



HALLETT COVE SOUTH PRIMARY SCHOOL

Pre-School – Year 7

General School Information



Working together. Preparing for the future.

We welcome you to the Hallett Cove South Primary School community and look forward to working with you to ensure we achieve the best possible educational outcomes for your child.

At our school; we have a shared commitment to provide positive learning experiences for the children in our care.

We are committed to the development of a safe, secure and friendly environment for children in which we work collaboratively and cooperatively to:

- Expect high standards of learning, responsibility and behaviour
- Respect and value the contribution of all individuals
- Develop a just and equitable school environment
- Adapt and respond to change
- Maintain a welcoming and safe environment
- Develop a positive community image and pride in the school

Our educational programs aim to:

- Reflect Federal, State and local priorities whilst recognizing student needs
- Challenge and enthuse students with an emphasis on individual skill development
- Involve students and parents in the identification of learning goals
- Integrate a range of problem solving strategies
- Support experimentation and risk taking by students in their learning
- Develop student feelings of self-worth and achievement
- Focus on the right of every child to experience learning success
- Enrich learning experiences through community involvement

We strongly encourage you to become actively involved in our school community. If you have any queries or concerns about your child's learning please contact staff as soon as possible. Strong parent- student- teacher partnerships will lead to optimal success for your child.

❖ **ABOUT OUR SCHOOL**

Hallett Cove South Primary School opened in 1976 and caters for students from Preschool to Year 7. The school also hosts two regional Small Special Classes catering for students with a range of disabilities. Our small school has a strong sense of community, which is highly valued by students, parents and staff.

❖ **CORE BUSINESS**

The core business of Hallett Cove South Primary School is the provision of a high quality, accessible, balanced and rigorous curriculum for all students. Within the eight required areas of study, (Australian Curriculum) students are provided with opportunities to develop the essential knowledge, skills and understandings to achieve success and become lifelong learners.

The school is committed to teaching and learning in a supportive environment which:

- Provides access to a relevant, challenging and continuous curriculum for all students
- Encourages the enjoyment of learning and success for all students
- Fosters the growth of student self-esteem, leadership and interpersonal skills
- Encourages student initiative, negotiation, independence and responsibility within learning programs
- Is underpinned by practices based on a shared commitment to the **CREST** motto -

CARE

RESPECT

ENVIRONMENT

SAFETY

TEAMWORK

❖ THE SCHOOL DAY

Teacher on duty	8.30 am
School starts	8.50 am
Morning recess	11.10 -11.40 am
Lunch	1.10 - 1.40 pm (10 minutes eating time from 1.00pm to 1.10pm)
Dismissal	3.10 pm
Teacher on duty	Until 3.30 pm

There is no teacher on duty **before 8.30 am or after 3.30 pm**. Outside these times students should not be on school grounds, unless special circumstances have been approved by the Principal, such as school sports.

❖ COMMUNICATION WITH PARENTS

Newsletter: A school Newsletter, The Illawarra is emailed fortnightly in even weeks.

Diary/Communication Book: All students have a diary or communication book to transfer information between home and school.

Website: The school's website provides a range of information about the school and is updated regularly.

School App - the school has its own free Skoolbag App which can be downloaded from the Google Play store or Itunes

❖ CURRICULUM

The school is proud of the quality of its student learning programmes. Our dedicated staff strive to provide effective learning opportunities for all students, in an environment where the emphasis is on personal excellence and teamwork.

CLASSROOM PROGRAMS cover the 8 Required Areas of Study: Arts (Music, Drama, Dance, Visual Arts, Media), Design & Technology, English, Health & Physical Education, Languages other than English (Japanese), Mathematics, Science, History and Social Sciences.

The Australian Curriculum includes seven general capabilities which will be incorporated into all curriculum areas when programming and planning for groups and individuals:

- Literacy
- Numeracy
- Information and communication technology (ICT) capability
- Critical and creative thinking
- Personal and social capability
- Ethical behaviour
- Intercultural understanding.

Teaching staff are required to design programs that meet student needs including catering for learning difficulties and gifts and talents. We treat students as individuals, supporting their academic, physical and social and emotional growth and wellbeing.

❖ SPECIALIST PROGRAMS are currently provided in:

Japanese

Health and Physical Education

Arts - Visual and performing

❖ **LEARNING SUPPORT PROGRAMS**

Learning support programs provide assistance to students within mainstream classes. These programs are co-ordinated by leadership and teachers with the support of School Services Officers who work with students either individually or in small groups.

Students are identified through classroom assessment data and the National Assessment Program in Literacy & Numeracy at Years 3, 5 & 7.

Students with an **identified disability** also receive support through programs developed to meet their learning needs.

Access to these programs is through referrals to departmental speech pathologists and Educational psychologists who assess students and provide learning recommendations. An individual education program called a **Negotiated Education Plan** is developed.

Parents are kept informed of students' learning support programs.

❖ **REGIONAL SPECIAL CLASSES**

The school hosts two Regional Special Classes for students with a range of disabilities and high level curriculum needs. These classes have small student numbers (8 in Junior Primary and 12 in Primary) and receive additional School Services Officer support. Placement of students in these classes is through a regional allocation process.

❖ **HOMEWORK**

Homework should be meaningful and supportive of the school curriculum and individual student needs. The purpose of homework is for students to practise or reinforce skills learnt in the classroom or to spend additional time to complete classwork to a high standard (eg reading, spelling, project work). Your child's homework should be communicated in the diary or communication book. Homework should not result in frustration for the student or caregivers. Recommended homework allocations are available from class teachers and vary for different year levels.

❖ **ASSESSMENT and REPORTING**

Teachers use a range of assessment tasks to measure achievement in relation to curriculum standards and learning targets for students according to their year level. Assessment is a continuous process and will be shared with parents/caregivers in the following ways:

Parents receive two written reports per year (end of Term 2 and 4) and have the opportunity to participate in planned Three Way Learning Conferences with their child and the teacher on two occasions during the year. Parents/caregivers are welcome to make a mutually convenient time to discuss their child's progress with teachers at any time.

❖ **OTHER CURRICULUM OPPORTUNITIES**

Additional programmes include:

- **INSTRUMENTAL MUSIC**

Students from Years R - 7 can learn the following instruments: **Piano**

A Private teacher visits the school to provide these lessons, during normal school time. Arrangements for payment of private tuition fees are made between parents and the teacher concerned.

The school provides an introduction to recorder to year 2 students and some students can continue beyond into the middle primary years.

- **SCHOOL CHOIR**

Students in Years 5, 6 and 7 have the opportunity to participate in the school choir and annual Festival of Music

- **SAPSASA AND SCHOOL SPORT**

Upper primary students can participate in a wide range of SAPSASA sporting programmes at inter school, district and state level including athletics, cricket, soccer, netball and cross-country.

- **OUT OF HOURS SCHOOL SPORT**

A Sports Coordinator coordinates a range of out of school hour's sport. The teams are managed and coached by parents and some teams may include students from neighbouring schools.

The school has teams when there is sufficient interest, in local competitions including cricket, football (soccer), basketball and netball.

- **COMPETITIONS**

Students are given the opportunity to take part in International competitions. These include:-

English Mathematics Science Writing Spelling Digital Technologies

- ❖ **STUDENT BEHAVIOUR**

Students are expected to take responsibility for their behaviour and actions. A Classroom Code of Conduct is developed in consultation with students and aligned with the school values and whole school agreements which are:

Attentive Listening - we will always listen with our eyes, ears and hearts

Mutual Respect - we will always show respect for ourselves, others and property

Safety - we will always think of safety first

Right to pass - we all have the right to choose to participate

Appreciation/not put downs - we talk and act kindly to each other

Personal Best - we will always achieve the best we possibly can

Consequences exist for inappropriate behaviour. Students who behave in an inappropriate manner may spend time in another class, perform community service or meet with Leadership. If there are significant concerns about behaviour, parents will be contacted to discuss further action. Our behaviour management is values based and uses a process of restitution rather than retribution. A whole school yard Code of Conduct also exists.

- ❖ **ATTENDANCE**

Under the Education Act any children aged between 6 and 16 must be enrolled and attend school regularly. All Reception children will begin on the first day of the school year if they turn 5 before 1st May. Children are expected to attend school every day unless ill or have other acceptable reasons. Where possible, dental, medical and family holidays should be arranged out of school hours or during vacations. Please notify your child's teacher or the Front Office via a phone call or note when your child is absent providing the reason for absence. Regular non-attendance can result in the school requesting the services of Student Attendance Counsellors to support families and ensure children attend school regularly. It has been shown that irregular attendance can result in children experiencing difficulties academically, socially and emotionally throughout their school life.

- ❖ **UNIFORM / DRESS CODE**

The Governing Council has ratified a School Dress Code. The approved dress standards are practical for a wide range of activities and weather conditions. The dress code is based on **Royal Blue and Gold**. Information about styles and availability can be gained from the front office of the school.

School uniform is expected to be worn each day and is also essential when students are on school excursions.

The following items are recognised as complying with the School Dress Code:

- royal blue pinafores, pleated skirts, 'skorts' and tunics for girls
- royal blue trackpants, leggings and parachute pants;
- royal blue rugby knit shorts, parachute shorts, drill/cotton shorts, and bike pants;
- royal blue or gold polo shirt, T-shirts and skivvy;
- royal blue or gold windcheater, jumper, jackets and cardigan.
- Year 7 commemorative windcheater.
- Legionnaire, broadbrimmed or bucket hats in school colours of royal blue.
- sandshoes / joggers in plain colours;
- black / brown school shoes
- black / brown / white / blue sandals.

If worn, headbands, scrunchies and ribbons in school colours.

Extreme Weather Clothing: The following may be worn **in addition** to clothing approved as part of the School Dress Code: Parkas or insulated jackets and raincoats, preferably in school colours.

The following items of clothing are **inappropriate** for reasons of health, safety and decency.

- clothing with brand logos or inappropriate language or messages
- thongs
- dangling earrings, bracelets, rings, necklaces or body piercings
- tank tops/other indiscreet clothing
- coloured footwear

Positive reinforcement is the school's preferred approach to resolving dress code concerns.

The Student Representative Council organise a number of casual dress days during the year.

❖ **SCHOOL FEES**

The Finance Committee and Governing Council determines school fees (Materials and Services Charge), for the year. Accounts are sent home in the first week of the new school year for payment (or shortly after enrolment during the year.)

School Fees in 2017 are set at \$320 for a full year of which \$231 is legally recoverable . There is also a \$35 incursion/excursion levy.

Financial assistance to meet school costs is available to eligible families under the SCHOOL CARD SCHEME. Enquiries about this scheme can be made with the Finance Officer.

❖ **LOST PROPERTY**

A lost property box is located in each unit. Parents and students should make these boxes their first point of call when searching for lost items. Parents are asked to ensure that all articles of clothing and equipment are clearly named to enable identification and return, especially hats and jumpers.

FACILITIES

❖ **TEACHING AND LEARNING AREAS**

Our school consists of four class teaching spaces:

Blue and Yellow Units are Open Space Units which can house 4 class groups in each.

- Yellow Unit - Reception - Yr 2 students
- Blue Unit - Yr 3 - 7 students
- Orange Unit - R-2 & Yr 3-7 Small Special Classes, Japanese, OSHC
- Pre-School - separate building

All buildings are air-conditioned.

All Units have wet areas and there are kitchen facilities in the Orange unit.

❖ **RESOURCE CENTRE/LIBRARY**

The school has a resource centre. Students from Reception to Year 2 may borrow up to two books at any one time, students in year 3 and 4 may borrow up to 3 books and students in year 5 to 7 may borrow up to four books. The borrowing period is 2 weeks. Students may not borrow school books over the holidays. In addition to class lesson time, the Resource Centre is open for borrowing from: **8-30am to 8-50am and from 3-15pm to 3-30pm on Mondays, Wednesdays and Thursdays.**

The borrowing of books and other resources is managed through a computer borrowing system. Catalogue search facilities are available to students at the computer terminals.

❖ **HALL**

Our school hall provides indoor sports, assembly, dance and drama facility. Whole school assemblies are held in the hall fortnightly in even weeks.

❖ **SHADE AREAS**

Our school building designs feature wide verandahs and covered walkways which provide shade and protection for students during break times. The yard includes many shady trees and shade shelters over play and seated areas.

❖ **PLAY AREAS**

In the lower yard, netball, basketball and handball courts are provided. Students also have access to a full-size football oval (lesson time only) and small soccer field.

Playground areas with climbing and other equipment are centrally located within the yard area. These provide a range of safe, yet challenging play spaces for students from Reception to Year 7. There is also a nature play space with a fort, tunnel and sand pits.

❖ **FACILITIES HIRE**

Some school facilities are available for hire by local community and sporting groups. The school hall and oval are available for hire. Hire and use of school facilities for out of school hours use is coordinated through the front office.

❖ **PRE-SCHOOL**

Government policy is to provide preschool to all children in the year prior to their entry to school. If a child turns **4 before May 1st** they will start Pre-school on the first day of Term 1. If they turn **4 on or after May 1st** they will start Preschool on the first day of term 1 the following year. Proof of age is required for all enrolments. Children are entitled to attend up to 15 hours of preschool for four consecutive terms prior to their entry to the Reception class of primary school. Aboriginal children and children with assessed special needs may be able to start earlier.

Preschools may offer a range of services in addition to preschool sessions, where circumstances and resources allow and provided that preschool session commitments are being met. These services include pre-entry sessions and other unfunded programs. Fees for attending preschools are set by the Governing Council. The current fee is \$75 per school term (15 hours per week). Staff are specifically trained in Early Childhood Education.

A number of other programs apart from Preschool operate including:-

• **PRE-ENTRY PROGRAMME**

Children are able to attend Pre-Entry and this occurs during the fourth school term. Session times are negotiated with the Preschool teacher.

- **PLAYGROUP**

A Playgroup catering for young children aged 0-5 years and their parents/carers, is held at the Pre-School on Friday mornings from 9am to 11.00am.

- **TRANSITION TO SCHOOL**

In the term prior to children progressing to a Reception class, a transition program acquaints the children with the setting into which they will move. This involves a series of visits to the classroom. Reception teachers also visit the children at the Pre-School to observe and greet them. A meeting for parents with the class teacher and Principal will be held during one of the visits.

- **WORKING WITH OTHERS**

Pre-School students also make use of school facilities, staff and are included in many whole school events and activities such as Book Week.

PARENTAL INVOLVEMENT

Parent support is greatly valued in our school. This includes management and fund raising through the Governing Council and sub-committees. Parents are also invited to assist in the library, classroom (reading, small group work), excursions, canteen, working bees, sports (coaching, transport) as well as all the other ways that are requested from time to time. We encourage parents to speak with the class teacher to arrange a suitable time to help (on a regular or casual basis). Some of the above activities require volunteers to undertake a Criminal History Screening Check (DCSI approved). Please check with teachers. Reporting abuse and neglect training for volunteers is also a requirement to support keeping children safe.

- ❖ **GOVERNING COUNCIL**

The Hallett Cove South Primary School Governing Council is accountable to the Minister for developing, negotiating and meeting the objectives and targets of its Site Improvement Planning and Development by:

- Strategic planning and the allocation of resources.
- Monitoring key indicators and levels of client satisfaction.
- Reporting to the department and the community.

It is responsible for local policy development within broad DECD frameworks (eg facilities and program initiatives). It participates in the appointment of Leadership and has employer responsibility for staff employed by Governing Council.

Consisting of the Principal, elected parents and representatives of the staff and community, this body meets twice per term. The parent-elected members are your representatives. The Annual General Meeting is held in February/March each year. The following Sub-Committees, consisting of Council members and co-opted members, operate to efficiently handle areas of Governing Council activities.

Grounds	Education	Canteen	Fundraising
Sports	Finance	OSHC	

- ❖ **CANTEEN - CREST CAFE**

A part-time manager and volunteers operate the school canteen. The canteen is open Wednesday to Friday for recess and lunch. Over the counter sales are available at recess and lunch, however main lunch items must be ordered in the morning (Thursday and Friday only). A varied menu is offered that is consistent with 'Right Bite' healthy eating options.

In the morning, lunch orders are placed in boxes located in classrooms and then delivered to the canteen. Monitors collect the lunch orders from the canteen and teachers distribute them. Price lists are regularly sent home with the newsletter. Volunteers are always welcome.

Governing Council oversees the canteen and the canteen manager is supported by a Canteen Committee. The school canteen operates as a service to students but it is expected to operate in a way that enables it to be self-sufficient. This requires it to cover ongoing recurrent expenses, improvement of plant and equipment and making a marginal profit. Special Days such as Easter lunches are organised each term.

❖ **WORKING BEES**

Working Bees may be held when required to assist in the development and beautification of the school grounds and facilities. Parents are encouraged to participate in working bees during the year.

SAFETY & SERVICES

❖ **STUDENT HEALTH AND FIRST AID**

Precautions against the spreading of colds, viral infections and contagious diseases are necessary at school. Parents should keep a child at home if running a temperature, or showing any signs of being unwell. Children who have had vomiting or diarrhoea should be kept at home for 24 hours after the last episode. Hygiene practices such as hand washing will be encouraged.

Please notify the staff immediately should your child contract an infectious disease such as head lice or ringworms and staff can advise you of how long your child needs to be absent and also advise other families of an outbreak. Should your child become unwell at school parents will be contacted.

• **MEDICINES**

Staff are only permitted to administer medicines when parents/carers have brought in written notification in the form of a medical plan from the child's medical practitioner or written instructions from a pharmacist. All medicines must be in the original packaging with the child's name.

• **FIRST AID POLICY**

If your child has a diagnosed medical condition, please ensure that you discuss this with the Principal on enrolment and provide the staff team with an action plan and appropriate medication.

All minor accidents/injuries will be treated by staff, recorded and reported to parents.

Should your child have a serious accident/injury parents will be contacted immediately and if deemed necessary an ambulance called. Parents are strongly encouraged to have Ambulance and Student Accident insurance cover. Emergency contact numbers must also be provided to the school on enrolment and updated when required.

❖ **ENTRY TO SCHOOL GROUNDS**

The school grounds are accessible from a number of points. Parents and students are requested to use designated pathways and entrances taking care when crossing drive ways. **For safety and security reasons parents must report to the Front Office and sign in before going to classrooms during the school day.**

❖ **BICYCLES / SKATEBOARDS / ROLLERBLADES**

Bicycles, skateboards, roller skates, blades or any other wheeled vehicle may not be ridden or driven around the school buildings or grounds. Bicycles must be parked in the appropriate bike racks and students must stay out of these areas during the school day.

❖ **SUNSMART SAFETY**

Students are required to wear a broad brimmed or legionnaire style hat for outdoor lessons or play periods between 1 September and 30 April (generally Term 1 and 4). Students not wearing an appropriate sun safe hat will be required to play in the shade for their protection.

Students are also encouraged to wear sunscreen (supplied from home) and to wear eye protection.

❖ **PARKING**

The car park on the west side of the school (Shamrock Road) is a **staff only car park**. The car park in the front of the administration block is for staff and official visitors. Drop off and pick up by parents is in designated areas on the roads around the school and are clearly marked to avoid congestion and to prevent accidents or injuries. Please ensure taxi parking restrictions on Gretel Crescent are adhered to for the safety of our special class students, where pick up and drop off occurs. Your assistance in adhering to parking regulations is appreciated.

❖ **SMOKING**

Please note that all areas of Hallett Cove South Primary School are **NO SMOKING** zones, including car parks, footpaths and ovals.

❖ **USE OF SCHOOL GROUNDS AFTER HOURS**

School grounds are available for responsible community use after school hours. Students must be supervised at all times by a responsible adult. Members of the school community are encouraged to be observant to ensure that areas are being used appropriately.

Police should be contacted on 131 444 or 000 (in emergency situations) if vandalism/ illegal entry is observed. Security patrols ensure safety of school premises after hours. There is no authorised access to school grounds between 12 midnight and 6.00am.

Dogs and golf are not permitted on school grounds at any time, including the school ovals.

❖ **BANKING**

Students have the opportunity to maintain weekly school banking through the Commonwealth Banking Corporation. This Banking is managed by the school. Staff enter data to the bank through computer transfer. Payment for this service by the Bank assists programs in the school.

❖ **OUT OF SCHOOL HOURS CARE**

• **BEFORE & AFTER SCHOOL CARE**

This service is provided at our school through a program sponsored by the Governing Council. An OSHC Director is employed with additional staff when required according to student numbers. The program provides quality, recreational out of school hours care for young people. We aim to meet the needs of the young people in our care, their parents, caregivers and the community. A variety of fun, recreational activities are provided. Before school care 7-8.30am After school care 3.10-6.10pm. Please note that we do not provide a Vacation Care service.

OSHC bookings and enrolments can be made by phoning: 8381 6797 or through the Front Office.

• **CHILD CARE BENEFIT**

Child Care Benefit is paid by the Commonwealth to Child Care Services so they can reduce the fees families pay for Child Care. The amount of Child Care Benefit available to families depends on the family income. You may be eligible for Child Care Benefit even if you have never received assistance from the Commonwealth before. Our program is a registered provider to enable you to take advantage of this assistance. Please enquire about eligibility.