



'Learning Together'

Parent Information Handbook

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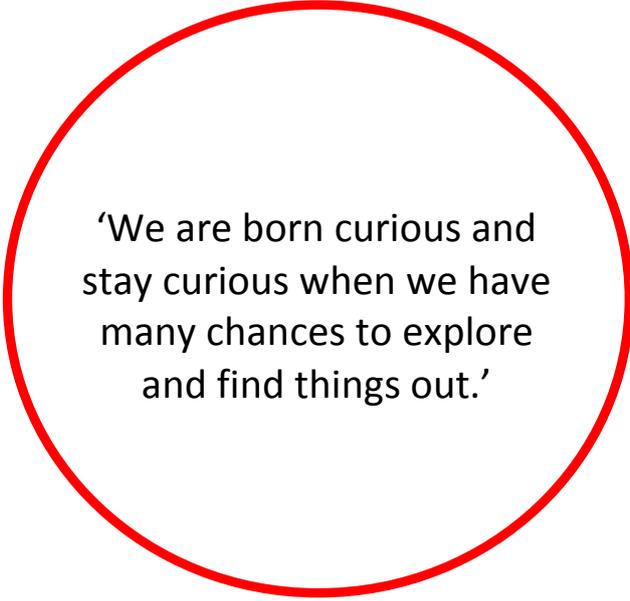
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‘Developing strong dispositions gives children a sound foundation for lifelong learning.’



‘We are born curious and stay curious when we have many chances to explore and find things out.’



‘Children who are confident approach life with a sense of enjoyment, challenge and fun.’



‘We are developing young people who have a sense of self-worth, self-awareness and personal identity that enables them to manage their emotional, mental and physical wellbeing.’

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Welcome

St Leonards Primary School is a fast growing zoned primary school of approximately 390 students located 11 kms from the Adelaide CBD and is close to the beach.

St Leonards Primary School has a strong and proud history of success. As educators, we are committed to the educational and social development of our students, aiming for each child to reach their full potential by inspiring curious, creative and innovative thinkers. St Leonards inspires, nurtures and facilitates students in becoming critical and global thinkers, leaders and problem solvers of tomorrow.

Rich opportunities are provided to our students to grow as individuals and to excel in a range of extra curricula activities including performing arts, sports and community activities.

Parent engagement at any level in the school is greatly valued as it enhances the quality of the educational programs and to that end, I urge you to consider taking an active role in some aspect of school life.

We value feedback from our school community to build upon our successes. Feedback is sought in a variety of ways through on-line surveys, Governing Council Committees and Parent Teacher Interviews.

I look forward to you being part of our caring, family orientated school.

A handwritten signature in black ink, appearing to read 'Dave Henty-Smith', enclosed within a circular scribble.

Dave Henty-Smith

Principal

Holdfast Partnership

St Leonards Primary School is part of the Holdfast Partnership of schools and kindergartens which also includes:

- Brighton Secondary School
- Brighton Primary School and Centre for Deaf
- Glenelg Primary School
- Paringa Park Primary School
- Warradale Primary School
- Baden Pattinson Kindergarten
- Ballara Park Kindergarten
- Dover Kindergarten and Occasional Care
- Dunbar Terrace Kindergarten
- Seacliff Community Kindergarten
- Somerton Park Kindergarten
- Warradale Kindergarten

As a Partnership we aim to create a vibrant, collaborative and innovative learning community that provides opportunity and challenge for young people.



School Aims

School Motto

- Learning Together

Vision Statement

- Building a community that inspires curious, creative and innovative thinkers.

Mission

- St Leonards inspires, nurtures and facilitates students to become critical and global thinkers, who are the leaders and problem solvers of tomorrow.

Values

- Respect
- Resilience
- Readiness

Curriculum

- To provide educational programs that are: relevant, developmental and sequential according to the Australian Curriculum.
- To provide a learning environment that promotes excellence and personalised learning.

Welfare

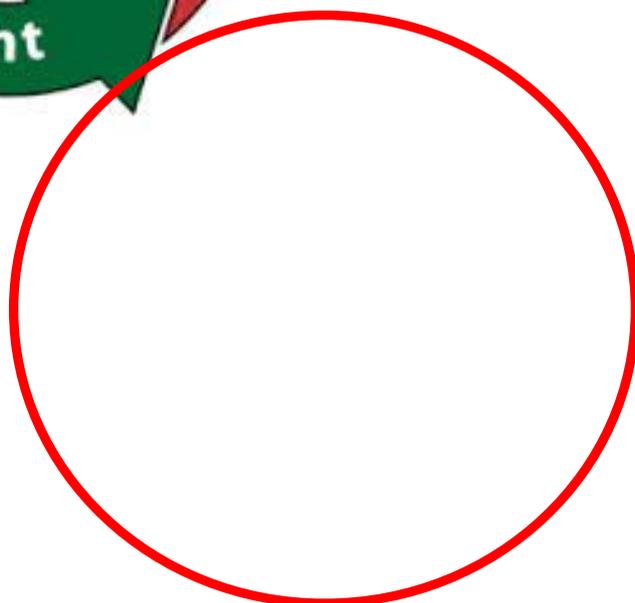
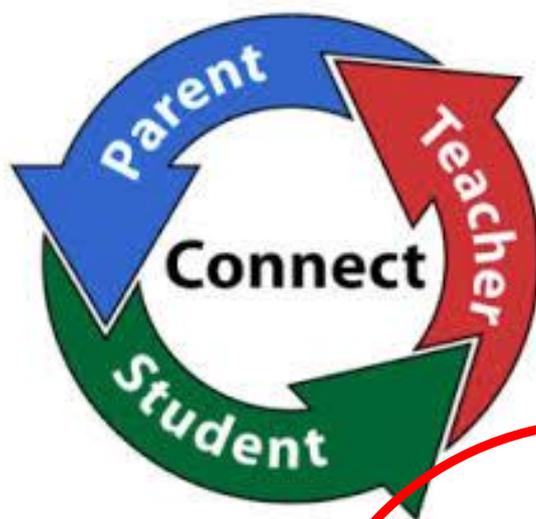
- To provide a healthy, caring and safe environment for all members of the school community.

Site Improvement Plan

- To develop a Site Improvement Plan and continually review the plan in consultation with staff, students, school community and Governing Council.

Partnerships with Parents

- To develop and maintain positive working relationships and communication between staff, students and parents.
- To encourage parent participation with the school through effective avenues of communication.
- To involve the school community in relevant decision making.



School Organisation

School Hours

To ensure safety, children who arrive at school before 8:30am unsupervised, should be taken to OSHC (Out of School Hours Care).

8:30am	Students can enter the yard off Russell Street where they are supervised by a teacher. Other areas of the school yard require parental supervision until 8:45am. Library open for borrowing
8:45am	Students enter classrooms and lessons begin Crunch and Sip
10:45 – 11:05am	Recess (supervised eating in class prior to 10:45am)
11:05 – 12:50pm	Lessons continue
12:50 – 1:05pm	Eating time in the classroom
1:05 – 1:45pm	Lunch playtime (bell sounds at 1:25pm indicating Library is open)
1:45 – 3:05pm	Lessons continue
3:05pm	Dismissal
3:15pm	Yard duty ends Library closes



Attendance/Absence

Once enrolled, children are required to attend school each day. For extended periods of absence, such as family holiday, parents are required to complete an exemption form for each child. Please see Office staff.

Students arriving late need to sign in at the Office. Notification is required by law for all occasions when your child is not at school. Please phone the school or use the mobile phone SMS service stating student name, room number and reason for the absence. Parents will receive a message from the school for any unexplained absence.

Students are not permitted to leave the school grounds during school hours. Parents wishing to take children out of school during the day are required to report to the Office.

Term Dates

	Term 1	Term 2	Term 3	Term 4
2018	29 Jan – 13 Apr	30 Apr – 6 July	23 July – 28 Sept	15 Oct – 14 Dec
2019	29 Jan – 12 Apr	29 Apr – 5 July	22 July – 27 Sept	14 Oct – 13 Dec
2020	28 Jan – 9 Apr	27 Apr – 3 July	20 July – 25 Sept	12 Oct – 11 Dec

Family Details/Custody Orders

It is important that families inform the Office of any change of details eg, new address, phone number, emergency contacts etc. If your family has a Custody Order, please provide a certified copy along with your child's enrolment form..

School Fees

Governing Council approve the school fees each year. Fees cover consumable stationery, books, resources and equipment. In addition there is an Excursion Levy that covers incursions and excursions throughout the year. This levy does not cover swimming, camps or SAPSASA sport. Families can choose to pay the levy at the beginning of the year or pay for excursions as they arise. The Finance Office is open for payments each morning from 8:30am. Payments can also be made using EFTPOS over the phone or on the Qkr! app. Please contact the school's Finance Officer to negotiate a payment schedule if required. There is a Government scheme called 'School Card' which assists in reducing school fee payments for eligible families. School Card application forms can be obtained from the Office.

Excursions

Teachers organise excursions to enhance the learning programs in the classroom. Please ensure that all notes are returned to school with payment.

Library

All classes attend the library weekly for borrowing. The library is also open before and after school for borrowing. Class teachers will inform you of your child's library day. Family borrowing cards are available upon request. Library bags are available for purchase from the Uniform Shop.

Assemblies

Assemblies are held on Fridays in the hall at 9:00am, three times per term. Recognition of children's efforts in extra curricula areas, academic success, personal achievement and values awards are acknowledged. Assemblies are student-led and help build and develop their public speaking skills. Parents are encouraged to attend.

Out of School Hours Care (OSHC)

St Leonards Primary School OSHC offers before and after school care as well as vacation care.



An enrolment form must be completed for your child to attend. For eligible families, the cost for this care can be claimed on the Child Care Rebate and through tax. Please see OSHC staff or telephone 8294 1990 for details. Further information about the service is available on the school website.

Student Leadership

The Student Representative Council (SRC) incorporates students from Reception to Year 7. Students in each class vote for their own class representative. The SRC has regular meetings, participates in decision making, organises events and takes part in fundraising. Year 5, 6 and 7 students have the opportunity to be involved in Student Leadership in various capacities.

High School Transition

We take care to prepare students for High School as part of our Senior Squad philosophy. High School enrolment packs are distributed to Year 7 students in Term 1.

Bike Shed

Students who ride their bike or scooter to school must store it in the locked bike shed located on the Russell Street side of the school. The bike shed is locked by the yard duty teacher after the 8:45am bell and reopened at the end of the day at approximately 3:10pm.

Uniform

Uniforms can be purchased each morning through the Cash Office from 8:30am – 9:00am. There are also limited second-hand items available for a gold coin donation. Hats are compulsory in Terms 1 and 4. Staff and children are encouraged to wear hats if out in the sun for extended periods in Terms 2 and 3. Hats must be broad brimmed and are available at a cost of \$10. Uniforms are also available for purchase using the Qkr! App.

The uniform price list and Uniform Policy can be accessed via the school website.

Lost Property

Lost property is located in the Office foyer.

Starting School

Starting school can be an exciting event for children and parents. School may mean some changes in your child's life. For example: separation from home and family, first steps to independence, new friends, new experiences.



It is important to get your child off to a good start by showing your support and being active in your child's school work and school life. Encourage your child to talk freely and confidently as they express their ideas, concerns, thoughts and needs.

During the first few weeks of school your child will experience many new learning opportunities. School and classroom routines are important to ensure safety, harmony and a pleasant learning environment.

To encourage students to become independent and further develop their organisational skills, we ask parents to wait outside to collect children at home time.

Please provide your child with the following named items:

- school bag
- library bag (optional)
- lunch box
- drink bottle (water preferred)
- broad brimmed hat (in Terms 1 and 4 for outside play)
- spare set of school clothes including underwear and socks

Students from Reception to Year 2 will receive a school reader folder as part of their enrolment which they can use for notes, readers and library books etc.

Communication

Acquaintance Night

In Term 1, class teachers invite all parents to the classroom to outline class expectations and activities for the year. This is an information gathering session in which parents and the class teacher work cooperatively for the benefit of all students so that the link between home and school is established.

School Newsletter

Newsletters are emailed fortnightly. Hard copies are available from the notices rack located near the staffroom. A Term Planner is also provided at the beginning of each term, detailing school events and important dates.

Facebook

The school's Facebook page is: <https://www.facebook.com/pages/St-Leonards-Primary-School/643629105782299>. Each class also has a closed Facebook page which is a valuable source of communication for parents.

Interviews

Parent/Teacher interviews are held in Term 1. Parents can request an interview or the class teacher may request that you attend an interview at other times throughout the year.

Principal's Tour

In Term 2 the school hosts a Principal's Tour. New families are invited to attend. Classrooms are open so that parents can see our school in action.

Grievance Policy

If and when issues arise we encourage parents to refer to our Grievance Policy. A step-by-step guide will help you resolve any problems and maintain positive relationships. For further details, please refer to our website or copies of the Policy are available from the Office.

Assessment and Reporting/Reports

Assessing and reporting is an ongoing and integral process in all classrooms. Parents are provided with written student reports on their child's progress in Terms 2 and 4.

Reporting on Student Progress

If at any time you feel the need to discuss issues or the progress of your child, please contact the class teacher in the first instance. The Deputy Principal and/or the Principal are also available to assist you. Please contact the school to make an appointment.

NAPLAN

Early in Term 2 all students in Year 3, 5, and 7 are required to participate in the nation-wide testing in the areas of reading, writing, language conventions and numeracy. Results are provided to parents in Term 3. Staff are available to discuss these results with parents.



Parent Involvement

Parent involvement is encouraged and welcomed and is integral to St Leonards Primary School. There are a variety of ways parents can become involved in the life of the school; assisting with reading, cooking activities, art/craft activities, excursions, camps, out-of-school hours sport, Class Parent Representative. Parents can also nominate to be on Governing Council or be involved in one of the many sub-committees.

Governing Council

The Governing Council meet twice a term on a Tuesday evening at 7:00pm in the staffroom. Meeting dates are printed in the school newsletter and Term Planner.

Parents are encouraged to become members of either Governing Council or a number of sub-committees and be actively involved in decision making. Sub-Committees include: Finance, Grounds & Facilities, Uniform, OSHC, Education and Canteen Committee. The Governing Council provides parents with the opportunity to be informed about educational matters relating to the school. Fundraising activities organised throughout the year help provide the school with equipment and resources in addition to those provided by DECD.

Class Parent Representatives

St Leonards has established a group of interested parents who enthusiastically promote positive partnerships with students, staff and families. They meet as a group periodically.

Goals of the Parent Representatives include:

- Develop positive relationships between teachers and parents.
- Occasionally assist teachers to organise special events.
- Build relationships between families and the class.
- Be a source of reference for the teacher.

Canteen

The school canteen is open every day during recess and lunch. Children place their lunch orders in canteen baskets in their classroom at the beginning of the day (8:45am – 9:00am). Lunch orders can also be made using the Qkr! App. Monitors deliver orders to the canteen and collect them for lunchtime eating.

The canteen welcomes volunteers. Any assistance you can give would be very much appreciated. There is a Canteen Committee which parents are welcome to join.

Canteen volunteers, along with the Canteen Managers, prepare the lunches and put them into class baskets. Parents are asked to write out their child's order on bags purchased from the canteen or local supermarket.

A price list is sent home each term and can be viewed on the school website. Children can purchase healthy snacks from the canteen at recess and lunchtime. The Canteen adheres to the Right Bite Policy, as outlined by DECD.



Health and Medication

If your child has a medical condition that may require administering of medication during the school day, eg Asthma, or Anaphylaxis, a Health Care Plan and medication with a chemist label clearly stating the student's name and dosage must be provided to the Office. The Health Care Plan is required to be updated annually by your doctor. Office staff will notify you prior to the plan's review date and/or expiry of medication. The school will provide you with the necessary forms to be completed and signed by parents and their child's doctor.

Medicines

If your child requires medication from time to time, you are at liberty to administer this yourself by arranging this with the Office. However, under no circumstances may the medication be stored in your child's school bag. All medication must be taken to the Office.

Sick or Injured Children

Students who become sick during the day are cared for in the Office area. Whenever children are unable to continue being at school due to illness or injury, parents will be contacted and asked to collect them. It is very important that the school has up-to-date contact numbers.

Should your child be injured in the playground, the following actions are taken:

- If the injury is minor (eg, cut knee, blood nose, etc) the child is treated by staff.
- If the injury is more serious, the school will immediately try to contact you.
- Medical assistance will be sought if necessary

Student Wellbeing

Student wellbeing is everything which the school community does to meet the personal, social and emotional needs of students and to enhance their well-being and learning.



Student welfare:

- is reflected in the way a school community demonstrates care, ensures security and provides opportunities for contribution, success, recognition and enjoyment
- is fostered through the whole school curriculum and the way it is delivered
- focuses on developmental and preventative strategies in all areas of student need and provides support for students with special needs
- involves close liaison between parents, staff, community personnel and students

Aims

St Leonards Primary School aims to foster a secure and caring learning environment where the rights, beliefs, and values of all are to be respected, and the needs of staff and students are identified and targeted for development.

Through the student wellbeing program, the school aims to lead children toward:

- a sense of responsibility appropriate to age and development, so that each will grow beyond the imposed discipline of the school to gain self-control and self-discipline
- respecting the rights and property of others
- accepting responsibility for their actions through appropriate consequences
- an understanding of the need for rules and an appreciation of the principles underlying them
- an awareness of the need to protect oneself against in human relationships

Special Needs Support Programs

Support programs are available to students: these include learning assistance support in areas such as Literacy, Numeracy and Wellbeing. Teachers identify children with learning difficulties and work collaboratively with support personnel to provide the most effective learning environment for children on support programs. The parents of children on a support program will be informed by letter.

Behaviour Code

St Leonards Primary School is a Restorative Practice School. Restorative Practices assists teachers, students and parents to build, maintain and restore relationships. Restorative Practices will help build capacity to enable students to self-regulate behaviour and contributes to the improvement of learning outcomes.

Preventative and corrective measures form the basis of action at St Leonards Primary School in our behaviour management. They involve rights, responsibilities, rules and routines.

St Leonards staff believe:

- classroom management strategies are a priority
- individual differences must be taken into account when disciplining children
- restorative justice principles are paramount when resolving issues with a student or students
- many forms of behaviour management should be used to correct or manage the behaviour of children
- the school and the home must establish a close liaison and cooperation in an effort to manage a child's behaviour

Buddy Classes are established at the beginning of the year where older classes and younger classes are 'buddied' together. During this period, the teachers and students plan a variety of activities together so that positive respectful relationships are developed and strengthened between older and younger students.

Child Protection

The Child Protection Curriculum is mandatory in schools. The program material is designed to help children develop their knowledge and assertiveness. If parents wish to have more information about these programs, please contact your child's teacher.

Internet

Access to the Internet is available to all students and staff. All data via the internet is filtered by internet filtering systems. However, on a global network it is impossible to control all materials.



Therefore, children using the Internet have certain responsibilities regarding its appropriate use.

Parents and children are required to sign a form stating their agreement to abide by the conditions of responsible Internet use (outlined in the school's Internet Policy).

Curriculum

Our school offers curriculum based on the Australian Curriculum incorporating the teaching methodologies of the South Australian Teaching for Effective Learning Framework (SA TfEL).

Teachers follow DECD requirements on minimum teaching time for literacy and numeracy.

- Junior Primary – per week: 90 mins Science, and 300 mins on Literacy/English and Numeracy/Maths
- Year 3 – per week: 90 mins Science, and 300 mins on Literacy/English and Numeracy/Maths
- Year 4 to Year 7 – per week: 120mins Science, and 300 mins on Literacy/English and Numeracy/Maths

The eight learning areas of study are: English, The Arts, Technologies, Mathematics, Science, Humanities and Social Sciences, Languages (German and Italian) Health and Physical Education.

Included with the learning areas are the General Capabilities:

- Numeracy
- Information and Communication Technology (ICT) Capability
- Critical and Creative Thinking
- Personal and Social Capability
- Ethical Understanding
- Intercultural Understanding

Our school offers students daily access to Information and Communication Technologies (ICTs) as part of our commitment to 21st Century learning. Across all curriculum areas, students use computers, netbooks and iPads from Reception to Year 7. As ICT is a priority at our school, we take pride in that our students are provided with the latest technology and resources.

Learning Dispositions

As part of the Holdfast Partnership we aim to guide children and young people to be successful learners by developing the following dispositions:

- To be curious
- To be courageous
- To be confident
- To be effective communicators

Dispositions are the attitudes we have to our interactions in the world. They are the usual ways we respond to people and situations. We learn these dispositions as we grow, especially from our families and schooling environments. We can support student learners by listening and allowing time to think.

Curious, courageous, confident communicators are more likely to be resilient and resourceful citizens with a strong sense of purpose.

NAPLAN Tests

Year 3, 5 and 7 students undertake the NAPLAN tests in May of each year in Numeracy and Literacy. Results are provided to parents in September.

International Competitions (ICAS)

Throughout the year a number of International Competitions are available for students to participate in. These range from English, Maths, Science and Computing. Participation is optional and there is a cost to participate. Further information about these competitions is provided in the school newsletter.

Extra Curricula

Children's University



Children's University Australia provides exciting free range learning activities outside of school. Once 30 hours of learning has been reached, students are able to graduate at a ceremony at Adelaide University. A 'Passport to Learning' can be purchased from the Cash Office for \$29. There is also an annual renewal fee of \$25. See the Office for further information.

School Sport

St Leonards students are involved in a number of sports played out-of-school-hours during the summer and winter seasons. The programs offered and availability of programs is determined by the number of children interested and availability of coaches/managers/helpers (in most cases these are parent volunteers). Sports generally offered are: netball, volleyball, t-ball and soccer. Further information can be obtained from the Office or via the school website.

Choir

Students in Year 5, 6, and 7 are given the opportunity to join the Choir. The choir perform annually at the Primary Schools Festival of Music held at the Festival Theatre each September.

Instrumental Music

Students can access DECD run music programs through our school such as Hub Group Band. Private Music Teachers offer group, paired or individual lessons in the areas of keyboard, flute, voice and guitar. Please see the Office for further details.

