



Government of South Australia

Department for Education and
Child Development

WILLIAMSTOWN



PRIMARY SCHOOL
Work - Play - Success

Williamstown Primary School

Parent Information Booklet 2017

Principal: Julee Veljanovski
Deputy Principal: Julie Stockdale



**Williamstown Primary School
& Pre-School**

Margaret Street
Williamstown
SA 5351

Tel: 08 8524 6289

Fax: 08 8524 6682

www.williamstownps.sa.edu.au





SA GOVERNMENT SCHOOLS AND CHILDREN'S SERVICES INFORMATION PRIVACY STATEMENT

This Information Privacy Statement outlines the commitment of the Department of Education and Children's Services (the Department) and its early childhood services and schools to supporting the confidentiality of information provided in the Departmental Enrolment Forms. An electronic copy of the privacy statement can be found on the web site <http://www.schools.sa.gov.au/schlparents/> under the main heading 'Policy Documents' and sub heading 'Policy & Guidelines'.

COLLECTION OF PERSONAL INFORMATION

The information requested in the Enrolment Forms will enable the Department to:

- undertake administrative and child/student care responsibilities;
- collect necessary statistical information;
- report to other government authorities and funding agencies; and
- undertake an analysis of the composition and performance of the child/student population.

Certain information that is requested is also required to be collected in order to meet the requirements of the *Education Act 1972*.

All information requested in the Enrolment Form is required so that the Department can provide all resource entitlements to children and students. A failure to provide all information may mean that some facilities and services may not be available.

DISCLOSURE OF PERSONAL INFORMATION

The disclosure of personal information held by the Government is regulated by the *Information Privacy Principles* (http://www.archives.sa.gov.au/services/public/privacy_index.html - Department of Premier and Cabinet Circular no.12). Personal information will only be disclosed to State and Commonwealth public sector agencies for the above purposes as permitted by those Principles. The Department will not otherwise disclose the information to others without your consent.

HEALTH INFORMATION

The Department has requested health information to plan for children/student health care needs. Further information will be requested if a child/student requires individual health support from staff or health services. If a child/student is ill or injured, services may use or disclose such health information on a needs basis to emergency care providers. In accordance with the privacy principles, this information is only disclosed to provide first aid and seek emergency medical assistance.

All requested health information is required so that services can provide first aid and plan for any individual health support requirements. A failure to provide all health information means that services are limited to providing standard first aid only.

ACCESS TO PERSONAL AND HEALTH INFORMATION

Access may be requested to any information the Department holds about a person by that person or a parent or guardian of that person. Specific queries about privacy and access to records should be directed in the first instance to the Principal or Director.

Welcome to Williamstown Primary School!

We are delighted that you have chosen to enrol your child/children at our school. We are proud of our reputation as a successful education institution which has been serving the local community for over 150 years.

We work to develop a sense of community & to foster productive, positive partnerships with families. The ongoing role of parents at the school is greatly appreciated. If you are able to assist in classroom curriculum activities or by helping with working bees and fundraisers please contact the front office or your child's teacher. We welcome you to become involved in your child's education.

There is also the opportunity to be part of our School Governing Council - an important group in giving opinions and helping make decisions in aspects of school planning and development. Council meets twice a term on a Monday evening at 7:00pm. Please ask for further information, or watch for dates in the school newsletter, if you are interested in becoming a member.

The school curriculum covers learning areas in line with Federal "Australian Curriculum" (AC) expectations. Our teachers work in year level teams to collaboratively enhance your child's learning. We also have a number of intervention programs to help students needing support to achieve their best.

Students are encouraged to be active members of the school and have a voice in school matters through class meetings, Kids Matter Action Committee (KMAC) and other student voice groups as come up. These groups also introduce students to democratic processes and citizenship.

This booklet gives you some ready information on a range of school matters. If you need any further information about any school process please do not hesitate to contact us. If you would like to know more about your child's classroom program, please speak to their teacher directly.

We hope your child's time with us is both educationally & socially successful and rewarding. We look forward to helping them on their learning journey.

Regards,

Julee Veljanovski
Principal

Julie Stockdale
Deputy Principal

Williamstown Primary School

Vision

- ◆ Williamstown Primary School is a dynamic responsive learning community where all students develop a foundation for life-long learning and achieve their personal best in a friendly and caring learning environment where staff, parents and students work in partnership to provide quality education and care.

Mission

- ◆ To provide high quality learning and teaching in a safe, inclusive and supportive environment.

Values

- ◆ Honesty
- ◆ Fairness
- ◆ Respect for self, others and the environment
- ◆ Effort and personal best

2017 STAFF MEMBERS

Julee Veljanovski	Principal
Julie Stockdale	Deputy Principal
Debbie Gardner	Finance Officer
Sherrilyn Northcott	School Services Officer
Skye Bartley	Teacher-Preschool
Nicky Kemp	Teacher-Preschool
Jodie Dahlitz	Teacher
Tamara Dewell	Teacher
Claire Duffield	Teacher
Brooke Giorgetti	Teacher
Robert Hanley	Teacher
Kayla Head	Teacher
Josh Lee	Teacher
Helen Lister	School Counsellor
Fleur Natrass	ScienceTeacher
Sam Otta	Teacher
Lisa Peck	Japanese Language & Culture
Frances Wauchope	ARTS Teacher
Maria Webb	Teacher
Ali Wilkinson	Teacher
David Williams	Teacher
Naomi Baldock	School Services Officer
Julie Goldup	School Services Officer
Karen Grainger	School Services Officer
Tammy Isaacson	School Services Officer
Tania Jericho	School Services Officer
Claire Mazuran	School Services Officer
Nikki Schutz	School Services Officer
Dianne Williams	School Services Officer
Katy Veljanovski	School Services Officer
Andrew McMaster	IT Support
Amberlee Haynes	PSW
Darin Dix	Groundsperson
Sue Dix	Camp Australia - OSHC

INDEX

ACQUAINTANCE NIGHT
ADMISSION OF STUDENTS
ALLERGIES
ASSEMBLIES
ASSESSMENT & REPORTING
ATTENDANCE
AQUATICS (see swimming)
BEHAVIOUR MANAGEMENT
BICYLES
BUSHFIRES
CAMPS, EXCURSIONS & VISITORS
CHANGE OF ADDRESS
CHILD PROTECTION CURRICULUM
CROSSING MONITORS
CURRICULUM
CUSTODY
DRESS CODE
EARLY ARRIVAL AT SCHOOL
EARLY COLLECTION OF STUDENTS
EVACUATION PROCEDURES
FUNDRAISING
GOVERNING COUNCIL
GRIEVANCE PROCEDURES
GROUNDS USE & DUTY OF CARE
HARASSMENT
HATS
HEAD LICE
HEALTHY EATING GUIDELINES
ICT/COMPUTERS
ILLNESS AT SCHOOL
INFECTIOUS DISEASES
INFORMATION TECHNOLOGY
KMAC
LIBRARY
LOST PROPERTY
LUNCHES
MATERIALS & SERVICE CHARGES
MEDICATIONS AT SCHOOL
MEETINGS
MOBILE PHONES
MONEY COLLECTION
MONEY & VALUABLES
NEWSLETTER
NUT FREE
OUT OF SCHOOL HOURS CARE CAMP AUSTRALIA
PARENT HELP
PARKING & NO STANDING ZONE
POLICE CLEARANCE
PRE SCHOOL
SAPSASA - SEE SPORT
SCHOOL CARD
SCHOOL TIMES
SKOOLBAG
SMOKING
SPECIAL NEEDS
SPORT
SPORTS DAY
SCHOOL ENVIRONMENTAL MANAGEMENT PLAN (SEMP)
SUNSAFE
SWIMMING/AQUATICS
TRANSFERS
TRANSITION PROGRAMMES
From Preschool to school
From Primary to High School
TRAVEL ALLOWANCE
TWILIGHT ASSEMBLY
UNIFORM & SCHOOL COLOURS
UNSAFE ITEMS AT SCHOOL
VISITORS
WET WEATHER POLICY
WORKING BEES

ACQUAINTANCE NIGHT

Acquaintance Night is held early in Term 1. This is an informal meeting to get to know the teachers of your child/children. Information about this event is circulated several weeks beforehand.

ADMISSION OF STUDENTS

There is only one student intake for new Reception students, which is at the start of Term One. Children who turn five (5) by 30th April of that year will start in Term One and all other students will start the following year. This is a state wide ruling and no exceptions will be made.

Proof of age:

The following proof of age must be presented on enrolment and before admission:

1. A Birth Certificate or short extract of birth certificate or
2. Hospital or Child Welfare Clinic Record.

Proof of age is not required if your child has been previously enrolled at another state school. Completed enrolment forms are needed before children can start attending the school. In addition to the enrolment form, there is a permission form, an Internet Contract & a student Health Care form that needs to be completed upon enrolment of your child/children.

ALLERGIES

Many students have allergies of varying severity. If your child has, or develops, an allergy please inform the school immediately. Students will then need an 'Action Plan', a 'Medical Plan' & a 'Medication Plan' completed by you **and your doctor** so that we are well informed on what we can do to support your child/children and to keep them safe. Williamstown Primary School is a NUT AWARE SCHOOL in support of several students' severe allergies to nut products.

ASSEMBLIES

Assemblies are held on a three weekly cycle. They are a sharing time for students and staff and are an opportunity for recognising and celebrating student successes. The roster appears in the newsletters and parents are welcome to attend.

ASSESSMENT & REPORTING

Parent interviews are held late Term 1. Written Reports are sent home at the end of Terms 2 & 4.

Reporting, however, is an ongoing process, & parents are encouraged to stay in regular contact with their child's teacher to address any concerns early & stay informed as to their child's progress.

ATTENDANCE & LATE ARRIVALS

Consistent attendance at school is a significant factor in achieving better academic & social outcomes. New concepts & skills are taught & reinforced each day by the teachers. If a child misses the introduction or the reinforcement of these concepts & skills, he/she is likely to have gaps in his/her learning. The law requires parents to ensure their school age child is enrolled at school & attends school for the educational program on every school day. **If your child is absent, the school requires a note to the class teacher or a phone call to the front office. We would appreciate your co-operation in phoning the school as early as possible after 8:30am to notify us of any absences. Phone 8524 6289.**

If your child is going to be absent for **5 days or more then an exemption form needs to be completed** by you & approved by the Principal. Some longer exemptions need to be approved by central office so these requests need to be handed in as far in advance as possible.

When your child does not attend school & there is no valid reason for this, the matter will be referred to the Regional Office for follow-up.

Lateness (after 8.40 each day)

All latenesses are recorded. Regular lateness can impact on students' learning and ability to fit into school life and also teaches poor life and work habits. Please ensure that your child is here on time each day.

Appointments during school time - If your child has a doctor's appointment or similar, a note must be sent & arrangements made with the class teacher. Children should be collected & 'signed out' at the front office to ensure their safety.

Permission to leave grounds - Students must not leave the school grounds during school hours without prior permission from a member of the school's leadership team.

AQUATICS

Bi-annually our Year 6 & 7 students attend an Aquatics camp at Pt Vincent. This is part of the students' curriculum and all students are expected to attend. The camp is in Term 1, usually in Week 8. A note is sent home in Term Four of the previous year informing families of approximate cost and to confirm dates etc.

BEHAVIOUR MANAGEMENT

The school has a clear Behaviour Management and Education Policy based on positive expectations and on developing each students' social and self discipline skills. We base school rules around our values stated at the beginning of this booklet, and make consequences for misdemeanours as logical and restorative as possible so that students learn to improve their own behaviour. Where poor choices of behaviours continue we will contact parents and if necessary use take-home or suspension to break the behaviour pattern. Parents are asked to support school strategies and talk to staff members where necessary to clarify incidents or concerns. We believe that working together is the best way to support all students to make the best behavioural choices and successfully socialise and develop citizenship skills.

BICYCLES - Riding to school

Some children ride bikes or scooters to school and there are designated racks to park bikes during the school day. Bikes must be wheeled on the grounds and not ridden. The responsibility of parents caring for their children's safety in regard to helmets, roadworthiness of the cycle, rider expertise & behaviour is imperative. The school is not liable for loss or damage to bicycles & helmets.

BUSHFIRES

Our school is part of the Mount Lofty Ranges meteorological area. As such we are designated a "HIGH RISK BUSHFIRE ZONE" as defined by the State Government and the CFS. On days called as CATASTROPHIC on the CFS and Bureau of Meteorology websites we will be closed and no staff or students allowed on the premises. We will do our utmost to inform families in advance but parents are also advised to listen to ABC radio, watch the Channel 2 or 7 News, or visit the Bureau of Meteorology website at <http://www.bom.gov.au/weather> to check the fire ratings for the following day when the weather conditions look as if Catastrophic may be called. The rating does not go on temperature alone, but can be due to winds as well as heat and a combination of conditions. We also have a sign that is erected on the front fence to advise of fire safety warnings when these are current, so please get in the habit of checking as you drive past in hot weather. We also have Bushfire Safety procedures that are practiced at school on a regular basis and a designated "Bushfire Refuge Area" in the main building. This ensures a calm and orderly procedure for students, staff and visitors if the need ever arises.

CAMPS, EXCURSION, GUEST SPEAKERS AND PERFORMERS

These activities are an important part of our curriculum and promote engagement and life skills.

Camps involve a range of educational activities. The organisation for these will begin early in the year to allow plenty of time for planning.

Excursions, guest speakers, performers and other visitors are planned as the need or possibility arises, and they support and extend on the programmed curriculum.

If students do not attend excursions they are still expected to be at school, where they will be placed in other classes to work for the day.

CHANGE OF ADDRESS & EMERGENCY CONTACT DETAILS

If you move or change your mobile/home phone/emergency contact details, please inform the office of your new details immediately. In emergencies it is essential that we have current information in order to contact you. Bushfire and reminders may be texted to you on our designated school phone.

CHILD PROTECTION (Child Safety) CURRICULUM

The Child Protection Curriculum is taught throughout the school as part of the Health curriculum. It provides children with skills to recognise when they are in unsafe situations and to make decisions about how to keep themselves safe. It encourages problem solving and assertiveness. All schools in SA are required to teach this curriculum each year. Parents are encouraged to discuss the learning with their child and support the strategies introduced.

CROSSING MONITORS

Each year our Upper primary students are trained by SAPOL to be crossing monitors. They can then volunteer to be rostered for duty. Our crossing monitors ensure the safe crossing of Queen St/Government Rd between 8.30am and 8.40am and 3.15pm and 3.30pm daily, on the marked pedestrian crossing. Children must stop and stand behind the yellow line before crossing and await the directions of the monitor. PLEASE ENCOURAGE YOUR CHILDREN TO CROSS AT THE CROSSING RATHER THAN FURTHER UP THE ROAD AS THERE IS INCREASINGLY HEAVY TRAFFIC ON THE MAIN ROAD.

CURRICULUM

The Australian National Curriculum (AC) is the core of the learning programme in all schools. The areas are English, Mathematics, Science, Humanities and Social Sciences (HASS), The Arts, Technologies, Health and PE, Languages. Japanese is the language taught at our school. Both basic language skills and Japanese culture are covered in these sessions.

More information about the Australian Curriculum can be accessed at www.australiancurriculum.edu.au

CUSTODY

It is the responsibility of all parents who have an intervention order (IO) limiting the other parent access to their child/children to provide the school a copy of the Court Order explaining the arrangements. All information held at school is **strictly confidential**. We are unable to refuse access to a student by a parent who is not expressly limited by a current sighted order.

DRESS CODE

The school expects all students to wear the school uniform or colour code. Our Governing Council have approved the guidelines for acceptable clothing options, and also for our policy covering implementation. We can pass orders to our supplier for clothing items you wish to purchase. Order forms & payment need to be completed before the goods can be ordered. Please see Front Office staff for help with this if required.

'Casual/Free Dress' Days: Occasionally we have fundraising casual days where students can wear clothing of their choice in exchange for a small donation to charity. Clothes should be appropriate for school and not have offensive language or graphics on them. A sun safe hat still applies, as does any other safety guideline.

EARLY ARRIVAL AT SCHOOL

Students should not arrive at school before 8:30am & must be collected no later than 3:30pm. If your child has not been collected by 3:30pm they are expected to report to the Front Office.

EARLY COLLECTION OF STUDENTS

Parents need to call at the Front Office when collecting their child/children before 3:15pm, and are required to sign them out. This ensures all students are accounted for and attendance records are correct.

EVACUATION, FIRE & LOCK DOWN PROCEDURES

Evacuation, fire drills, & lock down procedures are practised regularly to ensure that all school personnel are familiar with swift, orderly movement to 'safe areas'. Evacuation/invacuation posters are displayed in all buildings in the school. Bushfire procedures...see BUSHFIRES

FUNDRAISING

Each year we fundraise towards specific equipment and improvements in the school. This takes the form of special lunches, Discos etc. We are always grateful for family support in cooking, helping on stalls & in attending events, or in helping organise fundraisers. Please speak to office staff or your child's teacher if you would like to help.

GOVERNING COUNCIL

This is a legally constituted, incorporated body, which has various powers granted to it by the Education Minister for the oversight of the school. It is a wonderful opportunity to share in the life and decision making of the school. We welcome any parent to attend. Council is responsible for some financial decisions, grounds development, policy approval and fundraising. If you need to contact a member of the Governing Council, the front office has a list of the current members.

GRIEVANCE PROCEDURES/PARENT COMPLAINTS

If you have any concerns regarding aspects of your child's schooling please take them up with their teacher in the first instance. If you feel the matter is still not adequately resolved then you can make an appointment to speak to leadership. We always endeavour to solve any problem that may arise in an efficient, equitable manner. If you are still unhappy with an outcome you can refer the matter to the The Parents Complaint Unit. Our Grievance Procedure process is published each year in our newsletter and is displayed in the glass fronted notice case just outside the front office area and on our website.

GROUNDS USE & DUTY OF CARE

Camp Australia has a Before & After School Care programme (OSHC) for families, to support parents who need supervision for their children before 8.30am and after 3.15pm. All other students are not to be on grounds outside of these times as there is no supervision by teachers. At all other times outside of school hours (holidays, weekends) there is also no Duty of Care by teachers, so please discourage your child from being on the premises, unsupervised.

HARASSMENT- Policy and procedures

We teach students about the nature and unacceptability of all forms of Harassment as part of ongoing Social Skills and Child Protection Curriculum. We encourage students to report harassment incidents so that we may quickly act to ensure it discontinues. Please support school procedures by discussing the unacceptability of teasing, bullying and harassment with your child/children to ensure that they do not resort to it, and also to encourage them to get help from staff if they are subjected to any of this themselves. Working together helps us ensure our school stays safe and supportive to all.

HATS

To protect students from sunburn & potential skin damage, they are required to wear hats for all outdoor activities in Term 1 & 4. Suitable hats are those with a broad brim, legionnaires (the ones that have protective flaps that cover the neck) and bucket hats that have a minimum 7cm brim measured from where the hat sits on the child's head (as recommended by the Cancer Council). Bucket hats with the school logo on them are available for purchase from the front office. Baseball style hats are not appropriate and are not an acceptable sun safe hat. Children without hats will be directed to play inside or in our well area

HEAD LICE

Head lice are an unfortunate part of school life from time to time. We ask parents to check their child/children's hair on a regular basis and to inform the school if their child/children have a case. We then issue letters to the class/es involved to limit the spread of head lice.

Parents are asked to encourage their children not to share hair brushes, combs and hats.

HEALTHY EATING GUIDELINES and SCHOOL HEALTHY EATING POLICY

In recent year the levels of obesity and poor dental health in young children and adults in Australia has increased dramatically. To help combat this problem the Education Department has introduced guidelines for healthy eating. These encourage nutritious foods and drinks and limit the sale, distribution or promotion of unhealthy items such as sweets, fried foods, cakes and soft drinks in schools. Please encourage your child to bring healthy snacks and lunches and drink plain water during the day. We are a NUT AWARE school as several students have severe allergies. We appreciate your support in keeping these children safe, by not sending nuts or nut products in your child's daily food.

ILLNESS AT SCHOOL

When your child becomes ill at school we contact you as soon as possible. If we are unable to locate you we then proceed to contact the next person on your child's emergency contact list and continue down that list until we can contact someone who is able to collect your child or make a decision on your behalf. We are unable to care for sick students at school.

INFECTIOUS DISEASES

Recommended minimum exclusion from schools of infectious disease cases.

DISEASE	PATIENT	CONTACT
1. Common Infectious Diseases		
Influenza	Stay at home until symptoms have disappeared	Not Excluded
Chicken Pox	5 days from the appearance of spots	Not Excluded
Infective Hepatitis	Excluded until medical certificate of recovery is produced, if this is not available, re-admit once symptoms have subsided.	Not Excluded
Measles	7 days from the appearance of the rash.	Not Excluded
Mumps	10 days from the onset of symptoms	Not Excluded
Rubella (German Measles)	5 days from the appearance of the rash	Not Excluded
Scarlet Fever	Excluded until appropriate medical certificate of recovery is produced	Not Excluded
Whooping Cough	4 weeks unless medical certificate of recovery is produced.	Not Excluded
2. Rare infectious diseases		
Diphtheria	Excluded until medical certificate of recovery is produced.	Domestic contacts excluded until shown to be clear of infection.
Meningococcal Infection	Excluded until medical certificate of recovery is produced.	Not Excluded
Poliomyelitis	14 days from the onset of the illness	Not Excluded
Tuberculosis	Excluded until clearance is given by the Director of Tuberculosis.	Not Excluded
3. Common Skin Infections		
Impetigo (school sores)	Excluded until effective medical treatment has been carried out.	Not Excluded
Ringworm (Tinea)	Excluded until effective medical treatment has been carried out.	Not Excluded
DISEASE	PATIENT	CONTACT
4. Insect Infestations		
Head Lice	Excluded until effective medical treatment has been carried out.	Not Excluded
Scabies	Excluded until effective medical treatment has been carried out.	Not Excluded

INFORMATION TECHNOLOGY

Computer and ICT skills are taught across the curriculum & students access computers, ipads & the internet are a regular part of the learning process.

All students have access to computers and Interactive Whiteboards in their own classroom. In addition, the school has a computer room adjacent to the library. All computers are networked & have supervised Internet access. Responsible use of all computer equipment & internet facilities is closely monitored by the staff. All students sign an agreement that they will act responsibly in using these resources, or their entitlement to use computers may be restricted or even banned for a specified period of time. In accessing the internet, all students are closely monitored by staff, and the school has a very secure internet filtering system that records all student access, automatically blocking anything which is considered to be inappropriate and also able to track inappropriate use should it happen.

KMAC

Our Kids Matter Action Committee (KMAC) is a group of students representing classes. They meet regularly to give ideas and opinions on class matters and to consider fundraising for charity and how to help in the school.

LIBRARY

The aim of our Library / Resource Centre Program is to assist students to become life long readers, enjoy books and develop skills in resource-based learning and research for informed decision making - skills

necessary for life-long learning. We encourage all students to access the library resources as much as possible. Students may borrow up to 4 books at a time and may keep them for 2 weeks. Children can borrow before and after school and at lunch times. Junior Primary students should have a library bag to protect the books while transporting them to and from school. The library is open to students at lunch and we offer a variety of activities - such as board games, computing, dress-ups, drawing, colouring, craft and reading.

LOST PROPERTY

All personal possessions should be clearly named for ease of return. Unmarked property is stored in a box near the Library. Unclaimed property is disposed of at the end of each term after children & parents have been asked to have a look through them.

LUNCHES

The school does not have a canteen so children are expected to bring lunches from home, or parents may order and pay for children's lunches from the local food outlets on the way to school. These are delivered daily. We ask that orders are made from the school lunch order menu on display at both BakerSt Bakery and The Williamstown General Store. This has been agreed on by Governing Council using Healthy eating Policy Guidelines. Other foods purchased cannot be delivered as part of school agreement.

Healthy Lunches - the following tips are useful for planning healthy lunches.

- Involve your child in planning & preparing the lunch. They know what they like to eat.
- Make sure the lunch box contains mainly bread & grain based food, & fruit & vegetables; add a little meat & dairy food.
- Include water - it's the best drink
- Plan lunches ahead of time
- Offer a variety of healthy foods
- Keep lunchboxes cold - include a frozen drink bottle & perhaps consider purchasing an insulated lunchbox with an ice brick.

Our school is a 'NUT AWARE ZONE' - Please check ingredients of health bars, cakes etc

MATERIALS & SERVICES CHARGES

The Government has set a standard Materials and Services fee for all Primary Schools which our Governing Council has endorsed. School Councils can choose to set fees above this level. An invoice will be sent each year.

PAYMENT OF FEES - Can be made at the Front Office between 8:30am & 3:30pm. Parents can pay by Visa, MasterCard, EFTPOS, in person, by filling out the details on the bottom of invoice or over the phone. Please note it is essential for all families to make full payment or arrangements to pay by instalments/direct debit & these instalments are to be **finalised by the end of Term 2**. The instalment forms are available at the Front Office if required. There is also an option to have instalments taken directly from Centrepay from Centrelink entitlements. Please see the Finance Officer if you want to use this option.

ALL FAMILIES NEED TO EITHER MAKE PAYMENT OR ARRANGEMENTS TO PAY; THIS INCLUDES ANNUAL REAPPLICATION FOR SCHOOL CARD.

COLLECTION OF OVERDUE FEES - Williamstown Primary School will always seek to recover unpaid Materials and Service Charges through personal consultation and negotiation. Where not successful, the school sends debts to the Education Department to recover fees which remain unpaid.

SCHOOL CARD- It is important that you approach the school if you believe you are eligible for school card. You need to complete a form & re-apply every year. The School Card scheme provides assistance for educational expenses for full-time students of low income families. Approval for School card will be dependent upon proof of family income not exceeding the limits set by Government each year.

The procedure for applying for School Card is as follows...

If you hold a current Pension card or Health Care card issued by Centrelink, please bring it along with you when you come to pay your school fees. We require you to complete a School Card Application form. This needs to be completed as soon as possible when the school year commences.

If you think you are eligible for School Card please make contact with the school. The process is a simple one and allows the school to gain funds from the Department on your behalf. If you require further information regarding your child's school fees please contact the Front Office on 8524 6289.

MEDICATIONS AT SCHOOL

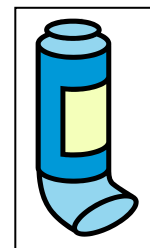
Medication may only be given to children "strictly in accordance with written instructions" (Medical Plans) described by the student's medical practitioner & at the written request of the parents. All medication must be in an original labelled container with administration details.

Non-prescription medication will **NOT** be given to children by staff. Examples include - Panadol, cough medicines, lozenges, syrups, eye wash etc.

Contemporary management of chronic health conditions encourages students to self administer their own medication, to recognise the signs & symptoms of their condition & to participate in the full range of activities offered by the school. In the event of an emergency situation, it may be necessary for a student to be assisted with the administration of medication (e.g. using an EpiPen to treat Anaphylaxis or Ventolin to treat Asthma). In schools, self administration may apply to students who are assessed by their medical practitioner & parent/caregivers & approved by the Principal as capable of administering their own medication while participating in school activities. Parents/caregivers must notify the school in writing if their child is to self administer and/or carry their medication (e.g. Ventolin) or store their medication at school. We have generic 'Medication Plans' that can be completed & signed. The conditions around which a student self administers medication must be negotiated with the school.

Self- administration or assisted administration of medication may include:

- Use of adrenaline auto-injector (EpiPen)
- Monitoring blood sugar levels & the injection of insulin for diabetes;
- Inhaling Ventolin or similar for Asthma
- Orally administering anti-convulsant medication for epilepsy; and
- Orally administering enzyme replacements for cystic fibrosis.



Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students & safe disposal of injecting equipment. Fellow students need to support these students in the safety of medication.

Negotiating arrangements for self-administration of medication.

The parent/caregiver provides a written request, with guidelines & procedures (Medication Plan) completed by their medical practitioner, for the student to be responsible for administering their own medication. The school assesses if the student is capable of assuming this responsibility at school. The student, parent/caregiver & the school agree on where medication is stored & when, where & how it is administered.

MEETINGS

Governing Council: Meetings are held twice a term in the staff room.

Finance Committee: Meetings are held before Governing Council Meeting for those involved.

Fundraising Committee: As decided by the committee. Please see newsletter for dates.

MOBILE PHONES

Williamstown Primary School asks that mobile phones not be brought to school unless absolutely necessary. If students need to bring phones to school we require them to be turned off during school-time and encourage that they be handed to teachers for safekeeping during the day. If we find a student has a phone in use during the day, or has brought a phone and is using it inappropriately, then the phone will be taken to the Principal and the family contacted and appropriate consequence given. We cannot take any responsibility for loss or theft of private mobile phones at school.

MONEY COLLECTION

Money for fees, excursions, camps etc can be paid at the Front Office from 8:30 to 3:30, or handed to the class teacher. Amounts of \$10 or more may be paid by EFTPOS or over the phone.

MONEY & VALUABLES

Personal valuables or large amounts of money should not be brought to school. When defining what a valuable is, ask your child/children how upset they would be if it was broken, lost or stolen? This is sometimes the consequence of them bringing such items to school.

NEWSLETTER

A newsletter is uploaded to our Skoolbag app and website on Wednesdays of Week 3, 6 and 9 each term. If you would like a hard copy a limited number are available at the front office.

NUT AWARE

As some students have severe nut allergies we ask that students not bring food containing nuts or nut products of any kind to school (see allergies).

OUT of SCHOOL HOURS CARE - CAMP AUSTRALIA

Williamstown Primary School has partnered with Camp Australia, the leading provider of Before and After School Care in Australia. This high quality program embraces the school's values and builds on your child's educational experiences and individual interests.

Before School Care:	7am until 8.30am	session includes breakfast
After School Care:	3.15pm until 6.30pm	session includes snack

Please contact Camp Australia on www.campastralia.com.au or by phoning 1300 105 343 for information and/or to make a booking. Current fees and out of pocket expenses can be provided.

PARENT HELP

Your help is always appreciated! Your participation is very beneficial to your child's education. It can take many forms. You can assist in your child's class or in other areas throughout the school. Some of the ways you can participate in the school are as:

- A member of Governing Council
- An assistant on camps & excursions
- A helper in the class room working with children

All people have special talents & we would like to be able to draw upon yours at some time to enable a broader education for all. If you are interested in helping in any way at the school please contact the individual teacher concerned to arrange a mutually suitable time to discuss, or talk to the Leadership team. All volunteers will need a DCSI Police Clearance and have undergone a School Volunteer Training sessions before they can work in the school. The school will help you in obtaining these.

PARKING & NO STANDING ZONE

Parents and visitors will be aware that a **NO STANDING ZONE** exists to the right of the entrance to the school off Margaret Street. It is essential that *drivers respect and obey* these signs for a number of very important reasons:-

1. The safety of all students.
2. Space to "turn around" on Margaret Street



We look forward to your support and co-operation. Please assist your children to observe good road safety procedures and also co-operate with School Crossing Monitors on the Queen Street/Government Road crossing. Please note that parking too close to the pedestrian crossing is also illegal and a safety hazard for our children.

POLICE CLEARANCE

The department requires all volunteers & staff at school to have a DCSI Police Clearance completed. All Governing Council members and volunteers at school and on camps and excursions will be required to have these clearances. Application forms are available from the Front Office, where the requirements will be explained to you. It is not a difficult process but can take time to come through as cleared.

PRESCHOOL

In South Australia the State Government part-funds Preschools to provide up to 15 hours of Preschool education per week for four year old children in their year before school. The rest of the funding for this service is from the session fees collected from parents.

Here at Williamstown children are eligible to attend up to the equivalent of 5 sessions per week. Full day sessions count as two separate sessions and incur an extra lunchtime fees per full day attendance. Session fees are set annually and collected each term. Please ask office for details of current fees.

The Preschool is staffed by qualified Early Childhood teachers and support staff. Individual Learning Plans are prepared for each child, based on the Early Years Learning Framework (EYLF).

To contact the Preschool phone the school office on 8524 6289.

SAPSASA

See Sport.

SCHOOL CARD

See Materials & Service Charges.

SCHOOL TIMES

8:40	Lessons start
10:40	Recess
11.00	Lessons
1.05	Lunch Play Time
1.45	End of Play Time
3:15	End of Day

On the last day of every term, school will finish at 2:15pm.

SKOOLBAG

Skoolbag is a mobile phone app which the school uses to upload newsletters and important information about upcoming events etc at the school. A download link is available on the school website

SMOKING

Smoking is not permitted within any school grounds. Sports Day, Twilight Assembly, Acquaintance Night etc - smoking is banned at all these events.

SPECIAL NEEDS - Catering for children with special needs.

We have several programs e.g. Special Education, Early Intervention. There is a wide range of ability and experience amongst the children in our school and we implement support as needed.

Student support may include advice from support personnel from Disabilities Services, small group support for students with learning difficulties, and activities for those with high intellectual potential.

SPORT

Our school takes part in several SAPSASA sports. Many sports activities are available in the community such as tennis, netball, football, cricket, softball and basketball. These are coached by parents and other interested people.

Swimming lessons are held annually in Gawler.

SPORTS DAY

We have an annual Sports Day where community involvement is encouraged. The students are divided into four houses: RED, BLUE, GREEN and YELLOW. Students and families attending are encouraged to wear their house colours.

SCHOOL ENVIRONMENTAL MANAGEMENT PLAN (SEMP)

Our school has a whole school Environmental plan and actively encourages all students to help with recycling, conservation and biodiversity projects. All classes, staff and volunteers are encouraged to play a part in the

whole school plan. Please discuss this with your child's teacher if you would like to help in any way with school initiatives in this area.

SUNSAFE

As the school is air conditioned all children are expected to be at school, even on very hot days, unless we advise families otherwise. To protect students from sunburn & potential skin damage, they are required to wear hats for all outdoor activities in Term 1 & 4. (See HATS)

SWIMMING - also see Aquatics

Students attend swimming lessons annually in Gawler. This forms part of our Health & PE curriculum - teaching students swimming skills, water safety rules & improved confidence in the water. Qualified instructors conduct these lessons and all students are expected to attend.

TRANSFERS

If you are moving schools please inform your child's teacher so that work books, stationery etc can be taken home to take on to new school. Textbooks and readers remain at school. Please make sure your child has no outstanding Library Books at home. The new school will inform us of the transfer once you enrol.

TRANSITION PROGRAMMES

From Preschool to Primary School

Children are involved in a transition program into Reception classes at the end of the year. Parents will be notified of the details at the beginning of fourth term.

From Year 7 to Secondary School

The transition from Year 7 to Secondary School is organised so that students are able to spend an orientation period at their respective secondary school in the latter part of the fourth term.

TRAVEL ALLOWANCE

If you live in the town more than 5 kms from school or the nearest bus route, you may be eligible for a travel allowance. If you think you may be eligible please come to the Front Office for more information.

TWILIGHT CONCERT

This is held in Term 4. It is a celebration of our school year. Each class performs and we encourage all students to take part in this community event.

UNIFORM and SCHOOL COLOURS

See Dress Code.

UNSAFE ITEMS AT SCHOOL

Children are not permitted to bring dangerous items (lighters, matches, tobacco, etc.) to school. Chewing gum & bubble gum is also banned. **The school will accept no responsibility if valuable items brought to school are damaged or stolen.**

VISITORS

All visitors (parent helpers, workmen, etc.) to Williamstown Primary School are required to sign in at the Front Office. This is to ensure only authorised people are in the school grounds.

WET and HOT WEATHER POLICY

Normal school times are kept on hot and wet days. However, if a hot or wet weather recess or lunch is decided, the students stay inside their classroom. They are supervised by their teachers.

WORKING BEES/ "HOUR of POWER" Sessions

The Governing Council and Grounds Committee organises working bees (usually Hours of Power where we ask that you volunteer just one hour to help with a project) whenever necessary to maintain the safety and beauty of the grounds and develop a pleasant environment. We hope you will be willing and able to participate in these when they are advertised.