



Two Wells Primary School



Making Tomorrow a Part of Today

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2016 Parent Handbook



Welcome to Two Wells Primary School

All young people in South Australia have the right to gain, through the public schooling system, a broad and balanced education that prepares them for effective participation in society.

School motto:

MAKING TOMORROW A PART OF TODAY

School values:

RESPONSIBILITY

RESPECT

PERSISTENCE

At Two Wells Primary School we are committed to a culture of learning for the future, in a safe, caring success oriented environment. We aim to achieve this in partnership with our school community and to deliver a relevant, high quality education for all students.

Our school caters for children from Reception to Year 7, with the Two Wells Community Children's Centre adjacent to the school, providing a childcare and preschool service and Stepping Stones Children's Centre providing OSHC.

This booklet has been designed to inform all people associated with the school but particularly parents enrolling children for the first time, about our general policies and procedures. Your support of the school's policies and procedures is crucial to the successful running of the school and ensures the best possible student learning outcomes.

Parents and teachers share responsibility for the education of children; therefore Two Wells Primary School values parent participation. We encourage parents to support in classrooms, become members of the Parents and Friends and/or Governing Council or volunteer in other areas such as the Canteen, Library or Learning Assistance Program.

We are happy to receive feedback (positive or otherwise) and address any concerns, you may have in relation to your children but due to the busy nature of a school making an appointment is appreciated. If you need any more information in regards to the school please look on our website.

We look forward to working with you and your child.

Lynda Fitzpatrick-Brown
Principal

TWO WELLS PRIMARY SCHOOL

2016 STAFF

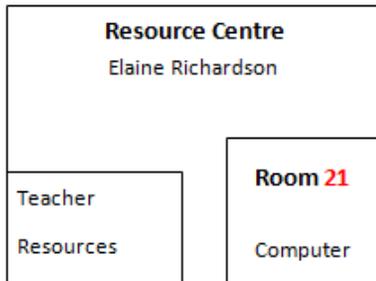
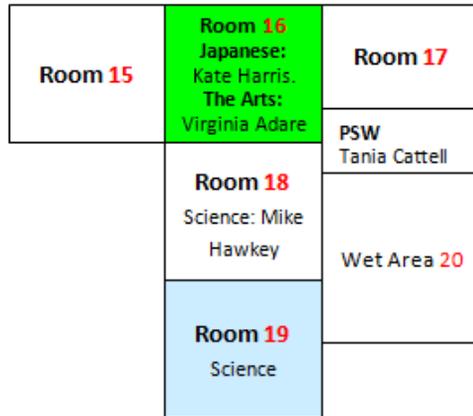
TEACHING STAFF

Principal:	Lynda Fitzpatrick-Brown
Deputy Principal:	Ann-Marie Ellis
Counsellor:	Zoe Evans
Coordinator:	Mary-Anne Rischmueller
Japanese:	Kate Harris
Science:	Mike Hawkey
Arts:	Virginia Adare
PE:	Katherine Anderson
Teacher – Year 6/7:	Sharyn Binyon
Teacher – Year 6/7:	Sarah Kosandiak
Teacher – Year 5/6:	Paula Napper
Teacher – Year 4/5:	Tony Luyten
Teacher – Year 4/5:	James Martin
Teacher – Year 3/4:	Anthea Pounendis
Teacher – Year 2/3:	Maria Woodland
Teacher – Year 2/3:	Karen Richardson
Teacher – Year 1/2:	Julia Liebich
Teacher – Year 1/2:	Adele Tassone
Teacher – Year 1/2:	Mel Warren
Teacher – Year Reception:	Adam Claridge
Teacher – Year Reception:	Angela Dickinson

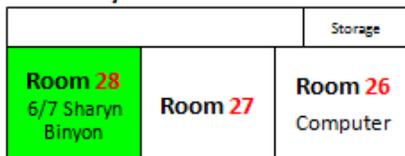
SUPPORT STAFF

Finance Officer:	Liz McLaughlin
Administrative Officer:	Jess Koot
School Services Officer Librarian:	Elaine Richardson
School Services Officer:	Allison Landherr
School Services Officer:	Michele Renaglia
School Services Officer:	Yvonne Davidt
School Services Officer:	Michelle Barnett
Christian Pastoral Support Worker:	Tania Cattell
ACEO:	Leonne Hewson
Groundsman:	Allan Green

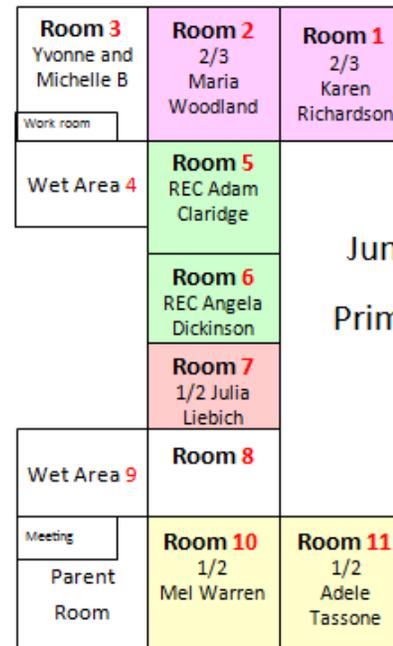
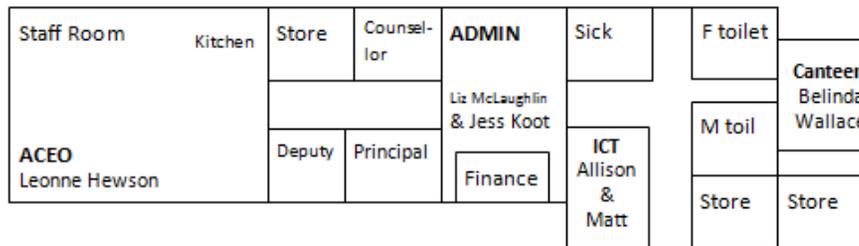
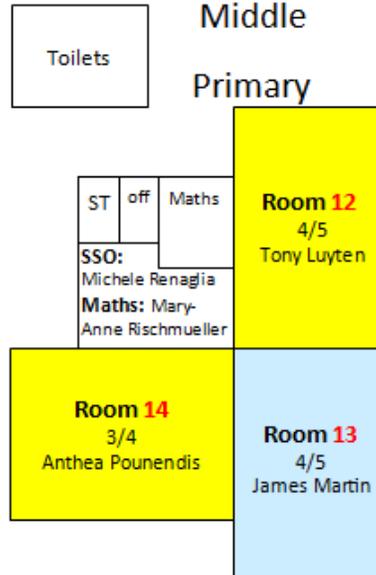
Specialist Teachers



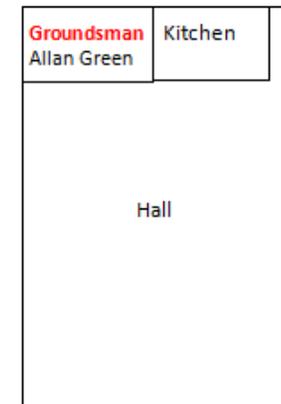
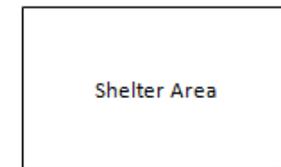
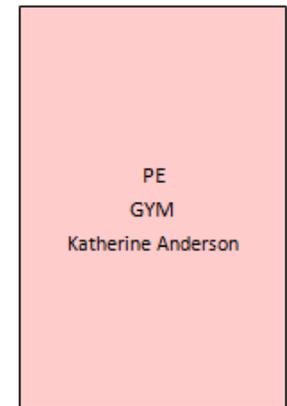
Upper Primary



Middle Primary



Junior Primary



In hot/wet weather the Time Out room is still open. Leadership will cover any staff absences

SCHOOL TIMES

A staff member is on duty from the arrival of the first bus at approximately 8.30 am and after school from 3.00 pm – 3.15 pm. Non bus users are not to be on school grounds before 8.30 am. Students are not to remain on school grounds after 3.05 pm unless they are supervised by their parents/carers. OSHC (before and after school) is available at Stepping Stones Children's Centre.

08.50 am	Start of day
10.35 am	Eating recess in classroom
10.40 am	Recess Play bell
11.05 am	Bell Recess Ends
12.45 pm	Eating Lunch in the classroom
12.55 pm	Lunch Play bell
01.25 pm	Bell Lunch ends
03.00 pm	First Bus bell
03.05 pm	Whole School Dismissal

Early dismissals: 2.05 pm on the last day of each term.

SCHOOL CLOSURES

Three pupil free days (staff participate in training and development, students do not attend school) and one school closure day (neither staff nor students attend school) are allocated per year. Dates are decided yearly, in consultation with the Governing Council.

EVACUATION/SCHOOL EMERGENCIES

Communication to families when emergency situations arise, e.g. bus run cancellation, fire danger etc. will be via the **Two Wells Primary School Skoolbag App**. The Skoolbag app is the quickest way to communicate to families in an emergency. Making phone calls takes far too long, especially if the line is congested. You can get this app on android and smartphone devices. Please find instructions on downloading this in your school enrolment pack. If you do not have an android/smartphone you must supply the school with a designated mobile number so you can receive a text message. As a matter of urgency please ensure the Skoolbag App for our school is downloaded.

HOT/WET WEATHER

All classrooms in this school are air conditioned and therefore children will not be dismissed early if temperatures are over 36 degrees Celsius. When the temperature is reported on Channel Seven News as 36 degrees or more for the following day, students will have supervised indoor play at lunch time. At Recess students will play outdoors but in shaded areas unless the temperature is already 36 degrees. **Hats must be worn for all outside activities throughout the year.** On days when it is raining at Recess or Lunch, students will stay inside their classrooms. Supervision is provided by class teachers.

PARENTS OF RECEPTION STUDENTS

From 2014, South Australia will have the same first day of school for all children – beginning in Term One. Having the same first day of school means that every child is guaranteed four terms of Reception before they go on to the rest of their primary years. It also means a more stable environment for children with fewer changes to classes throughout the year.

From 2014 the start date will be the first day of Term One. If your child turns five before May 1, they will start school on the first day of Term One in that year. If your child turns five on or after May 1,

they will start school on the first day of Term One the following year. The minimum age for starting school will be four years and eight months. For more information please contact the school or DECD.

Preschool students will be offered transition visits at Two Wells Primary School in the last term of the school year, prior to commencing school in Term 1 of the following year.

ATTENDANCE

Under the Education Act of South Australia, parents and caregivers are held responsible for the regular attendance of all children in their care.

Student attendance including lateness is recorded every day.

If your child is absent, please notify the front office or send a written note when the student returns. This is a DECD requirement. The school is legislated to contact parents where no contact has been made to explain student absence.

If a student is late to school, please sign them in at the Office so that the information is recorded correctly.

EMERGENCY CONTACT INFORMATION

It can be most distressing for a child if parents (grandparents, caregivers) cannot be contacted in the event of sickness, accident or injury.

Please keep the school informed of the following:-

- ❖ Change of address
- ❖ Telephone numbers
- ❖ Contact persons
- ❖ Doctor's name and phone number
- ❖ Medical Conditions
- ❖ Any other relevant circumstances

EARLY RELEASE

Parents and Caregivers are advised that students **cannot be collected from their classroom** before dismissal time unless the student has been signed out by a parent/caregiver in the Front Office. An "Incidental Absence Receipt" will be issued that must be given to the teacher to let them know that the student is authorised to leave their care. This practice has been introduced to ensure the safety and wellbeing of all students. We ask for your cooperation and understanding in this matter.

INTERNET/COMPUTING

Please complete the Internet/Computing Code of Conduct permission form after going through it with your child. This form should be returned to the Front Office or the child's class teacher as soon as possible to ensure your child has Internet/Computer access.

TRAFFIC AND PARKING

Parent parking is available on the Gawler/Two Wells Rd off Old Mallala Rd and at the far side of the oval using the Two Wells Community Children's Centre drive way. **No parent parking** is available in the staff car park at the front of the school.

SCHOOL CROSSING

There is a school crossing at the front of the school. When the flags are out, all vehicles must stop and allow waiting pedestrians to cross. "25 kph" and "No Standing signs" are also in force on Gawler Rd in front of the school. All vehicles are expected to follow these regulations in order to ensure the safety of the children and adults who use the entrance.

SCHOOL UNIFORM

Open Mon & Fri 8:45 — 9:15 am and on Wednesday afternoons at 2:45 am — 3:10 pm.

The wearing of our school uniform engenders pride in our school and is a visible sign of the cohesiveness of our students. We expect parents will encourage "school spirit" in their children by dressing them in our approved school wear. Our school colours are maroon, black and white. Grey is a Yr. 7 option only. For further details please refer to the Two Wells Primary School Uniform Policy in your transition pack.

LOST PROPERTY

Please name your child's clothing and other belongings to keep lost property to a minimum. Lost property is stored in the Drop-in Centre, next to Room 5, and may be inspected during uniform shop times. Items not claimed by the end of a term are usually donated to current or existing students.

DENTAL SERVICE

Children from this school receive free dental treatment at the Evanston Dental Clinic at Gawler & District College, Para Road, Evanston. Telephone (08) 8522 3575 for more details.

CUSTODY ORDERS

The school's enrolment form makes provision for the Principal to sight a copy of any Family Court order relating to a child. Therefore, if a custody order exists, the enrolling parent/guardian must present it at the time of enrolment. If there is a custody order and the school hasn't been given a copy then we cannot action the order. We will always act in what we believe to be the best interest of the child, (and in accordance with the custody order details we have).

FIRST AID/MEDICATION

All children who are sick or needing first aid will be promptly treated by school staff. We have a number of staff with Senior First Aid. Parents/caregivers will be contacted by telephone if children need to be taken home, or require further medical attention. In case of an emergency and when parents or emergency contacts cannot be reached, we are responsible for ensuring adequate medical treatment as quickly as possible. If necessary, an ambulance will be called. Please note that no oral medication (including panadol or antibiotics) will be given to students at school without written consent from parents and clearly written Doctor's instructions. A medical plan form must be completed and signed by a practitioner and returned to the school.

INFECTIOUS CONDITIONS

During their time at school children may catch a variety of infections. The following list indicates the more common infectious diseases and minimum period for which a child must be excluded from school.

Chicken Pox	Until fully recovered
Measles	Seven days from the appearance of a rash

Mumps	Until fully recovered
Rubella (measles)	Five days from the appearance of a rash
Infectious Hepatitis	Excluded until a medical certificate is produced, and fully recovered.
School Sores	Excluded from school until sores have healed
Ring Worms	Until appropriate treatment has begun and lesions are covered
Conjunctivitis	Medical treatment is provided and there is no discharge from the eyes.
Head Lice	Until all eggs/lice are removed from the hair.

What happens if a child is suspected of having head lice?

The child is discreetly sent to the office. Office staff will phone home for the parent/caregiver to collect their child. Parents/Caregivers are then expected to check and provide treatment if head lice is confirmed. The child returns to school after treatment; which also includes the removal of all eggs/lice. If parents/caregivers detect head lice, we ask that you notify the school.

COMMUNICATION

A variety of different methods are used for communication by the school. They include the following:-

- ❖ **Diaries (Year 3-7)** – Both teachers and parents should use the diary as a major way of communicating messages between home and school. Parents should check diaries for homework every night Monday to Thursday.
- ❖ **Communication Books** – (Junior Primary). Both teachers and parents should use the communication book as a major way of communicating messages between home and school. Parents should check communication books daily.
- ❖ **Newsletters** – The School Newsletter is issued to the oldest child once a fortnight on Friday. We urge you to read it as Newsletters are the official means of communicating between school and home, regarding upcoming events, school activities and news. You can download the SkoolBag app on any smartphone and the newsletter is sent to this along with other alerts and documents. Please advise the Front Office if you would like the Newsletter emailed.
- ❖ **Notices** – From time to time, children will bring home notices. These will be concerned with specific events and may require your signature consenting to your child participating in a school event. Children will not be allowed to take part in any out of school activity without your consent.
- ❖ **Appointments** – The staff are always happy to talk to any parent or student at a mutually convenient time. It is advisable to make an appointment.
- ❖ **Interviews** – Parent/teacher interviews are extremely important for sharing information about student progress. They are held in term 1. Parents and/or teachers may request an additional interview towards the end of term 3 if there are concerns about student progress.
- ❖ **Written Reports** – A written report detailing student achievement is sent home last week term 2. A second written report (summary report) is sent home last week term 4.

VOLUNTEER/PARENT INFORMATION

Children learn best when home and school work together in partnership. There are benefits for everyone when you become involved in the school community. You as parents become more familiar with the things that are happening in the school; your children will take pride in seeing the work you have done and the staff appreciate the help given.

- ❖ **Police Checks** – All Volunteers will need to apply for a Child Related Employment Screening before being able to volunteer in the school. This is a mandatory. You can request a copy of the form at the Front Office.
- ❖ **Volunteer Training** – All volunteers will undergo training at the school after their Police check has been approved but before they begin their volunteer work. The training only takes an hour and is used to discuss issues like confidentiality and child protection. Volunteers also complete Responding to Abuse and Neglect training at this time.
- ❖ **Ways parents can participate: Reading** – Listening to children read, assisting with reading activities.
- ❖ **Excursions and camps** – Parent participation in excursions and camps is essential in enabling the necessary supervision of children in small groups.
- ❖ **Electives** – Many parents share their expertise in subjects such as art, dance, music, gardening, woodwork etc.
- ❖ **Classroom support** – As negotiated by individual teachers.
- ❖ **Library** – Volunteers are always needed to assist with covering and repairing books, re-shelving books etc.
- ❖ **Canteen** – To keep operating 5 days a week we require volunteer assistance. Please contact the Front Office or Canteen Manager if you are able to assist
- ❖ **LAP** – Learning Assistance Program.

BUSES

The Education Department supplies transport for eligible students at Two Wells Primary School. Eligible students are those who reside five kilometres or more from the school. Please contact the Deputy Principal to organise this.

TRANSITION TO HIGH SCHOOL

Most children from Two Wells attend Gawler & District College, as this is our district school. DECD provides a bus service from Two Wells to Gawler & District College.

Students may apply for other high schools of their choice e.g., Balaklava, Saint Columba, Trinity, Xavier. Year 7 students and their parents are invited to attend respective high schools towards the middle of each school year, as application forms for enrolment are to be completed by June/July.

MOBILE PHONES/ELECTRONIC DEVICES

Mobile telephones/ Electronic Devices are not to be brought to school.

For further information please refer to Electronic Device and Mobile Phone Policy located on the school website.

BEHAVIOUR MANAGEMENT

At Two Wells Primary School we believe student behaviour management begins in the classroom with clear and consistent expectations that support students to make appropriate choices. Staff apply consequences for both appropriate and inappropriate behaviour. Consequences for appropriate behaviour include class and assembly awards, participation in extracurricular activities etc. Consequences for inappropriate behaviour are managed using a 'Step System' of verbal warning, class/yard sit out, time out and office referral.

For further information please refer to our Behaviour Management Policy located on the school website.

SMOKING

As per DECD Policy our school is a smoke free environment. Please do not smoke on the school grounds. This also includes the car park.

SCHOOL BANKING

The school participates in the Commonwealth Bank School Banking program. Students bring their banking money on Friday mornings and hand it to the class teacher.

Application forms for banking are available from the Front Office. Should there be any queries the Banking Officer is on site on Friday mornings in the Front Office.

MATERIALS AND SERVICES CHARGES

Section 106A of the Education Act 1972 enables schools, in consultation with the Governing Council/school community, to set, collect and recover a materials and services charge each year. The charge is intended to cover the costs of those essential items and services used or consumed by individual students during the course of their study.

At Two Wells Primary School, families are invoiced for this charge at the beginning of the year and are expected to do one of the following:

- ❖ Make payment in full using cash, cheque, online bank transfer or credit card (EFTPOS facilities available) on the phone, in person or in writing.
- ❖ Make arrangements to complete payment by instalments
- ❖ Apply for School Card benefits (if applicable). Eligibility for School Card assistance is dependent upon the combined family gross income for the previous financial year.

The school Cashier's Office is open from 9.00 am until 4.00 pm each day for payments or School Card applications.

MONEY COLLECTION

All money must be taken to the Front Office either in person or through the roll book each day and receipted through the cash register. A cash receipt is given to the individual to take home as proof of payment or passed to class teachers via the roll book who will then send it home with the child.

If parents are sending cash to school with their child, it needs to be in a sealed envelope with the dollar amount clearly written on the outside of the envelope as well as the child's name. Admin staff will open the envelope in front of your child and check the cash amount. If there is a problem, you will be contacted immediately; otherwise a receipt will be sent home as per the normal process.

CANTEEN

The Canteen offers a healthy eating menu. We have an excellent canteen that provides good quality food at low cost. Children order their lunch first thing in the morning, in their classroom using brown paper bags available from the Canteen or Front Office. It is appreciated if the correct money is enclosed. Current price lists are available from the Front Office or the Canteen. Variations in prices are advised by the Newsletter or by issue of a new price list. If you can offer some spare time to help in the Canteen, please let us know.

GOVERNING COUNCIL

Governing Council meetings are held on the fourth Tuesday of every month during school terms in the staff room beginning at 7.15 pm. Parents are encouraged to nominate for Governing Council.

ASSEMBLY

Whole school Assemblies are held three times per term, Friday Week 3, 7 and 9 at 9.15 am in the gym. Any alterations to these days and times will be published in the school newsletter. Assemblies recognise the good work of our students as well as providing a platform for individuals, small groups and classes to sing, dance, share work etc. Staff also use assemblies as a time to share information about what is happening around the school. Parents are welcome to attend.

SKIN PROTECTION POLICY

We are a Sun Smart school. As per our Skin Protection Policy all staff and students are required to wear hats (broad brim, legionnaire or bucket) all year round for all outdoor activities including recess and lunch. Students who do not have hats will be sent to the shade shelter.

GRIEVANCE PROCEDURES FOR PARENTS/CAREGIVERS

Because most school issues relate to classroom matters, your child's class teacher is the first logical point of contact when problems arise. If you consider that the issue you have raised is still unresolved, please make an appointment with the Principal, Deputy or Counsellor.

For further information please refer to Parent Concern or Complaint Policy located on the school website.

HOMEWORK

The following is a guide to the amount of homework that should be set at each year level.

Years R-2 15 minutes per night Monday to Thursday

Years 3-5 15-20 minutes per night Monday to Thursday

Years 6-7 30 minutes per night Monday to Thursday

NB. At the beginning of the school year all classroom teachers will inform parents of the homework routine within the above timeframe. The content of the homework is class and year level driven. For example, Junior Primary students can expect to have reading, sight words and spelling as part of their regular homework routine whereas older students will have a combination of literacy and numeracy activities. Reading for all students from Reception to year 7 is recommended.

STUDENT ACTION TEAM

The Student Action Team (SAT) comprises elected representatives from Years R to 7. The SAT forms the focus for expression of student opinion and works to improve meaningful student participation within the school.

AUSTRALIAN CURRICULUM INFORMATION

The Australian Curriculum focuses on learning area content and achievement standards that describe what students will learn and teachers will teach.

Learning Areas

The Australian Curriculum has eight learning areas. Some learning areas include more than one subject. In each curriculum, the content descriptions specify what all young people should be taught, and the achievement standards set out the depth of understanding and sophistication of skill expected of students at points in their schooling.

Learning areas	Subjects
English	English
Mathematics	Mathematics
Science	Science
Humanities and Social Sciences	History
	Geography
	Economics and Business
	Civics and Citizenship
The Arts	Drama
	Dance
	Media Arts
	Music
	Visual Arts
Technologies	Design and Technologies
	Digital Technologies
Health and Physical Education	Health and Physical Education
Languages	Japanese Will be taught at Two Wells Primary School from 2015

General Capabilities and Cross-Curriculum Priorities

The Australian Curriculum pays explicit attention to how seven general capabilities and three cross-curriculum priorities contribute to, and can be developed through each learning area.

The seven general capabilities are literacy, numeracy, information and communication technology capability, critical and creative thinking, personal and social capability, ethical understanding, and intercultural understanding. Learning continua are available for each capability, which describe the relevant knowledge, skills, behaviours and dispositions at particular points of schooling.

The Australian Curriculum focuses on three cross-curriculum priorities: Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia, and sustainability.

Early Years Learning Framework

Belonging, Being and Becoming – The Early Years Learning Framework describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

Currently at Two Wells Primary School we are implementing the Australian Curriculum in the following Learning areas from Reception to Year 7; English, Mathematics, History, Geography and Science.

As per the DECD implementation guidelines we expect to be teaching all learning areas of the Australian Curriculum by 2016.

Students in Reception will continue to be taught the Australian Curriculum whilst implementing relevant aspects of the Early Years Learning Framework.