

Numinbah Valley State School

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



Parent Handbook

Semester 2, 2012



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 14 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.

Robyn Marshall
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 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: Robyn Marshall

Teacher Aides: Danni Yaun and Cherie Fazjullan

Specialist Teachers: Mrs Simon, Mrs Fullerton, Mrs Penfold, Mrs Dowling

Guidance Officer: Thea Marie Arthy

Support Teacher (Literacy and Numeracy): Cath Cornish

Cleaner: Kerry Yaun

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.



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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. 2013 will see the addition of History 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.

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 they are participating in Homework Club.

School finishes at 3.00pm and all children should vacate the school premises soon thereafter, unless they are participating in an after school activity. 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.

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.

Communication

The link between school and home is very important. We make good use of informal, day to

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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.

The school newsletter is sent out every Friday. Important dates and upcoming events are published along with photos of exciting learning experiences had by all during the week. We have a wonderful volunteer who changes our school sign frequently to ensure that parents and students receive important reminders of events. Our school website is a great place to receive up to date information, as well as showcasing the wonderful work our students create. We also issue every student with a student diary. Important dates and events are noted in this diary and students share this information with their parents.

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.

Curriculum Café

Parents and Care givers are welcomed to attend Curriculum Cafés that are held throughout the term on a range of days and times. The Café encompasses morning or afternoon tea, along with a presentation by the Principal or Specialist teacher on a particular area of interest. Past topics have included the following:

- What does the Australian Curriculum mean for my child?
- Individual Learning Profiles – how will these help my children?
- Understanding your NAPLAN Reports
- Reading in the Early Years
- Numeracy Across the Curriculum

A Calender of events is published at the beginning of each term and topics covered are relevant to the continued success of student outcomes in a range of areas. Parents are also encouraged to nominate topics to further their own understanding. Please refer to the school website for times of our Curriculum Cafés.

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 be 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!

- Active After School Sport
 - The Australian Sports Commission's AASC program is conducted at Numinbah Valley State School Monday and Wednesday afternoons from 3.30pm – 4.30pm. Each session is designed to develop the children's skills in various sports. The program also promotes a healthy lifestyle with a nutritious snack provided. This is a free program as it is subsidised by The Australian Sports Commission.
- Gardening Club
 - Gardening Club occurs every Tuesday afternoon from 3.00pm – 4.00pm. Taking advantage of our beautiful surroundings, students have the opportunity to plant seeds and seedlings, water and maintain their section of the garden. Learning about compost and the importance of worms in the environment is another key component of the program.
- Homework Club
 - Homework Club occurs every Tuesday and Thursday morning from 8:15 - 8:55. Students will have the opportunity to read with their Principal, or the Support Teacher (Literacy and Numeracy), practice their spelling activities or work on their individualised research projects.

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. These can

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be found on our website and we also have a copy available for viewing in the Administration Office.

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 also have an interactive whiteboard in our Library, along with comfortable bean bags and furnishings to ensure that the students are comfortable when reading.

We also have a 'Parent Resource' section in our Library with reference books aimed at parents to research further aspects of child development and education. Games, DVD's and other resources are also available for parental borrowing. Parents are actively encouraged to suggest ideas for resources for this section of the Library.

We are also lucky enough to have the Gold Coast Mobile Library visit our school every second Monday. Parents and students are encouraged to use this service.

Lunchtime and Playground Duty

A rostered 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 and the classroom is opened regularly during the lunch breaks for students to play educational games or access the computers.

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



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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 takes place, is held in March. This is a forum for parents to be a partnership in their child's schooling.

Payments

Internet payments are preferable, but cash payments can be accepted on a Monday and Tuesday morning. 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. We have a roster that is set up outside the classroom showing when appropriate times for helping are. If you are unable to help in the classroom, we are happy to send home preparation materials that could be cut, glued and laminated!

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.

Our Prep children are involved in a child centred program which offers them inquiry based learning experiences inside and outside of the classroom. To assist our students who will be new to Prep at NVSS in 2013, we will offer a transition program in Term 4 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.

Religious Education

A visiting Minister of Religion, or lay teacher, conducts religious education lessons every Tuesday for 30 minutes. These sessions follow a non – denominational Christian curriculum which is overseen by a District Coordinator. Exemption from attendance must be in writing to the Principal.

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: Soccer/Netball, 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 only \$100 per student per 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 at the cost of \$25 per student per term. 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, Reading Eggs and Spellodrome (Families opting not to participate in the SRS will be invoiced \$59.50 per year in order for students to access these).

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. This is reflected in our timetable. Our general timetable is on



display on our board outside the classroom, and a copy is sent home to all families at the beginning of the term. Although we follow this timetable, we do have special events including guest speakers, school photos, excursions and camps that cause the timetable to 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 a P&C volunteer. The tuckshop list has a range of healthy foods available for students, which are labelled Green or Amber. Proceeds from the tuckshop go back to the P&C to further upgrade the facilities at the school.

Uniform

It is preferred that all students wear uniform. Uniforms are required to be worn on excursions and when students are representing the school in interschool competitions and events.

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

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

Unisex: Gold with navy trim shirt – available from school office.

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