



Respect, Responsibility and Integrity

Durack School Parent Handbook 2016

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A Northern Territory Government
Independent Public School

**OUR SCHOOL
OUR FUTURE**

INCREASING SCHOOL
AUTONOMY

Welcome to Durack School

From the Principal

Durack School is a large urban primary school located in Palmerston in the suburb of Durack. The school opened in 1998 and is very proud to have a connection to the pioneering Durack family. The name Durack has become synonymous with the school motto 'Dignity and Determination' and the schools' striving for excellence.

In 2016 Durack School will become an Independent Public School (IPS) IPS status allows greater autonomy and flexibility in making decisions locally and in response to the educational needs of the students. The school will operate under a school board instead of a school council.

Now in its 18th year, Durack School has grown markedly. The facilities have increased from the original two blocks of four classrooms and one preschool classroom to nineteen classrooms, General Purpose Room, Community Room, 2 preschool classrooms, library, assembly hall and basketball court. There are extensive outdoor shade areas, play equipment and seating areas. The fundraising efforts of parents, staff and students have contributed immensely to improving the facilities at Durack School.

Durack School's vision is quality teaching and learning with strong focus on literacy, numeracy and science. The school enjoys an excellent reputation achieving good academic results and high attendance levels.

Features include:

- ✓ A Wellbeing program 'You Can Do It' focused on developing the '5 keys to success' of Getting Along, Persistence, Organisation, Confidence and Resilience.
- ✓ ICT for learning is a focus with Interactive Smart Boards and computers in every class.
- ✓ A Special Education Teacher coordinating programs for children with special needs.
- ✓ A Japanese language program where Japanese language and culture is taught to students in Years Pre to 6.
- ✓ Specialist teachers for areas such as Music, PE / Health. These positions may vary from year to year as they are dependent on the staffing allocation, the priorities of the school and the specific expertise of teachers.
- ✓ Enrichment programs for students of high potential in literacy, numeracy, science, Japanese and computer coding.
- ✓ Instrumental instruction for upper primary students in a range of musical instruments
- ✓ Developmental programs in Golf and Tennis
- ✓ Early Years programs include:
 - The PATTERN program (Parents and Teachers Targeting Every Reader) involving volunteer parents and teachers working with children to develop early reading skills.
 - Sensory Motor and 'Readiness for Learning' programs for early childhood children to develop fine and gross motor skills.
- ✓ A Defence School Transition Aide assisting with the transition of the children of Defence Force families transition into and out of the school when families are posted.

I welcome you to Durack School and trust that your association with us will be fruitful and that your children will enjoy our learning environment, developing the skills and confidence to meet the challenges that lie ahead.

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1. Durack Preschool and Primary School

1.1 Motto, Vision, Values and Beliefs

OUR MOTTO

Dignity and Determination

OUR VISION

Quality Teaching and Learning, Innovation and Equity

OUR VALUES - ***Respect, Responsibility, Integrity***

- *Respect* – for ourselves, others and the environment.
- *Responsibility* –
Students are responsible for being organised, ready to learn, engaged in learning and doing their best.
School staff members are responsible for carrying out their duties professionally.
Parents/guardians are responsible for ensuring that their children are ready for learning and supporting the school as partners in their child's education.
We are all accountable for our actions.
- *Integrity* – being true to our beliefs - being honest, doing what we say we will do.

OUR BELIEFS

We believe that:

- all children are capable of learning and learn at different rates and with different learning styles
- children learn best in a positive, safe and secure learning environment
- optimal student learning occurs when there is a positive parent/ school /community relationship
- ongoing professional learning enriches our practice

1.2 School Logo

The Durack School logo was designed by the inaugural Principal, Mr Marcus Dixon.

The shield represents the community protecting and nurturing its young. Green and blue are the most visible colours that surround the school. The green horizontal quadrants represent the parks and tropical surrounds of the area. The blue vertical quadrants represent the lakes and southern sky. The white cross represents the Saint Andrew's Golf Course, the first course in the world. (The Palmerston Golf Club is located in the suburb of Durack) The capital 'D' in the centre of the cross represents the suburb and name of Durack School as well as attributes of the Durack family: Dignity and Determination. The crown represents the history of the Durack family, made popular by the author Mary Durack in her

book, 'Kings in Grass Castles'. It reminds the students that all can achieve success like the Durack family if they strive and take advantage of the opportunities that are offered.

1.3 School Song

Not so long ago, this land was barren earth
A wilderness awaiting for time to do its work.
Arising from the dust, a mighty school was born
Today we call it Durack, to the three D's we are sworn

CHORUS

Determination,
Dignity
Here at Durack,
It's what we believe.

As students we're determined to work hard and succeed.
We hold ourselves with dignity to learn well and to lead.
Like kings in grass castles, they'll put us to the test.
We're here at Durack; we'll strive to do our best.

Lyrics and Music by Mark Bunnett 1998

1.4 Durack School House System

The House teams are named after three Durack family cattle stations. Their names and colours are Argyle-Red, Lissadell-Green and Ivanhoe-Yellow. Students are allocated a House Team on enrolment. Our Sports Days are a highlight of the school year and the competition between the House teams is fierce. The House Captains and Vice Captains organise sporting activities at lunchtimes.

1.5 Governance

In 2016 Durack School will become an Independent Public School (IPS). This will involve a change in structure as we transition from a school council to a school board. We will be working towards this in the last term of 2015 and early in 2016 - making decisions on the structure of the board, identifying the expertise that is required from board members, advertising for members and developing processes and protocols.

Becoming an IPS allows the principal and the school board greater control over the future direction of the school. The principal can exercise a higher level of autonomy particularly in relation to staff selection, human resource delegations, governance and teaching and learning programs. Durack School will still be part of the public education system and must adhere to industrial and legislative requirements however will operate under different accountability and governance structures to other Northern Territory non IPS schools. The principal will report directly to the Chief Executive and the board will be focused on the strategic direction of the school and monitoring progress against agreed targets. Committees will be established for fundraising, finance and facilities etc and report to the board.

Once the structure of the board has been confirmed parents will be able to nominate for positions on the board as they are advertised and we will be looking for people who can bring some expertise that will be of value to our school and with experience in strategic

planning and monitoring progress. We will also be looking for parents to join committees such as fundraising, canteen etc.

1.6 Preschool

The Durack School Preschool program provides stimulation and enrichment for young children. The Preschool offers two whole days (Monday /Tuesday or Wednesday /Thursday) and a half day on alternate Friday mornings. Hours are 8.10am to 2.30pm whole days and 8.10am to 12.00 noon on Fridays. The preschool information booklet provides further information about the preschool.

1.7 Transition

Transition is a period of time between the informal learning at Preschool and the more formal learning structure of Year One. Information on the Transition program is contained in our Transition Handbook.

2. School Administration

2.1 Enrolment Procedures

Parents or Guardians can obtain the appropriate forms for enrolment from the school office. Immunisation records, proof of date of birth and proof of residency are required when enrolling.

Palmerston City Schools work under a priority enrolment system which means that we accept enrolments from families in the priority areas of Durack, Pinelands, Yarrowonga and Robbie Robbins Reserve.

Students who reside in other suburbs in Palmerston are expected to enrol in their local school and will not be considered for enrolment unless there are proven extenuating circumstances. An interview with the Principal or Assistant Principal is required before your child commences school.

Durack Preschool Enrolment Eligibility

- Children turning 4 on or before the 30th of June are eligible to commence Preschool at the beginning of that year.
- Children turning four after 30 June of that year are eligible to enrol after their birthday **if places are available** and with the understanding that the child will access more than 12 months of Preschool.
- Children who reside in Durack, Yarrowonga, Pinelands and Robbie Robbins Reserve or the child has a sibling already attending Durack School are eligible to enrol.
and
- Durack Preschool has the capacity to cater for the enrolment.

Parents may put their child's name on a waiting list for enrolment however when a position becomes available priority will be given to the eldest student on the list provided all other criteria for enrolment are met.

An offer of a position at Durack Preschool for children who reside outside of Durack School priority enrolment area does not guarantee a placement in a Transition class at Durack School.

Enrolment in Transition

Children who turn 5 by 30th June are eligible to enrol in Transition at the commencement of the school year. Children who turn 5 after 30th June are not eligible to enrol in a Transition class until the following year.

2.2 School Terms

The school year is made up of two semesters separated by a four-week semester break.

Term dates for 2016 are:

Semester 1	Term 1	Monday 25 January	-	Friday 1 April
	Term 2	Monday 11 April	-	Friday 24 June
Semester 2	Term 3	Tuesday 26 July	-	Friday 30 September
	Term 4	Monday 10 October	-	Thursday 15 December

2.3 School Times

8:05 am	students go to classrooms
8:10 am	lessons commence
10:10 - 10.40 am	recess
12:30 - 12.40 pm	lunch (supervised by teachers)
12.40 - 1.10 pm	playtime
2.30pm	end of school

Students are supervised from 7.50 am. Please do not drop children at school before this time.

Before school hours and after school hours care is available through the YMCA. For bookings contact 89314537 or 0439991095.

2.4 Back to School Vouchers

In 2014 the NT Government provided parents with vouchers to the value of \$150.00 for essential equipment such as books and uniforms for Pre and Primary school aged students. It is anticipated that this will continue in 2016. You will be advised if there is any change to this policy before the 2016 school year commences.

Parents may purchase book packs which provide students with the equipment they need to access the curriculum. If the book pack is not redeemed with the voucher parents are requested to pay for this as soon as possible in order that children receive the appropriate materials they need for class work.

Parent Voluntary Contributions

These contributions are essential in providing funding support for items such as library resources, ICT maintenance, ambulance cover and first aid supplies. Your support in providing a contribution will be very much appreciated. A separate letter included in the information pack, outlines what the school uses these funds for and suggests an appropriate amount.

2.5 Uniforms

The wearing of school uniform, including the school hat, is compulsory. Uniforms can be purchased at the school. Parents will be notified if their child is not wearing the appropriate uniform.

2.6 Emergency Contact Numbers

Be sure that your contact phone numbers are current. The school needs to be informed if there are any changes in your address or phone number.

2.7 Absenteeism / Lateness

If your child will be late or absent contact the school by phone or email as soon as possible. Parents will be contacted regarding regular unexplained lateness or absence. Ongoing concerns will be referred to the Department of Education Attendance Officer.

No child is allowed to leave the grounds during school hours without the Principal's permission.

2.8 Assemblies

Assemblies are held on alternate Friday mornings, commencing at 8.30am. Typically an assembly will feature the presentation of weekly awards and a class item. Parents are encouraged to attend.

2.9 School Banking

The Commonwealth Bank provides a banking service. Forms are available at the school office. School banking day is Friday. Through banking in this way you are assisting the school's fundraising efforts as the bank donates a sum of money for each transaction.

2.10 Car Parking and Drop Off /Pick Up Points

Please exercise extreme caution when dropping off and collecting your children from either within the school grounds or in nearby streets. **Do not park in the drop-off zone in front of the school. This zone is for a quick drop off / pick up of students only.** When using the drop off / pick up zone please move up the zone as far as you can before stopping to allow other cars behind to move into the zone.

2.11 Bicycles and Scooters

Many students ride bicycles or scooters to school and racks are provided for these. The bike racks are fenced and are locked when school commences. Students are asked not to ride in the school grounds. Students should use a lock to secure their bike or scooter. The school takes no responsibility for lost or stolen bikes or scooters. The wearing of helmets for children under the age of 16 is a legal requirement in the Northern Territory.

2.12 Outside School Hours Care

The YMCA provides before and after school care and vacation care. The YMCA may be contacted on 89314537 or 0439991095 for information and bookings.

2.13 After Hours Emergencies

When the school is unattended, any emergency situations should be reported to the Police - phone: 131 444.

3. Student Management

Durack School is committed to providing a safe and supportive learning environment.

Appropriate behaviour is expected and encouraged. Positive reinforcement of good behaviour is acknowledged through verbal praise, stickers, On-Track at Durack awards, showing senior staff good work, etc.

The '**You Can Do It - 5 Keys to Success**' whole-school wellbeing program, supports children in developing confidence and resilience and builds the skills of getting along, organisation and persistence.

We have a comprehensive Wellbeing and Behaviour Management policy with clear procedures and consequences for inappropriate behaviour. Parents will be contacted in the event of a major behaviour incident or if there are ongoing behaviour concerns.

4. School Programs

4.1 School Curriculum

The Australian Curriculum is followed for programming and planning in all Key Learning Areas for students in Transition to Year 6.

The National Early Years Learning Framework underpins the teaching and learning in Preschool and Transition classes. The Early Years Framework focuses on programs catering for the individual needs and interests of the child.

Japanese is taught to students from Year 1 to Year 6 and in 2016 we are hoping to extend this to the Transition classes. In 2015 preschool children took part in the Early Learning Languages Australia trial where apps on ipads were used to immerse them in another language (Japanese). We are hoping this will continue in 2016.

The ability for the school to have specialist teachers teaching subject areas such as music and physical education depends to a large extent on the allocation of staff and the skills of staff who are employed at our school.

4.2 Enrichment Programs

Students with high potential and high interest have the opportunity to enter enrichment programs in Literacy, Numeracy, Science, Computer Coding and Japanese. In 2016 we will be developing an afterschool tutoring program in literacy and numeracy for students who need additional support or extension.

4.3 Student Leaders

The **Student Leadership Council (SLC)** is made up of self-nominated representatives from Year 3 to Year 6. It provides an opportunity for students to demonstrate leadership by representing their peers and is the principal avenue for students to communicate information, concerns, and ideas to the school leadership team. SLC members organise fundraising events; alert the leadership team to student concerns; represent the school at major school events; and act as role models for their peers.

The **House and Vice-House Captains** are Year 5 and Year 6 students who are elected by their peers. Under the supervision of a teacher they organise lunchtime team games and distribute and maintain sports equipment. They lead and support their House teams in Sports Day events, chanting competitions and other House events.

4.4.1 Outdoor Education and School Sport

In addition to the regular Physical Education in which all students participate, other opportunities exist for students to participate in various physical activities. These include school camps. Full details are sent home with students prior to the camp.

The school holds annual sports days and participates in Interschool Athletics Carnivals through the Palmerston and Rural Region Schools' *Try Days*.

The opportunity exists for talented children to represent the school, the Palmerston and Rural Region, and the NT in various sports.

4.5 Instrumental Music

In Years five and six, children are offered instrumental tuition by NT School of Music teachers. This currently includes percussion, guitar, brass and wind. The school has a limited supply of instruments for hire or they may be hired privately.

4.6 Integrating Information Technology into the Learning Process

The school has an ongoing commitment to improving the access and the use of technology in learning. All classrooms have an electronic Smart Board and a number of computers. There is a computer laboratory to enable every child in a class to access a computer. Students in Years 5 and 6 have access to laptop computers. We are in the process of developing our technology further with the use of ipads and other digital devices.

Students in Years 3 to 6 are required to sign an Internet Users Agreement on enrolment. Parents of students in Transition to year 2 sign on behalf of their children.

4.7 Buddy System

The school has an optional buddy system whereby Primary classes are teamed with Early Years' classes for social and emotional support and peer tutoring. Some of the activities may be: reading, maths, digital technology and design.

4.8 Youth Engagement Officer

The school shares a Youth Engagement Officer (previously called School Based Constable) with several other schools. The role of the constable is to provide a positive link between the school and the police, to present as a positive role model for the students and to assist the school in police related matters.

4.9 Children with Special Needs

Although classroom programs fulfil the needs of most children some children may be identified with special needs. Special Needs includes those who have a learning disability or a recognised diagnosis such as autism, as well as those who may be assessed as 'gifted'. A Special Education Teacher supports students with identified special needs.

4.10 Middle Years

Durack School is a feeder school for Rosebery Middle School i.e. students from this school have priority placement at Rosebery Middle School.

4.11 Extra-curricular Activities

Durack School students participate in many activities, which may include the following:

- Literacy and Numeracy Week
- National Maths, English and Science Competitions
- Music events such as: The BEAT (choir) and Play Days (children who learn percussion, guitar, brass or wind instruments)
- Sports such as: athletics, AFL, soccer, softball, rugby, touch, netball, cricket and basketball.

4.12 Environmental Sustainability

Sustainability is one of three National Curriculum cross-curriculum priorities embedded in all learning areas. Durack School believes the teaching of local environmental practices and the understanding of global sustainability issues is very important. As well as incorporating sustainability across the curriculum the following initiatives have been introduced at Durack School which involve students across the school:

- Recycling program for plastics, paper and mobile phones.
- School Garden maintained by students
- Toad Busts (Cane toads) every term
- Collection of cans for a container deposit scheme (to be introduced shortly)
- Participation in National initiatives such as: Walk Safely to School Day, Nude Food Day and Clean Up Australia Day

4.13 Excursions

Excursions are organised if linked explicitly to the curriculum. Parents will be asked to contribute to the cost. Details of excursions are normally provided two weeks before they are to occur. Students are only allowed to go on excursions with parental permission.

Year 5 and 6 students will have the opportunity to participate in an outdoor camp, Year 4 students in an overnight camp and Year 3 students in a sleep-over at school. The availability of camps of this nature are dependent on the cost, the number of students expressing interest in attending and the willingness of staff to participate in these out of hours activities.

5. Parents as Partners in Education

Durack School encourages parents to be involved in their child(ren)'s education. Open communication between parents and teachers is strongly promoted. Parents are welcome to make an appointment to see the teacher at any mutually convenient time.

5.1 Reporting to parents

At the end of Term 1 teachers prepare a brief report to inform parents how their child is progressing at that point in time and to request a meeting with parents where there are concerns. Formal A to E reports are provided at the end of Semester 1 and Semester 2. Early in Term 3 three-way conferences are held the focus of which are to review the Semester 1 report and to develop goals for improvement for Semester 2.

Three-way conferences involve parents, child and class teacher. The involvement of students in the process encourages children to take ownership of their learning.

If at any time you have a concern regarding your child, contact the school to arrange an interview with the teacher in the first instance or, if further assistance is required, the Assistant Principal or Principal,

Electronic Student Profile – (ESP) is an online system that enables parents to view information such as enrolment history, attendance and semester reports. You will need to visit the school office to register to use the system. At the school, you will need to sign a *Parents Application to Access Electronic Student Profile*. You will then be given a registration card with a unique Login ID and password. Please ensure that the Login ID and password is kept secure. You can log on to your child's profile at <https://esp.ntschoools.net>

5.2 Parent Information Meetings

An informal 'Meet the Teacher' night is held early in term one. This is an opportunity for all parents to meet the teachers and learn more about the school. We may organise parent information sessions at times throughout the year on aspects of the curriculum or school governance.

5.3 Newsletters

The weekly school newsletter is published on Thursdays and is an important way to find out what is happening at school. It also provides information about community activities which may be of interest. We encourage all families to read the newsletter. In 2015 all newsletters will be sent to families by email unless you have specifically requested a hard copy by informing our office staff. Email is a more efficient and environmentally friendly way of sending newsletters. The newsletter may also be viewed via the school website. A hard copy of the newsletter will be sent home with the eldest child in the family for those who request this. Additional information that is important to your child will be sent home from time to time.

The new Durack School Website (to be launched late 2015) has up to date information on coming events, news, and information that will be useful to prospective and current parents.

5.4 Defence School Transition Aide (DSTA)

The DSTA supports Defence Force members' children transition smoothly into and out of our school. The DSTA organises coffee mornings for parents, provides relevant information to parents and assists in classrooms and at school events. The DSTA position is funded through the Department of Defence. The DSTA can be contacted through the school office.

6. Homework Policy

Homework supports a student's educational program and is a key strategy for connecting school learning. The purpose of homework is to:

- support and extend classroom learning
- further the child's independence as a learner
- help parents stay in touch with what is happening at school.

Homework will consist of:

Early Years

- Reading activities (to parents, with parents and by parents). Teachers will send home advice for parents such as *Sharing Books with Children*.
- Some revision activities may also be sent home.

Primary Years

- Activities will be sent out and returned as individual teachers' request – i.e. weekly, fortnightly or in a long term project form.
- Daily reading is expected.

7. Library

The library is open at lunch time and after school from 2.30 to 2.40pm to allow children to borrow books. Children are asked to provide a bag for library books separate from their school bag.

Parent help, is very much appreciated. This is also a good way to get to meet people. Please contact the office if you are able to assist.

8. Canteen

The Canteen is open from Wednesday to Friday every week. The canteen is closed on Mondays and Tuesdays although this may change if there is sufficient demand.

Children can purchase lunch and recess at the canteen. Lunch orders must be placed through the classroom each morning or ordered online before 9:00am through 'Flexischools' - www.flexischools.com.au

The Canteen Committee has oversight of the types of food available. The focus is on nutritious and attractive food at a reasonable price within the guidelines of the NT Department of Education Canteen Policy. Canteen menu and price lists are available from the office or canteen and are updated as appropriate.

Parent help, especially on the busy days (Thursday and Friday), is very much appreciated. This is also a good way to get to meet people. Please contact the canteen or school office if you are able to assist.

9. Health, Medical and Safety Information

9.1 Refrigerators

Refrigerators are available in all classrooms for storage of students' lunches. The school supports healthy eating and encourages children to bring healthy and nutritious food to school for morning tea and lunches.

9.2 Water Intake

The extreme heat of the tropics can easily lead to dehydration in children and adults. Cold-water bubblers are situated around the school and children are encouraged to use water bottles in classrooms.

9.3 Hats / Footwear

Children are expected to wear the school hat and appropriate footwear to school. School hats are to be worn at all times when the children are outdoors. Footwear must be suitable for activities such as running, playing, and participating in physical activity (see the Durack Uniform Policy).

9.4 Health Screening

Hearing and vision screening of Transition children is conducted by the Department of Health and Community Services.

9.5 Medication

Sometimes it is necessary for children to take medication during school hours. When this occurs, please bring the medication, in the original containers, to the office. You will be required to sign written instructions e.g. dosage, time to be taken.

Parents must notify the school if their child is on regular medication for example: asthma, epilepsy, and diabetes. The medication information form, obtained from the school office, must be completed.

9.6 Sickness and Injury at School

Sick children should not be sent to school. They may pose a health risk to others and may increase the severity and length of their own illness.

The school has a sick bay where children who are hurt or become ill can rest for a **short** period of time. If the child is too ill to be at school or a serious injury occurs, parents are contacted.

It may be considered necessary to have the child taken to the local medical practitioner or to the hospital for medical attention.

PLEASE ENSURE YOUR CURRENT EMERGENCY CONTACT NUMBER IS ON ALL SCHOOL RECORDS.

Staff members with current First Aid qualifications carry out the administration of first aid and are available to assist in an emergency.

9.7 Dental Services

A free dental service for children is provided by Territory Health Services. The school office is able to provide contact details.

9.8 Infectious and Communicable Diseases

If your child has an infectious disease or a contagious condition, he/she should be kept away from school until recovered. It is requested that parents notify the school as soon as an infectious disease is diagnosed.

Exclusion Times: A table from Territory Health Services which clearly outlines exclusion times from school for a variety of common illnesses can be found at the end of this handbook. Please contact the school if you have any direct questions or concerns regarding these issues.

Infectious and Communicable Diseases

Some communicable diseases require exclusion from school.

It should be noted that the periods of exclusion given in the table are MINIMUM PERIODS. The doctor who is treating the patient may increase them if convalescence is slow, but they are not to be shortened.

DISEASE	Patients – periods of exclusion	Contacts – periods of exclusion
Chicken Pox (Varicella) & Shingles	Exclude until all lesions have crusted, no moist sores. Re-admit when fully recovered from shingles.	Not excluded.
Giardia	Exclude until treatment and diarrhoea have stopped.	Not excluded.
Conjunctivitis	Exclude during acute stage of infection. Re-admit when discharge has ceased.	Not excluded.
Glandular Fever	Exclusion is not necessary.	Not excluded.
German Measles Rubella	Exclude until fully recovered or for at least 4 days after the onset of the rash.	Not excluded.
Measles	Exclude for 4 days.	Not excluded.
Impetigo (School sores)	Re-admit when sores fully healed or if appropriate treatment is being applied and exposed sores are fully covered with a water tight dressing.	Not excluded.
Ringworm, Scabies & Pediculosis (Lice)	Re-admit once appropriate treatment has commenced.	Not excluded.

9.9 Head Lice

It is the parents' responsibility to check and treat their children for head lice.

If we are aware of the problem we will advise the parent that treatment is necessary. Notes are sent home if there is an incidence of head lice in the class. Further information is available from the school or Community Health Centres.

9.10 Food Allergies

We have a Food Allergy Awareness Policy at Durack School. This policy is included in the enrolment package. Parents are requested to notify school staff if their child develops a food allergy. The aim of our policy is to develop policies and practices which keep students who have food allergies safe without unnecessarily isolating or excluding them from school activities or creating an unnecessarily restrictive school environment. As well as minimising the risk of accidental ingestion of the food a particular child needs to avoid, a key component of the Food Allergy Awareness Policy is to ensure optimal education of school staff about recognising and responding to a child having an allergic reaction.

9.11 Dogs

Pets should be left at home. Dogs create hygiene and control problems and must not be brought to school.

10. General Information

10.1 Lost Property

A lost property container is kept in the school office and may be checked at any time. The contents are displayed regularly after assemblies. Property remaining unclaimed is donated to charity. Valuable items (jewellery etc.) should not be worn to school.

Please make sure that your child's property is labelled with his / her name (hats, shoes, lunchboxes etc).

10.2 Map of School

See attachment at the back of Handbook.

11. Emergency Procedures

Cyclones

Schools are usually closed well in advance of the occurrence of a cyclone. However in the event of a cyclone becoming imminent, parents must collect their children from school immediately following the Radio Broadcast Evacuation Request. Children should be collected from their classrooms. Adults other than parents may collect a child after signing the appropriate form supplied by the teacher. If children remain at school they will be accompanied to a cyclone shelter by the Principal. If this becomes necessary, information concerning the location of the children will be posted on the front door.

DURACK SCHOOL IS NOT A DESIGNATED CYCLONE SHELTER.

Cyclone shelters in the Palmerston area are: Rosebery Middle School; Palmerston High School; CMax, The Hub underground car park; and Palmerston Shopping Centre underground car park.

Fire and other Emergencies

There is a predetermined evacuation procedure for fire or other emergencies. A continuous ringing of the fire bell signals this. Regular fire drills are conducted. We also conduct drills for other emergencies such as an aggressive or violent person in the vicinity.

DURACK SCHOOL DUTY PLAYGROUND AREAS

