

Augusta Park Primary School Information Booklet



59 Power Crescent
Port Augusta SA 5700

Phone No. 8642 3599
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WELCOME TO AUGUSTA PARK PRIMARY SCHOOL

Augusta Park Primary School staff welcome you and your child to our school. We are pleased to have the opportunity to share with you the responsibility of teaching your child.

Our vision is: 'strong culture, strong relationships and strong learners'. At Augusta Park Primary School families, students and staff work together to develop successful students; challenging learning experiences; effective learning environments; collaborative relationships; strong community connections and expert staff.

We work alongside families and community to provide the best possible experiences for your children. We take pride in knowing children and families personally, making them feel important and acknowledging that they are an integral part of our school.

We maintain a strong focus on student achievement through the quality teaching of Literacy and Numeracy. Conversations around children's achievement are central to ensuring that school, families and students are working collaboratively to maximize individual potential. Having students who are able to discuss their aspirations, set personal goals and then work towards these are indicative of the student empowerment we aim for.

Through our implementation of the 'Play is the Way' social skills program we provide relevant learning experiences and individual support; each child is able to build a strong foundation of knowledge and skills for the future.

We look forward to your support in achieving these goals for your child's future.

Kind regards
Ms Bec Mueller

2018 STAFF LIST

PRINCIPAL: Bec Mueller

DEPUTY PRINCIPAL: Caitlin Lean

STUDENT WELLBEING LEADER: Kym Bishop (Works Tuesday to Friday)

Reception – Year 2	Ktora Dannenberg
Reception/Year	Lyn Francis
Reception/Year 1	Rebecca Kidman
Year 1	Tuesdee Murray
Year 1/2	Tom Clayton
Year 2/3	Lisa Elliot
Year 2/3	Sarah Parnanzini
Year 3 – Year 7	Nicole Godfrey
Year 3/4	Michelle Densley
Year 4/5	Natasha Sghirripa
Year 4/5	Tessa Reid
Year 5/6	Kimberley Marden
Year 6/7	Johnathan Whitaker
Year 6/7	Raman Bhangu
Physical Education Teacher	TBA
Technologies and Science	Tegan Francis
Technologies and Science	Liam Fawcett
Literacy and Numeracy Coach	Scott Welfare (Works Monday, Tuesday, Wednesday, Friday)
Special Education Teacher	Hayley Carn
Student support teacher	Bree Russ (Works Monday to Wednesday)
Aboriginal Education Teacher	Anne Kenny
Aboriginal Languages Teacher	Anne Kenny (Monday)
Permanent Relief Teacher	Tracy Kingham
Finance Officer	Cheryl McKnight
Administration Officer	Donna Irvine
IT Support/Administration Officer	Bruce Kenny
Library Manager	Kerry Harris
ACEO	Miriam Bodger
ACEO	Mary Wilson
ACEO	Maoriella McKenzie Stuart
Cultural Specialist/SSO	Kahran McKenzie
Classroom Support/Intervention	Maureen Press
Classroom Support/Intervention	Fiona Williams
Classroom Support/Intervention	Kylie Hicks
Classroom Support/Intervention	Darrel McAuliffe
SSO/Speech & Language Support	Louise Kirkham
Classroom Support	Trudi Hollies
Classroom Support	Charlotte Thompson
Classroom Support	Robin Forbes
Classroom Support	Mikkala Tucker
Classroom Support	Amanda Schulze
Classroom Support	Nicole Pepall
Classroom Support	Raemi Johnston
Classroom Support	Georgia Irvine
Canteen Manager	Wendy Black
Grounds person	Stephen Ruffles

ASSEMBLIES

Whole school assemblies occur every Term in Week's 3, 6 and 9 at 9am in the hall. Assemblies are run by classes. During this time we celebrate student achievement, communicate messages and share information. We welcome and encourage families to attend.

ASSESSMENT AND REPORTING

The staff, students and families of Augusta Park Primary School, with approval of Governing Council have supported the following reporting schedule:

Term 1

- End of Week 2 – Term Overviews are sent home to families. The overviews detail the topics will be taught throughout the term and are sent home so families can talk to children about their learning.
- Towards the end of Term 1 – Parent/Teacher interviews are held with the aim of building relationships with families as well as sharing information about each child's learning and developmental needs. Individual Learning Plans will also be discussed and signed.

Term 2

- End of Week 2 – Term Overviews are sent home to families.
- Thursday Week 10 – Written reports are sent home to inform parents about a child's achievement against The Australian Curriculum. Student attendance and their understanding of social skills are also included.

Term 2

- End of Week 2 – Term Overviews are sent home to families.
- Towards the end of Term 3 – Optional Parent/Teacher interviews are held.

Term 4

- End of Week 2 – Term Overviews are sent home to families.
- Thursday Week 9 – Written reports are sent home.

Families are encouraged to keep in contact with the school and are most welcome to make an appointment to see their child's teacher at any point of the year, especially if there are any concerns.

ATTENDANCE

If students are away from school due to sickness or family reasons please contact the school either by phone or writing us a note.

We aim to have students reaching our school attendance target of 93% (186 days / 200 days).

BELL TIMES

8.35am	Bell for students to enter school grounds
8:50am	School Starts, Classroom Orientation
10:40am	Eating time for recess
10:45am	Recess
11:15am	Classroom instruction resumes
12:55pm	Eating time for lunch
1:00pm	Lunch
1:20pm	Class instruction resumes
3:00pm	End of the school day

There is no yard supervision before 8.35am, therefore children who are unsupervised by an adult are not permitted to be on school grounds.

CANTEEN

The school canteen is open each day and is run by our Canteen Manager with voluntary help. Students can order their lunch from the canteen from 8.35am until 10.00am. The canteen is open during recess and lunch. Our Canteen adheres to the DECD 'Rite Bite Policy' which promotes healthy eating thereby contributing to significant long term health and learning benefits for students.

Volunteers are always required and your help would be greatly appreciated.

CAR PARKING

Parents/Caregivers are requested to park either on Barry Street or Power Crescent when dropping off and picking up their children from school.

Parents/Caregivers are not permitted to park in the staff car park.

COMMUNICATION

At Augusta Park Primary School we use the following ways to communicate with families:

- Diary
- Communication Book
- Telephone calls
- Appointments
- Interviews
- Reports

Staff are happy to meet with parents/caregivers before or after school. Making a time to discuss your child's situation with the teacher will ensure that the teacher can focus on the meeting with you.

EMERGENCY CONTACT INFORMATION

Please keep us informed of any change of address or new telephone numbers. Having up to date emergency contact information supports both the school and home as there are times when we need to contact families, especially if there is an emergency.

EXPECTATIONS OF STUDENTS AT A.P.P.S

At Augusta Park Primary School we work to create an atmosphere which is positive and supportive, and in which each child feels valued as an individual. We think it's important that all children learn the importance of respect.

We therefore have expectations of our students in the following areas.

SPEAKING AND WORKING WITH ADULTS

- All adults are to be treated with respect.
- Adults' names are to be used.
- Speak respectfully always.
- Manners are to be used and these will be taught explicitly through social learning programmes.

SPEAKING AND WORKING WITH STUDENTS

- Speak respectfully and use your manners with other students.
- Teasing others or using 'bullying' tactics is not acceptable.
- Listen when others are speaking.
- Respect others and treat them as you would like to be treated.
- All teachers have the right to teach and students to learn.

GOVERNING COUNCIL

The role of the Governing Council is to work with the Principal and staff to:

- Set broad directions of the school to improve student learning and facilities
- Initiate and approve recommendations to meet directions
- Monitor and report on progress.

Governing Councillors are elected for a period of two years at the Annual General Meeting held at the beginning of each year. Governing Council meets twice a term, usually in the early evening with times being negotiated based on the needs of the group.

A crèche is held during all meetings to help those who need to bring their children along.

This is a very rewarding way to contribute to the governance of Augusta Park Primary School. All members of Governing Council are required to undergo a relevant history screening on appointment.

HEAD LICE

From time to time an outbreak of head lice occurs in the school. If this happens in your child's class you will be notified. Children with head lice go home and may return the day after appropriate treatment has commenced. Most children will have head lice at some stage it does not indicate that a child is dirty or has unwashed hair.

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, behind the ears 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. A pharmacist or hair dresser can advise you.
- 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 and towels with hot water, or tumble drying 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 household members daily, for 3 weeks, during an outbreak. Treat anyone found to have headlice.
- 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 and conditioner in conjunction with the treatment.
- Do not use conditioner or shampoos for 24 hours after using headlice treatments. Conditioning agents and harsher detergents can make the treatment less effective.
- Do not blow dry hair.

HEALTH; FIRST AID & MEDICATION MANAGEMENT

At enrolment and the beginning of the year a medical form will be sent home to be updated by parents/caregivers.

Supporting Students with Medical Conditions

An Individual Health Care Plan, authorised by the treating professional, is required for all students who:

1. Undertake regular medication. (This plan supersedes all other procedures detailed below.)
2. Have Acute Medical Conditions e.g. allergies

Permission will be sought to display these in the staff room, in appropriate classrooms and in TRT/PRT folders for easy reference.

Medication is to be kept in the First Aid cabinet and dispensed through the front office.

Support of students with Asthma

In line with DECD and Asthma Friendly Schools guidelines every student who is known to have asthma will need to submit an Asthma Care Plan to the school as well as supply their own medication and spacer.

Medication & storage

- If parents/caregivers are unable to do so, short term medication will be supervised or administered by appropriate staff as directed by a Health Care Plan.
- Long term medication can be administered by appropriate staff regularly, if written permission from a doctor is supplied in the form of a Health Care Plan
- All medication and Health Care Plans are to be handed into the office.
- Medication must be provided in the original packaging with student's names, doctor's name and dosages clearly identified.

Transporting of Sick or Injured Students

- Staff members will not transport a seriously sick or injured child. An ambulance will be called if required.
- If medical treatment is sought outside the school, the Principal will arrange for a staff member to remain with the sick or injured child until either the child's parent arrives or a medical professional gives a clearance for the child to go home unless otherwise stipulated in a Health care Plan.

Infectious diseases procedures

- Children who are ill with an infectious disease are not allowed to attend school.
- The school will contact the parents/caregivers if they suspect that a general infectious disease; or common local disease affecting skin, hair or eyes may be apparent on a child.
- The school, health department and government regulations state the period of exclusion for children with the following diseases:
 - *Conjunctivitis* – Stay at home until there is no discharge from the eyes.
 - *Epidemic influenza* – Stay at home until after the symptoms have disappeared (usually 7 days).
 - *German measles* – Stay at home for 7 days after the appearance of the rash, or until a Medical Certificate of recovery has been obtained.
 - *Impetigo (school sores)* – Stay at home until the sores have healed or are properly covered with a dressing, or a certificate of treatment is obtained.

- *Chickenpox* – Exclude until all lesions have crusted, there are no moist sores and the person feels well.
- *Ringworm* – If the ringworm is confined to a part which is kept covered, the sufferer need not stay home. If it is elsewhere she/he should stay at home until she/he is free from infection.
- *Measles* – Stay at home for not less than 7 days from the appearance of the rash.
- *Hand, foot & mouth* – Stay at home until all blisters have dried up.

HOMEWORK

We encourage all parents to support their children's learning at home by sharing reading. Talking about the book or other set homework supports and extends their learning experiences. Children feel supported when the school and parents/caregivers work together to support their learning.

LIBRARY

The Library is open for borrowing and browsing between 8.35am and 3.00pm each day.

NEWSLETTER

The newsletter is printed and sent home on alternate Thursdays with the eldest child in the family.

PARENT PARTICIPATION

Parents/caregivers can be involved with the school in many ways and at different levels of commitment. Ask your child's teacher how you can contribute to the class program. Listening to children read is also a supportive way of helping students with their literacy development.

There are other volunteer opportunities around the school and all contributions are valued.

STARTING SCHOOL

The starting date for school is still determined by the date of a child's fifth birthday. Children who have their fifth birthday on or after May 1st will begin school on the first day of Term 1 in the following year. Children who have their fifth birthday From January 1st up to and including April 30th, will begin school on the first day of Term 1 in the year that they turn five.

The Education Act 1972 states that children must be enrolled in a school from the age of six years. Children who are not of compulsory age but who have enrolled at a preschool or school are subject to the same participation requirements as those students of compulsory age.

Children must be enrolled at Augusta Park Primary before they start school.

The aim of the Transition Program is to help children and families to expose children and families to the routines of school and help them to feel comfortable in the school setting.

Transition visits are likely to take the following format. However, this will be confirmed prior to the start of the program as whole school activities such as swimming lessons and Family Night can impact on the program.

VISIT	TIME	DETAILS
1	8:50am – 10:00am	Meet at the library and the Principal or Deputy will show you to the classroom. Once children are settled families meet with the Principal or Deputy in the library for an introductory session and for opportunity to ask questions.
2	8:50AM – 10:45AM	Children are dropped off and collected from the classroom to take part in activities with their classmates and teachers. Please bring a piece of fruit/vegetable and a healthy snack for Recess. Children will also need a sun safe hat.
3	8:50AM – 12:45PM	Children are dropped off and collected from the classroom. Please bring a piece of fruit/vegetable and a healthy snack for Recess and lunch. Children will participate in playtime with the rest of the school at Recess time.
4	8:50 – 3:00PM	Children are dropped off and collected from their classroom. They will experience a full day of school and will need to bring recess and lunch.

THINGS REQUIRED FOR SCHOOL (NAMED)

Lunch box, drink bottle, school bag, hat to wear outside, Art Smock (Optional) and Library Bag (Optional).



STUDENT

BEHAVIOUR CODE

The Student Behaviour Code was reviewed in 2015. A copy is provided in the enrolment pack for your information.

SUNSAFE POLICY

Students must wear a sun safe hat (bucket or wide-brimmed style) at recess and lunch times and other outdoor activities including P.E and sport lessons throughout the year. **No hat - stay in shade.**

UNIFORM

The aim of compulsory school uniform at Augusta Park Primary School, is to promote a sense of belonging and membership.

The Augusta Park Primary School uniform comprises of the following elements:

- navy T-shirt with pale blue inserts, adorned with the school logo.
- school jumper with school logo either hooded or with a baseball jacket style.
- summer school dress of blue and white check.
- school hat



Second Hand Uniform Shop

The second-hand uniform shop has been established. Over time as students leave the school and either donate or sell at a minimal cost depending on the condition of the uniform pieces.

Stock that has been used through the Loans system and is starting to appear worn will also be diverted to the second-hand shop.

Loans or Lay-by System

If a student attends school without wearing school uniform then they are supplied with a Loan T-Shirt. This T-Shirt must be returned by the end of the school day.

If the uniform is taken home and not returned within 5 days the family is invoiced for the cost of the T-shirt.

Implementation

*** Occasional Non-Compliance**

On a day where a student has attended school without wearing school uniform, the student is sent to the office and supplied with a loan uniform by front office staff. Loan T-Shirts will be numbered and students will sign for these.

*** Ongoing Non-Compliance**

Where a student persistently arrives at school without a uniform and they have already had one provided through the loans shop their families will be contacted and asked to provide a uniform before the child enters the class.

Representation

Students will not be eligible to participate in excursions or represent the school in Sports or Arts teams without wearing a uniform. These are extra curriculum activities.

House Captains will have a coloured top that they are able to wear during whole school "House events". These will have a logo representing their house or the house name incorporated. Students will be allowed to wear T-Shirts with their house colours during these events.