

Lake Wangary Primary School



Government of South Australia

Department for Education and
Child Development



Parent Information Booklet

2016

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Leadership **E**ffort **A**chieve **R**espect **N**urture

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FROM THE PRINCIPAL

Dear Parent / Caregiver

On behalf of the staff of the Lake Wangary Primary School, I wish to extend a very warm welcome to all new families to our school community.

This school has earned the reputation of being a happy and well cared for school. Parents, students and staff work collaboratively to develop a school which is modern, well equipped and well maintained. There is a sense of the community (parents and children) 'owning' and therefore caring for the school. I invite you to help maintain and indeed improve on this tradition, for ultimately the main beneficiaries will be the children – present and future. We have worked very hard on developing a set of school values which reflect our beliefs.

Leadership

Effort

Achieve

Respect

Nurture

Our school has a set of aims, curriculum and general policy statements, which were written by the staff in consultation with the Governing Council and in line with current Department of Education and Child Development (DECD) expectations. You are welcome to read through and discuss any of these documents with any member of the staff.

Two-way communication is of utmost importance between parents and teachers. It is very important for your child's education that staff and parents work closely and harmoniously together. If at any time you have a problem or query no matter how small it may seem regarding your child, please contact your child's teacher immediately to discuss the matter.

Regards

Sandra Spencer

Principal

HISTORY OF LAKE WANGARY PRIMARY SCHOOL

The first teacher to be appointed to the Lake Wangary School by the Education Department was in the year 1881. Miss Therese Ennin taught her pupils in a room provided by a local family.

The first school at Wangary, consisting of a stone building with mallee boughs supporting the roof, was built in 1921 and was said to have cost approximately 200 pounds. Teacher and 10-12 scholars who enrolled that first year had to pump their water from a well by means of hand pumps and the school itself was fitted with only the bare necessities.

From these humble beginnings as a one-teacher school, the school grew steadily in enrolments and progressively improvements were made to classrooms and grounds. A shelter shed was erected, an agriculture block developed and later in 1955 and again in 1969 two transportable buildings were provided (one being the original Marble Range School).

The first and only residence was built in 1978, the same year that plans evolved for the upgrading of the school. On Tuesday 20th April 1982 the Minister of Education, the HON. H. ALLISON, opened the new 60-pupil school.

Throughout its life the community and the Governing Council have been totally supportive of the school, working tirelessly to provide a pleasant setting for the new school as well as a pleasing environment for the children to learn in.

The 1980 Year 5-7 children wrote a book called "The School We Won't Forget". This book can be borrowed from the school library.

This year we have approximately 73 students enrolled.



Lake Wangary Primary School 1972

LAKE WANGARY PRIMARY SCHOOL STAFF 2016

Teachers

Sandra Spencer

Principal

Darian Treasure

Yr 6/7 Teacher

Grant Eckermann

Yr 4/5 Teacher

Carla Morgan

Yr 2/3 Teacher

Tessa Roberts

Yr R/1 Teacher

Penny Ellin

LOTE Teacher

Brooke Slater

NIT Teacher

School Services Officers

Jess Wedd

Finance / Administration

Danielle Morgan

Finance / Administration

Bronny Pearce

Librarian

Erica Fergusson

Classroom Support

Mel Siegert

Classroom Support

Danielle Hirschausen-Burk

ACEO

Naomi Smith

Pastoral Care Worker

Dean Grocke

Groundsperson

Bus Drivers

Mike Terrell

Coffin Bay Run

Neville Merry

Coffin Bay Run

David Pierce

Warrow Run

Kim Pierce

Wanilla Run

*Please note staffing details are subject to change. Updated 8/02/2016.

DECD

The government department responsible for Education in South Australia is the Department of Education and Child Development (DECD). Every school belongs to a partnership cluster. Port Lincoln, Mid Eyre and Far West make up the Eyre Peninsula Cluster. Within this, our partnership is Port Lincoln, which comprises of Lake Wangary Primary School, Kirton Point Primary School, Lincoln Gardens Primary School, Port Lincoln Primary School, Port Lincoln Junior Primary School, Poonindie and the pre-school sites. The cluster office is in Port Lincoln. Each cluster has an Educational Director who may be contacted on (08) 86820700. Our current Educational Director is Rowena Fox.

ADMISSION POLICY

As of 2014, government schools began the single intake enrolment policy. Government schools will now take new reception enrolments in term 1, as per the DECD single intake policy.

STAFF DEVELOPMENT

Staff development is an ongoing process at Lake Wangary Primary School. Staff attend weekly staff meetings, network meetings & various relevant and necessary conferences, (Professional Development / Learning activities). School based Professional Development / Learning Programs are given the highest priority by DECD, under the umbrella of Australian Professional Standards for Teachers. Staff Personal Development / Learning reflect our site's priorities as well as those of DECD.

CURRICULUM

The Australian Curriculum has been endorsed as of the 18th of September 2015. We now plan, program and report using this model for English, Mathematics, Science, Humanities and Social Sciences, The Arts, Technologies and Health, Physical Education and History and Languages.

GOVERNING COUNCIL

The Governing Council is considered to be the representative body of all parents of students at the school. It assists in the management of the school and acts in liaison between the school and its community (to ensure that the school is able to operate in a manner, which best serves, the needs of the children in the community).

The Council can consist of 15 elected parents including the Principal, however all parents are encouraged to attend meetings. The Annual General Meeting is normally held in February and council meetings are held regularly to provide the opportunity for matters of interest to parents and the school to be discussed. Information relating to the operation of the school to

be made known to parents either directly or through their elected representatives. Times and dates for all council meetings are advertised prior to these meetings in the school newsletter.

SCHOOL FINANCE

Our school operates under a single account called Lake Wangary Primary School Council Consolidated Account Inc. This account is managed by the Finance Committee, which comprises of the Principal, a School Services Officer and elected Governing Council representative. A budget is prepared annually by the Finance Committee and is presented at the Council AGM in February (the financial year is 1st January – 31st December).

The sources of school finance are the Student Centered Funding Model (Global Budget), school fees and general fund-raising.

PARENT / TEACHER CONTACT

Our policy is to develop a meaningful relationship as soon as possible, so that we can best educate your child/ren. The staff welcome the opportunity to discuss any concerns that you may have. The teachers are also encouraged to initiate discussion with you if the need arises. Please do not hesitate in initiating inquires, either to the Class Teacher or the Principal.

Diaries / Communication Books are used by class teachers as another valuable form of communication between school and home. Please check with your child's class teacher as to their protocol with diaries / communication books.

PASTROAL CARE WORKER

The role of the Pastoral Care Worker is to support the spiritual, social and emotional wellbeing of students, regardless of their faith or beliefs. The Pastoral Care Worker will work with the school and community to identify the local needs and respond to these in a tailored way.

ACEO

The role of the Aboriginal Community Education Officer is to:

- Work with the school and contribute to site learning plans and individual learning plans to improve Aboriginal students' social, wellbeing and learning outcomes
- Support teaching staff to develop and maintain relationships with Aboriginal students, parents and families
- Participate in the development and implementation of strategies to support Aboriginal students
- Promote an Aboriginal community voice in educational decision making

establishing and maintaining positive relationships through the ongoing contact with Aboriginal parents, families and caregivers supporting school staff by providing advice on the cultural diversity of Aboriginal groups

SCHOOL FEES

Each year the Governing Council set a charge to be paid by all parents for each child attending school. This charge covers the cost of stationery items needed during the year and helps the school in the purchase of necessary art, sport, library and printing materials, which are used during each year. It does not cover the cost of any excursions. We would appreciate all fees being paid as soon as possible at the office – by the end of Term 1. If you have any difficulty in meeting this commitment please discuss the matter with the Principal as alternative arrangements (eg. payment by installments) can be made. The Government Assisted Student Scheme (School Card) is available if you believe your family income is modest. You may collect these forms from the front office of the school.

MONEY

All money sent to the school should be placed in an envelope and clearly labeled, eg excursions, book club, photographs, insurance etc. Please also record your child's name and the teacher's name. All money must be forwarded through your child's class teacher and not through the front office.

NEWSLETTER AND NOTICES

The school newsletter is our main written communication to parents and is usually sent home once a fortnight with the eldest child in each family. The newsletter contains items on school and student activities, Governing Council reports and other items of general interest. Various notices and communications are sent home between newsletter publications as activities occur. Teachers will save notes if children are absent. Please check your child's bag (particularly the younger ones) for newsletters and notices, as sometimes important information can be missed. All of the above communication also gets loaded onto the 'Skoolbag' app. You can download the app by searching our school in the app store, it is a free download.

ABSENSES FROM SCHOOL

Parents are requested to advise the class teacher of the reason for any absence of their child, this can be done via phoning the school, writing a note in the diary/communication book or using the skoolbag app. Encourage a 'healthy' attitude to good attendance by not condoning unnecessary absences. All children are under compulsion to attend school once they turn six years of age.

EMERGENCY CONTACT FORM

Emergency contact information is included in the school enrolment forms. From time to time, a form will be sent home for parents to update their children's health and medical information and contact people and phone numbers.

Parents are asked to complete our emergency contact forms for each child in case of accidents, emergency, illness or allergies. This is particularly important as we are a High Fire Risk site. We use text message to inform parents of changes/updates during the bushfire season (i.e Catastrophic days when the school is closed and for the cancellation of bus runs etc). If you wish to update or add important information at any time, please contact the school.

DENTAL CLINIC

Dental care for primary school students is available at the Community Dental Clinic, located in the Port Lincoln Hospital. They can be contacted on 86821248.

WHEN YOUR CHILD IS ILL

Every effort is made to contact parents if a child falls ill. If a parent (or contact person) cannot be notified, the school endeavors to make the child as comfortable as possible. In the case of emergency treatment the school will use its discretion to make the most suitable arrangements for the welfare of the child.

Children with infectious diseases/illnesses **must be excluded from school**. Please contact the office for further details if your child has an infectious illness.

Head lice– Please notify the school if you have needed to treat your child for head lice. We conduct head checks when necessary. If live nits are found, parents will be contacted to collect their child to carry out necessary treatments. Notices are sent out to the relevant classes when head lice checks are carried out. For more info please see the head lice information pages at the back of this book.

LUNCHES

The local Wangary Shop delivers lunches to the school on Wednesdays. We follow a 'healthy eating' policy which the menu reflects. Price lists are sent home at the start of each term in the newsletter. Children place their orders in the class lunch order tub on Wednesdays at 9.00am. Lunch bags can be purchased from any supermarket or at the Wangary shop.

SCHOOL TIMES

Children are expected to be at school to begin classes at **8:50 am**. Recess break is from **10.50 am to 11:10 am**. Lunch break is from **12:50pm till 1:30pm**. Dismissal time is at **3:10 pm**. School staff are responsible for the safety and behaviour of children between the hours of 8:30 am and 3:25 pm.

LEAVING SCHOOL GROUNDS

No child is permitted to leave the school grounds during school hours unless a written request from parents has been received by the class teacher, who will in turn, inform the Principal of the request.

STUDENT BANKING

School banking is conducted weekly by the school for Bendigo Bank, Port Lincoln. Enrolment forms are available from the school office and order slips for new coupon books can be sent to the school. Teachers will collect each coupon, together with the correct money, and sign the coupon stub before forwarding coupons and money to the office. Bank day is Tuesday.

EXCURSIONS

Excursions are seen as a means of adding more meaningful learning and impact to the education received in classrooms. On the occasions when the topics being studied lend themselves to visits outside the school, consent is required from parents who permit their children to attend. These special activities may include camps, field studies, sports day, and visits by performing artists, charity days, music, drama productions, aquatic days and walks to places of local interest.

LOST PROPERTY & CLOTHING TAGS

A lost property box is kept at the school and every effort will be made to ensure named articles are returned, (clothing, books, pencils etc.)

Please ensure that **all personal articles belonging to your child/ren are clearly named** especially blue school windcheaters, parkas and hats.

At the end of the term unnamed items will be washed and donated to a charitable organisation.

SCHOOL PRIDE TEAMS

There are 3 School Pride Teams; Blue Rays (Blue/White), Fire Fish (Red/black) and Tiger sharks (Yellow/Black). These teams are used on sports day and other school events. At the beginning of each year captains and vice captains are elected from the 6/7 class. Students are placed into a team on enrollment.

REPORTING TO PARENTS

Student progress will be communicated to Parents/Caregivers as follows:

TERM 1:

Information night—student displays, informal talks with teachers, routines and expectations.

Student Learning Portfolio—work sample from English and Maths and one other curriculum area.

Interview—work samples, discussion

TERM 2:

Student Learning Portfolio—work sample from English and Maths and one other curriculum area (not the same area as term 1).

Written report

TERM 3:

Student Learning Portfolios— work sample from English and Maths and one other curriculum area (not the same area as term 1 or term 2).

TERM 4:

Summative student written report

Student Learning Portfolios— No new work samples will be added

Specialist teachers to provide work samples for each year level at least once a year.

Please note, other work samples/photographs of term events may be included in Student Learning Portfolio, without any formal assessment or comment.

SRC

To encourage participation of all the children in relevant and meaningful decision making, we hold regular class meetings. These meetings are chaired and conducted by the children themselves (guided by the teaching staff). Class meeting recommendations and discussion points feed into the SRC. The SRC has an agenda and keeps minutes of the meetings. The SRC foster student voice within our school and builds leadership skills for senior students.

SCHOOL BUSES

The school is serviced by three school buses (three routes) as set out in the timetable below. The Wanilla and Warrow buses are owned and operated by private conductors, Kim and David Pierce, who can be contacted on 86854140. The Coffin Bay bus is owned by DECD.

Coffin Bay Run:	Departs Lake Wangary School 7:50 am Arrives at School at 8:40 am Departs school at 3:25 pm Arrives at Coffin Bay at the first stop at 3:38 pm Arrives back at school at 4:20 pm.
Warrow Run:	Departs Lake Wangary School at 7:40 am Arrives at school at 8:30 am Departs School at 3:30 pm
Vanilla Run:	Arrives at School at 8:45 am Leaves School at 3:30 pm

HOMEWORK

Learning is a partnership between home and school. Homework activities should cater for the child's academic, social, emotional and physical wellbeing. In order to achieve these, children need to have a balance of after school activities. We acknowledge the benefits that children receive, and the time commitment required, to be involved in out of school activities, eg play, team sports, drama, art and music etc. Homework is a reinforcement of current classroom concepts and should not be new learning to them. To support their learning, children are expected to 4 nights per week and at the beginning of each year an outline of the homework expectation will be sent home for each year level.

EVACUATION / INVACUATION PROCEDURES

Each teacher knows what to do if there is a fire within the school or in the local area. An evacuation / invacuation drill is conducted each term so that children will become accustomed to these routines for emergencies. The school has a comprehensive Fire Policy which the staff are aware of, and is revised on a yearly basis. Please refer to the Bushfire Brochure included in the enrolment package.

PRESCHOOL

A Kindergarten operates on adjacent premises. The preschool can be contacted on (08) 86854150. A close liaison exists between the Preschool and the Junior Primary Class.

USE OF SCHOOL GROUNDS

We have increased numbers of students using the school grounds as a recreational area after school hours. We do not encourage this, for several reasons- children are unsupervised, risk of damage to school property and

misuse of school equipment.

If children are on the school grounds and we have incidents of damage etc, they will be under scrutiny. We hope that 'local' families will help to care for our school, and report any suspicious behaviour to the police.

CHILD PROTECTION CURRICULUM

Child Protection is a program about safety and this includes safety from abuse. It is a program that is relevant and valuable to all children not only those that are at risk from abuse. In everyday life there are many situations which confront all people which require problem solving. Children need to know which situations they can handle by themselves and to become confident in their own problem solving ability. The Child Protection Curriculum program is an educational program which builds students' awareness of ways of solving skills, provides opportunities for practice of problem-solving skills, and develops confidence in using them. This helps children protect themselves from physical, verbal and sexual abuse.

GROWTH AND DEVELOPMENT

At the Year 6/7 level this program is quite detailed. The lessons contain: How we grow and change as people, The physical, emotional and social changes in puberty, Understanding sexuality and reproduction. The aims of the lessons are to help children understand the growing process, which is something that happens to us all. The emphasis of the lessons is on taking responsibility and we encourage parents and children to discuss these issues with each other. Growth and Development is a topic where parents' opinions/values may vary greatly within our community. Parents can request that their child/ren be excluded from these lessons. This program is run every 2 years.

MOBILE PHONES / IPODS/ DS / TABLETS

We don't encourage students to bring these electronic devices to school. However if they do need to, they are to pass them onto a member of staff in the front office for safe keeping during the day. The school takes no responsibility for these devices.

HEADLICE INFORMATION

Control and prevention of the spread of head lice and other public health pests is a community responsibility; checking and treatment for head lice is by law, a parents' responsibility.

Schools do not get head lice, people do.

As there has been head lice found in children's hair at school, it is recommended that you do regular checks of all members of your family. Head lice are passed from person to person by direct contact or on shared objects such as towels, combs and hats. Anyone, adult or child can get head lice.

We provide free head lice treatments to school card holders

WHAT TO LOOK FOR

- Small light or dark brown insects without wings.
- Tiny white eggs (nits) on the hair shafts.
- An intense itching on the head and neck.

WHAT TO DO

- Check all members of the household at the same time and treat those who have head lice.
- Please advise the school if you find head lice
- Use an effective head lice treatment. The pharmacy can advise you. The school also carries some special head lice treatment.
- After the treatment comb the hair with a fine tooth comb to remove as many eggs as possible.
- Extra precautions include washing all bed linen, soft toys and towels with hot water, or tumble dry for 20 minutes on high. Items such as hats and helmets should also be thoroughly cleaned.
- Soak combs, brushes etc in hot water for at least ten minutes.
- Vacuuming carpets may help.
- Check all family members daily for three weeks during an outbreak. Treat anyone found to have head lice.

Repeat treatment 7 to 10 days after initial treatment.

Please remember that just treating the hair will not eradicate the problem. Check the hair of all household members daily during an outbreak and once a week at other times. Remind children to avoid direct head to head contact.

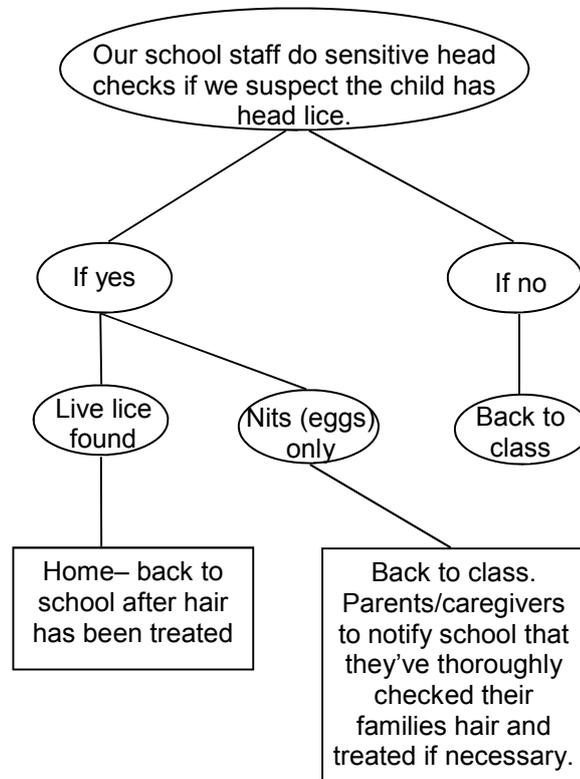
WHAT NOT TO DO

- Do not use a 2 in 1 shampoo in conjunction with treatment.
- Do not use conditioner or shampoo for 24 hours after using head lice

treatments. Conditioning agents and harsher detergents can make the treatment less effective.

- Do not blow dry hair

SCHOOL HEADLICE MANAGEMENT PROTOCOL



PERMISSION TO CHECK HAIR

What happens if a child is suspected of having head lice and we have permission to inspect the hair?

- The child is sent to an SSO in the front office.
- The hair is checked.
- If there are live lice, staff will phone home for the parent/caregiver to collect the child.
- The child's hair is treated.
- The child returns to school and is recommended that the parent/ caregiver notifies the school that treatment has occurred.

What happens if a child is suspected of having head lice and permission is not given to inspect the hair?

- The child is sent to an SSO in the front office.

- The parent/caregiver is phoned to collect the child and checked for lice.

MEDICATION POLICY

Our senior first aid member will make sure that:

- The right child
- Has the right medication
- And the right dose
- By the right route (eg. Oral or inhaled)
- At the right time, and they must keep a written record of this.
- All staff have BELS (Basic emergency Life Support—First Aid) training.

To do this we need your assistance.

HOW CAN FAMILIES HELP WITH SAFE MEDICATION MANAGEMENT

Medication should be:

- *Prescribed by a doctor.* This includes analgesics and other medication that can be bought over the counter.
- Only send if needed. Medication that has to be taken three times per day can be taken before and after school, and before bedtime, 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.
- Within the use by date
- *Bring the medication to school with written instructions from the doctor.*
- Make sure school always have reliable emergency contact information.
- Make sure the school knows if your child has a health issue which could require first aid or special care for example:
 - asthma or severe allergies
 - epilepsy or seizures
 - diabetes
 - mental health issues
 - personal care support (eg. Assistance with continence care or eating and drinking)

- special aids or equipment
- If your child needs individual health support, get a health care plan from the doctor. (DECD has a range of forms to help get this information)
- Work with the doctor and staff to make sure any health care plan supports your child's participation and enjoyment in the service. For example, wherever possible schedule therapy to occur at home unless it is integrated with the program at the school or centre.
- Work with staff to develop your child's health support plan (if one is needed) and keep in touch, as agreed, to make sure all is going well with the plan.
- Make sure your child has everything he or she needs each day to enable health care needs to be supported.
- Involve your child where ever possible in planning for his or her health care and taking responsibility appropriate to his or her age, skills and confidence.

HOW STAFF CAN HELP

First Aid

If your child becomes unexpectedly ill or injured, staff will:

- Administer basic first aid
- Call an ambulance if needed
- Inform you (or your emergency contacts) if first aid might need follow-up at home or with a doctor (eg. Head injury, excessive nose bleed or other agreed circumstances)

Supervision with safety

This can involve storage and supervision of prescribed medication and encouragement for children self-managing their health care.

Personal care support

Staff can work with families to plan support for children who need help with hygiene, continence, eating and drinking, and transfers and positioning.

Protection from infection and infestation

Staff members follow health standards to provide as much protection as they can, for all children, from the spread of infection and infestation (eg. Head lice).

POSITIVE PROBLEM SOLVING

Context:

Lake Wangary Primary School prepares students for effective participation in society by providing a broad and balanced education in a safe, supportive and stimulating environment.

We Value:

- Our positive learning environments for students
- Strong student/parent/staff relationships
- A safe working environment for staff and volunteers

We Acknowledge:

- That parents and the community have a great range of concerns and have the right to discuss these.

Roles and Expectations:

Parents & Students can Expect:

- A safe learning and care environment
- Broad, balanced and stimulating curriculum.
- Information about all aspects of students education.
- Information about school policies and procedures
- Opportunities to put their point of view and express opinions or concerns
- To be treated fairly and equitably.
- Opportunities to be involved and to participate in activities in the school
- Clear accessible communication channels
- Confidentiality

The School Expects:

- Support for school policies and procedures eg behaviour management, uniform policy, attendance policy etc
- Parents to treat staff with respect and to listen to their point of view.
- Parents to show confidence in the school and its policies and not to undermine the teacher/student trust and relationship
- Concerns to be raised through the agreed channels and processes.
- Parents to understand that their requests may not be able to be agreed to and compromise may need to be made.
- Confidentiality to be maintained.

Confidentiality in Problem Solving:

It is important that your concerns are kept confidential, and although you may wish to seek support from friends or an advocate, it is important to do this wisely.

When the matter is discussed in the student's hearing, it is important that the student understands that you have confidence that the issue will be resolved confidentially at the school level.

Criticism of the school or a teacher does not support the child's education as it can undermine trust and confidence. Public criticism or criticism with in students hearing can lead to far more problems than it solves.

Similarly staff are expected to keep concerns that have been raised confidential and must not discuss the issue in front of students. Staff also expect that matters can be resolved appropriately.

Contacts:

Teachers	Contact them at school	86854137
Principal	Mrs Sandra Spencer	86854137
Gov Council Chairperson	Julianne Marshall	
Educational Director	Ms Rowena Fox	86820700

The Agreed Process for Raising Concerns– Student Grievances

If a student would like a problem solved they too have the right to have their concerns listened too. They Should:

1. Think about how important it is. Is it really important or can I ignore it? Is it a once only problem or something that occurs all the time?
2. Talk to a friend or a trusted adult. Ask them if they think you should do anything about it.
3. Talk to a teacher. It does not have to be your own teacher. Remember to tell this teacher the whole story– not just what you don't like.
4. If all this doesn't solve the problem then ask your parents to help you. They might arrange a meeting with the teacher or Principal.

Always Persist Until the Problem is Solved– Never Give Up

It is important that you talk with someone about your problems. There is always someone who cares. But, do not make complaints against people just because you have been in trouble or you did not like the consequences for doing something wrong. You could talk to someone if you think you were unfairly treated but not just because your teacher is strict.

The Agreed Process for Raising Concerns– Parents

1. Raise the matter with the school via telephone, diary, communication book etc. Remember that you have one side of an issue, others may have another side.
2. Arrange too speak with the class teacher. Make an appointment so that the teacher will be free from classroom duties and able to give you their fullest attention.
3. If the issue is not resolved, make an appointment to see the Principal. If appropriate let the principal know what is going to be raised as this can save time later.

After the meeting you may need to:

- Acknowledge that the suggested actions you would like may not be in the best interests of the school as a whole or it may not be possible.
- Be prepared to monitor the situation with follow up meetings or phone calls.
- Consider involving the support of outside agencies such as guidance officer or social worker.

4. If it is a policy issue, and not an individual case, you could go to Gov Council.
5. Should you feel that the concern has still not been resolved, contact the Education Director on 86820700 who will assist in trying to find a satisfactory solution.

You must have tried steps 1 to 4 before contacting the Educational Director—Parent Complaint Unit (flow chart)

The Agreed Process for Raising Concerns– Student Grievances

1. Contact the teacher or school.
2. Appointment with teacher.
3. Appointment with Principal
4. Possible involvement of Governing Council.
5. Contact Educational Director.

BEHAVIOUR CODE

AIM

- Assist students to develop self discipline and accept accountability for their own behaviour.
- Develop confidence and a sense of self worth.
- Build respect for others rights and possessions
- Ensure that students, staff and parents have a clear understanding of the schools expectations of students behaviour.
- Develop a positive, co-operative learning environment.

THE SCHOOL RULES

Teachers at this school have the right to be able to teach without harassment or unwarranted disruptions.

Students have the right to be treated fairly and with respect, and to be permitted to learn without disruptions.

The following rules cover all situations both in the classroom and in the yard:

The Safety Rule

Keeping ourselves safe and practising safe behaviours.

The Learning Rule

Helping ourselves and others to maximise our learning opportunities.

The Treatment Rule

Respecting our own, and other people's rights, feelings and possessions.

The Movement Rule

The way we move in and around the school buildings and yard.

The Communication Rule

The way we speak and listen to each other.

The Problem Solving Rule

Sorting out problems and conflicts in an appropriate manner.

CONSEQUENCES FOR INAPPROPRIATE CLASSROOM BEHAVIOUR

Each class teacher will negotiate with the students the precise interpretation of the school rules for their classroom. They will also negotiate consequences for inappropriate behaviour and incentives for responsible behaviour.

The class interpretations will roughly follow these guidelines:

WARNING

RELOCATION IN CLASS

TIME OUT

TIME OUT IN ANOTHER CLASSROOM

TIME OUT IN THE OFFICE

TAKE HOME

SUSPENSION

In serious cases, or where the behaviour is persistent, some steps may be bypassed.

It is now policy that the class teacher will always contact parents when serious behaviour problems arise. They will also contact parents when lower level behaviour problems become persistent and need attention eg. 3 timeouts for similar behaviour. In these situations we ask that the parents counsel their child about appropriate behaviour and apply home based consequences. *Parents supporting and backing up school based behaviour management is vital to the success of this policy.*

CONSEQUENCES FOR INAPPROPRIATE YARD BEHAVIOUR

The yard duty teacher is the person who determines whether any behaviour is appropriate or not acceptable. All staff consult regularly to ensure that

consistency of expectations is achieved across the school. The steps for applying consequences are:

RULE REMINDER

WARNING

TIME OUT

COMMUNITY SERVICE

NEGOTIATED PLAY AREAS

TAKE HOME

SUSPENSION

Again, in serious cases, or where the behaviour is persistent, some steps may be bypassed.

The parents will be informed of all cases of serious behaviour problems or of persistent lower level problems.

Again, parents are asked to support the school action and back it up with action at home.

Illegal activities will probably involve police.

All students will be counselled upon re-entry to the class or yard so that they are better equipped to handle similar situations next time.

POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOUR

Each teacher will utilise a range of incentives and rewards to best meet the needs of the students and the situation.

Examples include:

- Simple praise and compliments
- Stars, stamps and stickers
- Merit cards and certificates
- Team, group or individual merit points
- Special duties or privileges
- Minor prizes
- Special activity Time
- Extra PE or computer time
- Positive notes in diary
- End of week reward/resource time
- Friendly Play Awards
- Student of the Week
- Principal's Awards
- Recognition at assembly or newsletter

SCHOOL BEHAVIOUR CODE AND BEHAVIOUR MANAGEMENT POLICY

This document is entitled the School Behaviour Code. It is a summary version of the school Behaviour Management Policy.

This Code is designed as an overview of operational procedures with the intention of giving parents and care givers an understanding of how we manage student behaviour.

The full version — the Student Behaviour Management Policy is aimed more at staff and goes into our practices and procedures in greater depth.

Parents are most welcome to request a copy of the Student Behaviour Management Policy.

SCHOOL CONTACT DETAILS

Please feel free to contact the Principal or your child's teacher to discuss any issues about the Lake Wangary Primary School Behaviour Code.

Phone: 08 8685 4137

Fax: 08 8685 4030

E-mail: sandra.spencer122@schools.sa.edu.au

Principal: Mrs. Sandra Spencer

These policies are developed as a result of consultation with the staff, parents and students. It is in line with the DECD School Discipline Policy.

APPROVED SCHOOL UNIFORM

School uniform is strongly encouraged for all students. The Principal can provide exemption from wearing uniform for a variety of reasons. Parents wanting such exemption should contact the Principal.

A range of school uniform items are available to purchase from the front office. The school is also able to order in any other items or sizes from the uniform supplier. A range of second hand uniforms are also available from the school office. Iron-on school logo transfers are available from the front office for \$3.00. Broad brimmed school hats are available for purchase from the school office also.

The recommended school uniform is listed below:

GIRLS

Blue checked dress

Blue checked, or navy blue culottes, skorts or culottes sets
Navy blue shorts
Navy blue, white or pale blue polo shirt
Navy blue windcheater
Navy blue track and field pants
Navy blue tracksuit pants (no jeans)
Navy blue broad brimmed hat
Sensible shoes or sandals (not thongs, clogs or slip ons)
Winter Tartan pleated skirt.

BOYS

Grey or dark blue trousers
Grey or dark blue shorts
Navy blue or grey tracksuit pants (no jeans)
Navy blue, white, grey or pale blue polo shirt
Navy blue windcheater
Navy blue broad brimmed hat
Sensible shoes or sandals (not thongs)

SAPSASA jumpers can be worn at school however it can not be worn on excursions and official events eg photographs

On the polo shirts and windcheaters for both boys and girls the school logo is optional, no other logos eg Hurley are allowed

Certain uniform items can also be purchased from the school. Most are items are also available from other outlets eg Coles, Woolworths, Kmart and Target.

SUNSAFE POLICY

At Lake Wangary Primary School we recognise that the damage caused to skin by UV rays is an OHSW and "duty of care" issue.

Aims:

- To educate students as to suitable sunsmart protection strategies.
- To encourage children and teachers to protect themselves from the harmful effects of the sun.

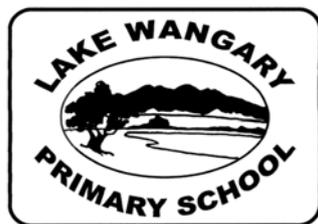
Implementation:

This policy is for implementation from the 1 September until 30 April and when the UV levels are 3 and above in May-August. When the UV is 3 and above a combination of sun protection measures will be in place, as outlined below.

When the UV is below 3 students and staff are encouraged to not use sun protection for vitamin D.

Procedures

- All staff and students when outside during school hours will wear hats
- Staff will model the wearing of hats, sunscreen, protective clothing (tops with collars and longer style sleeves and longer style shorts, dresses and skirts), seeking shade and wearing sunglasses.
- Outdoor Lessons and school activities will be scheduled to align with times of decreased risk of UV Ray damage (not between 11-3pm), or held inside the gymnasium/multipurpose room.
- Hats must be **wide brimmed** (no less than 7.5 cms.) in the **school uniform colour of blue**. These are available for purchase from the school
- Hats are considered to be part of the school uniform and will be worn by students and staff on all camps and excursions.
- Students are expected to wear the school uniform which provides adequate protection and includes tops with collars, longer style sleeves and longer style shorts, dresses and skirts.
- Students without hats may only congregate and play in the lunch eating area.
- On days of extreme weather or risk students may remain indoors during breaks.
- Sunscreen is available for staff and students to use. Parents are also encouraged to provide their children with sunscreen to use at school and on excursions.
- Governing Council has provided each class with SPF 30 or higher broad spectrum water resistant sunscreen. Students are encouraged to apply sunscreen 15-20 minutes prior to going outdoors and every 2 hours when outdoors recess and lunch breaks. Students are encouraged to come wearing sunscreen,
- Staff are aware of their responsibility to limit student's exposure to the sun in peak UV periods to only lengths of times that are necessary.
- Governing Council and Grounds Committee are conscious of their responsibility also and will continue to provide adequate under cover play areas and maintain the many shady trees in the school grounds. Shade will be considered when planning outdoor activities and events.
- We will encourage parents and visitors to wear suitable hats to outdoor school functions also.
- Sun protection is incorporated in the curriculum at every year level.
- Sun protection is emphasised at all outdoor events.
- Outdoor events in terms 1 and 4 will be planned so that sun protection is considered.
- School has purchased 4 gazebos to be used at all outdoor activities.



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