

Ardtornish Primary School



Parent Information Pack

Our Vision: To empower students to create positive futures through high quality teaching.



Where to Access school Information

Information about Literacy development in the Foundation year, policies and procedures and current initiatives is provided on the school website at www.ardtornps.sa.edu.au.

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Who to contact if you have any educational or school based questions or concerns.

Teacher and parent communication is extremely important. Please see your child's teacher to arrange a time if you'd like to discuss your child's progress or have any concerns needing to be clarified.

The Principal and Deputy Principal are also available to speak to parents about any issues they may have.

On the front page of our website is information about our schools grievance procedures and Department for Education parent complaint processes.

The first person who should be contacted about a concern is the person who it most closely associated with it and has first-hand information in relation to the issue.

Some Essential Information from the Parent Information Handbook

ASSEMBLIES

Assemblies are generally held Friday in Weeks 3, 6 & 9 of each term in the gym at 2:00pm.

BELL TIMES

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|----------|---|
| 8.35 am | Supervision in the school yard begins. |
| 8.45 am | Teachers are normally in their classrooms by this time and will give permission for children to be inside if necessary. Children are not allowed into the classroom if the teacher is not present. On wet mornings children may go straight into their classroom. |
| 8.50 am | Siren sounds and the school day begins. Late arrivals are required to sign in at the office. |
| 10.40 am | Morning Recess |
| 11.00 am | Morning lessons continue |
| 12.40 pm | Children eat their lunch in the classroom. |
| 12.50 pm | Playtime. Library is open for quiet reading and games. |
| 1.20 pm | Lessons resume. |
| 3.00 pm | All children are dismissed - the school yard is supervised for 15 minutes after the siren. <i>School is dismissed at 2:00pm on the last day of each term.</i> |

CANTEEN

The school canteen operates four days a week – Tuesday, Wednesday, Thursday and Friday from 9:00am to 2:00pm. The canteen is not open on Mondays. Orders are available via the Qkr! App.

CAR PARK

Parents are requested not to use the staff car parks as a drop-off zone for children, or to use the car park as a thoroughfare to the kindy. **The car park is out of bounds for all children whether or not they are accompanied by an adult.**

COLLECTION OF MONIES

The finance office window is open every school day 8:30am – 9:30am, and 2.30pm – 3.30pm. The Qkr! App is our preferred option of payment. Money can be placed in an envelope, write your child's name, room number and what the money is for on the outside. A mailbox is available at the finance office for payments outside of these times. You will receive a receipt for all cash payments.

CUSTODY

The school must be informed about any custody orders. Documents pertaining to custody orders need to be sighted by the Principal and copies filed at the school. These are confidential documents.

DROP-OFF AREA / SCHOOL ENTRANCE

Due to the high volume of traffic in the 'drop-off' and 'pick up' areas, parents and students are requested to use the "Kiss and Drop" zone on Saarinen Avenue, and not to use the staff car park or driveways as a drop-off or pick up point for children. Use the school crossing at all times for crossing the road.

PARENTS & VOLUNTEERS ON SITE AFTER 8:50am must sign in at the front office. Volunteers are required to have a Working with Children Check and RRHAN-EC Training Certificate. The front office can help with this if you would like to volunteer.

EMERGENCY CONTACTS

If you change your address or telephone number during the year (either at home or work) please let the school know as soon as possible.

LOST PROPERTY / NAMING OF CLOTHES AND PERSONAL BELONGINGS

To avoid lost property accumulating we ask that all clothing, school bags, drink bottles, lunch boxes and lids, painting smocks and other belongings are clearly named. Lost property is kept in the office.

NEWSLETTER

The school's newsletter is published every second Friday, odd weeks, of the school term. The newsletter is available via the Audiri app and can also be downloaded from the school website. Important events and dates are published in advance.

OUT OF SCHOOL HOURS CARE / VACATION CARE PROGRAMS

The program is open during the school week Monday to Friday. Before School Care operates 7.00 am – 8.35 am and After School Care 3.00pm – 6.15pm. On specific days that the school is closed, the program will be extended and fees will be altered accordingly. The program will be closed on public holidays. For further information, please contact the director Nathan Jonker on 8396 4069 in Out of School Hours Care.

GENERAL CONSENT FORM

A General Consent Form is completed when a student begins at Ardtornish Primary School. Permissions are ongoing unless changes are made by the parent or circumstances of permissions at school change.

TEMPORARY RELIEVING TEACHERS

When teachers are away sick or attending training and development a temporary relief teacher is employed to teach the class during the class teacher's absence.

UNIFORM

Our school uniform consists of red t-shirt, red jumper, red school jacket, blue school hat, blue shorts / blue skirts / blue pants / blue shorts – with no stripes and logos.

Second hand clothing is available from a rack near the front office. Sun Safe Hats must be worn in Terms 1, 3 and 4 and at other times when the UV radiation level is 3 and above.

- Dress - blue & white (can have fine red line check)
- **Year 6 ONLY** blue shirt and blue jacket
- Shoes - plain sandals (summer); school shoes, sneakers, flat ankle boots.
- No jewellery except for studs or sleepers or a watch.
- No make-up / nail polish / fake nails.
- Headwear (headbands, hair ties etc.) is only white, black, blue or red.

LIBRARY / RESOURCE CENTRE

Parents are welcome to accompany their children to the library and use its facilities. A small collection of parent resources is available for borrowing.

INTERNET AND NETWORK USE

Ardtornish Primary School offers safe internet access for student use. F-2 (parent's signature) and years 3 – 6 (parent and student signature) are required on the Network User Agreement form, included on the General Consent Form.

ABSENCES – IMPORTANCE OF ATTENDANCE

Children must be in class at 8.50am and remain in class until 3.00pm. Late arrival and early collection need to sign in and out at the front office. If your child is absent from school for any reason, please phone us on 8264 8099, send a text message to 0447 467 152 or message the teacher direct via Seesaw or Dojo. This is extremely important as reasons for absences must be recorded in the class roll. If your child is going to be away more than 3 days, please complete an Exemption form available from the front office or get a medical certificate from a Doctor if sick.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds during the day, unless collected by a parent/caregiver or have written authorisation to leave early. Parents collecting children early must report to the Front Office upon arrival and collect an early dismissal slip to take to the teacher.

MEDICATION

Parents/caregivers are requested to provide medical and health information before commencing school. If medication is required to be administered at school, the parent or caregiver must ensure that the medication is in the original container, with a pharmacy label with the child's name. It is accompanied by a health care plan from the doctor outlining the dose and frequency of the medication. All administered medications are recorded and dated. Please discuss any medical issues with the Front Office staff. All medication must be kept at the Front Office.