

# **SPENCER PARK PRIMARY SCHOOL**



## **PARENT HANDBOOK**



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PARENT HANDBOOK

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# WELCOME

A warm welcome is extended to parents and students attending Spencer Park Primary School.

Our staff work hard to ensure that our school is a positive environment for all. We sincerely hope that you and your child/children will enjoy your years of involvement with our school.

This Information Booklet is designed to help you familiarise yourself with aspects of our school's organisation and procedures, however, if at any time you require any further information, don't hesitate to contact me or a member of our staff.

We encourage you to be actively involved in our school. There are many avenues for being able to achieve this, by being a member of our School Board, P&C Association or School Mentor, Canteen Helper or by helping out in classrooms. Your involvement will be greatly appreciated.

Thank you for being a part of our school community and once again, we hope you enjoy your time with our school. For more information please visit the school website.

Jeremy Hadlow  
PRINCIPAL



## CONTACTS

- Spencer Park Primary School  
26 Hardie Road, Spencer Park  
Albany WA 6330

Tel 08 6821 3000  
Attendance SMS 0437 619 154

spencerparkps.wa.edu.au  
facebook.com/SpencerParkPS  
✉ spencerpark.ps@education.wa.edu.au

- Coolangarras Barmah Kindergarten  
Mokare Road, Spencer Park  
Albany WA 6330

Tel 08 9841 6511

- Spencer Park Education Support Centre  
Tel 08 6821 3050  
Hardie Road, Spencer Park  
Albany WA 6330

spencerparkesc.wa.edu.au  
facebook.com/SpencerparkEducationSupportCentre/  
✉ spencerpark.esc@education.wa.edu.au

- Dental Therapy Clinic  
08 9841 3967

## ADMINISTRATIVE PERSONNEL

- Spencer Park Primary School
  - Principal Mr Jeremy Hadlow
  - Deputy Principal Mr Carl Luscombe
  - Deputy Principal Mrs Dianne Ruffell
  - Manager Corporate Services Mrs Julie Fordham
  - School Officer Mrs Robyn Clements
  - School Officer Mrs Dee Franey
  
- Spencer Park Education Support Centre
  - Principal Mrs Rebecca Wheatley
  - Manager Corporate Services Mrs Sharon Hall
  - School Officer Mrs Janelle Spinks
  - School Officer Ms Kylie Severin

## SCHOOL MOTTO

“Semper Tenta” was the family motto of Sir Richard Spencer, an original settler of Albany. It means: “Always Strive”.

A most appropriate motto for our school.

## SCHOOL SONG

### Verse 1

The east is our horizon  
Through trees we see the ocean blue  
Our school, a warm and welcome place  
Traditions values, old and new  
We gather here together  
To share and grow and learn  
A place where friends and family  
with memories return.

### Chorus

Here is our school where we stand tall and walk proud  
Do our best every day in our work and our play  
We'll rise to the challenge, we'll take on any quest  
Spencer Park is our school, it's the best in the west.

### Verse 2

All cultures here are welcome  
Friendly faces everywhere  
Ngala Mia is our heart, our place  
Where friends can meet and share  
In our winning or our losing  
We hold our heads up high  
We are the youth, the future's hope  
In us the future lies.

### Chorus

Here is our school where we stand tall and walk proud  
Do our best every day in our work and our play  
We'll rise to the challenge, we'll take on any quest  
Spencer Park is our school, it's the best in the west.

We'll rise to the challenge, we'll take on any quest  
Spencer Park is our school, it's the best in the west.



# PURPOSE AND ETHOS

## INTRODUCTION

Spencer Park Primary School first opened in 1959 as a small school. Throughout the years it has maintained an average enrolment around 300. The school site is shared by the Education Support Centre and a Dental Therapy Clinic. It is our desire to work collaboratively and harmoniously together as we are able to support each other in many ways.

From 2013 Spencer Park became an Independent Public School. This prestigious stature granted by the WA Government allows the school a range of flexibilities including selection of staff. The status does place the school advantageously when it comes to the program offered for our students.

The school caters for children from Kindergarten to Year 6.

We also administer an off-site kindergarten on Mokare Road that provides a pre-Kindy and Kindergarten service to Aboriginal students across Albany.

Spencer Park students are provided with every opportunity to develop life skills which will enable them to cope with the changing world. It is our belief that personal, cognitive and social development can be achieved through high standards of discipline, courtesy, good manners and behaviour, and pride in achievement.

## SCHOOL VISION

Spencer Park Primary School is a dynamic learning Community where all members work together to assist students achieve success and become responsible citizens. We strive to provide a safe school environment that is respectful, positive, inclusive and welcoming.

## SCHOOL VALUES

Spencer Park Primary School has adapted a number of values that we would like our students to display towards themselves, others and the environment. They are:

- Respect
- Care & Compassion
- Doing Your Best
- Honesty & Trustworthiness
- Caring for Our World
- Responsibility
- Tolerance and Inclusion

Each week the school will focus on one of these values and discuss what it looks like in our school. A certificate will be presented to a student displaying this value.

## CODE OF BEHAVIOUR

- Respect others, their rights and property.
- Be safe.
- Let others learn.
- Treat others as you would like to be treated

# OUR BELIEFS ABOUT OPTIMAL LEARNING

Staff, students and parents working together to create a safe and friendly school. We believe that optimal learning occurs when:

- Staff develop a comprehensive knowledge of each student's background and needs resulting in a high level of individual success.
- The school environment is positive, motivating and safe, enabling all to comfortably take risks.
- Positive relationships are formed between students, home and school.
- Staff, students and parents have a clear understanding of what is expected with regard to behaviour and learning.
- An effective combination of explicit teaching and inquiry based learning is provided.
- Teachers provide integrated learning experiences that are developmentally based, well planned and organised.
- Students are on task and engaged in relevant learning
- Students are given opportunities to work collaboratively and learn from one another.

- Students are acknowledged, encouraged and rewarded for their endeavour.
- Students are provided with opportunities to be creative and make decisions about their learning that allows for self evaluation.
- Assessment is comprehensive, valid, fair and educative.
- The teaching and learning program is supported by the best possible physical and human resources.
- Students interact with the wider community.

## KINDERGARTEN & PRE-PRIMARY

Spencer Park has provision for two pre-primary (five year old) centres, each one catering for 25 students and two kindergarten classes (four year old) catering for 20 students. Staff consists of one teacher and one education assistant for each centre. These year levels are accommodated in a recently finished purpose built facility on the northern side of the campus.

Spencer Park welcomes children with disabilities into their program and when necessary an extra assistant is employed to help with the integration of special needs children.

The kindergarten program begins at 8.50am. Each afternoon finishes at 3.00pm. You are asked to deliver and collect your child as closely as possible to these times.

The pre-primary program begins at 8.45am. Each afternoon finishes at 3.00pm. You are asked to deliver and collect your child as closely as possible to these times.

The early childhood policy on “Duty of Care” states that a responsible adult must deliver children to the kindergarten and pre-primary centres in the morning and collect them from the door in the afternoon. If a person other than the known parent or guardian is to collect a child, a special authorisation form is required to be completed.

Staff request that where possible pre-primary students do not use the bus in Term One. When a child does begin to use the bus, arrangements need to be made to ensure the child is able to make their way safely between the bus and the pre-primary.

Parents are always welcome at both kindergarten and pre-primary and teachers have a roster available for helpers.

If you wish to discuss your child’s progress or any concerns you may have please do not hesitate to make an appointment to see your child’s teacher.

Please refer to the remainder of this handbook for more information concerning these year levels and the school.

More specific information will be provided by centre teachers.

Spencer Park Primary School offers Kindilink for 6 hours per week. Early intervention is an excellent strategy in addressing learning needs. With the average age of students at primary school now being 6 months older, it makes educational sense to provide some educational access to our future kindy students and establish relationships and partnerships with parents. Information about this program is available at the school office.

## SPENCER PARK EDUCATION SUPPORT CENTRE

Spencer Park Education Support Centre is an Independent Public School co-located next to Spencer Park Primary. We cater for students from Kindergarten to Year 6 with an Intellectual Disability (ID), Autism (ASD), exceptional learning and Severe Mental Health. We work collaboratively with all Albany primary schools to support students in an educationally and socially inclusive environment.

In 2021 we have three classes operating in the school as well as an Early Intensive Intervention Program (EIIP) classroom for Kindergarten and Pre-Primary. Other classrooms include Lower School: Kindergarten to Year 2, and two Middle to Senior School: Year 3 to Year 6, including (ASDAN). All students are provided with personal learning through the development of Individual Education Plans (IEP) which is developed with parents, therapy providers, and other agencies. All students access the WA Curriculum with learning provided at their level of need according to academics, physical and social engagement. Learning and teaching is fully differentiated to ensure that students

are able to achieve with the right amount of challenge to prompt continued growth and development of skills and knowledge.

One area of specialisation that we facilitate here at Spencer Park Education Support is an Early Intensive Intervention Program (EIIP) for children with Autism. This program supports students in their Kindergarten and Pre-Primary years. The Early Intervention Program runs separately from our Early Childhood Education program as it specifically aims to have students transitioned into a mainstream school setting by beginning of Year 1. The EIIP is run in a purpose built Pre-Primary classroom. The aim of the program is to teach the behaviours and skills that are essential for the children to successfully take part in mainstream schooling at their local primary school such as sitting on the mat, joining in group activities, working independently, toilet training and social play at recess and lunch. The philosophy of the program is 'never a moment wasted'.

Another area of specialisation is our year 5/6 Award Scheme Development and Accreditation Network (ASDAN) program. The program allows for learning in an alternative format that is embedded with curriculum objectives. The ASDAN program allows students to engage in curriculum learning through highly motivating, problem solving and research project based lessons that increase learners' confidence, self-esteem and resilience. Courses support students in building the necessary skills to become valued community members while learning to function in a working environment through the participation in working as part of a team as well as on their own, supports them to improve their levels of communication, and builds self-regulation and management skills.

Our school places a strong focus on every student being successful. To ensure success for every student Spencer Park Education Support Centre priorities include High Quality Expectations, Inclusion and Wellbeing. Each priority is embedded in the school key focuses of Learning and Teaching programs, Positive Behaviour Support (PBS), Alternative Augmented Communication (AAC) and Inclusion at school and in the community. Each of these focuses are implemented throughout all learning areas and extra-curricular programs such as Rock and Water, Drumbeat, Swimming and Hydrotherapy, Community Access, school camps, Protective Behaviours and Multi-Sensory Programs.

The school's teachers are highly qualified and motivated to provide the highest quality of care and learning for each student. Our teachers use a range of research based strategies that provide best practice in learning for students with a range of disabilities. Some of these included ABA (Applied Behaviour Analysis), DTT (Discrete Trial Training), AAC (Alternative Augmented Communication) for communication such as with a PODD (Pragmatic Organisational Display Device), Zones of Regulation and PaTHS, TEACCH (Treatment and Education of Autistic and Communication related handicapped Children), Talk4Writing, Balance Literacy (4 Blocks), and Yumi Maths.

Note: For enrolled students who qualify there is a dedicated bus or conveyance allowance available from the Public Transport Authority.

## DENTAL THERAPY CLINIC

The Dental Therapy Centre provides a free and continuing dental service for all enrolled students until the age of 17 years or the completion of year 11. Routine treatments such as examinations, cleaning, x-rays and fillings carried out by Dental Therapists under the supervision of a dentist.

Appointments will be posted to the home address we have on record. Please call the clinic if you haven't received an appointment in the last 24 months, it could be that we don't have access to your current address. We request that students are brought to the Dental Therapy Centre by a parent or guardian. If you are unable to attend the appointment you can call us or send an e-mail to re-schedule.

The Centre is open Monday to Friday 8.00am to 1.00pm and 1.30pm to 4.00pm.

The telephone number is 9841 3967. Our email address is [spencerparkdtc@dental.health.wa.gov.au](mailto:spencerparkdtc@dental.health.wa.gov.au)

## AMBULANCE COVER AND HEALTH COVER

There is no Ambulance Cover provided by the Department of Education. Please be aware that if the school calls an ambulance for your child, parents are responsible for this cost (in the vicinity of \$300).

The Department of Education does not provide health cover for students. Dental, medical and hospital costs associated with any injury sustained at school is the responsibility of parents.

It is recommended that students have a mouthguard that can be used when they are involved in sports that may lead to dental injury.

## STUDENT AND CLASS MATTERS

### CLASS ORGANISATION

Class organisation is conducted at the end of each year and then refined in the first few days of the new school year. There will be occasions when we must have multi-aged classes. Teachers carefully negotiate and discuss class composition taking into account such matters as:

- social issues
- approach to learning
- historical information - previous grouped classes
- interaction between student and teacher
- special needs of students.

### SCHOOL TERM DATES FOR 2021

Term 1	Monday 1 February to Thursday 1 April
Term 2	Tuesday 20 April to Friday 2 July
Term 3	Tuesday 20 July to Friday 24 September
Term 4	Monday 11 October to Thursday 16 December

### SCHOOL HOURS

8.53am	Warning Siren
8.55am	School commences
10.35 - 10.55am	Morning recess
12.55 - 1.05pm	Students sit to eat lunch
1.05 - 1.40pm	Lunch recess
3.10pm	School dismissal

- Students ARE NOT to arrive at school before 8.30am each day. The school verandahs do not open until 8.30am each day.
- On specified Friday's an Assembly is held from 8.55am. The siren still goes at 8.53am. Please check the term planner.

### ENROLMENTS

When enrolling children at Spencer Park Primary School a Birth Certificate and the ACIR Statement Immunisation Record must be produced. Enrolments are best carried out after 8:30am when the office staff are available.

### VOLUNTARY CONTRIBUTIONS (Kindergarten to Year 6)

The voluntary contribution amount is set each year by the School Board and for 2020 it is \$30 per child for Kindergarten and Pre-Primary students and \$30 per child for years 1 to 6 students. This is an important source of revenue and we appreciate greatly the contribution parents make when they are able to pay this fee. Contributions will be received at the school office with thanks.

Payments of these contributions and charges can be made by cash, cheque, EFTPOS, Direct Debit or Centrepay.

### STUDENT REQUIREMENTS/BOOKLISTS

At the end of each school year students will be supplied with a list of student requirements for the following year. New students can pick up a list from the office at the time of enrolment.

### HONOUR CERTIFICATES

To recognize students for their efforts and to encourage a positive approach to school each class teacher awards honour certificates to worthy recipients on a weekly basis. These are presented at assembly and appear in the following week's school newsletter.

## PURSUIT OF EXCELLENCE AWARDS

These are awarded one per term per class to a student a teacher considers to be working to their highest capacity. This is our way of recognising those students who are pursuing excellence with their learning program.

## SCHOOL AWARDS

At our Year 6 Graduation Ceremony awards are made to Year 6 students for outstanding achievement: These may include awards for:

- Dux
- Pursuit of Excellence
- Citizenship
- Sport
- Music/Art
- Compassion/Values
- Science
- Attendance Award-each week the class with the best attendance is given a certificate.

## FACTION POINTS

Faction points are awarded to students throughout the day at school to reward: quality work, appropriate behavior, effort, excellent manners, a caring attitude, the desire to improve, following instructions etc. These points are collated throughout the year and the champion faction for the year is announced at the last assembly of the year.

## IN-TERM SWIMMING

Ten swimming lessons for Pre-Primary to Year 4 will be conducted at the Leisure Centre pool at some point during the year (its specific timing is advertised in the newsletter). Year 5 and 6 students will participate in swimming lessons at Emu Point. These lessons are part of the curriculum so full participation is expected. Lesson charges only include bus transport and entrance to the pool.

## SPORT PROGRAM

All our students participate in weekly:

1. physical education programs conducted by our Deputy Principal and classroom teachers
2. sporting activities

Students should be attired in the appropriate clothing to be involved in these sessions. This includes: sports shoes, sports clothing and, in terms 1 & 4, a broad brim hat. A mouthguard is recommended where students are involved in sports where there may be a risk of dental injury.

## SCHOOL OF INSTRUMENTAL MUSIC PROGRAM

An annual musical ability test for all Year 4 & 5 students is conducted toward the end of the school year. From the results of this test, selected students are offered the opportunity to participate in the IMSS program in Years 5 and 6 the following year. Woodwind, brass and guitar tuition are offered.

## CHOIR

The school runs a choir program where up to 50 students are selected through an audition process. Students accepted into the choir are asked to sign a contract agreeing to commit to choir sessions and participation in performances both in and out of normal school hours. The audition process is commenced at the end of the year in preparation for the new school year.

## PEAC (PRIMARY EXTENSION AND CHALLENGING PROGRAM)

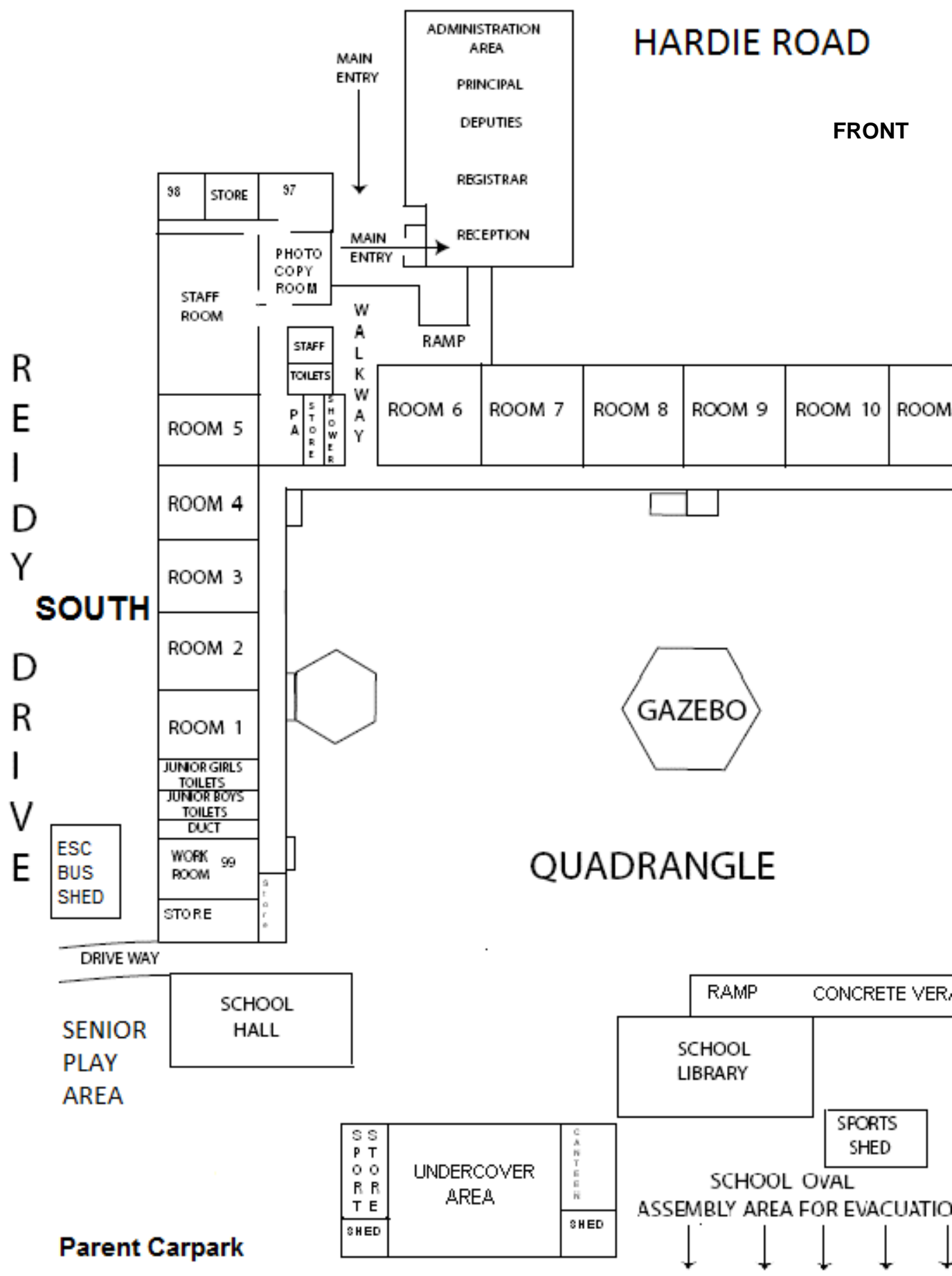
PEAC is aimed at supporting our school's endeavours to meet the needs of academically talented students in Years 5 and 6. The Centre is located at ASHS Students are offered places in PEAC courses based upon the results of academic testing carried out in Year 4.

## GENERAL RELIGIOUS INSTRUCTION

Weekly half hour Scripture lessons are taken by visiting lay teachers. All lessons are based on a program that adopts a non-denominational approach to the teaching of Scripture. There is a small fee required for Scripture Book/s or resource materials that is part of the school's booklist. Parents, if they so desire, may exclude their children from these general religious education classes. Written notification is required.

## MOBILE PHONES

As per the new school policy students are not permitted to bring mobile phones to school unless permission is given by the School Principal. If phones are brought to school then they must be handed to the front office or the class teacher until the end of the day.



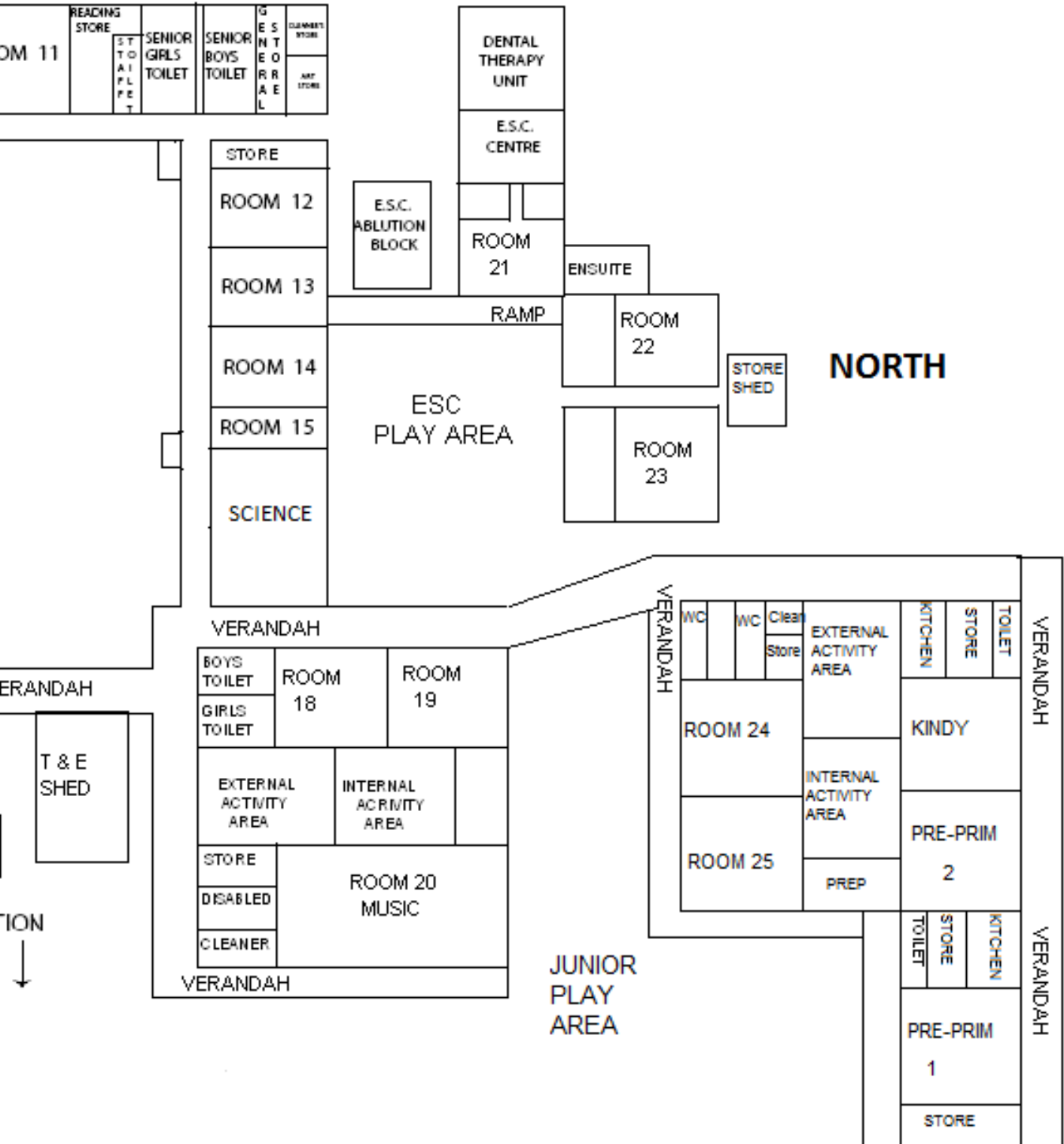
NOT DRAWN TO SCALE

EAST

# WEST

LAWN

## ESC & Early Childhood Carpark



# SCHOOL PROCEDURES

## PARENTS WISHING TO HELP AT SCHOOL

Parent help is encouraged throughout the school. If you'd like to assist then contact:

- Individual class teachers
- The Canteen Manager
- The Principal or Deputy Principal
- Chaplin

## PARENTS DEALING WITH CONCERNS AND ISSUES

Parents who have a concern or an issue that they wish to have resolved are requested to use the steps outlined below.

1. Identify the problem - Discuss at home - Clarify what is causing your child to be unhappy or you to be dissatisfied.
2. Arrange a discussion time with the teacher. Select a time that is convenient to both you and the teacher. Ensure there is time for adequate and fruitful discussion.
3. Clearly inform the teacher of what you consider to be the problem. With the teacher, work out a process to resolve the matter.
4. Enable a "trial period" following the first discussion to see if the agreed "solution(s)" are going to work.
5. Consult with the teacher again to either:
  - confirm the problem has been solved, or
  - inform that you are still dissatisfied. (If so, seek a solution.)
6. Following an unsatisfactory response to a problem the principal should be informed and a meeting arranged.
7. Consult with the principal and teacher again to either:
  - confirm the problem has been solved, or
  - inform that you are still dissatisfied.

### Note 1:

By using this process any problems should be resolved. However, a parent has the right to take a matter to the Regional Executive Director in Bunbury. Hopefully this will be unnecessary as the most appropriate solutions are to be found within the school.

### Note 2:

It is important that parents meet with a teacher in the first instance.

## ABSENCES

Under Section 25 of the Education Act the school must be notified (preferably by SMS) of the cause of absence within three school days of the start of the non-attendance of a student. A daily SMS alerts parents to non-attendance, a reply can be sent that will serve as notification when it comes to informing the school of the cause of a child's absence. Prolonged absences may require a medical certificate.

## SICK STUDENTS

Students who are taken ill during the day will be appropriately cared for until they can be collected by their parent(s) or guardian. Parents are usually notified by telephone or through the emergency contact number on a child's enrolment card. For this reason it is important to advise us as soon as possible when there are changes to contact names and numbers.

## ADMINISTRATION OF MEDICATION

In consideration of the Department of Education's Medication Policy parents are advised that it is not acceptable for children to bring medication to school unless the school is advised in writing. Each child requiring medication, including asthma medication, is to provide up to date advice of the medication requirements at the beginning of each school year. The appropriate forms can be obtained from the school office.

## INFECTIOUS DISEASES

### Chicken Pox

Exclude from school. Re-admit when sufficiently recovered.

### Measles

Exclude from school. Re-admit on medical certificate. Measles is now a notifiable disease.

### Mumps

As for measles is now notifiable



## Head Lice

Parents are asked to REGULARLY check their children's hair for lice.

A child may be excluded from school if they are found to have head lice. After treatment children may return to school. Any nit (egg) that is 1.5cm away from the scalp is either dead or will not hatch. Bearing this in mind, all long hair must be tied back and nits removed. A treatment information package is available at school. Regular checks are carried out to ensure that the spread of head lice at our school is kept to a minimum.

## STUDENTS LEAVING SCHOOL GROUNDS

A letter from parents requesting permission for their child/ren to leave the school grounds during school time, eg. lunch time, is required before any student is allowed to leave the school.

## PROCEDURES IN RELATION TO CHILDREN BEING COLLECTED FROM THE SCHOOL BY AN ADULT DURING SCHOOL TIME

When collecting a child from the school during the school day parents or carers must present themselves at the school office. A slip, signed by the office staff, will be provided to authorise the teacher to release the child from class.

## VALUABLE ITEMS

Valuable items such as iPods/iPhones/iPads, radios, toys, etc should not be brought to school. Any item brought to school for a special purpose should be correctly labelled and the child should be encouraged to be responsible for its safekeeping.

# PARENT MATTERS

## NEWSLETTER

A Newsletter is produced every second Thursday and published on the school website at [spencerparkps.wa.edu.au](http://spencerparkps.wa.edu.au). The Newsletter provides a wide variety of information concerning school programs and weekly activities. Policy statements are periodically published in the Newsletter. Copies are always available from the office.

The newsletter can also be e-mailed upon request.

## FACEBOOK

The school operates a Facebook page at [facebook.com/SpencerParkPS](https://facebook.com/SpencerParkPS) where you will be able to keep abreast of school matters and events.

## TERM PLANNER

At the end of each term a term planner for the following term is an addition to the school newsletter, available online. Spare copies are always available from the office.

## STUDENT COUNCILLORS

The Student Council at Spencer Park Primary is an important part of the school.

The school teaching staff and students in Years 4, 5, and 6 elect Student Councillors from prospective Year 6 students.

## YEAR LEVEL TARGETS

At the beginning of each year and for each year level, classroom teachers will provide an overview of English and Maths concepts that we expect students have learnt at the different stages of their schooling. These Targets are important for students to achieve, because they are built upon in following years.

The list does not cover the complete English and Maths curriculum, but highlights the essential elements that parents and teachers need to focus on.

The school is providing this list to parents because we value your support as partners in your child's education and because the requirements for all our students have been raised due to the introduction of the WA Curriculum.

It is hoped that you can support the school in your child's achievement of the skills and knowledge listed. Please do not hesitate to talk to the classroom teachers for clarification

## SCHOOL ASSEMBLY

Assemblies are held on Friday throughout the term from 8.55am to 9.30am. At various assemblies students will provide entertainment for parents and students. Parents will be advised of these through the Newsletter particularly when a class is providing entertainment. Certificates and Awards are presented at assemblies.

## STUDENT SERVICES AND CASE CONFERENCING

At Spencer Park Primary School, we believe every child matters, every day. We have a comprehensive Student Services team who meets weekly and closely reviews the progress of learning and engagement of students who experience difficulties in engaging the learning process.

Difficulties include:

- poor attendance
- diagnosed disabilities
- undiagnosed learning difficulties
- social/emotional difficulties
- behaviour difficulties.

On a regular basis, case managers monitor and action support objectives to ensure your child's needs are being met. Additional to weekly reviews, case conferences are conducted at regular intervals.

For more information, ask for a copy of our Working with You through Case Management brochure at the school office or download a copy from [spencerparkps.wa.edu.au](http://spencerparkps.wa.edu.au).

## INTERVIEWS

Parents with concerns about student learning are always invited to organise an interview with the teacher or the principal. These interviews can be arranged through the school office.

Please note that staff will also arrange an interview with the parents if they have a concern about student behaviour and performances.

## TELEPHONE

Parents are also welcome to telephone the school to make arrangements regarding their children or to discuss matters with teachers and the principal. Remember, staff will not always be available due to teaching commitments but certainly office staff will pass on any message that you have.

## SCHOOL BOARD

The School Board is made up of parents, teachers and the principal. As an Independent Public School the major functions of this group include:

- To ensure the school engages in an annual process of reviewing its performance and identifying planning priorities.
- To endorse the School Business Plan and annual budget.
- To oversee and endorse School Policy.

These and other functions are outlined in the Education Act proclaimed in 2001.

## PARENTS & CITIZENS ASSOCIATION

The P & C Association is the School's parent organisation through which you have an opportunity to have a say in, contribute to, and take part in the activities of the school. It is actively involved in providing support for improving the education environment of the school.

All parents are welcome to attend P & C meetings.

You will be advised through the Newsletter of meeting dates and times.

The P&C is contactable via email at [spencerparkpc@gmail.com](mailto:spencerparkpc@gmail.com). They also regularly post to Facebook at [facebook.com/SpencerParkPnC/](https://facebook.com/SpencerParkPnC/)

## ROLE OF ABORIGINAL AND ISLANDER EDUCATION OFFICER (AIEO)

The school employs AIEO's. The AIEO's key duties are to:

- Enhance student learning by supporting teachers in classrooms.
- Promote awareness and acceptance of Aboriginal cultures.
- Support Aboriginal students within the school.
- Act as a strong Liaison Officer between the school and parents.
- Encourage Aboriginal parents to be involved in the school.

## USE OF SCHOOL FACILITIES

People wishing to use school grounds after hours or on weekends must make prior arrangements through the school office and complete necessary documentation.

## SCHOOL CAR PARKS

Parking for parent of students attending the primary school is available in 2 locations.

- Reidy Drive carpark located alongside the school oval.
- The north west corner of the school site off Hardie Road. This carpark accommodates children attending in the new early childhood building. The section of this carpark closest to the Education Support Centre and the Dental Clinic is reserved mainly for the parents of ESC children and those visiting the school for appointments at the Dental Clinic.

Disabled car parking facilities are available at the car park in Reidy Drive and the car park located near the Dental Clinic for cars displaying an approved ACROD sticker. People using these facilities are instructed to use the bay as a pick up/drop off area only. It is not to be used for lengthy periods of parking. Parent parking is also available near the reserve opposite the Coolangarras Barmah Aboriginal Pre School Centre. This helps alleviate congestion along Reidy Drive and Hardie Road.

The amount of car parking is always less than it should be and as such can be a problem. Parents can help the situation by being:

- thoughtful and courteous
- careful and cautious
- prepared to have their children walk or ride to school
- responsive to requests to park in the appropriate area.

Remember: No one wants to see an accident of any kind.

## LIBRARY

All classes visit the library at least once each week. As well as this the library is open at lunch time. Books may be borrowed by all students provided they have a material bag to protect library books.

## MONEY AT SCHOOL

It would be appreciated if all payments to the school for collection by teachers are brought in a sealed envelope, stating the child's name and the purpose of the payment, eg. excursions, swimming, book club, etc., on the front.

Voluntary contributions, if not paid with the book list, are to be paid directly to the school office

## NOTE:

- Money should not be left in children's bags.
- All cheques to be made out to Spencer Park Primary School.
- EFTPOS facility is available at the front office.

## EXCURSIONS

It is departmental policy that students must have written parental permission to leave the school grounds even under teacher supervision. Therefore it will be standard practice for staff to send home advice about excursions, including a tear off permission slip to be returned to school. Without this advice the child may not attend the excursion.

## CANTEEN

The school has a canteen which is managed by an employee of the P & C Association. The canteen is open four days per week, Tuesday to Friday, for students to access a wide variety of wholesome foods during recess and lunch. Students can order their lunch on the lunch bag provided by the canteen prior to school commencing or ordering online is also available. Please enquire at the office or canteen for information on how to use this facility. Unfortunately the canteen cannot provide credit.

Parent Volunteers are a necessary part of being able to run our canteen effectively. If you can spare some time to help out, please make contact with our canteen manager – it will be greatly appreciated.

# SCHOOL DRESS CODE

## RATIONALE

School clothing must be such that the students can readily participate in a wide variety of activities, be protected from the elements, and be functional, attractive and accessible. Because of this a school uniform has been established as the cornerstone of recommended school clothing to be worn in this school.

## PURPOSE

The purpose of this code is to:

1. Outline the appropriate parameters for dress by students attending our school.
2. Put in place practices that encourage the wearing of our school uniform.
3. Define what is acceptable dress with respect to health and safety issues.

## GUIDELINES

### Clothing

1. The current Spencer Park School uniform is the most desirable clothing to be worn by all students. The students are to be encouraged to wear their school uniform by both staff and parents.
2. Students unable to wear the uniform must, where possible, wear clothing the colour of our school uniform and are not to wear clothing to school which has advertising and pictures which may offend or be unsafe or a health risk. This includes clothing that is not sunsafe eg singlets, sleeveless shirts, midriff tops, etc. Denim clothes and hoodies are not to be worn to school.
3. The school strongly encourages students to wear our prescribed school uniform.

### Footwear

1. All students must wear footwear which either covers the foot or is fastened securely by strap or lace. No student should be wearing thongs or scholls as they are considered to be unsafe for play.
2. It is recommended that students wear a sports shoe for sport or for general wear. Note: A child may be excluded from a sporting activity if the footwear is considered inappropriate by staff members.

### Headwear

All Students must have a broad brim hat or acceptable equivalent to be able to play in the sun in Terms 1 and 4.

## FASHION ACCESSORIES

Fashion accessories, jewellery including bangles, necklaces and earrings are discouraged at the school for safety reasons.

## CONCLUSION

Fashions and comfort requirements will change over the years so it is important that our school uniform remain accessible in price, be comfortable to wear and appropriate for the times. In doing this and encouraging our students to be proud of our school, the uniform will remain the cornerstone of our dress code.

This policy is strongly endorsed by our School Board and the school's Parents & Citizens Association.

## PURCHASING OF UNIFORMS

Uniforms may be purchased from the P & C. Contact the school office for Uniform Shop hours and order forms.

## MARKING OF CLOTHES AND BELONGINGS

All articles of clothing must be marked.

A lost property bin is located near room 6.

Please check out the lost property whenever required. The "lost items" are displayed to the students at periodic intervals.

Unclaimed items will be sold as second hand uniforms or sent to a charitable institution.

For any enquiries about the school uniform please contact the school office.

# MANAGING STUDENT BEHAVIOUR POLICY

Below is an overview of our MSB policy. The full policy is available at the office for your perusal.

The principles of the policy are:

1. Fairness and equity in managing student behaviour.
2. Students should be recognised for behaving in an appropriate way.
3. Students need parameters of behaviour defined. There should be encouragement for students to behave within this “code of behaviour”.
4. Parents, teachers and students should work together to maintain appropriate behaviour.
5. A consistent approach by all involved will assist in managing student behaviour.

Our school’s Code of Behaviour is:

- Respect others, their rights and property
- Be safe
- Let others learn
- Treat others as you would like to be treated

## PROCESS TO MANAGE STUDENT BEHAVIOUR

The basic elements of our school’s process are:

1. All students commence on ‘Good Standing’ until inappropriate behaviour is displayed and consequences actioned.
2. Teachers establish in-class guidelines for behaviour and rules to enable a harmonious working atmosphere. Where ever possible teachers recognise and encourage appropriate behaviour.
3. When a student behaves inappropriately the teacher generally follows these steps:
  - 3.1. Student is counselled and reminded of the school’s “code of behaviour”.  
(Some staff put student’s name on the board.)
  - 3.2. Teacher gives written warning. Student signs it and takes it home for parents to sign and return the next day. Counselling by teacher to follow.
  - 3.3. Second written warning. Same process as 2.2.
  - 3.4. Third written warning. Student will be sent to office, principal or deputy principal will interview, counsel and student will be given “time out”, where the child is kept out of the lunch or recess play period. The amount of time will be dependent on the severity of the behaviour. Parents will be notified that day or the next. Students must return a slip indicating his/her parent has seen the letter. Removed from Good Standing.
  - 3.5. Further written warnings that day will incur further “time out” with notification of parents. Following this, where possible, teachers, administration, parents and student will meet to discuss the problem.
  - 3.6. Students may also receive “time out” for “extreme behaviour”. eg bullying, fighting, spitting, stealing, swearing. Parents are again notified of the student’s behaviour in writing and the student is counselled.
  - 3.7. Further poor behaviour will ensure further “time out” and parent/ teacher/student conferences. A school psychologist may be consulted in some situations. In or out of school suspension may result in cases of serious misbehaviour or an ongoing failure to comply with the school rules and “code of behaviour”.
    - Good Standing reinstated from a day to day basis

Note 1 Written warnings are not carried over from day to day.

Note 2 The same processes apply for behaviour in the play ground.

Note 3 Time out is the withdrawal of the student from a designated portion of a play break. Only a member of the Administration team or delegated member of staff can authorise time out for a student.

## POSITIVE INCENTIVES FOR STUDENT BEHAVIOUR MANAGEMENT

- Faction Points. Students receive individual faction points for positive behaviour. Faction points are tallied prior to each major assembly and a winning faction for the week is announced. Each year a perpetual trophy is awarded.
- Ice-cream Tickets. Students can be awarded tickets to go into a fortnightly draw for a free ice-cream. These tickets also add to faction points.
- Goldies. Similar to ice-cream tickets but issued by Administration staff only. Students can be awarded Goldies to go into a fortnightly draw for a free ice-cream and a special prize from Administration. These Goldies also add to faction points.
- Honour Certificates. Awarded weekly recognising positive learning behaviours.
- Good Standing. Students with good standing can attend school discos and access a longer recess break once per term.

If parents have any concerns about this process and their student’s behaviour they may always discuss the issues with the class teacher or a member of the school administration team.

Parents are reminded that we are here to support and help the student and that we do need to work together.

## FIGHTING – NO TOLERANCE

- The school has a policy of no tolerance for fighting.
- If two students are guilty of fighting then regardless of who is to blame or who started the fight, both students receive time out.
- Further occurrences of fighting may incur in-school or home suspension and necessitate the involvement of the school psychologist at a parent meeting.
- If an act is judged to be extremely violent, this process will be accelerated and suspension invoked immediately.

## ATTENDANCE

Attendance is compulsory and if students are absent verbal or written communication is required from carers to teachers to explain those absences. Parents can also respond to the daily SMS attendance alert and give an explanation for a child's non-attendance.

Once children are enrolled in Pre Primary and Kindergarten attendance is compulsory exactly the same as in Years 1 to 6. Follow up letters will be sent home to carers if there are unexplained absences. As regular attendance is essential in receiving a balanced and quality education attendance will be closely monitored at a school and district level. The school will work closely with carers and students who have been identified at risk to ensure that their attendance is regular.

A variety of attendance rewards and incentives are used to encourage regular attendance, but parents should insist that regular attendance is the expectation.

## HOME WORK POLICY

### RATIONALE

Learning is an ongoing, every day process that does not cease at student departure from school. It requires students reinforcing what they have learnt by "practising" through a variety of activities. Some of these can be done at home which also enhances the relationship between the school and home.

Purposeful homework complements the school program when it is used to consolidate (knowledge and skills) and extend (remediate or complete set) classwork.

### BELIEFS

Homework should:

1. Reflect what has been taught in class (it should not require acquisition of new concepts)
2. Support teaching/learning strategies
3. Be appropriate for age and level of development
4. Have minimum impact on the quality of the student's after school activities
5. In the senior years, enhance the development of study skills

### ORGANISATION

1. Homework is defined as any activity, set by a teacher, that a student is expected to carry out at home under the guidance or with the support of the parent/guardian.
2. Teachers have the responsibility to notify the parents of their class, in writing, of their classroom policy at the commencement of each year. The aim should be to have this task completed by mid Term 1.
3. Having set any form of homework it is expected that teachers will analyse student performance and then complete follow up activities as soon as possible, preferably the next day.

### YEAR LEVEL ORGANISATION

Years 1, 2 and 3

1. It is expected that all year 1-3 students will engage in reading tasks at home on a daily basis (except weekends).
2. Teachers may set homework from other curriculum areas.
3. No student should be expected to spend more than 15 minutes per night on any given homework.
4. Parents are requested to support this by encouraging their child/ren to complete set tasks and liaise with teachers if there are any concerns.

Years 4 and 5

1. Students are required to do a maximum of 15 to 20 minutes of homework per night if it has been set. This excludes weekends when no homework should be set.

2. Homework activities may include:
  - Home Reader reading each night
  - Working on unfinished in-class activities
  - Undertaking special activities which may require some research
  - Locating and collecting information and resources required for class activity
  - Special assigned tasks across the curriculum
  - Basic Number Facts

Note: These exclude sports and special music instrumental practices.

#### Year 6

1. Students in year 6 should complete a maximum of 30 minutes per night. (This is an average over a week.)
2. As for point 2 Years 4 & 5
3. Parent contact re homework will be individualised according to the class teacher's policy set at the start of the year. With this close liaison between all concerned (parents, student and teacher) any problems should be resolved.
4. Parents should provide either a verbal or written explanation as to why a student couldn't do set homework. In this way effective communication will occur.
5. Parents should encourage the development of effective study skills. This may include the use of a diary.

#### EVALUATION - ASSESSMENT

As the school report has a section for reporting on Homework, teachers will be required to :

- identify and record student problems with any concepts in the set homework
- monitor all students to ascertain which students do and do not complete homework activities

#### GENERAL

Students in years 4 to 6 are encouraged to complete all set homework but should not be sanctioned for not doing so. However, there should be close liaison between teacher, student and parent to ensure that valid reasons for incomplete homework are established.

## EDUCATIONAL EXCURSIONS AND CAMPING POLICY

"An education excursion is any student-learning activity conducted outside the school site that is organised and supervised by the school and approved by the school principal."

#### RATIONALE

Students will be provided with enriching experiences complementing school and home environments.

#### BELIEFS

At Spencer Park Primary School we recognise that the experiences of students outside the classroom contribute to the development of their understandings, skills and attitudes. Providing opportunities for students to learn from the wider community reinforces the school curriculum.

Students will experience when participating in the above:

- living away from home
- socialisation
- cooperation
- independence
- outdoor skills
- different learning environments
- team work
- life skills

Students may be given the opportunity to experience brief visits to a site in the local community, dormitory style living, bushcraft, tenting, longer more distant travel further afield, city experiences.

#### ORGANISATION

1. Wherever possible, excursions will be planned early in the school year or in the previous year, as part of the whole school planning process, so that they can be included in the school calendar. Excursions which are likely to disrupt other learning programs or which require significant use of staff will be discussed with the relevant management group and school community.

2. A thorough approach to organising excursions is in place at our school:
  - all safety matters are dealt with as per Department Policy
  - all logistical requirements eg date, time, transport, bookings are investigated thoroughly
  - excursions are accurately costed
  - appropriate notification to students, parents and administration is completed
  - informed written parental consent for each child is to be obtained for all education excursions
  - a medical form is completed for all students at the beginning of each year. This information is used for camps and excursions.
  - all excursions are to be authorised by the principal at least 7 days before hand
  - the school will provide appropriate educational alternatives for students whose parents/guardians do not approve their children's participation in an excursion. Required cooperation of teachers for placement of students in their class for the duration of the excursion is to be organised with students being provided with school work by the class teacher
  - support staff can be utilized to attend camp if necessary
  - students who cannot attend due to financial considerations can be provided with an opportunity to pay by instalments prior to the event and/or subsidies that may result from fundraising.

#### Notes:

1. Adult/student ratio will be in accordance with Department policy.
2. Staff members and adult supervisors should not be required to pay fees for attending a camp.
3. Parents need to be aware that any costs incurred as a result of accident or illness are their responsibility and that school staff are not responsible for any loss or damage to my child's personal property that may occur during the course of the excursion.
4. Students whose behaviour leading up to camp is disruptive and non compliant will be considered as a risk in terms of providing a camp environment that is safe for all students and as such may be excluded from these programs. Prior notice will be given to parents in relation to this and an alternative program will be provided for students who are not permitted to attend camp.

#### EVALUATION

1. Students will fill in a camp booklet either before, during or after the camp.
2. Students will complete an evaluation form and return.
3. Debriefing by staff following a camp and notes made and filed for future reference.
4. Evaluation forms completed by outside organisation.

## MEDICATION POLICY

Department of Education policy states:

Teachers should not administer medication to any student nor assist with the medication except after consultation with the principal or the principal's representative.

#### SELF ADMINISTRATION

There is to be no self administration of any drugs except asthma inhalers.

#### PARENTS

Parents are to be advised that the Medication Request form is to be completed by the doctor and parent or guardian before drugs/medication can be administered. (These can be obtained from the office.)

#### ADMINISTRATION OF MEDICATION

School staff will administer all medication to students and record the details on the required form.

#### DOCUMENTATION

The Medication Request form will be retained in the office with a copy for the teacher to be placed in the student's record file. This documentation to be reviewed annually.

A class list of students requiring medication will be made by the office staff to be retained by the class teacher.

Changes in occasional medication will be recorded on an updated class list immediately.

#### STORAGE

- Medication will be stored in a secure place
- Records will remain confidential and be stored in a secure area.











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