



# Information Handbook 2018

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# **SANDY CREEK PRIMARY SCHOOL VISION:**

The Sandy Creek School Community aims for each person to show:

## **RESPECT**

For themselves  
For others  
For the environment

## **EXCELLENCE**

In all they attempt

## **RESPONSIBILITY**

For all matters which are their concern

# **CORE BUSINESS 2018**

## **CURRICULUM:**

We offer a balanced curriculum covering the 8 required areas of study. A school curriculum includes all the activities for learning that the school offers for the educational development of its students. These are grouped into the following areas as specified by the Australian Curriculum and include:

- English
- Maths
- Science
- The Arts (Including Music, Dance, Drama, Visual and Media Arts)
- Health and Physical Education
- HASS (Including Geography, History, Civics and Citizenship)
- Technologies (Including Digital and Design Technologies)
- Language other than English (Japanese)

## **WE ARE COMMITTED TO:**

- Providing learning opportunities appropriate to student's ability and age for all students in Years R-7
- A Student Behaviour Management programme, which allows students to learn and teachers to teach
- Integrating technology opportunities for all students
- Ensuring whole school approaches to learning initiatives, especially in literacy, numeracy and wellbeing
- Encouraging and facilitating professional development in our staff
- Designing learning programmes which utilise a range of learning strategies
- Encouraging the involvement of all groups to participate in decision-making in the school community
- Encouraging open and honest communication practices
- Continuous school improvement which values consultation with all groups in the school community and aims for quality learning outcomes for children
- Maintaining health, safety and hygiene practices

# INTRODUCTION

*On behalf of the staff, students and Governing Council, I would like to welcome you to Sandy Creek Primary School. I trust your family will find your time with us most rewarding. This booklet contains guidelines, procedures and outlines where you can access further information to enable you to have any questions or concerns answered.*

*If at any time you are not sure about where to find information or you have a question regarding the contents of this booklet, please do not hesitate to ask, or telephone the front office. If your question relates to your child and the classroom, the first point of contact is with the classroom teacher.*

*At Sandy Creek Primary School, we provide a safe, caring, success oriented learning environment for all students. This environment encourages the development of each person's physical, intellectual, emotional and social potential.*

*We believe children will be independent learners with skills, knowledge and the ability to be able to be effective members of the school and wider community.*

*Welcome!*

Robyn Gibbes  
Principal  
Sandy Creek Primary School

# SCHOOL STAFF FOR 2018

<b>STAFF MEMBER</b>	<b>ROLE</b>
<b>Dr Robyn Gibbes</b>	Principal
<b>Lauren McGowen</b>	Junior Primary Teacher
<b>Shawnee Mephram</b>	Year 3-5 Teacher/ Japanese NIT
<b>Christine Vine</b>	Year 3-5 Teacher/ SSO
<b>Bek Pens</b>	Year 5-7 Teacher
<b>Kristen Langford</b>	Year 5-7 Teacher
<b>Donna Riggs</b>	SSO - Finance / Admin
<b>Andrew McMaster</b>	SSO - ICT
<b>Chandra Turner</b>	SSO - Classroom Support
<b>Michelle Impett</b>	SSO - Classroom Support
<b>Mary McMaster</b>	SSO - Classroom Support
<b>Anna Johnson</b>	SSO - Classroom Support
<b>Michelle Tait</b>	SSO - Classroom Support
<b>Krishna Galloni</b>	SSO - Classroom Support
<b>Kaye Hanton</b>	SSO - Classroom Support
<b>Christina Artini</b>	Pastoral Care Worker

# SCHOOL HOURS

School begins at 9.00am each morning. Children should not arrive before 8.40am when yard supervision begins and student safety can be ensured. If children arrive before 8.40am they must sit in the office until staff come on duty. Children should not enter classrooms unless permitted by staff.

School concludes at 3.15pm. Children should be collected as close as possible to this time as yard supervision ceases at 3:30pm.

Children should preferably be collected and delivered from either:

- The tennis court area via Curdnatta Park
- The upper parent car park.

The lower bituminised car park has been designated for staff only to avoid the danger of children walking behind reversing cars. It should not be used for parent cars.

Children should wait by the car park steps, or in the shade by the Junior Primary classroom while waiting for parents. **Use of the play equipment is not permitted at this time, as this makes supervision very difficult.**

SCHOOL TIMES	
9:00	School Begins
11:00 – 11:20	Recess
1:00 – 1:45	Lunch
3:15	School Ends

# BUSHFIRE SAFETY

Sandy Creek Primary School has a **'high risk' bushfire rating**. This means on days of **catastrophic bushfire weather warnings, our school will be closed**. Catastrophic bushfire days are days when the weather conditions mean a fire is more likely to start and be more difficult to control. When a catastrophic bushfire weather day is forecast for the following day by the Bureau of Meteorology, all 'high risk' schools and preschools in the declared Fire Ban District will be closed, and school buses and taxis will not operate. Parents and carers will need to make alternative arrangements for their children on these days. We will make every attempt to contact parents and carers to inform them that our school will be closed. Please make sure your emergency contact details are updated before the bushfire season starts.

If our school or preschool is open and a bushfire is approaching, the safety of children is our highest priority. The South Australian Police (SAPOL) and the Country Fire Service (CFS) will take charge if a bushfire is approaching. They recommend that in such an event, everybody should remain at their school unless instructed to do otherwise. Principals and preschool directors must comply with SAPOL or CFS instructions. If the police have not advised an evacuation, everyone will remain inside a **designated building (identified with a Bushfire Refuge sign ~ our main building)** and emergency procedures will be activated. These will include:

- Moving everybody inside, closing windows, doors, and blocking crevices, cracks and gaps.
- Plugging downpipes and filling roof gutters with water, if there is time.
- Checking that taps are working and filling available containers with water.
- Hosing down walls, garden etc. on the side facing the 'fire-front' and leaving garden sprinklers on.
- Remaining inside and putting fire drill procedures into action with the children until the main fire-front passes.
- Listening to your local ABC Radio Station for information.

We hope that we will never have to enact fire drill procedures. However we are working to be bushfire ready in the event of a bushfire emergency and trust that parents and carers will add their support.

## LUNCHES

Children should bring their lunch to school in a secure, labelled plastic container. A refrigerator is located in the central corridor for student use.

**MONDAY LUNCH** or Tuesday (following a public holiday) students can order their lunch from the school tuck shop. Orders and money should be left in a lunch order bag in the front office prior to 9.00am.

**TUESDAY LUNCH** in Terms 2 and 3 only, children may bring suitable food to be warmed in the school ovens. Food should be wrapped in aluminium foil and be clearly labelled with a suitable marking pen and left at the front office by 9.00am.

**WEDNESDAY RECESS** children will have the opportunity to have a piece of fruit free of charge. Parents/carers are rostered in the newsletter to provide this healthy alternative each week.

**THURSDAY** is pizza day. These may be ordered at the office prior to 9.00am. A choice of Ham and Pineapple or Cheese and Bacon are available throughout the year.

The school's gas barbecue is available for **FRIDAY LUNCH** for the children to use, under staff supervision. Experience has shown that quick to cook food is most suitable or pre-cooked food that only needs to be heated through. The barbecue is available throughout the year.

## **ICEBLOCKS**

During Terms 1 and 4, ice blocks will be on sale each Friday at lunchtime. Orders with payment should be made to the front office Friday morning.

# **PARENT PARTICIPATION / INVOLVEMENT**

Sandy Creek is proud of the level of parent participation and involvement it enjoys. This can occur at a variety of levels, all of which greatly contribute to the education of your child.

Parents are given the opportunity to nominate the level at which they wish to contribute and could include activities such as listening to reading, supervising small groups, Governing Council membership or membership of other Council subcommittees.

## **GOVERNING COUNCIL**

Governing Council is the major decision making body of parents and staff, which oversees the management of the school.

It meets each month at 6.30pm on a day suitable to members.

## **GOVERNING COUNCIL MEMBERS**

Chairperson	Tracy Mattner
Vice Chairperson	Anna Lobegeiger
Secretary	Renee Gale
Treasurer	Dannielle Tregagle
Committee	Judy Smart
	Kayelene Hanton
	Tracy Egyud
	Tania Lewis
	Irene DeVisser
Principal	Robyn Gibbes
Staff Rep.	Rotating each term

Parents are encouraged to seek out their elected councillors if they have a query or a contribution to make, as Governing Council and staff work in very close liaison for the benefit of all in the school community.

## **SUB COMMITTEES**

The Governing Council forms a number of sub committees annually. Most of these run throughout the year but some may only exist for a short term. These committees include: Finance, Fundraising, Grounds and Improvement & Accountability. Members of the school community are invited to nominate for positions on any of these committees or may be co-opted by a Council member. Contact a Governing Council member if you would like to be involved.

# **SCHOOL POLICIES**

School Policies are developed and reviewed on a continuing basis.  
Policies exist for the following:

1. Attendance Policy
2. Behaviour Code
3. Decision Making
4. Emergency Procedures Policy
5. Reporting to Parents Policy
6. ICT User Agreement
7. School Uniform Policy
8. Bullying and Harassment Policy
  
10. Sun Protection Policy

Policies and annual Strategic Directions are available from the school office or on our web site at <http://www.sandycrkps.sa.edu.au>.

However, there are some points from our policies, outlined below which parents need to be aware of:

# PARENT TEACHER COMMUNICATION POLICY

We believe that a close relationship between teachers, parents and the school should be established and maintained. To provide a framework for this relationship, the following structures and in place:

- **Class Newsletters** are circulated regularly throughout the term.
- **SkoolBag App** all school notices and reminders are posted to this phone app.



The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and **all** school communications.

- 1 Download the app**  
Search for the free SkoolBag app in the Apple App or Google Play Store
- 2 Create an account**  
Sign up in seconds with your email address
- 3 Add your school**  
Search for your school and add your subscription groups

SkoolBag

- **Communication Books/Diaries** for notes between parents and staff.
- **SeeSaw App** class teachers use SeeSaw to share photos, videos, student work samples, and reminders with parents and carers.
- If you would like to discuss any issues or concerns with your child's teacher, we advised that you make an **appointment**. We welcome your involvement and hope if you have any concerns that you first address it with the class teacher and if further support is required, you make an **appointment with the Principal**.
- **Parent Teacher Night** is held early in Term 1, where staff outline their classroom routines and organisation for the year, approaches they will be using, information about the curriculum and how parents can be involved in the classroom.
- **Written Reports** are sent home at the end of Term 2 and Term 4.
- Formal **Parent Teacher Interviews** are held at the end of Term 1
- We also have a **School Facebook Page**. Search for Parents and Friends of Sandy Creek Primary School.

## **SITE LEARNING PLAN - 2018**

A Site Learning Plan has been developed in consultation with staff and the Governing Council and is available on the website or from the Font Office.

The Site Learning Plan identifies key improvements in learning and well-being of students that our site is committed to achieving. It is developed in conjunction with

- Department for Education Strategic Plan
- Greater Gawler Partnership Plan

The school will report annually on progress toward learning targets.

## **EMERGENCIES POLICY**

When a fire has started within the school's area of concern, (level 2 alert day) children will be dismissed only into the care of their parents or other clearly authorised adults. Parents should clear their children through the school office before they exit the site by signing them out.

## **SUN PROTECTION POLICY**

### **OUTCOMES**

- Positive attitudes towards skin and eye protection evident.
- School community aware of and using sun-safe practices.
- School programmes include sun-safe practices.

### **CURRICULUM**

- Learning about the relationships between the sun exposure and skin cancer and ways of reducing risk is presented in the Health and Physical Education study area.

### **HATS**

- The School provides hats to all students when starting at the school (new intakes) and will replace them in Year 3 and 5. Students replace hats if damaged at their own expense. The hats provided are in accordance with the Anti-Skin Cancer Foundation recommendations of protecting ears, face and back of the neck.
- Students are required to wear their hats for all outside activities throughout the year, with the exception of terms 2 and 3. Wearing hats during this period is optional unless students will be outside for an extended period - children will then be advised that a hat is required. A "No Hat, No Play" policy will exist for all students participating in outdoor activities in Terms 1 and 4.
- Students without the required hat will remain under the pergola area at playtime or be supervised in another class in lesson time.
- Parents/Caregivers and students are responsible for care and maintenance of hats.

### **SUNSCREEN**

- Students will be encouraged to apply UV protection (not Zinc cream) and lip balms if needed. Students are encouraged to supply their own for use at school.
- Students will be encouraged to apply their own sunscreen before eating lunch.
- Students are also encouraged to apply sunscreen before school, so they are covered for any morning outdoor lessons as well as for recess times.

## **SCHOOL UNIFORM POLICY**

The wearing of the approved school uniform is compulsory unless exemption is sought in writing and approved by the Principal. Uniforms can be ordered at the beginning of each term.

# HOT WEATHER POLICY

On days of extreme heat (36 degrees or above), students will stay indoors at lunch and recess times, being supervised inside by the rostered teachers for yard duty.

School staff will act as responsible role models by:

- practising sun-safe procedures
- wearing protective hats and appropriate clothing for outdoor activities
- using sunscreen
- using shaded areas where possible

# SCHOOL BANKING

Children may use the facilities of the Commonwealth Bank by bringing their deposits each **TUESDAY** into school. The school receives a donation for each transaction from the Commonwealth Bank, which goes towards the purchase of school equipment.

# SCHOOL RESOURCE CENTRE

The school library is located on site. The cataloguing and circulation of resources operates via the BOOKMARK library automation system. Students have access to computers for borrowing and searching for items.

## **BORROWING ITEMS**

Students are able to borrow during their weekly class borrowing time. All children are required to have a library bag to prevent damage to books.

As well as scheduled class times, individuals or small groups are often conducting their own research in the resource centre throughout the day.

Parents/caregivers are invited to visit the library to help children choose and borrow books. Parents may also have a library borrowing card for their own use.

Parents/caregivers are welcome to volunteer in the day to day tasks of managing the resources i.e. assisting borrowers, re-shelving books, covering new resources etc.

## **LOST ITEMS**

We understand that books get lost/damaged from time to time. Every effort is made to encourage children to be responsible for their own library books.

You can help by:

- Having a special bag for books.
- Having a special place for library books at home.

## **OVERDUE ITEMS**

Overdue notices are sent home monthly. If your child has lost a book, please let our Librarian know as soon as possible so that overdue items do not prevent your child from borrowing.

Accounts for "lost" items are sent home at the end of each term.

# STUDENT ABSENCE

If children are absent or late for any reason, please notify the school office using the SkoolBag App, by phone or personal contact or a note written in the Communication Diary.

**Children who arrive late must report to the office** and obtain an absence/late form before entering the classroom. **Children who leave the school before dismissal time must also report to the office before their departure.**

Education Department regulations stipulate that absences for any reason other than illness must be approved. Approval must be sought in writing from the Principal.

Parents/carers will be telephoned to enquire about the whereabouts of students if the school has not been notified of the reason for their absence.

# STUDENT ILLNESS/ HEALTH PROCEDURES

## **ACCIDENTS /SICKNESS**

For emergency purposes, when you enrol your child you will be asked to provide the following details on the enrolment form:

- Family Name
- Christian Name
- Address of parent / guardian
- Home phone number and mobile number
- Doctor's name and phone number
- Emergency Contacts

We keep emergency contacts for each child in the school on computer records. **Please notify the Office if there are any changes to these details so that they can be updated.**

## **FIRST AID**

If your child is ill, we will contact you or the emergency contact number you nominated, so that you can collect your child. In an emergency we will call an ambulance and advise parents as soon as possible. Parents are responsible for all costs associated with ambulance travel.

The school has a First Aid Policy; this involves a First Aid Log being completed when your child requires first aid treatment. If you have any queries regarding the first aid of your child, please contact the Front Office.

## **HEAD LICE**

Anyone can catch head lice. It is not a result of personal hygiene. There is no sure way to prevent the problem but it is important to treat it properly and promptly when it occurs. Products for the treatment of head lice are available from chemists and from the school for those students who are authorised school cardholders.

## **MEDICATION**

If children are on medication please let your child's teacher and the Front Office staff know. If your child is to take medication during school hours, parents are required to supply written details from the child's doctor on a 'Medication Plan' with the specific medication and dosage details. Medication Plans are available from the Front Office. Please send Medication in a clearly marked pharmacy container.

## **ASTHMA**

All students with asthma needing a puffer at school must have an "Asthma Plan" and "Medication Plan" lodged with the office completed by the child's doctor. Children should be able to administer their own puffer. Puffers must be clearly labelled with name and instructions and kept on the child or in their bag so they are readily available in a time of need, unless a prior arrangement has been made with the Front Office Staff. The Asthma Plans and Medication Plans need to be updated by your child's doctor annually.

## **VOLUNTEERS**

The Department takes direct responsibility for all voluntary workers, regardless of age, who carry out unpaid work at the direction of the Principal or the Governing Council, whether or not the work is undertaken on school premises. A current Criminal History check is required of all volunteers.

## **DAY-TO-DAY ORGANISATION**

### **LOST PROPERTY**

In order to help us recover lost items, we ask that all parents ensure that any property, which comes to school, is clearly and securely labelled. A lost property bin is located behind the Front Office Area. Ask staff for details.

### **LUNCH**

The children are supervised eating their lunch for the first ten minutes of this period.

### **YARD PLAY**

At recess and lunch times there are always teachers on duty in the yard to ensure the safety and welfare of all children. Children are supervised indoors in extreme heat or inclement weather.

### **VISITORS / VOLUNTEERS**

All visitors and volunteers to our school are most welcome. Please report to the front office upon arrival to sign in.

### **EARLY DEPARTURE**

Parents / guardians needing to collect students early will need to contact the front office to sign out students prior to their departure.

## **STUDENT STATIONERY**

All basic stationery will be provided as part of your school fee entitlement. Parents are asked to ensure that children do not bring to school, pens and pencils, which do not conform to the standards of those issued by the school. In many cases, souvenir type pencils, rulers and pens are inappropriate and should be retained at home for personal use.

## **SCHOOL FEES**

School fees are decided by Governing Council after advice from the Finance Committee. These may be paid in full each February or in instalments by the end of Term 2 each year after negotiation with the front office. Parents who feel their circumstances prevent them from paying this fee, are invited to apply for the **S.A. Government School Card**. Contact the school office for further details.

Payment of all money to the school should be made at the front office. If children bring money to school, it should be sealed in a labelled envelope and given to the office staff before school. Envelopes are available at the front office.

## **SWIMMING**

Swimming is conducted over one week in Term 4 at the Gawler Swimming Pool.

# **STUDENT PARTICIPATION**

Children who are going to be successful in life will need to learn responsibility, work skills, co-operation and decision making skills.

Towards this end, they are involved in:

- Student Representative Council
- Class Meetings
- Student Action Teams
- Rostered Duties
- Daily decision making about behaviour standards and learning outcomes

Successful children are recognised in many ways, culminating in the Student of the Year awards, presented at the End of Year concert.

# **GRIEVANCE PROCEDURES**

Good relationships between our school and its community give our children a greater chance of success. It is only natural that from time to time, parents will have concerns about what happens at school.

When this happens, we need to know the correct way to satisfactorily have our concerns heard and acted upon. Your concerns may relate to either staff performance (classroom or yard) or school policy.

## **STUDENTS WITH A GRIEVANCE**

Students at school are explicitly taught skills to deal assertively with harassment and conflict as it arises as part of our Health program.

1. Solve the problem safely themselves by letting the person who is harassing/bullying them know how they feel and tell them it needs to stop.
2. Seek the help of another student.
3. Speak to the teacher to get help. Talk to a family member to ask advice and strategies for solving the issue.
4. Revisit the above strategies and if it continues, seek the support of the Principal.

## **PARENTS / CAREGIVERS WITH A GRIEVANCE**

1. Make an appointment to talk to the most relevant person i.e. for classroom issues – the class teacher, letting them know what the issue is beforehand, so they are better able to provide any information that you might require. Allow a reasonable timeframe for the issue to be addressed.
2. Revisit with the person if the issue is unsolved.
3. Arrange a time to speak with the Principal. At any stage of the process there is value in organizing a follow up meeting to share successes or ongoing concerns and we urge you to ensure that this occurs. If the school does not receive further information it is reasonable for the issue to be considered resolved.
4. If you are still not happy with the outcome, please arrange a time to speak with someone based at the Regional Office in Gawler (85220900) or access the Parent Complaint Line.

# STUDENT BEHAVIOUR

Children at Sandy Creek generally manage their behaviour very well. However, they would not be human if there were times that their behaviour didn't require redirecting. We operate on a system of positive (good) consequences for appropriate behaviour and negative consequences for inappropriate behaviour.

Full details of student behaviour management procedures are outlined in the school's Behaviour Code. It is available on our web site.

## CRUNCH AND SIP

It has been recognised through research that people regularly need food and water to maintain high-level brain function. This has important implications for students in our schools.

For a young developing brain the most important meal of the day is arguably breakfast. The metabolic rate in the brain increases soon after the alertness chemicals move us out of sleep patterns and into daytime cycles. An increase in blood flow to the brain will ensure that nutrients are carried to the brain for conversion into chemicals.

Brain cells require fuel (through glucose) to operate effectively, and water to keep them hydrated. Proteins also boost brain alertness while carbohydrates induce calmness or relaxation.

Research shows that a significant number of Australian children skip breakfast or eat foods before school that are not ideal for optimum brain function. For some others, particularly during periods of growth, the wait until recess time can also cause a decrease in energy and brain function. The brain also needs a regular supply of water as it is made up of approximately 80% water. Throughout learning, it is vital to keep the brain in top working order.

**Parents/Caregivers are asked to support the school's Crunch n Sip policy and provide children with healthy food options to eat at Crunch n Sip time.** The food provided for this snack time needs to be separate from what is provided for recess and lunch and should be appropriately stored (e.g. in a separate container). Parents/Caregivers are also asked to ensure children have **a water bottle filled with water only, for use in the classroom, each day.**

### **ACCEPTABLE CRUNCH N SIP FOODS INCLUDE**

- Fresh fruit and vegetables
- Dried fruit (e.g. apricots, prunes, raisins and sultanas)

### **GUIDELINES**

- Select from the above foods only
- Have a sealed plastic container no larger than a 250g margarine container but smaller if possible on the desk at 9.00am
- Food to be in bite size pieces
- Nibbling permitted at 10.00am only