

Mallala Primary School

Parent

Information

Handbook





Mallala Primary School

28 Owen Road, Mallala SA 5502

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Dear Parents

Welcome to Mallala Primary School.

We hope that your child's enrolment will be the beginning of a positive and rewarding association between your family and the school.

We believe that a child's overall development is best achieved when parents, children and teachers work together in harmony and close cooperation.

Our school values as determined by the school community are Respect, Diversity, Excellence and Perseverance.

At Mallala Primary we encourage parents to contribute and to share in their child's education. You will be most welcome to assist in the classrooms and we hope you will make time to participate in school activities.

We will do all we can to ensure that your child develops intellectually, socially, physically and emotionally in a warm and caring environment.

We hope this collection of information will be of interest as well as helping you and your child to feel 'at home' at Mallala Primary School.

Yours faithfully

Alec Tibbitts
Principal

OUR POLICY

School Values: Respect Excellence Diversity Perseverance

Mallala Primary School provides students from 4 to 13 years of age with a teaching and learning program that encourages children to develop to their full potential physically, socially and academically while fostering a positive attitude to life long learning. In partnership with parents the school prepares the student for secondary school and to develop skills necessary to cope with life successfully in the 21st Century.

The school values and will promote:

- Strong links between the school, parents and outside community
- The nurturing and fostering the holistic development of the child
- A positive work ethic and a sense of satisfaction through hard work
- Striving for personal best
- The development of independence, responsibility and honesty
- Curiosity, a love of learning and an interest in a broad range of subjects and issues.
- Development of skills, talents and interest to achieve success in life
- Development of social and cultural tolerance and understanding

In order to achieve these goals the school:

- Utilises a range of methodologies
- Caters for different learning styles
- Provides opportunities to develop independence and responsibility
- Explicitly teaches and models skills
- Provides a broad and balanced curriculum
- Includes staff, students and parents in decision making
- Established programs for students with special needs
- Works collaboratively with the School Community
- Involves staff, Students and Parents in monitoring student achievement
- Provides a safe and secure learning environment
- Involves parents in student learning
- Encourages parent support of staff and school work and initiatives.
- Programs for developmental learning of skills and knowledge
- Teaches skills students can use to achieve learning goals

ADMISSION POLICY FOR RECEPTION CHILDREN

Year of birth	Child's birth date	Can start School
2009	Before 29 January	Term 1, 2014
	29 January to 30 April	
	From 1 May to 31 December	
	29 January to 30 April	Term 1,2014
	From 1 May to 31 December	Term 1,2015
2010	From 1 January to 30 th April	Term 1, 2015
	From May to 31 December	Term 1, 2016
2011,2012 and onwards	From 1 January to 30 April	Term 1 of the year they turn 5
	From 1 May to the 31 December	Term 1 of the year after they turn 5

ASSESSMENT AND REPORTING TO PARENTS

Parents want to know:

- Academic ability of the child
- The level the child is working at compared with the average for the year level
- Is the child working to their potential?
- The social development of the child i.e. do they make friends easily?
- Is the child behaving appropriately in and out of the classroom?
- Does the child present work neatly and with pride?
- More information about the "basics" of literacy and numeracy
- The effort their child puts into their schoolwork and their attitude towards it.

Assessment and reporting will be by:

- Parent teacher interviews held in terms one and three
- Summative reports sent home at the end of terms 2 & 4
- All classes have a diary or communication book.
- All classes have at least one class newsletters published at the beginning of each term.

BOOK DISTRIBUTION

Stationery is issued as required in the classroom by the class teacher.

BEHAVIOUR MANAGEMENT

At our school we aim to:

Create a safe, caring, orderly and productive learning environment that supports students to become highly engaged and successful learners. The school's expected and accepted behaviour code constantly promotes and expects students to develop and maintain:

- Mutually respectful relationships.
- Appropriate problem solving strategies when interacting with others.
- A positive attitude at school, which respects and cares for people, property and the environment.
- An understanding that 'we should treat others as we expect to be treated ourselves'.
- An attitude that reflects an understanding that for every right entitled to, there is a corresponding responsibility.
- A positive school culture that highly values honesty and the acceptance of responsibility for one's actions.

BEHAVIOUR EXPECTATIONS FOR STUDENTS

- ◆ Be punctual and attend regularly
- ◆ On buses, follow bus driver's instruction and bus rules
- ◆ Communicate with other students, staff, parents and visitors using respectful verbal, body and written language
- ◆ Assist in communication with parents by taking home notes and messages
- ◆ Be dressed neatly in school colours and wear a hat with a school logo when playing outside
- ◆ On excursions and camps follow school rules and expectations
- ◆ Deal with harassment by following the Grievance Procedure
- ◆ Keep our environment free from harassment, aggression, violence and bullying.
- ◆ Develop positive work habits and come to school well organized and prepared for lessons
- ◆ Meet work requirements within time limits
- ◆ Respect the right of others to learn
- ◆ Walk sensibly in classrooms and around buildings
- ◆ Play in designated areas
- ◆ Stay out of areas/classrooms unless supervised
- ◆ Follow the directions of the people on duty
- ◆ Keep our environment free of graffiti, vandalism and theft
- ◆ Put all rubbish in the bin
- ◆ Respect flora and fauna
- ◆ Respect teacher's right to teach

BUSES

Two government bus runs currently operate. One in the Redbanks area and one to Dublin, Windsor and Long Plains. These operate free of charge to students from 5 years of age who attend Mallala Primary School and who reside 5Kms or more from the school. The department has no responsibility to provide transport for pre-school children however parents can apply to the Principal and approval is given provided room is available. In the case of breakdowns, parents will be contacted via a text message.

Preschool

SESSION TIMES

Playgroup Wednesdays 9.00am - 11.00am

Preschool Monday 8.55am - 3.15pm
 Tuesday 8.55am - 3.15pm
 Thursday 8.55am - 3.15pm (every second)

Year of birth	Child's birth date	Can start Preschool
2009	Before 29 January	Term 1, 2013
	29 January to 30 April	
	From 1 May to 31 December	
	29 January to 30 April	Term 2, 2013
	From 1 May to 31 December	Term 1, 2014
2010	From 1 January to 30 th April	Term 1, 2014
	From May to 31 December	Term 1, 2015
2011, 2012 and onwards	From 1 January to 30 April	Term 1 of the year they turn 4
	From 1 May to the 31 December	Term 1 of the year after they turn 4

Helping

Parents and teachers can work together for the benefit of the children in our Preschool. Parents are most welcome in our centre and are encouraged to participate as a helper during session times.

Clothing

As your child comes to work and play, clothes that do not restrict movement and allow active play are appropriate. Sandals or shoes are necessary for safety on the climbing equipment. Thongs are particularly dangerous and are discouraged.

Name Tags

Please label everything your child wear or brings to the centre.

CONFIDENTIAL INFORMATION

Each year parents are asked to provide information about their child, including medical details, parent's country of birth, home address and phone number, emergency contact and so on. This information is regarded as confidential and used only as needed for DECD surveys, medical emergencies, contact with parents, and so on.

CONSENT FORMS

Consent forms are issued each year to cover local excursions under teacher supervision and for children to be photographed during education activities. Separate forms are sent out for other excursions and camps. Children must have completed consent forms before being involved in any school excursion.

CONTACT NUMBERS

If during the year your emergency contacts number or your home number changes could you please let the school know as soon as possible.

COMPLAINTS AND CONCERNS

If parents have a complaint or a concern at anytime, taking it to the school, preferably through the class teacher can solve the problem. If parents are still unhappy about any aspect of their child's school, please contact the Principal immediately. If the complain/concern does not reach the school, often teachers are unaware of the problem.

FEES - Material and Service Charge

The cost of school fees is set (through consultation with Governance Council) at the beginning of each school year. All payments are to be at the front office.

An invoice is sent home at the beginning of each year or when the child starts. Time payment arrangements can be made by talking to the Principal or Leeanne Kroepsch.

SCHOOL CARD

School card is the government payment per year towards schools fees based on parental income. At the beginning of each year, a school card form must be completed with the appropriate documentation. This information is sent out with the Material and Service charge invoice at the beginning of the year or each term for those students starting school for the first time. Please see the office staff for forms and information if you believe you qualify for school card.

HOMEWORK

- Every teacher shall give sympathetic consideration to any objection from a parent regarding the amount of homework expected by the teacher from a child of that parent.
- At Mallala Primary School it is up to the individual teachers to determine how much homework should be set
- It is every teachers responsibility to communicate this requirement through either diary or communication book.
- Teachers are to make a distinction between incomplete work and homework. A student may be asked to complete tasks, reasonably expected to be completed in class, at home.
- In the Junior Primary Years we encourage children to read aloud to some other person at home as much as possible.
- From Year 3-7 homework can vary from 15 to 45 minutes a night. Suitable activities include, reading, completing unfinished work, learning words, number fact, current affairs, follow up activities, research assignments etc.

HOT WEATHER / WET WEATHER POLICY

GENERAL

As all classes have air conditioners there is no early dismissal.

Teachers allow water bottles in class.

Where air conditioners work less effectively classes are encouraged to move to alternate areas during the day.

Students must wear hats to be engaged in any outdoor activity.

BUS

Mallala students may be eligible to access daily school bus runs depending on the location of their residence. For more detailed information as to availability and school bus routes please contact the school. Students who travel by bus are urged to bring an extra drink of water to drink on the bus. The bus does run on very hot days and it is a parent's decision as to whether children travel by bus on those days.

OUTDOOR ACTIVITIES

In hot weather teachers are required to restrict outdoor activities. If work needs to occur out doors then it must take place early in the day.

YARD PLAY

On days of extreme heat or wet weather, teachers will supervise students in their classrooms. NIT and school leaders must liase to equitably share student supervision and break times.

LEAVING THE SCHOOL GROUNDS

The record book at the office must be signed when collecting a child early.

LIBRARY

All classes have library borrowing times. The Library is open during several lunchtimes and after school. Check the library door for the latest times. Children are encouraged to borrow library books. Books should be transported using a library bag or some protection.

LOST PROPERTY

Please would you label all items of clothing and lunch containers. This will make finding lost property easier. Lost property is located near the Sick Room in the front office and parents are welcome to come and check for items that are missing.

LUNCH SERVICE

Lunch service is provided by a local shop under a contract agreement. Orders are placed in lunch boxes in each class by 9.00am. Orders are returned to classes by 12.45. This service is available through all days of the week.

NEWSLETTERS AND NOTICES

School newsletters are issued fortnightly on Fridays. They will keep you fully informed of all school happenings. Some notices are sent home as required. Class newsletters are sent home at the beginning of each term, these newsletters will keep you informed as to the scope of work to be covered for the term, and keep you informed of reporting/feedback procedures and special events or requests relevant to your child.

SCHOOL ASSEMBLIES

Assemblies occur fortnightly during even weeks. Whole school assemblies are held at 2.45pm in the school's Hall/Gym on Friday afternoons of the even weeks. We warmly welcome all parents/carers at all our school assemblies and encourage you to attend at least one during the year if at all possible.

PARENT INVOLVEMENT

We encourage all parents to become actively involved. The school as a whole and your children will benefit by your interest and any help that you have provided. Here are some ways for you to become involved:

- Helping in classes
- Listening to reading
- Volunteering for camps, excursions, sports
- Attending Parent forums
- Providing feedback about programs
- Being on school committees such as grounds, fundraising, school planning
- Helping with reviews
- Assisting with coordination

As per DECD policy all volunteers must have a criminal history check (through the school) and participate in responding to abuse training.

GOVERNING COUNCIL

This consists of parent elected members, the Principal, staff representatives and a representative from each affiliated school organisation. The Governing Council exercises general oversight of the well being of the school and advises the Principal concerning the general and educational policy within the school. Meetings are held in week 3 and 8 per term. The Governing Council also has a firm commitment each year to fundraise and calls upon the parents for their help and support. All governance councilors have a number of families they contact during the year to consult with various issues. Parents can also raise issues with the councilors.

SUBCOMMITTEES TO GOVERNANCE COUNCIL

a) Finance

The Finance Committee will meet prior to Governing Council meeting. Their role is to oversee the school's finances for Governing Council, and distribute all information relevant to meetings. The members of this group are: the Principal, Governing Council chairperson, & Treasurer.

b) Fundraising

This group plans and organizes fundraising activities for the school. The funds generated pay for specific projects, which support all children. We try to organize fundraising activities in which all families can be involved. Meetings are held prior, by mutual agreement of members as deemed necessary.

c) Grounds & Facilities

This committee plans and monitors grounds development and improvements, and oversees the development & management of other physical resources within the school grounds. The group organizes working bees, special projects and advises the council. Meetings are held as deemed necessary by the committee.

Parent Club

All parents are welcome to attend meetings held once per month. (Dates appear in the Newsletter) Many interesting topics are discussed and valuable fundraising is planned. The Parent Club is an integral fundraising and classroom support group in our school. Parent club meets in the Parent Centre Room.

Playgroup:

Sessions are held in the playgroup room each Wednesday morning 9.00-11.00 am.

SCHOOL COLOUR AND DRESS CODE

Belief Statement

The Mallala Primary School Governance Council believe, that the wearing of school uniform:

- Supports the school's values
- Promotes pride in our school
- Encourages responsible behaviour
- Enhances our public image
- Promotes a sense of belonging
- Reduces student peer pressure and promotes positive self esteem
- Provides appropriate school clothing for activities and excursions
- Provides student comfort and safety in all weather conditions
- Is economically viable
- Ensures students can be easily identified across the school site and on school excursions, particularly in case of emergencies.

Expectations

It is expected that all students attending Mallala Primary School will dress according to the Mallala Primary School Dress Code Policy.

Dress Code

All students are required to adhere to the correct dress code at all times:

- Commercial logos, and stripes are not acceptable on pants, shorts or tops
- No snap pants (track pants with press studs down length of legs)
- No makeup is to be worn
- Only studs or sleepers may be worn by students with pierced ears (other piercings are not acceptable)
- No nails polish or fake nails
- No fashion jewellery
- Jackets and scarves are not to be worn in class
- Team jackets/uniform for a sport, dance etc. are not to be worn except on the day of competition/event
- No denim

School Colours

School Colours will be:

- Navy, white and black.
- School emblem will be required on all tops.

Acceptable Clothing

Tops

Tops are to be ordered through Mallala Primary School, as they will be supplied with school emblem embroidered on the left hand side.

Polo shirt – Short Sleeve

Colour – Navy with white inserts

Skivvy or Long Sleeve t-shirt in Navy or White may be worn under school top.

Year 7 students will have the option to wear the designated top/jumper.

Jumpers

Polo fleece or Windcheater – zip-up jacket or jumper Colour – Navy with school emblem

Spray Jackets

Waterproof (with hood if desired)

Colour – Plain Navy preferred

Bottoms

Shorts, trousers, plain track pants, skorts. Colour – Navy (preferred) or Black - **No Denim**

Footwear

Shoes – Covered shoes must be worn unless prior negotiation is held with the Principal. Shoes must be appropriate for usual Primary School activities.

No thongs, slip-ons, high heels, ballet flats or platforms

Tights/Leggings - Ribbed or plain

Colour - Navy/Black

Socks - Any length

Colour – White or Navy

Headwear

Hats - Broadbrim (slouch) or Bucket

Colour – Navy with emblem

Exemptions

The Principal may exempt students from the dress code upon written request from the parent/guardian/carer.

Grounds on which parents/guardians/carers may seek exemption are:

- Religious or cultural
- Medical reasons supported by a Doctor's Certificate

Application for an exemption from the Dress Code must be made in writing, addressed to the Principal, and will be confidential.

Dress for Casual Days

The following is deemed as appropriate dress for casual days:

- No fashion jewellery (as per this policy)
- A hat must still be worn outside (as per the SunSmart policy)
- Covered footwear
- Clothes should not be revealing or offensive – neckline, shoulders and midriffs covered and no offensive wording or graphics.

Strategies for Dealing with Breaches of Code

Some strategies which may be used for wilful and persistent breaches of the dress code:

- Speak to the student (preferably in private) to encourage him/her to observe the dress code.
- Principal or representative to discuss the issue with the parent.

STRUCTURE OF SCHOOL DAY

NORMAL SIREN TIMES – 1 short blast

Times:

- 8.45 am – Lessons begin.
- 10.45 am – morning recess begins.
- 11.05 am – morning recess ends.
- 12.45 pm – eating lunch.
- 12.55 pm - lunch playtime begins
- 1.35 pm - lunch playtime ends
- 3.15 pm - conclusion of school day.

STUDENT VOICE GROUP

The purpose of The Student Voice Group is to enable students to 'have a voice'; in other words, to have a say about issues that directly affect them, such as how to keep the school yard clean and tidy; ways to reduce waste and how to make sure that students feel safe at play times.

The Student Voice Group also plans School Discos, Clean-Up Days and other events, such as Casual Days, to raise money for important causes including Wildlife Conservation, Cancer Research and Homelessness.

Members of The Student Voice Group are elected by students from all classes R-7 at the beginning of the year. The group meets each fortnight, with the School Counsellor, to discuss issues and make decisions. Many of the decisions which members of the Student Voice Group make are later discussed at Staff Meetings, when relevant, and at Governing Council meetings. In this way, students have a real say about what happens in the school.

Mallala Primary School Grievance Procedures

Our school has a commitment to providing a safe, supportive learning environment, which fosters collaborative relationships. Therefore, we believe that when a member of our school community has a grievance about any aspect of schooling, the issue needs to be resolved promptly in ways which are respectful of all the parties involved.

Confidentiality is essential in resolving issues and may be a legal requirement.

The usual procedure in addressing a grievance in the first instance is to calmly approach the person with whom you have a grievance to discuss the issue.

It is unlawful for any form of victimisation to occur as a result of a grievance process.

The following guidelines outline a process for raising and resolving grievances.

Students

Talk to the person about your issue or concerns

Explain the grievance to a teacher, include who was involved, what you did and what you believe was unfair. You may bring someone with you for support.

Decide on a plan of what will happen.

If you feel the grievance has not been resolved let the teacher know that you will be speaking to someone else.

Arrange to speak to the Principal or another trusted member of staff.

Teachers or the Principal will arrange a meeting with the people involved to resolve the issue.

School behaviour Management practices and Anti-Bullying Policy may be required to be used.

Staff

Arrange a time to speak to the person concerned. You may wish to seek the help of an advocate.

If the grievance is not resolved discuss the issue with the Principal and ask their support in addressing the issue

If you are still dissatisfied, approach the Regional Director or the following personnel for support and advice:

- AEU field officer
- DECS Personnel Counsellors
- PAC

If you have a grievance with the Principal, approach the Regional Director – Kathryn Bruggemann (number to be updated).

Parents

Make an appointment to speak to the person concerned. All issues involving students should be addressed through staff and not directly with a student.

Let the person know what your concerns are.

Develop a plan of action together.

If the grievance is not resolved arrange a time to speak to the Principal.

If you are still dissatisfied, contact the Regional Director – Kathryn Bruggemann (number to be updated).

A brochure is available from the front office, outlining steps to take should a complaint arise.
DECD Parent Complaint Unit is available on 1800 677435