



NYABING
PRIMARY SCHOOL

PARENT HANDBOOK

To sow seeds of knowledge that encourage our community of learners to flourish.

2024





NYABING

Primary School

Our Vision

To sow seeds of knowledge that encourage our community of learners to flourish.

Our Values

Respect

Resilience

Honesty

Responsibility

Our Logo

Our logo is a picture of a paddock being sown, in the shape of a book. This represents the geographical area in which we live, and our core business – learning.

We Believe

- The academic, social and emotional wellbeing of students and all staff is a priority.
- Development of the whole child happens best when there is a strong relationship between students, teachers and parents, based on mutual trust and respect.
- Effective learning occurs where the school and community have a common goal, interact positively and are mutually supportive of each other's priorities and initiatives.
- All children are capable of learning, achieving success and reaching their goals.
- Students learn in different ways and our teaching and learning programs reflect this.
- Teachers consistently model exemplary teaching and learning practices. Expectations of all work is of the highest standard.
- All student are able to be critical and creative thinkers who reflect on their learning.
- Assessment practices are an integral part of teaching and learning.

2024

Welcome to all parents and students who will be attending Nyabing Primary School in 2024. Please take any further information pages from the parents' bookshelf (located outside the school office) that will help you to settle into our wonderful school and the 2024 school year.

If you have any queries, please contact the school office which is open Monday to Friday, 8.30 am to 3.30 pm. We hope that you and your children will enjoy your years of involvement in our school.

A SHORT HISTORY

Opened in 1915, Nyabing Primary School is in the Great Southern Wheatbelt area of Western Australia. Thirty-seven students from Kindergarten to Year Six attend the school from the town itself and the surrounding farms. Graduating students complete their schooling at either Katanning Senior High School or boarding schools in Perth and Albany.

Nyabing Primary School is a place where learning is strongly emphasised. There are high expectations that students will use their minds well, achieve to the best of their ability and strive for personal excellence.

A strong family-type environment exists, with great support shown by all students for one another. Responsibility is an attitude that is highly valued. Students are encouraged to take responsibility for their own learning, their behaviour and their positive interaction with others.

Everyone at Nyabing has a right to learn and a responsibility to value the learning and humanities of others.

OPERATION AND ORGANISATION

CONTACT DETAILS

<i>Phone</i>	08 6866 1750
<i>Email</i>	nyabing.ps@education.wa.edu.au
<i>Website</i>	nyabingps.wa.edu.au
<i>Banking details</i>	Nyabing Primary School BSB: 066-515 Account number: 0090-0769
<i>Office Hours</i>	Monday to Friday, 8.30 am – 3.30 pm

CURRENT STAFF

<i>Principal</i>	Teresa Wigg
<i>Manager Corporate Services</i>	Jenni Dolan
<i>Teachers</i>	Chelsea Cousins, Christine Curry, Natasha Harris, Sarah Hoblely and Deirdre Patterson.
<i>Ed Assistants</i>	Alyson Cooper, Ruth Patterson
<i>Library Officer</i>	Deborah Williams
<i>Gardener</i>	Pamella Hovell
<i>Cleaners</i>	Narelle Filgate

CLASS STRUCTURE

<i>Kindy – Year 1</i>	Miss Deirdre Patterson (deirdre.patterson@education.wa.edu.au)
<i>Year 2 – Year 3</i>	Mrs Christine Curry (christine.curry@education.wa.edu.au)
<i>Year 4 – Year 6</i>	Miss Cousins (chelsea.cousins@education.wa.edu.au)

SCHOOL HOURS

<i>Classrooms open</i>	8.35 am
<i>Period 1</i>	8.50 am – 9.45 am
<i>Period 2</i>	9.45 am – 10.40 am
<i>Recess</i>	10.40 am – 11.00 am
<i>Period 3</i>	11.00 am – 11.55 am
<i>Period 4</i>	11.55 am – 12.50 pm
<i>Lunch</i>	12.50 pm – 1.20 pm
<i>Period 5</i>	1.10 pm – 2.10 pm
<i>Period 6</i>	2.10 pm – 3.00 pm

** Early Close Final Session* 1.20 am – 2.30 pm (Monday only)

TERM DATES 2024

<i>Term 1</i>	Wednesday 31 January – Thursday 28 March
<i>Term 2</i>	Monday 15 April – Friday 28 June
<i>Term 3</i>	Monday 15 July – Friday 20 September
<i>Term 4</i>	Monday 7 October – Thursday 12 December

The school has six School Development days per year when students do not attend school.

These are:	<i>Term 1</i>	Monday 29 and Tuesday 30 January
	<i>Term 2</i>	Friday 26 April
	<i>Term 3</i>	Friday 16 August
	<i>Term 4</i>	Monday 7 October and Friday 13 December

ABSENCES AND ATTENDANCE

Under Western Australian law, parents must send their Pre-primary to Year 10 children to school on a regular basis unless:

- They are too unwell,
- They have an infectious disease,
- The principal is provided with a genuine and acceptable reason.

Please let the school know within three working days why your child is not attending, preferably in a brief written note, dated and explaining your children's absence.

Enrolment in Kindergarten is not compulsory; however, once enrolled students are expected to attend on a regular basis. Kindergarten attendance days will be two days (Tuesday and Thursday) during Semester 1, then increasing to three days (Tuesday, Thursday and Friday) during Semester 2.

Children should not arrive at school before 8.35 am. Children who arrive after the commencement bell has rung must sign in at the office.

If you need to sign your child out during the day (for reasons of illness or an appointment), please sign out in the front office foyer. Children are not permitted to leave the school grounds without following this procedure during the school day.

Attendance guidelines will be sent out at the start of Term 1.

ALLERGIES

We have a student at the school who has life-threatening food allergies to **peanuts and eggs**. These allergies are severe, and exposure (peanuts—via skin contact and ingestion; egg—via ingestion) will result in anaphylaxis, a potentially fatal condition that requires immediate medical attention.

For the safety of the student, there will be some restrictions in all classrooms. We are asking parents/guardians to please be careful with the selection of snacks that your child brings to class to limit the chances of this child being exposed to peanuts via contact.

Can you please also remind your child to not share food with other classmates.

In the Junior Class we will be:

- Ensuring all students wash their hands with soap as they enter the classroom in the morning (in case of peanut residue from breakfast).
- Checking lunch bags to ensure there are no products that contain peanuts. Peanut substances should be avoided when packing lunchboxes.



BOOK CLUB

The School coordinates Scholastic Australia Book Club and Book Fair for those families who wish to buy books. There is no compulsion for any child to purchase books; the school receives free books as a result of providing this service. Details are sent home regularly.

EXCURSIONS AND MONEY COLLECTION

Any money for incursions and excursions must go through the office. Please provide notes and payments in a clearly labelled plastic bag or envelope.

Permission to travel out of town on excursions requires a signed parental consent form to be completed. Permission forms will generally be emailed in an electronic format, a hard copy can be supplied upon request.

LOST PROPERTY

Parents should ensure that all items of clothing are clearly marked with the child's name. Items not claimed after a short period of time will be forwarded to a charitable organisation or the uniform coordinator.

LUNCH ORDERS

The Nyabing Community Hub kindly provides lunch orders once a week. The current order forms will be sent out in the newsletter.

PARENTS & CITIZENS ASSOCIATION

Nyabing Primary School P & C meetings are generally held on the second Monday of the month, during the school term. Information is included in the school newsletter advising parents of the date and time as well as any matters that have been notified to be discussed. All parents are encouraged to attend and to provide input at these meetings.



SCHOOL COUNCIL

The School Council meets once a term and is comprised of parents, staff, a community member and the Principal. Members are elected at the beginning of each year when a member's term has come to an end.

A meeting is drawn up every three years to address the aims of the school and is based on data gathered from testing, teacher recommendations and parent suggestions. Priorities are decided collaboratively with staff and the School Council and are supported by school grants and P&C funds. The School Council also plays an important role in presiding over school processes including ratification of financial plans and expenditure.

SCHOOL GROUNDS AND FACILITIES

Groups wishing to use school grounds or facilities are encouraged to contact the Principal.

UNIFORMS AND HATS

Uniform orders are sent out in Terms 1 and 3 by the P&C Uniform Coordinator. Outside of these orders, the coordinator can be contacted to make an appointment.

Please supply a named, wide-brim hat. We are a SunSmart school and students must wear a hat when the UV index is above 3. Children are also encouraged to wear sunscreen, which is accessible at the SunSmart Sunscreen station, located on the verandah outside admin. The UV index is displayed on the verandah and updated daily.

Students are required to wear the school uniform.

P&C Uniform Coordinator: Anna Hobley – 0402 420 476

COMMUNICATION

NEWSLETTER

We distribute a bi-termly e-newsletter informing parents of events and news from around the school. The newsletter is sent via email. Parents may request a paper copy of the newsletter.



COMMUNICATION PROTOCOLS

We aim to keep our community well informed, through as many channels as possible.

Communication channel	Purpose	Person Responsible	Frequency
Website	Information on school processes	Principal and MCS	Updated with policies, annual reports and calendars termly
Facebook	Whole school community updates	Principal and MCS	Once per week
Instagram	School events and celebrations	Principal and MCS	
ClassDojo	Classroom updates	Class teachers	Once per week Forward planning every 5 weeks
Email	Nyabing PS emails – notices and updates Teacher emails – classroom communications	Nyabing PS emails – Principal and MCS	As required
School Mobile 0460 013 018	Emergency communication and daily student collection only	Principal and MCS	As required
OutReach+ messaging service	Afterhours catastrophic bushfire notifications	Principal	As required

NOTICES

Notices relevant to parents from the P&C and local community are included in the newsletter, emailed out or posted on the School's Facebook page.

PARENT CONTACT

A successful partnership between home and school requires an open line of communication. We strongly encourage you to contact the school should you require more information or would like to discuss any issue. The primary point of contact is your child's teacher, secondary point of contact is the principal.

You can communicate via email or by making an appointment. Appointments can be made after school, or in the teacher's Duties Other Than Teaching (DOTT) time.

If your child is on an Individual Education Plan (IEP), teachers will meet with you in the middle of each term. Parent meetings are scheduled for all parents in Week 10 of Term 2 and 4, after reports have been distributed.

PARENTS IN SCHOOL

As part of our Child Protection Policy, parents who are helping in classes or with activities are required to complete a *Parent and Child Volunteer Declaration Form*. These forms are available from the front office.

SCHOOL ASSEMBLIES

A brief weekly information assembly is held for all students on Monday afternoons. In addition, each class will host a formal assembly during the year. Formal assemblies are held twice per term (excluding Term 4) on nominated Thursday afternoons, as indicated on the term planner and in the newsletter. Nominated Kindergarten to Year 6 students are presented with honour certificates and other awards at these assemblies. A Student Showcase will be hosted by the school following an assembly in Terms 1, 2 and 3. This provides an opportunity for students to share their work with parents and other family members. Parents and community members are encouraged to attend both assemblies and Student Showcases. At the end of Term 4 the School Concert and Award Night is held at the Nyabing Town Hall.

WEEKLY SWAY CALENDAR

A weekly calendar of events will be sent to parents each week using the Microsoft Sway online newsletter tool.

TEACHING AND LEARNING

HOMEWORK

For the primary school child, homework's greatest value is in the development of sound home study habits. Parents can greatly assist by insisting that their children set aside regular home study time, either before or after tea. Teachers will explain homework procedures at the Parent Information Evening held early in Term 1. More information is available in the Homework Policy.

Reading for pleasure is strongly encouraged!

LIBRARY

All children are encouraged to make use of the school library. Once a week each child may borrow up to two books for the week. Students can also borrow one Lexile book for reading. Parents must be prepared to meet the replacement cost of books lost or damaged. Please see the class teacher for your child's library roster.

MOBILE PHONES, TOYS AND TREASURES

Toys from home should not be brought to school. This avoids arguments, loss and breakage. Mobile phones need to be handed to the office for safekeeping and collected at the end of the day. Due to the Department of Education's policy on mobile phones, no phones are to be kept in school bags or the classrooms. Please see the Mobile Phone Policy for further information.



STUDENT LEADERSHIP ROLES

Year 6 students are elected to these student leadership positions.

- School Leader
- Sports Leader
- Student Councillors

Throughout the year the Student Council will run fundraising events. Your support of such events will assist in raising money for charities or for the Student Council to purchase items for the student body. For information regarding student leadership please refer to the Student Council Policy.

SWIMMING LESSONS

Interim swimming lessons will be held early in Term 1. Pre-primary to Year 6 students travel by bus to the nominated pool to participate in 2 lessons per day over the week. In 2024, swimming lessons will be held at the Gnowangerup Swimming Pool from 5-9 February.

STUDENT WELFARE

BEHAVIOUR AND SCHOOL RULES

A high standard of behaviour is expected at Nyabing Primary School. It is essential everyone is aware of our school expectations and values—respect, responsibility, resilience and honesty. Please see the PBS (Positive Behaviour Support) Policy for more information.

CRUNCH&SIP

Students are encouraged to bring fruit or pieces of raw vegetables to school to eat in class during the first and second periods of the day. Small containers of dried fruit are allowed; however, Rollups and fruit bars are not. Crunch&Sip is especially important for students with a long bus run.

DENTAL SERVICE

The Katanning Dental Therapy Centre (KDTC) mobile unit caters for children at the school. A dental therapist and dental assistant staff the clinic which is on site for a period of approximately one week each year. This service is free to all children. If you are required to book an appointment outside of the school visit, please call KDTC directly on 0400 612 364.

MEDICAL CONDITIONS AND CHRONIC ALLERGIES

Students with Asthma and diagnosed medical conditions or allergies **MUST** have an Emergency Medical Action Plan, negotiated with the Principal.

If parents require school staff to administer medication during the school day, a long-term (or short-term) medical plan must be completed. These are available at the front office.

SAFETY ISSUES

Bicycles: Parents are reminded of the need for cyclists to know safety rules. All cyclists need to wear helmets. Bicycles must be left in the bike racks.

SCHOOL NURSE

The school nurse is based at Gnowangerup Community Health two days per week, generally on Mondays and Fridays. Visits are conducted on a regular basis to carry out necessary checks relevant to each year level. Parents are notified if any further action is recommended. If you wish to discuss health-related issues regarding your child, you can contact the school nurse via email at larissa.mcinerney@health.wa.gov.au or by phoning 9827 1334.

STUDENT SERVICES

The school is serviced by a Speech Pathologist, Occupational Therapist and School Psychologist. Parents and teachers can request appointments through a referral process.

SUDDEN SICKNESS OR ACCIDENT

Minor injuries or illnesses during the day are normally attended to at school. In the event of more serious injuries, every endeavour is made to contact a parent to arrange for the child to be picked up from school.

In extreme emergencies, the child may be taken to a hospital or doctor before parents are notified. Costs for treatment are the responsibility of the parent. Please ensure that an emergency number is given to the school and that this is kept up to date. This also includes any other relevant information such as changes of address and other contact numbers.



Thank you for supporting Nyabing Primary School.