

Family Information





Welcome	1
General Procedures	2
School times, school closures & pupil free days	
Student Information	2
Naming clothing and belongings, Same First Day Policy	
Emergency Home Information, Student Absence, Student Lateness	3
Early departure, Newsletter, head lice, Sun Safety	4
Weather Policy, Student Safety, Infectious Diseases	5
Medication at school, Collection of sick children, First Aid	6
Ambulance, Community Dental Clinic, Child and Youth Health, Road Safety, Collection of Children	7
Parent/Teacher Communication, Governing Council	8
School Grounds, Smoking, Bicycles, Scooters and Skateboards	
School Uniform and Hats	9
Camps and Excursions	9
Money Matters	10
Books and Fees, Sending money to school, Family Allowance and School Card	
School Resources and Services	11
Learning Centre/Library, Learning Intervention Programs	
Behaviour Education	11
Child Protection Curriculum	
Preschool	12
Session Times, Transition program for school starters	
Canteen	12
Lunch Orders	
Volunteering at ENPS	13
School Policies	



Our vision is to inspire a community of learners to achieve personal greatness

Our Values are...

Responsibility - Pride - Persistence

Our School Responsibilities are...

Be accountable for your choices

Think safely, act safely

Respect yourself, others & property

Follow instructions when asked

**At Elizabeth North Primary School our learning improvement
priorities are Literacy and Numeracy**

Welcome

This handbook aims to make your association with Elizabeth North Primary School as informed and rewarding as possible. The information contained should answer most of the questions you have about your school. If you have any other questions, please don't hesitate to contact the school.

We strive to cater for the needs of individual children, so your interest and help is most welcome and very much appreciated. It is our task to support you in helping your child's educational growth, so we:

- Need to know each other well
- Share our experiences
- Work positively together during your child's school life

Therefore, we invite and encourage you to become involved in the school community when you have time, in the activities in which you are interested.

Our budget includes all the expenses of the day-to-day running of the school, so we can manage our budget in such a way that the needs of our students are met in the best way possible.

Therefore, we encourage you to share in improving learning outcomes for the students in our care. If you would like to join the Governing Council, please let us know. Your involvement would be most appreciated.

Your support of the school's policies is crucial to the successful running of the school and to ensure the best outcomes for your children.

You are welcome to visit at any time, but making an appointment to discuss concerns or suggestions is appreciated.

Scott Mathews
Principal

General Procedures

School Times

A staff member is on duty from 8.30 am – 8.50 am and after school from 3.00 pm – 3.15 pm. Siren times are:

8.50 am	Class time
9.00 am	Focused Literacy time starts - no interruptions during this time
10.40 am	Morning recess
11.10 am	Eating time
11.20 am	Class time
1.00 pm	Lunch play time
1.20 pm	Lunch eating time
1.30 pm	Class time
3.00 pm	Home time
3.15 pm	All unauthorized persons must leave school grounds

Early dismissals - 2.00pm on the last day of each term

As students are not to remain on the school grounds unsupervised we ask that if for any reason your child/ren need to be at school after 3.00pm they attend the Out Of School Hours Care Program which is available on the school premises; information for this service is available through the Front Office.

School Closures and Pupil Free Days

4 Pupil Free Days and 1 School Closure Day are allocated per year. Dates are decided yearly, in liaison with the Governing Council. Out of School Hours Care is only available as an option for child care on Pupil Free Days. Pupil Free Days are used by staff for Professional Development.

Student Information

Naming Clothing and Belongings

Please name all your child's clothing and belongings. Some young children are unable to recognise their belongings and become upset when they are lost. Lost property is stored in the library and can be accessed before school only. At the end of each term all unnamed clothing is taken to a charity shop.

Same First Day Policy

There is only one Reception intake each year. Students turning 5 before 30th of April are able to start school at the beginning of Term 1 in that year. Students born after this date start school at the beginning of the following year.



Emergency Home Information

Occasionally it is necessary for the school to contact parents, regarding a child's health, sickness or accident/injury. It can be most distressing for a child if parents (grandparents, caregivers) cannot be contacted, so the name and address of a relative or friend, preferably who are contactable via phone, maybe more appropriate.

Please keep us informed of any changes to your:

- Address
- Telephone numbers
- Contact person/s
- Child Medical conditions
- Any other relevant information

Student Absence

It is a Department for Education (DFE) requirement that your children attend school regularly and a reason is given for all student absences. You must inform either the Front Office (in person or by phone) or your child's teacher (in person, or via Dojo or SZapp) of the reason for your child's absence. If your child has an illness or there is a family reason for being absent over a period of time, please inform the school as soon as possible. It is strongly advised that doctor's certificates and specialist appointment cards are provided whenever possible. When a child is absent for three days without a reason, the school will make contact. Ongoing absences must be referred to the DfE Attendance Counsellor. Absences of 5 days or more each term will be followed up. The school will contact you for any unexplained absences. A doctor's certificate is required for an ill child after 3 days.

Student Lateness

All students who arrive late must go straight to their classrooms before 9 am and sign in at Student Services after 9 am. Parents/caregivers must explain all lateness either by note, telephone call or by providing an explanation directly to the class teacher. Lateness of 5 days or more each term will be followed up. Ongoing lateness must be referred to the DfE Attendance Counsellor.



Student Early Departure

Any student required to leave school early due to sickness or appointments etc. must be signed out through the Student Services Office by a parent/guardian or a person authorised as an emergency contact on the student's file. A form is issued for completion in Term 1 each year and must be kept up to date. Please advise us as soon as possible of any changes to a student's information. Once the student/s have been signed out by the parent/guardian you will be issued with an Early Departure Slip which can then be presented to the teacher on collection of the student/s from class.

Newsletter

These are sent out through our social media, Facebook, Dojo and Szapp three times a term. If you require a hard copy please notify your child's teacher at the beginning of each year.

Newsletters contain all kinds of useful information and can also be accessed through the school's website: www.eliznthc7.sa.edu.au

Head lice

Elizabeth North has a policy that attempts to keep our school free of head lice. We suggest parents do weekly checks and contact the school if any are found. Treatment shampoo is available at cost price (there is no charge on shampoo for School Card Holders) from the Front Office. After treatment the 'dead eggs' should be combed out with a fine tooth comb.

Sun Safety

"Sun Safe" approved bucket hats are available from the office as part of our School's Dress Code. Students must also wear tops that cover their shoulders. No singlets are to be worn.



Weather Policy

When the weather is fine:

No children are to be outside, except those being directly supervised by a teacher. Any child who is unwell and waiting to be collected will be cared for in Student Services.

When the weather is wet or very cold:

Staff members are on duty inside the building. All children remain inside until the 'go outside' siren rings at which time teachers supervise in the yard.

Hot weather

As all classrooms are air-conditioned, students are expected to be at school from 8.50 am to 3.00 pm regardless of weather conditions. To protect children from sunburn and potential skin damage, they are required to wear a school approved hat for all outdoor activities, including lunch and recess. Suitable hats provide cover for the face, ears and back of the neck, therefore baseball caps or visors do not provide adequate protection. Appropriate, protective hats can be purchased from the school. Children who do not have an appropriate hat or may be wearing inappropriate clothing (e.g. strap dresses, tank tops or baseball caps) which leave the neck and shoulders unprotected will be directed to sit in the designated area in the shade. We have purchased large pump packs of sun screen for each classroom for use by students, but you are encouraged to provide your child with his/her own supply. If the temperature is above 35 degrees the children stay inside and are supervised as per the wet weather policy.

Student Safety

Children must not attend school when ill, as this does not help recovery and can spread infection.

Infectious Diseases

Some diseases or illnesses require that the child be absent from school for a certain period of time in order to protect other school children from infection and to ensure that recovery can take place. Children should convalesce at home until they recover fully. Please inform the school if your child has an infectious disease and provide a doctor's certificate, so that we can make other families aware of potential risks.



Medication at School

Please note that no oral medication will be given to students at school without written consent from parents and clearly written doctor's instructions.

In most circumstances medication should be administered by parents, but if no practical alternative exists, please discuss this with your child's teacher, Deputy Principal or Principal, so that appropriate arrangements can be made. For the safety of all children any medication found in a child's possession will be retained at school in a safe place. All medication must have original prescription information ie; a chemist labelled container or package. Please see Student Services Office staff for the correct medication forms that must be signed by your doctor. If dosage changes a new medication form must be completed by your doctor. A Health Care Plan signed by a doctor is required for Medication to be taken at school.

Collection of sick children

When sick children are collected from the Student Services Office they must be signed out by an adult or caregiver who is named/authorised on their Student Information Card, located in the Front Office. Student Services will then provide a paper slip, which you will need to take to your child's teacher. This will ensure teachers, office staff and parents know the where-abouts of students.

First Aid Procedures

If a child is hurt in the playground he/she is seen by the teacher on duty. If necessary the child is sent to the Student Services Office where they are seen by an adult who is trained in First Aid (usually a School Services Officer).

After being given appropriate treatment children with minor injuries are sent back to class. If the injury is serious then parent or caregivers are contacted to come and collect the child. If the parent/caregiver cannot be contacted the child may be transported by ambulance to the hospital.

PLEASE KEEP US UP TO DATE WITH CHANGES TO CONTACT NUMBERS AND ADDRESSES.



Ambulance Transport

Schools are no longer covered for ambulance transport. Paying of ambulance fees now rests with the parents/guardians. If a child is injured at school or during a school activity and the first-aider considers the need for an ambulance, then an ambulance will be called. The account will be the responsibility of the parent/guardian. If the parent/guardian is not a member of the Ambulance Service or does not have health insurance to cover ambulance services then they may fill out a Statutory Declaration through their Principal requesting the Minister of Education to pay the account. It is advisable to have Ambulance cover - as it covers 24 hours a day.

Elizabeth Community Dental Clinic

The clinic provides dental care. Parents are expected to take their children over to the clinic on the corner of Oxenham Road and Playford Blvd. The telephone number for the clinic is: 7485 4000. This service is available for Health Card and Pension Card Holders.

Child and Youth Health (C.Y.H)

The Preschool have regular visits from C.Y.H. These visits provide an opportunity for families to access the 4-5 year old health check prior to children starting school. It is a basic health check: vision, hearing, weight, height and balance. The health check offers parents the opportunity to discuss any concerns that they have in relation to their child's growth and children may be referred to the Health Service, if the teacher or parent is concerned in any particular health area. C.Y.H. nurses can be contacted by telephone between 9.00am and 12.00 noon at the number below:

ELIZABETH REGIONAL OFFICE

Playford Boulevard, Elizabeth City Centre. Phone 8282 2900

www.cyh.com

Road Safety

There are monitored flashing lights on Woodford Road. This is a 25km zone, which is there to ensure children's safety. Children are expected to use the school crossing if they have to cross Woodford Road. Parents are also asked to use the crossing when with their children.

An excellent time to teach children how to use the crossing is when they first start school and you walk with them.

Collection of Children

When collecting a child during school hours parents will need to enter the school via the pedestrian gate near the crossing on Woodford Road.

For drop off and pick up before and after school it is recommended that parents use the appropriate areas on Woodford Road, Amport Street, Clearbury Street and Knighton Road.

Children are not to ride bikes, scooters or skate boards through the Car Parks or the school.

Parking Inspectors: Please note the Playford Council Parking Inspectors regularly monitor the 'No Parking' zones and do issue fines.

Parent Teacher Communication

We value open communication at school and believe an exchange of information is very important. It is helpful for teachers to know about any problems concerning your children.

To help develop this communication we have a Meet and Greet afternoon and Parent/Teacher Interviews in Term 1, a Semester 1 Report at the end of Term 2 and an End of Year Report at the end of Term 4.

Governing Council

The Governing Council is an important part of the school. Council meets in Week 3 and 8 of each term. Meetings are held from 3:30 pm to approximately 5:00 pm on Monday evenings. The Governing Council consists of PARENTS elected by PARENTS at the Annual General Meeting early Term 1. Governing Council has the right and responsibility to be involved in all decisions which affect the children. The role of the School Governing Council is recognised and valued.

School Grounds

Children are not to be in the school grounds before 8.30 am or after 3.15 pm. After being dismissed, children should go straight home, unless they are in the care of a supervising adult, attending a school activity or going to OSHC.

Parents are responsible for their children before and after school hours.

Smoking

As with all Government owned buildings our school and it's grounds are a smoke free zone. Smoking isn't permitted within 10 metres of the school. All parents are asked to respect this policy by not smoking when visiting the school or participating in a school activity.

Bicycles, Scooters & Skateboards

Bicycles should be placed in the school bike racks as soon as children arrive at school. The responsibility of locking it rests with your child and bikes are not to be ridden or used in school grounds or car parks during school hours.

There is a parking area in the shed near the Gym. Students are requested to place scooters/skateboards in this area before 9 am and collect them before 3:15 pm.



School Uniform

Tops



Governing Council encourages all students wear school approved uniform tops. No hoodies.

The approved tops are sold at the Front Office:

Navy Polo shirts size 4-8 \$17.00, size 10-14 \$19.00, Adult M,L \$22.00

Navy Rugby Fleece size 4-8 \$22.00, size 10-14 \$24.00, Adult M,L \$27.00

Zip up Fleece Jacket size 4-8 \$29.00, 10-14 \$32.00, Adult \$35.00

You may wish to buy your own blue Polo top or jumper else where, in this case we have school logos for sale at \$1.70 each in the Front Office. No hoodies.

Navy blue/black trousers/shorts/skirts will be encouraged as well as dark blue jeans, with no logos, that do not restrict movement.

Students are not to wear makeup or jewellery (studs & sleepers only) to school.

HATS

All students are required to wear a school approved 'Sun –Safe' hat only.

Elizabeth North Primary School navy blue bucket hat or wide brim hat are available for \$11.00 at the Front Office.



Camps and Excursions

These are organised at the discretion of the teachers. All camps and excursions fit in with the curriculum and enable children to incorporate social learning.

All camps, excursions and performances have notes sent home including consent forms.

Parent participation is appreciated on most excursions, please see class teachers for more information about this. Please keep your receipt from the Front Office for refunds.

CONSENT FORMS

Performances within the school will also require a consent form to be signed by Parents or Caregivers.

Consent for student images are provided upon enrolment. These details can be updated at any time.

Money Matters

Books and Fees

The school charges a yearly fee to cover all materials and services. To avoid any sales tax (hence cheaper materials) the goods supplied remain school property.

All fees are due and payable as stated on the payment sheet. This fee covers all stationery used throughout the year. Materials lost through negligence are replaced at parents cost.

Preschool fees are due and payable at the commencement of each term. Fees help to cover the cost of materials/resources and assist towards the purchase of outdoor play equipment. Please note: Preschool students are not eligible for School Card.

Sending money to school

Children should give all money to their class teacher in the morning. Parents may also pay for school fees at the Front Office before school or the QKR app. Money for excursions cannot be accepted directly at the office, as your child's teacher must make a record of receiving this money first. A cash register receipt is always issued. If there is a need for you to receive a refund you must provide this receipt.

Preschool fees and excursion money are paid directly to Preschool staff or to the Front Office.

You have the option of using Qkr! on your phone to pay school fees, lunch orders and excursions, please look at instructions in the information pack (or ask for copy at front office) as to how to this is done.

Family Allowance Supplement

If you are a low wage earner, part time worker, self employed (out of work but not receiving unemployment benefits) you may be eligible for an allowance. Check with your local Centrelink Office.

School Card System

The School Card System provides assistance towards the cost of school books and other educational expenses to children of parents on low incomes or in special circumstances.

School Card application forms can now be processed online.

- **Go to www.sa.gov.au**
- **Go to Education, Skills and Learning**
- **Select the online application form**
- **Enter all your CRN details and child/ren's details**
- **Submit**
- **Schools will be notified of your application, and if you have children at different sites, you'll only need to fill in the one form.**
- **Alternatively, paper copies will still be available.**

If you have any queries do not hesitate to contact the Front Office staff.

Please note: Parents need to apply every year.

School Resources and Services

Learning Centre/Library

Children may borrow books for a duration of two weeks. Children in the Preschool may borrow one book at a time through the Preschool. Students in Years R-2 may borrow one book.

Primary students may borrow two books and Middle Years students may borrow up to four books. Your child's teacher may ask for a special reader borrowing allowance of up to 5 readers. Books/readers which are damaged or lost are charged to parents. Please keep your receipt for refunds if a book is found later on the library shelves. The library is open from 8.30 am till 3 pm and offers activities during lunchtimes.

Learning Intervention Programs

A range of learning intervention programs have been developed at the school for students with special needs. A range of assessments provide information about the level of need and what programs may best support the student.

Aboriginal and Non English Speaking Background students qualify for additional programs. Intervention will focus on Literacy, Numeracy or Well being programs and are available for R – 6 students.



Behaviour Education

At Elizabeth North Primary School we value pride, responsibility and persistence . We promote these through the class and yard activities as well as special programs.

We have high expectations that educators and students behave in socially acceptable ways so that individuals can live and learn in a safe environment. We want to achieve our goals through being persistent, organising ourselves, cooperating with others and being confident. Class teachers will negotiate responsibilities with students at the beginning of each school year based on the 'We Can Do It' Education key foundations. Our aim is to provide students with opportunities to experience success, to do their personal best and feel positive about what they have achieved.

Class teachers will also provide you with some information on their classroom behaviour education strategies.

Child Protection Curriculum

This course is undertaken in all classes and teachers are appropriately trained. This allows children to develop skills to protect themselves. There are a range of themes covered throughout the year.

Preschool

Session Times

Children who are eligible for full-time preschool are entitled to access 15 hours each week.

Children at Elizabeth North Preschool are offered two full days each week 8.30am – 3.15pm, as well as additional Wednesdays. Families are notified of their child's additional Wednesdays at the beginning of the preschool year.

Group One - Monday and Tuesday 8.40am - 3.10pm, with additional Wednesdays in Term 1 and 3.

Group Two - Thursdays and Fridays 8.40am - 3.10pm, with additional Wednesdays in Term 2 and 4.

Transition program for school starters

Preschool children are given many opportunities throughout the school year to be involved in whole school events including – Assemblies, Sports Day, Book Week Celebrations, Biannual School Fete and the End of Year Concert.

During Term 4 and prior to Reception, all children participate in a specific transition program. It's purpose is to enhance your child's successful transition to school. This program facilitates the learning skills required for a smooth start to school and provides a positive experience for your child.

During this time your child will become familiar with school expectations, they will meet some of the school teachers and participate in a variety of fun activities.



Canteen

Our school canteen provides healthy food for students to purchase for both recess and lunch. Food sold in the canteen is in line with the Right Bite schools eating guidelines.

Lunch Orders

A price list for lunch orders is available through QKR or from the canteen. Lunch bags are available from the canteen to take home at a cost of 50 cents for 10. There is a supply of lunch bags, at no cost, available from your child's classroom and in the canteen. These are to be used individually on a daily basis.

The preferred method of ordering is through the QKR app, but eftpos is available.

All lunch orders need to be in the canteen by 9.15 am.

Volunteering at ENPS

How can you be involved?

This is a great opportunity to find out what is happening in your child's class. Teachers always need help and a parent's help is particularly welcome.

No special skills are needed, only a few minutes of your time, when it is convenient. You could be of assistance in the classroom by listening to reading, making resources or helping with art and cooking. You could also help out by lending a hand in the Library or Canteen.

Training is provided in Terms 1 and 3 in line with our Volunteer's Policy. All volunteers at ENPS must participate in this.

WWCC, RAN training and the Department for Education Volunteer Inductions are done online and is mandatory before commencing.

Don't be shy! An inquiry to your child's teacher or the Front Office is all that is needed.

School Policies

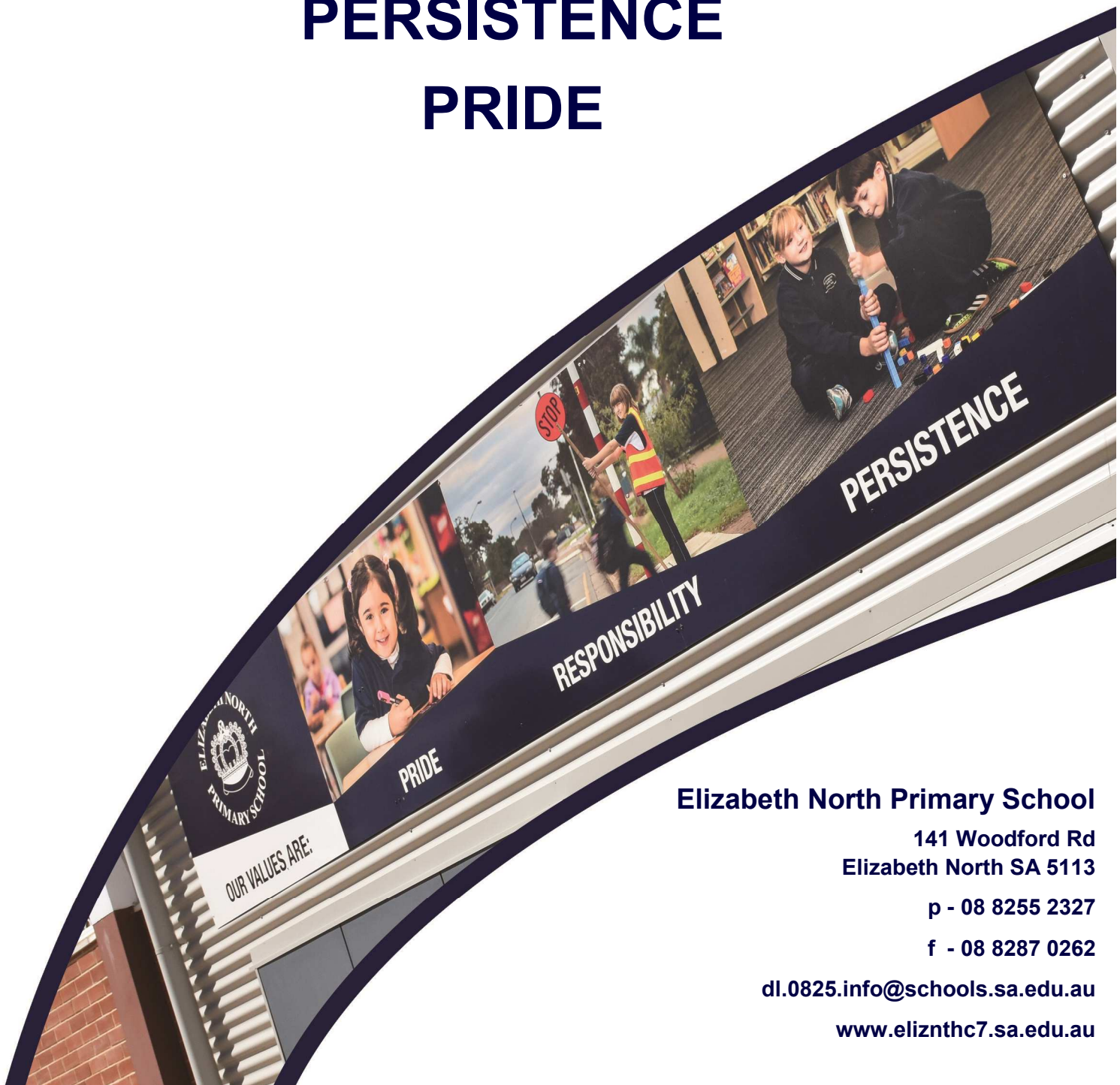
Copies of the following school policies can be obtained from the school's Front Office and are listed on the website www.eliznthc7.sa.edu.au

- Anti Bullying
- Attendance
- Homework
- Behaviour Education
- Dress Code
- Sunsmart
- Parent guide to raising a concern or complaint
- Volunteers



*Our vision is to inspire
a community of learners
to achieve personal greatness.*

**RESPONSIBILITY
PERSISTENCE
PRIDE**



Elizabeth North Primary School

141 Woodford Rd
Elizabeth North SA 5113

p - 08 8255 2327

f - 08 8287 0262

dl.0825.info@schools.sa.edu.au

www.eliznthc7.sa.edu.au