Norfolk Village State School

PARENT HANDBOOK
Welcome to Norfolk Village State School

Norfolk Village State School is an Independent Public School located in Ormeau on the Gold Coast and caters for students from Prep - Year 6.

Our school’s mission is to support every child to reach their full potential academically, socially and emotionally, creating lifelong learners, critical thinkers and resilient citizens.

Our commitment to high levels of learning and wellbeing for every child ensures a safe, supportive and collaborative learning environment, underpinned by our 3 school rules: I am Safe, I am Respectful and I am a Learner.

As a professional learning community committed to continual improvement, our vision is to learn and grow side by side: students, staff and community. Through quality teaching and learning based on the Australian Curriculum, we aim to personalise the learning of every student to support the achievement of their individual learning goals. Students have access to high quality academic, language, arts, sporting, music and digital technologies programs with specialist teachers. Our students are proud to wear their school uniform which is well recognised in the northern Gold Coast community and provides children with a sense of belonging.

Opened in 2009, our school provides modern facilities including access to technology to support 21st century learning. We value parents as partners in their child's education and develop strong partnerships with all members of our community to support our students in their pursuit of excellence. I invite you to work in partnership with our staff to prepare our students for a lifetime of learning. When you make Norfolk Village State School your school of choice, we accept this responsibility as we strive to maximize the learning of every child in our care. It is through this partnership we can support the development of every child to be creative, confident and committed.

Our Beliefs

**Mission**
To support every child to reach their full potential academically, socially and emotionally, creating lifelong learners, critical thinkers and resilient citizens.

**Vision**
To learn and grow side by side: students, staff and community.

**Collective Commitments**
I am Safe, I am Respectful, I am a Learner.

**Motto**
Creative, Confident, Committed.
Behaviour Management

Our three school commitments of: I am Safe, I am Respectful and I am a Learner are the embedded foundations to maintaining a safe, supportive and disciplined learning environment at Norfolk Village State School. Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviours and responding to unacceptable behaviours. Parents, students and staff school opinion survey data indicates very high levels of satisfaction with the social climate of the school. The school has developed and established a comprehensive 2016-2018 Responsible Behaviour Plan for Students which is based on the Positive Behaviour for Learning (PBL) philosophy. Included within this framework is the High 5 and Cyber Safety 5 processes which are explicitly taught in every classroom for students to use when responding to bullying.

The school operates a Positive Behaviour for Learning committee which meets each month to discuss school based behavioural data, establish behaviour focuses for explicit teaching each week and review/update Positive Behaviour for Learning operations and processes across the school. In Term 4 2016, Norfolk Village State School was accredited as a PBL Demonstration School by the Department of Education and Training. The school has developed a comprehensive 2017 Positive Behaviour for learning action plan which is actioned, monitored and reviewed each month by the PBL committee.

The school has allocated additional funding to ensure that we have a full time Guidance Officer. The school also has a part time Chaplain (three days per week) who is available to assist students. The Chaplain is funded through the National School Chaplaincy and Student Welfare Program in partnership with Ormeau Community Church Ltd. Despite the rapid growth of the school, external and internal feedback is that the school has a “positive” culture which is embedded in the daily operations of our school and which assists new children to the school in feeling supported.

Norfolk Village State School provides a supportive school environment where each classroom operates on the premise that teachers have the right to teach and students have the right to learn in a safe and supportive environment.

Every classroom has the following expectations for students:

- I am Safe
- I am Respectful
- I am a Learner

This common language is embedded in every classroom and team to ensure the learning behaviours and expectations are consistent across the school. “Student behaviours” have been defined by two categories: Social and Academic. We know that if students do not have these identified behaviours, it dramatically impacts upon their ability to learn and access the curriculum.
The Code of School Behaviour defines the responsibilities that all members of the school community are expected to uphold and recognises the significance of appropriate and meaningful relationships. ALL members of school communities are to abide by the Code of School Behaviour in accordance with the following standards.

**All members of school communities are expected to:**

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others

**Students are expected to:**

- Participate actively in the school’s education program
- Take responsibility for their own behaviour and learning
- Demonstrate respect for themselves, other members of the school community and the school environment
- Behave in a manner that respects the rights of others, including the right to learn
- Cooperate with staff and others in authority

**Parents are expected to:**

- Parents are expected to show an active interest in their child’s schooling and progress
- Cooperate with the school to achieve the best outcomes for their child
- Support school staff in maintaining safe and respectful learning environment for all students
- Initiative and maintain constructive communication and relationships with school staff regarding their child’s learning, wellbeing and behaviour
- Contribute positively to behaviour support plans that concern their child

Please refer to the Appendix for a copy of The Code of School Behaviour.


<table>
<thead>
<tr>
<th>Social Behaviours</th>
<th>Academic Behaviours</th>
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<tbody>
<tr>
<td>Cooperation</td>
<td>Metacognition</td>
</tr>
<tr>
<td>Social, Physical and Verbal Respect</td>
<td>Positive Self-Concept</td>
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<td>Attention and engagement</td>
<td>Self-Monitoring</td>
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<tr>
<td>Self-control</td>
<td>Motivation</td>
</tr>
<tr>
<td>Attendance</td>
<td>Strategy and Problem Solving Skills</td>
</tr>
<tr>
<td>Honesty</td>
<td>Perseverance</td>
</tr>
<tr>
<td>Empathy</td>
<td>Resilience</td>
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</tbody>
</table>

All Teaching staff use our P-6 Behaviour Scope and Sequence to inform the specific teaching of Behavioural skills which draws on You Can Do It Program and the ACARA Social and Emotional General Capability Guidelines.
**Do the High 5!**

2. Walk Away
   - Stand tall, keep your head up high.
   - Look confident.
   - Walk away toward safety (other friends or people you know).
   - Walk confidently, don’t run.
   - Do not look back.

3. Talk Friendly
   - Use an assertive voice, be strong and forceful, not rude.
   - Look confident.
   - Tell them to stop, “No. Stop it. I don’t like it!”
   - Use an argument, “I just told you that I don’t like it when you yell at me. Talk nicely or I’ll tell a teacher.”

4. Ignore
   - Stay calm and confident.
   - Pretend you did not hear or see.
   - Don’t make eye contact.
   - Think positive.
   - Count to 3 in your head slowly.
   - Take deep breaths.

5. Report
   - Walk away and tell the teacher on duty.
   - Go to a safe area.
   - If you’re a bystander, you should report it too, exact facts.
   - Walk confidently, don’t run.
   - Do not look back or retaliation.

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**Cyber Safety 5!**

2. Always Check
   - Always check that websites are safe to visit.
   - Always check that websites are appropriate for your age.
   - Only open emails from people you know and trust.

3. Manage Personal Information
   - Never give your full name, address, photo or school name to anyone online.

4. Real Friends
   - Real friends in life = real friends online.
   - Only become friends online with people you know in real life.
   - Never agree to meet a person you have not met online if you don’t know them in real life.
   - Remember: People online are not always who they say they are!

5. Secure Passwords
   - Always use a strong password.
   - Always keep your password safe.
   - Never tell anyone your password (except your parent or trusted adult)

6. Tell
   - Tell a parent or trusted adult if something scary or unhealthy happens online.
   - Tell a parent or trusted adult if you are unsure about something to do with the internet.

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If the incident is a safety or physical issue, report immediately.
<table>
<thead>
<tr>
<th>All Settings</th>
<th>Teaching Areas</th>
<th>Walkways</th>
<th>Covered Play Area &amp; Tuckshop</th>
<th>Playground &amp; Oval Areas</th>
<th>Bus Line</th>
<th>Excursions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I am SAFE</strong></td>
<td>Follow directions</td>
<td>Enter in an orderly manner</td>
<td>Walk</td>
<td>Join in school approved games</td>
<td>Walk</td>
<td>Walk</td>
</tr>
<tr>
<td></td>
<td>Keep hands and feet to self</td>
<td>Walk</td>
<td>Look out for others</td>
<td>Line up patiently</td>
<td>Line up in appropriate area</td>
<td>Stay with your group</td>
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<tr>
<td></td>
<td>Look out for each other and report any problems to teachers</td>
<td>Use equipment properly</td>
<td>Play</td>
<td>Stay sitting while you eat</td>
<td>Use equipment for intended purpose</td>
<td>Keep inside the fence line</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gain permission to leave</td>
<td>Play</td>
<td>Appropriate year levels</td>
<td>Wear hats and shoes</td>
<td>Wait for the teacher’s instructions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Place</td>
<td>Use equipment for intended purpose</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>in the correct area</td>
<td></td>
<td></td>
<td>At all times, use the same respectful behaviours that are required in the school setting</td>
</tr>
<tr>
<td><strong>I am RESPECTFUL</strong></td>
<td>Follow directions</td>
<td>Be in the right place at the right time</td>
<td>Walk</td>
<td>Play fair</td>
<td>Keep your place in the line</td>
<td>Board the bus calmly</td>
</tr>
<tr>
<td></td>
<td>Be a good listener</td>
<td>Talk at the appropriate volume</td>
<td>Wait patiently</td>
<td>Take turns</td>
<td>Use your polite voices when inside the bus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use polite language</td>
<td>Gain the teacher’s attention in a polite way.</td>
<td>Play in the correct area</td>
<td>Include others</td>
<td>Use your polite voices when inside the bus</td>
<td></td>
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<tr>
<td></td>
<td>Look after your own property and that of others.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I am A LEARNER</strong></td>
<td>Follow directions</td>
<td>Provide help to others in the classroom</td>
<td>Model the safe way of moving around the school</td>
<td>Help others to learn the rules of games</td>
<td>Learn the routines</td>
<td>Learn the routines</td>
</tr>
<tr>
<td></td>
<td>Be prepared by having the right equipment</td>
<td>Be on-task and attempt work</td>
<td>Learn the routines</td>
<td>Return to class promptly</td>
<td>Help younger students learn the routine</td>
<td>Learn the routines</td>
</tr>
<tr>
<td></td>
<td>Model the right behaviours to allow others to learn.</td>
<td>Ask questions appropriately if you are not sure.</td>
<td>Help others to learn the rules of games</td>
<td></td>
<td>Model the right behaviours to help others learn.</td>
<td></td>
</tr>
</tbody>
</table>
Curriculum

The Australian Curriculum sets the expectations for what all Australian students should be taught, regardless of where they live or their background. For students in Prep – Year 6, it means that students now have access to the same content, and their achievement can be judged against consistent national standards. Our teachers work collaboratively to organise the learning and contexts for learning and plan learning in ways that best meet their students’ needs and interests. More information regarding The Australian Curriculum can be found at: http://www.australiancurriculum.edu.au/

In alignment with the implementation of the Australian Curriculum in Queensland, our curriculum offerings include:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade Level</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>Science</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>History</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>Geography</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>The Arts</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>Technologies</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>Languages Other Than English – Japanese</td>
<td>Prep – Year 6</td>
</tr>
<tr>
<td>General Capabilities:</td>
<td>Prep to Year 6</td>
</tr>
<tr>
<td>Literacy</td>
<td></td>
</tr>
<tr>
<td>Numeracy</td>
<td></td>
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<tr>
<td>Information Communication Technologies Capability</td>
<td></td>
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<tr>
<td>Critical and Creative Thinking</td>
<td></td>
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<tr>
<td>Personal and Social Capability</td>
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<tr>
<td>Ethical Understanding</td>
<td></td>
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<tr>
<td>Intercultural Understanding</td>
<td></td>
</tr>
<tr>
<td>Cross-Curriculum Priorities:</td>
<td>Prep to Year 6</td>
</tr>
<tr>
<td>Aboriginal and Torres Strait Islander Histories and Culture</td>
<td></td>
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<tr>
<td>Asia and Australia’s Engagement with Asia</td>
<td></td>
</tr>
<tr>
<td>Sustainability</td>
<td></td>
</tr>
<tr>
<td>Instrumental Music (Strings and Multi)</td>
<td>Years 3-6</td>
</tr>
<tr>
<td>Swimming</td>
<td>Extra-curricular opportunity provided to Year 1 to 3 students</td>
</tr>
</tbody>
</table>

Teachers differentiate their curriculum delivery to meet the needs of children and are supported to do this by members of our Improvement Team including: Head of Curriculum, Leader of Learning (Prep – Year 1), Leader of Learning (Years 2-4), Leaders of Learning (Years 5-6) Head of Student Services, Support Teachers Literacy and Numeracy and our Positive Behaviour for Learning Teacher. This deep interrogation of data, substantive teacher conversation and explicit response is evident in the sustained trajectory of improvement in English and Mathematics in our school.
Social Skills

The ‘You Can Do It’ program is implemented across all year levels. This program aims to provide children with the foundations of achievement and social / emotional well-being in the school, work and world of tomorrow through instilling the five ‘Keys to Success’ of Confidence, Persistence, Organisation, Getting Along and Resilience.

Inclusion – Special Education Program (SEP)

Norfolk Village State School embraces inclusive learning and celebrates difference. Our support programs for students with a disability include:

- Disability specific reasonable adjustments (academic and social/emotional curriculum)
- In class support and differentiation
- Focused learning programs
- Intensive individualised programs

Special Education Program staff collaborate with our Education Queensland Occupational Therapist, Physiotherapist and Speech and Language Pathologist to ensure students are able to access the curriculum and school life. When needed, SEP staff seek guidance from Advisory Visiting Teachers for Physical Impairments, Hearing Impairments, Vision Impairments, as well as non- education Queensland disability specific organisations and specialists.

Each student has a current Personalised Learning Plan and students who access a curriculum at a different year level also have an Individual Curriculum Plan (ICP) that is developed in consultation with the student’s key stakeholders, including parents/carers.

Our whole school staff strives to achieve an environment that promotes inclusivity, in which all of our students feel safe and welcome. We endeavour to ensure all students at our school can flourish academically, socially and emotionally, at their individual pace.

Communications

Office Hours  Monday to Friday 8 am to 4 pm
School Office  Phone 5549 4222/Fax 5549 4200
Address  83 Halfway Drive, Ormeau Q 4208
Website  www.norfolkvillagess.eq.edu.au
Email  info@norfolkvillagess.eq.edu.au
Absentee Line  Phone: 5549 4266
Absentee Email  absent@norfolkvillagess.eq.edu.au
Enrolment Policy

Children may only attend Norfolk Village State School if they live within the catchment area. For more information please refer to the Enrolment Management Plan which is available on our website or from the front office.

Enrolments

Our school offers classes from Prep to Year 6. Prep children commence school if they turn 5 prior to June 30. If they are born on or after July 1 up until December 31, they may attend Prep the following year.

Children born in the July can apply for early entry to Prep.

A copy of a birth certificate or other documentary evidence is to be produced at the time of enrolment. An enrolment pack is available online or at the front office. A child must be enrolled under the name on their birth certificate. There are only two variations to this rule.

1. The child's name has been officially changed and documentary proof of the change is provided; or
2. A court order authorises the use of the name and a copy of the relevant court order is provided.

It is no longer at the discretion of the Principal. If neither of the above reasons exists, then the child must be enrolled under their official name as it appears on their birth certificate.

Transfers out of the School

Please inform the office of the new school that your child will be attending and your child's confirmed last day. If you are unsure of which school your child will be attending, we will need to know a forwarding address. Your new school will request a transfer note upon your enrolment into that school.

Uniform Store

School Uniforms - Thursday from 8:15 am to 10:00 am

Uniforms can be ordered online at www.flexischools.com.au

Payments and Finance

Please refer to the School Payment Options Policy and the Refund Policy. These policies are available in your enrolment pack, the internet or at the front office.

School Attendance

The Education Act 2007 requires that all children in Prep to 6 attend school every day for the full duration of the day.

Non Attendance at School

Student absences from school must be reported. If your child is sick or the family has matters to attend to please inform the school by:

- Calling the absentee line on 5549 4266
- Sending an email to absent@norfolkvillage.eq.edu.au
- Providing a note to the office so that we can record the absence as an explained absence.

If your child is constantly away or constantly late without an explanation, we are obliged to report this to the relevant authority.
Late Arrival and Early Departure

Children arriving late to school must report to the office for a late slip which needs to be handed to the class teacher. When children are required to leave school early, they need to be signed out at the office by a parent or guardian unless the parent has contacted the school to make other arrangements. Children are not to be collected directly from class.

School Session Times

Lessons Commence 8:50 am
Session 1 8:50 am to 11.00 am
First Break 11.00 am to 11:45 am
Session 2 11:45 am to 1:15 pm
Second Break 1:15 pm to 1:45 pm
Third Session 1:45 pm to 2:50 pm

Eating time – during the first break the children are required to sit and eat their lunch for fifteen minutes. Eating time is fully supervised by a member of staff. No child is permitted to be playing during this time.

Pick Up & Drop Off Times

No students should arrive at school before 8:00 am. There is a member of staff on duty from 8:15 am and the classrooms are open for students at 8:45 am.

Health Room

Students who are sick and who are unable to continue with their daily school activities are to be referred to the office with the appropriate sick form. The teachers will have two choices, (1) allocating the child a 30 minute monitoring break (where the office will send the child back to class if they improve) or (2) make arrangements to send the child home. Children going home due to illness need to be signed out at the office.

Administration of Medications

If your child requires medication during the School day or needs to have medication available to them e.g- Epipens, Ventolin etc., It is a requirement that the Administration of Medication form is completed and you provide a written request from your practitioner for over-the-counter medication to be administered, accompanied by clear instructions as to the dose and specific times required at school labeled from the prescribing doctor. Expired medication will NOT be administered and a notification will be sent home when expiry date is nearly due.

We follow the Department of Education guidelines of the Five Rights of Medication Administration to ensure your child’s wellbeing and safety in their medication management:

- Right Person
- Right Drug
- Right Dose
- Right Time
- Right Route

Student Resource Scheme

This popular scheme represents fantastic value for money and has been implemented due to strong parent support. The scheme provides for just about every educational resource (except for user pays items such as excursions, instrumental music, sports carnivals away from school and camps) including stationery, books, software and educational resources. If your child runs out of materials, it is the school's responsibility to re-supply them, not yours. This means that you are not required to do the K Mart,
Newsagent, Office Supply “back to school” shop that most parents dread. The Student Resource Scheme means that all your child requires on their first day at school is a pencil case and the USB and library bag supplied in prep.

A letter outlining the scheme is posted home in Term 4 each year.

Assembly
Sector Assemblies will be held fortnightly. Please check with your child’s teacher or our newsletter calendar for assembly times as they vary throughout the year.

Tuckshop
Tuckshop is open Monday to Friday from 8.30am – 2.30pm. First break commences at 11.00 am with the students having a 15 minutes sit and eat time and the entire break being 45 minutes long. Second break is at 1.15 pm and is 30 minutes long. Students play for 20 minutes and eat for 10 minutes before returning to class at 1.45 pm.

Tuckshop orders should be at the tuckshop by 9.30 am at the latest. We operate on a pre-order system either over the counter (on a paper bag clearly marked with your child’s name and class and the break – 1st or 2nd) or using our online ordering system through www.flexischools.com.au. Simply search our school and follow the prompts.

Although we do have some hot food available over the counter for purchase, these items are limited to avoid waste. To ensure that your child gets a nutritious lunch it is always better to pre-order. A variety of snack foods, ice lollies and drinks are available over the counter everyday at both breaks.

Lost Property
All property should be named. Items found in the school will be held in the lost property area for a term. Parents and students are requested to check this on regular occasions. At the end of term all lost property will be donated to a charity.

Toys
We ask that toys and trinkets remain at home. Toys and treasures can be lost and broken at school. However, for learning purposes your child is encouraged to bring in items to enrich our program eg insects, books, photographs, plants, shells etc.

Homework
Please refer to our Homework Guidelines on our website:
https://norfolkvillagess.eq.edu.au/Curriculum/Homework/Pages/2017%20Homework%20Policy.docx

School Uniforms
The parent community has decided that school uniforms are compulsory. Please refer to the Uniform Policy for further information which can be found inside your enrolment pack or on our website:
Parents and Citizens Association and Parent Volunteers

Norfolk Village State School P & C Association was formed back in 2008 prior to the school opening in 2009. The P & C consists of a group of dedicated parents, grandparents, carers and community members who are passionate about supporting our kids and school. As a group we are involved in many fundraising activities and community events throughout the year such as Mother's and Father's Day stalls, Discos, Art Expo, fete and much more.

As our school has grown so have our volunteers and their level of commitment to our P & C is nothing short of incredible. Any queries regarding Volunteering at NVSS please contact Bianca Trace (HOC) bsmit562@eq.edu.au

Even volunteering an hour or two in the Tuckshop or assisting with weekly Student Banking is great - every bit helps. Without the support of our community we simply would not be able to achieve the things we do.

In 2016 we are supporting a number of school projects, including installing a Nature Play Area, Sensory Garden and expanding shaded areas in the school grounds.

If you would like to become involved in the P & C please contact an Executive member via email below or pick up a membership form from the Tuckshop. Meetings are held the second Tuesday of each month at 5pm in the staffroom

Before and After School

The school has contracted Beenleigh PCYC to run Before / After & Vacation School Care.

Enquiries can be made directly to 5549 0221 or email norfolksac@pcyc.org.au.

Transport To & From School

Buses
Surfside - www.surfside.com.au or phone 5630 8857
Logan Coaches - phone 5546 3077
Yatala Bus & Coach - phone 3287 1427 or email schooladmin@yatalabuscoach.com.au

Car
Parents are encouraged to use the car parks allocated at the front of the school and when the car park has been filled, to utilise Halfway Drive.

No parking is permissible on the school grounds (staff car park and back entrance to the school) due to legal liability purposes. The Gold Coast City Council has also asked that no cars are to park in Evodia Way at the back gate of the school as this road is not designed for cars to be parked there.

The school offers a Kiss and Go Service at the front of the school for quick drop offs and pickups.

Bike
The school has two bike racks, one at the front of the school and one at the back. Children are free to leave their bikes and scooters in the bike racks.
Other Information

Additional school information may be found on the school website www.norfolkvillagess@eq.edu.au

Other school policies that you might like to familiarise yourself with include:

- School Uniform Policy
- Enrolment Policy
- Enrolment Agreement
- Use of ICT Agreement
- Student Resource Scheme
- Information Statements
- Student Responsible Behaviour Plan
- Camp Policy
- Other school initiatives as listed under the Information Statements.