

# Parent Handbook 2021

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# Modbury South Pre-Year 7 School

## INTRODUCTION

Welcome to Modbury South Pre-Year 7 School.

Our school caters for students from Preschool through to Year 7 including one Junior Primary Special Class and Primary Special Class. We are extremely fortunate to have the preschool on site which provides pre schooling for 4 year olds. A Play Group also operates on Friday mornings.

Modbury South Pre-Year 7 School opened its doors in 1965. We are located in the proximity of Tea Tree Plaza and Modbury Hospital. Modbury South Pre-Year 7 School is part of a multi-school campus with Modbury High School and Modbury Special School. As such we are known for our family and community hub atmosphere. Since our opening we have developed and maintained a tradition of high standards in education and a school where staff and families work together to provide the optimum learning environment for students.

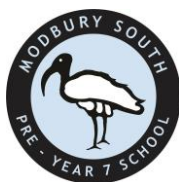
Apart from the well-kept grounds and oval, the school has basketball, netball and handball courts outside, a gym, a performing arts room; extensive shaded playground equipment as well as a reflective memorial garden for relaxation and an outdoor learning space. This area is also Wi-Fi compatible. A Resource Centre technology hub is located in the preschool building across a small lane from the main part of the school. An Out of School Hours (OSHC) and Vacation Care Program operate at the school.

We hope your time at Modbury South Pre-Year 7 School will be a positive and rewarding experience.

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

Sharon Robertson  
PRINCIPAL

*‘Developing life long, powerful learners’*



## People you will meet at Modbury South Pre-Year 7 School

<b>The Principal and Assistant Principal</b>	The Principal and Assistant Principal are responsible for the administration and management of the School and for the educational program and the wellbeing of the staff and students. They are available to discuss any issues at mutually convenient times.
<b>The Class Teacher</b>	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.
<b>Specialist Teachers</b>	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, Health, Japanese and The Arts.
<b>Visiting Teachers</b>	When teachers are absent e.g. they are ill or participating in professional learning programs, a qualified teacher (TRT) 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.
<b>School Finance Officer</b>	Please see our Finance Officer if you have any queries regarding school based financial matters including school fees and charges.
<b>Front Office Staff</b>	Please direct enquiries of a general nature to the Front Office. They will also assist with Administration and Enrolments.
<b>Classroom and Library based School Service Officers</b>	Our classroom based School Service Officers (SSOs) are highly skilled para-professionals who work with individuals and groups of students under teacher direction.
<b>ICT Technician</b>	Our ICT Technicians support 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 Computer suite and Library.
<b>Handyman/Groundsman</b>	The Groundsperson duties include grounds, buildings and playground maintenance.
<b>Out of School Hours Care</b>	Happy Haven runs our OSHC program. It 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 8155 5444 to discuss your needs. You can also enrol online at: <a href="http://www.happyhaven.com.au/modbury-south-home">www.happyhaven.com.au/modbury-south-home</a>
<b>Canteen</b>	The Canteen provides a food service to our school managed by volunteers.
<b>Volunteers</b>	Families 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, and excursions, attending working bees, coaching or managing sports teams, assisting in the canteen or library or joining one of our active committees. All volunteers must undergo training and have a Working With Children Check before working with students.
<b>COVID-19</b>	In 2020 we had many restrictions placed upon us due to Covid-19. Our school adheres to SA Health policy and advice and directive from the Department for Education. We will always communicate with our school community on any sudden changes and/or restrictions immediately.

# The Daily Timetable

Early Morning Yard Supervision	8:35am
School Commencement Warning Bell	8.47am
School Begins	8:50am
Recess	10:40am-11:00am
Lessons	11:00am – 12:40pm
Lunch – supervised eating time	12:40 – 12:50pm
Lunch playtime	12:50– 1:20pm
Lessons	1:20pm – 3:00pm
School Ends	3:00pm
Afternoon Yard Supervision	3:00 – 3:20pm

***\*\* Children remaining in the yard will be taken to the Front Office after 3.20pm to be supervised. \*\*  
Students, who are still at school after this time, will be placed in the OSHC program and fees will be incurred***

## General Information

### **ABSENCES**

Please report your child's absence by a telephone call to the Front Office ASAP or send a note in your child's communication book or diary explaining any absences. You can also advise us by using the Skoolbag App which can be downloaded on iTunes or GooglePlay for Androids. Once downloaded please search for *Modbury South Primary School*.

If your child is late for school, ie arrives any time after 8.50am they must be signed in at the Front Office. Your child will then be issued with a pass to hand 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 sign them out from the Front Office. The adult will then be issued with a pass to hand to the class teacher that indicates the child has been appropriately signed out.

The above measures ensure that we are able to closely monitor the safety of children at all times.

If your child will be absent for family reasons e.g. holidays during term time, please contact the Front Office to sign an exemption form which must be authorised by the Principal as per the Department for Education Policy.

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. Student absences of three days or more will need to be explained by a doctor's certificate.

### **ALLERGIES**

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 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 temporary relief 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 for Education sites. It is presented at the Annual General Meeting of the Governing Council and reports the schools 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 school website - <http://www.modsthps.sa.edu.au/>

## ASSESSMENT AND REPORTING

Modbury South Pre-Year 7 School has a cycle of assessment and reporting that aims to inform students and their families of progress and issues concerning a child's learning.

Currently, aspects of reporting learning achievements include three way conferences involving students, parents and teachers 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, 5 and 7 through the Commonwealth NAPLaN test.

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

At Modbury South Pre-Year 7 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 in 2021, which meets Department for Education requirements, is tabled below.

<b>Assessment and Reporting Timetable 2021</b>	
<b>Term 1</b>	
Week 3	Three Way Conferences – all parents invited to attend a <u>student led conference</u> with class teacher/s. A summary of points covered will be provided to parents.
<b>Term 2</b>	
Week 3	Yr 3, 5 and 7 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.
Week 10	Interim Reports Distributed to all Yr 1 – 7 students. Mid Year Report Summary provided to Reception and new students. Parent teacher interviews by request.
<b>Term 3</b>	Interviews – TBA
<b>Term 4</b>	
Week 9	End of Year Report provided to parents.
	<b>*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.</b>

## ASSEMBLIES

Assemblies are held every second Tuesday at 2:10pm in the odd weeks and each assembly is hosted by a class. This is also known as Hosting and Sharing. Assemblies are held in the Gymnasium. Additional Assemblies are held to recognise other special occasions. Parents are welcome to attend any assembly.

## BANKING FOR STUDENTS

The Commonwealth Bank provide a school banking service to our school. Students are provided with the appropriate forms upon enrolment and if families wish to, can open a Youthsaver account. They can then make regular deposits on school banking day which is Tuesday. The program is open to all students and their siblings. The program teaches students about money and smart saving.

## BEHAVIOUR MANAGEMENT POLICY

The school's policy is based on the Department for Education 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 the child is supported and provided with feedback re their learning of important acceptable behaviours. Our aim is always to achieve positive outcomes and to create a safe and happy play environment.

## **BICYCLES/SKATEBOARDS/SCOOTERS**

In the interests of safety students are not to ride their bicycles/skateboards/scooters in the schoolyard. Students are at all times to observe the appropriate road rules including wearing of an approved safety helmet. Bike racks are provided for students to store their bikes. Students supply their own safety locks if desired.

## **CAMPS, EXCURSIONS AND INCURSIONS**

School camps are valued ways of children experiencing learning in a wider world. This learning can be about relationships and getting along with others, as well as about curriculum learning. Prospective parents and teachers find it useful to be aware of the school's expectations with regard to Camps.

The overall aim of our school camps is to focus upon the building of positive relationships and interdependence amongst students and their class teachers. The school values of independence, respect, acceptance and powerful learners should be a feature of each camp. There is also the potential to build upon curriculum outcomes through experiences away from school.

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.

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 arranged as necessary. Please see our Finance Officer if difficulties arise, so that other arrangements can be made to support children attending camps and excursions. Otherwise payments must be made by the due date to finalise numbers and buses where indicated.

Family involvement with excursions is greatly appreciated. Volunteers must have a current Working with Children Check with the Department of Human Services through the South Australian Government.

## **CANTEEN**

The canteen is open Wednesdays for lunch orders. Lunches are pre-ordered in the morning. We follow the Right Bite Policy and provide a healthy menu for our students. Thursday is Subway order day and Friday is Sushi order day. These are prepared offsite and delivered to the school by lunch time. Counter sales for snacks are available Wednesday to Friday recess and lunch time.

Canteen menus are given to each student at the beginning of summer and winter but are also available at the Front Office upon request.

## **CAR PARKING**

There is a 'kiss and drop' area where parents can park to drop children and allow them to observe them walk safely into the schoolyard. In the interests of child safety, please observe speed limits in the car park. Unrestricted car parking is available in nearby streets for those parents who wish to accompany their child into the school. Parking is not permitted in front of the reception area as this is used for our disability taxis and special needs.

We ask that you **do not use the Modbury Special School Car Park** as this space is required for staff and families of the students at the Special School.

## **CHOIR**

Year 5, 6 and 7 students can audition for our Festival of Music Choir and for the Festival of Music Orchestra, troupe and solo performances. Choir students pay a fee to cover the cost of tuition, songbook, CD, and transport to and from performance rehearsals.

## **COLLECTION OF MONEY**

Families are encouraged to place all cash money into an envelope which is clearly marked with the child's name, room number, amount and purpose of payment. Cheques must be made out to **Modbury South Primary School** and may also be placed in an envelope. Credit card payments can be made via EFTPOS at the front office or via telephone. **Direct deposits can be made at: BSB: 105-135 Account Number: 506-028-840.** Receipts are issued to students after money has been processed. Please check these and keep for reference should queries arise.

## **COLLECTING CHILDREN EARLY**

If children are collected early for urgent or pressing reasons, they **must** be signed out from the Front Office. A pass to hand on to the child's teacher will then be provided.



## 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 the 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
- Humanities and Social Sciences
- Languages (Japanese)
- Technologies

These are underpinned by the General Capabilities

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

*'Developing Lifelong Powerful Learners'*  
Mission Statement

## CURRICULUM OVERVIEWS

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

## DENTAL CARE

Our school participates in the Grow-Up Smiling School dental program and Australian Dental Foundation. All students receive appropriate application forms and are able to access free dental check ups.

Alternatively the SA Dental Service is also available and students are able to access this service at the Modbury GP Plus Dental Clinic, telephone 7435 8700. All babies, children and young people under 18 years are welcome to attend the School Dental Service. Dental care is FREE for most school aged children and ALL preschool children. The SA Dental Service participates in the Child Dental Benefits Schedule. A small fee may apply for children who are not eligible for the Child Dental Benefits Schedule. To locate your local School Dental Clinic, or for more information about the Child Dental Benefits Schedule, please phone 8222 8222 or visit [www.sadental.sa.gov.au](http://www.sadental.sa.gov.au)

## EARLY DISMISSAL

**Students are dismissed at 2.00pm on the last day of each term.** Please make appropriate arrangements to ensure your child is picked up at this earlier time on those days. Reminders are provided in school newsletters and electronically prior to the end of term.

## ENROLMENT

Reception students start school at the beginning of each school year. There will be one intake at the beginning of each year as per Department for Education policy. Your child must turn 5 **before** the 1<sup>st</sup> May. For information about the policy please check [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

Children who are transferring from another school may start as arranged by the Principal, in accordance with available vacancies.

## **FIRE DRILL 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 is then required to move in a calm and orderly manner to the centre of the school oval and to await instruction.

## **FIRST AID**

The school Administration 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, families are contacted immediately to come and collect their child. In an emergency, should an ambulance be required, families will be informed immediately.

## **FUNDRAISING**

Modbury South Pre-Year 7 School heavily depends on its many fundraisers. We have wonderful families/community volunteers who fundraise for the school with different events e.g. special lunch days, casual days, etc. **All** monies raised go directly to the school in many different areas: learning, play, technology, resources and equipment and kitchen/garden.

## **GOVERNING COUNCIL**

The Modbury South Pre-Year 7 School Governing Council is elected annually in accordance with its Department for Education approved Constitution. 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 Department for Education policies, and the day-to-day management of the school.

Active committees at Modbury South Pre-Year 7 School include Finance, Fundraising, Grounds and Facilities, Sports, Education and Canteen. 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 Modbury South Pre-Year 7 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 procedures to be followed in line with Department for Education Complaints Policy.

## **GROUNDS**

Shade and seating is available on the asphalt area. There is a reflective memorial garden for relaxation, an outdoor nature play space, two shaded playgrounds and a large sandpit at the edge of the oval.

## **HEALTH**

Good health is vital for effective learning and participation in school activities. Children should be kept at home when they are unwell. Families will be contacted when they are not well as we are unable to provide appropriate care and supervision.

## **HEALTH CARE PLANS**

Parents should discuss any health issues their child has with Staff 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.

## **HOME PRACTICE**

Class teachers set home practice on a regular basis in accordance with the school's Home Practice Policy. Home practice activities may include physical activities, reinforcement or extension activities, project research or completion of unfinished class work. It will not be new learning. JP children are encouraged to read with an adult on a regular basis. Home practice tasks are recorded in student diaries/communication books.

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 home practice 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 Modbury South Pre-Year 7 School enjoy air-conditioned classrooms year round and as a result teaching and learning programs are not adversely impacted upon by weather conditions. The new gymnasium, which is also heated and cooled, will allow Physical Education programs to continue.

When the weather is very hot, windy or wet 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 Department for Education 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 newsletter.

Chicken Pox:	Excluded until all blisters have dried
Conjunctivitis:	Excluded until discharge from the eyes has ceased
Head Lice:	Can return to school after effective head lice treatment has been carried out
Impetigo (School Sores):	Excluded until effective medical treatment has been carried out
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
Scabies:	Excluded until effective medical treatment has been carried out
Scarlet Fever:	Excluded until an appropriate medical certificate signifying recovery is provided
Vomiting:	Excluded for 24 hours from last vomit.
Whooping Cough:	Four weeks unless an appropriate medical certificate signifying recovery is provided and/or 5 days after commencing antibiotics.

### **INFORMATION AND COMMUNICATION TECHNOLOGY**

Modbury South Pre-Year 7 School students enjoy access to a range of Information and Communication Technologies. The school has a Computer Suite located upstairs.

Each classroom has an interactive whiteboard or TV, access to laptops connected to the Internet and laser printer as well as a digital camera. Sound software is also available. Teachers have a dedicated staff laptop on their desk. iPads are also used within the school.

## LANGUAGE OTHER THAN ENGLISH – JAPANESE

Japanese is the language taught at Modbury South Pre-Year 7 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. Students access the Library for borrowing. Your child's class teacher will provide you with their class timetable.

## LOST PROPERTY

All property handed in is placed in the Lost Property box. 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.

## MATERIALS AND SERVICES CHARGE

Schools 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, stationery, books and equipment (including computers). Students starting during the year pay a set proportion of the Materials and Services fee. Fees set for 2021 are \$285.00.

Parents are invoiced for the fees early each year with payment required by set dates. Payment by instalments can be arranged with the Finance Officer, however, please contact the Finance Officer as soon as fees are received.

In accordance with Department for Education regulations Modbury Pre-Year 7 School has a policy of pursuing outstanding schools fees through a debt collection agency.

## 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 and it can be very difficult to deliver a message prior to dismissal at 3.00pm.

## 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 Front Office 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 contact parents may direct their request to their class teacher and Front Office staff.

## NEWSLETTER AND NOTICES

Newsletters are sent out odd weeks of each term. Newsletters are sent via email and a link is available on the website. Contact the Front Office with your email address asap. Spare copies of the newsletter are available from the Front Office. The Skoolbag app is another alternative for receiving the newsletter, notices and alerts. The app can be downloaded for free via the iTunes store and the Google Play shop.

Class teachers also provide class newsletters to keep parents up to date with current learning in classrooms. Notices are sent home with the eldest child in each family, except where they target particular groups or each person in the school is required to receive one.

## NO HAT NO PLAY POLICY

Approved school hats must be worn for all outside activities throughout the school year. Bucket hats are recommended and can be purchased from the Front Office. Baseball hats are **not** permitted.

Students not wearing an approved hat during the year must sit in designated verandah shade area at recess and lunch times and during outside class activities.

## **NUT AND ALLERGENS POLICY**

*Department for Education 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 (*such as eggs and wheat flour*).

### **Purpose**

- To raise the awareness of anaphylactic 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 any 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 in regard to 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 and 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

### **Review**

Staff and Governing Council will review this policy every year. The next review will be in 2018. The school acknowledges that due to current food processing practices, it is impractical to eliminate nuts and nut products entirely from an environment where there is food. The emphasis is therefore on raising awareness and adopting the reasonable procedures re nut awareness. *Policy Approved Governing Council 2008.*

## **OUT OF SCHOOL HOURS CARE**

This service is provided after school until 6.00 pm and on Pupil Free Days from 7.00am – 6.00 pm depending on numbers. Parents wishing to use Out of School Hours Care should contact Happy Haven direct or obtain information available from the Front Office. The quality program provided caters for students aged from 4-13 years. The service is provided by Happy Haven OSHC. Parents and caregivers can also enrol their child at: [www.happyhaven.com.au/modbury-south-home](http://www.happyhaven.com.au/modbury-south-home)

## **PARENT PARTICIPATION**

Parents at Modbury South Pre-Year 7 School are encouraged to actively become involved in their child's education. Opportunities are many and include - supporting class programs (eg literacy and numeracy, running elective groups), accompanying classes on excursions, assisting in the Library, Canteen and kitchen garden class programs attending working bees, supporting fundraising activities, sports coaching and team management, and active involvement in committees including Governing Council, and a range of subcommittees. ALL volunteers must be trained and have had a Working with Children Check through the Department for Communities and Social Inclusion. A RAN (Reporting to Abuse and Neglect) training must also be undertaken through the school. The staff and students of our school greatly appreciate and value the richness parent involvement adds to students' learning.

## **PLAYGROUP**

We offer a Playgroup every Friday morning from 9-00am to 11.00am. Playgroup is for children 0-5 years accompanied by an adult. There is a \$2 charge per session. Children beginning preschool are encouraged to attend Playgroup to become familiar within the environment and begin to build on relationships with other children.

## **PRESCHOOL**

Modbury South Primary School offers a warm and welcoming Preschool with open space where a carefully planned program provides the perfect balance between intentional teaching moments and uninterrupted play times. Session times are: Monday and Tuesday 8.45am to 2.45pm and Wednesday 8.45am to 11.45am. Early entry to Preschool is available for students who have additional needs and/or disability, children with emerging English as an additional language (EALD). Aboriginal children are eligible to attend preschool after their 3<sup>rd</sup> birthday. Please contact the Front Office for enrolment queries or any further information.

## **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.

## **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 information is sent home with school fee invoice (known as M&S Fees). Forms and assistance are available from staff in the Front Office. 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. You can also apply for School Card online at: <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

## **SCHOOL FEES**

See Materials and Services Charge.

## **SCHOOL TERM CALENDAR**

To assist parents with planning, a school term calendar is distributed to families. It has up to date information at time of publication re events, meetings and fundraising activities to be held in that term. It can be accessed via the school website and is also sent via our Skoolbag app and email. The calendar is subject to change at short notice.

## **SCHOOL POLICIES**

School policies are available on the school website or alternatively you can obtain a copy of a policy from the front office at any time.

## **STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM**

This program offers students from Preschool to Year 7 the opportunity to have one lesson per week in the garden or kitchen. The purpose of the Stephanie Alexander Kitchen Garden Program is to introduce pleasurable food education to children during their learning years, in order to form positive food habits for life. Students are given all the skills, experiences and role modelling they need to learn about and make healthier choices about what to plant, harvest and cook and eat. It also provides a hands-on understanding of literacy, numeracy, science and much more.

## **SCHOOL SPORTS**

Modbury South Pre-Year 7 School has a specialist PE teacher. The Physical Education program focuses on maximum individual participation and uses a games-based approach to develop fundamental and specialised movement skills. The program promotes active and healthy lifestyles by developing self-confidence, communication skills, spatial awareness, team work and creating a positive attitude towards physical activity. At Modbury South Pre-Year 7 School students are educated in a variety of sports. Different sports are taught by the specialist PE teacher, emphasised through sporting clinics and supported by experienced coaches. In addition, students have many opportunities to compete in SAPSASA competitions which are selected on both merit and age. The SAPSASA competitions reinforce the sports and the skills learnt throughout the year.

## **SITE LEARNING PLAN**

The school's strategic directions as outlined in the Site Learning Plan is a focus for action for improving learning particularly in the areas of literacy and numeracy.

## **SMOKING**

In accordance with Department for Education regulations Modbury South Pre-Year 7 School is a smoke free environment.

## **SPORTS DAY**

Sports Day is held each year in Term 4. Students are allocated to one of four houses during their time at Modbury South Pre - Year 7 School. The houses are named for the four streets that form the boundary of the school which are:

**Yellow : Dampier Diamonds    Eringa : Green Machine    Red : Aroona Firefoxes    Blue : Parcoola Tiger Sharks**

## **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 those occasions when staff are involved in activities Temporary Relief Teachers (TRT) continue the implementation of classroom teaching and learning programs.

## **STUDENT STATIONERY**

Students are provided with all stationery requirements for the year. Materials & Services 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 Modbury South Pre-Year 7 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 about their child's particular learning needs plus any other information that they feel will be useful in the class placement process.

## **STUDENT LEADERSHIP GROUP**

Modbury South Pre-Year 7 School has an active Student Leadership Group. Classes elect representatives who serve for the year. The SLG contributes to decision making in the school with student issues being raised and discussed at regular class meetings. The SLG also has an important leadership role in organising and contributing to events for students and raising money for nominated charities as well as for school focus areas each year.

## **STUDENT SUPPORT**

Students with learning needs are identified, prioritised and access programs and support. This is provided by teachers, School Services Officers who work closely with classroom teachers, Guidance Officers and Speech Pathologists. The school's Student Review Team monitors the learning needs of students across the school with regular meetings with the Support Services team at our Para Hills Office.

## **SWIMMING AND AQUATICS**

R – 5 Students participate in a Department for Education swimming program each year. The focus is on learning and developing water safety skills and knowledge. Year 6 and 7 students participate in the Department for Education Aquatics program (Camp). There is a cost to parents for these programs.

## **STUDENT ABSENCES**

If your child is absent due to sickness, family or other reasons, please contact the school on 82643527 and advise us of the absence. Alternatively you may email the school at [d;.1047.info@schools.sa.edu.au](mailto:d;.1047.info@schools.sa.edu.au) or lodge your child's absence through the Skoolbag app. All absences are recorded for data purposes for the Department for Education.

## **TRANSITION – PRESCHOOL TO SCHOOL**

To support your child in the important transition from preschool to school we invite our new Receptions to join us for 4 visits in term 4. Students meet, learn and work with a Reception 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. A meeting for family members with the Principal is also arranged at this time where families are able to ask questions and discuss school expectations.

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

Local high schools advise 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. In 2021 both Year 6 and Year 7 students will transition to High 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 IN 2021 Year 6 and 7 will have their own special windcheater and polo shirt. This special uniform is ordered at the beginning of the year. The Modbury South Pre-Year 7 School uniform may be purchased from the Front Office.

## **VACATION CARE**

Modbury South Pre-Year 7 School has introduced a Vacation Care program. This service is provided by Happy Haven. Please contact the OSHC staff if you are interested in accessing this outstanding program or contact the front office for further information. Happy Haven OSHC contact number: 8155 5444.

## **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 Visitors Badge for identification purposes and Work, Health and Safety reasons.



## **VOLUNTEERS**

See Parent Involvement

## **WEB SITE**

This is accessible on [www.modsthps.sa.edu.au](http://www.modsthps.sa.edu.au). Do check it out! The fortnightly newsletter is available as a PDF document.

## **YARD SUPERVISION AND YARD DUTY**

Yard Supervision begins each day at 8.35am - Children should not be at school before this time as there is no yard supervision. If children must be at school prior to this time they must attend Before School Care to ensure that appropriate duty of care is provided. After school, students must be collected or have left the grounds by 3.20 p.m. Yard supervision finishes at this time. Students, who are still at school after this time, will be placed in the OSHC program and fees will be incurred. Once students are collected by parents, then they are considered to be in their care.

## **GLOSSARY AND TERMS**

DECD	Department for Education and Children's Development
ICT	Information and Communication Technology
NAPLaN	National Assessment Program in Literacy and Numeracy
NIT	Non Instruction Time (Teachers planning, marking student work, preparation).
WHS	Work Health Safety
HSW	Health, Safety and Welfare
M&S	Materials and Services Fee
SAPSASA	South Australian Public Schools Amateur Sports Association
SEA	School Entry Assessment
SLP	Site Learning Plan
SRC	Student Representative Council
MSPS	Modbury South Pre-Year 7 School
SSO	School Services Officer
TRT	Temporary Relief Teacher