Parent Information Book
2015 SCHOOL TERM DATES

Term 1: 27th January – 10th April
Term 2: 27th April – 3rd July
Term 3: 20th July – 25th September
Term 4: 12th October – 11th December
THE MAINSTREAM SCHOOL
In 2015 the school offers the new Australian Curriculum in Maths, Science, History and English and the standard SA Department of Education & Child Development curriculum in all other subjects with some special features:

- Dance, Drama, Music and Visual Arts programs
- Greek Language and Culture
- Students for whom English is a second language receive additional support in English
- The school is organised with composite classes

ADMISSION POLICY RECEPTION AND JUNIOR PRIMARY CLASSES
Vacancies at Sturt Street Community School are limited and children are offered enrolment according to priorities determined by the Governing Council.

From 2014 there has been a single admission of Reception students per year each January.

- Children who are or will turn 5 before the 1st of May will start school in the January of that year
- Children who turn 5 after 1st May will start school in the January of the following year

In exceptional circumstances the length of time that particular children, admitted in Terms 3 & 4 will spend in Junior Primary classes may be varied only after discussion between parents, teachers and the Principal with advice from other professionals where appropriate.

HOW YOU CAN HELP YOUR CHILD BEGIN SCHOOL MORE CONFIDENTLY

- Ensure your child attends their transition visits – visits classroom, look around school.
- Share enthusiasm and interest in beginning school and talk about new friends, games and interesting things
- Gather together lunch box, drink bottle and bag ready for school
- Share experiences with your child eg shopping, outings, stories, cooking, talking and music
- Encourage care of equipment at home
- Make sure your child knows how to hygienically use the toilet
- Become involved in your child’s learning
- Always speak positively about your school, its policies and staff

PROGRESS THROUGH SCHOOL
Throughout Australia students are grouped by year level not by grades. A year level is a guide to the age of a pupil – not an ability level. Students do not pass or fail but progress by age. Very occasionally, parents and staff may jointly decide a change is needed – usually to correct an earlier mis-placement.

Please contact the school to discuss your child’s progression through the year levels.
Within Sturt Street Community School there is a deliberate focus on literacy, language development and numeracy across all areas of study.

**ENGLISH LANGUAGE**

Studies in English extend students’ proficiency in listening, speaking, reading and writing in a variety of contexts and situations. They involve comprehending, appreciating and producing and ever widening range of texts and the discussion and evaluation of such texts. Students for whom English is a second language or who have special language needs will be supported through formal programs.

**MATHEMATICS**

Studies in Mathematics provide students with knowledge and understanding of pattern and algebraic reasoning, spatial sense and geometric reasoning, measurement, exploring and analysing and modelling data, number and the relationships between ideas in these domains. Students also learn a range of thinking and doing which enable the development of these ideas, along with the application and communication of mathematics in a wide range of contexts. Appreciation of the role of mathematics in our society and confidence in using mathematical information are essential features of citizenship.

**SCIENCE**

Studies in science provide opportunities for students to develop ways in investigating, describing and understanding our physical and biological world and apply those ways to solving problems beyond the context of the classroom. Studies in science encourage students to seek and use evidence as the basis for forming ideas and taking action, and assist in the development of responsible attitudes towards the environment.

**HEALTH AND PERSONAL DEVELOPMENT**

Studies in health education and physical education provide students with a balance of knowledge, processes and skills which equip them for independent living based on informed decisions. Students so equipped are able to promote and protect their own and others’ physical, social and emotional wellbeing.

**LANGUAGES OTHER THAN ENGLISH: GREEK**

Studies in languages other than English extend students’ proficiency in listening, speaking, reading and writing in a variety of contexts and situations. They involve comprehending, appreciating and producing and ever-widening range of texts and the discussion and evaluation of such texts. Children develop intercultural understanding by participating in activities associated with another country.

**HISTORY**

Studies in History are focussed on 2 learning areas. Historical Knowledge includes personal, family, local, state or territory, national, regional and world history with an emphasis on Australian history. Understanding and Historical Skills which promotes skills used in the process of historical inquiry: chronology; research; perspectives and interpretations; explanation and communication.

**THE ARTS**

Studies in the arts involve students in experiences of creating, presenting and appreciating. These studies will result in the students acquiring arts knowledge and developing a range of artistic skills related to planning and design that will equip them for lifelong involvement in and appreciation of the arts. Such studies include the visual arts, craft, design, dance, drama, media studies and music.

**TECHNOLOGY**

Technology contributes to changes in our lives. Studies in technology involve students in designing, making and appraising things or systems. It is also about the storage, retrieval and communication of information and the use and assessment of materials. An ‘Acceptable Use Agreement’ is signed by parents (and older students) regarding the guidelines and expectations for using technology at the school.
SCHOOL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.30am - 8.45am</td>
<td>Yard open for play, a teacher on duty</td>
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<tr>
<td>8.45am - 10.35am</td>
<td>Lesson Time</td>
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<tr>
<td>10.35am - 10.45am</td>
<td>Eating Time</td>
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<tr>
<td>10.45am - 11.20am</td>
<td>1st Lunch (Play Time)</td>
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<tr>
<td>11.20am - 1.00pm</td>
<td>Lesson Time</td>
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<tr>
<td>1.00pm - 1.30pm</td>
<td>2nd Lunch (Play Time)</td>
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<tr>
<td>1.30pm - 3.10pm</td>
<td>Lesson Time</td>
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<tr>
<td>3.10pm</td>
<td>Dismissal</td>
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<tr>
<td>3.10pm - 3.25pm</td>
<td>Yard open for play and the collection of students. A teacher will be on duty. Students not collected by 3.25pm will be sent to OHSC.</td>
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DISMISSAL IS AT 2.10pm ON THE LAST DAY OF EACH SCHOOL TERM.

It is the responsibility of each parent to support the school by ensuring children are punctual for school at all times.

ARRIVING AND LEAVING SCHOOL

The school’s duty of care to students begins at 8.30 am unless they are booked into Before School Care. Students should not arrive unaccompanied at school before 8.30am or remain after 3.25pm unless enrolled in the Out of School Hours Care Program.

Student safety is our highest priority.

The western car park gate is open from 7.30am for access to the playground but parents must remain with their child until 8.30am.

Families utilising OSHC may access the school through the O’Brien St entrance or western car park gate but must sign their children in on the OSHC attendance sheet.

ABSENCES

If your child is to be absent from school, parents must contact the school by 9.00am by phone, fax or email.

If arriving at school after 8.45am, a late slip is to be completed by parents at the Front Office and taken to the class teacher.

It is acceptable for your child to come to school for half a day if they have a dental appointment in the morning or the afternoon. Please also fill out a late note or early departure slip at the Front Desk in these instances.

For absences of more than four days for family reasons including travel and extension of school holidays an exemption from attendance is legally required and must be completed prior to the absence. Please see the Front Office with the dates of the intended absence.

BIG LUNCH/LITTLE LUNCH

Two hours after school starts we have a major eating break from 10.35 – 10.45am, followed by a play break from 10.45 – 11.20am. Little lunch follows later at 1.00 during which there is an eating and play break for 30 minutes until 1.30pm.

This new configuration provides many nutritional benefits for children resulting in sustained periods of concentration. The model also supports the school’s Sun Smart commitment. Having longer playtime earlier in the day reduces the time spent outside in the hottest and most dangerous UV times.

LUNCH ORDERS

The school does not operate its own canteen but lunches may be ordered at school and are provided by Bambacas Snack Bar. Paper bags are provided at the Front Office. Please write your child’s name and room number on the top of the bag followed by the choice of lunch, its cost, the amount of money enclosed in the bag and the change to be received. The order is collected from the school at 9.30 sharp. Food will be delivered to the school for distribution to classes at 10.35am. We are a health promoting school and our lunch provider follows the DECS “Right Bite” healthy eating policy which encourages healthy foods. Foods not on the Lunch order list can not be ordered. We do not permit chips, soft drinks or lollies. For more information on the “Right Bite” policy go to http://www.decs.sa.gov.au/eatwellsa/pages/eatwell/
PACKED LUNCHES
Parents are encouraged to send healthy foods for lunch. Please name your child’s lunchbox and drink bottle.
Where providing foods such as yoghurts and fruit snack packs, please ensure that your child is able to open the container themselves and has a spoon packed for them. We discourage the sending of small tins of tuna etc for younger children who can not open them safely.
For safety reasons glass containers are not permitted at school.
When a child has no lunch a Vegemite sandwich and piece of fruit will be provided at a cost of $3.00. A copy of the school’s Nut and Allergens Awareness policy is enclosed. Please read this carefully to help us provide a safe environment for all our children and staff.

YARD RULES - REMINDERS
There are times when students don’t understand a rule or find it difficult to remember.
When no great malice is evident staff will:
• Check that the students understand the rules and the rights and their responsibilities concerned.
• Point out any logical consequences eg someone will have to clean up a mess which has been made.
• Possibly restrict a student’s movements for a short time, up to 10 minutes, to focus attention.
The following are banned: littering, play fighting, spitting, teasing, and throwing small objects.
No child is to bring any form of toy weapon to school.

A copy of the school’s Behaviour Code is enclosed.

ACQUAINTANCE NIGHT
In Week 3 of Term 1 the school holds Acquaintance Night. This is an opportunity to meet your child’s teacher and other parents in your child’s classroom and to hear from the teacher an overview of the learning planned for the year as well as information on classroom routines and requirements. Acquaintance night is a familiarisation evening in a group atmosphere. Individual parent / teacher / student interviews are held at a later date.

STUDENT LED CONFERENCES
At Sturt Street we value partnerships in learning. During your child’s first term at school we will invite you to participate in Student Led Conferences. These 20 minute sessions include children reporting on their learning through sharing their workbooks and activities they do during class time and an opportunity for you to discuss your child’s progress with their teacher.
Please make an appointment to speak with your child’s teacher if you have concerns about their learning or wellbeing.

REPORTS
Written reports are sent to parents twice per year – at the end of Term 2 and Term 4. These are posted to the address of the enrolling parent.
Please inform the Front Office if a second report is required for parents not residing at this address.

INSTRUMENTAL MUSIC
The school offers tuition in Woodwind and Brass to Upper Primary students as part of the concert band program provided by the DECD Instrumental Music service. These lessons are provided by DECD IMS staff.
Private tutors from Dedaz Music offer all age students tuition in Keyboard or Guitar. Students undertaking keyboard or guitar are collected from classes by their tutor and lessons are conducted in an area in view of a Sturt Street teacher. Tutors are Criminal History Checked and trained in Child Protection Procedures.
**PRE SCHOOL SERVICES**
The Pre-school is an integrated service with the Early Learning Centre at our school. It is located in the Kindy Room which caters for children from 3.5 – 5 years.

Children are eligible for **5 sessions** of Pre-school per week for 12 months prior to school entry.

**Session Times:**
- Monday – Friday: 8.45 – 11.45 Morning session
- Mon – Thursday: 12.30 – 3.30 Afternoon session

Session times are negotiated upon enrolment.
Preschool fees are charged through the school and are $90 per term.

**Lunch care** is available from 11.45 – 12.30 pm for children who attend 2 sessions in one day.
Lunch care is $16 per session which covers lunch, afternoon snack and provision of childcare.
Lunch care fees are charged through the Childcare service.

**Before and After pre-school care** is also available.
- Before Pre-school care Mon – Fri 7.45 – 8.45 am is $12 per day
- After Pre-school care Mon – Thurs 3.30 – 6 pm is $25 per day
- On Fridays there is an After Pre-school care program from 11.45 – 6 pm – cost $40 per day.

A one term, **Pre entry program** is available to children new to our centre, in the term before they begin Pre-school.

**PRE SCHOOL CURRICULUM**
The Pre-school curriculum is based on the Early Years learning framework. Play is an essential aspect of learning for young children and planning for play is seen as the central component in developing a curriculum that integrates all areas of the child’s development.

The program for each term has an over-arching Big Idea that we use to stimulate and extend children’s interests and we welcome parent involvement in all aspects of our program.

The preschool program aims to provide opportunities for children to explore, experiment and learn about other people and their environment in a relaxed, happy atmosphere. It allows them to develop new skills, gain confidence in relationships with others and gives opportunities for social and language development.

As an integrated part of the schools’ program and transition to Reception, time at the preschool can be valuable in familiarising children with school procedures and reducing their anxiety prior to school entry. Children can borrow books from the library, and parents will receive the school newsletter fortnightly.

**COMMUNITY DEVELOPMENT COORDINATOR**
Our school is a designated DECD Children’s centre for Early Learning and Development. As part of this initiative, we have a Community Development Coordinator, Kat Ochan, who links with the community to facilitate services for parents and other community members to support early childhood development.

Kat will focus on community capacity building and in her role will encourage and support families to actively participate in all aspects of the Children’s Centre. She will work with families and key stakeholders to identify community strengths, needs and aspirations to support the development of a range of responsive services for families with young children that enhance parenting and family relationships.
OUT OF SCHOOL HOURS CARE PROGRAM
When your child is enrolled at Sturt Street Community School he/she may enrol in the Out of School Hours Care Program. Before your child can attend however, an Out of School Hours Care Program enrolment form must be filled out. An OSHC enrolment form and handbook are enclosed.

The Out of School Hours Care Program operates from:
7.45am – 8.30am
3.25pm – 6.00pm
Pupil Free Days operate from 7.45am – 6.00pm
Fees: Before School Care Casual $10.00 Permanent $9.00
After School Hours Care Casual $19.00 Permanent $17.00
Pupil Free Days $47.00 per day

Please contact OSHC Director, Kate Kenny on 8231 7990

VACATION CARE PROGRAM
The Vacation Care Program operates during the hours of 7.45am and 6.00pm during school vacations. A program of activities and costs for each of the days in the holidays is released during the term.
Places fill quickly and parents are advised to book early for Vacation Care through the OSHC Director on 82317990.
Places are strictly limited.

Fees: Vacation Care $52.00 per day
$46.00 per day (Early Bird rate)

SCHOOL FEES
Invoices are issued and sent to the address of the enrolling parent for Materials and Services charges and the yearly Excursion fees. Payment in full is due by the end of Term 1 unless other arrangements have been made with the schools Finance Officer. Families may be eligible for assistance with school fees through the DECD School Card scheme – see below.

SCHOOL CARDS – SUBSIDY FOR SCHOOL FEES BY DECD
The School Card Scheme provides financial assistance towards the educational expenses incurred by families at government and non-government schools and who meet the eligibility criteria. School Card assistance is available for:
• having a child or children from 4 years of age attending school full time
• independent full time students undertaking six subjects in years 10 or 11 or five subjects in year 12
• adult re-entry students
• those parents with a gross income being within the School Card income limits for the number of dependent children

Full-time students from low income families who are in financial need may be eligible to receive assistance to enable them to pay school fees, obtain books and materials and attend camps and excursions.
Eligibility for the School Card is generally dependent on the parent, guardian or adult student being able to produce to the enrolling school the relevant documentation attesting to their income level, for example, Parenting Payment, Single Pension card or other evidence as determined from time to time by the department.
Applicants wishing to be considered for School Card assistance must apply EACH YEAR.
Parents will be requested to contribute per term where there is a difference between school levies and the School Card allocation made by DECD.
NEWSLETTERS
The school newsletter is produced every 3 weeks and contains information and dates for pupil free days, upcoming events and reports on activities in the school, preschool and ELC. Newsletters are sent electronically by email and can be viewed at the school’s website. Families without email can receive a hard copy of the newsletter.

ASSEMBLIES
Each Monday morning a short assembly is held in the hall at 8.45am where upcoming activities for the week / sporting team results are announced. A Thursday afternoon assembly is held in the hall approximately every 3 weeks beginning at 2.30pm and these assemblies can include class presentations and items. The last Thursday assembly of the term also features the presentation of the “Terrific Kids” awards, sponsored by the Kiwanis Club for children nominated by their teacher for modelling positive behaviours. You will be notified by letter, prior to the assembly if your child is receiving one of these awards.

CASUAL DAYS
Our SRC nominates the last day of each term as ‘Casual Day’ where students donate a gold coin to not wear school uniform. The SRC nominate a charity to donate the proceeds. Casual day is not a ‘costume’ day and we ask that parents ensure that students are dressed appropriately and comfortably for a day at school, eg – no high heels, bare midriffs, thongs.

HOMEWORK
Parents are invited to discuss homework expectations with their child/children’s teacher.

EXCURSIONS & PERFORMANCES
Excursions and performances are an important part of our school program. Learning in the classroom is helped by an excursion or performance when children have first-hand experience. These activities stimulate the children’s interest, assist the development of language and are also enjoyable because learning takes place in a different environment. Excursions are valuable for the development of social skills. **We expect all students to be involved in these activities.** There are classroom activities before and after these experiences. If an excursion/performance is missed, much of the classroom work is less meaningful. Before each excursion/performance a consent form will be sent home explaining the details and its cost. The consent must be signed if your child is to attend. Most costs for excursions and performance excursions are met by the yearly excursion fund fee. If you have any queries about the planned activities, please contact the school.

When you enrol your child, you will be asked to sign a general consent form for your child to take part in local walks and excursions in the city area.

SWIMMING
During the year, your child will be invited to participate in swimming lessons. The lessons will be at the Unley Swimming Centre. Specialist teachers are available at the pool. Fees will apply if the class excursion fund has been exhausted. Parents who have not paid the excursion fund by November will be charged the full amount of Swimming Week (approx. $45) Attendance is obligatory. Exemptions apply only with a medical certificate. A consent/health form (with translation if required) will be sent home prior to swimming lessons. It is very important that the form is completed carefully.

SCHOOL SPORTS
We aim to foster interest and skills in as broad a range of sports as possible. Participation in local sports programs in netball, soccer, cricket etc is possible with parent support as coaches and team managers. Each term the school participates in the ‘Active After Schools Program’ of sports activities and details of the sport being offered will be notified in the school newsletter.
HEALTH CARE PLANS, MEDICATIONS & FIRST AID
Children with a medical condition noted on their enrolment form that requires routine health support or medication must submit a **written health care plan** to the school from the treating doctor / health professional. Medications will only be administered in accordance with this written plan.
Where antibiotics are required by a student 3 times per day we ask that these doses be given before school, after school and before bedtime and not sent to school.
**Please do not send medications of any type to school for children to self administer.**
Where a child is sent for First Aid as a result of a blow or bump to the head, a parent will be notified by phone call.
The school does not have a ‘sick room’ area. A child who is considered by their teacher to be too unwell or injured to be at school will be sent to the Front Office and a parent called to collect them. If a parent is unable to be contacted the child’s emergency contacts will be called to collect the child.

AMBULANCE
Where a student has sustained an injury resulting in loss of consciousness, suspected fractures or spinal / neck injury we may call an ambulance so that we know the child will be moved expertly. **Legal responsibility for paying for ambulance service fees rest with the parent/guardian of the student using this service.**
If the parent or guardian is not a member of the Ambulance service and does not have any other form of insurance in relation to ambulance services, the parent/guardian should be invited to complete a Statutory Declaration (form available from school office) and submit the form through the school and submit through the school principal requesting payment of account by the Minister.

STUDENT RECORDS: PRIVACY AND ACCESS
Student records are collated to meet the needs of this school and departmental requirements.
Student records are confidential and secured in storage cabinets.
Student records are accessible to parents provided they seek the Principal’s permission and that they are viewed at school.
Reports on students for persons other than parents may be supplied provided permission has been given by parent or student. Information can be made available to other teachers within the school and to officers of the department.

SECURITY OF MONEY
In the interests of security, we ask that money for excursions be sent in a named, sealed envelope.
We discourage children from bringing valuable items to school.

SCHOOL UNIFORM - A SCHOOL POLICY
Parents are expected to provide a school uniform. The school colours are red, blue and white.
We encourage the wearing of these colours.
Children’s clothing needs to be appropriate for daily activities. Sports shoes or rubber soled black shoes allow for physical activity. We discourage the wearing of thongs, high heels or long dresses.
**PLEASE NAME YOUR CHILD’S CLOTHING**.
School polar fleece tops, polo tops, shirts and hats are available for purchase from the school.
A uniform pricelist is enclosed. Please see Admin staff at Front Desk for sales.
We may also have second hand uniforms available for purchase from time to time.

HATS - SUN SMART POLICY
Our school has a “No hat, no play” policy. Please supply a named blue broad-brimmed/legionnaires hat and sunscreen for your child to wear whenever they go outdoors.
During Term 2 & until the 1st September in Term 3 students may be outside without hats in line with the Cancer Council recommendations.
MOBILE PHONES
Students who have mobile phones are required to hand them to their class teacher at the beginning of the school day. They are not permitted to be used at lunchtimes and are returned to students at the end of the day. Parents who need to relay an urgent message to their child during the school day should contact the Front Office.

CHANGE IN SCHOOL DIRECTION
Agents of change – Governing Council, Classroom Teachers, Principal, School Services Officers. Where parents are unhappy about any aspect of this school, they are invited to approach any of the above within Sturt Street Community School.
A copy of the school’s grievance procedure is enclosed.

STUDENT REPRESENTATION IN DECISION MAKING
Students make decisions affecting them through:
- **Class Meetings** – Class meetings are held fortnightly. Each class will develop and display its own class rules. Each class group has a budget, which it may use to provide equipment to make playtime or class time more enjoyable and useful.
- **Student Representative Council** – The SRC meets on the week alternate to class meetings. Agenda and minutes are available to all class meetings. The SRC is able to have a voice in making changes.

PARENTAL INVOLVEMENT
Those who wish to become involved with school matters or helping with the smooth running of our organisation are invited to join the Governing Council. The Council is a decision making body which helps formulate school policy and organise the school budget. It meets on the third Monday evening of each month. Members are elected on a two year basis at the Annual General Meeting in March of each year.

The Governing Council has the following sub-committees:
- Finance Committee
- Education Committee
- Fundraising & Special Events Committee
- Grounds and Facilities Committee
- Sports Committee
- OHSC Advisory Committee
- ELC Advisory Committee

Parents can be coopted to assist on these committees. Classroom support in your child’s classroom can be hearing children read, excursion supervision and art and craft assistance. Ask your child’s teacher on Acquaintence night how you can be involved in the classroom.

ROAD SAFETY
Parents of children are urged to discuss road safety.

**School Crossing:**
When crossing Sturt Street, the safest way to do so is at our monitored crossing, so please use this to encourage your children to do the same. Parental example is requested.

**School Car Parking:**
Car parking around the school is mostly limited to 2 hourly. The car park on the left of the school is for 10 minute use of those parents who have babies and toddlers to attend to. The car park on the right of the school is for staff only and is not to be used for school pickups or drop offs, however brief.