



Family Information Booklet



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Our School

Welcome to Elizabeth Downs Primary School and we are looking forward to getting to know your child/children and your family.

We have 11 mainstream classes, 5 Intensive English Language Centre (IELC) classes, a preschool and an occasional care program.

A special feature of our school is the Stephanie Alexander Kitchen Garden Program. Students participate in weekly garden and kitchen lessons.

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 5 School Leaders and they are:

- Meredith Starkey, Principal
- Judy Holt, Deputy Principal
- Sharyn Tompkins, Senior Leader: Student Wellbeing
- Tabitha Kurniawan, Co-ordinator Intensive English Language Centre (IELC)
- Tammy Starkey, Leader in Mathematics



SCHOOL ORGANISATION

School Times

8.30am	Grounds open. Teacher on duty
8.40am	Classes commence
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



On the last day of each term, school is dismissed at 2:00pm. The last day of each term is a non-uniform day. Students are to bring a gold coin donation if they choose to wear casual clothes.

All Children and young people are powerful learners.

We have a collective responsibility to ensure optimal learning for all.

Children and young people are partners in their learning.

We are Tribes Learning Community school

Elizabeth Downs Primary Beliefs

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.

Buildings and Classes

The classrooms and other areas around the school have Aboriginal names in the Kurna Language.

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.

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 near the front office

Non-Instructional Time (NIT)

These lesson times are taken by specialist teachers. NIT time is used by teachers for:

- Parent/carer meetings
- Training
- Preparation of lessons
- Classroom organisation and planning
- Planning camps, excursions, school events
- Meetings with other staff

Students attend Physical Education, The Arts (music, drama, dance, media studies) and STEM, Science, Technology, Engineering and Maths during this time.

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 Uleybury Partnership 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 8.50am. Arriving late interrupts the learning of the class and interferes with your child's participation in the class program. Important information is shared first thing every morning with the class as well as being an 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.

School Choir

We have a School Choir consisting of students from Years 5-7. The choir students attend the Festival Theatre in Term 3. 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 intervention support
- 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 Elizabeth Downs Primary School attend local feeder schools either Craigmore High School or Playford International College. We have a very close relationship with Craigmore High School and a range of program are organised to support the students' transition.

Starting Preschool and School

There is one entry date for all children across Australia starting preschool or school after or before their fifth birthday. Children start preschool or school on the first day of the school year if they have turned 4 (preschool) or 5 (school) or if their birthday is before 1 May.

Children arriving in Australia and attending our intensive English Language Program can start throughout the year.

The Preschool program runs two different groups. Occasional care is offered to children over three.

Please see Meredith for further information.

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. Staff carefully consider all factors 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 of Education 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 colours are blue (tops with school logo) and black (bottoms).

Year 7 students are able to wear a special black senior top.

Uniform items are available for purchase at the school through front office staff.

Students are not to wear makeup. Sensible shoes are required e.g. no thongs or high heels.

Please label 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 and 4.

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 child-related screening before working with students. Please see front office staff for a DCSI child-related screening form.

COMMUNICATION

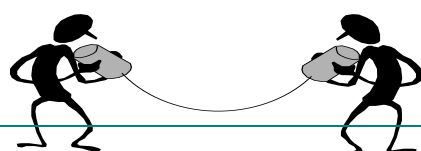
Emergencies

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.

Principal's Mobile

Parents/carers are able to ring the school principal, Meredith Starkey on her mobile 0411 135 398 after hours if concerns or issues arise. You can also find Meredith's phone number on the top of every newsletter.

Alternatively, write an email to Meredith on meredith.starkey62@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 racks. It is the family's responsibility to provide a chain and lock. Neither the school nor the department can take responsibility for theft / damage to any bicycle.



Wearing a helmet is compulsory.

Bicycle / scooters must not be ridden within the school grounds.

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. .

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.

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 student 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.

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.

Hot Weather Policy

If the expected temperature is (36 degrees or above) students play inside.

Infectious Diseases

See information in the back 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.

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.

Smoking

Smoking is prohibited on school grounds at all times.



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 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.

Materials and Services Charges

Materials and Services Charges are set each year by Governing Council in line with the Department of Education 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.

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.

PARENT INPUT

Governing Council

Elizabeth Downs Primary School Governing Council:

- Is accountable to the Minister for developing, negotiating and meeting the objectives and targets of the school's improvement directions
- Reports to the department and the community
- Is responsible for local policy development within broad Department for Education and Child Development frameworks (eg. curriculum and program initiatives)

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.



Newsletter

The Elizabeth Downs Primary School newsletter is published every fortnight. Important events and dates are published in advance.



STUDENT LEARNING

Aboriginal Students

At Elizabeth Downs Primary School our Indigenous students and families are supported by our Aboriginal Community Education Officer (ACEO) and Aboriginal Education Teacher.

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.

Reporting to parent/carers in mainstream classes 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. IELC students receive an exit report and 2 interviews.

Exemption from School Attendance

If you wish to take your child/children 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 front office.

Sports Day

A Sports Day is held each year. Families are invited to attend this special community event. We have 3 house teams.

Buurree - Yellow
Kaurna Meaning: Wattle Tree

Arkookurra - Blue
Kaurna Meaning: Blue Winged Kookaburra

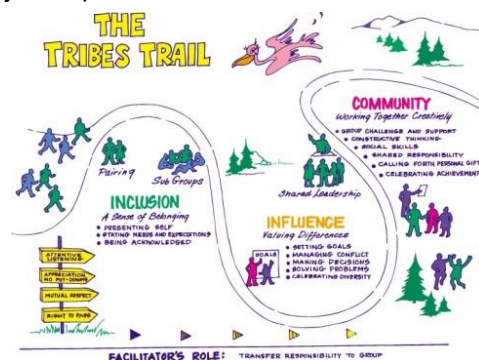
Girri-Girri- Red
Kaurna Meaning: Red Sun

Student Management

Elizabeth Downs Primary School is a Tribes Learning Community and the philosophy and values are the foundation for our school. All staff and students have a common language as we work together in classrooms and beyond as Tribes is embedded in whole school culture; classroom practice, behaviour code and school policies, and staff meetings. We feel it is important that it is how everyone works together at Elizabeth Downs, not just expectations for student behaviour. It is a learning journey we go onto together.

We aim to develop a Learning Community which:

- Develops inclusion and belonging so students, staff and visitors feel they are welcomed, valued and have a deep sense of belonging.
- Builds knowledge, skills and understanding around cooperative learning
- Develops conflict resolution skills
- Provides a common language for students and staff.



Underpinning the whole process are the Caring Agreements. These are positive actions and agreements that the whole group use and become the group values. As part of the inclusion stage a deep understanding of these are developed with the aim that all will take ownership of them. The Caring Agreements are:

- **Mutual Respect:** Treat other people the way we want to be treated, respect ourselves and keep ourselves safe, and look after the environment around us.
- **Attentive Listening:** Developing the skills of really listening to someone – listen with your eyes, your ears and your heart.
- **The Right to Pass/Participate:** Not opting out of learning! Recognising that we can participate in different ways, e.g. answering a question, reading in front of the class, listening carefully etc. We have the right to pass in certain activities, but... the more we participate the more we gain.
- **Appreciations/No Put Downs:** Speak kindly to others and think of other people's feelings.
- **Go Beyond Your Best!** This final agreement was added by the staff and students at Elizabeth Downs:



Appendix 1

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.

For further information about diseases, please refer to the specific conditions either in this publication or at <http://www.health.sa.gov.au/pehs/youve-got-what.htm>

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

Disease or condition	Exclusion of case	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until no diarrhoea for 24 hours	Not excluded
Campylobacter infection	Exclude until no diarrhoea for 24 hours	Not excluded
Candidiasis	See Thrush	
Chickenpox	See Varicella-Zoster	
Cytomegalovirus infection (CMV)	Exclusion is NOT necessary	Not excluded
Conjunctivitis	Exclude until discharge from eyes has stopped (unless doctor has diagnosed non-infectious conjunctivitis)	Not excluded
Cryptosporidium infection	Exclude until no diarrhoea for 24 hours	Not excluded
Diarrhoea (no organism identified)	Exclude until no diarrhoea for 24 hours	Not excluded

Disease or condition	Exclusion of case	Exclusion of contacts
Diphtheria	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	Exclude contacts living in same house until cleared to return by appropriate health authority
Food poisoning	Exclude until well – no vomiting or diarrhoea for 24 hours	Not excluded
Glandular fever (infectious mononucleosis, EBV infection)	Exclusion is NOT necessary	Not excluded
Hand, foot and mouth disease	Exclude until all blisters are dry	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until person has received appropriate antibiotic treatment for at least 4 days	Not excluded
Head lice (pediculosis)	Exclude until appropriate treatment has commenced	Not excluded
Hepatitis A	Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is NOT necessary	Not excluded
Hepatitis C	Exclusion is NOT necessary	Not excluded
Herpes simplex (cold sores, fever blisters)	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	Not excluded
Human immunodeficiency virus (HIV/AIDS)	Exclusion is NOT necessary. If the person is severely immunocompromised they will be vulnerable to other people's infections	Not excluded
Hydatid disease	Exclusion is NOT necessary	Not excluded
Impetigo	See School sores	
Influenza and influenza-like illnesses	Exclude until well	Not excluded

Disease or condition	Exclusion of case	Exclusion of contacts
Legionnaires' disease	Exclusion is NOT necessary	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority	Not excluded
Measles	Exclude for at least 4 days after the onset of the rash	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
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics	Not excluded
Meningitis (viral)	Exclude until well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment completed and until well	Not excluded
Molluscum contagiosum	Exclusion is NOT necessary	Not excluded
Methicillin resistant Staphylococcus aureus (MRSA) skin infection	Exclusion is NOT necessary unless infected skin lesions on exposed surfaces cannot be completely covered with a dressing.	Not excluded
Mumps	Exclude for 9 days after onset of swelling	Not excluded
Norovirus	See Viral gastroenteritis	
Parvovirus infection (Fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is NOT necessary	Not excluded, but people who are anaemic, immunocompromised, or pregnant should be informed of possible risk of getting infection
Pertussis	See Whooping cough	
Respiratory Syncytial Virus	Exclusion is NOT necessary	Not excluded

Disease or condition	Exclusion of case	Exclusion of contacts
Ringworm/tinea	Exclude until the day after appropriate treatment has commenced	Not excluded
Ross River virus	Exclusion is NOT necessary	Not excluded
Rotavirus infection	Exclude until no diarrhoea for 24 hours	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonella infection	Exclude until no diarrhoea for 24 hours	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced	Not excluded
Scarlet fever	See Streptococcal sore throat	
School sores (impetigo)	Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing	Not excluded
Shigella infection	Exclude until no diarrhoea for 24 hours	Not excluded
Shingles	See Varicella-Zoster	
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and feels well	Not excluded
Thrush (candidiasis)	Exclusion is NOT necessary	Not excluded
Toxoplasmosis	Exclusion is NOT necessary	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from appropriate health authority	Not excluded
Worms	Exclude if diarrhoea present	Not excluded
Yersinia infection	Exclude until no diarrhoea for 24 hours	Not excluded

You've Got What? SA Health

Communicable Disease Control Branch Telephone: 08 8226 7177 Email: cdbc@health.sa.gov.au