

# NAREMBEEN DISTRICT HIGH SCHOOL

LEARN  
ACHIEVE  
SUCCEED




Preparing Students for a Changing World

## 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](mailto:Narembeen.dhs@education.wa.edu.au)

MCS: Mrs Amanda Hall

 08 9064 9600  8am -4pm

School Officer: Mrs Joanne Duncan

## TERM DATES & SCHOOL DEVELOPMENT DAYS

TERM	START	FINISH
1	Monday Feb 2	Thursday April 2
2	Monday April 20	Friday 3 July
3	Monday July 20	Friday September 25
4	Monday October 12	Thursday December 17

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 Thursday January 29 2026 and Friday January 30 2026 immediately prior to the return of students to school on Monday February 2 2026. Other School Development days are set for Monday April 20 2026, Tuesday June 2 2026, Monday July 20 2026 and Friday December 18 2026. 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: 10.50am – 11.10am  
Lunch: 12:35pm – 1.10pm  
School Finishes: 3:10pm



### Wednesday

8:30am  
8:50am  
10:50am – 11:10am  
1:05pm – 1:30pm  
2:30pm

## 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!

Educational research shows that a seamless curriculum (e.g. K – 12 or K – 10) improves student performance. The school prides itself on its policy that all year groups from K to 10 are considered as one school with common aims. The important 'transition' stages; Pre-primary to Year 1 and Year 6 to Year 7, are greatly assisted by this one school approach.

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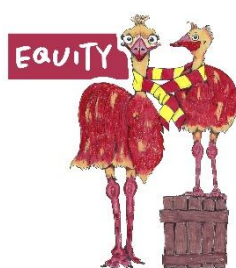
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## A Brief History of Narembeen District High School



The first Narembeen School was opened on January 23 1923 at Emu Hill. Miss Ada Fowles of Kojonup was the first teacher.

At the beginning of the 1925 school year the building was extensively damaged by a storm. The town hall was made available to house the 26 children and teacher, Mrs Hazel Taylor. This situation, however, could not continue and so a new school was built on a block in Churchill Street and opened in July 1925.

Narembeen began to grow rapidly over the next few years and it was found necessary to move the school building away from, what was becoming, a very busy street. Tenders were called on December 24 1929 to move the school to its present site.

In the late 1930's a new brick room was built and the school room from Emu Hill was moved into Narembeen to extend the school even more. In 1954 more rooms were added and in 1956 the school was given telephone lines!

By 1957 there were 187 children enrolled, and in 1958 Narembeen was classed as a Class Two School. The student numbers rose to 282 in 1963 and the school was beginning to get seriously overcrowded! Also in 1963 Narembeen became a Junior High School and Mt Walker post-primary students started coming to Narembeen in 1965.

1961 saw three new classrooms, an office, staffroom and cloakrooms being built. In 1964 a manual science room, home science room and flyscreen doors on all rooms were added. Two more classrooms were completed in 1969 and the Library Resource Centre was officially opened in 1978.

In 1991 plans for a building upgrade were made and the school gained a new administration area, a 'real' sick bay, art room, undercover assembly area and refurbished home economics room. Considerable funding from 2007–2009, due to the closure of small primary schools Mt Walker and Muntadgin at the end of 2005, led to upgrades in our playgrounds and a new Resource Centre (which was moved from Mt Walker Primary School). A large investment was also directed to Technology and the school has state of the art equipment in this area. In 2010, BER Federal funding saw the school gain a new library which was operational in Semester 2 2011. In the same year, our D&T centre also received over \$250,000 worth of improvements. The whole school is now air-conditioned, has up-to-date technology and many excellent resources to assist with the education of the children of the district. Over 2012 and 2013, 70 iPads were purchased to give us a 1:1 ratio in the primary school.

In 1998 the school celebrated its 75<sup>th</sup> anniversary. A plaque on a large rock near the flagpole recorded the occasion. A time capsule was buried on the north side of this rock and was opened for our centenary celebrations.

Narembeen DHS won the Excellence in Teaching and Learning at the 2022 Western Australian Education Awards and in 2023, we were a finalist in WAEA Excellence in Leadership and celebrated our centenary.



## WELCOME FROM THE PRINCIPAL

I would like to sincerely welcome both the students and parents to Narembeen DHS. We are very committed to the students and believe that we provide programs to ensure that every individual performs at their optimum.

We have highly effective, experienced, professional and motivated staff that work hard to provide our students with outstanding educational, social and sporting opportunities. We are very pleased with our school and the achievements of our students. They are our number one priority. Providing for their social and emotional wellbeing, as well as their academic and sporting development, has seen us establish an ethos of **high expectations and excellent behaviour across all year levels. With a high standard of behaviour, we can focus on our core business of teaching and learning.** We had more success on the sports field in 2025. We won Combined School Overall, Primary and High School Cross Country shields, the Interschool Athletics Outright and Handicap shields, the Swimming Handicap and Outright shields and at Country Week, our netball side played in the A grade competition, our basketballers made the grand final of their division, while our E grade badminton players won the sportsmanship award for their division and the D Grade took out the grand final, coming home with the shield. Our primary footballers won both the boys and girls Dockers Shields and the Year 3/4 netballers won their division of the Wheatbelt Fever Cup. Not only do our students have sporting ability, but they also value the importance of playing fair. **We are justifiably proud of our results and the effort our students put into their preparation.**

To continue to be successful and build further on our pursuit of excellence, we need to work in collaboration as a team. Our P&C Association supports our students by ensuring we have additional finances and provides manpower for busy bees. Our School Board, under chair Carissa Wanless, contributes much to our planning and self-assessment. We welcome and encourage the support and involvement of parents and the wider community in many aspects of our students learning.

Once again, I remind you all that Narembeen DHS has had very good results from our **NAPLAN testing** for many years. Our 2025 results saw our **Year 3, 5 & 7** class averages **well above the Australian Mean in all areas.** Our results in Numeracy continue to be exemplary. We are very proud of the continued excellent results our high school students are getting and the way our primary students are improving and being pushed to do their best in every situation. Our results are testament to the high calibre of the teaching staff. **Please consider us when planning for your child's future education.**

We had our first Public School Review in June 2021 and were very happy to receive acknowledgement from the Deputy Director General, Schools, Melesha Sands, of the efforts we put in to optimise the conditions for successful students. The performance of our school, determined through our self-assessment and validated by the review team, was confirmed to be 'outstanding'. The review document also commends us for many areas, but key to the whole school ethos, is the validation that: 'Positive and respectful relationships underpin the interactions between staff, students, and families, resulting in genuine partnerships and shared responsibility for student learning.' Given our great results and Public School Review, we nominated for, and consequently won, the **WAEA 2022** award for **EXCELLENCE IN TEACHING AND LEARNING (PRIMARY).** An award that was many years in the making and due to the outstanding work by our staff, students, parents, and community. **We are very proud of what we have built together.** In 2023, our Director of Schools for the Wheatbelt, nominated us for **EXCELLENCE IN SCHOOL LEADERSHIP**, and we were announced as a finalist in this award.

Narembeen DHS is a great place to learn, with students who value the efforts of our staff, want to learn and engage positively at all times. **We love this school; we hope you do to 😊.**

**Mrs Christine Arnold**  
Principal  
November 2025



## THE 2026 SCHOOLYEAR

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

### TERM DATES FOR STUDENTS

<b>Semester 1</b>	Term 1	Monday February 2 - Thursday April 2
	Term 2	Monday April 20 - Friday July 3
<b>Semester 2</b>	Term 3	Monday July 20 - Friday September 25
	Term 4	Monday October 12 - Thursday December 17

### SCHOOL DEVELOPMENT DAYS

There are 6 School Development Days. Teachers will be on duty for professional development activities on Thursday January 29 2026 and Friday January 30 2026 – immediately prior to the return of students to school on Monday February 2 2026. Other School Development days are set for Monday April 20 2026, Tuesday June 2 2026, Monday July 20 2026 and Friday December 18 2026. These dates are subject to change due to Professional Learning opportunities which may come up for whole school planning.

Dates for School Development Days	
Term 1	Thursday January 29 2026 and Friday January 30 2026
Term 2	Monday April 20 2026 and Tuesday June 2 2026
Term 3	Monday July 20 2026
Term 4	Friday December 18 2026

### NEW ENROLMENTS AND CHANGE OF DETAILS

The School Office will be open for new enrolments on **Wednesday January 28 2026**. As pertinent information is required, it is desirable that an adult should accompany a child during enrolment. Please be aware that on enrolment a copy of the child's birth certificate and immunisation records must be produced, along with Medicare Card details.

It is a legal requirement that when any child is enrolled in a school or Pre-primary centre their Birth Certificate is produced. Each time a child moves to a new school it will be necessary for this documentation to be produced. If you have lost or misplaced your child's Birth Certificate you can apply for a replacement copy through the Department of Justice Registry for Births, Deaths and Marriages ([www.bdm.justice.wa.gov.au](http://www.bdm.justice.wa.gov.au)).

Where children have changed their name by legal means, e.g: Deed Poll or adoption, a copy of the documentation should accompany the Birth Certificate. Unless this information is given to the school, all legal documents, such as school reports, will be written with the name that appears on the child's Birth Certificate.

Please notify the school immediately, whenever any information, e.g. address, telephone number, or other data needs updating.

#### School Times:

Monday, Tuesday, Thursday & Friday	
School Activity	Time
Students arrive	8:30 – 8:50
Period 1	8:50 – 9:50
Period 2	9:50 – 10:50
Recess	10:50 – 11:10
Period 3	11:10 – 12:10
TAG	12:10 – 12:35
Lunch	12:35 – 1:10
Period 4	1:10 – 2:10
Period 5	2:10 – 3:10

Wednesday Only – Early Close	
School Activity	Time
Students arrive	8:30 – 8:50
Period 1	8:50 – 9:50
Period 2	9:50 – 10:50
Recess	10:50 – 11:05
Period 3	11:05 – 12:05
Period 4	12:05 – 1:05
Lunch	1:05 – 1:30
Period 5	1:30 – 2:30

## **ATTENDANCE – IT IS NOT OK TO BE AWAY!**

Children in all year levels from PP – 10 will be expected to attend school on Monday February 2 2026 and maintain a high level of attendance throughout the year. Academic improvement and social development of students will only occur if there is regular attendance. We will be monitoring the attendance of all of our students very closely in 2026 and will be asking for interviews with care givers if we consider a student is at risk. Contact will be made and plans put in place for **ALL STUDENTS WHOSE ATTENDANCE DROPS BELOW 90%**. It is so important to have your child at school to ensure maximum learning opportunities.

## **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**

Any well-organised community must have a set of rules or procedures to be followed by those people who make up the community. It is the aim of the school to instil in all of our students a set of values that will ensure they develop into well-grounded adults who become responsible and respected members of a community. The Behaviour Management Policy was developed in 2009 by a team of committed staff and parents. This is reviewed yearly and all changes approved by the Board. Our policy is thought to be responsible for the terrific behaviour that we have in the school across all areas. High standards are the norm and we expect this to continue into the future.

It is important that you are aware of the following:

- **Front Office** – This is not a thoroughfare; only children with business to transact need go to the office.
- **After school hours** – School grounds and buildings are out of bounds after school hours.

Our school also has policies and strategies for preventing and/or responding to bullying behaviours and serious offences.

**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.

## BICYCLES AND SCOOTERS

Bicycles may not be ridden in the school grounds. All bicycles and scooters brought to school are to be placed in/close to the bike racks. Children are required to wear a helmet when riding to and from school. **Students riding to school without a helmet will not be able to ride their bikes home**, they must be walked home.

## BIRTHDAYS

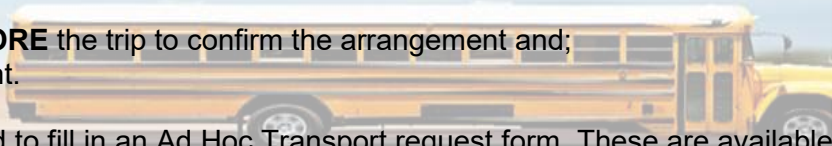
We love birthdays and we love cake! If you would like to send a cake or cupcakes with your child on their birthday that is fine but please avoid nuts and check with your child's teacher for any other allergy concerns.

## 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 from Officeworks or 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 travelling on school buses. Parents that require a bus must apply online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

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- Any student who is not a bus student may use the bus service only after:
    1. Directly contacting the bus driver **BEFORE** the trip to ask permission and then;
    2. Inform the school of the arrangement.
  - Bus students who decide not to use the bus service on any day must:
    1. Directly contact the bus driver **BEFORE** the trip to confirm the arrangement and;
    2. Inform the school of the arrangement.

If your child is on another service, you need to fill in an Ad Hoc Transport request form. These are available at the office.

## 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.
- Permission to leave the school grounds before the close of school for any reason, particularly at lunch and recess times. For all these occasions' students are issued with an official **DoE Leave Pass**.

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

Narembeen DHS is an **Independent Public School** and as a result we have more autonomy on how we spend our funds than a non-IPS school. However, **we cannot spend funds on your children if we do not receive the money**. Please pay your child's school contributions as soon as possible so that we can finance our programs.

2026 Voluntary Contributions and Charges - Secondary					
Learning Area Cost			Compulsory charges Cost		Other charges
English	Book hire Photocopying	\$25	Country Week & camp	Up to \$400	Booklist items School uniform School and class photos Graduation dinner & presentation Leaver's jacket
Mathematics	Book hire Photocopying	\$35	Craft elective	Up to \$50	
Science	Book hire Photocopying	\$25	Excursions – eg English Perth performance	Up to \$100	
HASS	Book hire Photocopying	\$25	Incursions	Up to \$15	
Technology & Enterprise Home Economics Design & Technology	Consumable Materials	\$80	Yr 8 Home Ec – boxer shorts material	Up to \$15	
Health & Physical Education	Book hire Photocopying	\$25			
Computer	Consumables Printing	\$15			
Art	Consumables	\$5			
<b>Total</b>		<b>\$235</b>			

2026 Voluntary Contributions and Charges – Primary K - 6					
Learning Area Cost			Compulsory charges Cost		Other charges
Literacy & Numeracy	Book hire Photocopying	\$35	Upper primary camp (Yr 5 & 6)	Up to \$400	Booklist items School uniform School and class photos
Classroom resources	Reading & library book hire Photocopying	\$10	Cooking activities	Up to \$10	
Science & Art	Photocopying Consumable materials	\$15	Excursions	Up to \$100	
<b>Total</b>		<b>\$60</b>	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 produced at 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.

## CRUNCH AND SIP – FRUIT AND VEGIES PLEASE!

All students from Year 1– Year 6 have a break for Crunch and Sip in the afternoon; at the 'big school' this occurs at 2:10pm. At this time, students are to have a piece of fruit or vegetables to eat and will have a drink of water. During the hotter months, students are allowed to have their water bottles in the classroom. **Please note: No Crunch and Sip on Wednesday.**

## 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. Dates when the van is at the school will be in the newsletter when they are available.

## 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

All students must wear a wide brimmed or bucket maroon/gold hat (or a cap for Years 4-10) during Term 1 and the first two weeks of Term 2 and the last two weeks of Term 3 and during Term 4, unless they are in a covered area; this includes Physical Education lessons. The Health Department has recommended that students wear hats every time they are outside every day of the year and all students in K – 2 must have a hat left at school all year round. Both bucket hats and caps are available from the front office for \$20 and \$11 respectively.



## HOMEWORK POLICY 2026

The days of saying 'I never did homework and I did alright' are past. The chances are that the future occupations of many of our Year 1 students do not even exist yet. We live in a world of change and we must change with it. Students benefit from the self-discipline required to complete homework. **Please be a part of our push to see homework as an integral part of middle and senior school education.** The current policy was ratified by the School Board.



### Why do students do homework?

- Homework at Narembeen District High School takes into account the needs of the student and the phase of their development.

- Homework supports the development of the student's independence as a learner, helps to further school-home relationships and can assist in keeping parents informed about the student's learning programs and progress.
- Homework will relate to the learning and teaching programs appropriate to the needs of students.
- Homework should be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the students.

The school recommends different types and amounts of homework as students develop through the phases of learning.

### **Early Childhood Phase of Learning**

Children at this phase of development have a strong desire to make sense of their world and to represent and communicate their experiences and understandings. It is important that learning experiences build upon each child's understandings, skills, values and experiences, both inside and outside formal schooling.

#### **Recommendations for homework**

- Spelling
- Reading
- Occasional theme-based activities

### **Middle Childhood Phase of Learning** (typically Year 3 to Year 6)

Children within this phase should be given opportunities for increased responsibility for managing and organising activities. Children should be able to reflect on their learning and practice their skills in order to consolidate their classroom experiences.

#### **Recommendations for homework**

- Spelling
- Reading
- Mathematics
- Occasional theme-based activities

### **Early Adolescent Phase of Learning** (typically Year 7 to Year 10)

Students have a growing independence and homework should provide experiences for them to assume increased responsibility and develop decision-making skills. It can build on their earlier work and allow them to see themselves as active participants in their own continuing development. Homework at this level is **essential** for them to be able to complete all of the requirements of the high school courses. Students who do not complete homework will receive a homework slip which must be taken to the office and parents will receive a letter home to notify them of the fact that homework was not completed. A student who receives three slips in a term will then receive yellow infringements for non-completion of homework.

#### **Recommendations for homework**

- Students in Years 7 -10 should average between **4 - 8 hours** of homework per week.
- Students in Years 7 -10 are to have a **homework diary** purchased with other items on the booklist. This must be taken to each class and will provide parents with information regarding work commitments and due dates. It is the responsibility of the student to ensure that it is kept up-to-date.
- Teachers should try to set between 4 to 5 home assignments/review sheets per term that relate directly to the learning and teaching programs and facilitate the achievement of learning outcomes. This will ensure that homework is consistently set and sustained throughout the high school years. (It should be noted that there are some learning programs and situations where it may be determined that homework is not appropriate.)
- Set homework will have clear criteria and due dates, which may be negotiated.
- No overnight or weekend only homework will be set (i.e. given Friday and due Monday).
- Homework will be reviewed and marked by teachers or peers.

- Homework may include occasional theme-based activities.
- Where possible major assessment dates to be included in the fortnightly newsletter.
- On the third non-completion of homework, a yellow infringement will be issued.

### ***How can parents help?***

- Ask to see the homework policy written by your child's teacher.
- Encourage your high school child to regularly check their diary for due dates.
- Sight homework diaries weekly. This tells your child that you believe that study is important.
- Help students to do their homework but don't do it for them.
- Provide a quiet area away from distractions e.g. TV.
- Check the homework tasks that are listed in the **newsletter** and sight them before the due date so that you know they are completed and are of a satisfactory standard.
- Ask these questions:
  - 'What are you currently working on?'
  - 'What part of the assignment are you going to work on tonight?'
  - 'May I see your work so far?'

### ***What will teachers do?***

- Formulate, implement and distribute a subject/class homework policy.
- Contact parents by standard letter when homework is not done.
- Keep the newsletter updated with information on set tasks.

### ***What can students do?***

- It is the student's responsibility to write homework due into their diary.
- Students should look at the homework they have due in and use this information to plan their time at home.
- If a student feels that they have been given too many assignments due at the one time they should speak to their teachers **WHEN THE WORK IS BEING GIVEN OUT** and ask if the dates are negotiable.

## **INTERNET USE**

All students who have completed a current Internet agreement will be allowed to use this facility at the school. When students are enrolled they are asked to complete the agreement with parents. This agreement will be renewed each year to remind students of their responsibilities. The agreement will be signed by children at school.

## **LIBRARY RULES**

- The Library Officer is a valued member of our staff and must be treated with respect. Students must follow the Library Officer's instructions.
- All students, years K - 4 must have a book bag. Strict policy: **no book bag - no borrowing.**
- **No food or drink in the library.**
- Resources must always be borrowed using the Library Management System.
- When returning equipment, students and/or teachers should scan the item back in using the Library Management System and place the item/s on the returns trolley.
- If a book is damaged or lost, then it is the responsibility of the parent to pay for a replacement.
- The library will close for borrowing one week prior to the end of term.
- On Thursday's the library will be open at lunchtime for student use. During this time, it will be staffed by the Library Officer.

## 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. At the end of the year any unclaimed items will be donated to Dorcas Clothing.

## LUNCHES

- During the year, students may use the fridge provided or leave their lunches in air-conditioned classrooms.
- During Term 2 and Term 3, pie warmers are available near the front office for primary students to warm lunches. A pie warmer for high school students is located outside the Art room. **Lunches must be labelled** and should be **placed in the pie warmers before school or at recess**.



The Narembeen Cafe are currently providing us with lunch orders on a Monday and Friday. Students wishing to order lunch may do so by placing their order in the box outside the office **BEFORE** school commences. Payment should be included with the order. The foods listed on the menu are the only foods available.

**PLEASE NOTE:** Although we cannot tell you what to provide your child for recess and lunch, **we obviously advise you to steer clear of those foods of low nutritional value, such as lollies, chips and high sugar processed bars.**

## 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.

### 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.

## MOBILE PHONES

Mobile phones **ARE NOT** to be used at school. If a student brings a mobile phone to school, **it is to be handed into the front office before school and collected at the end of the day.** It is a red infringement in our behaviour management policy. iPods or electronic toys and other personal toys or valuables are not to be brought to school.

## MONEY

**ALL** money to be paid for school events, fundraising events etc. should be taken to the front office, not handed to teachers.

## NEWSLETTER



A newsletter is produced every second **Monday** and **emailed to all families.** Information from the school newsletter is reproduced each week in the local 'Fence Post' community paper. Please make sure that the school is advised if you change your email address.

## 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.

## NUT ALLERGY

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.

**Please see the back of handbook for an extract of our nut allergy and anaphylaxis policy.**

## PARENT INTERVIEWS

Parents are welcome at the school to discuss any matters pertaining to their child's welfare. The initial contact, however, should be made through the teacher on 9064 9600. When calling to arrange an interview please do so through the School Officer so that the appointment can be arranged without disruption to classes. Parents should not be entering classes during the school day without signing in and having a prior arrangement with staff.

If you are concerned about your child or are aware of a concern he or she has, please contact the teacher, Principal or Deputy Principal and discuss the matter. If parents are collecting their child at the end of the school day, please arrive at the school at bell time.

## 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 in the staff room at the school once per term, the dates of these are published on the Facebook pages and in the Newsletter.

In addition to P&C activities parents are actively encouraged to assist at sporting events, transporting students and some primary classes (e.g. listening to reading). If you would like to help in any way or feel that you have a skill that would benefit or enrich the education of our students, we would like to hear from you. If you have the expertise and the time to share it, please contact the Principal or Deputy Principal. Parents who attend any overnight camps or school-based activities must have a Working with Children Check (WWCC). A record of this is kept on file by the school. Parents who volunteer for 5 or more consecutive days in any capacity must also have a WWCC.

## 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 staff know.

## PLAYGROUND INFORMATION

- As teachers commence duties at **8.30am**, students should arrive after this time in the morning. **Parents of students who arrive before 8.30am will be contacted as the safety of students cannot be guaranteed before teachers commence.**
- Staff supervise playing areas during all recess and lunch periods.
- The bushland and nature play area bordering Wakeman Street will be open for play to all students in **Terms 2 & 3.**
- The school grounds are out of bounds to all students **outside school hours.**
- Students are not to leave the school grounds without permission. This is a red infringement in our Behaviour Management Policy.

## PHYSICAL EDUCATION – A MUST FOR ALL STUDENTS

**ALL** students are to participate in Physical Education lessons and sporting activities, as this is an essential and **compulsory aspect of the curriculum.** Exemption will only be granted upon **receipt of a medical certificate** or parental note that fully explains the reason for exemption. **ALL** students **MUST** wear appropriate clothing for Physical Education periods. **ALL** students will also participate in the Faction Swimming, Athletics and Cross-Country Carnivals. Exemptions will only be made **upon the receipt of a medical certificate.**

## RELIGIOUS INSTRUCTION

Scripture sessions for Years 1 – 5 will be taken by trained members of the Church of Christ congregation. Any parents who wish their child to be exempted from Religious Education should contact the school to make an appointment to discuss the matter with the Principal.

## REPORTING TO PARENTS

### **Primary Classes:**

- Interim reports will be issued at the end of Term 1.
- Reports are issued at the conclusion of each semester (July and December).
- Open night at the end of Semester 1 to see the student progress.

### **Secondary Classes:**

- Interim reports will be issued at the end of Term 1.
- Formal written reports are issued at the conclusion of each semester.

### **Whole School:**

- It is expected that teachers will also report to parents using means such as newsletters, phone calls, diaries, and informal meetings.
- Parents are to notify us of any changes to email addresses so we can update them on the system.

## **SCHOOL BOARD**

Our Board is formed with the fundamental purpose of enabling parents and community members to engage in activities that are in the best interest of students and will enhance the education provided by the school. The functions of the Board include:

- To contribute to the School Delivery and Performance Agreement and the Business and Strategic Plans.
- Endorse and review the annual budget and school report.
- Assist with the formulation of Codes of Conduct.
- Review the performance of the school.
- Create interest in the school within and across the community.
- Assist with Principal selection when a vacancy arises (the Chair of the School Board will be a member of the selection panel).
- Assist the Principal with staff selection by being on selection panels.
- Approve fees, charges, contributions and items of personal use (booklists).
- Approve extra cost optional components of programs.
- Approve changes to and review school uniforms.

## **SCHOOL NURSE**

The school has the services of a trained clinical nurse to serve the needs of the students. The nurse has two main areas of responsibility:

To act as a resource person for the teaching staff to promote health-related behaviour in children.  
To carry out routine health screening as follows:

Kindergarten: Full health appraisal for vision and hearing.

Year 1: Full health appraisal if not previously done for vision and hearing.

Year 7 – 10: Immunisations as scheduled.

In addition to these main areas the school nurse will carry out re-checks and reviews where required, or upon teacher referral, on children in other year levels. Whilst in the school she MAY carry out first aid duties if requested when the nature of the complaint appears serious. Part of her duties include referring students for further assessment to other health professionals as appropriate; periodic assessment of a child's current health status; communication with parents and teachers and home visiting where necessary.

## **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*

## 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.

## SIGN IN - VISITORS

All visitors to the school - parents, workmen and other guests must sign in at the front office before continuing into the school. Upon leaving, visitors must also sign out.

## STUDENTS LEAVING SCHOOL GROUNDS

Students leaving the school grounds during the day require a **permission letter** from their parent/guardian and must obtain a **Standardised Leave Pass** from the school office. They must carry this with them at all times while off-site and hand the leave pass back into the front office when returning to school.

## TELEPHONE CALLS

Students are permitted to make or receive telephone calls during the day - ***in extreme emergencies only***. **URGENT** messages only, may be left with the school office staff.

## UNIFORM IS COMPULSORY

***OUR EXPECTATION AS AN INDEPENDENT PUBLIC SCHOOL -  
UNIFORM IS COMPULSORY: 100% OF THE STUDENTS IN UNIFORM 100% OF THE TIME!  
NO EXCUSES, NO EXCEPTIONS!***

As an Independent Public School, Narembeen 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. **I would like all parents and care givers to note that a uniform is exactly that – uniform, and we are very sorry if the students cannot express their individuality! We believe that there are many hours in the day that allow the students to wear clothes, jewellery and make up to express their individual identity.** The following is what is available and acceptable as school uniform:

### All Students:

<b>Boys:</b>	Summer	Maroon shorts; school t-shirt; maroon/gold brim or bucket hat (or cap for Years 4-10 only).
	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.
<b>Girls:</b>	Summer	Maroon shorts or skorts; maroon/gold brim or bucket hat (or cap for Years 4-10 only).

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 Sports:** Maroon or gold shirt (according to child's faction)  
Maroon skort or maroon shorts



**Interschool sports:** Maroon shirt; maroon shorts/skort.

Please make sure you **label all clothing** with **YOUR CHILD'S** name. Including 2<sup>nd</sup> hand items.

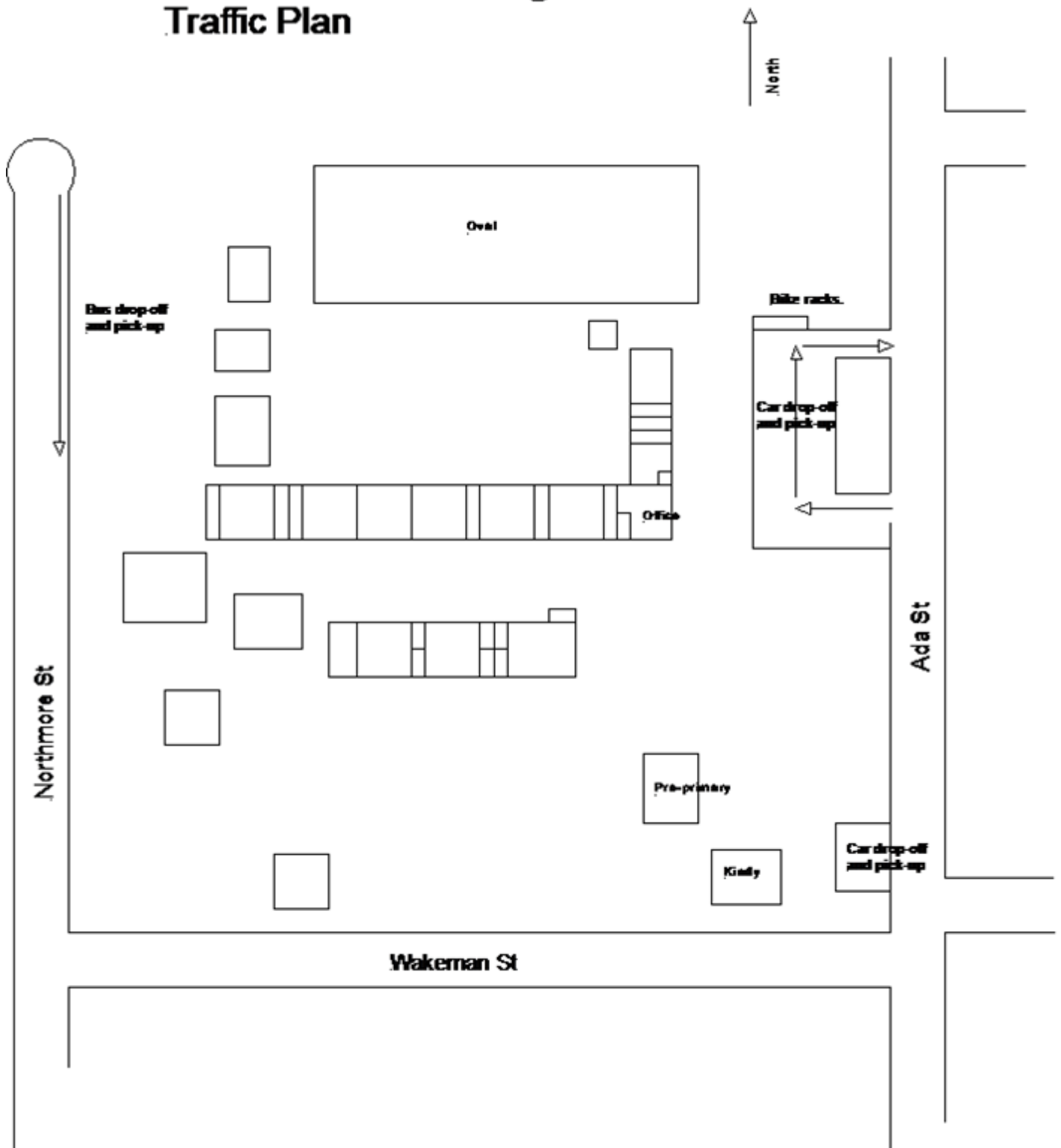
**PLEASE NOTE:**

- **SOCKS MUST BE SHORT AND PLAIN IN COLOUR**, preferably maroon, brown, white, black or the Narembeen socks. **The wearing of long coloured patterned or multi-coloured socks is not allowed.**
- Make-up is not allowed by either gender.
- **Earrings must be studs or sleepers; heavy or large numbers of bracelets or necklaces are not allowed. Face piercing jewellery is not to be worn at school.**
- It is essential that secondary students wear **protective clothing and footwear** in the subjects of Design and Technology; Home Economics; Science; Art and Craft.
- Thongs or rubber reef sandals are **NOT TO BE WORN** by any students for safety reasons.

The uniform is ordered through our P&C and is very reasonably priced. Please ask at the front office for information regarding purchasing the items required.



# Narembeen District High School Traffic Plan



## 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.
- Parents must provide an Epi-pen or Anapen that is in date.

### 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.
- Parents must provide an Epi-pen or Anapen that is in date.

## 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.

Inform relevant teachers of any allergies should cooking of foods be part of the curriculum