



MILLNER PRIMARY SCHOOL

"Invest Create Unity Courage"

HANDBOOK



Northern Territory Government
Department of Employment, Education and Training

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Contact Details

Address: Sabine Road Millner NT 0810 Telephone (08) 792 30333

Email: admin.millnerps@education.nt.gov.au

Website: www.schools.nt.edu.au/millner

School Dates 2023

Semester 1, Term 1	Tuesday 31 January – Thursday 6 April
Mid-semester break	Friday 7 April – Sunday 16 April
Semester 1, Term 2	Monday 17 April – Friday 23 June
Semester break	Saturday 24 June – Monday 17 July
Semester 2, Term 3	Tuesday 18 July – Friday 22 September
Mid-semester break	Saturday 23 September – Sunday 8 October
Semester 2, Term 4	Monday 9 October – Friday 15 December

School Bell Times

8:05-8:10 Music

8:10-10:20 Teaching & Learning

10:20 – 10:30 Recess (eating time in assembly area)

10:30-10:50 Play time (music 10:45-10:50)

10:50-12:50 Teaching & Learning

12:50-1:00 Lunch (eating time in classrooms)

1:00-1:30 Play time (music 1:25-1:30)

1:30-2:30 Teaching & Learning

2:30 Home time bell



Welcome to Millner School



Millner School is a proudly diverse and multicultural school situated in the heart of the Millner suburb. We prioritise creating and maintaining a professional, welcoming and inclusive environment where all members of our school community– including visitors– feel safe, comfortable and valued when they come into our school.

Our teaching and non-teaching staff are the absolute strength of our school due to their high levels of experience, passion and dedication to our students and school community. They have a long term commitment to Millner School; this is reflected in our whole school approach to student well-being, strategic learning outcomes and an investment in our road to whole school improvement.

A significant strength of our school is the highly-diverse make-up of our student cohort. We have well over 30 language speaking backgrounds represented amongst our student group, providing us with a very multicultural environment. Every day, your child is developing experience and skill in interacting with, working with, and playing with children who come from different language and cultural backgrounds to their own. This places them well for an increasingly multicultural society that has a growing reliance upon workers and citizens who can communicate and work with people that come from a range of different backgrounds.

We have high expectations on our school's teaching and learning structure. Your child's learning and well-being is tracked for progress and necessary intervention and you will be invited to be involved in this process. Millner School expects and encourages parents and teachers to collaborate for the best outcomes for the whole development of the child. For this reason, we prioritise ongoing communication between school and family at all times.

Our school motto, **'Achieving Together and Building Respect'** points to our belief that we are more likely to achieve significant things if we are working *with* other people. Our students engage in opportunities to develop their own skills and experience in working collaboratively with others, while aligning their learning behaviours with our Millner School Learning Circles of being **'Invested, Creative, Unified, Courageous'** from Preschool to Year 6.

We are proud of Millner Primary School and the learning environment we have worked hard to create and maintain. We hope that – as a member of our School Community – you will share our pride in our school. We look forward to working with you and providing your child with a high-quality primary school education.

J Noella Goveas

School Philosophy

Millner Primary School believes education is a life long process which requires the partnership of the home, school and community to assist the child in attaining their full potential. We believe that education is a process which empowers an individual through the acquisition of knowledge, skills, processes and understandings within defined social and moral values. We view literacy in English, Numeracy and ICT as being of paramount importance. We acknowledge the human dignity of each child as a unique individual and hence the need for providing individual needs - socially, academically, emotionally and physically.

Our Learning Circles



Our Motto

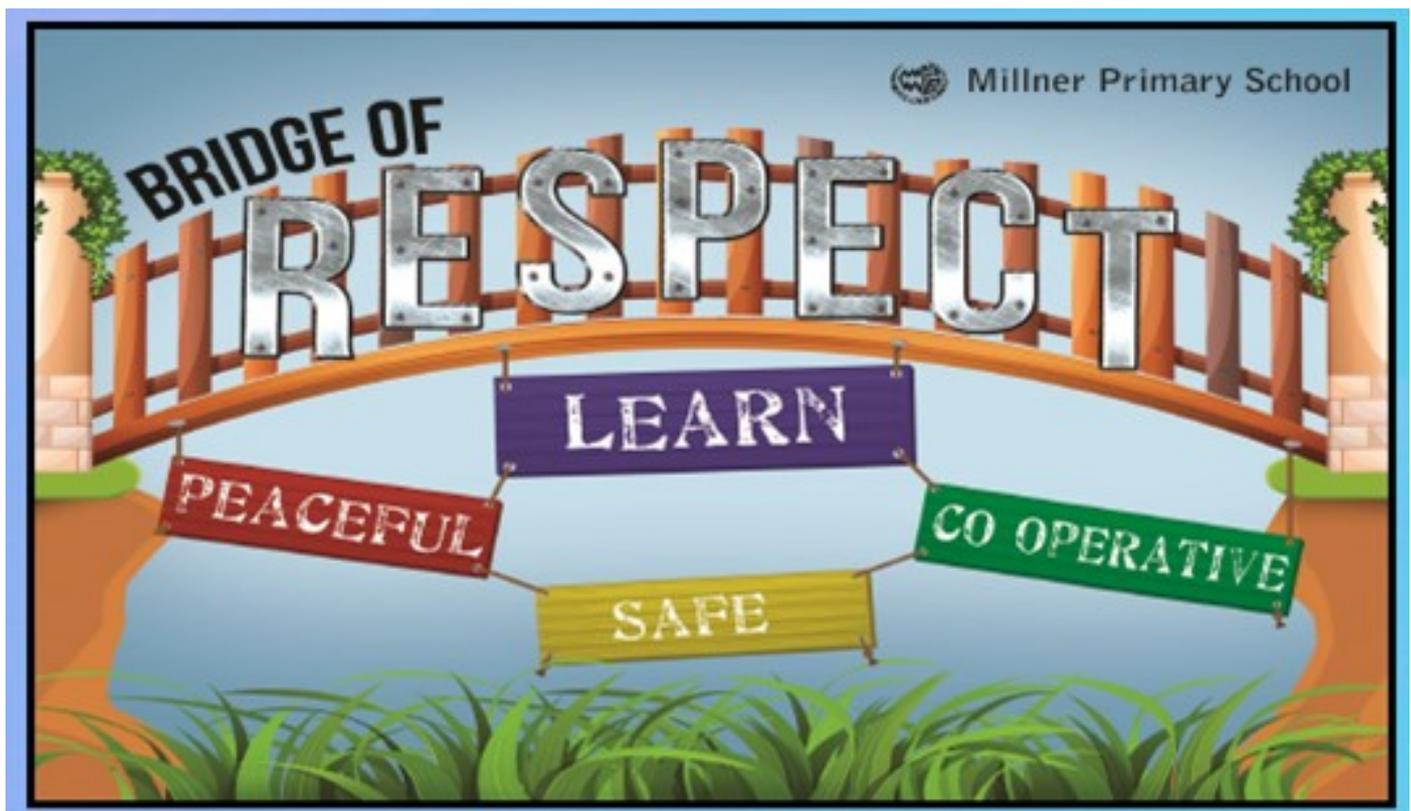
'Achieving Together and Building Respect'

Millner Primary School

Established in 1968

Our School Values:

- ◆ Peaceful
- ◆ Learning
- ◆ Safe
- ◆ Cooperative



Staff List 2023

J.Noella Goveas	Principal
Megan Moss	Administration Manager
Chantal Hopkins	Front Office Leader
Leta Smith	Teacher
Shandell Trainor	Teacher
Karin Fullbrook	Teacher
Sarah Mullucks	Teacher
Korin Lesh	Teacher
Sheree Arratta	Teacher
Ella Glazbrook	Teacher/Special Education Teacher
Gabrielle Schwarze	Teacher
Anisha Parveen Lokpalli	Classroom Assistant
Deb Stevens	Classroom Assistant
Nikita Long	Classroom Assistant
Tyla Cubillo	Classroom Assistant
TBA	Trainee
Fay Dawson	Special Education Support/Library
Michael Siriotis	Grounds/Maintenance
Terry Trainor	Canteen Manager
Paul Kilpatrick	Breakfast Club Co-ordinator



Enrolment

Enrolment forms are available from the office. Birth certificates are required for children starting Preschool or Transition or if enrolling in a NT Government school for the first time. It is important that interstate families bring documentations from their previous school. This is particularly important for students who have special education needs. An interview with the Principal or Senior Teacher is required prior to admission.

Pre-School

Pre-School education is an important first stage of Primary School. Children turning 4 on or before 30 June can begin Preschool at the start of the year. The Pre-School program provides a balanced, play based learning program. It allows the child to move easily between home and school and establishes a pattern of continuity in the child's learning. The Pre-school is located on the Primary School campus from 2022. More information is provided in the Preschool Handbook.

School Council (Parent Group)

The School Council is a very important body that governs our school. The School Council meets monthly on Wednesday mornings. All parents and carers are welcome to come along to the meetings. Office bearers are elected for 2 years with half being elected each year. The AGM is held early each year before March 15. All parents are strongly encouraged to become involved with the School Council. Please call the Principal (792 30333) to discuss how you can get actively involved in your child's education. A voluntary Aboriginal and Torres Strait Islander Parent group meets once a term, as a liaison and advisory group to the Principal.

School Vouchers Provided by NT Government

The NT Government is providing a Back to School Voucher for all parents and carers. This Voucher is worth \$150 in 2023 in **Term 1** and is exchanged for the Back to School Pack. Swimming program, Stationary and 1 School Shirt.

Vouchers can be signed at The Primary School Front Office between the hours of 8.00am – 3.00pm the week before the students return to school. You are still able to sign for the Voucher when school resumes.

Please note that in accordance with NT Government policy, the Voucher can only be used at Millner School and cannot be exchanged for money.

Primary school students are entitled to the BTS voucher in Term 1 only.

Parent contributions

All parents are encouraged to pay the voluntary contribution of \$75 per child per year. Thought you are not obliged to contribute, Millner School is committing to use these accrued contributions towards the purchase and maintenance of devices (laptops and ipads for every classroom) in 2023.



School House Teams

At enrolment all students are put into one of three Houses -

Dingo (Red/Yellow); **Crocodile** (Blue / White); **Jabiru** (Green, Black).

Through the school terms, students receive Bridge of Respect cards that go towards house points.

Friendly and positive competition between houses is encouraged.

Library – Learning Resource Centre

Millner Primary has an excellent library including book and non-book resources. Children from each year level have regular access to the library during library lessons. The library is also open during some lunchtimes according to a rostered timetable. Parents are welcome to visit the library.

Homework

Teachers may set and give feedback on Homework. To find out about or request homework for your child please contact your child's teacher to see what Homework is available. It is encouraged that students practice their reading as much as they can. Students can take home readers from their classroom.

After Hours Use of School Grounds

As a supporter of "Schools the Heart of Our Community" we have arranged our security so that the majority of our open space and playground equipment is available to the community after hours. We find this discourages vandalism and increases positive community neighbourhoods. However, parts of the school grounds are fenced after hours for security reasons and should not be entered without official approval.

Additionally, many of our facilities are available for hire after hours. This raises funds for the school and provides affordable space for recreation and small business usage.

School Based Constable

Our Police Based Constable is based at Nightcliff Middle School. The role of the School-Based Constable is to provide support, guidance and care with regards to improving student's well-being.

Dental Service

A free dental service is provided to students through the Children's Dental Service. The dental team is trained to provide dental services to young children. Their contact number is 89226466.



Canteen

Terry's Tuckshop runs our Canteen. Please place your order in at the Canteen by 8.30am. Daily specials are on the menu. No EFTPOS facilities available at the canteen. If you are on Centrelink, you can organise for your child/ren to be part of our Lunch Program. Please see staff in the Front Office for more details.

Student Leadership

Leadership is considered very much an important skill for students into the future and as such all students have an opportunity to contribute and develop their leadership abilities. At Millner, upper primary students have an opportunity to be leaders in three groups. These are: Whole School Events, Sports Events and School Communication. 10-12 students are also selected to participate in the Learning Commission for the school year.

School Sports and Sports Carnival

Millner has a strong focus on sports and Physical Education. The school has produced a number of excellent athletes in many sports and track and field. A sports carnival is conducted once a year and all parents are invited to attend. Students are selected to participate in external and after school sporting events through a selection process throughout the year.

Sick Children

Sick children are sent to the Front Office 'Sick Room'. Office staff are trained in First Aid and will, if necessary, contact parents. Please keep your contact numbers up to date as the children get quite distressed if they are sick and we are unable to contact parents or emergency contacts. If you think your child might be ill, it is best to keep him or her at home. If a child has an accident, an incident report will be filled in and the parent will be contacted. If in the opinion of the First Aid trained staff that a child needs an ambulance, then one will be called without first seeking permission of the parent or caregiver. While the school has insurance for ambulance service, parents may be liable for other medical costs.



Medication

No medication – including non-prescription items such as Aspirin or Panadol – will be given to students without parental permission.

If your child requires medication while at school, bring this into the Front Office along with a signed permission slip. The school cannot accept responsibility for filling prescriptions or for forcing children to take medication when they refuse to do so.

Breakfast Program

Millner's Breakfast Club is open each day from 7.30am. Everyone is welcome to have toast/ cereal/ fruit to start off their day. Parents, carers and families are encouraged to attend. Please drop in and say hi to our friendly volunteers and staff. We pride ourselves on our friendly, family orientated Breaky Club.



Picking Up and Dropping Off Students

Please pick up/drop off students in the designated zone which is at the front of the school.

There is a 5 minute parking limit in this area. If you are going to be more than 5 minutes, please use the carpark on Sabine Road.

Excursions

Excursions are an important part of many subjects. Children learn from visiting places of interest and having experts explain special / unique aspects of the place. Parental permission is needed on all excursions. School uniform must be worn. Permission notes will be sent home for parents to sign. Signed notes MUST be returned on time to ensure your child can participate in the excursion.

Absenteeism

Please advise us if your child is to be absent– **CALL 7923 0333** or **EMAIL admin.millnerps@education.nt.gov.au**
This makes a big difference to how students are recorded on official Departmental documents

Days absent per week	Total school time missed by age 15
1 day of school missed per week	2 years of school missed
1.5 days of school missed per week	3 years of school missed
2 days of school missed per week	3 and a half years of school missed
3 days of school missed per week	5 and a half years of school missed
5 weeks of school missed in one term	4 and a half years of school missed
5 days of school missed per term	1 year of school missed

Lateness and Leaving early

Millner School's hours are from 8 am– 2.30 pm. Students arriving after 8.10 am need to go through the front office for their late arrival to be recorded and to receive a 'late' card. Parents wanting to pick up their child early will need to notify their child's teacher or the front office staff for the reason for early pick up. This reason is recorded, a 'leave early' pass is given to the parent. This can be handed to the teacher in the classroom, when the child is pick up. Millner School encourages all parents to adhere to school times as learning happens all day.



Communication

Communication between school and families are prioritised at Millner School. All students have been issued with a Seesaw app QR code, parents and carers need to download this app on their devices. Teachers will regularly post photos/messages/announcements/reminders on this app to communicate with families. Families are also encouraged to email or call the front office for any necessary communication. Millner School actively uses Facebook page '[Millner School](#)' to share celebrations and post news about daily school events.

School Camp and Sleepover

Students from the Upper Primary classes attend an annual 3 day-2 night school camp with their teachers in Term 3. The camp is a paid excursion. Payment plans can be made available from the front office. All students are strongly encouraged to attend camp. The Lower Primary classes attend a one night sleepover at school with their teachers in Term 3.

Assemblies

Assemblies are held every second Friday morning at 8.30 am. We encourage parents, carers and families to join us at our Assemblies.

Merit Cards are awarded by staff at Assemblies. The purpose of these awards is to recognise effort in achievement and behaviour.

Partnerships

Millner School partners with the following organisations:

Charles Darwin University: Pre-service teachers complete their placements at Millner school, benefitting from the expertise of our teachers and experiencing a real school environment.

The Smith Family (TSF): TSF have many programs that are held at Millner School to engage students in creative opportunities like Learning Club, TechPros, Transitioning programs and TSF scholarships for eligible families.

Sound Connections: is a private Allied Health business, registered as a NDIS provider, that operates out of Millner School. Rebecca Kreuger, practising speech pathologist, liaises with Millner School, to host interstate speech pathology students who complete their placement at Millner School.

Annual School Improvement Plans (ASIP)

Millner School's ASIP is available for parents and carers to read and discuss on the Millner Website. This gets updated annually on the website; however, as this is a working document that teaching and non teaching staff add input to, it adapts every term. Please see the front office display for the current year's ASIP.

Millner School Programs

Class Programs

Teachers at Millner School use an integrated approach to programming and planning. Class teachers send letters home at the start of each term outlining the program for the term. Families are encouraged to contact their child's teacher for details on the class program and class timetables.

All classes are equipped with TV screens, ipads and laptops to enhance teaching and learning programs.

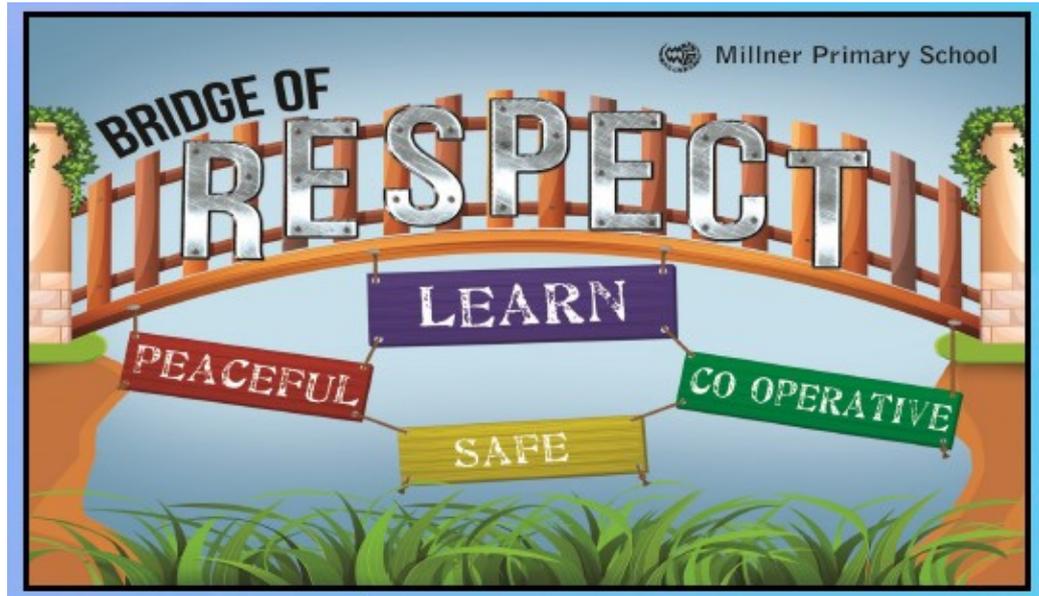
1. **Digital Literacy:** All students from Transition to Year 6 take part in a comprehensive digital literacy program. Teachers work closely with a Digital Coach to develop programs that challenge and engage students and promote the skills of collaboration, problem solving and creative thinking.
2. **Visual Arts:** All students from Transition to Year 6 engage in rich, sequential and engaging Visual Art lessons, which include excursions to local art galleries and museums, interacting with visual artists and using Visible Learning questioning for reflection and feedback.
3. **Musical Instrument Program:** NT Music School provides teachers to teach instrumental music to students in Year 4 to Year 6 at Millner School. Families are notified early each year.
4. **Indonesian:** Darwin School of Languages provides teachers to teach Indonesian language and culture. All students from Year 1– Year 6 take part in this program.
5. **Well-being and Additional Needs:** A part time Additional Needs teacher at Millner School liaises with families, teachers and students to facilitate referrals to specialists, counsellors, pediatricians and NDIS providers. Bonnie, Millner School's well-being dog, visits school every Wednesday and interacts with all staff and students, taking part in reading sessions, meetings and assists students on a case by case approach. Millner School has implemented The Berry Street Education Model. This model aims to improve students self regulation, growth and academic achievement as well as increase the engagement of students complex learning needs. This approach consists of trauma aware teaching, positive education and wellbeing practices.

More information can be found at: <https://learning.berrystreet.org.au/focus-areas/berry-street-education-model>
6. **ReadWriteInc (RWI):** RWI is a reading and literacy training program for students in Transition– Year 2. This 1 hour intensive program takes place Mon-Thurs, is driven by explicit teaching and assessment in differentiated groups and is facilitated by teachers and support staff.
7. **Meaningful Maths (MM):** MM is a maths approach visible in classrooms at Millner School, that uses practical and hands on groups that are differentiated based on student needs.

School Wide Positive Behaviour

At Millner School, student behaviour is underpinned by our Bridge of Respect. Behaviours on the Bridge of Respect are:

- Respect
- Cooperative
- Safe
- Peaceful



The following information highlights specific behaviour management processes used at Millner Primary School:

1. Classroom Behaviour Management

Each classroom teacher establishes a set of Classroom Rules, underpinned by Millner School's Learning Circles and Bridge of Respect values. Students showing behaviours that align with Bridge of Respect values and Learning circles behaviour are recognized with positive cards/tickets that contribute to house points, entry into the Hall of Fame event at the end of the term and receiving merit awards at assemblies. Consequences for inappropriate behaviour are based on teacher discretion, usually negotiated with the family or Principal and the level of severity. Behaviour records are kept on the student database called Gradexpert for evidence keeping and tracking of parent communication.

2. Responsibility for Behaviour Management

While the responsibility for behaviour rests with the child, Behaviour Management is first and foremost the responsibility of the classroom teacher or teacher on duty. The role of the Leadership Team is to support the teacher where appropriate. Parents or caregivers are asked to inform teachers about behaviour management issues or consequences at home. Behaviour management is based on a partnership between school and parents. Parents need to be fully informed of their child's inappropriate behaviour. It is first and foremost the responsibility of the classroom teacher to discuss a child's behaviour with the parent. Teachers may seek support from the Senior Teacher, Assistant Principal or Principal.

3. Internal Suspensions & External Suspensions

Internal Suspension (or *Withdrawal*) is a high level consequence. A student on suspension will work in the Front Office on a program that is designed to be boring but educational. The student will not have contact with other students for the day. The student will have short breaks for recess and lunch outside at separate times from other students.

External Suspensions (or *Exclusion*) are the highest level of consequence that can be applied by the school. A student on external suspension is excluded from school for a determined period of time. The student is not allowed on the school grounds during the external suspension. The length of external suspension may vary depending on the severity of the inappropriate behaviour.

General Information

Reporting to Parents

At Millner School, students from Transition-Year 6 receive a report.

- Written reports are provided at the end of each Semester (twice a year).
- Face-to-face reporting with parents is in Terms 1 & 3 through interviews by request and Open Classroom activities.
- All parents and caregivers are encouraged to communicate regularly with their child's teacher. You do not have to wait until the end of term to find out how your child is doing – we really want to encourage you to see us as an open-door school.



Uniforms

Standards of dress are very important at our school

- School Uniforms - are compulsory and MUST be worn.
- Hats – Students must wear hats when going into the sun
- Shoes - All students must wear appropriate shoes at all times (unless directed by a teacher to take them off for an activity).

Thongs, masseurs, scuffs, high heels are not considered safe footwear for school.

- Jewellery – Students may wear earrings as long as they are studs or sleepers. Students should not wear any other jewellery except for medical or religious reasons.
- Make up and cosmetics – students are not allowed to wear make up.



Millner kids wear their hats every day!!



Footwear / Shoes

For safety all children must wear appropriate, covered footwear. Thongs or high heels are not accepted. For some activities students may be asked to wear running shoes.

Mobile Phones/Technology

For safety and security reasons, all mobile phones/Technology are to be handed in to the Front Office on arrival and collected at the end of the school day.

Cyclones

Cyclone Warnings are broadcast by the Bureau of Meteorology well in advance of a cyclone's arrival. On the media (TV, Radio) or on the Internet at www.BOM.com, warnings will be broadcast. Parents may also call Telecom Recorded Information Service – 1300 659210

Schools will not be closed unless decided by the Chief Minister or his delegate. Announcements of school closure will be provided by TV, Radio or online. If announcement are made to close schools, parents are asked to collect their child/ren as soon as possible.



Thank you for joining our school community, if you have any questions please call or email the school:

08 7923 0333

admin.millnerps@education.nt.gov.au



Visit our webpage: www.millnerprimary.nt.edu.au

Facebook :

<https://www.facebook.com/Millner-School-710255346440116>



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