



Learning Today for Tomorrow's Community

RESPECT PERSISTENCE PROBLEM SOLVING

*2017*

**PARENT  
INFORMATION  
HANDBOOK**

# **EVANSTON GARDENS PRIMARY SCHOOL 2017 STAFF**

## **Teaching Staff**

Principal:	Mrs Libby Clift
Counsellor:	Mrs Narelle Christiansen
Library:	Ms Michelle Coventry
Japanese:	Mrs Lisa Peck
NIT/Choir	Ms Charlotte Holmes
NIT	Mrs Jeannie Green
Reception:	Ms Cheryl Pettigrew
Reception /Yr. 1:	Ms Sam Moore
Yr. 2/3:	Ms Lesley Payne
Yr. 3/4:	Ms Taylor Cork
Yr. 5/6:	Ms Tamara Carter
Yr. 6/7:	Ms Nikki Priestman

## **School Support Staff**

Admin/Finance Officer:	Ms Sharon Hunt
Class Support:	Mrs Linda McKaye
Admin/Class Support:	Mrs Leigh Antonello
Class Support:	Miss Jackie Payne
PCW:	Miss Mary Ackers
Grounds person:	Mr Peter Lucantoni
ACEO	Mrs Mandy Kennett
Admin/Library:	Mrs Rosie Zilys

# PARENT INFORMATION HANDBOOK

Welcome to Evanston Gardens Primary School.

The school will operate 6 classes this year:

Reception

Reception /Yr1

Yr2/3

Yr3/4

Yr 5/6

Yr 6/7.

## SCHOOL FACILITIES AND RESOURCES

**Address** - The school address is 71 Angle Vale Road, Evanston Gardens, SA, 5116. The contact phone number is 8522 2082, fax 8523 0495, Courier Round: Gawler.

Email: [dl.0142.info@schools.sa.edu.au](mailto:dl.0142.info@schools.sa.edu.au)

**Buildings and grounds** - The school has several buildings and classrooms and the school grounds occupy about two hectares in size. We have a multi-purpose hall. There is a large oval and smaller junior primary oval, an asphalt area, two playgrounds (one for JP and one for primary); shade structures are in place to assist with sun protection. **Eating is not permitted on the play equipment** to help keep it free from litter.

**Car Parking** - The car park entrance is off Hillier Road (opposite Hillier Residential Park) at the rear of the school. The council have a restricted parking zone at the front of the school which must be used only as a pick and drop off zone. There is limited pick up, drop off parking at the rear of the school on the oval side, parallel parking only. There is a 20km speed limit entering and exiting the school.

**Disability Access** - The school caters for students with physical, intellectual, psychological and learning disabilities. Ramps exist to classrooms in the school, allowing wheelchair access if required. There is a disabled toilet situated at the rear of the boys toilet block.

**Drinking Water** - Taps are located outside the toilet blocks & Room 6. All students are encouraged to have drink bottles **containing water** in classes with them for ready access for drinking.

**Fundraising** - An active fundraising committee organises regular healthy lunches, BBQs, special events, etc for the school. The SRC also conduct minor fundraisers for their budget.

**Library** - The school library has a comprehensive range of books for students and is well maintained and managed. A community library in the Neighbourhood centre, adjacent to the school is open each Tuesday and Friday.

**Oval** - The school has a large oval at the rear of the quad block. This is out of bounds during recess but is available to students during lunch play and for PE lessons. **Eating is not permitted on the oval** to help keep it free from litter.

**School Fees** - School fees are set at the prescribed rate according to DECD recommendation, and are approved annually by Governing Council in accordance with DECD procedures. If you are eligible to apply for school card assistance, **this must be done in person at the Front Office at the beginning of each school year or as soon as your child enrolls.**

**Webpage** - Our webpage can be found at [www.evangdns.sa.edu.au](http://www.evangdns.sa.edu.au)

## SCHOOL VALUES

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

Our school values are:

- Respect
- Perseverance
- Problem Solving

## EVANSTON GARDENS PRIMARY SCHOOL PHILOSOPHY

The school vision is:

We are working in partnership, towards an education that is excellent, relevant and inclusive of all students in a safe, caring, success oriented environment.

Our motto is:

“Learning Today for Tomorrow’s Community”

## SCHOOL PRIORITIES

The school priorities are:

- Literacy
- Numeracy
- Engagement & Wellbeing

## SCHOOL ORGANISATION AND COMMUNICATION

**Absences And Lateness Of Students** - If your child is absent, parents are asked to inform teachers via telephone, letter, or a note in their child’s communication book. A letter of explanation is expected for all days that a student is absent. If your child is absent for three consecutive days, a certificate of illness is required from your family doctor. When a student arrives late to school, the **parent/caregiver is required to sign a ‘late slip’** located in the front office, this is then given to the class teacher for recording in the roll book.

**Access To Students** - No one outside the school has right of access to students without the parent or Principal’s consent and it is the teacher’s responsibility to take reasonable precautions to prevent any such contact. As this is the policy at this school, it is a requirement for parents to sign an early departure slip, located in the front office. This slip is then taken to the teacher, and the child can be collected.

**Accidents** - All accidents should be reported to the Front Office and parents will be informed of considerable or serious incidents when they occur.

**Bell Times** - The school grounds are officially open at 8:30am and on regular days close at 3.30pm. There is a 2-minute warning bell before the end of each break and a 5 minute warning bell prior to the commencement of the school day. The school bell times are:

<b>8:40</b>	- school grounds officially open
<b>8:55</b>	- classes open
<b>9:00</b>	- classes commence
<b>11:00</b>	- recess break
<b>11:20</b>	- classes resume
<b>1:00</b>	- lunch play period
<b>1:30</b>	- classes resume
<b>3:10</b>	- students dismissed
<b>3:25</b>	- yard duty teacher coverage finishes, school grounds are closed.

**Bushfire Risk Management** - Our school has been identified as a school at high risk on days when the bushfire weather is forecast at Catastrophic (Code Red). This means that our school will **CLOSE** when the bushfire weather is forecast at **Catastrophic level** in our district. An advance warning will be provided if possible two days before possible school closure.

**Canteen & Breakfast Club** - The canteen opens at lunchtime on Tuesday and Wednesday (1- 1:20pm)

**Lunch Ordering.** Hot lunch orders are available on Wednesdays, but must be ordered on the Tuesday by 9:30am. At present there are volunteers that operate the school canteen for hot lunches on Wednesdays. Some items, excluding hot lunches, may also be purchased on Wednesday lunchtime. Healthy lunches are available every fortnight as a healthy option instead of regular lunch orders.

The Breakfast Club is currently operating on Tuesday, Wednesdays & Thursdays (8:30 – 8:55am).

If you wish to volunteer in the breakfast club or canteen on any of these days, please contact the front office.

**Pastoral Care Worker** - We are fortunate to have a PCW worker Mary Ackers at Evanston Gardens for 14 hours per week. Our PCW provides help and care to support the personal and social wellbeing of students and the school community.

**Drugs And Medications** - Drugs and medications must not be kept or stored in classrooms. These are secured in the front office. Parents **must** ensure that any required medication is supplied with the original chemist label with clear instructions on use (dose etc); the medication form signed by a Doctor must accompany this. The appropriate consent forms are available from the front office, and your Doctor will also have access to these via the following website: [www.chess.sa.edu.au](http://www.chess.sa.edu.au)

**Enrolment** - 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.

**Fire Drills And Evacuation** - The school holds two fire drills and two emergency procedure drills per year. In the event of a fire, invacuation, wet weather or an emergency, a specified siren will sound. All students accompany their teacher to the asphalt and a roll call is made to ensure every person is present. It is essential that all visitors to the school sign in at the front office to ensure they are included in this head count.

**First Aid** – Staff have a current First Aid certificate and are designated for first aid to assist injured students that require attention during breaks or if the classroom teacher deems the concern more serious. If students are too sick to return to class, parents will be requested to collect them.

**Governing Council** - The Governing Council is supportive of the school, its staff and operations. It meets twice each term on a Tuesday after school from 3:30pm to 5.00pm. All parents are welcome to attend.

**Grounds Person** - A grounds person is appointed for 14 hours per week. If you have ideas about jobs around the school, which need doing, speak to the Principal.

**School Cleaners** - The school is cleaned from 3.00pm to 6.00pm Monday - Friday.

**Hat Requirements** - Students must wear hats outside during play times and outdoor activities. Students not wearing the school uniform hat will not be permitted to participate in outdoor play or activities - they must remain under the shade of the veranda outside of Room1/2. School hats are available to purchase from the Front Office

**Mobile Phones** - Mobile phones are not permitted in classrooms. It is requested that students do not bring mobile phones to school, however in the event that it is necessary, the student is required to sign it in at the front office. If your child has three warnings for breaching this rule the mobile phone will only be available for collection by a parent from the front office. A consequence will be delivered at this time and we expect full parental support.

**Newsletters** - The school newsletter is sent home fortnightly on a Friday.

**Parent Support** - Parents are invited to support the school through grounds work, class support, special needs support, library, canteen, breakfast club, excursions and various committees. The school values and needs this support we welcome parents and volunteers.

**Pupil Free days** - Pupil Free Days are assigned to support the school priorities as determined by the Site Learning Plan From 2012 – 2017 the Chief Executive has granted an additional two Pupil Free Days to support schools to implement the Australian Curriculum. It is normal for the school to have one school closure day each year where staff and students are not required to attend school.

**School Photos** - Professional photographers take school photos in Term 4 each year. Families may purchase copies of the classroom and special event/team photos.

**Student Rep Council (SRC)** - The school has an active SRC, which meets regularly with the School Counsellor. There is a very strong emphasis on student voice and the empowerment of the leadership skills.

**Uniforms** - Please see front office staff to order uniforms through the school.

**Visitors On School Grounds** - Visitors to Evanston Gardens Primary School must first report to the front reception for identification and register their visit in the visitors' book. This assists the school with child protection and ensures the visitors safety during a school emergency. No person is permitted on school grounds without the permission or knowledge of the Principal or delegate.

**Special Events** - The school offers several special events for students suggested by the SRC. These can include: clean-ups, excursions, read-a-thons and other activities.

**Assemblies** - Assemblies are held fortnightly in the School Gym on a Friday from 9:15am. They are managed and run by classes or the SRC. Parents are actively encouraged to attend. The general format is for classes to share/show student work in year levels, SRC news, Principal news, Teacher news and Awards.

**End of Term Dismissal** - classes are dismissed at 2:10 on the last day of each term.

## TEACHING AND LEARNING

**Assessment and Reporting** - There are 4 types of reports to parents/carers throughout the year. School reports are sent home at the end of term 2 and 4, with a 'Meet the Teacher Night' in Term 1 and parent interviews as needed in term 2. They involve teachers reporting outcomes to families on a regular basis in all areas of the Curriculum.

**Languages Other Than English (LOTE)** - Japanese is the second language taught at the school.

**Lesson length** - there is an expectation that students will spend a minimum of 300 minutes per week on literacy and numeracy. Reception to year 2 students will be spending up to 90 minutes on science, whilst year 3 to year 7 students will spend a minimum of 120 minutes on science per week. The remaining time is devoted to other subject areas.

**Literacy Block** - A well-organised, focussed Literacy Block operates throughout the week in the mornings. Interruptions to learning are kept to a minimum during this time, therefore it is imperative that your child arrives at their classroom before the 9:00am lesson bell – this will maximise theirs and other class member's learning time.

**Music** - The school owns many Musical Instruments. A few students access private tuition through the Instrumental Program provided by Elizabeth/Fremont High School. Choir may be an option during the year.

**Special Education and Additional Learning Support** – If a student is identified as having a disability or severe learning delay, they will receive specialised support as part of their Negotiated Education Plan. Programs are developed in negotiation with the classroom teacher, special education coordinator, school based Student Review Team and DECD personnel to maximise their learning. Some students are identified as students at risk and are also included in the waves of support offered. Indigenous students have an annual Individual Learning Plan developed for them and Individual Education Plans are scheduled for students under the Guardianship of the Minister. Programs and reviews with other agencies are coordinated at the school as required. Students are serviced by DECD Speech Pathologists, Guidance Officers, Special Educators Coordinators.

**Sports Day: School** - The school holds a school sports day each year in Term 3. There are 3 teams organised for students to compete in; red, blue and green. Teams accumulate points and can secure a shield for team events and for good sportsmanship.

**Swimming** - All students (years R to 5) have swimming lessons. These are held at the Gawler pool during term 1. Students in years 6 and 7 participate in an aquatics program at West Lakes Shores in term 4.

**Homework** - The school has no school Homework Philosophy statement. All students have diaries and communication books which are used for communication between parents and teachers and for students to write in their homework. It is important to maintain regular and effective communication between school and home.

## CONTEXTUAL INFORMATION AND INFLUENCES

### Core Business/Mission

The core business at Evanston Gardens Primary School is defined as teaching and learning in a supportive environment. At Evanston Gardens the teaching and learning program has an emphasis on the basics – Literacy, Numeracy. There is a very strong sense of care and support for students.

## Values

We give priority to the development of values such as:

- \*Respect
- \*Perseverance
- \*Problem Solving

## This is because we believe:

- \* Everyone has the right to Learn
- \* Teachers have the right to Teach
- \* Everyone has the right to feel Safe in an honest environment
- \* Everyone has the right to be treated with Respect
- \* Parents and caregivers have the right to be and need to be involved in their child's education

## Behaviour Code

At Evanston Gardens Primary School our behaviour code reflects our vision and values. We believe students have a right to learn, teachers have the right to teach and we all have the right to feel safe all the time. The student learning environment needs to be safe, inclusive, respectful, conducive to learning and free from harassment and bullying. It is the responsibility of students, teachers and parents to ensure this occurs.

We believe students have a choice about the behaviours they choose and that there are logical consequences for their chosen behaviours. Appropriate behaviours result in positive consequences and inappropriate behaviours result in negative consequences.

Teachers are responsible for the implementation of positive and negative consequences. This develops student's self-reliance to choose appropriate behaviours, which encourage and promote a teaching and learning environment where student learning outcomes are enhanced.

## Codes of Practice

### PARENT CODE OF PRACTICE

- We expect that parents will:
- Ensure the relationship between home and school is positive and productive, to prevent emotional conflict in students
- Communicate with teachers and staff regularly
- Have opportunities to be involved in the writing and development of school policies and plans
- Maintain confidentiality
- Keep the school informed about matters affecting students' lives
- Support school policies, DECD policies and guidelines
- Parents are responsible for ensuring that students come to school in a physical and emotional state that maximises learning potential (Students in a fit and well state are less likely to choose inappropriate behaviours).
- To respect and promote the professionalism of teachers and school staff by using the school's grievance procedures to make a complaint.

## ***POLICIES***

***Anti-Bullying/Harassment Policy*** – A copy is attached to the back of this document.

***Attendance***- Regular attendance has significant benefits for the whole community. Attendance is a shared responsibility between staff, parents/caregivers, students and the wider community. Parents are required to contact the school if their child is to be absent/late at any time.



**Child Protection** – All staff and people volunteering or helping at the school are mandated reporters. This means they are required by law to report any suspected Child Abuse or Neglect to the relevant authorities.

**Debt Collection Policy**- The debt policy provides guidance to the School Management for the recovery of all debts due to the Governing Council.

**Dress Code** – A copy of the School Dress Code is attached to the back of this document.

**Extreme weather** - If the actual temperature is between 35°C and 37.9°C then Limited Play will be enforced; i.e. the oval and asphalt will be closed, students will be limited to the two shaded playgrounds, the small oval and shaded seats & areas. If the actual temperature is 38°C or above then students will be kept inside classrooms. In the cases of extreme heat (i.e. 40°C+) or two or more days of temperature exceeding 38°C parents have the option to pick up students early at 1.00pm. This policy must be ratified by Governing Council annually.

**Grievance procedures** – These are provided to all students, parents and school staff upon enrolment or attendance. They are regularly publicised in the school newsletter and are visible in every classroom, people are asked to address their concern with the person involved. Where this is not possible or comfortable, people should first speak with the class teacher, if not resolved then the Principal, and only then if not resolved, the Educational Director.

**Volunteers Policy** - We believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers will be assessed for their suitability to work at the school by the Principal. Volunteers are required to complete induction training, have a current DECD Criminal History Screening check, and sign both an agreement and confidential declaration form before they commence volunteer work.

## EVANSTON GARDENS PRIMARY SCHOOL

### SCHOOL DRESS CODE

**IN GENERAL THE ITEMS OF CLOTHING SHOULD BE PLAIN, UNMARKED [EXCEPT FOR SCHOOL LOGOS], WITH NO BLATANT BRAND NAMES OR MESSAGES SHOWING. ALL SCHOOL CLOTHING MUST BE SUITABLE FOR ALL SCHOOL ACTIVITIES**

#### **Boy's summer**

- bottle green top - shirt or polo neck
- black shorts or trousers or track pants

#### **Girl's summer**

- bottle green top, shirt or polo
- black shorts or trousers or track pants
- bottle green and white check uniform dress with the appropriate underwear for sport
- black skirt with appropriate underwear or skort

#### **Hat**

Bottle green broad brimmed to be worn during breaks, outside lessons e.g. PE, Sports Day, Excursions, and all school activities. Hats must be worn in Terms 1 and 4.

**Year 7 students may elect to wear a special senior's top as chosen by the Year 7 student body**

#### **Boy's winter**

- bottle green or black windcheater, jumper or jacket
- bottle green shirt or polo neck, skivvy
- black pants, trousers or track pants
- parka, bomber jacket or appropriate rain wear is acceptable outside wear.

### **Girl's winter**

- bottle green or black windcheater, jumper or jacket
- bottle green top, shirt or polo neck, skivvy
- black pants, trousers or track pants
- black winter skirt or dress.
- parka, bomber jacket or appropriate rain wear is acceptable outside wear.

### **School Logo....Optional**

Although optional, it is desirable that each shirt or top have a school logo on top left front [with the exception of the checked uniform dress.]

### **Footwear**

No thongs, except for injuries and if approved by teacher. No high heels. Footwear and socks must be enclosed and appropriate for all school activities.

### **Hair and Jewellery and other adornments**

Hair should be such that it does not hang in the eyes or face. No unnatural hair colours or excessive hair adornments. One stud or sleeper for ears per ear, no facial jewellery. Nail polish, perfume and make up are not acceptable for normal day time attendance.

For safety and security reasons, jewellery e.g. rings, bracelets, necklaces etc. should be kept to a minimum.

## **Anti-Bullying/Harassment Policy**

Evanston Gardens Primary School is committed to providing a safe and caring environment which fosters respect for others and does not tolerate bullying/harassment/violence.

Our policy links with our school behaviour code which is based on the following principles:

- All school community members should be able to work, play and visit in a safe school environment
- Teachers should be able to teach and students should be able to learn
- Students should behave in a manner that demonstrates respect for themselves, others and property
- Individuals should be responsible and accountable for their behaviour

## **BULLYING/HARASSMENT ... What is it?**

Bullying / harassment are repeated harmful behaviours that deprive individuals and groups of their rights, jeopardise physical and emotional safety and undermine the wellbeing of our school community and society. (Based on a statement from the 'Bullying. No Way!' Website [www.bullyingnoway.co](http://www.bullyingnoway.co))

### **Types of bullying and harassment**

#### **Physical:**

Hitting, kicking, punching, using a weapon, pushing, shoving, spitting, making rude gestures, taking or damaging something which belongs to someone else ,forcing others to hand over food, objects, money or something which belongs to them, forcing someone to do something they don't want to

#### **Verbal:**

Name calling, inappropriate language, teasing, threatening, demeaning someone personally e.g. appearance, physical characteristics, actions or cultural background

#### **Social:**

Excluding others from the game or group, spreading rumours or hurtful stories about others, asking unwanted questions about a persons private life

#### **Racial:**

Racially oriented jokes, drawings through literature, acts or communications that are intended to harass, intimidate or humiliate students, staff or visitors on account of race, religion, colour or national origin

**Sexual:**

Inappropriate touching, gestures or language of a sexual nature, sexually oriented jokes, drawings or literature

**Cyber:**

Bullying or harassment which is carried out through an internet service such as website, email, chat room or that which can include bullying through mobile phone technologies such as short messaging service (SMS) and photography. This includes acts of cyber bullying off site or outside of school hours.

## **RESPONSIBILITIES**

At Evanston Gardens it is everyone's responsibility to refrain from engaging in bullying and take the necessary steps to stop bullying behaviour wherever and when ever they may encounter it.

**Responsibilities of staff:**

- To be familiar with the school's bullying policy and procedures
- To implement proactive programs.
- To model and teach students to value and respect others
- To actively follow up incidents
- To ensure that children are adequately supervised
- To record incidences of bullying and harassment.
- To sensitively handle incidents which may be reported by a bystander
- To regularly revisit the school's Grievance Procedures
- To explicitly teach conflict resolution strategies
- To clearly communicate the school's bullying policy to the school community through as many channels as possible e.g. newsletters, parent workshops etc.

**Responsibilities of Children:**

- To be respectful of others and to not bully or harass others
- To help someone who is being bullied or harassed e.g. by telling the bully/harasser to stop, getting the other person away from the situation or telling the teacher.
- To notify the school if they are being bullied/harassed or if they see someone else being bullied/harassed – both at school and on the way to and from school
- To persist if you tell someone and action hasn't been taken to help your situation, then tell someone else.
- To follow the Grievance Procedures as described

**Responsibilities of Parents:**

- To monitor signs that their children may be being bullied/harassed inside and outside of school
- To speak to someone on staff at Evanston Gardens Primary School if their child is being bullied or harassed, or they suspect that this is happening
- To instruct their children to notify the school if they are bullied/harassed
- To monitor the ongoing welfare/wellbeing of their child
- To work with the school to resolve incidents of bullying or harassment

## **REPORTING OF BULLYING/HARASSMENT**

Incidences of bullying/harassment can be reported to any staff member by children and their parents. Any bullying/harassment incidences that are dealt with will be recorded and this record will be kept. A record of these incidents will be maintained and monitored so that any patterns or practice of behaviour by any group or individual can be monitored.

## **RESPONDING TO REPORTED INCIDENCES OF BULLYING/HARASSMENT**

When a bullying/harassment incident is reported or observed we may use any of the following actions after an assessment of the situation by the teacher, school counsellor or the principal:

- Talk to the children involved about the incident and remind them that such behaviour is not acceptable. After discussion with the victim, determine how they would like to proceed. If they indicate their willingness, act as a mediator so that the victim is able to tell their story.
- Monitor the behaviour of the children involved following this discussion. The victim may also need support to develop skills to deal with incidents that may occur in the future. This could be done through a '*what if ...*' discussion with the victim and lead to assertiveness development, managing feelings or strategies for specific situations. Discussion with onlookers may also be needed so that they too can feel supported to take positive action in given situations.
- Have the bully/harasser write an apology to the victim and keep a copy.
- Have the bully/harasser write an agreement for future behaviour, which they present to the victim.
- Inform other staff of the incident and record it.
- Remind the bully/harasser of the consequences of further incidences
- If the aggression is repeated or considered severe, separate the offending child from the group for Senior Staff to address appropriate consequences. Parents will be contacted.
- If the child continues to bully/harass, make an appointment to speak to the parents/carer. Remind them of the policy and ask for their cooperation in helping the child to stop bullying/harassing other children
- If none of the actions succeed in stopping the child from being aggressive, he/she may be withdrawn – either from the playground or from the classroom for a period of time. A referral to the Regional Interagency Behaviour Management team may then happen.

The staff will be responsible for ensuring that incidences of bullying/harassment are dealt with as soon as possible after it is reported or observed and in a manner consistent with both this policy and the school's behaviour policy.

## **EVALUATION**

We will evaluate our policy and procedures each year. They will be evaluated by:

- Noting if there has been a reduction in reported or observed incidences of bullying/harassment
- Surveying students
- Noting if there has been a change in the ethos of the school
- Speaking to parents who have reported incidences to find out if the problem has been resolved.

In addition, we will place bullying/harassment as issues on our staff meeting agenda, as we do for OHS&W, so that we can regularly monitor our practices and procedures as well as incidents that need to be discussed by all staff.

## **REVIEW**

The Anti bullying / Harassment policy will be reviewed bi - annually by staff and Governing Council (2014)

