**NIGHTCLIFF PRIMARY SCHOOL**

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***Believe and Achieve***

**PARENT INFORMATION HANDBOOK**

**2025**

**Welcome to Nightcliff Primary School.**

**Cunjevoi Crescent**

PO Box 798, Nightcliff, NT. 0814

# Telephone(08) 8948 8488

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**Email:** **nightcliff.ps@****education.nt.gov.au**

**www.nightcliffprimary.nt.edu.au**

1. **Vision, Values and Mission**

***OUR VISION****:*

 ***Achieving in a safe, supportive, innovative and sustainable learning community***

***OUR VALUES:***

* Respect
* Responsibility
* Honesty
* Inclusion
* Caring

#  *OUR MISSION:*

#

*We strive to develop the whole child and their capacity to achieve their intellectual, social, emotional and physical potential to become:*

* An active, independent reflective learner;
* A complex thinker;
* An effective communicator;
* A problem solver and decision maker;
* An adaptable team member who is able to work with others;
* Emotionally healthy with a sense of self-worth;
* An environmentally responsible citizen with a wide awareness of community and culture.

**At Nightcliff Primary School we believe in a ‘personal best’ orientated learning environment.**

***To achieve this we:***

* Ensure a values based approach to all behaviour;
* Promote appropriate learning activities which ensure success;
* Build positive staff, parent, student, community relationships;
* Provide an inclusive curriculum.

**We believe in a whole school approach to student discipline and wellbeing based on rules related to safety, problem solving, learning, treatment, caring, movement and communication.**

***To achieve this we:***

* Ensure that all students are aware of and follow the rules;
* Ensure that all staff are consistent in using agreed school rules;
* Ensure parents are informed of our whole school approach to discipline and wellbeing.

**We believe in democratic principles.**

***Therefore we have:***

* Opportunities for negotiation in classrooms;
* Regular class meetings to involve students decision making;
* Regular time for the Students Representative Council to meet and discuss matters of the school wide nature and contribute to decision making.

## 2. Nightcliff Primary School Times

 **TRANSITION TO YEAR 6**

 ***Morning 1st session*** *(music from 8.05am)*

8.10am to10.10am

 ***Recess***  10.10am to 10.40am

*(music from 10.37am)*

 ***Morning 2nd Session*** 10.40am to 12:45pm

 12.45pm to 1.00pm *(supervised eating time)*

1.00pm to 1.30pm *(play time)*

*(music from 1.27pm)*

 ***Afternoon Session*** 1.30pm to 2:30pm

**PRESCHOOL**

 ***Morning Class*** Monday to Friday

 8:00am to 11:00am

 ***Afternoon Class*** Monday to Friday

 11:45am to 2:45pm

Students are not supervised in the playground until 7.55am and should not arrive at school until this time.

Students are expected to depart the school promptly after 2.30pm. Children are to go straight home or to an organised alternative immediately after school. Parents are advised of any sports practice held after school.

Students are legally supervised after school until 2.45pm. Children waiting anywhere in the yard after 2.45pm are to go to the hill at the front of the office block where incidental supervision is possible.

Children are not permitted to leave the school grounds between 8.10am and 2.30pm except for class excursions or as requested by a parent. Parents collecting students during class time are required to sign out and pick up their child from the front office.

**SCHOOL ON TIME STRATEGY**

All students are required to be in class by 8.10am. Students from Years 1 - 6 who arrive after 8.10am are to go to the front office to sign in. These students will be marked ‘late’ on the rolls and the time of their arrival will be recorded. Parents of late Transition Students are required to sign their children at the classroom sign in sheet.

**EMERGENCY CONTACT IN SCHOOL HOURS**

Parents need to advise the school immediately if there is a change of student address or phone number. Please contact the front office on 8948 8488, or email **nightcliff.ps@education.nt.gov.au**

**STUDENT ENROLMENT**

Nightcliff Primary School accommodates children from Preschool to Year 6. All student enrolments are completed at the front office. Parents enrolling children must provide proof of residence, child's birth certificate, immunisation papers copy of Visa if not an Australian citizen or permanent resident. No child is permitted to attend school until all enrolment details have been completed.

3. Parent Voluntary Contributions

 ***Primary education involves expenditure on:***

* Library resources;
* Ink for printers;
* Art and craft supplies;
* Computer resources and software purchases;
* First aid supplies.

 ***NB: These items are not funded by Commonwealth or NT Governments.***

 **PRIMARY SCHOOL STUDENTS**

The school contribution is $180 annually.

Term 1 $45

Term 2 $45

Term 3 $45

Term 4 $45

 **Eftpos facilities are available at the school office.**

 **PRESCHOOL STUDENTS**

Contributions are set by the Preschool Committee to cover the requirements of the program. The contributions are $50 per term.

The Preschool is part of the whole school but is not funded by departmental allocation to the same extent as for children in classes Transition to Year 6.

 **BACK TO SCHOOL VOUCHERS**

The government provides parents with a $150 voucher for a book pack of essential school supplies i.e. books, stationery and uniforms. The voucher can only be redeemed at the school where students enrol and must be used by the last school day of Term 1. Preschool parents are requested to use $55 of the voucher for preschool consumables and resources.

 **OTHER COSTS**

Other costs may eventuate during the school year such as RLSSA swimming program for Early Years, educational excursions, school camps or performances. Parents will receive notification when these costs arise.

 **HARDSHIP**

If you are experiencing financial difficulties please contact the Principal. It is possible to pay the parent voluntary contribution in instalments.

**4. Parent School Communication**

 **POSITIVE PARENT/TEACHER COMMUNICATION**

It is in the best interest of children that parents and teachers establish positive relationships which assist the overall development of children. Parents of preschool children are encouraged to have daily communication with the teachers at the time they deliver children to their classroom or when they collect their children. Teachers of children in classes Transition to Year 6 are not generally available for discussions or meetings during school time. Parents are encouraged to arrange a discussion with the relevant teacher at a suitable time. Senior staff are available across the school day and appointments may be made at the office. It is important to note that any problems with teachers should initially be addressed with the teacher directly either in person or via email. If there continues to be an issue then seeking assistance from a senior staff member is advisable.

 **REPORTING OF STUDENT ABSENCES**

We request that parents notify us by, phone, email or letter if their child is going to be away and every day that they are sick. Parents taking holidays in school time either with or without their children should advise the Principal in writing to seek a sanctioned absence for up to 2 weeks at which time permission is to be sought from Department of Education Truacny and Attendance Team. If work is provided by the teacher whilst away on a long holiday, then a working remotely code can be applied, however parents and carers need to be aware they will continue the learning, for assessment on return. Children are not permitted to leave the school grounds between 8.10am and 2.30pm except for class excursions or appointments by parent.

 **NEWSLETTERS**

School newsletters are emailed to parents/carers, placed on the school website and Facebook weekly.

 **PARENT HELPERS IN THE CLASSROOM**

Assistance from parents is encouraged and parents should negotiate with teachers for suitable times and activities. Parents will understand that toddlers cannot be accommodated in classrooms without previous arrangement with the class teacher. All parent helpers require a current Working with Children Card (ochre card). Please see the front office for more info on obtaining ochre cards.

 **REPORTING TO PARENTS\***

|  |  |
| --- | --- |
| ***Term 1*** * Teacher introductory/welcome letter
* Term Overview
* Parent Information evening
* Three-way conferences- Week 10
 | ***Term 2**** Teacher Letter
* Term Overview
* Semester 1 reporting – A-E and written comments
 |
| ***Term 3**** Teacher Letter
* Term Overview
* Three-way conferences – Week 2
 |  ***Term 4**** Teacher Letter
* Term Overview
* Semester 2 reporting – A-E and written comments
 |

 \*Refer also to Communications Policy for event communications

 5. School Uniform Policy

**STUDENT DRESS/UNIFORM**

Nightcliff Primary School mandates that all students wear the full school uniform to school. A uniform is compulsory on excursions for safety and identification. School uniforms are sold from the front office area.

 **ENCLOSED FOOTWEAR**

Shoes are to be worn by students at all times for personal safety, as well as for school pride. Sports shoes are highly recommended. NB: No thongs or sandals.

Children without correct footwear may not participate in some sport, art or science lessons. They will be restricted to the verandas during recess and lunch times.

 **SUN SAFE POLICY**

NPS is aware of its responsibility to ensure that measures are taken to protect the health and safety of the school community. Sunblock is available in the school front office for students. It is the responsibility of the student to apply their sunscreen.

 **HATS**

It is compulsory for students to wear a ***broad brimmed hat*** given the consistently high to extreme UV levels in Darwin. Caps afford little or no protection from the elements. Students without hats will remain on covered verandas or in the assembly area during recess and lunch times.

Students are expected to wear hats, shoes and a school uniform to and from school. At school they will wear hats whenever they are out in the playground in the sun. Sunscreen should be worn at all times.

**JEWELLERY**

Nightcliff Primary School recognises the rights of students to wear jewellery. We also have a responsibility to ensure that the wearing of jewellery does not pose a risk of harm to the wearer and/or other students. Students are permitted to wear simple ear studs or sleepers, simple gold/silver neck chains, Medic Alert Bracelets or Medic Alert Pendants and watches. The following items are **not** permitted: ear-rings that dangle, rings of any description, bracelets and wrist bands of any description except for cultural purposes.

The school recommends children do not wear or bring to school jewellery items of value as the loss or damage of these items can be distressing to students and the school does not take responsibility for such loss or damage. Where a staff member has concern for the safety of students participating in a particular activity, the students may be asked to remove jewellery during this activity.

**STUDENT MAKE-UP**

Make-up is not to be worn to school and this includes nail polish.

**6. Online Canteen Sales**

The canteen is operating on-site through a contractor and will accept **counter and online sales (see website).**

The canteen menu follows National Healthy Schools Canteen Guidelines and NPS Healthy Eating Policy and DOE Healthy Eating Policy. Students are not permitted to leave the school grounds during school hours to access nearby shops. A copy of the Canteen List is available on the school website.

Parents delivering lunches should take them to the front office prior to 12.40pm. Parents will be advised of teachers' concerns if children are at school without adequate lunch and/or a sandwich will be provided.

Students sit quietly to eat their lunch for the first 15 minutes of the lunch break under teacher supervision.

 **7. Homework - Monday to Thursday**

Homework provides an opportunity for the parent to encourage the child to become an independent learner. It also develops study habits and keeps parents aware of student’s work.

 ***Recommended time required for homework:***

* Transition Shared or individual reading - 15 minutes maximum
* Years 1/2 Approximately 20 minutes per night including reading
* Years 3/4 Approximately 20 minutes per night plus reading
* Years 5/6 Approximately 30 minutes per night plus reading

Homework is to extend class work through practice and consolidation. Assignments allow children to develop research skills. Time management skills are an integral part of any homework assignments. Work that is not finished at school is to be completed at home. Students may access online programs at home.

 **HOMEWORK/PARENT HELP**

Offer positive reinforcement for effort. Encourage children to find facts to work out their problems, rather than tell them answers. Encourage time management for longer assignments and keep television/video games off until homework is completed. Have a table where homework can be done without distraction. Be patient as making mistakes is a part of learning. School website offers teaching and learning strategies.

 **8. Library Books**

Students must have a library bag to borrow books. Each class has a regular book change time each week.

There is a student loan limit to the amount of books the students can borrow for each year level.

 Transition and Year 1 1 Book

 Years 2 and 3 2 Books

Those students in Year 3 who have achieved Level 30 may also borrow a Lexile book.

 Years 4, 5 and 6 3 Books and a Lexile Reader

9. Medical Procedures

 MEDICAL INFORMATION

At Nightcliff Primary School we have school first aid officers who are trained with Senior First Aid. Your child’s teacher and the administration staff must be advised of any medical condition affecting your child. A Health Care Plan must be filled in for all students requiring medications or medical assistance.

If your child has Asthma or Allergies and needs medication to be kept on the school grounds, an **Asthma** Action Plan **and/or Anaphylaxis Action Plan** from your doctor must accompany their medication to the school front office. All medications will be kept at the front office unless otherwise specified by a medical practitioner. ***No medication or tablets are administered to children without written permission of parents.***

Students should not be carrying medication to school unless it is to self-administer for a medical condition, where formal notification has been provided and it is part of an agreed Health Care Plan.

***Sick children should not be sent to school.***

Children who become ill during school hours are sent to the office with a note from the teacher. The front office staff will contact a parent and arrangements will be made for the child to go home. Please note that all students will need to be signed out at the Front Office upon departure. All head injuries will be notified.

Parents of children requiring long term medication (eg. antibiotics) must inform the class teacher and front office staff. Medication must be handed to front office staff with medical instructions from the doctor for safekeeping and a student medication request form completed and signed (available from front office). All medicines must be administered by a nominated first aid officer and checked by another adult with a letter detailing administration procedure as per medical practitioner’s prescription. Medication not accompanied by a parent's letter will not be administered but will be held in the office area until collected by a parent or guardian. Children attending camps are required to hand medication in prior to camp with instructions.

 **ACCIDENT OR INJURY**

The supervising teacher for any major student accidents which occur at school must complete an Accident Report form. Major injuries including all head injuries will be reported to parents and carers immediately. Ambulances may also be called in critical incidents as needed with Principal or Assistant Principal attending.

 **HEAD LICE**

Treatment of nits is a parental responsibility. Notes are sent home, reminding parents to check children's hair.

10. Emergency Management Plans

The school has an Emergency Management Plan which is submitted to the Department of Education at the beginning of each year. The school has signage displayed for Fire Evacuation and Lockdown procedures.

 **FIRE DRILL**

There is a predetermined evacuation drill for a fire emergency. A continuous ringing of the fire bell signals.

### POWER SUPPLY DISRUPTION

***Short Term***: School to continue as usual while repairs are made. Access to other schools nearby. Water is provided to students. Parents and carers are informed to collect students.

***Long Term:*** Advice sought from Department of Education on action then parents will be informed.

**WATER SUPPLY DISRUPTION**

***Short Term:*** School to continue as usual while repairs are made.

***Long Term:*** Advice sought from Department of Education on action then parents will be informed.

 **AIR CONDITIONING**

Power failure disrupts the air conditioning in the school. Although classrooms become uncomfortable when air conditioning ceases, classes are to continue as indicated in the section on Power Supply Disruption.

 **CYCLONE PROCEDURES**

***Nightcliff Primary School is not a designated cyclone shelter. Nightcliff Middle School is a cyclone shelter.***

 When Darwin is on **‘Cyclone Watch’** the school continues to operate as usual.

 After the Bureau of Meteorology issues a ‘**Cyclone Warning**’ it is expected that parents will continue to monitor the emergency through regular radio updates. Parents will be advised if and when to collect their children from school over the radio or via the MGM text messaging service. Children will not be dismissed from school in an emergency but are to be collected by parents or their nominated carer. Parents are asked to arrange to collect their children from their usual classroom immediately when advice is given to do so. Teachers will ‘check off’ each student as they go and will bring the remaining students to the administration area.

The Principal will take children not collected by an adult within one hour of this announcement to the nearest public shelter located at **NIGHTCLIFF MIDDLE SCHOOL.**

Nightcliff Primary School is not a designated cyclone shelter. There are no facilities for accommodating people during an emergency.

A list of children taken to the shelter will be posted on the front office window as per evacuation report.

Children are not to return to school until the **‘Warning’** is cancelled.

The staff will endeavour to ensure the safety and security of plant, equipment, school documents and materials. They will also endeavour to ensure the school complies with the advice given by Emergency Services on the preparation of property for an **emergency**.

WET WEATHER POLICY FOR STUDENT COLLECTION

 On occasions heavy storms occur at 2.30pm prior to children are being released from classes.

 Our Wet Weather Policy is put into place at such times.

* All children will remain in the classrooms or undercover.
* Parents are asked to park outside the yard and walk to the classroom to pick up their children.
* Students who walk or ride bicycles home, will be held in the class until the storm abates, visibility improves and it is safe to travel.

**Please be aware** that during storms when there is an increase in traffic, parking is difficult and visibility is poor. Children dashing to cars increase the risk of a serious accident. Please help us in implementing this safety policy and be patient with the elements and time required to wait for the storm to abate if possible.

**11.** **Mobile Phones and SmartWatch Phones**

We recognise that some parents/carers request that their children bring a mobile phone to school for before and after school safety/security reasons. The school applies the Department of Education Mobile Phone Policy which states all mobile phones and smartwatches are to be handed into the front office on arrival for collection on leaving. The school takes no responsibility for replacing lost, stolen or damaged mobile phones or smartwatches or items of value belonging to students.

**12.** **Lost Property - Identifying Personal Effects**

All personal property should be identified with a permanent marking pen. Lost property is located at Library.

**13. Bicycles and Locks**

 Bicycles are to be locked in the bike racks provided between 8.10am – 2.30pm. All bicycles should be secured with a bicycle lock and not left on the school premises after school hours or taken to OHSC.

**14. Dogs**

Dogs can be dangerous and must not be brought to school. The Darwin City Council will be contacted if stray dogs enter the school grounds. Students requesting animals for show and tell require risk assessment.

**15. Money**

Only money for school requirements should be brought to school. Money is not to be left unattended in desks or bags. Money found is to be handed into the front office.

16. Use of School Grounds after School Hours

Family members may enter the school oval after school to use the oval, basketball court, playgrounds, track.

**Please note that running, skateboards, scooters and bikes are prohibited in school grounds.**

Any sports group with timetabled approval to use the oval has sole use during the approved times.

The school is not responsible for supervision of any after-hours oval activity by individual children or groups. Care must be taken to leave the grounds and equipment in a safe condition at all times.

The school accepts no responsibility for any injuries to people using the oval area or equipment. Any damage to property is the responsibility of the person using the facilities.

**17. Student Leadership**

Opportunities exist for the following student leadership positions:

* School Captains: **Years 5-6** (includes Vice Captains, Student Citizen) (Meet/Greet, Assemblies/Events, Values)
* NT Learning Commissioners (NTLC) **Years 5-6** (School Improvement ASIP Goals: Reading/Maths/Wellbeing)
* Student Representative Council (SRC): **Years 3-6** (Class Meetings, student voice)
* Sports House Captains: **Years 5-6** (Year 6 Captains, Year 5 Vice-captains)
* Eco-warriors: **Years 3-4**
* Library Monitors: **Years 3-6**

18. School Sports House Teams

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 ***House team colours and names are:***

* **BLUE BUTOEMBA          BRAHMINY KITE**

* **GREEN DANGGALABA SALT CROCODILE**

* **PURPLE BETBIYANBA             FLAT BACK TURTLE**

* **RED DANGUTJBELA        WALLAROO**

It is a privilege for our school community to be given permission from Gulumoerrgin (Larrakia) Elders and families to use the traditional names of sacred totems of Larrakia for our sports house teams while we compete on their Country.

***“You have come by way of the Larrakia Land. You will hear the voice of Larrakia ancestors. When you leave, the Larrakia message will stay with you”* - The late Reverend Walter Fejo**

**HOUSE TEAM COMPETITIONS AND HOUSE POINTS**

Students in family groups are allocated to one of our four house teams at the time of enrolment.

Primary Athletics and Early Childhood Tabloids are House team competitions held in Term 2. Other competitions may be held throughout the year. Teachers are also allocated to a house team.

**19. School Assemblies**

School assemblies are held on a rotational cycle. School assemblies will be advertised in the term calendar.

**20. Merit Awards**

At each assembly merit awards are presented to selected children as an incentive and reward for outstanding effort. Parents will be informed by classroom teacher and are welcome to attend.

**21. Annual Presentation Assembly**

A special assembly to acknowledge outstanding student achievement is held in December each year. Parents are encouraged to attend.

 ***These awards include:***

* Board of Studies Academic Award
* Australia Day Citizen Award
* Instrumental Music Award
* Graham Chadwick Music Award
* Environmental Sustainability Award
* Sportsmanship and Resilience Award
* Class Student Citizenship Award
* Class Personal Best Award
* Class Academic Achievement Award
* Year 6 Subject Awards
* Chief Minister’s Literacy Awards

22. Rights & Responsibilities: Nightcliff Primary School

 ***At Nightcliff Primary School we:***

* Explicitly teach the behaviours that match our values;
* Encourage a safe, orderly and caring environment that promotes student growth socially, emotionally and academically;
* Encourage an effective teaching and learning environment through a consistent approach to behaviour management;
* Encourage the rights and responsibilities of all individuals;
* Empower students and groups through involvement in decision making processes;
* Prepare students to become effective positive contributors as members of society;
* Develop responsibility concerning environmental sustainability;
* Develop consistency in behaviour and wellbeing across the school;
* Develop responsibility and good citizenship in students;
* Encourage students to achieve their potential through a range of methodologies including thinking and learning, individual education plans and early intervention programs;
* Provide inclusive and challenging learning environments;
* Build strong, authentic partnerships amongst parents, staff and students;
* Develop awareness and tolerance for difference and diversity;
* Empower students through the teaching of skills to maintain positive relationships, problem solve and resolve conflict.

**School rules**

School rules are based on the **Values**, **Rights and Responsibilities** model. They emphasise the students taking responsibility for their behaviour and are linked to a set of logical consequences and rules.

***The rules are based around the following areas:***

* ***Respect*** *Treat others the way you want to be treated, and with respect.*
* ***Inclusion*** *Include others in play. learning and activities.*
* ***Responsibility*** *Take responsibility for your own learning and actions.*
* ***Honesty*** *Be honest at all times, owning your behaviour.*
* ***Caring*** *Help others in times of need.*

 **Classroom Rules**

Each class negotiates the classroom rules at the beginning of the year. The details related to each rule and the consequences are to be clearly displayed in each classroom along with the school code of conduct.

**Student Rights and Responsibilities**

 ***Students:***

* Have the **right** to feel safe;
* Have the **responsibility** to act safely and ensure their behaviour does not harm others;
* Have the **right** to learn and have their learning needs met;
* Have the **responsibility** to work to the best of their ability and ensure they allow others the opportunity to learn;
* Have the **right** to be treated fairly;
* Have the **responsibility** to listen with empathy and understanding of others and be honest with accounts of events.

 ***Teachers:***

* Have the **right** to teach without disruption;
* Have the **responsibility** to provide effective, supportive and engaging learning programs that meet the learning needs of all students;
* Have the **right** to be treated with courtesy by students, colleagues and parents/carers;
* Have the **responsibility** to treat others with courtesy and promote positive self-esteem and attitudes towards learning;
* Have the **right** to be recognised as a professional when implementing programs and policies;
* Have the **responsibility** to act professionally and be transparent in their practices when implementing programs and policies.

***Parents and carers can assist to provide the best possible learning experience for your child/ren by:***

* Ensuring your child is aware of values and expectations;
* Ensuring your child is well rested for each learning day;
* Informing the school if your child has physical, social or emotional needs that may need to be considered in planning for their learning;
* Ensuring your child has a healthy breakfast before school and bring healthy food (recess and lunch) along with a water bottle each day to maximise learning;
* Assisting the teacher in class where appropriate;
* Becoming an active member in the school community;
* Sharing time with your child reading, supporting homework, discussing events of the day;
* Contacting your child’s teacher through email or by making an appointment if you have any

 questions, comments or concerns.



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