

# Wallaroo Primary School



## Parent Information Booklet



Wallaroo Primary School  
Hughes St, Wallaroo SA  
Ph: (08) 88 232 190  
SMS: 0428 280 159  
Fax: (08) 88 233 244  
Email: [dl.0459.info@schools.sa.edu.au](mailto:dl.0459.info@schools.sa.edu.au)





# WALLAROO PRIMARY SCHOOL

Hughes St  
Wallaroo SA 5556

Phone: (08) 88 232 190  
Fax: (08) 88 233 244

[www.wallaroops.sa.edu.au](http://www.wallaroops.sa.edu.au)

[dl.0459\\_info@schools.sa.edu.au](mailto:dl.0459_info@schools.sa.edu.au)

Dear parent/caregiver,

Welcome to Wallaroo Primary School. We hope the involvement you and your child has with our school is a positive, productive and rewarding experience. The Parent Information Handbook aims to provide you with all the information relating to the school's operations that you'll need. If there is anything further you require please contact the school and one of our helpful members of staff will be happy to answer your question/s.

Wallaroo Primary School's mission is to be a school of excellence where every child achieves his or her potential through the provision of outstanding education and care. Driving this aim is a belief that:

- *Every child matters, every day*
- *All children can be high achievers*

In improving outcomes and providing a high standard of academic achievement the school is focussed on effective teaching approaches such as Explicit Instruction and Direct Instruction and the development of literacy and numeracy through the delivery of rigorous and structured Reading, Writing, Spelling and Mathematics programs.

Underpinning our relentless focus on continuous improvement and quality outcomes is our school's philosophy which includes:

### **The 3 Imperatives**

- Students trust and respect their teacher
- Work must be provided at children's level
- All Children have friends at school

### **The 4 Pillars**

- Teachers are accountable for student learning
- Explicit instruction
- Moving students learning from short-term memory to long-term memory
- Positive relationship between students and teachers

### **The 6 Givens**

- High expectations
- Quality relationships
- Excellent presentation and handwriting
- High quality classroom display
- Students' work is corrected and they are given detailed feedback
- Positive and productive teaching and learning environments

By enrolling your child at Wallaroo Primary School, you can be confident you have made the right choice for your son or daughter as our school is firmly focussed towards best practice and students striving to be the best they can be.

We look forward to working with you and your child throughout his/her learning journey and continuing to build a positive and respectful relationship between home and school.

Warm regards

Julie Petersen  
Principal

# DECISION MAKING GROUPS

## ***Governing Council***

Wallaroo Primary School Governing Council meets twice per term at evening meetings (7.00pm – 9.00pm) to discuss a range of school issues. The Governing Council is elected at the Annual Parent Meeting held early in term one of the school year. All parents/caregivers are welcome to attend these meetings. Dates are advertised in the newsletter.

## ***Student Representative Council (SRC)***

Each class elects 2 representatives and 1 proxy to represent them at fortnightly SRC meetings. The newly elected SRC has a training day and induction ceremony. SRC is co-ordinated by the Deputy Principal.

## ***Management Teams***

Senior Management, Learning Teams and SSO's meet regularly to review learning programs and school priorities.



## **Learning areas**

The school provides its students with a rigorous and comprehensive teaching and learning program consistent with the achievement standards at each year level in the Australian Curriculum in the following subject areas: focus is on Literacy and Numeracy.

ENGLISH  
MATHEMATICS  
SCIENCE  
HISTORY  
HEALTH and PHYSICAL EDUCATION  
GEOGRAPHY  
ARTS

In supporting quality outcomes and a high standard of academic achievement the school is focussed on effective teaching approaches such as Explicit Instruction and Direct Instruction and the development of literacy and numeracy through proven programs such as:

Spelling Mastery  
New Wave Maths Mentals  
Cars and Stars  
Guided Reading

## School Priorities

Each year the school develops a “Site Improvement Plan” that focuses on our priority areas. The Site Improvement Plan is currently under review and a process involving parents, students and staff will take place to set the school’s strategic directions for the next 4 years.

## Assessment and Reporting

The timeline for Assessment and Reporting of student progress is as follows:

### Term 1

Parent/Teacher Interviews

### Term 2

Written Reports

### Term 3

Optional Parent Teacher/Interviews  
NAPLAN results reported to parents/caregivers

### Term 4

Written Reports



### **Parent Interviews**

Formal discussions are scheduled for Term 1. In term 3 interviews are conducted at the request of either the parents or teacher.

### **Reports**

It is a requirement that schools provide written reports twice a year. Their purpose is to give concise and common sense report of student progress and achievement that all parents can easily understand. It describes what students have achieved against the Australian Curriculum and the South Australian Curriculum Standards and Accountability framework (SACSA). It also informs parents of the areas in which their child needs to improve and states what the school will do/is doing to support improvement and may provide suggestions for what parents can do at home with their child.

## ATTENDANCE

It is compulsory for students between the ages of 5 – 17 to attend school. If your child is unable to attend school a note or phone call is required from the parent/caregiver – a student explanation is not sufficient. Parents are asked to complete a small form at the Front Office for days absent. If students are sick for more than 3 days we require a medical certificate from your doctor. If students are going to be absent from school due to family holiday or for other reasons other than sickness for 3 or more days parents are required to complete an exemption form which is also available at the Front Office. All children are required to present to the Front Office and notify staff if they are late for school. Roll books are a legal document and therefore parents are asked to notify the school if your child is absent on 88 232 190 or text 0428 280 159.

## BUSHFIRE PLAN

Our School is not classed as being in a catastrophic zone, therefore if there is a bushfire in the area we will not be closing. Bus children may be affected as Kadina Memorial School is in a catastrophic zone and the buses will not run.

## BUS SERVICE

Some of our students travel to and from the North Beach via a school bus co-ordinated by Kadina Memorial School. Bus students arrive at 8.20am and leave school at 3.15pm. Students are supervised until that time. It is helpful if you notify the Front Office when your child(ren) are not going to be travelling on the evening bus.

Arrangements for bus travel can be made by contacting Kadina Memorial School on 88210460. All students utilising the bus will be issued with a bus pass.

## CHILDREN ON SCHOOL GROUNDS

Staff are on duty in the mornings from 8.30am and after school until 3.30. Children are **NOT** permitted on the school grounds before or after this. **The school will not be responsible for any child on the school grounds outside normal school hours.**

## CHOIR

There is a school choir who perform at certain functions throughout the year. Students from year 4 - 7 are interviewed for the choir each year. It is an expectation that once elected for the choir it is a commitment for the whole year. The choir visits Heathfield High School in Adelaide to work with their senior students. A select group of Heathfield High School students also visit Wallaroo Primary School to instruct all year 4 – 7 students. Our school choir also performs at community functions out of school hours.

## **COMMUNICATING BY TEXT MESSAGE**

Wallaroo Primary School is bringing you the next generation in school – parent communications. Messages will, from time to time, be sent from us to your mobile phone. These messages are a way for us to notify parents / carers quickly. Please keep the Front Office staff updated with your current mobile number so that you do not miss out on these messages.

## **CONSENT FORMS & EXCURSIONS**

During the school year, students are encouraged to participate in excursions that will assist their learning and understanding. Before any child can leave the school on an excursion a consent form must be completed and returned to our school. On enrolment a consent form to cover brief, no cost walking excursions near the school will be completed. Consent over the phone is not permitted.

## **CROSSING MONITORS**

Students from years 5 - 7, who have received training from SA Police are rostered as monitors at our Hughes St and Moonta Road crossings. This duty is normally for 1 week each term and monitors need to attend from 8.25 am - 8.55 am and from 2.55pm - 3.15pm.

## **CUSTODY ORDERS**

The principal requires a copy of any custody order in relation to joint guardianship and joint custody, as deemed by the Family Law Court.

## **DIARIES**

All students are expected to have a diary/communication book to be used on a daily basis to communicate significant information between parents and staff for issues such as behaviour, absences, homework, successes, meeting times etc.

## **DRINKING WATER**

All students are expected to bring their own water bottle. Water is also provided through drinking fountains in the school grounds although leaving the classroom during lesson time to have a drink is not encouraged. Water and Healthy Snacks promote good learning.

## **ELECTRONIC EQUIPMENT**

We ask that any iPads, iPods, MP3 players, Mobile Phones etc be left at home. Wallaroo Primary School does not allow students to use these personal items in their classroom and we do not accept responsibility if they get lost or broken. Please read our Cybersafety User Agreement and our Mobile Phone policy for more information.

## EMERGENCY CONTACT NUMBERS

We ask for at least 3 contact numbers in the case of an emergency or ill health. It is very important for information / phone numbers to be changed **promptly** with front office staff as circumstances change.

## END OF TERM DISMISSAL

School breaks up at 2.00pm on the last day of each term, as approved by our Governing Council.

## ENROLMENT PROCEDURES

### **Enrolment Requirements:**

At the time of enrolment parents/guardians are required to provide proof of their child's birth age. The following documents will be accepted by the school in this regard

- Birth Certificate
- Official Centrelink documentation stating the child's name and birth date
- Child's passport

We require proof that both biological parents are aware of their child's enrolment at this school. If there are any court orders in place we also require a copy of these.

### **Children commencing school for the first time:**

Children born between 1<sup>st</sup> January and 30<sup>th</sup> April will start school the year that they turn 5. Children born between 1<sup>st</sup> May and 31<sup>st</sup> December will start school at the beginning of the following year. A transition program is co-ordinated between the Wallaroo Pre School and our Junior Primary Classes. A transition programme for school starters occurs in the term prior to commencing school. Parents of new reception students are invited to tour the school, organize uniforms and meet the staff.

### **Children transferring through the year:**

When students enrol during the year, students and parents will be given a tour of the school by the Principal (or nominated person) where information about the school's procedures, routines and expectations will be outlined. This will also include a meeting time where parents and caregivers can share information about their son/daughter which will assist the school in being able to best meet his/her needs. Prior to commencement, assessment information about the student's literacy and numeracy levels will be sought (either by contacting the previous school or through site-based testing) to assist with determining the most appropriate class placement. After this has occurred, a start date will be negotiated.

### **Children commencing High School the following year:**

A transition programme for year 7 students begins in Term 4 of their final year.

## GRIEVANCE PROCEDURES

We encourage all parents who have an issue or concern to speak with their child's teacher, our deputy or the principal. The "Grievance Procedure" policy is in the Policies booklet.



## **GROWTH AND DEVELOPMENT**

Our year 6 & 7 students participate in Growth and Development lessons as a part of the Health curriculum in terms 3 & 4. Parents and Caregivers are invited to attend an information evening early in term 3.

## **HEALTH ISSUES**

### ***Accident/Injury***

Parents will be contacted as soon as possible regarding serious accident / injury. Minor cuts / abrasions will be treated and documented by Front Office staff.

### ***Asthma***

Students who suffer from asthma and require medication are required to have an "Asthma Management Plan" developed in conjunction with a doctor. Medication needs to be kept in the Front Office. Asthma Management Plan forms are available from the Front Office

### ***Headlice***

On enrolment parents are asked to provide consent for head checks to detect headlice. Once detected, students are isolated and sent home when parents have been contacted. The child is able to re-enter once they have been treated appropriately and when front office staff have checked that all eggs and lice have been removed. On these occasions notes will be sent home letting parents/caregivers know that headlice have been detected in classrooms. We request that all parents/caregivers assist by checking all of their children for headlice and treating if required.

### ***Infectious Diseases***

We have an Infectious Disease Procedure where children are excluded from school until the condition has been treated. Each ailment is treated separately and reference is made through a Departmental Health Book regarding the condition.

### ***Medication***

Any medication required by students must be stored in properly labelled bottles (chemist label) in the front office. The administering of medication by staff will be only after negotiations with parents/ caregivers. A signed form is required to be signed by your GP before staff are able to administer any medication. A Medication Care Plan is available from the Front Office.

### ***Panadol***

We are unable to administer any medication that is not on a medication plan, therefore parents need to be notified of headaches and asked to come to the school to administer headache tablets.

### ***Splinters***

Staff are not able to remove splinters due to Department Policy. Parents will be contacted.

### ***Sick/Tired***

Children who are sick/tired will present to front office where staff will monitor the child in the sick bay. Parents may be contacted to collect their child.

### ***Insurance For Students***

It is up to individual families to take out student Insurance for their children. The Department for Education and Child Development does NOT cover medical issues eg. Broken bones, teeth, etc.

## HEALTHY LUNCH ORDERS

Students are able to order lunches at school using the bags provided. A price list is sent home early in the year and is updated as required. These are also available at the Front Office. Complying with the government “Healthy Eating” regulations, healthy choices are encouraged on the order menu. Please make reference to the Deli order list when completing the lunch order bag as certain foods are only available on particular days. The Deli is strict with this list to comply with the “Healthy Eating” regulations. There are NO lunch orders on a Monday.



## HOMEWORK

There are no specific time allocations for homework in the various year levels. Generally, homework consists of completing work, research, assignments, preparation for tests and, most importantly, regular reading. It is expected that children will only be given homework for which they have the necessary resources and skills.

If you have queries do not hesitate to contact your child’s teacher regarding this matter.

## HOT WEATHER

Our site is air-conditioned and classrooms and inside areas are made available to students during extreme weather at recess and lunch times. As a result, our school will not dismiss students early on those days.



## INTERNET AND EMAIL AGREEMENT

Parents are expected to discuss with their child/ren the Cybersafety User Agreement. This needs to be signed by the student and the parent. This document is produced by the Department of Education and Child Development (DECD).



## LIBRARY

At Wallaroo Primary School we encourage all students to be regular borrowers of books to develop reading skills. Our library has “Literacy-Pro Readers” that are used in the classroom for daily reading practice. We also promote the “Premiers Reading Challenge” and these books are on display. Students are able to purchase books through the “Scholastic Bookclub” twice a term. Folio bags are available for purchase though the Front Office. It is recommended that students use these folio bags for readers, library books and communication books.



## LOST PROPERTY

Any articles of “lost” clothing are stored in the front office area. At the end of the term these are displayed in our assembly area and reminders to check are placed in our newsletter. Any unclaimed lost property is then sent to a local charity. To avoid lost property please name all articles of clothing.

## MUSIC PROGRAM

Heathfield High School students and staff visit Wallaroo Primary School with a music program of guitar, drums and vocal workshops.

## NEWSLETTERS

Newsletters are sent home fortnightly with the youngest child per family on Thursdays. We are also able to email them to you. Please let the Front Office staff know if you would like your newsletter emailed. Our newsletter is also posted online on the schools website.  
[www.wallaroops.sa.edu.au](http://www.wallaroops.sa.edu.au)



## WORK HEALTH AND SAFETY

Each term the whole school practices invacuation and evacuation processes in case of an emergency.

## OSHC (OUT OF SCHOOL HOURS CARE) AND VACATION CARE

Wallaroo Primary School operates a Before and After School Hours Care service from Monday to Friday. Times are 6.30am – 8.30am and from 3pm - 6pm. An OSHC Enrolment form is enclosed in the forms section of this package. CCMS funding is accessible. Wallaroo Primary School and Community OSHC have their own bus to transport children to OSHC from other sites in the afternoon and to other sites in the morning. Children using the bus will be charged an extra \$5. Children will receive a Healthy Snack and participate in fun, curriculum based activities. Bookings can be made on 0428280425. Bookings must be cancelled within 48 hours of the booking to avoid a fee. This is to assist in food preparation and staffing for the day. Parents/Carers are required to contact CentreLink to check their eligibility for any child care rebates.

Wallaroo Primary School also operates a **Vacation Care Program** during all school holidays throughout the year. This service operates from 8am until 6pm. Please contact us for more information and/or an OSHC Handbook.

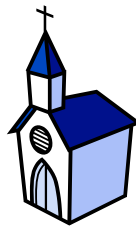
## **PARKING / DROP OFF POINTS**

The following rules are made for the safety of all children in our school

- There is a “Kiss and Go” zone out the front of the school on Hughes Street. This allows parents/carers to drop their children off and leave. There is a 3 minute access only and parents are NOT to leave the car. This is a Department of Planning, Transport and Infrastructure initiative
- Parents / Carers can park on Stirling St, Clara St or Seeley Lane or on the opposite side of Hughes St.
- There is disabled car parking in Seeley Lane.
- Please note that the speed limit when driving past any school is 25km/h
- There is a park and step area on John Tce in the public library carpark. This is to encourage parents to park their car and walk with their child to the school, using the Hughes St crossing.

## **RELIGIOUS EDUCATION**

Religious Education seminars are held once per term in classrooms with guest presenters, in the presence of our teachers. These sessions focus on our school and community values.



## **SCHOOL CARD**

All families are issued with an invoice and relevant school card information on enrolment. School Card forms together with Centrelink card needs to be presented at the Front Office. There are time constraints when applying for School Card therefore, it is important to get the forms to the Front Office as soon as possible to avoid full charging of fees.

## **SCHOOL FEES**

The Governing Council sets school fees, with each family receiving an invoice for the set amount. It is the aim of the Governing Council to have all fees paid before the end of term one. A part-payment scheme can be organised through the Finance Officer if required. Centrepay payments through Centrelink are also available. Paper work for these options are available at the Front Office. Fees can be paid by cash or Direct Deposit or EFTPOS. See the Front Office staff for bank details.

## SCHOOL PHOTOGRAPHS

Once per year, usually in May, parents are given the opportunity for their child(ren) to be professionally photographed as part of their class and/or family or individual. On enrolment, permission is sought for photographs to be taken for use in our school newsletter or local paper promotions.



## SCHOOL TIMES

8.30	Yard duty commences
8.50	Students enter classrooms
10.50 -11.10	Recess Time
11.10 – 12.50	Lessons
12.50 – 1.00	Lunch eaten in classrooms
1.00 – 1.30	Play
1.30 – 3.00	Lessons
3.00	Students dismissed
3.15	Bus students depart



A three minute warning bell will be sounded prior to the end of play periods.

## SPORTS DAY

Students are divided into 2 house groups.

Sports day is held on the last Friday of term 1 and comprises a combination of tabloid, competitive and fun events.

A Cross Country event is held on the Wednesday prior to Sports Day at the footy oval.

## SUN PROTECTION

All students are expected to wear a broad-brimmed hat all year round when outside. A free hat is provided free for each new enrolment. There are designated shade areas for those students who do not comply.

Sunblock is available in each class.



## SWIMMING

Swimming lessons, with qualified swimming instructors, are held for 1 school week each year at the local jetty or Office Beach.

## TELEPHONE MESSAGES AND MOBILE PHONES

Although we try to be as helpful as possible to both parents and students, we will only deliver urgent messages to classrooms.

We prefer students to keep their mobile phones at home. If you need to contact your child we ask that this be done through the Front Office. If a child does bring a mobile to school it is to be stored in the Front Office.

## TERM DATES

### South Australian State Schools Term Dates

	Term 1	Term 2	Term 3	Term 4
2017	30 Jan - 13 Apr	1 May – 7 Apr	24 July - 29 Sep	16 Oct - 15 Dec
2018	29 Jan – 13 Apr	30 Apr – 6 July	23 July – 28 Sept	15 Oct – 14 Dec

## UNIFORMS

Students are expected to adhere to the dress code colours of green tops with black, grey or green shorts or long pants. A school dress or black skirts are also available.

New and used uniforms are available to purchase from the Front Office. If your child/ren are out of uniform we request a note from the parent/caregiver in the child's diary or communication book. Failure to do this will result in a reminder note from the Principal, and your child will be asked to trade their casuals for secondhand uniform for the day. Order forms are enclosed in the enrolment package or available from the Front Office. Monogrammed T-Shirts are available at all times, however all other items are required to be ordered.



## VOLUNTEERS

We believe that volunteers make a significant contribution to our school community and welcome parents / caregivers to participate at a level that they feel comfortable. Volunteer activities include: classroom support, LAP, Mentoring, Governing Council, Working Bees and Library Assistance. Police checks are required by volunteers who are working closely with our students. Volunteers need to meet with the Principal or Deputy Principal to discuss the Departments volunteer policy. A DECD Criminal Screening is required to volunteer in any educational site.