



# NARRE WARREN NORTH PRIMARY SCHOOL

Newsletter No. 1 – 2<sup>nd</sup> February, 2017



## DIARY DATES

**School hats must be worn  
until the end of April**

Friday, 3<sup>rd</sup> February  
Lunch Orders available

Monday, 6<sup>th</sup> February

Commonwealth Bank – Student  
Banking commences and will be  
weekly on Mondays. Books  
must be submitted in the  
payment slot at the office  
by 9.30am

Wednesday 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>  
February & 1<sup>st</sup> March

Grade Prep Assessment Days

Friday, 10<sup>th</sup> February

Assembly - Time to be advised.

Monday, 13<sup>th</sup> February

Grade Prep will now finish at  
3.30pm (except Wednesdays)

**Tuesday, 14<sup>th</sup> February**  
**Curriculum Day – No School**

School Council – 7.00pm

Wednesday, 22<sup>nd</sup> February  
District Swimming

Friday, 24<sup>th</sup> February

Student Leadership Conference  
for School and House Captains

Prep 2017 Family Barbecue  
6.30 to 8.00pm

Monday, 27<sup>th</sup> February  
School Photos

Monday, 13<sup>th</sup> March  
Labour Day – Public Holiday

Tuesday, 28<sup>th</sup> March  
House Cross Country

Wednesday, 29<sup>th</sup> March  
Regional Swimming



## Principal's Pen

Welcome back to school everyone. We hope you have all had an enjoyable and relaxing holiday and are ready for the new school year.

Welcome to our Grade Prep and other new students and their families to our school. Also welcome to our new staff members: Miss Shannen Powell (Grade 1C), Ms Ashlee Dow-Philcox (Grade 2A), Miss Stephanie Hogan (Grade 3/4C), Miss Jennifer Raven (Grade 5/6C) and Mrs Danielle Searles (Art/Support).

I hope you get a chance to come visit our school over the next couple of weeks to see all the work that has been done around the school, e.g. the painting around the mosaic the children worked on last year, the play pod painting and the new signs at the front of the school. We have had very positive feedback on these. The new shade sails are coming soon!!

### **Child Safe Standards**

Attached to the newsletter this week is the Child Safety Policy and Code of Conduct. Please read this carefully as all schools, by law, are required to put in place protocols and procedures to ensure the safety of all students.

### **Some of the reminders regarding this policy and our duty of care:**

Volunteers must sign in and out of the office and wear a lanyard containing their Working with Children Check card at all times while in the school.

Parents picking up their children early or dropping them off late will need to go via the office to collect and wear a school yellow lanyard to collect or take their child from/to the classroom and then return the lanyard to the office on their way out.

Parents will not be able to wait in the corridor for their children. Please wait in a designated place in the yard and let your children know where this is.

In the mornings we ask that parents drop their children by 8.55am and leave the corridor when the bell goes so the children can begin their learning for the day.

A teacher is on yard duty from 8.45am in the mornings and until 3.45pm in the afternoons. If children are seen in the morning before 8.45am and after 3.45pm without an adult, teachers have been asked to take them to Outside School Hours Care. This will be at the cost of the parent. Before 8.45am and after 3.45pm teachers are not responsible for students. After school, students will not be able to wait at the office for parents as there is no one to supervise them. The office staff, by law do not have a duty of care and are unable to supervise children not picked up on time so from 3.50pm onwards they will be taken to Outside School Hours Care in the Multi Purpose Room.

### **Communication**

**Newsletters:** All newsletters, circulated on a fortnightly basis, will be accessible via email and the school's website.

**Emails:** Most of our communication home to parents, if a signature is not required, will be via the teachers' school edumail (email) addresses. Parents are very welcome to email their child's teacher directly regarding any concerns or positive feedback you may have regarding your children. Teachers will respond within 72 hours. Please

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do not expect a response out of school hours or immediately after you send the email. During the school day teachers have a duty of care to their students and will only be able to read their emails before and after school, during breaks and in planning times. It is also important that if you have any major concerns that you make an appointment with the teacher to speak to them. We would appreciate it if parents have a concern that you go directly to the classroom teacher in the first instance rather than through the office. The Parent Complaint Policy can be found on the school's website and as part of this newsletter.

All other communication channels, e.g. in person, via phone, notes, Sentral (e.g. parent teacher interviews) and Facebook, are still available for families.

**Team Blogs:** Team Blogs will continue to be used in 2017. This will contain information about curriculum, program development and student work. The blogs will be accessible through the school's website. The Art blog is already up and running – this is link: [www.mrssearlesartadventures.wordpress.com](http://www.mrssearlesartadventures.wordpress.com)

**Notices:** Notices requiring parent signatures, e.g. excursion permission notes, will go home via the students.

**Facebook Page:** A reminder that we have a Narre Warren North Primary School Facebook page. This page is kept up to date during the year with reminders and items of interest for the school community. The parent Facebook page is organised by one of our parents. **Please do not use this as a venue for complaints. It is for the provision and sharing of school information only.**

**Tiqbiz:** This app is used to inform the school community about school activities or in an emergency situation. It can also be used to advise our school of any student absences. This app can be downloaded and you will need to select our school.

**Qkr!:** Qkr! is a payment app for parents. This is a very easy way to pay for excursions, etc. Your use of Qkr! means less administration work for our office staff and less hassle for you. The only other option for payments is via cash through the office. Thank you to all the new families who have already signed up to this app!!!!

**Assemblies:** Assemblies are once a fortnight beginning next Friday 10<sup>th</sup> February. An email will be sent home letting parents know the time of assemblies. At our assembly next week the 2017 School Captains will be making their Captain Pledge and will be presented their leadership badges.

Connie vanderVoort,  
Principal

**Please note: There is a Curriculum Day on  
Tuesday, 14<sup>th</sup> February – No school for students.**

#### **Lunch Orders**

Bellbrook Catering would like to inform you that our first canteen day for 2017 is **Friday 3rd February**.

#### **School Photos**

Our school photos will be taken on Monday, 27<sup>th</sup> February. Photo information on how to order photos will be sent home soon.

#### **Student Leadership**

Congratulations to our 2017 School Captains and School Vice Captains; and House Captains.

**School Captains:** Sara A and James C

**School Vice Captains:** Sienna B and Jayden B

#### **House Captains:**

Kerr (Blue)	Shalisa H and Samuel M
Rae (Red)	Brigette C and Brody T
Robinson (Green)	Jessica O and Annabel S
Troup (Yellow)	Chloe T and Ethan D

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## Child Safety Policy

### **RATIONALE – Our commitment to Child Safety**

Narre Warren North Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments where all children are valued and feel safe.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently through our policies and procedures.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability and in out of home care.

Our school has specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

### **PURPOSE OF THE POLICY**

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm. This includes all school environments - onsite, online activities and offsite for excursions, camps, etc. and outside of school activities.

The purpose of this policy is to ensure students are safe in all school environments and outside school hours and that they have involvement in making decisions, especially about matters that directly affect them. Students' views are listened to and opinions are respected and valued. We listen to and act upon any concerns that our students, or their families raise with us. We teach students what they can do if they feel unsafe.

It is important to promote the cultural safety, participation and empowerment of Aboriginal children; promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds; and ensure that children with a disability are safe and can participate equally in school life.

### **GUIDELINES FOR ACTION**

1. This policy applies to all people involved in our school, including:
  - employees (permanent and casual)
  - volunteers
  - contractors
  - work experience students
  - service providers
  - any other visitors.
2. Staff, volunteers and visitors must abide by our Code of Conduct which specifies the standards of conduct required when working with children.
3. At the beginning of each year staff will revisit relevant Child Safety policies and procedures. Throughout the year staff will participate in professional learning to identify, assess, and minimise risks of child abuse; mandatory reporting, child protection and other matters that affect children and young people (annually).
4. School Council will be made aware of relevant Child Safety policies and procedures annually. The school community will be informed about child safety practices via the newsletter and school website.
5. The Child Safety Policy will be distributed to families at the beginning of each year.

6. All people engaged in work at Narre Warren North PS, including volunteers, are required to carry and wear a lanyard containing their Working with Children Check. Teachers/ESS are to wear their 'school identification badge' at all times. Staff are to approach anyone not wearing their lanyard and direct them to the office.
7. Advertisements for positions to include reference to child safety duties and responsibilities.
8. Reasonable steps will be taken to ensure that Narre Warren North PS engages the most suitable and appropriate people to work with children. Interview and referee checks (at least 2) are to be conducted on new employees. VIT registration is a requirement of all teaching staff.
9. All new employees and contractors will undergo induction and receive a copy of our Child Safety Policy and Code of Conduct.
10. All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety (refer to Privacy Policy).
11. Risk management strategies are to be put in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child at the school on social media).
12. Strategies will be put in place to promote participation and empowerment of children, e.g. through Circle Time.
13. Students will participate in the following school programs: Protective Behaviours facilitated externally (e.g. by SECASA) biennially and facilitated by classroom teachers at the beginning of each school year, Anti-Bullying programs (e.g. Cool Calm Kids) annually, Cyber Safety programs at the start of each year, Family Life, Life Education (P-2), drug education programs through the curriculum and regular Circle Time in classrooms.
14. Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter. It is the school's responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (refer to Mandatory Reporting Policy). Factors contributing to reasonable belief may be:
  - a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
  - behaviour consistent with that of an abuse victim is observed
  - someone else has raised a suspicion of abuse but is unwilling to report it
  - observing suspicious behaviour.Concerns are to be raised with the Principal, Child Safe Officer (Assistant Principal) or nominee in the first instance.
15. Advice to be sought from external agencies, e.g. chaplain, psychologist, to support students/staff.
16. This policy is to be read in conjunction with DET guidelines at <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards.aspx>  
<http://www.education.vic.gov.au/about/programs/health/Pages/childsafesafe.aspx>  
and school policies related to students, visitors, volunteers and staff.
17. This policy will be reviewed every two years and following significant incidents if they occur.

Developed: June 2016

Ratified by School Council: 19<sup>th</sup> July 2016

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# NARRE WARREN NORTH PRIMARY SCHOOL



## Child Safety Code of Conduct

### **RATIONALE**

Narre Warren North Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments. At our school all children are valued and feel safe and have opportunities to learn and develop to the best of their ability. We have zero tolerance of child abuse.

Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment. All students have the right to be safe in all school environments; be treated with respect by staff, volunteers and visitors; and be able to work and play in a secure environment without interference, intimidation, harassment, bullying or disruption. Developing safe and stimulating learning environments, with clear expectations for appropriate behaviours, is a priority at our school.

### **PURPOSE OF THE CODE OF CONDUCT**

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage at risk behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Narre Warren North Primary School will support the implementation and monitoring of the Code of Conduct; and will plan, implement and monitor arrangements to provide an inclusive, safe and orderly school and other learning environments. We will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

### **GUIDELINES FOR ACTION**

**1. All staff, visitors, volunteers, contractors and any other member of the school community involved in child related work at Narre Warren North Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of students by:**

- Adhering to and upholding our school's Child Safety Policy at all times.
- Taking all reasonable steps to protect students from abuse.
- Treating students and families in the school community with respect, both within the school environment and outside the school environment, as part of normal social and community activities.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused and/or are worried about their safety or the safety of another.
- Promoting the cultural safety, participation, inclusion and empowerment of Aboriginal students.
- Promoting the cultural safety, participation, inclusion and empowerment of students with culturally and/or linguistically diverse backgrounds.
- Promoting the safety, participation, inclusion and empowerment of students with a disability.
- Ensuring as far as practicable that adults are not left alone with a student and that if this occurs the adult can be seen by other adults (e.g. through the window and an open door).

- Reporting any allegations of student abuse to the Principal or Assistant Principal, and ensuring any allegation is reported to the police or DHHS Child Protection (refer to Mandatory Reporting Policy and Child Safety Policy).
  - Reporting any student safety or wellbeing concerns to the Principal/Assistant Principal/Wellbeing Coordinator if an allegation of student abuse is made, and ensuring, as quickly as possible, that concerns are reported and that the student/s are safe.
  - Encouraging students to ‘have a say’ and participate in all relevant organisational activities where possible, especially on issues that directly affect them.
- 2. All staff, visitors, volunteers, contractors and any other member of the school community involved in child related work at Narre Warren North Primary School must not:**
- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
  - Develop relationships with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, offering gifts).
  - Exhibit behaviours or engage in activities with students which may be construed as unnecessarily physical (for example, inappropriate sitting on laps, hugs initiated by the adult).
  - Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate.
  - Put students at risk of abuse and make them feel unsafe (for example, locking students in an isolated room, intimidation, threatening comments/actions).
  - Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting.
  - Use inappropriate language in the presence of students.
  - Express or convey any personal views on cultures, race or sexuality in the presence of students.
  - Discriminate against any student, because of culture, race, ethnicity, disability, sexuality or gender identity.
  - Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting, etc) except where that communication is reasonable in all circumstances, related to school work or extra-curricular activities, or where there is a safety concern or other urgent matter.
  - Photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes.
  - In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.
3. This Code of Conduct is to be read in conjunction with the school’s Child Safety Policy, Mandatory Reporting Policy, Volunteers and Confidentiality Policy/Agreement and other relevant school policies.

This Code of Conduct is to be read with DET policy found at:

<http://www.education.vic.gov.au/studenthood/providers/regulation/Pages/studentsafestandards.aspx>

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

*This Code of Conduct was endorsed/approved by the Narre Warren North Primary School Council on 19<sup>th</sup> July 2016 and will be reviewed if legislative or other changes are required in the interim or no later than December 2018.*

Developed: 12<sup>th</sup> July 2016

Ratified by School Council: 19<sup>th</sup> July 2016

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## Parent Complaint Policy

### **RATIONALE**

Narre Warren North Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments where all children are valued and feel safe.

By providing all school environments (this includes onsite, online activities and offsite for excursions, camps, etc. and outside of school activities) that are stimulating, safe, happy and positive, we foster the learning potential of our children.

DET is committed to good communication and treating everyone with dignity and respect. It is important to remember that everyone in the school community should work together in a spirit of cooperation and understanding and should conduct themselves in a respectful, courteous and calm manner.

### **PURPOSE OF THE POLICY**

This information will assist parents who are raising concerns or making a complaint that is related to the school or their child's education.

Remember:

- The school should always be your first point of contact
- concerns are best resolved at the school
- you can withdraw your complaint at any time
- it may not always be possible to resolve an issue to your complete satisfaction
- DET expects that most complaints will be resolved by the school - that is at Step 2 (or Step 3) of the following process.

**Facebook is not the correct avenue to raise a concern.**

### **GUIDELINES FOR ACTION**

How do I raise an issue or make a complaint?

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Step 1: Clarify the issue (what is the problem?)

Step 2: Contact the relevant teacher;

Step 3: Contact the Assistant Principal or Principal if the issue is not resolved with the classroom teacher.

#### **Step 1: Clarify the issue (what is the problem?)**

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Before you approach the school or your child's teacher:

- be clear about the topic or issue you want to discuss
- focus on the things that genuinely affect your child
- always remain calm and remember you may not have all the facts relating to the circumstances of the topic or issue you wish to discuss
- think about what an acceptable outcome would be for you and your child
- be informed; check DET policies or guidelines, where relevant

## **Step 2: Contact the relevant teacher;**

There are a number of ways you can raise any concerns you have about your child. You can:

- write a note to your child's teacher outlining your concerns
- make an appointment to speak on the phone or in person with the class teacher or year level coordinator; ensuring that you inform the school about the issue you wish to discuss
- arrange any meeting times via email or phone with your child's teacher.

Remember that the class teacher / year level coordinator, together with others who may be involved, should be given a reasonable amount of time to take the steps required to resolve or address your concerns.

## **Step 3: Contact the Assistant Principal or Principal**

Most concerns are resolved by following the first two steps above. However, if the issue remains unresolved after you have approached your child's teacher or other school staff you can then ask to see the Assistant Principal or Principal.

To do this, you will need to request an appointment through the school office. Be aware that:

- the Principal may ask another senior staff member to speak with you on their behalf
- if a teacher is going to be present at the meeting it is more likely to occur outside of classroom hours.

**If you still feel that your complaint has not been addressed satisfactorily after speaking to the teacher and the principal, you can then contact the SEVR (Region).**

It is the regional office's responsibility to:

- ensure that complaints, wherever possible, are resolved at the school.
- ensure that procedures at the school are in accordance with DET regulatory framework.

The Regional Office may refer your complaint to other areas or branches within DET. You will be notified of this and of any major delays in addressing your complaint.

This policy is to be read in conjunction with DET policy found at:

<http://www.education.vic.gov.au/about/contact/Pages/complaininfo.aspx>

This policy will be reviewed as part of the school's three-year review cycle.

Reviewed: 18<sup>th</sup> August 2014

Ratified by School Council: 12<sup>th</sup> September 2014

Updated and approved by School Council: 19<sup>th</sup> July 2016

Updated: 1<sup>st</sup> February 2017

## *Suzanne Asling Encouragement Award*

*This new award has been established by Suzanne's friends to honour her life of 72 years, also of her parents, the late Jean and Frank Asling.*

*A descendant of the family who lived in Narre Warren North since the 1880's, Suzanne was part of local life for most of her life. She lived with her parents on their nearby farm, attending school here and later Dandenong Girls' School and was known to and well-respected by all around the area. She was a joyful, capable and contributing member of Narre Warren North life over many years.*

*Although having the life challenge of cerebral palsy, Suzy sparked in other people's company, was friendly to all and especially revelled in the world of nature – plants, flowers and the many animals she cared for on the farm. Describing cloud formations in the sky and predicting the weather was also a skill she developed in her life.*

*Suzanne's mother Jean taught at this school in the 1960's and 1970's, endearing herself to many students and parents over the years. Her father Frank was a very capable cricketer in the local team in the hours he managed away from far commitments.*

*This award, therefore, is intended to reward and encourage a young student at Suzanne's school in the same way she herself inspired other people with her caring ways and the determination to do her best and be cheerful and helpful within her community. Thank you, Suzy and congratulations to our first winner – Samuel M – Grade 4 in 2016.*