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Introduction

Welcome to Wagaman. The purpose of this handbook is to inform you about the policies, procedures and routines of the school. At Wagaman we provide the very best educational opportunities for all children. Our purpose is provide an educational setting where every child is valued, has high levels of wellbeing and whose learning has academic rigour to assist them in achieving their full potential.

Our school values are:

- Kindness
- Persistence
- Curiosity



We value our strong school community and welcome all parents and students into our school.

Jackie Roberts

PRINCIPAL

We have a fabulous Facebook (<https://www.facebook.com/wagamanprimaryschool/>) page filled with loads of up to the minute news from school and also a school website which can be found at

School times

The school policy around arrival at school is **7.50am at the earliest** unless there are special arrangements made with the Principal or Assistant Principal.

Primary	First Session	8.15am	to	10.15am
	Recess	10.15am	to	10.45am
	Second Session	10.45am	to	12.45pm
	Lunch	12.45pm	to	1.25pm
	Third Session	1.25 pm	to	2.40pm

Preschool	Blue Group (full day)			
	Mon and Tues	8.15am	to	2.30pm
	Wednesday (half day)	8.15am	to	10.45am
	Yellow Group (full day)			
	Thurs and Friday	8.15am	to	2.30pm
	Wednesday (half day)	12.00pm	to	2.30pm

A - Z of policies and procedures

Accountability

Wagaman Primary School is accountable to its community, the Department of Education and the NT Government. The school is governed by an incorporated School Council, and managed and administered by the Principal and staff. The school has a School Improvement Plan that is reviewed annually, and each year the school produces an annual report. This provides academic, curriculum and financial details relating to the school.

Assemblies

Wagaman has a whole school assembly every second Friday morning. Early Childhood (Transition to year 1) have their own special assembly every other Friday. Parents are very welcome to attend the assemblies.

Attendance

It is compulsory for all students within the NT to attend school between the ages 6-17 years. Regular attendance aids the learning process. It is the parent responsibility to ensure that children attend school daily during the 40 school weeks of the year. If a child is absent the family must inform the school of the reason for absence (preschool – Year 6). Parents should phone the school on the day or send a note upon the child's return stating reason for absence. It is school policy to phone families if we are not notified of a reason for absence.

In the case of prolonged unexplained absence, the Education Department has Attendance Engagement Officers that operate in regional teams and work closely with schools to form school attendance plans that target students who are disengaged or at risk of disengagement. Schools can utilise Officers' expertise to develop these plans and establish an individualized case referral process.

Back to School Voucher

The Back to School Payment Scheme has been established by the Northern Territory Government to help families offset the beginning of year expenses that come with providing the best education for students such as cost of textbooks, stationery, school uniforms, excursions, camps and access to website based programs.

Basic Numeracy and Literacy Tests (NAPLAN)

Basic skills tests, (National Assessment Program), are conducted to test aspects of literacy and numeracy. The tests are held for students in Years 3, 5, 7 & 9. This is a national testing program and assesses how each child is progressing in accordance with national benchmarks. The tests will be conducted in May for students in Yr 3 & 5. Parents will receive a personal report on their child's results in second semester.

Behavioural Support

Beliefs

- Wagaman Primary School should be a safe, caring, enjoyable and success-oriented environment where the rights of children to learn, and of teachers to teach, are maximised.
- Students are individuals who will be treated as such.
- The school will encourage students to develop independence, initiative and an acceptance of responsibility for their own behaviour. All behaviour has consequences. Students will be encouraged to make responsible choices and to understand the consequences of those choices.
- Everyone's self confidence and self-esteem should be increased
- Supportive partnerships between staff, students and their families will enhance student success and learning outcomes.

Goals

- To teach and encourage positive behaviour in and out of school
- To encourage independence and initiative
- To encourage sense of freedom, responsibility and self discipline
- To provide the opportunity for children to experience success
- To encourage respect for the rights of others
- To encourage respect for personal property

Expected Behaviour

- Be courteous at all times

- Be proud of yourself and your school
- Work and play in supervised areas
- Be able to cooperate and work with others

School Rules

- Move quietly (walking) at all times.
- Use own class door to enter or exit building.
- Shoes are to be worn at all times.
- Sunsmart hats are worn outside ONLY.
- Wear broad brimmed hats for any outside activity.
- Observe school procedures eg. Sustained Silent Reading
- Leave valuables and large amounts of money at home.
- Walk – don't run - on concrete.
- Eating and drinking under supervision in designated areas (no eating on the ovals).
- Food or drinks are not taken to grassed playground.
- Walk bicycles in and out of school.
- Play ball games (eg. football, basketball, soccer) in Area 2.
- Play sensibly on playground equipment.
- Play sensibly with equipment.
- Stay out of classrooms at recess and lunch unless with a teacher.

Bicycles

A bike parking area is available at school. Scooters are banned as we do not have safe storage. NO responsibility is accepted for the loss of bicycles whilst in the school. Students must bring chains and locks. Students **MUST** walk bicycles from the school boundary to the parking area.

Complaints

It doesn't happen often, but schools are complex organisations, and sometimes parents have concerns. Because there are so many members of staff, parents and students, occasionally communication does not meet all needs, leading to misunderstandings. A solution to your concern is achievable through direct contact with the school, sooner rather than later. Parents have the right to register any concerns they might have about any aspect of school life. We would ask you to talk to the classroom teacher first. Then if you are still concerned about an issue, do not hesitate to ring the Principal or Assistant Principal, or come in and see us. Some issues can also be taken up through the Wagaman Primary School Council.

Composite Classes

There is strong educational research that supports the children of different ages sharing the same classroom. Composite classes (for example Year 2/3) enable

teachers to cater for students individual needs. Parents should have no fears of a composite class, for they enhance the quality of the teaching and learning.

Cooperative Learning

Cooperative skills are necessary to work effectively in a group, not only for learning in schools but also for success in the workplace and getting on with people in the home and community. Teachers structure cooperative activities where two or more children are working together towards the same goals. Many teachers teach cooperative skills to children to promote cohesiveness and responsibility in the classroom.

Cooperative skills may include:

- * managing differences;
- * problem solving;
- * working as a group;
- * forming groups.

The outcomes of cooperative learning may be described as follows:

- * learning is enjoyable;
- * leadership skills are developed;
- * positive attitudes are promoted;
- * a sense of belonging is creative;
- * self esteem is promoted;
- * positive peer relationships are built;
- * children are encouraged to take responsibility for their learning.

The role of the teacher is to demonstrate cooperative skills in action and support children as they learn these skills in the context of daily class activities. It is not assumed that all children have the skills to work well together. The teacher may need to make these skills explicit and allow for plenty of practice.

Curriculum – The Australian Curriculum

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all Australian students. The Australian Curriculum describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students.

For more information refer to www.australiancurriculum.edu.au

Canteen

The school canteen is operated by a private company every school day. The purpose of the business is to provide lunches at competitive prices. Wagaman Canteen follows the recommended Nutrition Policy of NT. Students are not permitted to utilise Wagaman shops during school hours.

Dental Service

All children attending the school are eligible to enrol for treatment and are examined upon parental request. The school has a dental clinic on site. The Dental service can be contacted on phone 8922 6466 to make an appointment. Treatment is planned to suit their individual needs. Parents must accompany children for examination, and

treatment. The clinic will advise you if further treatment is necessary. Treatment – free of charge – that may be provided after examination includes such services as, fillings, fissure sealants, cleaning, oral hygiene and extractions.

Enrolment

Every child is welcome at Wagaman, you do not have to live in the Wagaman area, however, enrolment preference is given to those who reside within the suburb. Enrolments are simple and can be done at the Front Office very quickly. Proof of age may be required at enrolment. If you are transferring from another school we will request the student's file for you.

Handwriting

Handwriting is an important aspect of the learning process. Attention in school is still given to: pencil grip, letter formation, spacing, neatness and fluency. It is important to have a balance between neatness and fluency in handwriting so as not to affect students' expression of ideas. The goal is to keep handwriting in perspective whilst encouraging children to develop their writing skills.

Homework Policy

It is the policy of this school that homework should play an integral part in the total program. This is consistent with Departmental Policy which states:

“Homework is considered to be an integral part of a student's educational program. Teachers have the responsibility of setting and checking homework. It is the responsibility of the Principal to ensure that parents are aware of the school policy on Homework”. (Department Circular 83/25)

Years T, 1, 2, 3 - in accordance with class Teacher's Home Reading Policies, children should be encouraged to read nightly up to 15 mins.

Year 3 A recommended time allocation of 15 minutes

Year 4 A recommended time allocation of 20 minutes

Year 5 A recommended time allocation of 30 minutes

Years 6 A recommended time allocation of up to 30 minutes.

It is the teacher's responsibility to set homework nightly (Monday to Thursday) with due regard to the individual child; catering for individual differences.

Written homework (during Year 3 and Years 4,5,6,) may be in a separate Homework Book which will be signed by parents to signify that the child has completed the task. (This is not to mean that the onus is on the parent to either correct or tutor the child's efforts). The teacher will mark homework. Comments aid in communication for child, parent and the school.

When homework is not returned over a period of time,



parent liaison will be sought regarding this matter if a willingness to support the Homework Program has been previously agreed to.

Examples of types of written homework (of a consolidation nature only)

Oral reading	Spelling	Language work
Revision of written Maths	Number facts	Project

Head Lice

The treatment of headlice is every parent's responsibility. Headlice occur in all Territory schools. Wagaman has a very good record but every now and then there is an outbreak and letters will be sent home asking all parents to treat their children.

Information Communication Technology (ICT)

The use of computers and the Internet is an integral part of learning in the 21 st Century. To this end we have a dedicated computer classroom and facilities in both the Primary and Early Childhood sections of the school. All children have unlimited access to Internet time at no cost (this is closely supervised and monitored by staff). Interactive Whiteboards are used in each classroom to aid learning. Computers and Ipads are also available for students to access daily.



Indigenous Education

The centrepiece of Aboriginal Educational Programs in NT schools is the Indigenous Education Policy. This policy focuses on strategies to improve the educational outcomes of Indigenous students, to develop the participation of Aboriginal communities and to increase the knowledge of all staff, students and school communities about Indigenous Australia. Our school works in partnership with Indigenous families.

Wagaman has a full time Aboriginal Islander Education Worker (AIEW). The role is to:

- Assist Aboriginal and Torres Strait Islander students develop literacy and numeracy skills
- Encourage ATSI student attendance & participation in all school activities
- Encourage Indigenous perspectives within curriculum development and planning.

Individual Differences / Cultural Harmony / Cultural Studies

Children come to school from different backgrounds and experiences and the basis for excellent teaching is accepting these differences and building on them, not trying to make everyone fit the same standard and pattern.

Learning is an individual act. Children differ in the way they learn and the rate at which they learn. Wagaman prides itself on being aware of these differences and celebrates diversity through cultural harmony.

Intercultural studies

Wagaman is committed to enhancing students' knowledge and understanding of other cultures. As Asia is our nearest neighbour we are teaching the language and culture of China and Indonesia. Students have the opportunity to further develop their Asian literacy in Middle and Senior school. This is preparing them to be global citizens of the future.

Kidsmatter / Tribes

Wagaman Primary is one of the first primary schools in Australia to be officially recognised by for its commitment to improving children's mental health and wellbeing. Building children's resilience, self-esteem and sense of competence.

KidsMatter is a national mental health and wellbeing initiative for primary schools. Over 1400 schools across Australia are implementing KidsMatter.

An independent evaluation found that the initiative not only improves the mental health and wellbeing of children, but it is also linked to academic improvements.

Tribes is a process designed to build inclusion and develop cooperative skills in students, teachers, parents and other members of the school community. Tribes is about developing supportive learning environments and supporting all members of our learning communities to be their best socially, emotionally and academically. The Tribes Learning Community and the Kidsmatter mental health strategy underpin the developmental framework for a positive school culture.

Literacy

This is the ability to be able to read independently and to write meaning effectively.

Literacy develops as children experience reading and writing for different situations.

Before school, Literacy begins at home with children doing what other family members do: responding to signs and labels, sharing books, scribbling notes. Parents should encourage young children to read signs, labels, and print in the everyday environment. Children must have access to books and other print materials and parents should read to children frequently and encourage them to write about real situations, for example, letters, notes, lists.



Library

In the Information Age, school libraries play a very important role in teaching children about accessing knowledge. Our library is fully equipped with continuous and free internet access. Our school library catalogue can be accessed by all students from any computer in the school. All Early Childhood children need to have a library bag to carry books in before they can borrow. Library bags are available at a very cheap cost from the Front Office, or you can make your own.

Numeracy - Maths

Overall numeracy teaching and learning at Wagaman is underpinned by a broad understanding of what it means to be ‘numerate’. Wagaman has adopted the following definition of numeracy:

To be numerate is to have and to be able to use appropriate mathematical knowledge, understanding, skills, intuition and experience whenever they are needed in everyday life. Numeracy is more than just being able to manipulate numbers. The content of numeracy is derived from strands of the mathematics curriculum – spatial sense, measurement & data sense, number sense and algebra.

Wagaman School has purchased an online program, Mathletics, which enables individuals to work on a graded program at home or school. Each child has a personal password to access the program.

Money, Book packs and Fund raising

Our school, as does every Public School in the NT, receives funding from the NT Department of Education. This funding is used to cover all the running costs of our school excluding most major maintenance and salaries for full time staff. To allow for the many additional initiatives that our school undertakes we depend on further funds raised from our school community. To this end Book Packs were introduced.

The Book Pack covers all the child’s stationery requirements for the year. Further to this School Council invites families to make a further contribution to enhance student programs by helping to offset the costs of printing, photocopying, computing, and visual and performing arts programs. There will also be occasions when additional costs may need to be considered for excursions and performances.

Proposed contributions: \$ 50.00 x one child
 \$ 40.00 each x two children
 \$35.00 each x three or more children

Wagaman welcomes other fundraising and donations as this funding is an essential component of our schools finances and is greatly appreciated. We have a fundraising committee which is always looking for volunteers with keen ideas.

Medication

Teachers and school staff cannot administer medicine to children without parent permission. This includes simple things like Panadol or Aspirin. If your child needs to take medicine during the day, please come to the Reception and complete the special form “Student Medication Request”.

Parents need to leave the child’s medication at the Reception. Under no circumstances are students to carry medications in their bag (this includes paracetamol).

Motor Development – PMP (Perceptual Motor Program)

Wagaman is a health promoting school. We strongly believe that the health and fitness of students is paramount to effective learning. In the Early Childhood classes, we provide a sensory motor program that builds the children's motor skills development and fitness. This is our PMP program.

Music Program

Wagaman uses the services of qualified Music Teachers from the NT Music School and Part Time Instructors to deliver its music program. Children 9 – 11 years are eligible to participate in the instrumental program. The school has a specialist Music program investigating ways of enhancing music across the curriculum and we have a commitment to arts infused programs. The school also has a band who receive expert tuition each week.

Newsletter

A Wagaman Newsletter is sent home every second Thursday. Please ensure that you give the office an email address on enrolment so that we may email it to you. It is also accessible through the Skoolbag App.

Outside of School Hours Care

As a part of our service to our families, Wagaman has Camp Australia who run a service after school within our school grounds. The program is professionally supervised and run by a private Director according to Children Services guidelines. You can phone the director on 8927 2546 to make enquiries about service availability. The childcare operates 2:45 to 5:45 pm. Enrolment forms are available at the office.

Personal Development / Health / Physical Education

Components of the personal development curriculum include wellbeing, growth and development, interpersonal relationships, personal health choices, safe living, active lifestyle, dance, games and sports and gymnastics.

Children are expected to participate in a daily fitness program for 30 minutes at the start of each day (Mon-Thurs). Our year 5/6 students lead this program with the teachers.

Principal

The principal is the key leader and manager in the school. The principal's duties include:

- * implementing systemic policies;
- * implementing school policies;
- * assessing students' needs;
- * evaluating school policies and programs;
- * leading, counselling and supervising staff;
- * facilitating professional development of the school community;
- * establishing administrative structures and procedures;
- * facilitating a safe, secure environment;

- * encouraging community involvement;
- * liaising with other agencies.

The principal is supported in these duties by the Assistant Principal. Feel free to make an appointment to see the Principal if you have any concerns that you would like to share.

Religious Education

Wagaman provides the opportunity for Religious Education on a weekly basis for 5 weeks of the Term. Students can choose the religion that they would prefer to attend. R.E. is not compulsory and some families elect for their children to not attend these classes. Non-attenders are offered a Values Education program by one of our teachers.

Reporting to Parents

Wagaman reports to parents on a formal basis four times a year. Oral reporting in the form of interviews at the end of Terms 1 and 3 and Written Reports at the end of Terms 2 and 4. Reports are outcomes based to provide a profile of the student and have an accompanying A to E report to give a guide to achievement level for students in years 1 – 6. Preschool and Transition students have a different report format.

All parents are welcome to come in to discuss your child's progress at anytime. We do ask that you phone first to enable us to release the teacher from his or her class.

Special Education Support Teacher

In line with our focus on the importance of meeting individual needs, the school has a guided reading support program in place and a skilled Special Education Support Teacher. Education Adjustment Programs are crafted for children of high need.

School Policing Scheme – School based Constable.

This officer is available to assist our school in the promotion of positive behaviour and delivers a preventative program.

School Council

Wagaman Primary has a Wagaman Primary School Council Incorporated. The School Council is an important legal body that is effectively responsible for many aspects of the schools operations. Parents are elected to the School Council at the Annual General Meeting in February/March. More information on the functions and responsibilities of the School Council can be obtained from the school.

School Development Days

Public Schools may have up to four of these days annually for professional development, staff-planning and reporting to the school community. Where appropriate, parents may be invited to participate. No supervision of pupils on the school grounds is provided on school development days unless children are enrolled at Out of Hours School Care program. Parents are advised of these P.D. days in advance.

Suspension Policy

At Wagaman we pride ourselves on the wonderful behaviour and good manners of our students. Very rarely, but at times it is necessary to suspend a child from school.

This is a last resort action and is only put in place when the child continues to behave in such a manner that it is injurious to self or other children (physically or in other ways). There are two sorts of suspension.

Internal Suspension (which can be up to 3 days) or External Suspension (that can be from 1 day to 30 days). Internal suspension means that the child comes to school, but does not attend his or her class. Instead they will be seated in the Administration Area and will work on routine school work and tasks. They will not be allowed out to recess or lunch with the other children but will have supervised breaks at different times. External Suspension means that they will not be allowed at any school at all.

Swimming

Wagaman participates in the Royal Life Saving swimming program. Early Childhood students are taught to swim by professional trainers. There is a fee for this program. Program information is forwarded to families prior to the two week session which usually occurs in Sem.2.



Teachers

All primary teachers are qualified to teach Transition to Year 6 following their initial training and are registered with the Teacher Registration Board. Most teachers undertake additional courses throughout their careers. Some teachers specialise in particular subjects, for example library, special education and computer, which equip them to teach in these areas of the school if required. There are many opportunities for teachers to enhance their teaching through professional development programs conducted by the education system and external agencies. Teachers frequently attend these programs after school hours to receive accreditation.

The school is expected to have a professional development plan which identifies areas of need for teachers to receive specific information about current teaching and/or curriculum innovation.

All teachers at Wagaman undergo an annual Performance Enhancement Program

Uniforms are compulsory

Children must wear school uniform daily. Uniforms are available from the Reception. Shoes and socks or sandals are acceptable footwear. **Enclosed shoes** are encouraged for safety. No thongs or massage type scuffs please. **Hats are also compulsory** for all students during outdoor activities including lunch, recess and sport. **Bucket hats, or broad brimmed hats meet our Sunsmart policy. NO Peaks or baseball caps to be worn in the school yard.**

Visiting the shops

Students are **not** permitted to go to Wagaman shops to purchase lunch etc. The school canteen provides an excellent service. This rule is made as students who go to the shop are outside school supervision.

eXempt - Your child may not be allowed to go to school if...

To protect other children from catching a disease, children suffering from infectious disease will be excluded from school. Class teachers are familiar with both the first

and second but as many parents do not know the EXCLUSION PERIOD, the details are set out below:

CHICKEN POX (VARICELLA & HERPES ZOSTER) - Exclude till fully recovered or at least 5 days after the eruption first appears. NOTE: some remaining scabs are not an indication for continued exclusion.

GERMAN MEASLES (RUBELLA) - Exclude for at least 7 days from appearance of rash.

INFECTIOUS HEPATITIS (A) - Exclude until receipt of a medical certificate of recovery.

HUMAN IMMUNE-DEFICIENCY VIRUS INFECTION (HIV) - Exclusion is not necessary unless person has secondary infection requiring exclusion in its own right.

WHOOPING COUGH (PERTUSSIS) - Exclude for 5 days after starting treatment.

MEASLES - Exclude for at least 7 days from appearance of the rash or until a medical certificate of recovery is produced.

MUMPS - Exclude for 2 weeks from the onset of the swelling.

TYPHOID - Re-admit after a medical certificate of freedom from infection is received following three negative faecal cultures at intervals of at least 72 hours - first one after cessation of antibiotics.

SCABIES / RINGWORM / TRACHOMA - Exclude until the day after treatment has commenced or until a medical certificate is produced stating that treatment has been successful.

PEDICULOSIS (HEADLICE) - Exclude until day after appropriate treatment has commenced.

CONJUNCTIVITIS (ACUTE INFECTIOUS) - Exclude until discharge from eyes has ceased.

DIARRHOEA (ROTAVIRUS, SHIGELLA, GIARDIA, SALMONELLA, CAMPYLOBACTER) - Exclude until diarrhoea has ceased.

IMPETIGO (SEPTIC SORES or SCHOOL SORES) - Exclude if sores are on exposed surfaces such as scalp, face, hands and legs. Allow to attend if sores are receiving medical treatment and are properly covered by clean dressing.

TUBERCULOSIS - Exclude until production of medical certificate from appropriate health authority.

MENINGITIS (BACTERIAL) AND MENINGOCOCCAL INFECTION - Exclude until well.

POLIOMYELITIS - Exclude for at least 14 days from onset. Readmit on medical certificate of recovery.

STREPTOCOCCAL INFECTION (including SCARLET FEVER) - Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.

GLANDULAR FEVER/HEPATITIS B/HEPATITIS C - Exclusion is not necessary.

DIPHTHERIA - Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.

For further information about Wagaman Primary visit our website at:

www.wagamanschool.com

or contact us at

wagaman.school@ntschoools.net

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