Welcome to
Warradale Primary School
Dear Parents,

Welcome to our school community. We trust that you and your child will enjoy your time at Warradale Primary School. We take pride in being a small, friendly community-minded school. It is our intention to make your entry into our community as easy as possible, so that you and your child can feel confident to join in our school activities.

At Warradale we endeavour to provide variety in school life and to encourage active participation by all concerned with your child’s education - you, your child and our staff.

The purpose of this information booklet is to present a broad view of the school’s basic policies, organisation and facilities. We believe this information will allow you to understand what we are trying to do, and how it involves you and your child. It will enable all to have a clear understanding of our common purpose. We trust that the content in this booklet will answer many questions that may arise throughout a school year. If at any time you feel you would like further clarification, please do not hesitate to contact the School Office.

Suzanne Clark
Principal

Andrew Brokensha
Chairperson Governing Council

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**HISTORY**

We acknowledge the Kaurna people as the traditional owners of the land on which the school stands and we respect their spiritual relationship with their country. To the Kaurna people the area around the Sturt River (known to the original inhabitants as ‘Warriparri’ or ‘Warreparinga’) provided a source of shelter, food and implements for hunting and gathering.

The Warradale area was once a part of an estate founded by Samuel Kearne in 1844. The estate was known as Oaklands Estate. By the beginning of the First World War about twenty houses had been built on the estate. It was also at this time that the Oaklands Railway Station was built. By the 1930’s much of the area was dominated by orchards growing peaches, oranges and almonds. Warradale Primary School is built on the site of one of these almond orchards.

The increase of population which took place in the 1950’s led to the establishment of this school in 1960. The school opened in May of that year with an enrolment of 274 children. Five years later the Canteen was built and by 1969 the school population had reached 700. An Infant School was opened in 1966 but was to amalgamate again with the Primary School in 1971.

In 1982 the Priority Projects Office took over the buildings on the eastern side of the oval and have subsequently developed part of that building into an Urban Camp School for children from isolated country areas (1983). The management of the Urban Camp School was transferred to Warradale Primary School in May 1999.

In 1991 a section of the school campus was sold to the Children’s Services Office and a Child Care Centre was built on that site. The Child Care Centre opened in March 1993.

The Resource Centre was relocated and redeveloped in 1995, and the Activity Hall was opened September 1995. In July 2000 an existing shelter shed was enclosed to create a Middle Schooling Unit for our two senior classes. An additional classroom was brought into the school at the beginning of Term 4, 2001. Three classrooms were redeveloped over the 2001/2 summer holiday break, whilst Rooms 3, 4 and the Resource Centre underwent upgrading over the 2003/4 summer holidays. During 2006 the Junior Primary block and toilets throughout the school were upgraded. The grounds were further improved with automatic sprinklers, a new early years’ playground, and provision of signage and fencing. During 2008 extensive landscaping occurred around the courtyard and school perimeters. 2009 will see the development of Warradale Wetlands on land adjoining the Camp School site.
We deliver high quality learning in a safe and caring environment

STATEMENT OF PURPOSE

Warradale Primary School provides a learning framework that enables students to understand and respond to a changing world. It enables individuals to fulfil their role in the larger pattern of life and develops self-sustaining, life long learners. Warradale Primary School is characterised by students who are eager to learn and willing to take responsibility for that learning.

SCHOOL VALUES

The school community operates with a strong values base. These values are explicitly taught and understood by all community members. They are interpreted as actions by students, staff and parents, forming the basis for all interactions. Warradale Primary School values are:

- **Courtesy** in our dealings with others
- **Caring** through safe and supportive interactions
- **Respect** by demonstrating an appreciation for human dignity
- **Courage** to take considered risks and persist when faced with challenges
- **Responsibility** in leadership and accountability for decisions and actions

SCHOOL PRIORITIES FOR 2010-2012

Warradale Primary School operates under principles of continuous improvement; reviewing and improving upon outcomes, operations and systems within the school. A Site Learning Plan directs our improvement processes and is developed in collaboration with the Governing Council. The school's annual report provides details in relation to yearly targets against stated priorities.

NUMERACY

1. Focus on **Numeracy** improvement, including developing a clear scope and sequence, supportive classroom practices, assessment for learning and provision of additional support in classrooms

LEARNING

2. Develop consistent beliefs and practices about **Learning / Pedagogy**. This will include:
   a. Capitalize on the opportunities that the new early years building provides to ensure a successful start to school that builds a continuity of learning for students
   b. Explore ways to ensure that the early years students are able to be more actively involved in student voice and action across the school
   c. Further develop inquiry approaches across the school in various curriculum areas and especially in Science, Environmental Education and Big Ideas in Number.

ENVIRONMENTAL SUSTAINABILITY

3. Promote **sustainable environmental actions** with a focus on younger learners. This may include involving younger students in environmental initiatives and development learning through the wetlands environment

PARENTAL INVOLVEMENT

4. Improve parental involvement by improving communication and access:
   a. Investigate more effective ways of informing parents about learning programs and student progress.
   b. Make access to decision making processes more inclusive of parents.
SCHOOL OPERATIONS AND PROCEDURES

Assemblies
A fortnightly whole school assembly is held on Fridays whenever possible on even weeks during the school term at 9:10am. Classes take turns to organise and conduct these assemblies, with students introducing items performed by classes or groups of students. Parents are encouraged to attend. Assemblies are advertised in the school newsletter.

Attendance
All students from the age of six years are legally required to attend school unless there is a satisfactory reason for non-attendance on particular occasions. Teachers are required to keep a roll book of attendance, and must also provide a reason for each absence (eg. illness, acceptable family reasons.) If you fail to notify the school of the reason for non-attendance (eg. by way of a note, phone call, discussion with teacher) then the absence is recorded as "unexplained". A record is also kept of late arrival for school. A written note (form provided) is required for any absence or lateness. You are asked to ensure that your child is at school by 8.45am to enable them to be in class for the commencement of lessons at 8.50 a.m.

Bank
The school encourages regular banking. Weekly, on Tuesdays, your child may put money into his/her bank account by placing their voucher book and money into the bank bag in their classroom. This service is provided by Bank SA and forms are available from the School Office.

Beginning School
New Reception children commence school at 8:50a.m. on the first Wednesday of each term.

On the first day new Reception children go home at 12:30p.m.

However, if you are concerned about your child’s ability to cope with the demands of a full day at school, please talk with the class teacher about an earlier dismissal during this period of adjustment. The transition from kindergarten to school will involve new challenges for your child, and it is important that we ensure it is a happy and successful experience.

A transition program exists between Kindergarten and Reception. See under TRANSITION Kindergarten to Reception.

Behaviour at School
Warradale Primary has guidelines to assist in the positive management of student behaviour and encourages individuals to be responsible for their actions. It is based upon our 5 values of Respect, Responsibility, Caring, Courage and Courtesy.

The following is our school code of conduct:
- Play fairly
- Do our best in our learning
- Do the right thing
- Use build ups
- Be kind to ourselves, others and the environment

School staff use restorative principles by talking with students about any behavioural issues using the questions ‘What happened?’, ‘What were you thinking at the time?’; ‘What have you thought since?’; ‘Who has been affected by your actions?’ ‘How can you make it right?’

Harassment or Bullying is not tolerated at Warradale. Student leaders are consulted about guidelines for countering harassment and all classes provide explicit instruction on this guide.

Playground Behaviour
Students are supervised in their play at recess and lunchtimes. During lunch play teachers and student leaders take an active role in the yard, providing additional supervised games and activities. Sporting equipment is provided to promote engagement in active play. Teachers and WASPS (Warradale Student Peer Support team) encourage positive play through
encouragement and stickers. WASPS carry back packs to indicate they can be asked for help with disagreements.

If there is an occasion where playground interactions result in unacceptable behaviour then children may lose playtime and parents may be notified.

**Class Behaviour**

Classes commit to a behaviour agreement based upon the school values. This agreement is clearly displayed in the room.

Class agreements include:

- Attentive Listening - we listen with our ears, eyes and hearts
- Mutual Respect - we treat people the way we want to be treated
- Appreciation / Build Ups - we speak kindly to others and think of other people's feelings
- Doing Our Best - we take pride in our learning and do our best at all times
- Safety - always think of safety first

Teachers use positive incentives designed to encourage cooperation and provide supportive reminders to assist children to monitor and adjust their behaviours. Occasionally students require a conference away from their class to help them make good choices that will restore their relationship with their peers and teacher.

**Bicycles / skateboards / scooters**

We believe that children should ride bicycles (skateboards / scooters) to school only when they know all the road rules.

Bicycles, skateboards and scooters must be left in the bicycle enclosure during the day. No bicycles, skateboards or scooters may be ridden within the school grounds. Children must wear cycle helmets if riding bicycles or ‘small wheeled vehicles’ to school.

**Book Club**

About twice each term you will receive a circular giving details of books you may purchase for your child at a nominal cost. This service is made available by the Scholastic Book Club.

**Breakfast Club**

Each Wednesday morning from 8:15, children and parents are invited to attend the Breakfast Club in the school Hall. Volunteers from the school community and local churches provide a nutritious and interesting meal that includes fruit, cereal and protein. The purpose of this meal is to promote healthy eating in a social context.

**Canteen**

The School Canteen provides a valuable service to our school community as it offers a cheap, nutritious menu with low fat, sugar and sodium levels. It also provides some treat type items for occasional purchases. However these are strictly monitored and limited. You will receive a price list for ordering whenever a new list is published and a copy is available on our website. The Canteen is open for students at recess and lunchtime, and provides a safe environment to allow children to manage small amounts of money.

Lunch orders are collected in each classroom at the beginning of the day. Money (preferably correct money) must be wrapped and placed in a lunch bag (obtained from the office) with the following printed on the outside:

Student's Name ... Room Number ... Lunch Order ... Amount Enclosed

Lunches are delivered from the Canteen just prior to lunchtime, and students eat their lunch with their teacher between 12:50p.m. and 1:00p.m. All lunches must be paid for on the day.

A manager operates the canteen. However we are dependent upon voluntary help to ensure prices remain at a reasonable level. If you are prepared to help in the Canteen, please let the school office know. Your offer will be greatly appreciated.

The canteen relies upon regular use by the school community. Your patronage (however occasional) will help ensure that this service can be maintained.
Community Use of Facilities
Warradale Primary School is fortunate to have a large outdoor area for the children and the community to use. Over the years various community and social groups have used our grounds for a small fee. Throughout the year the children use the grounds in their physical education program and for after hours school sports such as Netball, Soccer and Volleyball.

The hall is available for hire by community groups and sporting organizations and the Urban Camp School barbecue and pergola area can also be hired.

Computers
Each classroom is equipped with six computers, printer, scanner, digital camera, video camera an interactive whiteboard (large touch screen computer). This has increased student access and integrated technology into all aspects of the curriculum. A computing room provides a teaching and learning facility that enables whole class participation in ICT.

School computers have the capacity to access the Internet, and an Internet Agreement signed by both student and parent is required before students can access Internet sites through the filtered sa.educonnect service. Further to this agreement, students may not download music, must adhere to copyright rules and can use only school CDs.

Consent Forms
Upon enrolment you will need to complete:
1. A general consent form (e.g. for local excursions, photographs etc)
2. A Bank form, to open an account if you so desire.
3. A form to indicate that you are able to help in the canteen.
4. An Internet Agreement form
5. OSHC enrolment form if required
It is imperative that we are notified of change of address or telephone number, or changes of emergency contacts.

Curriculum
Our school’s curriculum is based on the South Australian Curriculum Standards and Accountability Framework. The school curriculum has eight learning areas:

- English
- Health and Physical Education
- The Arts
- Languages other than English (Japanese)
- Mathematics
- Studies of Society and Environment
- Science
- Technology

Custody (Parenting Orders)
The school should be informed of Parenting Orders (formerly custody and access) and sight legal documents where appropriate. Where there are specific limits on contact with another person, it is very important to keep the school fully informed. It is a child’s legal right to have contact with both parents unless legal documentation states otherwise.

Electronic and Digital Devices
Students should not bring mobile phones, CD players, cameras, i-pods etc to school. If it is essential for a student to have access to a mobile phone, then they must be turned off, placed in the front office for safe keeping during the day and collected after school.

Enrolment Procedures - Reception
You will need to fill in an enrolment form and this should be done prior to your child beginning school. Early enrolment of reception children assists the school with its planning. We have 4 admissions each year on the first Wednesday of each term and all children must be 5 years, on or before the start of the school term.

As a general rule it is expected that children starting in the beginning of the school year will spend 12 terms in the Junior Primary (Reception, Year 1, Year 2). Children commencing during the year will spend between 11 and 14 terms in the Junior Primary. However, in exceptional
cases this period of time may need to be varied to meet the special needs particular to that child.

In special circumstances, a decision about the length of time spent in Junior Primary classes by a particular child can be negotiated as the result of consultations between parents, class teacher and Principal during the first two years. DECS guidelines provide a framework for these negotiations.

Evacuation / Invacuation Drill
For safety reasons evacuation and invacuation drill procedures are explained to the children early in the year and there are regular practices.

Fees
**Materials and Services Charge**
A standard Materials and Services Fee is proposed during November of each year by the school’s Finance Committee which is approved by the Governing Council at an open meeting and adopted the following year. It is used, together with Education Department monies and fundraising, to provide children with a full year’s supply of stationery materials (given reasonable use), as well as equipment, consumable materials and text books for subjects to be studied during the year. Parents are advised that all educational materials used by students remain the property of the school and therefore are GST free. Children starting school later in the year are set fees proportionately.

Debt Recovery Policy
Our school’s operating budget is based on the assumption that the Materials and Service Charge will be paid by parents/caregivers within the time limit stated on the invoice (within 90 days unless instalment commitment is undertaken). This fee is calculated to cover the budgeted costs of providing materials and services for students’ educational experiences.

Legislation allows Governing Councils to legally pursue Materials and Services Charges and the Warradale Primary School Governing Council has established a policy to pursue the recovery of these debts. This recovery can occur at the start of term 2 after a final notice requesting payment within 14 days.

School Card Recipients
Parents who find difficulty paying the Materials and Services Charge due to financial circumstances may apply for assistance under the School Card Scheme. This scheme provides financial assistance towards the Materials and Services Charge for approved students. Applicants are required to complete an application form providing evidence of income. Forms are available from the School Office, and need to be submitted to the school at the beginning of each year.

First Year at School.
There are many ways you can help your child settle in and grow during his/her first and subsequent years at school.

· Read to your child each day - talk about the book before and afterwards. Listen to your child - but remember he/she will not read instantly.
· Give opportunities and supply materials for practising - drawing, cutting, modelling, reading, tracing, painting, counting, measuring, playing with water, exploring.
· Ask the teacher for ideas if you are not sure what is appropriate.
· Encourage your child to be independent - by dressing himself/herself, looking after things, eg. a pet, etc.
· Leave your child as quickly as possible in the first few days - this will encourage an unfussed easy routine.
· Be confident your child will learn
· Show interest in what your child is doing at school. Encourage children to talk about what they do.
If you have any concerns, raise them with the teacher. If you are unable to meet with the teacher before or after school, write a note and send it with your child.

You are invited to participate in school activities, eg. Parents' Group, sports, working bees, Governing Council, School Canteen etc. Your child will appreciate your participation and in his/her mind will bring home and school together.

Children beginning school for the first time spend the following number of terms in the Reception:
- February intake 4 terms.
- April intake 3 terms.
- July intake 6 terms.
- October intake 5 terms.

The above should be seen as a general expectation for children beginning school for the first time. However, in certain cases the period of time may be varied from the above. For further information please contact the Principal.

Governing Council
The Governing Council is an elected body of parents with representation from the Principal and staff. This Council fulfils a governance role with regard to the operation of the School.

The responsibility of the Governing Council includes:
- Establishing vision and direction
- Setting priorities
- Strategic and budget planning
- Human Resource planning
- Facilities planning and oversight
- Evaluation and accountability
- Policy development and approval

If you would like more information of the role and responsibilities of each sub-committee, please contact the Principal or school office if you would like copies.

Homework
The purpose for students doing school related work at home on a regular basis changes as children progress through the year levels. In the early year levels it encourages children and parents to share school experiences and to reinforce the important role parents have in their child’s education.

Parents are asked to provide positive encouragement for their children doing homework by:
- encouraging a routine for productive home study each week night
- providing the child with a peaceful work environment, away from distractions, with good lighting, a comfortable chair, and a suitable work surface.
- encouraging children in their homework.

Our Homework Policy acknowledges the complexity of family life and encourages students to spend time at sports, working for the family and, for older students, taking responsibility for managing a range of homework tasks over a week.

Head Lice
As with all schools, occasional infestations of head lice occur throughout the year, particularly in the cooler weather. When a note is issued regarding head lice in your child’s classroom, we expect all children to be checked and if necessary, treated immediately. It is recommended that you check your child’s hair every few days. If you have any further inquiries about methods of eradication, checking hair or prevention please see Front Office staff for advice.
Infectious Diseases

If your child has an infectious disease or illness please keep the child home until all signs of the infection have disappeared and he/she is fully recovered. This will help prevent the spread of a range of illnesses. Please notify the school so that we can monitor the situation. The department’s guidelines on a range of diseases are set out below.

- **German Measles/Rubella**: Stay at home for five days after the appearance of the rash or until a Medical Certificate has been obtained.
- **Measles**: Stay at home for not less than seven days from the appearance of the rash.
- **Conjunctivitis**: Stay at home until effective treatment has been carried out and there is no further discharge from the eyes.
- **Infectious Hepatitis**: Stay at home until a Medical Certificate of Recovery is obtained.
- **Mumps**: Stay at home for not less than ten days from the onset of the symptoms.
- **Impetigo (School Sores)**: Stay at home until the sores are fully healed or are treated and properly covered with an occlusive dressing.
- **Chicken Pox**: Stay at home until all lesions have crusted.
- **Ringworm**: Stay at home until effective medical treatment has been carried out.
- **Head Lice**: Stay at home until effective treatment has been carried out. Leaflets are available from the front office.

House System

Our school is divided into three Houses - Comley, Hamlyn and Harriss. The houses are named after former Chairpersons of School Council.

<table>
<thead>
<tr>
<th>House</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comley</td>
<td>Yellow</td>
</tr>
<tr>
<td>Hamlyn</td>
<td>Green</td>
</tr>
<tr>
<td>Harriss</td>
<td>Blue</td>
</tr>
</tbody>
</table>

Each year the Year 6 and 7 classes elect male and female captains and vice-captains from amongst our Year 7 students.

On Sports Day the houses compete for the Sports Day Shield and children are encouraged to wear their house colour on this day.

Japanese

All students at Warradale Primary take Japanese lessons at least once a week. The emphasis in Japanese is as much on the culture as the language. By understanding the culture, children gain a better understanding of the use of the language in an everyday context. Students who wish to continue studies in Japanese in their secondary schooling have the option of either Seaview High School or Brighton Secondary School.

Learning Assistance Program (LAP)

A LAP program involves volunteer parents working one to one with students who need support or encouragement with class work or who have a talent or interest to be extended. Parents volunteer for LAP because they may have a genuine concern for others, spare time and / or enjoy working with students and would like to participate in the educational program. LAP parents make a valuable contribution to the school. If you are interested in the LAP program please contact the school office.

Leaving the School Grounds

All children are expected to remain on the school property from their arrival in the morning until 3:20p.m, unless permission to leave the grounds has been requested by you in writing. Children who go home regularly for lunch are asked to bring a note requesting such permission (one note for the year is sufficient).
At times when a child has reason to leave the grounds (eg. appointment) then it would be appreciated if the child could be collected from the school by an adult. Given the very busy nature of the roads which border our school, and the concern for the welfare of the children on our streets, we are quite firm on these expectations about children leaving the school grounds at times other than normal dismissal times.

Lost Property
Lost property is kept in two large baskets in the passage in the administration building. At the end of each term School Service Officers go through this and return all named articles, display all other articles and if not claimed, wash them, place all uniform articles to be sold as second hand and take the remainder to Goodwill. Please make sure that ALL of your child's property including lunch boxes, drink bottles etc are named.

Medication
There may be times when it is necessary for your child to take some medication during the school day. Given the busy nature of a classroom, please leave medication with time and dosage at the Front Office. For medication taken on a regular basis a written agreement must be made between the school and parents.

N.B. Education Department Regulations require any medication to be delivered to the school office in person by the parent, and must be accompanied by a doctor's written directions with regard to dosage and timing.

Some children have special medical conditions that require immediate attention. These include, allergy to bee stings, asthma, diabetes, epilepsy, etc. For these children it is important that the school has:

- Notification in writing of the particular medical needs
- An up to date supply of any medication necessary in times of emergency with instructions.

Money
Any money sent to school should be placed in an envelope with the child's name, classroom number, the amount and the purpose of the money. Please be wary of sending large amounts with your young child. All money is to be taken by the child or parent to the Cashier between 8:30-8:50a.m. each morning.

EFTPOS facilities are available and we encourage parents to make use of this service. Larger costs such as Materials and Services Fees and Out of School Hours Care fees can be paid by phone or internet banking to avoid the need to visit the office.

Music Options
**Music - School Choir**
Year 5, 6 and Year 7 students have the opportunity to join our School Choir. This choir performs during the year within and outside the school. Some choir members have the opportunity to participate in the annual South Australian Public Schools Music Society Festival of Music concerts held at the Festival Theatre. There are costs associated with being a member of the school choir.

**Music - Stringed Instrument Tuition (violin, viola, cello)**
At the commencement of Year 3, students are given an opportunity to undertake stringed instrument tuition at school. Taught by Education Department Music Teachers, this program expects that children will continue this tuition through to year 7. The costs for this tuition are minimal and cover instrument hire and music books. Instrument hire fees are paid in advance. In their final year at the school, Year 7 students can audition for entry into the Brighton High School-Special Music School. Children who play with the School Orchestra can audition to be a member of the Combined Primary Schools String Orchestra that performs nightly with the choirs at the Music Society Festival.
Newsletter
A fortnightly school newsletter is sent home each Wednesday with the eldest child in each family. This newsletter is a major means of written communication from the school to you. It contains information about school activities, coming events, school policy, sports results and news from the Principal. Please check with your child that it has been received. You may choose to download it from our website as it is posted on the website on the day of publication.

Individual classes sometimes produce a class newsletter.

Out-Of-School-Hours-Care (O.S.H.C.)
Our school provides an O.S.H.C. program both before school (7:00-8:30a.m.) and after school (3:20-6:00p.m.). A charge for this service is made for the morning or afternoon session, and current rates are available from the school office. Parent income affects the cost of this service and tax rebates are now available for 50% of the fees.

It is recommended that parents register their child for this program even though they may not intend to use it on a regular basis. There is no charge for registration and forms are available from the school office. Once registered, this facility is available to you in times of emergency or when you are unable to get to the school in time to pick up your child. Registration must be made with Centre Link to receive a percentage rebate of fees depending on income.

Vacation Care
Vacation Care is available during the school holidays. Programs and cost are sent home to regular users a few weeks prior to the holidays and other school members are invited to collect forms from the Front Office. Bookings are essential.

These services are fully accredited and have received high ratings against all of the quality standards.

Parent Group
The Parent Group has the opportunity to be more involved in the school through their fund raising endeavours and help with some whole school projects. Everyone is welcome and encouraged to join. Parents with pre-school aged children have always been a part of this group and will always be welcome as members.
Meetings are held once a month to arrange fund-raising ideas and to learn about different aspects of our school. The work is not hard or very time-consuming. The group’s AGM is held in February.

If you wish to become involved in our school in this way, or would like further information, please contact the Front Office.

Positive parent / staff relationships
Schools are a place where children, teachers and parents interact. Most of the time this is a pleasant and productive experience but sometimes issues need to be resolved. The following principles should encourage positive outcomes when parents and staff have queries or concerns:
1. Courtesy between parents and staff helps build good relationships and encourages positive outcomes.
2. Staff, parents and children should feel safe and secure in the school environment without fear of harassment in any form.
3. Parents have a right to discuss their child’s progress with teachers and to raise concerns. They should be encouraged to do so at an early stage.
4. Parents are encouraged to discuss any educational matters/concerns. This may include relationships, classroom or yard issues, behaviour, grounds, and curriculum.
5. Teachers main concern and energy is directed at teaching children and maintaining the educational program. Teachers willingly deal with minor inquiries before and after school but ask that you make an appointment for more complex issues. If the matter is
urgent or cannot be resolved with the class teacher you should make an appointment with the Deputy or the Principal.

6. Parents or Staff may wish to bring an advocate to any meeting. Notice of this should be given to all involved before the meeting.

Parent Participation
Parent participation in our school is actively encouraged. Participation may take many forms and each is valuable to both parent and school. You are encouraged to become involved in our school through activities such as
• helping in your child’s classroom with class activities
• assisting with sporting teams
• attending school activities
• supporting school fund-raising activities.
• being involved on the Governing Council or one of its sub-committees
• becoming involved in Parent Group activities.
• reading our fortnightly school newsletter and being aware of school issues and activities
• joining the Learning Assistance Program (LAP)
• working in the canteen

Your participation in the life of our school is of great benefit to your child and our school.

Parking
The car park at the front of the school is for staff and tradespeople. Please do not use it for dropping off or collecting children as it is a confined space and therefore is dangerous. DECS warns that parents must not use school car parks. IT IS OUT OF BOUNDS FOR CHILDREN.

Parts of the northern side of Keynes Avenue are available for parking and the side street also has parks available.

“No Stopping” restrictions apply near the school crossing on Keynes Avenue.
The ‘S’ sign with a stroke through it means ‘no stopping’. You must not stop your vehicle in a no stopping zone or on a solid yellow line, not even for a few seconds (this means no dropping off in this zone).
“No Parking” restrictions apply outside the school on the southern side of Keynes Avenue.
The ‘P’ sign with a stroke through it means ‘no parking’. You must not leave your vehicle parked or unattended. This is a kiss and drop zone.

These parking restrictions are strictly enforced by the Marion City Council traffic inspectors.

For your child’s safety we ask that you use the Emu crossing every time you leave or enter the school.

Photographs
Photographs of students are taken each year by a commercial company for sale to you. Advanced notice will be given. During the year, the school will use photography to capture a number of school and class activities. Provided permission has been given via the Warradale Primary School Student Information and Permission form, these photographs will be displayed around the school and at times, in the newsletter and on the school’s website.

Reporting Student Progress
Warradale Primary School’s Reporting Student Progress to Parents Policy is as follows:

(a) Term 1:
   i. **Acquaintance Night** is held early in the term (Week 3).
   ii. **Student Led Interviews** are held at the end of term (Week 9) to exchange information and establish learning goals for the student

(b) Term 2
   i. **Written Reports** are provided at the end of term (Week 9). These reports show student progress in all learning areas, effort made in relation to schoolwork and social and work habits.
(c) Term 3
i. Interviews are available on request

(d) Term 4
i. Written Reports are once again provided at the end of term (Week 9).

Resource Centre
Please feel free to use and visit our Resource Centre (Library). All members of our school community may borrow from the collection. Loans are limited to 2 weeks, after which time an overdue note will be issued. If there is a problem with lost or damaged books, please contact the Librarian.

Students’ borrowing limits are:
- Junior Primary: 2 books
- Middle Primary: 3/4 books
- Upper Primary: 5 books

Parents’ loans are unlimited - see the Librarian if you wish to borrow.

Children can borrow at elected times during the school day, at lunchtime each day of the week, and before and after school if the Librarian is present. Use of a Library bag is encouraged for protection of our books. Cloth bags are available from the Front Office for $2.20. A Senior Library exists for Year 6/7 students who can access these books with a signed letter from their parent.

School Times
8:30 a.m. Children may enter school yard - Teachers on duty.
8:40 Children are able to go to classes to organise themselves for the day.
8:45 a.m. Music to prepare students for entering classes.
8:50 a.m. Siren sounds for commencement of classes.
11:00-11:20 a.m. Recess play period.
12:50-1:00 p.m. Children eat lunches under teacher supervision.
1:00-1:35 p.m. Lunch play period.
3:20 p.m. Children dismissed.
3:30 p.m. All unsupervised students remaining will be sent to OSHC.

Please note:
1. You are asked to make sure that your child is not at school before 8:30 a.m. as the school cannot supervise him/her before that time and so cannot ensure their safety.
2. Children should be in their classroom for the start of lessons at 8:50 a.m.
3. Music is played over the school public address system prior to the siren sounding for children to enter classes. This is a signal for children to move to class assembly areas and be ready to enter the classroom.
4. On the last day of each school term the children will be dismissed at 2:20 p.m.

No child may leave the school grounds during school times unless the class teacher has a written note requiring that absence, and a parent (or nominated adult) calls at the school to collect the child.

Sickness
If a student becomes ill during a school day, contact will be made with parents and arrangements made for the child to be sent home. Parents are asked not to send children to school when they are not well or are still infectious. In the case of gastric illnesses the child can be infectious after symptoms disappear.

Sports Teams
The Sports and Recreation Committee coordinates activities outside of school hours. Its objective is to make provision for, and encourage all children to participate in sporting activities at a level appropriate to their interests and development.
Major sports include Netball, Kanga Cricket and Soccer. Each sport has a coordinator and he/she is available to give information or deal with queries that may arise. A subscription fee is charged for each sport played. This enables equipment, uniforms and trophies to be purchased and maintained, as well as paying for registration with sporting groups.

The Sports and Recreation Committee relies on parent involvement to maintain a range of sporting activities in our school.

Swimming Lessons / Aquatics
All classes are involved in lessons during Term 4 of each year at a convenient swimming or aquatics centre. Swimming classes are held at the Marion Pool, while aquatics classes are held at Port Noarlunga. While instructors are provided by the DECS, travel, entrance and equipment use all incur a cost. Families are asked to plan for this expenditure as swimming is a vital part of the curriculum and an important safety concern.

Class Ambassadors
Students in the Primary years select two ambassadors who meet fortnightly to plan transition for new students, meeting and greeting class visitors and working within school guidelines to contribute to the safety of all.

Student Action Teams
Student Action Teams take responsibility for many environmental, peer support and wellbeing activities within the school. They provide environmental actions (eg Food Garden Team), cross age programs (eg Literacy buddies) recreational programs (eg Be Active) and teams with additional responsibilities (eg ICT Team). Peer support programmes are a key feature of our school culture.

Six School Leaders are elected from amongst the Year 7 students. These students have additional responsibilities to assist the school community.

Sun Protection Policy
Our school has adopted a "No Hat - No Play" policy from September 1st to May 30th. Our policy requires students to wear an appropriate hat when outside during this time. This applies to both play sessions and class lessons held outside. Broad-brimmed or Legionnaires Hats are the only hats accepted under this policy. (Baseball caps do not provide adequate protection for ears, neck and the side of the face and are therefore banned.) If an appropriate hat is not worn, then students are required to sit in designated shady areas.

Transferring to Other Schools
A transfer system exists between schools within South Australia. School records transfer between schools. Early notification of a student leaving Warradale Primary will be appreciated so that suitable arrangements can be made in advance.

Transition
Kindergarten to Reception.
Warradale Primary School’s K-R transition process is structured to involve students, parents and teachers. A number of visits to the school are arranged so that the new children are able to visit their classroom before they commence school.

Parents are provided with an opportunity to meet and talk with administrative staff and the reception class teacher. They are able to share questions and concerns, tour the school and spend time in their child’s new classroom but most importantly the children are able to meet each other and become comfortable with the school and their new teacher.

Beginning school is an important and significant step in a child’s life. Children need time to adapt to this new experience, to make friends and feel comfortable and confident in this new situation.
We endeavour to engage with our local kindergartens as often as possible. Groups of older Warradale students may visit and assist with activities, or buddy with a kindy and provide activities at our school. Our younger classes are sometimes invited to attend special functions at the kindy.

**Year 7 - 8 Transition**
The Year 7 to Year 8 transition process is ongoing during the school year.

Late in term one, parents are provided with an enrolment information pack which contains high school brochures, visiting dates / times, and enrolment forms. A parent information night is provided at Warradale Primary School. Late in term two, parents return completed enrolment forms. In term three parents are advised of their child's acceptance into a high school and in term four children visit their new schools.

At any time during this process parents are welcome to meet with the year 7 teacher or the Principal/Deputy to discuss their child's options and needs.

**Uniform**
Our school uniform policy asks that children wear either school uniform, or clothing in the school colours (royal blue/gold).

The uniform contributes to the sense of identity and belonging to the school on the part of your child. Wearing of school uniform minimises costs and overcomes the dilemma of what your child should wear to school. The Warradale Primary School uniform has been designed to provide choices. Samples of these are at the school office.

Sun-safe hats (wide brimmed or legionnaires) must be worn whenever outside during high UV times.

Items not deemed safe or acceptable by the school community include: makeup, jeans, thongs, jewellery and items of clothing with logos or brand names.

School uniform policy is included in the enrolment pack or available from the Front Office. A limited supply of pre-owned uniforms is available from the school office.

**Wet Weather Policy**
When the weather is inclement during recess or lunchtime, then our Wet Weather Policy applies. This means that children return to their classroom and undertake quiet activities under the supervision of teaching staff.

**Hot Weather Policy**
There is no early dismissal because all classrooms are air-conditioned. When the temperature reaches 36 degrees or higher, the school’s Hot Weather Policy applies and students remain indoors for at least half of the lunch play session.

If the estimated maximum temperature is 36 degrees or higher in the Advertiser on any given day, school sport will be cancelled.