOLLOWING THE ALAWA WAY