

# NARRANGA PUBLIC SCHOOL



## *Parent's Handbook*

Welcome to our School

## **INTRODUCTION**

Welcome to Narranga Public School, a school which prides itself on the achievements of its students and staff. Traditionally Narranga Public School has enjoyed the support of active and interested parents. I would like to invite parents to take advantage of any opportunities that enable you to be involved in your school and your child's education.

Your child will have opportunities to experience a wide variety of educational programs at Narranga. We will make every effort to ensure that your child's time here is both happy and rewarding.

Michael Trist - Principal

## **VISION STATEMENT**

We are a positive learning community that fosters a culture of high expectations, engagement and mutual respect.

Expert teachers are committed to delivering a balanced and innovative curriculum. Every student has the opportunity to achieve sustained academic and personal growth.

The school promotes and reinforces its traditional culture of fairness and tolerance. Our students strive to do their best and take pride in their achievements. We believe that school should be fun.

We produce caring, capable citizens who will continue to model the school's values as they take their place in the wider community.

## **SCHOOL HISTORY**

Narranga Public School opened in 1968 to relieve congestion at Coffs Harbour Public School where the enrolment had boomed to some 1250 pupils. The school commenced with 5 primary and 4 infants classes (buildings running East-West). Work on Stage 2 began immediately and by Easter 1969, 5 more classrooms were ready for occupation (North-South block).

The school name came from the language of the local Gumbayngirr people. Narranga means 'a place of learning'. The school was officially opened in November 1969 by Jim Brown MLA, member for the State electorate of Raleigh. Mr Frank Willis was Narranga's first Principal and it was he who selected brown and gold as the school colours and designed the school badge with its palm and pine motif. Since then, various buildings have been added - the first of which was our magnificent Library and AV Room in 1982. This was followed by a complete renovation of the Administration area in 1988, part of which was the transformation of a former classroom into the present staffroom. In 1991 the Early Intervention Centre was established and in 1992 the North Coast Education Support Centre was located at the school. The latter was closed in 2007 with staff being relocated to spare classrooms at William Bayldon Public School.

Demountable classrooms were located on the property as the school enrolment has increased. In 1998 the P&C funded the construction of the Computer Room. This fully networked and air conditioned facility provides state of the art facilities for the teaching of Information and Technology. Outdoor shelter areas located between the main buildings in the main play area were added in 1995 and 1999 respectively. Further shelters were constructed in the K-2 playground in 2002 and 2006. The former canteen building was converted in 2001 to a 4 room Literacy Centre. All of these initiatives were achieved using significant community funding. Four demountable classrooms were replaced on the northern boundary of the school with a new style of 'demountable' building called an MDR. These well designed rooms were air conditioned using P&C funding in 2009.

Other school buildings had been air conditioned in 2007. In 2008 the two main classroom blocks were joined together with the addition of a classroom and verandah. This filled the existing void and connected the buildings for all weather access. The big news announced in 2008 was the plan to construct a school hall and canteen. This construction took place in 2009, replacing the demountable building which had served as a small hall and canteen for ten years. In 2010 a further block of 6 classrooms was constructed to the South of the existing buildings.

Narranga provides a range of educational experiences which enhance the school curriculum. School choirs provide opportunities for improving singing and enjoying performing. A Narranga School Band was established in 1997 and was re-organised in 2009 to improve the program's delivery. The school is sited adjacent to Coffs Creek and the areas along the creek banks provide ideal learning spaces to teach environmental education. The large play area has given rise to excellent sporting traditions. Teams and individuals have consistently competed in State wide competitions with great success. School teams have won both the NSW PSSA State Knockout Cricket Competition (1980) and the State Softball Boys Knockout Competition (2002 and 2014). Many teams have made appearances in the state finals of a wide range of sports. Individuals have also represented North Coast in state fixtures in many sports.

The school population has fluctuated slightly over the years necessitating the addition and removal of demountable classrooms at various times. With the development of Western Coffs Harbour, the enrolment at the school is likely to remain at its present level.

Narranga Public School is proud of its students, its achievements and the programs which are offered. It has enjoyed the continued support of its community and will continue to provide stimulating educational programs in a happy and safe environment.

**SCHOOL MOTTO**                    "Wisdom and Strength"

**SCHOOL SONG**                    Our voices strongly rise in song,  
Narranga School we do belong.  
With honour, courage, dignity,  
We work for wisdom loyally.  
And practise all our school conveys,  
N A R R A N G A.

**SCHOOL RULES**                    Be Safe  
Be Respectful  
Be a Learner

## SCHOOL ADMINISTRATION

**Principal:** Responsible for the management, organisation, supervision and efficiency of the school.

**Deputy Principal:** Assists the Principal in the management, organisation, supervision and efficiency of the school.

**Assistant Principals:** Assist the Principal in the management, organisation, supervision and efficiency of the school, and are also responsible for the organisation of delegated Learning Stages in the school.

**Teachers:** Educationally responsible for the class they are assigned and duties as delegated.

**School Counsellor:** Provides guidance in personal and educational matters.

**School Admin Staff:** Responsible for administration and reception.

**School Learning Support Staff:** Assist teachers with learning activities.

**General Assistant:** Responsible for school grounds and building maintenance.

## GENERAL ORGANISATION

School Address: Narranga Public School  
Robin Street  
Coffs Harbour NSW 2450

Telephone: Narranga PS - 02 66521106 (2 lines)  
Early Intervention - 02 66512338

Fax: Narranga PS - 02 66511196

Website: [www.narranga-p.schools.nsw.edu.au](http://www.narranga-p.schools.nsw.edu.au)

E-mail: [narranga-p.school@det.nsw.edu.au](mailto:narranga-p.school@det.nsw.edu.au)

School Times: 8.40am School grounds open and supervision begins  
9.10am School assemblies  
11.15am Recess  
11.35am Lessons resume  
12.15pm Medication Bell  
12.55pm Lunch  
1.05pm Lunch playtime  
1.50pm Lessons resume  
3.10pm Lessons finish

Attendance: Children are required to attend school every day it is open. A notification explaining the reason for absence and the duration is required by the class teacher for every absence.

Pupil Information: If you change your address and/or phone numbers, change your name, receive custody of a child, etc. please inform the school so records can be maintained.

## **School Uniform**

**Boys** – Narranga Public School (NPS) polo shirt, black tailored school shorts/trousers/trackpants, NPS jumper/school jacket, NPS school hat, white socks, black shoes (either leather shoes or sturdy black joggers). Sports Uniform: Narranga PS polo shirt, black sport shorts and joggers (alternative coloured joggers acceptable on designated sports days).

**Girls** - Narranga Public School (NPS) polo shirt and black culottes/skorts/trousers/trackpants, NPS jumper/school jacket, NPS school hat, white socks, black shoes (either leather shoes or sturdy black joggers). Hair decorations must be in school colours. Sports Uniform: Narranga PS polo shirt, black skort or black sport shorts and joggers (alternative coloured joggers acceptable on designated sports days).

School shirts, jumpers, jackets and hats must be purchased from Slick Sportswear, 4/37 Lawson Cr, Coffs Harbour (Ph: 6651 9030). All other uniform items are also available from local retailers. School hats are also available at the School Canteen.

The following items are not acceptable at school:

Jeans or jeans shorts, bike shorts, leggings, jewellery – studs / sleepers only.

"No Hat - Play in the Shade" - The school has a general policy that children who do not wear their school hat will play in the shade.

**Mufti Day** - These days are held on special occasions. Children do not wear their school uniform and often are asked to make a small donation to a cause (charity, etc) for this privilege.

**Sport** - Sports afternoon is held on a designated day for each grade and is notified at the commencement of each year. On these days children may wear their sports uniforms to school. A variety of sporting activities are offered at this time.

## **Supervision**

- \* The playground is supervised before school from 8.40am.
- \* Please avoid sending your child to school before this time.
- \* Where a school bus delivers prior to 8.40am all children are to SIT QUIETLY in the Public Shelter.
- \* On arrival at school, all children must come straight into the school playgrounds.
- \* Your child is not allowed to leave the school grounds until 3.10pm unless you choose to take your child out of school (doctor, etc). In such cases you need to collect an 'Early Departure' slip from the school office at the time of leaving. (See Late Arrival / Early Departure section on the following page for further information.)
- \* If you need to liaise with your child at school please do so through the office. This precaution is necessary to ensure that your child is protected from unauthorised persons whilst at school.
- \* Children are dismissed from class at 3.10pm and proceed home or to bus lines.

**Afternoon Dismissal** - Children move directly to bus lines or leave the school through the appropriate gate. Parents meeting children are asked to make sure children know where they are to be met and should notify children of changes in routine. Kindergarten to Year 2 children are to bring a note to their class teacher, should there be a change in routine. Parents should impress upon their children that they are not to go to play at other children's homes without specific permission to do so. Children who

have arranged to be picked up at school but do not have written notification will be sent home on the bus if they have not been picked up prior to the bus departure.

**Late Arrival/Early Departure** - Children arriving late must call at the office to collect a 'late' slip which they will hand to their class teacher. Parents who wish to collect children early, must call at the office to collect an 'early departure' slip which is then handed to the class teacher when the child is collected.

**Parent Parking** - Parents Dropping and Picking Up Students: Parents who drive their children to school must pick up or drop off in areas not designated for buses or areas clear of "No Standing/No Stopping" signs. Failure to take these precautions may lead to an accident involving your own or other children. Parents **must not** use the teachers' car park to drop off or pick up children.

### **Transport To and From School**

Buses - A number of buses service Narranga School. Details of bus routes and timetables may be obtained from the proprietors. Free bus travel is available to pupils who live a distance from the school (determined by bus routes & radius from school) or who are Kindergarten, Year 1 or Year 2 pupils. To make an application for a Student Bus pass, go online to [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students). Children who travel on buses must behave appropriately.

Bikes - Children who ride bicycles to school should do so carefully. Only children in Years 3 to 6 are allowed to ride their bike to school independently, K-2 with parents. Parents are reminded that helmet wearing is compulsory by law and should ensure that their children have the skill and road rule knowledge to ride safely. On reaching school the children must walk bikes whilst in the school grounds. Bikes are stored in the bike rack area and should be chained and locked to the racks. Bikes are personal possessions of students and at no time will the school accept responsibility for damage or loss.

Pedestrians - Children walking to and from school are to do so in an orderly and polite manner. Children are reminded that their school uniform associates them with the school and poor behaviour not only reflects on the school but will be reported to the school. Children should take care to keep to footpaths and to cross, where possible, at marked crossings.

**School Assemblies** - Whole school assemblies are conducted each morning in the primary assembly area. Announcements which involve the whole school are made at this time and, on occasions, there may be a guest speaker. K-2 and 3-6 department assemblies are held once a week. At both assemblies awards for academic, sporting and social achievements are presented. Classes conduct the assemblies on a roster basis. As with other assemblies there is strong student involvement. Class items may be presented and on occasions there is a guest speaker.

**Parent/Teacher Sessions** - These are conducted early in Term 1. Teachers are able to meet with the parents of their class as a group and discuss planning for the school year. Additional discussion sessions may be arranged so that individual children's needs can be discussed. There is also a parent / teacher meeting at the start of Term 3 to discuss academic and social progress.

**Reporting to Parents** - Formal reporting to parents takes place twice a year. The format of reporting may change as curriculum and reporting procedures are developed. Formal reporting about the progress of children takes place in Terms 2 and 4 of the school year. Other reporting procedures may take place at other times during the year.

**Lost Property** - To avoid unnecessary loss of belongings we ask all parents to label clearly any items which are brought or worn to school. Lost property is stored in the administrative building. Enquiries should be made at the office.

**Personal Property at School** - Your child is entirely responsible for whatever is brought to school. Students should not bring valuable or treasured items to school. The school cannot accept responsibility for lost or damaged belongings. Items for 'show and tell' must remain in the classroom.

**Mobile Phones** – Urgent messages can be passed onto students by school office staff. A mobile phone should only be brought to school if a student has a pressing need to use it on their way home. Under these circumstances parents need to send a note to the school office. The phone should then be handed to the office upon arrival at school, and picked up upon departure. No student should keep a mobile phone with them or in their bag during the school day.

**Money Collection** - All money should be placed in a sealed envelope, clearly marked with the child's name, class and details of what the payment is for. Envelopes are collected in class each morning. Closing dates for money collection are strictly adhered to.

**Newsletter** - This is distributed fortnightly via the Schoolzine app, and can be viewed via mobile phone or email. Parents are advised to read the Newsletter carefully as it contains vital information about the week to week running of the school. Details on how to download the Schoolzine app are available from the school office.

**School Banking** - All students have the opportunity to bank through the school every Tuesday.

**Presentation Assembly** - At the end of the year, a formal Presentation Assembly is conducted with the School Captains, Vice Captains and Prefects having a major part in the organisation of the presentations. All parents are invited to attend. Awards are presented to children who have been particularly successful in the academic, sporting and school citizenship areas of the curriculum.

**Visiting Performances** - At various times throughout the year, the school hosts visiting performances. Many of these performances have a significant cultural input and are enjoyable experiences for the children. All children are encouraged to attend.

**Student Representative Council** - Students from Stage 2 and 3 elect class representatives on to a Student Representative Council. This group meets to discuss aspects of school life, present student perspectives and plan some school events.

**Music Program** – Narranga provides the opportunity for students in Years 1-6 to learn a musical instrument. Individual, shared and group lessons are provided by expert tutors from the Coffs Harbour Conservatorium. These tutors attend during school hours and withdraw students for lessons on a weekly basis. Lessons are paid for by parents at very reasonable rates.

**School Choirs** - School Choirs are formed each year, depending on the availability and placement of teaching staff. Choirs may be formed as a 1-2 entity, junior primary and senior primary. Students wishing to join the choir must wear full school uniform.

**Library** - Our Library is a free standing building at the northern side of the school grounds. Pupils from every class visit the Library at least once a week, and often for extra research, borrowing, and free reading at other times. The Library is open before school and in most lunch times. During this time, children may participate in games, read, borrow books or research.

Children need a Library Bag if they wish to borrow. This is necessary to protect books. Kindergarten to Year 2 students may borrow two books at a time. Years 3 to 6 students may borrow four books at a time. Students who are leaving our school, please check that all library books are returned. If you are departing and are unable to return books personally you might send them back with a friend.

**School Canteen** - The Canteen is operated with the voluntary help of parents, and managed by a supervisor. The Supervisor arranges the duty roster, which is given out in Term One. Canteen policy and prices are set by the Canteen committee within Education Department guidelines. Children may order lunches (Kindergarten children may order after an initial period of settling in to school). The order is to be written on the outside of a paper bag (available from the Canteen if needed) together with the child's name and class and handed in at the Canteen. Alternatively, you may order online via the Flexi Schools system at [www.flexischools.com.au](http://www.flexischools.com.au). Children have their lunch orders placed in class boxes which are collected by class monitors.

**Health** - Parents should ensure that class teachers are informed of any health problems relating to their children. The following regulations regarding common diseases are provided for your information.

*Chicken Pox*: Minimum exclusion 5 days after spots appear, and until blisters have crusted over.

*German Measles*: Exclude for at least 4 days after the rash appears.

*Measles*: Exclude for at least 4 days from appearance of the rash.

*Mumps*: Exclude for 9 days after the appearance of the swelling.

*Whooping Cough*: Exclude for 5 days from the start of antibiotic treatment. Otherwise, keep home for 3 weeks from when 'whoop' starts.

*Impetigo (School Sores)*: Consult a doctor. If sores are being treated and are properly covered by a clean dressing, children may attend school. If they are not covered and are on exposed parts of the body, such as scalp, hands or legs, the child should be kept at home until sores have healed.

*Pediculosis (Head Lice)*: Exclude until appropriate pharmacy treatment is begun.

If the school is not provided with an Immunisation History Certificate (from Australian Childhood Immunisation Register), acknowledging full immunisation, parents may be requested to keep students at home for 2 weeks if there is any outbreak of disease. This is in accordance with directions from the Department of Health.

Children with bad colds should be kept at home so that infections do not spread. A sick child cannot be adequately cared for at school.

### **Administration of Prescribed Medicines to School Students**

1. Parents requiring prescribed medicines to be administered to their children whilst at school must provide appropriate information/instructions and may be required to complete forms. (Prescribed medicines are those prescribed by a doctor.) Please see the office staff for further information.
2. All short term prescribed medicines must be handed to the main office for safe keeping and administering. Please advise the teacher and deliver the medication to the office. You will be required to complete and sign an authority for staff to administer the medication.
3. Parents of students requiring long term medication or students who have medical conditions, will be required to complete appropriate forms for medication and may also require a Health Care Plan.

**Sick Children** - The school has limited facilities to look after children who become ill at school. Where appropriate, parents may be contacted to collect children if they become ill. **It is vital that parent contact details are kept up to date.**



**Dental Clinic** - A dental clinic is situated at Coffs Harbour Health Campus (Phone 66567800). This clinic is available to all public school children. Regular check-ups are advisable.

**Early Intervention** - A pre-school class is conducted in the Early Intervention building on the school site. Children are selected from the Coffs Harbour area to attend this class. This program aims at providing 'special needs' children with an opportunity to prepare for entry into Kindergarten.

**Student Welfare** – Our School's Award System and Behaviour Level System are shown in the 'Caring for our Students' section of the School website.

**School Captains and Prefects** - Towards the end of each year a ballot is held to select the Captains and Prefects for the following year. The children elected will be members of Year 6 in the following year. As representatives of the Student Body they carry out official duties as required.

**School Sport Houses and Colours** - Children throughout the entire school are divided into four sports houses. These are: Red, Blue, Green and Gold. At the commencement of each school year house meetings are held and Captains are selected from Year 6 pupils.

**Parents & Citizens Association** - The P & C meets at the school on the second Monday of each month at 7.00pm. It is involved with all aspects of the school from Kindergarten to Year 6. The P& C works hard to provide many important and much needed resources for the school. It provides an excellent forum for parents to discuss matters relating to the school. All parents are welcome to attend.

**School Voluntary Contributions (Fees)** - These are collected at the commencement of each year, and this small contribution by parents is used to provide resources. A variety of payment options are available at the school office.

**Parental Involvement** - Parents may assist the school by becoming involved in the P & C activities or by helping out at the Canteen. Individual teachers will require assistance with reading, writing, craft, group activities and sport. They will notify parents by note as the need arises. Any help is greatly appreciated.

**Scripture and Ethics** - Scripture is conducted each week by approved church volunteers. The scripture program is organised by local churches. Students remain in their own classroom but can be excluded if desired by parents. This request is to either be included on the enrolment form or by forwarding written notice to the class teacher. In addition, a non-religious ethics program is conducted in some grades as an alternative to scripture, where trained volunteers are available.

**Visiting the School** - Parents are welcome to visit the school to discuss matters with teachers. As teachers have class commitments, parents are requested to contact the school beforehand to arrange a mutually convenient interview time.