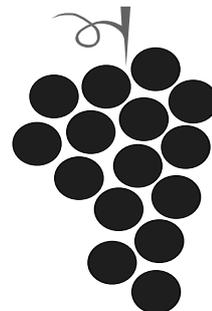


Reynella Primary School



**INFORMATION
FOR
PARENTS**

address **55 - 63 Concord Drive Old Reynella SA 5161**
 telephone **8381 1493**
 SMS mobile **0416 905 323**
 facsimile **8322 2939**
 email **dl.0379.info@schools.sa.edu.au**
 website **reynellaps.sa.edu.au**



OSHC

telephone **8387 7483**
 SMS mobile **0416 906 248**
 email **oshc.class62@schools.sa.edu.au**

Leadership Team

Principal	Michele Russell
Deputy Principal	Karen Matthews
Assistant Principal	Matt Simmons

Classroom Teachers

Shelley Arbuckle	Reception
Fiona Brown	Reception
Lyn Modistach/Denise Patterson	Reception
Belinda Feely	Year 1
Suzanne Redman	Year 2
Tanya Millican	Year 1
Annie Stiffle	Year 1
Amy Sheppard	Year 1
Karina Romanovskis	Year 3
Ann-Mari Turner/Kelly Hillman	Year 2
Carol McRae	Year 3
Cinzia Giglio	Year 4
Rob Mallee	Year 4/5
Amanda Morse	Year 4/5
Rick Gillies	Year 5/6
Matt Simmons/Belle Padgett	Year 6/7
Shirley Gardner	Year 6/7
Julie McGowan	Year 6/7

Specialist Teachers

Di Cocks	Performing Arts
Sally Somers	French
Kelly Hillman	French
Clint Rowland	Physical Education
Sharon Priest	Teacher Librarian

School Services Officers

Bev Machin	Front Office
Sharon Kasteliz	Front Office/Finance
Kaylene Starczak	Business Manager
Phillip Hillson	IT Network Manager
Wolf Norkowski	Library
Tanya Stephen	Fun Club/LAP
Louise Quinn	Special Needs
Desi Gonis	Special Needs
Kylie Ashworth	Special Needs
Liarne Chicco	Special Needs

Grounds Staff

Mikal Grainger

Canteen Staff

Deb Black
 Amanda Spencer

OSHC and Vacation Care

Linda Brooks

Pastoral Support Worker

Julie Mullins

Cleaner

Alert Cleaning

TERM DATES 2017

Term 1	30 January – 13 April
Term 2	1 May – 7 July
Term 3	24 July – 29 September
Term 4	16 October – 15 December

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INTRODUCTION

We welcome you and your family to Reynella Primary School. We aim to provide a safe, secure and happy learning environment in which your children can achieve their full potential.

If, at any time, there is anything which you think we should know about your child's development, please let us know. You are most welcome to visit as often as you wish to discuss your child's progress. Please contact the school staff to arrange a convenient time. There are occasions during the school year when a specific time is set aside to discuss your child's learning. However, you are not restricted to these times to discuss your child's progress.

We believe that children benefit from a positive interaction between parents and teachers, and the involvement and participation of parents and other adults in our school community. We look forward to sharing with you the learning development of your child. We do appreciate the assistance of parents, grandparents and friends. Please let us know if you are able to help.

If you have a concern about any matter regarding your child's education **please** contact the school to gather more information on the issue, so that you can be better informed.

We trust your family's involvement with the Reynella Primary School community will be rewarding and satisfying.

SITE IMPROVEMENT LEARNING PLAN

CONTEXTUAL INFLUENCES

Reynella Primary School is on the 3rd site since being founded in 1858 in Old Reynella Village, over 150 years of public education. The current campus is centred in the relatively new sub-division of Carew's Fields, having been relocated from Old Reynella Village in 1989. Our school is a blend of students from families who have been established for many years in the district to those of first home buyers in recent sub division developments.

Our students come from predominantly English speaking families with approximately 10% from non English speaking backgrounds. Twenty per cent of our students are from families who are in receipt of School Card funding.

Our student population will peak at around 470 by January of 2016. We are one of several state primary schools in the area that predominantly feed into, Wirreanda High School and Reynella East College.

Reynella Primary's supportive and educationally aware school community promotes the Department of Education & Child Development (D.E.C.D.) priorities of Literacy, Numeracy, Student Well-Being and Science.

VISION

To create a learner-centred ethos that focuses on high expectations for all and shared beliefs and understandings about learning.

MISSION

To develop a culture of;

- shared goals and responsibilities
- high expectations, experimentation and risk taking
- continuous improvement to attain high levels of competence
- caring, celebration and humour
- high level communication, planning and organisation
- trust, confidence, openness and support amongst staff, students and parents
- high morale and mutual respect
- appreciation and recognition
- collaborative decision making
- strong shared leadership
- Collegiality

LEARNING BELIEFS

At Reynella Primary School we believe that learning best occurs when;

- **Students**
 - have a real voice in the operation of the school as well as their learning environment
 - engage meaningfully with the curriculum and assessment
 - have the opportunity to work as leaders, role models, tutors, buddies and in collaborative teams
 - use their skills, talents and interests to engage in school life
 - show respect and care for everyone
 - acknowledge and value all members of the school community and their achievements.
- **Staff**
 - facilitate the development of strong, caring relationships to engage students in a variety of activities
 - act as positive role models, have a sense of shared responsibility and operate as a team.
 - engage in ongoing Professional Development and continue to grow as learners through a sound performance development process
 - develop student skills and attitudes of optimism, resilience, persistence, confidence, getting along, organisation and problem solving
 - are enthusiastic, motivated, keen to be here and open to change
 - are flexible, adaptable, optimistic and resilient
 - are skilled managers and organisers who are accountable for learning outcomes
 - develop curriculum that is balanced, equitable and takes into account individual learning styles
 - create a learning environment which is stimulating and well maintained, including well presented and ordered classrooms, displaying student work and reflecting a supportive learning environment
 - show respect and care for everyone
 - acknowledge and value all members of the school community and their achievements.

- **Community**
 - shows respect and cares for everyone
 - encourages optimism and resilience
 - acknowledges and values all members of the school community and their achievements
 - contributes to the development and support school policy and programs.

At Reynella Primary School we value

- Persistence
- Confidence
- Getting along
- Organisation
- Resilience

PRIORITIES

At Reynella Primary School in 2016, we will achieve improved student learning outcomes by focussing on the following priorities:-

Literacy, Numeracy and Community Engagement

During the year, staff, students and parents will work together to reach the goals and strategies for the four priorities. A copy of the Site Improvement Plan for each curriculum area is available to families upon request.

STUDENT BEHAVIOUR MANAGEMENT POLICY

Reynella Primary School strives to be a safe, secure, caring and harassment free environment where;

- students, staff and parents aim to fulfil our roles and responsibilities as members of our collaborative learning community
- independent students pursue their full potential by participating in a balanced comprehensive learning program through the eight areas of learning
- we demonstrate pride and respect in our work and attractive physical environment
- we promote, acknowledge and live our values by developing conflict resolution, problem solving and group interaction skills as well as tolerance.

BELIEFS

For the learning processes to be successful and make a difference to student learning outcomes, we create a positive and supportive school learning environment. We assist this process by encouraging responsible student behaviour and protecting the rights of students and all staff. Collaboration between school and home and consistency of expectations is vital to achieve our outcomes. We believe that all students have the right to learn, all staff members have a right to support the learning process and everyone has the right to feel safe.

WHOLE SCHOOL AGREEMENTS AT REYNELLA PRIMARY SCHOOL GOLDEN RULES

AGREEMENT ONE

Attentive Listening We always listen with our eyes, ears and hearts.

AGREEMENT TWO

Mutual Respect We always show respect for others and property.

AGREEMENT THREE

Safety We will always think of safety first.

AGREEMENT FOUR

Personal Best We will always achieve the best we possible can.

AGREEMENT FIVE

Appreciation and Acknowledgement We will always talk kindly to each other and acknowledge what others do for us.

IN ORDER TO DEVELOP SOCIALLY RESPONSIBLE BEHAVIOUR WITHIN OUR SCHOOL COMMUNITY

Students will be supported to develop and practise:

- taking responsibility for their actions
- awareness, understanding and respect of the needs and rights of others e.g. cultural identity, gender, age, ability....
- effective, peaceful means of resolving conflict
- effective interpersonal and social skills to work and play cooperatively
- skills in using our grievance procedures.

Staff will:-

- have a working understanding of the Behaviour Management Policy
- use the policy to ensure a safe and successful learning environment
- be consistent and collaborative in applying the policy
- promote a supportive, caring and safe classroom learning environment, acknowledging positive behaviour and enable every student to experience success
- involve students in the establishment, implementation and review of a consistent set of procedures for managing classroom behaviour
- develop student skills and values to enhance social relationships through a planned whole school social skills programme (eg Play is the Way and Program Achieve).

Families will:-

- be encouraged to actively support the school to ensure appropriate student behaviour enhances student learning and social development
- be kept informed and updated regarding our Student Behaviour Management Policy
- contact the school to seek clarification on any behaviour of their child, which may not have been clearly understood in line with grievance procedures.

CLASSROOM BEHAVIOUR MANAGEMENT

We aim to have classrooms that are safe and harassment free and focussed on optimum learning.

To do this we will:

- negotiate and clearly display a set of class guidelines/rules at the beginning of each school year, incorporating consequences.
 - A class behaviour management procedure may look like this:
 - verbal reminder
 - second reminder
 - work for a short period of time in a withdrawal/ sit out location in the classroom
 - work for a short period of time in a neighbouring class
 - go to Planning Centre in the Administration building (supervised by leadership)
- ensure positive and negative consequences will be known by all students and their parents
 - positive consequences may include encouraging comments, stamps, stickers, certificates, fun activities, whole class rewards
 - negative consequences may include a series of reminders and follow a system whereby a student may progress through a series of steps as a result of a repetition of inappropriate behaviour
- establish and maintain a behaviour record book for use by class and specialist teachers to ensure continuity in managing inappropriate behaviour.

Classes conduct a Community Circle (sometimes referred to in younger classes as a sharing circle), where issues and concerns can be raised and resolved. The Circle also is an avenue where acknowledgement and appreciation can occur.

REFLECTION ROOM

- A Reflection Room referral indicates that the student has continued to behave in an inappropriate manner or chosen extremely inappropriate behaviour, i.e. violent behaviour, the use of inappropriate language or refusal to follow instructions.
- Students spend a minimum of 30 minutes (Reception to Year 2) or 60 minutes (Years 3-7) in Reflection Room where they are counselled, complete a reflection sheet and are returned to class. They re-enter the class following a verbal re-entry agreement between the student, teacher and leadership member
- Parents will be notified by a blue letter taken home by the student – the signed return slip is to be delivered to the office the next day to confirm successful parent communication.

YARD BEHAVIOUR MANAGEMENT

We aim to have a yard environment that is safe for all people, harassment free and one where we care for people, equipment and the environment. Behaviours which are inappropriate and will result in time out from the yard include:

- playing or being in out of bounds areas
- deliberate misuse of equipment
- running around buildings, on walkways or around play equipment
- rough play
- play fighting
- bullying/harassment
- verbal abuse/swearing
- violence, actual or threatened
- defiance of adult instructions
- leaving the schoolyard without permission.



Time Out Room

When a student is sent to the Time Out Room, behaviour is recorded in a quadruplicate book.

* Yellow Copy

Yard Duty teacher delivers this to the student's teacher as soon as possible. This copy is then sent home to be signed by the parent and returned to the class teacher the following day. After being checked it will be forwarded to the front office.

* Time Out duty teacher supervises the completion of the yard contract and counsels the student before he/she re enters the play yard.

Length of Time Out

Students from Rec - Year 2 have one session equivalent to 15 minutes of Time Out
Students from Yr 3 - 7 have two sessions equivalent to 30 minutes of Time Out.

LEVELS OF BEHAVIOUR

Whilst we have separate Yard and Class procedures, incidents will be viewed together. Where student behaviour in the yard and class continues to require Planning Centre and/or Yard Time Out behaviour will be monitored by the classroom teacher and communicated to Leadership as required.

SUSPENSION

Suspension is the loss of one's right to remain at school.

- It occurs when a student's behaviour has been so inappropriate that he/she should no longer be at school.
- This behaviour may include violence, deliberate rudeness to an adult, an illegal offence or the occurrence of three Planning Centres in a 5 consecutive day period.
- Suspension can occur at the school level when a student has lost his/her right to remain in the classroom – for a half or full day period – this is called an internal suspension.

- The Principal has the delegated authority to suspend a student for up to 5 days from school – this is called an external suspension.

EXCLUSION

Exclusion is the process of temporarily moving a particular student to another location out of the school, to continue his/her schooling. Exclusions are established for a period of up to 10 weeks.

- A student may be relocated at home, in another school or in the Adelaide South Behaviour Support Unit.
- This process is followed under the direction of school personnel, the DECD Interagency Manager and in partnership with parents.

ACKNOWLEDGING STUDENT ACHIEVEMENT

As a community we are proud of the achievements of students at Reynella Primary School. Students who achieve excellence in a chosen field, e.g. literacy, The Arts, mathematics, sciences, humanities, sport etc., at a district, state or national level will be recognised in various ways, e.g. Grapevine, Assemblies and Messenger Press.

Financial assistance for individual student participation may be available on a needs basis. Parents may seek clarification through the teacher concerned, and/or make application to the principal. A ceiling of \$50.00 per child, per activity per year may be granted to assist participation.

ABSENCES

If your child is absent from school please either send an SMS on 0416 905 323 or ring the school. The school has an answering machine, so you can ring at any time and let us know of your child's absence. It assists us if the SMS option is used as a preferred method. If your child arrives late to school they must first come to the office so that we can record that they are at school.

If your child is leaving the school early for any reason please log them out on the computer in the front office. If you intend to take your child out of the school for any period over 3 days you will need to complete an exemption form which is available at the front desk.

ASSESSMENT AND REPORTING PROCEDURES

The student and the teacher undertake assessment of student learning continuously. An Acquaintance Night and formal Parent/Teacher interviews are held in first term, with another interview being offered in term 3, with a written report supplied twice yearly in terms 2 and 4. Parents are encouraged to monitor their child's learning progress throughout the year and approach staff to discuss any concerns/issues at any time.

BELL TIMES

Our school hours are as follows:-

For safety reasons, students are not on school premises before 8.30 a.m. and after 3.30 p.m. on school days, unless participating in supervised after hours sport.

Teacher supervision begins at 8.30 a.m. and concludes at 3.30 each day.

Please remember that OSHC is available for supervision of children from 6.30 – 8.30am.



8:30 am	Students enter yard – teachers on duty
8:45 am	Students enter classroom
11:00 – 11:30am	Recess
1:00 pm	Lunch in classroom
1:05 pm	Play
1:35 pm	Lessons Resume
3:05 – 3:30 pm	School dismissal - teachers on duty



CAMPS & EXCURSIONS

Camps and excursions are a great way for teachers to support their students' learning to build team skills within a class. Classes often choose to team with another class to reduce costs. If your child's class is planning a camp, teachers will provide 1 term's notice to all families. Any issues relating to financial hardship or the option of an instalment payment plan can be discussed with our Business Manager.

R - 7 Suggested activities may include the following:

Reception - Year 2 (Early Years)

Day trips
Evening activities

Years 3 – 5 (Primary Years)

Day trips
Evening activities
Sleepovers
In-school camping
Camps (local area, wider area, rural)

Years 4 – 7 (Primary Years / Middle Schooling)

Day trips
Evening activities
Sleepover
In-school camping
Camps (local area, wider area, rural)
Exchanges with rural schools
Billeting



CANTEEN

This is open daily at recess and lunch breaks. Children order their lunches through Qkr Mobile Phone App or lunch bags, which are collected in classes and taken by monitors to the canteen. Lunches are collected from the Canteen by monitors and taken to the classroom.

The Canteen operates very successfully with a manager/s, and volunteer helpers. We are always appreciative of the assistance of parents in this area and warmly welcome anyone able to help. Please see canteen staff if you are available.



As part of our Nutritional Health/Well Being priority our canteen menu offers students a range of healthy food. In the R - 2 sector of the school, students may order iceblocks from the classroom if the forecast temperature is 34 degrees or over.

COLLECTION OF CHILDREN / PARKING

Collection: When collecting children from the classroom we request that parents arrange to meet their child outside the building. At the end of the day corridors can become crowded with some students having difficulty getting to lockers. (This will minimise disruption and allow easier movement in the corridor.) **(This is also the case when bringing children to school in the morning).** Please encourage your child to be self reliant and organised by going into the corridor themselves. Remember you are always welcome to make an appointment to see your child's teacher about any query you may have.

Car Parking: Please observe the Onkaparinga Council signs around the school and park in the appropriate places. For student safety, *parents are not to drive into the staff car park on Concord Drive. Parents are not permitted to park in the Verdelho Circuit car park. This is for staff parking only.*

(The exception is the one disabled car park for authorised users' convenience.)

Please ask your child to use the pathways into the grounds - walking through the staff car park is dangerous and not allowed. Concord Drive and Verdelho Circuit both have a drop off and pick up zone. Teachers are on duty at both the school crossing and the back car park area to ensure student safety.

Parents/caregivers or visitors entering the school for any reason during the school day are requested to report to the Front Office and collect a Visitor or Volunteer badge.

These measures will assist us in the supervision and safety of all children at the school.

At times parents may need to pick up children early for appointments, please let your child's teacher know through the diary. Always come to the front office and log your child out before going to collect your child. Help us to help keep your children safe.



COMMUNITY NOTICE BOARD

A community notice board is situated on the wall, facing the Administration building, of the Library Resource Centre. Please check here for advertisements and information about various community activities.

DECISION MAKING GROUPS

DECD regulations give the ultimate authority and responsibility to Principals in schools. The complexity of a school and the professionalism of teaching require that much of the Principal's authority may be delegated. Many decisions affect a number of people and are made by groups. The regulations provide an expectation that each person within the school community has a right to contribute towards a decision.

Leadership Team; the Principal, Deputy Principal and Senior Leader meet weekly to make decisions affecting the management and organisation of the school.

Governing Council; meets on Wednesday evenings twice a term. The members of this group are elected parent and staff representatives. Elected members hold office for two years and are elected by parents at the annual meeting of parents called by the Principal, with half the elected positions becoming vacant each year.

The Governing Council plays a very important role in the life and management of the school. It has a general oversight of the school and its functioning. Its parent-elected members are your representatives. It seeks and deserves your support. There are various Branches of the Governing Council which meet as required and report regularly at Council meetings. The Governing Council Charter is available upon request.

Council Branches: Consist of volunteers from Council and co-opted members of the school community and meet as required, making recommendations and reporting to Council. These Branches are Programs and Planning, Finance and Business. Other Parent Groups include Fundraising, Sports and Dress Code.

Staff Meeting: All staff meet as a group weekly to discuss issues and concerns and make decisions affecting the management and organisation of the school.

Student Voice: Student voice is encouraged in all aspects of school life and is constantly increasing. We have a Student Executive Group that looks at major decisions affecting students. This group links directly with class SRC to ensure broad opinion is collected. Student executive has action teams, such as the Disco Committee, that manage various aspects of the schools program and operation. Parents new to the school and their children, are shown around by our student Tour Guides. The front office is supported by students at recess and lunch each day.

Class Meetings: Class meetings involving all members of the class, take place regularly for the purpose of discussing and making decisions on matters of common concern, in the interests of the well-being and a safe and suitable learning environment for all students.

DENTAL SERVICE

The School Dental Service, a branch of the Dental Health Service of the South Australian Health Commission, provides general dental care to school and pre-school children. Care is provided periodically according to childrens' individual needs. There is a small initial charge. The range of care provided to children is comparable with the range available through private dental practices. Any preventative and reparative care

that is needed is provided by a dentist or by a therapist who has been trained specifically to care for children's teeth.

The Dental Clinic servicing this school is situated at the GP Clinic, 2 Alexander Kelly Drive, Noarlunga Centre. It is the responsibility of parents to take children to and from the Dental clinic for appointments. The centre is open from Monday to Fridays 8:30am – 4:30pm. The contact phone no. is 8384 9244.

DRESS CODE POLICY

RATIONALE:

Reynella Primary School seeks to improve the learning outcomes of students in an environment which is supportive, non discriminatory, equitable and safe. **In support of this aim, the school has a Dress Code Policy with an expectation that all students will adhere to the Dress Code whilst at school.**

As a school, we are aware of the following issues pertaining to this policy:-

1. The wearing of uniform clothing is an important factor in ensuring student safety. It is important that we recognise students associated with this school.
2. Students have the right to wear clothing which allows for freedom of movement and level of comfort.
3. Special consideration will be given to itinerant students.
4. The values of parents/caregivers of other cultural backgrounds are acknowledged.
5. Awareness of and sensitivity to students in financially disadvantaged situations is acknowledged.
6. Our dress code offers wide choices of affordable clothing for all students. It is flexible, based around the school's colours of maroon, sky blue and navy blue with a variety of interchangeable pieces at various prices allowing for individual preferences.

ACCEPTABLE DRESS:

- Hats:** Legionnaire, wide brimmed style in maroon with school logo or bucket hat in navy. Must be purchased from school.
- Tops:** Short or Long sleeve Polo Shirt purchased through the front office.
Plain sky blue or maroon tops can be purchased from department stores and the school logo ironed on.
Year 7 students have a commemorative top designed by the students.
- Jumpers:** Windcheater purchased through the front office.
Maroon or navy jumpers can be purchased from department stores and the school logo ironed on.
- Bottoms:** All clothing from waist down will be navy blue i.e. shorts, skirts (mid-thigh and longer), track pants, leggings (with navy skirt), trousers, tights and parachute style pants.
- Dresses:** Summer uniform in school check of navy and maroon on white Winter pinafores in navy with white and maroon check
- Socks:** Maroon, navy, sky blue or white

Jewellery: The only acceptable jewellery is studs or sleepers in the ears only and a watch. Items required for medical identification are exempted.

Please clearly label ALL clothing with first and last names.

Some samples of our School Uniform are on display in the front office. Most items are available on an order basis from the front office.

NON ACCEPTABLE DRESS:

- Baseball caps
- Thongs, slippers and party shoes.
- Slogan T-shirts and jumpers of any sort.
- Midriff tops and tank tops with gaping holes.
- Short skirts, which are shorter than mid-thigh
- Short shorts
- Singlets or shoestring tops
- Make up, nail polish.
- Brightly coloured and patterned socks
- Denim
- Jewellery (other than studs or sleepers in the ears and a watch). No items of jewellery are to be worn when sporting teams represent the school.



In addition, no logos, apart from the official school logo, are permitted on any article of clothing.

EXEMPTIONS

Students may be exempted from the School Dress Code upon written request to the Principal from the parent/caregiver. If this is your intention, we ask that you apply annually for exemption from this policy.

Grounds on which parents may seek exemption are:-

- Religious
- Cultural or ethical
- Itinerant students
- Financial hardship

Exemptions should be sought in the first three weeks of the school year or on arrival when enrolling during the year. No student will be denied access to learning programmes for not wearing the appropriate clothing as outlined by the Dress Code, but parents are expected to support this Governing Council initiative to project a positive image for our school.

FRENCH

All classes R-7 participate in 2 French lessons per week taught in designated classrooms by our specialist French teachers. Students are encouraged to use the language as much as possible through the Accelerative Integrated method (AIM) which uses a range of gestures to support language learning.



GRIEVANCE PROCEDURES FOR PARENTS

During the course of your child's schooling at Reynella Primary School there may be an occasion when a personal issue regarding student, parent or staff relationships may need to be raised in a confidential manner.

To deal with an issue;

1. Make an appointment to meet with the teacher and discuss the grievance.
2. If the issue is unresolved, make an appointment with a member of the leadership team.
3. If still dissatisfied, contact the leadership member again by phone or letter to arrange further possible meetings.
4. If the matter is not resolved after steps 1, 2 and 3, then the issue can be raised with the Regional Director (phone 8207 3700).

A full copy of our School's Grievance Procedures for Parents is available at the front office upon request.

HOMEWORK POLICY

At Reynella Primary School, we do not set homework for homework's sake. We acknowledge that children need time after school for extra-curricular activities, for relaxation and for family time.

However, we do believe that all students benefit from reading at home on their own and/or with family members on a daily basis. Therefore daily reading at home is considered to be homework for all R-7 students. Parents are asked to support this practice. There is a significant body of current research that shows a strong positive relationship between parental involvement and higher levels of school achievement, particularly in reading.

Homework is necessary at times for students who have not completed set work during school hours. This is set at the discretion of the teacher.

Occasionally class teachers may choose to set an overnight task that is directly related to an aspect of the day's learning. We understand that many of our students have after school commitments so if your child is unable to complete an overnight task, parents are asked to write a note in the school diary. Some teachers may also set a task for the week to be time-managed by the student.

Physical activity is very important for the children. We encourage children to participate in physical activity – structured or recreational – regularly each week.

We also encourage student to undertake responsible tasks that assist the family and/or the community, such as household chores and litter collection. *“Children need time to learn to be part of a family and a community. Children must learn their responsibilities in helping to maintain a household and participate in community life.”* (Donahoo, 2007)

Students who enjoy having homework could negotiate a task with parents and/or the class teacher. For example they could research a topic that interests them. There are also many Internet sites with educational games and challenges.

In summary, the expectations are:

- Daily reading for all students.
- Finishing off work that should have been completed at the discretion of the class teacher.
- Possibly a weekly task, at the discretion of the class teacher.
- Regular practice for students learning a musical instrument.

In addition we encourage:

- Physical exercise at least once a week for all students to create healthy life habits.
- Home chores and/or community responsibilities, to be determined by each family.

The best homework is that which helps children become confident learners, happier human beings, and well-rounded individuals.

Reference: Donahoo, D 2007, *Idolising Children*, University of New South Wales Press

HOT WEATHER POLICY

Temperature is not related to UV levels because the air temperature rises during the day as a result of the earth being heated by the sun's infra-red rays. You can still be burnt on a cloudy day. The maximum daily temperature usually occurs during the mid to late afternoon, whereas maximum Ultra Violet Radiation (UVR) occurs around midday.

- We incorporate programs on skin cancer prevention in our Health and PE curriculum.
- We regularly reinforce our Sun Safe Policy through our school newsletter, parent meetings and student and teacher activities.
- Hot Weather Policy will be announced when Adelaide's expected maximum temperature is 36 degrees Celsius or greater, as stated in the Advertiser.

All adults will be expected to model appropriate sun safe behaviour

All students and adults must wear hats and sun screen when outdoors. This happens on all days regardless of temperature between September 1st and May 31st. Students without a hat will be required to stay in the shade in the designated areas.

On the days when forecast temperature is 36 degrees or higher

- Recess break is as normal
- Lunch break is modified in the following way

First 20 minutes - students will be allowed outside and expected to engage in non-active play.

Second 10 minutes - students in classrooms under teacher supervision.

The Leadership Team has the option to deviate from this policy if there are obvious variations to the advertised temperature.

IMMUNISATION

Immunisation against some diseases is available through clinics provided by local councils and Children, Youth and Women’s Health Service or through local doctors. We urge parents to ensure their children undertake a full immunisation programme, including follow up boosters, especially for tetanus.

INFECTIOUS DISEASES

Recommended minimum periods of exclusion from schools for infectious disease cases

DISEASE	PATIENT
Chicken Pox, Mumps, Rubella (German Measles)	Excluded till fully recovered or until a medical certificate of recovery is produced. (In Chicken Pox, some remaining scabs are NOT an indication for continued exclusion.)
Measles	Should be excluded for at least 4 days from the appearance of the rash or until a medical certificate of recovery is produced.
Viral Hepatitis	Exclude until fully recovered.
Scarlet Fever	Excluded until appropriate medical treatment and a medical certificate of recovery are produced.
Whooping Cough	Excluded until well, and has been given appropriate medical treatment. Patient not infectious 5 days after starting antibiotic treatment.
Scabies, Head Lice, Trachoma	Re-admitted when appropriate treatment has commenced, supported when requested by a medical certificate.
Impetigo (School Sores)	Excluded until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces e.g. scalp, face, hands or legs are properly covered with watertight dressings.
Ringworm	Re-admitted when appropriate treatment has commenced, supported when requested by a medical certificate. Lesions on exposed skin surfaces should be covered with an occlusion dressing (eg gauze).
Conjunctivitis	Excluded until discharge from eyes has ceased.



INTERVIEWS/ DISCUSSIONS WITH PARENTS, STUDENTS AND TEACHERS

Teachers Parents wishing to have an interview with a class teacher need to arrange with the teacher a suitable time for such interview. Generally teachers are unable to arrange interviews with parents during teaching time, unless in an absolute emergency. Request an interview through your child's diary or a note to the teacher. It is helpful to suggest some options suitable to you as an appointment time. Please always seek clarification on issues of concern before making a judgement.

Principal, Deputy Principal or Senior Leader Parents wishing to discuss an issue/concern with the Leadership Team are asked to contact the front office to make an appointment.

LEARNING COMMUNITIES

A concept we encourage and develop further each year and a way of operating at Reynella is the establishment of our Learning Communities.

You will hear and see this term mentioned many times. Each classroom building has a name on the end walls and we are using this as a form of identification and location.

Our Learning Communities are:-

Early Years **R- 2**

Primary Years **3 – 5**

Middle Years **5/6 – 6/7**

Specialist Teaching French, Music, Librarian, Physical Education

Within these Learning Communities the staff do much planning and working together. Please refer to our map at the end of this booklet for Learning Community locations.

LEARNING PROGRAMMES

Learning Assistance Programme (LAP)

International Accreditation attained in 2011

L.A.P. is a school-based programme relying on volunteer helpers to fulfil its task. Each volunteer works on a one-to-one basis once a week for about forty-five minutes – 1 hour with a particular child who has been identified as benefiting from assistance. The main aim of the volunteer is to support development of the child's self-esteem.

At Reynella Primary School we have a small, caring, committed group of volunteers who work with the children in a variety of ways, helping them with reading, spelling, maths, project work, story writing, cooking and craft work. A close positive relationship usually develops between the students and their particular volunteer.

Volunteers can attend workshops at school and also as part of a bigger network of training where they learn new skills and interact with volunteers from other schools. Our L.A.P. volunteers have found the work both stimulating and satisfying.

Reynella Primary School recognises the valuable contribution that is being made by these volunteers in the support of education and care of our children. We have a need for more volunteers in our school and would welcome anyone who would like to know more about the programme.

Co-ordination Programme (Fun Club)

Twice weekly the school conducts co-ordination activity sessions for children experiencing difficulty with gross motor skills.

The aims of the activity sessions are to help children -

- develop gross motor skills
- improve self-concept and develop confidence
- develop skills needed in the playground and improve ability to become part of friendship groups
- improve listening and concentration skills necessary for classroom activities

All children starting school are tested - if your child would benefit from participation in the programme we will send a letter to you. The Coordination Activity Programme/Fun Club involves regular weekly sessions, usually two half-hour sessions per week, over a period of time, usually 20 weeks. Children work with adult helpers/normally parents on a ratio of one adult helper to approximately 3 children, depending on the number of volunteers available.

Early Literacy Intervention

Students in the Early Years (R-2) with difficulties in literacy, and who are below our Reading Recovery benchmarks, are supported by a trained School Services Officer.

Special Needs – Negotiated Education Plans

Where students are referred to an educational psychologist or speech pathologist and are eligible for a Negotiated Education Plan, they are supported by School Service Officers in their learning goals.

Special Needs – Learning Difficulties

Students with difficulties in literacy and numeracy are supported by School Services Officers 2–3 times weekly.

LIBRARY RESOURCE CENTRE

The Library Resource Centre is our multifunctional centre of learning. The Teacher-Librarian plans and teaches resource-based programs co-operatively with classroom teachers, using the current South Australian Curriculum Standards and Accountability Framework and Australian Curriculum. Our suite of networked computers supports this learning. We focus on the information literacy skills needed to become lifelong learners and provide resources to suit different learning styles and a variety of groupings – whole classes, small groups and



individuals. Students are encouraged to develop the habit of reading quality fiction and non-fiction for pleasure and information and be regular borrowers at borrowing sessions. R-3 students are required to have a bag to protect their books. Students may borrow before school from 8.30 - 8.45 and a short time after school.

LOST PROPERTY

There is a Lost Property box in the Front Office. Parents/children are welcome to ask to look through it when the office is open. Items not claimed are given to local charities. Parents are urged to **clearly label with first and last name** all items of childrens' clothing worn at school and drink bottles and lunch boxes, as all efforts are made to return these to their owners.

MEDICATION AND DRUG POLICY

The staff, parent organisations and Governing Council are committed to the task of discouraging the inappropriate use/abuse of drugs by students. School staff will not dispense any medication (including panadol) unless supplied by the parent and as per the guidelines below.

The responsibility to foster drug education is a joint effort with both the school and parents being involved in the programmes. It does not originate in schools and it is unlikely that it can be successfully countered by schools working in isolation.

Please inform the front office if your child has a medical condition such as allergies, asthma, etc, which may affect performance at school, or require immediate or specialised attention if symptoms occur at school. For us to enact our duty of care responsibility this information needs to be kept updated on our computer network.

Where a medical condition may cause an urgent or life threatening situation to occur, we will require a photograph of the child and permission to alert staff members to this issue.

Medication will only be supervised at school

- when accompanied by a doctor's medication plan
- in the clearly labelled original pharmacy container with the child's name on it
- in the prescribed amount
- with dosages and frequency of administration
- provided to the front office.

Children who can self manage asthma medication may keep this in their bag.



School staff accept no responsibility when supervising student use of medication, but maintain records relating to date, time and dosages of medication administered. Before your child begins school it is wise to arrange a medical check-up and make sure that all immunisations are up to date. These immunisations can be updated throughout your child's schooling. (See item "Immunisation".)

MOBILE PHONES/ELECTRONIC DEVICE POLICY

The following policy applies to all school personnel, visitors, volunteers and contractors and is based on a set of values shared by teaching staff and the Governing Council.

RATIONALE

The use of communications and electronic technology has now become the norm rather than the exception for many of our families. Students, teachers and parents are accessing this technology in increasing numbers.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distraction or disruption.

We discourage students bringing mobile telephones or other electronic devices to school. We accept however that there may be times when student access to a personal mobile phone may be necessary. We allow mobile phones on the premises only within the guidelines of this policy and only when it is deemed necessary by parents and the Principal.

EXPECTATIONS

STUDENTS

- A written request/notification is to be submitted by parents to the Principal explaining the need for the mobile to be at school.
- Students remain responsible for all of their personal effects while at school. The school takes no responsibility for either mobile phones or other electronic devices and will not be involved in disputes and or investigations over damage, loss or theft.
- Students are not to have mobile phones or other electronic devices in their possession during school hours. These items are to ***be turned off and kept in bags. They are only to be accessed before and after school*** by the student concerned.
- Parent contact with students can be made directly on fixed landline phones and messages accessed through the class teacher or front office.
- If these procedures are not followed the phone or device will be confiscated from the student and the parent will be asked to collect it from the front office.

PARENTS, VISITORS AND CONTRACTORS

- All users are to switch their phones to mute or discreet when in public areas including meetings, interviews and classrooms.
- All parents, visitors and contractors are requested to take and make mobile calls outside teaching and learning areas.

Exemptions from this policy can only be approved by the Principal in exceptional circumstances.



NEWSLETTERS

Our school newsletter 'The Grapevine' gives information about our school activities and is a vital communication link with the school community. It is uploaded each fortnight to our Skoolbag mobile phone app and website www.reynellaps.sa.edu.au. It is available via email upon request. We welcome any suggestions or ideas for improving our newsletter.



Communication is also made via the Skoolbag App, SMS messages and our Electronic sign out the front of the school.

ALLERGIES AND NUT AWARE SCHOOL POLICY

Context

We have students in our school with a life-threatening food allergy – anaphylaxis to nuts. This is a medical condition that causes a severe /even fatal reaction to specific foods. These reactions can be triggered by contact, ingestion or inhalation. There is also a huge concern in regard to contamination of equipment whether this is play equipment, desks or other classroom materials.

Purpose

To raise awareness regarding severe allergies and to provide a safe learning environment for all members of the Reynella Primary School community.

Management

The Nut Aware policy will be managed by;

- Parents and caregivers being requested **NOT** to send food to school that contain nuts. This includes peanut paste, Nutella, all nuts and cooking oil containing peanut oil, as well as foods containing nuts.
- Students being encouraged **NOT** to share food.
- Students being encouraged to wash hands after eating.
- Staff supervising eating at lunchtime. Strategies such as separate eating areas and reinforcement of washing of hands will be implemented when students bring nut-containing products to school.
- Staff being made aware of students and staff who have anaphylactic responses, including nut allergies.
- Staff participating in first aid training in understanding and dealing with Anaphylaxis (severe allergic reactions) as the need arises.
- School lunch providers complying with the Nut Awareness Policy.
- Parents and caregivers being requested **NOT** to send boxes that have previously contained nut products, e.g. cereal boxes, muesli bars with nuts, cake boxes, biscuits.

Promotion

The policy will be promoted by;

- Parents and caregivers being informed via the newsletter at the commencement of each school term.

- New families to the school community being informed via the Enrolment Information Package.
- Governing Council being informed and ratifying the policy.
- Staff being informed and provided with training opportunities.
- Students being informed via teachers and the newsletter.



This school acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Many food packaging labels include the phrase 'may contain traces of nuts'. Foods with packaging labels that contain the phrase 'may contain traces of nuts' are acceptable.

Policy developed May, 2008.

OUT OF SCHOOL HOURS CARE (OSHC)/VACATION CARE PROGRAMMES

Reynella O.S.H.C. is sponsored by the Reynella Primary School Governing Council Inc., and began operation in January 1992. It is managed by a volunteer committee comprised of parents, program and school staff.

The Governing council acts on the advice of the Business Branch - OSHC Committee. The Business Branch – OSHC committee comprises of parent representatives, School Councillors, the OSHC Director, School Finance Officer, and a nominated School Leadership representative. This committee meets regularly and ensures that all relevant guidelines, Acts and regulations are adhered to in the management of the service.

Additionally, a Parent Group is operational. This team is self-directed, representing and ensuring that children and families have a voice in the management of the OSHC service. Its role is to support the Business Branch, Director and Educator's on daily operational matters, and assist in maintaining ongoing information and communication strategies between parties.

We aim to provide a quality program in a safe, friendly environment in line with the National Quality Standards using the 'My Time, Our Place' Framework for School Age Care.

The Reynella Primary OSHC & Vacation Care programs foster the development of positive relationships between staff and children and their families. It provides experiences for children that expand their social interactions, recreational experiences, their thinking and language, helping them to learn and develop.

A variety of healthy breakfasts are provided between 6.30am and 8.00am. In the afternoons a variety of healthy snacks are offered from 3.05pm onwards.

Enrolment forms and family information packages are available from the school office or from OSHC. To register your child for OSHC or Vacation Care please return a completed form to the OSHC office.

Fees are levied on a sessional basis. Childcare Benefits are available to FAO (Family Assistance Office) approved families.

OSHC is located in the Carew & La Donga Learning Communities.

SESSION TIMES

Before School Session 6.30am - 8.30am

After School Session 3.05pm - 6.30pm

Vacation Care/Pupil Free Days

Half day rate 6.30am -12.30pm or 12.30pm - 6.30pm

Full day rate 6.30am - 6.30pm



Enquiries and further information may be obtained from our director, Linda Brooks.

PERFORMING ARTS

All students participate in one lesson per week, provided by a specialist teacher, with a major focus on music, dance and drama. Descant Recorder lessons are offered to Year 3 and 4 students and an Instrumental Programme is offered to Year 5 - 7 students. Instruments include flute, clarinet, saxophone, trumpet, trombone, bass guitar and drums. Together they form the Reynella School Band. We have three choirs: Junior Girls, Junior Boys and Festival Choir.

RECEPTION STUDENTS

RECEPTION TRANSITION PROGRAMME

At Reynella Primary School we provide an opportunity for preschool children who are enrolled in our school to spend time in a classroom environment through a series of visits to the school in the term prior to commencing school.

Our policy is to arrange a series of four visits. While children spend time in a class group on the first visit, an information session is held for parents. Parents are encouraged to stay at recess time with their children. For the second two longer visits parents are encouraged to leave their children and pick them up from the classroom at the conclusion of the sessions. The second visit is from 8.50 a.m. – 11.15 a.m., the third visit from 11.15 a.m. – 1.05 p.m. and the fourth visit is from 1.45 p.m. – 3.10 p.m. When possible children will visit with the teacher and/or class group they will start with the following term.

Detailed information will be forwarded to parents regarding these visits in the term prior to their child commencing school.

STARTING SCHOOL

Painting Smock- to protect school clothes

This can be an adult's old shirt with the sleeves cut to fit the child's arm and elastic inserted around the cuffs. Cut off the collar and add ties at the neck. Please add child's name and class.



Library Bag

We recommend the use of a bag to protect the books. This may be a material bag or a plastic bag. Please write your child's name and class on the bag.

Communication Bag

Early Years children are expected to have a communication bag for carrying notes, reading books etc. These can be purchased from the front office or Finance window.

SCHOOL CARD

Some families may be eligible for assistance with government school fees - this is called a School Card. For further assistance please contact our Finance Officer.

SENDING MONEY TO SCHOOL

Whenever money is sent to school with students for excursions, camps, books, etc. please;

- (a) put it in a sealed plastic bag;
- (b) write the amount, the child's name and class on the outside;
- (c) enclose any required signed consent or return slips.

Payments can be made;

- on the school **Qkr** mobile phone app (information on our website)
- on the web based **BPoint** (information on our website)
- at the Finance Window between 8.30 am and 9.30 am on Monday. Access is at the rear of the Administration building from the outside.
- or correct money or credit card details can be placed in the 'Drop & Go' box at any time of the school day through the front office.

SICK OR INJURED CHILDREN

To care for children who are sick or unwell first aid measures are taken as quickly as possible. Should a child become ill at school every attempt is made to contact parents in the first instance and the listed contacts of the phone numbers held at the Front Office. It is therefore imperative that **ALL** contact details held at the office be kept up to date.

Ambulance Service Fees

1. If a student is injured at school or on a school activity and the supervising teacher considers that the student's condition is sufficiently serious to warrant attendance by an ambulance, an ambulance **will** be called.

2. If the student, or his or her parent or guardian, is a member of the Ambulance Service's family or individual insurance scheme, the account should not be received by the parent or guardian concerned. If, however, an account is received in error, it should be returned to the Ambulance Service directly.
3. If the parent or guardian, or the student, is **not** a member of the Ambulance service, but has some other form of insurance (e.g. private health insurance or accident insurance) which covers ambulance services, the parent or guardian must submit the account to that insurer.
4. If the parent or guardian, or student, is **not** a member of the Ambulance Service, and does not have any other form of insurance in relation to ambulance services, the parent or guardian will be invited to complete a Statutory Declaration (obtainable from the school) and submit the form through the school principal requesting payment of the account by the Minister of Education

SPORTS – AFTER SCHOOL

The availability of after school sports to children is dependent on the involvement of parents in coaching, training, organising, scoring, umpiring, transporting and supporting teams. Each sport is run as a separate club using school facilities, catering for Reynella students and coordinated through the Sports Parent Group of the Programs and Planning Branch of Governing Council. Generally we are able to offer -

Football (Aust.Rules) ***Basketball*** ***Cricket*** ***Netball*** ***Soccer***

We have access to accredited coaching courses in most sports and encourage parents to contact the Sports Parent Group for details. Skills and assistance in coaching are always in demand and appreciated.



SUN SAFE POLICY

RATIONALE

Australia has the highest incidence of skin cancer in the world with 2 out of 3 Australians developing skin cancer during their life.

In recent years, scientific evidence has indicated that everyone is being exposed to increasing levels of U.V. radiation. In order to protect from future illness or concerns, it is necessary to cover exposed areas of skin, especially between September to May, when U.V. radiation levels are at their highest.

It is important to realise that:

- Skin damage can occur without sunburn
- There is no such thing as "wind burn", rather the U.V. effect occurs even on cloudy days.
- Some U.V. rays cause damage to the skin, while other rays cause aging of the skin.

- The effect of U.V. rays is cumulative, that is, the effect builds up.

As research has shown, there is a link between childhood sunlight exposure and skin cancer in adulthood and therefore protection is most important for children.

The Cancer Council SA advises that exposure to Vitamin D reduces the likelihood of suffering from bone-related problems as an adult. Therefore exposure to the sun during the winter months (1st June to 31st August) is an acceptable way to maintain Vitamin D levels in children.

AIMS

The aims of the Sun Safe Policy are to promote among students, staff and parents:

- positive attitudes towards skin protection
- personal responsibility for and decision making about skin protection
- life style practices which can reduce the incidence of skin cancer and the number of related deaths
- awareness of the need for environmental changes in schools to reduce the level of exposure to the sun
- awareness that some exposure to sunlight provides acceptable levels of Vitamin D required for healthy bone development

THEREFORE AT REYNELLA PRIMARY SCHOOL

Parents will be informed about the school's summer dress code and students will be encouraged to wear summer clothing recommendations. e.g. - longer sleeve shirts and longer style shorts.

The following applies:

Spring, summer and autumn 1st September to 31st May (High U.V. radiation levels)

1. Students are expected to wear wide brimmed, bucket or legionnaire style Dress Code hats.
2. Students must wear Dress Code hats in any school organised outdoor activity (e.g. — Physical Education lessons and excursions).
3. Students and staff are encouraged to drink water at frequent intervals on hot days.
4. Staff and parents are expected to model appropriate sun safe behaviour.
5. Students and staff are expected to apply 30+ sunscreen when they are going to be exposed to the sun's U.V. rays. This will include activities such as excursions, incursions (outside), sports clinics and sports days. So students will:
 - Be expected to apply their own sunscreen
 - Have access to sunscreen at all times in their classrooms
 - Be strongly encouraged to use sunscreen at all times
 - Be encouraged to supply and apply their own 30+ sunscreen
6. Road Crossing and Bin Monitors are required to wear hats.

CONSEQUENCES

- Students who wear hats are able to play in any usual yard areas.
- Students who do not wear a hat will be required to stay under the

designated shelter. This means Carew Students stay under the Carew pergola, Morphett and Reynell students stay under the Morphett verandah and Kaurna and Billabong students stay under the Kaurna verandah.

- Students who persistently and willfully do not wear a hat will be sent to the Time Out Room and be counseled through normal processes.
- Parents will be contacted by letter when students do not possess a hat.
- Parents will be contacted by letter when a student's hat is damaged, ripped or vandalized, asking them to replace it.

PROCEDURES

When the expected maximum temperature is 36 degrees Celsius or greater (as outlined in the morning paper, The Advertiser), students will have a modified lunch time.

- First 20 minutes — students will be allowed outside for minimum active play. At 1.35 pm a double bell will be sounded for students to return to class.
- The next 10 minutes — students are in classrooms under teacher supervision.
- The Time Out Room duty will be covered by the Leadership Team,
- There will be **no** Homework Room Duty on hot weather days.
- The Leadership Team has the option to deviate from this policy if there are obvious variations (up or down) to the advertised temperature.
- Students are expected to play in shaded areas where possible.
- Where possible, outdoor activity sessions will be held in shaded areas.

Winter 1st June to 31st August (Low U.V. radiation levels)

- Students are not required to wear hats.
- Students may be expected to wear hats during excursions at the discretion of the teacher.
- Hats may be required if children are outside for an extended period of time on a clear sunny day e.g. sports day.

OTHER ASPECTS

We incorporate programmes on skin cancer prevention in our health and Physical Education curriculum.

We regularly reinforce our Sun Safe Policy through our school Newsletter, parent meetings, student and teacher activities.

Reynella Primary School is committed to providing a safe and healthy work environment for its employees, students and visitors. All staff and visitors will be provided with advice and information regarding the appropriate protective / screening materials. The DECD UV Radiation/Sun Protection Policy must be referred to in this instance for further clarification when required.

When planning longer whole school or learning community activities such as Sports Day, Come Out and Special Days consideration for students' safety and comfort will be a priority with common sense and negotiation occurring.

Sunscreen research has show that the effectiveness of the sunscreen is reduced when past the "use by date".

We recognise that it is beneficial for children to maintain Vitamin D levels for healthy development, and this can be achieved by allowing winter sun exposure when U.V. radiation levels are not as damaging.

Please Remember

TEMPERATURE IS NOT ASSOCIATED TO U.V. LEVELS

Air temperature rises during the day as a result of the earth being heated by the sun's infra-red rays.

The maximum daily temperature usually occurs during the mid to late afternoon, whereas maximum

Ultra Violet Radiation (UVR) occurs around midday.

You can still be burnt on a cloudy day.



VOLUNTEERS GUIDELINES

PLEASE CALL IN TO THE FRONT OFFICE AND COLLECT A VOLUNTEER BADGE WHEN HELPING IN OUR SCHOOL.

INTRODUCTION

One of our school's strengths is the number of parents and caregivers who work within Reynella Primary School and the diverse nature of their skills and roles.

At Reynella we are fortunate that parents are active in the following ways;

- Classroom support
- Co-ordination programme (Fun Club)
- LAP (Learning Assistance Programme)
- Working bee
- Governing Council membership and Parent Group work
- Excursion and camp assistance
- Sports coaching, coordinating, supervising,
- Helping in grounds
- Canteen service
- Assistance in our resource centre



RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

As a volunteer worker you have certain rights and legal responsibilities when working in our school. We ask that you give thoughtful consideration to the following;

DISCIPLINE

Responsible behaviour is promoted to support all students to show respect for themselves, others, the environment and property. It enhances their learning and that of others.

You can assist us to promote responsible behaviour by modelling appropriate behaviour and by praising it in children.

As a volunteer you have the right to be treated with courtesy at all times, and should insist that students do so. If children behave inappropriately, a simple reminder of the correct behaviour should be enough. If the child persists in behaving inappropriately please seek the teacher's assistance.

INDUCTION

Criminal history police checks are required by DECD for all LAP volunteers and sports coaches.

CONFIDENTIALITY

While working in our school you may become aware of, or need to be given, information about certain children, i.e. student learning, health and family issues.

Please respect the rights of these children and their families and keep this information **strictly confidential**.

Membership on Governing Council or Parent groups requires completion of a confidentiality agreement.

STAFF RESPONSIBILITIES

When working with children during school hours it is the responsibility of the staff member to;

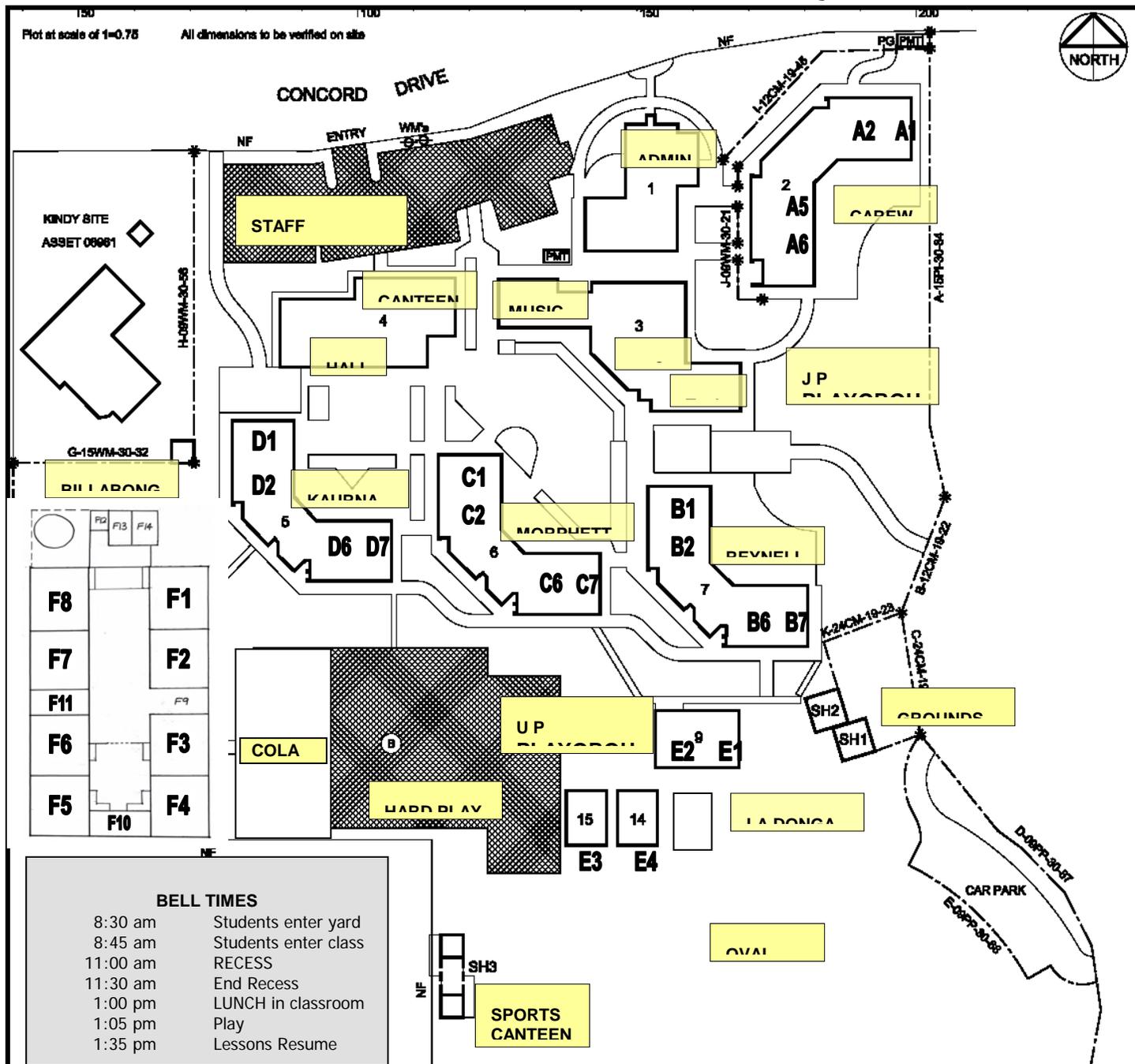
- acquaint volunteers with this set of guidelines
- provide an appropriate programme or guidelines for the particular activity, making all effort to match volunteer's interests and skills.
- When inviting volunteers into staffroom or work areas, staff should make them feel welcome, acknowledge their presence and acquaint them with appropriate routines.

WET WEATHER POLICY

The purpose of a Wet Weather Policy is to ensure that on days of inclement weather, students have a safe, warm and dry environment in which to spend their recess and lunch time. When the weather turns inclement and unsuitable for outside play students are directed back to their classrooms, with 2 short blasts on the siren. Staff members supervise children until the weather clears



REYNELLA PRIMARY SCHOOL 2017



CAREW		MORPHETT		LA DONGA	
A1	Lyn Modistach/Denise Patterson	C1	Computer Room	E1	OSHC- 9 & Over Room
A2	Shelley Arbuckle	C2	PCW – Julie Mullins	E2	OSHC- 9 & Over Room
A3/4	OSHC	C6	Shelley Arbuckle	E3	Sally Sommers - French
A5		C7	Annie Stiffle	E4	Kelly Hillman - French
A6	Fiona Brown				

REYNELL		KAURNA		BILLABONG	
B1		D1	Carol McRae	F1	Cinzia Giglio
B2	Tanya Millican	D2	Special Needs	F2	
B6	Belinda Feely	D6	Karina Romanovskis	F3	Shirley Gardner
B7	Suzanne Redman	D7	Rosin Somers/Kelly Hillman	F4	Matthew Simmons/Belle Padgett
PERFORMING ARTS		LRC		F5	Rob Mallee
	Di Cocks		Sharon Priest/Phill Hillson/Wolf Norkowski	F6	Julie Button
HALL		SCIENCE / TECH		F7	Amanda Morse
P.E.	Clint Rowland		LAP/Tanya Stephen	F8	Rick Gillies