

PRIMARY HANDBOOK

2024



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Welcome

Welcome to Narre Warren South P-12 College. You will no doubt have many questions about our College and how well your child will settle in. This handbook attempts to provide some of the practical information to assist your family in becoming familiar with our College as quickly as possible.

A number of people and programs are available to help you in this friendly and supportive school environment. Your child's class teachers and Team Leaders/Co-ordinators provide day-to-day support, whilst Student Well-being Coordinators are available to assist with a variety of other issues.

We know students come to school to be with friends, have fun and learn about different things. This is made a lot easier when there is a positive relationship between students, teachers and parents. At Narre Warren South P-12 College we encourage our students to take advantage of the many opportunities offered at our College. These include excursions, drama, music, sport, a student leadership program and much more.

We welcome conversations with families about their child's progress at any time to help their child do their best. We embrace the opportunity to take visitors around our College to see the excellent teaching and learning occurring in each and every classroom every day.

At Narre Warren South P-12 College we are committed to building a strong and vibrant learning community providing opportunities for students to become educated, confident young people.

Yours Sincerely,



Laura Sammut
Primary Principal

Enrolment Information

Grade 6 students currently enrolled at Narre Warren South P-12 College are automatically allocated a Year 7 placement at the College for 2024. We will send home Year 7 Transition Information towards the end of Term 3 to our families.

Narre Warren South P-12 College will request the following legal information for enrolment:

- **Enrolment Form** – Please ensure that all sections of the Enrolment Form are completed, signed and that the required legal documentation is presented at the time of lodging your form with the Enrolment Officer - A start date will be given once all documents have been received and processed.
- **Birth Certificate** – We will photocopy this for our records.
- **Residency Status** – If your child was not born in Australia we require a Certificate of Citizenship or Passport with Visa showing residency, which we will photocopy for our records.
- **Custody Documentation** – If there are any custody restrictions applicable to your child we require the current court documents, which we will photocopy for our records. Please ensure you continue to provide us with copies of any custody documentation updates.

It is important that you keep the school informed of changes – such as contact phone numbers, addresses, work contact details, medical information and access restrictions. Always notify the class teacher and the administration office of any temporary or new arrangements.

We encourage you to contact our Enrolment Officer on 9704 3333 if you have any questions regarding the enrolment process.

2024 Term Dates

Term 1: 30 January (school teachers start 29 January) to 28 March *

Term 2: 15 April to 28 June

Term 3: 15 July to 20 September

Term 4: 7 October to 20 December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school. DET, Term Dates. Available from <http://www.education.vic.gov.au/about/department/Pages/datesterm.aspx>

Our College will publish student-free days on www.nwsc.vic.edu.au after the first School Council Meeting of the year.

English

We believe all students can achieve high personal standards in Reading, Writing, Speaking and Listening. Literacy is an integral part in all areas of the curriculum and a key to success. We provide engaging and flexible learning programs designed to meet the needs of all students, as listed below:

Reading

A daily session that runs for one hour and focuses on explicitly teaching reading strategies and skills, which students can apply to their own independent reading. Our reading lessons have a focus on;

- Phonemic awareness
- Fluency
- Comprehension
- Vocabulary
- Phonics

We cater for all reading abilities through one to one conferencing and small strategy groups.

Home reading

Our take home book program is an important part of our reading culture, students are encouraged to read every night at home to help improve their reading and comprehension skills. We also have our own classroom libraries.

Writing

A daily session which runs for one hour and explicitly teaches strategies for writing. Our classrooms provide an environment where students see themselves as writers, are motivated to write on a variety of topics, and are prepared to take risks. Students are assessed and monitored throughout the year to identify each student's needs to plan for literacy and learning accordingly.

Mathematics

Numeracy is all about finding the student's mathematics ability and providing point of need teaching in small workshops to ensure the student understands the concept are fully understood. Our students are then given multiple opportunities to practise, consolidate and apply these skills in a variety of ways. We have a strong commitment to continually look at ways to improve mathematics through teacher professional development and current research. We are committed to acquiring the best maths resources to ensure your child has all the tools available to them to excel in mathematics.

We strive to:

- Improve student learning outcomes in Mathematics
- Improve teacher confidence and capacity in teaching Mathematics
- Improve student engagement in Mathematics



What Do We Do?

We constantly track what our students already know and need to learn. We cater for different learning needs in our classroom.

Our Numeracy Leader works with teams and individual teachers, modelling effective practice. Using lesson plans, with a focus on clear learning intentions, success criteria, student reflection and hands on engaging tasks.

We provide Professional Development for staff on a variety of Maths concepts, teaching ideas, school priorities in relation to Primary Mathematics, effective teaching of number strategies and what makes a good Maths question.

We conduct and prepare students for the UNSW Maths Competition. We happily promote our high achievers to put their skills against other students from around Australia.

We celebrate mathematics through National Numeracy Week. We also celebrate student learning by holding special assemblies for those students who have shown more than a year's learning growth.

Integrated-Inquiry

What is Integrated-Inquiry?

Learning using the Integrated-Inquiry approach involves students forming their own questions about a topic and allows time for students to explore the answers.

The Integrated-Inquiry approach allows and encourages students to examine concepts in depth. Concepts are integrated across the curriculum areas and may include links to English and Mathematics.

The Inquiry approach is based on the belief that students are powerful learners who must be actively engaged in the process of investigating, processing, organising, synthesising, refining and extending their knowledge and skills. It provides opportunities for students to be independent and caters for different levels of understanding and ability.

The inquiry process has the potential to develop personal skills including independence, thinking skills, confidence, decision making, cooperative learning and other life skills. Integrated-Inquiry works hand- in-hand with the Victorian Curriculum General Capabilities and the development of the skills necessary for the 21st Century Global Citizen.

Global Learners

At Narre Warren South P-12 College we believe that all students, as global citizens, have the capacity and responsibility to make a meaningful and positive impact in their community, their nation and the world in which we live. Living in a global society of immense choice and diversity, the school endeavours to empower children to make decisions that are anchored in firm and positive values that will help them succeed in a world that is increasingly interconnected and cross-cultural. These values enable our students to live effectively as responsible local and global citizens and make the world a better place with their presence.



Students are empowered to make choices that impact on their learning and relationships in a positive way. Their social and emotional wellbeing is paramount, and students are supported to become resilient, compassionate and critical thinkers. This focus is embedded throughout the entire curriculum, where students learning is authentic and trans disciplinary.

Our primary school is committed to fostering 'global learners', students who are on a journey to becoming:

- Inquirers
- Knowledgeable
- Critical Thinkers
- Principled
- Balanced
- Open-minded
- Communicators
- Caring
- Reflective
- Courageous and Resilient

Whilst we are proud of our students' high levels of academic achievement, it is our focus on developing the 'whole child'; academic, social, emotional and physical that allows students to truly thrive. Working in partnership with parents and families, students have access to a broad range of curricular and co-curricular opportunities that allow them to grow, identify their strengths and reach their potential.

Our primary school is underpinned by a highly professional collaborative teaching culture, where we emphasise engagement in helping prepare students for a less predictable future, one where students will need to be self-motivated, creative and principled in order to succeed and make a positive impact in the world. We are excited in partnering with you to help shape global learners for the 21st century whose skills learned through our interdisciplinary curriculum will help them become responsible local and global citizens

Specialist Classes

In order for your child to get a broad range of experiences, work in areas of interest and broaden their scope of knowledge for future studies. In Years P-2, students undertake one hour each of Health and Physical Education, Visual Arts, Indonesian, Respectful Relationships and Performing Arts each week.

In Years 3-6 students undertake one hour of Respectful Relationships, Indonesian, Science Technology Engineering and Maths (STEM) and Physical Education all year, and one hour of Visual Arts and Performing Arts each week for a period of 6 months.

Student Voice

Our innovative Student Leadership Program centres on building leadership capacity in our students and empowering them to make a positive influence in the world. It involves leaders from Prep - Year 6 in Primary, where students work collaboratively to respond to school student and local community needs. Student Voice Leaders conduct many activities throughout the year to raise money for a number of charities. Student Voice has raised the profile of and respect for our students and their contributions to major community events. The Student Voice Team consists of School and Class Captains, House Captains, Sports Captains, Wellbeing and Environment Captains.

Literacy Intervention

Literacy Intervention assists students who need additional assistance in their literacy learning. We work one-on-one or in small group situations and use a range of hands on and interactive resources to suit our students needs and interests.

EAL

Our EAL Program (English as an Additional Language) provides these students with two levels of support:

- Working in small groups with an experienced teacher and
- Support in class with our multilingual MEA specialist support staff.
- Little Learners Love Literacy - small group phonics intervention.

Volunteer Helpers

Volunteer Helpers are an integral part of our school community. Our Volunteer Helpers assist with literacy, numeracy, cooking, excursions and sport days/ events and are welcome and valued in the classroom.

Volunteer Helpers are required to have an orientation session and have a current Working With Children's Check before they can assist in the classroom, these can be obtained from Australia Post. Our HR Manager is required by DET to keep a copy of your Working With Children's Check and a signed agreement for all Voluntary Helpers. For Literacy tips and ideas go to Parent Involvement on DET website.

Library

The Library Program offered to our students provides students with the opportunity to develop their literacy and information literacy skills. Students have a library lesson each week with their classroom teacher. They have access to a wide range of books including picture books, junior fiction, junior non-fiction, as well as fiction and non-fiction books if suitable. They may borrow two library books at a time for up to two weeks. All stents in Years Prep to Six have the opportunity to take part in the Premiers' Reading Challenge. They will receive a certificate of participation at the end of the year.

The mission of our Library Centre is to support the literacy program, to develop the skills the students will need to become effective and discriminating users of information for lifelong learning, and to foster a love of reading.

Schools play a vital role in the promotion of positive mental health and wellbeing in children, our students' wellbeing is at the core of everything we do.



We aim to provide a safe and supportive environment for building life skills and resilience and a strong sense of connectedness to school. Listening to the voice of the child and fostering healthy relationships with peers, teachers and school staff are essential to children's positive experience of school and their academic outcomes. Every child deserves to feel safe and supported at school!

Programs we offer our students include:

A Positive Start

The Positive Start Program is aimed at developing the personal and social skills that students will need to have a successful and positive year! In the first week of term, each class and all students in Grades P – 6 will complete a Vision Statement and a Collaborative Classroom Behaviour Plan so that there is a consistency across year levels and the school.

Respectful Relationships

While schools across Victoria have been teaching Respectful Relationships in their curriculum for many years, Victoria has now introduced Resilience, Rights and Respectful Relationships into the curriculum. The aim is to strengthen a school's ability to promote and model gender equity in everything they do, and support students and staff affected by family violence.

Our College, is a leading school in delivering the Respectful Relationships Curriculum. Embedding Respectful Relationships in schools and early childhood settings is key to preventing family violence in the long term.

Bullying No Way & Cyber Safety & eSmart

The school has a vital role in shaping the culture of a school and ensuring that effective policies, procedures and strategies are in place for responding to bullying and unacceptable behaviour. Each year, we aim to empower students to help prevent bullying by providing opportunities to ensure that students have both a voice and meaningful involvement in school-based activities that address and respond to bullying.

Buddy Program

The whole Primary School takes part in Buddy and Friendship Week. All Grades are assigned a Buddy Class. Buddy Teachers develop a program focussing on interpersonal skills. The Buddy Program takes place every fortnight (on Fridays of non-assembly weeks). The goal is to develop relationships between the younger and older children, enhancing the sense of a friendly and supportive school community. There are benefits for the older buddy in acknowledging their leadership, responsibility and pride in their ability to be helpful.

End Of Year Celebrations

At the end of each year we like to celebrate all of our achievements over the course of the year. Some of the ways we do this is via: Grade 6 Graduations, End of Year Concert and P-6 Award ceremonies.

Zones of Regulation

All Prep to Grade 6 students utilise the Zones of Regulation to assist with social and emotional learning, interpersonal skill development and emotional regulation. Zones of Regulation are displayed throughout every classroom and students consistently utilise language about the zones when interacting with their peers and teachers.

This program is currently taught through our Positive Start and Integrated programs.

Year 1 and 2

The Grade 1 and 2 curriculum recognises the growing independence of these students with a variety of learning programs. Some of the special programs we do are included below. We also have many special incursion and excursions throughout the year including "Forces in Action".

Library

Students love attending their weekly session in the school library where they enjoy a read-aloud by the class teacher. As the students see themselves as 'readers' and 'writers' they are highly engaged in examining the qualities of the short listed books for the CBCA.

Stephanie Alexander Kitchen Garden

The Stephanie Alexander Kitchen Garden program begins in Grade 1 and continues into Grade 2. The students enjoy learning to handle and safely use garden tools. They are actively involved in team work to manage the seasonal activities required to produce a variety of food items. They incorporate art works and environmental sustainability into their weekly lessons.

iPads

Students are introduced to a variety of programs that integrate and support literacy and numeracy. The students are introduced to word processing and can type stories as well as use a variety of MS Office programs to present multi-media projects. The school purchases online Reading and Mathematics subscriptions to support student learning of concepts and these may be accessed from home for homework as required.

Year 3 and 4

In Grades 3 and 4, students continue to study English, learning to analyse, understand, communicate and build relationships with others and with the world around them. Students read a variety of texts designed for enjoyment, as well as to inform and persuade and create a range of imaginative, informative and persuasive types of texts including narratives, procedures, performances, reports, reviews, poetry and expositions. In Mathematics, students learn important mathematical ideas, knowledge and skills that they will draw on in their personal and work lives. Students develop their understanding of positive relationships, learning to value differences in individuals. They are provided with many opportunities to work independently and together teams. Students participate in specialist programs including STEM, The Arts, Indonesian and Physical Education.

Stephanie Alexander Kitchen Garden Program

The Stephanie Alexander Kitchen Garden Foundation introduces fun food education to children to form positive food habits for life. The program teaches students to grow fresh, seasonal produce and use it to prepare nutritious, delicious food. Students are given all the skills, experiences and role modelling they need to learn to love their veggies and make healthier choices about what to cook and eat, for life. The dishes cooked reflect the vegetables, herbs and fruits grown, season-by-season, by the children in their organic gardens, and also reflect the Australian Dietary Guidelines. The program reinforces literacy, numeracy, science and cultural studies, while also encouraging critical thinking and teamwork. Students in Years 3 and 4 visit the kitchen for two hours each week over a semester to learn about food safety and hygiene and learn to prepare nutritionally balanced, vegetarian meals.

Chromebook and iPad Program

A comprehensive Digital Learning environment has been shown to improve student engagement, allow better collaboration and help equip students to be tech savvy in an ever changing and dynamic world. In the Grade 3 and 4 classrooms, Digital Learning is a fundamental component in our teaching and learning program, where technology is used for research, paperless classwork in different areas of the curriculum, projects, learning games and activities and presentations. All Year 3 classrooms are equipped with a class set of iPads and all Year 4 classrooms are equipped with a class set of laptops to enhance learning across all curriculum areas.

Camp

Every year, we have a camp for Grade 3 and 4 students. Camps are a great way to develop social skills, independence, decision-making skills, increased environmental awareness and for students to have a lot of fun!

Year 5 and 6

Grade 5 and 6 students are exposed to a broader curriculum. In addition to English, Mathematics, History, Science Technology and Geography, Grade 5 and 6 Students are exposed to Economics / Business and Civics and Citizenship as they are prepared with the "real life" skills necessary for the 21st Century. IT skills are a focus and laptops are a necessary addition to the classroom and pivotal to learning.

Interschool Sports

Each Friday Grade 5 and 6 students take part in Inter-school Sports. This program actively promotes school sport for all Victorian school students in developing their students' health and wellbeing.

School Sport Victoria will do this by:

- providing strategic leadership for Victorian School Sport
- providing regular sporting competition that embraces an educational approach in developing students' appreciation and carriage of respected community values
- advocating recognition for School Sport leadership at all levels
- maximising participation opportunities for all school students in competition that is commensurate with their age and ability
- promoting school and community partnerships through sport; and governing SSV to promote the efficient and effective administration of School Sport.

Camp

Every year, we have a camp for Grade 5 and 6 students. Camps are a great way to develop social skills, independence, decision-making skills, increased environmental awareness and for students to have a lot of fun!



Hands On Learning Program

The Hands On Learning Program is available to students in Grades 5 and 6. It is an innovative education program that caters to the different ways young people learn. Teachers work collaboratively with small groups of students on authentic building projects that provide a platform for students to engage, grow confidence and achieve success at school. Hands On Learning fosters strong, long term relationships that help young people develop the skills and abilities they need to succeed in work and life like collaboration, problem solving, communication, resilience and empathy.

Chromebook Program

A comprehensive Digital Learning environment has been show to improve student engagement, allow better collaboration and help equip students to be tech savvy in an ever changing and dynamic world. In the Grade 5 and 6 classrooms, Digital Learning is a fundamental component in our teaching and learning program, where technology is used for research, paperless classwork in different areas of the curriculum, projects, learning games and activities and presentations. All Year 5 and 6 classrooms are equipped with a class set of laptops to enhance learning across all curriculum areas.



School Office

Monday-Friday: 8.20am - 4.20pm

School Holidays: Closed or as advertised

Narre Warren South P-12 College

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