

MOIL PRIMARY SCHOOL

PARENT HANDBOOK

2011

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MOIL NT 0810

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or

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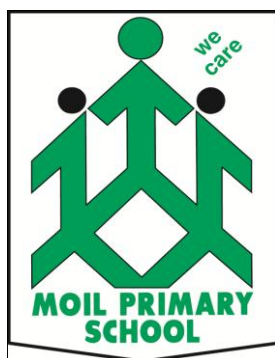
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Dear Parent/Guardians,

Welcome to the Moil School Community. On behalf of the staff, I wish your family a happy and positive association with Moil School.

At Moil School we strive to embrace the school's motto of "WE CARE" into our everyday dealings with one another. This underpins the basis for a happy, safe and productive environment in which to grow academically, socially and emotionally.

The Leadership Team at Moil School includes the following Executive Staff members:

- Mrs Pam Erfurt, Principal
- Mr Ian Butler, Assistant Principal
- Miss Mary Ryng, Primary Senior Teacher
- Mrs Sue Rae, Early Childhood Senior Teacher
- Mrs Jenny Rigg, Teacher of Exemplary Practice Level 3 and Coordinator of the Gifted Programs.

All members of staff take on leadership roles in a range of curriculum and organisational areas from time to time to optimise the many talents within our teaching, administrative and support staff members.

We understand the need for clear communication between school and home in order to achieve the best possible outcomes for each child. Class Teachers and Executive Staff are available for discussions with parents/guardians who wish to share information, concerns or good news. Please make an appointment time to meet with the appropriate staff member.

We value the knowledge parents/guardians have of their children and the support they give to the school. For the remainder of this book the word "parent" will be used to respectfully cover the adult/s responsible for the primary care of the child, be they the actual parent/s of the child or the guardian/s.

Thank you for choosing Moil School, we look forward to working with your family to provide the best possible education for your children.

Regards

Pam Erfurt

Pam Erfurt
PRINCIPAL

PART 1: HISTORY AND ETHOS

MOTTO

The school motto is '*We Care*'. This shared ideal is the foundation of all that our school strives to achieve.

VISION

For Moil School and the community to work together to develop students who are respectful and educated people prepared for the future.

MISSION STATEMENT

Our mission is to provide quality education within a friendly and nurturing environment in order that children will be respectful of themselves and others. We aim to build tolerance, understanding and appreciation of the different values and cultural diversity within our society. Moil School strives to give children the necessary skills to approach the future with optimism, integrity and wisdom.

OUR VALUES

In 2006 the Moil School Community agreed on the following values for Moil School:

- Understanding, Tolerance and Inclusion
- Responsibility
- Care and Compassion
- Doing Your Best
- Respect

These values are an integral part of everyday operations at Moil School.

SCHOOL PROFILE

Moil is named after the Aboriginal tribe 'MARINGAR', who lived around the middle waters and swamp lands of the Moyle River and its tributaries in the lower Daly River/Port Keats area. The name 'MOIL', although not a valid tribal name, means 'plain' or 'plain country' in their language.

Moil Primary School, and its attached Pre-School, opened in 1972 and have been in operation since that time except for a short period after Cyclone Tracey. The school has traditional, separate classrooms and a single demountable building. Extensive renovations and additions have been carried out in recent years and the school is now provided with wet areas in the Early Childhood and Primary sections, extended library and office areas, disabled access and upgraded ablution facilities. The school is set in large, attractive grounds which are being developed and landscaped on an ongoing basis.

CURRENT ENROLMENT

The school population is approximately 320 students, including students in the Pre School, the mainstream Early Childhood and Primary section and also students in the Intensive English Unit. A large number of students are from outside the suburb of Moil. The student population reflects the cosmopolitan, multicultural nature of Darwin and we take pride in the understanding, tolerance and inclusion evident throughout the school community.

HISTORY DISPLAY

A collection of photographs showing the development of the school from before its opening in 1972 until the present day is on display in the foyer outside the library.

MOIL PRIMARY SCHOOL SYMBOLS

Emblem

The emblem was designed by a former parent of the school and lecturer in Fine Arts at the NT University, *Mr Dennis Schapell*. The emblem represents the interdependence and the need for care between children and adults. The emblem incorporates the school's motto of *We Care* and the school colours.

School Colours

Our school colours are green, white and black. They were formally adopted as our official colours at the same time as the emblem and motto.

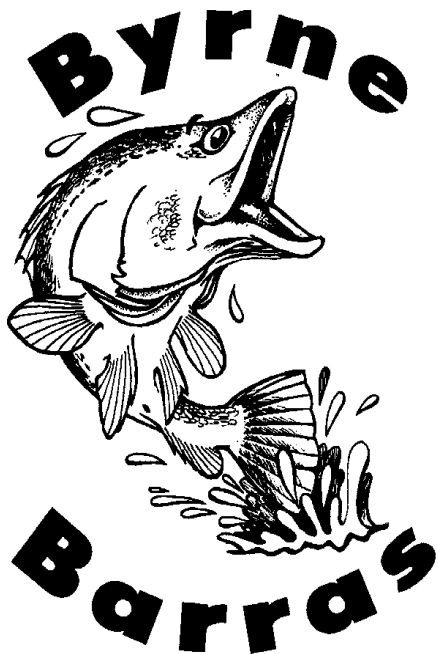
Remembrance Garden

A garden has been established in memory of several of our students who have lost their lives through illness or accident whilst enrolled at Moil School. The memory of each student is commemorated by a plaque. The garden is located close to the Administration/Library wing on the Moil Crescent side of the school. We know that all members of the school community will respect this special place.

HOUSE TEAMS

There are four house teams, named after parks in the Moil area, with a Northern Territory animal as their mascot. Each team has a main colour with a tone (white) or shade (black) as a highlight.

Shirts in the team colours with the team name and mascot are available for sale at school. Students are encouraged to purchase a House Team shirt and to wear the corresponding colour shorts / skirt. Students are welcome to wear their shirts each Wednesday and on other occasions such as Sports Day. Students are placed into house teams on enrolment. Family members are kept together and every effort is made not to change the student's house during their enrolment at Moil.



Byrne Park was named after the Byrne family, in particular William Joseph Byrne who took up a small block (Byrneside) Burnside near Brocks Creek when the rail was under construction and started a local butchering business. In partnership with Kilfoyle he leased the Daly River Mission block after its abandonment in 1890 and later in 1927 took up the nucleus of Tipperary Station. His sons continued pastoral activities up to and through the war period. The street and park name also commemorate Elizabeth Anne Byrne, deceased; Harold James Byrne, deceased; Leo John Byrne who died in more recent times in Darwin; and Montie Byrne who was killed in the First World War.

The Byrne Barras have a Barramundi as their mascot with **blue and white** as their team colours.

Wilson Park is named after N.C. Wilson who was a carpenter with the Public Works Department in Darwin before he enlisted. His name appears on the Monument erected to commemorate those who died in the 1914 -1919 war.

The Wilson Wallabies have a Wallaby as their mascot with **red and white** as their team colours.



Greenwood Park is named after Sid Greenwood who was a barber in Darwin before he enlisted during World War I. Mr Stan Brown helped pay Mr Greenwood's passage to Brisbane so that he could enlist. All the men from the Territory had to pay their own fare to one of the southern cities to enlist.

The Greenwood Greenants have a Greenant as their mascot with **lime green and black** as their team colours. Lime green was chosen to distinguish the team colours from the school colours.



Linde Park is named after John Alfred Robert Linde, a miner who came from Queensland. He was 28 years old when he enlisted on the 6th of June 1916 and was killed in action in Belgium on the 15th of October, 1917.

The Linde Lorikeets have a Lorikeet as their mascot with **yellow and black** as their team colours.

PART 2: SCHOOL INFORMATION

ENROLMENT MOIL PRE SCHOOL

Children who turn 4 years of age by the 30th June are entitled to start Preschool at the beginning of the school year. Children who turn 4 after this date can begin Preschool on their birthday (subject to vacancies). Currently we offer the choice of morning group, afternoon group or two full days on either Monday and Tuesday or Wednesday and Thursday. There is a Preschool Handbook available with further detail and in addition Mrs Lea Wharam, the teacher in charge at the Preschool, can assist you with further enquiries.

Pre school hours

Monday to Thursday	Morning Session	8.10 - 11.00 am
Monday to Thursday	Afternoon Session	12.00 - 2.45 pm
Full-time	Mon/Tues OR Wed/Thurs	8:10 - 2:45pm
Friday	Morning Session only	8.10 - 11.15 am

Attendance at the Friday morning session will be as follows:

Each of the four groups (above) will attend the Friday session for the two non consecutive terms i.e. either for Terms 1 & 3 or Terms 2 & 4. This cannot be determined until the start of the school year when the number of children in each group is finalised. Parents will be notified as soon as possible.

EARLY CHILDHOOD AND PRIMARY

We offer Transition to Year 6 for students at Moil School.

Transition

As Moil School follows the Age of Entry program, students who turn 5 years old by 30th June begin Transition at the commencement of the school year. Those who turn five after this date cannot commence until the beginning of the next school year.

Early Childhood and Primary hours

8.10 am	Morning session commences	(music from 8.05 am)
8.10 to 10.15 am	Morning session	
10.15 to 10.45 am	Morning recess	(music from 10.40 am)
10.35 to 12.15 pm	Mid-morning session	
12.15 to 12.30 pm	Supervised lunch eating	
12.30 to 1.00 pm	Lunch break	(music from 12.55 pm)
1.00 to 2.45 pm	Afternoon session	

Music is played for 5 minutes prior to each bell as a signal that it is time to stop play, go to the toilet if necessary, wash hands and line up.

Students must not be left in the school grounds before 7.45 a.m. (unless attending the Breakfast program) or after 3:05p.m (unless attending Moil Outside School Hours Care). Official Yard Duty commences at 8:00a.m. each morning. Yard Duty ceases at 3:00p.m. each afternoon. If you are running late to pick your child up, please phone the school to avoid distress for your child.

PROGRAMS OFFERED

The school meets the many needs of students through carefully planned class programs. In addition we offer:

- A Special Education program.
- A Gifted class for early childhood and primary students.
- Gifted students also catered for in the mainstream classes.

- An Intensive English Unit (for newly arrived students whose first language is not English).
- An ongoing ESL (English as a second language) support program for students in the mainstream.
- L.O.T.E: A German language program for all students in Transition to Year 6.
- A Music program for all students in Transition to Year 6.
- Weekly library lessons.
- Health/P.E. lessons for T to 6.
- A strong emphasis on Values Education throughout the school.
- A Homework Centre for Indigenous students called Birraba currently operates. The school has a full time Aboriginal and Islander Education Worker.
- An Outside School Hours Care Program providing after school care and vacation care.

CURRICULUM

We use the Northern Territory Curriculum Framework (NTCF) as approved by the Department of Education and Training (DET). The NTCF is based on outcome-focused learning which accepts that learning progresses along a developmental continuum. It covers the eight nationally agreed Learning Areas of:

- English (Doorway into Practical Literacy - DIPL is the spelling, grammar and punctuation program used across the school.)
- Mathematics
- Studies of Society and Environment
- Languages
- Technology and Design
- Science
- Health and Physical Education
- The Arts

EsseNTial Learnings are an important component of the NTCF

EsseNTial Learnings lay the foundation for 'connected life-long learning,' and are essential in preparing students for complex future life roles. These learning outcomes include capabilities, understandings and dispositions that students develop across their schooling years. The Essential Learnings are organised into four domains:

- Inner Learner: "Who am I and where am I going?"
- Creative Learner: "What is possible?"
- Collaborative Learner: "How do I connect with and relate to others?"
- Constructive Learner: "How can I make a useful difference?"

EsseNTial Learnings are not additional optional curriculum extras- they are central to all teaching and learning programs and are a strong focus within our values program.

HOMEWORK

It is expected that all students will do some homework each week. In early childhood, homework will consist of reading or sharing stories with parents and a DIPL work exercise for Years 1 to 6. Classroom teachers will provide both parents and students with their expectations about homework according to year levels. A healthy balance between school and home life is encouraged as quality family time is invaluable.

COMPUTER TECHNOLOGY

Students are encouraged to use computer technology across a range of curriculum areas. Skills are taught in classrooms and in the computer laboratory.

Use of the Internet is conditional upon the signing by parents and students of a Network Agreement (incorporating guidelines on acceptable internet use).

LIBRARY

The library is open each school day. Students are encouraged to borrow books **at least** once a week, with weekly borrowing times being allocated to each class. The library is also open for most lunch times, when students may visit to change their books, read, play quiet games, or engage in private study.

All children are encouraged to use a library bag - either made from cloth or plastic for protection and easy location of library books. Borrowing limits are as follows:

Transition, Years 1, 2, and 3:	2 items
Years 4 and 5:	3 items
Years 6 and 7:	4 items

The library welcomes parents as borrowers and encourages reading amongst staff and students.

MUSIC

A comprehensive Music program is offered to students at Moil School. It encompasses a wide range of activities involving notation, singing, instruments and movement. Moil School won the Flame Award for the Northern Territory in 2005 for leadership in music education.

LANGUAGES OTHER THAN ENGLISH

Moil School offers German classes to students. Cultural, spoken and written activities are included in this program. Many accolades have been awarded for items at Eisteddfod and in Language Competitions.

INTENSIVE ENGLISH UNIT

In Semester 2, 2008 Moil School established an Intensive English Unit (I.E.U.). The I.E.U. caters for newly arrived students for whom English is a second language. Students are drawn from Darwin and Palmerston regions and are bussed to and from either the Moil School I.E.U. or the Anula School I. E. U.

The aim of the unit is to provide students with the necessary support to teach them to speak, read, write and learn using Standard Australian English (S.A.E.). Once students gain proficiency in S.A.E. they can then be transferred to their local school to continue their studies in a mainstream class.

ENGLISH AS A SECOND LANGUAGE

Moil School currently has a 0.5 allocation for an ESL teacher. The role of the ESL teacher is to provide on-going literacy support to mainstream students for whom English is a second language. The ESL teacher monitors and assists the students to ensure that they maintain proficiency of written and spoken English.

GIFTED STUDENTS

Gifted students are catered for in a special class and through extension in mainstream classes.

Gifted Class

We offer a class that specifically caters for gifted students (the year levels within this class may change according to the needs of students from year to year).

Entry into this class is subject to an assessment by a registered psychologist. Please refer to additional brochure in this information pack for further details.

Gifted students in mainstream classes

Sometimes parents elect to have their child, assessed as gifted, working in a mainstream class. The vast majority of teachers at Moil School have taken part in several professional development sessions aimed at catering for gifted students. We try to ensure that at least two, but preferably a cluster of gifted students, are placed in the appropriate mainstream class whenever possible.

The coordinator of Gifted Programs is Mrs Jenny Rigg.

ADDITIONAL EXTENSION PROGRAMS

Within existing staff resources, the school offers curriculum extension in addition to classroom programs.

MUSIC AND GERMAN

Extension is currently available in the areas of Music and German. Students may participate in school choirs according to the offerings at various year levels.

SPORTS

Additional sporting activities are provided dependent upon the availability of staff and parent volunteers as organisers and coaches. We also invite development officers into the school to run skills clinics in various sports as appropriate.

COMPETITIONS

Students regularly participate in International Science, English, Computer Skills and Maths competitions. In addition, Moil students participate in the North Australian Eisteddfod Competitions, the BEAT and other external events on a regular basis.

ART CLASSES

Extension Art classes are offered to interested students on a "user pays" basis; these classes are conducted by a talented local artist.

SPECIAL EDUCATION

Our Special Education Teacher and our Special Education Assistant work alongside teachers to support students with special needs. We aim for an inclusive approach whenever possible and only withdraw students from class when deemed necessary. (e.g. a specific program as recommended by a speech therapist)

STUDENT SERVICES

Student Services are coordinated by our Special Education Teacher, Mrs Deanna Francis and the Principal. However your first point of contact will be the Class Teacher or Senior Teacher of Primary or Early Childhood.

The school is able to access a range of specialist services and personnel when students, teachers or families are in need of advice or support. These include the services of a school

Guidance Officer (assessment in intellectual, social and emotional areas etc) and support personnel in physiotherapy, occupational therapy, speech, hearing and vision, special education, behaviour management and gifted education.

Referrals for specialised services are made through the submission of a referral form from the school which must be endorsed by the parent/guardian of the student. Parents/guardians may also initiate referrals but nonetheless an Intervention First Plan must first be developed with the School Team to plan and apply strategies that may assist in overcoming the area of need. The Special Needs Consultant from the Student Services Division is also involved in this process.

Parents/guardians are involved in follow up discussions and plans as the referral and assessment actions progress. **There is a very high demand in our system for such services and there may be some delay once a referral has been submitted.**

ASSESSMENT AND REPORTING

The development of each student is closely monitored by teachers throughout the year. The school uses observation, checklists, anecdotal records, portfolios, conferencing and consultation with students, peer assessment, student self evaluation and, on occasions, formal assessment instruments such as standardised tests to monitor and record student development.

The school participates in the annual National Assessment Program endorsed by the Department of Education and Training. Nation wide assessments are conducted during a specified period during May in Mathematics and English, for students at Year 3 and 5. A report summarising our school's overall performance is presented to the School Council each year.

Reports on student development are made to parents on four occasions each year. Parent/Teacher/Student led conferences are conducted in Terms 1 and 3, and formal detailed written assessments are provided to parents at the end of Terms 2 and 4. A Portfolio of student work is prepared and sent home twice a year.

The school strongly endorses the view that parents and teachers are the co-educators of children and that they should interact and mutually support each other. Regular contact between home and school is vital to this process. Please maintain this contact with your child's teacher and do not hesitate to approach the teacher if you see difficulties developing. It is uplifting to hear good news, so please let your child's teacher know of positive developments also.

BIRRABA HOMEWORK CENTRE

Birraba is a Larrakeyah word meaning 'Butterfly' and has been given to Moil Primary School by Topsy Secretary and Wally Fejo (two Larrakeyah elders) to use to identify the school's Homework Centre.

Birraba aims to give Indigenous students access to a homework facility where tutors and supervisors are available to support students with meeting homework responsibilities.

Birraba will be open from 2:45pm to 4.00pm and the Birraba Coordinator, Mrs Shirley Russell, will keep you informed as to when this program commences each year and on which days it will operate.

PARENT PARTICIPATION AND COMMUNITY INVOLVEMENT

The school warmly welcomes parent participation and community involvement in the classroom, on excursions, on School Council and on various sub-committees of the School Council.

Please approach your child's teacher, the front office staff, Principal, Assistant Principal or a member of School Council to discuss how you would like to assist.

SCHOOL COUNCIL

School Council meetings are held on the third Tuesday evening of each month. Observers and members are very welcome. Our School Council plays a vital role in shaping and endorsing policies, in fundraising and by assisting the school with the development of the Accountability and Performance Improvement Framework (APIF) which encompasses several areas which involve planning for continued improvements across the school. The more people we have assisting, the more we can achieve.

The Annual General Meeting is held prior to 15 March each year and **all** members of the Moil Primary School community are welcome. A copy of the School Council constitution is available upon request.

The Annual General Meeting of the School Council will be held on Wednesday 16th February 2011 at 6:30pm in the School Library, please don't shy away as we need as many parents as possible to attend so that we have a quorum to facilitate the progression of the meeting. If you would like to be elected to a position on School Council please say so and accept a nomination but if you don't want to be elected to a position then you have every right to decline a nomination put forward.

It is always great to have new faces and fresh ideas so please come to our meetings.

SCHOOL ASSEMBLIES

School assemblies are held each Friday in the large, undercover area near the Canteen. Parents and friends are most welcome to attend. Assemblies commence at 8:30am and run for approximately 30 to 40 minutes.

VISITOR'S BOOK

It is an Occupational Health and Safety requirement that **all** people visiting the school (parents, volunteers, contractors, specialist personnel) sign in and out via the Visitor's Book at the Front Office. This is to ensure that in the event of an Emergency Evacuation all persons can be accounted for. We seek your cooperation in this matter. Visitor badges are also available.

INDIGENOUS PARENT SUPPORT

Indigenous Student Support and Parent meetings are advertised in the newsletter and parents are welcome to come along. It is great to have your input when planning future programs and we value your knowledge and expertise. Please join us whenever you can to give your input to ensure that your children are getting the very best from our programs.

STUDENT REPRESENTATIVE COUNCIL

The SRC comprises representatives elected from Year 4 and above. The SRC meets regularly and is coordinated by a teacher. The SRC develops leadership potential within our student body. Students raise issues on behalf of their peers, assist with assemblies, major events and decision making. They are available to talk to other students if there are concerns. The SRC contributes to fundraising for the school and humanitarian causes.

HOUSE CAPTAINS

House Captains to represent each of the Sports Houses are elected from Year 6. The students take on leadership roles throughout the year and are heavily involved in the organisation and operation of the Annual Sports Day.

2011 BOOK PACK

The 2011 Book Pack for each child enrolled from Transition to Year 6 includes consumable materials (stationery) required for the year (with the exception of a pencil case), levies for I.T. (including subscription to online computer programs), and also covers two performances by outside artists (one of which is Musica Viva).

Book Pack 2011 for Transition to Year 6 will be as follows:

- Start in Term 1 or Term 2 \$100
- Start in Term 3 or Term 4 \$ 60

Government incentive

A \$75 Back to School Payment is available for each student from Preschool to Year 6 during Term 1, 2011.

The \$75 Back to School Payment can be used towards the 2011 Book Pack, Preschool Term Resources (\$60 per term) or towards the cost of school uniforms (your choice). The \$75 Back to School Payment can be used at school from mid January 2011. **The total value of the voucher must be used by 1st April. Only Preschool students who enrol in Terms 2 or 3 will be entitled to the scheme after Term 1.**

NEWSLETTER

The school's newsletter, the *Moil Mirror*, is issued on Thursday each week. The newsletter contains information and news important to the operations of the school, together with celebrations of our successes and community news. If you are not receiving your family copy on a regular basis, please contact the school office. If your child has succeeded in sport, gymnastics, music, or other areas of interest outside of school, please let the Principal know so that recognition can be given in the newsletter.

The school is prepared to carry advertisements in the newsletter. Community Service and Sporting advertisements are placed free of charge while commercial advertisements attract a small charge.

OUTSIDE SCHOOL HOURS CARE PROGRAM

After school care is available each day from 2:45pm to 5:50pm at Moil School. Vacation Care is available during school holidays. Both programs are coordinated by the Director, Mrs Yvonne Lambert. For enrolment enquiries, including availability and fee structure, please call Yvonne on 0437 716 920.

PART 3: EXPECTATIONS

BEHAVIOUR

Our school motto is “**We Care**” and our school values are reflected in our daily operation of the school. We value good behaviour and courtesy. We have very high expectations of student effort, achievement and attitude at all times.

Recognition is provided in a variety of ways including praise, thanks, merit awards, house points and classroom incentives.

Please see the Moil School Wellbeing and Behaviour Policy Management Plan which also incorporates our School Rules, School Values document and our Policy on Bullying.

UNIFORM POLICY

In line with Department of Education and Training policy, all students from Transition to Year 6 are required to wear school uniform at all times. A brief transition time for new students to wear out their old uniforms is acceptable when transferring from another school.

House colour uniforms may be worn on Wednesdays or days of significance to House activities, such as elections or sports days.

The School Council stands by the motto of ‘We Care’ and gives every support to families in meeting the dress standards by maintaining a second hand uniform pool at the front office. Please contact the Principal or Manager Administration if purchasing of uniforms poses financial difficulties so that we can work out a suitable arrangement.

UNIFORMS

Boys	school t-shirt, black shorts or pants.
Girls	school t-shirt, black shorts/skorts or pants.
Shoes	shoes must be worn every day school shoes, joggers or flat sandals with a back strap bare feet/thongs are prohibited for safety reasons
Hats/caps	school bucket hat, cap with neck flaps or wide-brimmed hat of own choice is to be worn to and from school, during school breaks and sports lessons and whenever students are in outside areas where there is no roof overhead. (Please let the Principal know if this contravenes medical/religious advice).
Windcheaters:	recommended for air-conditioned classrooms and in dry season months. If possible, please allow your child to leave an old windcheater/jacket for use as needed.

*****Please label all items of clothing, school bag, lunch box and drink bottle with your child’s name.**

MOBILE PHONE POLICY

If your child has a mobile phone to assist your family in dropping off and picking up arrangements, it will be necessary for your child to turn the mobile phone off once lessons begin and hand it over to the Front Office staff for safe keeping. The phone can then be collected at the end of the school day. Students are not to have phones in their desk, bags or in their immediate possession during the school day. If urgent contact needs to be made with/from family members this can be done via the Front Office phone and a message will be passed on.

Under no circumstances are students permitted to use their phones to take photos at school.

PART 4: STUDENT HEALTH

GENERAL

It is the responsibility of parents to provide the school with information about the health of students.

DISCLOSURE OF RELEVANT MEDICAL INFORMATION

In order to provide the best possible care to our students we **must** be kept informed with information on any **allergies or known medical conditions** affecting your child. Please ensure that you provide the relevant information on the enrolment form **or** send it to us via email or note if such problems become apparent after enrolment.

This enables staff to care for children promptly and appropriately.

Parents are requested to provide student immunisation information upon enrolment and as appropriate. If immunisation details are not provided, the school may be required to exclude students during outbreaks of some infectious diseases.

Please do not send sick or over tired children to school. The school has very limited facilities to cater for sick students and inevitably we have to contact parents so that students can be taken home.

Information about the length of time students should be kept home from school when they have infectious conditions is on display in the front office foyer.

MEDICATION

In the case of headaches, earaches etc. the school will NOT administer medication such as Panadol without consent from a parent.

Where it is necessary for students to be given medication during the school day, parents must request this in writing. It is extremely important for the the class teacher and the school office staff to be advised so that the medication may be stored and administered in safety from the school office. It is important that the school be kept informed where a student is an asthma sufferer and is administering their own asthma medication. Teachers are not permitted to administer medication to students.

Medication must not be stored in children's bags or lunch boxes.

MEDICAL SERVICES

The Department of Health provides the school routine health screenings of students in Transition. The basic screening assesses vision, hearing, growth, development and coordination. If any problems are identified, parents are notified.

Consent forms are sent home if any health services are to be carried out at school.

DENTAL SERVICES

A dental service is provided free of charge by the NT Department of Health. Provisions have been made this year for our students to attend the Dental Clinic at Anula Primary School where a full range of assessment and treatment services are available. Please contact the Anula Dental Clinic to arrange appointments on 8945 3173. If this is not convenient to you, or in case of an emergency, parents may then contact the Darwin Dental Clinic on 8922 6475.

Children attending dental appointments must be accompanied by a parent or carer.

HEAD LICE

Unfortunately, head lice are common in schools. Head lice are tiny animals, smaller than fleas, which transfer easily from person to person in situations where people are in close contact. The

lice lay eggs which adhere to hair, particularly on the back of the neck and behind the ears. Movement of lice causes itchiness and scratching can cause scalp infections.

Some facts:

- Head lice infestation is not a health risk.
- The human head louse does not breed on animals, furniture, carpets, bedding etc.
- Clean people get head lice.
- Children are not the only ones who become infested. If one family member is affected, others in the family are likely to be affected too.
- There is no special season for head lice infestation.
- Hair does not have to be cut short to aid in the eradication.
- Weekly washing of the hair with ordinary shampoo does not prevent or cure the condition.

It is the responsibility of parents to detect and treat head lice in children. Where the school detects signs of head lice infestation, parents will be contacted and requested to take the appropriate action. There is no point in being angry with school staff when this occurs as we must work together to keep the situation under control. Head lice information is available from the front office.

The Principal has the authority to exclude students from school until head lice have been treated and removed from the hair.

NO HAT NO PLAY

At Moil Primary School 'no hat no play' is firmly enforced. Students are encouraged to protect themselves and to wear 30+ sun screen when doing activities in the sun. Students participating in programs which require longer than normal periods in the sun (eg sporting events and excursions to outdoor venues) are strongly encouraged to wear cover-up clothing.

Staff model good practice by wearing sensible clothing and hats in the sun.

Basically if there is no roof overhead then a hat must be worn. **Please advise the Principal if this is not possible due to religious or health reasons.**

PART 5: GENERAL

STUDENT INFORMATION AND EMERGENCY CONTACTS

Parents are asked to provide the school with appropriate information about the student and family at the time of enrolment. This information is kept on the computer system in the School Administration Management System (SAMS). **It is very important that parents keep the school informed of changes in contact and emergency information.** This can be done by email, a note sent with your child or by phone call. **It is very distressing for a sick or injured child if the school cannot make contact with a parent due to “out of date” phone numbers.**

AMBULANCE SUBSCRIPTION

The School Council funds a subscription to the St. John Ambulance service to cover all students. In the event of a medical emergency, every effort is made to contact parents and we use the St. John Service as appropriate. The school subscription scheme means that no charge is made to parents for the transportation of their child to hospital if the service needs to be used.

BIKE SECURITY AND SAFETY

Children riding bikes to school must supply their own chain and locking device, so that bikes can be secured to the bike racks. A steel cable is threaded through all bikes in the rack at 8.20 am and removed at 2.40 pm. This has prevented some thefts. However, while every effort is made to ensure the security of bikes, they are parked in the school grounds at the student's own risk.

Scooters must be left at the bicycle racks and be secured by a locking device or chain. Scooters and bikes must not be ridden in school grounds. Students must follow road rules and wear helmets as for bike use. **Scooters are not regarded as a safe means of transport to school.**

Please emphasise road safety rules for both walking and riding to and from school, with your children. The wearing of bicycle safety helmets is compulsory for children under the age of 17 years in the NT.

Skateboards, skates and rip-sticks are not permitted within the grounds of Moil School.

CANTEEN

Students may order lunch through the canteen which is run on a contract basis by Mrs Sue Lancaster. Students must provide a bag and place the lunch order in the classroom lunch box by 9.00 am. Any orders placed after this time will result in limited choices being available.

COLLECTING STUDENTS

Parking is available in the car park near the Pre School which is a short walk from the Primary section. We request you do not use the staff car park for picking up and dropping off children as this presents unnecessary danger to our students and staff. Parking is also available on the streets around the school.

Please ensure that crossing markings are observed for the safety of the children. Please do not park on the double lines as this jeopardises the safety of our students and is also illegal. We ask that students always use the crossings and that parents model this for their children.

Please note there is an official bus stop on Lanyon Terrace, adjacent to the bike racks. This bus stop is marked with a blue pole and is the designated area for the bus to drop off and pick up students travelling to and from the Intensive English Unit at Moil School. Please ensure that you do not park in this area.

DOGS

Dogs roaming the school grounds can be unpredictable when approached by large groups of excited children. Therefore we will always have dogs removed by the Darwin City Council if they cannot be tracked to their owner by a registration tag. Please help children by ensuring that the family dog does not follow them to school.

LOST PROPERTY

The school accumulates a large amount of lost property by the end of each term. **Lost property can be minimised by ensuring each article is labelled with your child's name and by reminding children that they are responsible for the care of their own property.** Parents and students are welcome to rummage through the accumulated lost property outside the Assistant Principal's office. Property not claimed by the end of each semester is donated to one of our local charities.

MONEY

Money brought to the school by students for a specific purpose must be placed in an envelope and handed to a teacher or the school office staff as soon as possible. Where students are displaying large amounts of money, usually in excess of \$20, the school will check with parents to ensure the student should have such an amount of money.

PERSONAL POSSESSIONS

We do not approve of the practice of students bringing expensive toys, jewellery, MP3 players (e.g. i-pods, Nanos, Nashis), hand-held computer games, expensive collector cards etc. to school as we cannot accept responsibility for any damage to, or loss of, these items. Please support us by insisting that such items remain at home.

STUDENT ABSENCES AND GOING HOME FOR LUNCH

Please send a note, an email or telephone the school if your child has been away. Please notify the school if you expect your child to be absent for more than two consecutive days so that our records can be updated accordingly. We will ask our Home Liaison Officer to make a home visit if we have not heard from parents after a reasonable period of time. Children are expected to attend school every day once they have reached six years of age.

Parents who want their children to go home for lunch are asked to supply the class teacher with a permission note. **Children will not be sent home to empty houses.** Students must return to the school prior to the warning music at the end of the lunch break.

SCHOOL SPORT

Within the school, sporting activities are undertaken as part of the Physical Education curriculum. Strong emphasis is placed on skill development, participation, fun and good sportsmanship. The school conducts an annual Sports Day at which all of these attributes are emphasised. We make extensive use of specialist development officers from various sporting organisations.

The school participates in inter-school sports activities as a member of the City Cluster Sport Zone, with regular competitions being held in a range of sports - athletics, swimming, various codes of football, gymnastics, netball, basketball etc. These competitions present an opportunity for students to gain selection in teams to participate in Darwin, Northern Territory and national exchanges. Part financial assistance is available from School Council for interstate sporting representation. Requests need to be put in writing and addressed to the School Council Chairperson.

We encourage students to represent their school in after hours sporting activities. Students could not participate in these activities without the support of parents as coaches and managers. Please watch the school newsletter for our pleas for help!

The school encourages students to participate in community sporting activities and many clubs advertise their activities through our newsletter and notice boards.

Students are welcome to share their participation by displaying their trophies/certificates at our weekly school assembly. Trophies/certificates brought in to the Principal by Wednesday will also be acknowledged in the school newsletter on the Thursday.

PART 6: ATTACHMENTS

- ❖ Cyclone Information
- ❖ National Anthem
- ❖ Map of School

CYCLONE INFORMATION

Please listen closely to local radio bulletins for cyclone information and details about school closures.

SCHOOL PROCEDURES IN THE EVENT OF A CYCLONE

Should a cyclone emergency be declared during school hours, and parents are requested to collect students, Moil Primary School will put the following procedures into effect:

1. All students will be placed under close supervision, i.e., normal school break supervision will be suspended and students supervised in classrooms until collected. Please collect children promptly as many teachers have their own children to collect too.
2. Students will only be released into the care of a parent or authorised responsible adult. **Students will not be sent home by themselves.**
3. Parents are asked not to remove their children from school without the knowledge of the supervising teacher. This ensures that students are released to the care of a responsible person.
4. Students not collected will be sheltered and cared for by the Principal. This may mean they are taken to Casuarina Senior College.

Special note: Moil Primary school is not a cyclone shelter - the nearest shelter is Casuarina Senior College

Your cooperation is requested - please retain this notice with your cyclone emergency information. Thank you.

NATIONAL ANTHEM



Advanced Australia Fair

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts,
Of beauty rich and rare;
In history's page, let every stage,
Advance Australia Fair.
In joyful strains then let us sing,
Advanced Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with heats and hands;
To make this Commonwealth of ours,
Renowned of all the lands;
For those who've come across the
seas,
We've boundless plains to share;
With courage let us all combine,
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.



MAP OF MOIL SCHOOL