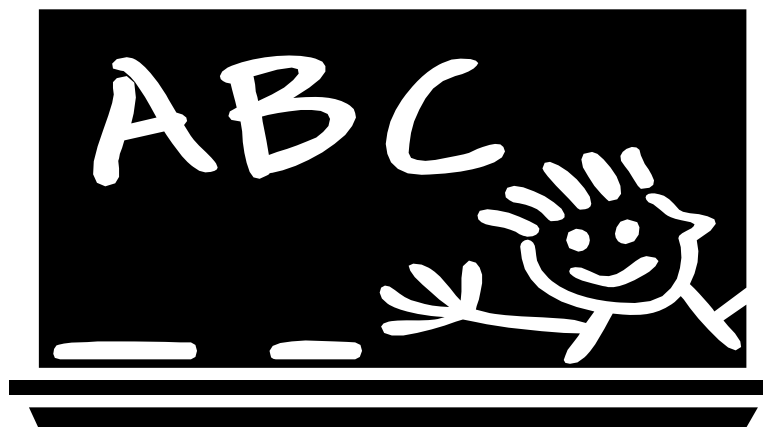


# ALDINGA BEACH R-7 SCHOOL



## Parent Information Booklet



*Aldinga Beach R-7 School is a community in which parents and staff work together to provide the best possible learning environment and educational outcomes for all its students.*

**Aldinga Beach R-7 School**  
Quinliven Road  
ALDINGA BEACH 5173

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## Welcome to Aldinga Beach R-7 School

*We are delighted that you have chosen our school for your child.*

Aldinga Beach R-7 School provides learning for students from Reception to Year 7 in the following sub-teams. Early Years (Reception to Year 2), Primary Years (Year 3 to Year 5) and Middle Years (Year 6 and 7).

It is important that home and school work together to foster the students' interests and develop their abilities. Aldinga Beach R-7 School offers a caring, secure, happy atmosphere in which the specific needs of its students can be met.

We hope that their years with us will be happy and purposeful, and that you will enjoy your association with our school.

Parents are welcome at any time. We have an open door policy and encourage you to make regular contact with us. You are invited to contact teachers or senior staff, at any time if you wish to discuss specific issues concerning any aspect of the school or your child's learning.

As children bring a variety of experiences and learning needs to school we provide a wide range of flexible programmes and methodologies which enable students to develop at a level appropriate to their ability.

### Contextual information

Aldinga Beach is situated 45 km. south of Adelaide and is experiencing significant growth with new housing developments and the expansion of services. The community has a broad social structure ranging from the low socio-economic through to the more affluent. This diversity is reflected in the Aldinga school community. The school is experiencing an increase in enrolments and we expect our student numbers to continue to rise as new families move into the area. Aldinga Beach R-7 is a public school with two other neighbouring private schools providing education for families in the community. The school has one main feeder kindergarten, the Aldinga Beach Kindergarten. A small group of children come from other local Children's Centres, the ABC and Coach Road. The school has recently undergone a \$4.8 million dollar redevelopment with modifications to teaching areas, a total refurbishment of the administration building and the installation of a new teaching block housing eight classroom and specialist spaces. Other improvements have included: shade structures, covered walkways, landscaping, signage and installation of technology networks. This has ensured that we are able to cater for our growing school population. In addition it has provided every student with the most up-to-date programs, information technology resources and information to achieve their full potential in all areas of the curriculum. The school provides learning programs that cater for our diverse student population and a strong emphasis on ensuring a rigorous and innovative curriculum for every student. The leadership structures and stability in teaching staff supports these developments.

**Principal:** Lyn Langeluddecke  
**School Counsellor:** Nicky Clark  
**Business manager:** Sharon Penna

**Deputy Principal:** Dave Henty-Smith  
**Senior Leaders:** Mel Justice & Kris Mott  
**School Secretary:** Tania Smitheram

## **Our MOTTO:**

*Aldinga Beach R-7 School: a meeting place*

*Leading the learning*

(The Aboriginal meaning of 'Aldinga' implies a meeting place.)

## **Our VISION:**

Aldinga Beach R-7 School is a learning community, sustained by quality relationships and a caring culture that incorporates a love of learning, happiness and builds knowledge and friendships.

*We acknowledge and support diversity and focus on the values of respect, responsibility and relationships.*

## **Our VALUES:**

*Respect* for self, for others, for property and environment.

*Responsibility* for self, for others, for the school and for the community.

Positive *relationships* and friendships.

## **OUR SCHOOL IS CHARACTERISED BY:**

- High expectations for students in all curriculum areas.
- Developing the whole child: physical, spiritual, cognitive and social.
- A focus on early intervention for students at risk.
- Special education programmes and support.
- A commitment to catering for students with high intellectual potential.
- Implementation of middle schooling practices.
- A performing arts programme (music, choir, drama, instrumental music).
- Student participation in decision making.
- Active parent involvement.
- Up to date information technology resources and programmes.
- Wide range of sporting teams and clinics.
- Participation in community events.
- Clear student discipline policy which encourages student responsibility.
- Out of School Hours Care and Vacation Care programmes.
- A welcoming climate
- A caring, committed staff

Our students receive instruction across eight curriculum areas which include: English, Mathematics, Science, Technology, Society and Environment, Health and Physical education, Languages other than English and The Arts. We are currently working on aligning our curriculum to the new Australian Curriculum (see the ACARA website <http://www.australiancurriculum.edu.au/> for more information) and any areas that are currently under construction or development will continue to be taught using the South Australian Curriculum Standards and Accountability (SACSA) Framework.

## **Absenteeism**

Children can arrive at school at 8:35am or soon after. They go into class and get organised for their day. The first lesson starts at 8:45am and teachers mark the roll soon after. Students arriving after this time are deemed to be late and are recorded as such in the roll book. The school is legally obliged to account for absences of every child. If your child is sick or is going to be late, please ring the school on 8556 5060 between 8:15am and 9:00am or send a note of explanation to the class teacher when the child returns. Alternatively, you may email: [dl.0222.absent@schools.sa.edu.au](mailto:dl.0222.absent@schools.sa.edu.au), quoting students name, class teacher, your name and reason for absence. Late students need to report to the student services office to receive a late note before going to class. *If it is necessary to collect your child before the end of the day parents need to sign them out at the student services office.* Student attendance is monitored closely and where

continued absence is noticed, follow up from the school will occur. School-age children are legally bound to attend school daily unless sick or special dispensation is issued.

## ACCIDENTS AT SCHOOL

Minor injuries are dealt with at school. Parents are notified of any injury which needs medical treatment. If parents and emergency contacts are not available, senior staff will seek medical help for the child.

## ASSEMBLIES

Assemblies are held in the Activity Hall. Team assemblies are held fortnightly for R-2 on Fridays at 2:00pm, Year 3-5's are on Fridays at 12:40pm and 6-7's on Wednesdays at 9:00am. Whole school assemblies are held outside or in the Activity Hall and on a needs basis (weather permitting). Parents are more than welcome to attend the assemblies.

## BEHAVIOUR OF STUDENTS

A full copy of our behaviour code is included in the pack and is also available online.

We aim for our school to be

- A safe, caring and orderly place where children can learn and teachers teach effectively.
- A place where students accept responsibility for their own behaviour
- A place where staff, students and their families work in partnership to establish and communicate expectations and consequences related to student behaviour.

## BELL TIMES

A copy of these is included in your pack for ready reference.

Students are not to arrive at school before 8:30 a.m. unless involved in sport or enrolled in Outside School Hours Care. Students who arrive early are to wait in the courtyard area until the 8:30 am bell.

8:35am	Children can enter the school / Yard supervision begins.
8:40am	Students can enter classrooms / School office open.
8:50am	Class Administration
8:50am – 9:40am	Lesson Block 1
9:40am – 10:30am	Lesson Block 2
10:30am – 11:30am	Lesson Block 3
11:30am	Big Lunch Eating Time - supervised
11:40am – 12:10pm	Big Lunch Play Time
12:10pm – 1:00pm	Lesson Block 4
1:00pm – 1:50pm	Lesson Block 5
1:50pm – 2:10pm	Little Lunch Play Time
2:10pm	Lesson Block 6
3:00pm	Home Time

Children are supervised in the yard from 3:00-3:15 pm. Children not collected after this time need to report to the front office where assistance will be sought. Note: Early dismissal is 2:00pm on the last day of school at the end of **EACH** term.

## BICYCLES

Children are encouraged to ride bicycles to school. Bike racks and a secure lock up are provided. Children are not to ride them in the school yard. The bike rack areas are out-of-bounds to all children during school hours. Chains and padlocks are essential for bikes not in lock up area as some bikes have been stolen over recent years - Remind children to wear helmets at all times!

## **BREAKFAST CLUB**

A flyer about the club is included in your pack.

A breakfast club operates on Monday, Wednesday and Friday MORNINGS from 8:00am – 8:30am at the school in the Stephanie Alexander Kitchen. Children will enjoy a nutritious breakfast supervised by teaching staff and volunteers. There is no cost involved.

**CHILDREN NEED TO BE REGISTERED:** Forms are available from the Student Services Office.

## **BUDDY CLASSES**

At the beginning of the year classes are buddied up so that there is a younger class working with an older class in a peer support program. Relationships are developed through combined activities each term. Having a buddy has many advantages, particularly in the yard at play times.

## **BUILDINGS**

The greater part of the school is of solid construction, fully air-conditioned and integrated so that children may move from one area to another as easily as possible. The only exceptions are the portable buildings which are currently being used as specialist teaching areas.

The main school building was refurbished in 2011 and provides a modern facility mostly for early years students. It has 12 classrooms around the perimeter and three utility areas which provide an IT suite, an area for small group work and a play space. The centre houses a fully equipped kitchen which is used for the Stephanie Alexander kitchen garden program and by other classes for cooking.

A six-teacher unit was built in 1992 to provide classrooms, activity and storage facilities for the primary years classes and is referred to as the Blue Unit.

The middle years classes are housed in a purpose built eight teacher unit, which is situated on the eastern side of the school. It has eight classrooms, a wet area, computer suite and a work room for special education support.

For whole school use there is a resource centre, music/drama room, kitchen facilities and hall. There are many well integrated outdoor learning and play spaces including courts/covered areas and sand and play equipment. There are garden areas and outdoor learning areas for all levels of schooling.

## **BOOK CLUB**

Students are able to order books from Ashton Scholastic several times per year. Students receive sheets to take home. Money and orders are to be paid at the Finance Office. The teacher librarian and staff organise book club.

## **CANTEEN**

Students can pre-order their lunch from the classroom using lunch order bags provided from the canteen, with money enclosed. Orders are taken to the canteen at 9:00am in the morning. Two monitors from each class collect orders shortly before lunch. Iceblocks and ice creams must be purchased in the first 15 minutes of the big lunch break. Price lists will be issued periodically and price increases will be advised through the school newsletter. It is suggested that all children take bags home so that parents can prepare orders. These are available from the canteen upon request. If a student arrives at school without lunch, they are sent to the front office with a signed note. The family are contacted. Students are expected to behave appropriately with good manners when using the canteen. A Canteen Manager runs the school canteen and volunteer parent helpers provide a valuable service to the children of the school. Offers of assistance can be made directly to the canteen on 8556 6018. A Canteen flyer is enclosed in this folder. If you can assist in the Canteen, please complete the form and return it to the school.

## **CAR PARK**

A car park is provided for staff and visitor parking. It is frequently a place of much vehicular movement and is not a safe area for children to be wandering through unattended. There is ample parking around the southern and western perimeter of the school. Gate access is provided. Parents using the front of the school are urged to deposit children and collect from areas adjacent to the pedestrian paths leading from the school. If students are required to cross at the front of the school, the school crossing must be used for both your own and your child's safety.

## **CHANGES TO ADDRESSES AND TELEPHONE NUMBERS**

*We really do need this information to be current.*

School records need to be kept up to date in case of emergencies so we need to know if:

1. You change your address and telephone number.
2. You change your emergency contact numbers.

Please let Student Services know as soon as possible.

## **CHILD NEGLECT AND ABUSE**

All adults (staff and parents) who work within the school are required by law to report suspicion of child neglect or abuse. All volunteers working with students need either to have undertaken the school's volunteer training and mandatory notification training.

## **CHRISTIAN PASTORAL SUPPORT WORKERS – see flyer**

In a government school, the Christian Pastoral Program is primarily a service of pastoral care for students and families, who seek this support. A Christian Pastoral Worker is a Christian with special skills for working with young people and their families in the school community. Christian Pastoral Support Workers are not in the school to evangelise on behalf of a particular faith group. Their role requires them to respect both the secular character of the school and the variety of thoughts and beliefs within the school community. A CPSW will:

- work in co-operation with teachers and the principal to support students,
- be available to students as a listener and supporter,
- be a support, resource and referral person for teachers and other staff,
- provide a Christian presence in the school on behalf of the local churches.

## **COMMUNICABLE DISEASES - Regulations**

It is probable that during the years your child is at school he/she will contract one of the common diseases listed below. Please observe the following Department of Education regulations which are available from the school office.

### **Chicken Pox, Mumps and Rubella**

Children do not attend school until cleared by a medical practitioner.

### **Measles**

Children do not attend school for at least seven (7) days from the appearance of the rash or until a medical certificate of recovery is produced.

### **Conjunctivitis**

Children do not attend until the discharge from the eyes has ceased.

### **Impetigo (school sores)**

Children do not attend until the sores have fully healed. The child may be allowed to return to school provided the appropriate treatment is applied and that the sores on the exposed areas are covered with a dressing.

## **CONSENT FORMS**

Families are requested to fill out a generic consent form upon enrolment, which gives permission for borrowing books from the library, to have headlice checks, going for local

walks and having photos taken by staff members. These are kept in the student's personal file for future reference.

## **COUNSELLOR**

The school has a full-time Counsellor whose office is located in the administration area. The counsellor is available to both students and families. The Counsellor's role incorporates behaviour development, coordination of student participation opportunities, case management of individual students and families, parent liaison and crisis intervention, as necessary. The Counsellor also works with staff in developing class programs.

## **CUSTODY PROCEDURES**

Parents are required to give the school details regarding custody arrangements. Please advise the front office of any change of legal custody. It is important that the custodial document be sighted at the school. **All information is confidential.** We can only help you in these situations if you keep us informed.

## **DENTAL CLINIC**

The Dental Clinic is located at 2 Alexander Kelly Drive, Noarlunga Centre SA 5168. Phone the SA Dental Service, Noarlunga on 8384 9244 for an appointment.

## **DIARIES**

All students have a diary to record homework, class notices, and communications between school and home. These form an important link between home and school and parents need to check them regularly.

## **DOGS**

Dogs are not permitted on the school grounds at any time. This is in the best interests of the students as dogs can be unpredictable and a risk to the safety of students. Some students are also sensitive to the allergens dogs harbour which may trigger adverse reactions.

## **DRESS CODE**

A flyer is incorporated in the pack. The Aldinga Dress Code enables affordable, safe and practical clothing for learning. Clothing can be purchased from the school or from local discount stores. The dress code colours are maroon or green tops and black pants. The full dress code is included in your pack and is available online.

## **EARLY DEPARTURE**

Parents who wish to collect their child before 3:00pm need to complete an Early Departure Notice through the student services office. Teachers will not release a student unless the person collecting them has first been to the front office to collect an Early Departure Notice. Alternatively, parents may advise the class teacher that they will be collecting their child early via a written note in the child's diary.

## **ENROLMENTS**

So that the children can make a smooth start we would ask parents to enrol their child/ren before "starting day". You can do this by phoning the school and making an appointment with the Principal /Senior Leaders. At this time it is helpful to pass on important information about your child. This assists us in class placement and is passed on to the child's class teacher. We like to meet your child on the day you complete the enrolment form as this gives us an opportunity to show your child his/her classroom and to meet his/her teacher. Some children find the transition from one school to another difficult so do prepare them for the move if you are moving into the area. We feel it is



important to have a gap between the enrolment of your child and her/his starting in a new class. This gap allows the teacher who is to receive her/him to make sure there is a desk and materials etc. ready and to prepare the rest of the class so that they can welcome her/him. All new students generally start on the Monday following enrolment.

## **ENTRY TO SCHOOL for RECEPTIONS**

Current policy is that children enrolling in Government School have between eleven and fourteen terms in junior primary classes, that is reception, years 1 and 2. Children can enrol in the term following their fifth birthday. In 2014 the Government introduced a single starting date for kindergarden children and school age children. Students, who turn 5 before May 1<sup>st</sup>, will start at the beginning of the year. Students who turn 5 after May 1<sup>st</sup> will need to start school at the start of the following year. More information about starting dates and an online tool about which dates children start can be found at <http://www.earlyyears.sa.edu.au/pages/HOME/samefirstday/>.

## **EXCURSIONS AND CAMPS**

Excursions and camps are an important part of the school's curriculum. If your child's class is going on an excursion or camp we strongly encourage your child to attend. Consent needs to be given by the parent/caregiver and the signed permission forms returned promptly to school. At times, you may be invited to accompany a group on an excursion or to provide transport. If you are able to assist with transport (you need to be covered with third party property insurance) your child's teacher will be extremely grateful. If possible take the opportunity to join with the class. Information and permission notes will be provided before the excursion. ***Families in financial hardship can negotiate payment arrangements with the Finance Officer.***

If you have any concerns about an excursion (or camp) please make sure you contact the organiser (usually the class teacher) so that he/she is aware of your concerns.

## **FINANCE OFFICE**

The Finance Office window is open daily from 8:30am-9:30am and 3:00pm – 4:00pm.

## **FOOD and DRINK MATTERS**

### **'Crunch'n'Sip is a Fresh Fruit & Vegetables Only Time**

Each day at about 10:00am, and in some classes all day, students can eat fresh fruit and vegetables. This time is not an extra break time and students are generally engaged in a learning activity while eating. Some children choose not to have any food during class and this is OK.

### **Wrappers**

To decrease the amount of litter in the yard we ask students to unwrap food and place litter in the classroom bin or their lunchbox before they leave the room. Eating food on the oval is not permitted. Students must be seated to eat food outside of the classroom. This includes food purchased from the canteen.

### **Water is the drink in class**

A water bottle in your child's classroom is encouraged. Students should drink water during the day. Juice, milk drinks and cordial can be consumed at both breaks but not during learning time.

## **FUNDRAISING**

School fundraising is coordinated by the parents and staff representatives on the Governing Council Fundraising committee. The year's activities will be planned and publicised during Term 1. Any other fundraising suggestions will be negotiated with the fundraising committee. Staff or parents may sell items in the staffroom if found suitable after consultation with the convenor of the Fundraising committee.

## **GUIDELINES FOR VOLUNTARY PARENT HELPERS**

Voluntary helpers in the classroom are at all times under the direction and supervision of the classroom teacher. Regular volunteers must undertake the school's Volunteer training Program and seek a police clearance.

The following guidelines have been produced to ensure that all helpers understand the extent of their involvement and legal implications for teachers.

### ***Class Teacher***

1. Determines the assistance required, type of work, rosters, etc.
2. Provides information and /or explanations to parents as to the purpose and requirements of the activity.
3. Ensures parents know to refer any problems with children directly to the teacher. These may be discipline, social and academic.
4. Communicates regularly with parents to inform them of success/otherwise of programme.
5. Provides adequate notice to parents if timetable changes have to occur.

### ***Parent Helpers***

1. Allow all classroom management discipline/behaviour matters to be handled by the teacher (Even matters involving your own children must be handled by the teacher – please do not double punish your child when he/she reaches home.)
2. Ensure confidentiality. Any observations about children in relation to their ability, standards of work, behaviour, and personal matters **MUST** not be discussed with anyone.
3. Take care what you say both in front of students and generally around the school.
4. Communicate with the teacher to inform them of success/otherwise with the programme.
5. Treat all children equally and give positive feedback/praise whenever possible.
6. Use school equipment and facilities, e.g. staffroom, at the invitation of staff only.
7. Inform the teacher if you are unable to attend a rostered session.

### ***The School***

1. Provides a welcoming environment to parents.
2. Communicates frequently to parents - appreciation for help and support provided.
3. Reserves the right to discontinue the service of a voluntary helper.

## **GIFTED AND TALENTED**

Students who have particular skills or interests in any given area, including creative and expressive arts, interpersonal skills, sporting skills and academics are given opportunities to have a range of experiences to demonstrate and develop skills, in the classroom and in broader school programs. Teachers use Higher Order Thinking Skills (HOTS) methodology, structure open-ended activities and there are times when it is appropriate to group children of "like" ability together, even those from different year levels to support further learning. An extension program is managed by specialist teachers where students are released for an hour fortnightly to work on projects and some Year 5-7 students join the GLOSS program at neighbouring schools.

## **GRIEVANCE PROCEDURES FOR CHILDREN**

See Code of behaviour handout both in this pack and online – this is also supported by the schools recently updated anti-bullying policy.

### ***"All children have the right to feel safe"***

There are times when children may feel unsafe, or there are matters which worry them and affect the way they learn and play.

## HEADLICE

*Please read the enclosed pamphlet from the 'South Australian Health Commission' in collaboration with the Department of Education and Children's Services, regarding Head Lice.*

When the school is notified of a student having head lice, it is school policy to notify the rest of the student's class via a head lice note. If you are having extreme difficulty in eradicating head lice, please do not hesitate to contact us. A district nurse visits the school at regular intervals to do a whole school check for head lice. Parental consent is required.

## HIRE OF FACILITIES

Some of the schools' facilities are available for use by outside bodies. Any community based group wishing to use the schools' facilities is invited to contact the school's Business Manager for further information. A scale of charges is available.

## HOMEWORK

We believe that homework provides opportunities for students to:-

- Develop the study habits that will serve them throughout their schooling and into their working life
- Have opportunities to extend the development of organisational and time management skills
- Complete work they have not finished in class time
- Consolidate and practise the skills learnt

Therefore we expect each student to spend some time from Monday to Thursday on homework. All students are expected to read for at least 10 minutes each night. Further minimum time is allocated to year levels to carry out other work. (See policy included)

## HOUSE TEAMS

There are four house "teams" in the school.

When your child enrolls he/she will be placed in one of our four house teams. If he/she has a brother or sister at the school, they will be placed in the same team.

The four teams are:

<b>Pengilly</b>	Red	<b>Croser</b>	Blue
<b>Culley</b>	Yellow	<b>Lovelock</b>	Green

The teams are used for sports day and at other times during the year. The House Captains accept the award on behalf of all their house members.

## HOT WEATHER

As the school's buildings are air-conditioned, it is expected that all children will stay at school for the whole school day. On extreme days, 36°C and over students will remain indoors during the breaks. All students are expected to wear, either broad brimmed, legionnaire or bucket style hats any time they are outdoors, during terms 1 & 4, this includes P.E. lessons. Students are encouraged to bring sunscreen to school. This should be clearly named and kept in their school bag and applied before play or P.E.

## LIBRARY

(See flyer enclosed)

We aim not only to help children develop reading skills and use the library confidently for multimedia research but, importantly, to encourage a love of books and reading. The children need to be responsible for borrowing, taking care of the books and returning them. Borrowing is for a fortnight. There will be weekly overdue reminders. As books are expensive and for the use of everyone a replacement cost may be charged for damaged or lost books. Our school is a participant in the Premier's Reading Challenge. Every effort is made to support easy access to this reading challenge collection and we encourage every student to take part. Students are able to borrow the following number of books:

Reception/ Yr1	1 book
Yr 2	2 books
Yr3 -5	3 books
Yr6-7	4 books

**General Borrowing times are: Monday -Friday: 8:30 - 9:30 & 1:45 - 2:00**

Students (and parents) are also welcome to pop in after school. Class teachers can book in with their whole class at other times during each day.

## LOST PROPERTY

Lost property is kept in a large timber seat in the courtyard area. At the end of each term it is displayed for students to view and collect, after which any remaining items are sent to a goodwill store. Parents are requested to ensure that all articles of clothing, and any other items which children bring to school, are clearly marked with the child's name. The child's first name and surname are necessary to ensure easy identification and to prevent ownership disputes. Children are requested not to bring personal toys to school for safety reasons.

## MEDICATIONS

Please bring any medication which your child needs to the front office. The medication needs to be in its original packaging and instructions for administration obvious. The school needs to be aware of any medical problems your child may have, such as allergies, asthma, specific medical conditions etc. Because of this need we ask parents to supply us with a number of medical facts concerning their child/ren. This is recorded on a Health Information form. This information is confidential but necessary in the case of an emergency. If there is any change in your child's medical history please don't forget to tell us. **ALL** medication must be given to the student services office staff. **NO ANALGESICS OR INJECTIONS ARE TO BE GIVEN BY SCHOOL STAFF**

## NEWSLETTERS

Newsletters are published fortnightly. These are sent home on Thursdays with the youngest child in the family in even weeks - **do look out for them** - they are the main source of communication between the school and home. Please let your child's teacher know if you miss a newsletter. You may prefer to access the newsletter electronically via our school website.

## NOTICES

Many important notices may be sent home with children. In the initial stages it may be helpful if you check your child's bag for any notices sent home from school. We hope that as your child becomes increasingly responsible and he/she will automatically give you the notes when he/she gets home.

## NUT POLICY

(see flyer) Aldinga has a NO nut policy because a number of students have life threatening reactions to nuts. We ask that children do not bring nut products to school. This includes peanut paste and nutella.

## OUT OF SCHOOL HOURS CARE PROGRAM

Is held in the double transportable on the western side of the school  
(Telephone: 85566503)

The Out of School Hours Care Program coordinator is Gaynor Maynard.

This programme is available for students daily

- before school (6:30-8:45am)
- and after school (3:00-6:30pm)

The Programme provides a caring atmosphere where a variety of activities are offered and the children can be encouraged to be responsible for choosing the activities which will most suit their needs.

The care-giving service is provided by staff with a common interest in the emotional and physical well-being of the children.

Vacation Care is also available and details of the program are available either from the front office or O.S.H.C. building.

## **PARENT PARTICIPATION**

We are committed to encouraging parents' involvement in our school programme.

You as a parent are a partner in your child's education. Parents are encouraged to participate in school life and a range of options is open to them. The various choices will be discussed with new parents at a 'New Parents' morning tea held on the first day of each term.

### **❑ CLASS HELPERS/ VOLUNTEERS**

Teachers welcome parents in their classrooms, to help with elective programs, listening to reading, helping with excursions.

Ask your child's teacher if there is any way you can help in the classroom.

All regular volunteers in classrooms, the canteen, with sporting teams and anyone who works in direct contact with students as regular volunteers are now asked to undertake the Volunteer training program and complete a 'Volunteer Declaration' Form.

The Forms are available from the Front Office, classroom teachers and the Canteen for regular volunteers. Forms for Sporting volunteers will be arranged by the Sports Committee.

Regular volunteers are asked to 'sign in' and 'sign out' in the classroom and canteen during each visit. 'Visitor' nametags (available from classroom teachers, canteen and front office) should be worn while in the school and working with students. The safety of all of our students is the motivation behind these initiatives.

### **❑ GOVERNING COUNCIL:**

The Governing Council and its sub-committees, represent the school community, and after consultation will be making decisions on local educational issues, strategic planning and allocation of resources.

***2014 Governing Council is comprised of 17 members in total.***

There are 10 parent elected members, 3 staff representatives, 1 principal, 1 deputy principal and 2 community members. All Governing Council members are elected excepting the principal.

10 nominating members will be elected by ballot from the school community and 3 staff representatives will be elected each year by peer ballot. The Governing Council holds a minimum of 2 meetings a term. Parents also have an opportunity to become involved in Governing Council sub-committees. There are a range of sub-committees including Finance, Out of School Hours Care (OSHC), Well being (includes Sport, Canteen, SAKGP, student well being), Community (includes Fundraising, Uniform, Sponsorship and grounds) and Education. Governing Council will keep parents informed of their activities through the newsletter.

### **❑ CLASS PARENT NETWORK**

Each class has a class parent representative who liaises between parents and teachers to assist in the organisation of activities and smooth running of the classroom programmes. They also provide an important link for new families joining the class. Regular meetings are held for class parent representatives where valuable school information is shared. Class Parents chat regularly with the teacher and are familiar with class/school routines, class programmes and expectations.

## **PAYING MONEY**

All moneys for school fees, excursions, camps, sausage sizzles, performances etc. must be paid directly to the finance officer at the money window, which is situated in the courtyard. Opening hours are 8:30-9:30am and 3:00-3:30pm Monday to Friday. It is also important that any money handed in must be by the date specified and accompanied

by the appropriate note. This is because bookings, orders etc. have to be made well in advance and late payments could mean your child/children are unable to be involved.

***Money sent to the school should be in an envelope with the event, child's name, class teacher and amount to be paid clearly marked on it.***

## **PRIVACY PRINCIPLES**

Information Privacy Principles and Access to Personal Records Scheme enables you the individual to access personal information held by the school upon request.

## **PREPARING YOUR PRE-SCHOOL CHILD FOR SCHOOL**

Students need

- an art shirt to protect their clothing (available from the Uniform Shop)
- to have all their possessions clearly named so they can be returned promptly if lost. There is a "lost property" bench near the staff room.
- a book bag (available from the Uniform Shop)

Help your child to

- know his/her name, address and telephone number
- know the safest way to school. Give your child practice in crossing the road, the road safety, using marked crossings or lights
- speak clearly, listen to and follow simple directions.
- look after his/her own belongings, do up buttons, zips etc.
- accept other children and share playthings with them.
- develop independence and social confidence by leaving him/her for short periods with friends and relatives.

Parents do you

- read and tell stories to your child?
- share and discuss your child's television programs?
- encourage your child to be interested in his/her environment?
- use everyday tasks (cooking, setting the table, shopping etc) to develop concepts of language and number?
- show interest in his drawings, construction etc and give them display place?

In the mornings encourage your child to

- put his/her bag on a hook or place in their locker
- put his/her lunch box in the correct place.
- give notes, etc to the teacher.
- kiss and say goodbye to you without fuss.

After school encourage your child to tell you about the day's happenings. Be interested in the work he/she brings home and display it. Be positive in your comments about teachers and school. If you have concerns, contact the school straight away to discuss them so that they can be dealt with quickly. Ask the teachers about specific ways that they would like you to help your child.

## REPORTING STUDENT PROGRESS TO PARENTS

Following your child's progress at school is essential. We encourage parents actively to seek information about their child's learning through the following forums:

### **TERM 1**

**WEEK 3: ACQUAINTANCE NIGHT:** information is passed onto parents at a school meeting about the class program, class routines and expectations are outlined.

**WEEK 9/10: PARENT TEACHER STUDENT CONFERENCES:** parents and student meet with the class teacher to share the learning of the child. Issues and concerns can be raised.

### **TERM 2**

YEARS 3, 5,7 students undertake national testing in literacy and numeracy- **NAPLAN tests**

**WEEK 2/3: OPEN MORNING:** parents are invited to come into the school and experience the class learning program

**WEEK 10: WRITTEN REPORT:** the report details the student's academic achievement across all curriculum areas and their effort. A social/work skills report is included along with student reflections.

### **TERM 3**

**WEEK 10: SHOWCASE OF LEARNING:** this is an evening session where the students sets an agenda and shares their learning with parents.

### **TERM 4**

**WEEK 9: WRITTEN REPORT;** A summary report (as above)

Parents are welcome to make a time to meet with their child's class teacher at any time throughout the year to follow up on student issues. Making an appointment ensures that quality time can be given to the issue.

## SAFETY ON THE STREETS

Please be sure that your child/ren knows how to conduct themselves safely on our busy streets. Warn them against loitering on the way to and from school, visiting friends without permission, going anywhere with strangers. If your child is walking, ensure they know road rules for crossing etc. and if they are riding or skateboarding, ensure they have a helmet.

## SCHOOL CARD

The School Card Scheme is administered by the Department of Education and Children's Services and provides financial assistance towards the cost of educational expenses for full-time school students of low-income families. Approval for School Card is dependent upon proof of family income not exceeding the limits. Information is available from the Finance Office. If you are approved for school card, there are no fees to pay.

## SCHOOL FEES

School Fees are set by the Governing Council. The fees covers all stationery, general curriculum area needs and computing. Fees may be paid by cash, cheque (made payable to Aldinga Beach R-7 School) or Visa and MasterCard. Payment by instalments can be made after discussion with Principal/Deputy Principal or Business Manager. Interstate, overseas and new Reception students enrolling during the year will be required to pay a proportion of the fees. Any school library or textbooks, which are damaged wilfully or lost, may have to be paid for. Students will be asked to replace diaries and library bags which are lost.

## SICK STUDENTS

We have a sickroom for students who are unwell. Students are kept in the sickroom for only a short period of time. Parents are contacted if a student cannot continue with classes because of sickness. Parents of children, who receive injuries to their heads, are informed. The school keeps a record of all injuries and treatment. ***We ask parents to keep children at home if showing signs of sickness in the morning.***

## SMOKING

The Department for Education and Child Development prohibits smoking within the school buildings and grounds at any time, including during sporting events on the weekend or after school.

## SPECIALIST PROGRAMS

The following specialist programs are provided by teachers fully trained in their area of specialisation. Each subject is for 50minutes and teachers report student outcomes to the class teacher.

- ❑ **Physical Education**
  - PE is offered to all classes Reception to Year 7
- ❑ **MUSIC – The Arts**
  - One specialist R-5 in Music / Dance
  - One specialist 6-7 in Music / Dance / Drama
- ❑ **LOTE (Language other than English)**
  - Japanese is offered to all classes Reception to Year 7
- ❑ **ABORIGINAL STUDIES**
  - Aboriginal Studies is offered to all classes Reception to Year 7

## SUPPORT FOR STUDENTS AT RISK

Two teachers are appointed part time to work in the area of special education programs. This role includes; coordinating Schools Services Officers (SSOs) who work with students with particular needs, withdrawing individual and small groups of students to develop their skill and knowledge base, supporting classroom teachers to develop programs for the students they are working with. A highly skilled team of SSOs provide support for students at risk through classroom support and working with individual and small groups of students in speech and language programs and specific learning programs.

### *Support Services:*

#### *Disabilities and Behaviour services*

DECD personnel are available to diagnose and assist children with special learning, behavioural and linguistic needs. Services offered locally include:

- Guidance Officer – does assessments to determine specific needs.
- Speech Pathologist – develops speech programs according to diagnosis.
- Attendance officer-supports students and families of non-attendees.
- Social worker-supports students and families with social/emotional wellbeing.
- Interagency/Behaviour Support Unit – supports students, families and staff with behaviour strategies.
- Disabilities Consultant- does assessments and provides support to level A,D and I students, staff and families.
- Hearing Impairment Consultant- does assessments and provides support to hearing impaired students, staff and families.

## SPORT

In addition to the class physical education and a daily fitness program, there is opportunity for children to participate in additional sporting activities.

- **Active After School Programme** – participation is available in this programme for all students and includes a range of activities from karate to archery. For more information and a schedule of classes contact the school.
- **TEAM SPORTS**

The type and number of activities is only limited by the amount of parental support. Soccer is offered in the winter at school. All other sports are offered through the clubs. A comprehensive Sports Policy is available for parents upon request.
- **SWIMMING**

Early Years students have lessons at the Noarlunga Swimming Centre in Term 2.  
Year 3 to 5 students have lessons at the Noarlunga Swimming Centre in Term 3.



Middle Years students have an aquatics programme at the Port Noarlunga Aquatics Centre in term 1.

- **SPORTS CLINICS** – throughout the year students participate in a variety of sporting clinics brought into the school by DECS/community groups.
- **SAPSASA** (South Australian Primary Schools Athletics Sports Association) – we actively encourage students to become involved in the SAPSASA program. The school advertises the opportunities for students to try out for the various sporting district teams. This involves Year 5 – Year 7 students and may involve parents transporting students to selection trials.

## STUDENT OPPORTUNITIES

Student participation initiatives are an integral part of school life: Students are encouraged to participate in a variety of additional programs which are on offer at Aldinga Beach R-7 School.

- **YOUNG LEADERS**

The Young Leaders group consists of a class representative chaired by a student exec comprising of elected Year 6/7 students. They meet fortnightly to discuss issues brought forward by class forums.

This is a student led decision making group within the school.

- **FESTIVAL CHOIR (Years 5-7)**

Years 5-7 students participate in weekly practice during school time leading into performing at the Schools Festival of Choirs at the Festival Theatre.

- **JUNIOR CHOIR (Years R-4)**

Meets weekly at lunchtime and occasionally performs with the senior choir.

- **JROCK (Years 6/7)**

This is a dance production with students practicing weekly and performing at the entertainment Centre in August.

- **MENTORING**

Students with particular talents and skills are able to join the mentoring program which utilises community volunteers in a range of activities.

## SUN SMART AND HOT WEATHER POLICY

We are all aware of the dangers caused by exposure to the sun. All students wear a Broad-brimmed, Legionnaire or bucket style hat during terms 1 and 4. If a child doesn't have a hat they are required to sit in a shaded area. Hats are also worn during outdoor lessons and on excursions. Staff and parents encourage that adequate protection is used when children are in the sun for a prolonged time (i.e. Sports Day, Excursions, SAPSASA activities). Such protection being :

\* A Wide-brimmed, bucket or Legionnaire style hat.

\* Suitable and appropriate clothing (i.e. shirts with collars and elbow length sleeves, longer style shorts)

\* Sun-screen (Broad Spectrum 30+) Reapplied every two hours

\* Regular fluid intake

\* Use of the shade of trees, pergolas, umbrellas and tents

Sun safe issues will be a part of the school programme. The students will be made aware of this policy and the reasons for it through newsletters, class meetings etc.

*Sun safe clothing must be worn on casual clothes days.*

## Term Dates

### TERM DATES for 2014

Term 1 28 January – 11 April

Term 2 28 April – 4 July

Term 3 21 July – 26 September

Term 4 13 October – 12 December

### TERM DATES for 2015

27 January – 10 April

27 April – 3 July

20 July – 25 September

12 October – 11 December

## **TRAFFIC RESTRICTIONS**

Please adhere to parking and speed restrictions around the school. The times when students are most at risk is when parents who are dropping off or collecting students ignore speed restrictions (25kph) around the school, double rank, and allow students to jump out of cars before it is safe to do so. Please respect the local neighbours and their right to free access to their homes.

## **TRANSITION KINDY TO SCHOOL**

Prior to children beginning at our school we strongly recommend that parents/caregivers make an appointment with one of the leadership team to have a tour of the school and a discussion about their child's particular needs. If parents then wish to proceed with enrolment they can complete the paperwork that ensures their child's placement. Intakes of new reception children occur at the beginning of each term. Children are able to start in the first intake after their fifth birthday. In the term prior to your child beginning school you will receive a letter inviting you to attend a series of transition visits. These generally take place in the last five weeks of the term and the children come every Tuesday morning for varying lengths of time. They begin at school on the first day of the following term. During the first transition visit children are settled with a teacher and the parents meet with the Principal for an information session. This eases the worry for children at that first visit knowing Mum and/or Dad are nearby. The process of children moving from a kindergarten or child care centre to Aldinga Beach R-7 School involves parents and staff working in partnership to ensure the child's' best interests are served. The purpose of the transition process is for children to become familiar with the physical environment of the school, to meet other children, to experience a few break times, to learn about the safe areas to play in etc. Where possible these visits take place with the teacher the children will be with when they start although this is not always possible.

## **TRANSITION – SENIOR STUDENTS**

Our district secondary school is Willunga High School. The majority of our year 7 students choose to go to Willunga with a small group choosing Seaford 6-12. All senior school students leaving the school graduate at the end of the year. A transition program is negotiated for all students which involve visits to their new school and open days. Information is provided to students later in the year. All students need to inform us of their choice of secondary school by the end of Term 2.

## **TRAFFIC MONITORS**

Students aged 10 or older are given the opportunity to be trained as school traffic monitors. The students are on duty in pairs - from 8:30am to 8:45am and 3:00pm to 3:15pm. They are assisted by a teacher on duty at the crossing.

## **VISITORS REGISTER**

All visitors to the school must sign in and out at the front office in the Visitors' Book and obtain a visitor's badge. This is for security and evacuation purposes.

*Thank you for taking the time to read this important information about our school.*

*We wish your child/ren and your family a happy and enjoyable association with the school. We are always open to new ideas and welcome any feedback about your child's learning experiences at Aldinga Beach R-7 School.*

*Kind regards,*

*Lyn Langeluddecke, Dave Henty-Smith, Nicky Clark, Mel Justice & Kris Mott*

*Updated 17/04/2014*