

# Parent Handbook

## 2023



growing for the future...



Government of South Australia  
Department for Education

Vale Park Primary School  
40-56 Ascot Avenue, Vale Park SA 5081  
T 08 8261 3733 F 08 8261 6221  
E dl.0967.info@schools.sa.edu.au  
[www.valeparkps.sa.edu.au](http://www.valeparkps.sa.edu.au)

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# Vale Park Primary School

## INTRODUCTION

We welcome you and your child/children to Vale Park Primary School. We value the participation of parents in the educational life of the school and hope that your involvement with Vale Park will be fulfilling and enjoyable.

Our school caters for students from Reception through to Year 6. We are extremely fortunate to share our site with Vale Park Pre School. A Play group also operates on Friday mornings at the Pre School.

Vale Park Primary School opened on August 3, 1964. Since that time, we have developed and maintained a tradition of high standards in education and a school where staff and parents work together to provide the optimum learning environment for students.

The school's facilities include a wide range of playing areas including a large oval, hard play areas, play equipment, conventional classrooms, excellent computing facilities and a much-used Multi Purpose Room, an administration area, Activity Hall, sports storeroom and canteen and catering facilities, large Resource Centre, Disabled toilet facilities, and a number of new and upgraded classrooms.

In 2014 the school community made the decision to change the school logo. We now have a modern logo that clearly puts Vale Park on the map of South Australia. Our motto 'growing for the future' shows our commitment to developing the young leaders of tomorrow. It also links to our strong environmental focus.

We hope your time at VPPS will be a rewarding and supportive experience for you and your child (ren).

Together we will achieve a great deal working in partnership and harmony for the success of our children.

Fione Love  
PRINCIPAL

*'Growing for the future.....'*

# People Your Child will meet at Vale Park Primary School

The Principal, Deputy Principal and Assistant Principal	Ms Fione Love - Principal, Mrs Sheridan Hurn - Deputy Principal and Ms Robyn Physick - Assistant Principal are responsible for the administration and management of the School, for the educational program and the well-being of the staff and students. Fione, Sheri, and Robyn are available to discuss any issues at mutually convenient times.
The Class Teacher	She/he is the person with whom your child will spend most of the week. The class teacher will get to know your child as an individual, find out what she/he already knows and provide learning experiences that build on the child's existing knowledge in an exciting and challenging way. The class teacher will invite you to be involved in many classroom activities. Please make an appointment to speak with staff as it is not always easy to discuss in class.
Specialist Teachers	Specialist teachers will teach your child's class for approximately three hours a week. With their specialised skills and programs these teachers add a great richness to your child's learning opportunities. PE and Health, Japanese, Science and Technology and The Arts are offered by Specialist teachers.
Visiting Teachers	When teachers are absent e.g., they are ill or participating in professional learning programs, a qualified teacher replaces them for the period of their absence. Stepping into the shoes of the classroom teacher, often at short notice, is a challenging task. As a school we greatly appreciate the extraordinary job these teachers do – we couldn't operate without them.
School Business Manager	Please see our Business Manager, Kathy Healey if you have any queries re school based financial matters including school fees and charges.
Front Office Staff	Liz Pedler and Londyn Foreman are in the Front Office and Administration duties. Please direct enquiries of a general nature through them.
Administration/Enrolment Officer	Karina Eleftheriadis is our Administration and Enrolment Manager who will assist Leadership with enrolments and administration.
Classroom and Library based School Service Officers	Our classroom-based School Service Officers are highly skilled professionals who work with individuals and groups of students under teacher direction. Anita Simmons, Sam Poole, Carol Calebrese, Vicki Therkelsen, Courtney Cook, Chelsea Foulds, Tom Margitich, Melissa Pesaturo and Vanessa Work are our School Service Officers.
Stephanie Alexander Kitchen and Garden	Our kitchen and garden School Service Officers are highly trained individuals who work with our classes to provide a fun, hands-on learning program around food education. Alix Gannon works in our kitchen and Claire Creighton works out of our garden.
Bilingual School Service Officer	Our Bilingual School Service officer, Mandeep Makkar, assists students who have English as an Additional language or Dialect (EALD students).
ICT Technician	Our ICT Technician, Arif (Muhammad) Zaman, supports Information and Communication Technology in our school, working flexible hours as our ICT technician managing and maintaining our computer network and communication systems. Students often see him in the Library.
Handyman/Grounds	We have a Handyman/Grounds, Philip Penn and his duties include grounds, buildings, and playground maintenance.
Out of School Hours Care	OSHC is well utilised and while waiting lists may apply, staff and the Management Committee endeavour to meet family's needs within policy guidelines. Contact OSHC on 8266 0439 or 0422274649 to discuss your needs. Vale Park OSHC is managed by a third-party provider, Happy Haven.
Canteen	The Lunchbox which provides a food service to our school and managed by Kathy Dunn and assisted by Emma Hollamby is open Tuesday – Friday. Lunch orders available via online ordering, Tuesday – Friday and Wednesday – Friday for recess.
Music Teachers	Department teacher Mr Luke Bairstow teaches classical guitar to a small group of identified students. Music classes take place on Tuesdays.
Uniform Coordinator	Kristina Fuller, a parent in the school, is our Uniform Shop Coordinator. She is available Friday mornings for sales 8:45am – 9:15am.
Sports Coaches and Team Managers	When your child plays school or after school sport they will be coached and managed by parent volunteers.
Parent Volunteers	Parents are valued partners in learning and assist in our school in many ways. Examples include supporting classroom learning programs, listening to reading, electives, swimming, camps, excursions, attending working bees, coaching, or managing sports teams, assisting in the canteen or library, joining one of our active committees. All volunteers must undergo RAN training and have Relevant History Screening before working with students other than their own child/ren.

# The Daily Timetable

## Monday, Tuesday, Thursday & Friday

OSHC Opens	6.45am
Early Morning Yard Supervision	8:30am
Classrooms Open	8:40am
School Begins	8:45am
Recess	10:45 – 11:15am
Lunch – supervised eating time	1:15 – 1:25pm
Lunch playtime	1:25 – 1:55pm
School finishes	3:05pm
End of teacher supervision	3:20pm
OSHC (use school areas like the gym, oval, library, playground, asphalt areas)	3:05 – 6.00pm

## Wednesday

OSHC Opens	6.45am
Early Morning Yard Supervision	8:30am
Classrooms Open	8:40am
School Begins	8:45am
Recess	11:00– 11:30am
Lunch – supervised eating time	1:00 – 1:10pm
Lunch playtime	1:10 – 1:40pm
School finishes	3:05pm
End of teacher supervision	3:20pm
OSHC (use school areas like the gym, oval, library, playground, asphalt areas)	3:05 – 6.00pm

**After school, students can play on age-appropriate playground equipment with a parent/caregiver supervising on the sidelines. When the 3:20 bell sounds, all students MUST vacate the playground.**

## General Information

### ABSENCES

Please report your child's absence by a telephone call or email to the Front Office between 8.30 and 9.15am or send a message to your child's classroom teacher, via the classroom apps (such as, dojo and seesaw).

If your child is late for school, i.e., arrives any time after 8:45am, they must be signed in by the parent/caregiver – via the Front Office using the absence computer, printing a slip, and present this to their class teacher.

If your child needs to leave the school early or for any period during the day, e.g., to attend an appointment, the adult collecting them must come to front office. Office staff will call the child to the front office. They will then need to collect an Early Leave Absence Slip from the absence computer to give to front office staff.

Parents must give the class teacher and/or office warning if their child is being picked up during break times. The child must wait in the office at the beginning of the break. The above measures ensure that we are able to monitor the safety of children closely always.

If your child will be absent for family reasons for more than three days e.g., holidays during term time, please contact the Front Office to obtain a form to apply for an exemption for your child. If your child is absent for more than three days for a medical reason e.g., has the flu, please provide the school with a medical certificate.

### ALLERGIES/MEDICAL CONDITIONS

Parents are asked to advise the school upon enrolment or immediately upon the receipt of medical advice, if their child has any serious medical conditions and/or allergies.

Parents will be asked to have a Health Care Plan completed by their doctor, at the beginning of each year if allergies require an urgent response. Copies of these forms are kept in the Treatment Room, and a copy provided to the class teacher and in Visiting Teachers folders. Any medication required must be personally delivered to the Front Office by the parent and be clearly labelled with the child's name, date of delivery and directions for administration.

Where allergies are extreme, special arrangements will be made to ensure the safety of your child.

## ANNUAL REPORT

The provision of an Annual Report is a requirement of all Department sites. It is presented at the Annual General Meeting of the Governing Council and reports the school's achievements in areas of priority outlined in the school's Site Improvement Plan.

If you are unable to attend the AGM copies are available for loan from the Front Office and on the website.

## ASSESSMENT AND REPORTING

Vale Park Primary School has a cycle of assessment and reporting that aims to inform students and their parents of progress and issues concerning a child's learning.

Aspects of reporting learning achievements include parent/teacher interviews in Term 1, an interim report at the end of Term 2 and a final report in Term 4.

These are supported by optional parent/teacher/student interviews that can be requested at any time during the year, informal discussions with teachers, and reports in Literacy and Numeracy achievement provided at Year 3 and 5 through the Commonwealth NAPLAN test.

The range of student achievement data is used by teachers to monitor student progress, and to ensure the provision of support or extension where required.

At Vale Park Primary School, we greatly value the development of strong and positive home/school links and encourage parents to contact their child's teacher if they have any concerns regarding their child's progress at any time.

The proposed format for reporting to parents which meets Department for Education (DFE) requirements is tabled below.

<b>Assessment and Reporting Timetable</b>	
<b>Term 1 Week 3</b>	Acquaintance Night
<b>Term 1 Week 10</b>	Parent/Teacher Interviews
<b>Term 2 Week 2</b>	Year 3 and 5 students sit the national Literacy and Numeracy Test (NAPLAN). Individual test results are forwarded to parents later in the year when they are returned to the school.
<b>Term 2 Week 10</b>	Interim Reports Distributed to all Yr 1 – 6 students. Mid Year Report Summary provided to all students.
<b>Term 3</b>	Interviews (by request)
<b>Term 4 Week 9</b>	End of Year Report provided to parents.
	*Please note: Parents may request appointments at any time during the year to discuss student progress – an appointment can be made by contacting your child's class teacher.

## ASSEMBLIES

All Assemblies are held on Mondays in the gym and dates will be published in the newsletter. Special Assemblies are held to recognise other special occasions. Parents are welcome to attend any assembly at 2.15pm.

## BEHAVIOUR MANAGEMENT POLICY

The school's policy is based on the DFE School Discipline Policy. Students are expected to comply with the school's behaviour code, which is based on care and respect for others and the environment. Class teachers develop clear rules/consequences, expectations, and routines within their classes. These are explicitly taught and reviewed regularly.

Yard Behaviour is governed by a clear set of expectations, rules, and consequences that all children are made familiar with.

Where a child experiences behavioural difficulties school staff will work closely with the student, their family and any professionals involved, to ensure that child is supported and provided with feedback re their learning of important acceptable behaviours. Our aim is always to achieve positive outcomes and improvement.

## BICYCLES/SKATEBOARDS/SCOOTERS

All wheeled modes of transport (including but not limited to bicycles, skateboards, and scooters) must be wheeled or carried whilst on school grounds – **NOT RIDDEN**. In the interests of safety students are not to ride their wheeled modes of transport across the pedestrian crossing on Ascot Avenue. Students are always to observe the appropriate road rules and including wearing of an approved safety helmet.

Bike racks are provided for students to store their bikes in the Wheels Hub located adjacent to the sheds next to the ovals.

## **EXCURSIONS AND IN-SCHOOL PERFORMANCES**

Excursions add richness and depth to student learning experiences and are designed to support and enhance learning in areas of curriculum as well as providing important social learning opportunities.

All year levels make arrangements appropriate to the age of the children – your class teacher will provide you with details of their planned activities for the year.

Cost is always a consideration when planning excursions and in-school performances and activities.

To support families and budgets the cost is advised well before time and payments by instalment can be arranged as necessary. Please see the Principal or Business Manager if difficulties arise so that other arrangements can be made to support children attending camps if the need has arisen.

Parental involvement with excursions is greatly appreciated. Every parent is to have a current RRHAN-EC and WWCC clearance when transferring children other than their own.

## **CANTEEN**

A limited service to students is provided for recess and lunch. The canteen is closed Monday. Tuesday – Friday lunch is available and recess from Wednesday – Friday. Parents can order lunches online with QKR.

## **CAR PARKING**

The car park is for Staff Parking only.

For safety reasons the staff car park is out of bounds to children. Parents are asked to model the use of footpaths to children. Please remind students not to walk through the carpark and the garden beds.

Parents are not to park in the staff carpark from 7:45 – 4:30pm when staff are at work.

Unrestricted car parking is available in nearby streets for those parents who wish to accompany their child into the school.

Parent use of the staff car park is limited to those who must access the Disabled car parking space.

## **CHOIR**

See Music.

## **COLLECTION OF MONEY**

Families are encouraged to place all cash money coming into the school in the school payment envelope, which is clearly marked with the child's name, Room Number, amount, and purpose of payment by 12.00pm. The Front Office have EFPOS facilities for your convenience. All online payments are made through the QKR app which you can download on your phone. Receipts are issued to students after money has been processed. Please check these and keep for reference should queries arise.

## **COLLECTING CHILDREN EARLY**

Parents collecting children early for any reason must let the front office staff know, they will call your child's teacher and get them to be sent to the front office. They will then need to sign out and give their Early leave Absence slip to front office staff.

## **CONSENT FORMS**

At the beginning of the year a range of consent forms will be sent home for parent/caregivers to sign and return to school e.g., multi-media, uniform dress code and computer use.

## **CUSTODY**

To ensure that students are safe at school it is important that the Principal sight and be provided with a copy of any custody order or changes to a custody order. Please make an appointment to have a confidential conversation with the Principal if there are issues affecting your child.

## **CURRICULUM FRAMEWORK**

Staff implement curriculum informed by the South Australian Curriculum Standards and Accountability Framework and the Australian Curriculum. Currently we are changing to the National Australian Curriculum. Staff are required to report in the areas of English, Mathematics, Science and History.

Areas of Study include:

- English
- Mathematics
- Science
- History
- Health and Physical Education
- Geography

These are underpinned by the General Capabilities

- Literacy
- Numeracy
- ICT
- Critical and creative thinking
- Personal and social capability
- Ethical understanding
- Intercultural understanding



## **CURRICULUM OVERVIEWS**

These can be found in the ACARA website: [www.acara.edu.au](http://www.acara.edu.au)

## **DENTAL CARE**

Students at Vale Park Primary School are eligible for dental care via the SA Community & School Clinics. Enrolment forms are provided when enrolling or can be obtained from the Front Office. A fee of \$45.00 will apply to children who are not dependants of a Centrelink Concession Card or School Card holders, or who do not have their own Centrelink Concession Card. Appointments can be made by phoning the clinics on Prospect: 82694579 or Magill: 83330707.

## **EARLY DISMISSAL**

Students are dismissed at **2:05pm** on the last day of Terms 1, 2 & 3. Students will be dismissed at **1:05pm Term 4**. Please make appropriate arrangements to ensure your child is picked up at this earlier time on those days. Reminders are provided in school newsletters prior to the end of term.

## **ENROLMENT**

Reception students enrolled at Vale Park Primary School start school at the beginning of each school year. Your child must turn 5 before the 1<sup>st</sup> of May. For information about the policy please check <https://www.education.sa.gov.au/>

Children who are transferring from another school may start as arranged by the Principal, in accordance with available vacancies. Please note that classes are filled to capacity from the beginning of the school year and so vacancies may not be available for students living outside the allocated proposed zone.

For parents wishing to know more about the school and its programs, there are Principals Tours throughout each year. To make a booking please go onto the school website and fill in the booking form under the enrolments tab. If unable to attend one of these sessions an appointment may be made to meet at an alternative time.

## **EMERGENCY AND EVACUATION PROCEDURES**

The school has a detailed fire drill and evacuation procedure that is practised regularly to ensure that staff and students know what to do in case of an emergency.

Any parent or visitor in the school at the time of a practice is required to participate and follow the instructions of staff, the Principal and Fire Warden. Continuous sounding of the school siren and bells signals the procedure. Everyone on the school site are then required to move in a calm and orderly manner to the centre of the school oval and to await instruction. Discussions to move off site may be made by the Police after determining the nature of the threat.

## **FACEBOOK**

Check out our Facebook page. You will be able to get a real feel for our wonderful school and community and the exciting programs/activities we have to offer. Please like us on our Vale Park Primary page.

## **FIRST AID**

All school staff are required to have a current First Aid certificate and the school has procedures in place for children who are injured or unwell.

Any First Aid treatment administered is recorded in the First Aid book. If the child requires any treatment beyond simple first aid parents/caregivers are contacted immediately to come and collect their child.

In an emergency should an ambulance be required parents will be informed immediately.

## **GOVERNING COUNCIL**

The Vale Park Governing Council is elected annually in accordance with DFE approved Constitution. It comprises of 15 members – the Principal, 11 parent reps, 2 staff reps, a representative of Walkerville Council and a representative of Vale Park Preschool.

Governing Council, together with the Principal, is responsible for the shared governance of the school and takes an active role in developing and monitoring the school's strategic directions, and development and improvement of school grounds and facilities. The Principal is responsible for the implementation of the school's strategic directions and DFE policies, and the day-to-day management of the school.

Active committees including Finance, Fundraising, Grounds and Facilities, Sports, Canteen, and Out of School Hours Care support Governing Council. A representative of staff and of Governing Council sits on each committee and other interested parents are invited through the newsletter to nominate for these important committees early each year.

## **GRIEVANCE POLICY**

At Vale Park Primary School we value open and honest communication between home and school. Parents are encouraged to promptly discuss issues regarding their child with class teachers. Should this not resolve the problem the school's Grievance Procedure outlines the procedure that needs to be followed. A brochure is available in the Front Office.

## **GROUNDS**

The school is set in large and attractive grounds that will undergo planned landscaping now building has been completed.

Students have the use of a large oval, cricket pitch; soccer pitch, basketball, netball and hand tennis courts, and 5 well designed play stations designed by students for students. At the request of students, a large sandpit and nature play area has been constructed. The result is an outstanding playground area thoroughly enjoyed by all.

Shade and seating is available outside. Cooled water is provided to students through water fountains.

## **HEALTH**

Good health is vital for effective learning and participation in school activities. Children should be kept at home when they are unwell – we will ring you to organise collection of your child if they are sent to the Front Office because they are not well as we are unable to provide appropriate care and supervision.

A letter of explanation is required for all school absences, and this should be sent to the class teacher. A call to the Front Office before school will allow us to notify your child's class teacher of their absence.

## **HEALTH CARE PLANS**

Parents are to discuss any health issues their child has with the Principal at enrolment or upon diagnosis. If appropriate the parent will be provided with a Health Care Plan form for the child's medical practitioner to complete. The information provided will then outline steps and actions staff will take in the event of an emergency for the child.

Information is entered onto the school's EDSAS database and provided to staff as appropriate. The forms are updated yearly, but parents are required to inform the school immediately if there are any changes to the information provided.

## **HOMEWORK**

Class teachers set homework on a regular basis in accordance with the school's Homework Policy. Homework activities may include physical activities, reinforcement or extension activities, project research or completion of unfinished class work. It should not include new learning. JP children are encouraged to read with an adult on a regular basis. Homework tasks are recorded in student diaries.

Should your child claim to not have any set homework parents can support their child's ongoing learning by supervising them in the practise and revision of important basic literacy and numeracy skills eg times tables, recall of number facts, oral or silent reading.

Similarly, homework tasks should not take excessive amounts of time to complete. Please contact your child's teacher if this is the case. Learning to manage time and to work towards the completion of a task to meet a timeline are important aspects of learning for your child. Your child will benefit from, and their teacher appreciates your interest, support and reinforcement of time and project management skills.

## **HOT AND WET WEATHER POLICY**

Students of Vale Park Primary School enjoy classrooms heated and cooled to 23 degree centigrade year round. As a result, teaching and learning programs are not adversely impacted upon by weather conditions. The gymnasium, which is also heated and cooled, will allow Physical Education programs to continue.

When the weather is very hot (36°), windy or raining students remain inside under teacher supervision at recess and lunch times. Three blasts of the siren indicate that students are to remain in classrooms or return to classrooms at these times. Each classroom has a range of age-appropriate activities and games that students can use.

## **INFECTIOUS AND COMMUNICABLE DISEASES**

Information provided below is from the DFE Infectious Diseases guidelines and outlines the minimum recommended times a child should stay away from school if they come into contact with or contract one of the diseases listed.

If there were to be an outbreak of any of these diseases, you will be advised by Broadcast.

Chicken Pox:	Excluded until all blisters have dried.
Infective Hepatitis:	Excluded until an appropriate medical certificate signifying recovery is provided.
Measles:	Seven days from the appearance of the rash
Mumps:	Ten days from the onset of symptoms
Rubella (German measles):	Five days from the appearance of the rash
Scarlet Fever:	Excluded until an appropriate medical certificate signifying recovery is provided.
Whooping Cough:	Four weeks unless an appropriate medical certificate signifying recovery is provided and or 5days after commencing antibiotics.
Impetigo (School Sores):	Excluded until effective medical treatment has been carried out.
Head Lice:	Excluded until effective medical treatment has been carried out.
Scabies:	Excluded until effective medical treatment has been carried out
Conjunctivitis:	Excluded until discharge from the eyes has ceased

## **INFORMATION AND COMMUNICATION TECHNOLOGY**

Vale Park Primary School students enjoy access to a range of Information and Communication Technologies.

Each classroom has either a SMART board or interactive T.V, desk top computers, and access to laptops connected to the Internet, laser printer, sound software and microphone as well as a digital camera. Teachers have a dedicated staff computer on their desk. iPads and chromebooks are also used within the school. The Resource Centre has 5 laptops, printers plus a SMART Board.

## **LANGUAGE OTHER THAN ENGLISH – JAPANESE**

Japanese is the language taught at Vale Park Primary School. The aim is to introduce students to aspects of Japanese culture, customs, and traditions to develop understandings and appreciation of cultural difference, and to learn basic conversational phrases.

## **LIBRARY AND RESOURCE CENTRE**

The Library is a busy and vibrant place and has an extensive range of books and resources available for loan. It is open for borrowing at the following times:

Before School                      8.30 – 8.45am (**Monday – Thursday**)

Students also access the Library for weekly borrowing. Your child's class teacher will provide you with details of the day/time. Take home readers are borrowed from the Library each week during scheduled class sessions.

## **LOST PROPERTY**

All property handed in is placed in the Lost Property boxes located by the OSHC Room.

To make it easy to return items to owners please use a Laundry Pen or iron – on label to name all your child's belongings prior to bringing or wearing to school for the first time. Check these regularly as they can fade quickly with regular washing.

## **MESSAGES**

**Urgent messages only** can be left with Front Office staff during the day to be passed on to students. Messages are to be left prior to 2.30pm. The Front Office is a busy place and after this time it can be difficult to deliver a message prior to dismissal at 3.05pm.

## **MOBILE PHONES**

Students are discouraged from bringing mobile phones to school. Where a child is required by the parent to carry a mobile phone it must be handed in to the class teacher upon arrival at school and can be collected prior to leaving school.

Students are not permitted to use mobile phones at any time during the day without supervision of a staff member. The school is unable to accept responsibility for replacement or repair should a mobile phone be misused, damaged or taken whilst at school. Students who need to <sup>10</sup>contact parents may direct their request to their class teacher and Front Office staff.

## **MUSIC**

Students at Vale Park Primary School have access to a range of musical opportunities including:

- Junior Primary classes participate in shared Music sessions on a regular planned basis.
- Year 5 and 6 students can audition for our Festival of Music Choir and for the Festival of Music Orchestra and troupe and solo performances. Choir students pay a fee to cover the cost of tuition, songbook, CD, and transport to and from performance rehearsals. R-4 will be offered the opportunity to join the Year 1/2 or 3/4 choir, which commence later in the year.
- Instrumental Music – selected primary students are taught classical guitar by a DFE specialist teacher. Tuition is free however costs of guitar/purchase/hire need to be met by parents.

## **NEWSLETTER AND NOTICES**

Newsletters are sent out fortnightly on odd weeks of each term. Newsletters are sent via broadcast and a link is available on the website. Occasionally additional emails are sent to parents pertaining to whole school events.

Class teachers also provide regular class newsletters to keep parents up to date with current learning in classrooms.

Notices are also sent home with the youngest in each family, except where they target particular groups or each person in the school is required to receive one.

Please check your child's bag regularly and contact the Front Office if spares are required. Spare copies of all newsletters and notices are available at the Front Office.

## **NO HAT NO PLAY POLICY**

Approved school hats must be worn for all outside activities in Terms 1, 3 & 4. Children will be asked to wear a hat in Terms 2 if the UV factor is 3 or above. Wide brimmed, legionnaire or bucket hats are recommended. Bucket hats and legionnaire hats can be purchased from the Uniform Shop. Baseball hats are not permitted.

Students not wearing an approved hat during the compulsory terms must sit and/or play in designated hard shade areas at recess and lunch times and during outside class activities.

## **NUT AND ALLERGENS POLICY**

### **CONTEXT:**

DFE schools are required to provide learning environments that are safe and supportive of all students. This includes providing for the needs of students and staff who may have anaphylactic (severe allergic) conditions – including nut allergies. For these individuals, exposure to allergens at school may constitute a risk to their health and wellbeing.

While it is not possible to guarantee that the school environment will be completely free of potential hazards, risks can be minimised by compliance with reasonable guidelines.

Please note initially this policy is written with nut allergies in mind and will be updated to include other potential medical hazards involving allergies as the need arises.

### **PURPOSE**

- To raise the awareness of anaphylactic conditions for all conditions for all members of the school community.
- To provide a safe school environment for all members of the school community.

### **MANAGEMENT**

#### **Parents:**

- Are requested NOT to send food to school that contains nuts, especially peanuts. This includes products such as peanut paste, "Nutella", most nuts, peanut cooking oil and other foods that may contain nuts.
- Will be informed of this policy at the commencement of each new school year and at enrolment.

#### **Students:**

- Are encouraged to wash hands after eating.
- Who bring food containing traces of nuts or nut products, are required to eat that food away from the allergic students and must wash their hands thoroughly before going to play.

#### **Staff:**

- Will be made aware of students who have anaphylactic responses, including nut allergy.
- Will supervise students during lunch eating time and will be vigilant regarding this policy.
- Will participate in training from St. John or Red Cross every two years to understand procedures related to Anaphylaxis (severe allergic reactions) as the need arises.

#### **School Canteen, OSHC & Catered Events**

- Are required to comply with this policy.

#### **Promotion**

The policy will be promoted by:

- Information via the school newsletter.
- New families to the school community being informed via information in their enrolment package.
- Governing Council being informed and giving approval and support to this policy.
- Staff being informed annually and provided with training opportunities.
- Students being informed via teachers, signs and through the newsletter.

## **OUT OF SCHOOL HOURS CARE**

This service is provided through a third-party provider Happy Haven. It offers before school from 6.45am - 8.30am, after school until 6.00 pm and on Pupil Free Days from 6.45am – 6.00 pm. Parents wishing to use Out of School Hours Care should contact Happy Haven on 81555444 or 0403369532 or email them at [valepark@happyhaven.sa.edu.au](mailto:valepark@happyhaven.sa.edu.au). Information is also available from the Front Office.

The quality program provided caters for primary school aged children who attend Vale Park Primary School.

## **PARENT PARTICIPATION**

Parents at Vale Park Primary School are encouraged to actively become involved in their child's education. Opportunities are many and include - supporting class programs (e.g., literacy and numeracy, Partners in Learning, running elective groups), accompanying classes on excursions, assisting in the Library and Canteen, attending working bees, supporting fundraising activities, sports coaching and team management, and active involvement in committees including Governing Council, Parents and Friends and their range of subcommittees. However due to the strict changes about people working in schools, volunteers must be trained and have had a DCSI clearance and RAN training if they are not volunteering with their child present.

The staff and students at our school greatly appreciate and value the richness parent involvement adds to students' learning.

## **PASTORAL CARE WORKER**

Our PCW is currently employed for 14 hours per week to work with our students and their families. The PCW worker runs our "What's the Buzz" social skills program. The PCW assists the Student Action Teams, organises playtime activities and liaises with parents.

## **PAYMENT OF MATERIALS & SERVICES ETC**

See Collection of Money

## **PUPIL FREE AND SCHOOL CLOSURE DAYS**

All public schools in South Australia are entitled to four Pupil Free Days for staff training and development, and a school closure day for a day of local significance. These days are approved by Governing Council and advertised in advance to the school community via the school Newsletter.

## **SCHOOL CARD**

The school card scheme provides financial assistance for families for the costs of school fees. Eligibility is in accordance with Centrelink family allowance benefits. School Card application forms are to be completed online. If applying please do so as soon as you receive your school fees invoice, as there is a cut off date beyond which you are unable to apply and so become responsible for the full cost of the school fees.

## **SCHOOL FEES**

School fees are known as the Materials and Services Charge. Fees are set each year by the Governing Council following recommendation by the Finance Committee in strict accordance with Legislative requirements. The Materials and Services charge contributes to the purchase of classroom consumables and supplies, stationary, books and equipment (including computers). Students starting during the year pay a set proportion of the Materials and Services fee.

Parents are invoiced for the fees early each term with payment required by set dates. Payment by instalment can be arranged with the Finance Officer.

In accordance with DFE regulations Vale Park Primary School has a policy of pursuing outstanding school fees through a debt collection agency.

The 2022 Materials and Services Charge has been set at \$440 for the year.

## **SCHOOL CALENDAR**

To assist parents with planning, each term a school calendar is distributed to families. It has up to date information re events, meetings, and fundraising activities to be held in that term. The school calendar can also be found on the website at [Calendar - Vale Park Primary School \(valeparkps.sa.edu.au\)](http://Calendar - Vale Park Primary School (valeparkps.sa.edu.au)) and at the end of the Newsletter.

## **STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM**

This program offers all students in Years R-6 the opportunity to have one lesson per fortnight at least for two terms.

## **SCHOOL SPORTS**

Students at Vale Park Primary School have a wide range of opportunities to participate in sporting activities. Out of school hours sports are organised through the Sports Committee and include Ball Handling Skills for Junior Primary students, netball, T-ball, cricket, soccer, and basketball. These sports are reliant on parent volunteers to coach, manage teams and organise all day-to-day operations of the teams. Parents must supervise children at all practices and games.

The Sports Discipline Policy and Codes of Conduct clearly outline expectations and support the successful participation of students, coaches, and parents.

Year 5 and 6 students are provided with opportunities to be selected on merit and age to participate in a range of SAPSASA competitions including Athletics, Netball, Swimming, Cricket, Soccer, Australian Rules Football and Basketball.

The gymnasium provides opportunities for students to participate in a range of activities including volleyball, badminton, indoor soccer, and indoor cricket.

## **SCHOOL ZONE**

Vale Park Primary School is a Zoned school. Children living in the zone or who have siblings at the school are automatically accepted. If you live outside of the zone, a "Registration of Interest" form is available on the school web site and can be emailed to the school on completion throughout the year prior to commencing.

The map is located on the school web site.

## **SITE IMPROVEMENT PLAN**

The school's strategic directions as outlined in the Site Learning Plan for 2018 are improving learning particularly in the areas of Literacy, Numeracy and STEM Engagement

## **SMOKING**

In accordance with DFE regulations Vale Park Primary School is a smoke free environment.

## **SPORTS DAY**

Sports Day is usually held each year in the last week of Term 1. Students are allocated to one of four houses during their time at Vale Park Primary School. The houses named for the four streets that form the boundary of the school are Ascot - red, Arundel - blue, Tonkin - green and Ilford - yellow. Teams compete for the Governing Council Shield. Highlights of each format are the running races and relays.

## **STAFF TRAINING AND DEVELOPMENT**

As a learning organisation we greatly value staff engagement in training and development activities that support the school's strategic directions. These opportunities include Pupil Free Days, mandated professional development activities, involvement in inquiry based or action research projects that focus on aspects of learning, attendance of conferences and workshops and participation in school planned release activities. On some of these occasions when staff are involved in the activities, Temporary Relief Teachers continue the implementation of classroom teaching and learning programs.

## **STUDENT STATIONERY**

Students are provided with all stationery requirements for the year. School fees cover the cost of these items. Students may bring their own items e.g., pens, pencils, and pencil cases if they wish. Please ensure that all items are clearly named. Class teachers will let parents know of their requirements re covering books etc.

## **STUDENT PLACEMENT**

At Vale Park Primary School, we aim to achieve classes that are well balanced. This means that students are placed in classes taking into consideration friendship groupings.

- group dynamics
- learning needs
- behaviour
- physical development
- emotional development
- gender balance of classes
- information provided by parents.
- classes sizes that are 26 for Junior Primary and 30 for Primary classes

At the end of Term 3 parents are invited to provide information which may be taken into consideration about their child's particular learning needs and any other information that they feel will be useful in the class placement process. Professional judgement of class placement is made by the class teacher and will be considered the final decision.

## **STUDENT VOICE**

Vale Park Primary School has an active Student Voice process.

Each year, 8-10, year 6 students are selected to be the School Ambassadors. The Ambassadors form the Student Executive. This is the major student decision making group.

In addition, a number of students are selected as Student Action Team Leaders. Each Student Action Team comprises of 8-12 students from years 3-6 who have volunteered to be part of the Student Action Teams.

There are Student Action Teams in SAKG, Community, ICT, Magazine, Resource Centre, Yard Play, and Gardening.

## **STUDENT SUPPORT**

Students with learning needs are identified, prioritised and access programs and support. This is provided in small group settings by our skilled Special Education Leader who works closely with classroom teachers, Guidance Officers, and Speech Pathologists. The school's Student Review Team monitors the learning needs of students across the school. Students who are verified as a student with a disability work on an individual/small group basis with a School Services Officer to work on the goals set in their Negotiated Education Plan.

## **SWIMMING AND AQUATICS**

R – 5 Students participate in a DFE swimming program each year. This will take place during Term 1 at the Payneham Pool. The focus is on learning and developing water safety skills and knowledge. Year 6 students participate in the DFE Aquatics program at West Lakes. There is a cost to parents for these programs. The Swimming program is subsidised each year by funding received through the trust that controls the funding of the now defunct Gilberton Swimming Club. As one of only four local schools to receive this funding we are extremely grateful.

## **THIRD PARTY PROVIDERS**

We would like to inform parents and families that we do not have third party providers working on school premises during school hours. These include speech therapists, occupational therapists, psychologists, and private tutors. This decision has been endorsed by Governing Council as we are unable to safely accommodate a space within line of sight with a DFE staff member as well as there being limited spaces available to maximise our core business. The sessions also take away from the 1600 minutes of teaching that is required by DFE. We do however encourage private providers to liaise with class teachers and are able to observe students if the need arises. This will need to be negotiated with leadership. We are asked by many parents of this request and have had to say no to make it fair to everyone.

## **TRANSITION – PRESCHOOL TO SCHOOL**

We work closely with the Kindy and students regularly visit our school during the year.

To support your child in the important transition from preschool to school we invite our new Receptions to join us for visits in term 4. Students meet, learn and work with their new teacher and classmates, become familiar with classroom routines and expectations, and get to know their way around the school buildings and grounds. We find that students participating in this program feel very positive about school - and in most cases can't wait to start.

## **TRANSITION – PRIMARY SCHOOL TO HIGH SCHOOL**

Local high schools advise Year 6 students of dates of their Transition visits that take place in the latter part of Term 4 each year. Parents are responsible for getting their child to and from these visits and are asked to notify the front office staff of their absence from school.

## **UNIFORM**

We have a school uniform and jewellery policy that the Governing Council actively supports, and all students are expected to wear our school uniform. Please refer to the detailed policy. In recognition of their final year at school and leadership responsibilities within our student group, Senior students have their own special top, jumper and hat.

The uniform may be purchased from the Uniform Shop.

## **VACATION CARE**

Vale Park Primary has introduced a Vacation Care program on site since the July holidays 2007. Please contact the OSHC staff if you are interested in accessing this outstanding program. Happy Haven are our providers of OSHC and Vacation Care.

## **VALUABLES**

Sums of money together with other valuables including mobile phones, items of sporting equipment, toys and games should not be brought from home as we cannot guarantee their safety and are unable to accept responsibility for replacement or repair should they be damaged or taken whilst at school.

## **VISITORS**

Visitors to the school must sign in at the Front Office where they will be issued with a visitor badge for identification purposes.

## **VOLUNTEERS**

See Parent Involvement.

## **WEBSITE**

This is accessible on [www.valeparkps.sa.edu.au](http://www.valeparkps.sa.edu.au). Check it out! The fortnightly newsletter is available on the website via Microsoft Sway.

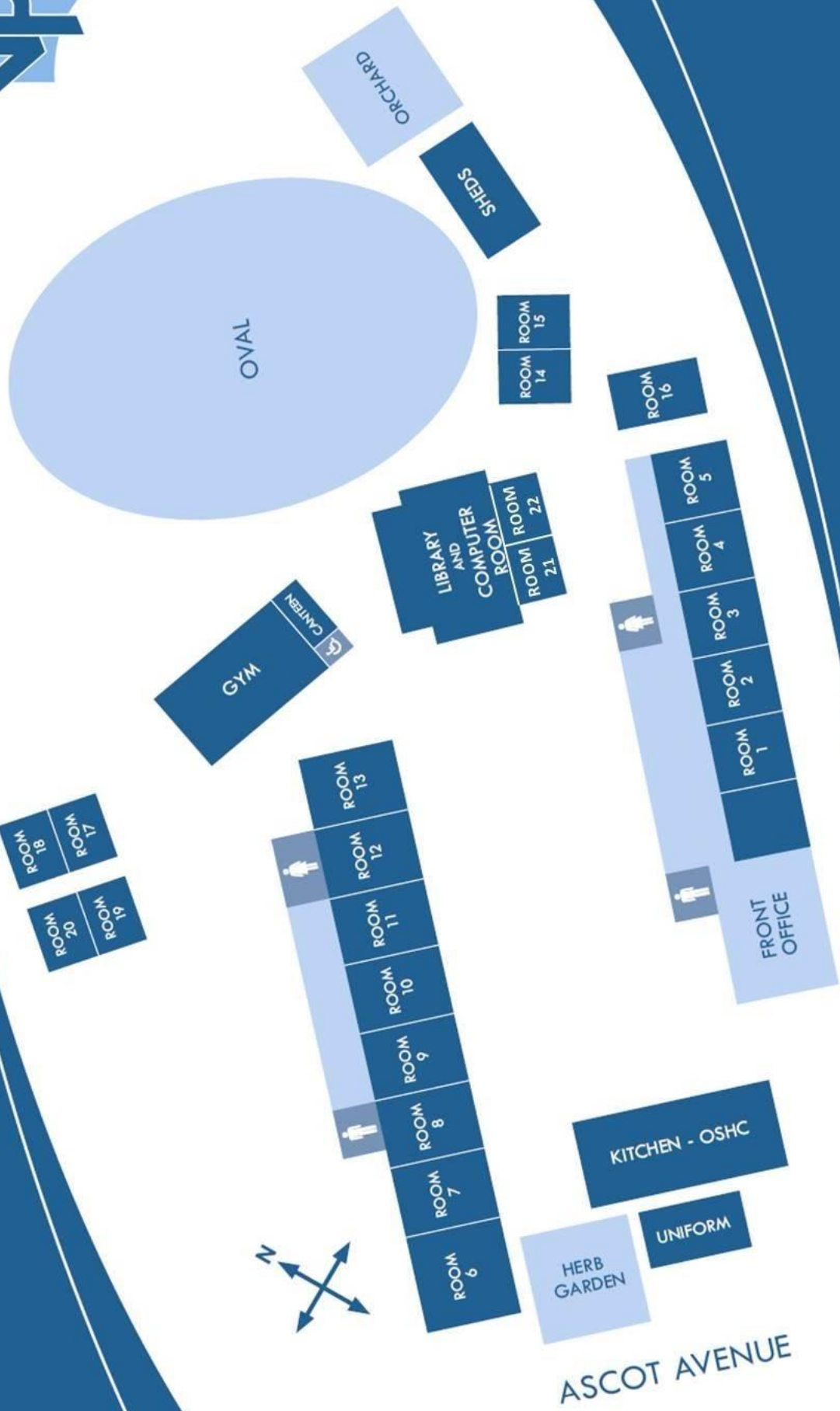
## **YARD SUPERVISION AND YARD DUTY**

Yard Supervision begins each day at 8.30am - Children are not to be at school before this time as there is no yard supervision. If children must be at school prior to this time, students must attend Before School Care to ensure that appropriate duty of care is provided. Students with or without their parents must drop off their bags by their classrooms and then move to the Southern Yard where they will be supervised by the yard duty teacher. Parents are reminded that students are not permitted to play on any playground equipment before school either with or without their parents. After school, students must be collected or have left the grounds at 3.05pm. Students, who are still at school after this time, will be placed in the front office and parents will be contacted. Students not collected by 4.00pm are considered abandoned and the Police will be contacted. Once students are collected by parents, then they are considered to be in their care.

## **GLOSSARY AND TERMS**

DFE	Department for Education
ICT	Information and Communication Technology
NAPLAN	National Assessment Program in Literacy and Numeracy
NIT	Non-Instruction Time (Teachers planning, marking student work, preparation).
OSHC	Out of School Hours Care
HSW	Health and Safety and Welfare
SAPSASA	South Australian Public Schools Amateur Sports Association
SEA	School Entry Assessment
SLP	Site Learning Plan
VPPS	Vale Park Primary School
SSO	School Services Officer
TRT	Temporary Relief Teacher
SAKG	Stephanie Alexander Kitchen Garden
PCW	Pastoral Care Worker





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