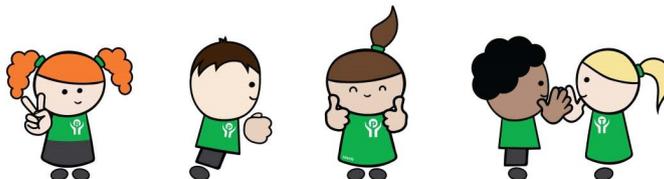


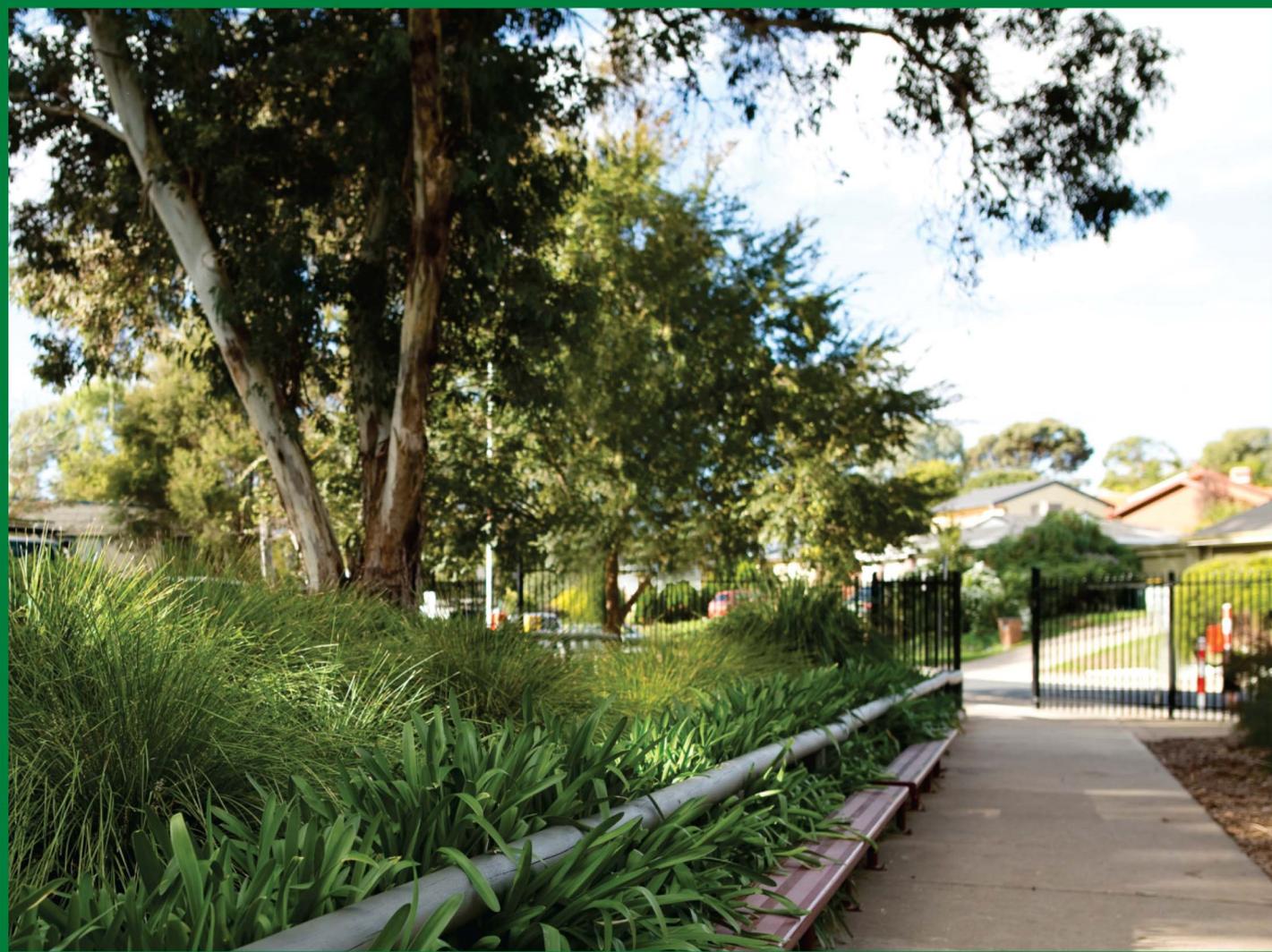


REDWOOD PARK SCHOOL

PRESCHOOL TO YEAR 6



PARENT/CAREGIVER INFORMATION BROCHURE



Government of South Australia
Department for Education

Building a Culture of Learners

RESPECT PERSISTENCE PRIDE TEAM WORK

Our School

Redwood Park School is a Preschool to year 6 school, located in the north eastern suburbs of Adelaide, in the Tea Tree Gully Council District. In the mid seventies the area surrounding the school experienced a period of accelerated development as a consequence of urban expansion. The open space school buildings were built in 1978 to accommodate the many families moving into the district.

Our school has an enrolment of approximately 385 Students from Preschool to Year 6. We provide excellent facilities for our students, including two open space teaching units, a Resource Centre, Canteen, Out of School Hours Care service, an onsite Preschool, a Multipurpose Gym along with extensive grounds.

“Our Education Philosophy”

Our school’s vision is to prepare young people to become active, engaged and responsible citizens of the local and global community. It aims to prepare students to contend with a very dynamic 21st century in which creativity, cooperative work, connectedness to the world and adaptability are key features. The school aspires to provide a contemporary approach to teaching and learning in its purposeful learning environment.

The school values Persistence, Pride, Respect and Team Work which underpin the management and teaching practices at our school. We believe that these values form the basis for enabling children and adults to identify and achieve a positive future for all.

Our school provides a high quality learning program with an emphasis on the development of student’s literacy, numeracy and information technology skills across all learning areas.

At Redwood Park, we work together to

- Create a climate which celebrates effort and achievement so that we develop a sense of belonging and pride in ourselves and our school
- Create a learning environment that encourages risk taking and the achievement of personal excellence
- Create a harassment free environment so that children and adults experience a safe and secure learning environment
- Empower children and adults to work effectively to make appropriate decisions
- Develop positive links that strengthen the partnership between students, parents/caregivers and teachers

Sitting at the centre of its work, the school believes in high expectations in all students and a commitment to effort and the embracing of quality education that prepares students to be successful, confident learners within a rapidly changing world.

Our Preschool

Redwood Park Preschool is an important and integral part of our school. We believe that the time children spend at school in their early years is one of the most important and exciting periods in their learning and development – not only for the children who experience those years but also for their parents, carers and educators. We look forward to experiencing those years with you should you be considering our preschool for your child.

Our Statement of Philosophy

At Redwood Park Preschool we believe in, and incorporate in our programme, the Redwood Park Preschool –6 values of

Persistence

Pride

Respect

Team Work

Redwood Park Preschool educators are dedicated to providing a caring environment that will ensure the children will have optimum opportunities to learn. The learning environment will allow opportunity for children to explore, investigate and participate in extensive learning experiences that enable each child to feel safe, confident, empowered and supported.

Redwood Park Preschool educators will draw on the Early Years Learning Framework and the Preschool Literacy and Numeracy Indicators and enhance children's outcomes by

- Providing a rich play based environment in which children can explore, develop and learn in their own way
- Recognising and valuing each child as an individual
- Ensuring the curriculum is inclusive of different social and cultural dispositions
- Continually exposing children to information, creativity, language and interactive experiences that fosters dispositions for learning: enthusiasm, curiosity, commitment, persistence, confidence, cooperation, reflexivity
- Developing relationships with both children and families
- Working in partnership with families and communities to cater for individual needs
- Inspiring a love of learning through fun experiences that allow for success in this learning
- Using diverse forms of information to regularly evaluate the learning of each child and gain a greater understanding of each child to support planning for children to achieve in the five learning outcomes and indicators
- Developing children's language, vocabulary and communication skills, particularly early literacy and numeracy skills
- Increasing understanding of sustainability and the children's relationship and impact on the natural environment
- Acknowledging children's prior knowledge and responding to children's needs and interests

The Educators at Redwood Park Preschool encourage children to develop their social skills to allow them to interact successfully with others and take responsibility for their own actions. Educators will ensure there is communication between families about their child's development and wellbeing and encourage families to be involved in the child's learning within the Preschool.

Attending Preschool

If your child turns four before May 1st, they will start **preschool** on the first day of Term One in that year. If your child turns four on or after May 1st, they will start **preschool** on the first day of Term One the following year. If your child turns 4 between 1st May—31st October, you can register your child to start preschool in Term 3.

Find out when your child/ren can start preschool with the age calculator.

[Preschool enrolment \(education.sa.gov.au\)](http://www.education.sa.gov.au/preschool-enrolment)

<https://www.education.sa.gov.au/preschool-enrolment>

Pre-entry Program

The Pre-entry program assists children in developing their confidence within the preschool environment.

Children can attend Pre-entry with or without a parent or carer.

The Pre-entry programme takes place during term 4.

Preschool Sessions

Children are eligible to attend Preschool for one year prior to beginning school as Reception students.

They can attend Preschool for 2 full days, the equivalent of 30 hours a fortnight.

Preschool sessions are:

2 full days 8.15am till 3.45pm Monday and Tuesday
OR Thursday and Friday

Transition to school

Children enrolled in our preschool participate in an extensive school visiting program, which ensures that the transition from preschool is a happy and natural process.

As the year progresses, each child will participate in a number of scheduled visits to the school including visits to the Resource Centre, attending Assemblies and Sports Day.

This arrangement provides them with a unique opportunity to meet other children, become familiar with classroom routines and gain confidence about their entry to school.

Building our Community Partnership

The staff of our school is committed to developing a partnership with our parents and carers.

We believe that:

- Parents/caregivers are not only their children's first teachers; they continue to play a vital educational role throughout their children's schooling. Therefore, they have much experience and expertise to offer the school's educational program.
- Learning results from children's involvement in a diversity of experiences in the family, school and community. Learning is more effective when the home, school and community share information and have common values and goal.
- Openness and cooperation between teachers, parents and community members create an awareness of, and sensitivity to the problems and expectations of each other. It assists in developing a sense of community within the school and ensures that the learning experiences provided for children are relevant to local needs.

We offer the following opportunities for parents and carers to be involved in our school:

Participating in the teaching-learning process in classrooms

- Visiting and observing in classrooms
- Assisting with individual or small group activities e.g. listening to reading, storytelling, cooking, playing games with children
- Preparing teaching materials and resources
- Assisting with class excursions and special events
- Sharing a special skill or hobby with children
- Providing teachers with information about your child's progress, raising issues of concern and providing feedback about the classroom program

Participating in the teaching-learning process within the school

- Providing assistance in the library or canteen
- Offering an interest or elective activity for small groups of children
- Making school resources or improving grounds and facilities
- Assisting in parent workshops that discuss educational issues

Participating with staff in building the school community

- Playing an active role in the School's Governing Council and its sub-committees
- Participating school fundraising activities
- Disseminating information about the school to other parents and community members

We welcome parent interest and involvement in any of these activities. We look forward to the development of a partnership with you which will ensure that our children's school, home and community all play an important role in tapping into the potential all children have for learning.

Our Curriculum

Teachers at our school base their planning and assessment on the Australian Curriculum.

Our school provides a high quality learning program with an emphasis on the development of students' literacy, numeracy and information technology skills across all learning areas. We pride ourselves on our committed, professional staff, who work in collaborative teams and welcome parents as partners in our students learning. Teachers, parents and carers share high expectations about student achievement, learning and behaviour. Parents' and carers' level of interest and involvement in a range of school activities and decision making groups from preschool to year 6, is at a high level.

My Child and the Australian Curriculum

The Australian Curriculum is designed to teach students what it takes to be confident and creative individuals and become active and informed citizens. It sets the goals for all learning as children progress through their school life.

Our School Learning Program

From the first year of schooling to Year 10, students develop knowledge and skills in eight learning areas:

- English
- Mathematics
- Science
- Health and Physical Education (HPE)
- Humanities and Social Sciences (HASS)
- The Arts
- Technologies
- Languages
- General Capabilities

All students are taught the eight areas of study with an emphasis on the development of literacy, numeracy and information technology skills across all learning areas.

We aim to develop young people who are confident, independent and multi skilled learners.

Our learning program includes:

- An emphasis on intellectual stretch for all students
- Individual and small group literacy tuition for students who require additional support
- An acknowledgement of the special needs of young adolescents in preparation for secondary school
- A strong focus on technology studies under the STEM framework
- An emphasis on the development of students' communication, decision making and leadership skills

Teachers at Redwood Park use the curriculum to plan in ways that respond to students' needs and interests. By connecting to students' interests, teachers are able to personalise learning to maximise achievement outcomes for all.

Our Curriculum continued

Specialist Programs

Students participate in specialist Health and PE, Performing Arts and Science (STEM) programs each week and our choir performs regularly at community events and in the Festival of Music. Our specialist language program is Japanese.

There is an active Student Voice and students meet regularly to support each other to discuss school issues. Students participate in a range of activities aimed at involving them in school decision making. A buddy class system operates across the school to ensure that older and younger students support and learn from each other.

Our students successfully participate in a variety of activities including

- SAPSASA sporting events
- Gala Dancing extravaganzas
- Oliphant Science activities
- Hiragana Competitions (Japanese)

These extra curricular activities provide our students with learning opportunities that build knowledge, understanding and skills, beyond the classroom.

DfE Swimming Programme

Reception to Year 5 students participate in a 'learn to swim' programme at a local DfE approved swim centre. Student's participate in 5 x 60 minute lessons per year.

Year 6 students participate in a separate Aquatics programme.

For each block of swimming, all parents/caregivers will receive information sheets with payment information, timetables, medical information forms and swimming consent forms, for completion prior to the programme beginning.

Student Assessment and Reporting to Parents/Caregivers

Children are continually assessed by teachers so as to monitor and report progress and to assist in the reaching of their full potential.

Various methods can be used to assess and record progress including

- regular testing, e.g. Running Records for reading
- Recording of work covered, of knowledge, skills and attitudes developed
- Collection of samples and artefacts
- Teacher observation/anecdotes
- Report Writing
- Oral/visual presentations
- NAPLAN results for Year 3, 5 and above
- Australian Curriculum Achievement Standards
- PAT Maths and PAT Reading tests Year 1-6

General Information

School Contact Details and times

Address: 2-10 Lokan Street, Redwood Park SA 5097

Mail: PO Box 909, St Agnes SA 5097

Phone: 088263 8333 Fax: 088396 1713 Email: DL.1090.info@schools.sa.edu.au

Website Address: <http://www.redwoodparkps.sa.edu.au>

A teacher is on duty inside the fence line from 8.35am for supervision. Parents will need to supervise children on the JP Playground until 8.55am (when school starts). For safety reasons, we ask parents not to send children to school before supervision commences at 8.35am.

Bell Times:

8.35am	Gates open
8.55am	Class begins
10.55—11.15am	Recess times
1.05pm	Eating lunch with supervision
1.15—1.45pm	Play time
3.05 pm	Dismissal

A staff member supervises the yard areas inside the school fence line from 3.05 – 3.20pm.

At 3.20pm, all children who have not been collected will be taken to the office. If this becomes a regular occurrence, children will be enrolled in our OSHC.

Administration

Our Administration Office is located in the North Eastern section of the school. Our front office staff are always ready to help with any questions or assistance you may need and is open from 8am till 4pm.

All parents and visitors should be directed to the front office to sign in.

Collecting children before 3.05pm

If you need to collect your child from school at a time other than normal dismissal time they must be signed out through the Front Office. This ensures that all students can be accounted for in the event of an emergency evacuation. For safety reasons, children will not be allowed to wait outside their classrooms to be collected.

Student Messages

With the ever increasing need for changes to student after school arrangements, parent/carers phone calls during learning time will be passed onto students as follows:

- Messages regarding appointments during the day – require notification to the class teacher before the commencement of school via - face to face – talking to the teacher before school - a note in their communication book or - the communication app (Seesaw, email etc.)
- Messages regarding after school arrangements or appointments/OSHC will not be given to students until after 2.50pm in the afternoon. To assist us with this we are asking parents to make sure your child/ren are aware of the arrangements for the day.

With your support we believe following these procedures will minimize interruptions to classrooms and ensure all students have uninterrupted learning time.

General Information continued

Absences

It is compulsory for children to attend school once they have turned six. However, once a child has enrolled they then must attend on a regular basis.

- If your child is absent from school, it is parents' responsibility to inform the school of the reason for the absence (either via a note or phone call). Families will receive an SMS message requesting information regarding students' absences each day
- If your child is absent for a prolonged period of time (due to a family holiday etc.), teachers will happily provide school work on request and an Exemption form must be completed for absences longer than 3 days (not illness related)

Early Dismissal/School Closures

This school dismisses at 3.05pm every day. On the last day of each school term, dismissal is at 2.05pm.

The school is closed four times during the school year. Three of these days are dedicated to staff for professional training and development; whilst the fourth is a closure in response to events of special significance.

Parents/Caregivers are advised well in advance of pupil free and school closure days. Out of School Hours Care (OSHC) programs are conducted on these days.

Emergency Contact Details

Each student brings home a Student Information form for completion at the beginning of each school year. Please ensure that this is checked thoroughly and returned to school promptly. It is important that parents/caregivers **inform the school of any changes** during the year to the emergency contact information that is on the Student Information form.

Safety when Leaving School

Teaching children about road safety is an important part of our curriculum. We ask parents and carers to help us to teach children road safety rules by:

- Not double parking while collecting children
- Observing 'No Parking' – 'Kiss and Drop' – 2 minutes, signs around the school. (Incorrectly parked cars frequently obscure the view of approaching traffic and the local council often patrols the area)
- Not calling to children to cross the road
- Encouraging children to use the pathways and school crossing
- Not using staff car parks as turning areas
- Using the school pedestrian gate and not walking under the "boom gate"

School Admission Policy for Reception

If your child turns 5 before May 1st, they will start school on the first day of Term 1 in that year.

If your child turns 5 on or after May 1st, they will start school on the first day of Term 1, the following year.

This means all children will have 4 terms of Reception.

Newsletters and Website

A school news sheet (Sway) containing information about school events is sent home via Seesaw. At times, additional notices about special events are also sent home. A copy of the latest newsletter, special event forms and information about the school's policies can also be downloaded from the school's website: <https://www.redwoodparkps.sa.edu.au>

Please help us to keep you informed about school happenings by reading our news sheet or accessing information through our website.

General Information continued

Canteen

Redwood Park School Canteen follows the Right Bite Policy produced by the Government of SA and DfE.

The canteen is here to work with parents and carers to ensure that your children are receiving adequate nutrition and food intake during their school day.

In order for the canteen to run efficiently each week—Wednesday to Friday, we require volunteers to help prepare food and serve during recess and lunch breaks.

If you wish to find out more about how the canteen runs, have food suggestions, would like to volunteer or just want to “drop in” for a coffee and chat, please feel free to see our Canteen Manager.

See Volunteering section for more information.

Our canteen menu is updated as required and orders can be made online via our Qkr App (downloadable via the Google play store and Apple store) as well as by cash in an order bag to the class teacher.



Uniform

Redwood Park Governing School Council has endorsed a school dress code policy which all students are expected to follow.

The benefits of the dress code policy are:

- To create a sense of equity for all the students.
- To reduce “social pressure” to follow fashion trends.
- To give the school a unique identity.
- To promote pride and belonging in the school community.
- To provide practical clothes for a wide range of physical activities and weather conditions.
- To ensure students observe health, safety and appropriate dress standards.
- To help protect students by making them identifiable as members of our school community.

Redwood Park School colours are RED, EMERALD GREEN AND BLACK.

TOPS: Available only at the school uniform shop

A SHORT sleeve POLO top,

A LONG sleeve POLO top,

A FLEECEY panelled **JUMPER** and or FLEECEY zip front panelled **JACKET** with side pockets.

These garments have our school logo on the top left shoulder area. An identifiable garment must be worn at all times.

BOTTOMS:

Straight BLACK is the only acceptable colour at our school. Track pants, girls’ straight leg pants, shorts, fleecy track pants and skorts are desirable and can be purchased at your choice of retail outlet.

Although not encouraged, plain black leggings with a long polo top may be worn instead of straight or bootleg pants.

A **SUMMER DRESS** in a green and white check, available from Target, is an approved school clothing item.

General Information continued

Dental Clinic

The State Government is in the process of upgrading and consolidating South Australia's public dental infrastructure to ensure that it meets contemporary models of care, relevant standards and provides a suitable environment for clients and staff.

A number of School Dental Clinics in the North Eastern Adelaide area have now closed and amalgamated into the SA Dental Service clinic at the GP Plus Super Clinic, 77 Smart Road, Modbury. The clinic operates Monday to Friday from 8:40am to 4:15pm. Please contact the clinic directly for routine enquiries, appointments or emergency care by telephone on **7425 8700 (select button 2)**.

Onsite Dental appointments at Redwood Park School are available with W&L Mobile Healthcare Services — Call 1300 952 433 or email: dentalcoordinator@wellnesslifestyles.com.au. If you require further information visit www.wellnesslifestyles.com.au

Governing Council

The role of the School Council is to oversee the wellbeing of the school.

The School Council is a valued link between parents/caregivers and school staff. School Councillors are appointed for a two year term at the Annual General Meeting held each March. Staff learning teams participate in one Governing Council meeting each year and provide the link between the staff and School Council.

It is the responsibility of the School Council to advise the Principal of the aspirations of the community in educational policy, expenditure of school funds and upgrading of facilities and equipment. The Council supports and co-ordinates such activities as fundraising, parent/caregiver education.

To effectively fulfil its responsibilities, the Council sub-committees are Finance, Facilities and Grounds, Fundraising, Information Technology and Out of School Hours Care Advisory. Staff members are often invited to volunteer for a membership to a sub-committee. The school's Business Manager is automatically a member of the Finance Advisory group.

Grievances

At Redwood Park we work in partnership with our community to provide a learning program which aims to cater for the needs of students. It is only natural at times, problems may occur.

Our "Guidelines for Dealing with Issues at RPPS" document can be found on our website at www.redwoodparkps.sa.edu.au

Our Parent/Caregiver Code on Conduct is also available on the above webpage in the Policies tab.

Out of School Hours (OSHC) and Vacation Care Service

Contact Details: Mob: 0408 830 706 or landline: 8264 9734

Email address: Redwood.OSHC234@schools.sa.edu.au

The service provides opportunities for children attending Redwood Park School to experience a wide range of recreational activities at **OSHC**.

The **Vacation Care service** is available to children attending Redwood Park School, in the first instance and other schools in the community as per spaces available.

Families from other schools can request a program to be sent by calling the service on 8264 9734 or 0408 830 706.

The program is available each term from the schools webpage — www.redwoodparkps.sa.edu.au

School Material and Services (M & S) Fees

This fee is now known as a “Materials and Services” (M & S) fee. The school does not send out a booklist, but asks parents/caregivers for an encompassing fee. This fee is used together with Government grants, to provide your child with text books, educational materials, apparatus and equipment in all subjects during the course of study at the school. Stationery and duplicating materials will also be provided throughout the year.

Please Note: Parents/caregivers are advised that text books and all other materials issued to students remain the property of the school.

For new students, invoices covering the rest of the year will go out in the term that they start school. It would be appreciated if all fees could be paid as soon as possible to the school Business Manager. If you have any difficulties in meeting this commitment, please discuss the matter with the Principal as alternative arrangements (e.g. payment by instalments) can be made. Direct Debit Application Forms are also available from the Business Manager.

You may qualify for Government assistance through the School Card Scheme if your income is low or you have a Social Security card (e.g. single parent/carer, health). Please ask for further information from the Business Manager.

Payment options include:

- **Qkr** - an online app option to pay all monies owed including M& S Fees, Excursions, Uniform and Canteen.
- **BPoint** - linked to our webpage to pay fees and excursions.
- **Direct Debit Instalment**—forms are available from the Business Manager to organise direct debit of **school fees only**
- **School Card (if applicable)** - forms are available from the Payment Office and further information can be found at <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>. A new form must be completed each school year and specific criteria will need to be met.



General Information continued

School Behaviour Code

As a State Government school, it is binding upon us to implement the DfE Policy, "School Discipline: The Management of Student Behaviour". In this policy, it is clearly stated that schools must

- encourage responsible behaviour in students
- manage student behaviour both in classrooms and in the school environment generally
- support responsible behaviour through school programs and policies
- develop a consistent approach to discipline across the school community
- recognise and celebrate responsible behaviour in students

Responsible behaviour is that behaviour which protects the rights of all students to learn and all teachers to teach. Behaviour which threatens the physical or emotional safety of any person in our school is not acceptable and is subject to logical consequences which relate to each instance. For example, physical violence by students will result in the exclusions of students from activity that they are involved in. They will be referred to a supervised area where they spend time reflecting on their behaviour and planning appropriate ways of dealing with similar incidents in the future. Dropping paper, on the other hand, would result in the student being asked to pick the paper up and place it in a bin, and to collect some others as well.

Our yard has clearly defined rules and our classroom codes of conduct have been developed collaboratively.

In general, we ask that parents/caregivers support our efforts by:

- discussing with their children the value of having rules in group situations.
- actively supporting the school rules and procedures for their management.
- speaking calmly with their children about ways that they can approach situations more successfully when problems are being experienced in the yard or classrooms.
- seeking additional information on our policy if needed.
- providing feedback about the progress of the policy.

Volunteers working in our School

Volunteers are integral to the school's ability to provide students with a wide range of opportunities and experiences. Staff and School Council have developed a policy to guide the work of volunteers in the school.

Volunteers working with a group of students, must

- apply for a Working with Children Check (WWCC) (if requiring a new clearance) through the Department of Human Services (DHS) <https://screening.sa.gov.au/applications/application-information-for-individuals>. This is an online process and is free for volunteers. Checks are valid for 5 years. Department of Human Services (DHS)
- complete Responding to Risks of Harm, Abuse and Neglect (RRHAN) online training via [Department for Education link - Dashboard page](#) prior to attending onsite the schools volunteer induction training.

Please see the staff in our front office for further information regarding the process. Once the process is complete, and approval is granted, the screening unit will send a letter to the applicant. Please forward a copy to the school for the school to update their database.

General Information continued...

Illnesses' and Accidents

If your child is seriously injured or becomes ill during the day we will immediately contact you and/or obtain medical treatment. It is therefore, most important that we have your current address and telephone number, as well as any emergency contact number. We provide written notification to parents for any first aid administered at school and will contact you in the event of a head bump/injury as soon as possible.

Please notify us by

- Phone on 8283 8333 or email dl.1090_info@schools.sa.edu.au - if your child is ill
- a note to your child's teacher via their communication book/diary or classroom electronic communication e.g. Seasaw

Please contact us if your child has any of the following conditions:

Allergies requiring medication, Bee Sting allergy, Epilepsy, Asthma or the need for regular medication or precautions which must be taken during school hours. **We require a completed emergency action plan for treatment of the above conditions updated yearly by a Doctor.**

If your child contracts an infectious disease such as measles, mumps etc. please inform the school as soon as possible. When your child has contracted an infectious disease she/he must be excluded from school for specific periods. Periods of exclusion are as follows:

- Mumps Not less than 14 days, or for at least one week after the complete subsidence of all swelling, whichever is the longer period.
- Measles Not less than 7 days from the appearance of the rash and until there is no abnormal discharge from nose, eyes or ears.
- German Measles Children must be excluded for not less than 7 days, or until a medical certificate of recovery has been issued.
- Chicken Pox Children must be excluded for 7 days and suspected sufferers for 3 days.
- Ringworm If ringworms appear on an exposed part of the body they must be treated and covered, or the child will be excluded from school.
- School Sores Children may only attend school if sores are covered with a proper dressing and a certificate of treatment has been obtained.
- Conjunctivitis Children may be excluded until there is no discharge from the eyes.
- Infectious Hepatitis Children excluded until a medical certificate of recovery is produced.
- Whooping Cough Children excluded for 4 weeks unless medical certificate of recovery is produced.
- Head Lice Parents will be advised of head lice and effective treatment should be carried out with a suitable preparation available from the school or the chemist prior to the child returning to school. Please check all family members hair regularly for lice.

Any **Medication requiring administering** by the school, should be:

- **Prescribed by a doctor.** This includes analgesics and other medication that can be bought over the counter.
- **Only sent if needed.** Medication that has to be taken three times per day can be taken before and after school, and before bed time, and not come to school at all.
- **Provided as a daily dose** (or, at most, a week's supply).
- **Delivered in the original container**, with the label from the pharmacy. You can ask your pharmacist for a second, labelled container to keep the extra medication at home.
- **With-in the use-by-date.**
- **Come with a completed medication authority.**

