

2023

Woodside Primary School Parent Handbook 2023

<https://woodsideps.sa.edu.au>



WOODSIDE PRIMARY SCHOOL



Government
of South Australia

Department for Education

P: (08) 8389 7083 E: dl.0495_info@schools.sa.edu.au W: www.woodsideps@sa.edu.au

WELCOME

On behalf of the Woodside Primary School Community, we would like to extend to you a very warm welcome.

The inclusive culture of the school is shaped by our three agreed key values; Respect, Responsibility and Resilience with staff, students and the parent community working closely together to support each other through the enactment of these values.

At Woodside Primary School, we believe that it is extremely important to prepare students for the future and the skills they will need to be successful in an ever-changing world. Our staff focus on your child as an individual and recognise their strengths, experiences and needs. We invite you to work in partnership with us as we build on the foundations which you as parents/caregivers have established at home and work together to make your child's education an enriching and engaging experience.

A canteen is open one day a week (Wednesday) with a range of delicious and nutritious options, and we offer Out of School Hours Care and Vacation Care Services.

Woodside Preschool is situated near the school and we work in collaboration to provide a seamless transition for you and your children.

We are proud of the professional staff, the students and the parents and families who make Woodside Primary School a great place to learn and be, and invite you to become a member of our community. We look forward to working with you to provide the best possible educational experience for your child.

Please refer to our website for further information.

Cassie Ackland
Principal

Tamra Mardle
Deputy Principal



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ABSENCES FROM SCHOOL

It is important that children attend school every day. However, this does not mean that you should send your child to school if he/she is unwell. If your child is too ill to attend school, please contact the school on 83897083 or via the Skoolbag app. You may also contact the teacher directly through the Seesaw App.

If students are going to be absent from school due to family holiday or for other reasons other than sickness for 3 or more days parents are required to complete an exemption form before the absence which is available at the Front Office.

ACCIDENTS

Try as we may, injuries or accidents will happen at school. During lunch and recess, there are a number of teachers on duty in the school playground area. Children hurt or sick should find the teacher on duty who will decide on the action required. The school has a sickroom and First Aid trained personnel.

When an illness or accident is of a type requiring medical attention or supervision beyond what the school can provide, contact with home or the listed emergency number is made. For serious accident cases an ambulance will be called.

ADMISSION OF RECEPTION CHILDREN TO SCHOOL

Starting school is still determined by the date of a child's fifth birthday. Children who have a fifth birthday prior to the 1st of May are able to begin school on the first day of Term 1 of that year. Children who have their fifth birthday on or after the 1 May will begin school on the first day of Term 1 in the following year.

This will change in 2024 with the commencement of the mid-year intake whereby children who turn 5 prior to Nov 1st may start school at the beginning of term3, they will then have 6 terms of reception.

ASSEMBLIES

Assemblies play an integral role in the school's cohesiveness. They usually occur in week 3, 6 & 9 of each term, parents are welcome to attend.

Assemblies are an avenue for children to show and explain their work and they also enhance self-confidence. Special Assemblies are also held to celebrate our successes - Book Week, Remembrance Day etc.

Awards that align with the school values are also handed out at every assembly.

ASSESSMENT and REPORTING

Parent/Teacher interviews are held during Term 1 and then again in term 3.

Reports go out to all parents at the end of Terms 2 and 4.

BICYCLES / SCOOTERS

Students are encouraged to ride their bikes and scooters to school as this encourages independence. Bikes etc. can be stored in the area between the groundsman's sheds at the back of the school.

Students are to walk bikes and scooters in the school grounds. Bicycles, scooters or skateboards and the like are to be wheeled to and from the gate and bicycle storage area.



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BOOK CLUB

Children are able to buy books through this system at a very reasonable price. Approximately twice a term your child will bring home a catalogue and order form of the books that can be ordered. If you wish to purchase from the book club, payment is done online, books will be delivered to the school and sent home with students.

CANTEEN

We have a canteen that is open every Wednesday with a menu that changes slightly each term. Our menu adheres to 'The Right Bite Policy' the only exceptions being special days such as Sports Day. Parents are able to order lunches through the Spriggy App before 9:30 am.

CLASSES

All year levels are taught in conventional classrooms with the composition of the classes being determined by the age and numbers of students at varying levels. A number of classes will be of a composite nature eg. Yrs 3/4, 4/5 and 5/6.

COMMUNICATION

Whole school communication is done via the Skoolbag App and Classroom communication is done via the SeeSaw app. Both apps have quite different functions hence the need for both. Woodside Primary School has an active website that is continuously updated and a Facebook page with news and updates from staff and leadership.

Please visit <https://woodsidesps.sa.edu.au> or join our Facebook Page **Woodside Primary South Australia**. It is a closed Facebook group so please ensure you answer the membership question or your request will be denied. Only parents and caregivers of currently enrolled students can be members.

CONCERTS

A school concert is held every year during term 4 at a convenient time to allow all parents to attend. All classes participate and present an item at the concert.

CURRICULUM

The school uses the Australian Curriculum to design learning sequences. The Australian Curriculum sets out, through content descriptions and achievement standards, what students should be taught and achieve as they progress through school. It includes learning areas, general capabilities and cross-curriculum priorities that together support 21st century learning.

The school provides a strong inclusive pedagogy in all 8 learning areas: English, Mathematics, HASS, Technology, LOTE: Spanish, Science, The Arts, Health and Physical Education.

Curriculum documentation and reviewing is an on-going professional activity at this school and consumes a major part of staff meetings and pupil free days.

CUSTODY ORDERS

The school needs to be informed of any custody regulations governing a child in attendance. All information is confidential but needs to be brought to the school's attention, so that action can be taken if the need arises. Relevant information can be made on the Emergency/Information form. Documentation must be given to the school.



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DAILY ROUTINE

Students should not arrive at school before formal supervision at 8:30am

- 8.45 Classrooms open
- 9:00 – 9:10 Roll Call (Sign in at Front Office on arrival after 9:00am)
- 9:10 – 10:00 Lesson 1
- 10:00 – 10:50 Lesson 2
- 10:50 – 11:10 Recess Break
- 11:10 – 12:00 Lesson 3
- 12:00 – 12:50 Lesson 4
- 12:50 – 1:00 Lunch Eating Time
- 1:00 – 1:30 Lunch Play
- 1:30 – 2:20 Lesson 5
- 2:20 – 3:10 Lesson 6
- 3:10 - Dismissal

Children are dismissed at 3:10pm – the schoolyard is supervised for 20 minutes after the siren. The school offers no supervision beyond this time with the exception of those attending OHSC. It's imperative that students arrive on time so that school programmes are not interrupted. Children are not permitted to leave the school grounds during the school day.

DOGS

For Health & Safety reasons, dogs are not allowed on the school grounds. Although the dog may be very friendly, a number of children are genuinely frightened by dogs.

DRESS CODE

We request that children wear full school uniform with appropriate footwear to school so that they can be included in all aspects of the school curriculum. See the dress code policy on the website for further details

ENROLMENT REQUIREMENTS

At the time of enrolment parents/guardians are required to provide proof of their child's birth age. The following documents will be accepted by the school in this regard

- Birth Certificate
- Official Centrelink documentation stating the child's name and birth date
- Child's passport

We require proof that both biological parents are aware of their child's enrolment at this school. If there are any court orders in place we also require a copy of these.

Children commencing school for the first time:

The child needs to be 5 years old prior to May 1st to start school in term 1 or 5 years old prior to October 31st to start school in term 3 from 2024 onward.

Enrollment documents need to be completed and handed into the school.

Children transferring through the year:

When students enrol during the year, students and parents will be given a tour of the school by the Principal (or nominated person) where information about the school's procedures, routines and expectations will be outlined. This will also include a meeting time where parents and caregivers can share information about their son/daughter which will assist the school in being able to best meet his/her needs.

After this has occurred, a start date will be negotiated.



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Children commencing High School the following year:

A transition programme for year 6 students begins in Term 4 of their final year.

EXCURSIONS

Excursions are part of the total classroom programme and provide consolidation of concepts and skills, which apply to the curriculum.

As well as providing excursions, our school on occasions will host performances, thus broadening the child's experience. A consent form must be signed and returned with payment if required for each excursion. Information about excursions and performing artists are sent home when these occasions arise. Payment plans are available if arranged with the front office prior to the excursion.

EXTREME WEATHER POLICIES

As the school is air-conditioned, students, irrespective of the temperature, will be dismissed at the normal time – 3.10pm every day, unless parents advise the school differently.

During periods of inclement weather, the children will be supervised indoors for recess and lunch times.

HOT WEATHER POLICY

When the forecast temperature, for the Adelaide Hills, on the Bureau of Meteorology Website reaches

36 °C students remain indoors in designated areas.

HOT WEATHER POLICY: SPORT EVENTS

All school organised sports events will be postponed if the days forecast temperature on the Bureau of Meteorology Website is 36C or above.

PARENTS:

Are expected to supply their child with a sun safe school hat, clothing, and sunblock at SAPSASA and other District and school organised sporting events.

STUDENTS:

Students are required to wear a sun safe school hat and suitable school uniform clothing when participating in all school and SAPSASA organised outside activities.

Failure to comply will automatically exclude the student from participation in the activity/event.

All students who do not meet the sun safe requirements are to sit out play times in the shade of a building/ verandah area

FEES

Apart from Education Department Grants, we rely on your support in the form of fees to assist in the purchasing of essential items in all the curriculum areas.

An account for school fees will be sent home at the commencement of the school year. Please settle this account as soon as possible by paying at the front office or by direct deposit. If you find it difficult to pay all at once, please contact the school because arrangements can be made to pay in instalments.

Parents can also apply for the School Card Scheme. Applying for school card is now done on line at <https://online.forms.sa.edu.au/content/forms/af/public/application-for-school-card.html>. If you require support to do this please come into the office and see Ros or Tania.



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GOVERNING COUNCIL

The Governing Council is a representative body of staff and parent and works for the welfare of the whole school community.

Any parent is eligible to be nominated at or prior to the Annual General Meeting of Parents. School Councillors are elected at this meeting which is usually held at the beginning of the school year.

Governing Council meets twice a term at the school. All meetings are open so that any parent or teacher may attend as an observer. Dates are publicised in the Newsletter.

The composition of the Governing Council is as follows:

- A staff member elected annually by staff
- Principal as an ex-officio member
- Elected parents who serve a one or two year term

HOMEWORK

Homework is given at the discretion of the teachers according to the individual needs of the classes and students. It will often be work not completed during the day, reading, spelling or practice for work taught during the day.

LATENESS AND LEAVING SCHOOL EARLY

If students are late they are to go to the front office and sign in, prior to going to class.

Parents are asked to come to the front office to sign students out. The office administrator will call the classroom and have the child sent to the office. Parents are not permitted to go to classes and collect children without notifying the front office.

LIBRARY

The library carries a large selection of educational materials which children are encouraged to borrow. Children will go with their class each week to access reading material and the library is open to support students during lunch play time.

LOST PROPERTY

In order to identify lost property, we ask all parents to ensure that any property that comes to school has your child's name clearly marked on each article. It may initially seem an onerous task, but it will be beneficial in the long term. Lost property is kept in the foyer of the Early years building.

MEDICATION

All medications are to be kept in the front office. If your child needs medication at school, please ensure the class teacher and front office are aware of the time and dose needed. All medications are to be in the original container with the pharmaceutical label clearly attached. All medication must be accompanied by a medication authority form and all medical conditions must have an action plan.

NEWSLETTERS and NOTICES

Newsletters containing relevant school information are sent home via the Skoolbag app (with email notification) and also uploaded to the school website and Facebook Page three times each term or as required. Please ensure the school has your current email address; keep a lookout for the newsletter link via these platforms.



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OFFICE HOURS

The School office is open from 8:30am until 3:30pm.

PLAY EQUIPMENT

Playground equipment is NOT to be used before staff are on duty in the mornings or after school for safety reasons. All teachers are responsible during this period for the safety of students arriving or leaving the school grounds and not for supervising play areas.

POLICIES

The school has a number of policies that guide decisions and achieve rational outcomes. These can be viewed on our website. They include:

- Uniform
- Behaviour
- Attendance
- Anti-bullying
- Mobile Phone and Electronic Devices

SCHOOL PHOTOGRAPHS

Official School Photographs – class and individual are taken once a year usually in term 1. Parents are not obliged to purchase any photographs. A newsletter detailing the date and time will be sent prior to the day.

SEESAW

Our main form of communication between parents and teachers is through the Seesaw app. Further information on accessing this app is available from your classroom teacher.

SMOKING

Parents are reminded that all Education Department schools and their grounds are "NO SMOKING" areas.

SPORT TEAMS

The school participates in SAPSASA (SA Primary Schools Amateur Sports Association) events. Information is given to appropriate age groups prior to any competitions/events.

SPORTS DAY

The children are divided into four teams.

Elizabeth - Green, Moffett - Yellow, William - Blue and Robert – Red. The teams are named after the streets surrounding the school.

The day, although of a competitive nature, also contains a number of fun events. At the conclusion of the day the teams gather as a whole for the presentation of the Sports Trophies.

WEBSITE / FACEBOOK

Woodside Primary School has an active website that is continuously updated and a Facebook page with news and updates from staff and leadership.

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