

# NIRIMBA FIELDS PUBLIC SCHOOL

## Parent Handbook





## NIRIMBA FIELDS PUBLIC SCHOOL

Nurture • Flourish • Persist • Succeed

### PRINCIPAL'S WELCOME

Welcome to Nirimba Fields Public School. My name is Renai Diamond, foundation Principal of Nirimba Fields Public School. I welcome all to our new school and acknowledge the traditional custodians of the Land on which our school is built, the Dharug people. I pay my respects to all Aboriginal Elders past, present and emerging.

I am delighted our new school is opening its doors for the first time in 2024, ready for students, staff and families to work together. I look forward to working collaboratively as a school community to build positive relationships with a strong sense of belonging, and a culture that inspires curious, resilient, creative and compassionate learners.

Our staff are committed to delivering high quality curriculum in an engaging and supportive environment where all students are nurtured to flourish. We aim to develop in our students a sense of resilience and persistence, so that they are supported and guided to succeed. Our school will foster respectful relationships, high expectations and a strong sense of community, to support your child to be the very best they can be.

Our team of highly skilled and dedicated staff bring to our school a wealth of experience and expertise and are looking forward to providing a nurturing and caring environment where our students can thrive. They have a strong passion for teaching and learning and are excited to be able to work in partnership with our parent community to build a collaborative, caring environment where students achieve their full potential. Our team are ready to make every day for your child one that is successful, happy and full of learning experiences to support their growth. It is our commitment to create a warm and welcoming place of learning that delivers excellence in education and where our children flourish.

As a principal and educational leader, I am so excited by this wonderful opportunity for us to work in partnership to deliver an outstanding and vibrant school environment, where every student learns, grows and belongs.

**Renai Diamond**

**Foundation Principal**



*Artists impression of the new Nirimba Fields Public School*

## OUR SCHOOL IDENTITY

Nirimba Fields Public School takes great pride in having worked collaboratively with families and key community members to shape our school identity. Our school colours, crest, motto and uniform elements were carefully developed after extensive community consultation, ensuring that they reflect the values and aspirations of the school's students, staff and parents. They foster a strong sense of unity and pride among our students and staff and embody the school's values of *excellence, respect, creativity and striving for success*.

'Nirimba' is the Dharug word for pelican and we are proud to recognise the language of the traditional custodians of the Land, the Dharug people, in both our name and on our crest. The elements of the school crest encapsulate both the rich history, current journey and local community at Nirimba Fields. Accompanying the uniform and crest is a motto that captures the spirit of Nirimba Fields Public School. This inspiring phrase will serve as a guiding principle for students as they embark on their educational and lifelong journey: **Nurture Flourish Persist Succeed**.

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Nurture • Flourish • Persist • Succeed

### OUR SCHOOL COLOUR



Navy represents water as a source of life to the Dharug people. The Eastern Creek waterway, which runs adjacent to our school, is home to a rich variety of flora and fauna, including the inland pelican, a water bird. The land on which our school is built has historical links to the Royal Australian Navy, who commissioned the naval base HMAS Nirimba on this site. We also recognise the migration of many different cultures from across the seas.



Light blue represents the sky and the flight of the pelican. It also represents historical links to the Royal Australian Air Force and the aerodrome that used to be located on our site. This was used to house migrants following WWII and we recognise modern migration and movement of people across many lands.



Teal green represents the land of the Cumberland Plains and acknowledges that our school is on Dharug land. We recognise this land is a shared space and acknowledge the ancient and contemporary occupants as carers of this country. This represents continual growth and new beginnings for communities.

### OUR SCHOOL CREST



Concentric circles represent our school as a meeting place, where students, staff and community come together to learn from one another. They represent our school as a learning community and symbolise the importance of connecting and sharing knowledge.



White dots on teal represent the path we walk together as we embark on our learning journey. They represent the lifelong learning gained through shared experiences. They also symbolise the shared connection, identity and journeys of people past, present and future on this land.



Wavy lines represent water and the historical links to the Royal Australian Navy. They represent the flow of the Eastern Creek River, and symbolise life, movement and change. Like water, learning is fluid and we all ebb and flow along on our own journey of learning.



'Nirimba' means pelican in Dharug. The Pelican is a symbol for focus and persistence, community and teamwork. Pelicans create strong, cooperative bonds and work together for the benefit of the group. These are the characteristics we cultivate as a collaborative learning community.

Welcome to the Nirimba Fields Public School community. This package is designed to keep you acquainted with detailed information to support your child whilst at school. The information is organised in alphabetical order.

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## CONTACT DETAILS

School Address:



Corner of Triton and Nabthorpe Parade,  
Nirimba Fields, NSW, 2763

School Phone:



Telephone 02 8801 6100

School Website:



<https://nirimbafields-p.schools.nsw.gov.au/>

School email:



[nirimbafields-p.school@det.nsw.edu.au](mailto:nirimbafields-p.school@det.nsw.edu.au)

Facebook:



<https://www.facebook.com/NirimbaFieldsPS?mibextid=hrBMPu>





## ABORIGINAL EDUCATION

The NSW Department of Education has a range of policies and key documents supporting the improved educational outcomes of Aboriginal students in NSW public schools.

### Aboriginal Education Policy

The Aboriginal Education Policy confirms the NSW Department of Education's commitment to improvement in educational outcomes and wellbeing for Aboriginal and Torres Strait Islander students. It demonstrates our commitment to the [National Aboriginal and Torres Strait Islander Education Strategy 2015](#)

Nirimba Fields Public School is committed to improving the educational outcomes and wellbeing of Aboriginal and Torres Strait Islander students to ensure they excel and achieve in every aspect of their education. We are committed to increasing knowledge and understanding of the histories, cultures, and experiences of Aboriginal and Torres Strait Islander people as the First Peoples of Australia. We work closely with the Aboriginal Education Consultative Group (AECG) and implement the new Partnership Agreement 'Walking Together, Working Together' to strengthen collaboration between Aboriginal communities and our school. Nirimba Fields Public School works towards common goals in Aboriginal Education and celebrate the successes of our students and communities.

## ACCIDENTS AT SCHOOL

At school every care is taken to avoid accidents. In the event of an accident, first aid is administered by the relevant first aid officer. If the child is admitted to the 'Sick Bay' their condition will be monitored by staff until the child feels better or the parent has arrived to take the child home. In the case of serious injuries, parents are immediately notified by telephone and medical advice or parental direction sought. An ambulance may be called in some situations. All students are covered for ambulance under a state-wide scheme. Please ensure all phone numbers held at the school are current so contact can be made should the need arise. Additionally, our teachers are trained in Emergency Care and CPR procedures.

## ADMINISTRATION

### Office Hours

Monday – Friday: 8:30am – 3:15pm

### School Hours and Bell Times

School Hours: 9:00-3:00pm

Student supervision begins	8:30am – 9:00am
Morning lessons commence	9:00am
Recess	11.00am - 11.30am
Mid-morning lessons	11.30am - 1.20pm
Lunch eating time	1.20pm - 1.30pm
Lunch play time	1.30pm – 2.00pm
Afternoon lessons	2.00pm – 3.00pm
Dismissal	3.00pm

## AFTER SCHOOL ACTIVITIES

As Nirimba Fields Public School enrolments increase and student interests are identified, a range of after school activities will become available to engage in areas of interest.

## ANTI-BULLYING

Students at Nirimba Fields Public School attend school to participate in a quality of education that provides them with skills and knowledge to contribute to the wider community. Each student has a right to feel safe and secure at all times within the school. Bullying will not be tolerated.

Students, teachers and parents have a shared responsibility to create an environment that is conducive to learning and is free from bullying; allowing everyone to work and learn in a safe, secure environment.

## ASSEMBLIES

All parents are welcome to attend our school assemblies. Our assemblies are an opportunity to recognise and celebrate our students' successes and achievements. The aim of our assemblies is to create, nurture and sustain a sense of community. They will serve to develop a positive school ethos that affirms the school's identity and aspirations. They will help to build a cohesive harmony that sustains the pursuit of excellence in all its forms.

Our assemblies are held twice a term.

Our Annual School Presentation Day Assemblies are held in December of each year to recognise outstanding student achievement. School leaders for the following year are announced and other major awards are presented.

## ASSESSMENT AND REPORTING

Written reports are provided at the conclusion of Terms 2 and 4. Parents are welcome to request an interview with the class teacher regarding any aspect of their child's progress and development. We also meet parents early in Term 1 to discuss our classroom procedures. Official Parent/Teacher interviews occur at the end of Term 1. However, parents are able to meet with their child's class teacher at any time throughout the year by making an appointment.

## ATTENDANCE

Education is important for your child to achieve their best at school and beyond. Regular school attendance helps to make learning easier and sets good routines from a young age. By law all students must start school by the age of six. Your child must turn 5 before 31 July in the year they start school. Parents of children from Kindergarten to Year 12 must ensure their children attend school every day. However, there may be an occasion where your child needs to be absent from school. Justified absence include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a religious holiday
- exceptional or urgent family circumstance e.g. a funeral

Please be aware that parents must provide an explanation for absences to the school within 7 days from the first day of any period of absence. Where an explanation has not been received within the 7-day timeframe, the school will record the absence as unjustified on the student’s record. Communication with the school may be in writing, through the school app, email or via phone call to the office.

All attendance is monitored daily and poor attendance will be followed up with the parents and possibly with the Home School Liaison Officer—in accordance with the policy of the Department of Education. Doctor’s appointments should, wherever possible, be made out of school hours.

Overseas trips and absences from school for a period of more than 5 days require permission from the Principal. Parents must provide written details to the school Office of departure and return dates.

Students who are late and arrive after morning assembly must report to the school office for a late note, **accompanied by their parent**. A record of lateness is kept. Parents/carers who wish to have their child leave school early must report to the office where their child will meet them. The parent/carer will sign the early leave register. Please note, students will not be permitted to leave the school within the hours of 9.00am - 3.00pm without an adult.

We ask that children **do not arrive at school before 8.30am**, as there is no supervision prior to this time.

## Days missed = years lost




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

When your child misses just...	they miss weeks per year	and years over their school life
<b>1</b> day per fortnight 	= <b>4</b> weeks	= Over <b>1</b> year missed
<b>1</b> day per week 	= <b>8</b> weeks	= Over <b>2.5</b> years missed

education.nsw.gov.au

## Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...

When your child misses just...	they miss days per year	
<b>5</b> mins per day 	= <b>3</b> days	 <b>Patterns of lateness can have a serious impact on your child's education.</b>
<b>30</b> mins per day 	= <b>18</b> days	

education.nsw.gov.au



## BEFORE AND AFTER SCHOOL CARE

Kids Early Learning before and after school care provides education and care for children aged 5 to 12 years requiring before or after school care. The service is available during the school term, excluding public holidays. The service will also provide vacation care during school holidays, excluding public holidays. Vacation Care operating hours will be provided directly by the provider.



## BOOK CLUB

Scholastic Book Club gives access to children's books by best-selling authors and illustrators. They provide different sorts of books to suit all kinds of readers. Order forms go home once a term and parents may purchase suitable children's books. This is organised through the school office. Orders are placed through the scholastic book club website.

<http://www.scholastic.com.au/schools/bookclub/>

Parents can register for Book Club LOOPS and will be able to add their child to their class for easy delivery.



## CANTEEN

Our canteen is leased by a private contractor, Hunter Canteens. Their main objective is to provide a healthy, nutritional, well-balanced, and affordable menu for students in line with the 'Healthy School Canteen' Strategy. A copy of the menu and ordering procedures are available on the school website and on the Spriggy Schools app.

## CHECK-IN ASSESSMENT

The Check-in assessment is a NSW Department of Education online literacy and numeracy assessment available to support schools to assess and monitor student learning. Check-in assessments are online assessments for students in Years 3 to 9. All students complete a reading assessment and a numeracy assessment. Year 6 students also complete a writing task. The assessment can supplement existing school practices to identify how students are performing in literacy and numeracy and to help teachers tailor their teaching more specifically to student needs.

## CHILD PROTECTION

Child Protection lessons are mandatory for all students in NSW schools. At Nirimba Fields Public School, our staff follow the policy and procedures from the Department of Education to ensure every child is safe.

All visitors to our school are required to sign in at the front office. All people working with children are required to have a Working with Children Check.

## COMMUNICATION

### General

At Nirimba Fields Public School, we support and advocate an open-door policy of communication. Effective communication between the school and its community is an essential element of student well-being. Our school's communication methods are:

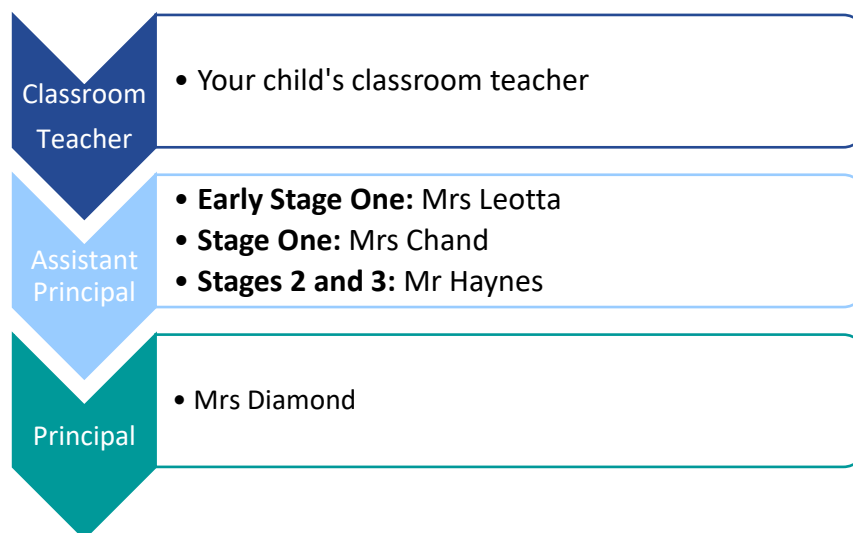
**School website** – Our website is updated regularly with galleries, policies, procedures, forms and notes.

**Facebook page** - Our Facebook page celebrates our students' achievements designed to keep the community up to date regarding the wonderful activities and learning opportunities that occur every day at Nirimba Fields Public School.

### Communication with Staff

Communication is highly valued between the home and school and it is important that concerns be discussed as they arise. Parents are encouraged to follow the communication process when communicating with the school.

**School email:** [nirimbafields-p.school@det.nsw.edu.au](mailto:nirimbafields-p.school@det.nsw.edu.au)



- Emails to staff are to be sent to the school email address as provided above.
- Write the staff members name in the subject section, for example, Attention: Mrs Brown.

## Contacting the School - A Guide for Families

The following has been prepared as a guide for families when contacting the school. Please remember that with most inquiries your child's class teacher is your first port of call.

Questions about...	Action to be taken
My child's welfare, learning or stage activities	1 <sup>st</sup> Please write a note/email to your child's teacher OR 2 <sup>nd</sup> Please contact the office to organise an interview with the teacher
A school policy or practice	Please contact the office and the appropriate member of staff will respond
The actions of another child towards my child on school grounds	Please inform the class teacher OR the Assistant Principal if an urgent matter
The actions of another child towards my child while travelling to or from school	Please contact the office to inform the Assistant Principal or Principal
The actions of a parent while on school grounds	Please contact the office to inform the Assistant Principal or Principal
The actions of a member of staff (for feedback or clarification)	1 <sup>st</sup> Please write a note/email to the teacher concerned or contact the office to organise an interview 2 <sup>nd</sup> Organise an interview with the Assistant Principal responsible for the stage 3 <sup>rd</sup> Contact the office to organise an interview with the Principal
Playground accidents	Please contact the office to speak with the Assistant Principal or Principal
Lost property	1 <sup>st</sup> Ask your child to check the lost property box in the Office 2 <sup>nd</sup> Check the lost property box yourself 3 <sup>rd</sup> Please write a note/email to your child's teacher
Sporting or other extra-curricular activities	1 <sup>st</sup> Read website and/or school calendar 2 <sup>nd</sup> Please contact the office and the appropriate member of staff will respond
High school	Please contact the Stage 3 teachers or the Principal
Student Assistance Scheme	Please contact the office and speak to the Principal

### SCHOOL COUNSELLOR

The school counsellor plays a key role in the wellbeing of the children at the school. The counselling service works in conjunction with the Learning and Support Team to provide families with assistance around supporting their child in learning, behaviour and/or emotional needs. Support may include:

- counselling students
- assisting parents/carers to make informed decisions about their child's education
- providing assessment of learning and/or behaviour
- liaising with other agencies to support the wellbeing of students.

## CRUNCH AND SIP

Crunch and Sip is a primary school program where children crunch on fruit and/or vegetables and sip water at a set time during class every day.

### Why it matters:

Crunch and Sip encourages children to choose fruit and vegetables as a snack and water as a drink. It enables them to 'refuel' and rehydrate, which helps improve concentration and mental and physical performance.

### What Parents/Carers need to do:

Send your child to school with a water bottle and some fruit or vegetables so they can participate in Crunch and Sip. The fruit and vegetables need to be ready to eat in the classroom.

For additional information on what to pack and for additional hints, refer to the NSW Health website: <https://www.health.nsw.gov.au/heal/schools/Documents/crunch-and-sip/crunchnsip-parent-brochure.pdf>



## CUSTODY OF CHILDREN

The Principal should be informed of the conditions of custody when parents are separated. If this involves a court order, a copy of the order must be sighted and kept at the school. If these orders are changed through the courts, an update must also be sighted, and a copy kept at the school. The school must follow Departmental Policy and guidelines and cannot act only on parental verbal advice regarding custody orders.

## DIGITAL PLATFORMS

### Microsoft Teams

Our students will be utilising the Microsoft platforms such as Teams and OneNote to engage in activities and complete set tasks. Access to these services enables student collaboration, communication and creative and critical thinking tasks to be facilitated.

## EMERGENCY INFORMATION

Emergency contact numbers are electronically stored at the school from the information supplied when a student is enrolled so that parents can be contacted in the case of emergency or illness. It is essential that these numbers are updated immediately if there are changes to home or work numbers, address or emergency contact details. The emergency contact will be used if we cannot reach a parent/carer so please ensure that this information is also up to date.



## EMERGENCY PROCEDURES

As per Department of Education guidelines, our school has in place an evacuation and lockdown procedure for all emergencies. Teachers and students practise these procedures. These may include a fire drill, bomb scare or any hazard to the students. The school has ambulance cover which entitles every child (while in NSW) to free transportation to hospital, in the case of emergencies.

## ENROLMENTS

All information regarding enrolments can be obtained from the school office.

All Government Primary Schools require 100pts of ID upon enrolment of your child. For further information about how to achieve 100pts, please see the Department of Education Enrolment Policy.

To enrol in Kindergarten, a child must turn five years of age on or before 31 July in the year of enrolment. A Birth Certificate or Passport must be shown as evidence of date of birth. Eligible students can be enrolled at any time for the current or following year. Children transferring from one government school to another school must advise their previous school that they are leaving.

When enrolling your child, if they have special educational or medical requirements it would be ideal if you have information about these to hand into the office. Extra forms may need to be filled in and signed by doctors.

Local enrolment areas (boundaries) exist for all public schools. Enrolment of a child can be sought in a non-local school who have not exceeded their cap. A school panel will consider any application and base their decisions on a set of specific criteria.

## EXCURSIONS

All classes will attend excursions from time to time so students can experience learning in authentic ways that complement the activities delivered at school. This may include visiting sites and/or performances at school.

Parents are notified beforehand and written permission must be supplied by a parent or guardian before any pupil is permitted to leave the school for any excursion. Please note, there is a cut-off date for payment of excursions which needs to be adhered to and is noted on the permission note. Should your child be unable to attend an excursion for any reason, it is not possible to refund the bus cost component but on occasion, you may apply for a refund for other costs unless stated as non-refundable.

All applications for excursion refunds should be made in writing, addressed to the principal. Children are expected to wear full school uniform on most occasions. However, sometimes the students will be requested to wear their sports uniform on an excursion. The student's family meets the cost of these excursions; however, should a family be experiencing financial difficulties, other arrangements may be made with the principal.



## EXTENDED HOLIDAY LEAVE

The Department of Education does not accept family holidays and travel as reasons for exemption from school. An application for a Certificate of Extended Leave for Travel must be applied for through the school office for leave of more than 5 days and approved by the Principal. The application needs to be made a minimum of ten school days before travel and documents such as air/ship/train tickets, accommodation confirmation or a travel itinerary for domestic and/or international travel must be provided.

## EXTRA-CURRICULAR ACTIVITIES

As Nirimba Fields Public School enrolments increase and student interests are identified, a range of extra-curricular activities will be available to maximise students' schooling experience and engage in areas of interest.

## HEALTH

Students should not attend school if they are ill as this hinders recovery and has the potential to pass illness on to other children. Children who are sick at school will be sent to the sick bay and observed and first aid administered if necessary. If a child requires additional care, a parent will be called to collect them from our sick bay. In serious cases, an ambulance will be called. The school has ambulance cover for each student.

### Additional Health Needs

Please notify the school immediately of any other individual health care issues such as allergies, asthma, diabetes. Where necessary, an Individual Health Care Plan may need to be devised in consultation with parents and health authorities to assist the school in caring for your child. It is important that contact details are correct and updated, when necessary, as the primary caregivers will be contacted. Failing that, the emergency contact person will be phoned. Please ensure your details and that of the emergency contacts are updated as required.

### First Aid

Basic first aid for minor injuries suffered at school is administered by the office staff. In all cases where the injury is of a more serious nature, we try to contact parents by phone. Please advise the office immediately of any change to phone contact numbers so contact can be made if necessary.

### Sick Students

Sometimes students become sick at school and are placed into Sick Bay. Parents are notified if a student appears to be too ill to return to the classroom. While we stress the importance of good school attendance, we also urge you not to send sick children to school. If your child is an asthmatic, you are asked to contact the school. Office staff have been trained to deal with asthma emergencies; however, for staff to administer emergency treatment parents must sign a Nirimba Fields Public School administration of medication form.

## HOMEWORK

Homework provides purposeful learning experiences, which consolidate, extend, and enrich the school's programs. Homework is valuable training for the development of good study habits and effective use of leisure time.

Homework is given weekly. Application of these guidelines may vary from time to time, depending on class programs, activities, and the needs and abilities of the student. Homework activities are set more frequently and regularly as children move into the senior years. Homework is optional.



The recommended time a student should spend on homework is:

Kindergarten – Year 2: 5-15 minutes/day

Years 3-6: 20-30 minutes/day

Parents/carers can help by:

- supporting students in completing homework
- providing, if possible, a set time and dedicated area for homework and study
- communicating with teachers about any concerns with homework or your child's approach to it

Specific details regarding homework expectations are sent home at the beginning of each year.

## IMMUNISATION

The Department of Health recommends that children entering school are immunised. When enrolling, parents must provide full immunisation records for their child for the school to sight. These can be accessed from your family doctor or through the Human Services site,

<http://www.humanservices.gov.au/onlineservices> and print a copy of your child's records. Please check that your child has been immunised against diphtheria, whooping cough, poliomyelitis, measles and tetanus and be sure he/she has had his/her booster before commencing school.

## INFECTIOUS DISEASES

If your child has been diagnosed with an infectious disease listed below, the Department of education requires a period of exclusion from school.

**Chicken Pox** - Exclusion from school until fully recovered, minimum 7 days after first spots appear.

**German Measles** - Exclusion from school until fully recovered, minimum 5 days after rash appears.

**Measles** - Minimum 5 days after rash appears.

**Mumps** - Exclusion from school until fully recovered, minimum 1 week after swelling occurs.

**Whooping Cough** - Exclusion from school until fully recovered, minimum 3 weeks from onset of coughing.

**Ringworm/scabies** - Re-admit to school after treatment has commenced, providing a medical certificate.

**COVID-19** - Students and staff should continue to stay home when sick. Students, staff and visitors should only attend school when they are symptom free. We strongly encourage all students, staff and visitors to follow the [guidance issued by NSW HealthExternal link](#) if they have COVID-19 symptoms. Anyone who believes they have been exposed to COVID-19 is strongly recommended to monitor for symptoms and follow the [advice issued by NSW HealthExternal link](#).

**IMPETIGO** - excluded only if sores are on exposed surfaces such as scalp, face, hands or legs. Sores must be well treated and covered.

**CONJUNCTIVITIS** - until all discharge from eyes has stopped.

**HEAD LICE** - hair must be completely clear with no evidence of any eggs.

**SLAPPED CHEEK** - contagious only before rash appears

Further information on infectious diseases can be found at: <https://education.nsw.gov.au/schooling/parents-and-carers/health-and-physical-care/health-care-procedures/conditions/infectious-diseases>

## INTERNET

Internet use is seen as another opportunity to develop our students' communication, social and information technology skills. Within the school's educational program, it is seen as a means of expanding and enriching learning experiences in all Key Learning Areas. Our aim is to teach children to become selective and competent in the use of the Internet, while placing it within the context of other forms of learning and sources of information. All DoE computers have a high-level firewall and all inappropriate websites are blocked from student use.

## KEY LEARNING AREAS

Teaching and learning programs are designed around NESA syllabus documents. The syllabus is mandated by the State Government of the day. Primary learning includes whole-class, group and individual activities designed to develop an inquiring mind and teach basic learning skills needed for schooling and later life. Literacy and Numeracy are the building blocks of learning and that is why English and Mathematics take up half of students' learning time in primary school. Kindergarten to Year 6 focus on six key learning areas:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment – History and Geography
- Personal Development, Health and Physical Education
- Creative Arts

Primary school in NSW follows a curriculum based on stages of learning. Each stage is equivalent to two school years. For each learning stage there are skills, knowledge and a level of understanding that each student should develop.

Early Stage 1 refers to Kindergarten

Stage 1 includes Years 1 and 2

Stage 2 includes Years 3 and 4

Stage 3 includes Years 5 and 6

## LATE ARRIVAL AND EARLY DEPARTURE

Students who are late and arrive after 9.00am must report to the school office for a late note, **accompanied by their parent**. A record of lateness is kept.

Parents/carers who wish to have their child leave school early must report to the office where their child will meet them. The parent/carer will sign the early leave register. Please note, students will not be permitted to leave the school within the hours of 9.00am -3.00pm without an adult.

## LEARNING AND SUPPORT TEAM

The Learning and Support Team is a whole school planning and support mechanism designed to collaboratively identify the learning and wellbeing needs of students who have been referred. The Learning and Support Teacher (LaST), (English as an Additional Language or Dialect) and (School Learning and Support Officers) staff are utilised to provide targeted and prioritised additional support.

## LIBRARY

The students come to the library each week, where they are allowed to borrow books that they take home in their library bag. During this time, the students develop library skills. Older students develop early research skills in preparation for their primary years. There are a wide selection of both fiction and non-fiction books available and the children always manage to find reading material that they really enjoy.

Formal weekly lessons develop the student's confidence to access books, magazines, pictures and other items for recreational reading or gathering information.

Students have the opportunity to participate in the Premier's Reading Challenge.

## LOST PROPERTY

It is essential that all clothing and personal possessions are clearly labelled with the owner's name. Senior students will periodically return items from lost property, but items that are un-named at the end of each school term will be disposed of or donated to a second-hand clothing pool. Uniforms are expensive and jumpers, hats and jackets can be easily misplaced. If your child does misplace an item, a lost property tub will be located outside the entrance to the Administration Block.

## MEDICINE

If medications are required it should be scheduled wherever possible for before and after school and at bedtime. However, if your child requires medication to be administered during the school day, it is a requirement that all medication be held in the Administration Office sickbay. It is to be labelled clearly with your child's name and class.

[Please see our Administration office staff to discuss the necessary paperwork required to be completed prior to leaving medication at school.](#)

These forms will ensure that school staff have instructions for the correct dosage and time to be administered.

[Under no circumstances is any other type of medication to be kept by the student.](#)

**PLEASE NOTE** – staff are not responsible for doses that are missed if the child does not come to the office for the medication.

### Asthma Medication

The only medication allowed to be kept by students are puffers that are used for the prevention and management of a child's asthma condition. We have asthma medication available at school for emergency use only. For severe cases an Asthma Plan needs to be developed and given to the school.

### Medications

Medication, such as aspirin, paracetamol and/or ibuprofen will not be administered unless the student has written authorisation and where it has been prescribed by a doctor for a specific condition. This must be supplied by the Parent and labelled with the student's name and class.

### Allergies

The school needs to be notified of any allergies a child may have. A medical Action plan and Individual Health plan will be developed for students with severe allergies in consultation with the Principal and Parents.

## MOBILE PHONES/SMART WATCHES

The NSW Government has banned the use of mobile phones and SMART devices during school hours, so the school strongly advises that mobile phones are not brought to school. Should students and their parents decide to bring a mobile phone the school accepts no responsibility for loss or damage. Phones are to be handed in to the office and collected at the end of the day.

Any important messages required for your child during the day will need to be communicated through the school office. This can be done by phoning the school office and requesting that a message be given to the child.



No mobile phones are to be taken on excursions or camps. Parents will be kept informed of arrival times through our school app. In case of an emergency, contact the school during school hours or contact the venue. All students found to be using the mobile phone in an inappropriate manner, e.g. bullying, inappropriate photography or texts, will have the phone confiscated and returned to the parent. The student may also be subject to disciplinary action.

## MONEY

The preferred option for the school when paying money for events and contributions is through School Bytes Parent Portal or the school website. We understand that children may bring money to school for the canteen and special activities.

## NAPLAN

NAPLAN is an annual assessment for all students in Years 3, 5, 7 and 9. It tests the types of skills that are essential for every child to progress through school and life. The tests cover skills in reading, writing, spelling, grammar and punctuation and Numeracy. The assessments are undertaken every year in March. NAPLAN results allow parents, carers and educators to see how students are progressing in Literacy and Numeracy over time – individually, as part of their school community, and against national standards. NAPLAN tests are one aspect of each school's assessment and reporting process and do not replace the extensive, ongoing assessments made by teachers about each student's performance. Each teacher will have the best insight into their students' educational progress. Parents and carers can use NAPLAN reports, along with other school assessment reports, to discuss their child's strengths and areas for improvement with their teacher.

## ORIENTATIONS

Students entering Kindergarten and their parents are invited to participate in orientation sessions which will take place during Term 4 the year prior to Kindergarten. During the orientation session, children complete some structured activities and engage in play-based learning while parents attend information sessions on what Nirimba Fields has to offer.

## PARENT/TEACHER INFORMATION EVENING

Early in Term 1, you are invited to attend Parent/Teacher Information Evenings, at which class expectations and routines are explained.

## PARENTS AND CITIZENS ASSOCIATION

We will be working towards establishing our first P&C group during 2024. A Parents and Citizens Association (P&C) is an autonomous school-based organisation that works closely with the school and its community to achieve three main objectives:

1. To promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation.
2. To assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.
3. To encourage parent and community participation in curriculum and other education issues in schools where there is no school council.

A P&C Association has unique status in NSW public schools under legislation giving it the ability to work with the school in ways that are not possible with other groups. When a P&C works in positive cooperation with the school great things can be achieved for the students, the school and its community.

## POSTIVE BEHAVIOUR FOR LEARNING

Our school embeds the Positive Behaviour for Learning (PBL) framework across all school systems to enhance academic and social behaviour outcomes for students. PBL is a school-wide behaviour initiative that employs a whole school systems approach to address problem behaviour and reduce its effects on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their and motivation to learn. PBL operates as a systemic umbrella for a broad range of programs in our school, including values education, anti-bullying and the learning support team.

PBL is an evidence-based whole school systems approach that:


- addresses the diverse academic and social needs of all students to support them to be successful
- supports students in early childhood settings through to senior years of schooling
- enables schools to establish a continuum of supports that are intensified to meet the needs of all students
- is team driven, using a problem-solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of all students.

When implemented well:

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school
- their parents, family and community are more involved in their school
- unproductive and challenging behaviour can be significantly reduced for most students.

## School Expectations

At Nirimba Fields Public School, our students are expected to be safe, respectful learners across all settings. All staff model and explicitly teach these expectations to all students.



### Nirimba Fields Public School

**All School Settings**

Be safe	Be respectful	Be a learner
<ul style="list-style-type: none"><li>• Walk on hard surfaces.</li><li>• Keep our bodies to ourselves.</li><li>• Be in the right place at the right time.</li><li>• Ask permission to the leave the room.</li><li>• Use equipment correctly.</li></ul>	<ul style="list-style-type: none"><li>• Always use respectful language.</li><li>• Respect others' property and opinions.</li><li>• Treat others the way you want to be treated.</li><li>• Wear your school uniform with pride.</li></ul>	<ul style="list-style-type: none"><li>• Listen to and follow teacher instructions.</li><li>• Always try your best.</li><li>• Be an active participant.</li><li>• Have a go and stay on task.</li><li>• Report problems to a teacher.</li></ul>

## PEANUT ALLERGY/EPIPENS

Some of our students have a severe, life-threatening reaction to peanuts and peanut products. Though they are very careful about not eating other students' food, there is always the possibility of them accidentally ingesting some transferred peanut produce. For that reason, we urge parents to take steps to avoid peanuts and peanut products, so they are not included in children's lunches. This is a voluntary arrangement, but your support is crucial to providing a safe school environment for these children. Other measures have been put in place within the classrooms and canteen; however, we cannot guarantee there will be no nuts at school.

If your child has Anaphylaxis and requires an EpiPen you will need to supply the school with an EpiPen along with an Individual Health Care Plan and Action Plan prepared by a doctor.

The Health Care Plan will be attached to your child's EpiPen so that if an incident occurs, we have all the latest information at our fingertips. All EpiPens are kept at the office. The only exception is if your child is attending an excursion it is handed to your child's teacher.

You will be notified when the EpiPen has expired and needs to be replaced.

## RELEASE FROM FACE TO FACE TEACHING

Every full-time teacher employed by NSW Department of Education is entitled to 2 hours relief from classroom teaching duties each week. This time is used by the teachers for parent/carer interviews, marking student work, preparation of lessons, organising materials and liaising with other teachers. During the teachers' RFF period the students participate in lessons related to the Key Learning Areas. Note that teachers in their first two years of permanent teaching, and executive staff may be entitled to additional RFF time.



## RESTORATIVE PRACTICE

Restorative practice is a whole school teaching and learning approach that encourages behaviour that is supportive and respectful. It puts the onus on individuals to be truly accountable for their behaviour and to repair any harm caused to others because of their actions. The use of restorative practices at Nirimba Fields Public School aims to resolve conflict by prioritising the repairing of harm done to people and their relationships. It is about helping students become aware of the impact of their behaviour on others through personal accountability and being open to learning from conflict situations.

Restorative Practice Reflection Questions:

1. What happened?
2. Who was hurt or affected?
3. What do you think needs to happen to make things right?
4. What would you do differently next time?



## SCHOOL APP

As part of streamlining communications to parents and families we will be using the School Bytes Parent Portal in 2024.

This links with the system we will be using in 2024 for fee payments, attendance and many other domains across the school. This builds on what has been started this year with the online permission and payment systems.



## SCHOOL DEVELOPMENT DAYS

The Department of Education allows for each school to participate in 5 school development days per year. These are student free days where all staff engage in planning and professional development. These are the first two days of Term 1, the first day of Terms 2 and 3 and the last day of Term 4. Our teaching staff use these days to receive further training and development related to the Curriculum and Departmental priorities. On such days students do not attend school. The before and after school care will operate on these days for working parents/carers.

## SCHOOL INVOICES

Each term, a Statement of Account for all students in each family will be emailed home. This account covers costs of foreseeable excursions, performances, and activities throughout the term as well as teaching and learning expenses. Preferred payment method is via the School Bytes Parent Online Portal or the school website.

<https://nirimbafields-p.schools.nsw.gov.au/>

A signed permission note is required for student participation in all activities.

## **SOCIAL MEDIA**

Nirimba Fields Public School's Facebook page celebrates our students' achievements. Parents are unable to post any news items, however, are welcome to comment on posts and photos. The page is designed to keep the community up to date regarding the wonderful activities and learning opportunities that occur every day at Nirimba Fields Public School.

## **SPECIAL RELIGIOUS EDUCATION (SRE)**

Students receive half an hour of Special Religious Instruction provided by visiting teachers each week. Should you not wish your child to participate in the lessons, the option of non-scripture is available. Non-scripture is an opportunity for students to continue with independent study or reading.

## **SPORT AND PHYSICAL EDUCATION**

The school will offer a comprehensive sporting program from Kindergarten to Year 6. The emphasis in the early years is on developing the children's fundamental movement skills. School sport aims to develop positive attitudes to health and fitness and endeavors to foster team spirit.

Students at Nirimba Fields Public School will be provided with many opportunities to participate in organised sport at both the school and inter-school level. Our school will host annual sporting carnivals (swimming, cross country and athletics) where students will compete against one another and have the opportunity to progress and represent Nirimba Fields at the Blacktown Zone Carnivals.

It is our intention to have full involvement in the PSSA interschool sport competitions where students will have the chance to trial for school teams and compete against other local schools, however, this will be dependent upon the growth of our school and the students who are able to commit to participating.

It is important to understand that it is not organisationally possible to field teams in all available sports within the PSSA structure until the school grows.

## **STUDENT FINANCIAL ASSISTANCE**

Financial assistance is available to parents/carers. Please make time to speak with the principal if you are experiencing financial difficulties.

## **STUDENT REPRESENTATIVE COUNCIL – STUDENT VOICE**

The SRC is a group of students in the school, elected by and from their fellow students, to represent them in the school and organise ways for them to participate in the school. The SRC offers a way for students to actively build their own leadership capabilities through meaningful and engaging learning experiences. The SRC is educational, democratic, responsible, sharing, caring, fun and rewarding.

## **STUDENT WELLBEING**

Schools play a pivotal role in connecting character development in students to individual and collective wellbeing, which in the longer term will shape the values and attitudes of the society in which they live. Teachers play an important role in providing learning experiences and opportunities that develop and shape the character and wellbeing of children. Experiences that develop character by promoting mindfulness (self-regulation and behaviour), curiosity, courage, resilience, ethics and leadership benefit students as they grow and develop. Our wellbeing policy aims to give our students a voice, being active learners and developing strong character qualities that will enable them to succeed, thrive and contribute positively throughout life.

## STUDENT BEHAVIOUR CODE

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education. We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.

### Respect

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

### Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and peacefully resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others

### Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Strive to achieve the highest standards of learning.

## STUDENT BEHAVIOUR POLICY

Behaviour code for students- NSW Public Schools Information for students and parents or carers NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students <https://education.nsw.gov.au/policy-library/policies/pd-2006-0316>

In NSW Schools students are expected, to the best of their ability, to:

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

All students have a right to:

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- respectfully express their views, set goals and self-advocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

### At Nirimba Fields Public School

Nirimba Fields Public School is committed to creating engaging and effective classrooms, as well as inclusive and safe environments for our students. Students and staff have the right and responsibility to engage in positive and respectful relationships based on valuing the interests, abilities, and diversity of others. All students and staff have the right to be treated fairly and with dignity in an environment free from intimidation, harassment, victimisation, discrimination, and continued disruption.

We make every effort to provide an environment in which the student feels valued and are equipped to make meaningful contributions to the school. Students should get to know each other, learn about, and discuss age-appropriate issues, develop positive character traits, and foster positive relationships with each other, the staff and the community. Successful management of student learning and behaviour is underpinned by the fostering of positive relationships between all stakeholders - staff to staff, staff to students, students to students. The school's Behaviour Policy underpins the Department of Education's Care Continuum.

## TERM DATES AND SCHOOL DATES

Term 1 – Tuesday 30 January to Friday 12 April

Autumn school holidays – Monday 15 April to Friday 26 April

Term 2 – Monday 29 April to Friday 5 July

Winter school holidays – Monday 8 July to Friday 19 July

Term 3 – Monday 22 July to Friday 27 September

Spring school holidays – Monday 30 September to Friday 11 October

Term 4 – Monday 14 October to Friday 20 December

Summer school holidays – Monday 23 December to Thursday 30 January 2025

### Public Holidays 2024:

Good Friday 29 March

Easter Monday 1 April

ANZAC Day 25 April

King's Birthday 10 June

## TRANSPORT

### Kiss and Drop Zone

Safety tips for drivers:

- always follow our school's procedures
- remain within 3 metres of your car
- max 2 mins stopping between 8:00am and 9:30am
- max 2 mins stopping between 2:30pm and 4:00pm
- make sure children use the Safety Door to get in and out of the vehicle.

### Walking safely

Always hold your child's hand until they are at least 8 years old,

- on the footpath
- when crossing the road
- in a car park

Until children are 10 years old, they should be closely supervised in the traffic environment and hold an adult's hand when crossing the road. Choose a safe place to cross the road. Lead by example and always choose the safest place to cross the road. Talk with your child when walking with them and remind them to....

- STOP!** - one step back from the kerb.
- LOOK!** - continuously both ways.
- LISTEN!** - for the sounds of approaching traffic.
- THINK!** - whether it is safe to cross.



The pedestrian crossing on [Nabthorpe Parade](#) is the safest place to cross the road.

### Driving and parking safely near school

You can help keep our children safe by:

- dropping your child off and picking them up on the school side of the road
- never calling them across the road
- parking responsibly even if it means you need to walk further to the school gate.

### Staff car park

Remember:

- the staff car park is for staff use only
- do not use the car park to drop off or pick up your children

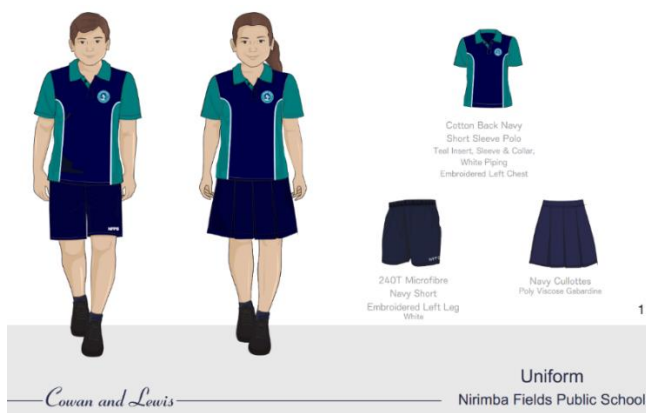
### Road Safety

Parents are requested to be most particular about observing the parking regulations. You are requested not to double park and to follow the directions of the signs outside our school, which are there for the safety of our children. Local council rangers and highway patrol officers regularly conduct operations outside the school to support safe practices. Parents and children are also requested to use the marked pedestrian crossings, as this teaches children essential road safety messages. Nirimba Fields Public School participates annually in 'Walk Safely to School Day' and 'Ride2School Day'.

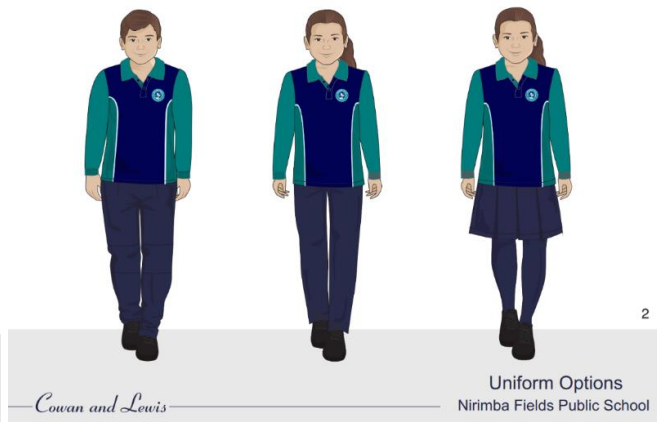
# UNIFORMS

Our uniform is available online from Cowan and Lewis at <https://cowanlewis.com.au/school-wear/>. Sports uniform is only to be worn on the designated sport day unless otherwise specified. Hats are compulsory at our school. Your child is expected to wear a hat each day as part of the school uniform. The school has a 'no hat, play in the shade' policy. Black leather school shoes and navy socks must be worn for the purposes of safety. Sport shoes with white socks are only to be worn with the sports uniform. For any queries regarding the uniform, please contact the school office.

## Summer Uniform



## Winter Uniform



## Jackets



## Sports Uniform



## Accessories



## School Bag





## WEBSITE

The main purpose of the Nirimba Fields Public School Website is to communicate what is happening in the school. Our website provides a wide range of information for parents and prospective families. The website also contains many links to assist parents in helping their children learn and to do their best at school.

Our website is 'smart device friendly'. Further parent communication can be sought on the school app, "School Bytes". It will be used for instant messages, sending school updates, events and information on excursions. The school website can be accessed through the app, tap on the tab, "Visit our website".

The school's website can be found at: <https://nirimbafields-p.schools.nsw.gov.au/>

The screenshot shows the homepage of the Nirimba Fields Public School website. At the top, there is a header with the NSW Department of Education logo on the left and a 'Log in' dropdown menu on the right. Below the header is a navigation bar with links for 'MAKE A PAYMENT', 'ENROLMENT', 'NEWS', 'NEWSLETTER', 'EVENTS', and 'GALLERY'. The main content area features the school's circular logo on the left, which includes a swan and the text 'NIRIMBA FIELDS PUBLIC SCHOOL'. To the right of the logo, the school's name 'Nirimba Fields Public School' is displayed in a large, bold font, followed by the phone number 'T: 02 8801 6100' and the email address 'E: nirimbafields-p.school@det.nsw.edu.au'. Below this is a dark blue navigation bar with links for 'About our school', 'Supporting our students', 'Learning at our school', 'Kindergarten Orientation', and 'Contact us', along with a search icon. The main visual is a large artist impression of the school building, a modern structure with green and grey panels, surrounded by trees and a lawn. A dark blue overlay on the left side of the image contains the text 'Nirimba Fields Public School' and 'Commencing: Term 1, 2024'. A small note at the bottom right of the image reads 'Artist impression - subject to change'.

## FREQUENTLY ASKED QUESTIONS

### What do I do if my child:

#### *..comes to school late*

If your child comes to school late, a parent must accompany the child to the office to explain the reason for the late arrival. Your child will then receive a note with their arrival time to present to their classroom teacher. A record of lateness will be made on the roll.

#### *..has to leave school early*

If your child must leave early, early leave notes must be obtained from the school office by a parent. The parent will be asked the reason why they need to leave early and this will be recorded on the roll. Your child will then be called to the office for you to collect. Doctor's appointments should, wherever possible, be made out of school hours.

#### *..has been absent from school*

If your child is sick and cannot attend school, the parent/carer will need to respond either via the School Bytes app that is sent from the school or you will need to send a note upon your child's return explaining your child's absence, listing the date/s of absence, and this should be handed to the classroom teacher.

#### *..will be going on a holiday during the school term*

Parent/carers will need to notify the front office of their child's intended leave. They will need to fill in and return the Leave of Absence form indicating the duration of your leave, the reason for the leave and the date of return.

#### *..feels sick at school*

If your child feels sick at school during class time, they will be sent to the sick bay and observed, and first aid administered if necessary. If a child requires additional care, a parent will be called to collect them from our sick bay. In serious cases, an ambulance will be called. The school has ambulance cover for each student.

#### *..forgot their lunch*

If your child has forgotten their recess/lunch, they will be sent to the office. A parent/carer will be contacted to see if they are available to bring recess/lunch for their child to the school. If the school are unable to reach a parent, or the parent is unavailable, a choice of a cheese or vegemite sandwich will be provided by the school canteen and a slip will be sent home with a request to reimburse the canteen for the cost.

#### *.. has lost something*

If your child has lost an item of belonging, check with your child's classroom teacher to see if it has been left in the classroom and check the school's lost property box. Please do not allow your child to bring valuables to school.