AUGUSTA PARK PRIMARY SCHOOL
INFORMATION BOOKLET

PRINCIPAL - Fiona Voigt
59 Power Crescent
Port Augusta  SA  5700
Phone No:  8642 3599
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2014 STAFF LIST

PRINCIPAL: Fiona Voigt

DEPUTY PRINCIPAL: Tania Bailey

COUNSELLOR: Lindy Allen

Special Small Class  Ms Felicia Moore
Reception     Ms Tuesdee Murray
Reception     Mrs Francesca Wilson
Reception/Year 1 Miss Roslyn Edwards
Year 1        Mrs Lyn Francis
Year 1/2      Mrs Hayley Carn and Mrs Kate Sigut
Years 2       Mrs Gwen McKenzie
Year 2        Mrs Lisa Elliot
Year 2/3      Ms Lauren Varricchio
Year 3/4      Mrs Michelle Densley
Year 4/5      Ms Haylie Behrendt
Year 4/5      Ms Sally Dodman
Year 6/7      Mrs Raman Bhangu
Year 6/7      Mr Liam Fawcett

Mr Scott Welfare  Coordinator
Mrs Anne Kenny  Aboriginal Education Teacher
Ms Kym Bishop   Physical Education
Mrs Nicole Godfrey  NITT release
Mr Paul McAninch Information and Communication Technology (Computing)
Mrs Tracy Kingham Permanent Relief Teacher
Mrs Cheryl McKnight Finance Officer
Mrs Christine Chilvers School Service Officer (Admin)
Mrs Maureen Ash  Library Manager
Mrs Miriam Bodger Aboriginal Community Education Officer
Mrs Mary Wilson  Aboriginal Community Education Officer
Ms Sheryl Giles  Aboriginal Community Education Officer
Mr Bruce Kenny  School Service Officer (Admin & IT)
Ms Louise Kirkham School Service Officer (Speech and Language support)
Mrs Maureen Press School Services Officer (Reading Intervention/Class Support)
Mrs Trudi Hollies  School Services Officer (Special Small Class Support Officer)
Mrs Fiona Williams School Services Officer (Quick Smart/Class Support)
Mrs Amanda Miklavec Canteen Manager
Mr Stephen Ruffles Groundsperson

We have School Support Officers and hourly Paid Instructors employed to support student learning in class and in a variety of programs such as Quick Smart, Reading Intervention and Mentoring. Staff who provide this support include:

Kylie Hicks, Robin Forbes, Glenys Behenna, Kerry Harris, Ellen Macumba, Darrel McAullife, Kahran McKenzie, Fiona Williams, Mikkala Williams, Wendy Wilson and Raemi Johnston
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.

As a parent/caregiver you are an important part of our school community. We invite you to participate in any of the programmes or activities within the school. We see the partnership between families, the teacher and the school as vital to the development of your child.

At Augusta Park Primary School we aim to ensure each child reaches their full potential. We strive for excellence in curriculum and also to provide our students with the skills and attitudes needed to succeed in life.

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

PARENT/TEACHER COMMUNICATION

At Augusta Park Primary School we use the following 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.

STUDENT 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. As a school we aim to make sure students are at school everyday.

If your child misses one day a week over the 13 years they are at school this adds up to over 2 ½ years – a huge disadvantage.

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.
SCHOOL SOCIAL SKILLS

The school community including students, staff and families identified the ‘You Can Do It’ (YCDI) program as a framework that promotes social skills development. ‘YCDI’ is underpinned by the Keys to Success:

- Resilience
- Persistence
- Getting Along
- Confidence
- Organisation.

The five keys provide children with the capacity to take on life’s challenges with a positive and success orientated attitude that is respectful of those around them.

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

SPEAKING AND WORKING WITH ADULTS
1. All adults are to be treated with respect.
2. Adults’ names are to be used.
3. Speak respectfully always.
4. Manners are to be used and these will be taught explicitly through social learning programmes.

SPEAKING AND WORKING WITH STUDENTS
1. Speak respectfully and use your manners with other students.
2. Teasing others or using ‘bullying’ tactics is not acceptable.
3. Listen when others are speaking.
4. Respect others and treat them as you would like to be treated.
5. All teachers have the right to teach and students to learn.

BELL TIMES

- 8.25am Bell for students to enter school grounds
- 8:40am Classroom Orientation
- 10:40am Eating time for recess
- 10:45am Recess
- 11:10am Classroom instruction resumes
- 12:50pm Eating time for lunch
- 12:55pm Lunch
- 1:20pm Class instruction resumes
- 3:00pm End of the school day

There is no yard supervision before 8.25am, so it is in the interest of your child's safety that he/she does not arrive before that time.
BEGINNING SCHOOL

Children may begin school at the start of the term following their fifth birthday. If a child turns 5 in the first two weeks of term they may start at the beginning of that term. Not all children are ready to begin school at the same age as children develop at different rates. It is wise to discuss your child’s readiness to start school with staff at your child’s preschool. 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 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 take the following format.

<table>
<thead>
<tr>
<th>VISIT</th>
<th>TIME</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:40AM – 10:40AM</td>
<td>Meet at the canteen/lunch shed area. The Principal or Deputy will show you to the classroom. Once children are settled, meet with the Principal or Deputy in the staffroom to hear about Augusta Park. After the meeting collect your child from the classroom.</td>
</tr>
<tr>
<td>2</td>
<td>8:40AM – 12:45PM</td>
<td>Take your child to the classroom and collect them from there. Bring a piece of fruit/vegetable, recess and lunch. Remember to pack a hat. Children will eat lunch in the classroom before going home.</td>
</tr>
<tr>
<td>3</td>
<td>8:40AM - 3:00PM</td>
<td>Take your child to the classroom and collect them from there. Bring a piece of fruit/vegetable, recess and lunch as well as a hat.</td>
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</tbody>
</table>

THINGS REQUIRED FOR SCHOOL (NAMED)

Lunch box, drink bottle, school bag, hat to wear outside, Art Smock (Optional) and Library Bag (Optional).
LIBRARY
The Library is open for borrowing and browsing between 8.30am and 3.00pm each day.

LUNCH
The school canteen is open each day and is run by our Canteen Manager and voluntary help. Children can order their lunch from the canteen before school. The school policy encourages the use of re-useable lunch bags, these may be purchased from the canteen. The canteen is open during recess and lunch.
Volunteers are always required and your help would be greatly appreciated.

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.

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 school and home as there are times when we need to contact families, especially if there is an emergency.

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, (eg. supervising small groups of children with art, cooking, and other activities). 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.

GOVERNING COUNCIL
Governing Councillors are elected for a period of two years at the Annual General Meeting held at the beginning of each year. They meet twice a term, usually in the early evening, times being negotiated based on the needs of the group. This is a very rewarding way to contribute to the governance of Augusta Park Primary School, deciding on the directions the school takes through policies and a range of committees. Childcare is provided during meetings. All members of Governing Council are required to undergo a criminal screening check on appointment.

SUNSAFE POLICY
Students must wear a sunsafe 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.
ABORIGINAL FAMILY VOICE COMMITTEE
Aboriginal Family Voice committee meet as a group of interested people from families, staff and community to focus on the needs of Aboriginal students. They meet regularly to share ideas, discuss concerns and plan Cultural Week and other activities.

STUDENT BEHAVIOUR CODE
The Student Behaviour Code was reviewed in 2012. A copy is provided in the enrolment pack for your information.

SCHOOL UNIFORMS
The aim of compulsory school uniform at Augusta Park Primary School, is to promote a sense of belonging and membership.
The APPS uniform comprises of the following elements:
• navy T-shirt with pale blue inserts or the reverse (pale blue T-shirt with navy 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 (bucket or broad-brimmed)

Second Hand Uniform Shop
The second-hand uniform shop will be 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 starting to appear worn would 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 stock from the Loans stock and required to return the item within 5 working days.
If the uniform is not returned within 5 days the family is invoiced for the cost of the T-shirt payable in increments of $7.70 / term or $20.00

IMPLEMENTATION
Non-Compliance
* Occasional:
On a day where a student has attended a school without wearing school uniform, the student is sent to the office and supplied with one from the Loans stock by front office staff. Loans T-shirts will be numbered and the students will sign for these. The student will be given a note explaining to families that the uniform needs to be laundered and returned within 5 working days or they will be invoiced at $7.70 / term until returned or $20.00 if the family wish to purchase the item in full.
*Ongoing:
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. Under DECS policy parents are able to provide written justification for not wearing uniform eg a medical condition. Students who do not wear uniform will be restricted to the Quadrangle during play periods for safety purposes eg easily identified and distinguishable from visitors.

**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.

**Uniform Subsidy**
Uniforms will be subsidised for the first two years of implementation in order to support families in purchasing T-shirts, jumpers and dresses. Families will be able to purchase a maximum of two T-shirts / child/ year at the subsidised price. The third and subsequent T-shirts or jumpers will cost normal retail price.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Current Price</th>
<th>Subsidised Price</th>
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<tbody>
<tr>
<td>(Compulsory elements)</td>
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<td></td>
</tr>
<tr>
<td>T-shirts</td>
<td>$ 35.00</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>Jumpers</td>
<td>$ 35.00</td>
<td>$ 26.00</td>
</tr>
<tr>
<td>Summer Dresses</td>
<td>$ 25.00</td>
<td>$ 22.00</td>
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<tr>
<td>Hats (includes a free hat on enrolment)</td>
<td>$ 7.70</td>
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*Current Uniform stock will be discounted to include the subsidised prices*

(Non-compulsory elements)

<table>
<thead>
<tr>
<th>Cost</th>
<th>Price</th>
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<tbody>
<tr>
<td>Shorts</td>
<td>$18.70</td>
</tr>
<tr>
<td>Year 7 tops</td>
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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, 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.
- Medication and accompanying doctor's Health Care plans are to be handed into the Office.
- Long Term Medication can be administered by appropriate staff regularly, or taken without supervision, if written permission is supplied in the form of a Health Care Plan
- Generally Medication is to be kept in the Office.
- Student's names and dosages to be attached to all medications for easy access and identification in case of an emergency.

**Transporting of Sick or Injured Students**

- Staff members are advised not to transport a sick or injured child; an ambulance will be called if required
- If medical treatment is sought outside the school, the principal should 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.
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.
Unfortunately schools are an ideal breeding ground for head lice. And a head lice infestation does not indicate that a person 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 headlice.
Please advise the school if you find headlice.
Use an effective headlice treatment. The pharmacy 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.

The School Head lice Management Protocol :

Our school staff do **sensitive** head checks if we suspect a child has head lice

- **If YES**
  - **LIVE LICE**
    - Home
    - Back to class after the hair has been treated
  - **NITS (eggs only)**
    - Back to class
    - Parents/caregivers notify school that they have thoroughly checked the family’s hair and treated if necessary

- **If NO**
  - Back to class
  - Reporting and Parent
Teacher Interviews

The staff, students and families of APPS, with approval of Governing Council have supported the following reporting schedule.

Term 1 Week 9
Interviews with Parents/caregivers aim to build relationships with families. Parents & teachers share information/knowledge of child. Parents look at the child’s books and discuss development. These are held in week 10 in Term 1 on Monday, Tuesday and Wednesday. They are from 3:30-6:00pm. Times are negotiated with each individual teacher to fit around other commitments. Notes are sent home to parents to select suitable times, returned to the school and collated by the SSO’s in the front office. Notes are then sent home to families informing them of their time slots. Teachers have a schedule for interviews. Discuss child’s strengths, weaknesses and where to from here. Parent/Teacher interviews are also an opportunity for Individual Learning Plans; Negotiated Education Plans may also be discussed, reviewed and signed.

Term Overviews,
Letters to families, detailing the topics that are taught each term are sent home by the end of Week 2 each term so that families can talk to children about their learning. Information about homework expectations should also be included.

Term 2
Written reports are produced that inform parents about a child’s achievement against The Australian Curriculum. Student’s efforts and their social skills will also be included in the written report. Students from Years 1-7 are given grades for each of the curriculum areas.
The Small Special Class will continue to use Profile books as a means of collecting evidence to share with parents re- a child’s progress.

Term 4
An end of year written report including achievement in all curriculum areas, a child’s attitude, social skills and General comment is sent home. Yearly attendance is also recorded. Individual Learning Plans are updated and sent home at the end of term.

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