

PARAFIELD GARDENS R-7

Save the Children United Nations Global Peace School



23 Shepherdson Road, Parafield Gardens SA 5107
Telephone (08) 8258 1816 FAX (08) 8281 5857
dl.0537_info@schools.sa.edu.au www.pgardens.sa.edu.au

Working Together



Parent Information

2016



Government of South Australia

Department for Education and
Child Development

CONTENTS

PAGE

Principal's Message	5
Our School Values	4
Accidents	7
Attendance	6
Canteen	7
Communication – Notice board and Newsletters	8
– Student Progress	8
Custody of Children	9
Dental Service	9
Digital Technologies	15
English as an Additional Language/Dialect & Mother Tongue	10
Enrolments – Transitions	11
Excursions	15
Governing Council	11
Health and Medical Information	12
Hot/Wet Weather	12
Infectious Diseases	12
Lost Property	13
Mobile Phones	13
Out of School Hours Care and Vacation Care	13
Parent Involvement	14
Payment of Fees	14
Resource Centre	15
Safety	16
School Routine	18
Special Classes	16
Specialist Services	16
Student Inclusion and Wellbeing	17
Student Uniform	9
Swimming	18
Term Dates – 2016	18

OUR SCHOOL VALUES

As a Save the Children – United Nations Global Peace School

at Parafield Gardens R - 7 School we value:

Working together to achieve

- Respect, care and compassion
- Personal achievement and integrity
- Understanding and acceptance of others

by making good choices

We have a learning culture which:

- promotes enthusiasm for learning
- values the achievement of personal excellence
- develops citizens who have a sense of social responsibility
- promotes the establishment of a healthy lifestyle

A Message from the Principal

Welcome to Parafield Gardens R-7 School.

At Parafield Gardens R-7 School we strive to provide a professional, safe and happy environment to meet your child's education needs. We work to build a community where both you and your child feels valued, supported, respected, provided for and actively included. We value a learning culture that produces citizens who have a sense of social responsibility, a healthy lifestyle and personal excellence.

Parafield Gardens R-7 School encapsulates an ethos of '*working together*'. When we all work together in a three-way partnership your child's learning will be maximized. At Parafield Gardens R-7 School the development of our students' physical, emotional and intellectual wellbeing is central to our daily business. Children and young people who feel that they are treated fairly, cared about and have a connection to their home, family and school tend to be more successful in their learning.

For any further queries please refer to our school website, www.pgardens.sa.edu.au or contact any member of the leadership team.

We look forward to working together with you in the future to meet your child's needs as we prepare them for their future.

Simon Harding

Principal
Parafield Gardens R-7 School

Our 2016 Leadership Team

Principal
Deputy Principal
Senior Leader
School Counsellor

Simon Harding
Vicki Poulain
Edwina Burton
Sarah Huxtable

Office Staff

School Administration Officer
Receptionist

Lynne Lean
Indie Ladyman

ATTENDANCE

Parafield Gardens R-7 School has a whole school approach to absenteeism, as we know there is a significant link between regular attendance at school and positive learning outcomes for your child. We want to establish positive patterns and routines with the expectation that members of our school community will make good choices and accept responsibility for their own learning pathways.

Our attendance policy objectives:

- ensuring the responsibility for promoting school attendance is shared by everyone in the school, rather than being left to particular individuals or groups
- foster awareness in the community that poor attendance and lateness seriously affects student achievement and learning outcomes

How can you help?

We want to work together to establish positive routines at school for your child. Help your child establish a morning routine that ensures they get to school on time. Your child needs to understand if they are a few minutes late each day it really does add up to missing a lot of school if they maintain this pattern throughout their school years.

Ensure that your child attends school, unless ill.

We use an electronic attendance system. This provides us with up to date attendance information each day for late arrivals and absences. **When your child is absent, please phone or SMS the school on the day and send written information to the class teacher outlining the reasons for the absence when your child returns.**

The SMS service allows us to send a text message on the day to families who have not advised the school as to the reason for their child's absence. The school's SMS system number is **0416 906 258** and parents and caregivers simply reply to the message with an explanation and the student's name.

The first bell goes at 8.35am for everyone to move to class, a second bell is sounded at **8.40am**. It is expected that students are in their class at this time. If your child arrives after this time they **must report to the front office for a late slip** to avoid an SMS being sent to families regarding non attendance on this day.

For unexplained absences, a phone call may be made or a letter will be sent home asking the reason for the absence. Please complete and return this letter to the school promptly.

If your child continues to have poor attendance you will be contacted by the School Counsellor to discuss the problem.

If your child is frequently late, the classroom teacher will discuss this with you and your child to focus on establishing a more positive routine.

If you need to collect your child early, please go to the front office to sign your child out and collect an early departure slip **prior** to going to your child's classroom. For security reasons, no child will be dismissed by the classroom teacher without a departure slip from the front office.

ACCIDENTS

If your child has a minor injury (e.g. grazed knee) they will be treated at school. If the accident is serious, you will be telephoned immediately and if necessary, the child transported to hospital.

If ambulance transport is necessary and you do not have ambulance cover, there is a form (Statutory Declaration) to be filled in by you, signed by a JP and given to the office to be sent to DECD for payment on your behalf.

It is **vitaly important** that the contact numbers we have for your child are always kept up to date. It can be very distressing for your child if we cannot contact you in a time of an emergency and/or serious illness.

CANTEEN

Good nutrition contributes to good health and academic achievement. A healthy diet and physical activity are essential to maintaining a healthy body weight for children and reducing the chances of developing heart disease, osteoporosis and diabetes later in life.

Our canteen works together with parents, teachers and students to support a whole school approach to building a culture which promotes students choosing a healthy lifestyle.

Children of all ages need a healthy mind as well as a healthy body. They need to drink plenty of water, eat plenty of fruit, vegetables, legumes, cereals, adequate amounts of lean meat and low fat products.

Children with the right nutrition have improved cognitive development, a greater attention span and work capacity, improved classroom behaviour and attendance at school. Unfortunately poor nutrition choices can lead to children becoming overweight, having a lack of energy, heart problems and can develop diabetes later in life.

At the canteen we are helping our students make the right choices by following the “Right Bite” program for healthy food and drink supply for South Australian schools and preschools. Food and drink have been classified according to their nutritional healthy eating value into three categories:-

GREEN	- choose plenty	= the best choices for schools and preschools
AMBER	- select carefully	= food and drinks that should be selected carefully
RED	- occasionally	= foods and drinks high in fat, sugar and/or salt, banned from sale in school canteens



Please refer to our canteen price list in the parent information folder.

Our canteen relies heavily on **volunteer help** from parents and the wider school community. If you have some time to spare and would like to become a part of the canteen team, please contact our **Canteen Administrator Cherie Russel, on 8258 1816**.

Canteen Opening Hours

8:30 am - 8:50 am

Ordering lunches can be done on the bags provided in the classroom and at the canteen. Lunches should be ordered in two bags – one for hot items and one for cold items. Recess orders also need to be placed in a separate bag. Please make sure your child's name and class is clearly written on the bag. Money should be placed inside the bag.

10:40 am - 11:00 am	Recess Fruit, canteen made muffins, yoghurt, drinks and chips are available. No ice creams or ice blocks are sold over the counter at recess time.
12:40 pm - 12:50 pm	Student monitors collect pre ordered lunches.
12:50 pm - 1:20 pm	Lunch Same items as recess with the inclusion of ice blocks.

COMMUNICATION – NOTICE BOARD and NEWSLETTERS

Just outside of the front office is a parent notice board. The notice board displays our current newsletters, special school events, community events and sporting clubs in the area.

The school produces a **fortnightly newsletter**. The school prefers parents to receive the newsletter via email, however the newsletter can be sent home with your child in a hard copy format. Past and present newsletters are also available in a PDF format from our website. **www.pgardens.sa.edu.au**

Teachers publish a class newsletter early each term with a guideline of topics to be covered that term, as well as information about their class routines, rules and general expectations. A PDF format is also uploaded to our website. We also have a school Facebook page and YouTube channel which can be accessed via the website.

STUDENT PROGRESS

Three-way communication between the school, parents and students is vital to achieving learning outcomes. Open communication and contact is encouraged so that we can all **work together** in understanding the knowledge and skills of your child as an individual.

REPORTING

There are a number of formal reporting times throughout the year.

TERM 1	-	Informal Meet the Teachers Evening Parent / Teacher Interviews
TERM 2	-	Mid Year Reports
TERM 3	-	Optional Parent / Teacher Interviews
TERM 4	-	End of Year Reports

Apart from these more formal times, we encourage parents to talk with us anytime about concerns they may have about their child's schooling. Whenever possible, we would appreciate parents using the following guidelines:

- a) Ring, write or by personal contact, suggest some suitable times (please no interviews during teaching times).
- b) State the nature of the interview to ensure we can prepare for a more useful discussion.

Teachers will also invite you to meet with them when they see a need.

For further information please contact our Principal, Simon Harding.

CUSTODY OF CHILDREN

Please provide the Principal with current custody orders and updates as required. All information is confidential. If you need to discuss any issues, **please make a time with a member of our leadership team.**

DENTAL SERVICE

The S.A. Dental Service provides a range of dental services for children at clinics throughout Adelaide. Your local clinic is located at Hollywood Blvd Salisbury Downs (opposite Hollywood Plaza Shopping Centre). All children from birth up to 18 years are eligible for care with the School Dental Service. Fees may apply. Dental care is provided by dental teams consisting of Dentists, Dental Therapists and Dental assistants. For information about enrolment, contact your local School Dental Clinic on: 8250 9254.

STUDENT UNIFORM

The Governing Council of Parafield Gardens R-7 School in consultation with parents have established a student uniform for all students attending the school.

The Purpose of Student Uniform

The student uniform at Parafield Gardens R-7 School is designed to give the school a sense of belonging, unity and pride. This enables students to be easily identified as members of our school both while at the school and also out in the community. The student uniform also minimises competition between students to wear more expensive and fashionable clothing, putting pressure on parents, whilst encouraging equity amongst students.

Please contact the front office to purchase the following items from the school uniform shop. Refer to uniform price list.

The school colour is **NAVY BLUE**.

Our Tops

Navy blue zip up jacket.

Navy blue polo shirts and rugby tops.

Any colour rain jacket may be worn to and from school.

Our Pants-Shorts-Dresses

Navy blue pants and shorts.

Navy blue and white check school dresses.

All uniform items along with hats and iron on logos are available from the front office.



Footwear

Appropriate footwear for students to participate in physical activity should be worn at all times. This includes:

- Sneakers, elastic-sided boots, lace up school shoes, hiking boots and sandals with buckles.

This **does not** include:

- Thongs, slip on sandals, backless shoes, roller shoes, high heels or platform shoes.

Hats

We are a Sun Smart school and require students to wear a hat in Term 1 and Term 4. All students wear bucket style hats. The first hat is issued free of charge by the Governing Council to all new students. Caps, beanies and bandanas do not provide sun protection and are not a part of our dress code. All other headwear is to be navy blue.



Sunglasses

As a Sun Smart school we sell category 3 sunglasses with UV protection. It is important students wear the appropriate sunglasses if desired.

We encourage all students to apply sunscreen daily to exposed areas before they come to school. Sleeveless tops, midriff tops and mini skirts do not provide appropriate sun protection and are not a part of our dress code.

We encourage staff and parents to act as role models and practice Sun Smart behaviour.

Make Up

Make up and coloured nail polish is not a part of our dress code and should not be worn to school. Students who come to school with makeup and/or nail polish on will be asked to go to the office for it to be removed.

Jewellery

Students can become very distressed if they lose or break jewellery. Jewellery, like clothing, can also be a fashion statement and cause inequity amongst students. It is preferred that no jewellery is worn to school. However, Medic Alert Bracelets, watches, studs, sleepers and items of cultural significance are acceptable. Parents need to inform the school on the significance of the cultural item.

Hairstyles

Hair should be neatly groomed and kept out of the eyes. Shoulder length hair should be tied back away from the face. Please contact the front office for further information.

ENGLISH AS AN ADDITIONAL LANGUAGE / DIALECT (EALD) AND FIRST LANGUAGE MAINTENANCE

At Parafield Gardens R-7 School, we provide an **EALD** program to meet the needs of our learners by:

- EALD teachers working collaboratively with the classroom teachers as a team (this benefits ALL students).
- Supporting EALD learners in small groups.
- Giving specific English language instructions one on one.

Our school employs a **Bilingual School Services Officer** in the **Vietnamese** language to further support our EALD learners, the classroom teachers and the families.

EALD teaching is about:

- Providing English language support to learners from other cultural backgrounds other than English.
- Valuing, sharing and celebrating the cultural identity of the students and their families with the whole school community.

Our Vietnamese School Services Officer is available for parents and/or caregivers each Wednesday and Friday to assist with interpreting, student support and communication. In 2016 we hope to support First Language Maintenance in Dari and Gujarati.

ENROLMENTS/TRANSITIONS

Parents wanting to enrol their children at our school need to make an appointment to meet with the Principal/Deputy Principal. We encourage parents to enrol their child/children in their local neighbourhood school. Tours are available on request by contacting the office for an appointment.



There is only one intake of reception children per year. All children who turn five **prior to** May 1st will start school at the beginning of the year. Any child who has a birthday on or after May 1st will start at the beginning of the following year. Proof of age i.e. passport, CAFHS book or birth certificate will be required on enrolment.

Reception children are dismissed at normal dismissal time from their first day. Children are not under compulsion to attend until they are six years of age.

All children now have three full years in the junior primary section of the school. For more information, contact the school office or your Kindergarten/Children's Centre Director.

Flying Start is the name of our transition program for Preschool/Kindergarten children. Children wear identifying badges from their first orientation visit until the end of their first term at school.

Jump Start

All students from years R-7 who enrol throughout the year participate in a student induction program. This program explicitly teaches school values and student behaviour expectations. All new students will meet with a staff member to undergo a literacy screening. This involves undertaking a reading test and provides a chance for the students to discuss with the staff member any issues with their learning. The Jump Start program enables students to settle quickly into their new school environment. We aim to provide an opportunity for all new students to feel accepted and welcomed by the existing students.

Year 7 – 8 Transition

All Year 7's have the opportunity to take part in a visit to their chosen secondary school, usually in Term 4. Students are placed in groups for the day and participate in a large variety of activities in several learning areas. Specialist transition programs are in place for students requiring more assistance. Forms are sent out to families in May/June to nominate the Secondary School the student will be attending. For further information, contact the Deputy Principal, Vicki Poulain.

GOVERNING COUNCIL

Parafield Gardens R-7 School is governed by a Governing Council, which is an elected body of parents and staff. The Governing Council oversees the management of the school. Each year in February, there is an Annual General Meeting where a parent majority council is elected. Council meetings are held at the school on the 3rd and 8th weeks of each term. Notices are printed in the school newsletter and all parents are welcome to come to observe these meetings. For further information contact the Principal, Simon Harding.

HEALTH & MEDICAL INFORMATION

Good health is important. Before your child begins school it is wise to make sure all vaccinations are up to date. We suggest that children be kept at home where there is doubt about health. If your child becomes unwell at school, we will notify you by telephone. Please ensure that you inform the school of any medical problems, such as asthma, or changes in medication so that health support plans can be developed and followed.

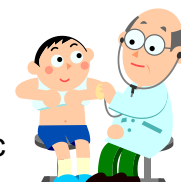


In the interests of student safety, medications are kept at the office for children needing them during the day. **All medications, including over the counter, must be prescribed by a doctor. Only these will be given at school and must be brought in original containers with child's name and dosage clearly marked. Medication to be taken three times a day should be taken at home, in the morning, after school and before bedtime.** You will need to fill in a form giving us permission to administer medication to your child. These are available at the office. No medication is permitted to be held in the student's possession.

INFECTIOUS DISEASES

If your child contracts the following infectious diseases, please notify the office and use this guide (as defined by DECD) to determine how long your child stays home.

- **German Measles** - Stay at home until fully recovered or for at least 4 days after the appearance of the rash.
- **Measles** – Stay at home for at least 4 days after the appearance of the rash.
- **Conjunctivitis** – Stay at home until there is no discharge from the eyes.
- **Infective Hepatitis** – Stay at home until Medical Certificate of recovery is obtained.
- **Mumps** – Stay at home for at least 9 days or until swelling goes down.
- **Impetigo (School Sores)** – Stay at home until appropriate treatment has commenced. Any sores should always be covered.
- **Chicken Pox** – Stay home until fully recovered or for at least 5 days after sores first appear and blisters have dried.
- **Ringworms** – Stay at home until the day after appropriate treatment has commenced. Sores must be covered when child resumes school.
- **Head lice** – This is a constant problem in all schools in recent years. A regular parental check is needed and correct treatment can be obtained from the chemist. Your child is to stay home from school until the treatment has been carried out. **Please notify the office if your child has head lice.** General notes will be sent home to parents if an outbreak appears in your child's class. For recurring cases, a Medical Certificate may be required before your child can return to school.
- **Slap Face Syndrome** - Staying at home is not necessary.
- **Whooping Cough** – Stay at home for five days after starting antibiotic treatment.
- **Hand, Foot & Mouth Disease** – Stay at home until all blisters have dried.



HOT/WET WEATHER

If the temperature reaches 36 degrees, students will remain indoors during playtime. Indoor play also applies for wet weather.

The temperature is determined by the Parafield temperature on the Bureau of Meteorology website located at <http://www.bom.gov.au>.

LOST PROPERTY

Every year we seem to collect a vast number of lost clothing and other items. If articles are marked with your child's name, the chances of losing them are minimized. Clothes, lunch boxes, drink bottles and toys brought to school **must be clearly marked** with your child's name. A lost property box is located in the single storey building outside room 6 near the disabled toilet. If your child has lost anything, please ask them to look in the box. At the end of each term, all unclaimed items are packed up and sent to a charity.

It is not recommended that toys and personal items come to school, as their safety cannot be guaranteed. Over the years we have found that items such as trading cards, electronic games iPods and digital cameras should not be brought to school for security reasons. If your child needs to bring expensive items they should be given to the office for the day. If you are unsure about what can come to school, please ask your child's teacher.

MOBILE PHONES

Mobile phones are not allowed to be carried by children during school time. Our mobile phone policy states that mobile phones must be handed in to the Front Office before the beginning of the school day and collected after school. Any phones found on a child during the day will be kept in the office and will need to be collected by a parent/guardian at the end of the day.



OUT OF SCHOOL HOURS CARE and VACATION CARE

The Governing Council oversees a program for the care of students aged 5-12 years before school, after school and during vacations. This generally includes pupil free days, subject to enrolments. The program offers a variety of activities, which include indoor/outdoor games, computer games and the opportunity to complete homework. We endeavour to promote a safe, happy, interesting and relaxed environment, supervised by qualified staff.

Breakfast is provided in the morning session and a healthy afternoon snack is provided after school. The program is located in the white transportable building next to the Hall.

Opening times on school days are from: 6:30 am – 8:30 am and 3:00 pm – 6:00 pm (Mondays 2:15 pm – 6:00 pm to cater for the early closure of the school day). Opening times for Vacation Care are from 6:30 am – 6:00 pm.

Cost and Centrelink benefit information can be obtained from the **Director**. Enrolment forms must be completed with all the relevant information for each child who attends the program.

A permanent booking can be made to ensure a place in the program, as well as assisting staff in their organization. Occasional Emergency Care is available but not guaranteed. This can be arranged by ringing our **O.S.H.C. Director, Aida Chapman**, on 8281 5104 before 2:45 pm on school days or the day before during Vacation Care.



PARENT INVOLVEMENT

We value our community and know that our school functions more effectively with strong support from parents and carers. **This is an area in which we place great importance.** It is now a requirement of DECD for all volunteers to undertake a Department for Communities and Social Inclusion (DCSI) history screening check and volunteer induction session prior to starting. Please check at the front office for more information.

You may be able to assist in some of the following areas:

- Establishing positive morning and afternoon routines.
- Playing an active role in your child's learning in the home environment.
- Creating a co-operative relationship with your child's classroom teacher.
- Reinforcing the school's expectations.
- Classroom level - when the class teacher may ask for specific help in certain teaching areas e.g. listening to reading, helping with an excursion, instructing a class in a specific program.
- Special days - help is always needed on special event days.
- Parent working bees, grounds working bee, when parents are asked to help the Governing Council with a general school ground and building clean up, repair and improvement days.
- Committee/Office Bearer level - taking an active role in various committees and Governing Council.
- Canteen Roster - the canteen is always looking for friendly volunteers to assist in making and selling our nutritious snacks.



PAYMENT OF FEES

Parents are asked to pay School Materials and Service Charges direct to the School Office. Materials and Service Charges are due and payable by the end of Term 1 and can be paid using Centrepay deductions, or also by Direct Debit, if arrangements are made with the School Admin Officer. Payments can be made by cash, cheque and an EFTPOS facility is also available. Cash register receipts are supplied. If the Materials and Services Charges remain in arrears, debtors will be referred to DECD Central Debt Collection Agency.

School Card

The School Card Scheme provides financial assistance to families on low incomes. If you have a Centrelink card and your income falls below the designated amount determined by DECD, you may be entitled to the School Card Scheme. Application forms may be obtained from the office. Please note that these forms must be filled in each year.

Bizgate Payment

Payment via the internet can be made through "Bizgate Receipting" which has been developed to provide parents and caregivers with the option of paying for their annual Material & Service charges over the web, using Visa or Mastercard. Parents/Caregivers simply log on to the school's website (www.pgardens.sa.edu.au) and pay their accounts via the "online payment option". Please refer to the Bizgate receipting procedures in the parent package or contact the front office.

Centrepay

Centrelink provides a service whereby regular instalments may be deducted from benefits, such as Family/Parenting payments, pensions etc. To pay for your child's school fees, Centrepay deduction application forms are available from the front office.

EXCURSIONS

A letter will be issued detailing the excursions/performances and this will also include a payment agreement. This agreement must be signed by the Parent/Caregiver in order for your child to participate. Please enclose all money in an envelope carefully marked with your child's name, room number and amount. It will then be forwarded to the office for receipting. If your child has paid for an excursion and is unable to attend, the bus cost component of the fee cannot be refunded.

For further details, please contact our School Administration Officer, Lynne Lean.

RESOURCE CENTRE

All students have access to the school Resource Centre and can regularly borrow books to be read at school and/or home. We also ask that parents take responsibility for any lost or damaged books that are in the care of their children.

Our school Resource Centre is open each morning for borrowing from 8:30 am until 9:00 am. If a child has an overdue item, they will not be able to borrow until the item is returned. If the book has been lost or damaged parents/caregivers will be charged for the cost of the book.

The Resource Centre staff also work in collaboration with classroom teachers to support resourced based learning throughout the year. Resource based learning projects encourage students to use a wide variety of resources such as encyclopedias, the Internet, computer programs and books. Students are taught the independent research skills which help in lifelong learning.

Parents can assist by:

1. Encouraging their children to borrow books
2. Sharing these books with their children
3. Seeing that reasonable care is taken with books
4. Letting us know if a book is lost or damaged
5. Helping in the Resource Centre, shelving or covering books



DIGITAL TECHNOLOGIES

Resources

There are a suite of resources to support the teaching and learning programs from R-7. Digital technologies at the site include:-

- iPads available to R-2 students in classrooms
- iPads for resourced based learning session with teacher librarian R-7
- Apps to support literacy, numeracy and publishing of movies
- Laptops to support student learning within Year 3-7 classrooms
- A computer suite with a class set of computers
- Interactive white boards

Programming and planning

Students bring to school diverse backgrounds and a range of experiences with technologies. The Technologies curriculum builds on these as rich resources for further learning in Technologies. In 2016 the Australian Curriculum learning area of Digital Technologies will be made familiar to teachers and fully implemented in teaching and learning programs.

SAFETY

Arrival at School: Yard supervision is provided from 8:30 am. If you have to drop your child off early before school the Out of School Hours Care program is available. All children who have to cross Shepherdson Road are requested to use the school crossing and enter the school through the main pedestrian gate.

People not using the school crossing are to enter the school grounds through one of several gates located around the school. The school crossing is provided for the children's safety. Please discuss road safety with your child.

Parking: There is car parking on Casuarina Drive and Shepherdson Road. Please observe the "No Standing" signs as these are the school's Emergency Access points. There is a Drop-Off Zone on Shepherdson Road. This zone is a No Parking Zone. Children can be dropped off in this zone provided the driver does not stay for more than 2 minutes or leave the vehicle. The disabled car parks within the school grounds are for authorized parking only, please contact the Front Office for a permit. There are 2 disabled car parks on Shepherdson Road near the pedestrian crossing for government authorised permit holders. **As participants of Safe Routes to School, pedestrians are not to walk through any car park areas.** Please use access entrance gates provided.

PARENT/CAREGIVERS ARE NOT TO PARK IN STAFF CAR PARK BEFORE 3:30 PM

There is a visitors' car park available by the school hall.

Bicycles & Scooters: In the interest of children's safety, we recommend that R-2 children do not ride bikes or scooters to school unless under the direct supervision and care of an adult. No bikes or scooters are to be ridden in the school grounds. Children can leave their bikes and scooters in the bike compound. We strongly suggest that a bike/scooter lock is used.



SPECIAL CLASSES

The school hosts regional R-2 and Year 3-7 Special Small Classes for students with disabilities.

Our focus is to offer a modified curriculum with emphasis on developing language and communication skills in the R-2 special class, together with social skills and curriculum participation for the 3-7 special class. Generally there are 8-10 students in the class, with a full time teacher and allocated time for a School Service Officer to support the students.

Both of the classes have a "P. A. L." (Partners At Learning) class that they work with closely. A guidance assessment of students is essential before a regional selection panel considers applications and allocates places in these classes. Contact the regional office for more information about placement processes for these classes.

SPECIALIST SERVICES

DECD makes available specialist services for children with special needs. Some of these services are Speech Pathology, Hearing Impairment, Behaviour Support Team and Guidance Officers (School Psychology). If you have any queries regarding these services please contact the Deputy Principal, Vicki Poulain.



STUDENT INCLUSION AND WELLBEING

At Parafield Gardens R–7 School we are governed by our school values and therefore expect:

- **staff, students and parents will treat each other with respect and care**
- **adults will model appropriate behaviours for students at all times**

The following school policy supports this:

- **Anti bullying**

At Parafield Gardens R-7 School we do not tolerate bullying by anyone. This means that we will not put up with any type of bullying. Everyone in the school community has the right to be free of bullying and if bullied, to be provided with help and support. All members of the school community: children, teachers, other staff and parents are responsible to help prevent bullying and make our school a safe place to be.

Students are explicitly taught ways of dealing with bullies through whole school workshops, performances, role-play, class lessons and individual instruction using commercially designed resources and specific programs designed by our own staff. These programs also work on building relationships, resilience and self-confidence in our students.



- **Attendance** (see page 6)
- **School Community Code of Behaviour**

We have the expectation that in the class and in the yard all students will:

- **Follow directions** given by staff
- **Work and play safely** without violence or bullying
- **Care for property**, school's, own and other people's
- **Share** equipment and include others

We have the expectations that all members of the Parafield Gardens R – 7 School community including all adults are expected to conduct themselves in a respectful and responsible manner that recognise the rights of others and comply with this code of conduct when on school premises. We expect that all school community members will work together to build a mutually respectful partnership.

- **Drug Strategy**
- **Grievance procedures**
- **Physical Health (including medication and head lice)**
- **Sun Safety (incorporating hot and wet weather policy)**

If you would like any further information on any of these policies, please contact Mrs. Sarah Huxtable, our School Counsellor.

We acknowledge and support the following DECD policies, which can be viewed on the DECD website: www.decs.sa.gov.au/policy/

- **Anti-Racism Policy**

In accordance to the DECD Anti racism policy (1990) this school rejects racism in all its forms and is committed to the elimination of racist discrimination and harassment.

- **Child Protection Policy**

In accordance with DECD Child protection Policy (1998) this school supports the promotion and enhancing of the safety and welfare of its students. Staff will act in positive ways to develop a safe environment for children, undertake their responsibility for child protection and will take action if required to fulfill their duty of care.

- **Multicultural Policy**

In accordance with DECD Multicultural Policy (1995) this school supports students to develop the knowledge, cultural understanding and skills required for personal growth and effective participation in multicultural society.

- **Student Participation Policy**

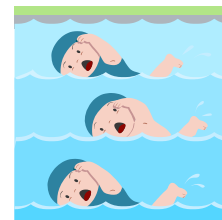
In accordance with DECD Student Participation Policy (1990) this school acknowledges the right of students to be involved in decision-making that influences their future.

SWIMMING

As part of the Physical Education and Health programs, each class attends swimming/aquatics lessons during the school year. Children are expected to participate in this activity as they are in all curriculum areas. Relevant information will be sent home at the appropriate time. 2016 swimming is as follows:

- Years R-2 Term 3
- Years 3-5 Term 4
- Years 6-7 Term 1

For further information please contact your child's class teacher.



SCHOOL ROUTINE

There is a teacher on duty supervising children from 8:30 am each day. The first bell each day sounds at 8:35 am to allow students to enter classes and prepare themselves, in order for learning to begin at 8:40 am.

School begins at: 8:40 am
Morning recess: 10:40 am – 11:00 am
Eating lunch: 12:40 pm – 12:50 pm
Lunch playtime: 12:50 pm – 1:20 pm
Home time: 3:00 pm Tuesday - Friday
On Mondays school finishes at 2:15 pm.



Office hours for the front office are 8:00 am – 4:00 pm.
 On the **last day of each term** school finishes at 2:00 pm.

There are police-trained senior students operating the school crossing lights on Shepherdson Road before and after school each day.

TERM DATES 2016:

<u>Term 1</u>	1 st February	15 th April
<u>Term 2</u>	2 nd May	8 th July
<u>Term 3</u>	25 th July	30 th September
<u>Term 4</u>	17 th October	16 th December