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## Welcome to Flagstaff Hill R-7 School

Dear Parents and Caregivers,

We would like to take this opportunity of welcoming you to our school community.

This booklet has been designed to provide parents with general information about policies and procedures that operate at Flagstaff Hill R-7 School.

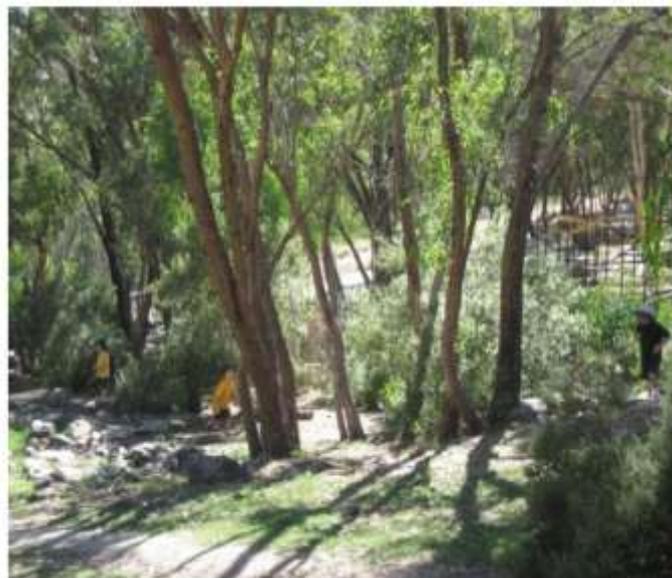
Copies of new policies and additional information about current initiatives are provided on the school's website.

We look forward to working with you in assisting your child develop the skills to learn effectively and become active citizens both local and globally.

**Jane Waltham**

Principal

Flagstaff Hill R-7 School



# FLAGSTAFF HILL R-7 SCHOOL PARENT INFORMATION BOOKLET

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## SCHOOL HOURS AND TERM DATES

### A TYPICAL SCHOOL DAY

7.15 am	Before School Hours Care commences
8.30 am	Grounds open, teacher on duty in school
8.50 am	Lessons begin – It is important that children are here for the organisational part of the day i.e. lunch orders, banking and attendances. (Late arrivals need to report to the front office).
11.30 am	Lunch 1 - Lunches are eaten in the classroom or outside, supervised by a teacher
12.10 pm	Lessons resume
1.50 pm	Lunch 2 – remaining food eaten outside, supervised by a teacher
2.20 pm	Afternoon lessons resume
3.10 pm	Dismissal
6.15 pm	After School Hours Care closes

Students not collected by 3.30pm will be brought to the Front Office for security reasons and if contact or collection by parents is not successful they will be booked into the Out of School Hours Care program and parents will be responsible for the costs incurred.

**On the last day of each term, school is dismissed at 2.10pm.**

### *South Australian State Schools Term Dates*

	Term 1	Term 2	Term 3	Term 4
<b>2020</b>	28 Jan – 9 Apr	27 Apr – 3 Jul	20 Jul – 25 Sep	12 Oct – 11 Dec
<b>2021</b>	27 Jan – 9 Apr	27 Apr – 2 Jul	19 July – 24 Sep	11 Oct – 10 Dec
<b>2022</b>	31 Jan - 14 Apr	2 May – 8 Jul	25 Jul – 30 Sep	17 Oct - 16 Dec

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## ALLERGIES

Parents are asked to advise the school upon enrolment if their child has any serious medical conditions and/or allergies. If a child develops a condition or allergy after enrolment the school should be advised immediately. Parents will be asked to complete a Health Care Management form if the allergies require an urgent response. Copies of these completed forms are kept in the first aid room, in the class roll book and Temporary Relief Teachers folders. When children have extreme allergies (life threatening) then special arrangements are made to ensure children are safe during their time at school. Please check individual class/unit for any prohibited foods.

## ASSEMBLIES

Assemblies are held regularly and are usually held in the school gymnasium. Please check the Events Calendar on the School website.

## ASSESSMENT AND REPORTING

Flagstaff Hill R-7 School has an ongoing assessment program that encourages, assists and enhances the learning of all students. Students' learning achievements are reported to parents in a combination of meaningful ways including parent/teacher/student interviews, written reports and informal parent/teacher discussions as the need arises.

The reporting and assessment process is an important link between the school and home. The school makes every effort to ensure students progress is monitored, and support and extension is provided where required. Parents are encouraged to contact their child's teacher if they have concerns regarding their child's progress. Communication between parents and staff is fundamental to a student's successful schooling.

### TERM 1

During week 3 teachers will provide an **Acquaintance Night** for class parents.

Information at this evening could include:

- the year's program
- teaching philosophy, methodology, goals, aims, expectations and routines
- behavior management strategies
- communication strategies
- parent involvement

Towards the end of term 1, **Parent/Teacher Interviews** are conducted. These interviews may also include students. Teachers will provide descriptive reporting about students' progress in each learning area. Parents have the opportunity to discuss their child's academic progress, work habits and social development.

### TERM 2

**Written reports** will be provided at the end of the term. These reports include a grade and the level of effort in all eight areas of study (no written comments are included). Copies of student rubrics 'tuft sheets' are included from specialist learning areas.

Years 3, 5 and 7 students sit the National Assessment Program – Literacy and Numeracy (NAPLAN) test which provides the school and families with detailed information about Literacy and Numeracy skills. Parents receive detailed reports on the results and whether year level standards were reached.

### TERM 3

Towards the end of term 3, **Parent/Teacher Interviews** are conducted. These interviews may also include students. Teachers will provide descriptive reporting about students' progress in each learning area. Parents have the opportunity to discuss their child's academic progress, work habits and social development. Specialist teachers will provide 'open house interviews (no bookings)' on the late interview night for parents to drop in for a chat.

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### TERM 4

**Written reports** will be provided at the end of the term. These reports include a grade and the level of effort in all eight areas of study. Copies of student rubrics 'tuft sheets' are included from specialist learning areas. An overall general comment is provided in each report card.

### ATTENDANCE

Parents need to be aware that students over the age of 6 are under compulsion to attend school.

Parents are asked to contact the school if your child is going to be late or absent.

The school uses a Mobile Phone Short Message System (SMS) to send text messages to parents notifying unexplained absence.

The school office is open from 8.30am – 3.30pm and absence messages may be sent via SMS to 0418 126 403 or left on the answering machine outside school hours.

Alternatively, please send a note in the child's communication book or diary to the class teacher or contact the staff in the front office explaining any absences.

If your child is going to be absent for an extended time, please collect an **exemption form** from the Front Office (e.g. family holidays etc.) Good attendance maximizes children's learning opportunities and is excellent life skills training. Principals are required to investigate and improve patterns of continued lateness or poor attendance.

**LATE ARRIVALS** – Students arriving late must report to the Front Office to obtain a Late Card.

**EARLY DEPARTURE** – Parents collecting children early must report to the Front Office upon arrival and sign out the children.

### BICYCLES

Bicycle racks are located next to the staff carpark and inside Gymnasium gates. These areas are out of bounds to students at Lunch 1 and Lunch 2 break times. We advise that students lock bikes upon arrival at school. Bicycles must not be ridden on school grounds.

### BUDDY CLASS

Classes in the school are teamed with a buddy class of an older/younger age group. This provides a great opportunity for the younger children to develop relationships with older students. Conversely, the older students relish the chance to mentor their younger buddies.

### BULLYING AND HARASSMENT

All students have the right to a positive and safe environment, free from bullying and harassment.

At Flagstaff Hill R-7 School our vision statement challenges us to focus on "strong positive relationships" and Values that include caring, respect, and friendship towards others. Flagstaff Hill R-7 School is committed to preventing and eliminating bullying in all its form. A hard copy of our policy or The Department for Education policy is available from the front office or via our website.

### BUSHFIRE INFORMATION and CATASTROPHIC (Code Red) DAYS

All families receive important updates regarding changes to bushfire procedures for communities in High Risk and Extreme Risk sites.

As Flagstaff Hill R-7 School is located in a bushfire prone area as part of the Mt Lofty Ranges District, we have in place a bushfire ready plan in the event of a total fire ban being issued for this district.

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In recent years, an additional level of alert has been introduced, where the State Government may choose to close high-risk public schools in specific fire ban districts on days where the fire danger index is forecast at 100 or more - Catastrophic (Code Red) Level.

This means that Flagstaff Hill R-7 may be required to close when the bushfire level is forecast as Catastrophic (Code Red) level. This instruction will be delivered via our Southern Regional Office, in consultation with CFS authorities.

**An ADVANCE WARNING** will be provided to school principals **TWO DAYS BEFORE** a possible school closure.

**A CONFIRMATION** of the closure will be provided the **day BEFORE** the school is to close (after 4.00pm, following CFS advice).

Please note that we will be using multiple forms of communication to ensure all parents / carers receive information regarding school closures. This could include:

- letters handed out to all students on the days we receive the alert
- information via the school website - [www.flagstaff.sa.edu.au](http://www.flagstaff.sa.edu.au)
- alert message via school blog
- school facebook page
- messages left on the school answering service - after-hours
- warnings posted on the school's electronic sign at the Front of the school.
- there will also be "sandwich boards" at different points around the school informing our community of warning levels

If unsure you may contact the front office via the phone, however, we ask that families network with each other where possible to minimise congestion on the school phone lines.

We will endeavour to make information available to families as early as possible.

### CANTEEN

A paid manager operates the school canteen 5 days per week and is supported by parent volunteers. Parents who are able to assist in the canteen are asked to contact the Canteen Manager via the school on 82701744. Your support is greatly appreciated. The canteen encourages healthy eating by supplying high standard, nutritious food and drinks. A canteen menu/price list is available from the canteen, front office and on our website.

The canteen is open at both Lunch 1 and Lunch 2 times Monday-Friday. Lunch 1 is when the main meal is served; snacks may also be purchased during both break times.

Students may order their lunch through the canteen by using a lunch order bag or alternatively use the Qkr on-line ordering app, details are available on our school website.

### COMMUNICATION

Flagstaff Hill School values clear open communication and uses the following vehicles to ensure our community is informed and has opportunities to provide feedback.

#### CLASS COMMUNICATION

We believe that the exchange of information between teacher and parent is very important so we offer you the following ways of making sure that we are keeping in touch.

- You may request a meeting with your child's teacher at a mutually convenient time. This option is open to you throughout the year.
- You may see the teacher regularly when you collect your child or help at school.
- The teacher may contact you and request a meeting at a time that suits you both.
- Communication books and student diaries are used for daily communication between home and school.
- Each class runs a blog for purposes of communication and sharing of information to parents.

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## SCHOOL NEWS

The School's News blog is distributed via an email sent to subscribed families. It contains information about coming events, Parents and Friends notices, Principal's message and sporting events. Please ensure that the school has your current email address.

## PARENT TEACHER COMMUNICATION

All parents want the very best for their children i.e. that their children are successful and happy and feel secure in all aspects of their lives. During school years, the home and school occupy the greatest part of a child's time, and carry the greatest influence on their development into adulthood. Obviously the more harmony there is between home and school, the greater will be the chances of achievement and fulfillment.

## TEACHER EMAILS

Please be aware that teachers are not required to monitor their emails outside of school hours. Whilst you may get a response, this is not a school expectations.

At our school we acknowledge that at times, parents have concerns about their child's education. Issues or concerns are most effectively dealt with if they are raised in the following ways:

1. Make an appointment with the teacher  
Outline the issue / concern and any possible solutions to the teacher.  
**If you consider that the issue has not been resolved at the conclusion of the meeting state this to the teacher.**
2. If the issues are not resolved, you may wish to meet with, or write to, the School Leadership Team who will work with you and the staff member to resolve the issue.
3. You may choose to contact the regional office for help if you are not satisfied that your complaint has been resolved by the school and/or if the principal is the subject of your complaint. The regional office will review your complaint and work with you and the school to resolve the matter as soon as possible.
4. If the matter has not been resolved to your satisfaction, contact the Parent Complaint Unit, By calling 1800 677 435 or email [DECD.ParentComplaint@sa.gov.au](mailto:DECD.ParentComplaint@sa.gov.au)

It is important that grievances are kept confidential, and although at times you may wish to seek support from friends or an advocate, it is very important to do this wisely. If the matter is discussed within the student's hearing, it is important that the student understands that you have confidence that the issue will be resolved confidently at the school level. Criticism of individual teachers does not support the child's education as it undermines trust and confidence, and can be adversely influential upon children's learning.

## ROLES AND EXPECTATIONS

PARENTS/STUDENTS CAN EXPECT	THE SCHOOL CAN EXPECT
<ul style="list-style-type: none"><li>• A safe and caring learning environment</li><li>• Broad, balanced and rigorous curriculum</li><li>• Information about all aspects of student education</li><li>• Opportunities to put their point of view and express opinions and concerns</li><li>• To be treated fairly and equitably</li><li>• Opportunities to be involved and to participate in activities in the school</li><li>• Clear accessible communication channels</li><li>• Confidentiality</li></ul>	<ul style="list-style-type: none"><li>• Support for school policies and procedures such as Behaviour Management, Uniform Policy, Attendance Policy</li><li>• Parents to treat staff with respect and listen to their point of view</li><li>• Concerns will be raised at the school through agreed channels</li><li>• Confidentiality will be maintained.</li></ul>

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### CUSTODY

To ensure students are safe at school it is important the school Leadership Team and class teacher are advised of any custody orders or other issues. It is important that the custodian of the child discuss any issues confidentially with the Leadership Team. The school cannot implement any arrangements unless the documents pertaining to custody orders have been sighted.

### CURRICULUM

Our curriculum is based upon the 8 areas of study designated by the Department for Education and Child Development and the Australian Curriculum. Please refer to the DECD website ([www.decd.sa.gov.au](http://www.decd.sa.gov.au)) or Australian Curriculum website ([www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au)) for more information.

Japanese is our Language other than English (LOTE). This lesson, along with The Arts and PE, is taught by specialist teachers.

### DENTAL

Flagstaff Hill R-7 School students are eligible for free dental care at Marion GP Plus Dental Clinic located adjacent to the Aquatic Centre at Marion.

### DOGS/ANIMALS ON SCHOOL GROUNDS

We ask parents to ensure that dogs are not brought to school during normal school hours i.e. when children are present. Animals such as pet rabbits, cats, kittens, guinea pigs etc. should be suitably caged and be brought to school by prior arrangements with the teacher.

### EARLY DISMISSAL

Students are dismissed at 2.10pm on the last day of school each term. Parents are reminded via the schools website and News blog.

### ELECTRONIC DEVICES

Students are not permitted to bring electronic entertainment products to school unless under permission from the teacher. In these cases, the product will then be kept by the teacher for the duration of the day for safe keeping. We work from the premise that **mobile phones** are sometimes needed for emergencies and communication with parents outside of school hours. Students who have parental permission to have a mobile phone while at school do so with the knowledge that the phone will be **turned off** and **stowed in their bag** during school hours. The school will take no responsibility for the loss or damage to any mobile phone on the school premises. All calls regarding students during school hours are to be made through the school phone (8270 1744).

### ENROLMENT PROCEDURES

Due to high enrolment demand at Flagstaff Hill R-7 School we are now zoned and prioritising enrolments for children living in the local area and siblings of children currently enrolled at the school. You can use the '[Find a School or Preschool](#)' website to determine your closest or zoned school. Although you may not be zoned to your closest school, zoned schools can still take enrolments from unzoned families if space allows. If a zoned school is your closest, we encourage you to seek enrolment there first.

Where a child turns five before May 1, they will start school on the first day of Term One of that year. Where a child turns five on or after May 1 they will start school on the first day of Term One the following year. You can register interest in enrolling your child for Reception in 2021 by

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visiting our school website – [www.flagstaff.sa.edu.au](http://www.flagstaff.sa.edu.au).

Round 1 offers (local and siblings) for 2021 enrolments will be made in early August. Round 2 offers (non-local) will be made in early September if vacancies are still available.

Parents / Caregivers are invited to participate in a tour of Flagstaff Hill R-7 School. These tours give new families an opportunity to see our school in operation and ask any questions they may have. Tour dates are advertised on the website.

## FEEDER SCHOOLS

Students generally come from neighbouring kindergartens such as Flagstaff Oval Kindergarten and Flagstaff Hill Kindergarten.

There are a number of public high schools in the area, with students graduating to Aberfoyle Park High School, Blackwood High School, Mitcham Girls High School, Brighton High School, Seaview High School, Pasadena High School, Urrbrae Agricultural High School and Glenunga High School.

## FEES – MATERIALS and SERVICES CHARGES

Each year our school reviews its current financial position and budgets for goods and services provided for your children in the following year. The school income and expenditure for the school year are budgeted to suit the needs of students to ensure the best learning opportunities for them.

### INCOME FROM PARENT CONTRIBUTION

Each year the Governing Council approves a charge for Materials and Services fees. The Materials and Service fee is spent only on goods and materials for your child's education and is determined by the Finance Committee according to school priorities and needs of the children. Families who are experiencing financial difficulty can apply for assistance through the School Card scheme. Any families who believe they are entitled to School Card need to have their applications into the school by the end of Term 1, this will enable any delays or discrepancies which may occur, to be rectified as early as possible. If you would like information about this scheme, please contact the Finance Officer. Permission forms will go home for each term's excursion/incursion for parent/guardian consent and payment at beginning of term. Payment and consent is expected for student to be able to participate. Parents will be invoiced separately for any extra-curricula activities. This invoice must be paid if you wish your child to be involved in these additional learning opportunities.

### COLLECTION OF MONEY

The finance officer is open to accept cash and EFTPOS payments between 8:30am and 10:30am each day except Wednesdays.

#### Payment Methods:

**Classroom Cash Box** - Students may place payments in boxes provided for each classroom. Each class delivers their box to the Finance Officer at 9am for processing. Parents are asked to assist by placing money in a sealed envelope with child's name, class, amount and what you are paying for.

**EFTPOS** – Credit or Debit card

**Payment over the Phone** – Until 3pm on Monday, Tuesday, Thursday and Friday

**Cheques** should be made payable to Flagstaff Hill R-7 School. Receipts will be issued on the same day for children to take home.

**Bpoint Checkout** – Online payment system for credit cards accessible via the schools website.

**Direct Debit Request** – Direct Debit payment option for families who would like the convenience of automatic regular payments using credit cards or direct debit from your bank account.

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## FIRST AID

We have dedicated staff members who hold current first aid certificates and the school has taken care to ensure appropriate procedures are in place if a child is unwell or injured. If your child has had a minor accident e.g. grazed knee, they will be treated at the school. If however, the accident or illness is more serious, you will be telephoned and, if necessary, the child will be transported to hospital by ambulance.

## MEDICATION

Flagstaff Hill School is supportive of students in relation to personal health and staff training is regularly held in relation to health issues. Only medication that has been prescribed by a doctor can be administered to children during school time. A **Health Care form** (available from the Front Office) **will need to be completed by a Doctor and accompany the medication.** The medication needs to be in the original labeled pharmacist container and we will supervise your child taking the medication. Many antibiotics can now be prescribed for use out of school hours. **Panadol** is not kept at the school as this contravenes The Department for Education guidelines.

## GOVERNING COUNCIL

The governance of Flagstaff Hill R-7 School is a joint responsibility between the Principal and the Governing Council.

The Governing Council is made up of representatives of all the major stakeholders in the school. It comprises of 10 elected Parent Representatives and the Principal. Elections are held each year at the AGM.

The concept of a Governing Council recognises that the best educational outcomes are achieved when there is a strong and active partnership between home and school.

Governance, which is the responsibility of Council, involves the big picture decisions for the school, whilst school management is the responsibility of the Principal. Governance includes setting the broad directions and vision for the school, strategic planning, determining policies and monitoring, reporting and reviewing total financial resources. The Governing Council also has a role in ascertaining the community's needs and perception of the school and advising the Principal.

Parents are encouraged to stand for Governing Council which enables you to gain an understanding of the workings of the school and to contribute to its long term success. Council meetings are held twice a term. In addition most members sit on one of Council's sub-committees. These are:

- Parents & Friends
- Canteen
- Sports
- Out of School Hours Care

If you would like more information on any of the roles of committee members, please contact our Governing Council Chairperson via the school on 82701744.

The Governing Council can only deal with matters that fall within its areas of responsibility. Matters that relate to teachers, curriculum delivery or day to day management should be referred to the Principal as these matters are outside of the Council's responsibilities.

## HEAD LICE

Each year we issue a consent form to seek parent permission in allowing staff to discretely check students' hair for lice. If live lice or eggs are found the student will be excluded from school until the infestation is treated. Further information can be obtained from visiting [www.dyh.com](http://www.dyh.com) or [www.health.sa.gov.au](http://www.health.sa.gov.au).

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## HOMEWORK

Research into the impact of homework on student outcomes has been ongoing for many decades. It is a multifaceted area of study and the results of research into the effectiveness of homework are complex. Importantly, when considered across different stages of schooling, there is no statistical support for achievement benefits in the lower grades of primary school, and only very weak support for students in the upper grades of primary school. There is support for the achievement benefits of homework in the first years of high school but the benefit is moderately weak, while for senior high school students the achievement benefits of homework are moderately high (Horsley & Walker, 2013). Research has established that students benefit from reading at home on their own and or with family members on a daily basis (Department for Education and Child Development, 2014). There is significant evidence to show a strong positive relationship between parental involvement in schooling and higher levels of school achievement. Parent involvement could be in the form of volunteering in the school community or simply talking about learning, playing number and word games or reading with children.

### **For children in Reception and Year 1**

Reading and practice of sight words at home for 10-20 minutes (Monday to Thursday).

### **For children in Years 2 to 5**

Reading and practice of spelling focus area at home for 15-20 minutes (Monday to Thursday).

### **For children in Years 6 to 7**

Reading (20 minutes), Times Tables Sheet and completion of classwork/assignments. The total amount of homework for year 6 and 7 students should not exceed two to three hours across the week including daily reading time.

## INFECTIOUS DISEASES

To ensure the well-being of all students the school follows the Department of Education Infectious Diseases Guidelines. The information below provides the recommended minimum time that a child should stay away from school if they contract one of the following infectious diseases.

Chicken Pox:	Excluded until the blisters have all dried
Infective Hepatitis:	Excluded until medical certificate of recovery is produced.
Measles:	7 days from the appearance of rash.
Mumps:	10 days from the onset of the symptoms.
Rubella:	5 days from the appearance of rash.
(German Measles)	
Scarlet Fever;	Excluded until a medical certificate of recovery is produced.
Whooping Cough:	4 weeks unless medical certificate of recovery is produced.
Impetigo:	Excluded until effective medical treatment has been carried out.
Head Lice:	Excluded until effective medical treatment has been carried out.
Scabies	Excluded until effective treatment has been carried out.

To protect both the sick student and other school students please do not send unwell students to school. Parents must notify the school should their children contract any of the illnesses listed above. Please refer to this link for further information: <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+conditions+prevention+and+treatment/infectious+diseases/exclusion+from+childcare+preschool+school+and+work>

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## LOST PROPERTY

All unlabeled lost clothing is stored in the lost property box located by the brown gate next to the Administration Courtyard. To ensure lost clothing can be returned quickly, **please label all children's clothing and other belongings with their names.**

## MUSIC

An extensive instrumental music program is offered focusing on violin and cello and also offering woodwind, brass, guitar, drums and keyboard. There is limited access to The Department for Education funded music programs, 'user pay' opportunities in most instruments can be arranged depending on the availability of music teachers.

For further information regarding these sessions please contact our Front Office or our Music Co-ordinator, Katie Williams on 82701744. Instrument Music lessons are offered during the school day, with every effort made to minimize disruption to your child's learning.

## OUT OF SCHOOL HOURS CARE (OSHC)

Flagstaff Hill R-7 Schools Governing Council manages the Flagstaff Hill Out of School Hours Care service and operates in the Flagstaff Hill schools' site. The OSHC program is accredited under the OSHC Quality Assurance (National childcare Accreditation Council Inc). We aim to provide quality care in a safe, stimulating environment that promotes learning and development with particular emphasis on play, social interactions and recreation. Our purpose is to provide care for primary school aged children of Reception to Year 7 level.

We operate Before School Care, After School Care, Pupil Free Days, School Closure Days and Holiday Care. The service is staffed at all times according to the National Standards for Out of School Hours Care. Our staff is qualified in first aid and mandated notification, have national criminal history screening checks and continues to participate in other relevant training and development opportunities.

Contact person: Cathy Morallee, OSHC Director on 8358 6666

### Our Sessions:

Before School Care	7:15 am to	8:45 am
After School Care	3:15 pm to	6:15 pm
Pupil Free/School Closure Days	7:15 am to	6:15 pm
Vacation Care	7:15 am to	6:15 pm
Early Finish (end of term)	2:10 pm to	3:10 pm

Enrolment forms and family information packages are available from the School Front Office or the OSHC room. To register your child for OSHC or Holiday Care, please return a completed enrolment form to the OSHC room. Fees are levied on a session basis. Child Care Benefit is available to Family Assistance Office approved families at a variable rate depending on combined family income. For further information on Child Care Benefit and Child Care Tax Rebate, please contact Family Assistance Office on 13 6150.

## PARENTS and FRIENDS

Our Parents and Friends Committee is a strong team of parents who actively participate in the school community. The aims of the Parents & Friends committee are to participate in the life of the school and to raise funds for the purchase of essential resources, equipment etc. Parent & Friends representatives support the school in many other ways including transition sessions, changing the bedding in the first aid room and welcoming new families to the community.

Becoming a member of this committee is an ideal way for new parents to become involved. Please contact the school for further information.

## PARENTS PARTICIPATION - Volunteers

We have many opportunities for volunteers to assist with the learning programs within classes, including listening to reading, attending excursions and sharing personal expertise. Please contact the classroom teacher if you would like to volunteer your time. Volunteers are also much appreciated in other areas such as Resource Centre, Canteen, helping with sporting teams. All volunteers need to attend a school induction session, complete a general on-line induction session, and complete an application form and volunteer agreement prior to assisting at the school. All volunteers must sign the visitor's book located in the front office when working at the school as well as the Volunteer Register in the classroom.

### Changes to school screening policy

The Department for Education and Child Development has updated its screening policy to make it easier for parents and guardians to volunteer their time. The changes are consistent with the recommendations outlined in the *Working with Children Checks Report* of the Royal Commission into Institutional Responses to Child Sexual Abuse. From Monday 25 January 2016, parents and guardians volunteering in schools and preschools to support their own child's education (e.g. helping in the classroom) will no longer need to undertake relevant history screening. Parents and guardians who are governing council members will require a DCSI child-related employment screening as the school governing council is the employing authority for an out of school hours care service.

Screening will continue to apply to:

- all Department for Education employees
- volunteers with Families SA
- volunteers working closely with children with disabilities
- people attending excursions, overnight camps and school sleep overs
- hosts of billets or homestay students
- some contractors and third-party providers
- sports coaches who are **not** parents or guardians of a child in the team.
- Grandparents, aunts, uncles of student/s

The Relevant History Screening process has also changed and is now completed on-line and must be initiated by the school. If you fall into the above category and you are still required to undergo screening, please speak to Cecelia in the front office. As has always been the case, people attending a single event or activity at a school or preschool, such as a concert, fundraising events, swimming week or sports day do not need to be screened.

# FLAGSTAFF HILL R-7 SCHOOL PARENT INFORMATION BOOKLET

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## PARKING

All schools have two periods of high traffic density each day; when children are being dropped off or collected from school. A 'Kiss and Drop' zone is provided alongside the oval on Black Road, otherwise parking is also available in Bolton Court opposite the school (across the pedestrian traffic lights) and Lysander Avenue at the rear of the school.

Onkaparinga Council monitors the school parking situation and penalizes those people not acting safely or following the signs. For your child's safety please do not park in the staff carpark located at the front of the school.

## PASTORAL SUPPORT PROGRAM

Flagstaff Hill School is pleased to offer a Pastoral Support Program to students, staff and parents. The program focuses on student well-being and is a valued resource in our school community. Sarah, our Pastoral Support Worker, can be contacted through the front office or via email to: [sarah.rosswoolhouse630@schools.sa.edu.au](mailto:sarah.rosswoolhouse630@schools.sa.edu.au)

## POWER OUTAGE

In the event of a power outage the Decision to contact parent/caregivers will be directed by Principal or Nominee. Parents will be contacted in the following way: via School Facebook, School News Blog and Teachers' Blogs.

COLLECTION OF STUDENTS- All students will be returned to their classrooms.

Students to be collected from their classroom by parent/caregivers and signed out by their teacher

## RESOURCE CENTRE

Our Resource Centre has an extensive range of books and materials available for borrowing. A number of computers and an Interactive Whiteboard are available for groups or individuals to use for research through the internet. The Resource Centre opens at 8.30am for before school borrowing. Parents are always welcome to assist in the Resource Centre with covering books, re-shelving and other tasks. Please contact the Resource Centre staff if you are able to help.

## SMOKING

State Government laws came for Playgrounds and Covered Public Transport Stops

The laws;

- bans smoking within 10 meters of children's public playground equipment
- bans smoking under covered public transport waiting areas, including bus, tram, train and taxi shelters and other areas used to board or get off public transport that has a covered roof.
- allow local councils and other incorporated groups to apply to have an outdoor area or event declared smoke free.

Anyone aged 15 years and older can be fined for these offences, these changes are designed to further protect the health of children and the wider community by reducing their exposure to other peoples smoke. Further information and fact sheets are available on [www.tobaccolaws.sa.gov.au](http://www.tobaccolaws.sa.gov.au) or call the SA Health Tobacco Information Line on 1300 363 703.

**Flagstaff Hill R-7 School is a smoke free environment.**

## SPORT

Teams for primary children are offered in AFL, Soccer, Football, Cricket, Basketball and Netball. Skills clinics, SAPSASA programs and other visiting specialist sports cater for the majority of our students' interests.

# FLAGSTAFF HILL R-7 SCHOOL PARENT INFORMATION BOOKLET

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## OUT OF SCHOOL HOURS SPORTS

A strong after school sport program is offered at Flagstaff Hill R-7 School and is well supported by our parents who perform coaching, umpiring and organisational roles.

Sports available include AFL, Soccer, Netball, Basketball, Football, Cricket and Pedal Prix.

A paid After Hours Sports Co-Ordinator in collaboration with the Governing Council Sports Committee coordinates the Out of Hours Sports program. The Out of Hours Sports' teams rely heavily on the support of parent volunteers to coach and manage the day-to-day operations of the teams.

## STUDENT PLACEMENT

Consideration is given to ensure students are placed in a class setting that will nurture their talents and encourage successful learning. When class placements are decided for the following year your child(ren)'s attributes, friendship groups and current class placement are all taken into consideration.

Parents are surveyed at the beginning of Term 4 each year about issues that they would like considered regarding class placement for the following year. Information about your child(ren)'s friendship group and issues that you believe need to be taken into consideration is collected as part of this survey.

## STUDENT VOICE

An active student voice program operates within the school. This gives the students chance to play a role in the school's decision making process. All classes have regular meetings and issues are fed into the student voice group, attended by our Middle School students.

## UNIFORM

All children are required to wear the recommended school uniform unless exempted. A school uniform gives children a sense of belonging, develops pride in the school, and discourages clothing fashion competition amongst students.

The school uniform has been endorsed by the Governing Council and is smart, comfortable and based on the school colours of green and gold. Campus uniforms are located at the end of our Blue Unit (opposite the canteen) and stock our range of school wear.

Opening times are each Monday morning 8.30am-9.30am and Wednesday afternoons from 2.30pm-3.45pm. They also open in the holidays, before the new school year starts. Please check our website for up to date information. Contact Campus on 8346 0830.

**Hats** - In accordance with the School "Sun Smart" policy, all students must wear a hat during outdoor activities from 1<sup>st</sup> September until 30<sup>th</sup> April. Hats must be bucket style as supplied by Uniform Shop.

**No hat, no play in the sun.**

**Unacceptable Clothing Styles or Accessories** are those which are deemed by the school to be inappropriate in terms of safety, suitability for school activities and exposure to the sun e.g:

- leggings
- clothing with recognised commercial brand name logos
- tank tops or shoe string straps
- ugg boots, thongs, fashion sandals, slip on or backless shoes
- fashion jewellery and accessories
- nail polish and make up (students could be asked to remove or wash off any make up at school)

## SECOND HAND UNIFORM SHOP

The parents and Friends operate a second hand uniform shop, located at the end of Hakea Unit. Opening times are Monday 8.30am-9.30am and Wednesday 2.30pm-3.45pm. Times are dependent on volunteer availability.

## FLAGSTAFF HILL R-7 SCHOOL PARENT INFORMATION BOOKLET

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### WEATHER PROCEDURES

As all classrooms are heated in winter and cooled in the summer consequently the weather does not generally affect our school activities. In cases of extreme heat (36 degrees or above) or wet weather, students are supervised indoors during lunch and play periods and physical education lessons are modified.

### AFTER SCHOOL SPORTS PRACTICE

The school has an existing school policy that details training arrangements should the temperature exceed 36 degrees. **If the BoM Website at 4.30pm shows the following day's forecast to be 36 degrees or above, all Games and Trainings for that day will be cancelled.** For example, if Tuesday's forecast is 36 degrees on BoM on Monday at 4.30 pm, Tuesday's Games & Practices will be cancelled.