Welcome to Airdale Primary School

PARENT INFORMATION BOOKLET

Airdale Primary School
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Respect ~ Responsibility ~ Confidence ~ Persistence
Dear Parents

Welcome to Airdale Primary School.

Airdale Primary School was opened in May 1966 with an enrolment of 250 children. The name ‘Airdale’ was originally given to the area by an early landowner and subsequently chosen by the Department for the school’s name. In keeping with the location of the school on Anzac Road, the four school sports houses Blackburn, Inwood, Cosgrove and Jensen are named after four South Australian World War I Victoria Cross winners.

This booklet is intended to inform you of many of the day-to-day matters related to the school.

We encourage you to take an active interest and become involved in the school life of your child as we value your contributions and support.

We endeavour to provide a quality and happy schooling experience for you and your child. Your child’s teacher, the Principal or another member of the Leadership team will be pleased to discuss any problems that might arise. We also invite any constructive comments and ask that you contact us personally or by telephone when you so desire.

We are very proud of our school and are pleased that you have chosen to join the Airdale Primary School Community.

Kind regards,

Geoff Saunders
Principal

Respect ~ Responsibility ~ Confidence ~ Persistence
INDEX

**EARLY YEARS AT SCHOOL**
- Enrolment Procedures
- Transition & School Visit Programs
- Early Years in Early Year Classes

**ROUTINE PROCEDURES**
- Bell Times
- Term Dates
- School Expectations
- Yard Supervision
- Attendance / Lateness
- Dress Code
- Car Parking and Collection of Children

- Lost Property
- Assemblies
- Money Collection
- Banking
- Hot/Wet Weather
- School Fees
- School Card

**HEALTH & SAFETY**
- Infectious Diseases
- Illness at School
- Medical/Emergency Contact Information
- Special Medical Information
- Ambulance

- First Aid
- Dental Clinic
- Custody
- Road Crossing
- Support Services

**PARENTAL INVOLVEMENT/COMMUNICATION**
- Governing Council
- School/Parent Communication
- School Security
- Sports Day

**CLASS PROCEDURES**
- Class Information

**CURRICULUM**
- SITE IMPROVEMENT PLAN
- Assessment and Reporting
- Placement of Children in Classes
- Diary Policy
- Homework
- Performances and Excursions
- Choir
- Instrumental Music

**STUDENT LEADERSHIP**
- SRC
- School Captains
- House Team Captains

**BEHAVIOUR MANAGEMENT**
- YARD RULES - MINOR RULES
- YARD RULES MAJOR RULES
- CLASS RULES

**POLICIES**

**FACILITIES**
- Resource Centre
- Computer Room
- Breakfast Club
- Canteen
- Out of School Hours Care/Vacation Care
**EARLY YEARS AT SCHOOL**

**Enrolment Procedures**

Enrolment needs to be confirmed at Airdale Primary School during the year before a child’s 5th birthday. (Parents are usually asked to fill in enrolment forms during their child’s attendance at Kindy, during transition)

Children are not under compulsion to attend school until they are six years of age. However if parents choose to enrol their child at 5 years of age it is expected by the school and the Department for Education and Child Development (DECD) that you and your child will abide by the rules of compulsion (i.e. attend daily unless due to sickness/family reasons etc.).

**Transition & School Visit Programs**

Transition Programs involve 3 visits during Term 4. Children visit the school usually from 8.50 - 10.50am for the first visit and remain over recess from 8.50 -11.20am for the second visit. In addition there will be 2 full days of transition prior to starting school. A staff member (where possible your child’s teacher) usually visits your child at Kindy prior to starting transition.

**Early Years in Early Year Classes**

Students who turn 5 years of age on or before April 30th will start school on the first day of Term 1 of that year. Students who turn 5 years of age on or after May 1st will start school on the first day of Term 1 the following year.

**ROUTINE PROCEDURES**

**Bell Times**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Day</td>
<td>8.50am – 10:50am</td>
<td></td>
</tr>
<tr>
<td>Recess eating</td>
<td>10.50am – 11.00am</td>
<td>(Supervised by teachers)</td>
</tr>
<tr>
<td>Recess Play</td>
<td>11.00am – 11.20am</td>
<td></td>
</tr>
<tr>
<td>Lessons</td>
<td>11.20am – 1.00pm</td>
<td></td>
</tr>
<tr>
<td>Lunch eating</td>
<td>1.00pm – 1.10pm</td>
<td>(Supervised by teachers)</td>
</tr>
<tr>
<td>Lunch Play</td>
<td>1.10pm – 1.30pm</td>
<td></td>
</tr>
<tr>
<td>Lessons</td>
<td>1.30pm – 3.10pm</td>
<td></td>
</tr>
</tbody>
</table>

School will be dismissed at 2:10pm on the last day of each term and prior to the Easter break when Easter falls in term time.

**Term Dates for 2016**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>1 – 15th Apr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2</td>
<td>2 – 8th Jul</td>
</tr>
<tr>
<td>Term 3</td>
<td>3 – 30th Sep</td>
</tr>
<tr>
<td>Term 4</td>
<td>4 – 16th Dec</td>
</tr>
</tbody>
</table>

**Term Dates for 2017**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>1 – 30th Jan – 13th Apr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2</td>
<td>2 – 1st May – 7th Jul</td>
</tr>
<tr>
<td>Term 3</td>
<td>3 – 24th July – 29th Sept</td>
</tr>
<tr>
<td>Term 4</td>
<td>4 – 16th Oct – 15th Dec</td>
</tr>
</tbody>
</table>

**School Expectations**

Politeness, good manners and respectful language are actively encouraged at all times. Children are encouraged and expected to keep the yard neat and tidy at all times.
Yard Supervision

SUPERVISION OF CHILDREN AT SCHOOL IS PROVIDED:
- Before school from 8:30 – 8:50.
- After school from 3:10 – 3:20 approximately, or until yard is cleared.

THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR CHILDREN AT SCHOOL OTHER THAN AT THE TIMES SPECIFIED ABOVE.

Children on the school grounds before and after school hours are the responsibility of parents.

Attendance / Lateness

Attendance
A child who is at least six years old but not yet seventeen is of compulsory school age, irrespective of distance from the school, and is required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the minister has granted an exemption from school attendance.

Children under six years of age and not under compulsion are required to attend school for the entire day once enrolled.

Parents’ Responsibilities
Parents/caregivers are responsible for getting their children to and from school.
- Children should arrive at school between 8:30 and 8:50am.
- Children should attend school every day when instruction is offered unless the school perceives a valid reason for being absent (eg illness).
- Parent/caregivers must provide the school with an appropriate explanation for the student’s non-attendance. Usually this comprises of a diary note, letter or telephone call from a parent/caregiver or a medical certificate.
- After three days a written explanation is required.
- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for lateness.
- Parents/caregivers must apply for an exemption if an extended absence is likely or if the teacher needs to arrange work at home for the student. Teachers will need early notice if work needs to be arranged (if possible).

Teachers’ Responsibilities
- Monitor each child’s attendance and record absence and reason for absence in the class absentee folder which is transferred to DECD computer records.

Lateness
If your child arrives at school after the morning siren has gone, legislation requires teachers to record this information in class roll books.

Passport Programme
Airdale Primary School runs a Passport Programme which rewards student attendance. Children will receive a voucher if they are in classrooms at the time the teacher marks the roll. Vouchers can be used at the school canteen for the purchase of food and/or drinks. Vouchers may also be used for school uniforms, including replacement of lost hats. Children are also awarded certificates recognising regular attendance at assemblies and are eligible to participate in draws to win specific prizes.
Collecting your child early or visiting

If you need to collect your child before end of the day, or contact them for any reason you are required to report to the front office where you will be given a slip / visitors pass to show to the teacher. This is in the interest of your child’s safety.

Collection of Children at the end of day

Parents are asked to collect children from an outside area identified by the classroom teacher. It is important that parents do not collect children from inside the building as this is disruptive to children’s learning and routines and poses a safety hazard when corridors are blocked.

Parents are welcome to return to the classroom with the teachers after the class is dismissed should they wish to speak to the teachers about any concerns.

We ask parents to help us train children to use appropriate entrances, ones closest to the child’s classroom.

Car Parking and Collection of Children

Parking is available in streets adjacent to school.
- Parents must observe signs indicating parking restrictions in streets bordering the school.
- Parents must not use the staff car park as there is limited parking for staff and it poses a danger to children.
- Children must not walk through the staff car park. It is an out of bounds area for all children.
- At particular times all facilities become very busy. We urge parents to:
  * take extreme care to ensure the safety of children
  * observe school signs, parking signs
  * avoid parking across school entrances - both walking and vehicle
  * take particular care during wet weather
  * help train our students to use safe routes and entrances to school
  * model good road safety practises eg. use the road crossing correctly

Dress Code

Maintaining the specified dress code includes all students in an equal way and is an integral part of our school pride. All students are expected to adhere to the Governing Council endorsed Dress Code. The Airdale School uniform is comprised of the following:

- Shirt – Purple & White Airdale polo shirt (long or short sleeved) with Airdale logo
- Skivvy – A black or white skivvy may be worn under an approved school top
- Zip Jacket – Purple with Airdale print on front and back
- Shorts – Black
- Long pants – Black (eg. Trousers, jeans, tracksuit pants)
- Shoes – Covered shoes/sneakers or sturdy sandals (college sandals recommended for safety reasons). Other footwear is not acceptable
- Year sevens will be encouraged to buy and wear the unique year 7 polo shirt or windcheater

Students at Airdale are expected to wear the purple Airdale hat outside at all times throughout the year. These are supplied by Governing Council in the interest of students’ health and well-being and must remain at school at the end of the school day.
The school keeps a stock of uniforms for sale through the front office. Clothing is reasonably priced and quality controlled. From time to time second hand uniforms are also available.

**Lost Property**

A lost property box is kept in the meeting room in the admin area and children or parents may look through it at any convenient time.

During the last week of each term unclaimed items will be displayed. Items still unclaimed at the end of the term will be sent to a charitable institution.

Please ensure that all belongings are clearly marked with your child’s name so we can then return any lost articles and minimise the amount of lost property.

**Assemblies**

School Assemblies are presented fortnightly on even weeks in the Gym. Assemblies are for the most part presented by the students. A roster is made for each class to take turns in presenting the assembly and sharing work. Classes rostered on for each assembly are published in the newsletter prior to the assembly. Parents are encouraged to attend these assemblies and see ‘SRC Reports’, ‘Principal Reports’, ‘Assembly Angels’, ‘Attendance Awards’ and ‘Uniform Proud Crowd’ awards given out.

**Money Collection**

Money for excursions/swimming/camps etc. is required to be accompanied by signed consent and medical forms provided by the school.

If you are sending money to school please place it in a sealed envelope with your child’s name, teachers’ name and class number, as well as the purpose of the money written clearly on the front. This is to ensure the money arrives at school safely. Payment for excursions, camps, etc can be handed in at the front office.

School and Camp fees are to be paid directly to the office and official receipts will be issued at the time.

Children’s spending monies are usually held by teachers especially for the younger children and given out at recess/lunchtimes at children’s request.

**Banking**

Forms are available from the office.

**School Fees**

School fees are set by Governing Council. Early payment is appreciated to enable us to easily organise all stationery requirements. However parents may choose to use an instalment option, paying part of the fee on a regular basis until the fee is paid in full. This can be organised through the school Finance Officer. Final payments need to be completed by the end of Term 3. All information is kept strictly confidential.

**School Card**

To be eligible, parents need to have lodged a Statement of Income with Centrelink. Parents are then required to produce a Centrelink Pension Card, which needs to be presented to the School Front Office staff. Details are photocopied and sent to the Department of Education and Children’s Services.
It is essential that parents eligible for School Card apply as early as possible in the New Year or as soon as a child begins school, as the number of verified School Card holders affects staffing and grants that the school receives. Any changes that occur in relation to School Card benefits will be advertised in the schools’ newsletter. Please contact the schools’ front office staff if you have any queries regarding School Card.

**Hot / Wet Weather**

Since all the school buildings are air-conditioned, the school has no set policy to send children home during periods of hot weather.

During play periods when showers occur children are kept inside and supervised by teachers. Should rain threaten/occur during play periods the wet weather routine is signalled by 3 blasts on the siren. One blast indicates that play can be resumed outside.

**HEALTH & SAFETY**

**Special Medical Information**

All medication must be clearly labelled and brought to the front office by the Parent and given to the School Support Officer responsible for medication.

**Short Term Medication**
- Parents must give written permission for the School Support Officer to administer medication to the child.
- Medication must be in original packages to enable correct instructions to be followed.

**Long Term Medication**
- Parents must give written permission for the School Support Officer to administer medication to the child.
- Doctor’s instructions must also accompany medication.
- All instructions will be kept on file.

**Ambulance**

Parents are encouraged to insure their children against accidental injury. Legal responsibility for paying ambulance service fees where an ambulance is called for a child rests with the parent or guardian of that child, not with the school.

If the parent or guardian or child is not a member of the Ambulance Service, and does not have any other form of insurance in relation to ambulance service, a request for payment may be made to the Department for Education and Child Development.

**First Aid**

All staff are trained in Basic Casualty Care. The First Aid room is located in the administration area where students are kept until they can be collected by parents, or returned to class as appropriate.

**Dental Clinic**

Free treatment is available from the clinic, which is situated at Port Pirie West Primary School. Information about the clinic is given to each child on enrolment. For further information please ring the Pirie West Dental Clinic on 8632 1926.
Illness at School

In the event of minor accidents or illnesses children will be cared for within the sick room facility and supervised by the front office staff.

If children are hurt or unwell and it is felt that they should not remain at school, all endeavours will be made to contact a parent or the emergency contact person.

In the event that emergency contacts cannot be made, the school will take whatever action is deemed appropriate for the safety and well being of the child. It is, therefore, imperative that parents ensure that our Medical/Emergency contact information is up-to-date.

Medical / Emergency Contact Information

Parents are asked to complete an enrolment form and regularly update a medical emergency contact form for their child particularly if circumstances change.

INFECTIONOUS DISEASES

Parents are asked to contact the class teacher and/or front office in cases where children contract communicable diseases.

Recommended minimum exclusion periods from school are:-

Common Infectious Diseases

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Can return when blisters are all covered with scabs.</td>
</tr>
<tr>
<td>Measles</td>
<td>4 days from onset of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Stay home until fully recovered.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Stay home until fully recovered.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>A medical certificate is required stating that the person is no longer infectious.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Remain home until discharge from the eyes has ceased.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>7 days after the onset of jaundice or illness.</td>
</tr>
</tbody>
</table>

Common Skin Infections

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impetigo (School sores)</td>
<td>Until effective medical treatment is carried out.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until effective medical treatment is carried out.</td>
</tr>
</tbody>
</table>

Insect Infestations

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Lice</td>
<td>Until appropriate treatment is carried out.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until effective medical treatment is carried out.</td>
</tr>
</tbody>
</table>

Custody

We respect the confidentiality of family situations. However, we ask parents to inform us in writing at enrolment and at any subsequent time, of relevant details regarding the family situation (eg. custody orders). This is important if we are to be sensitive to individual family circumstances. This information is kept in a locked privacy file and recorded on Departmental computer records.
Road Crossing

In the late 1990’s our Governing Council lobbied to have a road crossing placed on Anzac Road for the safety of the students at Airdale. A Police Traffic Officer from Adelaide trains year 4/5/6/7 monitors in the proper procedures in road crossing. They are rostered to perform their duties in the morning and in the afternoon. As part of their obligation they must work in groups of three, and wear and use special equipment. A staff member is rostered to support these students.

Support Services

The school has limited access to the services of:-

- Speech Pathologists
- Social Workers
- Guidance Officer
- Attendance Officers
- Interagency Student Behaviour Co-ordinators

Where additional support is considered necessary, parents will be consulted. Every effort will be made to provide the support considered necessary for the child. A referral form needs to be signed by the parent to enable the student to access these services.

PARENTAL INVOLVEMENT/COMMUNICATION

Parental involvement covers a wide spectrum of activities. We value this contribution as a positive re-enforcement to learning and school effectiveness.

Governing Council

The Governing Council is responsible in conjunction with the Principal and staff for decision and policy making. Some of the areas in which the council has formed policies in the past are the dress code and the hot weather policy. Other areas in which Council participates are school finances, the election of school captains, the selection panels for the Principal and staff employed by Governing Council. Governing Council has a responsibility for the running of the Canteen and Out of School Hours Care. With the exception of staffing issues, the council has a definite say in what happens with the school. Meetings are held twice a term on an evening suitable to the majority of Councillors. Our meetings are friendly and informal and everyone’s views are valued. Positions are for a two-year term.

The Council’s Annual General Meeting is normally held in March.

School / Parent Communication

Regular two-way communication is encouraged and this often occurs informally on a day-to-day basis.

On occasions particular concerns may need to be discussed. Leadership, teachers and parents are encouraged to initiate contact where necessary.

The school has established a set of grievance procedures, which may help you to work out the best way to get your concerns addressed. If this does not seem appropriate to you at the time, please use the avenues you consider best for you.

To ensure the availability of teachers or the Principal/Student Counsellor we ask you to make an appointment.
School Security

The School is frequently patrolled at night, weekends and holidays by police security patrols. External Security Cameras are also installed on school buildings. Parents witnessing any infringement on school premises should phone the Police (131444). Parents are asked to report the matter to the Principal, as soon as possible.

Sports Day

Sports Day is held annually and organised by the Physical Education teacher, often with a small sports committee of staff and parents. In keeping with the location of the school on Anzac Road, the four houses Blackburn, Inwood, Cosgrove and Jensen are named after four South Australian World War 1 Victoria Cross winners. More detailed information and a program is provided to parents prior to Sports Day.

CLASS PROCEDURES

Class Information

At the commencement of each school year teachers will inform parents about their teaching programs and classroom routines for the year. Throughout the year teachers use a variety of ways to communicate with parents.

These may include:
- personal contact
- student diary
- notices and class newsletters
- student portfolios and reports
- Parent/Teacher Interviews.

Curriculum

We endeavour to provide a balanced educational program, maximising adult - student ratio through employment of additional staff (eg. Trainees, Hourly Paid Instructors (HPI), A.C.E.O., A.E.T. and extra School Services Officers (SSO) time.
1. English
2. Mathematics
3. Science
4. Health and Physical Education
5. History and Geography
6. The Arts
7. Information Technology

If you would like further information on our School Programmes we are most willing to discuss these areas with you. Departmental guidelines and school policy documents are available from the front office.

Site Improvement Plan

All Departmental schools are required to have a Site Improvement Plan (3 year strategic plan) which focuses on School improvement. The Site Improvement Plan encompasses areas the School Community (the priorities are decided by staff in consultation with Governing Council) and the Department consider important. A copy is sent to all parents at the beginning of the school year.
Assessment and Reporting

We provide parents/caregivers with specific information about what children know, can do and understand in relation to the curriculum.

Our report guidelines include:

- Term 1 Parent/Teacher Interviews
- Term 2 NAPLAN Testing, Student Written Reports
- Term 3 Parent/Teacher Interviews
- Term 4 Student Written Reports and optional interviews

Information on your child’s progress and development can be obtained at any time during the year through discussion with your child’s class teacher. Please arrange an appointment time with the class teacher via your child’s diary or by telephoning the school.

Children are continually assessed by teachers in an effort to monitor progress and to assist them to reach their full potential.

Various methods are used including:-

- regular testing of skills
- recording of work covered, knowledge, skills and attitudes developed and problems encountered
- analysis and filing of relevant work samples
- teacher observation
- report writing

This information is kept in Personal Folders and is cumulative from Reception to Year 7. On leaving the school, the folder will be sent to the appropriate school.

These folders are confidential, but may be viewed and discussed with your child’s teacher or the Principal.

Additional confidential information is kept in a privacy file e.g. Medical, Speech, School Psychologist reports.

Placement of Children in Classes

Principals and staff make decisions about the number and structure of classes for the forthcoming year.

Staff prepare draft class lists considering the academic, social, emotional and physical needs of individual children. Decisions are made with a view to establishing balanced equitable class groups that will potentially work well together.

Parents are invited, through the newsletter, to meet with the Principal to discuss the special needs of their children as they see them (eg. specific areas of need, learning styles). This information is considered when looking at the draft lists.

In consultation with staff, final lists are established. The ultimate decision rests with the Principal.

Changes will not normally be made except where staff and/or parents provide further information which has not been taken into account.
Diary Policy

Every child is given a diary, which they are expected to bring to school every day. The diary is to be used for:

- Recording homework
- Uniform checks
- Reason for absences
- Communication between school and home

Please use the diary for all communications and we ask you to please **sign it at the end of the week**, especially in the upper year levels.

Homework

Suggested Daily Maximum Times:

- Reception & Year 1 – 10 minutes
- Years 2 & 3 – 20 minutes
- Years 4 & 5 – 30 minutes
- Years 6 & 7 – 45 minutes

Performances and Excursions

These activities are valuable in the educational program. The staff at Airdale believe that a well-balanced educational program involves getting the children to experience the world beyond their classroom and that effective learning can take place through these hands-on experiences. All children are given the opportunities to participate in excursions to various community facilities and places of educational interest and benefit. Performances are arranged for the whole school at various times. These provide the children with the opportunity to see music and dramatic theatre presentations, often not readily available in the community.

School class excursions may include full or part day visits, usually to local venues. The children participate in class activities prior to and following the excursion to increase their learning from this shared experience.

The cost and frequency of excursions are two points that are taken into consideration by class teachers. Due to our legal responsibilities it is necessary for each child to have a signed letter of consent for every excursion that is not within walking distance of the school or a short bus trip. These consent forms are sent home as required. Parent participation in such excursions is most welcome, and readily encouraged.

Choir

The School Choir at Airdale consists of year 5, 6 and 7 students. The Choir practises once a week, working towards two public performances at the Keith Michell Theatre in Term 3. Our Choir is a part of the Port Pirie and District Primary Schools Combined Choir, and is affiliated with the Primary Schools Festival of Music (in Adelaide) South Australian Public (Primary) Schools Music Society.

Instrumental Music

The Department offers students an instrumental music program based at John Pirie Secondary School. Children are auditioned at the end of Term 4, in each primary school. It is the parents’ responsibility to pay for instrument hire and provide transport to and from lessons. Woodwind and brass instruction/tuition are offered.
STUDENT LEADERSHIP

SRC
2 Representatives and 2 Deputies represent each class. The SRC meet to discuss school and community issues. They are an integral part of the decision making team within the Airdale School Community. Positions are for 1 year.

School Captains
School Captains are elected from Year 7 students during Term 4 of the preceding year. Interested students write an application, which addresses school expectations and specific criteria. A panel consisting of the Principal or delegate, a Governing Council member, outgoing School Captains, Student Counsellor and the year 7 Teacher selects Captains and Deputies on the basis of Merit.

School Captains represent the students at Governing Council meetings and other Community forums.

House Team Captains
Team Captains are chosen to represent 4 house teams. Cosgrove (yellow), Jensen (green), Inwood (blue) and Blackburn (red). The student leadership team – consisting of school captains and House Team Captains undergo leadership training in Term 4 of the previous year.

BEHAVIOUR MANAGEMENT

It is our philosophy that all children have the right to uninterrupted learning and staff members have the right to teach without disruption.
We have class rules for learning, movement, communication, treatment, safety and problem solving that address this philosophy. Children are expected to behave appropriately at all times in the classroom, the yard and with all extra curricular activities organised by the school. Our students are expected to be good ambassadors for our school at all times.

Yard Rules - Minor Rules

Put rubbish in the bin.
Eat and drink before going on the equipment and oval
Walk bikes through the yard (8:30 am-4:00 pm)
Play safely at all times – no chasey on the equipment
Walk inside and near doors
Play in the right places
Stay out of trees

Consequence

- Logical consequence
- Sit out

Yard Rules - Major Rules

NO FORM OF VIOLENCE WILL BE TOLERATED
Ask permission to leave the yard.
Keep Airdale harassment free (verbal, sexual, racial)
Respect other people’s health and safety, and your own. (eg. hat wearing)
Respect everyone’s property.
Respond appropriately to adult requests.
Refrain from involving self in other’s problems.
Consequence

- Office Exit
- Leadership response

Class Rules

A set of class rules have been devised by staff and students based around the following areas:-

Safety Rules

Use equipment safely.
Act in a safe and sensible manner.

Treatment Rules

Respect others and their property.

Problem solving rules

We talk through our problems by ourselves, with other students or with a teacher.

Learning rules

Everyone has the right to work and learn undisturbed.
Be on task and know what the task is.
Listen to and follow teacher instructions.

Communication rules

Use your listening skills.
- Eyes on the speaker
- No talking
- No fiddling, tapping, etc
Wait your turn to speak.
Speak politely to staff, students and visitors.

MOVEMENT RULES

Walk quietly in the building.
You may leave the room with permission, take a tag.
Airdale Primary School
Class Behaviour Management Process

Proactive Strategies to minimise behaviour issues
Be on time, circulate, building relationships, positive reinforcement, tactical ignoring, non-verbals, etc

Inappropriate Class Behaviour

Front Office Referral
Violence/fighting
Harassment/Offensive Language
Total non-compliance
Threatening behaviour
Refusal to go to Buddy Class
3rd Buddy Class in a week

Reminder
Child is given a clear reminder of expectations.

Warning
Child is warned that their behaviour is inappropriate.

Cool Down
Child spends 5-10 minutes in cool down area by themselves.
Teacher establishes expectations for returning to the group.

Buddy Class
Child is sent to Buddy Class.
Parents notified in communication book.
Child is given 1 Buddy Class per day. If behaviour continues a Front Office referral is made.

Front Office Referral
Child sent to Front Office.

Interagency Support

Take Home

3 Front Office Referrals in 1 week will result in:
Parents being notified and a meeting requested.
A Student Development Plan being developed or reviewed.
One of the following options being implemented

Internal Suspension

External Suspension

Instances of extreme violence or non-compliance may result in any of these options being implemented immediately to ensure safety.
Airdale Primary School
Yard Behaviour Management Process

Proactive Strategies to minimise behaviour issues
Be on time, circulate, building relationships, positive reinforcement, tactical ignoring, non-verbals, etc

Inappropriate Yard Behaviour

Serious Misbehaviour
Violence/fighting
Harassment/Offensive Language
Total non-compliance
Threatening behaviour
Vandalism
Out of Bounds

Low Level Misbehaviour
Littering
Lateness
Rough Play
Interfering with games
No hat (refusal to sit in shade)
Climbing trees

Logical Consequences
Pick up rubbish
Apologise
Sit out of game, etc

Cool Down Area
Child spends 5-10 minutes in cool down area or with the yard duty teacher.

Front Office Referral
Child to attend Front Office and is given Community Service for the following Recess/Lunch break.
Jobs to be organized by Principal/School Counsellor.

3 Re-Thinks Referrals in 1 week will result in:
Parents being notified and a meeting requested.
A Student Development Plan being developed or reviewed.
One of the following options being implemented

Instances of extreme violence or non-compliance may result in any of these options being implemented immediately to ensure safety.
POLICIES

STUDENT MOBILE PHONE POLICY

Students/parents are advised that students are encouraged to not bring their mobile phones to school.

Students are not to use mobile phones while in the yard or the classrooms during school times.

For WHS reasons ALL emergency calls are to be directed to the school office.

Students will not need to use the secondary functions of mobile phones in the classroom unless information is sent home in writing about their curriculum requirements.

If students do choose to bring their phones then they need to be left with the staff in the front office for safe storage and only be available for collection at the end of the school day.

Students who are found to be using phones during the day will be asked to report to the office with their phone. They will be asked to leave the item at the office [as above] and be given a letter about the school policy to be signed by parents.

HOMEWORK POLICY

The amount of homework set by a teacher for a class is largely a matter of individual choice. When setting homework, the child’s age, ability and other relevant circumstances should be considered.

Homework should not interfere with a reasonable amount of outside activity by each child, such as music lessons, sporting commitments, family activities, etc.

There appears to be a need for the Upper Primary children to do homework in preparation for Secondary School, but the amount and type of homework is relaxed for lower grades.

Reasons for setting homework:
1. As a remedial measure.
2. To conduct research that cannot be done at school.
3. Reinforce a concept taught that day.
4. Children have not applied themselves in class for a variety of reasons.
5. Practising Reading and Spelling.

ATTENDANCE POLICY

In S.A. it is a legal requirement that students between the ages of 6 to 17 years attend school each school day.

Good attendance is paramount to
- children achieving success in their learning
- the development of positive relationships.
Attendance is:
- being at school, unless there is an acceptable reason
- being at school on time
- participating in learning programmes provided
- being at school until the dismissal time

At Airdale we believe attendance is important because:
- it ensures continuity of education and learning
- it enables the development and maintenance of positive interpersonal relationships
- it develops good work habits and a sense of responsibility

Responsibilities

Parents will:
- contact the school re every non-attendance via phone/diary/personal response
  - early leaving
  - late arrival
  - professional appointments e.g. dentist
- foster positive, open communication with the school
- reinforce the importance of attendance and the value of learning
- inform the class teacher/relevant staff of any ‘barriers’ to attendance
- be willing to support programmes designed to improve their child’s attendance
- provide the school with up to date contact information and telephone numbers
- provide a doctor’s certificate if absences exceed 3 or more days
- seek exemption from the Principal if absences will be more than 7 days for planned family circumstances

Students will:
- attend school every day unless they have a valid reason
- participate in all areas of schooling
- respect other’s right to attend in a safe, secure learning environment
- be honest, open in communication between home and school eg. by ensuring that notes are delivered and returned
- inform the class teachers/relevant staff of any issues preventing attendance
- participate in programs designed to improve their own attendance

Teachers will encourage maximum attendance by:
- providing a safe, secure and stimulating learning environment
- developing programmes to meet learning needs of individual students
- fostering positive, open communication with home
- providing a learning environment that encourages full participation by being relevant, enjoyable and values successes
- gaining insight into the ‘whole child’ and/or issues preventing attendance
- inducting new children and families into the school culture and procedures

Follow up non-attendance by:
- keeping accurate class roll books in line with DECD guidelines
- seeking reasons for non-attendance/lateness through the stages of:
  - informal parent contact
  - school diaries
  - home visit/telephone
- using the School Counsellor/A.E.T./A.C.E.O. to assist the family in improving student attendance
- using diaries to promote attendance through positive notes to home
- notifying Principal for further action if required
**Front Office Staff will:**
- enter attendance records including any reasons
- notify teachers of phone messages concerning attendance
- organise emergency lunches if required and parents notified

**Attendance Improvement Plan**
- In Week 1 of each term, parents of students with attendance concerns will receive a visual grid detailing student attendance for the previous term.
- At the beginning of each year, all parents will receive a fridge magnet with the school’s telephone number to encourage parents to ring the school with reasons for absences.
- At least once per term, parents of students with attendance concerns will be invited to attend a meeting with appropriate staff to address those concerns.
- The Passport Programme involves all students and parents to reward students who attend regularly through tokens which will be redeemable through the School Canteen
- Certificates awarded at assemblies
- The opportunity to participate in incentive programmes recognizing good attendance
- Display attendance and lateness data in the Front Office.

**UNIFORM POLICY**

It is expected that students at Airdale Primary School in years R-7 will adhere to the dress code prescribed by the Governing Council.

A strong Dress Code has the following benefits:-
- Students are readily and easily identified as students of this school
- Student safety is enhanced
- It will foster greater pride within the school and community
- It will improve school image and school spirit
- It will develop higher self-esteem amongst students
- Although there will be initial costs, it is cheaper over the long term
- There is less peer pressure to compete in the “fashion stakes”
- It supports transition to Secondary school where Dress Code is already in place

As a result of increasing pride and self-esteem improvements are also noticed in:-
- Student achievement
- Discipline (particularly self-discipline)

**Support Structures**

Governing Council and staff will support all students in the wearing of Airdale dress code, and as such have the following systems in place:-
- Bulk buying/ordering of clothing by the school
- Second hand clothing service
- Financial assistance in the form of lay-by or subsidy
- A loan of dress code clothing for purposes such as excursions or as determined by the Principal or Governing Council

**Encouragement and Incentives**
- Uniform Proud Crowd announced at Assembly (highest % of class in uniform on a spot check day)
- Class incentives – stamps/stickers/notes in diary
Exemptions
- It is a requirement that all students adhere to the School Uniform Policy at all times.
- The Principal may, however, exempt students from the School Uniform Policy upon written request from their parents or care-givers.
- Grounds on which exemption may be sought include religious, cultural or ethnic, new students (time to purchase, wear previous school uniform), itinerant students, financial hardship, genuine medical or family sickness reasons or any additional grounds that Governing Council may determine.
- If a student is unable to comply with the Dress Code Policy for a short period of time due to circumstances beyond their control, the school will require parents/caregiver to write a note of explanation to the class teacher or contact the school directly.

DRESS CODE
- Shirt – Purple & White Airdale polo shirt (long or short sleeved) with Airdale logo
- Skivvy – A black or white skivvy may be worn under an approved school top
- Zip Jacket – Purple with Airdale print on front and back
- Shorts – Black
- Long pants – Black (eg. Trousers, jeans, tracksuit pants)
- Shoes – Covered shoes/sneakers or sturdy sandals (college sandals recommended for safety reasons). Other footwear is not acceptable
- Year sevens will be encouraged to buy and wear the unique year 7 polo shirt or windcheater

UNACCEPTABLE CLOTHING STYLES
The following clothing is unacceptable to wear at school:
- Tank Tops
- High Heels
- Ugg Boots
- Thongs or slip on footwear
- Clogs, Slides, Wedges
- Large Print Name Brands

COSMETICS AND JEWELLERY (Changes)
- Cosmetics may not be worn by students at school.
- Body piercings, large ear-rings and chains are not to be worn (sleepers and studs may be worn in ears).
- Acceptable jewellery includes Watch, 1 flat ring, Medic-Alert bracelet/chain, 1 small neck chain (concealed by clothing).

CONSEQUENCES FOR NON-COMPLIANCE
For students who show wilful and persistent breaches of the uniform code, the following strategies will apply:
1. Speak to the student to encourage him/her to observe the school uniform. Student’s name will be recorded as not wearing appropriate clothing.
2. A second reminder will be given to the student to encourage him/her to observe the school dress code policy. Parents will be informed of the concerns.
3. Verbal warning to student. Negotiation with student’s parents.
4. Detention or time out (eg. miss out on Special Play).
5. Continued non-compliance may result in DECS Suspension/Exclusion policy being applied.
HAT POLICY

The Governing Council has agreed to support the health and safety of students by supplying a broad brim school hat to each child for use at school.

- Hats will be issued to students on commencement of their schooling, but these remain the property of the school.
- Hats are to remain at school at the end of the day.
- Hats are to be worn all year and used for all outside activities including all breaks, excursions, and physical education lessons.
- Hats must be worn in the correct way.
- If a child damages or loses their hat, parents will be asked to buy either a second hand hat ($5) or a new hat ($10).
- Children who do not wear their hat will be sent to the planning centre using the yard behaviour form which will be kept as a record for follow up if the problem is continual.
- Hats are to be washed once a term or as a minimum once a year by a parent volunteer from each class or staff member. (If no parent available alternative arrangements will be made in the Christmas break).
- Whilst research has shown that there is little evidence that head lice are able to live on hats, should an infestation occur in a classroom, hats will be sprayed and/or exposed to sunlight.
- Selected students (e.g. Peer Mediators) may have an additional feature such as a coloured band added to their hat to distinguish their role in the school.

Uniform Price List

<table>
<thead>
<tr>
<th>POLO SHIRTS</th>
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<tbody>
<tr>
<td>NEW POLO TOPS</td>
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<tr>
<td>OLD STYLE POLO TOPS (Limited sizes left)</td>
<td>$5.00</td>
</tr>
<tr>
<td>ADULT – OLD STYLE</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHORTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK - ALL SIZES</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HATS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW (ALL SIZES)</td>
<td>$10.00</td>
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<table>
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<tr>
<th>JUMPERS</th>
<th></th>
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<tbody>
<tr>
<td>HOODIES ALL SIZES</td>
<td>$35.00</td>
</tr>
<tr>
<td>WINDCHEATHERS (Limited sizes left)</td>
<td>$5.00</td>
</tr>
<tr>
<td>SECOND HAND CLOTHING</td>
<td>Gold Coin Donation</td>
</tr>
</tbody>
</table>

| SPORTS JACKETS (Limited sizes left) | $15.00 ALL SIZES |
FACILITIES

Resource Centre

The Resource Centre is a combination of two areas. These are
- Library
- IT Suite

The Resource Centre provides a wide variety of materials to support the School Curriculum. These cater for the range of student interests, learning styles and abilities and various teaching methods.

Borrowing Procedure

The loan period is two weeks. Students are encouraged to return material as soon as they have finished using it. Two items can be borrowed at a time. Children learn the procedures and take responsibility for borrowing and returning items.

Parents

The Resource Centre welcomes volunteer assistance.

Computer Room

A network of 30 computers and a printer are in our computer room. Staff also have access to a multi-media projector and screen for teaching purposes.

Classes are timetabled into the Computer Room on a weekly basis, to enable each child access at least once a week.

Students have access to a wide variety of appropriate programs to assist their keyboard skills and learning. Small groups also use this room for additional skills learning.

New software programs are constantly being reviewed and purchased as needed.

Canteen

The canteen provides a service for the school. The Canteen Committee assists in the management of the canteen, which is responsible to the Governing Council. The Governing Council employs the manager. Voluntary helpers are needed to serve and prepare lunches.

The canteen offers a wide range of hot and cold healthy foods available at reasonable prices. Special Days are held at different times throughout the year. The canteen is open to all students during both recess and lunch breaks.

Children put their lunch orders in the class box on arrival at school. Class monitors take the lunch orders to the canteen at 9.30am. Class monitors collect lunches at 1.00pm. Change is placed in the lunch bag.

If any problems exist with the order or change given, teachers indicate this on the lunch bag or an attached note and send it with the child to the canteen immediately.

Children who have forgotten to order lunch are sent to the canteen. Due to the fact that the canteen places orders with food companies after all lunch orders are in first thing in the morning and very few extras are ordered, (to avoid wastage), children who forget to order may not have the same choices at this time of the day.

Where children go to the canteen with excessive amounts of money this will be reported to the Principal, and investigated.

A current price list can be obtained from the canteen or the front office.

The canteen is open from Tuesday – Friday each week.
Breakfast Club

All students from Airdale School are welcome to attend Breakfast Club every Monday, Wednesday and Thursday between 8.00 am - 8.40 am. There is a special focus on eating a healthy breakfast to start the day well.
Where: Airdale Primary School Single Storey Building Activity Room.
When: Every Monday, Wednesday and Thursday 8.00 – 8.40 am. Children must remain under Breakfast Club supervision until at least 8.30 am when the Airdale duty teacher commences duty.

Out of School Hours Care

An OUT OF SCHOOL HOURS CARE (OSHC) program is available at the school daily between 3:15 – 6:00 pm available to R-7 students in the district. It is located within the single storey building.
An extensive ‘Vacation Care’ programme also operates over each holiday period.
Please phone Maxine Armit (86330066) for further information regarding these programmes and current fees.

Drama Club

Drama Club is an extra-curricular activity for Year 3 - 7 students.
The purpose of Drama Club is to expose students to the Performing Arts and inspire their creativity. Drama Club not only encourages students to develop their performance skills, but also assists with building confidence and resilience, literacy development and acceptance and tolerance of others, all within a safe environment. Drama Club rehearses weekly and performs in the latter stages of the year.

Sporting Schools

The Sporting School programme is a sport based after school activity for children. The school applies for annual funding from the Government so participation is free. A different sport activity is offered each term from 3.30 – 4.30pm. The day can vary from term to term.
Certified coaches are sourced from the local community to deliver the program

SCHOOL DENTAL SERVICE

The School Dental Service is the major provider of dental services for babies, children and young people under 18 years in South Australia. Around 130,000 children attend every year.
The Commonwealth Child Dental Benefits Schedule for 2 – 17 year olds started in 2014.
ALL children are very welcome to continue to access dental care at the School Dental Service.
Dental care is FREE for most children and the School Dental Service will bulk–bill Medicare.
Children who do not qualify for the Child Dental Benefits Schedule can also attend – a small fee will apply for each course of general dental care provided.
School Dental Clinics are located across Adelaide and regional SA. To locate your local School Dental Clinic, and for more information about the Child Dental Benefits Schedule, visit
www.sadental.sa.gov.au
HEADLICE TREATMENT

WHAT TO LOOK FOR
An intense itching on the back of the head or neck.
Tiny white eggs (nits) on the hair shafts.
Small grey or black insects without wings.

WHAT TO DO
Check **ALL** members of the family and treat members of the family that have headlice.
Please advise the school.
Use an effective head lice treatment, the pharmacy can advise you on these.
Combi the hair with a fine toothcomb to remove all of the nits. This can sometimes be difficult and blow drying the hair can help. Mechanical removal of all eggs is most important.
Wash all bedlinen and towels with hot water. Items such as stuffed toys, headphones, hats and helmets must also be thoroughly cleaned. Aerogard or low irritant mortein can be used for helmets.
Soak combs, brushes etc in hot water for at least ten minutes.
Vacuum everywhere - carpets, pillows, mattresses, upholstered furniture and even car seats.
Spray hats and bike helmets with a low irritant household insecticide.

REPEAT TREATMENT 7 TO 10 DAYS AFTER INITIAL TREATMENT

**PLEASE REMEMBER THAT SHAMPOOING ONLY WILL NOT ERADICATE THE PROBLEM**
*(ALL OTHER MATERIALS, ITEMS, ETC THAT YOUR CHILD MAY HAVE BEEN IN CONTACT WITH NEED TO BE TREATED AS WELL)*
*Do not treat with headlice treatments as a preventative*

WHAT NOT TO DO
Do not use a 2 in 1 shampoo and conditioner in conjunction with the treatment.
Do not use conditioner.
Use only a mild shampoo.
Conditioning agents and harsher detergents may make the treatment less effective.

Thank you for your cooperation,
Geoff Saunders
Principal