



NAMBOUR
STATE COLLEGE

Junior Campus Handbook

*Be the **in** kind.*



Junior Campus 70 Coronation Avenue, Nambour QLD 4560 Phone: 5459 0333

Senior Campus 1 Carroll Street, Nambour QLD 4560 Phone: 5450 4111

info@namboursc.eq.edu.au <https://namboursc.eq.edu.au>  Nambour State College



Queensland
Government

LOCAL FOUNDATIONS; GLOBAL OPPORTUNITIES

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Welcome to Nambour State College

Dear Parents/Carers,

As Head of School - Junior Campus, it is my privilege to offer you a very warm welcome to our College community. I would like to thank you for choosing Nambour State College for your child's education, and for allowing us to be a part of their learning journey.

We are a great College, delivering high quality education with a sense of true school community spirit. We are confident that we can, with your support, provide the very best possible education for your child in a safe and supportive environment. This is embodied in our College vision: "To support students to excel in their chosen pathways nurturing independence, compassion, innovation and global citizenship".

At Nambour State College, we have built a reputation as a supportive, caring and inspiring community with excellent educational opportunities. This includes a stimulating curriculum, rich co-curricular opportunities and a caring culture that fosters in each child a love of life long learning.

This handbook has been developed to provide information about our curriculum, family involvement, opportunities and details of our daily organisation and procedures.

On behalf of the Nambour State College community, we look forward to working with you to support your child's primary school years at our College and setting them up for a bright future.



Emma-Jane Marshall
Head of School - Junior Campus

Important Information

Our Team

Head of School - Junior Campus: Mrs Emma-Jane Marshall
Deputy Principal: Ms Beth Stanley
Head of Teaching & Learning: Ms Melissa Radke

Important Dates for 2024

Term 1 Monday 22 January – Thursday 28 March
Term 2 Monday 15 April – Friday 21 June
Term 3 Monday 8 July – Friday 13 September
Term 4 Monday 30 September – Friday 13 December

2024 Public Holidays/Student Free Day

Friday 26 January – Australia Day
Friday 29 March – Good Friday
Thursday 25 April – ANZAC Day
Monday 6 May – Labour Day
Friday 16 June – Nambour Show Day
Monday 7 October – King’s Birthday

Special Events

- College cross country
- Under 8’s Day
- Athletics carnival
- Paint Nambour REaD
- Excursions and incursions
- NAIDOC celebrations
- Grandparent’s Day
- School musical
- Parent workshops
- Swimming carnivals
- Extravadance
- Young Pinnacle program

Junior Campus Timetable

8:45am - 11:00am	Teaching and learning time (135 minutes)
11:00am - 11:30am	Play time (30 minutes)
11:30am - 11:45am	Eating time (15 minutes)
11:45am - 1:15pm	Teaching and learning time (90 minutes)
1:15pm - 1:35pm	Play time (20 minutes)
1:35pm - 1:45pm	Eating time (10 minutes)
1:45pm - 2:50pm	Teaching and learning time (65 minutes)

Please note: this may be subject to change.

Contact Details

School
Administration Office: 07 5459 0333
Absentee Hotline: 07 5459 0366
Tuckshop: 07 5450 4142
Address: 70 Coronation Avenue,
Nambour QLD 4560
Email: info@namboursc.eq.edu.au
Website: www.namboursc.eq.edu.au
Facebook: [Nambour State College](#)



Teaching and Learning

Nambour State College provides a dynamic educational experience for students that enables them to become independent, creative and connected lifelong learners.

Our academic programs are focused on building students' foundational skills, attitudes and values to ensure they achieve their individual potential. Literacy and Numeracy skills are taught explicitly as well as being embedded in Nambour State College's extended curriculum. The core areas of study for all year levels are based on and directly align with the Australian Curriculum. In addition to engaging classroom based learning activities, many aspects of our curriculum are delivered by specialist teachers, including:

- Health and Physical Education
- Music
- Instrumental Music
- Language Other Than English (LOTE)
- The Arts
- Science, Technology, Engineering, Arts and Music (STEAM)



Phases of Learning

Our academic programs are divided into two key phases of learning. Each step is approached as a unique, yet interdependent step in the broad education pathway.

Early Years

Prep – Year 2 focuses on developing our students' passions for learning, creativity and self-confidence. Our program aims to not only provide our youngest students with a balanced and relevant set of core Literacy and Numeracy skills, but also with a strong attitude to learning that will underpin their later academic and personal achievement.

In these Early Years, teachers use age-appropriate pedagogies to apply a range and balance of teaching approaches and characteristics of quality teaching in their classroom practice.

Upper Primary

Years 4-6 reflects our understanding of the unique educational needs of young adolescents. It supports the intellectual, social, emotional, moral and spiritual development of our students. Learning experiences encourage active learning, strong relationships, cooperation and the development of independent learning skills.

Academic Excellence

Nambour State College is focused on building a culture of academic excellence and achievement. We recognise and engage students in aspirational pathways. These programs include our:

- STEAM Program
- Young Pinnacle Scholar Program
- Makerspace
- Academy
- Instrumental Program – Woodwind, Brass, Strings and Percussion
- Partnership Programs with Just Brass, Cricket Australia, Smith Family, Sunny Kids, Story Dogs and the University of Sunshine Coast
- Sport Enrichment Programs
- Choir – Junior Campus/Senior Campus
- Nambour State College Kitchen Garden
- Various Enrichment Programs

BYO iPad Program

We believe through technology students are *engaged, challenged, extended and empowered, providing learning opportunities that meet students' individual learning needs, levels of readiness, interests, aspirations and motivations.*

The Nambour State College BYO iPad program enables:

- Personalisation of student learning through access to rich learning resources
- **24/7 digital access to learning materials** so students can learn when, where and how they want
- **Access to an individual learning device** that connects students to learning materials
- An engaging, interactive environment for learning that supports and **encourages inquiry, innovation, creative exploration and independent learning**
- **Valuing parents and families as partners in student learning**, allowing educators and parents to share, collaborate and work together in mutually supportive ways
- Relevant, timely, accurate, and quality feedback on **student progress, which is monitored and reflected upon a regular basis**
- Students to **choose and have a say in their learning**, where practical and with support.

Students will use their iPads in a way that complements learning requirements, and their health and safety each day. They will be used as one of many tools for learning. Learning is personalised for each student across a balanced curriculum.

The use of an iPad has not replaced the fundamental early years experiences that children require to develop fine, gross motor and social skills. With our balanced curriculum, iPads provide an important tool for our educators to provide 21st century learning experiences, giving added voice and choice for a learner-centered teaching approach.

Health and Physical Education

Nambour State College promotes good health and nutrition through a dental hygiene program, healthy tuckshop choices and our Sun Safe policy. Our Physical Education program engages all students in fun, active skill development across a range of sports including swimming and a Perceptual Motor Program (PMP).

Information Communication Technology

Classrooms are fitted with information communication technology, interactive whiteboard, wireless access and Apple TV. Classes also have access to 'The Portal' a designated STEAM (Science, Technology, Engineering, Arts and Music) room, offering a range of programs in the technology areas such as Makerspace, coding and robotic clubs.

International Students Program

Nambour State College is proud to be recognised as a school of choice for international students. Our College works in partnership with Education Queensland International to support international student places in Prep to Year 12. International students have the option to participate in a study tour or students can stay with a host family.

Inclusive Education

All students benefit, academically and socially, when provided with a high quality inclusive education. At Nambour State College, our inclusive philosophy is based on recognition of, and respect for, individual differences. Across our campus, students experience inclusive education when they can access and fully participate in learning, alongside similar age peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. Inclusion is embedded in all aspects of our school life, and is supported by culture, policies and everyday practices.

Languages Other Than English (LOTE)

The extended Nambour State College curriculum provides all students with the opportunity to engage with and experience different languages and cultures. In Years 5 and 6, our students undertake LOTE lessons. Our highly qualified staff lead students through functional aspects of a language – immersing them in the culture, food and traditions.

Library

The Nambour State College library is open daily. Classes visit regularly to borrow reading material. *Please note that students are encouraged to look after any borrowed items as there is a charge for any lost or damaged books.*

Music

Students participate in weekly music lessons where they learn about beat and rhythm.

Student Support Services

At Nambour State College, we have a unique team of staff specifically devoted to the health and wellbeing needs of our students. This includes inclusion staff, Guidance Officers, Specialist Advisory Visiting Teachers, Speech Therapists, Chaplain, Occupational Therapists and Physiotherapists. The services of these specialist teachers can be accessed through our Student Support Team who meet on a fortnightly basis.



Assessment & Reporting

Assessment helps teachers make decisions about what your child knows and can do. Most assessment in primary school is based on a classroom teacher's direct observations or reflections on students' work and is aligned with the Australian Curriculum's expectations.

Throughout the year, all class teachers will complete standard, school-wide testing of their students focusing on literacy and numeracy skills. The results of these tests are used to identify individual students that would benefit from additional support or enriched learning.

Parent Information Sessions

At times throughout the year, Nambour State College will host both formal and informal parent information sessions. The focus of these events may vary – from introducing curriculum changes, sharing helpful tips about helping your child's learning at home, to open discussions about an important, emergent topic. All events are advertised on our College website, through social media and class communication.

Reporting to Parents

While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of the year when we formally report to parents:

Student progress interviews

Teachers are available for pre-arranged, individual meetings with parents to discuss your child's individual achievement and learning needs.

Student reports (Term 2 and 4)

Formal reporting is completed for all students in late June and early December each year. Results are based on summative assessment. Report cards are sent home via email. Hard copies are available upon request.

5-point scales

The following 5-point scale is used to report student achievement in Years 1-2:

Very High	<i>Thorough understanding. High level of skill that can be transferred to new situations</i>
High	<i>Clear understanding. High level of skill in situations familiar to them and is beginning to transfer skills to new situations</i>
Sound	<i>Understanding. Can apply skills in situations familiar to them.</i>
Developing	<i>Understanding of aspects. Varying level of skill in situations familiar to them</i>
Support Required	<i>Becoming aware. A basic understanding. Beginning to apply skills in situations familiar to them</i>

The following 5-point scale is used to report student achievement in Years 3-6:

- A** *Very high level of knowledge and understanding*
- B** *High level of knowledge and understanding*
- C** *Sound level of knowledge and understanding*
- D** *Limited level of knowledge and understanding*
- E** *Very limited level of knowledge and understanding*



Family and Community Involvement

Parents and families are an integral part of our College community. We strongly encourage families to remain involved in your child's educational experiences with us by maintaining regular communication with staff, volunteering, and/or joining our P&C Association.

Communication

Open communication between home and the school underpins a successful school experience for children and demonstrates the importance of education.

From the College

To ensure that you always know what is happening in our College, we provide important information through the following:

- School website – www.namboursc.eq.edu.au
- Seesaw
- Class newsletters
- College noticeboards
- Parent information sessions and special events
- Facebook
- Instagram
- Compass
- P&C meetings
- Email
- SMS messages

From your family

We encourage you to share any news, concerns or questions with our College staff. General events in your family life – such as illness, a new baby and visitors – can be a source of excitement or concern for young children, and so may affect their behaviour. Please let your classroom teacher know of any such events.

Contacting staff

Please feel free to discuss any problems or queries with your classroom teacher, especially about your child's progress and education. This can be done directly by contacting your classroom teacher or leaving a message through our Junior Campus office.

Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.

Our leadership staff also operate an open door policy.

School Assemblies

Prep to Year 6 assemblies are held in the Junior Campus Hall, every Friday fortnight (in odd weeks). These assemblies celebrate the wonderful achievements of students and staff at Nambour State College and parents are always welcome and encouraged to attend.

Every Monday, a Positive Behaviour for Learning (PBL) assembly is also held with an explicit focus on the Junior Campus Matrix and expectations.

Volunteering

Our College welcomes the active involvement of parents and community members. Whether it is volunteering in our tuckshop, supporting students reading in class, attending an excursion or offering a hand at a working bee – all help is greatly appreciated. If you are volunteering in our school, please remember to sign in at the Junior Campus office.

P&C Association

The Nambour State College P&C Association is an integral part of our College and works in partnership with staff, students, our College and the wider community. The role of the P&C is to support the College community by:

- Being involved in discussion on College policies and decisions including being an active member of the College Council and having input into the strategic direction of the College
- Providing additional resources to enhance student learning and recreation through our fundraising activities
- Enabling opportunities for parents/carers to be involved in their child's education and have a voice in College matters. The P&C provides a direct voice to parents
- Managing the tuckshop as a viable business to benefit the College
- Writing grants
- Building and encouraging a close parent and College community and relationship
- Managing our Outside School Hours Care service

The P&C generally meet on the third Wednesday of each month in the Senior Campus' Student Learning Centre, with refreshments provided. These meetings provide a great opportunity to share your good news, raise any concerns, put forward your ideas for improvement, find out what is planned for the College and contribute to decision making. If you have any questions, or would like to know more, please email our P&C Operations Manager, Shelley Keightley skeigo@eq.edu.au, or contact the Senior Campus office on 5450 4111.

General Information

Absences

If your child is absent from school for any time, we ask that you advise us as soon as possible by:

- Emailing the school
- Calling the College absentee line or
- Sending a note/email to the class teacher.

Arriving Late/Leaving Early

Students arriving late should present at the Junior Campus administration office for a late pass.

If your child needs to leave school early, please report to the administration office for an early pass. Your child will be called down to the office and permitted to leave the school grounds early in the company of a legal guardian.

Before and After School

Children must not arrive at school before 8.30am (children arriving by bus are the only exception). Supervision begins at 8:30am in the Junior Campus Hall and doors to our classrooms open daily at 8:40 am. It is expected that all children will depart the school grounds immediately after the 2:50pm bell.

Before school

When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the class teacher. This routine may include:

- Putting their bag on the port rack
- Placing their water bottle into the appropriate storage container
- Going to the toilet before the class bell rings at 8:40am and
- Finding an inside activity e.g. a puzzle while waiting for class to start.

After school

A warning bell sounds at 2:45pm for classes to begin packing up. At 2:50pm another bell rings to signal the end of the day.

Please note: Due to health and safety regulations, children are not permitted to play on any playgrounds or in other play areas before or after school.

Birthdays and Celebrations

We are very happy to help your child celebrate their birthday or other celebrations with their class friends. Please talk to your classroom teacher about what suitable food you can bring and share with the students for your child's special day.

Breakfast

Please ensure your child is having a healthy breakfast every day. The benefits of having a healthy breakfast means children can concentrate better on their school tasks and learning.

Book Club

Book Club is offered at regular intervals and allows children to order books at reasonable prices. Participation is optional and children are asked to place their order online.

Custody/Parenting Arrangements

Information about your family circumstances is important to help us understand and support your child while at our College. A copy of a court order, domestic violence order or custody order is necessary so school staff can help ensure the legally designated parent or carer is the only person who will have access to the student, and any of their school information.

Emergency Procedures

Emergency procedures must be followed when an alarm is sounded. Maps and information are posted in all rooms.

Incident type	Alarm signal
Evacuation	Continuous ringing of the school bell or hand siren
Lockdown	Intermittent ringing of the school bell or hand siren
All clear	3 short rings of school bell

Excursions/Incursions

Our students' learning is enhanced through participation in school excursions/incursions. When planning these events, our teachers ensure:

- The activity complements students' academic programs
- Safe ratios of adults to students as per activity requirements
- Students not participating in the excursion are supervised and provided with an alternative program at school and
- All school excursions are approved by our Principal.

Our College regularly reviews and updates our excursion/incursion procedures using Education Queensland's Curriculum Activity Risk Assessment. A yearly excursion/incursion planner is issued at the end of Term 4 in readiness for the new school year.



Fruit Break/Lunchtime

Each day, students bring a piece of fruit or vegetable snack to school to eat during this break. In addition, each student is encouraged to have a bottle filled with water to drink throughout the day to prevent dehydration.

Refueling and being hydrated can boost a student's physical and mental performance and their concentration in the classroom.

Preparing your child's lunch

When preparing your child's lunch, please consider:

- The size of the lunchbox
- Providing an ice pack
- Children are not allowed to share lunches
- Tins and cans are not allowed as they can present safety risks and
- Food packaging – young children can have difficulty opening some pre-packaged foods.

Please advise us if your child has special dietary needs, particularly if they have any food allergies or dietary requirements.

Ideas for lunchboxes:

- A piece of fresh fruit or vegies cut in small pieces if possible
- A healthy food bar – easy to open
- A sandwich, roll or wrap with vegemite, eggs, salad or meat
- Baked beans/spaghetti in a plastic container
- Crackers and dip/cheese
- Dried fruit
- Yoghurt or
- Cheese.



Getting Prepared

Book Lists

Books and stationery resources are included as part of the Student Resource Scheme.

Parents / Carers that do not participate in this scheme will be provided with a list of stationery and other resources required for the year.

Uniforms

Uniforms can be purchased before or after school from our College uniform shop located on the Senior Campus. The uniform shop is closed on Fridays.

Class Lists

Students will be informed of their class placement via a letter on the final day of Term 4. Please be advised that depending on enrolments this may be subject to change.



Internet Access

The Internet provides our students with valuable learning experiences offering access to information from around the world.

All websites accessed through school computers/iPads are filtered through Education Queensland's *Managed Internet Services*. Together with the supervision of our College staff, we aim to minimise the risk of students being exposed to potentially harmful content. Student access to the internet is monitored through individual logins and passwords.

Outside School Hours Care (OSHC)

Before school care, after school care and vacation care is available onsite in a well equipped, purpose-built facility, provided by our College P&C.

Policies and Procedures

All policies and procedures that relate to the operation and management of our College are available through our administration office or on our website.

Religious Instruction

Nambour State College embraces a range of cultural, religious and non-religious beliefs and encourages students to grow and develop as a whole person, in particular, in beliefs, values and attitudes.

We offer all students (except Prep students) with permission, a weekly 30 minute religious instruction lesson that is delivered by approved representatives of religious societies and denominations.

If you indicated at enrolment that your child is to be withdrawn from religious instruction, we offer students an alternative learning activity during this time. You can nominate at any time to enrol or withdraw your child from religion instruction. Please contact the Junior Campus administration office for further information.

Remaining in School Grounds

Students are to remain inside school grounds from the time they arrive at school until the end of the school day. Students found off-site will be given one warning and parents and or police will be contacted.

Visitors entering the school grounds must sign in at the office and will be issued with a visitor's pass to wear.

A student under external suspension is not permitted on school grounds.

School Zones and Car Parking





School zones are areas around school where, during certain times, reduced speed limits apply. Speed limits and drop-off, pick-up and parking rules exist to keep children, parents and carers safe and to minimise speed and traffic jams around schools.

Car parks located within our College grounds are for staff use only. Families transporting students with a disability may use the designated parking bay on Coronation Avenue. It is strongly encouraged that car parks along Coronation Avenue are used for short term to drop-off or collect your children quickly.



Sports Houses

Students are assigned to a house on enrolment when they enrol at our College and siblings are also enrolled in the same house. Students represent their house in sports carnivals and other house competitions.

House name	Emblem	Name sake
Freeman		Cathy Freeman
Irwin		Steve Irwin
Rush		Geoffrey Rush
Watson		Jessica Watson



The colours are the same as those used in the Aboriginal and Torres Strait Islander flags.

Everyday counts – 95% attendance

At Nambour State College, everyday counts!

Some ideas to help improve your child's attendance

If you're having difficulty getting your child/ren to school everyday, try the following:

- Talk with College staff. For example, classroom teacher, Deputy Principal, Principal, and discuss your concerns. They may refer you to our school support staff
- Discuss the issue with your child/ren and develop a home plan that encourages your child/ren to be at school everyday. For example, develop a plan that addresses practical issues such as getting an alarm clock, negotiating transport, or changing family routines. We encourage you to seek support from, and communicate regularly with, teachers and other school staff.

Attendance rewards

The College uses a range of reward systems to recognise Junior Campus students and their attendance including:

- Woorie tickets
- Fortnightly best class Woorie attendance award
- 100% fortnightly attendance awards

DOES YOUR CHILD HAVE A CHANCE OF BEING SUCCESSFUL?



1 or 2 days doesn't seem much but ...

He/She is only missing just.....	That equals.....	Which is	and over 13 years of schooling that's.....	Which means the best your student can perform to other students.....
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Your child Other children Equal to finishing Year 10
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Your child Other children Equal to finishing Year 9
2 days per week	80 days per year	16 weeks per year	Over 5 years	Your child Other children Equal to finishing in Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years	Your child Other children Equal to finishing Year 4

WHAT SORT OF START IS YOUR CHILD GETTING?



Did you know your child's best learning time is the start of the school day? That's when every minute counts the most!

Just a little bit late or leaving a little early doesn't seem much but...

He/She is only missing just.....	That equals.....	Which is	and over 13 years of schooling that's.....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
60 mins per day	1 day per week	8 weeks per year	Nearly 2 ½ years

School starts at 8:45am!

Student Health

First aid

Members of our school staff are only allowed to provide basic first aid. This is immediate temporary treatment given by the staff in case of an accident. Should medical treatment beyond first aid be required, parents are notified immediately whenever possible and/or the necessary treatment is arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to hospital.

While it's not always possible to notify parents immediately of the action taken, every effort is made to contact you as soon as is possible.

Administration of medications

Students are not to bring medication in any form into the school, except under the conditions below. Non-prescribed medicines (e.g. Panadol) are not available in the school, nor will teachers administer them. If it is essential for your child to take prescribed medicine during school hours, the following procedure needs to be followed:

- a request must be made in writing to the College by the parent (on the consent form by note); and
- the medication is left at the office for security.

All medication to be taken by children at school should be brought to the administration office. Parents must complete the 'Consent to Administer Medication' form. All medication must be labelled in the name of the child with a pharmacy prescribed label (including Panadol etc.) and no medicines can be accepted without a completed 'Consent to Administer Medication' form from the parent/ carers.

Parents of children who suffer from any health conditions are to advise the administration office of details.

Requirements for students at risk of anaphylaxis

If your child is at risk of anaphylaxis, it is important for you to provide our school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to their health condition.

Requirements for students at risk of asthma

If your child has asthma, it is important for you to provide our school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication.

We recognise that some students are capable of managing their asthma without adult assistance, however, should your child require assistance in an emergency, staff will provide asthma first aid as per their Asthma Action Plan.

Head lice

Like most schools, we face a battle to keep these annoying 'pests' under control. Should an incidence of head lice be reported in your child's class, an alert letter will be sent home advising of the outbreak and requesting parents to check their child's hair.

Infectious diseases

Nambour State College follows the exclusion guidelines provided by the National Health and Medical Research Council.

Chicken Pox	Exclude until fully recovered or for at least five (5) days after the first eruption.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Head Lice/ Scabies	Re-admit the day after appropriate treatment has commenced.
Ring Worm/ Hepatitis A	Exclude until medical certificate of recovery is received.
Measles	Exclude for at least four (4) days from the onset of rash.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Rubella/ German Measles	Exclude until fully recovered or for at least four days after the onset of rash.
Impetigo/ School Sores	Exclude until sores have fully healed.
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.

SunSmart practices

Nambour State College is a SunSmart College and we are very clear about our expectations for students to practice sun smart behaviours. When not protected by a permanent roof structure during play and sport, all students must wear an appropriate hat (College bucket hat), protective clothing (shirts with collar and sleeve) and they should apply SPF 30+ broad-spectrum sunscreen.



Student Records

Individual student records are kept on file at our College. Copies of student's report cards, absence details, student profiles and contact information are available to parents/carers upon written request.

Keeping us up-to-date

It is important that you inform the school as soon as possible if there are any changes to:

- Contact details
- Medical information
- Family circumstances

Student Travel

Bus Travel

A range of daily bus services operate to and from Nambour State College from various parts of the Sunshine Coast.

Bicycle Travel

Riding to school is a popular choice for students at our College. To ensure the safety of our students, we maintain the following expectations:

- Before starting to ride to school, children should know road safety rules and be competent riders
- Wearing safety helmets is compulsory
- Students are not permitted to ride their bikes inside the school grounds.

We recommend that students use a locking device to secure bikes to the racks.

Tuckshop

Our P&C Association operates our "healthy choices" tuckshop. It opens each Wednesday and Friday for Junior Campus students and orders are pre-ordered through an online system. Parents are encouraged to volunteer in the tuckshop.

Valuables From Home

Toys and trinkets from home very often become lost or broken at school. It saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for in the office until the end of the day.

No money should ever be left in school bags.

Should it be necessary for your child to bring a mobile phone to school, the phone **MUST** be turned off, labelled with your child's name and handed into staff at the Junior Campus administration office by 8:45am. The equipment will be stored in a safe and secure place and the child can collect from the office at 2:50pm.

Staff cannot assume responsibility for any loss or breakage.



Student Code of Conduct

Productive learning and positive behaviour are closely linked. We believe that effective learning takes place when all members of the College community (students, staff, parents and visitors) acknowledge and abide by our College Student Code of Conduct.

Nambour State College endorses a whole-school approach intended to promote and support appropriate behaviours by all students. To facilitate this approach, the school has implemented the Positive Behaviour for Learning (PBL) program, which clearly defines our College behaviour expectations. All expected behaviours demonstrate being a responsible member of the College community across three categories.

- I am safe.
- I am respectful.
- I am a learner.

Important principles that guide our work under our PBL framework include:

- The explicit teaching of appropriate behaviour
- Extra support for some students in both teaching and reinforcing appropriate behaviour

Nambour State College offers interventions to support the teaching and reinforcing of appropriate behaviour at different levels.

These include:

- **Universal** – for all students
- **Targeted** – for students requiring extra support,
- **Intensive** – for a small number of students displaying challenging and/or persistent inappropriate behaviour.

Details about our Student Code of Conduct, School Wide Positive Behaviour for Learning (PBL) framework and interventions are available on our College website.

(see Positive Behaviour Matrix over page)



Junior Campus Expectations

Consistent cultural expectations at our College

Area	Standard
Individual work	Quiet working only and raising hand for assistance.
Listening	Demonstrating whole body listening through the 5 Ls: Listening with your ears, looking at the speaker, lips locked, hands in lap and legs crossed.
Bookwork	Neatly set out, legible, single line through mistakes, using plain white erasers only, margin width of ruler with date, maths book with centre line and others using a margin. Ruling off when finished. Refer to Quality Bookwork poster.
Presentation	Wearing of school uniform, neat and tidy presentation, minimal jewellery (i.e. watch, signet ring, small pair of stud earrings), no make-up and long hair tied up.
Bag racks	Belongings on racks, not pathways. Bags zipped up and/or closed with all belongings in school bag.
Manners	Greet teachers and staff with good morning/afternoon. Use please/thank you/excuse me. Put hand up during discussions or when requesting assistance and wait for teacher/staff to call on you.
Classrooms	Students are only to be in classrooms if supervised by a staff member. You should be walking inside including in corridors and hallways. Knock when entering classrooms to deliver messages. Refer to Quality Classroom Expectations poster. Classrooms and buildings are to be secured (locked) during break times.
Technology	Students are not to use devices before school, at lunchtimes or after school, unless directed by a teacher. Only educational websites and apps that support learning are to be used at school and students must not take photos or record video of others unless directed by their teacher. On arrival to school, mobile phones must be handed in to the Junior Campus admin office.
Eating time	At the bell to signal end of play, all students must move from play areas and go to the toilet, have a drink of water, wash their hands and move to their classrooms. Teacher/s supervise students to collect their lunchboxes and sit outside their classroom, to eat with their class. All rubbish must be placed in the bin. Eating area is to be left clean and tidy.
Bus duty	A teacher is on duty at 2:50pm at the bus shelter. Students must sit on seats and are to listen quietly while the duty staff calls the roll. Students should walk to the bus when directed by teacher. Permission is needed to go the toilet or to get a drink.
Hats	Students must wear a sun-safe hat only (a broad brimmed hat). Students without hats are permitted in the library or at an indoor lunchtime activity.
Respect for school property	Students are to sit on chairs correctly, be responsible with all school resources and return school equipment including library books, sporting equipment, sand toys etc.
Start of day procedure	Students are not permitted on school grounds until after 8:30am. Upon arrival at school, students are to go straight to the hall and either sit and talk quietly or read until they are released by the duty teacher on the bell at 8:40am.
End of day procedure	After the bell signals the end of the school day, classes on the upper levels of buildings will be escorted by their teachers along the verandah (while walking in two straight lines) and down the stairs. Students catching a bus will wait outside the Administration Block under the shelter, and students being picked up by parents will wait in the stop and drop zone outside the hall.
Punctuality	Arrive at classroom before the second school bell. Place bag on the bag rack, take out your drink bottle, iPad and belongings and sit quietly in a single, alphabetical line.
Playground	Appropriate language should be used; hands, feet and objects to ourselves; hat on at all times; and listen to the directions of supervising staff. Students to show fantastic walking on the concrete and play and stay in designated areas.
Assembly	Show 5 Ls at all times – look at the speaker, listen with your ears and your brain, legs still and tucked away, hands in lap and lips closed. Hats must be off. Stand quietly and respectfully for the National Anthem with hands by side, facing the front. When collecting an award, shake the presenter's hand and sit silently on the edge of the stage.
Library	Use rulers to mark where a book is being taken from the shelf to enable students to easily place the book back on the shelf. Students must walk only in the library and use hushed tones. Students are not permitted in the Teacher Resource/Preparation/Readers Rooms/Green Room unless you are supervised. The library is to be left clean and tidy at the end of breaks and when classes leave.
Transitions	Line leader is to lead the class in one single, alphabetical line and must stop when the lines get too noisy or at designated checkpoints. The class must show fantastic walking throughout the school grounds out of respect for students in classes. The class teacher is to walk at the rear of the class to monitor the transition.
Breakfast club	Students who require breakfast in the mornings, will collect it from the hall and sit on the mats provided to eat. Breakfast Club is provided every Tuesday and breakfast will not be served after 8:40am.
Brain break	This is a quick, maximum 10-minute break for students to eat a healthy snack only which must be a piece of fruit, vegetables or cheese only. No packaged food should be included.
Tuckshop	The Junior Campus tuckshop operates Monday, Wednesday and Friday weekly. Students must order all items online and lunch orders will be delivered to classrooms to be distributed by teachers only.

Nambour State College • Positive Behaviour Matrix

Junior Campus expectations for all students

As a responsible member of my College community:

Individual		Relationships	Learning	Digital world	Transition	Break times	Toilets
<p>I am safe</p>	<ul style="list-style-type: none"> I remain on the College grounds at all times I am in the right place at the right time I protect and take care of myself 	<ul style="list-style-type: none"> I keep my hands, feet and other objects to myself I walk away from conflict I take ownership of my behaviour choices I report responsibly to a staff member 	<ul style="list-style-type: none"> I place my bag in the port rack I wait to be invited into the learning space I use equipment for the intended purpose 	<ul style="list-style-type: none"> I think before I send I walk with my device I keep my personal information private I log my phone in at the office 	<ul style="list-style-type: none"> I arrive at school at 8:30am I cross the road on the traffic signal I move quickly to my pickup zone 	<ul style="list-style-type: none"> I wear my hat at all times I stay in the same area for the duration of play I play safely with others I only eat my food I use the bubblers appropriately I seek first aid if required 	<ul style="list-style-type: none"> I use, flush, wash and leave I wait outside for my buddy
	<ul style="list-style-type: none"> I use positive language at all times I respect College property I represent my school with pride I greet staff, students, and visitors with respect I follow adult directions, first time every time I am honest I follow the NSC uniform code 	<ul style="list-style-type: none"> I use my High 5 to be a problem solver I respect myself and others I think before I speak I am a positive bystander 	<ul style="list-style-type: none"> I listen to the ideas and opinions of others I raise my hand to speak I work co-operatively with others I allow staff to teach 	<ul style="list-style-type: none"> I follow the College digital agreement I keep my device in my bag before and after school I am respectful to others online I seek permission to take photos and videos 	<ul style="list-style-type: none"> I demonstrate fantastic walking around the College I carry a pass when out of class I ask permission to leave the room I show excellence in behaviour when in the community 	<ul style="list-style-type: none"> I play fairly with others I play in the correct area for my year level I leave the eating area clean and tidy I report incidents to staff on duty 	<ul style="list-style-type: none"> I use the toilets for the intended purpose I give others their privacy I use an inside voice at the toilet I leave toilets clean and ready for others
	<ul style="list-style-type: none"> I focus on my learning I allow others to focus on their learning I actively participate in learning I leave items not related to my learning at home 	<ul style="list-style-type: none"> I encourage and support others I respectfully remind others of the College rules 	<ul style="list-style-type: none"> I am organised and ready for learning I sit in the GL's I remain on task I take pride in my work I complete my work within the set time 	<ul style="list-style-type: none"> I charge my iPad at home, ready for learning each day I only access educational materials on my device 	<ul style="list-style-type: none"> I attend school on time as everyday counts I transition through the office when late to school I sign out at the office with an adult if leaving early 	<ul style="list-style-type: none"> I respond promptly to the bell I make healthy food choices I return borrowed equipment 	<ul style="list-style-type: none"> I am waterwise I use the toilet at break times 



***I use the High 5 to
be a problem solver***

PBL Rewards

The College uses a range of reward systems to award Junior Campus students including:

- Woorie tickets and cash in prizes at the Woorie Shop
- Top of the chart awards
- Attendance awards
- Postcards
- Classroom rewards.



Woorie's Award

Thank you for consistently following the Nambour State College expectations

☒ I am Safe

☒ I am Respectful

☒ I am a Learner

Signed _____


Date _____



20

Woorie Tickets


- 20 ticket treasure box treat
- Wear slippers for the day
- 10 mins iPad /computer free time
- Colour in or draw for 10 mins
- Read a story to a Prep student
- Bring in something special to share with your class
- Sheet of stickers
- Song request in the classroom



30

Woorie Tickets

- 30 ticket treasure box treat
- Free iceblock
- 20 mins iPad /computer free time
- Sit at the teacher's desk or next to a friend for the day
- Write on the teacher's whiteboard for a day
- Free craft activity
- Go to an extra specialist lesson



50

Woorie Tickets


- Visit the farm
- Free lunch with JC Principals
- Visit another class in the College for one session
- Be a helper in the Prep playground for a break
- Spend the afternoon gardening



100

Woorie Tickets

- Bring an approved movie to share with your class
- Afternoon of sports / games with your class
- Dress in free dress for the day
- Be a presenter at our PBL assembly
- Free swim in pool at lunch
- Extra class lesson in The Portal



I am rocking it to the top and being a **safe, respectful learner!**

I am doing an outstanding job

I am doing an awesome job

I am doing a great job

I am making positive choices

I am needing a rule reminder

I am needing a warning

I am going to reset



**Thank you for
choosing Nambour
State College.
We look forward to
learning and working
together with you.**

Who can help?

College Principal

Mr Anthony Green
Email: agree52@eq.edu.au

Head of School – Junior Campus

Mrs Emma-Jane Marshall
Email: emars109@eq.edu.au

- Personal/curriculum-related matters
- Parents – if they wish to discuss any school-related matters
- Enrolments
- Complaints management

Deputy Principal

Ms Beth Stanley
Email: bmsta1@eq.edu.au

- Personal/curriculum-related matters
- Parents – if they wish to discuss any school-related matters
- Student management
- Enrolments

Student Support Services and College Support

- Enrolments of students with disabilities
- Student management
- Individual curriculum plans / differentiation
- Student and family support
- Individual student behaviour assessment/plans
- Interagency support

Head of Department

- Curriculum matters
- Information on work programs
- Grievances related to subject material

Guidance Officer

- Personal and family counselling
- Trauma responses
- Study/exam techniques, stress management

Chaplain

- Support
- Personal concerns

Administration Office

- Late arrival/early departure
- First aid
- Information relating to the school
- General student information
- Student Resource Scheme/excursion payments
- Bus information
- Enrolment forms
- Transfer forms
- Exit forms
- Making appointments

Complaints Processes

The Department of Education has a clear policy and process for schools to deal with any complaint received by parents/carers, community members, staff or students.

Further information about this matter can be found on our website.

