



**SEAVIEW DOWNS  
PRIMARY SCHOOL**

# PARENT HANDBOOK 2018



**Government of South Australia**

Department for Education and  
Child Development

Dear Parents and Students,

Welcome to Seaview Downs Primary School community. Many of our families have been connected to the school for three generations with grandparents and parents still supporting the school they once attended. We are confident that you will be warmly welcomed by others and will soon feel the sense of belonging that most families do.

We are committed to working in partnership with families to support the learning experience of all students. We look forward to knowing you and your family and to including you in the important learning journey your child is about to begin.

The purpose of this information handbook is to present an overview of the school's basic policies, organisation and facilities. It is a work in progress so is not the whole story at this stage. We hope it will give you a sense of what we believe is important about teaching and learning, and the structures we have in place to support you and keep your child safe and engaged socially and academically.

We trust this information will help you understand how the year will unfold. Naturally you will need more information about some things, and teachers will provide explanation early in the year about things specific to their class program and classroom routines. We welcome your questions at any time during the months ahead.

Des Hurst  
Principal



## **SCHOOL VISION STATEMENT**

### **TOGETHER - INQUIRE - INSPIRE – OUR VIEW FOR THE FUTURE**

This vision statement was developed by the community in 2014 and firstly reflects the commitment to work in **partnerships** with parents, staff and students, and more recently with the 15 schools in the Marion Coast Partnership, of which Seaview Downs Primary School is an active member. The school enjoys a strong community feel, with second and third generations of families still happily connected to the school.

The teachers are all experienced specialists in **inquiry teaching** and have for many years implemented the Australian Curriculum through units of inquiry which integrate knowledge and skill expectations at each year level. Teachers plan backwards from the mandated student outcomes to organise learning activities that will lead students to deeper understandings of big ideas and concepts. A typical inquiry cycle starts with *tuning in* and then proceeds forwards and back, between *finding out*, to *sorting out*, to finally *taking action*, where hopefully students feel compelled to take some sort of action as a result of their learning. This usually includes helping others, improving the environment or writing to a politician or the principal or working with others in raising money for a charity.

Through positive modeling of lifelong learning, respect for others, a generous caring spirit, the staff hope to **challenge and inspire** students to think for themselves, take risks, act creatively and to ultimately take responsibility for themselves and their world.

We are already well into the 21<sup>st</sup> century so we are also focused on important work skills like collaboration, communication, critical thinking, team work, technology and problem solving to ensure our students are forward thinking and optimistic about the future.

### **LEARNING ASSETS we foster include:**

Researchers - Collaborators - Thinkers - Self managers - Communicators

**STUDENT BEHAVIOUR CODE** is based on the following simple expectations:

- 1. I will play safely**
- 2. I will stay inside the “in bounds” areas**
- 3. I will stop playing when the siren sounds and return to my class area**
- 4. I will respect others**
- 5. I will care for the environment and other people’s property**
- 6. I will cooperate and promptly follow reasonable requests by staff**

We also believe that all staff must model the behaviour we expect of children. Teachers respond to responsible student behavior with a range of encouraging remarks and tokens which may lead to a good behavior award at assemblies. When students forget and behave irresponsibly the consequences include reminders and ultimately a time out at lunch time when under supervision, students reflect and make a written plan to restore relationships or property affected by their behavior choice. This plan is shared with parents. See the full policy included as a separate document.

## **CLASSROOM BEHAVIOUR AGREEMENTS**

Teachers start each year with sessions to set behavioural expectations. These are always based on the right of every person in the classroom to feel safe and respected, the right to teach and learn, and to feel confident their belongings are safe. Teachers all have a range of incentive schemes to encourage responsible behavior and a consequence plan for those who choose to misbehave. All teachers have a sit out space for thinking time, then a buddy class sit out and ultimately time in the office and conversation with the Principal, Deputy or Pastoral Care Worker.

Play is the Way is the program that underpins student social learning. The program has a Golden Rule: Treat others as you would like them to treat you; and 5 key concepts which are taught and practiced explicitly. These are Be Brave-Participate to Progress; Pursue Your Personal Best No Matter Who You Work With; Have Reasons for the Things You Say & Do; It Takes Great Strength to be Sensible; and Be the Master, not the Victim of your Feelings. Staff were all trained in this program during 2017.

## **ASSEMBLIES**

Several times per term, usually Weeks 3, 6 and 9, we have a whole school assembly. These are held in the Gym on Wednesdays at 2:20pm and families are always very welcome. Classes take turns to prepare and lead these assemblies, with students introducing items performed by classes or groups of students. Staff are invited to present information and awards.

## **ATTENDANCE**

All students from the age of six years are legally required to attend school unless there is a satisfactory reason for non-attendance on particular occasions. Teachers are required to keep a roll book of attendance, and must also provide a reason for each absence (eg. illness, acceptable family reasons). If you fail to notify the school of the reason for non-attendance (eg. by way of a note, phone call, discussion with teacher) then the absence is recorded as "unexplained". A record is also kept of late arrival for school. You are asked to ensure that your child arrives between 8:30am and 8.45am to enable them to be in class for the commencement of lessons at 8.50am. Children arriving after 9am must register at the Front Office. Absence notification can also be sent via the Skoolbag app on your Smartphone.

For **absences of a week or longer for family holidays**, parents must complete a written application for exemption from school. These forms are available at the front desk.

## **BEGINNING SCHOOL**

As from 2014 all SA schools only have one intake. All children that are five or will turn 5 before 1<sup>st</sup> of May that year will start school at the beginning of the year. If a child turns 5 after 1<sup>st</sup> May they commence school at the start of the following year.

New Reception children commence school on the first day of Term 1. If you are concerned about your child's initial ability to cope with the demands of a full day at school, please talk with the class teacher about an earlier dismissal during this period of adjustment.

## **BICYCLES, SCOOTERS & SKATEBOARDS**

We encourage children to ride bicycles (skateboards, scooters) to school but only when they know all the road rules and/or are under adult supervision where necessary. Bicycles, skateboards and scooters must be left in the bicycle enclosure next to the Admin building during the day. No bicycles, skateboards or scooters may be ridden within the school grounds. Children must wear cycle helmets if riding any of these to school.

## **CANTEEN**

The School Canteen provides a valuable service to our school community as it offers a cheap, nutritious menu with low fat, sugar and sodium levels, compliant with DECD Healthy Eating Guidelines. The Canteen is open for students at recess and lunchtime, Tuesday – Friday and provides a safe environment to allow children to manage small amounts of money.

Lunch orders are collected in each classroom at the beginning of the day and monitors take them to the Canteen soon after 9am. Money (preferably correct money) must be wrapped and placed in a lunch bag provided by the Canteen. Lunches can also be ordered online through the Munch Monitor site, the link can be found on our website.

Food allergies are meticulously catered for in consultation with parents. Lunches are delivered from the Canteen just prior to lunchtime, and students eat their lunch with their teacher between 12:55pm and 1:05pm. All lunches must be paid for on the day of order.

A Manager operates the canteen with the help of several paid part time staff. However we are dependent upon voluntary help to ensure prices remain at a reasonable level. If you are prepared to help in the Canteen, please let the school office know. Your offer will be greatly appreciated. The canteen relies upon regular use by the school community. Your patronage (however occasional) will help ensure this service can be maintained.

## **COMMUNICATION**

A school Newsletter is published in Weeks 3, 6 & 9 and emailed to families on Fridays (please ensure we have your correct address). Teachers also occasionally publish Newsletters or information sheets at various times.

We also encourage you to download the free Smartphone App called Skoolbag and select Seaview Downs. We use this almost daily for reminders and notices, and also publish the Newsletters here.

Early in Term 1 Acquaintance Nights are hosted by every teacher. Information about classroom routines and curriculum headlines is provided and any general questions answered. This is not a night for individual conferences about your child.

## **COMPUTERS & PORTABLE DEVICES**

Each classroom is equipped with at least three computers, an interactive whiteboard (large touch screen computer). From 2015 Year 7s have had exclusive daily use of an iPad and from 2016 all Year 6 & 7s will have an iPad, and for a rental of \$100 per year can take it home when required for homework.

Every class room has at least one iPad and more will be gradually allocated to classrooms in the future. This has increased student access and integrated technology into all aspects of the curriculum. A computer room provides a teaching and learning facility that enables whole class participation in ICT. Every class has at least one scheduled lesson each week in the Computer Room. From 2018 a special STEM teaching & learning space will be available for hands on learning in these important learning areas of the Australian Curriculum.

Wifi access is available all over the school, and our computers have the capacity to access the Internet. A **Responsible Users Agreement** signed by both student and parent is required before students can access Internet sites through the filtered *sa.educonnect* service. Further to this agreement, students may not download music, and must adhere to copyright laws.

## **CONCERT**

In odd years the school stages a concert at a local auditorium on an evening in Term 3 or 4. This is a very professional event and showcases student learning that has occurred during the year. Each class presents an item, and choir and instrumental music students perform as well.

## **CAMP**

In even years Year 3-7 classes attend a two night residential camp. In 2016 this was at DECD Arbury Park Outdoor School at Bridgewater during Week 10 Term 1. This camp focused on environmental studies related to the Australian Curriculum. In 2018 Yr 3/4/5 classes in Building 3 will attend Narnu Farm Campsite on Hindmarsh Island. Yr 5/6/7 in the STEM space will attend Glenhaven Park campsite in Stockport

## **MOBILE PHONES**

Students who bring a mobile phone to school must turn it off, and sign it in at the front office and leave it there for

safe keeping during the day and then collect it after school.

## **EVACUATION AND IN-VACUATION**

For safety reasons evacuation and in-vacuation drill procedures are explained to the children early in the year in preparation for an emergency. Drills are conducted each term.

## **GOVERNING COUNCIL**

The Governing Council is an elected body of parents, with representation from the Principal and staff. This Council fulfills a governance role with regard to the operation of the School.

The responsibility of the Governing Council includes consultation about:

- Establishing vision and direction
- Setting improvement priorities
- Strategic and budget planning
- Human Resource planning
- Facilities planning and oversight
- Evaluation and accountability
- Policy development and approval

If you would like more information on the role and responsibilities of each sub-committee, please contact the Principal or school office. An AGM is held in Term 1 each year.

## **HOMEWORK**

The purpose for students doing school related tasks at home on a regular basis changes as children progress through the year levels. In the early year levels it encourages children and parents to share school experiences and to reinforce the important role parents have in their child's education.

Parents are asked to provide positive support for their children doing homework by:

- encouraging a routine for productive home study each week night
- providing the child with a peaceful work environment, away from distractions, with good lighting, a comfortable chair, and a suitable work surface.
- encouraging children by asking questions but never doing the task for the child.

We acknowledge the complexity of family life and encourage students to spend time at sports and music practice, working for the family and, for older students, taking responsibility for managing a range of homework tasks over a week. Research around the world is also claiming that homework actually has little impact on student learning achievement.

## **HEAD LICE**

As with all schools, occasional infestations of head lice occur throughout the year, particularly during the cooler weather. When a note is issued regarding head lice in your child's classroom, we expect all children to be checked and if necessary, treated immediately. It is recommended that you check your child's hair every few days. If you have any further inquiries about methods of eradication, checking hair or prevention please see Front Office staff for advice.

## INFECTIOUS DISEASES

If your child has an infectious disease or illness please keep them home until all signs of the infection have disappeared and he/she is fully recovered. This will help prevent the spread of a range of illnesses. Please notify the school so that we can monitor the situation. The department's guidelines on a range of diseases are set out below.

German Measles/Rubella	Stay at home for five days after the appearance of the rash or until a Medical Certificate has been obtained.
Measles	Stay at home for not less than seven days from the appearance of the rash.
Conjunctivitis	Stay at home until effective treatment has been carried out and there is no further discharge from the eyes.
Infectious Hepatitis	Stay at home until a Medical Certificate of Recovery is obtained
Mumps	Stay at home for not less than ten days from the onset of the symptoms
Impetigo (School Sores)	Stay at home until the sores are fully healed or are treated and properly covered with an occlusive dressing.
Chicken Pox	Stay at home until all lesions have crusted.
Ringworm	Stay at home until effective medical treatment has been carried out.
Head Lice	Stay at home until effective treatment has been carried out. Leaflets are available from the front office.

## LEAVING THE SCHOOL GROUNDS

All children are expected to remain on the school property from their arrival in the morning until 3:15pm, unless permission to leave the grounds has been requested by you in writing.

At times when a child has reason to leave the grounds (eg. appointment), parents are required to inform the front office staff and sign their child out in the Attendance book before they can leave.

## LOST PROPERTY

Lost property is kept in two cupboards in the lobby of the administration building. At the end of each term it is sorted through and all named articles are returned, and other articles are displayed. Clothes not claimed are washed by the Uniform Committee volunteers to be sold as second hand in our Uniform Shop.

**Please make sure that ALL of your child's property including lunch boxes, drink bottles etc is named.**

## MEDICATION

There may be times when it is necessary for your child to take some medication during the school day. All medication must be left at the front office with clear instructions relating to the time and dosage. For medication taken on a regular basis a written Health Plan authorised by a GP must be provided to the school.

**N.B. Education Department Regulations require any medication to be delivered to the School Office in person by the parent, and must be accompanied by a doctor's written directions with regard to dosage and timing.**

Some children have special medical conditions that require immediate attention. These include, allergy to food, bee stings, asthma, diabetes, epilepsy, etc. For these children it is important that the school has:

- Notification in writing of the particular medical needs
- An up to date supply of any medication necessary in times of emergency with instructions.

## **NUT & SESAME FREE SCHOOL ENVIRONMENT**

Due to the severe life threatening reaction a group of students experience to nuts, **the whole school is nut free**. We thank you for your cooperation in advance and ask that if providing birthday treats for classmates, to always consult the class teacher beforehand.

## **MONEY**

Any money sent to school should be placed in an envelope with the child's name, classroom number, the amount and the purpose of the money. Please be wary of sending large amounts with your young child. All money is to be taken by the child or parent to the Cashier or posted in the steel locked box, called 'Ned Kelly' at the front counter between 8:30-8:50am each morning. Many parents pay larger amounts such as Materials and Services Fees, Out of School Hours Care, school camp fees and other charges on-line through BPoint. Instructions on how to do this are always on school invoices.

## **MUSIC OPTIONS**

### **School Choir**

Year 3-5 and Year 6-7 students have the opportunity to join either our Junior or Senior School Choir. The choirs perform during the year within and outside the school. Senior choir members have the opportunity to participate in the annual South Australian Public Schools Music Society Festival of Music concerts held at the Festival Theatre. There are costs associated with being a member of the school choir.

## **OUT-OF-SCHOOL-CARE (OSHC)**

Our school provides an OSHC program both before school (6:30-8:30am) and after school (3:15-6:00pm). A charge for this service is made for the morning or afternoon session, and current rates are available from the OSHC Centre. Parent income affects the cost of this service and tax rebates are now available for 50% of the fees.

It is recommended that parents register their child for this program even though they may not intend to use it on a regular basis. There is currently no charge for registration and forms are available from the Centre. Once registered, this facility is available to you in times of emergency or when you are unable to get to the school in time to pick up your child. Registration must be made with Centre Link to receive a percentage rebate of fees depending on income.

## **VACATION CARE**

Vacation Care is available during the school holidays. Programs and costs are sent home to regular users a few weeks prior to the holidays and are also attached to the School Newsletter, or forms can be collected from the Front Office. Bookings are essential.

These services are fully accredited and have received high ratings against all of the quality standards.

## **PARENTS & FRIENDS GROUP**

The Parent Group has recently been established and meets for coffee in the school after drop off. Everyone is welcome and encouraged to join. Parents with pre-school aged children can be a part of this group and will always be welcome as members. As a new group, they are currently defining their purpose and role, but it is anticipated they will offer support to new parents and advice to the Governing Council about a range of school improvement issues.

If you wish to become involved in our school in this way, or would like further information, please contact the Front Office.

## **PARKING**

The car park at the front of the school off Ross Street is for staff and tradespeople. Please do not use it for dropping off or collecting children as it is a confined space and therefore is dangerous. It is out of bounds for students

### **"No Stopping" restrictions apply near the school entrances on Ross Street and Greenfield Street.**

The 'S' sign with a stroke through it means 'no stopping'. You must not stop your vehicle in a no stopping zone or on a solid yellow line, not even for a few seconds (this means no dropping off in this zone).

The 'P' sign with a stroke through it means 'no parking'. You must not leave your vehicle parked or unattended. This is a kiss and drop zone.

**These parking restrictions are strictly enforced by the Marion City Council traffic inspectors.**

## **PHOTOGRAPHS**

Photographs of students are taken each year by a commercial company for sale to you. Advanced notice will be given. During the year, the school will use photography to capture a number of school and class activities. Provided permission has been given via the Seaview Downs Primary School Student Information and Permission form, these photographs will be displayed around the school and at times, in the newsletter and on the school's website.

## **CHILD-RELATED EMPLOYMENT SCREENING**

All parents and family members who volunteer at the school directly with their own child(ren) no longer need a DCSI Child-related Employment Screening. Volunteers cannot go on overnight trips and community members without an enrolled child, and cannot serve on Governing Council until a screening check has been approved. The online application process is activated at the school Front Desk. Please approach front office staff for information. The school pays the fee on behalf of volunteers. They are valid for three years.

## **REPORTING STUDENT PROGRESS**

- All class teachers have a 3-way interview with parents and students late in Term 1.
- Formal reports are written and sent home at the end of Term 2.
- Interviews, if required, are held in Term 3.
- Formal End of Year Reports are sent home in Week 9 Term 4. These reports are the same format in every DECD school in South Australia, and are graded A-E.

## **LIBRARY**

Please feel free to use and visit our Library. All members of our school community may borrow from the collection. Loans are limited to 2 weeks, after which time an overdue note will be issued. If there is a problem with lost or damaged books, please contact the Librarian.

Students' borrowing limits are:

- Primary: Reception-Year 5      2 books
- Upper Primary: Year 6-7      4 books

Parent loans are on their child's card – please see the Librarian if you wish to borrow.

Children can borrow at elected times during the school day, and before and after school if the Librarian is present. Use of a Library bag is essential (even a plastic shopping bag is OK) for protection of our books.

## SCHOOL TIMES

8:30am	Children may enter school yard, Teacher on duty, and enter their classroom if the teacher is present
8:50am	Children must go to classes to organise themselves for the day
10:45-10:50am	Eating inside
10:50-11:15am	Recess play period
12:55-1:05pm	Children eat lunch under teacher supervision
1:05-1:30pm	Lunch play period
3:15pm	Children dismissed
3:30pm	All unsupervised students remaining will wait in the office for collection

### Please note:

1. You are asked to make sure that your child is not at school before 8:30am as the school cannot supervise him/her before that time and so cannot ensure their safety.
2. Children should be in their classroom for the start of lessons at 8:50am.
3. On the last day of each school term the children will be dismissed at 2:15p.m.

No child may leave the school grounds during school times unless the class teacher has received a written note detailing the reason for the absence, and a parent (or nominated adult) calls at the school to collect the child and signs them out at the Front Office.

## SICKNESS

If a student becomes ill during a school day, contact will be made with parents and arrangements made for the child to be sent home. Parents are asked not to send children to school when they are not well or are still infectious. In the case of gastric illnesses the child can be infectious after symptoms disappear.

## SPORTS TEAMS

The PE teacher with the help of Sports Committee coordinates activities outside of school hours. Our objective is to make provision for, and encourage all children to participate in sporting activities at a level appropriate to their interests and development.

Major sports include Netball, Basketball, Volleyball, Cricket, T-Ball and Soccer. Each sport has a coordinator and he/she is available to give information or deal with queries that may arise. A subscription fee is charged for each sport played. This enables equipment, uniforms and trophies to be purchased and maintained, as well as paying for registration with sporting groups.

Talented students try out and compete in annual SAPSASA clinics and competitions.

## SWIMMING & AQUATICS

All classes are involved in lessons during Term 4 of each year at the SA State Aquatics Centre Marion for Reception-Year 6, and Port Noarlunga Aquatics for Year 7s. While instructors are provided by DECD, travel, entrance and equipment use all incur a cost. Families are asked to plan for this expenditure as swimming is a vital part of the curriculum and an important safety concern.

## SUN PROTECTION SUN SMART POLICY

Our school has adopted a "No Hat – No Play" policy. **Our policy requires students to wear an appropriate hat when outside during Terms 1, 3 & 4** as designated by the Cancer Council. This applies to both play sessions and class lessons held outside. Broad-brimmed or Legionnaires Hats are the only hats accepted under this policy. (Baseball caps do not provide adequate protection for ears, neck and the side of the face and are therefore banned.)

If an appropriate hat is not worn, then students are required to sit in designated shady areas.

### **TRANSFERRING TO OTHER SCHOOLS**

A transfer system exists between schools within South Australia. School records transfer between schools. Early notification of a student leaving our school will be appreciated so that suitable arrangements can be made in advance.

### **WET WEATHER POLICY**

When the weather is inclement during recess or lunchtime, our Wet Weather Policy applies. This means that children return to their classroom and undertake quiet activities under the supervision of teaching staff.

### **HOT WEATHER POLICY**

There is no early dismissal because all classrooms are air-conditioned. When the temperature reaches 36 degrees or higher, the school's Hot Weather Policy applies and students remain indoors for the lunch play session.

If the estimated maximum temperature is 35 degrees or higher in the media on any given day, school sport will be cancelled.

### **PEDAL PRIX**

The school traditionally participates in the annual Pedal Prix Championships and Year 5-7 students create teams coordinated by volunteer parents. The practices and three rounds of competition are held on weekends. Practice is initially in the school yard, then at Victoria Park raceway leading to two 6 hour events, and then the 24 hour endurance event at Murray Bridge.

### **TOURNAMENT OF MINDS**

Year 6 and 7 students participate in the annual event at Flinders University. Practices are held in school and the event is on a Sunday in Term 3. This involvement is organised by the Year 7 teachers.

### **ENVIRONMENTAL ACTIVITIES**

For many years middle primary students have planted trees at the O'Halloran Hill Conservation Park just south of the school. This is coordinated by the Friends of the Conservation Park. It is planned that from 2017 students will propagate these plants here at school and nurture them till ready to plant in the park.

In 2017 a Sustainable Community Garden was established with financial support from Governing Council, Natural Resource Management, and Yates. 5 raised garden beds and a small orchard produce fruit and vegetables. In 2018 an indigenous bush garden will also be planted near this garden and an outdoor classroom created.