Meadows Primary School

Respect for self, others and the environment

GROW skills for learning

FOSTER deep understanding

ACHIEVE higher standards

Parent/Student Handbook 2016

Updated January, 2016
Message from Judy

It is with great pleasure that I welcome you to Meadows Primary School. Our aim is to provide a safe and friendly environment for all students so they may reach their academic and personal potential.

I am proud of the range of educational opportunities that are offered to our students, and am equally proud of the caring and dedicated staff - we strive to make learning both enjoyable and challenging.

Developing students’ Mathematics and Literacy skills continues to be a significant priority for the school in 2016. All classes are involved in supporting literacy development during the morning block and we welcome parent/community support. If you, or someone you know, are able to offer support for one session (or more) a week, please contact the school.

Meadows Primary School is a KidsMatter school - a focus on working with the community to develop happy, balanced children – more information will be provided in newsletters which are also available on our website.

This handbook is designed to provide parents/caregivers/students with information about the everyday operations of the school. If questions arise, first refer to the handbook and if you still have a query please contact the school on dl.0252.info@schools.sa.edu.au.

My email address is below should you wish to make contact with me.

Judy McPherson
Principal 2016

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Web address:
www.meadowspspsa.edu.au/
Our aim is to provide the support and challenge for students to become confident and competent learners who display both courage and creativity.

At Meadows Primary School, we RESPECT self, others (student, staff and community) and the environment.
KidsMatter Primary is a flexible, whole-school approach to children’s mental health and wellbeing for primary schools. KidsMatter provides the proven methods, tools and support to help schools, parents and carers, health services and the wider community nurture happy, balanced kids.

“There is no health without Mental Health”

How can you make a difference to the world every day?

The school’s anti bullying policy incorporates the stop, think, do model.

This model is used to reinforce positive behaviour and a focus for learning.

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Decision Making Groups

Parents
Governing Council
Meadows Primary School Governing Council meets twice a term (Weeks 4 & 9) from 7:00pm – 9:30pm to discuss a range of school issues. An additional, short meeting, is held Week 3, Term One to approve the following year’s budget and discuss issues prior to the AGM.
Governing Council members are elected at the Annual General Meeting (AGM). We encourage parents/caregivers to consider nominating. Nomination forms are available from the office the week prior to the AGM. It is a requirement that all Governing Council committee members hold a current DCSI (Department of Community and Social Inclusion) police check. This can be arranged through the school.
The 2016 AGM will be held on Wednesday, 17th Feb Week 3, Term 1 in the Mawson Technology and Resource Centre. More information will be sent home in the new year.

Parent Club
Meadows Primary School Parent Club meets regularly during the year; meeting dates are advertised in the school newsletter. The Parent Club is a valuable part of our school community providing a forum for parents to meet as well as raising funds for the school. It is a requirement that all Parent Club committee members hold a current DCIS Screening (criminal history screening). This can be arranged through the school.

Students
Student Representative Council (SRC)
SRC is designed to encourage all students to be active participants in the decision making of the school. Each class (except reception) elects two representatives to attend the weekly SRC meetings. The SRC provides key leadership in a range of areas across the school with the students developing significant leadership skills.
SRC in 2016 is coordinated by Kerry Crowden (Pastoral Care Worker) supported by Judy McPherson, with elected students participating in a half day training session during Term One.

Class Meetings
Class meetings are held weekly. Ideas and motions that arise from class meetings are taken to SRC meetings. Class meetings and SRC play an important role in helping students to understand the concepts of governance and democracy.

The extent to which individuals see themselves as competent & capable has a dramatic effect on their willingness to attempt new learning.
Stoll, Fink & Earl 2003
Areas of study
Your child’s curriculum is currently delivered across eight areas of study.

English
Speaking and Listening
Writing
Reading and Viewing

Mathematics
Statistics and Probability
Measurement and Geometry
Number and Algebra

Science
Science Understanding
Science as a Human Endeavour
Science Inquiry Skills

LOTE
Indonesian

The Arts
Dance
Media
Visual Arts
Drama
Music

HASS subjects
Geography
Geographical Knowledge & Understanding
Geographical Inquiry & Skills

History
Historical understanding
Historical skills

Civics
Economics (years 5-7)

Health and Physical Education
Movement and Physical Activity
Personal, Social and Community health

Technologies
Design and Technology
Digital Technology

What is one thing you understand really well?
How did you come to understand it?
How do you know you understand it?
Learning with understanding is often harder to accomplish than simply memorising, and it takes more time.

Assessment for learning (formative assessment)

Our focus is to improve the learning outcomes and the engagement of all students. Assessment is an integral part of learning. There is a growing body of evidence that formative assessment is a powerful lever for improving outcomes for all learners.

The general finding is that across a range of different school subjects, in different countries, and for learners of different ages, the use of formative assessment appears to be associated with considerable improvements in the rate of learning....... use of formative assessment can increase the rate of student learning by somewhere between 50 and 100 per cent. This suggests that formative assessment is likely to be one of the most effective ways (perhaps the most effective way) of increasing student achievement (William & Thompson, 2007), for example, estimate that it would be 20 times more cost-effective than typical class-size reduction.

Further to this, the research evidence suggests that when formative assessment practices are integrated into the minute-to-minute and day-by-day classroom activities of teachers, substantial increases in student achievement—of the order of a 70 to 80 percent increase in the speed of learning—are possible, even when outcomes are measured with externally-mandated standardised tests. [From teachers to schools: scaling up professional development for formative assessment Siobhan Leahy (Edmonton County School, Enfield, UK) & Dylan Wiliam (Institute of Education, University of London:2010]

With this in mind, our Balanced Literacy Programme has formative assessment practices integrally woven into the structure; and an aspect of staff professional learning will also focus on developing our skills in descriptive feedback to students.

The timeline for formal reporting to parents for 2016 is as follows:

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td>Week 3</td>
<td>Week 3</td>
<td>Week 3</td>
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<tr>
<td>Acquaintance Night is an opportunity for teachers to share their philosophy and learning programme with parents. The date for Acquaintance Night is Wednesday 17th February.</td>
<td>NAPLAN (National Tests for Years 3, 5 and 7)</td>
<td>NAPLAN results sent home</td>
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<td>Weeks 9&amp;10</td>
<td>Week 10</td>
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<tr>
<td>Parent/Teacher/Student Interviews</td>
<td>Mid Semester Reports posted</td>
<td></td>
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<tr>
<td>Term 4</td>
<td>Term 4</td>
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<tr>
<td>Week 10</td>
<td>Week 10</td>
<td></td>
</tr>
<tr>
<td>End of year Report posted</td>
<td></td>
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</tbody>
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Parents are encouraged to arrange other meetings with classroom teachers as the need arises.
Regular and punctual attendance increases the likelihood of success in learning.

**Attendance**
Regular and punctual attendance increases the likelihood of success in learning. Students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential. It is important that you support your child to attend school regularly and on time. Termly attendance forms are sent home to help you monitor attendance. If your child is absent, please advise us by phone (preferably by 9am). Absentee slips will be sent home and are available from the classrooms and office area. If your child is unwell please keep your child at home. Children who are unwell cannot concentrate on learning and may pass the infection onto others. When an absence is going to be for an extended period (excluding sudden illness): please contact the office for an exemption form. The principal approves exemptions for up to one month; exemption greater than a month must be made to the Minister of Education and Children’s Services at least 4 weeks prior to the absence and need to be signed by the principal. If your child is late, it is an expectation that an adult will come in to the office to sign the child in.

**School Banking**
The CommBank School Banking program is available at school every Friday. If you are interested in being involved visit commbank.com.au/schoolbanking or come and have a chat at the school office.

**Behaviour Expectations**
At Meadows Primary School we believe in fostering a learning environment that:
- is respectful, safe, caring and fair
- supports and protects the rights of students to learn and teachers to teach
- develops in students an acceptance of responsibility for their own behaviour
- is oriented to success so that all students have support and opportunities to be successful academically, socially and physically
- develops a partnership between staff, students and their families.

**Classroom Management**
Meadows Primary School operates within two fundamental rules:
- treat each other with respect
- make the classroom (learning area) a place of learning.

**Yard Expectations**
- Play safely in the yard staying within the boundaries
- RESPECT other people's feelings, rights and property
- RESPECT and care for our environment
- Listen to and follow instructions
The school’s EMERGENCY mobile phone number is 0457840323

**Book Club**
There will be a Scholastic Book Fair in term 2. More information will be sent home closer to the time.

**Bus Service**
Students who live more than five kilometres from their closest primary school are entitled to catch a school bus. Eastern Fleurieu School coordinates the school bus that brings students to Meadows Primary School from Kuitpo and Prospect Hill. Students catching the bus are supervised until yard duty commences in the morning, or until boarding the bus in the evening. To find out more about the school bus route or times of departure please contact the office.

**Bushfire Action Plan (BAP)**
The school is considered to be in a bushfire prone area. On the advice from the CFS contractor, the R3 risk rating for Meadows Primary School falls within the expanded threat assessment criteria adopted by Australasian fire authorities following the Victorian bushfires. The BAP outlines activities to be undertaken to keep the school in a suitable state of preparedness for any fire-related event. It also contains detailed procedures for the management of such an event.
The school’s BAP will be reviewed in September 2016. ‘Points to Remember in a Major Emergency’ will be sent home with Week 3, Term 1 Newsletter.

**Cars and Road Safety**
In line with our traffic management plan, we ask parents to follow the process and to consider the safety of road users and other children when picking up or dropping off your child/children. Please **do not** double park for the safety of everyone, and consider your speed along Mawson Road as you enter the crossing area – **25kph**! If you are using the oval entrance please drive in a clockwise direction right around the oval at the sign posted speed.

**Choir**
The senior choir performs at assemblies and community functions. Choir students also have the opportunity to participate in the Festival of Music at the Festival Theatre in Term 3. Students in years 5, 6 & 7 can choose to be involved in the choir.

**Pastoral Support Worker (PSW)**
Kerry Crowden, our Pastoral Support Worker, supports students and their families. Kerry works with individuals and small groups of students; at other times she will work alongside adults supporting class programmes. Kerry provides a valuable service to the students and families of Meadows Primary School.
Consent Forms
During the school year, students are encouraged to participate in excursions that will assist their learning and understanding. Before any child can leave the school, appropriate consent forms must be completed, signed by parent/caregiver and returned to the teacher.

Custody Orders
The department requires a copy of any custody orders in relation to joint guardianship and joint custody, as deemed by the Family Law Court, to be given to the principal.

Cyber-safety Use Agreement
The school has two cyber-safety agreements one covering R-4 and another for 5-7. These are signed by parent/s and student. Cyber-safety refers to the safe use of the Internet and ICT equipment/devices. The agreement is included in all enrolment packs and is sent home to the year 5 students at the beginning of each year.

Diaries
Students are expected to have a diary/communication book to be used on a daily basis to communicate significant information between parents and staff for issues such as homework, successes, meeting times and behaviour. Years 4 - 7 have a plastic folder and R-3 a bag to keep notes and communication books in.

Drinking Water
Students are encouraged to bring their own water bottle. Rainwater is provided through drinking fountains in the school grounds. Water and healthy snacks promote good learning.

Early Departure
If your child needs to leave school early, please go to the office to sign them out. If you return with your child later in the day, they need to be signed in by you at the office. This enables the school to be aware of all students’ movements throughout the day.

Emergency Contact Numbers
We ask for at least 4 contact numbers in the case of an emergency or ill health. Your emergency contact needs to understand that they may be required to provide overnight care. It is important that parents/guardian inform office staff of any changes to the contact person or phone number ASAP.

End of Term Dismissal
Children are dismissed one hour early (2.15pm) on the last of day of each term.
Enrolment Procedures

*Children commencing school for the first time:*
There is only one intake, the first day of term 1. Children born before 1 May will start school on the first day of Term 1. Proof of age is required on enrolment, Acceptable documents are:
- Passport
- Birth certificate, or
- Official Centrelink documentation stating the child’s name and birth date.

A transition program is coordinated between Meadows & District Kindergarten and our reception teacher. Parents of new reception students are invited to tour the school with the principal and meet the staff.

*Children transferring through the year:*
When students transfer from other schools, families are welcome to tour the school; please contact the principal. New students are allocated a class buddy to help with their transition.

*Children commencing High School the following year:*
Parents need to contact any high school they are interested in if not Eastern Fleurieau which is our school of right.

A transition programme for Year 7 students begins in Term 4 of their final year.

Grievance Procedure
We encourage all parents who have an issue or concern to speak with their child’s teacher or the principal. The school’s Grievance Procedure Policy is available from the Front Office.

Homework
There are no specific time allocations for homework, however all students are expected to read daily. Each teacher will explain their homework procedure at the beginning of year’s Acquaintance Night.

Homework may consist of completing work, research, assignments, preparation for tests and, most importantly, regular reading. It is expected that children will only be given homework for which they have the necessary resources and skills. If you have any queries, please contact your child’s teacher.
Health Issues

Medication
A Medication form is required to be signed by your GP before a staff member is able to administer any medication. If students require medication it must be stored in a properly labeled bottle (single dose - chemist label) in the front office. The administering of medication by staff will only occur after negotiations with parents/caregivers.

Asthma
Students who suffer from asthma and require medication are expected to have an Asthma Management Plan developed in conjunction with a doctor.

Accident/Injury
Parents will be contacted as soon as possible regarding a serious accident/injury. Minor cuts/abrasions will be treated in the office by trained staff and will be documented by office staff.

Panadol
We cannot administer any medication that is not on a medication plan, therefore parents will be notified if their child is unwell and be asked to come to the school to collect their child.

Splinters
Staff are not able to remove splinters due to Department Policy. Parents will be contacted.

Sick/Tired
Children who are sick/tired will be sent to the office where staff will monitor the child in the Sick Room. Parents may be contacted to collect their child.

Hot/Wet Weather
As all buildings are air-conditioned, we do not have an early dismissal policy. On days of extreme weather students remain indoors during play. Office Staff monitor the outside weather - temperature/rainfall - as Meadows’ weather can be quite different to Adelaide. Hot/Wet weather is indicated by two sirens at the beginning of recess or lunch.

Infectious Diseases
Please notify the school if your child has an infectious disease. DECS has an Infectious Disease Policy which indicates the length of time children are to be excluded from school depending upon the condition. Please contact the school for further information.

Internet and Email Agreement
Refer to the school’s Cyber- safety use agreement. All students are encouraged to engage in safe practices when using the internet. Each class is explicitly taught cyber safety appropriate to their age group.
Library (Resource Centre)
At Meadows Primary School we encourage all students to develop skills to become confident readers. We encourage the borrowing of books from the Resource Centre. Book Fairs and the Scholastic Book Club are two activities that provide parents with an opportunity to purchase books for family, friends and relatives while at the same time providing some necessary funds for the school to purchase new books.

Lost Property
Articles of lost clothing are stored in the corridor of the Junior Primary area. At the end of the term, these items are displayed on the rails in the corridor with unclaimed items being given to a charity store. Please check the lost property area if you are missing items of clothing.

Please make sure that your child’s clothing is labeled so if misplaced, the items can be returned.

Lunch Orders
Students are able to order lunches at school from the Meadows Bakery. We support a Healthy Eating Policy which is reflected in the Lunch Order Menu. Orders should be written on the outside of an envelope with money placed inside. Please ensure that your child’s class number and name are written clearly on the envelope.
A component of the senior student’s literacy and numeracy program will involve catering and organising Wednesday lunches – information regarding ordering and costs will be provided in the school newsletter.

Newsletters
Newsletters are emailed on Friday of Weeks 3, 6 and 9. A hard copy is available on request Newsletters are also placed on the website.

Nut Free Zone
Meadows PS & OSHC are nut free zones as we have students with severe nut allergies. Please ensure that food brought from home does not contain nuts. (Many bars have nuts, so check carefully).
Learning is different for everyone - no two people learn in exactly the same way

Listening requires more intelligence than speaking
Turkish proverb

OSHC
Vacation Care, Before School Care (7:00am – 8:30am) and After School Care (3:15pm – 6:15pm) are available at the school. For further details please ask the office for an OSHC brochure. OSHC is available for both permanent and casual bookings. The contact number for OSHC is 83883510 or 0427010861.

Parent Library
Books on parenting and other aspects of child development are available for borrowing from the Resource Centre. We also have a ‘Book exchange’ where novels and other books of interest are available to be exchanged or purchased for a gold coin donation. Donations of appropriate novels for adults are always welcome.

Permission to publish student’s images or work
Permission form for any video and/or photographic images of your child that may be taken during school activities is filled in when enrolling your child. This consent, if signed, will remain effective until such time as you advise the school otherwise. This form is included in all enrolment packs.

School Card
Families who believe that they are eligible for School Card can obtain an application form from the office. A new form is required to be submitted each year. Please submit the form as soon as possible, and preferably prior to the end of Term One when school fees are due.

School Closure – Pupil Free Days
The Governing Council grants one day a year as a school closure. This date is negotiated each year.
The Governing Council also approves four pupil free days per year (two designated to develop teachers understanding and skills in programming and teaching the Australian Curriculum). Students do not attend on these days and staff engage in professional learning in relation to the school’s priorities. OSHC is provided subject to a minimum number of bookings.

School Fees
The Governing Council sets the school fees each year. In 2016, the fees are $265 per child with the compulsory fee being $229. The optional extra fee is used to purchase IT hardware and software.
Your brain can actually ‘grow’ when it is challenged

School Hours
8:30am    Yard supervision commences
8:45am    School begins with Morning Meetings
8:55am    classes begin
11:00am   Recess
11:20am   Classes begin
1:00pm    Lunch eaten in classrooms or in shared outside spaces
1:10pm    Lunch
1:40pm    Classes begin
3.15pm    Students dismissed

To ensure the safety of your child ‘Before School Care’ operates from 7:00am – 8:30am and ‘After School Care’ 3:15pm – 6:15pm for students who need to be at school before 8:30am and after 3:30pm.

School Uniform
The Governing Council strongly endorses the wearing of school uniform or school colours and appropriate footwear. Students are expected to adhere to the dress code colours of green or gold tops with black, grey or green shorts, track pants or long pants. Black leggings can be worn under a grey or green skirt. The Parent Club has arranged for The Uniform Shop, at The Homemaker Centre, 6 Dutton Rd, Mount Barker to stock items for Meadows Primary School.

Student Intervention
At Meadows Primary School we believe:
- that all children have the right to an education that is appropriate to their individual needs
- all children can learn and make progress and it is the school/families’ responsibility to ensure that successful learning occurs for all students including those with a learning disability, learning difficulties or students of high intellectual potential (SHIP)
- these students may require an individualised education program and additional resources for successful learning to occur.

Four key elements underline this statement:
- resources are limited and they must be coordinated to maximise their effectiveness for students
- all programs must be directed towards clearly identified learning outcomes for students
- monitoring and reviewing student progress is an integral component in providing successful outcomes for all students
- identifying students as early as possible so that intervention can be put in place.
Pastoral Support Worker (PSW)
Kerry, in her role, contributes significantly to the wellbeing of students, staff and parents. Kerry is involved with, and co-ordinates, a variety of activities within the school and local community. Lunchtime games and activities with Kerry (PSW) are very popular. Kerry’s base is in the office in the Resource Centre if you would like to speak with her.

Sun Protection Policy
Students are expected to wear a broad brimmed / legionnaire hat from September to April in line with Cancer Council SA recommendations. Broad brimmed hats are available for purchase at the office. We follow a policy of ‘no hat - play under the pergola’. Sun block is available in each classroom.

Sustainability
We are an AuSSI (Australian Sustainable Schools Initiative) – that is, we have made a whole school commitment to work towards more sustainable practices for a whole school cultural change. During 2016, we will continue to work with the students, staff, parents and community members to review our progress and set goals for the future.

Telephone Messages and Mobile Phones
Messages to teachers and students will be delivered via the teacher’s pigeonhole. Urgent messages will be phoned through to the class teacher. If you need to contact your child, we ask that this be done through the office (8388 3216). If a child needs to contact you we ask that they do so via the office. We understand that some students carry mobile phones so that they can communicate with parents/caregivers as they walk home; these are not to be used during the day and should be handed in to their child’s teacher for safe keeping.

Volunteers
Volunteers make a significant contribution to our school community and are welcome. If you (or someone you know) would like to support the school in any capacity please leave a message with the office and Karen Brand will contact you. It is a requirement that all volunteers working in the school hold a current DCSI Screen (criminal history screening). This can be arranged through the school.

Current volunteer activities include:
- Classroom support with literacy
- Kids’ Kitchen (catering)
- MultiLit (Making up for lost time in literacy)
- Parent Club
- Governing Council
- Resource Centre (library) assistance
- Working bees