

ABERFOYLE HUB PRIMARY SCHOOL

Parent /Caregiver Information Booklet 2023



ABERFOYLE HUB PRIMARY SCHOOL

High expectations
Uniting communities
Building bright futures



Government of South Australia
Department for Education

WE VALUE
RELATIONSHIPS,
RESPONSIBILITY, RESILIENCE
& RESPECT

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VALUES

At Aberfoyle Hub Primary School we focus on learning and improvement through collaborating and adhering to the values of: Relationships, Responsibility, Resilience and Respect.

Each class will have posters which outline in student-friendly language, what this means for all of us.

Our School Values are an integral part of the curriculum.

STUDENT WELLBEING

Aberfoyle Hub Primary School has a number of initiatives in place to support the well-being of students.

- Staff teach Values Program / Play is the Way, with the focus being Relationships, Responsibility, Resilience and Respect.
- Our Pastoral Care Worker, Di Brinkworth, is available for students to discuss issues that concern them or to seek her advice.
- We monitor bullying all year and conduct whole-school Bully Audits in Term 1 and Term 3. Students can complete a Bully form if they are harassed or bullied at any time. A 'Bullying/Harassment' tri-fold is available for students or parents/caregivers.
- Our Mentors program is aimed at supporting identified students throughout their Schooling.
- Australian Curriculum – student wellbeing is supported through General Capabilities of the Australian Curriculum.
- Our School Counsellor is available to work with students on a 1:1 or group basis.

SCHOOL HOURS *A Typical School Day*

Parents / Caregivers are requested to wait outside the buildings when picking up their children at 3:10pm. This eases congestion and encourages children to collect their belongings and pack their own bags, thus becoming more independent.

Staff are on duty at both the front and back gates and in the courtyard from 8:30am each morning. The school will not accept responsibility for children on the school premises before that time. School starts at **8:50am**. Up to five teachers are also on duty, at any one time, during lunch and afternoon break times.

Similarly, children should not remain at school beyond **3:10pm**, unless for the purpose of supervised sports practice. Emergency care in our Out of School Hours Care Service is available.

Term Dates 2023

* Term 1	30 th	January	14 th	April	(11 weeks)
* Term 2	1 st	May	7 th	July	(10 weeks)
* Term 3	24 th	July	29 th	September	(10 weeks)
* Term 4	16 th	October	15 th	December	(9 weeks)

Term Dates 2024

* Term 1	29 th	January	12 th	April	(11 weeks)
* Term 2	29 th	April	5 th	July	(10 weeks)
* Term 3	22 nd	July	27 th	September	(10 weeks)
* Term 4	14 th	October	13 th	December	(9 weeks)

SITE IMPROVEMENT PLAN

The school's 2021 Strategic Directions will focus on student learning and pedagogy.

CURRICULUM

Teaching and Learning will be based on the Australian Curriculum.

English, Mathematics, Science, Humanities and Social Sciences, P.E., The Arts, Design and Technology and LOTE (Spanish).

Integrated through the curriculum is 'Program Achieve' using the 5 foundations of – Confidence, Persistence, Organisation, Getting Along and Resilience.

First Week's Program at the beginning of each year sets up an environment for success and builds positive relationships between students and teachers. Each year a central theme is identified as a focus.

SPECIAL PROGRAMS

Assemblies

The school regularly assembles as a whole school (R-6) to celebrate achievements and special events. These times are advertised in the School Newsletter.

Buddy Classes

At the beginning of each year R-6 classes are 'buddied' up to learn and work together in a variety of activities – such as literacy, cooking, technology, dance, drama and joining together for lunch, picnics incursions and excursions.

Early Years Coordination

Our school offers coordination activities within the P.E. curriculum.

The aims are:

- To help children develop fine and gross motor skills.
- To improve and develop confidence.
- To develop skills needed in the playground and improve the ability to become part of friendship groups.
- To improve listening and concentration skills necessary for classroom activities.

Music

Each year we provide opportunities for students to take part in our school's choir. The Choir participates in the annual Festival of Music at the Festival Theatre and performs at assemblies and to community groups.

The Department for Education and outside private providers offer the opportunity for students to learn instruments if there is sufficient interest. Students need to provide their own instruments and pay the provider.

Pedal Prix

Each year we enter the Australian International Pedal Prix. The main event is a 24-hour race where teams of students in Years 5 and 6 ride a recumbent bike. The commitment from staff, students and parents/caregivers is enormous, but very rewarding:

- Training – before school and on weekends
- Maintaining the bikes
- Fundraising
- Lunch time meetings
- Camping/preparing food
- Updating the Internet site
- Rider/driver safety

Special Classes

We host two Special Classes on site, **an R-2 with 8 students and Years 3-6 with 12 students.** These students have access to all programs within the school, integrating with mainstream students whenever possible.

Sports

Aberfoyle Hub Primary School values the role sport can play in a child's life through keeping fit, trying new skills, being part of a team, competing in a positive environment and making new friends. All sports operate within the National Junior Sports Policy which provides a framework and guidelines for the delivery of all junior sports.

Our Physical Education program is skill-based, where children are taken through a series of lessons building up skills then putting them into practice in a game situation. To support our Physical Education program we organise a variety of coaching clinics in sports. Students have the opportunity to represent their school, District and State through SAPSASA involvement. In 2022 we will be continuing Health and P.E. as a Specialist Learning Area across R-6.

Aberfoyle Hub Primary School offers a variety of After School Hours Sport throughout the year. The school sports program relies on parent/caregiver involvement to operate and coordinate the program. Most sports are played on Saturday mornings. We are very lucky to have this group of dedicated Parents/Caregivers.

Student Support

Support is available for R-6 Department for Education students with additional needs. Students are referred by class teachers, in consultation with Deputy Principal for testing and assessment by the Department for Education Speech Pathologist or Educational Psychologist. Students with additional needs such as those with a learning difficulty are identified through annual in-school and national testing.

Our Literacy and Numeracy Support Program also supports students who have additional learning needs. Under the Students with a Disability Policy and English as an Additional Language or Dialect (EALD), a One Plan is negotiated. Students in Care Young People under the Guardianship are required to have a One Plan. Parents/Caregivers meet annually with staff to review Learning Plans (One Plan).

Non Department Service Providers and Educational Programs

To meet the requirement of the Disability Discrimination Act, The Hub provides reasonable adjustments to ensure that children living with disability can access education on the same basis as their peers. The decision to access service providers in a school setting is made on a case by case basis for each child.

Parent request forms are available from the Front Office. Services that are provided are within direct line of site between child and Department staff. Service Providers then contact the school to request a suitable time to work with the student.

Students with High Intellectual Potential

All teachers are continuously undertaking training and development to develop strategies to support and extend these students in their classroom programme. Critical thinking, creative problem solving and analytical thinking will enrich all students' learning.

GENERAL INFORMATION

Admission to School

Children are not under compulsion to attend school until six years of age.

Children turning 5 can start school in Term 1 if their birthday is before the first day of Term 1 to April 30th. They will have 12 terms in Early Years classes, Reception, Year 1 and Year 2.

Assessment and Reporting

Continuous assessing and reporting is part of our teaching and learning program. We aim for students to share their learning with their Parents/Caregivers by showing them their achievements at school or taking work home throughout the year. Other ways of continually reporting to Parents/Caregivers are through the class and school newsletters, Levels of Schooling and whole-school assemblies and individual certificates and awards. The formal time line is as follows:

Term 1

Acquaintance Night.

Parent/Caregiver/Teacher/Student interviews are conducted (where appropriate, students are involved during interviews).

Term 2

Student reports are sent home at the end of Term 2.

National Literacy and Numeracy Testing (NAPLAN).

Term 3

Optional Interviews.

Term 4

A school report/end-of-year summary is sent home on Wednesday, Week 9 together with a 'New Class Placement Form' for the following year.

Parents/Caregivers and teachers can initiate other interviews as a problem/issue arises during the year.

Attendance

Parent / Caregiver Responsibilities

Ensure their children arrive at school at appropriate times (between 8:30am and 8:50am). Contact school as soon as practicable to notify class teacher of their child's lateness and reason. Students arriving late/leaving early need to be signed in/out at the Front Office.

Ensure their child's attendance at school to maximise learning opportunities provided.

Where a child is absent from school, parents/caregivers are requested to contact the school as soon as practicable either via our SMS number **0428 910 895** with your child's name, room number and reason for absence (F – family, I – illness). Or by contacting the school on 8270 5055, following up with a written note for the class teacher with an explanation of the absence.

Parents/Caregivers of children absent for extended periods must apply in writing for that to occur by completing an exemption form (ED 175, available from Front Office). Approval for exemptions is given by the Principal if under 1 month and forwarded to the Department for Education if greater than 1 month. Parents/Caregivers who have negotiated part-time attendance for students for any length of time are required to complete an exemption form.

Students may not leave the school grounds during school hours unless arrangements have been made with the class teacher. Students requiring early departure need to be signed out at the Front Office.

Canteen

The Canteen encourages healthy eating and sells a variety of healthy food and drinks for recess and lunch. Student lunch orders can be made via the Canteen's QkR app, orders must be submitted before 9am to be processed on the same day. Snacks may also be purchased at lunchtime. The Canteen is supported by Parent/Caregiver volunteers. Any assistance is greatly appreciated. Please contact the Canteen Manager on 8270 5055 if you can help. The Canteen opens every day at lunch.

Fees – Materials and Services Charges

Each year our school reviews its current financial position and establishes its budget. Governing Council has set the fees for 2021 at \$325, 2022 fees are yet to be decided.

Along with the Material and Services Charges, incursions / excursions are organised by classroom teachers during the year, these will be invoiced as they occur. Other expenses for families may include events or functions such as swimming lessons and end-of-year programs for senior students.

Families who are experiencing financial difficulty can apply for assistance through the School Card scheme website sa.gov.au/education/school-card. Please contact the School Business Manager if you require further information.

Payment can be made by cash, cheque, credit card, or EFT. Cheques should be made payable to Aberfoyle Hub Primary School and crossed "**NOT NEGOTIABLE**." Options to make payment by instalments are also available. Extra-curricular activities and Out of School Hours Sport are subject to fee charges.

Governing Council

The Governing Council is a body of Parents/Caregivers/Community Members who are elected at the Annual General Meeting which is held in Term 1 of each year. The Governing Council provides advice to the Principal on many aspects of the school and the wellbeing of students.

The Governing Council initiates many projects within the school.

Sub-Committees of Governing Council support the school.

You may join a Sub-Committee of your choice without being on Governing Council. Governing Council members represent the Parents/Caregivers of the school and you can contact members through the school on 8270 5055.

Medication

If your child requires regular medication while at school a Medication Agreement form can be obtained from the Front Office. Medication will only be given with a Medication Agreement form being completed, signed by a medical professional and Parent/Caregiver. The Medication Agreement must be returned with the medication in its original, chemist-labelled container including the child's name and the dosage required. The name of the medication and dosage must match the details provided on the Medication Agreement or medication will not be administered.

If your child is only taking medication for a short time, the 'Medication Agreement' must still be completed and returned to the school. When the child brings the medication to school it must be given to the Front Office Staff who will ensure the medication is stored safely. Medication **MUST NOT** be kept in classrooms or school bags (except Asthma medication if required to be on hand for a short term use only).

Asthma Medication

If your child requires asthma medication to be taken at school, it is each Parent's/Caregiver's responsibility to provide their child with their own labelled reliever medication and spacer.

We require all Parents/Caregivers of children who have asthma to complete both a Medication Agreement signed by a Parent/Caregiver, plus a Student Asthma Care Plan. Both forms are required to be returned to the Front Office by the time your child begins school.

Student Development

Our School has a Student Development policy which aims to provide students with a learning environment which is safe, happy, caring, supportive and free of harassment. This policy is used to monitor behaviour in the classroom and in the yard.

Our policy is based on our beliefs that:

- *Every child has the right to feel safe at all times*
- *All irresponsible behaviour needs to be met with logical and appropriate consequences*
- *Using a whole-school approach to student management gives consistency in expectations of appropriate and inappropriate behaviour*
- *Parents / Caregivers are valuable partners in the effective management of student behaviour*

Student Expectations and Consequences

- Rule 1: We will respect each other
- Rule 2: We will respect property
- Rule 3: We will follow directions given by teachers
- Rule 4: We will act safely

Consequences for students who break the rules vary depending on the seriousness of each situation.

They may include:

- Time out for a short period of time on designated blue spots
- Accompany teacher on Yard Duty
- Community Service
- Lunch Time Detention
- Restricted play
- Office Time Out
- Take Home
- Suspension
- Exclusion

Restorative Chats and mediation form an integral part of our Student Development Program.

Working with Children Check / RRHAN-EC Training

Applications for Working with Children Check (WCC) are now completed online. Please contact Front Office to initiate an online WCC application. If you don't have a valid email address, please contact Front Office staff. Processing of applications can take several weeks, so be sure to allow enough time when starting an application so that you are cleared in time to assist with any relevant school/class events/excursions. It is your responsibility as a volunteer to ensure that your clearance remains current (and to keep your original clearance letter in a safe place). If you have any general queries about WCC or require further assistance, please contact Front Office staff.

Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training is required when working with children. Volunteer training sessions are available online training via the Department for Education Plink Website www.plink.sa.edu.au under non Department sign-up. Once online training is complete a certificate can be printed and brought into the Front Office for leadership to sign. Please contact the Front Office staff for any further clarification.

Hot Weather/Wet Weather Policy

Children are not sent home early due to extreme weather conditions. They are supervised in class by teachers.

Lost Property

Lost property is stored in the lost property bin located in the Unit 1 corridor. Please **LABEL ALL YOUR CHILD'S BELONGINGS**. Regular checks are needed to ensure names are still readable. Items not claimed by the end of term are donated to charity.

Money

All monies sent to school should be enclosed in an envelope with your child's name (including surname) and room number on the front. Your child will receive a receipt for monies paid. Payment, in person, can be completed at the Front Office daily between the hours of 8:30am – 10:30am and 2:30pm – 3:30pm.

Out of School Hours Care Program (OSHC) and Vacation Care

Philosophy

It is the philosophy of the Aberfoyle Hub Primary School OSHC Service to provide quality care in a safe, stimulating environment, whilst taking into consideration each individual child's needs and recognising their desire and right to play, be challenged and have fun, by actively encouraging children to participate in the designing of activities.

- We encourage Parent/Caregiver, extended family and volunteer participation.
- The service is strictly non-profit making.
- Children with Special Needs are welcome.

Hours

The Service operates from 7am to 8:45am and again in the afternoon from 3:10pm to 6:30pm, Monday to Friday. The Service does not operate on Public Holidays. Vacation Care is available between 7am and 6:30pm during school holidays. The location of the service is in Unit 8, Rooms 31 and 32 (past the Hall). OSHC can be contacted on 8370 4500 or via the OSHC mobile 0401 121 644.

Parking

Please remember to use the 'Drop Off' zone at the front and back of the school. This ensures a good drop off/pick up flow. Only Parents/Caregivers with disability permits can use the disabled car parks. The safety of our children is of great concern to us and we seek your support and patience regarding picking up / dropping off your children.

Raising and Resolving Concerns

At our school we acknowledge that, at times, Parents/Caregivers have concerns about their child's education. Issues or concerns that you as parents/caregivers have regarding your child's education are most effectively dealt with if they are raised initially with your child's class teacher. Senior Management is available, through appointments, if required.

Resource Centre

The Resource Centre opens from 8:30am and remains open for a short period of time after school most days for borrowing. Students can borrow prior to lunch, also. Parents/Caregivers are encouraged to come into the Resource Centre before school to assist with children's borrowing.

Parents/Caregivers are always needed to help in the Resource Centre covering books, re-shelving and helping with other tasks. Please contact the Resource Centre staff if you are able to help.

School Newsletter/Class Newsletters

The School Newsletter is published alternate weeks each term and contains information about the school. The school newsletter is accessible via the Skoolbag app and the school web page, usually on Thursdays. The newsletter is an important avenue of communication publishing forthcoming events within the school community and publicising school and individual student achievement.

Class Newsletters are also accessible via the Class Dojo app on a termly basis.

Student Representative Council

We have an SRC. (Student Representative Council) which is elected by R-6 students. Representatives are elected by their classmates and have the opportunity to contribute to school development. SRC Executives apply for position of Co-Chair, Treasurer or Secretary and become Student Leaders for their peers.

Sun Smart Policy

We are a Sun Smart School endorsed by the Cancer Council. Students are required to wear hats during Spring and Summer months. Students who do not wear hats are directed to play in the central courtyard area in the shade.

Uniform and Dress Code

Students are required to wear school uniform. The School Dress Code is based around the colours of **NAVY BLUE, PALE BLUE and WHITE**. Non-acceptable items include jeans, thongs, baseball caps and any clothing that has commercialised logos. The wearing of jewellery is limited to ear studs/sleepers. Clothing is available from **A1 Apparel**, Shop 4 at the Aberfoyle Hub Shopping Centre (8270 3333). Special days during the year give students the opportunity to wear sports clothing and / or casual clothing.

Volunteers

Volunteers benefit everyone involved. They are an integral part of our school community who are greatly appreciated and valued. There are many ways to volunteer at our school, some of which are Governing Council and/or Sub Committees of Finance, Canteen, Grounds, Outside of hours School Sports (OSS), OSHC & Fundraising. Other areas you can volunteer are Camps, Swimming, Excursions, Library, Canteen, SAPSASA or OSS Teams of Basketball, Netball, Cricket, Soccer & Pedal Prix.

If you feel you have different skills, expertise & knowledge to offer please contact the school to request a Volunteer Application Form

There are expectations that our school has for our volunteers such as, the completion of our Volunteer Application and Volunteer Agreement Forms, WCC (see above under Working with Children Check / RRHAN-EC), required training such as RRHAN-EC for Volunteers and the Department for Education Induction both of which can be located on the Plink website www.plink.sa.edu.au Aberfoyle Hub Primary School has a site specific volunteer induction process which is required to be undertaken before volunteers can commence.