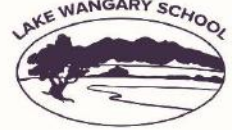




Government of South Australia
Department for Education



Third Street WANGARY SA 5607
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Parent Information Booklet

2023

School Vision:

*Nurturing Leadership and Achievement
through Effort and Respect*

Wade Branford

Principal

Lake Wangary School

Third Street

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

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Dear Parent / Caregiver

On behalf of the staff of the Lake Wangary 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

The values are also reflected in our vision:

Nurturing Leadership and Achievement through Effort and Respect

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 For Education (DfE) 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

Wade Branford

Principal

HISTORY OF LAKE WANGARY 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.



Lake Wangary School 1972

Teachers

Wade Branford
Janice Freeman
Carla Morgan
Amber Clarke

Tessa Mckenzie

Skye Bradford
Luke Rowe/Christian Kotz

Principal
Upper Primary Teacher
Middle Teacher
Lower Primary Teacher
Aboriginal Education Teacher
Lower Primary Teacher
Autism Intervention Teacher
Preschool Teacher
Language Teacher/Art

School Services Officers

Danielle Morgan
Janis Ellul
Nell McRostie
Erica Fergusson
Tayla Fergusson
Siobhan Carr
Danielle Hirschausen-Burk
Stella Siegert
Andrew Jenkins

Administration
Finance
SSO/ECW
Classroom Support
Classroom Support
Library
Classroom Support/ACEO
Classroom Support
Grounds person

Bus Drivers

Kim and David Pierce
Paul Stenson
Kelvin Starke

Coulta & Coffin Bay
Coffins Bay
Coulta

*Please note staffing details are subject to change.
Updated 24/03/2023

DfE

The government department responsible for Education in South Australia is the Department for Education (DfE). 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 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 Chris Roberts.

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 DfE single intake policy.

STAFF DEVELOPMENT

Staff development is an ongoing process at Lake Wangary 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 DfE, under the umbrella of Australian Professional Standards for Teachers. Staff Personal Development / Learning reflect our site's priorities as well as those of DfE.

CURRICULUM

The Australian Curriculum has been endorsed as of the 18th of September 2015 and again updated in 2021 and we are now using this version. 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 10 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 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 inquiries, either to the Class Teacher or the Principal.

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

PASTORAL 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, fundraiser 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. Payments can also be paid via EFTPOS over the phone and direct bank transfer.

NEWSLETTER AND NOTICES

Lake Wangary School has transitioned to online platforms for communication. Our school newsletter is our main written communication to parents and is emailed home once a fortnight to each family. It is also published on our website. The newsletter contains items on school and student activities, Governing Council reports and other items of general interest. Various notices and communications are emailed home and uploaded on Seesaw as activities occur. Teachers have paper notes if children require. Please check your child's bag (particularly the younger ones) for excursion/camps and notices, as sometimes important information can be missed. Seesaw is our main online communication platform. It is important that all families have the app and the QR code (this is given out at the beginning of the year). The school will support all families to have access to this. Families can use this platform to communicate, respond to notices and student learning. You can download the app by searching our school in the app store, it is a free download.

ABSENCES 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, texting the school mobile, writing a note in the diary/communication book or send a message through the SeeSaw 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 from 8:30-4:40 at the Port Lincoln Community Dental Clinic, 39 Oxford Terrace. They can be contacted on 08 76691700.

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.

SCHOOL TIMES

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

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, jackets 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 upper primary 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 - a minimum of 3 work samples from English and Maths and one other curriculum area will be uploaded for parents to comment on. All staff are encouraged to provide more samples to encourage high levels of parent involvement in learning. Providing evidence of student learning is essential for productive relationships between families and staff.

3 Way Interviews - work samples, discussion week 7-10.

TERM 2:

Student Learning Portfolio - minimum 3 work samples to be uploaded via Seesaw from English and Maths and one other curriculum area (not the same area as term 1).

Written report, this report is detailed in comparison to the term 4 report.

TERM 3:

Student Learning Portfolio - minimum 3 work samples to be uploaded via Seesaw from English and Maths and one other curriculum area (not the same area as term 1 or term 2) End of term.

TERM 4:

Summative student written report.

Student Learning Portfolio - minimum 3 work samples to be uploaded via Seesaw from English and Maths and one other curriculum area (drama encouraged as concert is this term, photos).

Specialist teachers to provide work samples for each year level at least once a term. 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 two school buses (two routes) as set out in the timetable below. The Coulta bus is owned and operated by private conductors, Kim and David Pierce, who can be contacted on 86854140.

Coffin Bay Run: Departs Lake Wangary School 7:45 am – High School Students
Arrives at School at 8:40 am
Departs School at 3:15 pm
Arrives at Coffin Bay at the first stop at 3:26 pm
Arrives back at School at 4:20 pm

Coulta Run: Departs Lake Wangary School at 7:30 am
Arrives at School at 8:30 am
Departs School at 3:20 pm
Arrives at School at 4.30 pm

HOMWORK

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. 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.

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 5/6 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 / IPADS/DEVICES

DECS have introduced a new mobile phone policy for 2023. Students must keep their mobile phones and other personal devices off and away for the whole school day at all primary and high schools. This also applies on school camps or excursions. Should students need to bring their phones to school they are to be handed in at the front desk on arrival. The phone will be returned to the student at the end of the day.

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.

If 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. Anyone, adult or child can get head lice.

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

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, please obtain a health care plan from the doctor. (DFE has a range of forms to help get this information).
Medication Agreement – HSP151

- 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 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 well-being policy, 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	Contact them at school	86854137
Educational Director	District Office	86883488

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 Governing Council.
 5. Should you feel that the concern has still not been resolved, contact the Education Director on 86883488 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.

WELL-BEING POLICY

The 'Well-Being' policy incorporates anti-bullying and harassment, school discipline and cyber safety.

Aim

Everyone has the right to be treated with respect. Staff model and teach appropriate social skills, which will allow students to self-regulate in challenging circumstances.

To develop positive well-being, we embed our school values across the curriculum:

Leadership
Effort
Achieve
Respect
Nurture

We encourage well-being through the use of positive reinforcement.

Behaviour Management Procedures

Students who are unable to self-regulate, will be supported using the following procedure. This encourages students to be accountable for their behaviour.

- 1 Reminder
- 2 Relocation in class or the yard
- 3 Time out (yard and classroom)
- 4 Time out in another classroom/ Office
- 5 Time out in office
- 6 Take home/ internal suspension
- 7 Internal suspension full day
- 8 External suspension 1 day
- 9 External suspension 1-5 day
- 10 Exclusion

Consequences remain in place for a period of 10 school weeks.

In the event that the student refuses to respond to reasonable adult instructions or harms others physically, these steps may not be sequential.

Recording and Reporting

Communication between staff and parents is imperative to ensure ongoing support of student positive well-being.

Any student behaviour, yard and classroom, beyond step 4 will be recorded on the Lake Wangary School Behaviour Development form, and will be recorded onto EDSAS.

Counselling / Re-entry

If required a student can receive support from the Pastoral Care Worker.

A re-entry meeting is required with the Principal, teacher, student and parent/caregiver, after Step 8 (external suspension) this is mandatory.

Well-Being Commitments

Staff are committed to the well-being of all students by:

- Consistently following well-being procedures
- Recognising responsible behaviour and rewarding it eg certificates, postcard/notes sent home, incentives
- Providing counselling for students
- Modelling and teaching appropriate social skills
- Consulting the Principal re serious or continued behaviour problems
- Contacting the parents to keep them informed about student well-being
- Keeping accurate records both in class and the yard
- Attending appropriate Professional Development

Principal is committed to the well-being of all staff, students and parents through:

- Supporting all stake holders
- Contact parents when required to ensure open communication and support
- Supporting conferences
- Overseeing record keeping and interpret data collected regularly
- Involving outside agencies when appropriate (all illegal activities will involve Police)
- Present Data about recorded incidents to Governing council once per term (with discretion to protect individual identities)
- Ensure that new staff, new students and their families are aware of Wellbeing Policy
- Ensure that the 'Keeping Safe Child Protection Curriculum' is implemented in all year levels across the school and parents are aware of this program and have access to it

Parents are committed to the well-being of staff and students

- Supporting the school in student well-being
- Contacting staff with concerns
- Encouraging and rewarding positive social interactions

Students are committed to the well-being of themselves and the school community

- Sharing the development of class room expectations
- Displaying responsibility for their own behaviour
- Supporting peers to make responsible choices
- Speaking to an adult when a problem is unsolved

Useful websites for more information:

- www.bullyingnoway.gov.au
- www.kidshelp.com.au
- www.esafety.gov.au
- Parent Help Line : 1800 222 696
- Kids Helpline: 1800 551 800
- Child and Family Health - 1300 364 100

Cyber Safety

Overview:

Measures to ensure the cyber-safety of Lake Wangary School are based on our core values. (Leadership, Effort, Achievement, respect and Nurture)

To assist us to enhance learning through the safe use of information and communication technologies (ICT), all parents/caregivers will read this document and sign the Use Agreement Form.

Use Agreement and Practices:

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreement for staff and students.

Child Protection education, such as Kids Matter and the Child Protection curriculum also include information about remaining safe when using new technologies. Information from these is provided for students and parents.

The computer network, internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Lake Wangary School, and to the effective operation of the school. ICT equipment is for educational purposes which are appropriate to the school environment, whether it is owned or leased either partially or wholly by the school, and used on or off site.

The overall goal of Lake Wangary School is to create and maintain a cyber-safe culture that is keeping within both school values and with legislative and professional obligations.

The User agreement includes information about individual obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school equipment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Monitoring and Filtering:

Materials sent and received using the network may be monitored and filtered and/or monitoring software may be used to restrict access to certain sites and data, including email. Where a student is suspected of an electronic crime, this may be notified to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DFE administrators to prevent exposure of children to inappropriate content while using departmental online services, it is not possible to completely eliminate the risk of such exposure. In particular, DFE can not filter mobile devices owned by a child. DFE recommends the use of appropriate internet filtering software on all devices. At Lake Wangary School we do not encourage students to bring electronic devices like mobile phones, ipads/ipods etc to school. However, if they do need to, these devices are to be passed on to a member of staff in the front office for safe keeping during the day. The school takes no responsibility for these devices.

More information about internet filtering can be found on the following websites:

<http://www.acma.gov.au/> Australian Communications and Media Authority

<https://kidshelpline.com.au>

Kids Helpline

<https://bullyingnoway.gov.au>

Bullying No Way

Further information:

For further information and/or to discuss any concerns or queries regarding cyber-safety or using the internet and ICT equipment/devices, please contact the Principal.

Strategies to keep Lake Wangary School Cyber-Safe:

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child/children's safety and safe practices, regardless of the time of day. Being cyber-safe is no exception and Lake Wangary School invites all parents/caregivers to discuss with their child/ren the following strategies to help stay safe when using ICT during or after school hours.

- Not using school ICT equipment until the User Agreement Form has been completed and returned to school
- Only using the computers and other ICT equipment for learning
- Only going online or using the school internet when a teacher gives permission and an adult is present
- Always asking a teacher first if unsure whether allowed to do something involving ICT
- Only using their own username and not allowing anyone else to use that user name
- Keeping all passwords private
- Only using the internet, email, mobile phones or any ICT equipment for positive purposes. Not for inappropriate, mean, rude or offensive purposes or to harass, bully or in anyway harm anyone else, or the school itself – even if it is meant as a joke.
- While at school:
 - only attempting to search for things online that are known to be acceptable at school. This excludes anything that is rude or violent or uses unacceptable language such as swearing, and
 - reporting any attempt to get around, or bypass, security, monitoring and filtering that is in place in the school.
- If anything is found online that is upsetting, rude or mean or is known to be unacceptable at school, students will follow these steps:
 - not showing or sharing the content with others
 - turning off the screen
 - getting a teacher straight away
- Only bringing ICT equipment/devices to school for use on bus. These devices must be given to the staff in the front office until the end of the day.
- Only connecting an ICT device to school ICT technologies (including USB/portable drives, cameras or phones) with permission from the teacher. This includes all wireless/Bluetooth technologies
- Only using devices that have been electrically tested and certified by the school eg chargers
- Only downloading or copying files such as music, videos, games or programs with the permission of a teacher and the owner of the original material to ensure compliance with copyright laws

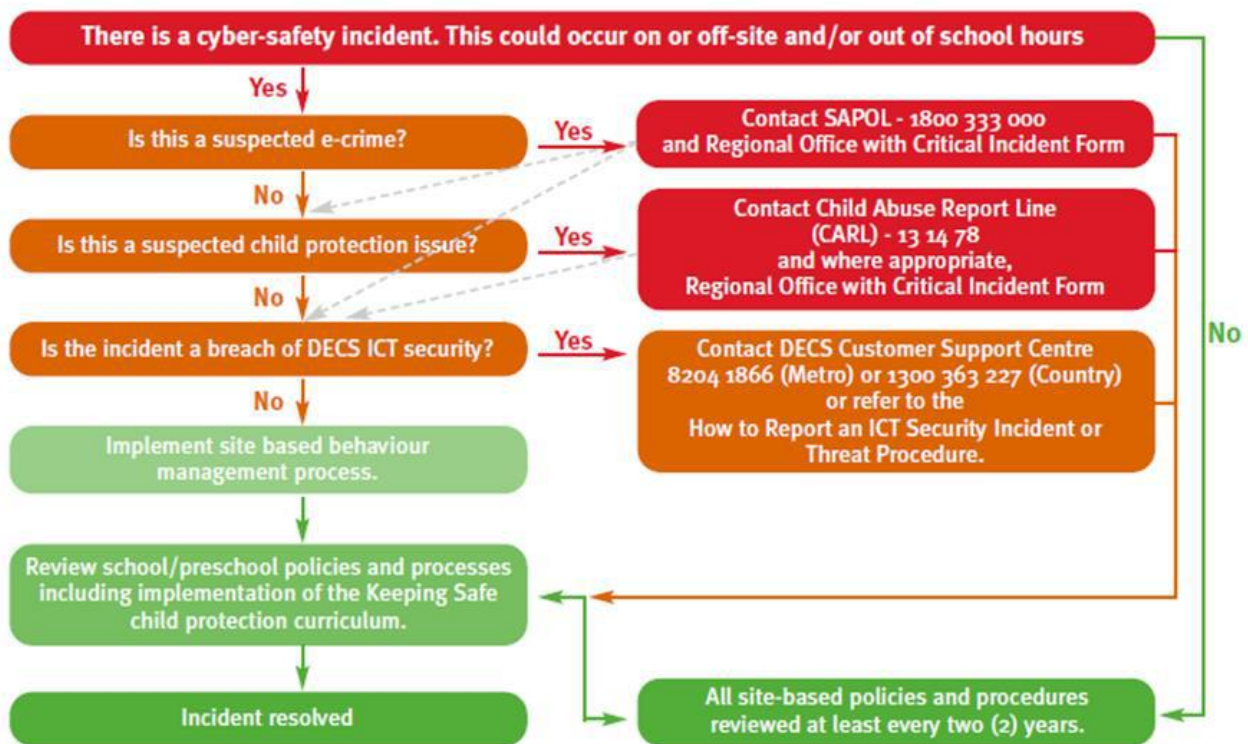
- Always asking a teacher's permission before putting personal information on line, which includes any of the following:
 - Full name
 - Address
 - Email address
 - Phone numbers
 - Photographs
- Respecting and treating all the school ICT equipment/devices with care, including:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain access to any system
 - Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
 - Reporting any breakages/damage to a teacher straight away
- Report any system problems to a teacher to be logged on the ICT support <http://plhs.zendesk.com>

Breaches:

We have a system at Lake Wangary School where if any student accesses inappropriate information an automatic email is sent to the Principal. If the student has deliberately accessed inappropriate material parents will be notified and together we work through the concerns.

If students do not follow cyber-safety practices, the school may inform parents/caregivers, and in serious cases, may take disciplinary action against the student(s). Families may also be charged for any damage or repair costs where applicable.

If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold personal items securely for potential examination by police. These actions may occur even if the incident occurs off site and/or out of school hours.



Responsibilities:

Lake Wangary School will:

- Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on ICT equipment/devices at school or at school related activities
- Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world.
- Ensure staff keep up to date about relative risk and educational benefits of online learning activities in learning programs
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents/caregivers/legal guardians or children about cyber-safety issues.

Parents/Caregivers will:

- Discuss information about cyber-safety with their children and explain why it is important
 - <https://www.youtube.com/watch?v=kHYkWtI7004>
(Youtube -Privacy Student info)
 - <https://www.youtube.com/watch?v=6TUMHplBveo>
(Youtube - Your digital footprint)
- Support the school's cyber-safety program by emphasising to their child/ren the need to follow cyber-safety strategies and sign the Cyber-safety Use Agreement

- Contact the Principal or a teacher to discuss any questions or concerns that they may have about cyber-safety, using of ICT at school and/or the Cyber-safety Use Agreement.

Important Terms:

E-crime – occurs when computers or other electronic communication equipment/devices (eg internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Inappropriate material – material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school environment

Cyber Bullying – bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technology- such as email, facebook, chat room discussion groups, instant messaging, webpages or SMS (texting) – with the intention of harming another person.

School ICT – refers to the school's computer network, internet facilities, computers, and other ICT equipment/devices.

ICT equipment/devices – computers (such as laptops, desktops, PDAs) storage devices (USB/flash memory devices, CDs, DVDs, floppy discs, iPads/iPods, MP3 players) cameras, all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players) and any other similar technologies.

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.

All uniform items can now be ordered online through ACE Uniforms. The link to purchase uniforms is:

[Lake Wangary School – ACE Uniform \(aceuniforms.com.au\)](http://aceuniforms.com.au)

Broad rimmed school hats, beanies and Preschool t-shirts are available for purchase from the school office.

The recommended school uniform is listed below:

GIRLS

Blue checked dress

Blue checked, or navy blue culottes, skorts

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 cannot be worn on excursions and official events eg photographs. Minya Custodian t-shirts can be worn on Wednesdays.

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.

SUNSAFE POLICY

At Lake Wangary 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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