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Anti-Bullying Policies

Governing Council revised our school’s policy in 2012. Please click on the policy section of our web site for the current policy.

Assemblies

Whole school assemblies are held fortnightly usually Wednesdays in even weeks in afternoon from 2.30pm. Parents are always welcome to attend these assemblies.

The assemblies:

- encourage child participation
- help older and younger children to understand and appreciate the development level of each age group by sharing class and school activities
- develop skills in public speaking and performances before an audience
- provide a forum to show activities and skills developed in class programs

The assemblies are run by individual classes with the responsibility for each assembly rotated across all classes. The students take lead roles in organising, speaking and presenting under the supervision of the class teacher.

Attendance and Absence

Children between the ages of 6 and 17 must attend school on each day that the school is open. Children who start school at 5 are expected to attend school regularly. Illness or a significant family event may legitimately prevent a child from attending school.

Teachers are required to record the reason for an absence and regular late arrival in the official roll book.

To support the information gathered in the roll books, notification of the reason for absence preferably in writing or by telephone is required. Families of children who are absent from school for 3 days, without notification, will be contacted.

There are occasions when children need to be picked up early from school. As part of our Duty of Care and OHSW procedures parents are requested to sign the Early Leaving register in the front office, students that are late are also required to be signed in via the front office.

It is important that children arrive at school on time as instructions and the day’s plans are discussed at this time. Children who are regularly late may also miss specific literacy instruction. Children who arrive late must come to the front office to receive a late advice to take to the class teacher. Rolls are monitored over the year for lateness and early leaving.
Canteen

The canteen is open three days a week at recess and lunch and is staffed entirely by volunteers.
The canteen’s menu is ‘Right Bite’ compliant, meaning only foods low in salt, fat and sugar are sold.
A caterer provides children’s lunches on Wednesday and Friday.
Orders for lunches are placed with money in a named bag and deposited in the classroom lunch tray. Lunches are delivered to the classroom by class monitors.
The canteen also organises ‘special recess/lunches’ twice a term.

Children Leaving School Grounds

Once at school, children are expected to remain for the duration of the school day. If you wish to vary this, please advise the school in writing or that you wish to collect your child / children at a nominated time at the front office. The child must be checked out/in via the front office so that their whereabouts are recorded.

If children go home for lunch, a note to this effect for our files at the beginning of the year will be sufficient. If, however, your child usually has lunch at school and you wish to vary this on a particular day, then please advise us. These procedures help us to know where your child is and are necessary for your child’s safety.

For safety reasons all children must be signed in and out by family members in the front office.

Common Illness

Your child may contract common contagious diseases, E.G, Chicken Pox. If they do, please contact the school immediately so that, where appropriate, other parents can be notified.
Please observe the regulations set by Health SA with regard to treatment and exclusion from school. These regulations are considered to be a firm guide although on receipt of a certificate from your child's doctor, the times may be varied.
Exclusion times from school and illnesses that require exclusion from school can be found at:

Curriculum

Preschool and School Curriculum

The Pre-school Curriculum used at our school is from the 'Early Years Framework': Belonging, Being, Becoming. This is a national document providing a curriculum for all early year settings. This drives how and what we do when we work with children. A great deal of planning goes into the pre-school programme so that the child has the best experiences possible so they can achieve the 5 learning outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and individual learners
- Children are effective communicators

Pre-school Vision:
“St. Agnes Preschool is a partnership of families, caregivers and educators committed to developing the knowledge, skills dispositions and values necessary to empower children to become independent, optimistic, curious learners and respectful and responsible citizens.”

The St Agnes School curriculum is based on the online Reception to Year 10 Australian Curriculum (AC) http://www.australian curriculum.edu.au/, now in its third year of implementation. Until its full implementation by the beginning of 2015, the South Australian Curriculum, Standards and Accountability (SACSA) framework will also be used. The curriculum forms the foundation of future learning, growth and active participation in the Australian community. It sets out essential knowledge, understanding, skills and capabilities. and provides a national standard for student achievement in core learning areas.

Our school’s motto is “Learning today, leading tomorrow”
St Agnes School vision:

“For our students to be successful and confident learners with high levels of numeracy, literacy and wellbeing, through innovative and collaborative teaching”

St Agnes Schools curriculum is based on the following areas of study:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS):
  - History
  - Geography
  - Civics and Citizenship (years 3-7)
  - Economics and Business (years 3-7)
- The Arts: (familiarisation with Australian Curriculum in 2014)
  - Dance
  - Drama
  - Media Arts
  - Music
  - Visual Arts
- Languages (familiarisation with Australian Curriculum in 2014)
- Health and Physical Education
- Technologies: (SACSA until 2015)
  - Design and Technologies
  - Digital Technologies

Specialist teachers support the areas of PE, Music and German.

Choir
Music is currently provided to all children while the school choir is a musical option for Years 4 - 7 students.

Music Program
We are pleased to be part of an Instrumental Music Program that offers an exceptional opportunity for students to learn to play a range of instruments. Please discuss this program with senior staff if you require further details
Site Improvement Priorities

At St Agnes we believe that it is important that all staff share the ‘collective responsibility’ for the improvement of learning outcomes for young people. Consequently we are developing a ‘whole school language’ and ‘consistency of approach’ amongst our staff and SSO’s when sharing our pedagogy. Our site Priorities include:

**Numeracy**- Developing a common understanding of effective pedagogy and strategies to teach mathematics and differentiate for the success of all students (in particular problem solving and reasoning)

The school is implementing a Numeracy Block structure and Natural Maths Mental Computation Strategies.

These form the base/foundation for a consistent preschool-7 approach to mathematics and numeracy.

**Literacy**- Develop a common understanding of approach to teaching Literacy (in particular Reading Comprehension) incorporating the explicit teaching of these skills

**Effective Teaching and Learning**- Improve teacher effectiveness and therefore student achievement through improved pedagogy (whole site using TfEL or Teaching for Effective Learning Framework)

For more information regarding Site Improvement Priorities please refer to the site Improvement plan on our school website.

Custody

Sensitive situations can arise involving children whose parents are either divorced or separated. The Family Court is empowered to make orders concerning custody of, and access to, children of a relationship. Such orders must be sighted by the principal. Where a parent has sole custody then information will be requested with regard to the releasing of information about the child’s education. The interests of the child are uppermost at all times. No child will be released into the hands of any other adult without the consent of the custodial parent.
**Dress Code**

The dress code for St Agnes School is an important aspect of the school and the dress standard attained by the students is a result of parents and the school working in partnership. The school colours are bottle green tops, black skirts, shorts or trousers.

The school expects children to wear clothing within the dress code. The main benefits of a dress code are:

- pride in appearing as a member of the St Agnes School and community
- reducing the “social pressure” to follow fashion trends
- lowering the cost of children’s school clothing
- Being appropriately dressed for various physical activities.

All children, with parental support are strongly encouraged to wear the dress code outlined below without variation.

Unavoidable temporary variations in the school dress code must be advised in writing by parents and dated.

**DRESS CODE POLICY**

**Boys**
- Shorts and trousers (“Cargo” style allowed), track pants
  - Plain black only
- Short sleeve T-Shirt or polo shirt
  - Bottle green only
- Long sleeve Windcheater
  - Bottle green only
- Long sleeve skivvy
  - Bottle green only

**Girls**
- Short sleeve Cotton School dress
  - School Check
- Shorts and trousers track pants, leggings
  - Plain black only
- Skorts
  - Plain black only
- Short sleeve T-Shirt or polo shirt
  - Bottle green only
- Netball skirt
  - Black only
- Long sleeve Windcheater
  - Bottle green only
- Long sleeve skivvy
  - Bottle green only
- Coats worn in the school yard
  - Bottle green or black

The School Uniform shop sells:

- Cargo Pants
- Cargo Shorts
- Shorts
- Skorts
- School Short Sleeve Polo Shirts
- School Long Sleeve Windcheater
- School Check Cotton Dress
- School Long Sleeve Polo Shirt
- School Broadbrim hat
- School Bucket Hat
- SAPS School Bag
- a range of pre-loved school clothes

These items can be ordered once a term.
FOOTWEAR
Lace up school shoes, lace up/velcro sneakers, buckled shoes, leather pull-on boots can be worn all year. Sandals (must have full back heel support or back heel support strap with buckle).

HATS
Broadbrim or bucket style Bottle green only
Uniform shop sells both hat styles which are made from 50+ sunscreen treated material.

JEWELLERY
Only permitted to wear:
- Medic alert bracelets/necklaces
- Small wrist watch
- Earrings (only small gold/silver sleepers or small gold/silver studs).
  *(Any variations to jewellery must be requested in writing)*
- No toy/novelty jewellery permitted

HAIR ACCESSORIES
Must be functional, safe and in school colours; bottle green, red, black (no large decorative head pieces)

NAIL POLISH AND MAKEUP are not appropriate at school.

YEAR 7 STUDENTS - Are given the privilege to wear a special top in the school dress code colours.

INAPPROPRIATE CLOTHING
Tops and pants that are not school colours and styles as stated above
Clothing carrying large and/or offensive graphics or wording
Tank tops revealing clothing
Tube tops Clothing that allows bare shoulders
Bare midriff tops Blue denim jeans
Tight shorts, skirts, short shorts, jeans High heeled shoes and platform shoes
slip on shoes Shoes made from polyurethane/plastic
Shoes made from rubber (surfing sandals)

CLOTHING No stripes, trimmings, studs or motifs on tops, pants or skirts allowed except the St Agnes School Logo.
Excursions and Performances and Consent

Students at the school participate in a variety of enriching cultural and educational activities. These involve considerable planning and preparation on the teachers’ part. We believe these visits, performances and activities extend the curriculum and support children to develop and practise a new range of skills.

Participation in these activities is highly recommended and we ask that you encourage and support your child’s participation.

A letter about the details of the excursion with ‘consent’ form is sent home for each excursion and must be completed by the parent for each child and for each activity before participation is permitted. These must be returned to the school by the date specified. Late payments will not be accepted. Please support your child’s attendance at these events by returning forms on time.

As children are representing their school at these events a high standard of behaviour from the children is expected at all times.

Students are expected to wear school dress code when on excursions.

Annually parents are requested to sign a consent form to allow their children to be photographed, borrow library books and be inspected for head lice. Parents are also asked to sign that they are aware of school yard supervision times. Those with medical requirements at school are expected to take appropriate medication. All medication taken at school must be stored in the First Aid room and a medication form must be completed by a medical practitioner.

Facilities

The school has undergone an extensive re-furbishment over the past 2 years, transforming all learning areas into modern, comfortable learning spaces. All children work in solid brick, air conditioned buildings. Students have access to a large and a small hall and the Special Activities Unit for German and Music programs.

The school yard provides for a range of outdoor sporting and play activities, with 2 basketball courts, netball court and huge space for general play.

The new air-conditioned gym was completed in 2011 under the Building Education Revolution funding. This gym now provides our students with all year round inside physical activity space. It is also the venue for school assemblies.
The Resource Centre

This is a community resource. Parents are encouraged to borrow books for home reading with their children. Children can borrow books before school 8.30 to 9.00am, at lunch time 1.50 to 2.05pm and at times arranged by their class teacher. The loan period is 7 days for Junior Primary students and 14 days for Middle and Upper Primary students.

Parents are welcome to apply for their own borrower's card so that they can access resources in this centre.

The Computer Suite is part of our Resource Centre and consists of 30 networked computers. All students access these computers for lessons at least once a week. We have pods of computers in each unit as well as SMART boards in all teaching spaces.

In 2014 the school purchased 32 chrome books, housed in a portable charging caddy. Classes can book out the set of computers when they need them. The school also has wireless capacity, meaning students can take their learning inside and outside all areas of the school.

In accordance with DECS policy, on enrolment and again at Yr 5 students and parents are asked to sign a Cyber safety agreement. This agreement outlines the responsibilities involved in using the schools network and digital resources.

Grievance Procedures.

The Governing Council revised our school’s Grievance Procedure Policy in 2012. Please click the link to the policy section on our website to view the full policy.
Homework

A GUIDE TO HOMEWORK TIMES/ TASKS

The following are guidelines as to how much and how often homework will be set. It is important to understand that students may take varying times to complete tasks; therefore the times below are an overall guide. As a school, we are mindful around the development of the ‘whole child’ and therefore homework may include an activity that is ‘family based.’

As a general rule homework will not be set on Fridays. However there may be some project type work set in primary years that may require time management of work over a set period of time.

Junior Primary (Reception – Yr -2)
Mon – Thurs
R-2 – Up to 10 mins a night.

Tasks may include:
- Reading aloud
- Presentation preparation (oral)
- Reinforcing skills taught in class
- Extending knowledge, skills and concepts taught in class
- Practising sight words
- ‘Mathletics’
- Projects/ assignments
- ‘Contract’ type work set over the week (spelling etc.)
- Times tables/ number fact practice
- Finding resources
- Family based activity

Primary (Years 3-7)
Mon-Thurs

Yr 3/4 – up to 20 mins per night

Yr 4/5 - up to 25 mins per night

Yr 6/7 – up to 30 mins per night

Teachers’ expectations regarding homework will be provided at the beginning of the school year.

If you have concerns about how much homework your child is set or the level of difficulty of homework, contact the teacher at school and arrange a time to discuss your concerns.

Ratified by Governing Council July 2012

Lost Property

Naming of clothing does not stop it from being ‘lost’ but assists its return. Jewellery is most commonly held in the school office for collection. A box for lost property is located inside the main doors of each Unit. When your child loses an item please ask them to check here first. We take no responsibility for items of clothing or personal items brought to school.
Newsletter

A newsletter is published each fortnight, on Thursday, and is expected to be delivered to parents via the children. Please ask for these newsletters. This is an important way we aim to keep you informed about the school. Spare copies are available at the school office should yours not arrive home.

Out Of School Hours Care

St Agnes out Of School Hours Care [OSHC] offers care to children in Pre-school to year 7 during term times.

Location: OSHC Building -Next to the St Agnes Pre-School. Phone 08 8396 2349.

Operating hours: Before School Care operates between 7.00am and 8.30am. After School Care operates between 3.15pm and 6.00pm, Monday to Friday excluding Public Holidays.

Activities: daily activity program is followed and has been constructed using the My Time, Our Place framework and incorporating the interests of the children attending OSHC. Activities can include: cooking, craft, science, outdoor games and sports.

Staff: Senior staff members are certified and experienced child care workers who are first aid qualified and regard the care and safety of your children as their main objective.

Enrolments: All parents/caregivers must complete an enrolment form for each child prior to joining the service.

Payments: OSHC Payments can be paid in person to OSHC staff by cash/cheque. Alternatively, payment can be made via BIZGATE, our secure online payment system. The link for BIZGATE can be found on the St Agnes School website, www.stagnesc7.sa.edu.au

FOR MORE INFORMATION, CONTACT the DIRECTOR
JEMMA MOODY 8396 2349 or 0410 306 961
**Parents and Our School**

We welcome parents to participate in the school life of their child and the school community. You have unique knowledge of your children which will supplement ours. As parents you have the right and the responsibility to be informed about your child’s learning and to help make decisions which affect them. Research shows that children benefit in a very positive way from knowing that their parents are involved in the school community and that a positive relationship exists between the family and the school.

Some parents wish to use their skills to assist with learning programs or an aspect of school management. Opportunities for this level of involvement are provided through groups such as the Governing Council and its subcommittees.

Many of our parents help within classrooms. Your help is welcome and most appreciated.

Our ‘Helping Hands’ volunteer list means parents can nominate when and how they can assist the school.

Sub committees for the various aspects of school management also exist. Currently we have Fundraising/School Events, Grounds, Out of School Hours Care and Finance committees. Participation in these committees is advertised in the newsletter at the beginning of each school year as new committees are formed. To gain more information about any of these groups, telephone or visit the school office.

Your help is appreciated in all aspects of Governing Council business.

All volunteers require a police check before starting. This is paid for by St Agnes School. A Volunteers training session conducted by the Principal is also a requirement. Please contact the school to collect the relevant documentation.

**Parking and Pick up Areas**

Many parents bring and take their children home by car. Parking is available along both sides of Smart Road. The pedestrian crossing lights make road crossing safe. Please observe the parking signs as Tea Tree Gully Council officers patrol this area.

The school car park is provided for long term staff parking and for deliveries during the day. Parents are welcome to use it for school business, **but not to "drop off" and "pick up" children.**

For safety reasons the car park is out of bounds to children and they should not be encouraged to break a school rule by "parents dropping them off in the car park". **Please do not use the car park for this purpose.**
**Payment of Money**

Please follow this process regarding receipt of money at school which will assist with the smooth running of our cash register each day.

- The cash register is open each day from 8.30 to 4.00 pm Monday to Friday. It is located in the front office, accessed through the Administration area.

- If students make any payments they will receive a receipt and pass it on to you when they get home. Money must be accompanied by the appropriate invoice and preferably secured in an envelope with your child's name on it.

- As we do not keep a large float we request that you send the correct money where possible.

- We prefer to receive cheques, particularly for large amounts, as this alleviates the problem of change and children losing money en route. Cheques are to be made payable to St Agnes Primary School and have your name and telephone number printed on the reverse.

**Mastercard and Visa facilities are available.**

We do not have EFTPOS facilities; however we do have BIZGATE, which is a secure online payment system. The link for BIZGATE can be found on the school website, [www.stagnesc7.sa.edu.au](http://www.stagnesc7.sa.edu.au)

All money for all school expenses and activities is received at the cash register. No money can be paid to or collected by class teachers or other staff.

**Placement of Children in Classes**

Parents are asked to assist teachers to make the most appropriate class placement for their child. To do so, you may wish to consider your child's social needs and level of maturity in relation to age peers. You will be asked to provide this information during Term 4 each year.

**Playgroup**

A play group session is held every Friday morning from 9.30 to 11.30 in the preschool. Parents with young children are most welcome. The centre offers a chance for children to learn and develop using equipment not often found at home and for parents to meet others, make new friends and talk about the development of young children prior to starting preschool. Parents and their children can play and investigate using the equipment and activities made available by the preschool staff.
Preschool Information

Preschool Session Times

Morning Session. Monday, Tuesday, Wednesday and Thursday. 8.45am – 1.00pm
Afternoon Session. Monday, Tuesday, Wednesday and Thursday. 1.00pm – 3.15pm
All day sessions are from 8.45am – 3.15 pm.

Fees

$85.00 per term
Pre-Entry $10.00 per term. Parents invoiced at commencement of Pre-entry.

Fees supplement our regular grant from the Department of Education and Childhood Development (DECD) and help cover the cost of equipment, cooking and art materials. Parents/Caregivers are invoiced each term.

Please make payment at the front office.

Additional amounts may be required throughout the year for extras such as excursions and visiting performers etc. Letters and consent forms are sent home before each event.

Family Involvement

The pre-school is a place for children as well as families, who are always welcome.

When your child first starts preschool, please feel free to stay until he or she is happy and secure. It is better to come in and help your child start an activity or read a story rather than leave him or her at the door where it can be crowded.

If your child is becoming overly dependent on your presence at preschool you may need to leave promptly. We will support you both in this event, please speak with preschool staff about any of these issues.

We encourage parents to help children by getting involved in certain activities, talking to children and helping them when they need it. Often the children just like to have the security of an adult's presence and reassurance in different situations.

Your involvement with the centre is invaluable to your child’s first and continuing impressions of school life. We value your ideas and skills. Please feel free to let us know your thoughts on our educational program.

Preschool Program

Planning of learning is guided by the national Early Years Learning Framework. Learning is child-initiated and educator initiated. Learning is through play. Compulsory National Quality Standards (NQS) also guide our practice and curriculum.
Clothing

Please dress your child in clothes suitable for playing, exploring, painting and moving and name all items of clothing that can be removed. It is expected that all children participate in all activities in the preschool and not be afraid of getting their clothes dirty. Smocks are provided to protect children's clothing at some activities, but accidents do happen.

Suitable footwear is essential for safe play. Thongs are not appropriate footwear, as they do not protect children's toes when they are running and playing and can be dangerous on the outside play equipment.

Creative Materials

The items listed are always in demand by the children for creative construction. Please save and bring along if you think you have anything that may be useful.

Cardboard cartons and boxes (not soap powder) cotton reels, buttons, wool and material scraps, gift wrap, greeting cards, cardboard rolls – Gladwrap or paper towel, margarine & yoghurt, containers, lids of all types, bottle tops, magazines, newspaper, wallpaper, feathers, gumnuts, etc.

Please do not send toilet rolls or styro-foam meat trays, as we are unable to use these under OHSW guidelines.

Reporting & Assessment

Teachers continually assess and evaluate student's progress in all required areas of study. Information about children's progress and development is collected in a variety of ways. Any or all of the following are used at the teacher's professional discretion, according to the needs of each student:

- student self-assessment
- direct observation
- listening to children read and assessing reading levels
- discussion with children about aspects of their work
- student book work, work samples and products
- teacher designed tests and evaluation
- SACSA Framework / Australian Curriculum
- running records
- checklists
- photographs
- peer assessments

This information forms the basis for continuous assessment processes and parent and family chats. Ongoing feedback is given to students and parents both formally and informally.
Term 1:
- Reverse interviews early in the term (quick 10 min. interview where the parent talks about their child to the teacher
- Three way learning conversations at the end of the term where the parent, child and teacher meet for 15 mins to discuss social and academic progress.

Term 2: Written reports
Term 3: Learning Expo Open Night (sometimes held early term 4 for daylight saving)
Term 4: Written reports.

Parents are legally entitled to access any records kept on their child upon request. Please arrange a mutually convenient time for any visits or discussions.

When parents, teachers and children work together, the child’s learning is supported.

**School Fees**

A Materials and Services fee is established at the end of each year for the following year by Governing Council. In 2014, the fee has been set at $235 per student. This fee, together with DECD Grants, provides resources needed to support your child's learning. The first newsletter each year provides a comprehensive overview of school fees.

Parents can arrange to pay fees by instalments due by the end of Term 2 2011. Contact the front office to receive the necessary form and more information.

Families on low incomes may be eligible for Government Assistance in paying school fees. This is called School Card. Information is available from the school office. Please inquire at the office if you believe you are eligible.

**School Photographs**

It is a practice of the school to have photographs taken annually. These can be individual and / or family photographs. Class photos are also taken. Students are expected to wear dress code on that day. Notices are issued in advance and parents may opt to purchase individual photos with payment prior to the photos being taken.

Parents are under no obligation to purchase any photograph taken. Any communication about the quality of photos takes place between the photographer and the parent.
School Term Dates

2014
Term 1   January 28 - April 11
Term 2   April 28 –July 4
Term 3   July 21 – September 26
Term 4   October 13 – December 12

School is dismissed at 2.15 pm on the last day of each term.

School Watch

Members of the school community are asked to help with school security. You are encouraged to observe and report any suspicious activity.

To report, you can...

1. Call the Police on 131 444 or Tea Tree Gully Police Station on 8263 0666
   OR
2. Call PSSD Security on 8207 5999. They will respond to serious incidents of vandalism, theft, break in, etc.

Once you call one of these numbers, school staff will be contacted if their attendance at school is necessary.

For your own safety, please note the following 'DO'S AND DON'T'S'

DO's

- Walk around your school in groups of two or more people.
- Observe anything out of the ordinary and make notes to inform school staff.
- Check fencing, lighting and other forms of security to make sure they are in good repair.
- Check all vulnerable areas where previous incidents have occurred.

DON'TS

- Do not enter school grounds during the curfew (midnight to 7 am) unless you have written authority to do so.
- Do not walk in your school area on your own.
- Do not climb over fences or other obstructions that may cause injury.
- Do not place yourself in any form of danger.
- Do not be involved in any vigilante action. Your role is to look, listen, observe and report.
Our grounds are often used by families out of school hours. We welcome families to continue this practice. The supervision by parents of children using the grounds at these times is expected.

We rely upon people using our grounds to immediately report any misuse of facilities they observe to the police or to Education Department Security personnel on 8226 0888. There is a curfew on the use of Education Department facilities between midnight and 7.00am. This offence carries a fine of $200.00.

Hire of buildings can be arranged by application to the Governing Council.

**Services Available to the School Community**

Should you have a query or problem regarding your child, the school, or a personal nature please do not hesitate to contact the principal, assistant principal or class teacher. As class teachers are very busy in the mornings organising the children for the school day please organise a time to meet after school.

Please remember that Wednesdays are staff meeting nights and all teachers are expected to arrive by 3.30pm.

Additional support, advice or consultation may be sought from the North East Regional Support Centre to which we belong.

_Elizabeth Office – Educational Director Mrs Kerry Dollman 8256 8259_

Parents can initiate a referral to Regional Support Services personnel (eg Speech and Hearing, Guidance, Behaviour Management or Disability Services), by talking with the class teacher.

**Sport at St Agnes**

St Agnes offers a wide range of sporting opportunities. Primary students participate in SAPSASA Sports against other schools. The school has boy’s and girls’ basketball teams and a couple of indoor soccer teams that play out of school hours in local competitions. Out teams are coached and coordinated by trained parent volunteers.
Staff for 2014

**Administration**
Principals: David Cowles
Deputy Principal: Karen Post
Administration/Finance Officer: Natalie Almond
Administration/Finance Support: Karen Boddington

**West Unit**
Pre School: Carolyn Dundon
School Services Officer: Sally Waring

*Play group* Merilyn Spencer - volunteer coordinator
Reception: Michaela Roworth
Reception/Year 1: Cindy Barratt
Years 1/2: Jeannie Spear

**East Unit**
Year 2/3: Vikki Klose and Antonella Hook
Year 3/4: Sharon Lancaster
Year 4/5: Karen Post and Paula Nuske

**North Unit/Library**
Year 5/6: Louise Ormond and Evelyn Kobs
Year 7: Kirby Liddicoat
German: Evelyn Kobs
Music/Drama: Cecilia Borda
Technology/Library: Beth Measday

**School Service Officers**
Grounds Person: Bruce Dunn
Administration/Classroom Support: Eileen Slattery
Administration/Classroom Support: Anne Bartholomaeus
Uniform Shop: Matt Marone
Classroom Support/Library: Rebecca Wright
IT Support: Jemma Moody
Out of School Hours Care: Bec Page

**Christian Pastoral Support Worker**
Bec Page
**Student Behaviour**

At St Agnes we strive to provide a safe, supportive and caring learning environment where students are actively engaged in their learning and contribute to our school as responsible citizens.

Our school values are **Trust, Responsibility, Personal Excellence** and **Courage**.

Together with Governing Council, we have developed our school’s behaviour policy and behaviour code. This code reinforces that school is a place of learning and that we need to learn in safe and supportive environments.

For a copy of the school’s behaviour policy please refer to the policy link on our school website.

**Specific Classroom Procedures**

At the beginning of the school year each teacher negotiates specific classroom rules, expectations and procedures that are consistent with this policy. These procedures will be communicated to parents.

**Sun Protection**

**Sun-safe Policy: Preschool – Year 7**

The school’s Sun-safe policy has been formulated from information and guidelines provided by the SA Cancer Council and DECD Administrative Instructions and Guidelines.

1. Hats are to be worn for outside activities from the 1st of September to the 30th of April, when U.V. levels can still be above 3 on the U.V. index. (students however are able to wear their hats on other days if they are particularly susceptible to
UV exposure) Reminders will occur in the newsletter and class notes.
2. During the period when hats are compulsory, they must be worn for all outdoor activities connected with the school. This includes before/after school, recess, lunch, outdoor lessons, after school training, OSHC.
3. Suitable hats include legionnaires, slouch or full brimmed. Caps are not considered sun-safe.
4. Clothing must cover shoulders at all times during the year.
5. Although the school does not supply sunscreen, children are able to bring and apply their own. They will be given reminders to apply their sun-screen before recess and lunch.
6. If the temperature on the BOM website is 36 degrees or over at recess or lunch play breaks, students will remain inside in air-conditioned rooms for supervised breaks.
7. If the temperature is 36 degrees or over, after school sports training will be cancelled (unless in the air-conditioned Gym.)
8. Children not following this policy will be expected to remain in designated shaded areas.

This policy was ratified by Governing Council in 2013

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**Student Health**

**First Aid**

All school staff undertake regular training in basic casualty care and first aid procedures. The school maintains a sick room, located adjacent to the front office for the short term treatment of minor injuries and ailments of students. Information is usually provided to parents when children have received first aid at school.

The school has a policy of supervising medication only with the written authority of a medical practitioner.

More serious accidents and illness may require that parents be contacted and the student be sent home or to the doctor. For this reason, parents are encouraged to complete and regularly update an emergency contact form that lists several people school staff may contact in the event of a medical emergency. These forms are issued annually. Extra forms are available from the school office. Please notify
school staff of any changes to emergency names and addresses and help us to keep your child healthy and safe.

**Ambulance Cover**

Families are encouraged to maintain their own St John Ambulance subscription. In the event of a medical emergency, students will be immediately transported by ambulance to the Modbury Hospital. We will make every effort to contact parents in this event for them to either accompany their child in the ambulance, or meet the ambulance at the hospital. A staff member will stay with your child until you or your nominated emergency contact can arrive.

Parents who do not have a family ambulance subscription will receive an account for the service from St John. This account can be forwarded to DECD with a request for payment. Further details are available at the school.

**Medical Information Forms**

Emergency contact forms and a medical health questionnaire are provided to all students at the beginning of each year and to subsequent new enrolments. Please complete these forms as thoroughly as possible and return them to the office. Information provided is regarded as confidential and will be used by staff to provide the best possible care for your child. It is vital that we are forewarned and able to recognise a medical emergency or potential danger to your child, and that we are able to contact you or someone whom you and your child trust in such an emergency.

If your child has a chronic medical condition eg asthma, allergies, etc and requires special care or special medication, we require you to visit your family doctor and have them complete the medical health Management Plan or Asthma Action Plan. It is important that all information provided is as accurate and up to date as possible.

**Children Requiring Medication at School**

Parents are reminded that staff members are not responsible for administering daily short term medication to children. **ANY medication sent to school with children must be sent in its original container, clearly marked with the child's name, the dosage and a “Medication Form” (available from administration office) filled out and signed by the prescribing doctor authorising staff to supervise the medication.**

Medication cannot be supervised by staff without this authorisation form. Medication will be held in the Administration office in a secure cupboard for emergency use. **Parents who have supplied medication to be held at the school are asked to check annually whether it is still appropriate and that the 'use by' date has not expired. We CAN NOT hold medication in envelopes or other make-shift packages.**

Older children are encouraged to manage their own medication, if appropriate e.g. asthma medication.
Student Participation in Decision Making

Forum Groups

Students practise decision making skills and provide advice on a range of matters to the school management through Student Forum Groups. Students in yrs 2-7 participate in Forum Groups that are held fortnightly with agendas set by the group. Recommendations are taken to the Student Forum Leaders group. Groups are active in managing different aspects of school life.

Swimming and Aquatics

The whole school is involved annually in either, water confidence/swimming for reception to year 5 or an aquatics activity for the year 6 & 7. The Water confidence/swimming and aquatics programs are scheduled for term one each year to take advantage of the warm weather. As we enjoy a beach and water oriented lifestyle it is paramount that children learn water safety and basic swimming skills. This instruction forms an important part of our school’s Physical Education program. Transport and pool entrance costs are additional to the school fees.

Times of the School Day

8:30am Supervision in the yard begins
8.45am Junior primary classes are open for children to organise for the day
8.55am Start of school lessons and learning time
11.00 – 11.20am Recess – supervised play in the yard
11.20am Learning time
12.20 – 12.35pm Lunch – supervised eating in classrooms
12.35pm Learning time
1.35 – 2.05pm Lunch play time
2.05pm Return to class – Learning time
3.15pm Dismissal
3:30pm Supervision in the yard finishes

Yard supervision begins at 8.30 am and ends at 3.30 pm – children who have not been picked up by family by this time are taken to the office to be supervised.

Children who are left at school after 3.45 will be sent to OSHC and parents will receive an invoice for the care for this period of time.
2014 Governing Council

The St Agnes School Governing Council meets on week 3 and 8 of each term at 7.30pm in the main staff room. The AGM is held at the final meeting of each year.

The 2012 Governing Council members are:

Chairperson   Nicola Haskell
Treasurer      Matt Green
Secretary      Anne Bartholomaeus
Parent Representatives  Allison Bunt, Lisa Williams, Amanda Daly, Clare Watson, Merilyn Spencer, Amy Cooper, Karen Collins, Samantha Marsh, Sandra Parisella, Ryan Grigg and Nigel Brookson.

Staff Representatives  Karen Post, Paula Nuske and Kirby Liddicoat.

Principal      Mr David Cowles