

# FAMILY INFORMATION BOOKLET



A Learning Community

## SCHOOL VISION STATEMENT

**Hincks Avenue Primary School is a Learning Community  
striving For The Development Of The Whole Person.**

Schulz Avenue,  
Whyalla Norrie SA 5608  
Tel: (08) 86457266  
Fax: (08) 86450811

## 2011 STAFF LIST

### Leadership Teachers

<b>Principal</b>	Linda Weetra
<b>Deputy Principal</b>	
<b>School Counsellor</b>	Meleika Hobba

### Classroom Teachers

<b>Special Class</b>	Di Christie
<b>Reception &amp; Year 1</b>	Kerry Collins
<b>Reception &amp; Year 1</b>	Julie Baxter
<b>Year 1 &amp; 2</b>	Kylie Thorpe
<b>Year 2</b>	Allison Windsor
<b>Year 3 &amp; 4</b>	Matt Mallee
<b>Year 3 &amp; 4</b>	Megan Smith
<b>Year 5</b>	Ali Clarke
<b>Year 6 &amp; 7</b>	Nikki Dormand
<b>Year 6 &amp; 7</b>	Sam Lewis

### **Aboriginal Education Teacher**

<b>Non Instructional Teacher JP</b>	Jenni Collins & Lauren Griffin
<b>Non Instructional Teacher MP &amp; UP</b>	Michael Yeates

<b>Community Mentoring Program</b>	Ginette Darke
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### Student Support Officers

Finance	Elly Liffner
Front Office	Sue Young
Classroom Support	Di Bryant
	Teresa Brennan
	Karen Newton
	Rachael Hogg
	Sharon Clarke
	Stephenie Herbert
	Sue Holmes
	Lindy Bauschke
	Cherie Manfield

Aboriginal Community Education Officer

<b><u>Groundsperson</u></b>	Luke Brice
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## ROUTINE PROCEDURES

### SCHOOL TIMES

Children should not be in the school grounds before 8.30am.

Staff are rostered for morning yard duty from 8.30am.

Children who enter the grounds before this time will be asked to take a seat at the front of the school.

### SIREN TIMES

8:30am	Students enter school yard / classroom
8:50am	Bell to indicate start of lesson time
9:00am	Whole school fitness begins (Mon - Thurs)
9:30am	Whole school fitness ends
11:10am to 11:20am	Students eat lunch in class with teacher
11:20am to 11:50	Big Lunch play period
1:20pm to 1:40pm	Little Lunch play period
3:10pm	Dismissal

### HOT WEATHER / WET WEATHER / HIGH WIND PROCEDURES

On inclement weather days, children are to remain in their rooms and are supervised by their teachers. Three bells at the start of a break, or during a play period, signifies inclement weather procedures. On days on inclement weather staff will open their doors for the students at 8:30am.

If weather is 35°C or above, students will be supervised in classrooms during little lunch. If weather is 38°C or above, students will be supervised in classrooms during big and little lunch. On days of 35°C or above, all outdoor activities cease. On extreme windy days classes stay indoors for relevant breaks.

**Students are required to wear a wide-brimmed hat**, as identified as part of our uniform for all outside activities, this includes excursions.

### ASSEMBLIES

School Assemblies are held every Friday at 9:00 am in the School Gym.

Each week a different class has the opportunity to lead the assembly.

Parents are invited to join us each Friday at Assembly.

## STUDENT UNIFORM CODE

### **We believe wearing school uniform:**

- Reduces peer pressure and parent issues regarding clothing for school
- Increases pride in our school
- Allows easy recognition within the community that enhances student safety and projects a positive school image
- Eliminates inappropriate clothing (provocative, offensive wording, restrictive and unsafe)
- Follows our Sun Safe policy
- Assists with economic savings

### **The uniform consists of:**

- Mix and match clothing, skirts, shorts, trousers, T-shirts and jumpers, in the school colours of black and gold (name brands should not feature)
- Dresses, pinafores and squirts in recommended school fabrics
- Sun Smart clothing with sleeves to protect shoulders, will cover the midriff and be of a suitable length
- Black or gold wide-brimmed hats (can be purchased for \$6 from the office)
- Flat shoes with a back which are suitable for both class and yard activities
- No jewellery, with the exception of sleepers or stud earrings, watches and medical bracelets

A supply of school uniforms can be purchased from the front office.  
Second hand uniforms are available for purchase from the office.

## LUNCH ORDERS

Lunch orders are provided by Stuart High School Canteen to students and staff. Orders must be placed in the lunch baskets by 9:00 am and sent to the front office to be delivered to the Stuart High before 9:10am. We collect the lunches from the Stuart High at 11:10am.

Students eat lunch in their classroom with teacher supervision between **11:20 PM** and **11:30 PM**.

Hincks School Canteen is open each day from 1:30 – 1:50 to purchase drinks, iceblocks and chips.

If your child needs to go home for lunch a note giving your permission must be sent to the school.

## **SCHOOL NEWSLETTER**

This is a vital form of communication between the school and parents. Information concerning educational issues, coming events, meeting dates and school achievements are included. Once per term the school's newsletter will include a copy of the school's term planner.

Please expect to receive a copy every second Friday via a child in your family.

## **LIBRARY / RESOURCE CENTRE**

Library books can only be borrowed from the Resource Centre if students have a library bag. All students are issued with a calico library bag at time of enrolment. Replacement bags are at your own cost (calico bags \$2 from the front office).

Children have access to the Library / Resource Centre during class time for borrowing and research. The Library / Resource Centre is open at Big Lunch times for games and reading.

The Resource Centre welcomes volunteer assistance.

## **BANKING**

Children may bank at the school through Alliance One Credit Union school deposit service. Application forms are available from the school. These can be filled in and returned to the school. Your child will receive a deposit book, usually within a fortnight.

Children may deposit into this accounts each Tuesday by bringing their deposit book and money. Their deposit books are taken to the Front Office where the Bank Officer comes to enter the deposits. The deposit bankbooks are then returned to the class teachers.

## **BIKES / SCOOTERS / SKATEBOARDS**

People are expected to walk their wheels in the schoolyard between 8:15 am – 3:30pm. Students will lose the right to use their wheels for 1 week if they are not following the above rule or they are riding to and from the school in an unsafe way or interfering with other people's bike, scooter or skateboard.

## **ABSENCE NOTICE**

It is a requirement of DECS that every absence, late arrival and early departure of children be explained. Please contact the school in writing if your child misses any time from school. After 3 days absence, the school will make contact with the family. This information is kept on file and may be requested by the DECS Attendance Officer. More than 5 days absence per term is considered to be "chronic non-attendance". If you are taking holidays of 1 week or more during term time, it is necessary to contact the school requesting an exception to attend school, for your child.

## **EMERGENCY CONTACT CARDS / SICKNESS / ACCIDENTS**

We keep emergency contact cards for each child on file in the school. It is important that these contact cards be kept up to date in regard to changes in address, telephone number, doctor, place of employment, etc. Please inform the office of any changes.

## **AMBULANCE SERVICE FEES**

Parents should note that legal responsibility for paying ambulance service fees where an ambulance is called for a student rests not with the school but with the parent or guardian of that student.

In place of the school subscription scheme, the following will apply to all Government Schools.

- If a student is injured at school or on a school excursion an ambulance will be called if considered necessary.
- The Ambulance will send out an account in the name of the parent / guardian.
- If you are a member of the Ambulance Service you should not receive an account. If you do just return it to them.
- If you are not a member of the Ambulance Service but do not have private cover through your own scheme send this account to your insurer.
- If you do not have any Ambulance cover then come to the Front Office at school and complete a Statutory Declaration form through the Principal.

## MEDICATION PROCEDURES AT HINCKS

DECS has a Medication Policy to enable us to better meet the needs of students who require medication whilst at school.

By implementing this policy, we are protecting your child and other students from possible misuse and /or misadministration of potentially dangerous medicines.

The following applies to all students requiring medication:

1. **A “Medication Authority” form must be completed by a registered practitioner prior to medication being administered at the school. Any alterations to the dose or type of medication, requires a new Medication Authority to be completed by a Doctor.**
2. All medication handed into the school must be in it’s original container with the child’s name, name of drug, dose, prescribing doctor, date and dispensing pharmacist on the label
3. Please supply sufficient medication for a maximum of 2 weeks. This applies to prescribed medications administered daily eg ADHD tablets
4. The first dose of the medicine must be taken at home (this will enable parents to see if the child has any adverse reactions to the medication)
5. An “Asthma Care Plan” and a “Medication Authority” must be completed by a registered practitioner prior to any asthma medication being administered at school
6. Students are NOT allowed to carry medication with them at school – all medicines must be handed into the front office
7. **All the above applies to ALL medication – including paracetamol, aspirin, cough lozenges and all over-the-counter remedies.**

All of the forms are available at the front office and can be picked up prior to visiting the doctor.

If your child has to have medication at school, such as antibiotics, ask the doctor if it is possible for them to take a dose before school, after school and before bedtime.

“Medication Authorities” and “Asthma Care Plans” need to be renewed at the beginning of each school year – so a visit to the doctor should be planned for some time during the school holidays.

## **STUDENT LEARNING**

### **HOMEWORK**

Regulations under the Education Act No 164: -

- (a) Teachers may require that homework, appropriate to the age and ability of a child, shall be carried out by a child attending a Government school.
- (b) Every teacher shall give a sympathetic consideration to any objection from a parent regarding the amount of homework expected by the teacher from a child of a parent.

We believe that homework can help: -

- Develop good study, time management skills.
- Inform parents of their students work and progress.
- Reinforce work done in the classroom.
- Helps students in revision/learning of work.
- Assist with the transition between primary and secondary school.

## **PARENT INVOLVEMENT**

### **School/Parent Participation**

As parents you are an important part of your child's learning.

We encourage you to be involved in school activities by: -

- joining in class camps and excursions
- visiting the classroom to see what's happening
- supporting classroom programmes
- attending workshops to learn more about the school curriculum
- helping in the Library
- participating in decision making of the school
- attending school assemblies

We have an open-door policy and welcome you at the school any time. Throughout the year teachers use a variety of ways to communicate with parents, including informal chats, diary notes, home visits, discussion meetings and communication books.



## **PARENTS CODE OF CONDUCT - Hincks Avenue Primary School**

### **Trust**

- Parents/Carers will disclose information to the school that affects their child's performance and expect that this information is treated in confidence and that it is acted upon.

### **Respecting Individual Dignity & Worth**

- Parents/Carers will contact staff regarding any concerns or issues they have in line with the school's grievance procedures by speaking calmly and maintaining respect for everyone involved.

### **Teamwork**

- Parents/Carers will acknowledge that education is a shared responsibility and they will have an active interest and input to their child's learning.

### **Open Communication**

- Parents/Carers will seek to establish and maintain open lines of communication with the school.
- Parents/Carers will be honest and respectful in communication with school staff.

### **Pride in Ourselves and Our School**

- Parents/Carers will present themselves as open and approachable and act upon their concerns in a constructive way so that changes may be of benefit.
- Parents/Carers will be positive and supportive of the range of activities that occur within the school and they will promote these in their interactions with others.

### **Honesty**

- Parents/Carers will calmly and clearly state what they believe about a problem or issue and will seek an amicable outcome.

## HANDLING PARENT AGGRESSION PROCEDURE

Schools are a place where children, teachers and parents interact. Most of the time this is a pleasant and productive experience but sometimes problems need to be resolved.

The principles underpinning our procedure are:-

- Everyone has the right to express his or her concerns
- The people concerned have the right to respond to the issues raised
- Everyone should be treated with respect
- Working towards solutions happens after talking with the person / people you have a problem with

Parents are encouraged to follow the code of conduct based on our school values. In the event of a staff member feeling unsafe or uncomfortable due to:-

1. escalating conflict or aggression
- OR
2. communication at an inappropriate time or place

### **THEN YOU MUST:**

#### **1. END THE SITUATION IMMEDIATELY**

- Make a new time to meet (“I do not have the time to discuss this at the moment, can we please meet later”).
- Make it clear that you are not happy to continue (“I am not happy discussing this here, I would really like the Principal to be present”).

#### **2. ACCESS LEADERSHIP SUPPORT**

- If possible, walk away and inform leadership immediately of the situation

#### **3. CALL THE POLICE**

- Leadership, or the person responsible for the running of the school, will make the decision to ask the person(s) to leave the premises. If this decision is not adhered to, the above mentioned will make the decision to call the police.
- Lock-In procedure may apply

The above steps are designed to be followed sequentially

If a parent continues to behave in an obsessive and unreasonable manner the following communication / meeting protocols will be implemented.

All communications with the school must be negotiated through the front office and managed by the Principal. At the initial meeting, protocols outlined:-

- Code of conduct clearly defined and discussed
- Minutes of meetings maintained and shared
- Agreed course of action / outcomes clearly stated
- Negotiating parties are invited to involve support personnel
- District Office personnel involvement when required

If during this time there is a repeat of the aggressive and threatening behaviour further action will be taken which may include:-

- Requesting the parent to leave immediately
- Calling Police Security or Police
- Initiating proceedings under Section 104 of the Education Act which enables prosecution and a fine of up to \$500 against a person who behaves in an insulting or offensive manner to a Principal, teacher or staff in the course of their duties
- Taking out a restraining order

### **CATASTROPHIC (CODE RED) BUSHFIRE ALERT**

Our School is **NOT** rated as a high risk bushfire school and will remain open. If in the event of a bushfire within the vicinity of Whyalla our existing emergency response systems will be put into place and you will be notified. The Iron Knob school bus, however, will **NOT** run on a day that is forecast at Catastrophic (Code Red) level for this fire ban district. Travel on these days is considered to place children at high risk.

### **SUPPORT SERVICES**

The School has limited access to the services of:

- Speech Pathologists
- Social Workers
- Guidance Officers and Special Education Teachers

Where additional support is considered necessary parents will be consulted. Every effort will be made to provide the support considered necessary for children.

## GOVERNING COUNCIL

### **1) Governing Councils make it possible for the community and parents to:**

- Contribute to school based decision making at a range of levels
- Be involved in establishing the shared values and expectation that guide the direction of the school or preschool.
- Work towards a shared responsibility and joint action for education and care.

### **2) It is the responsibility of the Governing Council to be involved in**

- Establish vision and direction
- Setting priorities
- Strategic and budget planning
- Human resource planning
- Facilities planning and oversight
- Policy development and approval within DECS frameworks
- Evaluation and accountability
- Participation in appointment of leadership positions

3) Parents are welcome to attend Council meetings which are held twice per term in the Staff Room at 7:00 pm. The date will be advertised in the Newsletter.

4) The Council's Annual General Meeting is held early in Term 1.

## SUB COMMITTEES

A member of the Governing Council is a representative on each of the sub committees made up of interested community members, staff and students.

These committees are:-

- Finance
- Fundraising
- Grounds / Facilities

Maximum involvement is welcome, please contact the school if you are interested in joining a committee.

# **STUDENT BEHAVIOUR MANAGEMENT**

## **Our Beliefs About Behaviour**

### **We believe that ...**

Our school should provide a safe, caring, orderly, stimulating learning environment.

Students, staff and parents should work together as a co-operative team to develop and promote consistent behavioural expectations and consequences.

Appropriate behaviour is best achieved through a success oriented learning environment, catering for the needs of all children.

The students are responsible for their own decisions and behaviour and learn that these have an effect on others and that students must accept the consequences of their own behaviour.

Conflicts are inevitable in all human relationships. We need to plan our responses to such situations so that conflict is resolved peacefully and appropriately.

### **Therefore we will see students ....**

- respecting themselves and their property
- respecting others and their property
- respecting Hincks Avenue Primary School ( the school environment )
- following whole school codes
- contributing to the development of whole school/class codes
- accepting the consequences of their behaviour
- assisting new students with understanding our school codes and consequences
- recognising different forms of harassment
- using appropriate strategies to resolve harassment and grievance issues.

## **SCHOOL CODES**

### **RESPECT**

- Treat others with respect
- Respect your own property and that of others
- Keep the school environment clean
- Follow adult instructions

### **PRIDE**

- Welcome new people and visitors to our school
- Wear recommended uniform, a wide-brimmed hat and appropriate footwear

### **HONESTY**

- Speak truthfully

### **OPEN COMMUNICATION**

- Use Harassment, Bullying & Grievance procedures
- Solve problems peacefully
- Use Restorative Justice Practices

### **TEAMWORK**

- Include others in your play and be fair
- Help other students when they are having problems and if they are hurt

### **TRUST**

- Be punctual (enter and leave yard at appropriate times / returning from breaks)
- Move safely
- Play within boundaries and in the correct play zone
- Play safely and responsibly

### **SAFETY**

- Sit down and eat before playing
- Walk your wheels into, out of, and around the school when people are present
- Staff members must be present when children are inside buildings
- Students are only allowed on school grounds between 8:30am and 3:30pm when there is adult supervision

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

We work hard at creating a learning environment in which the child can be successful in academic, social and behavioural pursuits.

Support will be provided wherever possible to ensure your child has every opportunity to be safe, happy and learning at an appropriate rate.

We also have a clear set of procedures for students who interfere with the rights of others to learn, to play and to teach. These procedures range from rule reminding and redirecting, to isolation and exiting from the class/ yard.

Serious concerns regarding behaviour will be discussed with parents to plan more successful learning time.

Students will be skilled and informed in the use of our “Harassment Grievance Procedures” to help them deal with harassment should it occur.

## ENROLMENTS

Children are admitted to school usually on their 5th birthday. However, children are not under compulsion to attend school until they are 6.

The final date for admissions of children turning 5 is usually mid November, depending on class sizes at that time.

The decision about the length of time a particular child will have in Junior Primary classes is not made on enrolment, but as a result of discussions between parents, teachers and Principal during the early years of school.

Depending on the date of admission, children would normally progress through Reception / Year 1 / Year 2 in the time shown below, with a minimum of:

February admission - 12 terms

April admission - 11 terms

July admission - 14 terms

October admission - 13 terms

A series of school transition visits for children and parents is arranged during the month prior to your child’s starting day. You will receive a letter outlining dates for visits.

## ASSESSMENT AND REPORTING

### **Assessment of children's progress**

Children are continually assessed by teachers in an effort to monitor progress and to assist them to reach their full potential.

Various methods are used including: -

- State-wide testing
- Whole school testing
- Regular testing of skills.
- Recording of work covered, knowledge, skills and attitudes developed and problems encountered.
- Filing of relevant work samples.
- Teacher observation.

### **Reporting to Parents**

Parents are always most welcome to discuss student progress with the class teacher and or Principal/Deputy Principal.

An Acquaintance event and teacher/parent discussions will be held throughout the year.

Outline of Reporting format is as follows:-

#### Term 1

- **Introductory Letter** – Sent home by end of the first week
- **Student/Parent/Teacher Conference** – End of term. (weeks 9/10)  
Please discuss student progress showing evidence of your comments.

#### Term 2

- **Introductory Letter** – Sent home in first week to explain areas of focus throughout the term as well as any special events or reminders.
- **Mid Year Report** – Sent home on Tuesday, last week of term with Intervention Reports.

#### Term 3

- **Introductory Letter** – Sent home in first week to explain areas of focus throughout the term as well as any special events or reminders.
- **Conference** (if requested by teacher or parent.) Weeks 8/9  
We would encourage a 3-way conference between the student, parent and teacher.

#### Term 4

- **Introductory Letter** – Sent home in first week to explain areas of focus throughout the term as well as any special events or reminders.
- **End of Year Report** – Sent home on the Tuesday of the last week



## **INFECTIOUS DISEASES**

Parents are asked to contact the class teacher and/or the office in cases where children contract communicable diseases.

Recommended minimum periods from school are:

### **Common Infectious Diseases**

#### **Disease**

#### **Exclusion Period**

Chicken Pox

Until no moist sores and person feels well.

Measles

5 days from onset of rash

Mumps

10 days from onset of symptoms or until swelling has gone down

Rubella (German Measles)

5 days from onset of rash

Scarlet Fever

Until person has received antibiotic treatment for at least 24 hours

Whooping Cough

5 days after starting antibiotic treatment

Hepatitis

Until medical certificate produced

Conjunctivitis

No discharge from the eyes

Hand, Foot & Mouth

Until blisters are dry (4-6 days)

School Sores (Impetigo)

Until appropriate treatment has commenced. Any sore on exposed surfaces should be covered

Ringworm / Tinea

Until effective medical treatment carried out

### **Insect Infestations**

Head Lice

Until effective treatment carried out

Scabies

Until effective medical treatment carried out