

## Noorat Primary School No 1178



*Climbing the Mountain of Knowledge*

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Principal: Mr Ken Plummer  
School Council President: Mr Mark Wyss

**Our School Motto:  
"Climbing the Mountain of Knowledge"**

### Goals and Expectations:

Our School strives for the following:-

- The provision of a curriculum which is sensitive to the learning potential and special learning needs of every student.
- To provide a quality education for our students so they can become effective members of our community.
- Emphasis is placed on Literacy and Numeracy.
- A safe and caring environment for all students, parents, teachers and community members.
- Support and commitment to help all students and families.
- To provide children with quality teaching in all Domains including specialist teachers in Science, Art, LOTE, Physical Education and Music.
- A committed Staff who continually keep up with Professional Development and continue to improve all facets of schooling.
- A copy of School Strategic Plan is available from the Office.



## SCHOOL PROFILE

Noorat Primary School, located in the small rural town of Noorat, not only caters for the rich dairy farming area but also offers a viable alternative for those seeking the benefits of a small country setting. Enrolments remain steady, with 30 -40 students being catered for by the professional staff.

The school is organised into two multi-age groupings, exhibiting many social advantages for all children, depending on year level numbers in any one particular year.

Established in 1873, the school is proud of not only its long history of supporting and nurturing the educational needs of our school community but is ever conscious of the need to maintain the crucial close links so necessary in ensuring that the school remains a true reflection of the desires and needs of that same community. This school believes that all children can and will learn. Consequently every effort is made to provide a school environment in which children feel safe, happy and respectful to the rights of others, while being encouraged to achieve both academically and socially.

The school delivers sequential programs in all three Domains with an added emphasis on numeracy and literacy. Our approach to Literacy is centred around the Early Years program. Included in our Early Years strategies is a Reading Recovery Program, which offers individual attention to children in Year 1 who are not experiencing as much success at reading as their peers.

We are proud of our numeracy program throughout the school. Individual expertise and interest of staff in Domains is utilised in a whole school rotation program where children experience programs in Art, P.E., L.O.T.E and Science taken by the area specific teacher. To actively support these curriculum areas, the following enrichment programs are provided:

Swimming, Cultural performances, Excursions, Religious Education, House System, Camping, Interschool sport, School choir, School Band, Junior School Council, Bike Ed.

The school encourages parental involvement in both the implementation of programs and the decision making process.

The Noorat Primary School grounds consist of:

large oval, hothouse, asphalt playing area with court markings, vegetable patch and orchard, new fixed playground equipment in two areas, shaded and passive areas with a large multipurpose room and harvested water tanks, alongside the solar panels on our MPR roof.

The buildings consist of an old blue stone administration block, recently renovated internally, an art room, a new state of the art Technology /Arts learning centre and a separate and extensive Library, supported by the weekly visit of our mobile Library Van.

With acceptance into the Federal Government's Building the Education Revolution, our new architect designed state of the art school building gives us great pride and we have a world class 21<sup>st</sup> century school ready for the first day of term one, 2013.

Current projects being undertaken by the school are:

- the re-development of a section of the playground to include our two time capsules
- Development of our new state of the art Technology /Arts learning centre
- Continual development of our Interactive Whiteboards, I pads and Netbook program with all rooms networked and connected to Broadband
- the implementation of our Foundation program such as Thrass, You Can Do It, early Years and Principles of Learning and Teaching

To facilitate improvement in student learning the school community has identified one major priority:

*To further improve our teaching & learning practices to effectively cater for the range of individual needs of students particularly in the areas of English & Mathematics.*

**Noorat Primary School will continue to provide a quality education for its students so they can become effective members of our community.**



## School Organisation

### Student & Staff Information:

Student enrolment for 2015 is anticipated to be approximately 35 children.

### Current Staff:

Principal	Mr Ken Plummer
Class Teacher	Mrs Marianne Aitken
Class Teacher	Miss Christine Lynch
Music	Miss Christine Lynch
Library Van (MARC)	Mrs Christine Howlett
Reading Recovery	TBA
Integration Teachers	Mrs Tracy Hoare, Miss Heidi Nuske
Business Manager	Mrs Wendy Coyle
Technician	Mr James Leversha
Cleaner	Mops & Cloths

### Open Door- Please Come In:

If you have any concerns or issues that you wish to discuss with me please feel free to give me a call on mobile (0418 360 391) or school (5592 5282). I am more than happy to chat about our wonderful school with parents.



## SCHOOL OPERATIONS

### TERM DATES: 2015

Teachers will commence on 28<sup>th</sup> January 2015

#### Term 1:

Thursday 29<sup>th</sup> January – Friday 27<sup>th</sup> March 2015

#### Term 2:

Monday 13<sup>th</sup> April – Friday 26<sup>th</sup> June 2015

#### Term 3:

Monday 13<sup>th</sup> July – Friday 19<sup>th</sup> September 2015

#### Term 4:

Monday 5<sup>th</sup> October –Friday 18<sup>th</sup> December 2015

### SCHOOL TIMETABLE:

School begins	9:00 am.
Recess	Morning - 11:00am - 11:30am
Lunch	1.00pm to 1:10pm (inside eating lunch) 1:10pm - 2:00pm (outside)
Dismissal	3:30pm



Monday mornings - Whole School Formal Assembly  
Friday afternoons - Whole School Special Assembly  
At the end of each term school is dismissed at 2:30pm.

### SCHOOL FEES:

Each year School Fees are determined by School Council. This money is used to pay for programs, group days and to purchase necessary curriculum materials.

Fees for 2014 were \$130.00 for the first 2 children in the family and \$120.00 thereafter, plus a \$30 excursion fee and a \$20 Parents Association fee for each student.

School fees are reviewed in November of each year. Charges for 2015 will be restructured and are currently in discussion.





**SCHOOL UNIFORM:**

All pupils at Noorat Primary School are expected to wear the school uniform. School members wishing to change / alter the uniform should take their proposals to their respective groups; Parents go to School Council / Staff to staff meetings.

Uniform orders are available from the office. Our Parents Club have a large range of second hand uniforms available also.

Label all clothes and possessions clearly. This helps recover lost property. Thongs and moccasins are not to be worn to school because of safety hazards. However, during winter, children are encouraged to bring slippers, scuffs etc to wear indoors.

**Rationale:**

The school community prefers that the students wear school uniform for the following reasons:

To encourage pride and a sense of identity

To avoid competition regarding fashion clothes

To further enhance community impressions of Noorat Primary School

To encourage neatness and pride in one's appearance

To provide economical clothing for all students

To provide warm and functional clothing eg; consideration is given to durability, ease of laundering and protection against the weather

**GIRLS UNIFORM:****SUMMER:**

Dress- red & white checked cotton print

Alternate - black shorts with red/white polo neck type shirt

Pullover- Noorat Primary School windcheater or plain red windcheater

Vest – Black Noorat Primary School with logo

Socks- white

Shoes- black school shoes/closed toe sandals. Black/white runners

Hat – red broad rimmed (Term 1 and 4)

**WINTER:**

Dress- as above or grey pinafore with black tights

Alternate- black tracksuit or pants with red/white skivvy and red/white polo neck type shirt

Pullover- as above

Vest – as above

Socks- as above

Shoes- as above and pull on boots

**BOYS UNIFORM:****SUMMER:**

Trousers- grey/black school pants, track pants or shorts

Pullover- Noorat Primary School windcheater or plain red windcheater

Vest – Black Noorat Primary School with logo

Shirt- Noorat Primary School or plain red/white or polo necked type shirt or skivvy

Socks- grey/black/white

Shoes- black school shoes or pull on boots, black/white runners

Hat – red broad rimmed (Term 1 and 4)

**WINTER:** As above.**SPORTS UNIFORM (BOYS & GIRLS):**

Top-Noorat Primary School shirt or red polo neck shirt

Shorts- black/grey

Socks- white

Shoes- appropriate

**THE WEARING OF WINTER AND SUMMER UNIFORMS:**

Generally summer uniform is to be worn during Terms 1 and 4 and winter uniform during Terms 2 and 3. This requirement can be varied at the discretion of parents.

**LOST PROPERTY:**

It is essential that all belongings be clearly marked with your child's name.

During the first years at school, children often misplace things and think they have been lost or stolen. All lost property is placed in a box in the corridor near the fish tank.

If your child has lost something they should look in the box near the fish tank. Please don't go along the corridor looking through other children's belongings.

At the end of the term items are presented to the children at assembly and items not claimed are packed and sent to charitable organisations. Children should not bring items of value to school; no responsibility can be accepted by the School for the loss or damage to valuable items of any kind.

**MONEY:**

During the year your child will be asked to bring money for excursions, performances, bookclub etc. ALL money brought to school should always be the correct amount, sealed in an envelope and clearly labelled: Child's name, what the money is for and amount. Please ensure that the coins cannot come out the side of the envelope.

**HEALTH:**

Each year an Emergency Information sheet is filled out by parents which lists any illness, allergies or problems your child might suffer from. It also includes phone numbers and addresses, which are essential in emergency cases. This information is CONFIDENTIAL and should be filled in accurately if we are to be able to take the best care of your child.

**SUNSMART:**

Noorat Primary School is a Sunsmart School and children will need to wear a suitable broad rimmed hat during Term 1 & 4 unless directed by teachers. Please note that under Sunsmart Policy baseball caps are not a suitable form of protection. We encourage children to use sunscreen when at school or on excursions.

**ILLNESS:**

If your child has any illness that you feel the school should know about, then it is wise to notify the school as soon as possible. Early notification is of great help to the teachers and could save your child possible discomfort and embarrassment.

In the event of absence a note or telephone call must always be sent to the grade teacher in order that the absence may be entered as "approved" on school records. School is a healthy place for children. If your child is not well, please keep him/her at home until he/she is well enough to take part in the school program.

If your child takes ill at school or becomes injured, the school will notify you and suggest you take your child home, as there are no suitable facilities at the school for sick children.

**IF THE TEACHERS DEEM IT NECESSARY AN AMBULANCE WILL BE CALLED. IT IS THEREFORE SUGGESTED THAT PARENTS ARE AMBULANCE SUBSCRIBERS.**

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**LIBRARY BOOKS:**

We encourage children to learn to borrow library books from the MARC library on a regular basis. A library bag, cloth or plastic shopping bag will be needed to transport the books to and from school.

Remember one of the best ways to help your child is to read with him/her.

**SCHOOL BAGS:**

Children have a lot of bulky work items to take home and they find it a lot easier to put these into a larger school bag.

**LUNCH ORDERS:**

Lunch orders are available from Foodies, Terang. Correct money to be placed securely in the lunch order bag or envelope. A current price list will be sent home at the start of the year.

**HEATED LUNCHES:**

Heated lunches are available during terms 2 & 3 only. Prep, 1 & 2 can have heated lunches on Monday & Tuesday, with 3, 4, 5 & 6 available on Wednesdays & Thursdays. They must be wrapped in foil and clearly named, monitors will deliver the lunches to the classrooms at lunchtime..

**READING:**

We ask parents to co-operate with our school reading program and hear the children read every night. We also ask for parent helpers in our reading program. Parent volunteers, in conjunction with our Year 5 and 6 students are timetabled each morning to hear all infant children read. We will hold briefing sessions early next year for new helpers.

**ART SMOCK:**

An art smock is necessary for when your child has Art.

**AND JUNK:**

We are always on the look out for 'junk' for use in art. If you could save any of the following for us it would be a great help. Scraps of fabric, scrap wool, string, cord, rope, wood shavings, lace, ribbon, rick-rack braid, gift wrap ties, beads, buttons, sequins, very small cardboard boxes, matchboxes, egg cartons, used gift wrapping, wallpaper, crepe paper, aluminium foil, paper lace doilies, old greeting cards, cotton reels, polystyrene trays, margarine containers etc.

**AND ANYTHING ELSE, WHICH MAY BE USEFUL.**

**OUR RESPONSIBILITY TOWARDS YOUR CHILD:**

Once your child enters the school gate, we are responsible for the safety of your child. We are sure you will appreciate our difficulties and will understand why we must impose certain rules.

**TALKING OVER THE FENCE:**

Remember these children are in our care! If you wish to speak to your child please see the teacher on duty or come to the office. This will ensure that we know who each child is speaking to and then we can be alert for any undesirable persons.

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**LEAVING THE SCHOOL GROUNDS:**

Please do not take the children from the school ground during school time without permission from the teacher, and signing the 'Sign In/Out Book in the office. Remember again, these children are legally in our care and we must know where each one is between 9.00am and 3.30pm. No child is permitted to leave the school ground at lunchtime. Our lunch facilities are excellent. This helps us check the whereabouts of your child and prevents them from coming into contact with undesirable persons.

We also require a note or verbal permission if your child is being picked up from school by someone different, or going to a friend's house.

Children are allowed to go home for lunch only if they bring a note. If your child goes home on a regular basis or every day for lunch, one note explaining this is sufficient.

**VARIATION OF BUS TRAVEL:**

If your child is a bus traveller:

- (a) And is not going home by bus please inform the Principal, particularly if they are being collected by someone other than a family member
- (b) They are not allowed to get off at a different stop, please contact the school if there is a change of travel required.
- (c) They must obey all rules and guidelines set by the Department of Education and Early Childhood Development. Bus Drivers have Behaviour Reports to fill out and if your child continually misbehaves he/she will be dealt with appropriately.

**BEHAVIOUR MANAGEMENT POLICY:**

Your child is expected to maintain a certain level of behaviour in the classroom and in the schoolyard.

Misbehaviour will not be tolerated. The school does have a Behaviour Management Policy that can be found at the back of this booklet.

We can only care adequately for your child if you support these simple requests.





## NOORAT PRIMARY PREPS

### THE FIRST DAY AT SCHOOL:

We will meet you and your child and show you to your child's room and introduce you to his/her teacher. An older brother or sister may bring bus travellers to the room.

You may stay in the room if you consider it necessary. We would appreciate it if you leave the room as soon as possible, even if your child is crying. Experience has shown us that the children settle down quickly once the parent has left. There may be some tears, but once you are out of sight it is easier for the teacher to get acquainted with your child.

Should your child arrive home before he/she should, please bring him/her back immediately.

If he/she comes home with toys etc in his/her pocket, please return them the next day. We understand they have borrowed them.

After the first days your child may -

- Wet the Bed
- Be extremely tired
- Cry in the morning

We have found this is because they are finding the break from home difficult. If this is the case PLEASE LET US KNOW so that we are aware the child is under some stress and we can take this into account during the school day.

If you find the break difficult try not to let your child sense your concern. Children are often upset because they know you are. With your co-operation, we know that your child will develop to become independent and self reliant, two very great assets in overcoming problems they are likely to meet. The sooner your child is able to stand on his/her own two feet, the sooner he/she gains confidence in him/her self.

Encourage older brothers and sisters not to do everything for the younger child at school but encourage them to stand on their own two feet as well. In fact, it is better that the older children leave the younger ones to themselves as much as possible.

Children may, for a variety of reasons, have 'accidents' at school that they don't normally have at home. IF YOU FEEL IT NECESSARY to avoid embarrassment to your child and to assist your child's teacher please provide a full change of clothes in a plastic bag that can be stored at school.

Please provide a second plastic bag in which we can place soiled clothing to send home.

**Prep children WILL NOT attend school on WEDNESDAYS until the long weekend in March.**

### LUNCH: (1.00pm to 1.10pm):

Children will eat their lunch inside under the supervision of the teacher. Please prepare your child for this by practising to eat a cut lunch and handling a drink from a container. Lunch boxes and drink containers should be clearly named.

**BOUGHT LUNCH:**

You may order lunch through the school by writing your order on a lunch bag or envelope and stating your child's name. Please enclose correct money. Lunch orders are collected first thing in the morning. (Orders are taken to Foodies, Terang.)

**THE FIRST YEAR:**

Many educators consider the first year the most important in a child's school life. If the child is able to experience a very good first year then the habits and attitudes this forms can contribute towards future success.

**ATTENDANCE:**

Ensure that they only miss school when absolutely necessary. Please don't think that this is 'only a prep year and it doesn't really matter'. If your child is absent please send a note or telephone the school.

School begins at 9.00am, students should be at school ten minutes earlier to greet their friends and be prepared for a successful day. Arriving after school has commenced tends to cause embarrassment for the child. Please explain to the teacher why he/she was late.

**IMAGINATION:**

The children have a wonderful imagination. Even the most reliable child can get facts mixed up. If you hear a tale which disturbs you, please check personally, notes can often cause misunderstandings. You are welcome to discuss these problems with the staff.

**SETTLING IN:**

To settle in and become a member of the class group your child will have to become accustomed to -

- being able to sit still and listen to a story (approximately 15 minutes)
- listen without interrupting whilst another child speaks
- take turns in playground equipment
- learn the new routine of school bells, music, recess, lunch and home time and lining up
- remember where his/her bag and coat are kept
- eat an appropriate size lunch in a reasonable time. (This could be practised over a period of time before school commences)
- make friends with class mates, playmates and teachers
- be able to look after his/her own things, eg if he/she takes off his/her jacket at lunchtime, he/she should be able to look after it until he/she comes inside
- controlling him/herself when upset or corrected
- be able to take care of other peoples belongings



## OUR PARENTS - A SCHOOL PARTNERSHIP

### **School Council:**

#### Committee Structure -

The School Council consists of 5 non-Department of Education and Training representatives, the Principal, 1x DEECD representatives and a Parent's Club representative.

The School Council is the mechanism chosen by the Government to determine the policy of the school within the guidelines applying to all State Schools.

The Noorat Primary School Council also has the following sub-committees:-

1. Finance Committee
2. Buildings & Grounds Committee
3. Education Committee
4. Promotions Committee

Positions for School Council are a 2-year position. The Annual Meeting is held during March each year. Meetings are held on the 2<sup>nd</sup> Tuesday of the month, with a minimum of 8 meetings per year. Parents can attend School Council meetings as an observer, encouraged to make suggestions and join in discussions, but cannot vote unless a member of School Council.

### **Parent's Club:**

The Noorat Primary Parent's Club is an active group of parents who meet when necessary to organise fundraising events or special occasions for our students. The Parent's Club provide the following:

1. 1 Major Fundraiser per term
2. Hot Dog Days, Soup & Sausage days etc for the students
3. A "Friendship Meals" program - If a family is in need, a casserole or meal is provided for that family.
4. Icy poles, drinks provided for students on special occasions eg. School Sports, Walkathon, Swimming etc.
5. Organise gifts, flowers for family or staff members when it is required.

SCHOOL COUNCIL & PARENT'S CLUB ARE IMPORTANT TO OUR SCHOOL  
PLEASE SUPPORT THEM

## SPECIALIST ACTIVITIES & PROGRAMS

### 1. Excursions and Camps:

Excursions are taken to compliment / conclude units of work when appropriate.

- Prep/1/2 as a wind up for the end of year spend 1 day for example at either the Melbourne Zoo, Ballarat or Portland / Bridgewater.
- Grade 3 / 4 have a 3 day camp to either Port Fairy or Camp Kangarooobie
- Grade 5/6 have a 5 day camp to either Beechworth or Melbourne

### 2. Cultural Arts:

Staff arrange a variety of visiting performers for students, usually one per term.

### 3. School Sports:

Our school encourages interschool sports in football and netball. Athletics are a major event and swimming, cross country and equestrian events are also encouraged. Children who succeed at the local level are encouraged to follow their successes.

### 4. School Photos:

Every year a reputable company takes photos for parents to purchase. There is the option of having individual / family photos upon request in a variety of formats eg calendars, bookmarks etc.

### 5. Junior School Council:

Our Junior School Council actively raises money for our school and social services. Activities such as Basketball competitions, Pink Stumps, lunches, Red Nose Day, Bat Tennis competitions are all enjoyed by our school community.

### 6. Book Club:

Ashton Scholastic provides the opportunity for Parents to purchase books for their child. There are approximately 7 issues per year. There are 3 levels available: Lucky for the 4-7 yr olds, Arrow for the 8-10 year olds and Star for the 10-12 year olds. There are no fees or obligation. The aim is to encourage children to read and enjoy their reading. The school gathers bonus points over the year and these are used to purchase books for the library.

### 7. Assemblies:

Every Friday we present "Student of the Week", "You Can Do It" and monthly "Aussie of the Month" awards. Once a term an item is performed and parents are most welcome to come along especially to our Grandparents and Special Persons Assembly. There are also classroom awards presented and children's speeches and talks.

### 8. Family Barbeque:

Early in the year the school has a Family Barbeque as a social evening. This enables new families to meet others. It is a lovely get together for us all.

### 9. School Concert:

One of the highlights of the year is the School Concert during third term. Each class performs items and the band / choir groups perform. It is an opportunity for our Arts Programs to showcase our student's many talents.

### 10. Bike Education:

Our Bike Ed program caters for all levels of riding ability and road safety in the Year 3-6 students- in this intensive program children improve very quickly under the guidance of trained Bike Education instructors.

### 11. Year 6 Graduation:

A special presentation held at the end of the year at our 'Carols and Awards Evening' when the Grade 6's graduate and the school recognises their efforts and wishes them well for their future schooling.

## *Noorat Primary School* *Revised Jan 2012*

### *Behaviour Management Policy*

The Staff at Noorat Primary School realise the need for teachers, students and parents to be aware of expected behaviour both within and outside of the classroom. Our Strategic Plan has a code of conduct for Teachers, Parents and Students. However, the need for consistent implementation of expectations is required.

The following policy sets out strategies to maintain and improve upon our current behavioural standards. Staff revise the program annually and offer parents the opportunity for input into the policy through its publication in our newsletter.

We feel that a close school – home approach is best and hope parents will support this policy as we believe it is for the betterment of all children both in the academic and social areas of your child's education.

Reinforcement of positive behaviours:

- Rather than dwell on the negative issues of prescribing punishment for certain behaviours, it is intended to develop and reinforce positive behaviours. Teachers on yard duty will implement a reward system where children observed exhibiting positive, helpful, responsible behaviour will be issued with a ticket which will gain their house 25 points. The ticket will then be put into a weekly draw for a small prize. The winner to be announced at the whole school assembly on Friday afternoon.
- Classroom systems using the allocation of house points will also be performed. Children also gain house points for performing yard duty once per week. A trophy is given to the winning house each week with an overall winner announced each term. A special event or privilege will be afforded to the winning House.
- Rainbow Award – Every student that has not obtained a discipline level in the month receives a Rainbow award. The class, as a whole, will set the award.
- The Restorative Practices philosophy aligns itself with this policy, so that student relationships are restored.

Unacceptable classroom behaviour will be dealt with in the following way:-

1. A student receives a warning and teacher puts name on the board.
2. Future inappropriate behaviour that day sees the recording of a (x) cross beside the student's name.
  - one cross equals a Level 1 consequence
  - two crosses equals a Level 2 consequence
  - three crosses equals a Level 3 consequence
3. If child displays inappropriate behaviour on a regular basis, teachers in consultation with parents and other staff, are permitted to use their discretion in the withdrawal of privileges such as P.E., sport, excursions etc. as in level 3 consequences

All teachers and visitors will be advised of this method, including specialist teachers, Emergency Teachers and the R.E. teachers.

To be consistent in the consequences for actions performed outside acceptable behaviour, the incident will be recorded in the BMP summary folder and the following will be put in place:

Consequence Level 1:-

- P/1/2 –Fifteen minute yard duty during the first half of lunch with teacher on duty.
  - 3-6 – Ten minutes time out in the passage in front of office and one 15 minute yard duty during the first half of lunch. Children on 15 minute yard duty to be cleared by duty teacher before going off to play.
- Notification will be sent home to parents if their child receives a Level 1.  
If a student revisits this consequence in the week, they automatically go on to the next level -Consequence Level 2

Breaches of these positive behaviours will result in a Level 1 consequence:

1. Play co-operatively and display sportsperson like qualities.
2. Look after other peoples property, including sports equipment.(non return of equipment)
3. Put all rubbish in a bin.
4. Use appropriate language when talking to peers - no swearing and put downs.
5. Leave chewing gum at home or need be, leave it in your bag.
6. Play outside during recess and lunchtime unless told to go inside by Yard Duty Teacher or you gain a teacher's permission to be inside.
7. Always walk in the school corridors.
8. Line up quickly and co-operatively, keep your hands to yourself.



9. Use appropriate classroom behaviour.
10. Leave sticks on the ground.
11. Always walk bikes and carry skateboards, roller blades, scooters etc in the school grounds within school times unless under teacher instruction.
12. Use technology appropriately in accordance with the school's Learning Technology Users Policy.

#### Consequence Level 2:

Time out on Blue Chair outside Principal's office for 15 minutes. Students fill out letter to be sighted by parents, signed and returned to school. Teacher to contact parent. In addition to letter, two extra yard duty sessions for the week during the first half of lunch and student must be cleared by the duty teacher before going off to play.

1. We only throw balls, bean bags etc. Not stones, sands, sticks, classroom supplies or any other dangerous missile.
2. Always ask permission to go out of the school ground and out of bounds areas.
3. Look after other people's belongings (total disregard resulting in breakage as compared to Level 1 No2.)
4. Use appropriate language when speaking to peers. (Adults hears offence rather than be told by peers as compared to Level 1 No4, including drawings.)
5. Use toilets for what they are meant for and respect the privacy of others.
6. Always ask if you wish to borrow and make sure it has been agreed to
7. Take care of our environment, especially Flora and Fauna.
8. Treat others gently and kindly. Everyone has a right to feel safe. No physical violence.
9. Respect the rights of fellow students and teachers. (Offences other than what is documented so far. Classroom system explained below.)
10. Only climb play equipment such as monkey bars etc. (Not trees, buildings etc).
11. When travelling on the bus always behave responsibly.
12. Appropriate classroom behaviour. Constant disruption will lead to removal from own classroom to prearranged destination.
13. Disobeying the teacher.
14. Use technology appropriately in accordance with the school's Learning Technology User Policy (total and /or constant disregard for Learning Technology in the school).
15. Two level 1's in a week.

#### Consequence Level 3:

Thirty minutes Time Out on Blue Chair outside Principal's Office. Yard Duty for one week during the first half of lunch and must be cleared by the duty teacher before going off to play. Loss of privilege which can be sport or next special class or school activity as deemed appropriate by class teacher and Principal. Letter to parent from child and parent requested to attend interview with Principal.

1. Look after other people's belongings. (Intentionally destroying other people's property as opposed to No 3 Level 2, and No2 Level 1).
2. Only take what is rightfully yours.
3. Respect other people's rights - The right to be, and feel safe - (Physical Violence as in a full on fight as opposed to Level 2 No8.)
4. Two or more Level 2 consequences in a term.
5. Use appropriate language when speaking to adults.
6. Two level 3's equate to an "in school" suspension.

In instances where other measures have not produced a satisfactory response, under Ministerial Order No.1, Discipline of Pupils, principals have the power to suspend a student and in extreme instances to expel a student.

**While most students display the appropriate classroom and school ground behaviour, these measures have been initiated to allow for consistent management of student behaviour among all staff. We ask parents for their support in this policy as we believe it will maintain the good standard of student behaviour while being consistent across all areas of the school.**

## Student Code Of Conduct

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The School Council believes that Noorat Primary School should be a happy learning environment, which meets the needs of our children at all levels of their primary school life. All children are encouraged to be friendly, sharing and to be tolerant. Teachers are required to be actively involved with the children and to make every effort to observe, assist and involve children with problems. To this end, the children with the support of teachers have written the following:

Noorat should be a happy place where children can learn and play without being afraid or worried. If everybody follows these rules no-one will be upset and teachers and parents won't have to growl. The children, teachers and parents at Noorat think these are good rules.

### Noorat children have the right to be able to play safely

Nobody should be frightened by:

- Bad language and rudeness
  - Stone throwing
  - Fighting, pushing or bullying
  - Spitting
  - Teasing
  - Any other stupid behaviour likely to hurt or annoy others
- If you are unhappy or frightened, talk to your friends, your teacher, teacher on duty or your parents.

### Children at Noorat have the right to be able to learn without being interrupted.

- Be a good worker
- Listen to the teacher
- Be polite to your teachers, or visitors and other children
- Keep your books neat and tidy and in their proper places
- Get into line quickly when the bell goes
- Go to the toilet at playtime

### You should be a safe "Player". Remember to:

- Stay in the playground unless you have permission to leave
- Make sure your bat is only used to hit balls
- Walk your bike to and from the bike shed
- Play in safe places, unsafe places are up trees and in toilets.
- Keep away from vehicles that may be in the playground
- Tell your teacher before you go anywhere with another adult
- Rubbish is dirty and unsafe. Put it in the Rubbish Bin!

Some things are not suitable or safe at school. You should leave these things at home:

- Matches
- Cricket Balls
- Thongs
- Chewing Gum
- Skateboards
- Computer games and transistors
- Good toys that may get broken or lost

### You will be healthier and happier if you are clean and ready for school. Remember to:

- Brush and comb your hair
  - Clean your teeth
  - Wash or shower daily
  - Change your underwear and socks often
  - Wash your hands when you go to the toilet
  - Eat a good breakfast and lunch
  - Make sure you get a good nights sleep
-

If we all help each other school will be a nicer place:

- Be a good sport
- Try and work out problems without arguing
- Be kind to others
- Help new or lonely children
- Don't tease or laugh at others especially when they make mistakes
- If you see a fight tell the teacher on duty. Someone might get hurt.

Noorat Primary School believes that a positive approach to behaviour is desirable to foster a school climate within which personal responsibility and self discipline will be developed. All families have been issued with a copy of this document and have been given the opportunity to contribute.

**This Code of Conduct needs to be read in conjunction with our Behaviour Management Policy that sets out the strategies to maintain and improve upon our current behavioural standards. Staff and parents have been involved in its development and it clearly illustrates the reinforcement of positive behaviours and three levels of behaviour and consequences.**



	<h1>Privacy</h1>	<p>Date: May 2011</p> <p>Responsibility: School Council</p>
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## 1. Purpose

All staff of Noorat Primary School are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations Noorat Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

## 2. Definitions

**Personal information** means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

**Health information** is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

**Sensitive information** is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

**Parent** in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

**Staff** in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DE&T). Information provided to a school through job applications is also considered staff information.

## 3. Policy context

Personal information is collected and used by Noorat Primary School to:

- provide services or to carry out the school's statutory functions
- assist the school services and its staff to fulfil its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with Department of Education and Training reporting requirements
- comply with statutory and or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services, or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal information.

## 4. Collection of personal information

The school collects and holds personal information about students, parents and staff.

## 5. Use and disclosure of the personal information provided:

5.1 Students and Parents: the purposes for which the school uses personal information include:

- keeping parents informed about matters related to their child's schooling
- looking after students' educational, social and health needs
- celebrating the efforts and achievements of students
- day-to-day administration
- satisfying the school's legal obligations, and
- allowing the school to discharge its duty of care.

5.2 Staff: the purposes for which the school uses personal information of job applicants, staff members and contractors include:

- assessing suitability for employment
- administering the individual's employment or contract
- for insurance purposes, such as public liability or WorkCover
- satisfying the school's legal requirements, and
- investigating incidents or defending legal claims about the school, its services, or staff.

**5.3 The school will use and disclose personal information about a student, parent and staff when:**

- it is required for general administration duties and statutory functions
- it relates to the purposes for which it was collected, and
- for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

**5.4 The school can disclose personal information for another purpose when:**

- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- is required by law or for law enforcement purposes.

6. Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

6.1 Noorat Primary School will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

**7. Accessing personal information**

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

**Access to other information maybe restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.**

**8. Updating personal information**

The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the business manager or principal.

**9. Security**

9.1 School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- Department of Education and Training's acceptable use policy for Internet, email and other electronic communications
- Department of Education and Training IT security policy.

**Web sites****9.2 Information collected**

Noorat Primary School web and web server in conjunction with our current ISP Netspace allows only local monitoring via our onsite proxy server.

- logging of all websites visited with no user details being recorded.

**10. Complaints under privacy**

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Department of Education and Training's privacy complaints handling policy.

**11. Evaluation**

May 2012-School Council