



# 2016

## MOUNT PLEASANT PRIMARY SCHOOL PARENT INFORMATION BOOKLET



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**Government  
of South Australia**

Department for Education  
and Child Development

### **Absences/ Late Arrivals/ Early Leaving**

We expect to hear from caregivers when a student is absent. Please use the Skoolbag app, telephone the school by 9:30 a.m. on the day of the absence or send a written message upon the student's return.

Students arriving **late** must collect, and fill in, a late form from the Front Office.

Students leaving **early** must be signed out by a parent / care provider at the Front Office.

### **Assemblies**

These are held on Friday mornings in weeks 5 & 9 of each term, in the Gym from 9.00 - 9.30 a.m. Each class takes a turn in running the assembly, classes or individual students present their work and teachers present students with awards. Families and visitors are most welcome.

### **Banking**

Students may bank into the Commonwealth Bank on Tuesdays. Application forms are available at the Office.

### **Behaviour Management**

The aims of the behaviour management policy are to ensure that all students are safe and have the opportunity learn. It also ensures that teachers can work in safety, teach students without interruption and to provide an atmosphere of trust and success.

Students are expected to behave in socially responsible, respectful and acceptable ways, and to make best use of all learning opportunities.

A copy of the detailed Behaviour Management Policy is available on our website or from the Office if you wish to have one.

### **Book Club**

About six times a year, students receive a pamphlet advertising paperback books available at reasonable prices from Ashton Scholastic Book Club. Lucky Book Club caters for students in years R-2. Arrow Book Club caters for students in years 3-7. Star Book Club is for years 6 – secondary. An order form is included in each pamphlet. Cheques should be made payable to Mt. Pleasant Primary School Council Consolidated Account. Books usually arrive about three weeks after orders are sent. The school benefits from your participation.

Note that late orders cannot be accepted.

## **Cleaning**

A private contractor cleans the school.

## **Communication**

Brief, informal conversations between teachers and families can take place before and after school. However if you wish to discuss any aspect of your child's education with his/her teacher please contact the school to make an appointment. Please see front cover for details of phone, fax, email addresses.

If the details you provide at enrolment about contact details, emergency contacts, doctor, addresses etc. happen to change please keep us informed.

## **Curriculum**

The school curriculum is planned and assessed from the Australian Curriculum Eight areas of study are taught. They are;

The Arts; Technologies; English; Health and Physical Education; Language Other Than English (Japanese); Mathematics; Science; and History and Social Sciences (HASS).

The school places a strong emphasis on environmental care and is involved in several community projects as well as in-school activities. These activities are planned to include literacy, numeracy and vocational skill development.

## **Daily Routine**

8.30a.m. - School starts

8:50a.m. - Lessons commence

10:40 - 11:00 a.m. Recess

12:40 - 1:30 p.m. Lunch

3:10 p.m. - Dismissal

## **Duty of Care Responsibilities in Schools**

Whilst many school staff are at school between 8:00 am and 5:00 pm., duty of care responsibilities begin at 8:30am. and finish at 3:45pm. Therefore if students are at school before 8:30am and/or after 3:45pm., the school is not officially responsible for care and supervision. In such cases students should be booked into OSHC.

Of course, in special cases of need, students will be helped and cared for until parents arrive. In such cases parents should let us know if they are going to be late when collecting their child after school.

## **Emergencies**

Evacuation notices are displayed in each room and students practise emergency evacuation, invacuation and lock-down procedures at random times during the year. Parents will be kept informed in real emergencies via the Skoolbag app and by phone as the situation demands.

## **Excursions**

At times students may be required to leave Mt Pleasant for excursions. Transport may be by private car or bus and caregivers may be asked to share the cost. Consent forms are sent home and students can only attend such events if the forms are signed by the parent/caregiver and returned to school.

## **First Aid**

Minor first aid will be given to a student if required but if staff are concerned at all, we telephone the caregiver or send the student to the hospital. Caregivers sign a consent form at the beginning of the year giving authority for the student to be taken to the nearest medical help.

Students who suffer from asthma will need an asthma health care plan. Puffers may need to be at school. These can be stored safely in the First Aid room.

Please note that staff are not permitted to administer medicines or tablets without written instructions from the student's doctor.

If your child suffers from severe reactions, allergies, migraine headaches etc. please provide doctor's instructions and appropriate medications to be held in the First Aid room.

## **Governing Council**

Under the Local Management scheme, the Governing Council has increased power to plan and monitor school progress towards improving student learning outcomes and associated structures and facilities. The Governing Council shares responsibility with the Principal and staff for educational leadership and management.

All families/caregivers are welcome to attend council meetings; dates are published in the school newsletter.

Council members are elected, as representatives of all parents, for a term of two years. If you're interested in what goes on in our school please think about nominating for the Governing Council.

Parents/Caregivers who have an interest in school policy and the educational program, should talk to school staff first, and put forward their views or queries through any of the Council members, to be raised at Council meetings.

School Council is not a forum for complaints.

## **Grounds**

We employ our Groundsperson for 8 hours per week. He also assists with school maintenance matters.

From time to time the odd working bee is necessary to augment the work done by our Groundsperson and DECD maintenance. Parental support at working bees is greatly appreciated. Working bee tasks may include cleaning gutters, weeding, improving playground facilities, and general upkeep of grounds and buildings.

## **Homework**

The school has no set homework policy. At the beginning of each school year teachers will inform families/caregivers about their expectations regarding homework.

Homework expectations are based on the age, ability and year level of the child. They are usually based on practice (ie Reading) or finishing work not done at school. Caregivers are best able to help by showing an interest in the student's work and by providing a suitable work area free from distractions (e.g. television).

## **Internet Usage**

As part of their learning all students have access to computers and the Internet. Students can also send and receive email to their personal email address. The Department for Education and Child Development has filters in place to guard against improper use of these facilities. However it is impossible to prevent access to all undesirable sites.

Students may only access the Internet under teacher supervision and after the student, their family and their teacher all sign an "Internet Agreement."

Infringements of this code of practice incur suspension from Internet usage.

## **Leaving School Grounds**

Students are only permitted to leave the school during school hours when signed out by a parent or guardian.

When arriving and leaving school, children, in their excitement, sometimes ignore traffic. We request that caregivers keep a watchful eye on students and that students use extreme care.

## **Lost Property**

When property is named it is returned to the student. All unnamed items found at school are kept in a basket in the Front Office. We encourage all students and families/caregivers to check this basket for missing items. Unclaimed articles are used as spare/second hand clothing or are given to charities if they are not claimed by the end of the year.

## **Lunches**

The school encourages healthy food and snacks at lunch and recess. We encourage Nude Food (food in reusable containers), to reduce the amount of waste we produce. Please do not allow students to have foods/drinks labeled as suitable for older children and adults. This often applies to “sports drinks/foods” which are high in salt, sugar and/or caffeine.

The PFA organises lunch orders each Friday as a fund raiser. Order forms are available from classes and the Front Office. They need to be returned with the money to the box in the Front Office by 9:00am. Wednesdays.

## **Materials and Services Fees**

The Governing Council sets school fees at a General Meeting in term 4. Fees are payable at the Office. Payments may be made in installments. Full payment is needed by the end of term 3.

Some students are eligible for School Card subsidy. Information about whether a student is eligible for School Card is available from the Office. Please ask about this scheme early in the year if you think that you may be eligible.

## **Money**

At times students will be required to bring money to the school for a number of reasons, such as Materials and Services Charges, Book Club, excursions etc. All money sent to school must be in a named and sealed envelope and handed in to the office staff.

## **Music Hub**

Year 5/6/7 students may take part in the Torrens Valley Music Hub. Costs are met by families.

## **Newsletters**

These are published fortnightly on Tuesdays. Most forms and special notices are sent home with the newsletter.

If you have school notices you would like published in the newsletter please make sure the notice is at school by Monday morning. If you wish other community notices to be published please see the office staff.

## **No Hat – No Play Policy**

All students MUST WEAR A WIDE BRIMMED or Bucket Hat during all outdoor activities and excursions. Students without hats will be confined to undercover areas. Hats are optional when the UV rating is below 3.

## **Out of School Hours Care**

An Out of School Hours Care program commenced at the school from the beginning of the 2001 school year. Before school care is available from 6:30am, and after school care finishes at 6:00pm. Further information about the program, including information about fees and subsidies, can be obtained from the Director or from the OSHC Committee.

The Committee reports to the Governing Council, which employs the OSHC staff.

## **Parents and Friends Association (PFA)**

Families/caregivers and friends of children attending the school are always welcome to attend meetings. Dates and times of these meetings are advertised in the school newsletter.

One of the aims of the PFA is to help raise funds for the educational needs of the students and numerous activities are arranged throughout the year. Your support for these is vital in assisting the school to provide a wide range of resources for student use. The PFA is a very friendly group that actively supports the staff and students and the learning program of the school. For more information please contact the school.

## **Parent/Caregiver Involvement in Curriculum**

Many adults contribute to the school's learning program by helping out in classrooms with reading support, crafts or a helping hand if needed.

Feedback from parents/carers is always sought and welcome. Contributions from parents play a major role planning for the up-coming year.

Adults with special talents to share or with time to assist with all kinds of school activities are most welcome. Please speak to your child's teacher or to the Principal about current opportunities.

A separate section about supporting your child's learning at home is at the back of this booklet.

## **Parking**

There is NO parking within the school grounds when dropping off or picking up students. Parking is on Hospital Rd, Phillis St or Hocknull Plc.

For the safety of all, please observe NO PARKING signs opposite the main entrance and Hocknull Place.

N.B. "No Standing At Any Time" signs apply in the turning circle of Hocknull Place. The District Council and S.A. Police will issue fines for parking in the turning circle.

## **Raising Concerns**

Good relationships between home and school give children a greater chance of success.

The school is able and willing to deal with issues that are raised in appropriate ways.

In the first instance please talk with the teacher concerned or the Principal.

A Parent Complaint Procedure is available on the website or from the front office.

If the school does not get information, then it can only assume that all is well.

## **Reporting**

3 Way Interviews (Student, Teacher & Parent) will be held in term 1 and Student Led Conferences are held at the end of Term 3. Parent / Teacher interviews can occur at other times by request of either teacher or family.

Written reports are sent home at the end of Terms 2 and 4.

## **School Bags**

We prefer students to wear backpacks or shoulder bags that cross the body diagonally because they are kinder to young bodies.

Students should bring a bag to school every day because, although they may not have anything to bring to school, they are often given things to take home.

## **School Telephone Number – See front page**

Families/Caregivers who wish to contact teachers are requested to telephone the school before or after school or during recess and lunch breaks. Your help in this matter will lessen the disturbance of school routine. A message can be left at the Front Office. Please note that teachers will not be called away from their classes to answer the telephone, unless there is an emergency.

## **School Photos**

Advanced Life Photography is our current school photographer. School photos will be taken in term one.

## **Smoking**

Government Regulations PROHIBIT SMOKING in schools. This means that nobody can smoke on school grounds.

## **Sports Equipment**

Sports equipment is available for use at play times. Each class has its own supply of equipment that students can borrow.



## **Staff**

### Teachers:

Kristy Adams	Reception / Year 1	Room 2
Lee-Ann Hardy	Year 2/3	Room 6
Jan Riley	Years 4/5/6/7	Room 4
Nicole Moffett	NIT – Science / PE	Room 1

### Ancillary Staff:

Linda English	School Services Officer – Finance / Reception
Valerie Kroehn	School Services Officer – Student Support
Trev Pietersen	Groundsman

Principal: Tony Wrigley

## **Student Property**

Please ensure that all belongings are marked clearly with the student's name. This includes items such as lunch boxes, bags, coats, jumpers, hats, drinking cups and any other items that come to school regularly and may become separated from your child. Police recommend only using a student's surname on the outside of school bags.

## **Student Representative Council**

All classes have representatives on the school's S.R.C.

The purpose of student council is:

1. To provide a forum for student expression.
2. To develop positive attitudes and to practice good citizenship.
3. To promote harmonious relations throughout the entire school.
4. To improve school morale and general welfare.
5. To plan special events or projects and fundraising.

Meetings take place once a fortnight and are run by Miss Adams.

## **Swimming**

As part of Physical Education, students have two swimming lessons per day for one week at the Adelaide Hills Swimming Centre at Woodside. This is usually held in week 3 of Term 1. All students travel by bus to and from the swimming centre.

## **Uniforms / Dress Code**

The school aims to keep the cost of uniforms to a minimum and items may be purchased through the school uniform shop.

Colours are navy blue and jade as specified in the following:

- Windcheaters - navy blue
- Polo Shirts (short or long sleeved) - Mid-Jade—only available from school office
- Trackpants, leggings, parachute pants, stirrup pants – plain navy blue
- Cargo pants / shorts – plain navy blue
- Shorts – plain navy blue
- Skirts, skorts (skirt/shorts in one) - plain navy blue
- Dress – blue and white check
- Wide brimmed (minimum 6cm) or bucket hats—plain navy blue

NB. No sleeveless tops or crop tops allowed.

Shoes should be safe and sensible for physical activity eg sneakers, school style shoes, sandals (with ankle strap). No thongs or heels are allowed.

For safety reasons long hair is to be tied back.

Makeup is not allowed.

Only stud or sleeper earrings can be worn. No necklaces or bracelets are allowed.

A small supply of clothing is kept at school in case of accidents. Parents are asked to wash and return items their child has used as soon as possible.

## **Supporting your child's learning at home**

Literacy and numeracy, the abilities to read, write and calculate in real life situations, start developing long before children begin school. The home continues to play a vital role in supporting children's learning.

Research shows that children who are immersed in a language rich environment are likely to achieve at a higher level in all areas than those who aren't.

Here are some suggestions about how to provide a language rich environment.

- Spend time talking as a family about the things you do, places you go to, things you see, people you meet, television shows you watch together.
- Read to your child, (no matter whether they can read themselves) and make it a special, cosy and comfortable time.
- Show enjoyment of books, magazines, newspapers, maps and directories, hobby guides – in fact anything that relates to life.
- Borrow and/or buy books from the school, library, garage sales, Book Clubs, and give books as birthday gifts.
- Involve your child in writing notes, shopping lists, labels, letters to family and friends.
- Collect pictures, comic strips, jokes and paste them into a scrap book for regular sharing times.
- Play games such as I Spy, Car Cricket, Spot the Number Plate while travelling in the car, and read road signs, banners and advertisements.
- Give your child an attractive note book or diary and encourage its use.

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