

2024



PARENT HANDBOOK

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'Together we thrive'

Welcome to Willunga Primary School, located in the beautiful historic township of Willunga which is adjacent to some of South Australia's best beaches to the west, rolling hills to the south and the McLaren Vale wine region to the north, 47km from the Adelaide city centre. The township has a proud history and heritage, as does the school, which was established in 1877.

I am very fortunate to have been appointed to this beautiful community school in Term 2 of 2021 and I am thrilled to lead the staff, students and parents in this chapter of the school's successful educational journey. I share a passion for rigorous teaching and learning, curriculum excellence, outstanding pedagogical practice and innovation.

The school has a well-deserved reputation of excellence based on strong and nurturing relationships and rigorous teaching and learning. Our staff embed high impact evidence-based teaching strategies including explicit teaching, targeted differentiated learning, clear learning intentions and success criteria, logical and intentional sequences of learning and ongoing feedback, which are all an integral part of our classroom program and structures.

The school has modern buildings and facilities and shares the town oval, gymnasium and courts with the local community, having unlimited access during school days.

In 2024, we will begin the school year with a student enrolment of approximately 390 students from Reception to Year 6, in 15 classes and increase to 16 classes with the mid-year Reception enrolment.

In line with all schools our students have Curriculum in the 8 areas of study – English, Mathematics, Science, HASS (History, Geography, Civics and Citizenship and Business and Economics), Technologies, and with Specialist subjects in PE, Japanese, Technologies and The Arts. Students participate in a diverse range of opportunities including SAPSASA sports events, swimming and aquatics programs, choir and instrumental music and school garden and Orchid Club. We offer a range of school camps and excursions.

We have a successful OSHC on site which operates Monday to Friday from 6:30am to 6:30pm as well as offering Vacation Care. We have a well utilised site managed school canteen on site.

We have a dedicated Wellbeing Leader and we offer Pastoral Support.

As the Principal, I work together with our staff team and our families to immerse our students in deep learning to develop the competencies of character, citizenship, collaboration, communication, creativity and critical thinking which are essential for the future.

I am proud to lead this beautiful community school and I look forward to meeting you and sharing in your child's educational journey and providing them with every opportunity to succeed and thrive at our school.



Melanie Jones – Principal



Our motto and our values

Our motto:

'Together we thrive'

Our values:



At Willunga Primary School we:

C	A	R	E
Connect	Aspire	Respect	Empower
<ul style="list-style-type: none">• build positive relationships• develop a sense of belonging• feel safe, secure and supported	<ul style="list-style-type: none">• strive for excellence• challenge ourselves• have a growth mindset	<ul style="list-style-type: none">• are kind• are inclusive• are responsible	<ul style="list-style-type: none">• have a voice• are courageous• are curious

Together we thrive

ASSEMBLIES

Assembly is held on Friday in Weeks 3, 6 and 9 at 9:00am in the Hall.

Each class is rostered to organise and host an assembly. At each assembly students are awarded certificates in recognition of individual achievement. It is also an opportunity for classes or groups within the school (such as the Choir) to share their learning with the school. Parents, carers and friends are most welcome to attend.

Please note that you are very welcome to take photographs of your own child at these events. However, we ask that you respect that some families have requested that their child/ren not be photographed and for this reason we ask that you do not upload any images of other children on Facebook or any other electronic media.

ARRIVALS AND DEPARTURES

Students can arrive at school from 8.30 am. A warning bell rings at 8:43 for students to move to their classrooms.

A teacher is on duty in the school grounds from 8.30 am each morning. Please ensure that children are not on the school grounds before this time.

Students are required to be at school for the duration of the school day. Absences, lateness and early departure needs to be given a reason which complies with the Department Attendance Policy. We discourage early pick up from school to minimise disruption to the learning of all student in the classroom. Early departures that are regular need to be approved with an application for an exemption by the Principal. Please avoid scheduling appointments during the school day to minimise disruption to the class and your child's learning.

School finishes at 3.05 and we ask all families to be offsite by 3.25pm

For parents and carers who wish to collect their child after school, we ask that you wait outside your child's classroom in an area decided upon by you and your child. We also ask that parents do not peer through classroom windows at the end of the day. This can be a distraction to your child at a time when important information is being given to them.

ATTENDANCE

Attendance at school is compulsory for all students once they are enrolled. Regular attendance, including ensuring that your child arrives at school on time, sends a strong message to your child about the importance of education, allows them to develop important life skills and ensures that they make the very most of the educational opportunities available to them.

When a student is absent, parents and carers are required to provide an explanation of that absence, either by:

- Phone call to the school 8556 2234
- SMS to the school 0429 632 559
- A note to the teacher (if known before the absence)
- Email

You can call the school after hours and leave a message on the answering machine, providing your child's name, room number, date and reason for your child's absence (we are legally required to record a reason for absences).

If your child is going to be absent for an extended period of time (longer than 5 days), then an Exemption is required. Forms for this are available from the Front Office. These need to be approved by the Principal.

Students arriving at school after 8:45am will be marked on the roll as late. Parents and carers will need to bring their child/ren to the Student Services to sign them in as late. Alternatively, parents can call the front office to provide an explanation which is then recorded on the roll.

BEHAVIOUR MANAGEMENT AND ZONES OF REGULATION

We promote a positive school climate and responsible behaviours through our agreed values of **CARE**.

We believe that a positive partnership between school and home needs to exist in order to create a school learning environment that is safe, stimulating and cooperative for all students. It is important that all members of the school community own and act upon our values. Individual rights need to be respected and consistent expectations of responsible and irresponsible behaviours need to be clearly defined and supported at school and home.

Our Behaviour Management and Bullying prevention policies provide our students, teachers and staff and families with clear and consistent roles, responsibilities and expectations, as well as processes and procedures. These are available on the school website.

We implement Zones of Regulation in each classroom.



THE FOUR ZONES: OUR FEELINGS & STATES DETERMINE OUR ZONE

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions, however one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.

The Zones can be compared to traffic signs. When given a green light or in the Green Zone, one is “good to go”. A yellow sign means be aware or take caution, which applies to the Yellow Zone. A red light or stop sign means stop, and when one is the Red Zone this often is the case. The Blue Zone can be compared to the rest area signs where one goes to rest or re-energize. All of the zones are natural to experience, but the framework focuses on teaching students how to recognize and manage their Zone based on the environment and its demands and the people around them. For example, when playing on the playground or in an active/competitive game, students are often experiencing a heightened internal state such as silliness or excitement and are in the Yellow Zone, but it may not need to be managed. However, if the environment is changed to the library where there are different expectations than the playground, students may still be in the Yellow Zone but have to manage it differently so their behaviour meets the expectations of the library setting.



THE ZONES OF REGULATION®

FRAMEWORK & CURRICULUM

What it IS

A proactive, skills based approach

A simple, common language to understand, talk about and teach regulation

A consistent, metacognitive pathway to follow for regulation

A systematic framework with developmental sequence of lessons

Meant to be adapted for your learners and setting

What it ISN'T

A behavior approach

A discipline model, punitive in nature

A scripted curriculum with different lessons for each age/grade level

Only about teaching the 4 Zones and feelings associated with them

A "one size fits all" framework

BICYCLES, SCOOTERS, SKATEBOARDS

We encourage our students to, where possible, travel to school in a safe and active manner. For this reason, bike racks which are also used as a storage area for skateboards and scooters are provided.

For safety reasons, students are **not to ride their bikes, skateboards or scooters** in the school yard during school hours. Please remind your child, as we will also do, to wear their helmet.

BUILDINGS AND SCHOOL GROUNDS

Our school has modern and well-maintained facilities. All buildings are carpeted and air-conditioned.

There are a number of hard play and grassed areas for outdoor activities as well as playground equipment on the site including a sandpit area and nature play area.

The Department for Education leases the town oval, gymnasium and courts for the sole use of the school Monday to Friday from 8:30am to 3:30pm.

Our trees are well loved and provide a wonderful environment and shade for students to play and talk under.

There is a fenced vegetable garden that provides out of classroom learning opportunities based on environmental sustainability concepts and education.

CANTEEN

The Canteen is open Monday to Friday for Lunch orders and for students to purchase snacks and drinks at break times. Orders can be placed on the QKR app or submitted directly to the canteen. Please download the QKR app.



CONTACT DETAILS

For students in Year 1-6.

Please notify the office by calling 85562234 should your name, address or contact details change throughout the year.

COMMUNICATION

Parents and carers can contact the school by phoning 85562234. Office hours are Monday to Friday 8.15 am to 3.30 pm. Messages can be left on the school answering machine outside of these times. All messages will be referred to individual staff members for their attention during non-teaching or support time. Alternatively, non-urgent messages can be provided directly to staff members either on class Seesaw or by confidential letter or email. Staff will only respond between 8am and 6pm.

Our school produces a Newsletter every three weeks, week 3.6.9. If you provided an email address on your child's enrolment paperwork, you will receive the Newsletter by email. The Newsletter is also uploaded to our school website and Audiri app.

The school's Facebook page can be found on Facebook - Willunga Primary School. The Facebook page is another helpful tool for regular updates, reminders and photos of special events.

If a family selects paper notices and newsletters, or if the note cannot be emailed, these go home with the youngest enrolled child in the family. Please contact the Front Office if you require a duplicate copy of any correspondence.

We use the Audiri (formerly Skoolbag) app as another tool to communicate. Download the Audiri app and search for Willunga Primary School.



Each class also communicates through Seesaw. Class teachers will provide details on how to connect with their class via Seesaw. Please download the app.



Each class teacher will provide their email address for direct communication with families.

A Term Calendar is produced at the beginning of each term in paper format. Please scan the QR code on the calendar for updates across the term.

CURRICULUM

At Willunga Primary School, the teaching and learning program aligns to The Australian Curriculum. The Australian Curriculum focuses on learning area content and achievement standards that describe what students will learn and teachers will teach. It also gives attention to seven general capabilities that are important for life and work in the 21st century.

The Australian Curriculum includes eight learning areas in Primary Schools:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Technologies
- Health and Physical Education
- Languages (Japanese)

The Australian Curriculum includes seven general capabilities:

- Literacy
- Numeracy
- Information and communication technology (ICT) capability
- Critical and creative thinking
- Personal and social capability
- Ethical understanding
- Intercultural understanding

The curriculum gives special attention to these three cross-curriculum priorities:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability

CUSTODY

Please advise the front office if there is a custody order in place for your child/ren and of any change of legal custody.

The school is required to adhere to the custody orders.

All information is confidential.

DRESS CODE

The Dress Code Policy has been developed in consultation with the Governing Council and is designed to be a reciprocal arrangement between home and school to promote and encourage:

- A safe and non-competitive space in which all students can thrive.
- A sense of belonging.
- A sense of pride.
- A positive image of the school.

It is expected that all children will wear the school colours of navy and yellow including layered clothing.

We understand that students wish to express themselves in different ways and we provide opportunities for this to occur on specific days in consultation with the Student Representative Council. Sports Day and fundraising events are exceptions to the policy.

The clothing listed supports the SunSmart policy and is suitable for school activities.

Listed below are some suggestions in accordance with our School Dress code:

Trousers/shorts/skort	Navy Blue (no slogans)
Tracksuits	Navy Blue (no slogans)
Fleece Jacket	Navy Blue
Polo Shirts R-5	Navy Blue – the yellow top for R-2 students is being phased out.
Jumpers/Windcheaters	Navy Blue
Senior Polo Shirts Year 6	Navy Blue and yellow. Available through order form only Term 4 each year for Year 6 students
Senior Jumpers Year 6	Navy Blue and yellow. Available through order form only Term 4 each year for Year 6 students
Skirt	Navy Blue
Dresses	Willunga Primary School Dress
Hat	Broad-brimmed, bucket or legionnaire style-navy blue in term 1, 3 and 4 or when the UV index is above 3. No hats indoors at any time. Please see the Sunsmart Policy.
School Beanie with logo	Can only be worn at school in term 2 when outside and the UV index is below 3. The beanie can be worn to and from school at other times. No beanies permitted indoors at any time.

Hair accessories	All hair accessories (scrunchies and headbands) are required to be functional and in school colours or neutral to match the natural hair colour.
Socks	Navy or white socks are recommended.

Hair

Students with long hair (below shoulder length) are to wear it tied back each day.

Hair colour should not be changed from the natural hair colour.

Coloured hair pieces, including those woven into the hair, are non-compliant.

Acceptable

Small non-Willunga logos are acceptable on shorts and pants (no larger than a 50 cent piece)

Unacceptable clothing includes:

- Midriff tops and tank tops
- Ripped clothing (patches acceptable)
- Mini-skirts and brief shorts (shorts must have a fabric leg in them)
- Thongs, slippers, ugg boots, Crocs, knee high boots and party shoes
- Makeup and nail polish
- Necklaces, dangling earring, chokers (unless for religious/special reasons after negotiation with Principal)
- Caps
- Blue/black jeans
- Black leggings

School photo day and school excursions

When students are representing the school for school photo day and on excursions, they are required to wear school colours and all hair accessories must be in school colours or neutral to match the natural hair colour. Coloured hair pieces are non-compliant with the Dress Code Policy.

Swap a Top

Student Services keeps a small supply of shirts and jumpers that students are able to access should they wear a non-uniform top to school.

Exemptions

On those occasions when it is not possible for a student to comply with the requirements of the Dress Code Policy, a written note must be provided (diary or email) and shown to the student's class teacher. **This is a valid exemption on the day it is received by the class teacher.** If available, the non-uniform item will be exchanged for Swap a Top.

Purchasing Dress Code items

A display of Dress Code items can be viewed in the Front Office. Items can be purchased from the Uniform shop adjacent to Student Services. Plain clothing in school colours can also be purchased at local stores such as K-Mart, Big W and Best and Less.

The Uniform Shop is open Monday and Thursday mornings before school. QKR orders close off at 8am each morning and orders after this time, will be filled the following day.

Families unable to support this policy due to financial hardship are to meet with a member of the site leadership team to discuss options and how the school can support the family. All information shared by the family will be confidential.

Please LABEL ALL ITEMS of clothing.

The School's Dress Code has been ratified by the Willunga Primary School Governing Council.

Date updated: March 2023

Review: March 2026

ENROLMENT ELIGIBILITY

If we are able to offer your child enrolment at our school, you will be given the appropriate enrolment paperwork and consents to fill in. A copy of either your child's birth certificate, CAFHS Blue book, Passport, Visa, Adoption Certificate or Guardian of the Minister documentation must be provided for proof of birth along with a copy of 2 recent utility bills proving residential address ie gas, electricity.

As we are a zoned school, we only offer places for families residing outside of the zone if a place becomes available.

EXCURSIONS AND CAMPS

Camps, excursions or incursions (visiting artists or educators to the school) are an important part of the curriculum and add richness to the learning experience which may not be otherwise possible. They are considered an essential part of your child's learning. If your child's class is going on an excursion we strongly encourage your child to attend.

Unless stated, all students are to wear school dress code on an excursion.

If parents feel they are unable to pay for their child's participation in an excursion or school event, they can seek assistance from the Business Manager.

If you have any questions or concerns about an excursion please make sure you contact the organiser (usually the class teacher) so that he/she can assist you.

FOOD MATTERS

Willunga Primary School has nude food every day. If packaging is sent to school the student will be asked to place it in their lunch box to take home.

Students are encouraged to bring a piece of brain food, either fruit or vegetable, to eat prior to recess time. We ask families to provide only water in their drink containers and encourage students to replenish these throughout the day. The school offers filtered water fountains and bottle filling stations.

Willunga Primary School is a Nut Aware School.

GOVERNING COUNCIL AND SUBCOMMITTEES

The Willunga Primary School Governing Council is a wonderful opportunity for parents to become involved in the school and to strengthen partnerships between our families and school.

The Governing Council is an important decision-making body comprised of parents, carers and staff which meets twice a term. The Governing Council's main focus is to ensure that the school is managed effectively, with a focus on policy development, curriculum review and monitoring of student progress.

Parents are elected to the Governing Council at the AGM for a 2 year Term of Office and then elect to serve on its various sub-committees. The AGM is held before Week 4 of Term 1 each year.

Any parent or carer of the school is welcome and encouraged to be involved in a sub-committee. These sub-committees do important and highly valued work within our school, for our students. Final decisions of sub-committee recommendations need Governing Council approval.

If you are positive and enthusiastic about ensuring our school continually strives for improvement and want to see strengthened partnerships between home and school, then the Governing Council is for you.

HEAD LICE

School staff may be the first to notice or suspect a child/student has head lice. We will therefore:

1. Inform parents as soon as practical, and at least by the end of the day, if their child is suspected of having head lice.
2. Ask parents to treat their child's hair before the child returns to the site.
3. Send periodic reminders during a detected head lice infestation to families to check hair weekly as a preventative measure.
4. Taking hats home for a wash at the end of each term is advisable.

HELPING YOUR CHILD AT SCHOOL

As educators and parents and carers, we share a common and fundamental goal for your child, that of a successful educational experience. This is achieved to its full potential when the partnership between home and school is strong, and parents and carers are involved with their child's education.

So, how can you help?

Encouraging and modelling a positive attitude towards education and learning is one of the fundamental and most beneficial behaviours a parent and carer can do. This includes understanding the importance of engaging in, and enjoying, the *struggle* of learning and persistence. It also includes arriving to school on time and assisting your child on developing organisational skills critical to success in education and life!

Actively showing an interest in your child's learning: what they are learning, how they are learning it, their achievements and successes, their points for growth and development and more generally what is happening in their classroom and within the school, conveys the message that school is important and learning valued by you.

We ask that you stay informed, read the classroom notice boards, read the fortnightly school newsletter and notices, like us on Facebook, and keep a copy of the termly planner on your fridge.

Inform the classroom teacher or Front Office if there is a situation at home which may impact on your child's ability to engage in school. This could be the loss of a pet, a seriously ill relative, the arrival of a new baby or any general changes which may impact on your child. By doing so, you ensure that the teacher and school are able to support and make accommodations for your child so that positive learning outcomes are achieved.

Take an active part in school activities. There are numerous opportunities for you to get involved in the school. Your child will LOVE your participation and you will also enjoy the experience of developing connections within our school community.

HOMEWORK POLICY

Please refer to the school website

<https://willungaps.sa.edu.au/wp-content/uploads/2021/12/Willunga-Primary-School-Homework-Policy.pdf>

ILLNESS AT SCHOOL

Our school Staff are trained to provide a first Aid response. Should emergency care be required an ambulance will be called.

Students requiring first aid are sent to the Front Office for treatment. Students are assessed by office staff and parents and carers will be called to collect students if required. All students sustaining a head injury will be required to be collected by the parent or a caregiver. Unwell children will rest in our sick room until parents or carers can collect them.

To help contain the spread of illness, we ask that parents and carers keep children home if they suspect they are unwell.

Infectious Diseases

Children suffering from infectious diseases are required to stay away from school until a medical certificate is produced, or the periods stated below are observed:

<i>Chicken Pox</i>	Exclude till fully recovered or at least 1 week after the eruption first appears (some remaining scabs are not an indication for continued exclusion).
<i>Whooping Cough</i>	4 weeks
<i>Measles/German Measles</i>	3-5 days before rash appears until 4 days after rash
<i>Mumps</i>	4 days – at least 7 days after swelling
<i>Infectious Hepatitis</i>	Doctor's certificate must be produced for strains A B C D and E
<i>Conjunctivitis</i>	While eye discharge is present
<i>Ring Worms (Tinea)</i> a certificate is obtained	Unless the "sore" can be kept securely covered, the child must remain at home until

<i>Head Lice</i>	Must be treated before allowed back to school
<i>School Sores (Impetigo)</i>	Stay away from school unless sore can be covered

All these precautions are designed to reduce the frequency of infectious disease at school.

Please be advised that when students have vomiting or have diarrhoea they cannot return to school until 24 hours after the last episode.

The following link is a useful resource from SA Health about a range of Health conditions, treatment and exclusion periods.

<https://tinyurl.com/y6y454o9>

INCLUSIVE EDUCATION

What if my child requires additional support?

At Willunga Primary School as a collaborative group of educators we provide an inclusive environment for all students with a focus on equitable policies, evidence-based inclusive teaching and learning practices, positive diversity site-wide and incorporating student and family voice. By providing this environment we ensure that all learners are catered for at a differentiated level. Teachers are supported by their leadership team and one another for further exploration of a student's functional needs. Along this process family input is especially important, communication between classroom teacher, leadership team and parents/carers will occur.

The best education is one in which parents and carers are active in their child's learning, from the earliest age. Through collaborative goal setting, information sharing and seeking the advice from other services, if necessary, the team around the student will work together to determine the necessary next steps.

At Willunga Primary School, where the above process may determine a need for additional support, the team at the school can apply for additional resourcing to support the additional needs of our students.

LIBRARY

We warmly welcome parents and families to our library on Tuesday and Thursday morning from 8.30 – 8:45am.

Students visit the library at least once each week. At this time, students have the opportunity to borrow books for the class; as well as select titles for themselves to take home. In the Junior Primary years (R-2) students will also select a decodable reader twice a week to bring home. In Reception, readers will be borrowed from term 2. A book bag/folder will be supplied to help protect books on their journey from and to school.

Generally, library books are borrowed for one week in duration. Students can borrow the following number of books (this does not include their readers):

- Early Years (Rec to Year 2) – 2 books
- Primary Years (Years 3 to 4) – 2 books
- Middle Years (Years 5 and 6) – 4 books

If a student has an overdue book a friendly reminder is sent home and students are unable to borrow until overdue books are returned. A final reminder is posted home towards the end of the term. If the book can't be located and returned by the second to last week of term, then an invoice is sent home to cover the cost of replacement.

LOST PROPERTY

Unfortunately, lost property is a part of school life. Children misplace various items of clothing and utensils, such as drink bottles and lunch boxes, regularly.

All discovered lost property is kept on racks outside of Student Services, please check this if your child has missing items. Please name **ALL** items belonging to your child so that property can be reunited with the owner.

MATERIALS AND SERVICES CHARGES

Materials and Services charges are a legally enforceable amount as stipulated by Section 106A (14) of the Education Act and has been indexed by the previous June quarter Adelaide CPI of 2.1%. All invoices for Materials and Services are to be paid or an arrangement for payment made by the due date. Invoices will be posted to all families at the start of the school year. In 2024, the School Material and Services Charges will be \$380 (includes \$40 for incursions) as approved by Governing Council. Please make contact with the Business Manager if you require assistance.

MEDICATION

All Medication must be kept in the Front Office and not in student's bags. Please be aware that only 5 days of medication can be kept at the front office at any time. It will be dispensed only when it:

- Is prescribed by a doctor and the doctor has filled in a Medication Consent form, which you can obtain from the office
- Is delivered in the original container, with the named label from the pharmacy
- Is within the use-by date

Please note that Medication that has to be taken three times per day, such as antibiotics, can be taken before and after school, and before bedtime and not come to school at all.

Asthma is a common condition suffered by many students. If your child requires asthma medication while at school please pick up an Action Plan and Medication form to take to your doctor for approval. We ask that these forms are updated if there are any changes to the medical condition or medication prescribed.

Please ensure you advise the office of any allergies your child may suffer with. It is also helpful to advise us of potential concerns such as bee allergies suffered by other members in the extended family.

MOBILE PHONE AND PERSONAL DEVICE POLICY

Items such as mobile phones and electronic devices including Smart watches are not permitted at school. Please refer to the Mobile Phone and Device Policy on the school website for further information. You can view this policy at:

<https://willungaps.sa.edu.au/policies/>

OSHC

Our OSHC runs from the OSHC Building 6:30am am-8.30am and 3.10pm-6.30pm, 5 days per week.

Bookings are essential.

The OSHC number is:

Mobile: 0438 761 656

Enrolment forms for OSHC are available from the Front Office.

PASTORAL SUPPORT WORKER

Our Pastoral SUPPORT WORKER is Sue Camac. Sue works part time and can be contacted through the Front Office. Sue runs a range of programs including social skills groups and community and team challenges. Sue works closely with the Wellbeing leader on supporting students with Wellbeing Check-ins.

PAYMENTS

Payments can be made by:

- QKR app. (Preferred) Please download the QKR app and search for Willunga Primary School
- EFTPOS/Cash at the Finance Office during office hours
- EFTPOS over the phone during office hours
- Direct credit the School account BSB 105108 Account 394 083 140. Please use Student surname as reference
- Centrepay

POLICIES

A list of policies available for download can be located on our school website

<https://willungaps.sa.edu.au/policies/>

RAISING A CONCERN OR COMPLAINT

At times issues or concerns about your child's education and/or our school may arise. It is vital that the child does not become directly involved in these matters. We ask that parents and carers use the following procedures.

Step 1: Make an appointment to see the teacher/staff member concerned.

Step 2: If you are not satisfied with the outcome of this meeting, make an appointment with the Principal; this is done through our Front Office person

Step 3: If the matter still has not been resolved to your satisfaction, contact the Parent Feedback Unit by calling 1800 677 435. You can contact this Unit at any time to discuss your concern or complaint, or to seek advice about resolving school problems.

It is important that all concerns are kept confidential, although at times you may wish to seek support from a friend, family relative or an advocate. It is also vital that any child's involvement is kept to a minimum. Any direct criticism of the school or the teacher in front of children could possibly undermine trust and confidence and have an adverse effect upon their learning. It is important, therefore, that the child understands that you have confidence that the issue will be resolved confidentially at the school level.

REPORTING

In Term 1 there is an Acquaintance Night. This is an opportunity for parents to meet with the teacher and is held during the first four weeks of the year. It is at this meeting that teachers outline their program, activities and structures for the coming year.

Parent/Teacher interviews are held towards the end of Term 1 and at the end of term 3 and it is at this meeting that the student's progress is discussed.

In Years 3 and 5 all students sit the NAPLAN tests. These tests occur in term one and the results provided to parents in late mid term 3.

A Mid-Year Report is sent home in Term 2 and an End of Year Report is sent home in the last week of the school year. These reports include information on the achievement and effort of students in each of the curriculum areas. It also includes written comments provided by the classroom teacher/s.

Please note that Teachers are also available for interviews, by appointment, at any other time through the year.

ROAD RULES

Please read Council road signs indicating restricted parking times in specific areas. It is illegal and unsafe to stop at a pedestrian crossing to allow children to disembark. Please ensure you park appropriately when dropping children to school. Police and traffic control centre randomly monitor our crossings.

SCHOOL CARD

School Card financial assistance is available to assist parents/caregivers of low income earning families with the costs of Materials and Services Charges. Applications can be completed online at <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme> Go to Applications, then click on School Card A-apply online. Alternatively, a form can be obtained from the Finance Office. An application is required each year. For assistance please contact the Finance Office.

SCHOOL TIMES

8.30am	Teacher on Yard Duty – students permitted on school grounds
8.43am	Warning Bell
8.45 am	School commences
10.45 am	Recess
11.15 am	Lessons
12.55 pm	Lunch – eating time is provided before play
1.25 pm	Lessons
3.05 pm	End of school day – Dismissal
3.25 pm	Yard supervision concludes – students not collected need to report to the front office. All families and students offsite.

SITE IMPROVEMENT PLAN

Our Site Improvement Plan provides our school community with a strategic plan outlining the areas of priority for any particular year. This is a working document with short-term priorities, targets and actions to be achieved within the one year timeframe.

Staff and the Education Committee and Governing Council are responsible for the development and ratification of the Site Improvement Plan.

The Site Improvement Plan can be found on, and downloaded from, the school website.

SPORTS TEAMS

Willunga Primary School is organised into four house teams across the school. These teams provide students with a cohort to cheer and support during Sports Day and throughout the year at other times of whole school events or focus. Students will be allocated to a House team when they enrol.

Jabarda

Baxendale

Bassett

Atkinson



RATIONALE

Being SunSmart means a balance between sun protection to lower the risk of skin cancer and sun exposure for the production and maintenance of vitamin D. Ultraviolet (UV) radiation is both the major cause of skin cancer and the best natural source of vitamin D. Vitamin D is essential for the development of strong bones and muscles.

Overexposure to UV radiation from the sun causes skin damage, with childhood and adolescence being critical times when this exposure is more likely to contribute to skin cancer later in life. Children are at school five days each week, forty weeks each year during the peak UV radiation times. This means it is essential for schools to not only have practices in place to protect students in their care but also to educate and role model the importance of sun protection.

As a SunSmart School we recognise the balance between sun protection to reduce the risk of skin damage and sun exposure for vitamin D production. Our school implements sun protection during terms 1, 3 and 4 and when the UV is 3 and above at other times. This policy applies to all school events on and off-site.

AIMS

The Sun Smart Policy aims to promote among students, staff and wider school community: -

- a) positive attitudes and behaviours towards skin protection.
- b) awareness of the harmful damage caused by ultraviolet rays balanced against the value of Vitamin D.
- c) personal responsibility for decision making about skin protection.

GUIDELINES

- The school uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 and whenever UV levels reach 3 and above at other times. Staff are encouraged to access the daily local sun protection times on the SunSmart app, myuv.com.au or the Bureau of Meteorology website www.bom.gov.au/sa/uv to assist with implementing this policy.
- Staff and students are to wear a **broad brimmed hat, or bucket hat or Legionnaires hats** when outdoors during terms 1, 3 & 4 and whenever UV levels reach 3 and above at other times.
- Care is taken and where possible, outdoor activities are rescheduled outside of peak UV radiation times
- A combination of sun protection measures including the availability of shade are considered when planning outdoor events and activities e.g. camps, excursions, sporting activities and swimming carnivals.
- Encourage students to seek shade for outdoor play and school activities.
- School Dress includes shirts with collar, longer style shorts, skirts, trousers and dresses and children are encouraged to wear these at all times. Rash tops or t-shirts over bathers are required for outdoor swimming activities.
- Students who are not wearing appropriate hats or clothing are asked to play in areas protected from the sun. Student Services have a limited supply of hats available if student's do not have a hat on occasion. These are signed out and in at Student Services and laundered by the school. If students repeatedly don't have a hat and are signing one out, this needs to be followed up with the Parents.

SCHOOL'S RESPONSIBILITIES

- a) Skin protection and associated behaviours is addressed in classrooms in line with the curriculum.
- b) Regularly reinforce this policy via established modes of communication.
- c) Staff role model and reinforce WH&S practices and SunSmart behaviours, including wearing sun protective clothing, sunscreen, appropriate hats and sunglasses and seeking shade when outdoors. Visitors and parents are to be encouraged to do the same.
- d) The school provides an appropriate number of shelters and shaded areas around the school.

e) Provide suitable clothing and hats in the Dress Code

Students are actively reminded to apply sunscreen whilst at school 20 min before going outdoors and to reapply when the UV is 3 and above. All students are required to reapply 20 minutes before going outside, no later than 3 hours and 40 minutes after school commences. All classes to are provided with 4-hour sunscreen.

HOME RESPONSIBILITIES

- a) The school's Sun Smart Policy and its implication for children will be sent home for parent information.
- b) Parents/carers can actively and positively encourage their children to practice positive skin protection by providing them with an appropriate hat and SPF 30+ broad spectrum, water resistant sunscreen (for their child's use only).
- c) Parents/carers can act as positive role models to help their children be sun-smart.
- d) Send children dressed in the school uniform.

CONCLUSION

This has been developed and implemented to not only protect the students and staff in their care from overexposure to UV radiation but also meets our duty of care for students and WH&S obligations for staff.

The school reviews its SunSmart policy regularly (at least every three years) to ensure that the information remains current and relevant.

October 2021 Review: 2024

SUPERVISION OF STUDENTS BEFORE OR AFTER SCHOOL

Morning

A teacher will be on duty from 8:30am to supervise students before school. Children are not permitted on school grounds prior to this time.

Afternoon

A teacher will be on yard duty from 3:10 - 3:25pm. Students not collected by this time will be taken to the Front Office and parents contacted. In the event that a parent is unavailable, phone calls will be made to your emergency contacts in order of your selected priority.

TERM DATES

Term dates are located on our school website www.willungaps.sa.edu.au or on the Department for Education Website www.education.sa.gov.au

Student Free Days and School Closure Days will be communicated to families in term 1 of the school year.

TRANSITION

PRE SCHOOL TO SCHOOL

Our students come from a number of Pre Schools in the southern area, although the majority come from Willunga Pre-school.

All children who will attend our school are supported to access the same transition program regardless of the Pre School they have attended

Our transition program usually consists of:

- Principal tour
- a *Starting School* information session for parents and carers
- Reception Teacher visits to the Pre Schools or communication between Pre School Directors and Reception Teacher
- A number of school visits which increase in time to include daily school events such as lunch play, a library visit, and a Japanese, Music or PE or specialist lesson with the specialist teacher.

Prior to the school visits commencing we ask all parents and carers to complete the Enrolment Form and return it to the Front Office along with proof of birth and confirmation of address.

VOLUNTEERS

Parent and Community Volunteers are both welcomed and encouraged at Willunga Primary School. All volunteers are required to have a current Working with Children Check and have completed the volunteer's RRHAN-EC training. Access to online RRHAN-EC training is available at <https://www.education.sa.gov.au/node/160330>
If you would like to volunteer your time, please contact Belinda at the front office.

