



Centralian Middle School 2019 HANDBOOK



This handbook provides important information about Centralian Middle School. It is yours to keep and is a valuable resource to refer to during your time with us. If at any time you have a question, please speak to one of our staff.

School vision

Centralian Middle School challenges every learner to achieve success in a safe and supportive community where diversity is valued.

Student vision

To be the person I dream of becoming.

To discover new things and learn without fear.

To choose wisely in what I do and how I do it.

To make my family happy and proud.

Our values

We are respectful.

We are responsible.

We are fair.

Our motto

Our future. Our responsibility. Our choice.

From the Principal

Students in the 'Middle Years' experience a profound transition from childhood to adolescence. It is an incredibly unique period and Centralian Middle School is designed specifically to support young people to thrive and grow through this transition.

Your young person's education is your first priority as well as ours. We see ourselves as partners in their learning and personal development. We offer a broad and balanced curriculum with numerous extra-curricular and enrichment opportunities to allow students to be the person they dream of becoming.

This booklet contains all the necessary information you need to support your young person's learning and wellbeing at Centralian Middle School. If at any time you have any questions or concerns, please do not hesitate to get in contact with us on 8955 2333.

We look forward to working alongside you during this important time in your child's education.

Yours sincerely

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style with a long horizontal flourish underneath the name.

Paul van Holsteyn

PRINCIPAL

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Introducing CMS

Centralian Middle School caters for approximately 325 students in Years 7 to 9. We have a diverse population and we see this as a significant strength. We bring young people together from all cultures, races and socioeconomic backgrounds to learn with and about each other, to learn to solve problems together and to develop the relationships on which tomorrow's Alice Springs will be built.

Students come from each primary school in Alice Springs and we work hard to ensure a smooth transition for every learner. The vast majority of students transition to Centralian Senior College to complete Year 10, 11 and 12.

School structure

Centralian Middle School is structured to promote relationships and belonging. Each of our year levels operate as sub-schools and there are a core group of teachers, a Senior Teacher and support staff who just work with that year level. The team has a distinct area of the school just for them in which students have the bulk of their classes. Students are arranged in homegroups which remain consistent throughout the week. Typically each homegroup of students will work with one teacher for English and Humanities and one teacher for Maths and Science, so students only work with two teachers for two thirds of their learning program. One of these teachers is usually also the homegroup teacher for the class.

We have a very strong focus on pastoral care: each homegroup completes a pastoral care program with their homegroup teacher which focuses on social and emotional learning tailored to the needs of Middle Years students.

As such, the school is designed as a stepping stone from primary school where there is a single teacher/single classroom arrangement to a traditional senior high school model where students typically work with a different teacher in each lesson and classes are timetabled around the entire school depending on the availability of rooms.

Values

Everything that we do is guided by our three values: respect, responsibility and fairness.

Staff

A full staff list is available from our office. Key staff are listed below.

| | |
|------------------------------|---|
| Principal | Paul van Holsteyn |
| Assistant Principals | Cassie O'Bree Kristi Beynon |
| Team leaders | Ben Balmer – Year 7 Dominic Fecteau – Year 8 Kristi Beynon – Year 9 |
| Front office staff | Julia Pearson and Kiri McKay |
| Counsellor | Kirsten Wilson |
| Aboriginal Ed Officer | Jamahl Hayes |
| Home Liasion Officer | Denise Casey |
| Business Manager | Carol Watson |

Please do not hesitate to contact school staff at any time for support, questions or concerns.

Learning at CMS

CMS follows the Australian Curriculum which equips students to transition confidently to Centralian Senior College where they will complete their NT Certificate of Education. The bulk of the learning program operates in the context of the year level team. In addition, students work with staff who work across the school in a number of more diverse learning areas. All of our staff are trained in the areas they teach which, combined with our impressive facilities, allows deep learning to occur in each learning area.

The core learning program is complemented by significant enrichment, extension and extra-curricular opportunities.

WITHIN THE YEAR LEVEL TEAM

English, Humanities
Maths, Science
Pastoral Care and Social and Emotional Learning

Approx. 2/3 of learning program

OUTSIDE OF THE YEAR LEVEL TEAM

Health & Physical Education
Languages: Arrernte, Chinese, Japanese, Spanish
Design & Technology, Home Economics, Textiles, Visual Art, Dance

Approx. 1/3 of learning program

ENRICHMENT AND EXTENSION OPPORTUNITIES

Student Leadership program
Vocational Education and Training (VET) – Year 9
Instrumental lessons, choir, band
Dance
Robotics and coding

Clontarf
Girls Academy
Polly Farmer Follow the Dream program
Excursion, incursion and camp opportunities

Evidence-based Practices

At CMS all teaching and learning is informed by research and evidence-based practice. Programs and frameworks introduced or already embedded have a proven research base that indicates they will have the maximum impact on learning for students. CMS has a strong professional community and this is characterised by an emphasis on collaborative practice and professional growth for all. Our professional culture is based on shared norms and values, a clear focus on student learning, high expectations for all learners, collaborative approaches to work and reflective inquiry into teaching practices.

Learning at CMS is most effective when students have ownership over and drive their own progress, within a supportive learning environment. Strong relationships for learning are established and maintained, providing opportunities to take risks, make mistakes and challenge our own and others' ideas. Learning at CMS is innovative, creative and future focussed.

At the heart of learning:

- **Students see themselves as their own teacher:**
Students understand specifically where they are and what is next in the learning progression so that they are able to set and work towards goals, self-regulate their learning strategies and self-assess their achievement. This prepares students to be lifelong learners.
- **Teachers see learning through the eyes of the student:**
Teachers understand the learning from the perspective of the student and have many ways of determining the impact that they are having on each student, which enables them to continually reflect on and improve their practices. The teacher becomes a diagnostician of learning.

Assessment

Assessment of learning is a continuous process. Teachers conduct assessment at the beginning of a unit of work to determine students' background knowledge, throughout a unit for students to demonstrate their developing knowledge and at the end of a unit to establish what students have achieved. A range of assessment types are used.

CMS provides families an assessment schedule at the beginning of each term which outlines the key assessment tasks and due dates in each learning area.

As well as classroom based assessment, students at CMS complete a range of standardized assessments. We use these standardised assessments to track growth and to identify strengths and weaknesses at the individual, class and year level so that we can tailor our teaching. Standardised assessments include:

- The National Assessment Program in Literacy and Numeracy (NAPLAN) – students in Year 7 and 9.
- PAT-Reading
- PAT-Maths
- e-Write
- Other national assessments from time to time (eg TIMMS, PISA).

Reporting

We encourage communication between parent/carers and teachers to ensure families are informed about how their young person is progressing. At any time, families are welcome to contact the school to make an appointment with a teacher to discuss their young person's growth and achievement in a learning area.

There may also be occasions where a teacher requests to meet you to discuss a student's progress or behaviour and we appreciate your support to meet at these times.

On top of this, we have a number of formal reporting periods:

- **Progress report – end Term 1**
This is a brief one page report that provides an indication of how students have started the year at CMS. It does not provide feedback on academic achievement or growth.
- **Student Report – end Term 2 and 4**
This is a more detailed report which provides information about how students have achieved in each learning area, using an A to E scale.
- **Learning Conferences – early Term 3**
These are opportunities for the student, parent/carer and teacher to come together and review the student's portfolio of work and set learning goals for the remainder of the year. While these are scheduled in Term 3, they can occur at any time at the request of the parent.
- **NAPLAN reports – September for students in Year 7 and 9**
These reports provide feedback on students' achievement on NAPLAN assessments.

Homework

Students will at times have work to complete at home that they have not completed at school. Aside from this, students will not routinely be provided with homework. This reflects that our young people live busy lives and we want them to continue actively engaging in sports, clubs, employment and other extra-curricular activities. The educational

research also indicates that homework is of limited effect in terms of improving student achievement.

We encourage our students to read widely – they should be reading on a daily basis for 20 minutes. The CMS Library is well stocked and students can borrow books during lunch time or when their class is booked in to the library.

Students with Additional Needs

At CMS we believe in the principle of equity, which means that we endeavour to provide students with what they need to succeed. This is often not the same for all students. We also believe in the principle of inclusion, which means that our classrooms are mixed-ability environments and students with additional needs are provided with the support that they require to be successful in the least restrictive environment.

Students with Additional Needs will have individual learning and support plans developed. Progress is regularly monitored with parents, the team leader, other senior staff, Student Services staff and teachers.

As well as our mainstream learning programs, CMS operates Small Group Classes (SGC) at each year level to support students with significant disability and/or who are at risk of disengaging from school. These classes have between 5 and 10 students working with a teacher and a Special Education Support Officer. Students in these classes participate in all year level activities alongside their peers and many transition from their SGC class into mainstream classes in areas of their strength to help achieve significant learning and social goals. There are strict criteria for entry into this program. Please make an appointment to speak with the Principal if you have a young person who you think would benefit from the program.

Additional learning opportunities

Student Leadership

CMS operates a student leadership program involving School Captains and Vice-Captains, House Captains and Vice-Captains and Student Representative Council members. Students are elected to these positions. Students participating in the program receive numerous opportunities to develop their confidence and leadership skills and to help improve the school.

Instrumental lessons with the NT Music School

Students at CMS are able to learn the clarinet, flute, guitar, percussion, saxophone, trombone and trumpet through instrumental lessons with the NT Music School. Lessons are free although there is a one off \$50 registration fee and students need to provide own instrument. Lessons occur once per week during the school day. There is also the opportunity to join a band or ensemble with the NT Music School.

Polly Farmer Follow the Dream program

CMS operates the Follow the Dream program in partnership with the Graham Polly Farmer Foundation. Follow the Dream is an after school learning program that operates four afternoons per week. The program is open to Aboriginal and Torres Strait Islander students.

Vocational Education and Training (VET)

Students in Year 9 have the opportunity to participate in Vocational Education and Training (VET) opportunities through Charles Darwin University. Students try a variety of 'taster' units across the course of the year so that they can be well informed about VET certificate options which are available when they are in Year 10 and beyond.

Students in Arrernte also have the opportunity to complete a certificate course in Aboriginal Languages, with a focus on training students for possible future careers as translators.

Student Wellbeing

Positive Relationships

Belonging, acceptance and relationships are tremendously important to Middle Years learners and a precondition for effective learning.

We work hard to ensure that every learner can identify an adult in the school that they feel positively connected with. They feel that this person will advocate for them and can support them to resolve any problem or difficulty they may encounter without judgement. The educational research tells us that this is a predictor of success for Middle Years students.

We also work hard to create positive relationships between students. This occurs through our learning programs, our Social and Emotional Learning programs and through using opportunities to strengthen relationships through mediation and discussion after something has not gone right.

Our school is structured to promote relationships and belonging. Students work with a relatively small number of staff and remain in their homegroup of familiar students for most of their learning activities.

Social and Emotional Learning

Students at CMS complete a Social and Emotional Learning program based on the Victorian Resilience, Rights and Respectful Relationships program. This is undertaken in homegroup and Health lessons.

The program cover key topics affecting students' social and emotional wellbeing, including emotional literacy, personal strengths, positive coping, problem solving, stress management, help seeking, gender and identity, and positive gender relationships.

Wellbeing support

We understand that most of our students will at times be confronted by a situation which they will need additional support to overcome. We try to ensure that students have at least one person they feel comfortable speaking to at school so that they can access support.

CMS has an integrated Wellbeing Team that provides support and co-ordinates the support provided to students. The team works to enhance students' engagement in their learning and increase opportunities for young people to find a pathway to their potential. We aim to increase our students' sense of connectedness to school and community, allowing them to function confidently and competently at school and beyond.

The team is made up of:

- Principal
- Year Level Team Leaders
- School Counsellor
- Aboriginal Education Officer
- Home Liaison Officer
- Health Promoting School Nurse
- Representative from Clontarf and Girls Academy

If you would like to speak with someone at CMS about your young person's wellbeing, you can call the school to talk to the Year Level Team Leader, the Counsellor, the Assistant Principal or the Principal.

External agencies that can provide support

The Wellbeing Team work alongside many external services. Below are a list of some of the supports available to people in Alice Springs with their contact details. You can contact these service directly or school can refer your young person to appropriate services.

| | | |
|--|---|--|
| Kids Help Line | 24 hour phone service supporting young people. | 1800 551 800 |
| Life Line | 24 hour phone service supporting all ages. | 13 11 14 |
| Headspace | Counselling and support service for young people (12-25). | 08 8958 4544 |
| Child & Youth Mental Health Service | Provide mental health support to young people (up to 18). | 08 8951 5950 |
| Holyoake | Counselling services that supports all ages. | 08 8952 5899 |
| Relationships Australia | Counselling services that supports all ages. | 1800 634 405 |
| Social and Emotional Wellbeing Service (Congress) | Provide youth, mental health, counselling and family support for Aboriginal people. | 08 8959 4750 |
| Tangentyere - Domestic Violence Specialist Children's Service | Youth services for any young people who have experienced impact of violence. | 8952 1430 |
| Beyond Blue | Provides information and support in relation to mental health. All ages. | 1300 224 636 www.beyondblue.org.au |

Overcoming barriers to schooling

At different times it can be difficult to ensure your young person is at school, in full uniform and with food and stationery to allow them to engage in learning.

In emergency situations, CMS can provide:

- Transport
- Loan uniform
- Loan footwear
- Food
- Stationery

Please note that we do not routinely provide these things as they are the responsibility of the family to provide. We are happy to support in emergency situations.

Social Media

There are many positive things that are made possible through social media. Unfortunately, many issues arise from how young people and adults use social media and there is increasing evidence suggesting a link between increasing use of social media and worsening mental health.

We have unfortunately seen numerous examples where students are exposed to inappropriate content including violence, damaging rumours, threats, harassment, naked images and requests of a sexual nature. Often the young person in turn responds inappropriately to what they encounter.

We strongly encourage you to discuss and continue discussing with your young person how they use social media. This communication will help them to feel that they can raise any concerns they may have with you. We also strongly encourage you to monitor your young person's use of social

media. Please note that in our experience young people commonly have multiple accounts on each platform that they use.

If you or your young person have any concerns around interactions on social media, we encourage you to let us know.

If we can identify students involved in matters that are reported to the school, we will typically bring the involved students together to seek to resolve the issue and make an agreement on how to interact in future. We find that face-to-face people are typically more respectful than online.

If we cannot identify students involved or if others involved are not from CMS, it becomes more difficult for us to respond. This is where it can be appropriate to report the concerns to the police.

In our discussions with students, we recommend a – SCREEN SHOT / BLOCK / REPORT approach.

- **Screen shot**

Take a screen shot of the concerning interaction/image. (It is helpful if previous interactions are also recorded to provide the context of the conversation.)

- **Block**

Block the profile of the person who has sent the concerning interaction/image.

- **Report**

Report the concern to a trusted adult for support, such as a parent or teacher. Reports can also be made to the social media platform, which needs to be done before blocking.

Please note that inappropriate activities on social media can result in suspension from school or police involvement.

Clontarf and Girls Academy

CMS is very fortunate to have two programs available to support students – Clontarf for males and Girls Academy for females. Both programs have a focus on sport which is used to engage our students so that the programs can provide the supports that our young people require to successfully engage in school.

Both programs have a number of staff whose job it is to support and mentor our students. Both programs have a room that is open at break times and they operate activities for students to be involved in before, during and after school.

Both programs are funded to support Aboriginal students although non-Aboriginal students can take advantage of the room at break times and can participate in some activities.



clontarf
foundation



Behaviour

Essential to effective learning is a safe and supportive environment where all people are treated with respect and dignity. We uphold the rights of all students to learn, the rights of all teachers to teach and the rights of all to be safe.

Our school community encourages a positive whole school approach to behaviour based on our three values – respect, responsibility and fairness. We foster a school climate within which personal responsibility and self-discipline are developed in order to ensure a safe environment for all. We aim to operate with firm but fair limits and focus on ensuring that all members of our school community understand what is expected. We endeavour to repair harm and build positive relationships and turn any situation into a learning experience.

We understand that the brains of middle years' students are geared to seek out new experiences, sensations and risks as they explore their changing relationships with others and the world. Centralian Middle School takes a values based approach to support young people to develop responsibility for themselves and skills to understand expectations and resolve problems.

School Wide Positive Behaviour Support

We implement School Wide Positive Behaviour Support which is an evidence-based framework to encourage positive behaviours and discourage and respond to inappropriate behaviours. Using our values of respect, responsibility and fairness, we articulate clearly the expected behaviours that are necessary for learning to occur. We teach and give our students opportunities to practice and learn these behaviours and then acknowledge and reinforce when they are displaying them. If a student makes a mistake, we work with them to understand who has been

impacted and then support them to repair harm and rebuild the relationship. This helps them to develop the skills to manage themselves effectively at school and in other contexts and to accurately evaluate risk.

A copy of the school's Behaviour Procedures which outlines the process for dealing with inappropriate behaviour is available from the front office for parents to read.

Who to talk to?

As with any other area, we encourage you to contact the school to speak with the Year Level Team Leader if you have any concerns about your young person's behaviour or how they are impacted by the behaviour of others.

Home-school partnerships

We value the opportunity to work with families to support the learning of our students. We know that students do best when home and school are working closely together.

Working together to support learning

The school believes that effective two way communication is essential for an efficient partnership to be maintained between home and school. We have many means in place for this – fortnightly school newsletters, Facebook, special notes, text messaging and our website (cms.nt.edu.au).

Please contact us if you have any issues or concerns relating to your young person or the school that you wish to address. It can be hard to know who to contact, so use the following points as guidance.

- **The Homegroup Teacher or Year Level Team Level**
can assist with day-to-day learning, wellbeing and behavioural concerns. These people know your young person best.
- **The subject teacher**
can provide specific feedback and advice on how your young person is progressing in that learning area.
- **The Principal or Assistant Principal**
can assist with more serious or complex matters.
- **The Counsellor, Aboriginal Education Officer, Home Liaison Officer, Health Promoting Nurse or Clontarf/Girls Academy staff**
can assist with wellbeing, attendance, health or other concerns or support.

If you wish to meet with any of these people, please make an appointment by ringing the school office. Staff can also be contacted by email using the following format for their address: firstname.lastname@ntschoools.net

Family circumstances

Information regarding family circumstances helps us support your young person at school. If your circumstances change please let us know. Where applicable, a copy of court orders must be left at the office so that school staff can ensure that students are collected by the legally designated parent or carer.

Keeping your contact details up to date

It is essential that you keep your contact details up to date so that we can easily contact you. Please also ensure you provide us with additional emergency contacts that we can speak to if we can't get in touch with you.

In an emergency situation, we need to be able to contact a family member quickly so that decisions can be made and the young person can receive the support that they need.

Providing your email address to the office helps our communication too.

Communication

Newsletter

CMS issues a newsletter once a fortnight. The newsletter is emailed to all families that have provided us with an email address and is also made available on our Facebook page.

The newsletter includes important information about the school including upcoming events so we encourage you to read it carefully.

Text messaging

CMS can send text messages to families to inform you of important notices and events. You cannot respond to these messages – they are for broadcast only.

Facebook

Centralian Middle School has a Facebook page located at:

www.facebook.com/CentMS/

We use this page to keep parents informed about the happenings at the school and celebrate the many things that occur at CMS. Please 'like' the page.

CMS has put in place the following parameters around our use of Facebook:

- We will not name any students in posts. Other Facebook users cannot tag students in photos but could name a student in their comment on the post.
- We will remove inappropriate posts or comments made by other users on the CMS page.
- We will block particular users from accessing the CMS page if the user is interacting with the page inappropriately.

There are a number of issues that can arise through online social networking sites like Facebook or Twitter. Please consider posts you may make about students or the school.

Please note that we do not respond to comments or posts that are made about the school online; if you have a concern about anything at CMS the way to seek resolution of those concerns is to contact the school directly. Comments made online can make resolving a situation more difficult as well as potentially being defamatory. Much easier to give us a call!

School Council

Centralian Middle School Council is the governance body that decides the school's strategic direction and oversees the school's operations. The council is made up of a team of elected parent, staff and student representatives whose purpose is to serve and promote the interests of the students.

Representatives are elected at the Annual General Meeting early in the year. Meetings are held monthly and members typically serve a two year term.

Participating in council is a great way to find out about how our school works and what happens in our school as well as a positive way to support your young person's schooling. Please consider becoming involved in the school council.

Unacceptable behaviour of parents

At times parents and carers engage in unacceptable behaviour such as verbal abuse, threats of violence or actual violence.

Such behaviour will not be tolerated.

We make every effort to listen to the concerns of parents. However, if the wellbeing or safety of staff is compromised, parents will be asked to leave the school and police involvement may occur.

Things you need to know

Assemblies

We have a whole school assembly every second Wednesday at 12.30pm. Community members are invited to attend. Dates are published in our newsletter.

Attendance

All students in Years 7-9 are required to attend school as they are in the compulsory school attendance age range. Attendance is recorded at the beginning of each lesson. We have a target that all students should attend school more than four days each week. Attendance at less than this level makes it very difficult for a student to progress in their learning as they have significant gaps.

All absences from school require an explanation and parents are asked to ring the school on 8955 2333 in the morning to inform the school of the young person's absence.

If you require support getting your young person to school, please call our Aboriginal Education Officer or Home Liaison Officer.

Back to School payment

The NT Government provides a Back to School Payment of \$150 for students during Term 1, which can be used for:

- Purchasing uniform
- Purchasing stationery
- Paying the Swimming fee (\$50)
- Allocating towards camps later in the year

The Back to School Payment cannot be used to pay parental contributions. Further information on the Back to School Payment is available from the office. Payments need to be redeemed by the end of Term 1.

Canteen

The canteen is open before school, during recess and during lunch time. Students queue to purchase food or orders can be made online at cms.nt.edu.au/for-parents/online-canteen.

The canteen stocks healthy and delicious items in accordance with the School Nutrition and Healthy Eating Policy.

There are opportunities for students to assist in the canteen across the course of the year. Students should speak to the Canteen Manager for further information.

Complaints

Centralian Middle School is a government school provided by the Department of Education (DoE). Complaints are managed in accordance with the DoE Complaints Policy and accompanying guidelines. Complaints may be raised in person, by telephone or in writing and may be anonymous.

In the first instance, complainants are requested to contact CMS and make an appointment to speak to the Principal or Assistant Principal as a first step in seeking resolution of the complaint.

Complaints policy, complaints guidelines and complaint forms can be found at <https://education.nt.gov.au/education/policies/complaints>.

Emergency preparedness

CMS has plans in place to cope with a range of emergency scenarios, from first aid to fire evacuation to lockdowns. Students and staff are trained in how to respond and we practise emergency scenarios routinely.

Enrolment

Families should call the school if they have a young person that they would like to enroll at CMS. The following documents need to be provided to the school:

- Enrolment form (including Media and Intellectual Property Consent form, language selection and Acceptable Use Agreement)
- Birth certificate
- Immunisation record
- A copy of the student's most recent school report
- Any other relevant information such as medical management plans or court orders

A school representative will then meet with the student and family to obtain background information about the student and provide key information about the school. Students usually start on the Monday after the enrolment interview is held.

First Aid and student health

Office staff are trained in First Aid and will administer appropriate First Aid in an emergency. If a student has a serious injury, an ambulance will be called and parents notified, or parents will be asked to come and take the child home, to see a GP or go to the hospital.

For this reason parent/carers must keep their emergency contact information up to date at school.

If students are sick they should be kept home to allow them to recuperate and to prevent other people from becoming sick. Families should call the school to notify of the illness. Some illnesses have exclusion periods which need to be served before the student can return to school.

If students are feeling unwell during the day, they will be allowed to stay in the Office for a short period of time. If they don't improve, families will be called to collect the young person to take them home.

Please note that we are not able to provide paracetamol or other painkillers to students.

Please ensure you inform the school if your child has any particular medical needs so that we can appropriately support them.

Medication

Where possible, student medication should be administered by parents at home. If medications must be administered at school, a medication permission form must be completed and signed by the parent and medication needs to be provided in the original packaging, clearly labelled with the pharmacist's label showing the student name and prescription information (dosage and frequency). The medication is to be provided to the Front Office and the paperwork can also be completed there.

Students are not to carry or independently take medication at school as we cannot ensure students will be appropriately supervised.

Food – healthy eating

CMS implements the Department of Education's School Nutrition and Healthy Eating Policy. As such, the following items will be taken away from students at school:

- Soft drinks or items high in sugar
- Energy/sports drinks or items containing caffeine and/or guarana

- Take away/fast food

Confiscated items can be collected by family members. We appreciate your support in this matter.

Getting to and from school

Walking

Students can walk to and from school.

We encourage students to walk with a friend.

Please encourage your young person to use the School Crossing on Milner Rd if they need to cross.

Bus

There is a school bus service operated by the Department of Transport that drops students off and picks students up from the CMS interchange.

The service is provided free of charge. A Code of Conduct applies.

The timetable is available from the Front Office.

Car

Students can be dropped up and picked up from school. The southern driveway includes a drop off and pick up area.

If you are driving close to school, please be very aware of our students, follow the 40km/h school zones and stop appropriately at the School Crossing.

Bike

CMS provides a locked shed for students to store their bikes during the day. It is locked from 8.45am to 2.50pm.

Students must lock their bike.

Students are required by law to wear a bike helmet, for their safety.

House Teams

We have four houses that compete in sporting events:

- Water (blue)
- Earth (green)
- Fire (red)
- Air (yellow)

Students should wear a house t-shirt or their house's colour for sporting events.

Lesson times

The school day commences at 8.30am and concludes at 3.00pm. Students are to arrive at school by 8.20am to be ready to commence learning at 8.30am.

| | |
|--------------------|--------------------------------------|
| 8.25am | Bell signaling time to move to class |
| 8.30-9.30 | Lesson 1 |
| 9.30-10.30 | Lesson 2 |
| 10.30-11.00 | Recess |
| 10.55 | Bell signaling time to move to class |
| 11.00-12.00 | Lesson 3 |
| 12.00-1.00 | Lesson 4 |
| 1.00-1.40 | Lunch |
| 1.35 | Bell signaling time to move to class |
| 1.40-2.00 | Homegroup |
| 2.00-3.00 | Lesson 5 |

Library

CMS has a well-stocked Library that students can borrow from at lunch time or at a scheduled time with their English class.

The Library is open at lunch time for students to access.

Parental contributions

Centralian Middle School Council has set the 2019 parental contribution rate at \$100 per student. This represents excellent value at \$2.50 per week. Payment can be made:

In person:

We accept:

- Cash
- Cheque
- EFTPOS (including Basic Cards).

Online:

BSB: 065900

Account: 10513523

Name: Centralian Middle School

Please include the student's name as the reference on the payment.

Phones/Devices

Mobile phones, headphones and other electronic devices need to be off and away at all times during the school day (8.30am-3.00pm).

If a student is seen with a phone, headphones or device, they will be required to take the item to the Front Office and will be able to collect the item at the end of the day.

If students refuse to hand the item in to the Office, the item will be confiscated and a family member will need to come in to meet with a senior staff member to discuss the issue and collect the item.

The school accepts no responsibility if phones or devices are lost, stolen or damaged during the day.

Signing in and out

If students are late to school in the morning, they need to sign in and collect a late pass from the Front Office prior to going to class.

Students cannot leave the school grounds by themselves during the school day. Parents who need to take their young person home during the school day are to notify the school office prior to the collection of the student and sign the sign-out book at the office.

The school does not accept responsibility for a student who leaves the school grounds without permission. Whilst efforts are made, we are unable to guarantee that we will be able to locate students once they leave the school grounds.

Smoking

Smoking is not permitted on Centralian Middle School premises or in school vehicles. Staff, parents, students and visitors may not smoke in the school or in front of students at school including in the car park, during excursions or on school camps.

Stationery

Students need to ensure that throughout the year they have stationery to enable them to participate successfully in learning. At a minimum this includes:

- 5 exercise books (one of which should be graph paper)
- Blue, red and black pens
- HB pencils, sharpener and eraser
- Ruler

Stationery can be purchased from CMS or from any other provider. CMS offers a stationery pack at \$30 or \$40 including a backpack.

Families do not need to provide textbooks as these are provided by the school.

Sun Safety

Centralian Middle School recommends that students wear a broad brimmed hat at all times when they are outdoors and that they apply sunscreen as appropriate during the day. We also recommend frequent hydration and there are plenty of bubblers around the school to make this easy.

Hats are not to be worn indoors but water bottles containing water are allowed in classes.

Term dates

Term 1: Tuesday 29th January – Friday 12th April

Friday 15th March – Student free day

Term 2: Tuesday 23rd April – Friday 28th June

Thursday 25th April – ANZAC Day

Monday 6th May – May Day

Monday 10th June – Queen's Birthday

Term 3: Tuesday 23rd July – Friday 27th September

Monday 5th August – Picnic Day

Term 4: Monday 14th October – Thursday 12th December

Term 1, 2020: Commence Tuesday 28th January 2020

CMS will have a second student free School Development Day which is yet to be scheduled.

Uniform

Students must wear full school uniform and enclosed footwear every day. The uniform comprises a CMS polo shirt, shorts or tracksuit pants and a CMS hoodie. Plain navy non-denim shorts or pants are acceptable.

There is a house t-shirt that students can wear when they have Physical Education or for sporting carnival days. This item is optional.

Uniform prices are as follows:

| | | | |
|---------------|------|-----------------|------|
| Polo shirt | \$30 | Shorts | \$30 |
| House t-shirt | \$10 | Tracksuit pants | \$45 |
| Hoodie | \$40 | Caps | \$5 |
| Backpack | \$10 | Stationery pack | \$30 |

The Back to School payment can be used to purchase uniform.

We are respectful
We are responsible
We are fair

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cms.nt.edu.au