

# Woodside Primary School Parent Handbook



# WOODSIDE PRIMARY SCHOOL



Government  
of South Australia

Department for Education

P: (08) 8389 7083 E: dl.0495\_info@schools.sa.edu.au W: [www.woodsidesps@sa.edu.au](http://www.woodsidesps@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 (Friday) 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, if your child is too ill to attend school please keep them home. You will receive an SMS from our EMS system **Please save this number in your phone as Woodside Primary Absences and only use this number to report student absences via SMS.** Include your child's name and a brief reason for the absence. Alternatively, you can phone the school on 83897083.

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 1<sup>st</sup> of May are able to begin school on the first day of Term 1 of that year. Children who have their fifth birthday prior to the 1<sup>st</sup> of Nov will begin school on the first day of Term 3 of that year and will have 6 terms (18 months) 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.

## 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



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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

The canteen is open every Friday, orders are done via the Spriggy app.

## 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 and classroom communication is done via the SeeSaw app. 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 students participate and perform at the concert.

## CURRICULUM

The school uses the South Australian Curriculum to design learning sequences. The South 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 dispositions 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.

## 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



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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. Uniforms can be purchased online at:

[Shop Online | Woodside Primary School | Noone](#)

A selection of second-hand uniforms is also available in the front office. Hats are always available from the front office.

## 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.

Additionally, proof of residential address is required as part of the enrolment process.

Children commencing school for the first time:

The child needs to be 5 years old prior to May 1<sup>st</sup> to start school in term 1 or 5 years old prior to November 1<sup>st</sup> to start school in term 3.

Enrollment documents need to be completed and handed in to 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 child, which will assist the school in being able to best meet their needs.

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

Children commencing High School the following year:

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



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## 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.

## FEES

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 Tania or Katie.

## 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.

## HOT WEATHER POLICY

When the forecast temperature, for the Adelaide Hills, on the Bureau of Meteorology Website reaches 38 °C students remain indoors in designated areas.

### Catastrophic Fire Danger Days

Our school has detailed plans in place to keep your child safe in the event of a bushfire.



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On catastrophic fire danger days in the Mount Lofty Ranges fire ban district our school will be **closed** and no one is permitted on site. After school sports or activities will also be cancelled. Whilst our school's bushfire risk rating is R3 (medium to low risk), we are in close proximity to a nearby R1 or R2 (extreme to very high risk) school/preschool.

If a catastrophic fire danger day is forecast, we will inform you of a closure after 4pm the day before.

If the CFS upgrade the fire danger rating to catastrophic on the day, our school will remain open. This is in line with the department's processes and allows us to more easily manage communication with parents and caregivers in the event that a closure of the school is recommended by the department.

We encourage you to read the [Bushfire and your child's school or preschool brochure](#) for more information on school closures and how we will act if threatened by a bushfire. Search 'bushfire information' on [www.education.sa.gov.au](http://www.education.sa.gov.au).

## **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.

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

## **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. 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.



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## MOBILE PHONES

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The department and the school recognise that there are legitimate reasons for student to bring a mobile phone or personal device to school. It is required that the student hand the mobile phone or personal device to the class teacher to be placed in secure storage in the classroom and collected at the end of the day. A more detailed policy is available at the office and must be signed by a parent and the student before these devices can be brought to school.

## NEWSLETTERS and NOTICES

Newsletters containing relevant school information are sent home via the SeeSaw app and also uploaded to the school website and Facebook Page four 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.

## 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 and it is closed after school for safety reasons, until 3:30pm when parents are responsible for the supervision of their children.

## 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.

## SAWSAW

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/ VAPING

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



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## 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. Students wear their team colours on the day.

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.

Please visit <https://woodsideps.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.