



**Respect, Responsibility and Integrity**

# **Durack School Parent Handbook 2018**

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A Northern Territory Government  
Independent Public School

**OUR SCHOOL  
OUR FUTURE**

**INCREASING SCHOOL  
AUTONOMY**

# Welcome to Durack School

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 became 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 operates under a school board instead of a school council.

Now in its 20<sup>th</sup> 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, a 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 "*A Community of Learners Prepared for the Future*" with a strong focus on literacy, numeracy and science and technology. 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 Preschool to Year 6. We have a sister school 'Kansai International Academy' in Koke, Japan.
- ✓ Specialist teachers for areas such as Performing Arts, PE and Technologies. (Note: 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 clubs for students with special interests such as Japanese, writing, music and computer coding.
- ✓ Instrumental instruction for upper primary students in a range of musical instruments facilitated by the NT Music School.
- ✓ Developmental programs in Golf and Tennis
- ✓ Early Years programs including:
  - 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 into and out of the school when families are posted.
- ✓ Focus on Skills for the Future and inquiry learning.
- ✓ Sustainability programs, including aquaculture.

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.

Joanne Jefferson  
Principal

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## 1. Durack Preschool and Primary School

### 1.1 Motto, Vision, Mission, Values and Beliefs

#### **MOTTO**

**Dignity and Determination**

#### **VISION**

**A Community of Learners Prepared for the Future**

#### **MISSION**

**Quality Education That Inspires and Empowers**

#### **VALUES**

##### **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.

##### **INTEGRITY**

Being true to our beliefs.

Being honest, doing what we say we will do.

#### **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 Sporting 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 throughout the year.

### **1.5 Governance**

In 2016, Durack School became an Independent Public School (IPS). This involved a change in structure due to the transition from a school council to a school board.

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 remains 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.

Each year parents will be able to nominate for vacant positions on the board as they are advertised. The board will be looking for people who can bring some expertise that adds value to our school as well as experience in strategic planning and monitoring progress. We will also be looking for parents to join sub-committees for a number of worthy groups.

## 1.6 Preschool

The Durack School Preschool program provides stimulation and enrichment for young children. The Preschool offers two whole days and a half day on alternate weeks. Hours are 8.10am to 2.30pm whole days and 8.10am to 12.00 noon on half days. The Durack Preschool Information handout provides further information about our preschool program.

## 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 our Transition program is contained in our Durack School 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 only accept enrolments from families in the priority areas of Durack, Durack Heights, Pinelands, Yarrowonga and Robbie Robbins Reserve.

*Note: 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 30 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 are eligible to enrol if they reside in Durack, Durack Heights, Pinelands, Yarrowonga and Robbie Robbins Reserve or the child has a sibling already attending Durack School.

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.

### Enrolment in Transition

Children who turn 5 by 30 June are eligible to enrol in Transition at the commencement of the school year. Children who turn 5 after 30 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 three-week semester break.

Term dates for 2018 are:

### Semester One

<b>Term 1</b>	<b>Monday 29 January – Friday 13 April</b>	<b>11 weeks</b>
Term break	Monday 16 April – Friday 20 April	1 week
<b>Term 2</b>	<b>Monday 23 April – Friday 29 June</b>	<b>10 Weeks</b>
Semester break	Monday 2 July – Friday 20 July	3 Weeks

### Semester Two

<b>Term 3</b>	<b>Tuesday 24 July – Friday 28 September</b>	<b>10 weeks</b>
Term Break	Monday 1 October – Friday 12 October	2 weeks
<b>Term 4</b>	<b>Monday 15 October – Thursday 13 December</b>	<b>9 weeks</b>
Semester break	Monday 17 December – Friday 25 January 2019	6 weeks

## 2.3 School Times

8:05am	Students go to classrooms
8:10am	Lessons commence
10:00am-10:10am	Supervised eating
10:10am-10:40am	Recess
12:30pm-12:40pm	Supervised eating
12:40pm-1:10pm	Playtime
2:30pm	End of School

Students are supervised from 7:50 am and 2:50pm. Please do not drop children at school before 7:50am and ensure they are picked up by 2:50pm. Before school hours (6:00am – 8:00am) and after school hours (2:30pm – 6:00pm) care is available through the YMCA for all students Preschool to Year 6. For bookings contact 89314537 or 0439991095.

## 2.4 Back to School Vouchers

In 2018, the NT Government will provide parents with vouchers to the value of \$150.00 for essential equipment such as books and uniforms for preschool and primary school aged students.

Parents may purchase book/resource packs from the school for \$80 which provide students with additional equipment and some subscriptions which they need to participate in classroom activities. 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.

## **2.5 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 brochure included in the information pack, outlines what the school uses these funds for and suggests an amount of \$25.00 per term per student.

## **2.6 Attendance**

Durack School aims to provide the best possible education for all students. In order for students to achieve their full potential it is essential that they attend school/preschool on a regular basis – at least 90% of school days. Students miss vital steps in the teaching and learning process if they are regularly absent or late. Durack School aims to maintain an average attendance rate of above 94%. For further information, the Attendance Policy (Appendix A) can be found on page 20 of this handbook.

## **2.7 Absenteeism**

If your child is absent from school, contact the school by absent form on our website, Skoolbag app, phone or email as soon as possible. Verbal messages from siblings will not be taken as confirmation of absence. Parents will be contacted regarding regular unexplained lateness or absence. Ongoing concerns will be referred to the Department of Education Attendance and Truancy Officer.

No child is allowed to leave the grounds during school hours without the principal's permission. All students need to be signed out by a responsible adult at the office if leaving before 2.30pm.

## **2.8 Late**

Students arriving to school after 8.10am need to go through the office for a late ticket, to ensure the students are marked on the roll.

## **2.9 Uniforms**

The wearing of the 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. For further information please refer to the Student Uniform and Dress Code Policy (Appendix B) on page 22 of this handbook.

## **2.10 Emergency Contact Numbers**

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

## **2.11 Assemblies**

Assemblies are held fortnightly on Friday mornings, commencing at 8.30am. Typically an assembly will feature the presentation of 'On Track at Durack' awards and a class item. Parents are encouraged to attend. Students receiving awards at assembly will have their names published in the newsletter the day before.

## 2.12 School Banking Service

The Commonwealth Bank provides a banking service designed for students. Forms are available at the school office. School banking day is Friday. Through banking this way you are assisting the school's fundraising efforts as the bank donates a sum of money for each transaction, as well as developing good habits for your child later in life. All deposits receive a token, which can be collected for reward items once they reach 10 silver or 10 gold tokens.

## 2.13 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.

**The speed limit in our car park and drop off area is strictly 10km per hour.**

Two disabled car parks can be found in the staff carpark to the right of the administration block, near the general purpose room.

*NB: Parents are not to use the staff carpark outside the assembly hall and at the end of the administration block at any time, unless using the disabled parks. Parent parking is outside the tennis courts or on the street.*

## 2.14 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.

**Please note, the wearing of helmets for children under the age of 16 is a legal requirement in the Northern Territory.**

## 2.15 Outside School Hours Care (OSHC)

The YMCA provides OSHC for our school community. They offer;

- Before School Hours Care (6:00am – 8:00am)
- After School Hours Care (2:30pm – 6:00pm)
- Vacation Care (6:30am – 6:00pm)

The YMCA have a designated building near our canteen and may be contacted on 89314537 or 0439991095 for information and bookings.

## 2.16 After Hours Emergencies

When the school is unattended, any emergency situations should be reported to the Police by calling 131 444.

## 2.17 Visitors

All parents/visitors to the school between 8.10am and 2.30pm are required to enter through the front office to sign in and out. This ensures everyone on site is accounted for during an emergency.

## 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, class Dojo points, 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 (EYLF) underpins the teaching and learning in Transition classes. The EYLF focuses on programs catering for the individual needs and interests of the child. The Northern Territory Preschool curriculum and the EYLF are followed for programming and planning in Preschool.

### 4.2 Japanese

Japanese is taught to students from Transition to Year 6. In 2015, preschool children took part in the Early Learning Languages Australia trial where apps on iPad's were used to immerse them in another language (Japanese). This will continue in 2018.

All students from Preschool to Year 6 will study Japanese with dedicated Japanese teachers. Durack is a sister school with Japan's Kansai International Academy in Kobe, Japan. Our students will interact with students in Kansai and future plans are in place for exchange visits for staff and students.

### **4.3 Student Leaders**

The role of the **School Captains and Vice Captains** is to be the official representative of the whole student body at Durack School (Preschool to Year 6). They attend meetings with the Principal and others to discuss future plans for the school, as well as work towards a better school and school environment with the whole of the Student Leadership Council.

The **Student Leadership Council (SLC)** is made up of nominated class representatives from Year 3 to Year 6. It provides an opportunity for students to demonstrate leadership by representing their peers and is the principle 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 sporting house. 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 School Sport**

In addition to the regular Physical Education program in which all students participate, other opportunities exist for students to participate in various physical activities.

The school holds annual sports days and participates in Interschool Athletics Carnivals through the Palmerston and Rural Region Schools (PARRS) or Gala 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 5 and 6, children are offered instrumental tuition by NT School of Music teachers. This currently includes percussion, guitar, brass and wind.

### **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 iPad's and other digital devices.

Students in Years 3 to 6 are required to sign an Internet Users Agreement (green form) on enrolment. Parents of students in Transition to Year 2 sign an agreement (pink form) on behalf of their children. This agreement outlines the acceptable use of our IT equipment and system at school, as well as, the consequences if these are not followed.

### **4.7 Children with Special Needs**

Although classroom programs fulfil the needs of most students, some students 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.

#### **4.8 Middle Years**

Durack School is a feeder school for Rosebery Middle School, therefore students from this school have priority placement at Rosebery Middle School. Our Year 6 teachers work with Rosebery Middle School teachers on transitioning activities to ensure students are prepared for the move to their new school.

#### **4.9 Extra-curricular Activities**

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

- Literacy and Numeracy Week
- Science week
- National Maths, English and Science Competitions
- Technology and coding competitions and learning events
- Tournament of Minds
- 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, golf, tennis and basketball

#### **4.10 Environmental Sustainability**

Sustainability is one of three Australian 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 all students:

- Recycling program for plastics, paper, mobile phones and printer cartridges
- School aquaponics system maintained by students
- Toad Busts (cane toad removal) every term (after hours)
- 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

#### **4.11 Excursions and Camps**

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.

In 2018, Year 5 and 6 students will have the opportunity to participate in either an outdoor or interstate camp. Year 3 and 4 students will have the opportunity to attend an excursion, then 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.

In 2018, Year 5 and 6 students will have the opportunity to participate in a Canberra / Snow excursion in August.

## 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 their child's teacher at a mutually convenient time.

### 5.1 Reporting to parents

Formal A to E reports are provided at the end of Semester 1 (June) and Semester 2 (December).

At the end of Term 1 and early in Term 3, three-way conferences are held. The focus of which is for your child to share their learning journey and goals with you. This 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.

### 5.2 Parent Information Meetings

An informal 'Meet the Teacher' night is held early in Term 1. This is an opportunity for all parents to meet the teachers and learn more about the school. We may organise additional parent information sessions at times throughout the year on aspects of the curriculum or school governance.

### 5.3 Communication

#### ***Newsletters***

The school newsletter is published fortnightly 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 2017, all newsletters were sent to families by email, unless they specifically requested a hard copy by informing our office staff. Email is a more efficient and environmentally friendly way of sending newsletters.

Online registration for email delivery of the newsletter can be found by using the following link: <https://durackschool.nt.edu.au/parents/>

The newsletter may also be viewed via the school website and the Durack School Skoolbag App. Additional information that is important to your child such as excursion forms, teacher letters and notes etc., will be sent home from time to time. Paper copies of these will be given to your child to bring home.

#### **Website**

The Durack School Website (launched late 2015) has up to date information on upcoming events, news, and information that will be useful to prospective and current parents. The web address is [durackschool.nt.edu.au](https://durackschool.nt.edu.au)

## Skoolbag App

Convenient access to the school calendar, newsletter, documents and more on your mobile phone or tablet wherever you are.

Download the Durack School Skoolbag App.

### For iPhone and iPad users:

1. Go to the "App Store"
2. Type your school name in the search

### For Android Users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help
3. Click the school name when it appears in the search

## Facebook

Our Facebook page also has up to date information about current events and celebrations.

Like us at Durack School NT. 

## 5.4 Defence School Transition Aide (DSTA)

The DSTA supports Defence Force members' children to 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 2.30pm to 2.40pm to allow students to borrow books. Classes also have a borrowing time once per week. Students are asked to provide a bag to protect library books, separate from their school bag.

## 8. Canteen

The Canteen is open Monday to Friday every week for all students in Transition to Year 6.

Students 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](http://www.flexischools.com.au) or via the link in the Durack School Skoolbag app.

The School Board 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. The canteen menu and price list is available from the school website, skoolbag app, 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. These fridges need to accommodate many boxes therefore, large insulated bags are not recommended or necessary. The school supports healthy eating and encourages students to bring healthy and nutritious food to school for recess and lunch.

### 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 students are encouraged to use water bottles in classrooms.

All students are to have a named water bottle to use in their classroom and during PE lessons, every day. Water is important for our brains when learning.

### 9.3 Footwear

Children are expected to wear appropriate enclosed footwear to school. Footwear must be suitable for activities such as running, playing, and participating in physical activity, runners are recommended. Please see the Durack Uniform and Dress Code Policy (Appendix B) on page 22 of this handbook.

## 9.4 Sun Smart

Children are expected to wear the school hat and school uniform which are both sun smart. Policies are in place to also ensure our students are sun safe at all times. School hats are to be worn at all times when the children are outdoors. Parents are to supply SPF 30+ for their child to apply. Please see the Durack School Sun Smart Policy (Appendix C) on page 24 of this handbook.

## 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, or diabetes. The medication information form, obtained from the school office, must be completed and all medication given to the office staff for appropriate storage.

For Asthmatic students, parents must provide an asthma plan to the front office. Students that self-manage their asthma may keep their inhaler in their bag or at the front office.

## 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 during the school day can rest for a **short** period of time. If a child is too ill to be at school or a serious injury occurs, parents are contacted to collect their child.

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 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 variety of common illnesses in schools can be found in the table below from Territory Health Services which clearly outlines exclusion times from school. The full list can be found on the Territory Health website or by via the link below.

<http://digitallibrary.health.nt.gov.au/prodjspui/handle/10137/1011>

Please contact the school if you have any direct questions or concerns regarding these issues.

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.

<b>DISEASE</b>	<b>Patients – periods of exclusion</b>
Chicken Pox (Varicella) & Shingles	Exclude until all lesions have crusted, no moist sores. Re-admit when fully recovered from shingles.
Giardia	Exclude until treatment and diarrhoea have stopped.
Conjunctivitis	Exclude during acute stage of infection. Re-admit when discharge has ceased.
Glandular Fever	Exclusion is not necessary.
German Measles Rubella	Exclude until fully recovered or for at least 4 days after the onset of the rash.
Measles	Exclude for 4 days.
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.
Ringworm, Scabies	Re-admit once appropriate treatment has commenced.

### 9.8 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 asking all parents to check and treat on the same night.

Further information is available from the school or Community Health Centres.

### 9.9 Dental Services

A free dental service for children is provided by Territory Health Services. They can be contacted on 89226466 to make an appointment.

### 9.10 Food Allergies

We have a Food Allergy Awareness Policy at Durack School. This policy can be found in Appendix D on page 27. Parents are requested to notify school staff if their child develops a food allergy. The aim of our policy is to develop procedures 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.

Additional to this policy we ask that parents do not send peanut paste, nutella or nut spreads to school. These foods are too easily spread onto play equipment that allergic students use.

### 9.11 Pets

Pets should be left at home regardless of their size / cuteness! Pets create hygiene and control problems and must not be brought to school, unless prior permission has been obtained by the Principal.

## 10. General Information

### 10.1 Lost Property

A lost property container is kept in the school office and may be checked at any time. Property remaining unclaimed is donated to charity at the end of the year. 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, socks etc.).**

### 10.2 Map of School

See attachment at the back of this handbook.

## 11. Emergency Procedures

### 11.1 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 classroom where teachers will record the time and who has collected each child. 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 Cinema/The Hub underground car park; and Palmerston Shopping Centre underground car park.

### 11.2 Fire and other Emergencies

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

### 11.3 Wet Weather

Due to occasional severe weather and heavy down pours of rain, students will be required to play indoors for their safety. If the weather event occurs at the end of school, students may be required to stay inside until the danger passes. For further information, please refer to Durack School Wet Weather Policy (Appendix E) on page 29.

## 12. Appendices

### Appendix A

#### Attendance Policy

A child who turns six years on or before the 30 June of the school year is of compulsory school age and must attend school. A pre-compulsory school age child is encouraged to attend every day of instruction.

Teachers should build positive relationships with students and their families, helping to promote regular school attendance.

#### **NON ATTENDANCE**

- Teachers record attendance twice per day within 20 minutes of the start of the session (8:30 am and 1:30pm) using the correct lesson attendance codes.
- Teachers and office staff enter any notifications received. Notifications for absences must come directly from the parent or a person who has daily care and control of the child. A medical certificate is required after 5 consecutive days of illness.
- Office staff will endeavour to contact a parent within the first day of an absence where no notification has been received.
- Where there has been no contact with the school either by phone, email or letter re the absence of a student, office staff will generate a Notification of Absence form from the Student Administration Management System (SAMS) and send home the letter with the child. It is a legal requirement that parents provide the school with a reason for that absence which is acceptable to the Principal.
- If marking on a paper roll, this information is to be added to SAMS prior to the commencement of the next school day.
- All correspondence (notes, emails, certificates and all other relevant documentation) with parents re non-attendance is filed in the Student Record Folder (SRF).
- Teachers should also make note of students who have frequent days off even if notified and in the first instance, make contact with parents to discuss the impact of the absences on learning (other than when the reason is a serious illness).
- N' code can be used for a maximum of up to two weeks at a time at the discretion of the principal, after which the use of this code must be approved in writing by the Regional Manager Attendance and Truancy.
- Senior staff will follow up with concerns with attendance where the problem is ongoing.
- After 10 consecutive days of unexplained absences or a significant pattern of absenteeism the Principal / delegate will contact the Regional Attendance and Truancy Officer who will organise a meeting with the parents to develop a student attendance plan.
- Students who are chronic non-attendeers must be carefully monitored and each absence followed up and reported to the Leadership Team. Under mandatory reporting guidelines the student should be reported to the Department of Children and Families.
- After 20 consecutive school days of un-notified absence and no notification of transfer to another school, a student is transferred to the passive form in SAMS.
- Reasons for non-attendance should be entered into SAMS and initialled.

#### **LATENESS**

- Students who arrive after the bell need to enter the school via the office where they will collect a late note to give to the class teacher.
- Office staff will enter the late code and arrival time into SAMS.

- Where students are regularly late teachers should contact the parents. Senior staff should be informed to follow up if the lateness continues.

## **OTHER**

- Principals are responsible for ensuring that all staff, current and new, are trained in the use of the Lesson Attendance Codes and Descriptions and act in accordance with departmental policy and guidelines.
- School office staff must generate the unmarked registers report on a weekly basis to identify students categorised as 'not yet marked'.
- A parent or person in the care and control of a child can request their child's attendance data from a school. This data can be released only to a parent identified in SAMS as one of the primary caregivers.

## **EVALUATION**

### Enrolment and attendance data from SAMS

This policy is in line with current NT Department of Education policies on student attendance and to be reviewed every 2 years.  
Date Ratified by School Board: 20 September, 2016  
Review Date: September 2018

## Appendix B

### **Student Uniform and Dress Code Policy**

The wearing of a school uniform by students is a compulsory requirement of the NT Department of Education (DoE). The Durack School Uniform and Dress Code Policy has been established after consultation with all stakeholders, and has been formulated to meet the needs of students, their families and the school, in line with the DoE 'Sun Safe Policy' and 'Uniform Dress Code'. The intention is to promote equity and self-respect. It contributes to the tone and high expectations of the school.

#### **UNIFORM REQUIREMENTS**

Uniform hats, shirts, shorts, skirts, dresses and jackets can be purchased at the school office. When buying items from local retailers please ensure that they meet the guidelines.

**Shirts:** Royal blue polo shirt, with embroidered Durack School logo and collar detail.

Dedicated Year 6 shirts may be worn by Year 6 students. They are not to be worn for excursions, special assemblies, official presentations (awards, ANZAC DAY), school photographs and occasions when students are representing Durack School (Year 6 parents will be notified when these are available).

**Shorts** Plain black, in a loose-fitting style, without pictures, patterns or edgings and the length at least  $\frac{3}{4}$  way down the thigh.

**Skirts / Skorts** Plain black, without pictures, patterns or edgings and the length at least  $\frac{3}{4}$  way down the thigh.

**Dresses** School tartan. Length at least  $\frac{3}{4}$  way down the thigh.

**Long Pants** Plain black, in a loose-fitting style, without pictures, patterns or edgings. No denim. If leggings are to be worn, care must be given to the length of the shirt – at least to thigh length.

**Jacket or Jumper** Blue or black.

**Hats** Durack School's bucket hat. Palmerston and Rural Region (PARR) representation hats may be worn (except on excursions).

**Socks** Preferably black, blue or white.

**Shoes** Enclosed footwear appropriate for educational activities e.g.: runners or leather 'school shoes'. Thongs, high heels, crocs or similar are not to be worn.

**Hair Accessories** Plain hair ties, scrunchies, headbands or scarves are to be blue, white or black.

#### **Jewellery**

The only items of jewellery permitted to be worn at school are:

- medic alert bracelet
- simple watch
- studs or small hooped earrings only
- no other visible jewellery

#### **Grooming**

Hair below shoulder length should be tied back with appropriate hair accessories.

Makeup and nail polish are not permitted at school.

#### **PARENT RESPONSIBILITIES**

Wearing of the school uniform is compulsory. When uniform guidelines are not met parents will be contacted or provided with a uniform notice.

It is expected that parents will support the Durack Student Uniform and Dress Code Policy.

This policy will be reviewed every three years by representatives of the parent and staff.

Date Ratified by Durack School Board: 20 September, 2016

Review date: September, 2019

## Appendix C

### **Sun Smart Policy**

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of developing skin cancer. Australia has the highest rate of skin cancer in the world.

This policy is to be followed all year round in the Territory as the UV index is always high and very high during the peak UV periods (10:00am to 3:00pm).

Staff will act as role models in line with the Sun Smart program, role modelling requirements and WH&S standards. School staff members are required to adopt protective measures as put in place by this policy and the Work Health & Safety policies of the NT Department of Education (DoE).

#### **AIM**

Durack School's Sun Smart Policy has been developed to ensure that all children and staff are protected from damaging levels of ultraviolet radiation from the sun.

#### **GOALS OF THE SUN SMART POLICY**

- Maintain a safe environment for students and staff in the school.
- Assist students to become responsible for their own sun protection.
- Increase student and community awareness about skin cancer and sun protection.
- Encourage the school community to use a combination of sun protection measures all year round.
- Ensure that families and new staff are informed of the school's Sun Smart Policy.

#### **SUN PROTECTION STRATEGIES**

All students and staff use a combination of sun protection measures throughout the day to ensure they are well protected.

Where possible, outdoor activities or events should take place before 10:00am or after 3:00pm, or indoor shaded/venues considered.

#### **Shade**

The school management ensures there is a sufficient number of shade structures and trees providing shade in the school grounds. In consultation with the School Board, shade provision is considered in plans for future buildings and grounds.

The availability of shade is considered when planning excursions and outdoor activities.

Students are encouraged to use available areas of shade when outside.

In accordance with School Uniform Policy, students who do not have appropriate hats or outdoor clothing are to sit under the veranda outside their classroom or in the library during lunch time.

#### **Break Periods**

Lunchtime is in the hottest time of the day and is thus restricted to no longer than 25 minutes of outside play. Students are encouraged to use the library and shade areas are available during this time.

#### **Clothing**

Sun protective clothing is included in our School Uniform Policy. School clothing is made of close weave fabric and includes shirts with collars and sleeves, and longer style dresses and shorts

The wearing of Rash Shirts or T-shirts is required for outdoor water activities in full sun. Rash Shirts or T-shirts are encouraged for outdoor water activities in shaded areas (preschool water play)

#### **Hats**

Students are also required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats whenever they are outside.

## **Sunglasses**

Students and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible

## **Sunscreen**

The use of SPF 30+ broad spectrum, water resistant sunscreen is encouraged. When on camps and long periods outside students are required to reapply sunscreen every two hours. Parents are required to read and sign the Sun Safety Consent form (Attachment A) on enrolment.

## **Hydration**

Students are encouraged to bring their own water bottle to school each day.

Water bubblers are readily available throughout the school.

Students have a 5 minute reminder at the end of recess/lunch break to drink and go to the toilet before class commences.

## **Role Modelling**

Staff will act as role models in line with the Sun Smart program role modelling requirements and WH&S standards. Staff members are required to adopt all protective measures put in place by their employer as part of employee WH&S responsibilities.

Staff act as role models by:

- ✓ wearing sun protective clothing, hats (that cover the head, face, ears and neck) and sunglasses outside
- ✓ applying SPF 30+ broad spectrum, water resistant sunscreen
- ✓ seeking shade whenever possible

Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses and sunscreen) when participating in and attending outdoor school activities.

## **Sharing Information about Sun Protection**

The children learn about skin and ways to protect their skin from the sun as a part of the Health and Physical Education Curriculum.

Staff and families are provided with information on sun protection through newsletters and on enrolment.

### **When enrolling their child families are:**

Informed of the school sun protection policy

Informed of the compulsory school uniform and hat policy

Encouraged to apply sunscreen to their children before coming to school

Encouraged to practice sun smart behaviours themselves when at the school

Required to complete the Sun Smart Consent Form.

## **SCHOOL PROCESSES**

Sun Safety Consent Form (Attachment A) is included in the enrolment pack

Sunscreen allergies are recorded in Medical Notes on SAMS

## **REFERENCES**

Cancer Council NT 2013 <http://www.sunsmart.com.au/>

Safe Work Australia: Guidance note for the protection of workers from the ultraviolet radiation in sunlight.  
<http://www.safeworkaustralia.gov.au/NR/rdonlyres/7D35C520-466D-478E-B639-12DF4E7D7151/0/UVGuidancenote.pdf>

This policy to be reviewed every two years.  
Ratified by Durack School Board: 20 September 2016  
Review date: September 2018

## Appendix D

### **Food Allergy Awareness Policy**

#### ***The School's Responsibility***

- Be knowledgeable about and follow applicable NT Department of Education and Department of Health Policies and Procedures.
- Review the health records submitted by parents and the student's doctor.
- Identify a core team to work with parents and the students (age appropriate) to design and implement the prevention plan. The core team to include the class teacher and staff designated to administer medications.
- Changes to the prevention plan to promote food allergy management should be made with input from core team members.
- Ensure that school personnel designated to administer medications, including the use of an EpiPen, are properly trained in recognising and responding to a child having an allergic reaction.
- Ensure that medications are appropriately stored and an emergency kit is available. Medications kept in an easily accessible secure, but not locked, location central to designated school personnel.
- Ensure that all staff members who interact with the student understand the food allergy, can recognise symptoms and know what to do in an emergency.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Teach classmates of children with food allergies about food allergies and prevention strategies i.e. not sharing food.
- Review prevention plan with parents and response of staff members with the core team after a reaction has occurred.
- Include food allergic student in school activities. Students should not be excluded from school activities solely based on their food allergy. Discuss excursions, camps etc. with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- 

#### ***The Family's Responsibility***

- Notify the school of the child's allergies.
- Provide up to date emergency contact information.
- Provide written medical documentation, instructions and medications as directed by a physician (qualified allergist or other doctor with specialist knowledge in food allergy), using the appropriate Australian Society of Clinical Immunology Allergy Food Allergy Action Plans. Include a photo of the child on written form.
- Work with the school core team to implement a food allergy action plan and a plan that accommodates the child's needs throughout the school day as well as during school excursions.
- Provide properly labelled medications and replace medications after use or before expiration.
- Educate the child in the self –management of their food allergy including:
  - safe and unsafe foods
  - strategies for avoiding ingestion of unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy related problem
  - how to read food labels (age appropriate)
- Review the prevention plan with the school staff after a reaction has occurred.

#### ***The Student's Responsibility***

- Should not trade food with others and should only eat food organised by the parent.
- Should not eat anything with unknown ingredients or known to contain the food(s) they are meant to avoid.
- Should be encouraged to be assertive (based on their developmental level) about the food(s) they are avoiding by informing peers, teachers and friends.
- Students should report circumstances where they felt unsafe with regard to their food allergy or report bullying or threatening behaviour within the school to their teacher and parents.
- Should notify an adult immediately if they feel the symptoms of an allergic reaction or if they eat something they believe may contain the food(s) to which they are allergic.

This policy will be reviewed annually.

This policy was ratified by Durack School Council 2/4/2012

## **Appendix E**

### **Wet Weather Policy**

During the wet season we are subject to severe storms which can be hazardous. To ensure the safety of the students during wet weather, the following procedures will be operational.

#### **RECESS AND LUNCH TIME**

A wet weather day will be declared when:

- It appears a severe storm is imminent
- There is steady rain and children would be unable to stay dry outside

An announcement will be made over the PA and students are to remain in their classrooms and play games, watch DVDs, draw etc.

Teachers 'buddy up' to supervise each other's classes so that they can get a drink/food/toilet break. NCT teachers will assist in each block as rostered at the beginning of each year. Students should not operate any electrical items during and electrical storm e.g. computers.

Students are permitted to go to the toilets but they are discouraged from getting wet. Those students who have wet clothing will be sent to the office and a parent will be contacted to bring dry clothes.

#### **BEFORE SCHOOL**

The library will be opened for children to seek shelter and/or teachers will be asked to open rooms before the first bell.

#### **AFTER SCHOOL**

If there is a lightening or severe storm, students will remain in their classrooms until collected by their parents or until the storm passes.

If there is heavy rain, students who get picked up at the front of the school will wait in the shelter of the verandahs until their parent arrives at the drop off zone. Two staff members will be on duty at the front of the school to supervise and ensure the safety of the students going to the cars.

Bus students are to wait on the verandah until the bus is near the crosswalk, then they will be escorted to the bus stop by a teacher.

Students who are riding or walking will remain at school until it is considered safe for them to leave i.e.: the rain has lessened and there is no thunder and lightning.

Bikes can be left at school and locked in the school bike racks.

**NB: Phones are not to be used during electrical storms**

#### **COMMUNICATION WITH PARENTS**

This policy will be communicated to parents through the school newsletter at the beginning of Terms 1 and 4 (Wet Season).

This policy to be reviewed every 2 years.

Date Ratified by Durack School Board: 20 September, 2016

Review Date: September 2018

Appendix F

**DURACK SCHOOL DUTY PLAYGROUND AREAS**

