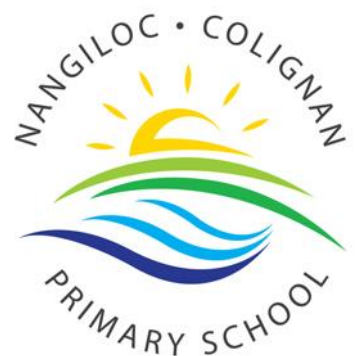


CREATING INNOVATIVE AND INSPIRED LEARNERS



Nangiloc Colignan and District Primary School Parent Handbook – 2022



School Hours Mon – Fri 8.45am – 3.00pm
Phone: (03) 5029 1483
Email: nangiloc.colignan.ps@education.vic.gov.au

Nangiloc Colignan and District Primary School



Dear Parents/Guardians,

At Nangiloc Colignan and District Primary we offer our students an innovative and inspiring educational experience. Our focus is on developing self-directed learners who make a positive and meaningful contribution to our community.

Our staff have developed an engaging online curriculum that fosters students academic, social, emotional and physical development. Our teachers work collaboratively to plan differentiated teaching and learning programs for each and every child and offer a wide range of learning experiences designed to suit their passions, interests and needs.

We believe that learning happens everywhere, our 'Outdoor Learning Labs' provide all students with the opportunity to engage with community resources and facilities (library, art galleries, museums, botanical gardens, business, educational and sporting facilities). These regular excursions have a strong literacy and numeracy focus in the morning usually at the public library and in the afternoon we search for inspirational experiences in and around the local region.

Our teachers work closely with families to ensure that all possible care is given to every student; we provide a pastoral service that endeavours to meet the needs of all children. Emotional, physical and academic needs are met with rigor and sensitivity.

Our strong association with the local kindergarten and secondary schools allows us to offer a well-structured and supportive transition program for kindergarten children entering Foundation and for Year 6 transferring to secondary schooling.

We actively encourage parent participation in our school, our Parents Group offers a variety of opportunities for families to become active members of our school community.

Please contact our school to find out more about the amazing educational opportunities we offer.

We look forward to hearing from you.

Ben Crum
Principal

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Welcome to Nangiloc Colignan and District Primary School (NCDPS). Our school offers a wide range of experiences for your children and consists of many facets of involvement. This handbook is designed to assist you in familiarising yourself with all aspects of the School.

1.0 School Profile

1.1 Vision

At Nangiloc Colignan and District Primary we offer our students an innovative and inspiring educational experience. Our focus is on developing self-directed learners who make a positive and meaningful contribution to our community.

1.2 Mission

Our mission is:

- To provide a safe, supportive and engaging environment
- To empower and challenge students to strive for excellence
- To emphasize cooperation within team based environments for planning and teaching in all areas of the curriculum.
- To celebrate student, staff and school achievements
- To be an important active part of the community.
- To encourage parents and students to be actively involved in the school.
- To be well resourced in regards to curriculum materials and technology

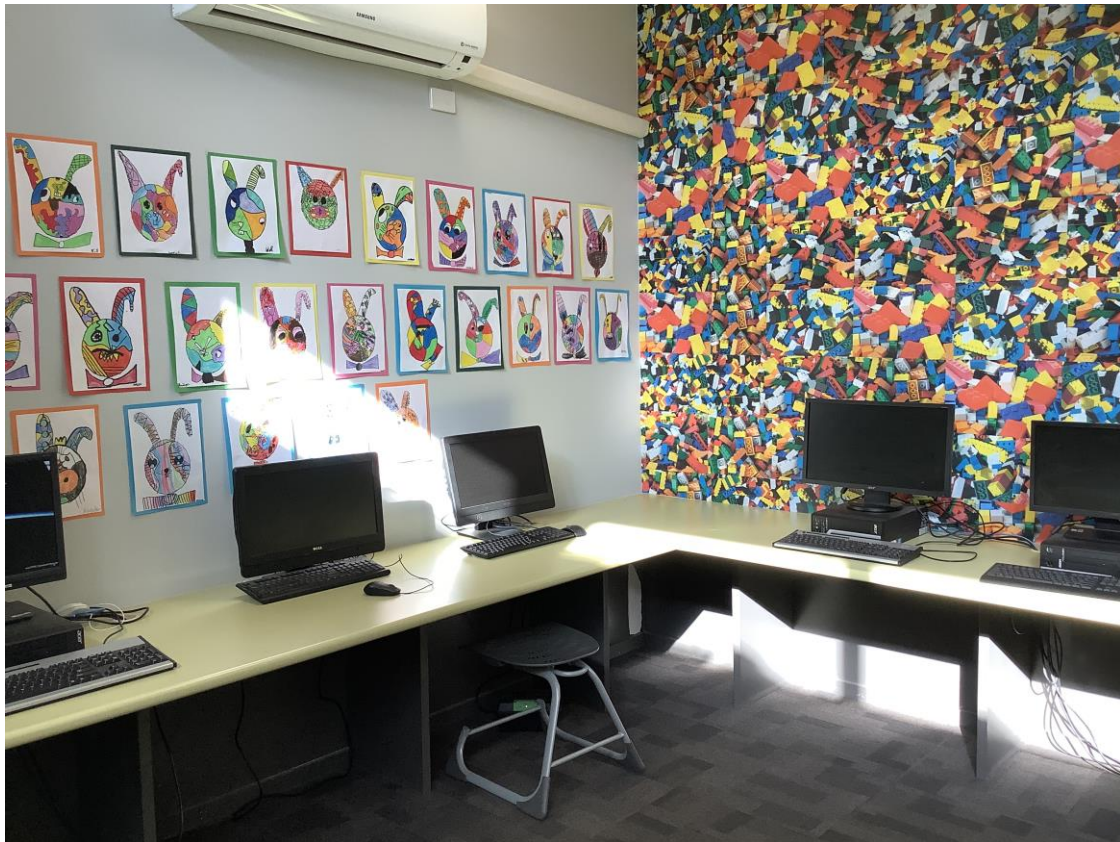
1.3 Values

Our school core values are:

- Respect
- Innovation
- Teamwork
- Community
- Responsibility







2.0 Aims and Objectives

At NCDPS, our aim is to build a culture of learning that values and acknowledges the efforts and achievements of all members of the school community.

- To keep alive in each child the desire to learn and to give each child a sense of success and achievement.
- To help each child to grow in confidence in oneself by arranging experiences in which one meets success
- To encourage friendliness by reinforcing friendly acts towards peers and staff.
- To develop tolerance by encouraging children to listen to others, to try to understand their opinions and circumstances.
- To develop compassion by leading them to help others in need.
- To promote team work and reliability by providing opportunities to engage in group activities, small and large.
- To maintain an atmosphere of warmth and acceptance of each individual child, and to gain an understanding of his/her needs and stage of development within the group.
- To assist each child, by guidance and help, towards the full attainment of his/her potential academically, morally, physically and culturally.
- To recognise that children acquire knowledge, skills and understanding best through real, rather than abstract, experiences and to adopt methods, where possible, to satisfy these needs.
- To develop in each child through class teaching, co-curricular activities, personal contacts and experiences, the desirable traits of honesty, self-reliance, self-discipline, courtesy and consideration for others.
- To develop each child's ability for self-expression, imagination, aesthetic appreciation and critical analysis.
- To develop in each child an interest in Art, Drama, Literature, Music, Physical Education, and other facets of community life.

3.0 Staff List

Principal
Teachers

Mr Ben Crum
Mr Ben Crum
Mr Sebastian Hume
Miss Mott
Mrs Harris (Library Mobile Area Resource
Centre)

Educational Support

Mrs Jenny Hicks
Miss Gini Nevell

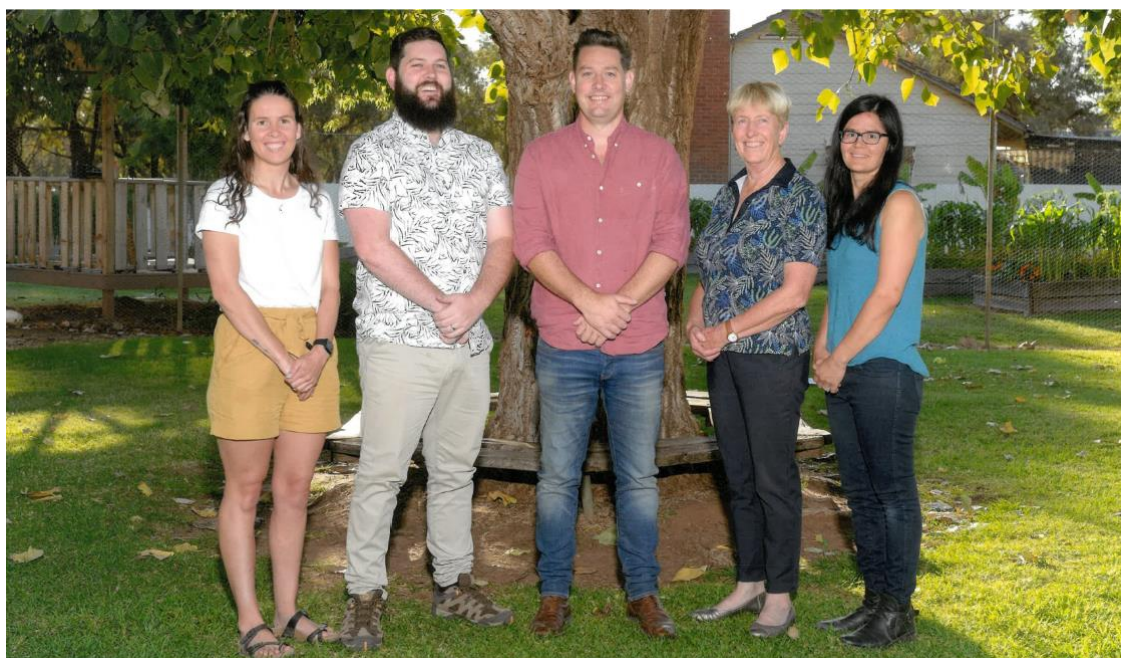
Business Manager

Mrs Kristy Thomas

School Council President

Mrs Shae-Maree Saunders

Visiting Teachers include Speech Therapist, Occupational Therapist and Social Workers.



4.0 Term Dates for 2022 and 2023

2022

Term 1: 28 January (students begin 31st) to 8 April

Term 2: 26 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

2023

Term 1: 27 January (students begin 30th) to 6 April

Term 2: 24 April to 23 June

Term 3: 10 July to 15 September

Term 4: 2 October to 20 December

4.1 Curriculum - Professional Development Days

Four days are set aside by DEECD (Department of Education and Early Childhood Development) for each school's curriculum Development of School Programs and Professional Development (children do not attend school on these days). Parents will be informed of these dates via the school newsletter once they have been set and approved by School Council.

4.2 Foundation (Prep) Children

Children enrolling in Foundation Class (Prep) must be at least 5 years of age on or before April 30th of the year of their school entry. An extract of birth certificate must be produced as proof of age. Also an immunisation certificate must be produced.

The Kindergarten Transition Program includes ongoing close interaction with the local kindergarten. Kindergarten students have 4 formal transition visits to school culminating in one whole day visit in December. The students are able to access the local bus for this visit.

For the first month of Term 1, the Foundation (Prep) children are required attend school on **Monday, Tuesday, Thursday and Friday for normal school hours, Monday to Thursday 8.45am – 3.00pm. This will give the children Wednesdays away from school. This is for February only.**

We also have a '**buddy system**' for Prep children with older students in our school. This is to help students starting at a new school have a welcoming experience from the very beginning. The benefits are two fold, the older children learn to take on responsibility, while the younger children know that they have a fellow student they can confidently turn to for support.







5.0 General Information

5.1 Information

Nangiloc Colignan and District Primary School (NCDPS) is a co-educational non-denominational school, catering for children from Foundation (Prep) to Grade 6, with a student population of approximately 37 students. NCDPS services a remote rural community 50kms from Mildura in the North Western Region. Originally Nangiloc Primary opened in 1924 with 15 students and enjoys a great history in the region. The 1960s saw an expansion in the school with the addition of classrooms and a swimming pool. Nangiloc Primary merged with Colignan Primary in 1993. The school is situated on Kulkyne Way with spacious ovals and play areas, offering a holistic learning experience.



5.2 Outdoor Learning Labs

We believe that learning happens everywhere, our 'Outdoor Learning Labs' provide all students with the opportunity to engage with community resources and facilities (library, art galleries, museums, botanical gardens, business, educational and sporting facilities). These regular excursions have a strong literacy and numeracy focus in the morning usually at the public library and in the afternoon we search for inspirational experiences in and around the local region.

This program gives children the opportunity to link their classroom skills to an authentic, learning experience in the wider community.

Below - Mildura Aviation Museum



Below - Australian Inland Botanic Gardens



Below - Mildura Holden Museum



Below – Visit to the Mildura Fire Station



5.3 School Motto, Colours and House teams

Creating lifelong learners applies to all involved with NCPS. Students and staff are continually striving for excellence and fostering an inquiring mind.

The school colours are **navy blue and red**.

All children are placed in a **house team** to foster participation in friendly competitions within school. The purpose is to develop co-operation skills with others and a pride in their team and school. Children also participate in their teams at local athletic and swimming sport days. A School Leadership Team are elected from a range of levels across the school. Eligible students must prepare an election speech and campaign. Elections are held in February.

6.0 School Organisation and Operations

6.1 Compulsory Attendance

We adhere to the 'Everyday Counts' Attendance Strategy. Daily attendance by each child is necessary to ensure satisfactory progress. Therefore, parents must assume responsibility for the regular attendance of their children.

Under the Education Act 1958 and The Community Welfare Services Act 1970, parents have a legal responsibility to ensure the regular attendance of their children aged 6 to 17 years of age. Non-attendance of children without an acceptable excuse can result in prosecution of parents for non-compliance with legislation.

6.2 School Hours

School opening hours for all children are:

Monday to Fridays 8.45 am – 3.00 pm

Unless previous arrangements have been made with the Principal, children must not arrive at school before 8.15am, or leave the school grounds before 3.00pm.

Bus arrival	8.30am
Commencement	8.45am
Snack break	10.15am -10.30am
Snack break	11.45pm - 12.00pm
School lunch	1.15pm – 2.00pm
Dismissal	3.00pm
Bus departure	3.05pm

6.3 School Bus Service

A **free** bus service is provided for all students. Students must arrange with the principal to locate the most appropriate bus stop.

There is always a teacher on duty to supervise commuters and to ensure all children have left the school grounds. The school reserves the right to withdraw permission for your child to travel on the school bus if rules are not observed.

When students normally travelling on the bus have arranged other collection arrangements, this must be noted in the bus book. Notification by phone or note is required.

6.4 Bicycles

A bike shed is available for children who regularly ride to school. Students are encouraged to bring their bikes to school and utilise the mountain bike track.





6.5 Emergency Contacts

From time to time, accidents or emergencies will occur. If a child is ill or has a minor accident, contact will be made with the parent and further instructions will be obtained. If the accident is serious and parents cannot be contacted, an ambulance will be called immediately and parents advised accordingly.

It is essential that parents leave with the school all emergency telephone numbers, including the family doctor, and ensure that an up-to-date record is available at all times.

6.6 Newsletters

Staff prepare a weekly newsletter with students contributing to the content. This is our major means of informing parents about news and events. It is published Wednesdays and sent home to each family via the students. It is also available on the school website and Facebook page.

6.7 School Expectations

We believe that this school should be a happy place for students and staff. We believe that the school should be a vital part of the community and the community should be involved with the school.

6.8 School Excursions

Throughout the year, the school will be organising educational excursions. It is expected that all students will participate as part of the educative process. We see these as a vital part of our program and request your timely response on permission slips and money when necessary.

Children not participating in these camps / excursions are required by law to attend school as per usual. Please contact the Principal if your child will not be attending school during these times.



6.9 School Uniforms

School uniforms are not compulsory however, children are encouraged to wear the NCDPS polo shirts, jumpers and navy blue hats, particularly on excursions / special days. Refer to Attachment A for a Uniform List.

6.10 Education Contributions – School Fees

Voluntary Education Contributions (School Fees) by parents are established at the commencement of the year. This contribution covers excursions (off grounds) and incursions (on grounds). Please refer to Attachment A for Current Voluntary Education Contributions.

For families who choose not to contribute voluntarily, an invoice to be paid will be issued for individual activities. Usually, the individual fees add up to be greater than the Voluntary Education Contribution.

6.11 School Council

Membership to the council is via an annual election (held in March). The elected members are representatives of the greater body of parents. There are 5 parents on the School Council. Meetings are held monthly.

The responsibilities of the School Council are as follows:

- Financial accountability of all monies
- Participation in policy development
- Grounds and buildings minor maintenance and development
- Recommendation on overnight excursions and tours
- Recommendations on curriculum days
- Assisting in fundraising events throughout the year
- Supporting all staff members in their endeavours to encourage all children to reach their potential.+



7.0 Health Policy

Children with infectious diseases must be excluded from the school for the specified time. In cases of minor ailments, parents are asked to use discretion about whether a child is fit to attend school. For additional information on the following health policies, please contact the Principal:

- Infectious diseases
- Immunisation
- Head Lice
- Medication
- Allergies (Nut Free School)
- Infectious Diseases

7.1 Sunsmart Policy

This policy is adopted to ensure that all students attending our school are protected from skin damage caused by the harmful ultra-violet rays of the sun. It is to be implemented throughout Terms 1 and 4.

As part of general skin protection strategies:

1. Ensure that wide brim hats worn are appropriate
2. Ensure that adequate shade is provided in the school grounds, at sporting carnivals and outdoor events.
3. Provide SPF15+ broad spectrum, water-resistant sunscreen for staff and student use whenever possible.

7.2 Healthy Eating Policy

It is a requirement of the School Council that students do not bring soft drinks, nuts, lollies or chocolate to school. Children are encouraged to bring their own water bottle, clearly labeled for use throughout the day in the classroom.

Each day NCDPS provides healthy snacks for children to eat. We find these snacks assist in concentration.

The school also provides cooled water dispensers in all classrooms and a large fridge for student lunches.

The canteen operates consistently with the abovementioned policy, serving healthy alternatives including low fat pies and sausage rolls.



8.0 Classroom Organisation

8.1 Overview

The Victorian Curriculum F–6 sets out what every student should learn during their first seven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–6 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

Our staff have developed an engaging online curriculum that fosters students academic, social, emotional and physical development. Our teachers work collaboratively to plan differentiated teaching and learning programs for each and every child and offer a wide range of learning experiences designed to suit their passions, interests and needs.

LEARNING AREAS	CAPABILITIES
English	Critical and Creative Thinking
Mathematics	Ethical
Science	Intercultural
Health and Physical Education	Personal and Social
The Arts:	
• Dance	
• Drama	
• Media Arts	
• Visual Arts	
• Visual Communication	
• Design	
The Humanities	
• Civics and Citizenship	
• Economics and Business	
• Geography	
• History	
Languages	
Technologies	
• Design and Technologies	
• Digital Technologies	

8.2 P.I.N.s (Passions, Interests & Needs) Workshops

These Workshops provide the opportunity for students to participate in activities that they are passionate about, interested in and need extra support with.

The aim of these workshops is to support and encourage our students to engage in learning opportunities beyond the classroom.

We believe that learning is a process that happens at any age and we strongly encourage parents to participate in these learning opportunities. (Come and learn Minecraft.)



8.3 Classroom Organisation

The breakup of the three classrooms is determined by enrolment numbers in the grade levels. During 2021, the classes are Prep to Grade 2, Grade 3 to Grade 4 and another class Grade 5 to Grade 6.



8.4 Online Curriculum and Feedback

Our online curriculum gives you and your child the opportunity to learn side by side at home.

This online resource provides clear learning intentions, success criteria and learning tasks supported with YouTube links and other resources.

Regular feedback will be given to your child throughout the year identifying what they are next ready to learn and how you can assist. We encourage students to read at home as reading is essential for all children. It is essential for all parents to hear and or provide time every day for reading.



9.0 Evaluation and Reporting

AT NCDPS, we establish a close relationship between the teachers, students and parents so that meaningful communication is maintained. A significant benefit of small classes is that our teachers are continually assessing individual student development to address any particular needs.

Student Led Conferences

Student-Led Conferences are an integral part of our reporting process and are linked in with our reporting processes. They differ from the teacher-directed parent teacher interviews, as the student is actively involved in the learning and the reporting process. Student-Led Conferences take the form of a conversation between the student, their parents and their teacher, allowing students to demonstrate their individual growth and any particular achievements that they are proud of. Student-Led Conferences are conducted at the **end of each Term**. A formal report is received on both occasions.

We also strongly encourage parents to make an appointment to discuss any concerns or simply progress, directly with their teacher at any stage during the year.

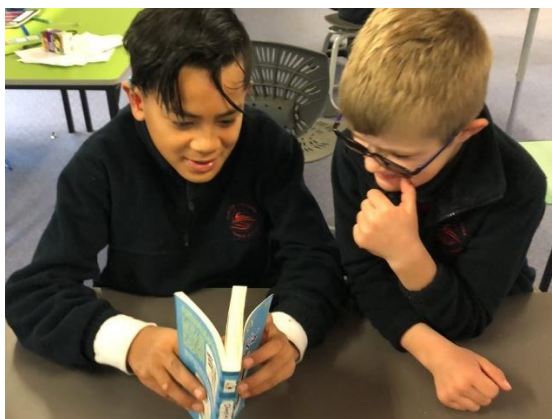




10.0 School Facilities

10.1 Library

Children borrow from the school library on a weekly basis. The MARC Van (Mobile Area Resource Centre) also provides library resources to both children and teachers and library lessons to children on a weekly basis.



10.2 Computers

The use of computers and 1:1 iPads at school allows students to enhance their thinking, research and learning; and to develop the knowledge, skills and attitudes that will prepare them for successful lives

in the rapidly changing environment of the 21st Century. The school seeks to explore with your child innovative educational technologies through their use of personal computers. All students from Foundation to Year 6 have individual iPads available to them. The resources of the school enable teachers to implement educational strategies and programs, which address the needs of all students. Students are required to sign a Computer & Internet Agreement to ensure that students use technology in a safe and respectful manner.



10.3 Lost Property

All possessions are to be clearly labeled with names, inclusive but not limited to clothing, lunchboxes, drink bottles etc. An item that cannot find an owner will be placed in a Lost Property Area.



10.4 Swimming pool

NCDPS swimming pool is available to all school students and operates for the summer months of the year, weather permitting. It is also used for the Sporting Schools Program.





11.0 School Activities

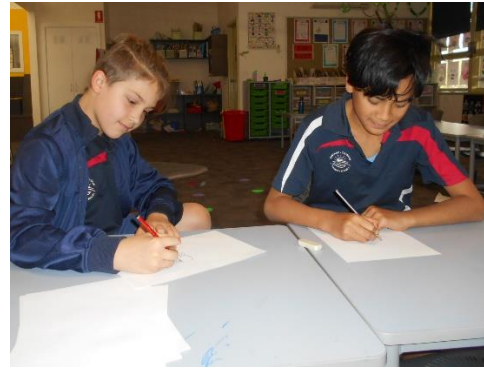
11.1 Swimming Classes

Swimming is an important life skill. All years are involved in a swimming program. NCDPS has a 3-week intensive swimming program in Term 1, culminating in Sports Week. The 3-week swimming block utilises the Nangiloc and Colignan Pools. All children are expected to participate unless medical reasons prevent them from doing so.

Prep to Year 6 students also have swimming activities during Term 4.

11.2 Book Club / Book Week

Book Club provides an opportunity for children to purchase a wide variety of cheap books for Foundation to Year 6, suitable for their interests and abilities. The Book Club offers a wide variety of books, posters, games, etc, suitable for Foundation to Year 6. NCDPS offer Book Club to the school community once or twice a term catalogues are sent home with students.



12.0 Parent Involvement

There are many opportunities for you to participate in your child's education. During the year you will be advised when these opportunities occur so that you will be able to participate in the full academic and social life of the school community.

Attachment A:- Uniform List & Education Contributions

Current Uniform List

Item	Cost
Short sleeve shirt	\$31.00
Long sleeve, polar fleece jumper	\$27.00
Broad brimmed hat	\$16.50

Annual School Fees

Student	Cost
Annual Contribution – for one student is made up of:	\$170
• Craft and cooking -	\$15
• Curriculum consumables -	\$40
• ICT -	\$60
• Library -	\$5
• Excursion Levy -	\$50

Attachment B:- School Bus Rules

You will appreciate that considerable responsibility rests on all concerned to ensure that school bus travel is as safe as possible, with that end in view, the following rules apply and are strictly enforced.

1. Students must wait at the bus stop in an orderly fashion. They should refrain from playing on the roadway and should not attempt to approach the bus until it has stopped.
2. Parents bring students to the bus stop by car, or waiting for students at the bus stop should wait on the same side as the bus so as to eliminate the risks involved in students running across the road.
3. No student shall board or leave the bus whilst in motion.
4. Where a student rides a bicycle to a bus stop, it should be left in a safe place where it will not cause any inconvenience. Neither the department nor the school can accept any responsibility for the bicycle.
5. When getting on the bus:
 - Move quickly to your seat, do not run, do not stop and talk, put your seatbelt on
 - No playing with toys on the bus, keep them in your bag
 - No pens / textas / pencils / scissors, etc, keep them in your bag
 - No eating is allowed on the bus
 - You may have a water bottle, as long as it seals properly.
 - After you have a drink, put the water bottle back into your bag
 - Do not touch or play with the curtains or windows
 - Do not cut / rip up paper etc, and leave on the floor
 - Do not leave any rubbish or clothing / hats on the bus
 - Only sit in your allocated seat
 - If you are allocated an aisle seat, do not put your feet, hands or heads into aisle
 - Do not undo yours or someone elses seat belt
 - Do not turn around in your seat, face the front, and always wear the seat belt properly
 - Do not throw anything on the bus
 - Do not put your feet on or near seats
 - Do not leave arm rests down when getting off the bus
 - You can talk quietly to people close to you. If you cannot talk quietly don't talk at all
 - Do not yell or squeal on the bus
 - When getting off the bus, make sure everything is in your bag, and the bag is zipped up properly
 - If you get bored on the bus, do not annoy other, read your readers quietly
 - When you get to your stop at home time move quickly from your seat to the front of the bus, do not run, do not stop and talk

If children do not obey these rules they will receive 3 warnings of their behavior with a 4th warning being a note sent home to parents regarding the incidents and possible exclusion from the bus if their behavior doesn't improve.