

# Ardtornish Primary School



## Parent Information

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



# **ARDTORNISH PRIMARY SCHOOL INFORMATION**

## **INTRODUCTION**

This document provides parents with an initial summary of information about policies and procedures that operate at Ardtornish Primary School. More detailed information is provided on the school's website.

[www.ardtornps.sa.edu.au/](http://www.ardtornps.sa.edu.au/)

## **OUR SCHOOL**

Ardtornish Primary School caters for students from Reception to Year 7.

The school prides itself on excellent parent/teacher relationships and being able to provide a safe, happy, caring, supportive and positive environment in which children develop empathy for others, responsibility and a strong desire to learn and achieve.

Programs are child-centred, success orientated and children are encouraged to take risks and face life with a growth mindset. Students are provided with opportunities to develop skills for independent and self-motivated learning.

The school program is enriched by involvement with the community and projects which demonstrate active involvement in learning. Teachers and parents are viewed a partner in our education program.

We welcome you and your child to Ardtornish Primary School and trust that this information will help you become familiar with the school and some of its excellent programs and resources.

## **WHO TO SEE IF YOU HAVE AN IMMEDIATE PROBLEM**

Teacher and parent communication is extremely important. Please see your child's teacher to arrange a meeting anytime you'd like to discuss your child's progress or clarify any concerns.

The Principal, Mark Hansen and Deputy Principal, Deb Pryor are always willing to respond to any questions a care giver may have. Simply come to the front office or ring or email for an appointment.

The front page of our website provides information about our parent complaint processes and policy on how to address grievances

## **Contact the school by:**

- Phone on 8264 809**
- Text messages on: 0447 467 152**
- Email at: dl.1540.info@schools.sa.edu.au**

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# GENERAL INFORMATION

## ACCESS TO BUS TRANSPORT

The school is on Smart Road and very close to Tolley Road, both of which are serviced by bus routes.

## ADMISSION OF RECEPTION CHILDREN TO SCHOOL

All children start school on the same day, the first day of Term 1.

This brings South Australia into line with all other states and ensures that all children receive four terms of reception.

## Starting school

If your child turns five before May 1, they will start school on the first day of Term One in that year.

If your child turns five on or after May 1, they will start school on the first day of Term One the following year.

## ANNUAL REPORT

The Annual Report is published at the end of each year. The purpose is to report to the community about the achievements that the school has made over the previous year. The focus of the report is the achievements associated with the performance targets that are established as part of the school's Site Learning Plan.

## ASSEMBLIES

Assemblies are held in Weeks 3, 6, & 9 of each term in the gymnasium. All classes, along with their buddy class, are responsible for the organisation of an assembly. The Assembly format includes the singing of the National Anthem, news from Senior Staff, Resource Centre news, SRC updates and performances or sharing of learning.

## BANKING

The school currently has student banking available on Thursdays with the Commonwealth Bank. This service is organised at school with volunteer parent helpers and a school services officer doing the transactions and electronically transmitting them via modem to Sydney. The school receives a commission for this service. If you require further details, or wish to join and access student banking, more information and enrolment packs are available from the Front Office.

## BELL TIMES

- |          |   |
|----------|---|
| 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. Please ensure that your child is at school by this time. Late comers are recorded.  |
| 10.50 am | Morning Recess  |
| 11.10 am | Morning lessons continue  |
| 1.00 pm  | Children eat their lunch in the classroom.  |
| 1.10 pm  | Playtime. Library is open for quiet reading and games.  |
| 1.45 pm  | Lessons resume.   |
| 3.15 pm  | All children are dismissed - the school yard is supervised for 10 minutes after the siren.<br><b><i>School is dismissed at 2.15 pm on the last day of each term.</i></b>  |

## **BICYCLES**

In the interests of everyone's safety, students are asked **not to ride** their bicycles, skateboards or scooters in the school grounds. During the day, they are to be parked in the bike racks located near the north west corner of the primary courts. Locking them is advisable.

## **BINS**

Bins are provided in playground areas for children to deposit any wrappers or food scraps. Each class accepts responsibility for one area of the yard as part of our environmental program. Classes are expected to maintain the cleanliness of their area. Being a bin monitor is one of our student leadership responsibilities.

## **CANTEEN**

The school canteen operates four days a week – Tuesday, Wednesday, Thursday and Friday from 9.00 am to 2.00 pm. The canteen is not open on Mondays.

A few points to remember when ordering:

- Order bags can be purchased from the canteen in bundles of 20 cents or 50 cents. Plain paper bags (from the supermarket) are also acceptable.
- Please make sure that your child's name and room number are written on the bag.
- If you wish to order something that is not prewritten on the bag use an empty line at the bottom of order or cross out something prewritten and write on that line.
- Please be specific in choosing a flavour for drinks, ice blocks etc.
- Children need to place their order in the lunch container in the classroom.
- The QKR! App can be used to order lunches from your phone.
- Download the free App from the Apple App or Google Play Store.

If your child has no lunch or recess, the classroom teacher will send a note to the canteen administrator requesting lunch/recess be given to your child and an account will then be sent home. Prompt payment would be appreciated. Junior Primary students can order recess in the recess bucket within the lunch order box. Clearly mark **RECESS** on the bag to avoid any mix ups.

## **Special Diets**

If your child has an allergy etc. which excludes them from certain foods, we can sometimes accommodate their special needs but this needs to be discussed with the canteen administrator.

## **Special Days**

Generally once a term we have special days based on a theme e.g. Book Week Feast, Sports Day, or to introduce a new product. They take an enormous amount of time, hence the need to have these orders in on time. On 'Special Days' no other hot food is available; however sandwiches/rolls may be ordered.

## **Help in the Canteen**

We are always looking for more help in the school canteen. We are very lucky to have as many helpers as we do but like all things 'many hands make light work'. The advantages of helping in the canteen are many, but a few are:

- Meet many other parents and see first-hand what happens behind the scenes of our school each day.
- Free lunch.
- Meet and see some of the teachers in the school.
- A social outlet.

If you could spare one or two days per term we would very much appreciate your help. Please contact the canteen administrator, available between 9.00 am and 2.00 pm daily (except Mondays) if you would like to help out.

## **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 Children's Centre.

**The car park is out of bounds for all children whether or not they are accompanied by an adult.**

## **CHARITIES**

The SRC (Student Representative Council) nominates specific charities to support each year for money raising. Parents are informed, via the school newsletter or special notice, of any charity activities conducted at the school.

## **COLLECTION OF MONIES**

The finance office window is open every school day (8.30am - 9.30am) for payment of fees and other monies for excursions, camps etc. Please put money 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 book room for payments outside of these times. You will receive a receipt for all payments. Please keep these in a safe place for possible future tax purposes.

Your child will bring home a Materials and Services Tax Invoice early in the school term. Please settle this account as soon as possible. If you find it difficult to pay the fees all at once, please contact the Finance Officer at the school because arrangements can be made to pay by instalments. Payments can be made either by cash, cheque, Visa or via the internet using Qkr!

Families experiencing financial hardship through unemployment, sickness etc. are entitled to make an application for government assistance which provides free stationery and other materials. If you feel you fit into this category, please call at the front desk and ask for an application form. (DECS has cut-off dates after which no late forms can be automatically accepted.)

The items provided by payment of school fees include:

- Stationery items for the entire year (pencils, books etc.)
- Library fees (to help purchase more books for your child's use)
- Art/craft, science and physical education fees (to buy materials for children's use)
- Photocopying fees (to help cover costs of work sheets used by your child together with newsletters and other printed material)
- First aid
- Maintenance of the grounds and the provision of educational equipment.

## **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 observe the following safety rules.

- To use the paths provided at all times.
- To walk bicycles in the school grounds.
- Do not use the staff car park as a walkway.
- Not to use the staff car park or driveways as a drop-off or pick up point for children.
- Use the "Kiss and Drop" zone on Saarinen Avenue.
- Use the school crossing at all times for crossing the road.

## **EMERGENCY CONTACTS**

At the beginning of each year a printout of family information is sent home to be updated. Information is confidential and used if parents are needed in the event of sickness or accident. If the situation is serious and we are unable to contact you or the other contacts nominated on the form, your child will be taken to the Modbury Hospital.

Parents are advised that it is a good idea to have ambulance cover in case of emergency. In cases of serious illness or accident high priority is given to contact with parents.

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.

## **ENROLMENTS**

Parents are invited to make an appointment to enrol their child at school as soon after their third birthday as possible. During the enrolment interview parents are invited to tour the school and are provided with information about school policies and programs. Enrolments are welcome at any time during the year. Enrolment of five-year-old children living outside the zone are confirmed by the Principal as soon as possible after children commence kindergarten.

## **FACILITIES**

Buildings and learning areas include:

Multi-Purpose Hall	Resource Centre
Gymnasium	Fitness Circuit
Two Information Technology Rooms	Learning Assistance Room
Two large ovals	Three playgrounds
Art Room	
Music Room	Science Area
Japanese Room	Canteen
Out of School Hours Care Centre	Garden Area
Playgroup area	Sick Room

Staff have a staffroom with kitchen attached. There are 2 small group meeting rooms.

## **FINANCIAL MANAGEMENT**

Financial management at Ardtornish Primary School is based on the guidelines of the DECS "Financial Management in Schools". The Finance Committee, which consists of the Principal (or nominee), staff and parent/caregiver representation, under the guidance of the school's Governing Council, oversees the school budget. Staff members manage curriculum budgets.

## **FUNDRAISING**

All fundraising activities are co-ordinated by the Fundraising and Community Events Committee (FACE). This is a parent committee which ensures that fundraising activities are planned and co-ordinated.

## **GRIEVANCES**

All students and families are provided with copies of the Grievance Procedures upon enrolment. Please refer to The Grievance Policy in 'Parent Involvement' section. This is also available on the front page of our Webpage.

## **GROUNDS**

During the year the Grounds Portfolio coordinates weekend working bees with the support of the school community. This assists with the development and maintenance of the school grounds and parents are encouraged to participate. Our grounds are a special feature of the school and parent help is greatly appreciated.

## **LOST PROPERTY / NAMING OF CLOTHES AND PERSONAL BELONGINGS**

To avoid lost property accumulating we ask that all clothing, school bags, 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 of the school term. The newsletter is distributed electronically to all parents through Google + It can also be downloaded from the school website. A paper copy can be requested at the beginning of the year. This is distributed via a child you nominate. 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. The hours of operation are in accordance with community needs. Currently Before School Care operates 7.00 am – 8.35 am and After School Care 3.15 pm – 6.15 pm. 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.

The Vacation Care Program runs every school holidays Monday to Friday except Christmas/New Year week. The hours of operation are currently 7.30 am – 6.00 pm.

For further information, please contact the director Nathan Jonker on 8396 4069 in Out of School Hours Care times.

## **PHOTOGRAPHS**

Consent for photographs taken as a part of school activities is requested yearly on your child's personal details.

Official school photographs, class and individual, are taken once per year. A separate consent form is sent out for this by the photographer concerned. Parents are not obliged to purchase any photographs taken, however, it has been noted in the past that most parents purchase the class photo as a reminder of their child's years of schooling.

## **PLAYGROUP**

Playgroup is for parents, friends, and children up to 5 years of age. Everyone has fun, plays games, talks, learns to share and participate by being actively involved in young children's learning. Playgroup is held in the building on the western boundary facing Lutyens Street. Usual times have been:

Wednesday 9.30 - 11.30 a.m.

Thursday 9.30 - 11.30 a.m.

Friday 9.30 - 11.30 a.m.

However these times vary according to numbers of children involved.

For further information contact the front office of the school or check out their webpage.

## **SMOKING**

Smoking is not prohibited on school grounds at any time.

## **SPENDING MONEY**

There is always a lot of controversy as to how much spending money a child should have. Most young children do not have a great deal of money sense. Start small and suggest what they should buy

Having too much money at school brings about other problems such as losing it, buying for other children whose parents do not wish them to have sweets or food colourings etc. and the "I won't be your friend if you don't buy me ....".

## **STUDENT CLASS PLACEMENT**

Parents have the opportunity at the beginning of Term 4 each year to provide information that they would like considered regarding class placement for the following year. Information from each student about friendship groups is also collected. Requests for specific teachers cannot be considered. Once the placement exercise is completed and announced, changes can rarely be made.

## **STUDENT RECORDS**

All students enrolled in South Australian Department of Education and Children's Services have a Pupil Record Folder. These folders contain confidential and personal information, access to which is restricted to authorised school staff and parents. Student attendance is recorded in these folders. Copies of student's summative reports, requests for specialist support and suspension and exclusion documentation are held in these files.

## **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. All temporary relief teachers are fully qualified teachers and must be approved for employment by DECS before they are employed by the school to take classes. We give priority to relief teachers who are well known by our staff and students.

## **TRANSITION**

The staff of the Junior Primary classes have regular contact with staff from Preschools and local childcare. There is a Preschool to school transition program. Our Year 6/7 teachers meet regularly with Modbury High School staff. Modbury High School students work with some of our students on a mentoring program which supports transition from primary to secondary. Each year acquaintance meetings are held for parents, as their children transition through school.

## **UNIFORM**

Ardtornish Primary School prides itself and the standard of its uniform. The school's colours are navy blue and fire engine red.

### **Summer:**

Boys - navy shorts with red t-shirt or polo shirt

Girls - navy and white check dress or shorts/skirt/skirt and t-shirt or polo shirt

### **Winter:**

Boys - navy slacks or track pants with red windcheater and/or jacket

Girls - navy skirt/skirt/pinafore or track pants with red windcheater and/or jacket

Most uniform items and school bags are available for purchase from the front office. Iron-on badges with the school emblem are also available from the front office.

It is school policy that hats and sunscreen are used during the summer. We have a 'no hat - no play' policy all year around. Sunscreen is provided in the summer months. Hats are available for purchase at the front office in two styles - legionnaire and bucket hat. Hats must be plain navy blue or with a school logo.

All students are required to wear the correct uniform/dress code at all times. Commercial logos, larger than a 50-cent coin and stripes are not acceptable. Makeup, nail polish and fake nails are not appropriate. Only studs or sleepers should be worn by students with pierced ears. Jewellery, other than a watch, is not acceptable.

The school uniform must be worn on excursions and for all inter-school activities (e.g. sporting events).

Second hand clothing is available from the front office.

## **ZONING POLICY**

The zone boundaries for Ardtornish Primary School, Saarinen Avenue, St. Agnes, are as follows:

North East Road, to the eastern boundary of Tea Tree Plaza Shopping Centre, Smart Road up to Australia Avenue, to Arm Buster Street, then onto Pegasi Avenue, to Austral Avenue and on to Grand Junction Road, up Maderia Avenue and left onto Mataro Road, onto Toovis Avenue, then Mumford Avenue, back onto Smart Road, then up Tolley Road back to North East Road.

The school is zoned and students will not be taken from outside our prescribed boundaries when classes are full. This process prevents the school being overcrowded and having class sizes above those specified by DECD regulations.

An exception to this will be for siblings of students already attending Ardtornish Primary School.

Students attending The Ardtornish Children's Centre, who live outside the zone, do not have automatic entry to Ardtornish Primary School.

All parents who wish their children to attend our school, be they in our zone or not, are asked to submit an Ardtornish Enrolment Form after their child's 3rd birthday so we can undertake forward planning in respect to enrolments. This is to enable suitable arrangements to be made in the school's organization. Parents who do this can ensure that their enrolment is in fact accepted

Our three transition visits are held at the end of your child's year in preschool. The first transition visit also involves a parent information session with the Principal.

## THE EDUCATIONAL PROGRAM

### CURRICULUM

Teaching programs at all levels provide for learning following the Australian Curriculum. Subjects include Mathematics, English, the Performing and Visual Arts, History and Geography, Science, Technology, Health and Physical Education. Japanese is taught as a second language.

Follow this link to learn more: <http://www.australiancurriculum.edu.au>

### SPECIALIST PROGRAMS

#### Arts

The Arts have a high focus at Ardtornish Primary School. Quality arts performances by outside groups are also an integral part of the school program. Ardtornish employs a specialist Arts teacher with a focus on music.

**Pottery and Ceramics.** - Opportunities are also provided in pottery and ceramics by a trained potter employed by the school. All classes attend for a five-week block during the year.

**Visual Arts** - Students work with various staff to learn more about painting/presenting/producing visual arts pieces.

#### Environmental Education

Environmental Education is valued at Ardtornish Primary School. The school has a garden area. Recycling, awareness of energy consumption, caring for class gardens are activities adopted across the school.

#### Music

Children are exposed to rich and varied musical experiences and are actively encouraged to perform to outside audiences including the annual Music Concert.

**Festival Choir** Ardtornish has always been very strong in this area allowing students to develop their voices and to perform as a very cohesive unit.

**Instrumental Music** features strongly at Ardtornish Primary School. The school provides the venue and administrative support for students who wish to learn to play a musical instrument. Tuition is provided by private tutors, and paid for by parents. Instruments available include keyboards, guitar, percussion, flute, trumpet, clarinet and saxophone. In excess of 100 students learn a musical instrument.

**School Band.** This was formed to involve and support students to learn how to play in a performing group.

**JP Primary Singing.** The R-2 students gather with their teachers to learn songs and perform them as a whole group.

**Recorder Groups** complement the music program by addressing and supporting the needs of Year 2/3 students in particular.

### **Physical Co-ordination and Fitness**

**Aerobics, Hip-Hop, Cheer & Dance Teams** are very popular programs using aerobic/dance routines to develop and extend selected students in Years 4 - 7 in the areas of fitness and co-ordination. Team building plays a most important role in this program. The teams perform at other venues as well as competing at various championships at both state and national levels. Invitations to join are given out each year. See our website for more information.

**Fun & Games** is a program which specifically addresses the need to develop the physical co-ordination of some students from Reception to Year 2. The program's main focus is on improving student's gross motor skills so they can learn, play and socialise more confidently with others.

**School Sport Teams** are dependent on the outstanding assistance of parents. A large number of sports teams have been formed to support Year 3-7 students who have high interest and skills in a given sporting activity. Students have over the years been able to choose from the following sporting teams - Netball, Football, Cricket, Basketball, T-Ball, Softball and Pedal Prix.

**SAPSASA sport.** The school participates in the **SA Primary School's Amateur Sports Association** program which allows students from Years 5 – 7 to be selected for District Representative Teams and possibly State Representative teams in areas such as soccer, cross country or athletics.

**Swimming/Aquatics** is a required part of the curriculum. Water confidence and safety lessons, conducted by DECS swimming instructors, are organised to ensure students are reasonably proficient in swimming by the time they finish school at Year 7. These occur for students from Reception to Year 5. For year 7 students the focus is on a range of aquatic activities.

### **LITERACY AND NUMERACY SUPPORT R-7**

The school provides support and extension programs in Mathematics and English from Reception to Year 7. Additional support for classes, results in improved learning. Literacy is a focus in younger classes and teachers provide best practice approaches with a strong phonics base. To learn more about 'Read Write Inc.' the program we use - go here: <http://www.ruthmiskin.com/en/parents/>

### **MIDDLE SCHOOLING (Years 6 and 7)**

#### **Middle School Program**

Ardtornish recognises the needs of young adolescents and prepares them for the future, both short-term (transition to high school) and long- term, for life.

#### **Benefits for our students include:**

- A strong sense of team and community
  - for students
  - for teachers
  - for students and teachers.
  -
- High quality of programme as teachers
  - plan and learn together
  - capitalising on the specific expertise of staff.
- Improved support of student learning needs.
- Increased opportunities for students to work with male and female staff.
- Enhanced leadership opportunities within classes as well as within the team and across the school. Improved preparation for secondary school.
- A Middle Schooling brochure provides further information.

## **Year Seven**

***Year 7 as the final year of primary is a special year.***

Year 7 students can look forward to:

- Graduation ceremony
- Special jackets and T-shirts
- Aquatic Camp
- Transition Programmes to high school
- Additional Leadership opportunities

## **ASSESSMENT AND REPORTING**

Parents are actively encouraged to discuss and clarify any issues or concerns as they arise. The school endeavours to provide open communication between home and school.

- Learning achievement is assessed according to the described learning outcomes for each aspect of the curriculum. Students are encouraged to be involved in the assessment of their learning.
- Ongoing reporting of achievement through work samples and test results is encouraged.
- Formal Parent/Teacher discussions about student progress are held once a year – at the end of term one. Students usually participate in these discussions. Additional interviews occur as needed.
- A student self-assessment occurs at the end of Term 3 and is reported to parents.
- Formal written reports are provided to parents or carers at the end of Term 2 and at the end of the year. Informal reports are made when required or requested.
- Older students in particular, are encouraged to participate in the Australian Schools Mathematics, English, Computing and Science competitions.
- Teachers provide information about their learning program through the annual Acquaintance Night Meeting, Class Policy Statement and regular class newsletters, diaries/communication books, class websites and test books.
- We have implemented annual school-wide standardised testing procedures and recording of these results to improve long-term monitoring of student progress.

## **STUDENTS WITH SPECIFIC NEEDS**

All support programs are implemented to reflect the specific needs of students and to support their learning.

Some address specific curriculum areas, e.g., Mathematics, English, etc. While others consider the physical development of the child, e.g. R-2 Fun & Games Program, Reading Support etc.

However, there are other students who require additional assistance and support to allow them to learn and develop to their full potential. Students with learning needs are assigned to specific support programs. This additional support is provided by School Support Officers. Generally, this involvement is either on a one to one or small group basis and monitored by classroom teachers who also provide additional support within the classroom through adapting their practices.

Identification of specific learning needs occurs in a consultative manner between school, parents and outside agencies.

A group of SSOs work across the school with particular identified students on specific learning programs to support those students.

If your child has special needs, please ensure the school is well informed in advance so that appropriate arrangements can be made in consultation with you.

## **LIBRARY / RESOURCE CENTRE**

Classes work in the library with the teacher librarian and their class teacher to develop skills for independent learning. A variety of learning opportunities such as resource based/inquiry learning, guided reading small group and one on one assistance are available to students.

Students are encouraged to borrow from the library on a regular basis. They may borrow individually before and after school, lunchtimes or accompanied by their class teacher during school hours.

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

Please encourage your child to care for their books and return them by the due date. Parent volunteers are always welcome to assist in the Library. Please see the Teacher/Librarian if you are interested.

## **INTERNET AND NETWORK USE**

Computers are an integral part of the total curriculum program offered to students at Ardtornish Primary School. Computers are available for staff and student use in classrooms, the 2 computer rooms and the Resource Centre.

All computers across the school are networked and also have access to the Internet. Students have access to high quality multimedia software, digital cameras, iPads, scanners and video cameras to support their learning with information technology.

Staff are continually upgrading their skills in the use of technology. Ardtornish Primary School offers safe internet access for student use. R-2 (parent's signature) and years 3 – 7 (parent and student signature) are required each year on the Network User Agreement form.

## **CAMPS**

Whilst there is an expectation that all students will have the opportunity to participate on several camps over the course of their primary years (Years 3 - 7), there is some flexibility around whether every class attends a camp every year.

To complement the Swimming program, the Year 7 students participate in an Aquatics Program which exposes the students to a large number of aquatic activities such as canoeing, sailboard riding, sailing etc.

## **CHROMEBOOK PROGRAM**

Students in years 5/6/7 have access to a one to one laptop program using Chromebook. Parents can buy a Chromebook outright or rent to buy over a three-year period. See our website for details

## **EXCURSIONS**

Teachers organise school excursions to complement their learning program. Information is always sent home to parents/caregivers to explain the purpose and cost associated with any planned excursion.

Cost is always a consideration when planning excursions and every effort is made to make sure that parents/caregivers are given enough time so they can budget for any payments that may be requested.

Teachers may request parent help on the day. Pre-schoolers are not able to be involved in school excursions.

## **STUDENT LEADERSHIP**

The school encourages students to participate in decision making and develop leadership skills. This is done through class meetings and various student groups.

The Student Representative Council is the main student decision making group. Members are elected from each Yr. 1 - 7 class by students to speak for their class and the other students in the school. The SRC liaise between staff, parents and students, encourage pride in the school, and are good role models for other students. SRC provides excellent training in meeting structure and protocols.

House Leaders are elected every year from the Year 6's and 7's by their peers. Meetings are held on a needs basis. The House Leaders encourage positive behaviours; help organise Sports Day and run occasional lunchtime activities.

The school has a buddy class system that supports children's continuity of learning R-7

We have strong connections with the local Kiwanis group who support our Terrific Kids Program.

## STUDENT HEALTH AND WELFARE

### ABSENCES

#### Importance of Attendance

Children must be in class at 8.50 am and remain in class until 3.15 pm. We are required to record all absences, late arrivals and early collection, along with the reasons. If your child is absent from school for any reason, **please phone on 8264 809 or text messages to: 0447 467 152** us on the day or send a note to the class teacher the following day. This is most important as reasons for absences must be recorded in the class roll books. If an illness is more serious and requires several days away, please contact the school so we can tell the class teacher.

The Principal has the authority to grant exemption for longer term absences e.g. travel, interstate holidays etc. Please contact the Principal in advance in writing. ***Exemption for 1 month or longer must be approved by the District Office.***

### ALLERGIES

Parents are asked to advise the school upon enrolment if their children have any serious medical conditions and/or allergies. Parents will be asked to complete a Health Care Management form. Copies of these forms will be kept in the first aid cupboard in the Front Office and in the class roll book.

**Please note: Some children have severe allergies to certain foods. Please ask your child not to share recess or lunch with other children. We also ask parents to check with class teachers before distributing birthday cakes etc.**

**Ardtornish is a nut aware school** and students are requested not to bring nut products of any type to school. See the last page of this document for our [Nut Awareness Guidelines](#)

### BEHAVIOUR MANAGEMENT

At Ardtornish we have high expectations of student behaviour and relationships. There are documented rules, procedures and consequences. Our policy is available upon request or can be downloaded from our website. <http://www.ardtornps.sa.edu.au/documents/policies/behaviourcode.pdf>

### DENTAL SERVICE

The School Dental Service provides general care to school children through a Super Clinic located at Modbury. The afterhours number of all dental clinics is 82231117 (emergency care only)

### EMERGENCY EVACUATION PROCEDURES

The school has evacuation and lockdown procedures. For children's safety we practice these procedures once per term. Below is some information about these, so should you be at school when we have a drill, you will know what to do.

**Evacuation** out of buildings to the oval.

#### Signal: one very long continuous single blast

Parents should go to the oval, with the teacher they are working with and report their presence to the Principal or Deputy Principal.

**Shut-In** if there is an unsafe situation outside

**Signal: many short blasts that go on for some time**

Parents should:

- Stay in the room they are in and listen for the teacher's instruction.
- Immediately go to the nearest room if they are outside and wait until the all-clear normal siren before they leave the room.
- Not take their child (ren) outside even if it is for an appointment until the all-clear has been given.

**FIRST AID**

All staff are trained in First Aid and update their training every three years. Each class teacher has basic first aid supplies for classroom and yard duty use. During class time if a student is injured or unwell they are accompanied to the Front Office with a note from the class teacher. During break time if a student is injured or unwell they are asked to report to the teacher on duty or send another student to get assistance.

The staff member attending, records any treatment administered to a child in the First Aid book. If the injury or illness warrants further action, parents/caregivers are notified immediately and asked to collect their child (ren). An ambulance will be called if required and parents/caregivers informed immediately.

**HEALTH CARE PLANS**

It is DECD policy that students with significant health issues have a health care plan documented and on file. These include asthma, allergies, epilepsy, diabetes, heart conditions.

Upon enrolment it is important that health issues are discussed and if needed a Health Care Plan will be established. It requires information and a signature from the relevant medical practitioner.

**HOT WEATHER**

- Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection. The school has a responsibility to ensure that it takes reasonable measures to protect students from over exposure to the sun whilst at school.
- Children will be required to wear Anti-Cancer Council approved close-weave broad brimmed hats (at least 6 cm rigid brim) legionnaires or bucket hats, whenever they are outside
- Staff should act as role models by also wearing broad brimmed hats when outside.
- Children without broad brimmed hats will be restricted at playtime in designated shaded areas.
- Children will be actively encouraged to wear a broad-spectrum water resistant sunscreen (SPF30+). Use of sunscreen is strongly encouraged and should be provided by parents.
- Whenever possible, outside activities on hot days should be scheduled before 11:00 am.
- External sporting activities are usually cancelled on days of 35 ° or more. (Exceptions for some activities e.g. indoor swimming may be made).
- On days when the temperature has reached 35 degrees or more at lunchtime, students will be supervised within classrooms for the lunch break.
- The Governing Council will provide adequate shade structures for students as practicable
- The Governing Council will work towards the provision of adequate air conditioning.
- The school will ensure that school uniform hats are available for purchase from the uniform store.
- The school newsletter and school assemblies will be used to highlight and reinforce the Sun-smart Policy.
- Sun-smart activities and sun protection will form part of the Health and Physical Education curriculum at all year levels.
- Students are encouraged to increase their fluid intake – particularly water and to reduce their level of physical activity on hot days.

## **INFECTIOUS DISEASES**

The table below gives the recommended minimum exclusion periods from school for infectious disease cases and contacts. Parents must notify the school should their children contact any of the following diseases:

Chicken pox	Excluded until blisters have all dried
Conjunctivitis	Exclude until discharge from eyes has ceased
Head Lice	Excluded until effective medical treatment has been carried out
Impetigo	Excluded until effective medical treatment has been carried out
Infective hepatitis	Excluded until medical certificate of recovery is produced
Measles	3-5 days before the rash appears until 4 days after rash appears
Mumps	9 days from the onset of symptoms or until swelling goes down
Rubella (German Measles)	Up to seven days before and at least four days after appearance of rash
Scabies	Excluded until effective treatment has been carried out
Scarlet Fever	Excluded until student has received antibiotic treatment for at least 24 hours and feels well
Slap face (Parovirus B19 infection)	Once the rash appears, the person is no longer infectious
Whooping Cough	1 <sup>st</sup> 3 weeks of coughing.

## **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.

Unless a note has been written to the teacher, parents collecting children early must report to the Front Office upon arrival and complete an early collection form. This signed form is taken to the class teacher by the collecting adult.

## **MEDICATION**

Parents/caregivers of all students are requested to provide medical and health information at the time of enrolment. The information is to be updated at the commencement of each school year or whenever there is a change in the child's condition. Teachers are not generally expected to accept responsibility for administering medication except where no practical alternative exists. It is recognised that a child's continued attendance at school and benefit from education could be seriously jeopardised if assistance were not available.

If medication must be administered at school, the parent or caregiver must ensure that the preparation is clearly marked with the child's name, that it is accompanied by a letter from the doctor outlining the dose and frequency of the medication. Medication to be administered at school must be in the original container.

Under no circumstances will school staff administer medication to children unless the parent or caregiver has consented in writing and completed the medication permission form. All administered medications are recorded and dated. Please discuss any other medical issues with the Principal. All medication must be kept at the Front Office.

### **Paracetamol**

Paracetamol is not a first aid treatment and should not be supplied by schools to students. Some students have a predictable need for pain relief as part of their health care (for example students with a history of pain related to neurological conditions). If this is the case, the paracetamol should be provided by the parent/carer, with a medication authority from the doctor, so we are fully informed about exactly when it

should be used and any associated care recommendations. The school does not supply paracetamol to students.

### **SUN SAFE POLICY**

Children must wear a broad brimmed, bucket or legionnaire hat at all times when outdoors, including after school. This policy operates all year.

### **No Hat Policy**

No Hat – No Play at play times. Students not wearing hats sit on designated benches. Class teachers will follow up with parents if students are often without a hat.

It is up to the discretion of the classroom teacher as to whether or not students without hats participate in Physical Education, Environmental Education, etc.

### **YARD DUTY**

There are teachers on duty in the yard to ensure student safety. All teachers on yard duty carry basic first aid equipment and will send students to the office for treatment as needed.

## **PARENT INVOLVEMENT**

### **COMMUNICATION**

Ph: 8264 8099      Email: [dl.1540.info@schools.sa.edu.au](mailto:dl.1540.info@schools.sa.edu.au)      text messages to: 0447 467 152

**School newsletters** are sent home electronically via Google + and are also downloadable from our website. Parents who request a printed copy can nominate a child to bring it home every second Friday.

If note is sent home with a tear-off slip, please arrange for your child to return it as it is our evidence that the information has been received and acted upon.

Various notices pertaining to school and community events are sent home. These include a book club through which you can purchase books at reasonable prices.

Classes have websites established to give parents ongoing information and Term overviews are sent home once per term. Class newsletters are also sent by some rooms (varies from class to class).

Acquaintance Night is held in Week 3 each year and class teachers meet with parents to give them details about the curriculum, class routines and expectations. Homework expectations are also discussed.

Contact by phone and meetings between teachers and parents occur in an ongoing way. Please realise that you may need to make an appointment if you need to discuss a matter with a teacher or member of the leadership team that requires a prolonged discussion. It is not appropriate to try and resolve issues during a teacher's instructional time.

### **PARENT INVOLVEMENT**

You are invited to share the education of your child - it is through this involvement that you will gain a valuable insight into the demands that school life makes upon your child.

Parents can be involved in many different ways such as: Governing Council, Canteen, Resource Centre, grounds/working bees, camps, excursions, special days, coaching sports teams, helping in the class - listening to reading, cooking, electives etc.

## **VOLUNTEERS**

Volunteers are welcome and valued at Ardtornish and we have policies and procedures in place for their selection, training and management. These policies and procedures provide for the safety of our students and our volunteers. Parents who are involved in the school need to comply with our Volunteer Policy and are also required by law to have a current DCSI Screening.

Ask for our Volunteer Policy, Volunteer Information booklets and DCSI Screening forms at the front office.

## **GRIEVANCE POLICY**

Good relationships within the school community give children a greater chance of success. However in the event of a grievance, the following guidelines may be used. For further detail refer to the Department's documents – "Grievance Procedures for Employees" and the "Grievance Resolution Policy".

### **Principles of our policy**

- Everyone should be treated with respect.
- Meetings to discuss grievances will be suspended if any person(s) behaves in an insulting or offensive manner.

<b>STUDENTS</b> with a grievance could	<b>PARENT(S)/CAREGIVER</b> with a grievance could
<b>STEPS:</b> - <ol style="list-style-type: none"><li>1. Talk to the person about the problem.</li><li>2. Talk to a teacher or SSO about the problem at an appropriate time.</li><li>3. Speak to someone, "who you feel comfortable with."</li><li>4. If issue is unresolved, speak to parent(s)/caregivers.</li></ol>	<b>STEPS:</b> - <ol style="list-style-type: none"><li>1. Arrange a time to speak to the relevant teacher(s) about the problem.</li><li>2. If you wish to discuss a matter with a teacher, please do it <b>after</b> school. Before school is usually inappropriate as it interrupts the day's preparation.</li><li>3. Let the teacher know what you consider to be the issue.</li><li>4. Allow a reasonable timeframe for the issue to be addressed.</li><li>5. If the grievance is not addressed arrange a time to speak with the Principal or Deputy Principal.</li><li>6. If you are still unhappy, please arrange a time to discuss the issue with the Regional Director.</li></ol>

Note: Parent(s) with a grievance about School Policy should:

- Arrange a meeting time with the Principal to discuss your concern.
- Allow reasonable time frame for issue to be addressed.

If you still do not feel the issue has been resolved contact DECD's parent complaints unit.

# Ardtornish Primary School: Who Makes the Decisions?

## Our decision-making groups

At Ardtornish, parents play a key role in the way our school is run. The **Principal** is responsible for leading the staff and managing the school day to day. The **Governing Council** makes key decisions affecting the school as a whole. We also have a **Student Representative Council**, **FACE** (Fundraising and Community Events) group and **Parent Representative Group** – important groups in their own right.

### What does Governing Council do?

Governing Council discusses significant issues, makes decisions and develops policies for our school within the frameworks set by the Department of Education. Members each have specific roles, but all work together in the best interests of the Ardtornish school community. Council meets regularly (about twice a term).

### Who is on Governing Council?

The Governing Council has 12 members:

- Chairperson
- Secretary
- School Principal
- Junior Primary (R-year 2) staff representative
- Primary (years 3-7) staff representative,
- Parent Representative Group member (usually their Chairperson) *plus*
- 6 Co-ordinators representing each of the school Portfolios

### What is a Portfolio?

A portfolio refers to a different aspect of school life – sports, education, canteen, etc. Each co-ordinator reports to Governing Council about their particular portfolio (although of course this doesn't stop any Council member from raising issues or making suggestions across any portfolio area.)

As the name suggests the Portfolio Co-ordinator also does some co-ordinating! They need parents/caregivers to participate on their portfolio to get input from the school community and to help them with the many activities organised throughout the year. Portfolios meet regularly (about once a month/term at conveniently agreed times and places).

### How can I be involved?

For those who are new or may have limited time, being a portfolio member is a great way to start. Everyone is welcome and no prior experience is necessary! Portfolio meetings aim to be very friendly, relaxed and enjoyable. You may like to just attend a meeting or two, to see if it's for you.

### Why be involved?

There are lots of good reasons to be involved in school decision making:

- Have fun! Everyone wants to enjoy their involvement.
- Be "in the know" and have an input into decisions
- Meet new people and develop friendships
- Discover hidden talents
- Add another line or two to a personal resumè
- Make the school a better place for your child and others
- When all else fails, remember YOU are the "someone else" others think will do it!

**Visit the school Website for up to date information about the Governing Councils membership and portfolio structure**

# NUT AWARE GUIDELINES

We have children in our school with a life-threatening food allergy (anaphylaxis) to nuts. This is a medical condition that causes a severe reaction to specific food. Although this may or may not affect your child's class directly, we want to inform you so that you send foods to school with your child that are free from nuts and nut products.

## WHAT IS ANAPHYLACTIC SHOCK?

An anaphylactic reaction is a very severe/fatal reaction that occurs when some people are exposed to particular products e.g. eggs, peanuts, dairy, fish, tree nut and sesame to name a few. Statistics show that peanuts are the most fatal – 62% of all deaths due to an anaphylactic reaction are due to peanuts.

## HOW IS ANAPHYLACTIC REACTION TREATED?

All of the families involved with anaphylactic reaction have an Emergency Plan in place that we will also have in place at the school to ensure the most effective treatment is provided for any of the children concerned. This will involve the administering of an adrenaline injection (epi-pen), giving of an antihistamine syrup and the calling of an ambulance.

## WHY WE ARE NUT AWARE

We currently have children who have anaphylactic reactions to nuts. Anaphylactic reactions can be triggered by contact, ingestion or inhalation. There is also a huge concern in regard to contamination of equipment whether this be play equipment, desks or other classroom materials. e.g. If a child was to eat a peanut butter or Nutella sandwich, have some on their hands and touch the play equipment, an allergic child touching the same equipment could suffer an anaphylactic reaction. The resulting medical emergency could have been avoided.

### **Two of the hardest things for a parent of an anaphylactic child to do is:**

Send their child off to school and try to allow them to have as normal a childhood as possible.

Getting other people to believe just how real and fatal this allergy can be. Often other people believe that the parents are over-reacting and are neurotic.

Unfortunately, when you have an anaphylactic child you can never afford to be blasé. We are requesting that families try to understand this situation and comply with our request that you do not send foods to school that contain nuts. We see this as another opportunity to show our concern and care for others within our school community.

## WHAT CANNOT BE BROUGHT TO SCHOOL?

### **Food**

- Peanuts/peanut paste
- Nutella
- Snacks containing nuts
- Nuts of any type

### **Packets - Any boxes that have previously contained nuts or nut products**

- Cereal products
- Nut bars