

WELCOME TO



INFORMATION BOOK

2016

*The Clovelly Park Primary School community
is committed to developing and maintaining positive relationships
between parents/carers, staff and students
in a happy, safe and secure learning environment.*

School Values

Respect

Respect is an attitude of caring about people and treating them with dignity. Respect is valuing ourselves and others.

Cooperation

Cooperation means working together to achieve something. Cooperation means sharing, listening, encouraging, everyone having a say and doing your share of work.

Tolerance

Tolerance is being able to accept the difference and opinions of others.

Persistence

Persistence means having the ability to continue to maintain a purpose in spite of difficulties.

Responsibility

Responsibility is being able to account for all your deeds and actions.

**The whole school community works together
to promote and encourage these values.**

We do this through our beginning of year program 'Off to a Great Start', special focus weeks, continued discussion between staff and students, and through encouragement and celebrations of students doing the "right thing" eg certificates are awarded at assemblies to students who display our school values.

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WELCOME

Principal's Welcome

Dear Parents / Carers,

Welcome to Clovelly Park Primary School. We wish you a long and happy stay with us. We value your contribution to this community's school. Parents/carers and staff working together is the BEST WAY to support your child.

This handbook has been compiled to provide you with up to date information about our school.

We invite you at all times to share your concerns with us as well as your joys. We are working towards a common goal, helping your child to reach their true potential and to achieve to the best of their ability socially, physically, emotionally and academically.

Julie Bishop
Principal

Contact Details

Address: 1 Renown Place, Clovelly Park SA 5042
Phone: (08) 8276 5366
Fax: (08) 8374 3301
Email: dl.0932_admin@schools.sa.edu.au
Website: www.clovellyps.sa.edu.au
Out of School Hours Care: 0418 585 142

School Profile

Clovelly Park Primary School was formed in 1995 following the amalgamation of Mitchell Park Primary and Tonsley Park Primary Schools.

Over the past few years the school has seen a steady increase of student numbers bringing our current enrolment to nearly 400 students. There are approximately 53 different nationalities represented at the school. We have an Intensive English Language Centre (IELC) which caters for students R-7 who are newly arrived in Australia. We also have 2 area Special Education classes on site that cater for 20 students.

Clovelly Park Primary School is a public school managed by the Department for Education and Child Development (DECD).

School Times

School hours are 8.45am to 3.00pm.

Classrooms open	8.30am		
All children in class, roll taken	8.45am	-	9.00am
Lessons 1-2	9.00am	-	10.40am
Recess	10.40am	-	11.00am
Lessons 3-4	11.00am	-	12.40pm
Supervised lunch eating	12.40pm	-	12.50pm
Lunch playtime	12.50pm	-	1.20pm
Lessons 5-6	1.20pm	-	3.00pm
Dismissal	3.00pm		

SCHOOL STAFF 2016

Leadership Staff

Principal	Julie Bishop
Deputy Principal	Julie Hibell
IELC Assistant Principal	Wahid Halimee
School Counsellor	Karen Gibson

Classroom Teaching Staff		Support Teaching Staff	
NAME	YEAR / ROOM	NAME	ROLE / ROOM
Liz Hillam / Adele Taylor	Year Rec/1, R1	Cheryl Josephs	EALD
Georgina Kourouyianni	IELC JP, R2	Deb Parsons	Resource Centre
Helen Wiseman / Leanne ZiziKos	JP Special Class, R3	Jess Smith	PE
Alice Wagstaff	Year Rec/1, R4	Jenny Bradshaw	Special Education
Kathryn West	Year Rec/1, R5	Lynnette Mawby	EALD
Zoe Wecker	Year 1/2, B1	Sally Owen	Aust. Curriculum / AET
Louise Watson / Megan Debicke	Year 1/2, B2	Debbie Johnson	The Arts
Kathy Papas	IELC MP, G1	Harvinder Saini	Science
Lynnette Mawby / Chris Lay	Year 3/4, G2	Keryn Day	Technologies
Sonia Magon	Year 4/5, G3		
Fulvia Crivicich / James Lay	Year 4/5, G4	School Services Officers (SSOs)	
Athan Markos	IELC MP, G5	Tracey Hamden	Front Office
Joanna Kontos	IELC 1JP, G6	Lilli Hughes	Front Office
Nadine Yasbeck	Primary Special Class, Y1	Yvonne Bitmead	JP Special Class
Sonia Leleisiuao	IELC JP, Y3	Kim Fumpson	Primary Special Class
Kelly Peterson	Year 5/6, Y4	Rose Manariotis	Various Areas
Aidan Kannieappan	IELC UP, Y5	Corinne Simpson	Various Areas
Richard Maynard	Year 6/7, Y6	Wendy King	Various Areas
Vicki Faulkner	Year 6/7, Y7	Charmain Vasey	Various Areas
Lisa Haddrick / Brooke Hamden	Year 2/3, O1	Mary Bosnakis	Various Areas
Erin O'Grady / Kim Sabien	Year 2/3, O2	Simone Thomas	Various Areas
School Support Staff			
Wendy Cove	Pastoral Support Worker	Bilingual School Services Officers (BSSOs)	
Paul Haskett	Groundsperson	Vijaya Govindasamy	IELC
Jo Battersby	Canteen / OSHC / Uniforms	Eman Deeb	IELC
Wayne Campbell	Aboriginal Community Education Officer	Roya Mokhtari	IELC

CLOVELLY PARK PRIMARY SCHOOL MAP

← North to
Percy Avenue

↑
East to
Renown
Ave

ORANGE UNIT

O1 O2

South to
Celtic Ave →

**KISS 'N DROP
← ZONE**

STAFF CARPARK



YELLOW UNIT

IELC Assistant
Principal

School
Counsellor

Y1
Toilets

Y2

Science

Y3

Y4

Y5
Toilets

Y6

Y7

Bikes

FRONT OFFICE

Principal
Deputy Principal
Staffroom

RED UNIT

Resource Centre

Computer Room
Technologies

R1 **R5**

R4

R2 **R3**

Toilets

GREEN UNIT

G1

G2

Toilets

G3

G4

Toilets

G5

G6

Gazebo



BLUE UNIT

OSHC
Toilets

Canteen
Uniforms

The Arts

Toilets

B1

B2

**BASKETBALL
COURT**



**NETBALL
COURTS
AND
PLAYGROUNDS**

→

SHELTER SHED

Toilets

GYM

↖
**COMMUNITY
GARDEN**

SCHOOL OVAL



Not drawn to scale

GENERAL INFORMATION

Hours of Supervision

Teaching staff are required to be in attendance during the hours of supervision, 8.30am to 3.30pm, unless otherwise negotiated with Leadership staff.

Student Supervision

During play breaks, there are five teachers supervising children in the school yard and two others on duty at lunch time in the Resource Centre and Computer Room. Teachers are on duty in the yard before and after school. If you are delayed in the afternoon, please inform the school as soon as possible. If we haven't been notified, your child will be asked to wait in the front office foyer and you will be called to come and collect your child.

In the morning classrooms are open at 8.30am for students to enter. **Children should not be in the school yard before 8.30am as there is no teacher on duty until 8.30am.** Please do not send your children to school before that time.

OSHC

Out of School Hours Care (OSHC) incorporates Before School Care, After School Care, Vacation Care and care on pupil free days. Before and After School Care operates daily. Before School Care begins at 7.00am and ends at 8.30am. After School Care is from 3.00pm until 6.00pm. Parents are requested to make direct contact with the Director regarding any questions or issues. **Phone: 0418 585 142**

Term Dates

	Term 1	Term 2	Term 3	Term 4
2016	1 Feb - 15 Apr	2 May - 8 Jul	25 Jul -30 Sep	17 Oct - 16 Dec
2017	30 Jan - 13 Apr	1 May - 7 Jul	24 Jul - 29 Sep	16 Oct - 15 Dec
2018	29 Jan - 13 Apr	30 Apr - 6 Jul	23 Jul - 28 Sep	15 Oct - 14 Dec

Starting School - Reception

South Australia has the same first day of school for all children which means that every child has four terms of Reception before they go on to the rest of their primary schooling. It means a more stable environment for children with fewer changes to classes throughout the year.

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

We offer school tours for prospective parents/carers in Terms 1, 2 and 3 and a series of orientation visits during Term 4 for children which help them transition to school.

In the first week of the school year, all Reception students have shortened days and stay at school until 12.30pm. Teachers use the afternoon to meet with families for the sharing of information and building of relationships, which helps establish a welcoming environment for the new Receptions.

GENERAL INFORMATION

Canteen – Clovelly Deli

The *Clovelly Deli* provides a full canteen service operating Tuesdays to Fridays. Lunch orders are done through the classroom in the morning. The canteen is open at recess and lunch times.



The *Clovelly Deli* would love the support of parents/carers who have a few hours to spare. If you would like to volunteer to assist on a regular basis please see our Canteen Manager.

A menu and price list is prepared and parents/carers are asked to note any updates of items and prices mentioned in newsletters. The *Clovelly Deli* also offers special lunches from time to time. The *Clovelly Deli* provides a healthy range of food and snack items (including vegetarian and halal options) in line with DECD regulations. **We are a nut free school.**

School Fees

School fees (Materials and Services Charges) are set by the Governing Council. **Fees for 2016 are \$229.00.** Parents/carers are requested to pay this account promptly. Payments can be made using cash, cheque, eftpos or credit card. School fees cover the purchase of curriculum support materials and particular consumable items including stationery and art/craft materials. It is generally planned that the school fee provides for all the stationery items the children will require for the year. However, if additional items are needed, because of loss or destruction, then parents/carers will be asked to pay for these above the school fee payment.

A proportion of the school fee is charged for children enrolling during the course of the year. Throughout the year additional fees are charged for camps, excursions and special events at the school.

School Card

This government assistance scheme is available to parents/carers who meet the criteria. School Card approval is based upon either the parent/carer being a holder of a pension card from Centrelink or can prove low income. Parents/carers who have social security benefit approvals are asked to complete a School Card Application form at the time of enrolling their child and at the beginning of each year. Front Office staff are happy to assist with this application.

The school card approval assists parents/carers in the payment of fees through an allocation of money to the school by the government.

Money Collection

Payments can be made directly to the Front Office 8.30am to 9.15am and 2.30pm to 3.30pm Monday to Friday. We have EFTPOS and Direct Debit facilities so please see the Front Office staff for more information if you would like to use these services. If sending money to school with your child, please ensure it is in a well secured envelope and carefully labelled.

CHILD'S NAME
CLASS TEACHER (S)
ROOM NUMBER
ACTIVITY (eg zoo excursion)
AMOUNT ENCLOSED

GENERAL INFORMATION

Absences

When your child is away please write a note or phone us. Regulations state that a written reason must be given for absences for all children six years and over. We also require a note if your child needs to leave school early eg doctor or dentist appointments.

When parents/carers collect their child the teacher should be informed. If a child must go home unexpectedly during the day we ask the parent/carer to personally collect the child from class and sign him/her out at the Front Office.

If it is known that a child will be absent for an extended period eg family holiday, long illness, parents/carers are required to complete an exemption form available from the Front Office. The principal is able to exempt students, however for an extended time permission may need to be sought from DECD. Please allow sufficient time for the granting of these exemptions.

Sun Smart

The school is proactive in its efforts to ensure that children are protected from potentially dangerous and cumulative exposure to the sun. It recognises that skin cancer can be life threatening but is preventable. All children are expected to wear a suitable hat whenever they are involved in outside activities.

Wearing a hat is compulsory in Terms 1 and 4.

Children who do not will be required to sit in the gazebo or go to the library or computer room. Children are also encouraged to provide and apply their own SPF 30+ sun screen. All staff are also expected to wear hats in Term 1 and 4.



School Uniform

All children are expected to wear the school colours - maroon, sky blue and black. The summer dresses/skirts are a specific check and the winter pinafore is a maroon tartan. Uniforms are on display in the Front Office.

The Uniform Shop is located next to the Canteen and is open from 8.30am – 9.00am Tuesdays to Fridays. Some second hand uniforms are usually available for purchase at a reduced price.

We encourage a high standard of appearance and neatness within the school and all children are expected to wear the uniform for all school activities unless specified otherwise.

Netball and Soccer Uniforms

Coaches will inform children about the appropriate uniform required.

Taking photos or filming students

We understand that some parents/carers may wish to film their children's participation at assemblies or special events.

In order to ensure the privacy of all students, please be aware that any vision or photographs taken must be for personal use only. Images taken of students other than your child should not be placed on public forums such as *Facebook*, *Instagram* or *You Tube*.

We appreciate your respect and co-operation.

GOVERNING COUNCIL

The Governing Council plays an active role in developing school policies, liaising with committees and representing the views of the parent community.

The Governing Council is made up of parent representatives, the principal and staff. The varying knowledge, skills and background of these members contributes to the decision making processes of the school. The Council's main aim is to ensure the best possible education and facilities are available for our children.

Terms of office are two years, so that approximately half of the Council is elected at the Annual General Meeting (usually held in March). Council meetings are open to the whole school community. You should use this forum as a means of raising issues that may be of a concern to you.

Governing Council Role

1. To oversee the general well being and operation of the whole school, including OSHC
2. To advise the school Principal as necessary, on the correlation between the work of the school and the educational needs of the community.
3. To oversee the facilities, grounds and equipment at the school and to be directly involved in ensuring that the general environment is safe and suitable for children's learning.
4. To oversee the financial management of the school.
5. To be involved in preparing the Site Learning Plan, general management plans, including curriculum matters.
6. To represent all members of the school community in making decisions about the school's operations.
7. To carry out such duties as are required by the regulations or requirements of the Minister.

Governing Council Committees

Finance Committee

Oversees the school's financial planning and budgeting and makes recommendations to Council about expenditure, use of grant monies, investment and Materials and Services Charges. Meets twice a term.

Fundraising Committee

Initiates and organises fundraising and social activities for the school. Meets several times throughout the year, more often when special events are occurring.

Canteen Committee

Oversees the school canteen, the "Clovelly Deli." Makes recommendations for the menu and special meal deals, ensuring it meets healthy food guidelines. Meets once a term prior to Governing Council meetings.

OSHC Advisory Committee

Supports and assists the Governing Council, Principal and OSHC Director to ensure that the quality of care being offered is in keeping with the values, principles and policies of the school, council, community and DECD. Meets twice a term prior to Governing Council meetings.



HEALTH INFORMATION

Emergency Contact Information

We keep emergency contact information about each child on our school database. It is important that this information is kept up to date. Parents/carers must notify the Front Office of any changes of address, telephone numbers etc, as soon as possible.

Medication

We cannot administer any medication without a signed note from the doctor.

Individual children's asthma medication can be kept in an area that can be monitored by the teacher but have access by the child at all times. In an emergency there is a back up supply of Ventolin puffers in the Front Office. Other medication for children is to be kept at the Front Office and will only be given when ordered by a doctor and is provided in the original, fully labelled pharmacy container.

- Short Term Medication (eg Antibiotics)
 - A doctor's signed consent must be given to the Front Office with any medication to be dispensed. If there is no medication plan signed by a doctor, staff will be unable to administer medication. Most antibiotic doses can be worked around school hours.
 - Medication must be in the appropriate container.
- Long Term Medication (eg Ritalin, Dexamphetamine)
 - Medication plan to be completed and kept at Front Office.
 - Medication accepted only in the original container.
 - Medication can be administered by the Front Office.

Sick Room

The school has a sick room which is monitored by Front Office staff. If a child is in the sick room for a long period of time the parent/carer or emergency contact person will be called and a request made to collect the child. Parents/carers are also contacted in the case of serious first aid needs or soiled clothing. In the case of a serious emergency the school will call for an ambulance and then make contact with the parent/carer or emergency contact person. Parents/carers are responsible for payment of any expenses incurred.



Head Lice

Head lice are small wingless biting insects which live and breed in human hair. Outbreaks of head lice are common in schools everywhere.

It is the responsibility of parents/carers to check their child's hair regularly for head lice and nits. If found, appropriate head lice treatments must be used to remove them before the child returns school. The school must be notified. If a staff member detects or suspects head lice in a child, parents/carers will be contacted to arrange for the child to be checked and treated before he/she returns to school. Head lice shampoo is available from the Front Office for school card holders.



More information on symptoms, treatment and prevention can be found at: www.sahealth.sa.gov.au

PARENT/CARER COMMUNICATION AND PARTICIPATION

Newsletters

A school newsletter is sent home with the youngest child in each family. These newsletters let the school community know what is happening, share information about educational programs and acknowledge the achievements of others and the school in general.

A class newsletter is sent home at the beginning of each term to keep you informed about daily routines and programs directly related to your child's class.

End of Term

The Governing Council has endorsed the policy of our school closing an hour earlier at the end of each school term.

Children are dismissed at 2.00pm on the last day of each term.

Pupil Free Days

The Governing Council approves four Pupil Free Days and one School Closure Day each year. On these days the children are not required to attend school but staff are involved in professional learning activities. The School Closure Day is a holiday for both children and staff and is usually held at a time of local significance. It has traditionally been used for families to attend the Royal Adelaide Show. OSHC is open on Pupil Free Days but closed on school closure days.

Assemblies

Children are involved in regular assemblies at our school. Whole school assemblies are currently held every second Tuesday after lunch, usually in even weeks.

Our assemblies are:

- child centred (they encourage child participation)
- an opportunity for children to share with others and to present items eg work completed
- an opportunity for children to talk about or report on recent events of particular significance
- hosted by different classes on a roster system
- open for parents to attend
- a time to acknowledge student achievement including awarding certificates for upholding our school values

Volunteering

Parents/carers are a vital part of our school community and we welcome your participation and involvement in our school. You could become involved in your child's classroom program eg storytelling, listening to children read, helping with craft activities, attending excursions etc. In the wider school community you could help in the school canteen or Resource Centre, be part of whole school programs eg fundraising, working bees, sporting teams, the Community Garden or join the Governing Council.

To ensure that students are able to learn in a safe, respectful and well organised environment **all parents/carers and members of the community who would like to help in our school on a regular basis must complete volunteer training.** This includes a criminal history screening check, Responding to Abuse and Neglect Education and Care training and volunteer induction.

We offer volunteer training in Term 1 each year.



EDUCATIONAL PROGRAMS

Teaching and Learning

All teachers use the Australian Curriculum to plan and teach in English, Maths, Science, Humanities and Social Sciences (Geography, History, Civics and Citizenship Yr3-7, Economics and Business Yr5-7), The Arts, Technologies, and Health and PE. More detailed information about the curriculum can be found at: www.australiancurriculum.edu.au. We currently have specialist teachers in Science, Technologies, The Arts and PE.

Assessment and Reporting

Our school uses a continuous basis for its assessment and reporting processes. These may be both formal and informal. We assess and report the quality and standards of work being done against the Australian Curriculum Achievement Standards. We also report on aspects that directly relate to the overall development of the child and approaches to learning.



Three Way Learning Discussions which involve the child, teacher and parents/carers are an important part of our school's reporting philosophy and are held in Term 1. They lead to greater student responsibility towards learning and an increase of information and awareness for you as parents. **Written reports** are sent home at the end of Term 2 and 4 and **interviews** are offered in Term 3.

Special Needs and Support Services

Programs are established to support children with specific learning needs. We also provide a range of programs to support individual and group wellbeing.

A DECD funded support service is available to parents/carers, staff and children at our school. Guidance officers, social workers and speech pathologists are available and contact can be made through the school. Generally, referral for assessment by one or more of these specialists is initiated by the class teacher(s). Parents/carers are informed about any such referrals and details to the process to be used to gain more information or assistance about the child's development and learning.

Where children are assessed eligible the school then develops, in consultation with the parents/carers and any other determined advocates, a Negotiated Education Plan (NEP). These plans detail realistic goals for the child over a given period of time.

Information and Communication Technologies (ICT)

We aim to provide children with the best possible resources to prepare them for their future. All children have access to the Internet and Intranet (internal school network) from their classroom, the Resource Centre and Computer Room. The Internet, Intranet and email are resources that children can use whilst at school to assist their learning.

The Network User Policy outlines the terms and conditions for the use of ICT - electronic equipment, facilities and resources such as computers, laptops, ipads, the network, cameras, scanners, email and Internet.



EDUCATIONAL PROGRAMS

Student Wellbeing

It is very important to build a positive school community through skilling students in developing their social and emotional skills to support them to uphold our school values, problem solve, build resilience and achieve their very best as learners. Our School Counsellor supports the development of various programs to support our school achieve these goals. These include *Play is the Way*, *Rock and Water*, *Responsible Relationships*, Child Protection Curriculum, *PALs* (Play at Lunchtime) and Yr 6/7 leadership roles.

Student Voice is promoted through our SRC (Student Representative Council). Reps are also involved in yard activities such as Giant Chess, Checkers, Connect 4 and car mats which are very interactive and lots of fun!

Our School Counsellor and Leadership team provide the opportunity for students to solve issues restoratively with family support as required. Other key support staff are our Pastoral Support Worker and Aboriginal Community Education Officer.

Excursions and Camps

All children are given the opportunity to participate in educational excursions and incursions (performances etc). Details and consent forms are sent home for each occasion. **No child shall be permitted to be involved in an excursion or camp without parent/carer written consent.** During the year, some children may have the opportunity of attending a camp. The camps vary in length of time depending upon the age of the children, the camp's purpose and costs. Camps and excursions are an important part of the curriculum as they reinforce the learning in the classroom.

Consent Forms

At the time of a child's enrolment, parents/carers are requested to complete a general consent form. This gives the staff permission to take the children on local walking excursions. A separate consent is forwarded home for all other activities. This general consent form also informs the school about children who have permission to be photographed for purposes within the school, the newsletter and website.

When the school has a need to forward or share information about a child eg to school support agencies, the parent/carer will be informed about this and be requested to give their approval for information about their child being passed on or shared.

Swimming and Aquatics

All children in the school will be given the opportunity to be involved in swimming or aquatic sessions throughout the year. We use the Westminster School Swimming Centre and Port Noarlunga Aquatic School for these lessons. These water safety and confidence lessons are led by trained instructors and are seen as an essential part of our Physical Education program.

Children from R-2 are entitled to have five, 45 minute sessions per year, children from Years 3 to 5, have five, 90 minute sessions and the Year 6 and 7 children attend the aquatic skill development sessions at Port Noarlunga.



EDUCATIONAL PROGRAMS

Class Structures

Leadership in consultation with teaching staff, has the responsibility for determining class groupings. Some of the factors considered in determining class structures are:

- The children's individual learning capabilities
- The known social, emotional, physical and academic stages of the individual
- The number of children in each class
- Allowance for anticipated growth in class numbers
- Equity of both genders in the groupings
- Staff experience, skills, preference and interests
- Compatibility of sub-groupings
- The children's ability to cope with change



Towards the end of the school year parents/carers are invited through the school newsletter to express their thoughts about their child's placement for the next year. This must be in writing, signed by the parent/carer and forwarded to the Principal in an envelope marked CONFIDENTIAL.

We cannot guarantee that we will be able to meet every request but we will seriously consider every option. We will contact you to discuss any concerns. Details about the placement of the child including potential room number, class teacher's name and class grouping will usually be shared with parents/carers during the last week of the school year.

Student Behaviour

Class

Teachers and children will establish class expectations to promote a positive climate for learning at the beginning of the year. These expectations are based around our school values and the *Play is the Way* social skills program and will clearly indicate appropriate and inappropriate ways to act. Children, staff and parents/carers work together to promote our values.

Yard

Children are expected to play responsibly and respectfully showing care and cooperation towards one another and towards the school environment. There are designated play areas and staff supervise these as part of their responsibilities. There are a number of "out-of-bounds" areas which will be shown to children in their first days at Clovelly Park Primary School.

The Arts

Clovelly Park Primary School offers The Arts (Music, Drama and Dance) as a specialist learning area with a specialist teacher. Class teachers teach Visual and Media Arts.

Students also have the opportunity to participate in *Wakakirri*, a national performing arts festival where students and staff create a story-dance that reflects student's thoughts, ideas and aspirations. Students perform at the Entertainment Centre later in the year.

Students can also participate in the school choir which performs as part of the *Festival of Music* at the Festival Theatre.



RESOURCE CENTRE

We welcome your child to the Clovelly Park Primary School Resource Centre. While working in the Resource Centre, staff will be available to assist your child with ...

- Borrowing books
- Helping with reading skills
- Helping to find information

All children will have a library card which is kept in a folder in the Resource Centre. Your child will need this to borrow books.

Parents/carers may also have a borrowing card if they wish to use the Resource Centre. There is a good selection of resources for parents/carers to borrow including books on cooking, health and wellbeing, and raising children.

BORROWING TIMES

Children may borrow:

- During class 'browse and borrow' lessons
- Before school from 8.30am to 8.45am
- Lunchtimes
- After school most days (not Tuesday due to staff meeting)



For an up to date list of days please check notice on Resource Centre door.

LOAN LIMITS

Loan limits vary with the age of the child:

- Reception 1 book
- Junior Primary 2 books
- Middle Primary 3 books
- Upper Primary 4 books

OVERDUE BOOKS

Each fortnight overdue notices will be sent out to remind children that they need to return any books that they have had for more than two weeks.

RESPONSIBILITY FOR BOOKS

Children are expected to look after their books and to return them on time. To help with this all Reception children are given a school library bag to carry their books in throughout their schooling. They should also be encouraged to keep their books away from babies and younger children who could damage the books.

Older children are trained to help in the Resource Centre, but we would appreciate any help from parents who may have spare time to assist with re-shelving, repairing and covering books. Please drop in and see if you are able to help or if you have any questions.

PREMIERS' READING CHALLENGE

All children are encouraged to participate in the challenge which encourages students to read more books and enjoy reading, as well as improve literacy skills. More information can be found at: www.premiersreadingchallenge.sa.edu.au.

OTHER INFORMATION

Permission to Leave School Grounds

Children are not permitted to leave the school grounds during the school day unless they have written consent or their parents/carers come to collect them.

Hot / Wet Weather Procedures

When it is excessively hot (current temperature is 36°C or over) or raining the children are supervised indoors.



Sometimes use of the oval is not allowed due to excessive mud or water so other supervised play areas will be made available eg netball courts or gym.

Emergency Evacuation Procedures

In the event of fire, bomb threat, disasters or similar emergency, the following sequence of operation have been determined

- Alarm (bells/sirens sound for extended period)
- Evacuation
- Emergency service called (eg Metro Fire Service)
- Assembly in safe are (eg oval)
- Roll call and report to Leadership staff
- Leadership staff and emergency service support advice followed

The school holds fire drills and emergency evacuation and invacuation practices to ensure everyone knows what to do in such situations. All staff, children, parents/carers, volunteers and workers on site at the time are expected to follow these procedures.

Protective Clothing

All children are encouraged to wear an art smock during work where there is any chance uniforms may be stained as a result of the programmed activity. An old shirt serves this purpose quite well.

Children should also make sure they are appropriately dressed including suitable clothing and footwear for activities such as Physical Education.

Parking

DECD does not provide parking for parents/carers. You are requested to park safely on the streets about the school. The staff car park is for staff use only. It is too dangerous for children to use the car parks for drop-off and pick-up purposes.

Parking anywhere about the school is done at the driver's own risk. Neither the school nor DECD will take any responsibility for any injury to any person or damage to your own or other's property resulting from the inappropriate use of the car parks or off-street parking.

We have a 'kiss and drop' zone at the back of the yellow unit. This is for taxis and cars with special permits and is also accessed by our special class families.



OTHER INFORMATION

Allergies

We are a **NUT FREE SCHOOL**. We have children enrolled who have **severe** allergic reactions to nuts. We would like to make the school a safe place for **ALL** students and therefore ask for your cooperation. Please do not send nuts or food that contains nuts to school eg peanut butter, nutella. Staff supervise eating at lunch time and children are encouraged **NOT** to share food. We thank the community for your strong support of this.



Bikes/Scooters

There is a caged area for bikes and scooters to be stored. This is not a play area and children are requested to leave this area as soon as they secure their own bike. The school does not accept any responsibility for bikes or scooters left overnight or for any damage or loss of any part or all of a bike or scooter. It is strongly recommended that bikes are well secured and that no personal belongings such as helmets or bags are left with the bikes and scooters.

Grounds and Facilities

The facilities of the school are generally available for use by community organisations. An application in writing, proposing hire arrangements, frequency of use, supervision details, etc via the Governing Council, is required for this. **Dogs are not allowed in the grounds unless previous consent has been given by Leadership.**



Families are able to use the ovals/play equipment out of school hours. Clovelly Park is our community school and you are encouraged to make use of it and use it in an appropriate manner. The school or DECD cannot assume responsibility for people on school grounds outside of school supervision hours or outside of school organised activities.

Insurance

Insurance cover for children is the responsibility of parents/carers. The school occasionally has brochures about health and accident cover from various companies.

While the school is covered by DECD public liability insurance, it is the responsibility of parents/carers to meet any medical and/or related expenses to do with to both school organised activities and property use. Parents/carers may wish to take out private accident school and/or home insurance cover. This is the responsibility of the parent/carer. The school cannot be held responsible for the loss or damage of any personal property while on school grounds or in school buildings.

Sports Teams

We have established a number of netball and soccer teams at the school. These teams are required to uphold the procedures and practices of the School Sports Teams Policy as well as the school sport code of conduct. Parents/carers are invited to coach, help or support. The focus of all physical activities is enjoyment, participation, success and the building of self-esteem and self-confidence.

