Family Information Booklet

Building a Community of Successful Learners
Welcome to East Torrens Primary School. We look forward to working with you and your child/children and value and appreciate your participation in our school community.

This booklet has been designed to provide families with general information about policies and procedures that operate at East Torrens Primary School. The entries are organised alphabetically for ease of reference.

Parent workshop – Reading

Gael Little
Principal

Martha Pampoukidis
School Counsellor

Wendy Olsson
Senior Leader, Intensive English Language Centre

Assunta Alfano
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Gael’s Mobile: 0421 051 952 (Families are welcome to use this number after hours)
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**SCHOOL HISTORY**

East Torrens Primary School was established 13 years ago as a result of the amalgamation of Newton Primary School and Hectorville Primary School.

The school started at this time with an enrolment of 120 students and continues to grow. Currently we have around 310 students. The Intensive English Language Centre (IELC) began in 2006.

The school began with a Regional Primary Special class and in 2003, a Junior Primary class was also established.

We are a school that values diversity and supports 21st Century learners. Our motto is “Building a Community of Successful Learners.”

The school values are:
- Excellence
- Respect
- Empathy
- Community

Our school is a welcoming and caring environment and we pride ourselves on this. We are not zoned and all children and families are welcome.

We have 4 School Leaders and they are:
- Gael Little, Principal
- Assunta Alfano, Senior Leader: 21st Century teaching and Learning
- Wendy Olsson, Senior Leader (IELC) Intensive English Language Centre
- Martha Pampoukidis, School Counsellor
SCHOOL ORGANISATION

School Times
8.30am  Grounds open. Teacher on duty
8.40am  Classes commence
8:45 – 10:00am  Whole school reading program
10.40 -11.00am  Recess Play
12:40pm  Supervised eating lunch
12:50 – 1:20pm  Lunch Play
3.00pm  Students dismissed
3.15pm  Teacher supervision finishes

Students are not permitted to be on the school grounds prior to 8:30am unless attending Before School Care (OSHC). Any student not collected at the end of duty at 3.15pm will be taken to the front office and placed in OSHC at the parents/carers expense.

On the last day of each term, school is dismissed at 2:00pm. The last day of each term is a non uniform day and is a Student Council fundraiser.

Absences
For the safety of students, parents/carers are requested to contact the school before 9.00am when their child is absent or send a note explaining absence when their child returns to school. Telephone messages about student absences are recorded and the teacher is notified. Parents/carers are notified via SMS if a student is not at school. If unexplained absences continue longer than three consecutive days, a telephone call is made to follow up why your child is not attending school.

Accurate maintenance of the class roll is a legal requirement for teachers and we ask parents/carers to notify the school of absences as soon as possible.

Assemblies
Assemblies are held fortnightly in the hall on Fridays at 9.00am. Families are both encouraged and welcomed to attend.
Assemblies are opportunities to celebrate students’ achievement and also support student leadership opportunities.

Buildings
The buildings have been named after the roads surrounding the school – Montacute, Robson, Curtis and Henry. Classrooms are numbered accordingly e.g. M6 (Montacute room 6), R15 (Robson room 15)
Please see the map in the appendix for more information.

If any organisation wishes to hire any part of the school buildings, grounds or equipment, applications must be made to the school. Please contact the Finance Officer, Kavita Mer, on 8337 1411

Car Parking
- Please observe and obey all posted signs concerning the car park areas.
- Children are not to walk/run across the roadway or play in the car park area.
- Parents are asked to pick up / drop children off on Robson Road, while keeping clear of the ‘no parking’ zones.
- In the afternoon the Robson Car Park is restricted to taxis and school busses, as well as parents with disabled children or cars that have been issued with a school or government disability permit.
Custody
Please inform the school on enrolment, or when arrangements change of custody details and corresponding legal documents. If there are specific limitations regarding access by a non-custodial parent, it is essential that the school is fully informed.

Both parents are entitled to information about their child/children’s learning progress. Newsletters can also be arranged for both parents, unless documentation states otherwise.

DVDs / YouTube Clips
DVDs shown as part of school programs may be rated (F) Family, (G) General or (PG) Parental Guidance. DVDs/videos rated (PG) are previewed by a staff member to check for suitability before they are used in the classroom. This agreement has been signed by parents/carers on their child/children’s permissions form. Teachers carefully select and view all You Tube / Teacher Tube clips before shown.

Early Dismissal
School is dismissed at 2:00pm on the last day of each term and on a Thursday prior to Easter.

Lost Property
Please label all students’ clothing and other belongings. All lost clothing is kept inside the Montacute Building near the Community Notice board. Any unclaimed property at the end of each term is washed and sold as second hand uniforms or is sent to a charitable institution.

Non-Instructional Time (NIT)
As part of the industrial award all teachers are entitled to non-instructional time (NIT). This lesson time is taken by specialist teachers. NIT time is used by teachers for:
- Parent/carer meetings
- Training
- Preparation of lessons
- Classroom organization and planning
- Planning camps, excursions, school events
- Co-operative planning
- Meetings with other staff
- Performance development meetings

Students attend Physical Education, Health, The Arts (music, drama, dance, media studies, Italian lessons during this time. We also have a first Language programme in both Italian and Hindi.

Out of School Hours Care (OSHC)
Care is available at KidsFun@East Torrens from 7.30am to 8.30am each morning and from 3.00pm to 6.00pm in the evening. East Torrens Primary School’s Governing Council manages this community service. An information pack is available at the front office.

A Vacation Care program is also provided each school holidays and for pupil free and school closure days. Information about the vacation care program and times are provided before the end of each term. The service is closed on public holidays and over the Christmas / New Year break. Gloria Marino is the director of this service. Please feel free to contact her on 8365 9764 or mobile 0401 121 298 for further information.
**Professional Development**
The school has an active Professional Development program in which all staff participate. The program addresses the school’s Improvement plan and occurs during staff meetings, on pupil free days, at regional meetings and during term time after hours and school holidays.

**Punctuality**
It is important that students are at school on time for beginning lessons at 8.40am. Arriving late interrupts the learning of the class and interferes with your child’s participation in the Whole School Reading Programme. Important information is shared at this time with the class as well as the opportunity to get organised for the day. Teachers are required to document all lateness in roll folders. In school reports at end of Term 2 and Term 4 absences and lateness are reported.

**Resource Centre**
The Resource Centre is the central point of our school. It is open every morning from 8.30am for borrowing. Books may be returned/exchanged before school, during the day and in library lesson. The Resource Centre is open at lunch times for students.

**School Choir**
We have a School Choir consisting of students from Years 5-7. Students attend the Festival Theatre in Term 3 for a state wide choir performance. Senior students are given the first opportunity to participate in this event; however the whole choir performs for the school community on various occasions throughout the year.

**School Support Officers (SSOs) & Bilingual School Support Officers (BSSOs)**
School Support Officer Roles include:
- Front office reception duties
- Finance - responsible for all monies, ordering and accounting within the school
- Student support, which include our literacy programme (WAVE Intervention), Tumbling Teddies (co-ordination program), and Negotiated Education Plans,
- Library support
- IT Support
- BSSOs support newly arrived in Australia students in our IELC classes
- BSSOs can provide interpreting for students and/or parents

**Secondary School**
Students from East Torrens Primary School attend a number of secondary schools. Our local feeder high schools are Norwood Morialta and Charles Campbell College. A range of programmes are organised to support the students’ transition.

**Starting School and Preschool**
There is one entry date for all children across Australia starting school after or before their fifth birthday. Children start school on the first day of the school year if they have turned 5 or if their birthday is before 31 May. Children arriving in Australia and attending our intensive English Language Program can start throughout the year.

**Stationery**
Each student is issued with stationery at the beginning of the new school year. The Materials and Services Charges / School Card cover the costs of the majority of stationery items used by students in classroom programs.
Student Placement
Parent/carers are asked early in Term 4 to notify the principal in writing, of requests or issues that they would like considered regarding class placement for the following year. Students are also asked to identify friends they wish to be placed with for the next school year. Requests for particular teachers cannot be considered. Staff very carefully consider all factors into account, when developing new class for the following year.

Temporary Relieving Teachers (TRT)
When teachers are away sick or attending training, a temporary relief teacher (TRT) is employed to teach the class during the teacher’s absence. All temporary relief teachers are fully qualified teachers and must be approved for employment by the Department for Education and Child Development (DECD) before they are employed by the school.

Uniform/Dress Code
The school's Dress Code, endorsed by the Governing Council, and requires students to wear school uniform at all times. The school colour is navy blue.

Denim jeans are not acceptable. Writing, patterns or pictures other than school logo are not acceptable on clothing. Year 7 students are able to wear a special senior top.

Uniform items are available for purchase at the school through front office staff. A price list is included in the school enrolment pack and is available on request from the front office.

Students are not to wear makeup. Jewellery worn must be safe and appropriate e.g. dangly earrings are unsafe in fitness. Sensible shoes are required e.g. no thongs or high heels. Please label all items of your child’s clothing.

Students are required to wear approved school hats whenever they are outside i.e. recess, lunch, sports activities or excursions in Terms 1 & 4. In Terms 2 & 3 school hats will not need to be worn, unless UV ratio is over 30. Upon enrolment a hat will be provided (at no charge) by the school. Hats damaged or defaced with graffiti are not acceptable and families will be required to replace these at their own cost, as is the case with lost hats.

Use of Buildings by Outside Organisations
School buildings can be hired by outside bodies. Please contact finance officer, Kavita Mer, for more information on 8337 1411.

Visitors to the School
All visitors must sign in at the front office. This does not include parent/carers picking up and dropping off students, or calling into the office, but should include parent/carers who visit classrooms to assist teachers or attend excursions. Visitor badges are available from the front office. Schools are required to ensure that all parent and community volunteers are required to have a criminal history clearance before working with students. Please see front office staff for a DCSI Criminal History Screening form. A link to the form is provided on the school's website.
COMMUNICATION

Annual Report
The Annual Report is published at the end of each year. The format for this report is directed by the Department for Education and Child Development (DECD). The purpose of the Annual Report is to report to the community about the achievements that the school has made over the previous year. The focus of the report is the achievements associated with targets that are established as part of the School’s Improvement Plan.

A copy of the Annual Report is on the school’s website.

Diaries/Communication Book
Diaries are used to note homework, special activities, reminders etc. and for teachers’ notes to parents/carers and vice versa. Junior Primary teachers use a Communication Book in place of a diary. This provides an opportunity for teachers and parents/carers to communicate with each other on a variety of matters, educational, social, and family which may impact upon each child’s learning.

Emergencies
Medical information is kept in the front office. It is very important that emergency contact numbers are included. Information is updated early each school year however, if further information needs to be included during the year, please notify the student’s teacher and front office. There is a change of detail form on our school website.

Open Days
A range of Open Days are held throughout the year. Early in first term, parents/carers are invited to a ‘Meet the Teacher Evening’. Class expectations and routines are explained to parents/carers early Term 1.

Principal’s Mobile
Parents/carers are able to ring the school principal, Gael Little on her mobile 0421 051 952 after hours if concerns or issues arise. You can also find Gael’s phone number on the top of every newsletter.

Alternatively, write an email to Gael on gael.little34@schools.sa.edu.au and she will respond. Face to face meetings also occur by contacting the school or sending an email.
HEALTH AND SAFETY

Accidents
Accidents can occur in any sphere of activity, especially where there are numerous active, enthusiastic adventurers and inquisitive young people! They occur even when care has been taken to provide appropriate equipment, supervision and safety rules.

Procedures:

Minor injury
- Person in charge of First Aid is contacted
- Simple first aid is rendered to child and a note is sent home (if required).

Serious injury
- School leaders are advised
- Parent/carer is contacted
- School leaders may telephone for an ambulance to take the child to hospital. The parent/carer will be advised as soon as possible
- Please advise the school on enrolment if your child has any serious illness (diabetes, asthma, allergies, etc.).

Bicycles
Students may bring bicycles to school and place them in the bike shed which is locked during the day for security. Neither the school nor DECD can take responsibility for theft / damage to any bicycle.

Wearing a helmet is compulsory.

Bicycles / scooters must not be ridden within the school grounds unless part of a supervised activity.
Roller blades, bikes, scooters and skateboards can be brought to school bike each week for Wheels Wednesdays.
Supervision occurs at lunch time for students to be active using their “wheels” on the tennis court and the dirt bike track areas of our school.

Car Park
Inside the school grounds car parking is reserved for staff use only. There is also an area behind the Robson building for visitors to the school to use and as a flow over area for car parking. This is not for general drop off and pick up for safety reasons. During morning drop off and afternoon pick up times parking in front of the Robson building is reserved (refer page 6). These parents have been provided with a parking permission slip.

Please do not park in the staff, deliveries and disabled parking zones even if you are only stopping briefly to drop off your children. These areas need to be available so we have clear access when needed. Please park on Robson Road and come and collect your children during these times.

Collecting Students Early
For safety reasons parent/carers collecting students early must report to the front office to complete the early dismissal register and collect an Early Dismissal note. This note is then taken to the class teacher by the adult.

Custody
The school must be informed about any custody orders. Documents pertaining to custody orders need to be sighted by the Principal and copies filed at the school. These are confidential documents.
Dental Care
Dental Care is provided at Magill Dental Clinic. A fee applies to children and students who are not dependants of a Centrelink Concession Card or School Card Holders, or who do not have their own Centrelink Concession Card. The fee applies per child for each general course of dental care provided at School Dental Clinics.

For an appointment or more information contact: Magill School Dental Clinic: 8333 0707

Dogs
Dogs are not permitted on school grounds. For show and tell sessions dogs and other animals can come into the child’s class. The teacher/parent will need to negotiate this with Martha Pampoukidis, School Counsellor, as some students may have allergies or fear/phobias.

Fire Drill / Evacuation / Invacuation (Lock In)
The school has detailed fire drill, evacuation and lock in procedures. There are practice sessions to ensure staff and students are clear about what to do in case of an emergency.

First Aid
Staff undertake training in First Aid and this training is regularly updated. Whilst on duty, every effort is made by staff to ensure the safety and welfare of students. Teachers on yard duty are identified by yellow hats and carry a first aid waist bag.

The class or yard duty teachers treat minor injuries of students. During class time, if a student is injured or unwell, they are accompanied to front office staff with a note from the class teacher. In break times students who are injured or unwell are asked firstly to see the teacher on duty or send another student to get assistance. After an initial assessment students may be sent to the front office.

Front Office staff administer first aid, record action taken, and parents/carers are notified by a note sent home or by a phone call if necessary. If the injury or illness warrants further action, families are notified immediately and asked to collect their child. An ambulance will be called if required and parent/carers are informed immediately.

Food Education Centre
Governing Council will at times organise special lunches from the school's Food Education Centre (FEC). Healthy iceblocks are sold on Fridays. Throughout the year, classes use the FEC centre for cooking lessons.

Health Care
Parent/carers are asked to advise the school upon enrolment if their child/children have any serious medical conditions and/or allergies. Parent/carers will be asked to complete a Health Care Plan. Copies of these forms will be kept in the First Aid cupboard in front office and with the class teacher (also refer to topic: Medication).

We require a Medical Care Plan, signed by a doctor for ongoing health issues / allergies.

Parent/carers are required to review their child’s Health Care Plan each school year or whenever there is a change in the child’s condition.

Please note, some students have severe allergies to certain foods. We ask that your child not share their food with other students.

Hot Weather Policy
If the expected temperature is (36 degrees or above) students play inside.
**Infectious Diseases**
See information in the ack of this booklet re exclusion for illnesses.

**Medication**
If medication must be administered at school, the parent/carer must ensure that the medication is in the original packaging and is clearly marked with the child’s name, and that it is accompanied by a letter from the doctor outlining the dose and frequency of the medication. Consent to give this medication must be in writing.

Teachers are not responsible for administering medication except where no practical alternative exists. Under no circumstances will school staff dispense medication to students unless the doctor has completed a medication permission form (available from the front office). Antibiotics can generally be given before school, at the end of the school day and before bed and do not need to be dispensed at school. Please discuss any relevant medical issues with the Principal.

All medication is to be handed into the Front Office. Analgesics should only be given on medical advice and must not be brought to school unless the guidelines above are followed.

**OHS&W**
The Departmental Occupational Health Safety and Welfare (OHS&W) Policy set guidelines to be followed by all schools. An OHS&W Committee operates at this worksite.

**Smoking**
Smoking is prohibited on school grounds at all times.

**Sun Safe Policy**
Students are required to wear approved School Hats whenever they are outside in Terms 1 & 4.

**Truancy**
If a student leaves the school grounds or is thought to have left the grounds during school hours without permission, the matter will be reported to the Principal or another School Leader immediately. Such matters are of great concern and accorded absolute priority by all staff, so an immediate investigation will be made in the interests of the student’s safety.

If the student cannot be found within a reasonable time, the police will be contacted.

**Wet Weather Policy**
On days when wet weather prevents outside play, students will remain indoors. If wet weather occurs during play periods, the siren will be sounded to indicate to students they are to return to their classroom area. Students are supervised inside during wet weather play.
MONEY MATTERS

Classroom Consumables
Classroom teachers have a budget allocation to cover classroom purchases. This includes basic classroom stationery, art supplies, printing, science and technology consumables etc. These consumables are covered by the school materials and services charge/school card and are supplied for the students’ use.

Excursions
Teachers organise school excursions to complement their learning programs. Information is always sent home to parent/carers to explain the purpose and cost associated with any planned excursion. Cost is always a consideration when planning excursions and every effort is made to make sure parent/carers are given enough warning so they can budget for any payments that may be requested. Teachers may request parent/carer help for the special event, criminal history clearances will be needed.

Late payments cannot be accepted after the due date of an excursion unless prior arrangement has been made with the Principal or a Senior Leader.

Financial Management
Financial Management at East Torrens Primary School is based on the guidelines laid down by the Department for Education and Child Development. The Finance Committee, which consists of Principal, staff and parent/carer representation, under the guidance of the school’s Governing Council, oversees the school budget.

Materials and Services Charges
Materials and Services Charges are set each year by Governing Council in line with the Department for Education and Child Development recommendations. Parent/carers are asked to pay the charges by the end of the first term. Installment payments can be organised through the finance officer or principal. Our policy states that names of families who do not pay their Materials and Services Charges within the required time (unless negotiated before the due date) will be given to a Debt Collection Agency.

Money Collection
Students are expected to bring all money payments to their class in envelopes clearly stating the student’s name, class teacher’s name, amount enclosed and the reason for payment. A receipt will then be given. Late and part payments are to be negotiated with the Principal or a Senior Leader. We have EFTPOS facilities for money collection and a minimum transaction of $10.00 applies. We use Bitzgate which is an on-line payment process, families can access.

School Card
The School Card Scheme provides financial assistance towards the cost of educational expenses for students. At the beginning of each year, information is sent home about this scheme. All queries about School Card should be directed to the Finance Officer or Principal. School Card must be applied for each year. (Information included in the enrolment pack and on website).
PARENT INPUT

Governance Council

East Torrens Primary School Governing Council:

- Is accountable to the Minister for developing, negotiating and meeting the objectives and targets of the school's Site Improvement Plans
- Allocates resources
- Monitors key indicators and level of client satisfaction
- Reports to the department and the community
- Is responsible for local policy development within broad Department for Education and Child Development frameworks (e.g. curriculum and program initiatives)
- Participates in the selection process for principal positions
- Has employer responsibility for staff employed by the Governing Council of the OSHC staff

The majority of members are parent/carers. The Council also includes staff representation.

Any parent/carer is welcome to attend any meeting but will not be able to vote.

Psychology and Speech Referrals

The school can request assessments for speech and psychology for students with parents first signing consent. Requests for these assessments occur through Gael Little, Wendy Olsson or Assunta Alfano.

Newsletter

The East Torrens Primary School newsletter is published every second Thursday. The newsletter is sent home with the youngest child in each family. Important events and dates are published in advance; these dates are also published in the Term Calendar. Further events may be added to the Term Calendar throughout the term. Non-custodial parents may also receive copies. Please contact the front office to organise this.

Volunteers

Volunteers are very welcome and appreciated at East Torrens Primary School. All volunteers must fill out a declaration prior to participating in any capacity at the school. Volunteers are required to sign in and out in the Visitors and Volunteers register at the front office and collect and wear a Volunteers badge whilst volunteering in the school. Among the tasks that volunteers may take on are:

- Governing Council Representatives
- Classroom assistance
- Sports coaching and administration
- Attending camps and excursions
- Listen to reading

Please see your child's class teacher or a school leader; Gael, Assunta, Martha or Wendy if you have some time to spare. Training and support can be provided. We encourage parents/carers to be involved in our school.

As per DECD requirements, volunteers will be required to have a Criminal History Clearance through DCSI. Link to the form is on the school’s website or a copy can be obtained from the front office. This document will need to be sighted by the Principal and a copy filed with the school.
STUDENT LEARNING

Aboriginal Students
At East Torrens Primary School our Indigenous students and families are supported by our Aboriginal Community Education Officer (ACEO) Michael Turer.

Assessment and Reporting
Student progress is assessed on a regular basis in a variety of ways, including reviews and tests, rubrics, self-assessment, project evaluations, and National Assessment Program - Literacy and Numeracy (NAPLaN) testing for Years 3, 5 and 7 in Term 2.

We use the Australian Curriculum for programming assessment and reporting. Teachers are using the Australian Curriculum for programming, assessment and reporting in English, Maths, History, Geography and Science. Each student at East Torrens Primary School has a SMARTAR Goals (Specific, Measurable, Attainable/Aspirational and with a Realistic time line, Agreed and Reviewed). These SMARTAR Goals are developed with the teacher and student and are set and reviewed at the end of every term. Parents/carers are informed of their child/children’s SMARTAR Goals. However you can request a meeting to discuss your child/child’s progress at any time. These meetings will be arranged at mutually convenient times.

There are various areas of learning at East Torrens Primary School. They include English, Mathematics, History, Geography, Languages (Italian), Science, Design and Technologies, Health and Physical Education and The Arts.

Reporting to parent/carers occurs through written reports twice a year in Terms 2 and 4. These reports are easy to understand and include A – E achievement levels for all learning areas. Teachers use informal notes and discussions, workbooks, communication books and diaries to communicate student progress to parents/carers. In Term 1, interviews are held involving parent/carers, students and teachers.

Casual Day
At the end of each term students are encouraged to wear casual clothes and asked to donate a gold coin.
Martha Pamoukidis, School Counsellor and the Student Council organise these days.

English and Mathematics Blocks
All classes have English and Mathematics blocks. During this time students are engaged in a range of learning activities. We have also introduced a Whole School Reading Programme for 15 minutes from 8.45 – 9.00am.

English as a Second Language (EALD)
English as an Additional Language or Dialect (previously referred to as ESL). The school provides individual, small group and class support for students who have come to school with a language other than English as their first language. Students engage in a range of activities with support from the class teacher who ensure he/she develops competency in all areas of English.

Exemption from School Attendance
If you wish to take your child from school for a period, families are required to complete an exemption form which needs to be signed by parent and by the principal. Any exemption lasting more than one month (apart from family holidays), an application must be made to the Department of Education and Children’s Services through the State Office. The exemption form can be obtained from the school’s website of front office.
**Excursions**
Excursions are planned for your students to increase their learning experiences and are part of the education programme.

Each teacher carefully considers all excursions for educational value and costs.

Any performance that is held at school for the total school population or portion thereof is part of the curricula and is counted as an incursion.

**First Language Maintenance Programme**
This programme supports students of Italian and Hindi background. It allows students to explore their cultural identity by sharing their knowledge and experiences with others and further develop their competency in speaking their first language.

**5 Star Work and Behaviour**
At East Torrens Primary School we expect 5 Star behaviour and 5 star learning in all classes.

**Homework**
Homework is a valuable activity for students and plays an important part in their learning.
At East Torrens Primary School we give homework to students in Years 3 – 7. Junior Primary students are expected to read and practise their spelling words each night.

Homework will only be given Monday – Thursday and the recommended maximum times are:
- Year 3 – 20 mins per night
- Year 4 – 25 mins per night
- Year 5 – 30 mins per night
- Year 6 – 35 mins per night
- Year 7 – 40 mins per night

Each class teacher will however, have their own policy, which will cover:
- how often it is set
- the type of work given
- marking procedure
- communication with parents

It is important to note that homework should be seen as a continuation of work already commenced. It is not new work, which requires excessive parent help. Some children may wish to spend more time on follow-up work in an area of interest eg. reading, computers, art, etc. This should be encouraged.

Tasks set for homework should fit into one of the following categories:
- Completion of work
- Researching a topic
- Reading

Homework should be seen as a continuum from Year 3 – 7, with more challenging activities being set as students get older and good study habits being developed by Year 7 in preparation for Secondary School.
Information and Communication Technologies
We have Interactive Whiteboards/large monitor screens in all classrooms and in the Resource Centre. Computers are an integral part of the total curriculum program offered to students at East Torrens Primary School and they are available for staff and student use in classrooms, the computer suite and the Resource Centre. All computers across the school are networked and have access to the Internet. Students have access to high quality multimedia software, flip cameras, digital cameras, scanners and video cameras to support their learning with information technology. Staff are continually upgrading their skills in the use of technology. Over 80 Ipads have been introduced across the school and both staff and students will be participating in ongoing training and development in the use of this technology. Chrome books are also being used for student use.

Sports Day
A Twilight Sports Day is held in Term 1. Families are invited to attend this special community event.

Student Management
Our school behaviour code is based on building respectful relationships between students, parent/carers and teachers. All classes develop a class code for successful learning based on our 4 core values. There are processes for students to raise concerns or issues such as harassment and bullying within the school. These concerns are treated seriously.

Student Voice
Teachers hold class meetings regularly. At the beginning of the year, class members vote for peers to represent them on the Student Council.

House Leaders are voted in each year to represent the three school teams. These teams (Houses) are named Reid, Amber & Heath. Points are collected throughout the year for the 3 school teams. At the end of each term a celebration is held for the winning team. At the end of the year the winning team has their House Team engraved on a sup which is displayed in the Resource Centre.

Student Council representatives and House Leaders have opportunities to have a voice within the school community.

Swimming/Aquatics
Swimming lessons are held at Payneham Swimming Centre in Term 4 for students from Reception to Year 5. Year 6/7 students attend aquatics at the DECD facility at West Lakes in Term 4. Students in the Special Classes attend swimming lessons weekly at the Norwood Swimming Centre.
Appendix 1

**SCHOOL JARGON**

Some of the words and letters used around schools:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACEO</td>
<td>Aboriginal Community Education Officer</td>
</tr>
<tr>
<td>AEU</td>
<td>Australian Education Union</td>
</tr>
<tr>
<td>AC</td>
<td>Australian Curriculum</td>
</tr>
<tr>
<td>AGM</td>
<td>Annual General Meeting of the Governing Council</td>
</tr>
<tr>
<td>AP</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>BSSO</td>
<td>Bilingual School Services Officer</td>
</tr>
<tr>
<td>DECD</td>
<td>Department for Education and Child Development</td>
</tr>
<tr>
<td>EALD</td>
<td>English as an Additional Language or Dialect</td>
</tr>
<tr>
<td>EO</td>
<td>Equal Opportunities</td>
</tr>
<tr>
<td>ETPS</td>
<td>East Torrens Primary School</td>
</tr>
<tr>
<td>Fam S.A.</td>
<td>Families SA</td>
</tr>
<tr>
<td>FEC</td>
<td>Food Education Centre</td>
</tr>
<tr>
<td>GC</td>
<td>Governing Council</td>
</tr>
<tr>
<td>IELC</td>
<td>Intensive English Language Centre</td>
</tr>
<tr>
<td>IELP</td>
<td>Intensive English Language Programme</td>
</tr>
<tr>
<td>NAPLAN</td>
<td>National Assessment Program – Literacy and Numeracy</td>
</tr>
<tr>
<td>NIT</td>
<td>Non Instructional Time</td>
</tr>
<tr>
<td>OHS&amp;W</td>
<td>Occupational Health Safety and Welfare</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education</td>
</tr>
<tr>
<td>RBL</td>
<td>Resource Based Learning</td>
</tr>
<tr>
<td>SACSA</td>
<td>South Australian Curriculum, Standards and Accountability</td>
</tr>
<tr>
<td>SMARTAR Goals</td>
<td>Specific, Measurable Attainable/Aspirational, Realistic, Timely, Agreed and Reviewed Goals</td>
</tr>
<tr>
<td>SC</td>
<td>Student Council</td>
</tr>
<tr>
<td>SSO</td>
<td>School Support Officer</td>
</tr>
<tr>
<td>T &amp; D</td>
<td>Training and Development</td>
</tr>
<tr>
<td>TRT</td>
<td>Temporary Relieving Teacher</td>
</tr>
<tr>
<td>Vertical Groups</td>
<td>Combination of year levels</td>
</tr>
</tbody>
</table>
Appendix 3

EXCLUSION FROM CHILD CARE, PRESCHOOL AND SCHOOL

The spread of certain infectious diseases can be reduced by excluding a person, known to be infectious, from contact with others who are at risk of catching the infection.

The need for exclusion depends on:

- the ease with which the infection can be spread
- the ability of the infected person to follow hygiene precautions
- whether or not the person has some immunity to the infection (either from vaccination or past infection)
- to a lesser extent, the severity of the disease.

A person who is not excluded may still need to remain at home because they do not feel well.

Recommended exclusion periods are based on the time that a person with a specific disease or condition might be infectious to others.

Recommended non-exclusion means that there is not a significant risk of transmitting infection to others.


The following are recommended minimum periods of exclusion from school, preschool and child care centres for cases of, and contact with, infectious diseases based on guidelines issued by the National Health and Medical Research Council in December 2005 and the ninth edition of the Australian Immunisation Handbook. These guidelines can also be applied to the general community and most workplaces.

However, if a child care worker has gastroenteritis, the exclusion period is for at least 48 hours after the vomiting and/or diarrhoea have ceased.

**Recommended exclusion periods from child care, preschool and school**

<table>
<thead>
<tr>
<th>Disease or condition</th>
<th>Exclusion of case</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Candidiasis</td>
<td>See Thrush</td>
<td></td>
</tr>
<tr>
<td>Chickenpox</td>
<td>See Varicella-Zoster</td>
<td></td>
</tr>
<tr>
<td>Cytomegalovirus infection (CMV)</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has stopped (unless doctor has diagnosed non-infectious conjunctivitis)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cryptosporidium infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (no organism)</td>
<td>Exclude until no diarrhoea for</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease or condition</td>
<td>Exclusion of case</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the next 48 hours later</td>
<td>Exclude contacts living in same house until cleared to return by appropriate health authority</td>
</tr>
<tr>
<td>Food poisoning</td>
<td>Exclude until well – no vomiting or diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular fever (infectious mononucleosis, EBV infection)</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters are dry</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenza type b (Hib)</td>
<td>Exclude until person has received appropriate antibiotic treatment for at least 4 days</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head lice (pediculosis)</td>
<td>Exclude until appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes simplex (cold sores, fever blisters)</td>
<td>Young children and others unable to comply with good hygiene practices should be excluded while lesion is weeping. Lesions should be covered by a dressing where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus (HIV/AIDS)</td>
<td>Exclusion is NOT necessary. If the person is severely immunocompromised they will be vulnerable to other people’s infections</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hydatid disease</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>See School sores</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease or condition</td>
<td>Exclusion of case</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Legionnaires' disease</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after the onset of the rash</td>
<td>Immunised and immune contacts are not excluded. Non-immunised contacts of a case to be excluded from child care until 14 days after first appearance of rash in last case, unless immunised within 72 hours of first exposure during infectious period with first case. All immunocompromised children should be excluded until 14 days after first day of appearance of rash in last case</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until appropriate antibiotic treatment completed and until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Methicillin resistant Staphylococcus aureus (MRSA) skin infection</td>
<td>Exclusion is NOT necessary unless infected skin lesions on exposed surfaces cannot be completely covered with a dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of swelling</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Norovirus</td>
<td>See Viral gastroenteritis</td>
<td></td>
</tr>
<tr>
<td>Parvovirus infection (Fifth disease, erythema infectiosum, slapped cheek syndrome)</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded, but people who are anaemic, immunocompromised, or pregnant should be informed of possible risk of getting infection</td>
</tr>
<tr>
<td>Pertussis</td>
<td>See Whooping cough</td>
<td></td>
</tr>
<tr>
<td>Respiratory Syncytial Virus</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease or condition</td>
<td>Exclusion of case</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Ringworm/tinea</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ross River virus</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rotavirus infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scabies</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scarlet fever</td>
<td>See Streptococcal sore throat</td>
<td></td>
</tr>
<tr>
<td>School sores (impetigo)</td>
<td>Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigella infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shingles</td>
<td>See Varicella-Zoster</td>
<td></td>
</tr>
<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Toxoplasmosis</td>
<td>Exclusion is NOT necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Exclude until medical certificate is produced from appropriate health authority</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Yersinia infection</td>
<td>Exclude until no diarrhoea for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>