

SCHOOL HOURS

08:30	Staff on yard duty
08:45	School begins
10:40	Recess
11:00	Lessons continue
12:40	Lunch in classroom
12:50	Lunch play
01:20	Lunch finishes. Students move back to class for lessons
03:05	End of the school day.

Pre-School

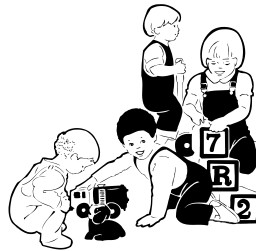
The Pre-school operates within the school grounds with their own facilities and play areas.

The Centre is open Tuesday & Thursday 8:30 - 2:45pm
Wednesday mornings 8:30 - 11:00am

Monday mornings (playgroup) 9:00 - 11:00am

The Centre offers

- Pre-school for children who turn 4 on or before 1st May
- Pre-entry available for children in the term prior to starting Pre-school
- Transition to school programmes
- Playgroup for 0-5 year old children
- Parent/caregiver support



FREE BREAKFAST CLUB

Breakfast Club operates each day from 8am till 8:30am in Room 3. Cereal, toast and juice are available. All students are welcome.



DRESS CODE POLICY

BACKGROUND

An Education Regulation (189a) which came into operation in January 1994, provides the right for School Councils to determine School Dress Policy. Students, teachers and parents share the implementation and management of a dress code policy.

PURPOSE

- To develop a high standard of appearance and neatness.
- To provide economical, safe and serviceable clothing.
- To provide an identification with the school and a positive school image.

GUIDELINES

To achieve these purposes the following have been considered.....

- Practicality (temperature, serviceability and availability)
- Safety (footwear and clothing suitable to weather and class activities)
- Economy (reduced peer pressure by eliminating expensive casual wear)
- Sun Smart policy (consideration given to sun protection with the inclusion of a suitable hat) and skin coverage.
- Style (modern trends such as unisex shorts and track suits are reflected)

EXPECTATION

At Huntfield Heights Primary School all students R-7 will be expected to wear the school dress code/uniform as defined below. The students attending the Pre-school are strongly encouraged also to adhere to the School Dress Code.

SCHOOL DRESS CODE COLOURS Navy with Red Logo

Items for school wear

- Unisex shorts (navy blue)
- Leggings - plain navy blue preferred (or black, if navy not available)
- Polo shirts - navy blue preferred (or red, if navy not available)*
- T-shirts
- Jeans(navy blue)
- Track pants or bike pants
- Jackets, windcheaters
- Netball skirts
- Summer dress - navy blue & white check preferred (or red and white check if white check not available)*
- Skorts

Accessories: scrunchies, headbands and scarves available in red.

*On photo days or excursions, the blue options only are to be worn

Shoes

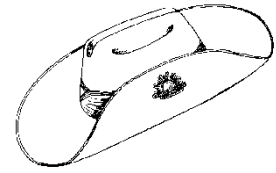
Sensible footwear, suitable for school activities or sandals. Sneakers for physical education and daily fitness are essential for personal safety. Thongs, scuffs & slip on shoes without backs are not permitted.



Hats

To comply with the Sun Smart Policy, **broad brim slouch hats in Navy are required.** Hats are available for sale from the school office. Baseball, bucket hats and legionnaire caps are not allowed.

Hats are to be worn from 1st September to 30th April and whenever UV levels reach 3 and above at any other times..



Jewellery

To be kept to a minimum. Sleepers or studs only for pierced ears (**no facial piercings**), watches, one slim chain around neck - No fashion jewellery & no makeup.

SUPPLY OF UNIFORM

In making the decision about Dress Code, Governing Council have considered the expense of compliance and have endeavoured to keep costs as low as practical. We have a uniform shop at school where items can be purchased.

The uniform includes standard items that may be purchased at parents' choice of clothing shops, e.g. K Mart, Big W, Target etc.

ITEMS NOT TO BE WORN

Singlets, straps or bare midriffs

NON COMPLIANCE with this policy will lead to.....

- Principal/Counsellor speaking to a student to encourage him/her to observe the dress code.
- A letter from the Governing Council to the student's family encouraging them to support the dress code.

EXEMPTION

Huntfield Heights Primary School students may be exempt from wearing the school dress code when written requests are provided by parent/caregivers and approved by the Principal/Governing Council.

SPECIAL CIRCUMSTANCES

- Families new to the community will have 4 weeks to comply with the policy.
- Families experiencing financial or other difficulties should approach the Principal for assistance to comply with the policy, e.g. second hand uniforms may be available at minimal or no cost.

If any more information is required, please feel free to contact the school on 8384.5300.



CURRICULUM

The school is proud of the quality programs it offers for all students from preschool to year 7.

Students receive instruction in

- English
- Mathematics
- History, Geography and Civics and Citizenship
- Science
- Technology
- Health and Physical Education
- The Arts including Music
- Kuarna

SPECIALIST PROGRAMS

- Kuarna
- Science
- Physical Education
- Stephanie Alexander Kitchen Garden

PHYSICAL EDUCATION/SPORT

SAPSASA and other sports opportunities.

In addition to Physical Education lessons

Year 5-7 students can be involved with various sports through SAPSASA.

ASSESSMENT AND REPORTING

Assessment of students' work is ongoing and relates to the students' achievement against set goals. These achievements give an indication of future needs and new goals. We believe in a process of continuous assessment and sharing that assessment with parents/caregivers through our reporting process. Assessment and Reporting includes:

REPORTING TO PARENTS/CAREGIVERS

- | | |
|--------|--|
| Term 1 | Parent-Teacher Acquaintance Session
Parent/caregiver, teacher, student interview. |
| Term 2 | Report sent home – opportunity to discuss with teacher |
| Term 3 | Parent/caregiver, teacher, student interview. |
| Term 4 | Report sent home – opportunity to discuss with teacher |

ON A DAY TO DAY BASIS

- Students' diaries and Communication Books.
- Publication of students' merit awards and achievements in school newsletter.
- Informal and formal discussions/interviews.
- Student comments and self-assessment.
- Reports in areas of study according to The Australian Curriculum

If you have any concerns about your child's progress please contact the teacher, or Principal/Counsellor to make an appointment.

SCHOOL CODE OF BEHAVIOUR

Your rights and responsibilities.

Everyone has the right to be valued and safe at this school.

A brochure explaining our code of behaviour is provided at enrolment.

The following is a summary.

At Huntfield Heights Primary School we aim to:

- Create a safe, caring and success-oriented environment.
- Set clear and realistic expectations.
- Provide support structures to assist students in taking responsibility for their own learning and behaviour.

Our values at Huntfield Heights Primary School are:

Respect	Harmony
Excellence	Having-a-go
Persistence	Responsibility

We have high, clearly defined expectations for:

- Learning
- Safety
- Relationships & Solving Problems
- Communication
- Respect for property & Environment
- Attendance
- Dress code
- Movement around the school

This looks like students:

- Being punctual
- Attending school regularly
- Having absences explained
- Being honest
- Being calm
- Speaking and using body language positively
- Following instructions
- Being prepared for lessons
- Completing work
- Working well
- Reporting on harassment
- Respecting personal space
- Cooperating with adults and students
- Walking bikes in school grounds between 8.00am and 3.30 pm
- Speaking politely
- Using a helmet when riding to school
- Using the school crossing
- Being in a clean environment
- Using paths and walkways
- Moving around the school in a safe way
- Playing safely
- Using class rules on camps and excursions
- Wearing hats and sunscreen
- Wearing school colours
- Staying with class group
- Staying within designated boundaries
- Bullying Policy and Restorative Practices

Consequences for Responsible Behaviour:

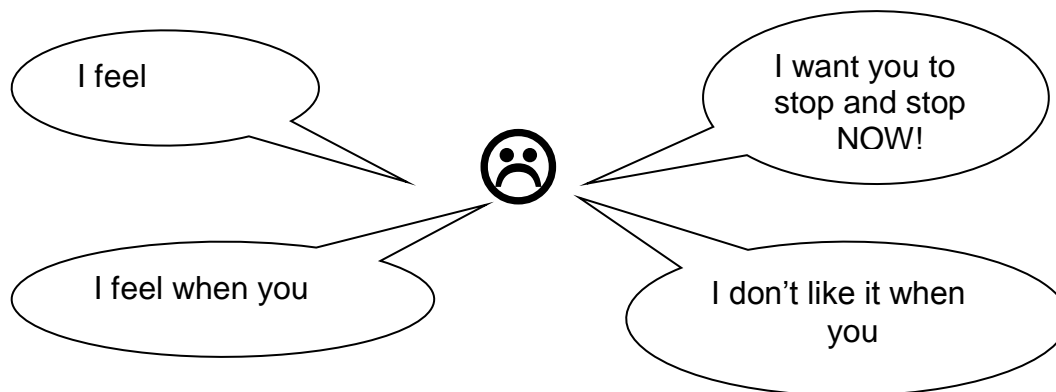
- Awards/certificates
- Stickers
- Participation in all school activities
- Increased responsibility

- Lunch time activities
- Class celebrations
- Notes from teachers
- Spoken feedback from teachers
- Positive communication between home and school
- New equipment and resources
- Various awards & acknowledgment at Assembly

Consequences for Irresponsible Behaviour:

- Time out
- Logical consequences
- Movement restrictions
- Non-inclusion in camps and excursions
- Non-involvement in some lessons
- Community School Service
- Home school communication
- Focus room
- Alternative program
- Take home
- Suspension from school
- Exclusion
- Police contact

Grievance Procedure Action:



- Talk to someone you trust who can help stop it from happening eg.
Your parents/caregivers
A friend
- Tell a school adult exactly what happened
- Persist, don't give up

The teacher will:

- Listen
- Let you know that reporting is being responsible
- Work together with you to find the best way to handle the situation

IF THE PROBLEM DOESN'T GO AWAY KEEP ON REPORTING, KEEP ON TELLING.

Adult Grievance Procedures see page 10

MATERIALS & SERVICES CHARGES (SCHOOL FEES)

The Governing Council sets an amount for materials and services each year. The money raised contributes to quality programs and resources such as materials, computers, sports equipment etc. Students enrolled for part of the school year pay a proportion of the total cost. Parents/Caregivers are invited to discuss any questions, concerns or arrange payment of fees by instalments. Current school fees are \$226.00 per child per year and include payment for in school performances, excursions. An extra charge is made for swimming/aquatics. Camps are not included in these fees.

SCHOOL CARD

The School Card Scheme is available for lower income families and provides full payment of school fees.

The School Finance Officer or staff in the Front Office are able to assist you in this matter.

PARENT/CAREGIVER INVOLVEMENT

Parent/caregiver involvement is highly valued by staff and students alike. There are a number of ways that you can become involved in your school.

GOVERNING COUNCIL

Meets twice every term and discusses many issues concerning the school.

INBARENDI

Meets regularly each term with an aim to involve Aboriginal families and students in school life.

RESOURCE CENTRE

Filing and covering books, book repair etc.

VOLUNTEERS

Preparing resources, helping with group activities, reading, spelling, cooking and gardening programs (including the Stephanie Alexander Kitchen Garden project), excursions and camps.

All volunteers will require a current DCSI clearance and will need to have completed a current RAN training course.

The benefits of being a volunteer are many. It's a good opportunity to have an influence on the direction the school takes, as well as being a great way to get to know the wider school community.

RESOURCES

RESOURCE CENTRE

The Resource Centre is in the main admin building adjacent to the staff room. It holds over 15,000 items of fiction, non-fiction, reference and staff resources, as well as a collection of curriculum materials such as reading, maths, science, technology. Currently there are 10 computers connected to the school curriculum network which can be used for research, as well as access to the Internet.

Parent/Caregiver Borrowing

Parents are welcome as borrowers. They can borrow up to 5 items for two weeks at a time. There is also a small parent collection in the staff resource room.

Student Borrowing

Children attending Pre-school can borrow one item for a week. Junior Primary students are able to borrow 2 items for a week. Primary students are able to borrow 4 items for a week. Borrowing times are to be decided upon at the beginning of each year.

Lost Library Books

Parents will be billed for lost library books. Please see the library staff if these items have been returned, or there are any problems.

FOR HIRE

The School Hall and Oval are available for hire. Please enquire at the school office.

PHOTOGRAPHS

Governing Council selects the company who will take the school photographs. School photographs are organised at a convenient time during the year. As well as class, individual and family photographs, photos are taken of Staff, SRC and Year 7 Graduation.



PROGRAMS AND SERVICES

Catering for student needs is a high priority. We endeavour to make sure students receive a balanced and relevant learning program.

STUDENT SUPPORT TEAM

A range of Special Education programs exists. We have a Special Education teacher servicing R - 7 students and School Services Officers (SSO) who provide support for individual students and small groups within the class or through withdrawal programs in line with their Negotiated Education Plans. Access to these programs is through referrals to DECD speech, psychology and behaviour who assess students and provide assistance to the student, parent/caregivers and staff. Parents/caregivers are kept fully informed during these stages.

GROSS MOTOR SKILLS PROGRAM

Certain students require assistance with specific activities to develop coordination skills. In keeping with our positive attitude, the Gross Motor Coordination Program provides assistance to students in this area.

GRIEVANCE PROCEDURE FOR PARENTS / CAREGIVERS

From time to time issues will arise which need clarifying. We welcome your feedback.

Guidelines for raising an issue.

- Raise the issue with the school, bearing in mind that you have one side of an issue.
- Be prepared to talk specifics. That is, be prepared to talk about your child and a particular incident.
- Parents/Caregivers can use an advocate to assist them in raising an issue.
- The issue needs to be kept confidential.
- When we talk negatively about our school in the community it reflects on all our school. Please discuss with us concerns you may have.
- At times, you may seek support from friends to gauge their reaction. It is important to do this wisely and confidentially.
- At all times, it is important for the students' sake that the school and the teacher are not criticised in the students' hearing.

Step 1

Is there anything you are able to do to solve the problem?

Step 2

Chat about the problem to

- A class teacher
- Principal
- School Counsellor
- Office staff
- Governing Council Member

Step 3

Meet with the Principal/School Counsellor

- This will be followed up with a phone call at a later date to monitor the situation.
- It may also result in a further discussion with parents, class teacher and Principal.
- It might include inviting outside support for the family or school, e.g. Guidance Officer, Social Worker, Behaviour Support Unit.

Step 4

If the problem is still apparent, a further meeting will be arranged between parents/caregivers, Principal and teacher involved.

Step 5

If after Steps 1-4, parents/caregivers still feel dissatisfied, please refer to the Parent Complaint Policy the Parents' Guide to Making a Complaint brochure on our school website.

ENROLMENT & PROGRESSION

ENROLMENT

Parents/Caregivers are requested to make an appointment with the Principal to enrol a child or make enquires.

It is suggested that enrolments be made well in advance of the child starting school.

CUSTODY OF CHILDREN

Please advise the Principal of the current state of or any change in legal custody. All information is confidential.

PROGRESSION

It is the policy for students to spend 12 terms in Junior Primary classes (Reception - Year 2).

- Students must be aged 5 on or before the 1st May to start school

Decisions about the progress of particular students will depend on regular consultation and negotiations between parent/caregivers, teachers and Principal.

ABSENCES

Please notify the school by a phone call each time your child is absent. It would be appreciated if you read the attached brochure which explains the school policy on attendance.

YEAR 7/8 TRANSITION

Students and their families are assisted during the time leading up to students continuing their education in a High School. Our school will distribute enrolment forms for Year 8 when they are available and arrange information sessions so effective choice can be made.

CLASS PLACEMENT

Students are placed in classes according to a variety of factors. These include the number of students in classes, ratio of boys/girls, academic balance of the class, friendships, siblings etc.

Parents/Caregivers are encouraged to give information to the school about their child's special needs in the lead up to classes being organised.

TRANSFERRING FROM THE SCHOOL

If you know in advance that your child/children will be leaving the school please let the class teacher/s, office staff or Principal know. This enables us to collect all the student's books etc. for them to take to their new school and ensure that all library books and borrowed equipment are returned.

HEALTH AND SAFETY

MEDICATION

Parents/caregivers are responsible for administration of medication. Families are welcome to use the first aid room for nebuliser therapy or other therapy the child may need during the course of a normal day. If the school is to administer the medication, then it must be provided in a properly labelled container with instructions on dosage clearly written.

FIRST AID

The school is equipped with a number of first aiders. All yard duty staff carry a first aid pack when on duty. All classrooms have small first aid packs.

HEALTH/ASTHMA PLANS

Health Care Plans and Asthma Care Plans must be completed by a student's GP and returned to school if the student has any medical condition that requires medication or special accommodations being required at school.

SUNSAFE

Students who do not have hats are directed to a shaded area or go to the library. to be used. Sunscreen SBS Level 30 should be applied 20 minutes before going outside and reapplied every 2 hours, if outdoors. Children, once old enough are encouraged to apply their own sunscreen under the supervision of staff

DENTAL CLINIC

All children are offered a check-up at school from Dental Outreach or can obtain free treatment at SA Dental Service, Noarlunga (8384 9244).

ONGOING HEALTH ISSUES: e.g. Asthma

Students who require regular treatment for a health condition require a Health Care Management Plan to be signed by a Medical Practitioner.

IMMUNISATION

Is highly recommended for the sake of your child's own health and that of others. Clinics are run locally and regularly.

SAFETY

We encourage families to use our school crossing, which is monitored by three students and a staff member each morning and afternoon. Parking is available for parents outside school grounds. Please respect the signs on the staff car park. If you need regular access to parking, obtain an application for a permit from the front office. This is for the safety of the children.

EMERGENCY PROCEDURES

All staff and students are made familiar with the schools procedures in event of fire or other natural or man-made emergencies.

INFECTIOUS DISEASES AND OTHER HEALTH ISSUES

Children who have been ill with an infectious disease should not return to school until fully recovered. Children with certain skin diseases, however, may return once appropriate treatment has commenced.

For the following General Infectious Diseases, the recommended exclusion periods are:-

Measles	At least 5 days from appearance of rash.
Chicken Pox	Exclude until fully recovered, or at least one week after the eruption first appears.
Mumps	Exclude until fully recovered.
Hepatitis	Exclude until fully recovered.
Diphtheria Scarlet Fever Poliomyelitis Tuberculosis	Re-admit after receipt of a Medical Certificate of recovery.
Whooping Cough	Exclude until well, and has been given appropriate medical treatment. Not infectious five to seven days after starting antibiotic treatment.
Conjunctivitis	Exclude until discharge has ceased.
Impetigo School sores	Exclude until effective treatment has been carried out.
Tinea Ringworm	Exclude until cleared.



HEAD LICE

Head lice are the most common public health pest found in pre-schools and schools.

ROLES & RESPONSIBILITIES

Schools and preschools do not get head lice: people do.

Nevertheless because schools and preschools are places of frequent close contact between people, principals and directors have an obligation to support public health measures.

Section 43a of the Public and Environmental Health Act 1987 states that “A person infested with vermin must take all reasonable measures to prevent transmission of the vermin to others.” A parent is responsible for a child.

Role of parents/caregivers.

- To check their children weekly for nits and lice, particularly during Term 1 & 4.
- To inform school if their child has head lice.
- To treat their family and other necessary procedures as recommended by the Health Commission.
- To remove all dead eggs before children return to school.

Role of DECS staff.

- To provide information and/or pamphlet to parents about control of head lice at enrolment and regularly through the newsletter.
- To arrange for parent to sign permission slip for head lice checks on children.
- To inform parents as soon as possible if head lice is detected on their child or in their child’s class.
- To inform parents of their responsibility to treat their child.
- To offer head lice treatment obtained through Services SA at cost price (free to school card holders).

It is not the role of school or preschool staff to:

- Conduct mass head inspections.
- Treat children.
- Give expert advice in this area.

Health services can assist families, schools and preschools:

- Doctors and nurses can provide advice on detection and treatment.
- Community health services can assist with translations and information to families.
- Pharmacists can advise about treatment products and their use.
- Local government environmental health officers can provide advice to any community member about control and prevention measures and the availability of inspection services.
- SA Health Commission Officers (tel: 08 8226 6000), the Women’s and Children’s Hospital Information Centre (tel: 08 8204 6875), and Child and

Youth Health Parent Helpline (tel: 1300 364 100), can provide advice about up-to-date control and prevention measures.

- The Onkaparinga Council has a health worker who can offer excellent advice.

MANAGING HEADLICE AT HUNTFIELD HEIGHTS PRIMARY SCHOOL

Class teacher notices lice or nits on child's head.

Class teacher/front Office staff

- Contacts child's family or emergency contact to take child home by negotiation.
- Request notices from front office to be sent home to all children in that class.
- Retains a list of infected children and sends copy to front office.

<p>Parent collects child</p> <ul style="list-style-type: none"> • Parent collects child and follows procedure detailed in letter, including removal of all eggs. • Child may return to school on same day after treatment. 	<p>Unable to contact family or emergency contact.</p> <ul style="list-style-type: none"> • The student is sent to the office with work for the day. • The student will be allowed to have recess and lunch in the yard. The student is to be reminded about not having close contact with other students. • At the end of the day, isolated student is given a letter and a bottle of shampoo (if school card) and is sent home. Phone contact will be made for those students who may not communicate the information to the parent.
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Child returns to school.

Child's hair inspected by front office staff, or senior staff before 9.30am or after treatment if returning same day.

<p>Child free of lice and nits</p> <ul style="list-style-type: none"> • Child returns to class • Parent treats child's hair again in 7-10 days. 	<p>Eggs and/or lice still detected in hair.</p> <ul style="list-style-type: none"> • Parent contacted to collect child (see procedure if unable to contact family). • Principal can exclude children not treated or with eggs still in hair <p>or</p> <ul style="list-style-type: none"> • Principal can request confirmation from the child's doctor that the child is free of nits and lice if not sure that the required treatment has been undertaken. <p>or</p> <ul style="list-style-type: none"> • Ask family to contact Local Government Environmental Health Officer
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