

Numinbah Valley State School

.... A small school with a personal touch...



Parent Handbook

Semester 2, 2017



Numinbah Valley State School

Statement of Purpose

Numinbah Valley State School aims to achieve optimal educational outcomes for every student. We believe that every student is capable of learning and has a right to do so in a calm and supportive, learning environment. We maintain and develop a small school atmosphere of friendliness, acceptance, care and offer many opportunities to engage the community in an effort to improve student learning outcomes.

School Contacts

School Phone Number: (07) 5533 4140

School Fax Number: (07) 5533 4120

School Address: 2270 Nerang Murwillumbah Road, Numinbah Valley QLD 4211

School Website: www.numivallss.eq.edu.au

School Email: principal@numivallss.eq.edu.au

District Office: Education Queensland

South East Region

Easy Quay Corporate Park

Level 2 – South

34-36 Glenferrie Drive

PO Box 557

Robina DC QLD 4226

(07) 5564 4888



Welcome to Numinbah Valley State School. Our school was established in 1927 and provides high quality, personalised education from Prep to Year 7 with an enrolment of 12 students. The school is situated in the serene Gold Coast Hinterland, nestled on the banks of the Nerang River in the calm and peaceful Numinbah Valley.

We are a small school that has been operating for 85 years and a rich history has been entrenched. The facilities we have here, however, do not reflect the age of the school. We have maintained the beautiful original school building, which houses the Administration Office, Library and Student Welfare Offices. Our classroom though, completed in 2010, is fitted with state-of-the-art wireless technology, as well as a 1:1 integrated computer access for all students.

Our school offers a personalised, multi age curriculum, aimed at ensuring each and every student is reaching their full potential in all Learning Areas. We offer a rich learning environment aimed at developing not only Literacy and Numeracy skills across all Learning Areas, but we also have a strong and unrelenting focus on social emotional learning with the aim of ensuring that our students are happy, healthy and confident.

We are a small school, and with a personal touch, we inspire each and every learner, every day to be the best that they can! Please take the time to explore this handbook, along with our website and please don't hesitate to contact me for further information or to set up a time for an enrolment interview.

Warren Greinke
Acting Principal



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Our School's History

Public schooling in Numinbah Valley commenced in 1927, at the local School of Arts Hall. The present school building was opened in 1934 with one teacher and eighteen pupils, and was initially called the Numinbah State School, but this was altered to its present name in 1939. Miss Annie Healy, the school's first teacher, who is well remembered by many of the older people in the Valley, taught from 1927 until 1954.

'Numinbah Valley (1840 – 1988): A Social and Natural History' presents more historical information about our school and our community. A copy is available for viewing in our Administration Office.

Our Staff

We are lucky enough to have many sincerely dedicated staff who work with students and their parents here at Numinbah Valley State School to improve learning outcomes. All of our staff can be contacted through calling the Administration Office or via email: theprincipal@numivallss.eq.edu.au

Principal: Warren Greinke

Administration: Danni Yaun

Teacher Aides: Danni Yaun, Kerry Yaun and Nicole Maguire

Specialist Teachers: Jo Fullerton (LOTE), Susan Smith (HPE), Beverley Bartlett

Support Teacher (Literacy and Numeracy): Donna Yaun

Cleaner:

Grounds: John Froggatt

Our Values

The curriculum experienced by the students at Numinbah Valley State School is aligned with the National Framework for Values Education in Australian school. These are incorporated into our teaching and learning framework. These values include:

- Freedom
- Integrity
- Care and Compassion
- Tolerance
- Doing Your Best
- Honesty and Trustworthiness
- Responsibility
- Respect
- Fair Go

These values are also closely aligned to our Social Emotional Learning program that all students are actively engaged and involved in.



Behaviour Management

****Our Policy****

Our school fosters a climate of mutual respect among all members of our school. We value an engaging, relevant curriculum in which students have choices and feel valued and respected. Our behaviour plan has been discussed and developed with all students as part of their learning process. It is a record of how we behave towards others and how we want others to behave towards us. Our plan is important in reminding and helping us to support our rights and responsibilities.

Please refer to our Responsible Behaviour Plan that is accessible on our website. We also have a copy for viewing in the Administration Office.

****Our Rules****

To help protect our rights and to encourage responsibility, we have four encompassing rules that all students can articulate. These rules are broad, but within the classroom, students construct class books and interactive presentations to share what it looks like, sounds like and feels like to participate meaningfully at Numinbah Valley State School.

- Be Safe
- Be Respectful
- Be Responsible
- Be a Learner



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What Learning and Teaching looks like at Numinbah Valley State School

Classroom Structure

NVSS offers a multi age curriculum. The multi age setting allows children to become independent and self-reliant and children are able to work at their own pace. Strict monitoring of student learning occurs to ensure that all students are reaching their own potential. For some students, reaching their own potential could mean exceeding the year level expectations for concepts within a Learning Area.

Our classroom structure encompasses students working in groups for a range of tasks. These groups are fluid, meaning that students work with other students for particular concepts to enhance their learning. Students work with their teacher and teacher aides throughout the day, ensuring that they are meeting their learning needs.

In order to provide our students with as many opportunities for success as possible, our classroom also operates within an online environment. This means that students can access learning at home. This is an exciting opportunity for our children!

Individualised Learning

One of the distinguishing features of Numinbah Valley State School is that each student receives an Individual Learning Profile. This profile highlights their own individual learning style, as well as results of a range of testing information. This information is shared with students, and parents, and used to set learning goals for given period. As all of our learners are individual, no two Individual Learning Plans are the same. Profiles are regularly updated and success is celebrated with students and parents.

Curriculum

At Numinbah Valley State School, we follow the Australian Curriculum for English, Maths and Science. From 2013, History is being taught and assessed under the Australian Curriculum. Other learning areas, including: Studies of Society and Environments, The Arts, Technology and Health and Physical Education, are governed under the Queensland Curriculum and Assessment Framework. An overview of topics covered can be seen on the NVSS Curriculum Framework that can be accessed through the Administration Office.

Families are issued with an overview of the topics and skills that will be covered during each unit at the beginning of each term. Further information will be detailed within the Individual Learning Profile for each student.



Assessment and Reporting

Assessment and Reporting is an important process that we undertake that ensures students are progressing through the curriculum. A range of assessments are covered in each year level, as per outlined in the Individual Learning Profiles. The information gained from these assessments is used to further determine what teaching is needed in order for each student to progress. Results of these assessments are shared with parents informally and also formally, through written report cards, once a semester.

Three-way conferences are an important part of the assessment and reporting process. We ensure that open communication is occurring between school and home. Three way conferences are when students and parents meet with the Principal to discuss how learning goals are being met. Students share their learning through a range of student learning samples across a range of learning areas, showcased with a range of samples from their student portfolio.

Social and Emotional Learning

Social and Emotional Learning is a core component of our curriculum at Numinbah Valley State School. Personal and Social Competence is a general capability within the subjects governed by the Australian Curriculum and as such, we ensure that age appropriate concepts are taught to develop self-awareness, self-management, social awareness and social management in all of our students.

We follow the 'You Can Do It' program to ensure that students are equipped with skills and knowledge that underpin the concepts of Organisation, Persistence, Confidence, Resilience and Getting Along.



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**** General Information ****

Absences and Attendance

Every day counts! It is imperative that students come to school every day. However, from time to time, family circumstances and illness can prevent attendance from school. It is important to phone the school or Principal on the numbers provided to inform the school of absences. Absence reports will be generated every week and families will be contacted in regards to unexplained absences. Ensuring that students are at school by 9.00am each day is important too. Families will be contacted should students arrive to school late as continual lateness impacts learning.

Exemption from Compulsory Schooling and Participation

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Arrivals & Departures

Students should arrive to school prior to 8.55am, when the bell goes, to ensure that they have sufficient time to prepare for class. Please do not send students to school prior to 8.30am, unless you have made prior arrangements with the Principal.

School finishes at 3.00pm and all children should vacate the school premises soon thereafter. If you are unable to collect your child on time, please contact the school immediately so that staff can make arrangements for your child/ren. No formal supervision is provided for students prior to school commencing, or, after school finishes. Children are not permitted to leave the school grounds until their parents arrive, unless they are walking or cycling home. The Principal will note what transport arrangements have been made for each student upon enrolment.



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Bicycles

As our road can be quite busy and dangerous, it is suggested that parents train their children adequately in road rules and appropriate cycling behaviour. Bicycles are not to be ridden in school grounds, although, we do have a bicycle rack for safe storage during the day. The wearing of a recommended cycle helmet is compulsory. Please make an appointment to speak with the Principal if this is a mode of transport your child will be using.

Camps, Excursions and Incursions

We enjoy being able to expose students to a wide range of learning experiences. Working closely with the P&C Association, we try to subsidise the cost of these experiences as much as possible. In some cases, the P&C covers all of the cost meaning there is no cost for these events for our families. Whilst we attempt to keep costs to a minimum, families are invoiced for these activities prior to these events and payment by the due date will ensure that students can participate in these learning experiences.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Communication

The link between school and home is very important. We make good use of informal, day to day communication with parents. We have an open-door policy at this school and we encourage all parents to see the Principal if there are concerns. It is appreciated though, that if you would like to speak with the Principal, an appointment be made. This will ensure that time can be given to you and your concern as learning time is crucial and we work extremely hard to minimise disruptions between 8.30am and 3.00pm.

A Weekly Notice is emailed out each school term week which outlines important dates and information for the upcoming 7 days as well as reminders for payments or forms which are due back.

A school newsletter is also emailed monthly with a detailed Principals report along with



photos of exciting learning experiences had by all during the month.

The school website is a great place to review all the current information at any time. Here you will find a full calendar of events, the latest news, copies of letters sent home to parents, photo gallery of the years activities and students wonderful work.

Contact Numbers

It is imperative that all parents are able to be contacted in the event of an emergency. Changes in home, work and mobile numbers need to be given to the school immediately. At the beginning of each term, each family will receive a list of current contact numbers for parents and families to check to ensure that our computer records stay up to date.

Emergency Situations

As we adhere to the policy requirements of Education Queensland, we regularly update our Emergency Evacuation and Lockdown procedure policy documents. All staff have been made aware of the procedures and a copy of each procedure, along with a map is on the wall beside each door within the school. Regular drills occur to ensure that the students know where they need to go so that if there is a need to lockdown the school, or, evacuate the classroom, students are prepared.

Extra Curricula Activities

At Numinbah Valley SS, we are pleased to offer a range of extra curriculum activities. All students need signed permission forms returned prior to participation in these activities. Please refer to the website for photos of these in action!

Fundraising

From time to time within the schooling year, we participate in fundraising activities. In conjunction with the P&C Association, we actively fundraise to help reduce the cost of a particular activity or resource that aligns with our core priorities of improving student learning outcomes for all of our students.

Homework

At NVSS, we have developed our own policy for homework that has been written in strict accordance to Education Queensland policy. A copy of our policy can be found on our website.

Infectious Diseases and Illnesses

If your child contracts an infectious disease (Chicken Pox, Measles or School Sores) please contact the school immediately. In certain cases, children will be required to be kept at home until the disease is no longer infectious. At NVSS, we follow the infectious disease guidelines based on the National Health & Medical Research Council Guidelines.



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Injury

Should a child be injured at school, or whilst on a school activity, appropriate first aid will be administered immediately. Should the injury require immediate medical attention, an ambulance and/or doctor will be called. Parents will also be notified using the contact numbers that have been given to the school. Please ensure that the school has up to date contact numbers for both parents of each student, along with emergency contacts.

Library

Our School Library offers a range of fiction and non-fiction texts for students to borrow. We encourage students to bring a library bag, although we have a small supply of library bags to ensure that books stay safe. We have comfortable furnishings to ensure that the students are comfortable when reading.

Lunchtime and Playground Duty

A teacher or teacher aide supervises both morning tea and lunch time. During this time, students are required to sit for a minimum of 10 minutes to eat their food. During play time, teachers and teacher aides monitor playground activity and encourage cooperative play. Students are able to use a range of sport equipment during their playtime.

Medication

From time to time, students require medication for an illness, injury or condition that does not require them to be excluded from school. However, there are strict procedures that need to be followed to ensure that medication is administered safely and correctly. If you find your child needing to have medication at school, a meeting with the Principal will need to occur to ensure that the procedure is followed.

P&C Association

Our P&C Association meets once a month at school. All parents are encouraged to attend meetings and to share their views and ideas, and to take an active part in the activities of the P&C Association. The Annual General Meeting, at which the election of officers for the forthcoming year, is held in March. This is a forum for parents to be a partnership in their child's schooling.

Payments

Internet payments are preferable. Internet payment details will be on the invoices that will be sent home for camps, excursions, incursions or any other special event. Strict adherence to the payment date indicated on the invoice is required.

Parent Helpers

Parent Helpers are actively encouraged to participate in the classroom learning experience. Appropriate times for helping are generally in the priority learning period from 9 to 11 am



on Monday, Tuesday and Friday. Please contact the school to arrange a suitable time if you are able to assist us in support of our students.

Prep Year

Although the Prep year is non-compulsory, it is recognised at the first year of schooling. It is full time for children who turn five (5) by June 30 the year they attend Prep. Please refer to our website and use the Prep Reckoner calculator to determine the starting year for your child.

To assist our students who will be new to Prep, we offer a transition program in Term 4 of the previous year to assist them with experiencing a successful introduction to school. It is a powerful way for children to develop important skills and the right attitude for school.

Sport Carnival

NVSS is part of the Hinterland Small Schools' Association. Other schools in this alliance include Springbrook SS, Ingleside SS and Currumbin Valley SS. The association organises various inter – school sports carnivals each year. These carnivals include: Athletics, Swimming and Cross Country. These carnivals are a lot of fun and they provide students with the opportunity to participate socially with others and compete in many different sports. Parental involvement in these special days is encouraged.

Student Resource Scheme

The Student Resource Scheme (SRS) is a payment that families make to the school to help cover the costs of resources that all students use in order to access the curriculum. The cost is kept to an absolute minimum every year and discounts are available to families who make this payment in full by the end of Week 4, Term 1. Instalment plans are also available. The scheme is voluntary and families who choose to not participate in the SRS will be given an invoice to pay for our online subscriptions as listed below. A booklist will also be supplied to families who do not wish to participate in the scheme so that they can purchase the prescribed items needed for the year. The resource scheme covers the following items:

- Pens, pencils, crayons, felt tip pens
- Water paints, acrylic paints, oil pastels, chalk pastels, collage materials
- A4, A3 paper and cardboard
- Exercise, Quad, Botany and Music Books
- Scrapbooks
- Display Folders
- Online Subscriptions – Mathletics and Reading Eggs (Families opting not to participate in the SRS will be invoiced for students to access these).

If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.



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If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.

Sun Protection Policy

The school adopts a 'No Hat, No Play' policy to sun protection. Children are required to wear a wide brim hat or legionnaires cap when outside at any time during the day. School hats are available for purchase from the school office at the small cost of only \$6.00. Hats are to be named and are kept inside each child's school bag. Sunscreen is available at school for student use and permission forms for sunscreen use form part of the enrolment package.

Teacher Aides

Our teacher aides at NVSS form an integral part of the team. The role of the teacher aide is many and varied. Duties outside of the classroom include: Library management, playground duty, tuckshop duty and some clerical tasks. Within the classroom, teacher aides work with the students, under the direction of the Principal to assist students across a range of learning areas, with a major focus of Literacy and Numeracy. They work tirelessly to support students and teachers and are highly regarded within the wider school community.

Timetable

We ensure that we are allocating the time requirements for all learning areas for all grades at Numinbah Valley SS. A timetable is precisely thought out and although we follow this timetable, we do have special events including guest speakers, school photos, excursions and camps that cause change. Parents are made aware of these changes through communications in the school newsletter, website and student diary.

Tuckshop

Tuckshop is held every Friday and is coordinated by P&C volunteers. The tuckshop list has a range of healthy foods available for students. Proceeds from the tuckshop go back to the P&C to further upgrade the facilities at the school.

Uniform

Students are required to wear a school uniform.

Girls: Navy blue bottoms – purchased from department stores or school office.

Boys: Navy blue shorts – purchased from department stores or school office.

Unisex: Navy shirt with yellow trim – available from school office.



- Navy blue slouch hat with yellow trim – available from the school office.
- White socks and black shoes or joggers.
- Navy blue tracksuit