



CPC-7 • CENTRE FOR HEARING IMPAIRED • SPECIAL CLASS • PLAYGROUP

Care, Respect, Responsibility

Information Handbook

Elizabeth Park Schools

Preschool 8255 2513

Reception to Year 7 8255 2513 / 8255 1160

Centre for Hearing Impaired 8255 5630

**15 Turner Road
ELIZABETH PARK 5113**

Principal: Patrick Moran

Facsimile 8287 0337

Email: info@elizparkc7.sa.edu.au

Contents

Page 3	Our Vision
Page 4	Our Special Focus Areas
Page 5	Our Curriculum - What we Teach
Page 7	Reporting our Student Achievements
Page 8	Our School Organisation and Structure
Page 9	General Information
Page 14	Our Behaviour Management
Page 15	Our Parent Participation
Page 16	Medical Matters

Our Vision

A student who graduates from Elizabeth Park will be:

- Highly **literate** and **numerate**
- An independent, inquisitive, life long **learner**
- A socially responsible and active **citizen**

We achieve this through

- Developing positive and supportive **relationships**
- Clear and **explicit teaching**
- Students, staff and families **working together**
- Providing a supportive, safe and consistent learning environment

We value

Care

Respect

Responsibility

- The participation of our school community
- Our collaborative learning environment
- Working in safe and supportive surroundings
- Socially just practices

We focus upon

Improving **learning outcomes** for all our students

Our Special Focus Areas

Accelerated Literacy school

- Literacy focus lessons with additional trained adult support
- All students regularly assessed and grouped in reading levels
- Target of all students achieving reading level benchmark
- Latest educational resources

Extra learning support provided to students with special needs

- Hearing Impaired Centre
- Regional Special Class
- Special Education Teacher
- Extra support for students with learning difficulties
- English as a second language teacher

Cultural Studies Focus

- Cultural Awareness program
- Indigenous cultural awareness taught
- Aboriginal Education Teacher
- Aboriginal Community Education Officer

Physical Education focus

- PE teacher
- Daily fitness activities
- After school sport
- After school activity
- Yard Play programs

Student Well-being focus

- Student Council
- Special programs and social education including Play is the Way
- School Assemblies

Preschool

- Playgroup on Monday mornings
- Morning and afternoon sessions

Stephanie Alexander Kitchen Garden

- Fully established fruit and vegetable garden
- Specialised garden and kitchen staff
- Gardening and cooking program for students

Curriculum - What do we teach?

English

In English, students learn about and use English language and literature. This may include writing a variety of text types, handwriting spelling and reading a variety of texts (big books, novels, poetry, research), or visiting the library. Learning the appropriate skills for speaking to groups and listening in different situations are also skills learnt in English.

School Strategies

- Literacy blocks with additional adult support
- Accelerated Literacy
- Explicit teaching of text types
- New and extensive resources

Mathematics

Mathematics is the area of study where students learn to develop confidence and enjoyment in doing mathematical activities, knowledge, skills and understanding in solving mathematical problems in everyday life. This may include work using number, space, measurement, chance and data.

School Strategies

- Explicit teaching of skills
- Participating in practical activities to develop numeracy skills
- Maths resources

Health & Physical Education(HPE)

Students learn about people and the way they grow and behave. Knowledge is gained in topics such as growth and change of living things, protective behaviours, drug education and staying healthy. They develop skills through participating in physical activities during Health and PE.

School Strategies

- HPE specialist teacher
- Gymnastics
- Swimming & Aquatics
- Active after school activities
- Daily fitness
- Sportsday
- Interschool sports (SAPSASA)
- Specialist coaching sessions

Science

Science is the area of study where students learn about the real world and focus on inquiry. Children are provided with experiences in Working Scientifically, Earth and Beyond, Energy and Change, Life and Living, and Natural and Processed Materials. They are encouraged to learn by looking, touching, talking and sharing, as well as predicting.

School Strategies

- Explicit teaching
- Excursions & incursions eg Lab On Legs

Society & Environment

In Society and Environment, students learn about people and their environment. It expands their knowledge and understanding of society, as well as other cultures. Students are able to explore customs and traditions of other groups, roles within a family, and about the culture we live in. Aboriginal Education is an important part of Society and Environment.

School Strategies

- Cultural Studies specialist teacher
- Aboriginal Culture week
- Cultural assemblies
- Excursions
- Catchment care

Technology and Computing

Technology is the area of study where students learn basic investigation skills, think things through and use simple tools. Children are provided with experiences in designing, making and appraising projects, using computers and other information technology, as well as materials and systems.

School Strategies

- Computer pods and IT room
- Explicit teaching
- Resources

The Arts

The Arts is the area of study where students aim to create, make and present their ideas in different ways. Children are provided with experiences in dance, drama, music, media, and visual arts. Lessons may include activities like playing music, singing, puppetry, painting, sculpture and construction.

School Strategies

- Cultural Studies Specialist teacher
- Performances at regular assemblies
- Workshops eg Footsteps Dance
- Choir

Reporting Student Achievements

Parents with children at Elizabeth Park Schools can expect regular information about their child's progress, development and achievements.

Teachers will provide you with ongoing communications throughout the year using a variety of strategies such as:

- Class newsletters
- Communication books
- Diaries
- Self assessments
- Telephone calls
- Interviews
- Home visits

Parents will receive formal reporting on their child's learning progress via the:

REPORTING TIMELINE

- * **Term 1** Acquaintance Night (Week 3 – or to be negotiated)
First Impressions Statement (Week 6)
- * **Term 2** Mid Year Reports – written (Week 10)
- * **Term 3** Parent- Student Teacher Conferences (Week 2 or to be negotiated)
- * **Term 4** Summative Reports – written (Week 9)

Assessment

- **National Literacy and Numeracy tests (NAPLAN)**

Students in all South Australian schools at Year 3, 5 and 7 are expected to participate in the Literacy and Numeracy tests in August each year. The results are made available to parents in Term 4.

- **School Literacy Data collection**

Literacy data is collected twice each year. Teachers use PAT-R and PAT-Maths testing and collect Benchmark reading levels.

- **Reading Running records**

Teachers individually update running records throughout the year

- **School Entry Assessment (SEA) data**

Early Years teachers collect data after a child's first ten weeks at school.

School Organisation & Structure

Elizabeth Park Schools comprise an R-7 school, a Child Parent Centre (CPC), a Centre for Hearing Impaired (CHI) and a district based special class.

All sections of the school except for the CPC operate according to this timetable.

School Times

TIME	DETAIL	
8.30-8.45	Before School	Students will be supervised in the yard
8.45-8.55	Administration time	Students line up and enter classroom with their teacher
8.55-9.10	Fitness activity time	Students engage in physical fitness sessions with their class teacher
9.10-9.55	Lesson 1	
9.55-10.40	Lesson 2	

10.40-11.00 RECESS

11.00-11.10	Social Ed	Students spend time with their teacher in class learning about social skills and positive play time activities
11.10-11.55	Lesson 3	
11.55-12.40	Lesson 4	
12.40-12.50	Eat Lunch	Students eat their lunch in the classroom

1.50-1.20 LUNCH

1.20-1.30	Social Ed	Students spend time with their teacher in class learning about social skills and positive play time activities
1.30-2.15	Lesson 5	
2.15-3.00	Lesson 6	
3.00-3.15	After school	Students are expected to leave the school and to go home Some days there are Active After School Activities

No child should be on the school grounds before 8.30am or after 3.15pm.

General Information

Preschool Times

Group A	4 1/2 – 5 years	(Mon - Thurs)	8:50 am – 11:50 am
Group B	4 – 4 1/2 years	(Mon - Thurs)	12:40 pm - 3:00 pm
Group C		(Friday)	8:50 am – 10:50 am
Playgroup	Under 4 years with parents	(Friday)	9:00 am - 11:00 pm

New enrolment

- A member of leadership will conduct a pre-enrolment meeting with the parent of a new student and will go through the enrolment package and procedure.

Year level structure

- Children begin school in Reception. The number of terms they spend in Reception depends on the individual child and when they began school eg. Children who begin school in October will be Reception for a term plus the following year.
- The next year level is called Year 1 and this continues in numerical order to Year 7. The names of the year levels designate the length of time spent at school rather than the level at which the children are working.

Integration and Transition

- Children with special needs visit classes throughout the campus to join in with a variety of activities and lessons.
- Children from the Child Parent Centre join in some Junior Primary programmes and visit their Junior Primary teacher before commencing school.
- Children from the Primary class of the Centre for Hearing Impaired join mainstream classes for Fitness and PE. They are also integrated in the mainstream classes each afternoon.
- Year 7 students also make visits to their chosen high school in the fourth term of the year.

Early Dismissal of Children

- All parents and caregivers must report to the front office and complete an early dismissal form.
- Front office staff will then ask your child's teacher to send them to the office with their bag.

New Reception Children

- First Week 8.45am – 12.50pm
- Thereafter 8.45am – 3.00pm

Places to Drop Off or Collect Students

- The most suitable area is outside their classroom building.
- When the 1st bell sounds (8.45am) students line up in their designated area.
- When the 2nd bell sounds (approximately 8.47am) the teacher will arrive and take the students into the classroom.

Collection of Students

- Please wait outside of the classroom building until the 3.00pm dismissal bell. After the bell has sounded, you may enter the building to collect your child.
- If you need to collect your child from school before the end of the school day, you are required to first go to the Front Office and obtain an Early Dismissal Slip that will need to be given to your child's teacher before dismissal.

Car Parks

- All car parks within the school are out of bounds.
- Please do not park in the school car parks to drop off or collect children.
- Walking through these areas is also discouraged due to safety reasons.

Absences

- Attendance is one of our school priorities.
- If your child is absent from school for any reason, you are required to provide a signed and dated explanation to the class teacher or please phone the school on 8255 1160.
- A doctor's certificate is required for absences of 3 or more days.

Dismissal During Hot Weather

- All classrooms are air-conditioned, so there is no early dismissal for temperatures exceeding 37oC
- On days of extreme heat or rain, students will remain in the classroom (under supervision) during recess and lunch breaks.

Uniform

- The wearing of school uniform is a priority of the school.
- The school uniform consists of:
 - Navy blue or maroon polo top with collar.
 - Navy blue or maroon windcheater.
 - Navy blue or maroon track pants (blue jeans are also acceptable).
 - Navy blue or maroon shorts.

- Navy blue or maroon knee length skirts or shorts.
 - Navy blue, maroon and white checked school dress.
- Uniform items can be purchased from the uniform shop located at the southern end of the Administration building. The uniform shop is open Monday-Friday in the mornings (8.15am-8.45am) and afternoons (3.00pm-3.30pm).
 - Families are welcome to purchase items of school uniform from other retail outlets, providing they are within the guidelines mentioned above.
 - Large logos and brand names are not acceptable.
 - The school dress code applies during school hours and when students are on excursions.
 - Students not wearing school uniform will be required to sit in a designated area during recess and lunch breaks.

Hats

- School approved Legionnaire, broad brimmed or narrow brimmed hats in the colours of navy blue or maroon, must be worn at recess and lunch breaks and during times of outside activities.
- Students not wearing school approved hats will be required to sit in a designated area during recess and lunch breaks.

Shoes

- Sneakers or supportive shoes with laces or buckles are required to be worn by all students. They allow for safety and ease of wear during recess and lunch breaks and also at times of daily fitness or PE lessons.
- Thongs or high/wedge heels are unsafe and must not be worn to school.

Cosmetics and Jewellery

- Cosmetics must not be worn at school.
- Only sleepers and studs may be worn in ears.
- Tattoos (including transfers) are not acceptable.

Please mark all of your child's belongings clearly with their full name.

Canteen

- The canteen is open each day at recess and lunch times.
- Children are able to order their lunch in the classroom each morning.
- Junior Primary children are unable to visit the canteen, so both recess and lunch orders need to be made out and placed in the appropriate basket in the classroom.

Volunteers are always needed.

Money

- handed in at the finance office window, located on the western side of the Admin building (near the basketball court).
- Spending money should be handed to the teacher for safe keeping.

School Fees

Materials and Services Charges (school fees) are set each year by the Governing Council and differs depending on the number of children in the family and whether a child starts school part way through the year.

- If you are eligible for assistance with fees payment through the School Card Scheme you need to complete a School Card approval form each year.
- School fees can be paid either in full or in instalments at the finance office window or on-line.
- Information regarding school fees and School Card is available from the front office.

School Newsletter

- sent home fortnightly, in even weeks, on a Thursday with the youngest child of a family attending the school.
- includes information about the events occurring within the school.

Custody and Access

If you have sole custody or guardianship of your child, the principal must be notified and the papers sighted.

Non-custodial parents are entitled to information regarding the child's progress at school unless stated otherwise.

What to do if you have Concerns About Your Child's Schooling

- Make an appointment to see the teacher.
- If unresolved make an appointment to see the principal, who will discuss the concern with both the parents and the teacher.

Library Borrowing

- Each child is issued with a library card which is kept in the library.
- Students are able to borrow books during class visits to the library.
- Books are borrowed for up to 2 weeks.
- Books may be returned daily through the classroom library basket.
- The Library is open most lunchtimes for book borrowing or returning.
- Primary students have a limit of 3 books, and junior primary, 1 book.
-

Student Participation

We have a strong belief that all students will show respect, be caring and responsible. Students are encouraged to interact positively and effectively in the decision making process on school matters:

- Class meetings are held regularly,
- The Student Representative Council (SRC) meet each week. Each class has 2 representatives on the SRC.
- Older students are provided with the opportunity to become SRC Executives.
- Cross age tutors gain experience in working with students from the younger classes on different projects.

Support Programs and Services

We have a number of support programs available to students at our school.

- Special Education
- Aboriginal Education
- ESL
- Speech

Behaviour Management

We aim to create a safe, caring, orderly and productive learning environment so that students have the opportunities and support to experience success.

To assist students in achieving these goals:

- All students are expected to follow the school's behaviour code
- Social education and conflict resolution skills are explicitly taught across all year levels.
- Children are involved in setting the class rules and both positive and negative consequences. We encourage the use of natural or logical consequences where possible.

Behaviour Consequences

- Warning and reminder
- Time out
- Buddy class
- Office Time out – a note is sent home
- Take Home
- Suspension/ Exclusion

Consequences of irresponsible behaviour will be dependent on the frequency and severity of these behaviours. However it may be necessary to involve the Student Attendance Counsellor, Behaviour Support Team, or District Support Services if irresponsible behaviour is ongoing or severe.

School Rules

We aim to provide a school environment where people are safe, happy, polite, respectful, and cooperative.

Our rules are:

- To follow the School Behaviour Code and Uniform Policy
- Keep our environment weapon and drug free
- Use equipment safely
- Play only in designated yard areas
- No dangerous equipment (ie spray cans, perfume etc)
- No dangerous activities)ie no tackling, climbing trees / buildings)
- Move in a safe manner in classrooms, corridors and around buildings- movement slips

Parent Participation

Families and the teacher working together in a cooperative relationship is the most productive for student success at school.

There are many ways that parents can assist teachers both inside and outside the classroom, as well as at home. Remember, you know your child's needs and experiences better than anyone. Ask your child's teacher what you can do to help.

Governing Council

The Governing Council is made up of parents, and teachers representatives from all sections of the campus. The functions of the Governing Council are :

- To advise the Principal on the local community's educational needs and attitudes to educational developments.
- To advise the Principal of any improvements that the Council considers are necessary to the accommodation, grounds and equipment of the school.
- To help determine, with the agreement of the principal, the spending of money granted to the school.
- To carry responsibility for the School Canteen.
- To coordinate the raising of funds for specific purposes.

Meetings are held twice a term on a Thursday afternoons, with an Annual General Meeting at the beginning of each year to elect new council members.

Committees

Finance, Canteen, Fund raising.

Volunteer Involvement

We encourage all members of the school community to be involved in the school. Volunteers must first undertake a police check.

Medical Matters

First Aid

Children who are ill or injured at school, are treated in accordance with the first aid policy by a teacher or school services officer. If the decision is made that a child needs to be sent home, parents or a nominated caregiver are contacted as soon as possible. If needed an ambulance will be called. If you are unable to be contacted, a staff member will accompany the child to hospital.

The school has Ambulance Cover and parents are not liable for costs.

Please remember, if your child is unwell, they will not be able to concentrate on learning, and therefore should be kept at home to rest.

Dental Clinic

The dental clinic is located at the northern side of the school near the Junior Primary. It is staffed each Wednesday and offers free dental treatment for preschoolers through to age 16. Children automatically receive periodical check ups if the dental clinic form is filled out on enrolment.

Infectious Diseases and Common Ailments

The following table lists the recommended minimum exclusion periods from school for common infectious diseases cases.

General Infectious Diseases

- Chicken Pox
- Mumps
- Rubella (German Measles)
- Hepatitis A
- Measles
- Whooping Cough
- Diarrhoea

Common Diseases Affecting Skin, Hair and Eyes

- Ringworm, Scabies and Head Lice
- Conjunctivitis
- School Sores
- (Impetigo)

Allergies and Health Problems

A school medical information form is available from the office. This allows the school to record if your child is allergic to anything, or has a specific health issue eg. asthma, epilepsy, diabetes. The school must have clear instructions from your doctor, outlining the treatment plan for your child.

Medication

If your child needs medication at school, the following procedures apply :

- Medication must be clearly marked with the child's name. It must be accompanied by a letter from the doctor outlining the dose and the frequency to be given.
- The pharmacist label must have
 - child's name
 - strength
 - instructions of when to give
 - date
 - name of person
- The medication with the doctor's letter and the parent consent letter, should be handed to the staff member responsible for this duty.
-
- **MEDICATION SHOULD NEVER BE LEFT IN A CHILD'S BAG**

School staff are not permitted to prepare respirator or bronchodilator mixtures for use in air pumps. Arrangements can be made with the district nurse should children need such medication during school hours.