



# Parent Handbook 2025





## 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 our core programmes are available on the website.

<b>Principal</b>	<b>Sandy Cartwright</b>
<b>Assistant Principals</b>	<b>Rachel Barnett &amp; Jed Henderson</b>
<b>Senior Teachers</b>	<b>Janelle Thorne &amp; Haylee McNeil</b>
<b>Business Manager</b>	<b>Sharon Jennings</b>

### Alawa Primary School

**27 Pett Street**

**Alawa NT 0810**

**Phone:** (08) 8997 7666

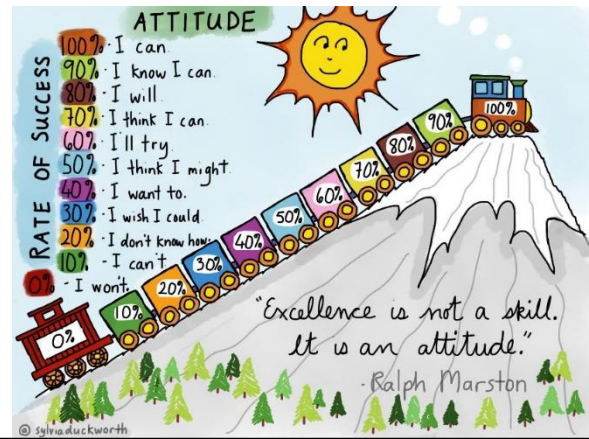
**Email:** [alawa.school@education.nt.gov.au](mailto:alawa.school@education.nt.gov.au)

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

**Facebook:** Alawa Primary School  
Alawa Primary School Group

**'ALLE' is our 21<sup>st</sup> 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 21<sup>st</sup> 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 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.

The **ZONES** of Regulation™

<b>BLUE ZONE</b> Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b> Happy Calm Feeling Okay Focused Relaxed	<b>YELLOW ZONE</b> Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b> Mad/Angry Terrified Elated/Ecstatic Devastated Out of Control

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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 21<sup>st</sup> Century learner, Social and Wellbeing programs and in our everyday conversations with students.

**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 2025

<b>Principal</b>	<b>Sandy Cartwright</b>	
<b>Assistant Principals</b>	<b>Rachel Barnett &amp; Jed Henderson</b>	
<b>Senior Teacher Primary</b>	<b>Haylee McNeil</b>	
<b>Senior Teacher Early Years</b>	<b>Janelle Thorne</b>	
<b>Early Childhood</b>	<b>Kate Hughes</b>	<b>Transition</b>
	<b>Miriam Hosking</b>	<b>Transition</b>
	<b>Kate Tannock/ Emma Churchman</b>	<b>Year 1</b>
	<b>Janelle Thorne/Hasina Khanum</b>	<b>Year 1/2</b>
	<b>Sofia Izquierdo</b>	<b>Year 2</b>
<b>Primary</b>	<b>Joanne Baines</b>	<b>Year 3/4</b>
	<b>Tayla Pollard</b>	<b>Year 3/4</b>
	<b>Jake McMulkin</b>	<b>Year 4/5</b>
	<b>Holly Chamberlain</b>	<b>Year 4/5</b>
	<b>Haylee McNeil</b>	<b>Year 5/6</b>
	<b>Ed Horigan</b>	<b>Year 5/6</b>
<b>PE and Arts Teacher</b>	<b>Fiona Henry</b>	
<b>Special Education Teacher</b>	<b>Kim Samuels</b>	
<b>Special Education Assistant</b>	<b>Saleena Allgood</b>	
<b>Farm Teacher &amp; Digital Technology</b>	<b>Bronwyn Cleary</b>	
<b>Kitchen Teacher &amp; Digital Technology</b>	<b>Tina Stratton</b>	
<b>Preschool Teacher in charge</b>	<b>Maia Mamerow</b>	
<b>Preschool/Transition Assistants</b>	<b>Kelly Crawford &amp; Flordeliza Hodgson</b>	
<b>Kitchen Assistant</b>	<b>Chantel Lehmann</b>	
<b>Farm Manager</b>	<b>Jon Clark</b>	
<b>Business Manager</b>	<b>Sharon Jennings</b>	
<b>Administration Officers</b>	<b>Tammy Zairis, Madison Gargan</b>	
<b>Marketing &amp; Communication</b>	<b>Stacie Ashlett</b>	
<b>Library &amp; ICT</b>	<b>Sacha Evans</b>	

**Maintenance Officer**

**Michael Clarke**

**Defence School Mentor**

**Laura Thiele**

**Classroom support**

**Gina Ryan**

**Jayne Ireland**

**Mike Nghiem**

**Niven Dovey**

**Tiana Robinson**

**Jacqui Dobson**

**Janet Hawker**

**Adelaide Fryar**

**Playgroup [Semester 2]**

**Aleesha Rutledge**

### **SCHOOL TIMES**

7:30am – 8am

Before school Breakfast and Sports Program at the Hub  
[By prior arrangement only – for a small charge]

8am to 8:30am

Staff on duty in the playground, gates open, active games. No child should arrive prior to 8am.

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 2025

Term	Start	Finish
Term 1	Wednesday 29 January • for teachers, Tuesday 28 January	Friday 4 April
Term 2	Monday 14 April	Friday 20 June
Term 3	Monday 14 July	Friday 19 September
Term 4	Monday 6 October	Friday 12 December

## WHY ATTENDANCE MATTERS

When your child misses school, they miss important opportunities to...

**learn**

**develop life skills**

**build friendships**

education.nt.gov.au

NORTHERN TERRITORY GOVERNMENT

# 2025 SCHOOL CALENDAR

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
JANUARY			1 <small>New Year Day</small>	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
	1 27 <small>Good Friday</small>	28 <small>Friday</small>	29	30	31		

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FEBRUARY						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24 <small>Valentine's Day</small>	25	26	27	28 <small>Valentine's Day</small>		

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MARCH						1	2
	3	4	5	6	7	8	9
	10	11	12 <small>Good Friday</small>	13	14	15	16
	17	18	19	20	21	22	23
	24 <small>Valentine's Day</small>	25	26	27	28 <small>Good Friday</small>	29	30
31							

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

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

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
JUNE							1
	2	3	4	5	6	7	8
	9 <small>King Charles 9</small>	10	11	12	13 <small>Valentine's Day</small>	14	15
	16 <small>Valentine's Day</small>	17	18	19	20	21	22
	23 <small>King Charles 9</small>	24	25	26	27	28	29
30							

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
JULY		1	2	3	4 <small>John Spring Bank Day</small>	5	6
	7 <small>Valentine's Day</small>	8	9	10	11 <small>Queen's Bank Day</small>	12	13
	14	15	16	17	18 <small>Valentine's Day</small>	19	20
	21	22	23	24	25 <small>Queen's Bank Day</small>	26	27
	28	29	30	31			

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AUGUST						1 <small>Agri Bank Bank Holiday</small>	2
	3	4 <small>Agri Bank Bank Holiday</small>	5	6	7	8	9
	10 <small>Good Friday</small>	11 <small>Good Friday</small>	12	13	14	15 <small>Valentine's Day</small>	16
	17 <small>Valentine's Day</small>	18	19	20	21	22 <small>Valentine's Day</small>	23
	24	25	26	27	28	29	30
31							

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SEPTEMBER	1	2	3	4	5 <small>Labour Bank Day</small>	6	7
	8 <small>Valentine's Day</small>	9	10	11	12 <small>Valentine's Day</small>	13	14
	15	16	17	18	19	20	21
	22 <small>Valentine's Day</small>	23	24	25	26	27	28
	29	30					

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	26
	27	28	29	30	31 <small>World Teachers' Day</small>		

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
NOVEMBER						1	2
	3 <small>Valentine's Day</small>	4	5	6	7 <small>Valentine's Day</small>	8	9
	10 <small>Valentine's Day</small>	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	1 <small>Valentine's Day</small>	2	3	4	5 <small>Valentine's Day</small>	6	7
	8	9	10	11	12	13	14
	15 <small>Valentine's Day</small>	16	17	18	19	20	21
	22 <small>Valentine's Day</small>	23	24 <small>Valentine's Day</small>	25 <small>Valentine's Day</small>	26 <small>Valentine's Day</small>	27	28
	29 <small>Valentine's Day</small>	30 <small>Valentine's Day</small>	31 <small>Valentine's Day</small>				

**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 [at least a week notice] with the Principal or Assistant Principal so a program of work can be negotiated [for a limited period of time not extended]. If this does not happen according to departmental guidelines the absences are recorded as unacceptable in the student administration system.

## ALAWA FARM KITCHEN AND GARDEN PROGRAM

In 2007 Kevin Rudd announced a 12 million dollar commitment to implement The **Stephanie Alexander Kitchen Garden Program** (SAKGP) in schools across Australia. In October of 2008 Alawa School won the \$140,000 grant to become the demonstration school for the Northern Territory. The Stephanie Alexander Kitchen Garden Program introduces children to the wonderful world of healthy food through weekly lessons in both a productive food garden and an exciting kitchen. At Alawa School the growing, harvesting, preparing and sharing of tropical food is an integral part of the school curriculum.

All classes [Transition – Year 6] have a **60-minute farm lesson** each week that is conducted by the specialist farm teacher in conjunction with the farm manager, where they learn skills in growing food and caring for a range of different farm animals.

Each Primary class [Year 3 – 6] has **2hrs per week** for a semester in the kitchen where they learn essential skills to prepare and cook healthy food they have harvested from the farm.

## WELLBEING & 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.

The Alawa Primary School Wellbeing and Behaviour Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

This policy helps us achieve:

- improved student and staff wellbeing
- improved student attendance and engagement at school
- reduced incidents of behaviours of concern, anxiety, depression and bullying
- increased teacher to student teaching time
- improved consistency of teaching and learning practices
- improved student academic achievement and success in later life.

**Specifically:**

<p><b>Children have the right:</b></p> <ul style="list-style-type: none"> <li>• to be safe at school</li> <li>• to be respected and have others care about them</li> <li>• to be treated with kindness and fairness</li> <li>• to express themselves as individuals</li> <li>• to learn without disruption</li> <li>• to be involved in decision making around matters that affect them</li> </ul>	<p><b>Children have the responsibility:</b></p> <ul style="list-style-type: none"> <li>• to obey school rules and safety guidelines</li> <li>• to care for and respect other people in our school and their property</li> <li>• to treat others with kindness and fairness</li> <li>• to give others a fair hearing</li> <li>• to do their best in work and play</li> </ul>
<p><b>Staff have the right:</b></p> <ul style="list-style-type: none"> <li>• to teach and help children learn without disruption</li> <li>• to be recognised and treated as professionals</li> <li>• to expect support from the school community</li> <li>• to be treated with respect</li> <li>• to be safe at school</li> </ul>	<p><b>Staff have the responsibility:</b></p> <ul style="list-style-type: none"> <li>• to teach effectively, provide a positive learning environment and establish acceptable school behaviours</li> <li>• to act professionally and positively</li> <li>• to foster links with the school community</li> <li>• to model respectful behaviour</li> <li>• to provide opportunities for authentic student</li> <li>• decision-making over matters that affect them</li> </ul>
<p><b>Parents have the right:</b></p> <ul style="list-style-type: none"> <li>• to be considered a partner in their child’s education</li> <li>• to be kept informed about issues affecting their children</li> <li>• to be recognised as the major influence in their child’s life</li> <li>• to view all our child safety policies and procedures</li> </ul>	<p><b>Parents have the responsibility:</b></p> <ul style="list-style-type: none"> <li>• to work with the school and the teachers</li> <li>• to provide information which may impact upon their child’s behaviour at school</li> <li>• to recognise school behavioural expectations</li> <li>• to initiate and maintain constructive communication and relationships with schools, and any other providers involved, to achieve the best educational, social and emotional outcomes for the student</li> <li>• to actively participating in the planning, implementation and review of EAP and other appropriate plans designed to assist the student with additional needs to achieve educational outcomes.</li> <li>• to provide opportunities for authentic student</li> <li>• decision-making over matters that affect them</li> </ul>

**SAFETY EXPECTATIONS**

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

- car park areas and near the skip bins, caretaker’s fenced area and shed
- only use bike shed when collecting or parking their own bike
- the shade house and gardens at the front of the school

## 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. [PEP talks]

## BICYCLES

Responsibility cannot be taken for bikes brought to school. Students should ensure they are securely locked in the bike cages. Early years are to store bikes in the cage near Preschool, Upper years are to store bikes in the cage near the library. The cages are 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.

## ALAWA LUNCH ORDERS



## Place your canteen orders online with Spriggy Schools

At Alawa we use Spriggy Schools App for canteen orders through Beyond Catering. This option is available for lunch on Thursdays and Fridays only. Orders must be submitted by 9am, the day of. Orders are delivered to the school and then Alawa staff distribute to classes.

Spriggy Schools will make lunch orders more convenient for both families and the canteen.

Steps to get started:

1. Go to [www.spriggyschools.com.au](http://www.spriggyschools.com.au) to register and download the app.
2. Add a profile for each of your children, making sure you select Alawa Primary School and your child's class.
3. Start placing lunch orders!

If you have any questions, please contact Spriggy Schools via their webchat on the website or in the app.

## 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 policy<sup>1</sup>
- Follow the Department of Education Alcohol consumption on department premises policy.<sup>2</sup>

### **UNACCEPTABLE AND OFFENSIVE BEHAVIOUR**

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.

### **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.

#### 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.

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

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

### Xuno Parent Portal

Xuno is used as a formal communication tool to provide information regarding all events and general information regarding the school e.g. Weekly notices re standard events, assembly, playgroup, house shirt days & newsletters. Parents/Carers can also join the Alawa Xuno Parent Portal [App] to get access to a school calendar, booking system for Student Led Conferences and student progress reports. Ask at the front office for further information or refer to the flyer towards the back of this handbook.

### Website:

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.

## CURRICULUM

As with all schools in the Northern Territory, the basis for teaching and learning for students in Transition – Year 6 at Alawa Primary School is the Australian Curriculum Version Nine. Australian Curriculum Learning Areas include:

- English
- Mathematics
- Humanities and Social Sciences – History, Geography, Civic & Citizenship (Yr 3-6), Economics & Business (Yr 5/6)
- Health & Physical Education
- Technologies – Digital Technologies, Design & Technologies
- Science
- The Arts

The teaching team at Alawa have developed a Curriculum Overview which ensures coverage of curriculum content across years of schooling at Alawa Primary School.

## 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, the 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.**

### **DEFENCE SCHOOL 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 Defence School Mentor (DSM) program.

The role of the DSM 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.

### **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, DO NOT DOUBLE PARK IN THE MAIN CAR PARK DROP OFF ZONE and DO NOT CALL YOUR CHILD ONTO THE ROAD TO ENTER THE VEHICLE** (the vehicle must be pulled in and stopped in a designated area before the child approaches to enter).

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.

Two safe walking paths have been installed between the carpark and the school for students and families to use during drop off and pick up times. Please ensure the crossing is used at all times.

## Out of School Hours Care

Alawa Out of School Hours Care commenced onsite on the 6th of January for Vacation Care and will operate on a trial basis throughout the rest of 2025. The service will be provided by the Territory Childcare Group. [TCCG]

### Important Dates:

- Alawa OSHC will run as a trial until the end of 2025.
- Vacation care onsite at Alawa will be available from Monday 6 January 2025 and continue until Term 1, including being open for the professional learning day on Tuesday 28 January 2025.
  - Tara will be onsite Thursday 2nd and Friday 3rd January from 2.30pm-5.30pm; for families wanting to enrol for Vacation Care. Families will need to allow time for an orientation where their **children will need to attend**.
- After school care will start Wednesday 29 January 2025.
  - Families wanting to enrol for OSHC, will need to visit during Vacation Care for an Orientation and Enrolment process, **children will also need to attend and be part of this process**.
- Vacation care will be available for school holidays between Term 1 and Term 2 2025.

**IMPORTANT: Due to OSHC being available onsite for Terms 1 and 2 in 2025, there will be no offsite OSHC options available for the duration of the Alawa OSHC trial.**

For more details about the Alawa OSHC and enrolment, contact [alawa.oshc@tccg.org.au](mailto:alawa.oshc@tccg.org.au). Where you can discuss the enrolment and orientation process with TCCG.

The Darwin Language Centre also run an after school learning program on Mondays, Tuesdays and Wednesdays. They collect children from the school. For more information on their services visit <https://ntschoools-dedlcl.libguides.com/dlc/home>

## 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. Please do not bring your pet dog onto the school grounds at any time.

## 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.

## EXCURSIONS

These are organised by class teachers and leadership to enhance the school's curriculum. Permission forms, detailing information and requirements of the excursion, are sent home for each individual excursion. Some excursions may incur a fee which is payable prior to the excursion occurring. The non-return of permission slips and payment (where applicable) will result in your child being excluded from the excursion. Parental involvement, is always, most welcome.

## 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.

## 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.

## FOOTWEAR

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

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

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

## 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 and hat sharing.

### 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.**

## **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]

## **HOUSE SYSTEM**

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

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. At Friday lunch muster, students sit in house teams and points are allocated for those in correct uniform. 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.

House Points are also earned by students who are awarded raffle tickets in the playground for following the Alawa Way. Families have the opportunity to contribute towards House points by volunteering. Each time someone volunteers they earn 100 House points towards their students House.

### **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 Year's 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 with the option to reborrow. 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. Families will be charged for any books lost that is recorded under the student's name.

### **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 supervision prior to 8am please register your student for Before School Breakfast and Sports Program.

Children are expected to go straight home after school, except in the case of sports practice or an after school activity. Parents are forewarned of any after school activities. In most cases students should have left the school premises by 3pm. If alternative arrangements have been made for your child in the afternoon please advise the school so that we are aware of changed circumstances e.g. walking home instead of being collected or being collected by a different person.

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

### **MOBILE PHONE POLICY / DIGITAL DEVICES POLICY**

In line with the NTG Department of Education Personal digital device policy, Students are advised that if they bring a personal digital device onto the school grounds during the school day, they must hand the phone in at the office before school and collect it at the end of the school day. The Front Office has a register which they record the phones in each day. The phone will be secured in the office and students can retrieve their phone at the conclusion of the day. Smart watches can be kept on the wrist of your child but must be turned to flight mode. This mode will not give students digital updates and will ensure your child continues to engage in a focused learning environment.

**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.

### 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, iPads/tablets 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/>

## **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 front office or paid via direct deposit.

Children should not leave money unattended in their school bags or in their desks, but hand it to the Class Teacher for safe keeping. Reasons for students to have money at school: The Year 6's sell Ivey poles after the home bell for \$1 each to raise money for graduation. Occasionally we have special occasion stalls such as Mother's Day and Father's Day.

## **MUSICAL INSTRUMENT TUITION**

Musical instrument tuition is offered during school hours to students from Years 4 to 6 by Education Department Music Instructors. Tuition is available for a range of instruments such as 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>

## **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 home baked 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.

## **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 lost property box situated near the front office. If lost property is not collected by the end of semester, it will be donated to a charitable organisation.

We actively discourage children from bringing valuable possessions to school and we do not take responsibility for them.

## **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 Xuno, Elastic, Typing.com 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.



## 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- page and group
- Classroom communication tool:
  - Preschool – 6 – Xuno Parent Portal

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.

## 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 Parent Portal 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.

## 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. iPad and online subscriptions for home and school access. These funds also contribute significantly to the ongoing maintenance and upkeep for our Alawa Farm.

### Preschool

Voluntary Parent Contributions are paid & directly allocated to the Preschool. The parent contribution is \$160 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 \$175.00/year/child. Additionally, parents of students in Years 3-6 are asked to contribute \$100per year to the Kitchen 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.

## SCHOOL NEWSLETTER

The school newsletter will be uploaded to the Xuno Parent portal and website each **Wednesday**. The link will also be made available through email directly from the school to parents and students.

## SMOKE FREE ZONE

Under the Tobacco Control Act, 1<sup>st</sup> 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.

## 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 into a spare uniform for the day.

**Girls:** Red T-shirt printed with School logo  
Black shorts/skorts/skirts (no other logos or patterns)  
Cotton dress  
The wearing of bike shorts underneath skirts and dresses is recommended.

**Boys:** Red T-shirt printed with School logo  
Black shorts (no other logos or patterns)

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.

Jumpers are recommended for classrooms but, if the weather is suitable, students will be asked to remove them when outside so as not to overheat in the Darwin weather.



## **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 mindfulness 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.

## **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.

## **SICK STUDENTS**

Students who are sick the previous night or are feeling unwell before school should be kept at home. Please contact the front office via email or phone call to inform them of the absence. If absent for 3 or more consecutive days parents / carers are requested to provide a medical certificate.

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.

 Darwin cdc.surveillance.darwin@nt.gov.au [08] 8922 8044  
 Alice Springs cdc.alicesprings@nt.gov.au [08] 8951 7549  
 Katherine cdc.katherine.doh@nt.gov.au [08] 8973 9049  
 Nhulunbuy cdc.gov.doh@nt.gov.au [08] 8987 0357  
 Tennant Creek cdc.barkly@nt.gov.au [08] 8962 4259

NT Health



# Time Out

Minimum periods of exclusion from schools, preschools and childcare centres for children or staff who have been exposed to an infectious disease

Conditions	Case (person with the infection)	Contact (person in contact with the case)
Chickenpox (varicella)	<b>EXCLUDE</b> until all blisters have dried. This is usually at least 5 days from the onset of the rash in unvaccinated children, and less in vaccinated children.	<b>EXCLUDE</b> non-immune pregnant women and immunocompromised* contacts, due to the possibility of further cases. Advise that they seek urgent medical attention. Contact the local Public Health Unit for specialist advice.
Cold sores (herpes simplex)	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Sores should be covered with a dressing, where possible. <b>EXCLUDE</b> young children unable to comply with good hygiene practices while sores are weeping.	<b>NOT EXCLUDED</b>
Conjunctivitis	<b>EXCLUDE</b> until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
Diarrhoea and/or vomiting (i.e "gastro") which may be due to the following: <ul style="list-style-type: none"> <li>• Campylobacteriosis</li> <li>• Cryptosporidiosis</li> <li>• Giardiasis</li> <li>• Norovirus</li> <li>• Rotavirus infection</li> <li>• Salmonellosis</li> <li>• Shigellosis</li> <li>• Viral gastroenteritis (diarrhoea &amp; vomiting)</li> </ul>	<p><b>EXCLUDE</b> people with diarrhoea (3 or more loose stools in a 24 hour period) or vomiting until 24 hours after their last loose bowel motion or vomit, except this exclusion time is extended in the instances below;</p> <p><b>EXCLUDE</b> any person with confirmed <b>norovirus</b> infection until 48 hours after symptoms stop.</p> <p><b>EXCLUDE</b> any person with diarrhoea or vomiting who prepares or serves food, until 48 hours after symptoms stop.</p> <p>People with confirmed <b>cryptosporidiosis</b> infection should not swim, paddle or participate in water play for at least 2 weeks after their last loose stool.</p> <p><b>Note:</b> If there are 2 or more cases of diarrhoea or vomiting in your facility OR if a food handler is sick, please contact your local Public Health Unit.</p>	
Diphtheria	<b>EXCLUDE</b> until a medical certificate of recovery from the Public Health Unit is received, following at least two negative throat swabs, the first at least 24 hours after finishing a course of antibiotics, and the second at least 48 hours after the first swab.	<b>NOT EXCLUDED</b>
Cytomegalovirus (CMV) infection	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Fungal infections of the skin or nails (e.g. ringworm, tinea)	<b>EXCLUDE</b> until 24 hours after starting appropriate antifungal treatment.	<b>NOT EXCLUDED</b>
Glandular fever (mononucleosis, Epstein-Barr virus [EBV] infection)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Hand, foot and mouth disease (EV71)	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
Haemophilus influenzae type b (Hib)	<b>EXCLUDE</b> until the person has received appropriate antibiotic treatment for at least 4 days.	<b>NOT EXCLUDED</b> Contact the local Public Health Unit for specialist advice.
Head lice (pediculosis)	<b>EXCLUDE</b> until appropriate treatment has commenced. The child does not need to be sent home immediately if head lice are detected	<b>NOT EXCLUDED</b>
Hepatitis A	<b>EXCLUDE</b> until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice or illness.	<b>NOT EXCLUDED</b> Contact the local Public Health Unit for specialist advice about vaccinating or treating children and staff. <b>Exclusion</b> may be warranted if no history of vaccination or not willing to receive vaccine.
Hepatitis B	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>

Conditions	Case (person with the infection)	Contact (person in contact with the case)
Hepatitis C	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
HIV/AIDS (human immunodeficiency virus / acquired immunodeficiency syndrome)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Influenza-like illnesses: • COVID-19 • Influenza (flu) • Pneumococcal disease • Respiratory syncytial virus (RSV)	<b>EXCLUDE</b> until symptoms have resolved.	<b>NOT EXCLUDED</b>
Listeriosis	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Measles	<b>EXCLUDE</b> until at least 4 days after the onset of the rash.	<b>NOT EXCLUDED:</b> vaccinated or immune contacts. <b>EXCLUDE:</b> contacts who are non-immune or immunocompromised* until 14 days after the appearance of the rash in the last case. Contact the local Public Health Unit for specialist advice.
Meningitis (viral)	<b>EXCLUDE</b> until symptoms have resolved.	<b>NOT EXCLUDED</b>
Meningococcal infection	<b>EXCLUDE</b> until appropriate antibiotic treatment has been completed.	<b>NOT EXCLUDED</b> Contact the local Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days or until swelling goes down (whichever is sooner). Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Roseola (Sixth disease)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Ross River virus	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Rubella (German measles)	<b>EXCLUDE</b> until the person has fully recovered or for at least 4 days after the onset of the rash.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Scabies	<b>EXCLUDE</b> until 24 hours after starting effective treatment.	<b>NOT EXCLUDED</b>
School sores (Impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotic treatment has been completed. Any sores on exposed skin should be covered with a watertight dressing until sores are dry	<b>NOT EXCLUDED</b>
Shingles (Herpes Zoster)	<b>EXCLUDE</b> if blisters are unable to be covered with waterproof dressing until blisters have dried and crusted.	Contact the local Public Health Unit for specialist advice, including advice for pregnant women and immunocompromised* contacts.
Slapped cheek syndrome, fifth disease (human parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotic treatment has been completed.	<b>NOT EXCLUDED</b>
Toxoplasmosis	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Thrush (Candidiasis)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Tuberculosis (TB)	<b>EXCLUDE</b> until a medical certificate is received from the local Public Health Unit.	<b>NOT EXCLUDED</b> Contact the local Public Health Unit for specialist advice.
Typhoid and paratyphoid fever	<b>EXCLUDE</b> those in child care or preschool until two samples have tested negative. Contact the local Public Health Unit for specialist advice. <b>EXCLUDE</b> others (primary school aged children to adults) until 48 hours after symptoms have resolved.	<b>EXCLUDE</b> until two of the person's stool samples have tested negative, at least 24 hours apart
Whooping cough (Pertussis)	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of cough.	<b>EXCLUDE</b> Contact the local Public Health Unit for specialist advice.
Worms	<b>EXCLUDE</b> until there has not been a loose bowel motion for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

☎ Telephone the Public Health Unit in your region so that immediate preventative public health measures can be undertaken. If you notice two or more cases of any of the above listed conditions in children or staff at your facility, please telephone the Public Health Unit for advice and educational materials.

\* People can be immunocompromised either due to a medical condition or from receiving immunosuppressive medication/treatment. Examples include leukaemia and chemotherapy.



Scan for an electronic copy of this poster

## STUDENT ABSENCES AND LATENESS

At Alawa, attendance is a school priority in 2025. 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 expected to notify the school if your child is unwell or absent either by telephoning the office, emailing or via our parent portal. If a child is away 3 or more consecutive days the Education Department request a medical certificate.

If a student arrives after 8:30am they are classed as being late. Students must report to the front office to have their arrival time is noted, and they are issued with a late pass. When a student arrives between 8:30am-8:39am their attendance is recorded as present. Arrival from 8:40am onwards, attendance is recorded as a late arrival.

Students attending less than 80% are referred to the Departmental Student Engagement officer for follow up.

Detailed information for parents can be accessed on the Department of Education website:

[Student enrolment and attendance | Department of Education and Training](#)

 Education & Communities  
Tilika Tilika TILIKU

### EVERY DAY COUNTS....

**A day here or there doesn't seem like much, but...**

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

*Give your child every chance to succeed...*

**Every day counts!**




### **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. DET provides assistance from a Guidance Officer, Speech Pathologist, Occupational Therapist or Special Education Advisory Teacher and the school's Special Education Advisory team can provide direct assistance to families.

Students have access to the Mindfulness Room and Engine Room which aim to support students with resources to develop their emotional regulation and wellbeing.

### **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.





## SWIMMING

In Term 1 2025, 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.

Year 3-6 2025 Dates: 14th, 21st & 28th March. For 2025 the full costs of the lessons, instruction and transport [estimated at \$150 per child] are covered by the Department of Education.

In Term 4 2025, students in Preschool will engage in 4 swimming lessons, Transition – Year 2 will engage in 8 swimming lessons over 2 weeks with dates to be confirmed. Swimming lessons will be run by Royal Life Saving Society NT. Full charges for students Years 1 and 2 are covered by the Department of Education. We estimate costs for Preschool to be around \$60 per students and \$100 for Transition students.

NTG sporting vouchers can be used to pay for these programs for children in Preschool & Transition

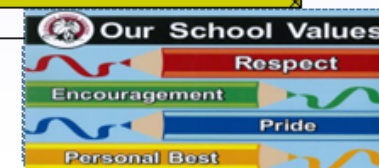




## Alawa Primary School Wellbeing and Behaviour Management Plan

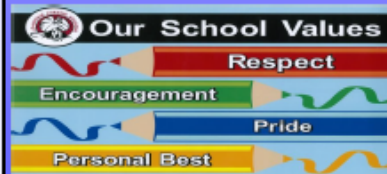


### THE ALAWA WAY



### 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**



## 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 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.

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.



# XUNO



## XUNO Family App User Guide

Hi there,

XUNO Family is an app that will help make communication with the school quick and easy - giving you access to a wealth of information, without having to sit at a computer.

### To log in, follow these steps:

1. Download XUNO Family from the App store (iOS) or Play store (Android)
2. Open the app
3. If asked, please allow push notifications for the most convenient experience with the app
4. Search for your school by typing the first few letters and then selecting your school from the list that appears.

If you have forgotten your password or Username, you'll need to head to your school's Xuno website to reset it. If you're not sure what the web address is, please contact your school or look for an email from Xuno which may have the address in it. The web address usually includes your school's name.

For example: <https://fakehighschool.xuno.com.au> - or - <https://xuno.fakehs.vic.edu.au>

### LOG IN



LOG IN

CANCEL

[Having problems logging in?](#)

