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A MESSAGE TO PARENTS

From the Principal

Welcome to the friendly community of Narrabeen North Public School.

Our school is a growing medium sized community school centrally located within the North Narrabeen and Warriewood communities. Founded in 1938 as an annex of the then Narrabeen Public School, our strong community tradition continues today.

The school handbook provides essential information for families of our school and is designed as a quick reference guide to many aspects of school life. Members of the school community are always happy to provide further and more detailed information. You are also welcome at any time to make an appointment with me to discuss any aspects of the school or your child’s education.

We are pleased you have decided to join us as a member of our community and look forward to a long and happy relationship with you and your family.

Robert Blanchfield
Principal

SCHOOL FEATURES

Description of the school

Narrabeen North is situated on Sydney's beautiful Northern Beaches. The school fronts Namona Street and is located between Narrabeen Sports High School and Centro Warriewood. The school is conveniently located adjacent to the Northern Beaches Indoor Sports Centre (NBISC), Warriewood Sports Ground and away from main road frontages making it a safe environment for your child. Parking is available for parents in the NBISC carpark making the drop off and pick up of your child convenient and safe.

As a NSW Government school we follow the policies and procedures of the Department of Education and Communities and are committed to the principles of quality education for all. We accept all students from within North Narrabeen and Warriewood drawing areas and are proud to be a part of a strong Public Education system.
Features at a glance

Some of the key features of our school at a glance are:

- A medium sized school (in 2011 current enrolments are approximately 460).
- A focus on environmental sustainability throughout our curriculum. Expansive playing fields and sporting facilities (Warriewood Sportsground and Northern Beaches Indoor Sports Centre are ours from 8am-4pm daily).
- Comprehensive Kindergarten Orientation program.
- Comprehensive Dance Program for classes K-6.
- Extra curricula opportunities include Performance Dance Groups, Band, Choir, Chess and PSSA Sport.
- P&C run Before and After School Care service on site “Kid’s Club”
- Fully networked site with Remote Management.
- Smartboards in all classrooms.
- Connected classroom video conferencing facility
- Member of Peninsula Community of Schools—PCS

The school’s motto represents the commitment by the school community to the individual achievements of all students. Our school is currently implementing a Positive Behaviour Strategy that will be introduced during 2012.

Our Motto
I ASPIRE, I ACHIEVE

Our Mission Statement
Within the Narrabeen North community we aspire to achieve a positive, fair and consistent learning environment that promotes a culture of respectful relationships, responsibility and engages all learners.

Our School Expectations

**NNPS** Narrabeen North embodies:

**Achievement**
- Give your personal best
- Be a good role model
- Be an active learner
- Celebrate success

**Respect**
- Be polite and co-operative
- Be kind, truthful and fair
- Care for our school and the environment
- Take pride in yourself and learning

**Responsibility**
- Make appropriate choices
- Play safe, be safe at all times
- Be prepared and in the right place at the right time
- Support others to learn

**Acceptance**
- Celebrate differences
- Take ownership of your actions
- Be tolerant and bounce back
- Embrace challenges
WELFARE AND DISCIPLINE

Student Welfare is a high priority at our school.

**Strategies for recognising student achievement**

Narrabeen North Public School operates on a positive behaviour model. This approach recognises that safe and happy school communities are achieved when a community work together to foster positive and healthy relationships based on mutual respect and support.

Following the expectations at Narrabeen North provides students with an early foundation of good citizenship. Through teaching and encouraging students to follow the rules of our school we are developing our students’ knowledge and skills for a fair and socially just society. Recognising and rewarding student achievement is about acknowledging students across the full range of activities in the school including; class and academic achievements, positive school and social behaviours, participation, sportsmanship and friendship.

Strategies to recognise and reinforce student achievement operate at both an individual classroom level and at a school-wide level. At both levels the focus of recognition is on students following the expectations of the school and developing the qualities of achievement, respect, responsibility and acceptance.

**Classroom Strategies**

Classroom teachers use a wide range of strategies to support and encourage students. Classroom strategies reflect the individuality of teachers and enable teachers to best create a classroom environment that suits their particular management style. Classrooms strategies at Narrabeen North Public School however, have a number of common features:

Classrooms are:
- Positive in focus and have high levels of praise and acknowledgement of both social and academic behaviours
- Respectful and tolerant of the needs of all members
- Consistent with the school’s behaviour code and reflect the expectations of the school
- Focused on high levels of engagement with learning, both social and academic.
With these common features in mind, individual strategies may include:

- Use of verbal praise and encouragement for academic and social behaviours
- Classroom based reward systems (stickers, house points, merit cards)
- Free time and privileges
- Talking to parents about positive student behaviour.

### School Wide Strategies

**‘NARRA Snap’ and House Points K-6**

NARRA Snap tickets and House Points are issued to students at any time for displaying rule keeping behaviours. This strategy is based on the ‘catch them being good’ philosophy. There is no limit to the amount of NARRA Snap tickets/house points a student can receive.

Teachers issue house points/NARRA Snap tickets in the classroom, playground and learning activities to support and encourage students’ good behaviour and follow school rules. Teachers have flexibility in choosing the most appropriate approach to issuing house points/NARRA Snap tickets.

House point/NARRA Snap tickets are collected once per week by class monitors and added up for house points across the school. Each week the class that has received the most house points will receive the ‘Class of the Week’ award.

Collecting House point/NARRA Snap tickets means more chances for your class to be a ‘Class of the Week’ and working as part of a house team to collect points for your house.

**NARRA Snap Tickets**

NARRA Snap tickets are a specific strategy designed to support safe behaviours on the playground. Teachers on playground duty carry ‘SNAP ticket books’ and issue tickets to students displaying safe and appropriate play behaviours. This strategy is specifically focussed on developing a safer school playground.

Students place the Snap tickets in the ‘Ticket’ box for each house by Tuesday. Tickets go towards the house points for the week.

**NARRA Green**

NARRA Greens are issued by classroom teachers to students who have exemplified in following school or classroom rules. Teachers may also award these certificates across whole school events for students who have displayed an outstanding example of citizenship. As a general guide, teachers issue approximately 12 NARRA Greens per week.

Each student is issued with an NARRA Awards Folder. Students are responsible for pasting NARRA Greens within their folder.
**NARRA Gold**

NARRA Gold’s are issued each week at school assemblies. Two students from each class may receive a NARRA Gold for academic work or behaviour.

Students who have collected 10 NARRA Greens will also receive a NARRA Gold at the weekly assembly in addition to the elected children from class. NARRA Gold Awards are pasted/recorded in the NARRA Awards Folder.

NARRA Gold’s are also issued in sport to one student from each PSSA team for outstanding effort, skill or sportsmanship.

**Principal’s Awards**

Students who have collected three NARRA Gold’s are eligible to receive a Principal’s Award at school assemblies, held during the week. Principal Awards are pasted/recorded in the NARRA Awards folder.

**Narrabeen Banners**

The Narrabeen Banner is presented once students have received three Principals Awards. Narrabeen Banners are presented at whole school assemblies, held twice per term. Students who receive a Narrabeen Banner will have their photo displayed on the ‘Banner Board’ in the school foyer.

**Narrabeen Medallions**

Students who have earned a total of six Narrabeen Banners over the course of seven years at Narrabeen North are eligible to receive a Narrabeen Medallion. Narrabeen Medallions are issued at our annual Presentation Assembly. For those students who did not commence their school at Narrabeen North, special consideration may be given.

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**Strategies for dealing with inappropriate behaviour**

The strategies for dealing with inappropriate behaviour recognise that positive and safe school communities are enhanced when schools take a solution focus to dealing with students who break the rules.

The approach at Narrabeen North means that most behaviours are dealt with by teachers using a range of strategies both in the classroom and playground. Minor rule breaking behaviours or social errors are best managed when they focus on the rule broken or social error the student has made and provide opportunities for students to learn and display the appropriate behaviour.

In classrooms, teachers have the opportunity to individually develop strategies to manage student behaviour consistent with school-wide expectations and approaches.

The school approach also recognises that a range of reasons exist for students who fail to follow school rules or produce socially inappropriate behaviours across a range of situations and settings.
In dealing with students, teachers will consider factors such as:
- Has the student been provided with adequate instructions?
- Is the learning appropriate?
- Does the student have any special needs (social, intellectual, emotional) that may affect their behaviour?

**Teaching School Expectations - Rules**

Our expectations/rules help foster and maintain desirable social behaviours and create a positive learning environment. Rules make expectations clear to all and ensure that rights are respected. We recognise the rules need to be taught and the consequences for either following or breaking the rules must be understood.

Teaching and reminding students about the rules also assists students in their understanding of why we have rules and the natural consequences that can apply when we ‘break the rules’.

**Natural Consequences**

These are consequences, which occur without being organised.
- if you play with fire, you may get burnt
- if you are considerate, others will be considerate to you
- if you break equipment, there will not be any to play with

Sometimes natural consequences can be:
- too dangerous to let occur
- not strong enough to reinforce desirable behaviour
- not strong enough to reduce undesirable behaviour

**How we teach the rules?**

1. Explain why each rule exists. Relate this back to the idea of rights and responsibilities and natural consequences.
2. Refer to the rules throughout lessons - not only when a student breaks a rule. Acknowledge when students are following the rules – eg. "Thanks for putting your hand up". Catch students being good.
3. Ensure students are aware of the consequences for breaking the rules. Each rule is set with the expectation that it will be followed and there must be a consequence if it is broken.
Rule reminders are provided to students on the first instance of a rule breaking behaviour. This approach recognises that behaviour is learned and students should be given the opportunity to recognise the rule they have broken and correct their behaviour.

**Applying Consequences**

In most instances, strategies and practices to recognise and reinforce student achievement and positive behaviour are more effective than negative comments or punishments to ensure that students adhere to rules.

After being given opportunities to display appropriate behaviours by teaching rules and giving rule reminders, it may be appropriate to apply a consequence for students who ‘break the rule’. Consequences are most effective when applied immediately for the rule broken. Consequences should also be applied by the teacher involved and should be logical, where possible.

**Logical Consequences**

These are consequences, which are organised and relate directly to the behaviour.
- If you push or shove in line, you will go to the end of the line.
- If class work is unfinished, you will complete it at lunch time.
- If you graffiti, you must clean it off or pay restitution.
- If you do messy work due to carelessness, you must do it again.
- If you don’t bring your permission slip, you cannot go on the excursion.
- If you have overdue library books, you will not be able to borrow any more.
- If you run on the verandas, you will go back and walk properly.
- If you talk out of turn in class, you lose your turn to talk.
- If you fail to throw rubbish in the bin, you will become the rubbish collector for the day.

**Think Slips**

A Think Slip at Narrabeen North is issued when a student’s behaviour is causing concern. Think Slips can be issued when a previous approach has not had the desired effect. Think Slips can also be issued for more serious rule breaking behaviours.

Think Slips are not consequences and it is expected that a consequence has already been applied by the teacher when a Think Slip is issued. Think Slips allow us to monitor student behaviour and provide interventions and support for students who repeatedly break the school rules.
On issuing a Think Slip, the teacher will explain to the student that it is being issued. Following this, the Think Slip is given to the AP/Welfare person responsible for that stage.

When receiving a Think Slip, the AP/Welfare person will make a recommendation of any necessary follow up. Think Slips are discussed each week at weekly executive meetings. Think Slips may be simply recorded and monitored or depending on the number of Think Slips received or if a major rule break, students may then be referred the Reflection room.

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**Reflection Room**

For some inappropriate behaviours a student may be involved in some reflection time. Reflection time occurs during the first half of lunch, under teacher supervision. This time allows the student to consider the consequences of his/her inappropriate behaviour and ensure that there is no further reoccurrence.

**How do students get assigned to the Reflection Room?**

Each week all Think Slips are entered into RISC and discussed at executive meetings. The executive team then makes a collaborative decision to refer a student to the Reflection Room.

Executive staff may make a recommendation to refer a student directly to the Reflection Room following serious rule breaking behaviours. This may be done in consultation with the Principal.

**What happens if further behaviour occurs?**

**2nd referral:**

Additional Think Slips or further serious rule breaking behaviours may result in further action. Students who are referred to the Reflection Room twice in one term will have parents contacted by phone to discuss their behaviour. In some circumstances a meeting with parents may be required.

**3rd referral:**

A third referral to the Reflection Room will result in a student being placed on school monitoring. School monitoring is referred to as Level One.

Students who are referred three times in one school term are then referred to the Principal. Students are then placed on a school monitoring card and a parent interview is conducted. Monitoring cards require students to work on a specific behaviour across the school for one school week. At the end of the week the card is signed by both the Principal and parents.
Dependant on the nature of the Think Slip referrals to detention and placement upon Level One, consideration of school privileges will occur and may result in the following, at any time:

- Removal from the playground (where behaviour is safety related)
- Removal from school activities eg PSSA, excursions
- Removal from end of year activities eg camps, Picnic Day.

If a student’s behaviour lacks improvement or further Think Slips are issued, a continuation on Level One will occur.

**Curriculum**

The school provides learning programs in all the key learning areas. Particular emphasis is given to teaching the basic skills of literacy and numeracy across the school. Specific programs to enhance our skills in literacy and numeracy such as Accelerated literacy, Sentence a Day, TEN and Ants in the Apple form an important part of our school programs. Timetabling priority is given to these programs.

Programs in other Key Learning Areas are addressed through specific units of work, through a theme based integrated program or using Connected Outcomes Groups units (COGS). A number of our programs are designed to integrate students’ learning across a range of areas and with a focus on environmental sustainability.

Programs in dance, gymnastics, computer education, music and sport are also offered as part of the total curriculum provided by the school. Students also have the opportunity to participate in the PSSA Interschool Sport Competition and to perform in the PCS Music Festival and Sydney North Dance Festival. Additional activities such as excursions, camps and performances are also used to enhance students’ access to curriculum.

**Gifted and Talented Education**

The priority for our school is that our classroom programs are established in such a way that enables all students to realise their potential. Where an identified need exists, arising from school assessment procedures, the school will explore programs or strategies to cater for these groups or individual students. Students can be identified by classroom teachers, parents or school based assessments. Students are referred through the Learning Support Team who will then identify appropriate strategies for support.

GATS opportunities such as the school based Enrich Program, Enrichment days, PCS extension Programs, Gifted and Talented Camps, UNSW Competitions, external courses and competitions are made available to students.
Students with special learning needs
The school has the services of a Support Teacher Learning Assistance, Reading Recovery teacher and ESL (English as a second language) teacher to support students with difficulties with learning. A volunteer program is coordinated to support students, all support teachers provide guidance and advice to classroom teachers. Students requiring additional support with social skills and behaviour are also referred to the Learning Support Team. A range of strategies can be considered including referral to Itinerant Support Teachers who provide programs and support at school.

Students with Disabilities
Students with disabilities are supported through a range of strategies within the school. Funding provided through the Department of Education and Communities ‘Funding Support Program’ assists the school in employing SLSO’s, providing ongoing staff training and regular meetings between teachers and parents.

OUR STAFF

Narrabeen North has a caring, talented team of teachers and administrative staff who work together to provide quality educational opportunities for the students. In 2011 the school will have 19 classes. This provides the school with 19 permanent class teachers as well as other specialist and administrative staff who support educational programs within the school.

Teaching Staff
- Principal
- 4 Assistant Principals (class teaching responsibilities)
- 15 Class Teachers
- RFF Teacher—HSIE and Environment K—2
- RFF Teacher (3-6)
- School Counsellor (2 days per week)
- Librarian (5 days per week)
- Reading Recovery (5 mornings)
- Support Teacher Learning Assistance (4 days/week)
- English as a Second Language Teacher (1 day/week)

Administrative Staff
- School Administrative Manager
- 2 School Administrative Officers
- 2 School Learning Support Officers

Other Staff
- General Assistant
- Dance Tutor
- School Cleaner (Transfield Cleaning Services)
- Band Tutor
**Classrooms and special rooms**

Narrabeen North classrooms are set on spacious grounds. Most buildings are set apart with two classrooms per block, and teachers are encouraged to provide opportunities for interaction between students of all ages across a range of programs. Each classroom is equipped with computers with access to the school’s computer network and the internet. Constant improvements to the teaching and learning environments are part of the school’s financial priorities. In addition to classroom spaces, the school has a number of dedicated specialist rooms. These include a fully equipped reading resource room, reading recovery, reading tutor and learning assistance rooms and a fully networked IT centre. During 2010 the school was part of the Building Education Revolution (BER) and we now also have 3 new classrooms and a new library.

**Library**

Our school library is located on the ground floor of our new building at the front of the school and provides a comprehensive range of resources for both student borrowing and teaching programs. Every student has access to the school library through organised library lessons and at lunch times five days per week. All students should have a library bag. Library bags are available for purchase from the library or office.

**Grounds**

The school is located on extensive grounds with ample playing spaces, a covered outdoor learning area (COLA), a large outdoor amphitheatre and a large multipurpose space located in the school’s unique “Bini” dome. Many aspects of native bushland have been retained and are being maintained and rejuvenated through the school run ‘Nara Rangers Club’*, a student environmental group. Warriewood Sports Ground is available exclusively to students from Narrabeen North and Narrabeen Sports High School during school hours. Students from Narrabeen North access the sports grounds during lunch play times and organised sporting lessons. *We also have regular Parent/Staff working bees to ensure our grounds are looking their best.

**Northern Beaches Indoor Sports Centre**

Opened in 2002 as a joint effort between NSW Department of Education and Communities, Pittwater Council and local sporting groups, the Northern Beaches Indoor Sports Centre provides a top class sporting facility to students of Narrabeen North at no cost during school hours. The facility is currently accessed by students from Narrabeen North for dance, fitness and sporting lessons on a weekly basis.
Kid’s Club – Before and After School Care

Before and After School Care is located on the school site and is available from 7am till 8.30am and 3:00pm till 6:00pm, 5 days a week on both a casual and permanent basis. Further information is available by contacting the Kid’s Club team on 9913 2846.

GENERAL INFORMATION

Contacting the school

Address: 6 Namona Street
North Narrabeen NSW 2101
Telephone: 02 9913 7928
02 9913 7969
Facsimile: 02 9913 7873
Email: narranorth-p.school@det.nsw.edu.au
Website: www.narranorth-p.schools.nsw.edu.au

General Enquiries

Enquiries can be made by contacting the school by phone, fax or email. Alternatively, enquiries can be made in person at the school office located on the ground floor of the administration building between 8.45am and 3.30pm.

Specific Enquiries

Specific enquiries about your child should be made by contacting your child’s class teacher in the first instance. Teachers are happy to discuss your child’s progress with you but please be mindful of other responsibilities teachers have and their time. Assemblies, playground duty and during class are not appropriate times to speak to teachers. An appointment or note is the most effective way to contact your child’s teacher.

Assistant Principals and the Principal are also happy to discuss aspects of your child’s progress but it will be generally understood that the teacher has been contacted first. Appointments can be made through the office.

School Hours

Classes operate from 9.00am each day until 3.00pm. Students should not arrive at school before 8.30am when supervision commences unless attending Before School Care and should leave school immediately at 3.00pm unless attending the After School Care service on site.
Absences and Attendance

NSW Enrolment Policy requires students to attend school on each day the school is in operation. Any absence or lateness to school should be explained in writing as soon as possible after the absence. Students who either arrive late or are leaving school early are required to be signed in or out at the office by their parents and any variation to afternoon routine should be notified in writing to the classroom teacher.

Parents who wish to take students out of school for vacation or any extended period of time must request an exemption from attendance. For leave under 50 days approval must be granted by the school principal prior to the planned leave period. When taking leave in excess of 50 days approval is required by the region’s School Educational Director. It is generally expected that vacations are not taken during school time. Parents should make every effort to avoid disruption to their child’s learning programs and minimise students’ time away from school.

Anaphylaxis

Anaphylaxis is a severe and life threatening reaction to certain allergens. Our school currently has a number of children enrolled who have this condition. The school promotes a nut free environment. The school canteen has agreed to not stock nut products and parents are encouraged to support the school by not using nut products in their children’s lunches.

Assemblies

Whole school assemblies are held twice during each term. Dates are advised through the school newsletter. Whole school assemblies involve the giving of Narrabeen Banners and other awards for all aspects of commendable academic, sporting and social achievements. Assemblies are run by our students. Parents are always welcome at our whole school assemblies.

Years K-2 and 3-6 assemblies are held on a weekly basis throughout the term and parents are welcome to come. Principal’s Awards and Narra Golds are handed out at these assemblies.

In case of inclement weather or timetable changes, awards will be presented at opportunities throughout the week.
**Athletics Carnival**

The Athletics Carnival is held for all students K-6 at Sydney Academy of Sport Narrabeen during Term 2 or 3 and the qualifying competitors go on to represent the school at the Zone Carnival.

**Bell Times**

The school bell times from Monday to Thursday are as follows:

- 9.00am  School Commences
- 11.00am  Recess
- 11.20am  Class
- 12.50pm  Eating
- 1.00pm  Lunch
- 1.50pm  Class
- 3.00pm  School Finish

Lunch operates from 12.25pm to 1.25pm on Fridays due to PSSA.

Students should arrive at school between 8.30 and 8.50am. Supervision is not provided prior to 8.30am. The only children who should be onsite prior to 8.30am should be in attendance at Before School Care.

**Band**

The Narrabeen North Public School band exists for students in Years 2-6. The band is run by a band committee of parents. Parents wishing their child to join the band should contact the School Band Coordinator.

**Banking**

School Banking takes place each Tuesday at the school. Should you wish your child to start banking at school, simply contact the school office for the necessary forms and information.

**Book Club**

Order forms for Scholastic books are offered up to eight times a year. Monies and order forms must be returned to the office by the due date. Books are sent home with your child.
Buses

Free bus travel is currently available to **ALL** children who live more than 1.6 kms from school and all K-2 children, on application. Details of conditions for eligibility and application forms are available from the school office.

The school expects its pupils to exhibit pride in their school and conduct themselves accordingly when in public and travelling to and from school. The Principal has the power to withdraw free bus passes from pupils whose conduct is considered unsatisfactory.

Canteen “The Healthy Hut”

Our school canteen is operated by the Parents & Citizens Association and is run by our school canteen committee. Our canteen closely follows the guidelines set out by the NSW Government regarding school canteens. Our canteen motto is to provide a healthy alternative to a home packed lunch.

The canteen is staffed by voluntary helpers with paid coordinators to look after such things as ordering, rostering and budgets. Volunteer support is vital for the running of the canteen and is a great way to meet other parents.

**Lunches**: The canteen supplies lunches on Mondays to Fridays. Canteen menus and price lists are updated periodically and sent home through the school newsletter.

There are 2 ordering procedures as follows:
1. **Online at school24.com.au** or
2. The lunch order is to be written on the outside of a paper bag or lunch wallet and also the name of the child and class. The correct money should be placed inside the bag.
   - Lunch orders are placed in a class basket and forwarded to the canteen.
   - Lunches are delivered to the classroom before lunch.
   - The canteen also opens at recess time. Healthy snack items and ice blocks are on sale at lunchtimes.

The school canteen is unable to provide credit to families. Students who arrive at school without lunch or money will be provided with a sandwich and bottle of water. Families experiencing financial difficulties can contact the Principal to discuss their circumstances.
Computers

The school is fully networked to provide internet access to all classrooms. In addition, the school operates an ICT room to enable whole class lessons. The school is continually updating its technology resources to improve and enhance students’ learning in this area.

Student access to the internet is through the Department’s controlled and monitored intranet service. The school participates in the ‘web services’ program, providing email addresses to all enrolled students. We also have a connected classroom video link established in a classroom. Smartboards are available in all classrooms.

Counselling

A School Counsellor works at the school two days per week. The counsellor mostly handles cases of pupils referred by teachers and tries to assist with problems associated with all aspects of school work and behaviour. The counsellor also assesses gifted and talented children and provides support to teachers and parents.

Parents sometimes visit private psychologists and psychiatrists for their child but it is strongly recommended that any parent thinking of doing this should see us at school about using the free services of the counsellor who is a trained psychologist. Parents may contact the office to make an appointment with the counsellor to discuss their child.

Cross Country

The Cross Country carnival is held at the school each year during Term 2. The school also hosts the Zone Cross Country carnival on the school grounds each year. Qualifying competitors from the school carnival represent the school at this carnival.

Custody

The school should be advised in writing of any special or unusual custody arrangements. Should custody arrangements change at any time it is essential that we be advised. The school must operate within the limits of current court orders, a copy of which should be held at the school.

Dance

The school has a strong dance program and employs a specialist dance teacher. Each class attends regular dance lessons as an essential part of the Creative Arts and PDHPE program. A fee is charged to parents for this program.
e-Communication

Parents are encouraged to register for our electronic communication system. At present this system is used to send the weekly Newsletters and Grapevines to parents via email. This supports the school’s sustainability principles as well as providing the convenience of this form of communication. Registrations are sought annually for this approach.

Education Week

Each year Education Week is held throughout NSW. Our approach is to show our school and its excellent programs to the whole community by inviting visitors into the school and by presentations at community venues.

Emergency Procedures

Emergency procedures for the orderly evacuation of classrooms and all school buildings have been devised in accordance with the OHS Act and DEC Policy. All staff and pupils are made aware of the procedures. A drill is conducted to ensure efficiency of knowledge of evacuation procedures.

Excursions

Excursions provide a valuable part of students' learning and are considered an integral part of the teaching and learning programs at the school. The full participation of students is encouraged. The school has an excursion policy which guides the conduct of excursions. This includes notifying parents well in advance. Children are not permitted to attend excursions without a signed permission note by a suitable guardian/carer.

Every effort is made to keep excursion costs to a minimum. However, in the event of an excursion presenting financial difficulties or hardship, you are invited to discuss this matter, in the strictest confidence, with the Principal or School Administrative Manager.

Executive Staff

Executive staff holds responsibility as a team for the effective educational and administrative functioning of the school:

The executive staff at Narrabeen North PS consists of:

- The Principal: Responsible for the overall operation of the school
- 4 Assistant Principals: Support the Principal and directly assist teachers in the provision of effective educational programs. Assistant Principals also share many administrative responsibilities, negotiated annually with the Principal.
- School Administrative Manager: Responsible for the administrative staff and supporting the Principal with financial management of the school.
First Aid

Basic first aid is administered for injuries suffered at school. Parents will be contacted when it is deemed that injuries may require further medical attention.

It is essential that parents advise the school of any changes to their contact details, in particular, work and/or mobile telephone numbers and emergency details so arrangements can be made quickly in cases of sickness or accidents. Where there is a serious accident an ambulance is called immediately and a member of staff will accompany the student to hospital.

Fees/Term Invoicing

As a NSW Government School there are no compulsory fees to attend Narrabeen North. The school does request a voluntary contribution from parents and fees to supplement school resources. Voluntary contributions are requested from all families attending the school and they provide a significant boost to the school's financial operations.

Parents will be asked to pay for excursions, performances and other activities within the school on a term-by-term basis. This will also include items such as subject fees for art, gymnastics and dance programs offered by the school. Information about term-by-term contributions and fees are sent to parents at the beginning of each term.

If you are experiencing financial difficulties or hardship, you are invited to discuss this matter, in the strictest confidence, with the Principal or School Administrative Manager.

Grapevine

The Grapevine is our parent newsletter. It contains information about the P&C and is sent home on alternate weeks during school term.

Gymnastics

An 8 week gymnastics program offered through Northern Beaches Gymnastics forms part of the teaching of PDHPE program. The participation of all students is expected. A fee for this program is charged to parents.

Home Readers

To support Literacy programs in the school, levelled reading books are sent home using the Home Reader Bag. This bag is provided to each Kindergarten student at Orientation. The cost is covered in the Term 1 Invoice.
Homework

Narrabeen North follows the homework guidelines and policy of the Department of Education. Expectations for homework are discussed at the Class Information Sessions conducted in February each year.

Library

The library is open for formal lessons and from 1.20pm-1.50pm for students five days per week. Borrowing is encouraged and your support in protecting these valuable assets whilst at home is appreciated. A library bag is required for borrowing and is available for purchase from the library or office.

Life Education Program

As part of the school's Personal Development, Health and Physical Education program, the school has annual visits from the Manly Warringah Life Education van which gives children from Kindergarten to Year 6 valuable information on health and safety.

Lost Property

Lost property is collected regularly and is given to the office. Please ensure that you label all items including clothing, drink bottles and lunch boxes. Lost property is periodically sorted and donated to the Clothing Pool, Stewart House and the Smith Family if unclaimed.

Medication Procedures

As a general rule the school will not issue medications to students. Students with more specific medical/health care needs that require ongoing medication will require a Health Care Plan to be developed with the school, parents and any relevant health care professionals.

Money Collections

Most money is collected at the beginning of each term through the Term Invoice. Occasionally, money may be collected by teachers for specific activities. All money should come in an envelope with child name, class and amounts clearly labelled. All monies can be placed in the gold box in the office.

Credit card facilities are available for payments to the school which are over $10. Receipts are issued to parents and sent home via the student.
**Newsletter / Grapevine**

The school publishes a newsletter, called Chalkboard/Grapevine each week to keep parents fully informed of the school’s programs and activities. The newsletter includes a Principal’s report, updates from program coordinators and other items of school news.

**Nut Allergy**

There are a number of students enrolled at Narrabeen North who have a severe allergy to nuts and nut products. As a school community we are committed to supporting all the students in our care and providing the safest environment possible for your child. At Narrabeen North we promote a ‘Nut Free Environment’. As such we strongly encourage all our families to avoid nuts and nut products in their children’s lunches. Parents of individual classes will be notified where this issue is particularly important.

**Parking**

Parking for drop off and pick up is provided in the Northern Beaches Indoor Sports Centre car park. This is the safest place for parents to park. Namona Street is a no standing zone and the school will call the police if parents persistently disobey these signs. This is a significant safety issue for the school.

**Performances**

As part of a comprehensive educational program students will often have access to performances and other activities within the school. These performances are approved by the Department of Education and Communities and are selected to enhance regular classroom programs. As they form an integral part of the educational programs offered by the school, full student participation in these performances is encouraged.

**Policies and Procedures**

As a NSW Government School we fully implement policies and procedures of the NSW Department of Education and Communities. In addition, school policies are developed to provide guidance to the community on specific aspects of both teaching and learning and school organisation. Most policies are available on the Department’s website: www.det.nsw.edu.au School policies are regularly updated and altered to encompass changes. Parents may request a copy of school policies or Department policies at any time.

**Presentation Day**

During the last fortnight of the school year, Years K-6 have their annual prize-giving assemblies when Academic, Citizenship and Sporting efforts of pupils are recognised.
Religious Instruction

On Wednesday mornings we are visited by a number of lay teachers and clergy for periods of religious instruction. All groups have 30 minute lessons. Where students or parents may wish to change the child’s religious instruction, the school requires notification in writing. Changes can only be made at the beginning of term. The pupils who have brought notes from parents seeking exemption from religious instruction are supervised separately.

School Entrance

The main entrance to the school is on Namona Street. However, the school community has access to the school via the NBISC. Parents and children should enter and leave the school grounds via the pedestrian gates ONLY. The driveway entrance to the school is for delivery and staff vehicles only, it is not a pedestrian entrance and there is no parent parking within the school. Your support in modelling safe practices to yours and other children is appreciated.

School Health Service

The School Health Service is part of a number of services offered by the Queenscliff Health Centre.

School Houses and General Organisation

All pupils are allocated to houses for sport and general within-school competition. This provides the students with opportunities to become contributors to shared endeavours and successes of their team. The children make a contribution in a points award system by their efforts in class work, sport, civic awareness, helpfulness to others and leadership. The Houses are named after previous Principals and P&C Presidents.

Our Houses and their colours are:

<table>
<thead>
<tr>
<th>Robb</th>
<th>Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maver</td>
<td>Red</td>
</tr>
<tr>
<td>Linton</td>
<td>Green</td>
</tr>
<tr>
<td>Vaughan</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

Parents are welcome at all carnivals and matches and some assist with coaching, supervision and transport.

School Photos

During the year we arrange for individual, class, family and special group photographs to be taken, although parents are not obliged to purchase them.
School Website

The website is nanarnorth-p.schools.nsw.edu.au. The school maintains an up to date website. It is advised that parents check the website regularly to confirm or see changes to daily activities.

Stewart House

Stewart House at Curl Curl is a holiday home for state school children and it is supported by teachers and pupils in NSW public schools.

Students with disabilities

Programs to support students with disabilities are coordinated by the school learning support team. The school also employs School Learning Support Officers to assist classroom teachers in meeting the needs of these students.

Sun Protection

Children are directed to sit in shaded areas to eat their lunch. The school implements a ‘No Hat Play in the Shade’ policy and students without hats will need to remain in shaded areas during outside activities. To support the school’s promotion of wearing school uniform, the hat must be a school hat.

Swimming

The school Swimming Carnival is held early in first term. As with Athletics, qualifying performers go on to represent the school at the Zone Carnival.

An intensive swim school is offered to students who are in need of improving their competency. This is a 10 day program. It runs over a two week period and is aimed at improving students’ safety in and around water and improve swimming.

Transfers

If you are moving from the area, please call in at the office to obtain further instruction and information.

Transport and Parking

Driving your child to school: The school is fortunate to have the use of Northern Beaches Indoor Sports Centre carpark for use within school hours. This is the safest place to drop and collect your child to and from school. The carpark is accessible via Jacksons Road (opposite Warriewood Shopping Centre). There is no parking for parents within the school grounds and parents are asked not to use the staff carpark/delivery entrance at any time.
The school’s main entrance on Namona Street is a **No Standing Zone** and is often very busy with buses and high school students. Local rangers and police often patrol this area and will book offenders.

Please help us keep our school safe by using the Indoor Sports Centre access to the school if dropping or collecting your child by car.

**Walking to and from school:**
Children walking to and from school should use the shortest, safest route possible and where possible travel with friends and neighbours.

**Bikes, Scooters and Skateboards:**
A bike rack is provided for students who wish to ride a bike to school. The school has a bike policy which includes the expectation that all students riding a bike will have a suitable safety helmet. Students and parents are required to sign the bike contract. The school will refuse to allow students to store bikes within school grounds during the day if they do not demonstrate proper safety.

Skateboards and scooters are **not permitted** at any time at school. We do not provide secure storage for skateboards or scooters.

### Vacation Care, Swimming Schemes and Camps

Each year, during school vacations Pittwater Council offers a Vacation Care program, the Department of Sport & Recreation makes available camps and swimming schemes. Further information regarding these programs can be obtained from the office or by contacting their offices directly.

### Visitor Policy

The school has a Visitor Policy as part of our school safety procedures. All visitors to the school must sign on and wear a visitors badge at all times. This includes parents who are volunteering in classrooms or in the school canteen.

### Volunteers

A volunteer reading program is conducted every day for students who are experiencing difficulties with reading. This is a highly successful school program and we welcome any new volunteers to assist with the program. Please contact the school if you know someone who would like to volunteer or if you would like to volunteer yourself.

### Workbooks

A selection of workbooks is generally used to supplement classroom programs. Workbooks are issued to students upon payment of the Term 1 Invoice.
WELCOME TO
NARRABEEN NORTH PUBLIC SCHOOL FROM THE
PARENT’S AND CITIZENS ASSOCIATION (P & C)
Welcome to the Narrabeen North Public School community. The ‘Parents and Citizens Association’ is an important part of our school community and a great way for parents and families to get involved with the school.

The P&C’s aim is to “promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation”. It is also to “assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school”.

The NNPS P&C is an energetic group of parents who band these words into effect in many different ways. The P&C manages the Canteen, Clothing Pool, and Before and After School Care allowing the school to offer services it otherwise could not provide. It also plays a lead role in fundraising - which facilitates the purchase of important equipment and materials for the students.

The P&C meets on the last Wednesday of each month during school term. This is our opportunity to keep in touch with school issues and provide input, when needed, through discussion and debate on all manner of subjects.

The Executive communicates with the school community via its fortnightly newsletter, the Grapevine. Parents are enthusiastically invited to help in school life depending on your interests and/or availability. Children benefit greatly from your involvement - they love to see you helping at their school in some way - and you get the satisfaction of joining a vibrant school community and making new friends. By becoming involved with the P&C in any way you’re able, you can make a meaningful contribution to the better education of our children.

Hope to see you soon at our meetings!
**Parent Participation**

There are many opportunities for involvement in the school activities and Narrabeen North welcomes parents as partners in the education of their children. “It takes a village to raise a child” is a well-known quote that we aim to put into practice at our school. Throughout your time at the school you will be invited to participate in many aspects of your child’s education and the life of the school.

A few ways to do this:

- Actively participating in the P&C
- Membership on committees and in school decision making
- Reading volunteers
- P&C Class Representative
- Providing your professional services to the school
- Helping in the classroom
- Assisting to coach sport teams and volunteering for sport days
- Assisting with Dance Costumes

The above list is by no means exhaustive. Your suggestions are always welcome and our Principal is happy to discuss new opportunities for involvement with parents.

**Fundraising**

Fundraising is an important aspect of parental involvement in the school and greatly assists with the provision of up-to-date resources and facilities in the school. The P&C Association coordinates the fundraising activities of the school and greatly appreciates new ideas. Any suggestion is greatly welcomed and your support in these events ensures the ongoing success of our efforts.
Narrabeen North school community promotes the wearing of full school uniform by students at all times and is a reflection of the school values. It is expected that all students wear full school uniform each day and on all approved school outings. To prevent loss of items of clothing all uniforms should be labelled with your child’s first initial and surname.

Summer uniform is worn in Terms 1 and 4 and winter uniform during Terms 2 and 3. Minor variations to these dates may be made in cases of exceptional weather.

To ensure protection from the sun, Narrabeen North Public School has a ‘No Hat, Play in the Shade’ policy. This policy requires students to wear an approved school uniform hat when outdoors. Students without a uniform hat are required to remain in a supervised shaded area during outdoor activities. This policy is supported by the Department of Education and the NSW Cancer Council.

The Clothing Pool operates on Mondays from 2.45pm to 3.15pm and Fridays from 8:45am to 9:15am.

Cash, cheque, EFTPOS and Visa and Mastercard are all accepted payment methods.

ALL ITEMS OF SCHOOL UNIFORM SHOULD BE PURCHASED FROM THE SCHOOL UNIFORM SHOP. SHORTS, BLOUSES AND PULLOVERS ETC PURCHASED FROM OTHER SHOPS ARE NOT SCHOOL UNIFORM.

Further information may be obtained from the school office.

All clothing should be clearly labelled with your child’s name, so that they can be returned to your child’s class.

The school uniform is for sale through the school clothing pool situated on the end of J block.
Summer Uniform

**Girls**
- Green and white tunic
- OR culottes
- White peter pan collared blouse
- White socks
- Black shoes
- Broad brimmed school sun hat or cap

**Boys**
- Grey shorts
- Green polo shirt with emblem
- Grey socks
- Black shoes
- Broad brimmed school sun hat or cap

Winter Uniform

**Girls**
- Winter tunic
- White peter pan collared blouse
- Black tights / white socks
- Black shoes

**Boys**
- Green polo shirt with emblem
- Grey shorts/Long grey pants
  - Grey socks
  - Black shoes

**Unisex**
- Polar fleece zip jacket

Sports Uniform

**Girls**
- Black skort
- Gold polo shirt with school insignia
- White runners

**Boys**
- Black shorts
- Gold polo shirt with school insignia
- White runners

Black track pants and black and yellow fleece may be worn over sports uniform. The school sun hat