



Parent Handbook 2022

ALAWA PRIMARY SCHOOL **ANNUAL SCHOOL IMPROVEMENT PLAN 2022**

OUR SCHOOL PURPOSE
To foster happy inclusive students ready for the 21st Century who are reaching their potential, have a sense of belonging and are engaged through supportive, mutually respectful relationships.

OUR SCHOOL MOTTO
Aiming High: Planting seeds for the future.

OUR SCHOOL VALUES
Respect, Encouragement, Pride and Personal Best

CONNECTING READING AND WRITING

CURRICULUM CONNECTIONS

21ST CENTURY LEARNING

QUALITY TEACHING:
How Well we teach - How well they learn

QUALITY START TO SCHOOLING

DIFFERENTIATION FOR LEARNERS

LOOKING AFTER OUR OWN

21ST CENTURY LEARNING WITH ICT

MEANINGFUL MATHS

BEING AT SCHOOL

KITCHEN GARDEN PROGRAM

ALAWA PRIMARY SCHOOL



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	Genevieve Donohue
Senior Teachers	Nathan Wilson & Ana Bernardino
Highly Accomplished Teacher	Angela Henschke
Business Manager	Jetske Hines
School Secretary	Tammy Zairis

Alawa Primary School

Pett Street

Alawa NT 0810

Phone: (08) 8997 7666

Email:

alawa.school@education.nt.gov.au

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, see reports online, communicate with all your school's teachers and staff.

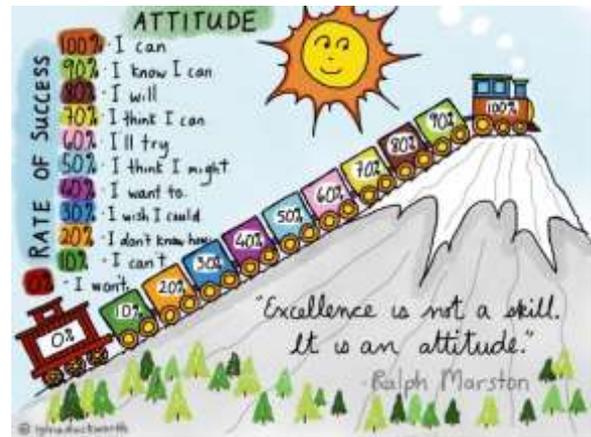
- 1. Download SkoolBag**
Search SkoolBag in the Apple App Store, Google Play Store, download the FREE app.
SkoolBag - School Communication
- 2. Create an Account**
Follow the prompts to create your account in seconds.
- 3. Add your School**
Type your school's name and phone number. Tap the plus icon to add.
- 4. Allow Notifications**
Ensure you allow SkoolBag to send you push notifications when it's prompted.
- 5. Subscribe to Groups**
Select your groups & groups you're interested in.

SkoolBag

'ALLE' is our 21st century learner

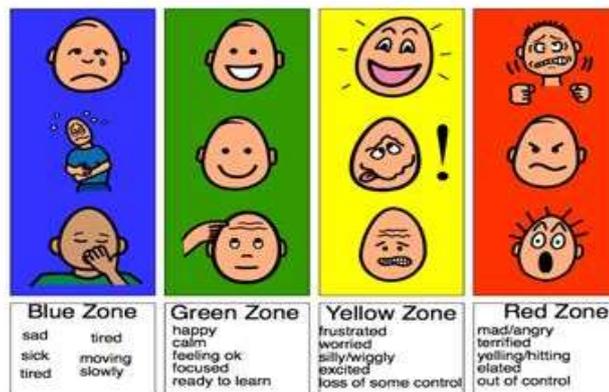
ALLE has a set of tools for learning. The tools are: Persist, Communicate, Problem Solve, Reflect and Collaborate as well as using a Growth Mindset and having a positive attitude. **At Alawa Primary School we are committed to supporting our students to become 21st Century Learners.**

Please refer to our 21st Century Learner Handbook for more information which can be found on our website.



The Zones of Regulation

is a Social and Emotional Program which is being used in the Early Years classes. This program incorporates social thinking concepts and numerous visuals to teach students to identify their feelings and understand how their behaviour impacts those around them. It allows us to have a common language to refer to when describing levels of alertness and different tools and strategies to manage behaviours.



A 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 a growth mindset—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 21st Century 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?

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.

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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



The school opened at the beginning of the school year in 1970 and has played a strong and important role in Northern Territory history.

STAFF LIST FOR 2022

Principal	Sandy Cartwright	
Assistant Principal	Genevieve Donohue	
Senior Teacher Primary	Ana Bernardino	
Senior Teacher Early Years	Nathan Wilson	
Lead Teacher	Angela Henschke	
Early Childhood	Kate Hughes	Transition
	Angela Henschke	Transition
	Tess Bullock	Year 1
	Nathan Wilson	Year 1
	Sarah Riley-Smith	Year 2
	Maddy Ward	Year 2
Primary	Georgia Block	Year 3
	Ana Bernardino	Year 3/4
	Jarrad Lawrence	Year 4/5
	Lenne Griffin	Year 4/5
	Joanne Baines	Year 5/6
	Jed Henderson	Year 5/6
PE and Visual Arts Teacher	Jen White	
Special Education Teacher	TBA	
Special Education Assistants	Ros Solien & Saleena Allgood	
Farm Teacher	Linda Conder	
Kitchen Teacher	Tina Sullivan	
Preschool Teacher in charge	Emma Connelly	
Preschool & Teacher	Emma Churchman	
Preschool/Transition Assistants	Kelly Crawford & Flordeliza Hodgson	
Kitchen Assistant	Elsa Gittins	
Farm Manager	Bob Jenner	
Business Manager	Jetske Hines	
School Secretary	Tammy Zairis	
Library & ICT	Sacha Evans	

Marketing & Communication

Tamra Caruana

Maintenance Officer

Michael Siritis

Café Manager

Yenni Kroger

Defence School Mentor

Katie Wedel

Classroom support

Nellie McLean

Gina Ryan

Troy Gale

Lisa Pepper

Monique Tudehope

Claudia Borlace

Jacqui Dobson

Brent Hanning

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, gates open, active games

8:30am to 10:30 am

Morning Session

10:30am to 10:55am
10:55am

Recess
Muster

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 [Plus House points & birthday celebrations on Fridays]

1:45 pm to 2:50pm

Afternoon Session

SCHOOL DATES FOR 2022

Term dates for 2022

	Start	Finish
Term 1	Monday 31 January (teachers go back Friday 28 January) Remote schools (except Gunbalanya School) start Tuesday 1 February (teachers go back Monday 31 January)	Friday 8 April
Term 2	Tuesday 19 April	Friday 24 June
Term 3	Tuesday 19 July (teachers go back Monday 18 July)	Friday 23 September
Term 4	Monday 10 October	Thursday 15 December Remote schools finish Friday 16 December

2022 SCHOOL CALENDAR

MON	TUE	WED	THUR	FRI	SAT	SUN	
JANUARY						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							
FEBRUARY						1	2
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31							
MARCH						1	2
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APRIL						1	2
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MAY						1	2
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JUNE						1	2
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JULY						1	2
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AUGUST						1	2
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SEPTEMBER						1	2
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OCTOBER						1	2
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NOVEMBER						1	2
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DECEMBER						1	2
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31							

■ SCHOOL HOLIDAYS
 ■ PUBLIC HOLIDAYS
 ■ BIRTH DATES (PERSONAL OBSERVANCE ONLY)
 ■ SCHOOL SURVEY
 ■ TEACHER REGISTRATION DATES
 ■ WOODCROFT
 ■ EMPLOY
 ■ School and Education Sessions Dates

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 Behaviour 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 closed in shoes at school.

Bike helmets must be worn to and from school as a requirement by law for children riding 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 remind and reinforce these rules. The Principal and Assistant Principal spend time in each classroom at the start of each term discussing expectations and seeking feedback from students. [Pek talks]

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 and 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

Our café operates three days a week: Wednesday - Friday. 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 as well as 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.

4 CODE OF CONDUCT

Code of conduct for parents, visitors, volunteers and service providers at Alawa Primary School

The Code of conduct for parents, visitors, volunteers and service providers has been developed to ensure that the expectations of all persons attending school premises are consistent with other codes of conduct relevant to the school. It aims to promote a culture of partnership and inclusivity within Northern Territory Government Schools. When we work together, we provide the best opportunity to support children's academic learning, social and emotional development, and wellbeing.

Parents, visitors, volunteers and service providers are valued and respected members of our school community and can expect to:

- be welcomed into inclusive and supportive education environments as partners in learning
- experience professional, regular and culturally responsive communication
- partner with staff to promote student learning and support student wellbeing
- be actively involved in two-way conversations and decision making about their children's education or their role in the school
- experience a school culture where individual expertise is acknowledged and respected
- experience a school culture based on inclusiveness, respectful relationships and positive behaviours.

Working together

To help us provide a safe, inclusive and supportive learning and working environment; parents, visitors, volunteers and service providers on school premises or interacting with students in a vast array of activities, including excursions inside and outside school hours, are expected to:

- recognise that schools are workplaces
- recognise and respect the expertise and leadership of the school principal
- accept and follow all reasonable instructions from the principal, supervisor and/or contact person and ask for more information if unsure about what to do or how to do it
- recognise and respect the school representative body (SRB) or school management council (SMC) as elected representatives of the school community
- be honest and fair, dress appropriately and act in appropriate ways that show respect for others and model appropriate standards for students
- follow all relevant laws, regulations, policies and procedures as directed
- report any unethical or inappropriate behaviour to the school principal, including breaches of the law, policies and school directives

- take reasonable care to avoid foreseeable risk to themselves and the people around them, including students when they are participating in school activities
- if making public comment on a political or social issue that could be related to the school, make it clear that comments are personal and do not represent the official view of the school or the department
- Where required observe the school's procedures governing:
 - appropriate communication using social media platforms, email, phone and in-person
 - the use of electronic devices including mobile phones.
- use school equipment, resources and consumable items as instructed by the principal, supervisor and/or contact person when conducting work or business for the school
- follow the Department of Education Smoke-free premises policy¹
- Follow the Department of Education Alcohol consumption on department premises policy.²

Unacceptable and offensive behaviours

Unacceptable and offensive behaviours are not accepted at Alawa Primary School

These include, but are not limited to:

- behaving in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive
- harassing, victimising or discriminating against any person based on personal attributes for example – disability, age, gender, race, religion, political affiliation, marital status or sexual preference
- behaving in a manner which endangers the health, safety or wellbeing of themselves or others
- disclosing or distributing any information about individuals gained through participation in school activities, including excursions outside of hours
- inappropriate behaviour, activities or communication, using social media, phone or other telecommunication services, which may cause the reputation of the school, employees or students to be called into disrepute
- engaging in school activities or entering the school affected by alcohol or illicit drugs, or with the intent of supplying or consuming such substances.

Where unacceptable and offensive behaviour occur, steps will be taken to address the issue. This may include being asked to leave the premises, restricting access to the school or learning environment or the Northern Territory Police being called.

5 COMMUNICATION

Alawa Primary School continues to be seen as the school of choice by providing informative and inspiring content that makes the local school and wider community feel connected and informed at all times.

¹ <https://education.nt.gov.au/policies/smoke-free-premises>

² <https://education.nt.gov.au/policies/alcohol-consumption-on-department-premises>

Seesaw:

This tool is used in Upper Primary [Years 3-6] and gives your child a creative tool to capture and reflect on their learning in real time. This work can then be shared with you to give you a window into your child's learning. You can download the parent APP for iOS, Android or the web to view your child's work. Teacher approval is required for all posts and once approved you will receive a notification. In 2022 we will once again send out class notices via Seesaw.

Class Dojo:

This tool is used in Early Years [Preschool – Year 2] and gives your child a creative tool to capture and reflect on their learning in real time. This work can then be shared with you to give you a window into your child's learning. You can download the parent APP for iOS, Android or the web to view your child's work. Teacher approval is required for all posts and once approved you will receive a notification with the opportunity to discuss their learning with them. In 2022 we will once again send out class notices via the Class Dojo.

Facebook:

Facebook is used to post relevant and useful content aimed at the school and wider community. The Alawa Facebook page is used to make connections to the school community via informative posts regarding classroom learning, promotion of school/student & staff celebrations, school based events etc. This page is a public page for anyone to join. There is a private group for parents and carers to join by request only – this group is used for general school notifications like assembly notices.

Skoolbag:

This App is used as a formal communication tool to provide information regarding all events and general information regarding the school eg Weekly notices re standard events, assembly, playgroup, house shirt days & newsletters. Anyone can join the Alawa Skoolbag app to get all events and notifications. Ask at the front office for further information or refer to page 2 of the handbook.

Webpage:

The purpose of the website is to showcase in full detail information regarding all school services and programs so both current and potential families are well informed.

6 CYCLONE PROCEDURES

Term 1 and 4 are within the cyclone season. It is important that each parent understands 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.

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.**

7 DEFENCE SUPPORT MENTOR

Our school aims to cater for the full spectrum of our unique student cohort. This includes our families with connections to the Defence Force. We understand, acknowledge and appreciate that the Defence Force is an integral part of the Darwin community and in turn our Alawa community. We value our Defence families at Alawa School and therefore are pleased to offer extra support to those children and families through the DSM program.

The role of the Defence School Mentor is to support Defence students and families to become an integrated member of the school community. Assisting in a smooth transition of Defence students from school to school and across differing State and Territory education systems is a focus purpose of the DSM program.

The DSM aims to be a positive role model and support person for the students during their time at Alawa. The DSM raises awareness of the unique needs of Defence families due to their military lifestyle. They assist to develop and deliver programs and activities for students as well as networking to source necessary resources/programs for families.

Upon enrolment please let the school know that you are a Defence family and if your child/ren has any special requirements. This way the DSM can be sure to make contact with your family and be available to assist your child/ren's transition to their new school.

8 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.

NOTE: 2022 will see a significant upgrade in our carpark and traffic management plan.

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/>

Alternatively, Jingili After School Care offer a pickup service from our school at the end of the school day.

From 2022 Jingili will also offer a before school care program which will include a bus drop of to the school at the start of the day. They can be contacted for further information either by email jingilioshc@hotmail.com or by phoning the Director on 0401 076 240.

http://www.jingiliprimary.nt.edu.au/?page_id=248

9 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.

10 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.

11 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.

12 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. Updated forms will be provided at the start of each year for validation.

13 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.

14 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.

15 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 sun safe 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.**

16 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.

17 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.

Middle and Upper Primary

Up to 1 hour per night: Monday to Thursday [upon request from parents/carers]

18 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.

19 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. A library bag is required for all Early years students to borrow.

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.

20 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.

21 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.

Parents: When volunteering at the school we ask that mobile phones are on silent or switched off.

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.alawaprimary.nt.edu.au/>

22 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 or the front office or paid via direct deposit.

Money for incidentals at the cafe should be limited to \$6 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.

23 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. You can also register on line at <https://www.ntms.net.au/enrolment-forms>

24 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.

25 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.

26 PRIVACY

Online Data Systems / Tools / Learning Platform - At Alawa we use a variety of databases, learning platforms and communication tools to facilitate our quality educational programs. These include GradeXpert, DataHub, CNAP, DoJo, SeeSaw and Google classroom.

Student data is at times imported / added into these systems but all safety aspects are considered prior to any data exchange and safety is always of utmost priority. We analyse any potential risks prior to adopting any toolset / system and work through privacy agreements with vendors. If anyone would like further details feel free to make an appointment through the front office.

27 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 are emailed 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 – Class Dojo
 - 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.

28 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.

29 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.

30 SCHOOL NEWSLETTER

The school newsletter will be sent out via the Skoolbag App each **Wednesday**. The link will also be made available through email directly from the school to parents and students and on the Alawa School website.

31 SCHOOL UNIFORMS/DRESS EXPECTATIONS

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 [this excludes stud and sleeper earrings]. Leggings are not acceptable.**

We ask that shoulder length hair or longer is tied back with no colouring, dyes, beads, extensions etc.

32 SICK STUDENTS

Students who are sick the previous night or are feeling unwell before school should be kept at home. Please contact the school to inform them of the absence.

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	Exclude, family, household contacts until cleared to return by an appropriate health authority

	after cessation of antibiotic treatment & 48 hours later	
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

33 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.

34 SOCIAL MEDIA

Alawa Primary School recognises the importance of teachers, students and parents engaging, collaborating, learning and sharing through social media applications. These applications include, but are not limited to Facebook, Twitter, Blogs, and other online tools through which people connect and share information.

All members of the Alawa Primary School community are expected to uphold the values of the school in all Social Media interactions. Staff, students and parents will not act in such a way that the image of Alawa Primary School is brought into disrepute nor in a way that harms members of the school community. Therefore, it is expected Alawa Primary School's staff, students and parents use Social Media in a respectful and responsible manner.

Social Media should not be used to insult, present offensive or inappropriate content. Even when social media is accessed at home out of school hours it can have a significant impact at school with regards to social interactions, peer relationships and the general wellbeing of other students. If it comes to the attention of the Principal that issues at school are as a result of inappropriate social media behaviour action may also be taken at school to address this and parents contacted.

35 STEM

The acronym STEM stands for Science, Technology, Engineering, and Mathematics. STEM is an integrated, interdisciplinary approach to learning that provides hands-on and relevant learning experiences for students. It engages students and equips them with critical thinking, problem solving, creative and collaborative skills. STEM Education attempts to transform the typical teacher-centered classroom by encouraging students to actively find solutions to various situations by applying the disciplines of Science, Technology, Engineering and Mathematics.

STEM endeavours to provide students with skillsets they will need in the future. It teaches independent innovation and allows students to explore greater depths of all of the subjects by utilizing the skills learned in a hands on way. It aims to help student acquire skills required to succeed in our rapidly changing world.

STEM at Alawa Primary is about focussing on the process rather than the outcome. The aim is to increase the engagement and foster deeper understanding through challenging students to understand the reason behind their learning. The goal is to facilitate inquiry-based learning, analytical and reasoning skills through access to rich multi-media information sources, interactive individual and group activities and 3D exploratory environments. Each class from Year 1-6 has a 3 week block where they have sole use of the STEM Centre

STEM in the Primary area can be utilised as a whole class approach to an enquiry based learning activity or students working in small groups to achieve a desired outcome to a task. Remembering the focus is on the process rather than the outcome of a given task or challenge.

Example of activities:

- Build a wall around a city to keep the rabbits out
- Build a catapult
- Create a propeller car
- Design a miniature robot to carry your food scraps to the bin
- Build a rain shelter

STEM in the Early Years area consists of challenging tasks which derive from story books, nursery rhymes, life experiences, play-based focus. Students are given an inquiry questions which they explore in small activity groups.

Example of activities:

- Retell the story 'Going on a Bear Hunt' using Beebots
- Build a robotic tour of our farm
- Create a maze
- Design a treasure island for the Beebot
- Program your Beebot to dance

36 STUDENT ABSENCES AND LATENESS

At Alawa, attendance is a school priority in 2022. 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 whereby their arrival time is noted and they are issued with a late pass.

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.



37 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

38 STUDENT SERVICES – WRAP AROUND SERVICE

It is recognised that in order to meet student's needs, further professional assistance may be 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.

39 STUDENT VOICE/LEADERSHIP

At Alawa Primary School we are committed to ensuring students have a voice – an opportunity to inform and influence all that goes on at our school. We are also committed to providing a range of opportunities for students to develop and display leadership skills.

The following is information along with specific details regarding the application process that is circulated to students and is displayed in classrooms for their reference.



40 SWIMMING

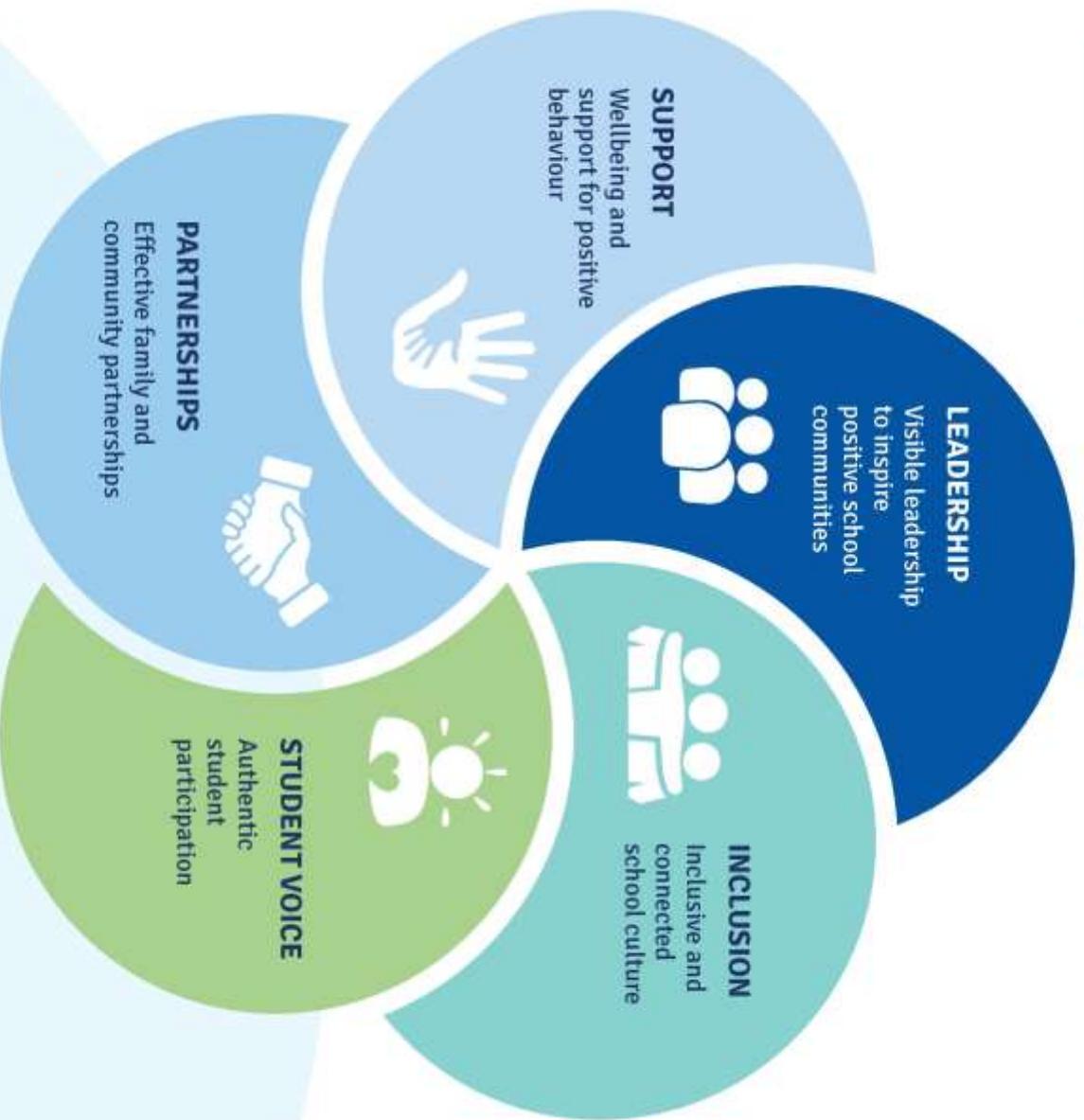
In Term 1 2022, students in Years 3 – 6 will engage in 3 full day swimming sessions run by the Royal Life Saving Society NT. These sessions will consist of lessons on water safety, team building and survival and CPR. Alongside these activities, Royal Life Saving Society NT will also run various other water based activities and games, as well as activities outside of the pool such as yoga. Dates: 18 & 25 March and 1 April. Cost - \$85 which will include transport and RLSS instructor.

In Term 3 Weeks 7-10 and Term 4 Weeks 1-4, Preschool students will engage in a swimming program run by the Royal Life Saving Society NT. These sessions will consist of lessons on water safety and survival.

In Term 4 2022, students in Transition – Year 2 will engage in 8 swimming lessons over 2 weeks between 21st Nov to 2nd Dec. Swimming lessons will be run by Royal Life Saving Society NT.

NTG sporting vouchers can be used to pay for these programs.

AUSTRALIAN STUDENT WELLBEING FRAMEWORK



Discover information, free resources for teachers, parents and students, and professional learning opportunities on the Student Wellbeing Hub

studentwellbeinghub.edu.au



Student Wellbeing Hub



Safe Schools NT

Alawa Primary School Wellbeing and Behaviour Management Plan

Positive Programs

Learning Commission
Alawa Merits, Awards & Distinctions
Attendance Reward
House Points
SLG & SRC
Sharing work
Praise / stickers
Do Jo Points
Class Dollars
House Points

Dealing with Unacceptable Behaviour

Remind Warn Act
Time Out
Buddy Class
Restorative Justice
Individual Behaviour Plans
Detention
Front Office
Parent Contact
Playground
Withdrawal
Suspension

Health & Wellbeing

Counselling
Fruit Break
Curriculum [Health & PE]
Circle Time
No Hat – No Play
SAKGP
Bounce Back
Sport before school and at break times
Community Room

Policies

Volunteer
Mobile Phone
Critical Incident
Sunsafe Policy
Mandatory Reporting
Emergency Procedures
DoE Policies

Staff Wellbeing

Performance Development
Social Club
Weekly Competitions
Morning Teas
Appreciations Board

Respect

Encouragement

Pride

Personal Best

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