



The A-Z of Narraweena Public School

A	Absences	Keep your child at home if they are sick. A note must be handed to the teacher or emailed when they return. Only ring the school if your child has a contagious disease or will be absent for more than 3 days. Children arriving late must have an adult with them and report to the office for a late slip which is then given to the class teacher. An adult must call in to the office when collecting a child early. Extended leave (over 5 days) from school must be approved by the Principal.
	Allergies and Anaphylaxis	Children's allergy and anaphylaxis plans must be current and signed by a doctor. Epipens are kept at the sick bay and must be current.
	AP	Assistant Principal
	Assemblies	Monday and Friday mornings at the hall. Formal assemblies Wednesdays at 12.00-K-2 assemblies in odd weeks, 3-6 in even weeks.
	Athletics carnival	Usually held in term 2 and children K-6 participate. Carnival is held at Narrabeen Sports Academy.

B	Band	Children may join the band from Year 3. Junior Band rehearsals Wednesday lunchtimes. Senior Band rehearsals before school Thursdays. Children perform at various venues/events during the year.
	Banking	Children's banking is done on Thursdays through the Commonwealth Bank. Bank books need to be dropped off and collected from the office. Applications from office.
	Behaviour Management	Blue Cards- 5 minute time out in a classroom next door. Yellow card- time out for inappropriate behaviour in the thinking room with an AP. Parent/carer is informed by phone/chat. Red Card- time out for more serious inappropriate behaviour in the thinking room with an AP. Parent/carer is informed by phone and letter. Suspensions- Serious negative behaviour and given at Principal's discretion. Link to student welfare policy



Bells	Children should not be at school until 8.25am 8.25am top playground supervised 8.55am-10.55am morning session 10.55am-11.20am recess 11.20am-12.40pm mid-morning session 12.40pm-1.40pm lunch 1.40pm-3pm afternoon session 3.00pm-Home time
Bikes	Bikes and scooters may be ridden to school and once in the school grounds walked to the designated bike rack for the day. All children must wear a helmet.
Blue Card	See Behaviour Management
Buddy Classes	Each child has a buddy class and a designated buddy student. They get together at various times throughout the year.

C

Canteen	The canteen is open 5 days a week. Recess and lunch orders must be done on the FlexiSchools website. Children are able to purchase snacks over the counter at recess and lunch. Link flexi schools and canteen menu
Car Park	Only staff and school deliveries are to use the car park. The car park is out of bounds to parents.
Choir	Junior Choir years 1-2 and Senior Choir years 3-6. Children perform at various venues/events during the year.
Class Parent	Each class has a class parent who is the point of contact in regards to fund raising activities and other school and class related activities.
COLA	Covered Outdoor Learning Area-located in the top playground.
Communication	Please make an appointment if you wish to speak to your child's teacher. Parent/teacher interviews are conducted at the end of term 1 and formal reports are sent home at the end of term 2 and 4.
Counsellor	The school counsellor works one day each week. Contact your child's teacher or the Principal if you need a referral for your child.



Cross Country Carnival Usually held in term 2 at Beverly Job Park. Children 8 years and over may participate.

D

Dance There are many dance programs at NPS. K-4 participate in a Footsteps program for one term. Years 5-6 do Dancesports for one and a half terms. This is a 40 minute class of formal dancing with selected children competing at Homebush. There are also 2 special dance groups who perform at eisteddfods and Glen St.

Debating Children in years 5/6 are selected to represent NPS in an inter-school debating competition.

DP Deputy Principal

E

EAL/D English as an Additional Language/Dialect. There is a part time EAL/D teacher who works with children from various language backgrounds. Support is given in classrooms and small groups.

Early school departures See Absences

Easter Hat Parade This event usually occurs on the Thursday before Easter. Children make and decorate a hat at school and there is a morning tea.

Ethics An option for K-6 children which runs for 30 minutes on Wednesdays after recess at the same time as Scripture classes. Children discuss openly, various age appropriate ethical scenarios with peers.

Election Day BBQ The P&C may choose to run an election day BBQ and/or cake stall when elections are held on the school grounds.

Expectations School expectations are to be respectful, responsible and safe. These expectations are explicitly taught in class and signs are around the school indicating the expected behaviour.

Extension Studies Selected children (by their teachers) in years 5 or 6 are selected to go to Cromer Campus once a week for a semester. They undertake a variety of extension activities.



Evacuations Evacuation drills are undertaken each term, in case of a real life emergency. The drills vary between on-site, off-site and lockdown.

F First Aid Located in the front office. Treatment of minor injuries and holding bay for sick children. Parents contacted if necessary.

Flexischools The online ordering of canteen recess and lunch orders and uniform purchases. Link to [Flexischools](#)

Fruit Break Every morning at around 10am. Please supply a daily piece of fruit, or cut up fruit.

G GA Our General Assistant who works 5 days per week and maintains our buildings and grounds.

GATS Gifted and Talented students

Gold Merits Handed out during Monday morning's assembly. Five white merits equals one gold. Five gold merits equals a special morning tea with the Principal held at the end of each term.

H Harmony Day A national day held in March to celebrate cultural diversity.

Hats Students are expected to wear the school hat every day. No Hat - Play under the COLA.

Home Sport Children not selected in a PSSA team, participate in home sport. It may include soccer, table tennis, AFL and basketball.

Honour Assembly Three per year at the end of each term (excluding term 4). Term 1 - Citizenship, Term 2 - Literacy, Term 3 - Numeracy. Teachers nominate 2 children per class to receive a certificate.

Hours See Bells

House Captains Year 6 children are elected into these positions by the year 2-6 students. Each house has boy and girl captain and a boy and girl vice-captain.

House Points Each 3-6 child can earn house points during class time. The points are collected fortnightly and the winning house receives a shield at Presentation Day at the end of the year.



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Houses	Named after famous Australian explorers. Students are randomly and evenly placed in house groups when they start school. Siblings are placed in the same house. Eyre-yellow, Hume-green, Oxley-blue and Sturt-red
Homework	Work to be completed at home usually complements what's being done in the classrooms. It may include practising maths or spelling concepts and reading. Homework is not compulsory.
Hub	Our flexible learning space that is located at the back of the library. Classes are able to make bookings to use this space.
I	iPad Club iPad club is on two lunch times per week.
K	Kitchen Garden Classes look after plots and grow seasonal produce. Interested students join Gardening Club and tend to the garden weekly, during lunch time.
KLA's	Key Learning Areas English, Mathematics, History, Geography, Science and Technology, CAPA (Creative and Performing Arts) and PDHPE (Personal Development, Health and Physical Education)
L	Late Arrivals See Absences
Library	Our library is open Tuesday to Friday. Children have a weekly 40 minute library lesson and can borrow books to take home. The library is open second half lunch on Tuesdays, Wednesdays and Thursdays.
Life Education	Healthy Harold and the Life Education van visit the school yearly and each class visits the van for a health lesson.
Lost Property	Located outside the library. Ensure all clothing is labelled.
Lunchtime clubs	Children can participate in clubs including iPad, choir, gardening, drumming, Lego, drama and board games. Children just turn up at the clubs if they want to participate.
M	Medication Parents must complete a form stating time/doses of any medication that needs to be administered at school. All

Respectful

Responsible

Safe



medicine must be kept at the front office.

Merit awards	10 superkids qualifies children for 1 mini merit. 3 large white merits per class are given out at Wednesday's formal assemblies. 5 white merits (large or mini) qualifies children for 1 Gold. (see Gold Merits) When collected please hand in at office. 5 Golds qualifies children for morning tea with the Principal at the end of term. When collected please hand in at office.
Money Collection	(See Payments)
Mufti Day	A day where the children are able to wear casual, comfortable clothes. This may happen when supporting a charity or a special theme day.
Music	Children have a weekly 40 minute class music lesson from a qualified music teacher.

N	Newsletter	Sent out on Wednesdays via the app and as an email. Link to newsletter subscription and NPS app information
	Niceties	Published in our newsletter and is a particular behavioural fortnightly focus based on our school expectations.

O	OSHC	Out of School Hours Care. Before and after school care is operated by Explore and Develop. Speak directly to them if you need their service.
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P	Payments	All payments including school fees, excursions, sporting activities can be made using the payment tab on the school's website. Link to NPS School website
	Peer Support	A K-6 program that runs weekly for 8 weeks and focuses on student wellbeing. Year 6 children are leaders, and groups meet for 40 minutes to participate in a variety of activities based on the focus.
	Playgrounds	All playgrounds are supervised. The top playground is open before school. The top and bottom playground and the oval are open at recess and lunch and the quiet area is open at



lunchtimes as well. Children are allowed to play in any playground that is open.

P&C	Parents and Citizens. They meet on the third Tuesday of each month at 7.15pm at school. All parents/carers are welcome. The main role of the P&C is fund raising for the school.
Presentation Day	Held at the end of the school year. Awards recognise children's achievements in academics and sport.
PSSA	Primary Schools Sports Association. Children in years 3-6 compete against other schools on Friday afternoons. Summer sports are junior mixed newcombe ball, junior girls' and junior boys' eagle tag and senior boys' and girls' volleyball. Winter sports are junior and senior girls' netball, junior and senior boys' rugby league and junior and senior boys' and girls' soccer.

R	Reading (50 to 200 nights)	Children have a home reading card that gets filled out after 10-15 minutes of reading each night that they read at home. Rewards are given out to recognise this eg 50 nights-bookmark, 100 nights-small home reader, 150 nights-merit, 200 nights-fiction book
	Red Card	See Behaviour Management
	Reports	Written student reports are given out at the end of term 2 and term 4. They include information on how your child is performing in class academically and socially.

S	School Captains	A year 6 boy and girl captain and boy and girl vice-captain are elected by the children and teachers.
	Scripture	Children are offered Anglican, Catholic, Ethics or non-Scripture classes. These are run for 30 minutes each Wednesday.
	Sick Bay	See First Aid
	Sport	3-6 children participate in Friday afternoon sport. (See Home Sport, PSSA and Tennis) K-6 children have specialist 40 minute PE lessons weekly.



	SRC	Student Representative Council- Each class years 1-6 elects an SRC rep who represents them at regular SRC meetings. They are the SRC rep for two terms (1 semester) At these meetings fundraising, ways to improve the school are discussed.
	Stages	Early Stage 1- Kindergarten, Stage 1- Years 1 and 2, Stage 2- Years 3 and 4, Stage 3- Years 5 and 6.
	Superkids	Rewards handed out to children. 10 superkids= a mini merit.
	Swim School	During term 4 children in years 2-6 can take part in a two week intensive swimming clinic, 45 minute lesson each day.
	Swimming carnival	Held at the beginning of each year at the local swim centre. Children who are 8 years and over may participate.
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T	Talent Quest	Open for all children to audition, and usually held on the last day of the school year.
	Tennis	Children who do not participate in PSSA may choose to pay for tennis tuition at Beverly Job Tennis Centre. It is a 'first in' basis.
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U	Uniforms	Children must wear correct school uniform at all times, unless participating in sport on that day. Winter uniform changeover is the beginning of term 2, however, a two week transition during week 1 and 2 is fine, dependent on weather. Summer uniform changeover is the beginning of term 4, however, a two week transition, during week 9 and 10 of term 3 is fine and weather dependent. The uniform shop is open on Tuesday afternoons 2.30pm-3.30pm and Thursday mornings 8.30am-9.30am. Link to uniform shop price list .
V	Volunteers	Parents/carers can assist in the classrooms, canteen or at P&C functions. They must sign in at the office and have a valid Working With Children Check. WWCC can be obtained from here .
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W	Wakakirri	A dance group that performs against other schools. Children practise at school at lunch times. The dance is usually around a particular theme.



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Wet Weather Children need either a raincoat and/or an umbrella on wet days. Children stay indoors and are supervised by teachers during morning tea and lunch.

Y Yellow card See Behaviour Management

Z Zone Carnival Children attend the zone carnival in swimming, athletics or cross country running if they are successful in gaining a recognised place at one of these events at the NPS school carnivals.