



Narbethong State Special School

Information Booklet

For

Parents & Carers

Statement of Purpose

Our school is located in the Brisbane suburb of Buranda and provides disability specific programs for students living in Brisbane and neighbouring areas. Narbethong is the only special education facility which is coded to support student with a vision impairment and intellectual impairment. It also provides educational programs for students with vision impairment, intellectual impairment and multiple impairments.

The school has a proud heritage of sharing knowledge, expertise, experience and skills with educational professionals from within Queensland, ACT and New Zealand. It also hosts visits from professionals from Hong Kong, Europe, America and Tonga. These visits are centred on learning about our Active Learning methodology and curriculum. We are seeking to build ongoing relationships with a number of 'like' schools from around the world as a means of constantly striving to provide the most appropriate programs to meet the diverse needs of our students.

Narbethong provides programs for children from birth/ or age of diagnosis to 18 years of age. Prior to formal enrolment age children are able to attend sessions in our ECDP (Early Child Development Programs). The number of sessions children are eligible to attend is determined by their age.

Early entry to Special School is available for those students for whom attendance at their local Prep facility would not be in their best interests and for students who would meet the necessary entry requirements to a Special School.



School Community Values

We value:

- ❖ Our students
- ❖ The right of our students and staff to feel safe at all times
- ❖ The right of our students and staff to be treated with dignity and respect
- ❖ Sensitivity to diversity and individual differences
- ❖ A curriculum which is responsive, motivating and challenging for our students and delivered to meet the unique developmental level of individual students
- ❖ Fair and equitable practices
- ❖ Honest, open and effective communication between all stakeholders
- ❖ Continual improvement in professional knowledge and practice

Enrolment

Enrolment to Narbethong State Special School requires verification of disabilities in the areas of vision and intellectual impairments. Students may also have other verified areas of disability (Physical impairments, ASD, hearing). Enrolment is authorised by Principal Education Officers who are located within each Regional Office. Information may be sought from medical personnel, guidance officers, previous schools (if applicable) and parents to determine the eligibility of enrolment to our school.

Assistance for transport may only be considered if students meet the policy criteria. Enrolment does not guarantee transport assistance.

If a student's address changes during their enrolment, the 'placement' within our school will be reviewed to ensure the school facility remains the most suitable placement to meet the student's educational needs. Transport assistance is also reviewed.

At all times the school requires current address details and emergency telephone contact.

Staffing

Principal - The Principal is the responsible officer for the efficient and effective management of staff, resources and facilities within Narbethong School. The Principal ensures that all departmental policies and procedures are followed and is responsible for the safety and well-being of students and staff.

Deputy Principal- The Deputy Principal is responsible for the daily timetabling of human resources to ensure adequate supervision and educational instruction for students. The Deputy manages the daily movement of staff and resources throughout the school and works in close partnership with the Principal.

HOSE-Head of Special Education- The HOSE is responsible for the programs offered within the early education section of the school. The HOSE also manages the daily responsibilities associated with the State-wide O&M service and the PLVC.

BSM-Business Service Manager- The BSM is responsible for the financial management of the school and in partnership with the Principal ensures that all financial processes are followed.

Guidance Officer- The school has the support of a part-time Guidance Officer who plays a critical role in the enrolment process, enrolment review, and assessment of students, counselling and assistance to parents and families and liaising with other schools.

Nurse, Physiotherapist, Occupational Therapist and Speech Language Pathologist- Student physical, medical and general well-being needs are met by the above group of professionals based within our school.

Teachers- All teachers are responsible for programming, assessment and reporting. They are required to follow all school and departmental policies and communicate any concerns immediately to the school Administration. Teachers communicate with parents/carers regularly about student progress via a written communication book.

Teacher Aides- Teacher Aides are an integral part of the team of professionals that support your child at Narbethong. They are under the supervision of their assigned class teacher and assist with the provision of resources for individual programs and assist with the delivery of the school curriculum.

Ancillary Staff- The school is supported by an Administration Officer, Grounds/Facilities Officer, Cleaners and a number of volunteers.

Due to the many responsibilities and associated time constraints each role demands we recommended that parents/carers telephone to make appointments to discuss any concerns/assistance they may require. This will ensure an appropriate amount of time is allocated and the requested person is available for meetings.

Appointments may be made by making contact with the school office.