



Parent Handbook 2019

ALAWA PRIMARY SCHOOL
ANNUAL SCHOOL IMPROVEMENT PLAN 2019

 ASSESSMENT CAPABLE LEARNERS	 QUALITY TEACHING: HOW WELL WE TEACH = HOW WELL THEY LEARN	 CONNECTING READING AND WRITING	 BEING AT SCHOOL						
		<table style="width: 100%; border: none;"> <tr> <td style="background-color: #95a5a6; padding: 5px;">MEANINGFUL MATHS</td> <td style="background-color: #95a5a6; padding: 5px;">LOOKING AFTER OUR OWN</td> </tr> <tr> <td style="background-color: #95a5a6; padding: 5px;">KITCHEN GARDEN PROGRAM</td> <td style="background-color: #95a5a6; padding: 5px;">QUALITY START TO SCHOOLING</td> </tr> <tr> <td style="background-color: #95a5a6; padding: 5px;">21ST CENTURY LEARNING WITH ICT</td> <td style="background-color: #95a5a6; padding: 5px;">DIFFERENTIATION FOR LEARNERS</td> </tr> </table>		MEANINGFUL MATHS	LOOKING AFTER OUR OWN	KITCHEN GARDEN PROGRAM	QUALITY START TO SCHOOLING	21 ST CENTURY LEARNING WITH ICT	DIFFERENTIATION FOR LEARNERS
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<p>OUR SCHOOL PURPOSE <i>Achievement of potential in a caring, collaborative environment for all members of the Alawa School Community.</i></p>									
<p>OUR SCHOOL VALUES <i>Respect, Encouragement, Pride and Personal Best</i></p>									
<p>OUR SCHOOL MOTTO <i>Aiming High: Planting seeds for the future.</i></p>									



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 for improvement. More details about about our core programmes are available on the website.

Principal	Sandy Cartwright
Assistant Principal	Donna Harding
Senior Teachers	Ebony Rusconi & Ana Bernardino
Admin Manager	Jade Tiedeman
School Secretary	Heather Briant

Alawa Primary School

Pett Street

Alawa NT 0810

Phone: (08) 8997 7666

Email: alawa.school@ntschoools.net

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

Facebook:
Alawa Primary School

5 Easy Steps to Staying Informed SkoolBag

SkoolBag is the easiest way to stay up-to-date with school events, last minute notices, newsletters and all your school's communications.

1. Download SkoolBag

Search SkoolBag in the Apple App or Google Play Store, download the FREE app.

SkoolBag: School Communication



2. Create an Account

Follow the prompts to create your account in seconds.

3. Add your School

Type your school's name and press enter. Tap the plus icon to add.



4. Allow Notifications

Ensure you Allow SkoolBag to send you push notifications when prompted.



5. Subscribe to Groups

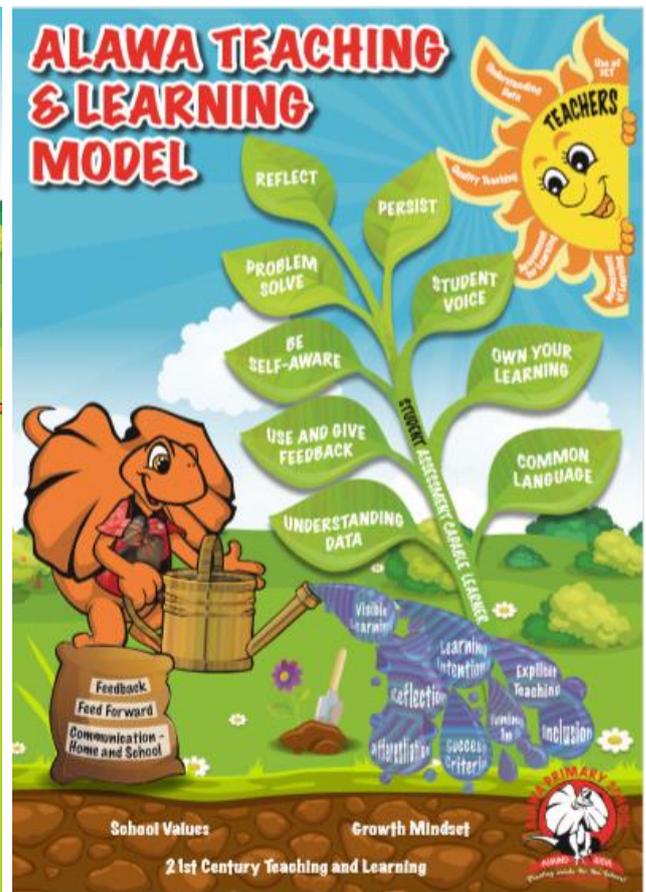
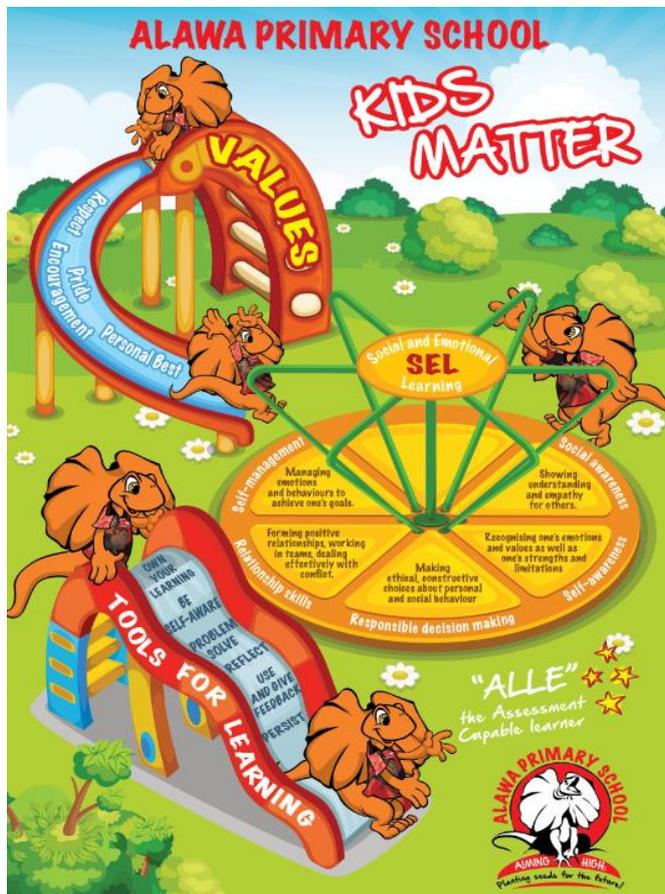
Select Year Groups / Sports Teams to appear in your feed.



SkoolBag

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 as well as using a Growth Mindset having a positive attitude. **At Alawa Primary School we are committed to supporting our students become assessment capable learners.** Please refer to our Assessment Capable Learner Handbook for more information which can be found on our website.



Explicit Instruction – How well we teach = How well they learn

Explicit Instruction is an unambiguous and direct approach to teaching that incorporates a set of delivery and design procedures derived from effective research. It is centered around a gradual release of responsibility.

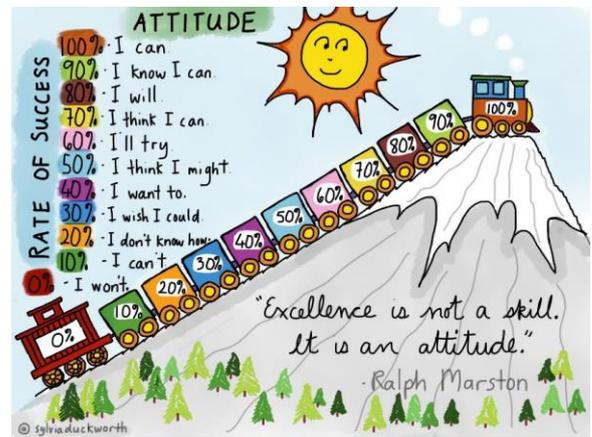
Growth mindset is when people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment. Students who embrace growth mindsets—the belief that they can learn more or become smarter if they work hard and persevere—may learn more, learn it more quickly, and view challenges and failures as opportunities to improve their learning and skills. At Alawa Primary School, we encourage and teach students to develop a growth Mindset towards their learning and life as part of our Assessment Capable Learner, Social and Well-being programs and in our everyday conversations with students.

10 GROWTH MINDSET conversation starters

1. What did you do today that made you think hard?
2. What challenge or problem have you worked on today?
3. Can you think of something new you tried today? What was it?
4. Was there anything that made you feel stuck today?... Great! What other ways might be there to solve this?
5. What did you learn today outside of school?
6. Can you think of a mistake you made today? ... Great! How can you use this mistake to do better next time?
7. Is there anything you are struggling with? ... Excellent! What new strategies can you try next?
8. Can you think of something you could have done better today?... Great! Who can you ask feedback from to make it better?
9. What would you like to become better at?
10. Did you do anything today that was easy for you? ... How can you make this more challenging?

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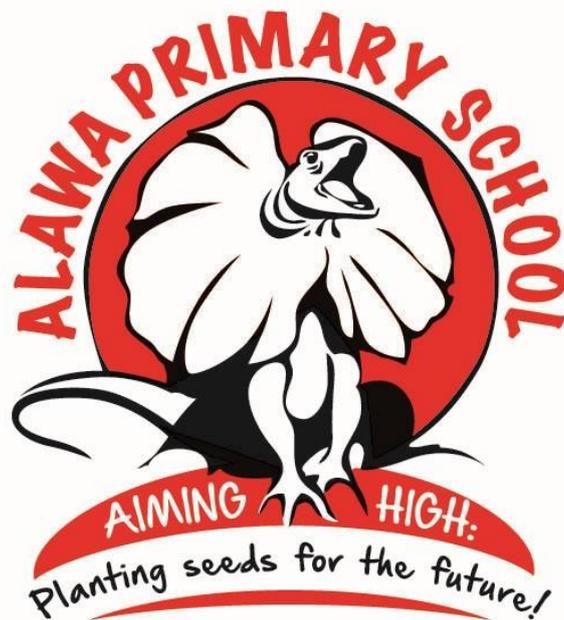


ALAWA SCHOOL PHILOSOPHY

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 2019

Principal	Sandy Cartwright	
Assistant Principal	Donna Harding	
Senior Teacher Primary	Ebony Rusconi	
Senior Teacher Early Years	Ana Bernardino	
Early Childhood	Emma Connelly	Transition
	Angela Henschke	Transition
	Jed Henderson	Year 1/2
	Courtney Jeffery	Year 1/2
	Ana Bernardino	Year 2
Primary	Olivia Ashford	Year 3
	TBA	Year 3
	Riley France	Year 4/5
	Ebony Rusconi	Year 4/5
	Athena Hammond	Year 5/6
	Matt Lotherington	Year 5/6
PE and Kitchen Teacher	Steve Trezise	
Special Education Teacher	Sam Cunningham	
Special Education Assistants	Ros Solien & Saleena Allgood	
Science / Farm coordinator	Linda Conder	
Preschool Teacher in charge	Alice Milne	
Preschool Teacher	Ashlee Williams	
Preschool/Transition Assistants	Mary-Jane Kwon & Flordeliza Hodgson	
Kitchen Assistant	Kerri Gaylor	
Farm Manager	Libby Smith	
Business Manager	Jade Tiedeman	
School Secretaries	Heather Briant & Katie Minchin	
Library	Kayleen Price	
Marketing & Communication	Tamra Caruana	
AIEW	Mary Ross	
Maintenance Officer	Robert Wills	
Café Manager	Michelle Ferreira	

Classroom support

Tania Goldthorpe

Rebekah Trezise

Jane Figg

Nellie McLean

Melina Pearse

Lisa Pepper

Farm & Kitchen

Libby Smith

Kerri Gaylor

Playgroup

Maria Van der Geest

SCHOOL TIMES

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

SCHOOL DATES FOR 2019

Semester one

Term	Dates
Term 1	Urban Schools Tuesday 29 January to Friday 12 April (teachers resume Friday 25 January) Remote Schools (excluding Gunbalanya School) Wednesday 30 January to Friday 12 April (teachers resume Tuesday 29 January)
Term break	Monday 15 April to Thursday 18 April
Term 2	Tuesday 23 April to Friday 28 June
Semester break	Monday 1 July to Friday 19 July

Semester two

Term	Dates
Term 3	Tuesday 23 July to Friday 27 September (teachers resume 22 July)
Term break	Monday 30 September to Friday 11 October
Term 4	Urban Schools Monday 14 October to Thursday 12 December Remote Schools Monday 14 October to Friday 13 December
Semester break	Monday 16 December to Friday 24 January 2020

2019 SCHOOL CALENDAR

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
JANUARY		1 New Year's Day	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25 Martin Luther King Jr. Day	26 Presidents Day	27
	28 Presidents Day Holiday	29 When Schools Reopen, Reschedule Day After Session	30	31			

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FEBRUARY	1					1	2
	3	4	5	6	7	8	9
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25 Valentine's Day	26	27	28			

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MARCH	5				1	2	3
	6	4	5	6	7	8	9
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29 When Schools Reopen, Reschedule Day After Session	30	31	

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
APRIL	10	1	2	3	4	5	6
	11	8	9	10	11	12	13
	15	16	17	18	19 Good Friday	20 Easter Monday	21
	22 Easter Sunday	23 Easter Tuesday	24	25 MLK Day	26	27	28
	29	30					

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MAY	2		1	2	3	4	5
	6	7	8	9	10	11	12
	13 MAYDAY (May Day)	14 MAYDAY (May Day)	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
JUNE	6					1	2
	7	3	4	5	6	7	8
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28 Summer Break	29	30

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
JULY	1 Summer Break	2	3	4	5 1st of July (Independence Day)	6	7
	8	9	10	11	12 1st of August (Independence Day)	13	14
	15	16	17	18	19	20	21
	22 2nd of August (Independence Day)	23 3rd of August (Independence Day)	24	25	26	27	28
	29	30	31				

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AUGUST	2			1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SEPTEMBER	6					1	
	7	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
OCTOBER		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25 1st of November (Thanksgiving)	26	27
	28	29	30	31			

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
NOVEMBER	3				1 1st of November (Thanksgiving)	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DECEMBER	7						1
	8	2	3	4	5	6	7
	9	10	11	12	13 1st of December (Boxing Day)	14	15
	16	17	18	19	20	21	22
	23	24	25 2nd of December (Boxing Day)	26	27	28	29

■ School and Observance Holidays Only
 ■ School Holidays
 ■ Public Holidays
 ■ When Data Registered (Observance Only)
 ■ Weather Registration Based



Family holidays / absences during school time:

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

1 BEHAVIOUR MANAGEMENT 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;

<p>Children have a right to:</p> <ul style="list-style-type: none">• be safe at school• learn without interference• be treated with courtesy by teachers families and students	<p>Children have the responsibility to:</p> <ul style="list-style-type: none">• 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
<p>ALL staff have the right to be:</p> <ul style="list-style-type: none">• treated with courtesy by colleagues, families and students• recognised as a professional• supported by the school community	<p>ALL staff have the responsibility to:</p> <ul style="list-style-type: none">• 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

<p>Families have a right to be:</p> <ul style="list-style-type: none"> • 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 	<p>Families have the responsibility to:</p> <ul style="list-style-type: none"> • 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.
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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.

Procedures

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 & also our website.

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 the online Quickcliq system for more information click the link <https://www.quickcliq.com.au>

Note: orders need to be placed online 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.

New Café times for 2019

Alawa Café opening hours will change from the beginning of 2019. The café will be open for both recess and lunch every day.

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.

The school has created an overflow carparking area directly opposite the school to help alleviate parking congestion during peak times. A safe walking path has also been installed between the

overflow carpark and the school for students and families to use during drop off and pick up times.

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 FOOD ALLERGY AWARENESS POLICY

Alawa Primary School aims to provide a safe and supportive environment for all students. Food allergies can be life threatening. The risk of accidental ingestion of foods can be reduced in the school setting if schools work with students, parents and doctors to minimise risks and provide a safe educational environment for food-allergic students. Our aim is to develop policies and practices which keep students who have food allergies safe without unnecessarily isolating or excluding them from school activities or creating an unnecessarily restrictive school environment. A key component of this Food Allergy Awareness Policy is to ensure optimal education of school staff about recognising and responding to a child having an allergic reaction.

Families are responsible for the following:

- Notify the school of the child's allergies.
- Provide up to date emergency contact information.
- Provide written medical documentation, instructions and medications as directed by a physician (qualified allergist or other doctor with specialist knowledge in food allergy), using the appropriate Australian Society of Clinical Immunology Allergy Food Allergy Action Plans. Include a coloured photo of the child on written form.

- Work with the school core team to implement a Health Care Plan, EpiPen/Anapen Student Information Form and Student Risk Minimisation Plan that accommodates the child's needs throughout the school day as well as during school excursions.
- Provide properly labelled medications and replace medications after use or before expiration.
- Educate the child in the self –management of their food allergy including: - safe and unsafe foods - strategies for avoiding ingestion of unsafe foods - symptoms of allergic reactions - how and when to tell an adult they may be having an allergy related problem - how to read food labels (age appropriate)
- Review the Health Care Plan, EpiPen/Anapen Student Information Form and Student Risk Minimisation Plan with the school staff after a reaction has occurred.

11 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.

12 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.**

13 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.

14 HOMEWORK POLICY

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.
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Middle and Upper Primary	Up to 1 hour per night: Monday to Thursday.
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15 HOUSE SYSTEM

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

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 lunch on Fridays students sit in house teams and points are allocated for those in correct uniform. House Points are also earned by students who are awarded raffle tickets in the playground for following the Alawa way. At the end of each term we hold a 'bonus' house point day where students are encouraged to wear extra items in their house colour to earn bonus points for their house.

16 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.

17 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.

18 MOBILE PHONE POLICY

Staff: During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode. Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.

Students: In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.

Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in an appropriate way.

Students are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the Mobile Phone Permission slip and they must hand the phone in at the office before school and collect it at the end of the school day. The phones will be secured in the office and students can retrieve their phone at the conclusion of the day. If students do bring their mobile phone to school it should be clearly marked with their name.

Sanctions

In line with our Student Wellbeing and Behaviour Policy, students who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to parent at the end of the day)
- An office time-out or in school suspension
- Communication with parents/guardians regarding mobile phone use at school
- A student being banned from bringing a mobile phone onto the school grounds

Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operations of the school; or
- Threatens or is likely to threaten the safety or wellbeing of any person; or
- Is in breach of any law

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Wellbeing and Behaviour Policy.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipods and similar devices.

Exemptions

Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

*The full policy can be found on our school website at <https://www.alwaprimary.nt.edu.au/>

19 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.

20 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.

21 NUDE FOOD

We encourage families to embrace the 'Nude Food' policy. What is Nude Food? Nude Food is simply food that is not wrapped in foil, plastic or commercial packaging. The best type of nude food consists mainly of fresh food, so that it is healthy and nutritious PLUS environmentally friendly eg fresh fruit, vegetable sticks and dip or homebaked slices. Promoting Nude Food empowers students to make conscious choices about what they eat, and encourages them to think about their impact on the environment and their health.

22 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.

23 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

Student Led Conferences

In line with the Northern Territory Department of Education we are required to report to parents 4 times per year. Parents receive a written report at the end of Terms 2 and 4. In Terms 1 and 3 we report to parents through a Student Led Conference. This is a 3 way meeting between the student, the parent/s or carer/s and the teacher. The student is centre stage while they discuss and share their own reflection on their learning, some samples of work and their achievement data.

Should a parent/carer feel the need to discuss their child's learning or any other concerns / queries that they may have, a parent/teacher interview can be organised at any time by contacting the office or the teacher via email where a suitable time can be arranged.

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 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.

24 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.

25 VOLUNTARY PARENT CONTRIBUTIONS

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

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.

26 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.

27 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.

28 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 own 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 1 st day rash appears in the last case. If non immunised contacts are vaccinated within 72 hours of their 1 st 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

29 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.

30 STUDENT ABSENCES AND LATENESS

At Alawa, attendance is a school priority in 2019. We promote the importance of attendance and being on time for school as being vitally important for a child's success at school. We celebrate attendance through the school newsletter and at the end of each term across the school.

Parents / carers are encouraged to notify the school if your child is unwell either by telephoning the office, emailing or via our Skoolbag app.

If a student arrives after 8:30am they are classed as being late, students must report to the front office.

If students will be absent due to holidays/travel the school must be notified in writing or telephone call prior to travel.

Each month letters will be sent through the post chasing up unexplained absences and late arrivals. Students attending less than 80% are referred to the Departmental Student Engagement Officer for follow up.

Student Attendance Data - Semester 1, 2017

*Jordan has been absent for
2.0 days this semester*



Super Star!
An outstanding achievement

Your child's attendance is **excellent** if they have missed 4 or fewer days this semester.

Excellent attendance is providing your child with the opportunity to achieve the best results for their ability, setting them up to achieve success in the future.



A good effort!
Take care.

Your child's attendance is **average** if they have missed up to 6 days this semester.

Your child will likely be performing well at school but will be missing out on some learning opportunities.



Red Light - Be Alert

Your child's attendance is **below average** if they have missed up to 8 days this semester.

Below average attendance may make it difficult for your child to keep in touch with the learning that is happening at school. They may also find it challenging to maintain friendships and connectedness to school.



At Risk!
Take action.

If your child has missed more than 8 days this semester their learning is **at risk**.

Your child is at risk of experiencing difficulties at school. They may be missing so much time that it can make it extremely difficult for them to keep up with learning, maintain friendships and feel connected to school. The school will be contacting you to make arrangements to help your child's attendance improve.



Arrive on time
It's good to be a little early!

If your child is **regularly late** they are also missing out on lots of learning!

Your child is missing out on the very important tuning-in to learning that happens at the beginning of each day. Being late regularly can negatively impact your child's learning for the whole day.



Remember - It's Cool to be at School!

31 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

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. DOE 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 BEHAVIOUR MANAGEMENT POLICY: APPENDIX A



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 parent/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 respect 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 parent/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.

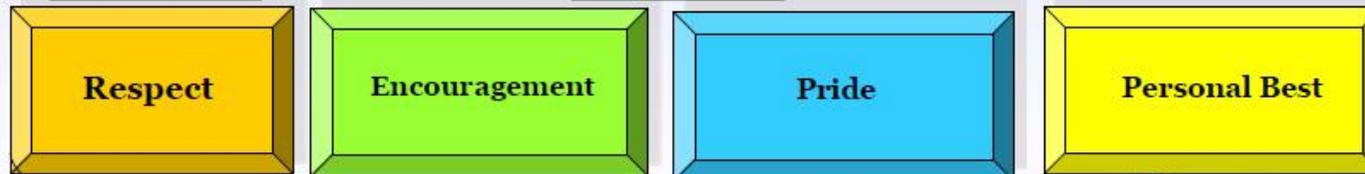
At times parent/carers also engage in unacceptable behaviour, such as threats or actual violence. Such behaviour will not be tolerated. While schools should make every effort to listen to the concerns of parents, where staff feel that the safety of themselves or others around them is compromised, then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

ALAWA WELLBEING AND BEHAVIOUR MANAGEMENT POLICY: APPENDIX B



Safe Schools NT

Alawa Primary School Wellbeing and Behaviour Management Plan



THE ALAWA WAY





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.

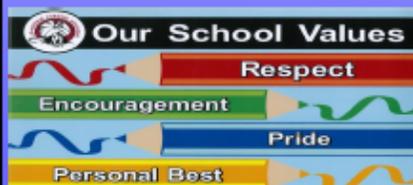
At the next Assembly students who have collected 10 Alawa Merits receive an Alawa Award. Arranged by the front office and shared in the newsletter.

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

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

Warnings

Buddy Class

Time Out / Reflection

Keeping in/ Detention

Suspension In School

Suspension Out of School

CONSEQUENCES FOR NOT FOLLOWING THE ALAWA WAY