

NAREMBEEN DISTRICT HIGH SCHOOL

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Preparing Students for a Changing World

Kindy & Pre-primary Parent Handbook



IMPORTANT INFO

SCHOOL CONTACT INFORMATION



Ada Street,
Narembeen, WA 6369

Principal: Mrs Christine Arnold



Po Box 8, Narembeen, WA 6369

Deputy Principals: Mr Russell Arnold
Mrs Lynda Cornish



Narembeen.dhs@education.wa.edu.au

MCS: Mrs Amanda Hall



08 9064 9600



8am -4pm

School Officers: Mrs Joanne Slade
Mrs Ashleigh Hunter

TERM DATES & SCHOOL DEVELOPMENT DAYS

TERM	START	FINISH
1	Wednesday 5 February	Friday 11 April
2	Monday 28 April	Friday 4 July
3	Monday 21 July	Friday 26 September
4	Monday 13 October	Thursday 18 December

You can find current and future term dates on the Departments website
<https://www.education.wa.edu.au/future-term-dates>.

There are 6 School Development Days. Teachers will be on duty for professional development activities on Monday February 3 2025 and Tuesday February 4 2025 – immediately prior to the return of students to school on Wednesday February 5 2025. Other School Development days are set for Monday April 28 2025, Tuesday June 3 2025, Monday July 21 2025 and Friday December 19 2025. These dates are subject to change due to Professional Learning opportunities which may come up for whole school planning.

SCHOOL HOURS

Monday, Tuesday, Thursday & Friday

Classes open: 8:30am

School starts: 8:50am

Recess: 10.40am – 11.30am

Lunch: 12:30pm – 1.30pm

School Finishes: 3:00pm



Wednesday

8:30am

8:50am

10:40am – 11:30am

12:30pm – 1:30pm

2:20pm

SCHOOL ESSENTIALS



Water Bottle



Recess



Lunch



Communication Folder



Library Bag & Books



Hat

Print me off and stick
on your fridge so you
have these details close
by!

THE A-Z OF NAREMBEEN DHS

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Dear Parents/Guardians,

Welcome to Narembeen Kindergarten and Pre-primary. I hope that you and your child enjoy a good start to the year. This booklet will provide you with important information about your child's schooling. If you have any queries, please don't hesitate to contact Pre-primary on **0460 020 407** or the school on **9064 9604** for Kindergarten.

ATTENDANCE

The 2025 school year is divided into two semesters each of two terms.

Term Dates for Students

Semester 1	Term 1	Wednesday February 5 – Friday April 11
	Term 2	Monday April 28- Friday July 4
Semester 2	Term 3	Monday July 21 - Friday September 26
	Term 4	Monday October 13 - Thursday December 18

Kindergarten

Kindergarten students will attend **TWO DAYS PER WEEK** in Semester 1 (Terms 1 and 2) and **THREE DAYS PER WEEK** in Semester 2 (Terms 3 and 4).

KINDERGARTEN – SEMESTER ONE

Week 1 – Kindergarten will attend 1 day – Thursday 6th February 2025

Monday	Tuesday	Wednesday	Thursday	Friday
NO STUDENTS	NO STUDENTS	NO STUDENTS	Kindergarten	NO STUDENTS

Semester One – Week 2 onwards.

Monday	Tuesday	Wednesday	Thursday	Friday
NO STUDENTS	Kindergarten	NO STUDENTS	Kindergarten	NO STUDENTS

KINDERGARTEN – SEMESTER TWO

Monday	Tuesday	Wednesday	Thursday	Friday
NO STUDENTS	Kindergarten	Kindergarten	Kindergarten	NO STUDENTS

PRE-PRIMARY

The parents of the Pre-primary children have agreed to a **staggered start for the beginning of the school year**. This is to help the Pre-primary children **adjust to attending full time**. Please ensure you take note of the attendance days during the first two weeks and ask the Pre-primary staff if you are unsure.

PRE-PRIMARY TRANSITION

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	NO STUDENTS	NO STUDENTS	Pre-primary	Pre-primary	Pre-primary
2	Pre-primary	Pre-primary	NO STUDENTS	Pre-primary	Pre-primary

ATTENDANCE: PRE-PRIMARY IS COMPULSORY

THE EARLY YEARS ARE SO IMPORTANT

While Kindergarten is pre-compulsory, we at Narembeen DHS are looking to ensure that all students have the very best opportunity to get the highest level of education possible. Therefore, we encourage you to take your child's **attendance** to Kindergarten classes seriously. **If you enrol your student in Kindergarten, it is expected that they attend school. You are given the choice of enrolment, however, once you have made the decision to enrol them, they are required to attend.** Regular exposure to learning experiences will ensure your child performs at their highest possible level. With the changes to early years' education across Australia, the Kindergarten year is becoming increasingly important. Pre-primary is **COMPULSORY**. All students of Pre-primary age are legally required to enrol and attend full time. All students are expected to attend and an explanation to explain **ANY ABSENCE** will be required. It goes without saying that any absence must have a reason that is **acceptable**. The more a child is away from school, the greater the chance the child will be at educational risk. The early years are so important so **please ensure your child has the best chance of success by ensuring he/she has regular attendance.**

PLEASE NOTE: A student whose attendance drops below 90% will be asked for an interview to put in place an attendance plan that will result in a decrease in absences that do not have valid reasons.

ATTENDANCE: WHAT OUR DAY LOOKS LIKE

Before school, **(8:30am – 8:50am)** the children will come into the classroom and complete daily routines such as unpacking their bags and organising their food. They will then participate in classroom activities. Please ensure students arrive before 8.50am.

Your child will need to bring a **small snack for morning recess** and food for **lunch**. Please let your child know which food is for his/her morning recess and what is for lunch. Healthy eating is important

at any age. Please provide your child with healthy meals and save 'treats' for home or special occasions such as birthdays.

- During the year students may use the fridge provided.
- During Term 2 and 3 an oven warmer is available. (No microwave facilities)
- Kindy and Pre-primary are **unable** to order lunch from the Co-op as we eat at different times to the main school.



We finish our school day at **3:00pm** and you may wait for your child outside the Kindergarten/Pre-primary **gate**. Bus students are walked to the school to line up with the rest of the school bus students. On Wednesday we have early close. Finish time is **2:20pm**.

ASSEMBLIES

Throughout the year each class will present a class report and a class item as part of our assembly. Assemblies begin at 9.10am with the National Anthem, Narembeen Song/School Values and conclude with Community Karaoke at about 10.15am. After the class report and item have been done, the principal will present Honour Certificates to selected students and then the Deputy Principal will announce our Aussie of the Month. We encourage all parents and community members to join us for assemblies so they can enjoy watching the children perform and celebrate their successes. Assembly dates are listed in the Newsletter each term and your child's teacher will let you know if they are receiving an Honour Certificate.

BEHAVIOUR MANAGEMENT PLAN

Classroom Rules - are established in class at the beginning of the school year and re-visited throughout the year.

- We will always be kind and play nicely with all our friends.
- We always keep our feet and hands to ourselves.
- We always say please and thank you.
- We will always walk inside the classroom.
- When we want to speak we put our hand up and wait quietly.
- When the bell rings we stop, look and listen.
-

Rewards

- Positive praise for all students.
- Small rewards for students demonstrating appropriate behaviour.
- Good Kids Day at the end of each term.

Behaviour is managed in several ways in the early years. If inappropriate behaviour persists, the Principal will be called and the child will spend time working in the office. Depending on the severity of the incident, the warning or any of the stages may be skipped.

BIRTHDAYS

We love birthdays and we love cake! If you would like to send a cake or cupcakes with your child on their birthday that is fine but please avoid nuts and check with your child's teacher for any other allergy concerns.

BOOKLISTS

Each year we will send a booklist home in Term 4 for the following year. Booklists outline the personal items each child will need. Books can be purchased through the P&C this year and stationery can be bought online at Officeworks or from your preferred supplier.

BUSES

The School Bus Service is provided by the Public Transport Authority. This authority has strict guidelines and policy regarding student behaviour whilst traveling on school buses. Parents that require a bus must apply online at **www.schoolbuses.wa.gov.au**

Bus students will be dropped at the Pre-primary each morning and walked to the undercover area in the afternoon to catch their bus. If your child usually arrives or departs school on the bus and there are any changes to this circumstance, you **MUST** let either the school or the driver know so we can cross them off the bus list. If your child is on another service, you need to fill in an Ad Hoc Transport request form. These are available at the office.

CHANGE OF CLOTHES

Please send in a spare bag of underwear and socks to be kept in bags at school in case of accidents.

COLLECTION OF CHILDREN

According to the **Department of Education guidelines** the school has a duty of care to ensure that no foreseeable harm will come to K/PP students.

If there is a change to your child's normal pick-up procedure, you **must** inform the school in **writing or via a phone call**. Your child will not be released without parental permission.

COMMUNICABLE DISEASES

Sickness within schools is unavoidable and at some point, your child may contract one of the common childhood diseases. Please be aware of any exclusion periods for those diseases. For more information you can refer to the Health Departments guide using the following link [Control of Communicable Diseases Manual \(health.wa.gov.au\)](http://health.wa.gov.au).

COMMUNICATION

Notes signed by a parent will be required for:

- Excursions: information regarding these is emailed and **CONSENT FORMS NEED TO BE RETURNED IN A TIMELY MANNER**. If you require a hard copy of these, please inform the front office.
- To let us know if someone else will be picking up your child from school.
- Absences from school immediately on returning to school, these must contain a "reasonable reason" for the absence as required by Education Department regulations. (Verbal notification is also fine.)
- Exclusion from Physical Education, due to injury or illness.

We have a school Facebook page Narembeen DHS that we use to share achievements, events and update parents on anything happening around the school. Please follow us @Narembeen DHS to stay informed.

If there is a change to your child's bus schedule. (Verbal notification is also fine). If they are on another service, you need to fill in an Ad Hoc Transport request form. These are available at the office.

CONTRIBUTIONS AND CHARGES

2025 Voluntary Contributions and Charges – Primary K – 6					
Learning Area			Compulsory charges		Other charges
Cost			Cost		
Literacy & Numeracy	Book hire Photocopying	\$35	Upper primary camp (Yr 5 & 6)	Up to \$400	Booklist items
Classroom resources	Reading & library book hire Photocopying	\$10	Cooking activities	Up to \$10	School uniform
Science & Art	Photocopying Consumable materials	\$15	Excursions	Up to \$100	School and class photos
Total		\$60	Incursions	Up to \$15	
Kindergarten – 2 ½ days		\$30	Presentation night costumes	Up to \$15	

COURT/CUSTODY ORDERS

It is essential that if there is any sort of Court or Custody Order issued regarding a student at this school, it should be presented to the School Office as soon as possible. This includes Court Orders to do with custody and guardianship; access visits by non-custodial parents; restraining orders; etc. Any legal document issued by any Family Court in Australia concerning a student should be sighted by the School Administration to maintain the highest degree of duty of care for students. Any information contained in these Orders is strictly confidential, and knowledge of the documents ensures that staff members do not place children's welfare at risk, or place themselves in situations where they may breach the law.

DENTAL THERAPY UNIT

The Dental Therapy Unit generally visits the school once a year. Enrolment is voluntary and the service is free. Parents will be contacted directly by the Mobile Dental Unit. Only children who are five, or will be turning five in 2025, will attend the Dental Therapy Unit. Forms are distributed by the Dental Therapy Unit and need to be completed and returned even if you do not wish to utilise this service.

FACTION AND SPORTS CARNIVALS

All students are assigned a faction, Gold or Maroon, once they are enrolled at school. If you or a family member have attended school here previously, your child will usually be in the same faction that your family has been in over the years. We have three faction carnivals annually including swimming, cross country and athletics and selected students will attend interschool carnivals. Students 6 years of age (as of Dec 31) will participate in carnivals. We encourage all parents and carers to attend our carnivals – they are highlights of the school year and demonstrate our school spirit.

HATS

Narembreen DHS has a **“no hat, no play”** policy in Term 1, the first two weeks of Term 2, the last two weeks of Term 3 and during Term 4. The School Board has mandated that the students have a wide brimmed or bucket hat for play. **Please ensure that it is clearly labelled with your child's name.** These are purchased from the P&C in school colours and are available from the school office. A hat must be left at school all year round in case of days that warrant their use during the weeks they are not compulsory. Bucket hats can be purchased at the office for \$20.



INTERM SWIMMING LESSONS FOR PRE-PRIMARY CHILDREN

The **Pre-primary** children can participate in Interm swimming lessons. At present they have been timetabled for all students in Pre-primary to Year 6 to take place every school day for two weeks i.e.: 10 lessons in total. Interm swimming will take place in Term 1 in 2025. The dates have not yet been determined. You will be provided with more information when the school year commences in 2025.



INTERNET USE

All students who have completed a current Internet Agreement will be allowed to use this facility at the school. This agreement will be renewed each year to remind students of their responsibilities.

LIBRARY BAG

The children visit the library once a week. You will be advised of the nominated day at the beginning of the year so that your child can be prepared every week. Your child will need to bring a waterproof library bag and will be able to borrow a book a week. They can swap it for another book every week. Children will not be able to borrow books without a library bag or if they haven't returned their previous book.

LOST PROPERTY

All personal items brought to school should be clearly labelled. The school can take no responsibility for unmarked clothing. A large quantity of clothing is mislaid each year. All items that we have found will be on the hangers outside of the office. Students and parents can come and check for any lost items. At the end of the year any unclaimed items will be donated to Dorcas Clothing. Any uniforms purchased 2nd hand need to be re-named.

MEDICAL INFORMATION

Immunisation

Kindergarten **children must be up to date with all scheduled immunisations** for their age to be able to enrol. To enrol in Kindergarten, a child must have one of the following documents:

- an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old with a status of 'up to date'
- an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule
- a valid immunisation certificate issued or declared by the Chief Health Officer.

You can enrol a student in Pre-primary to Year 12 if their immunisation status is 'not up to date'. If immunisation evidence is not provided for a student in Pre-primary to Year 12, the status will be recorded as 'not up to date' until current evidence is provided. Parents will need to provide current evidence of their child's immunisation status.

Head lice

This is an ongoing issue and your assistance to keep us 'nit-free' is greatly appreciated! If a student is found to have head lice:

1. The school office should be informed immediately.
2. The parents of the student should be notified and the student sent home.

3. The student may return when a recommended treatment has been started AND most of the dead lice have been brushed out.
4. The Principal will issue a letter to all members of the affected student's class to take home informing parents of the occurrence.

Head lice helpful information

Anyone can catch head lice – it's not a sign of being dirty. Head lice will spread anywhere people work, play or live together. School children often get head lice at the start of a new term- then pass on to others in their household. Head lice can't be prevented but you can treat it properly and safely when it occurs. Your pharmacist can give you advice on how to stop head lice spreading. Head lice are wingless insects that make their home in people's hair. They are difficult to see. Their favourite hiding places are behind the ears and on the back of the neck. Head lice feed on human blood and, as they do, spill saliva on to the scalp, making it itchy. Female lice lay their eggs close to the scalp. The eggs (also called nits) are glued to the base of the hairs. They hatch in about a week.

Signs & symptoms

- Itch – especially toward the back of the scalp, neck and behind the ears (some people don't notice that they are itching or scratching).
- Rash caused by scratching.
- White specks (the eggs) stuck to base of hair that don't fall out when you shake hair.
- Tiny dark lice on scalp (difficult to find).

Risks

If not treated properly:

- Lice are passed on to others.
- Scratching can cause skin infections or swollen glands.

Stop head lice spreading

- Treat the hair of the whole household if anyone has signs of nits or live head lice (except women who are pregnant and infants).
- Wash everyone's brushes and combs in hot soapy water. Dry them in the sun.
- Wash all towels, sheets and pillowcases. Dry them in the sun or hot clothes drier.
- Wash, dry clean or hot iron hats (including bike hats), caps, coats or shirts that have been worn.

Self care

- Keep children away from School or Pre-primary until they have been fully treated.
- Check children's hair for head lice or nits at least once a week if their friends have head lice.
- Keep long hair tied back – pigtails, plaits or ponytails.

PLEASE NOTE:

Should we get continual head lice outbreaks we will commit to a 'Whole School Head Lice Campaign'. Details of this will be coordinated by the school.

Student Illness

If students are unwell they will be sent to the office so they can be assessed and it will be determined whether they are sent home or given appropriate medical care by our School Officers. It is important to ensure that your contact details are up to date.

Management of Medical Conditions

To provide optimal care to each student according to their needs, we ask that parents provide an individual management plan which is attached to the student's records if they have existing medical conditions. Parents need to inform staff on enrolment or diagnosis of their child's medical condition.

We will need a management plan specific for their condition, ideally prepared by the child's doctor.

This should include usual medical treatment needed at school, treatment and action if the student's condition deteriorates, details of emergency contacts and the student's doctor.

The School display action plans, including a photo of every student with a medical condition that could require emergency care, in the staffroom and sickbay to alert all staff.

MEDICATION

Short Term Use of Medication (up to two weeks)

For administration of **short term** medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an **Administration of Medication form**. These forms can be obtained from the school office or classroom teacher.

Note:

- The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or the manufacturer.
- Documentation must be signed and dated by a parent or carer and provided to the school with the medication.

Long Term Use of Medication

If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a **Student Health Care Summary** and a **Management/Emergency Response Plan** for your child's particular health need. In most instances, this documentation will have been completed when you enrolled your child or as part of the school's process for updating student health care records. If this is not the case, please discuss with the school office staff.

NEWSLETTER

A newsletter is produced every second Monday and is sent via email to the family using the email address you have provided. Please ensure you let us know if your email needs updating.

NO SMOKING

Parents and Carers are asked to refrain from smoking on school grounds in line with the Department of Education's policy prohibiting smoking on school grounds.

NAREMBEEN DHS NUT AWARE POLICY (EXTRACT)

Narembeen DHS is a 'Nut Aware School'. We are committed to providing a safe environment for all students, staff and visitors. The school aims to protect those students who suffer from severe nut allergies and could be in danger of life-threatening anaphylactic reaction.

The school community will be educated of the risks associated with anaphylaxis and implement practical, age-appropriate strategies to minimise exposure to known allergens, whilst acknowledging that it is not possible to eliminate all food with traces of allergenic foods such as milk products, egg and nuts.

Action by Parents

- Parents must provide information concerning a student with a nut allergy in the form of an ASCIA Anaphylaxis Action Plan when the student starts school and provide annual updates.
- Parents are expected to educate the anaphylactic-prone student in the self-management of their food allergy e.g. safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult.
- Parents must provide bottled drinks and lunch boxes clearly labelled with the name of the child for whom they are intended.

Action by Teachers

- ASCIA Action Plans of students in their class will be on display in the classroom.
- Teachers will inform class parents of a child in the class with a nut allergy.
- **Nut products are not encouraged in the class where a student has a nut allergy.** This includes peanuts, and if needed cashews, walnuts, almonds and all other tree nuts and products containing nuts or “traces of” them.
- Students are asked to wash hands before and after eating where appropriate.
- Students will be educated about nut awareness within Health Education lessons.
- There will be no trading and sharing of food, food utensils and food containers.
- The use of food in crafts, cooking and science experiments will be considered and restricted where necessary.
- Staff will be aware of the need to prevent cross contamination during the handling of food, and also in the cleaning of food preparation areas and cooking utensils.



NAREMBEEN DHS MANAGEMENT OF ALLERGIC REACTIONS – ANAPHYLAXIS POLICY (EXTRACT)

BACKGROUND

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame and certain insect venom (particularly bee stings).

The key to prevention of anaphylaxis in schools is knowledge of the student who has been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens. Partnerships between schools and parents/guardians are important in helping the student avoid exposure.

Adrenaline given through an adrenaline auto-injector (such as an EpiPen® or Anapen®) into the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

PURPOSE

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of their schooling.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.
- To engage with parents/guardians of each student at risk of anaphylaxis in assessing risks and developing risk minimisation strategies for the student.
- To ensure that staff have knowledge about allergies, anaphylaxis and the school's guidelines and procedures in responding to an anaphylactic reaction.

INDIVIDUAL ANAPHYLAXIS HEALTH CARE PLANS

An Individual Anaphylaxis Health Care Plan needs to be developed in consultation with the student's parents/guardians, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. The Individual Anaphylaxis Health Care Plan will be in place as soon as practicable after the student is enrolled and where possible before their first day of school. The student's Individual Anaphylaxis Health Care Plan will be reviewed, in consultation with the student's parents/guardians:

- annually, and as applicable;
- if the student's condition changes;
- immediately after the student has had an anaphylactic reaction.

It is the responsibility of the parent/guardian to:

- provide an ASCIA Action Plan completed by the child's medical practitioner with a current photo;
- inform the school if their child's medical condition changes, and if relevant provide an updated ASCIA Action Plan.

RISK MINIMISATION

The key to prevention of anaphylaxis is the identification of allergens and prevention of exposure to them. The school can employ a range of practical prevention strategies to minimise exposure to known allergens. The table over the page provides examples of risk minimisation strategies.

Classrooms:

- Liaise with parents/guardians about food related activities ahead of time
- Use non-food treats where possible. If food treats are used in class, it is recommended that parents provide a box of safe treats for the student at risk of anaphylaxis. Treat boxes should be clearly labelled. Treats for other students in the class should be consistent with the school's allergen minimisation strategies.
- Never give food from outside sources to a student who is at risk of anaphylaxis.
- Be aware of the possibility of hidden allergens in cooking, food technology, science and art lessons (eg: milk cartons)
- Have regular discussions with students about the importance of washing hands, eating their own food and **not sharing food**.
- Relief teachers should be provided with access to information about students on an ASCIA Plan.

Playground:

- Any student with anaphylactic responses to insect venom must wear shoes at all times (as per school rules).
- Keep all outdoor bins covered.
- Students should keep open drinks (eg: drinks in a can) covered while outdoors.

- Staff trained to provide an emergency response to anaphylaxis should be readily available during breaks (ie: recess and lunch) and be fully aware of where the adrenaline auto-injector is stored.
- The adrenaline auto-injector should be easily accessible from the playground.

RESPONSIBILITIES OF PARENTS/GUARDIANS OF THE STUDENT AT RISK OF ANAPHYLAXIS

Parents/guardians of a student at risk of anaphylaxis are encouraged to assist schools in providing a safe environment for their child. Parents/guardians should:

- Inform the school, either at enrolment or diagnosis, of their child's allergies and whether their child has been diagnosed as being at risk of anaphylaxis (e.g. provide an ASCIA Action Plan completed by their child's medical practitioner).
- Meet with the school staff to develop their child's Individual Anaphylaxis Health Care Plan. It should include an ASCIA Action Plan completed by their child's medical practitioner.
- Inform school staff of all other relevant information and concerns relating to the health of their child.
- Provide the adrenaline auto-injector and any other medications to the school.
- Replace the adrenaline auto-injector and any other medications before the expiry date. It may be advisable to check expiry dates at the start of each term.
- Alert staff to the additional risks associated with non-routine events and assist in planning and preparation for the student prior to school camps, field trips, in school activities, excursions or special events such as class parties or sport days.
- For children with food allergy parents should supply alternative food options for their child when needed.
- Educate their child about only eating food provided from home. It is important to reinforce that their child should not share food with other students.
- Educate their child (when age appropriate) about the responsibility of carrying their own adrenaline auto-injector and the need to have their medication with them at all times.
- Inform staff of any changes to their child's emergency contact details.
- Participate in annual reviews of their child's Individual Anaphylaxis Health Care Plan.
- Provide the school with an immediate update if there is a change to their child's condition.

Student responsibilities:

Those students diagnosed with allergy and/or anaphylaxis are:

- To have their prescribed adrenaline auto-injector available at all times, as well as an antihistamine available if their allergy plan dictates this.
- Check packaging of items sold in school cafe and avoid items with traces of nuts.
- Inform relevant teachers of any allergies should cooking of foods be part of the curriculum.

PARENT MEETINGS

If at any time you wish to discuss your child's progress or any other matters regarding their school environment, please don't hesitate to contact the Kindergarten or Pre-primary. An appropriate meeting time can then be arranged.

PARENTS & CITIZENS ASSOCIATION

Members of the P&C take an active interest in the school and have an extremely good relationship with the teaching staff. The association members are always willing to give their time and skills to work or raise funds to improve the quality of education. The more support this organisation gets from parents, the more it is able to achieve for the benefit of all students.

P&C Meetings: The Parents and Citizens Association meets at the school once per term.

PHOTOGRAPHS

During the year a teacher will be taking photographs of the children to help record their learning progress and mementos of the year's events. These photographs will be placed in the children's work sample book, on classroom display boards and on either school/classroom Facebook pages.

If you prefer that your child's photograph NOT be taken, it is essential that you let the Pre-primary and Kindergarten staff know.



SCHOOL BOARD

This group is made up of elected staff, parents and community members. The functions of the group are:

- To help formulate educational objectives.
- To approve and monitor priorities.
- To endorse the School Business Plan and Strategic Plan.
- To ratify the resource allocation decisions and ensure they are consistent with the priorities set before it endorses the plan.

STUDENT WORK SAMPLE BOOKS

A work package that includes pieces of your child's work, showing their progress in all the learning areas, will be sent home for Pre-primary students at the end of SEMESTER ONE ONLY. Kindergarten work packages will be sent home at the end of both semesters. A report for Pre-primary and Kindy students will be sent home at the end of both semesters.



SCHOOL PSYCHOLOGIST

Students thrive at school when they feel happy, confident and secure. Your child's wellbeing is our first priority.

Our school works with parents to strengthen the wellbeing and learning outcomes of all children within a safe, inclusive and respectful learning environment. Strategic planning focuses on the development of school-wide practices and cultures that enable children to reach their potential in all areas – cognitively, physically, emotionally and socially.

Our school has policies regarding positive relationships, student wellbeing and behaviour management. These may include positive behaviour plans and protocols. The documents outline expectations and responsibilities that promote mutual care, acceptance, inclusion, courtesy and respect.

We have available the services of a regional School Psychologist.

Duties: The School Psychologist is available to support any child experiencing difficulty adjusting to school. Teachers may decide that a referral to the School Psychologist is warranted – to gain additional information about the child and for assistance in recommending ways to help him/her in the classroom situation. Parent approval is gained before the psychologist sees any child.

SCHOOL NURSE

The school has the services of a Community School Nurse to serve the needs of the students. The nurse has two main areas of responsibility:

1. To act as a resource person to the teaching staff to promote health related behaviour in children.
2. To carry out routine health screenings as follows:
Kindergarten: Full health appraisal/vision and hearing.
Year One: Full health appraisal if not previously done;
vision and hearing.
Year Seven – Ten: Immunisations as scheduled.

Services available within school community.

Our school community has access to a wide range of student wellbeing support in areas which include:

- *Child protection and safety*
- *Personal development*
- *Student voice and empowerment*
- *Behaviour management*
- *Cyber-safety*
- *Sun protection.*
- *Student health services*
- *Respectful relationships and friendships*
- *Resilience and mental health*
- *Anti-bullying education*
- *Drug education*

TOILETING

If your child has toileting issues, please ensure there is a spare set of clothes in their school bag at all times. If an accident occurs, soiled clothing will be placed in a sealed plastic bag and placed in your child's school bag.

If your child has an unforeseen accident, they will be changed into spare school clothes. Their soiled items will be placed in a sealed plastic bag and put in your child's school bag. A parent will be notified if any accidents occur. Please wash and return borrowed clothes as soon as possible.

UNIFORM IS COMPULSORY

As an Independent Public School, Narembreen DHS has high expectations in all areas and it is **compulsory** for our students to be in **school uniform 100%** of the time. Our P&C ensures that all students have access to a well priced uniform. Please watch out for the orders in our newsletters and help us with our uniform target by ensuring your child is in the appropriate uniform. Our uniform is as follows:

Boys:	Summer	Maroon shorts; school t-shirt; maroon/gold brim or bucket hat.
	Winter	Long maroon pants/track suit pants; maroon school t-shirt, jumper and or school long sleeved polo shirt. A school jacket is also available.
Girls:	Summer	Maroon shorts or skorts; maroon/gold brim or bucket hat.
	Winter	Maroon skort or trousers/track suit pants; maroon school t-shirt; maroon school jumper and or long sleeved polo shirt. A school jacket is also available.
Faction Sport:		Maroon or gold shirt (according to child's faction). Maroon skirt or maroon shorts.

Interschool sports: Maroon shirt; maroon shorts/skirt.

Please make sure you **label all** clothing with **YOUR CHILD'S** name.

during the weeks they are not compulsory. Bucket hats can be purchased at the office for \$20.

VISITORS TO THE EARLY LEARNING CENTRE

Any visitor to Kindergarten or Pre-primary is required to sign in at the front office prior to going to the centre.



NAREMBEEN DISTRICT HIGH SCHOOL
PO Box 8, Ada Street, Narembeen WA 6369
Telephone: (08) 9064 9600
Email: narembeen.dhs@education.wa.edu.au
Website: www.narembendhs.wa.edu.au



Dear Parents/ Guardians,

It is important that we obtain **contact details** for each student to be kept in the Kindergarten and Pre-primary rooms and the Front Office. This is so you can be contacted if the need arises.

It is also very important to have an **emergency contact person** listed, preferably more than one. An emergency contact is someone who will be contacted in the event that your child is sick or injured and you cannot be contacted. An emergency contact person is also allowed to pick up your child in the event that you are not there to pick up your child and cannot be contacted. However, if you have already made arrangements for someone else to pick up your child you **must** let us know. This could be in the form of a signed note or a phone call. We cannot legally allow your child to leave with another person without parental/guardian permission (unless this person is listed as an emergency contact).

It is extremely important that your **emergency contacts live in the district** so they are able to reach your child as soon as possible if the need arises. **Please fill in the details on the attached form and return it to Kindergarten or Pre-primary in the first week of school.**

Yours sincerely

Mrs Chris Arnold

Principal



PERSONAL DETAILS FORM 2025

CHILD DETAILS:

Child:	
Home Address:	
Home Phone:	
Home Fax/Email:	

GUARDIAN DETAILS:

Mother/Guardian 1:		Father/Guardian 2:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Mobile:		Mobile:	

EMERGENCY CONTACTS:

CONTACT NO. 1		CONTACT NO. 3	
Name:		Name:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Mobile:		Mobile:	
CONTACT NO. 2		CONTACT NO. 4	
Name:		Name:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Mobile:		Mobile:	

The above persons have permission to pick up my child from school in the event that I cannot be contacted.

Parent/Guardian signature:	
Date:	

MEDICAL:

Doctor:	
Phone:	
Address:	
Medical Conditions/ Emergency Procedures (<i>attach additional information if needed</i>) :	
Please include any food allergies	

In the event of an emergency and contact cannot be made with any of the above people I give my permission to the school to undertake whatever action they deem as necessary to ensure the safety and wellbeing of my child/children.

Narembreen

Kindergarten & Pre-primary

