

Navarre Primary School

# Parent Handbook

2022-2023



## Contact Details

Navarre Primary School

26-28 High Street, Navarre, Victoria 3384

Phone: 5357 4256

Email: [navarre.ps@edumail.vic.gov.au](mailto:navarre.ps@edumail.vic.gov.au)

Web: <http://www.navarreprimaryschool.weebly.com>

Or access via Navarre Primary School Facebook page.

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## Principal's Welcome

Welcome to Navarre Primary School. It is an honour and privilege to be the acting principal of such a vibrant, high quality government primary school.

Navarre Primary School is a vibrant rural school situated on the edge of the Pyrenees Ranges and located midway between the larger rural towns of St Arnaud and Stawell. The school was established in 1864 and has been proudly serving the community for 158 years. Our school motto is "Proud Past, Bright Future". Navarre Primary School is integral to the life of the community and is strongly supported by a network of parents, grandparents and friends who participate regularly in the learning offered by the school.

The students at Navarre Primary School look forward to coming to school each day and are excited about their learning. Teachers and staff are dedicated to providing a stimulating learning environment where the individual needs of the whole child can be developed. We create effective learning partnerships through respectful relationships. We strive to build a culture where our students are safe and happy whilst being engaged in challenging and appropriate learning activities to reach their full potential.

We believe that effective partnerships with families are a key part of achieving success and we are committed to open communication and collaboration. This handbook aims to provide you with the necessary information for you to partner with us in delivering the highest quality education for your child.

On behalf of the whole staff and families, I extend a warm welcome to all members of the Navarre Primary School community and look forward to another successful year of excellence in education.

**Amy Weavell: Acting Principal**

**Suzanne Slater: Principal**

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## School Profile

### Vision

Children at Navarre Primary School will be nurtured to reach their potential to become caring and active members of the community and wider world. With the support of our learning community, we aim to develop students who are confident, collaborative in their approach, respectful and show excellence and perseverance in all that they do.

### Mission

The aim of Navarre Primary School is to provide a local learning community that fosters a sense of belonging and a love of learning, through providing an inclusive learning environment focussed on improving student outcomes through high quality teaching that priorities the unique learning needs of each individual student.

### Values

Respect, Perseverance, Excellence and Collaboration.


### Navarre Primary School is committed to child safety

Navarre Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Navarre Primary School has zero tolerance for child abuse.

Navarre Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Navarre Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.



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## Curriculum Programs

Navarre Primary School offers a comprehensive curriculum to all students across all grade levels based on the Victorian Department of Education's curriculum framework known as the Victorian Curriculum. All information is available at [www.victoriancurriculum.vic.edu.au](http://www.victoriancurriculum.vic.edu.au)

Teachers at Navarre Primary School plan their work programs on a term, weekly and daily basis to ensure they are teaching to each student's current point of need. Much emphasis is placed on knowing where each student is at with their learning so that the teacher knows what the student is then ready to learn next.

Our curriculum covers the following key learning areas and capabilities in line with the Victorian Curriculum with English and Mathematics delivered using an Instructional Model:


**English** – including Reading and Viewing, Writing and Speaking and Listening. All students have a two hour English block every day with focus reading and writing groups based on individual needs and goals.

**Mathematics** – including Number and Algebra, Measurement and Geometry and Statistics and Probability. All students have a numeracy-based lesson every day for one hour with focus groups based on individual needs and goals.

**The Arts** – Visual Arts is integrated into every area of the curriculum. The Arts is also taught as a specific subject at our Full Steam Ahead cluster days on a fortnightly basis.

**Health and Physical Education** – all students have a weekly Phys Ed lesson. Health topics are covered by the classroom teacher. All students partake in a number of different physical activities developed in partnership with our cluster and external experts such as; Pyrenees Cluster Athletic Sports Day, sport clinics and swimming program.

**Science** – all students have a weekly Science lesson focusing on the strands of Science skills and inquiry which also encompass our Kitchen Garden.



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**Japanese Language** – all students have a weekly Japanese Language lesson via video conference. Our Language teacher Mai Lovelock delivers lessons to all the Pyrennes cluster schools weekly on a Tuesday and Wednesday.

**Humanities** – this learning area incorporates Geography, History, Economics and Civics and Citizenship. Lessons covering these areas are planned and run by the classroom teacher for each grade and usually have a thematic focus. Extra-curricular activities, camps and excursions also cover this learning area.

**Digital Technology** – students have access to a range of digital technologies including desktop computers, netbook computers and iPads on a 1:1 basis. They are taught and develop skills in using digital technologies effectively and as a way of engaging with the broader local community. Digital Technology is incorporated into the teaching and learning in all curriculum areas.

**Resilience, Rights and Respectful Relationships Program** – Resilience, Rights and Respectful Relationships is a Department of Education mandated teaching resource for students in Foundation-Year 12. The resources have been developed by experts from Deakin University and the University of Melbourne.

These age-appropriate resources support curriculum delivery and include lesson plans and activities that help students learn and practice social skills and apply them in a positive way to learning, life and relationships. The materials cover eight social and emotional learning topics. The resources support a whole school approach to creating equal and respectful attitudes, behaviours, structures and practices.

**Full STEAM Ahead Cluster Days**- each fortnight, on a Monday the Pyrenees Cluster Primary Schools of Moonambel, Landsborough, Natte Yallock, Amphitheater, Trawalla and Navarre work together at one of the primary schools to work alongside their peers. Lessons in the curriculum area of Science, Technology, Engineering, Visual Arts, Performing Arts, Physical Education and Respectful Relationships. All lessons are compulsory and are formally assessed at the conclusion of each semester.

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## Timetable

8.30-9.00am	Breakfast Club and Teacher Supervision
9.00-11.00am	Teaching and Learning with a Fruit Break at 10.00am
11.00-11.30am	Recess
11.30-1.00pm	Teaching and Learning
1.00-1.45pm	Lunch
1.45-3.10pm	Teaching and Learning
3.15pm	Student dismissed

Teacher supervision commences at 8.30am with the option of students joining in for Breakfast Club. Students are dismissed at 3.15pm.


It is most important that children arrive prior to school commencing – 9.00am. When our children arrive late to school they miss out on important instructions for the day, and may disrupt the other children in the grade.

## Term Dates - 2023

Term 1	Friday 27th January - Teacher Professional Development and Preparation
	Monday 30th January - School Assessment Day New Enrolments
	Monday 30th January - Thursday 06th April
Term 2	Monday 24th April - Friday 23rd June
Term 3	Monday 10th July - Friday 15th September
Term 4	Monday 02nd October - Wednesday 20th December

## Attendance

Regular attendance at school is vitally important. Schools help children to develop important social skills such as friendship building, teamwork, communication skills and a healthy self-esteem.



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Regular absences (1 day per fortnight) will add up to a loss of one whole year of learning by the time your child reaches Year 10.

When your child is absent from school, you are required to advise the school by calling 5357 4256 by 9.30am of the reasons for the absence. In the event of frequent, unexplained absences the school will speak directly with you.

It is your responsibility to ensure that your children attend school regularly.

If you want your child to leave school other than at the normal dismissal times, you must inform the classroom teacher, at the earliest possible opportunity.

Individual arrangements for the collection of students at the end of the school day need to be discussed with the principal and classroom teacher at the beginning of each school year. If an alteration to the normal dismissal procedure is required, the parents must inform the principal or classroom teacher of the change.

## **Student Welfare**


At Navarre Primary School we promote and provide a supportive and safe learning environment where individuals are treated with respect and believe that this is a student's fundamental right. We provide an environment that protects the emotional, psychological and physical well-being of students where children are protected from abuse, bullying and harassment. Parents, teachers and the principal work together to support all students to reach their potential and meet individual student needs.

## **Book Club**

A flyer will be sent home regarding the opportunity to purchase books through book club. Please ensure that orders are made by the date specified and that the correct amount of money is forwarded in a named envelope.

## **Breakfast Club**

Through funding from the Australian Government, Navarre Primary School runs a daily breakfast club. Operating from 8.30am-9.00am, students are treated to a healthy breakfast of cereal, fruit



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and toast. Parental support will be required to run this program. If you are interested in assisting with the breakfast club, please speak with the principal.

## M.A.R.C Van

Our school is visited by the Great Western Mobile Area Resource Center (M.A.R.C. Library Van) each fortnight on a Friday. During these visits, students are instructed by a teacher librarian in how to select, care for and borrow books appropriate to their age. Students are also instructed in how to use books as a means to support their learning, to find new information and to develop a love of reading.

## Communication

Our school has developed clear guidelines and expectations around communication between staff and parents.

The preferred method of communication between staff and parents/ guardians is face to face, however we understand that in some circumstances this is not always possible. In these instances, a phone call is expected to discuss the situation.

The school's website has a calendar of events which is regularly updated. A term calendar is sent home at the beginning of each term as well as a fortnightly newsletters for up-to-date information and dates.

## Camps, Sports, Excursion Fund (CSEF)

The CSEF ensures eligible students can participate in school camps, sports and excursions. Families holding a valid means tested concession card or temporary foster parents are eligible to apply. \$125 per year will be paid for each child at primary school. Payments will go directly to the school. Parents who are eligible for this payment need to apply by completing an application form distributed by our school and providing a copy of their current health care card.



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## Enrolment

You will need the following documents to enrol your child:

- a completed Enrolment Form
- proof of date of birth (Birth Certificate)
- Immunisation Certificate
- Asthma Management Plan, or Anaphylaxis Management Plan, authorised by your G.P. (If applicable to your child).

Navarre Primary School would appreciate enrolment prior to the end of Term 4 of the previous year. Student records and family details need to be accurate at all times. Please ensure you notify the school immediately should your personal or family details alter; particularly personal, work and emergency telephone contact numbers.

## Orientation Program


Each year, we offer our Foundation and newly enrolled students a comprehensive orientation program to allow familiarisation with the school and staff. We begin this process towards the end of term 4 of the previous year. We have found our program to be very successful in assisting our new students to feel comfortable and ready to start school.

To further support our Foundation students transition into primary school during FEBRUARY, Foundation students are not required at school on Wednesdays. These dates are:

**Wed 01st, Wed 08th, Wed 15th and Wed 22nd February.**

## Home Reading

Home Reading is a very important part of our reading program. Parents are asked to give this responsibility a high priority. Guidelines for effective home reading will be made available by the classroom teacher. Reading with, and to, your child is the most important way you can support your child's learning in their primary school years.



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## Individual Learning Plans

One of the strengths of our small school is our excellent student-teacher ratio. Every student, everyday receives one to one explicit teaching from the classroom teacher.

Our students are encouraged to build their learning from their point of need. Each student has their own Individual Learning Plan including goals set in consultation with the student and their parents/guardians. The staff ensure that all teaching opportunities are as close as possible to the point of need for each child. This means that every student is receiving individualised learning. Students are provided with intervention and extension daily.

## Individual Student Led Conferences

Student led conferences are held at the end of each term. At these conferences, students showcase their learning through the presentation of a portfolio of their work samples. Parents, students and the classroom teacher work in collaboration to review and discuss the child's individual learning plan and set new goals as required. Learning is celebrated!


## Reports

Parents, staff and students meet during the first term to set goals for each child's Individual Learning Plan.

In the second term, students, staff and parents meet again for a student-led conference. During this conference students present their portfolios and the teacher presents a detailed written report for each student which is discussed. Learning goals are reviewed and updated as necessary.

During the third term, Individual Learning Plans are once again reviewed and updated and student portfolios are shared.

During fourth term students, staff and parents meet for the last time for the year to discuss the detailed end-of-year written report prepared by the student's teacher and students present their final semester portfolios.



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## Educational Partnership

We encourage you to be active participants in your child's learning. All children benefit greatly when they understand that they will be working as a team with their parents/guardians and teachers to achieve their learning goals.

## Interviews with Teachers

Teachers are keen to maintain two-way communication with all parents and, to ensure that this is undertaken at the optimum time, minor matters can be discussed with teachers before 8.00 a.m. or after 3.20 p.m. or at the school gate at collection time. More serious matters are best discussed during a time mutually convenient to parents, teachers and the principal.

## Pupil Free Days

Four days will be set aside throughout the year for teachers to participate in Professional Development activities as well as essential planning. These dates will be set at School Council meetings. All parents/guardians will be advised of these dates through the newsletter or school website.

## School Uniform

We have a high expectation that all children wear our school uniform. At all times children are expected to have pride in their appearance.

Orders can be made by completing an order form available from the office and returning it to the school office. Uniform items are:

- Red polo T-shirt
- Navy blue polar fleece windcheater

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- Navy track pants
  - Navy shorts
  - Navy bucket style hat
  - Closed shoes
  - Blue and white checked school dress

Windcheaters, polo shirts and school hats have the Navarre Primary School Logo embroidered on them.

## Excursions and Camps

Our excursion program provides children with a broad range of learning experiences that cannot take place in the classroom. Each excursion is preceded by pre-learning and then a post excursion follow-up is conducted. Major excursions may include the Arts Centre, the Zoo, the Museum and live performances, as examples. Minor excursions may include visits to Sovereign Hill and local places that require little cost. Signed permission slips are required for each child to attend any camp or excursion.

Navarre Primary School offers an exciting camp program which is always related to the topic of study. In the past we have had camps at Billabong Ranch in Echuca, Swan Hill Pioneer Museum, Port Fairy and Uluru.

We often share these camps with our friends from the Pyrenees Cluster. All camps and excursions must be paid for prior to the event.

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## Community Dinners

Navarre Primary School fosters strong connections with the Navarre and wider community.

Each term, a community dinner is held at the school with the aim being to encourage friendships and mutually respectful partnerships and connections with organisations, groups and interested community members.

## Graduation Ceremony-Pyrenees Cluster

In December of each year, our grade six students attend a graduation ceremony involving all Pyrenees Cluster School graduates, staff and parents of the graduates. Students enjoy a special dinner and present a prepared speech about their primary school years. Following the speeches, a small presentation is made to each student. This is a special night of celebration and is highly valued by our school community.

## Medical

### Asthma/Anaphylaxis

Children who suffer from asthma or anaphylaxis must have an up to date Asthma (or Anaphylaxis) Management Plan lodged with the school office. Any change to the management of your child's asthma or anaphylaxis condition must be notified to the school.

Condition	Exclusion
Chicken Pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Head Lice	Re-admit the day after appropriate treatment has commenced. All eggs must be removed from your

	child's hair after treatment. Follow-up treatment is recommended.
<b>Measles</b>	Exclude for at least 4 days after onset of rash.
<b>Meningococcal Infection</b>	Exclude until adequate carrier eradication therapy has been completed.
<b>Mumps</b>	Exclude for 9 days or until swelling goes down (whichever is sooner).
<b>Rubella (German Measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.
<b>Whooping Cough</b>	Exclude the child for 5 days after starting antibiotic treatment.

### Medication While At School

If a student requires medication, Navarre Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, we understand that students may need to take medication at school or during school activities.

To support students to do so safely, the school will follow the following procedures, as set out in the Administration of Medication Policy.

- Parents/guardians will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication



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- how the medication should be stored
  - If advice cannot be provided by a student's medical/health practitioner, the principal (or their nominee) may agree that written authority can be provided by the completion of a Medication Authority Form by a student's parent/carer. Medication Authority Forms are available from the school office.
  - All medication brought to school should be given to your child's teacher for safe keeping with written instructions.

## Unwell Children

Please keep children away from school if they are unwell. Facilities for catering for sick children are limited and children who are ill feel much more comfortable at home. If your child becomes sick during the day, you, or the person you have nominated as emergency contact, will be notified so that your child can be taken home. Any child suffering from an infectious disease will be excluded from school.

## Parent Participation

### School Council

The School Council consists of staff, parent and community representatives. The Council meets monthly. Its duties include responsibility for deciding the educational policy of the school, maintenance of buildings and grounds and the general welfare of pupils. Nominations for school councillors are called each year in time for the March elections.

### What does being a School Councillor require/

Attending about 8 meetings each year.

Taking time to find out what the school is about. Teachers can always help you here.

Being able to have a say in what happens at our school.

Talking with other parents to gauge their opinions on school matters.



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School is an educational partnership between teachers, parents and students and we can only provide an effective educational program for all students if there is active co-operation between all partners.

### School Involvement

It is essential that parents who assist during school hours have a current "Working with Children Check". Parents can access the application form for 'Working with Children Check' on the following website: <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

## Supporting your Child at Home

### Reading

When Children Read To You . . . . .

Always give them your close attention and display interest in the story. When children are unable to identify a word, remind them of the strategies they can use.

- Re-read and think about the story
- Sound out the letters in the word
- Use the initial letter as a clue

Use the three P's:


- PAUSE give your child time to work it out
- PROMPT remind them of the strategies listed above
- PRAISE all attempts

If children self correct to regain meaning, praise - e.g. 'Good, now that makes sense'. When children lose meaning of what is being read ask a question which focuses on the MEANING, e.g. 'Does that make sense?' 'Would the bear really do that?'

BE PATIENT as your child endeavors to work at the text. Allow them to try out the strategies they have developed for understanding the text.

Show enthusiasm about children's attempts to make sense out of the text, e.g. 'I like the way you . . .'

Encourage children to read:-

- to other children
  - their favourite part of the story
  - themselves, then tell you in their OWN WORDS about the story
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IT IS NOT NECESSARY FOR CHILDREN TO READ EVERY BOOK TO YOU.

Students at Navarre Primary School have access to Reading Eggs which will help support the engagement and practice of reading from home.

### Mathematics

All children participate in the six areas of Math. These are number and algebra, measurement and geometry, statistics and probability. The focus on Number during the early years relies on oral instructions and involves children using various materials to assist their understanding. During the early years you can assist by talking to your children about what they have done, get them to help count things for you and use words like before, after, more and less. Enjoy counting rhymes together, reading number books and set aside some time to play simple games such as Snakes and Ladders, Trouble and UNO.

During Middle and Senior years, find some time to share their math learning and strategies with solving numerous real life examples and encourage them with their work through a positive interest.

Engaging online Math programs may be used to reinforce the mathematical concepts taught in class. Navarre Primary School students have access to Mathletics and Essential Assessment-My Numeracy from home.

### Preparing your child for school-Foundation

Starting school is an exciting time for you and your child. To ensure that your child has the best start possible, you can:

- Teach them how to hold a pencil properly and to be able to draw and “write” with a pencil
- Allow your child to practice drawing and “writing” with a variety of tools such as crayons, pastels, pencils etc
- Encourage your child to begin learn how to write and recognise their name
- Encourage your child to begin to learn the letter names of the alphabet and the sounds the letters make
- Encourage your child to begin to count objects up to 10 and practice writing the numbers to ten
- Read to, and with, your child as often as possible (reading with your child is the single best way you can support them with their learning)

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- Teach your child how to hold a pair of scissors and to cut paper
  - Practice opening and closing their lunch box and drink bottles
  - Help your child learn how to put on and take off their shoes, and if they have laces begin to teach them how to tie their laces

Note: the school holidays are a great time to start if you haven't already.

Anything you can do to support your child to experience success at school helps to ensure that their transition to school is smooth and happy. If you require any further information or ideas on how best to support your child please speak with your child's teacher.

## Visitors to School

All people visiting the school, including parent helpers must sign the visitors' book.

This is required should an emergency situation develop.

## Working Bees

Working bees take place periodically across the year. Information about these will be provided through newsletters and our website.


## Privacy

Legislation prohibits the school from releasing information of a personal nature unless authorised to do so. Therefore we cannot pass on names, addresses or telephone numbers of staff, students and families without this being authorised by the person first.

A copy of the DET Privacy Policy can be viewed on our website.

## Child Custody

Children subject to custodial court orders must have a copy of the current order filed at the school.



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## Code of Conduct

The Code of Conduct is developed to:

- provide students and staff with the right to work in a secure and orderly environment.
- support the parental right to expect that their children will be educated under the principles of care, courtesy and respect for the rights of others.
- The Code of Conduct aims to foster high standards of behaviour based on cooperation, responsibility and self-discipline and will promote positive non-discriminatory relationships among students.
- Breaches of the Code of Conduct will have associated consequences. The code of conduct is available on our website and from the school office.


## Bushfire At Risk Register

Navarre Primary School is on the BARR register and as a consequence will be closed on all Code Red Days and may be preemptively closed on Extreme Fire Danger Days. Parents will be notified of all closures.

All procedures for emergencies are documented in the Navarre Primary School Emergency Management Plan.

A copy of the Emergency Management Plan is available on request, and is also located in each room at the school.

In the event of a bush fire occurring very close to the school grounds, all children will be kept at the school until picked up by their parents/guardian, or evacuated according to the procedures of our school's Emergency Management Plan.



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## Navarre Primary School Website

**[www.navarreprimaryschool.weebly.com](http://www.navarreprimaryschool.weebly.com)**

Our website is an important resource for all parents. The website celebrates the learning at our school, has an extensive parent information resource and an up-to-date calendar. Please add this website to your favourites list and check regularly.

## School Tours Welcome

Please contact us at any time to organise a school visit/tour.

### Contact Details

Navarre Primary School

26-28 High Street, Navarre, Victoria 3384

Phone: 5357 4256

Email: [navarre.ps@edumail.vic.gov.au](mailto:navarre.ps@edumail.vic.gov.au)



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## Term 4 Transition Days 2022

Monday 24<sup>th</sup> October

Wednesday 9<sup>th</sup> November

Thursday 24<sup>th</sup> November

Tuesday 13<sup>th</sup> December State-wide Transition

