



*Neville Bonner Primary School acknowledges the Ngunnawal peoples as the traditional custodians of the land on which the school stands.*

*We are in awe that our school stands on such ancient land, steeped in culture and history.*

*We embrace the many and diverse cultures and stories that have come to this land, before and since our school opened in 2013.*

### **Contact Details**

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**Executive Teacher:  
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**Business Manager:** Sharon Perram/Jill Huber

### **2021 TERM DATES**

	<b>Beginning of Term</b>	<b>End of Term</b>
<b>Term 1</b>	1 <sup>st</sup> Feb (M/T Groups) 4 <sup>th</sup> February (T/F Groups)	31 <sup>st</sup> March (M/T Groups) 1 <sup>st</sup> April (T/F Groups)
<b>Term 2</b>	19 <sup>th</sup> April (M/T Groups) 22 <sup>nd</sup> April (T/F Groups)	22 <sup>nd</sup> June (M/T Groups) 25 <sup>th</sup> June (T/F Groups)
<b>Term 3</b>	12 <sup>th</sup> July (M/T Groups) 15 <sup>th</sup> July (T/F Groups)	14 <sup>th</sup> September (M/T Groups) 17 <sup>th</sup> September (T/F Groups)
<b>Term 4</b>	5 <sup>th</sup> October (M/T Groups) 7 <sup>th</sup> October (T/F Groups)	14 <sup>th</sup> December (M/T Groups) 17 <sup>th</sup> December (T/F Groups)



## ACT PUBLIC HOLIDAYS 2021

New Year's Day	
Australia Day	
Canberra Day	
Good Friday	
Easter Monday	
ANZAC Day	
Reconciliation Day	
Queen's Birthday	
Labour Day	
Christmas Day	
Boxing Day	

## IMPORTANT DATES FOR THE BEGINNING OF THE **2021** SCHOOL YEAR

<b><i>Monday 1 February</i></b>	Preschool, Kindergarten and all new students begin
<b><i>Tuesday 2 February</i></b>	All continuing students return (Yrs 1-6)
<b><i>Thursday 4 February</i></b>	Thursday/Friday Preschool groups begin
<b><i>Thursday 13 February</i></b>	Family Fun and Community BBQ 4.30pm – 5.30pm
<b><i>Thursday 13 February</i></b>	Information Evening 5.45pm
<b><i>Mon 17 Feb - Fri 28 February</i></b>	“Get To Know You” Yarns with Learning Group teacher
<b><i>Monday 17 February</i></b>	Parents and Citizens’ Association Annual General Meeting 6.30pm



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## Principal's Welcome



Welcome to Neville Bonner Primary School! Thank you for enrolling your child with us. Our school is a new school, having opened for its first group of children in February 2013. Neville Bonner Primary is named in honour of the first aboriginal Australian to be a member of the Australian Parliament. Our school is proud of the many artworks and aspects of the school which showcase Aboriginal and Torres Strait Islander histories and cultures.

Through curriculum we aim to ensure that all the children who attend our school will be given the opportunity to gain a deeper understanding and appreciation of Aboriginal and Torres Strait Islander histories and cultures, their significance for Australia and the impact these have had, and continue to have, on the world.

At Neville Bonner Primary School we are a community of learners. We believe that the basis of strong community is high quality and respectful relationships. Through curriculum we emphasise understanding the complexities of relationships, including strategies to support and promote effective ways to relate to each other.

Each of our children is special to us. Our learning programs and pastoral care practices are designed to build on, and respond to the needs, interests and aspirations of the children. Each child's learning genuinely matters to us, so we work to differentiate the curriculum to take account of *who* we are teaching, as well as *what* we are teaching.

Our school is a community rich in diversity. We greatly value the tapestry of cultures, family backgrounds and life experiences which contribute to such a dynamic and vibrant school community.

The learning programs and environment at Neville Bonner Primary School promote excellence for all children. We expect that all children will contribute their best efforts, supported by nurturing and talented staff, and quality resources.

We are thrilled that you have chosen Neville Bonner Primary for your child's early and primary years of education. We look forward to your family growing with the Neville Bonner community, and hope that your contributions to our school are returned in abundance.

Fran Dawning  
Principal





## Preschool Philosophy

*Our philosophy has been written in partnership with children, families and educators.*

At Neville Bonner Primary School we are a community of learners. We believe that the basis of strong community is high quality and respectful relationships. Through curriculum we emphasise the opportunities children have to build relationships with their adults and peers, form friendships, engage in deep play and explore ideas in their learning. We support each child in developing the skills and strategies they need to relate to others, and to the community that surrounds them.

We value the unique and individual expression of each child. Our learning programs and respectful relationship practices are designed to build on, and respond to the needs, interests and aspirations of the children. Each child's learning matters to us. We make reasonable adjustments to the curriculum to take into account *who* we are teaching, as well as *what* and *how* we are teaching. We provide inviting and engaging open-ended play-based learning experiences to engage children's curiosity, wonder and creativity. The children's voices contribute to and guide the development of learning programs through regular reflection within in our Learning Groups. We support children in building their resilience and sense of identity by encouraging them to engage with new and challenging learning experiences.

All children who attend our school will be given the opportunity to gain a deeper appreciation and understanding of Aboriginal and Torres Strait Islander histories and cultures, their significance for Australia and the impact these have had, and continue to have, on the world. By developing a deep understanding of these important ideas as a teaching team, we bring our commitment to fostering respect and connection with the land and history of the Ngunnawal people into our daily practice with children.

We value the rich diversity of cultures, backgrounds and life experiences which contribute to our dynamic and vibrant school community. Families are the first educators of their children and we believe working in partnership is essential to support each child to develop as a member of their learning community.

The learning programs and environment at Neville Bonner Preschool promote excellence for all children. We expect that all children will contribute their best efforts, supported by nurturing and talented staff, and quality resources. We believe children should engage with the natural world and become responsible members of the community by protecting and caring for their school, home and local environment.

Revised September 2020



## Absences

Parents and carers are requested to notify the school of a child's absence as soon as possible. You are welcome to phone the school and leave a message on the day of the absence. Please send a written note on your child's return to school explaining the reason for her/his absence. You will also be notified by SMS on days that your child is absent and will have the opportunity of notifying us of the reason for absence via return message.

## Allergies

Neville Bonner Primary School is an Allergy Friendly School. In accordance, children are asked not to bring to school certain products that may cause severe allergic reactions. We ask that parents/carers assist us by not including **nuts** or **nut products** in foods brought to school. Please check all labels of food carefully prior to inclusion in your child's lunchbox. We will notify families in writing if it is necessary for other foods not to be brought to school.

## Assemblies

Assemblies are held each week and are an opportunity for the school community to come together to celebrate the children's learning. All Learning Groups from Preschool to Year 6 attend. All parent/ carers, families and friends of Neville Bonner Primary School children are warmly invited to attend. Each week one of the Learning Groups will share aspects of their learning through performance. Certificates are presented to acknowledge both children's academic learning and their contributions to building a respectful school community.

Preschool begin to attend assembly from Term 2. If your child is performing or receiving an award you will be notified prior to the Assembly. Our Assembly schedule is advertised in the school Newsletter at the beginning of each term.

## Bikes and Scooters

Children who ride a bike or scooter to school are required to wear a helmet. Bikes and scooters can be placed in the bike racks in one of the two bike enclosures. At the end of the day we ask that parents and carers assist Preschool children to collect their bikes or scooters from the enclosure.

## Buildings

The buildings at Neville Bonner Primary School have been named using words of the local Ngunnawal language.

The buildings located on "**The River**" are:

**Gungun** (coolamon - symbolising a 'nest' for the very young) - *Preschool learning building*

**Murranga** (hand - a guiding and welcoming hand) - *Reception*

**Gadi** - *Library/iCentre*

**Nguru** (camp) – *Hall*

**Nguli** (food) - *Canteen*

**Dyinyuk** (swan- symbolising a time of new development) – *red learning building*

**Mundang** (canoe- symbolising children travelling to the next stage of learning) -*green learning building*



**Dyurra** (stars - symbolising the children becoming the ‘stars’ of the school as they grow into leaders) – blue learning building

The buildings located near Burnum Burnum Pl, on “**Dyulang**” (mountain) are named after animals and birds who may live in the local mountains. They are:

<b>Yuyu</b>	mopoke
<b>Binit- Binit</b>	night owl
<b>Mugga</b>	snake
<b>Guginya</b>	kookaburra
<b>Karrugang</b>	magpie
<b>Gurubun</b>	koala

## Canteen

The school canteen is operated by the Neville Bonner Primary School Parents’ and Citizens’ (P&C) Association. Currently the canteen operates four days per week on Mondays, Wednesdays, Thursdays and Fridays. Opening times of the canteen, as well as menus, are advertised in the School Newsletter. All purchases are made through an online ordering system. The P&C Association is always looking for volunteers to assist in the preparation of lunch orders! Please contact Reception staff if you would like to assist with canteen.

## Changes to Details

If, during the school year, you make changes to your contact details – phone contact, address etc - please ensure that Reception is informed. If there are any significant medical or other matters about your child that arise during the year, please make an appointment to meet and discuss with the Principal or Deputy Principal.

## Clothing

Preschool children are encouraged to wear the school uniform tops. Many children do wear the royal blue shorts/skorts/pants – this is personal choice. Children participate in gross motor activities (e.g. running, climbing, jumping, etc.) daily, so please send them in comfortable shoes that are suitable for these types of activities.

School uniforms are available from Lowes Children’s Wear located in the Gungahlin Marketplace Complex in Hibberson Street, Gungahlin (near Woolworths). Please note that Lowes is the only approved school provider with the correct colour of the shirts/jackets/vests.

Paint smocks and hats are provided at the beginning of the year (see ‘**Stationery Requirements**’). It is essential that all items of clothing are clearly named in washproof/waterproof ink. We ask that jumpers, hats, coats, school bags, lunch boxes and drink bottles are labelled. It is preferable not to have jewellery (including watches) at Preschool as loss or damage may cause upset. For safety reasons we ask families not to write children’s names on the outside of school bags.

### School Clothing Options

Short sleeve White/Orange Polo	Royal Blue Micro Fibre Tracksuit Pants
Short sleeve Orange/Royal Blue Polo	Royal Blue Fleece Track pants



Long sleeve White/Orange Polo	Royal Blue/Orange Beanie
Long sleeve Orange/Royal Blue Polo	Royal Blue Hat
Skort (Royal Blue)	Royal Blue/Orange Polar Fleece Jacket
Shorts (Royal Blue)	

If for cultural reasons you require modifications to the style of the school clothes, please do not hesitate to contact the Principal for assistance.

## Communication

Parents/carers are the first and most significant educators of their children. The school values the important partnership with parents and carers that begins in the preschool year. We believe this partnership is fundamental to a productive and enriched education for each child.

The school values and encourages reciprocal communication in developing a strong partnership with parents and carers.

The school encourages families and staff to take advantage of the many opportunities for informal conversation between parents/carers and educators. In addition, the school provides a range of opportunities to share information about learning programmes, school life and children's learning progress. For example:

**School Newsletter:** a weekly publication providing information about community events, school achievements and happenings, examples of children's learning, school programmes and opportunities. The weekly Newsletter is provided via email to one email address per family as per family information in your enrolment form. If you do not have access to email and require hard copy, let Reception staff know.

**Term Overviews:** an overview of the term's learning for each Learning Group, in all curriculum areas. It provides important dates for the Learning Group, and includes a focus on the Respectful Relationships focus for the term.

**Community Calendar:** provides information about up-coming events for the term, with 'plan ahead' significant dates for the remainder of the school year.

**Website:** contains important information about the school.

**Yunggaballi:** our daily morning community gathering, where announcements are made and children encouraged to share ideas, news and jokes of the day. Preschool children accompanied by parents/ carers and are invited to participate in Yunggaballi (at 8:55am) prior to the start of the Preschool day.

**Getting To Know You Yarns:** held at the commencement of each school year to provide the opportunity for parents and carers to share important information that will assist staff in understanding each child's interests, aspirations and particular needs.

**Mid and End of Year Reports:** these provide parents and carers with an evidence informed account of the children's progress across all learning areas.



**Three Way Yarns:** held mid-year to provide parents and carers with important information about the child's learning development. The Yarns are led by the children under the guidance of the educator. The children share examples of their learning and celebrate their development with their families.

**Phone conversations:** Educators (teachers) and parents/carers are encouraged to communicate by phone to discuss minor matters or share celebrations about children's learning (if matters are best discussed in person, teachers will request that parents/carers attend for an appointment).

**Meetings by Request:** both parents/carers and educators (teachers) are encouraged to seek meetings by appointment to discuss any areas of concern or interest in relation to individual children's learning progress or aspects of the Preschool programme.

**Learning Journeys:** held in Term 3 of each year to provide an opportunity for the children to take their parents/carers on a 'journey' through the learning programme. This is a celebratory event where parents/carers are guided by their children to participate in the learning activities that the children themselves have been undertaking in their learning programmes. Parents and carers are invited to provide written feedback to their child about the experience.

**Portfolios:** sent home twice per year with the Mid and End of Year report provide families with a holistic picture of children's learning. They contain a selection of student and teacher selected work across all curriculum areas and demonstrate progress towards learning goals.

**SMS:** used to notify and remind families about events, as well as absence notifications.

**EDUCA:** an internet-based program designed for sharing images, video, and stories relating to your child in an individual 'e-portfolio'. Through the Educa website and mobile app we are also able to share announcements, newsletters, Early Years Learning Framework resources, healthy lunch box ideas, current learning programs, and details about upcoming events. Parents and carers can access this at any time using home computers or mobile devices, and are invited to add comments, family stories and photos, feedback and suggestions.

## Compliments and Concerns

We encourage you to share your satisfaction with programmes and the work of the staff and school. Feedback is very important to the development of our school and helps us to provide the best possible opportunities and environment for your child. We love to hear from you about things that have gone well, and about your child's/families' positive experiences.

If you have any concerns about your child at school, please make an appointment to discuss the matter with your child's Learning Group teacher. You are also welcome to contact the relevant Executive Teacher, Deputy Principal or Principal.

The ACT Education Directorate has a policy for complaints resolution. This policy can be accessed at the policy section of the Directorate's website [http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

## Curriculum

The school recognises the very significant role that a quality, play-based learning programme plays in these early vital Preschool years of a child's life. The Early Years Learning Framework



(EYLF) has its vision for all children that they experience play-based learning opportunities that are engaging and build success for life.

Our school engages with the Framework, in partnership with parents/carers, to develop learning programmes responsive to children's ideas, interests, strengths and abilities.

The EYLF describes childhood as a time of:

**Belonging** – the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.

**Being** – about living here and now. Childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun.

**Becoming** – the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Neville Bonner Primary School also has a strong focus on all children deepening their understanding of Aboriginal and Torres Strait Island cultures and histories. This perspective is integrated into learning and teaching programmes.

## Delivery and Collection of Children

In accordance with the *Education and Care Services National Regulations*, children must be collected by a parent/carer or authorised nominee. We ask that you complete the *Authorisation to Collect* form contained in your enrolment pack, listing the names of anyone other than parent/carer who is authorised by you to collect your child. Please ensure you update this form and notify your child's educator, as your circumstances change.

If you wish to authorise a person to collect your child on a particular day, but do not wish to have her/him included on the *Authorisation to Collect* form, you are asked to complete a separate letter (template available from Reception) for that one occasion.

If you have notified the school by phone on a given day that a person other than someone listed on the *Authorisation to Collect* form is to collect your child on that day, you are asked to complete a letter (template available from Reception) verifying that you authorised that person to collect your child. You are requested to provide that letter as soon as possible after the day of collection.

The Preschool day starts at 9am and we ask that all families deliver their children to the Preschool at this time. Preschool children accompanied by parents/carers are invited to participate in Yunggaballi (at 8:55am) prior to the start of the Preschool day. **Please note that children cannot be delivered to Preschool prior to 9am.**

The Preschool day concludes at 3pm. We ask that parents/carers/authorised nominees wait outside the gates. At 3pm an educator will open the gates and invite you to enter and collect your child. **All children must be collected by 3pm.**

If you need to collect your child between 9am and 3pm, please go to Reception first and sign your child out. You will be provided with a 'sign out' authority by the Reception staff, which you present to the educator (teacher) on arrival at the Preschool.



If you arrive after 9.15am in the morning, we ask that you go to Reception and sign your child in, prior to proceeding to Preschool.

## Enrolment Procedures

### Completion of Enrolment Form

Enrolment in ACT public schools is managed through an online process. Enrolments open on the first day of the second school term in each year. Children must be aged 4 by 30 April in the year of commencing preschool.

Early entry is offered to eligible families to meet the needs of their children. Early entry will only be considered for:

- Children with English as an Additional Language or Dialect
- Aboriginal or Torres Strait Islander children
- Children with hearing and/or vision impairment
- Children with parental work mobility e.g. Australian Defence Force personnel
- Children formally identified as gifted.

Early entry criteria, procedures and application forms are available on the policy page of the ACT ED website:

[http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

**After an offer of enrolment is made, the enrolment process is confirmed when the family visits the school (within a defined timeframe following the offer) to accept the offer and provide the following information:**

- proof of the child's age and date of birth (for example: birth certificate or passport)
- proof of the child's residential address (for example: lease, utilities account)
- copies of any family law or other relevant court orders
- child's immunisation history
- emergency treatment plans where required (for example: allergies, asthma etc.)

## First Aid

### Accidents and Illness

It is important that children who are sick are kept at home for their own comfort as well as the comfort of other children and educators. If a child becomes ill or is injured at school, appropriate First Aid will be provided by a trained First Aid Officer and parents/carers will be notified. All illnesses and accidents will be recorded on a form and parents/carers will be informed within 24 hours. These forms will remain on file at school.

If emergency treatment is required parents/carers will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free.

### Administering Medication

For staff to administer medication to any child, parents/carers are required to complete and sign a *Known Medical Condition Response Form* and an *Authority to Administer Medication*



form which are available from Reception. Preschool staff can only administer medication if it is in its original packaging, within its use by date, labelled with the child's name and with relevant instructions from the doctor. Prescription medications should be handed to Preschool staff for safe keeping and not left in children's bags.

## Flexible Learning Areas

Neville Bonner Primary School's learning buildings were purpose built to provide a rich and stimulating physical environment with which learners can engage and flourish. The flexible learning areas are designed to be configured in a number of ways for specific learning experiences and learning styles. Children are provided opportunities to work individually, in pairs and small and large groups. Teachers take advantage of both indoor and outdoor learning environments.

## Food and Drink

Parents and carers are encouraged to provide children with healthy snacks and lunch that will enable educators to assist in the development of lifelong healthy eating habits. Healthy lunches and snacks are important for children and help with their concentration and learning.

Children have three eating times during the Preschool day. These are fruit break, lunch and afternoon snack. We ask families to pack food for each break into a separate container. At the beginning of the day families and pre-schoolers are encouraged to place their food in three separate tubs. There is also a container for drink bottles. If children are hungry at other times during the day they will be provided with other opportunities to eat.



## Food Safety

School lunches are particularly susceptible to food poisoning, especially in the summer heat. Parents and carers are reminded of a few simple food safety rules to prepare safe and healthy school lunches.

- Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should also be washed thoroughly before reuse.
- Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. Some example of foods to freeze include: bread, cooked meat, cheese, baked beans and vegemite.
- While food will be stored in a cool place away from direct sunlight and other heat sources, it is important for the lunch box to be kept cool. This can be done by:
  - Choosing an insulated lunch box or one with a freezer pack or include a wrapped frozen water bottle to keep the lunch box cool
  - Packing a frozen ice block into the lunch box or placing food in a thermos

- Freezing healthy drinks, such as water and milk, overnight and then storing in your child's lunchbox, helping to keep it cold.
- Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight.
- On request, children's lunches can be stored in the fridge.

## Gadi - iCentre

The children will participate in library lessons in Gadi, our iCentre, once per week. At the beginning of each term, in the Term Overview, you will be advised of your child's 'library day'. Additionally, Gadi will be open to families before and after school on specific days of the week. These days and times will be advised in our School Newsletter. A library bag is provided by the school with the enrolment pack for students to use when borrowing and exchanging books each week.

## Handwashing Procedures

To stop the 'Chain of Infection', staff, children and volunteers are encouraged to follow the hand washing procedures below. Everyone is asked to wash their hands:

- On arrival
- Before and after hands-on sensory activities (play dough, gelibath, slime, etc.)
- Before eating or touching food
- After toileting
- After blowing noses and wiping tears and dribbles
- After being outside
- Before and after assisting a child to apply sunscreen
- Before and after using disposable gloves
- When leaving the school

All scratches and cuts must be covered.

### HOW TO WASH HANDS WITH SOAP AND WATER

1. Wet hands with running water (preferably warm)
2. Apply liquid soap and spread over hands, including back of hands, between fingers and up to wrists (always wet hands before applying soap)
3. Lather soap and rub hands vigorously, including the wrists, palms, between the fingers, around the thumbs and under the nails. Rub hands together for at least 15 seconds (about as long as it takes to sing 'Happy Birthday' once)
4. Rinse thoroughly under running water, removing all suds and germs
5. Turn off tap using paper towel (discard paper towel)
6. Dry thoroughly on new paper towel, which is discarded after use.

Handwashing posters are located near all sink areas. Educators teach the children the correct handwashing procedures and supervise to ensure children are washing hands correctly.



## Infectious Diseases

Personal hygiene measures such as handwashing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

The *ACT Public Health Regulations 2000* require children with infectious conditions, and children who have been in contact with infectious conditions, to be excluded from school, Preschool, child care or family day care for the periods specified. **Please see Appendix 1 for a list of conditions.**

We ask all parents and carers to notify the school if their child has an infectious disease so we can notify other families in the Preschool of the possibility of infection. Individual details will be kept confidential.

### Immunisation

The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type B). We ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur.

## Information and Communication Technologies (ICT)

As part of the online enrolment process, parents and carers have the opportunity to give permission for children to use the ICT resources of the school.

At Neville Bonner Primary School, children use a range of ICT to develop their thinking, learning and communication. Children will be provided opportunities across the curriculum to utilise computers, mobile devices such as iPads and iPods, digital still and video cameras, Interactive Whiteboards and software including 'Reading Eggs'.

## Medical Condition Management

At the time of enrolment, parents/carers are required to notify the Nominated Supervisor of any on-going medical condition diagnosed by a doctor, for example diabetes, allergies, asthma. Parents/carers are required to provide a copy of the child's medical management or action plan. Staff, in conjunction with families, will complete a risk minimisation plan and a communication plan will be developed.

All Preschool families will be provided with information about the relevant medical conditions in the Preschool that will require restrictions to certain foods and products. This will be communicated in a range of ways, including a display in the Preschool and by Newsletter.



## Out of School Hours Care

Communities@Work is our provider for the Out of School Hours Care programmes. The Centre operates from 7:00am to 9:00am and 3:00pm to 6:00pm Monday to Friday. In the morning, an educator from the programme will take the Preschoolers to their Learning Group and in the afternoon an educator will collect the children from their Learning Groups and escort them to the care centre. As Preschool places are limited in the programme, parents/carers are advised to contact the providers as early as possible.

Communities@Work also provide a School Holiday Program at Neville Bonner Primary School. For more information or to enrol in out of school hours care visit their website: <https://commsatwork.org/services/children/neville-bonner-primary-school/> or call 1300 212 273.

## Parent and Carer Support

If, at any time, you or your family require support, please do not hesitate to contact the Principal, who will be pleased to meet with you and assist in whatever way you feel is comfortable.

Parentlink [www.parentlink.act.gov.au](http://www.parentlink.act.gov.au) is a website which parents and carers may find useful for:

- Parents' guides
- A directory of local parenting services
- Upcoming community events and parenting courses
- Further readings in relation to the parent guides
- Links to other useful websites.

Gungahlin Child and Family Centre can also provide information and assistance. They are open Monday – Friday, 9am – 5pm. You can contact them on 6205 5084.

A range of information guides and pamphlets are also available in your child's Preschool learning area.

## Parents and Citizens Association (P&C)

Neville Bonner Primary School Parents and Citizens Association (P&C) is a pivotal organisation in the engagement of parents and carers in the life of the school. The P&C acts both as a fundraising body and community building organisation. P&C meetings are held twice per term in the Staff Lounge. All members of the school community are automatically members of the P&C and are encouraged to attend the meetings. The P&C also operates the school canteen, which provides lunches for the children on three days each week.

## Parking and Traffic Management

Managing traffic and road safety at schools is a matter for everyone in the community. Children are more at risk in road environments around schools because they are smaller and less visible to drivers. Their behaviour can be less predictable than adults and they may have errors of judgement when dealing with traffic. School environments are often congested



during the peak times, because roads and car parks aren't built to meet the high demand and struggle to cope over a short timeframe.

The school community can help to reduce congestion and improve safety for children by walking or riding to school. If you need to drive, consider part way drop off locations or follow these traffic management guidelines to ensure children remain safe. More information is available on the Transport Canberra website, including a range of information sheets and educational resources for school communities to promote active and safe behaviours around schools.

Please see separate information provided in this enrolment pack for full details of Neville Bonner Primary School's Parking and Traffic Management Guidelines, including maps of the parking areas within the vicinity of the school grounds.

## Policies

A range of Preschool policies and procedures is available for families to peruse. This suite of policies and procedures includes, for example, Delivery and Collection of Students, Enrolment and Orientation, Excursions, First Aid. The full range of policies and procedures is available in each Preschool Learning Area.

## Preparing your Child for Preschool

When preparing your child to enter school it is important to develop their skills of independence. The list below outlines some of the skills you may like to begin working towards with your child to assist her/him in the transition to Preschool:

- Recognise full name when called
- Recognise name in writing
- Recognise labels on lunch boxes, drink bottles, clothing
- Put shoes and socks on the correct feet
- Use the toilet independently and adjust clothes
- Dress herself/himself: buttons, zips, etc.
- Wash face and hands
- Say his/her name
- Ensure your child goes to bed early and (hopefully!) sleeps well.

We understand that children will be at various stages of mastery of these skills when they come into Preschool. We will support the continuation of the children's learning of these skills during the Preschool year.

## Preschool Timetable

Below is a sample timetable of what a typical day in Preschool may look like:

8.55 – 9.00	Morning gathering with whole school (Yunggaballi)
9.00 – 9.20	Welcome and inside learning
9.20 – 10.00	Outside learning
10.00 – 10.20	Fruit Break
10.20 - 12.00	Inside learning
12.00 – 12.30	Pack up and lunch
12.30 – 1.30	Outside learning



1.30 - 1.45	Snack
1.30 – 2.30	Inside learning
2.30 – 3.00	Reflection and goodbye
3.00	Home time

## Reporting to Families about Children’s Progress

We encourage regular communication between parents and carers and the school about children’s progress with their learning. At any time during the year, please feel very welcome to make a time to meet your child’s teacher if you want an update on your child’s learning. Teachers will also contact you if there are any concerns or exciting news to share.

The schedule for the ‘formal’ reporting process to parents and carers about child progress includes:

### Term 1

- Information Evening
- ‘Getting to Know You’ Yarns

### Term 2

- PIPS report (Kindergarten children only)
- Semester One Report and Portfolio

### Term 3

- Three Way Yarns
- Learning Journey

### Term 4

- PIPS report (Kindergarten children only)
- NAPLAN Report (Years 3 and 5 children only)
- Semester Two Report and Portfolio

## School Board

School Boards in each public school are established under The *Education Act 2004* requires. Our School Board meets at least four times per year. It comprises parent/citizen and teacher representatives, as well as the principal. Elections for the School Board are held at the beginning of Term 1 each year.

The Board establishes the school’s strategic direction and priorities, with a focus on policy development. It also establishes budgetary policies for the school and approves the school budget. The Board also has a significant role in developing relationships between the school and community and community organisations, including encouraging parent/carer engagement in their children’s learning.



## School Events

At Neville Bonner Primary School children are provided opportunities to participate in a range of whole school events. We value these opportunities as an important component of identifying and promoting children's talents and interests. Communication and information about these events will be provided through notes home to families, Newsletter, Term Overviews and the School Calendar.

Some examples of events include:

- Athletics Carnival
- Cross Country Carnival
- Swimming Carnival
- End of Year Concert
- Jump Rope for Heart
- Harmony Day
- Literacy and Numeracy Week
- Children's Week
- Grandparents' and Special Friends' Day
- Band performances (Yr 5 and 6 only)
- Reconciliation Week
- NAIDOC Week
- Neville Bonner's Birthday
- Book Week and Science Week

## School Houses

When children enrol at Neville Bonner Primary School they join one of four school 'Houses'. Children from the same family are placed in the same House. In 2014, consultation occurred amongst the children and the community to determine the names of our inaugural Houses. It was determined that the Houses would be named using words that the local Ngunnawal people use to describe weather phenomena. The House system facilitates sporting carnivals and other whole school events and generates great pride amongst the children!

The Houses are:

**Murungul** (green) - thunder

**Garrit** (blue) - rain

**Winyu** (yellow) - sun

**Kanbi** (red) – fire

## Stationery Requirements

To ensure children at Neville Bonner Primary School have the appropriate equipment to begin their learning at the beginning of the year, the school pre-orders stationery in bulk and secures quality resources at competitive prices. Your child will be provided with all the necessary equipment for the year, including pencils, textas, crayons, chalk, scrap books, display folders, scissors, glue etc. A legionnaires hat and paint smock are also provided for each child. You will



be provided with information at the time of enrolment containing further details and contribution amount.

## Sun Smart

Neville Bonner Primary School is recognised by the ACT Cancer Council as a 'Sun Smart School'. In line with strong recommendations from the Cancer Council our school has 'No Hat, Play in the Shade' procedures. All staff and children are asked to wear sun safe hats (not caps) and sun safe clothing during outdoor activities. During outside play periods, children without hats will play in shaded areas. To reduce the chance of Vitamin D deficiency, the Cancer Council does not recommend sun protection in the ACT region for the months of June and July. During this period, Neville Bonner Primary has a 'hats off' period.

We encourage children to bring in their own sunscreen to apply during the day. The school will provide some for students who cannot bring their own. If you do not wish for your child to apply the school sunscreen you will need to sign an 'opt-out' note. We ask families to apply sunscreen to their child prior to arriving at school and we will provide time and assistance to reapply prior to the second outside play break. We recommend roll-ons for school – they are easy for children to use and store in school bags. For sensitive skin, try a fragrance free product, or one designed for toddlers.

## Transferring/Leaving School

Parents and carers are asked to complete the relevant form at Reception at least **one week prior to departure** when children are leaving the school to allow for preparation of documentation.

## Transitions

Once your child begins Preschool, she/he will progress to Kindergarten with no need for further enrolment process. As with all transitions, educators will ensure that the move from Preschool to Kindergarten is supportive and successful. Transition activities may include orientation visits, buddies, inclusion in whole school events and Gadi iCentre visits. For more information about this topic please follow the link to this website for some handy hints: [www.education.act.gov.au/school\\_education/starting\\_school](http://www.education.act.gov.au/school_education/starting_school)

## Voluntary Contributions

Each year we ask for the valuable support of parents and carers through our Voluntary Contributions scheme. These contributions form an important part of our school budget, assisting the school to purchase quality resources for the children's learning programme. Further information about Voluntary Contributions is included in the enrolment pack and is sent to all families at various times during the school year.

## Volunteering

We value and encourage partnerships between home and school. Families are welcome to share their special skills, interests and diverse family cultures with the Preschool. We encourage participation in social activities to enable families to meet each other and form a sense of belonging to the school.



Some ways families can help include:

- Sharing knowledge and expertise of craft, cooking, music, storytelling, job skills etc.
- Interacting with the daily program
- Working bees in the garden
- Attending excursions
- Attending Sports carnivals
- Covering books
- Gardening
- 'Stay and Play'

Prior to volunteering, volunteers are required to attend Reception to complete the appropriate forms. They will need to sign in at Reception and receive a 'Visitors' badge each time they volunteer at the school.

Volunteers who participate in regular activities (volunteering for more than 3 days in any four week period or 7 days in any 12 month period) will require a *Working with Vulnerable People* card. Further information is available at Reception on request.

Forms are available online at: [www.accesscanberra.act.gov.au/](http://www.accesscanberra.act.gov.au/)



## TOGETHER WE GROW

We hope you have found this information in this booklet useful. We greatly appreciate feedback and are keen to hear from you if you think we have missed things that are important to you. We regularly update this booklet - so please let us know what else you would like to see in here.



## Appendix 1: recommended minimum periods of exclusion from school for contacts of and cases with infectious diseases

Condition	Exclusion period of person with condition	Exclusion of persons in contact with condition
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded



Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in nonimmunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Worms	Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred	Not excluded

A parent/carer of a child with a listed exclusion condition or a child who has been in contact with a listed exclusion condition must notify the school principal or principal carer as soon as possible.

\*These conditions must be notified by medical practitioners to the Chief Health Officer

#These conditions must be notified by the school principal or principal carer to the Chief Health Officer.



## Appendix 2: National Quality Framework Assessment and Rating Information



Service Approval Number: SE-00014259  
 Assessment and rating ID: ASR-00006632

### Neville Bonner Primary School – Preschool Unit

has achieved the following ratings under the National Quality Framework:

Quality Area 1	Educational program and practice Exceeding National Quality Standard (E)
Quality Area 2	Children’s health and safety Exceeding National Quality Standard (E)
Quality Area 3	Physical environment Exceeding National Quality Standard (E)
Quality Area 4	Staffing arrangements Exceeding National Quality Standard (E)
Quality Area 5	Relationships with children Exceeding National Quality Standard (E)
Quality Area 6	Collaborative partnerships with families and communities Exceeding National Quality Standard (E)
Quality Area 7	Leadership and service management Exceeding National Quality Standard (E)

The overall rating for a service is determined by the combination of the Quality Area ratings achieved.

If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Rating Area. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service is rated overall at  
**Exceeding National Quality Standard (E)**

Children’s Policy and Regulation Unit

Date of issue: 11 July 2014

This service has been assessed against the *National Quality Standard for Early Childhood Education and Care and School Age Care* and these ratings have been awarded in accordance with the *Education and Care Services National Law (ACT) Act 2011* and the *Education and Care Services National Regulations 2011*



## Appendix 3: Neville Bonner Primary School Song

### Yunggaballi (Sing)

Like a river that flows through this land  
Show me a path with your guiding hand  
Like a river that flows through this land  
Show me a path with your guiding hand

And together we can all sing with joy in our hearts  
And together we can all sing as we reach for the stars

Yunggaballi, murranga, yunggaballi, gadi  
Yunggaballi, murranga, yunggaballi, sing, yunggaballi, sing!

Yunggaballi, sing!

May this river of knowledge flow free  
And inspire my mind on this journey  
May this river of knowledge flow free  
And inspire my mind on this journey

And together we can all sing with joy in our hearts  
And together we can all sing as we reach for the stars

Yunggaballi, murranga, yunggaballi, gadi  
Yunggaballi, murranga, yunggaballi, sing, yunggaballi, sing!  
Yunggaballi, murranga, yunggaballi, gadi  
Yunggaballi, murranga, yunggaballi, sing, yunggaballi, sing!

Yunggaballi, gadi, yunggaballi, gadi

Yunggaballi, sing!

Yunggaballi, sing!

*Written by Jamie Madsen*

