



WESTBOURNE PARK PRIMARY SCHOOL

INFORMATION BOOKLET



Telephone: 08 8271 7430 **Fax:** 08 8373 3057

Email: dl.0475_info@schools.sa.edu.au

Website: www.wbourneps.sa.edu.au



Government of South Australia
Department for Education

Content included in this Information Booklet

Page	Content
2	Welcome to Westbourne Park
4	General Information
5	School Times Admission Policy
6	Transition for Reception Children Early Dismissal/School Closures School Fees
7	Camps/Sleepovers/Excursions Car Parking Change of Family Details Sun Protection Policy (including Hot Weather Arrangements)
8	Health and Medication 'Nut Aware' School Dental Care Homework
10	Instrumental Music Student Attendance Money
11	Banking Lost Property Newsletters Qkr App Skoolbag App School Facebook Page Work Health Safety
12	Technology Library Resource Centre
13	Swimming Travel Arrangements
14	Infectious Diseases Out of School Hours Care (OSHC) & Vacation Care
15	Placement - Progression Student Assessment and Reporting
16	School Captains Student Executive School Care
17	School Governing Council School Security School Uniform
18	Canteen Volunteers
20	School Behaviour Code
21	Welfare of Students Grievances

Welcome to Westbourne Park Primary School

Purpose of this handbook

The purpose of this handbook is to provide you with information about our school community and to outline some of the processes and practices that we have developed over the years. We welcome you to our school and look forward to developing a strong home/school partnership with you during the coming years.

We hope that you and your children will enjoy a happy and successful association with the school too.

Brief History of the school

Westbourne Park Primary School was opened in 1914 and has a proud tradition of providing quality education for the children in its community.

The school site is limited in size with tennis/netball courts and oval on the other side of Goodwood Road, facing Avenue Road.

Numbers have increased over recent years with a Zone of Right established in 1994 to limit the enrolment to approximately 550 students, predominantly residing within the zone. However, the Principal may choose to accept enrolments from outside the zone under particular circumstances.

In 1997 and 2010 two major upgrades of the school were undertaken, resulting in the excellent facilities you see today.

Values and Vision

Westbourne Park Primary School is a positive and inclusive learning community. We Live our Fresh Values. Habit of Mind are embedded in everything we do. We equip students to be successful, confident and creative global citizens.

Our purpose is to create a learning environment, which reflects the core values of;-

Friendship: Being welcoming, kind and inclusive towards others.

Solving problems in a peaceful manner.

Working well with others and thinking interdependently

Friendship

Respect: Accepting others for who they are.

Being proactive in situations of bullying and harassment.

Using good manners and respecting others' property.

Respect

Endeavour: Having a go and taking responsible risks.

Persisting to achieve set goals.

Striving for accuracy.

Endeavour

Success: Being ready and organised for tasks.

Celebrating success in others.

Being resilient and recognising personal achievement.

Success

Honesty: Following the rules and being fair.

Following school and classroom Codes of Conduct.

Being truthful, owning up to mistakes and accepting consequences.

Honesty

We believe that these values form the basis for enabling children and adults to identify and achieve a positive future for all.

Westbourne Park also infuses the 16 Habits of Mind in our classrooms, curriculum and culture. Habits of Mind are dispositions that are skillfully and mindfully employed by successful people when they are confronted with problems, the solutions to which are not immediately apparent.

At Westbourne Park Primary School, we are working together to:

Create a climate which celebrates effort and achievement so that we develop a sense of belonging and pride in ourselves and our school.

Create a learning environment that encourages risk taking and the achievement of personal excellence.

Create a harassment free environment so that children and adults experience a safe and secure learning environment.

Empower children and adults to work effectively to make appropriate decisions.

Develop positive links that strengthen the partnership between students, parents/caregivers and teachers.

In our school, we see:

Enthusiastic, happy and motivated students involved in a broad, balanced and meaningful curriculum.

Staff modelling being continuous learners and working collaboratively to provide challenging, child-centred learning experiences which enable students to achieve the outcomes as stated in the Australian Curriculum.

Parents/Caregivers actively involved in, and highly informed about, the learning of their children.

The school's curriculum is based on the Australian Curriculum:

- ❖ The Arts
- ❖ English
- ❖ Health and Physical Education
- ❖ Languages other than English (Italian)
- ❖ Mathematics
- ❖ Science
- ❖ Humanities & Social Sciences (HASS)
- ❖ Technologies

The Westbourne Park Primary School community feels a strong sense of pride in its school and we are confident that you will also.



General Information

- **Address:** Westbourne Park Primary School
2 Marlborough Road,
Westbourne Park 5041
- **Telephone :** 8271 7430
- **Fax:** 8373 3057
- **Courier Address:** Mount Barker 2
- **District:** 13
- **Email:** dl.0475_info@schools.sa.edu.au

Administration is located on the north - eastern section of the site. This building houses the Principal, Deputy Principal, Assistant Principals and School Service Officers: Administration, Finance and Teacher Support, Print Room and the First Aid Room.

All visitors to the school should be directed to the Administration Building to sign the appropriate logbook.

Marlborough is located on the western side of the site. Our Reception/Year 1 and some of our Year 4/5 classes occupy this area, along with our Performing Arts Programme. Toilets are located inside the Marlborough building for use by Junior Primary students and OSHC students. There is a separate Disabled Toilet which doubles as a staff toilet.

Jacaranda is the transportable building on the southern side which this year houses students from Years 3 and 4.

Carlisle is the double storey building which houses Year 2, 3, 5, 6 and 7 students.

Yarabee on the northern side of the school houses our Language Suite and HASS.

Marlborough and Carlisle have wet areas, viewing areas, Science/Technology areas, PE equipment storage places and computer hubs for use by all classes within the area.

The Resource Centre is located on the northern side of the site and houses the student, staff and parent libraries, librarian's office/work room and a teacher preparation room.

The Staff Lounge is situated on the eastern end of the Resource Centre. After hours meetings are held in here or in the Resource Centre.

Our Oval, Netball/Tennis Courts are located on the western side of Goodwood Road, not on the school site.

General Information (Cont.)

Lessons at the Oval

Students from Year 2 – Year 7 are rostered to go to the oval to attend HASS and PE.

Our School Yard is divided into 3 sections -Yards A, B and C

Yard A

Play area R/1

Playground Equipment R/1

Yard B

Play area 1-7

Playground Equipment 2-7

Yard C

Play area 2-7

Lunch breaks. Each lunchtime students from Year 2 to 7 are rostered to go to the oval, further down Goodwood Road, thereby eliminating some of the congestion in the yards.

School Times

The yard is supervised from 8:30a.m until 3:30p.m. Children **should not** be in the grounds before 8:30a.m.

8.40a.m	Classrooms open
8:50a.m	Classes begin
9:00a.m	Classroom volunteers to sign in
10:40a.m to 11:00a.m	Recess time
12:40p.m to 12:50p.m	Eating lunch with supervision
12:50p.m to 1:30p.m	Playtime
1:30p.m	Classes begin
3:10p.m	Dismissal



If parents/caregivers are unable to pick up their children by 3:30p.m, they should be booked into the YMCA Out of School Hours Care Program (OSHC).

Students remaining in the yard at 3:30p.m will be taken to YMCA OSHC by the teacher on after school duty. Their parents/caregivers will be billed for time in supervised care.

Admission Policy

If your child turns 5 before May 1st they will start school on the first day of Term 1 in that year.

If your child turns 5 on or after May 1st, they will start school on the first day of Term 1 the following year.

This means all children will have 4 Terms of Reception.

Transition to School for Reception Children

To support the successful transition of new reception students to school we have a process covering their first 3 weeks at school. The schedule is as follows:

Week 1

Mon - Public Holiday
Tues 1/2 day
Wed full day
Thurs and Fri 1/2 days

Week 2

Mon, Tues, Wed full days
Thursday Friday 1/2 days

Week 3

Mon – Thurs full days
Fri 1/2 day

Week 4

Mon – Fri Full days

Early Dismissal/School Closures

This school dismisses at 3:10pm every day. On the last day of each school term, dismissal is at 2:10pm.

The school is closed five times during the year. Four of these days are dedicated to staff for professional training and development; whilst the fifth is a closure in response to events of special significance.

Parents/Caregivers are advised well in advance of pupil free and school closure days. Out of School Hours Care programs are conducted on these days.

School Fees

The “Materials and Services” fee is issued at the start of the year. This fee is used together with Government grants, to provide your child with text books, educational materials, apparatus and equipment in all subjects during the course of study at the school. Stationery and duplicating materials will also be provided. Parents/caregivers are advised that text books and all other materials issued to students remain the property of the school.

It would be appreciated if all fees could be paid as soon as possible to the school Business Manager. If you have any difficulties in meeting this commitment, please discuss the matter with the Business Manager as alternative arrangements (e.g. payment by instalments) can be made. Direct Debit Application Forms are available from the Business Manager.

You may qualify for Government assistance through the School Card Scheme if your income is low or you have a Social Security card (e.g. single parent/carer, health) please ask for further information from administrative staff.

Camps/Sleepovers/Excursion

Parents/Caregivers will be given prior notice of an intended camp, sleepover or excursion. Objectives and itineraries will be supplied by the teacher.

Keeping costs to a minimum is a major consideration at all times. If you experience difficulty in meeting these costs, please consider paying in instalments or speaking to the Business Manager.

Consent forms must be signed by the parent/carer before a child is allowed to attend a camp or excursion.

Children not attending camps or excursions with their class groups must attend school. They will be relocated to an appropriate class for that period of time.

Car Parking



There is **no car parking available on site for parents/caregivers**.

Please note that the car parks are **not a drop off zone**. Parents/Caregivers are asked to observe the parking restrictions in the adjacent streets, as Mitcham Council Inspectors may impose traffic fines on those parking illegally. Please observe these restrictions, as the safety of our students is paramount.

Change of Family Details/Custody Orders

The school keeps an up-to-date record of all students. It is important that parents/caregivers inform the school of any changes that affect the children (eg new address, phone number, family circumstances, contact numbers, emergency contact person, custody orders etc.) as soon as possible. Please see the front office with any changes.

Sun Protection Policy (including Hot Weather Arrangements)

The sun protection policy is in place during terms one, three and four and when the UV radiation level is 3 and above at other times.

All students and staff are required to wear hats from 1st August to 30th April that protect their face, neck and ears e.g. legionnaire, broad brimmed or bucket hats (all available from the uniform shop), when they are outside. Baseball caps are not acceptable.



The school doesn't close early on hot days as all our classrooms are air conditioned.

If forecast is 36 - 37° students go outside from 12:50pm - 1:10pm

If the forecast is 38° or over then no-one goes outside.

If the forecast is between 34 - 36° no students go to the oval.

Coaches of after school sport will advise if practices or games are cancelled due to hot weather.

All hot weather scenarios are subject to the Leadership Team checking the current weather at midday.

Health and Medication

If your child has a medical condition, including allergy that the school should be aware of please see school reception and advise your child's class teacher. A Health Care Plan is required in order for us to manage medication should it need to be administered to your child. The Health Care Plan is required to be updated yearly by your doctor.

Any medication must be provided by parent/caregivers and have a pharmacy label which includes child's name, medication and dosage. This includes medication that can be purchased over the counter.

WPPS is a 'NUT AWARE' School

WPPS is a 'Nut Aware' School due to the high number of students with nut allergies. We therefore request that NO nut products are sent to school in lunchboxes. This applies to items with nuts as a listed ingredient, e.g. any nuts, Peanut Butter, Nutella, nut bars etc, but does not apply to those foods labelled 'may contain traces of nuts'.

Dental Care

Dental care is FREE for most children under 18 years of age at School Dental Service clinics.

Your local clinic is: Clapham School Dental Clinic.

The clinic is situated at:-

Clapham Primary School, Barretts Road, Clapham. Telephone 8374 2053



Homework

This school community sees homework as a supportive activity for student learning and also as a bridge for building home-school links.

Its key benefits are the provision of opportunities for-

- sharing with parents/caregivers and reinforcing learning that is occurring in the classroom
- extending or supplementing classroom learning
- broadening understanding by applying learning in real life situations
- Learning and applying time management, personal organisation and other independent working skills.

Homework can be –

- Short term, as in an activity to be achieved overnight for the next school day e.g. Collecting information / cutting out pictures / illustrating a piece of learning.
- Weekly, as in a contract to be completed by the end of the week, e.g. word building exercises on a weekly list of spelling words.
- A contract over a period ranging from 1 to 5 weeks, as appropriate to children's ages and maturity e.g. a research project, literature study, technology project.

Usually, homework should be an activity for a 'school night' i.e. Monday through to Thursday. However, older students may use the flexibility of the weekend to work in bigger 'chunks of time' on long-term projects.

The following are guidelines to the amount of time that would be reasonable to spend on homework nightly:

- For Rec to Year 1: 10 – 15 minutes
- For Years 2 and 3: 10 – 20 minutes
- For Years 4 and 5: 15 – 30 minutes
- For Years 6 and 7: 20 – 45 minutes



While family commitments will influence when homework can be done, preference should be given to the time before the evening meal, rather than after it. By then, children are physically and mentally tired and wanting to relax in the time left before bed.

However, families also need homework to be flexible, so that it can fit into children's and families' other commitments. Wherever possible, the time line for completion of homework should provide some flexibility re deadlines and/or understanding that it may not always be completed due to conflicting priorities.

As the scope of homework options and the nature of tasks are extremely broad, parents/carers should not expect -

- That all homework will be marked on the day it is due.
- That teachers will always check that homework has been done punctually.

Often, homework is linked to an ongoing unit of work, particularly for older students. Failure to complete aspects of it at home may result in poorer outcomes; these would be reflected in the overall assessment of the unit of work, rather than be reported on specifically as a homework issue.

Daily Expectations for all students, Reception to Year 7

When specific tasks have not been set for homework, all students, Reception to Year 7, would benefit from -

- **Reading**
(From a variety of material: readers, novels, picture books, magazines, newspapers, TV guides, instructions, recipes, etc) e.g. reading aloud to a parent/ carer/sibling/dog, reading silently, be read to (no child is too old to be read to!)
- **Practising Maths Skills**
e.g. pen and paper/oral tests of basic addition and subtraction of number facts to 10, 20, etc pen and paper/oral tests of multiplication and division table facts
- **Playing Skills Reinforcing Games**
e.g. Snap, Ludo, Snakes and Ladders, Boggle, Junior Monopoly, Junior Scrabble
- **Constructing / Drawing.**

Time spent in this way leads to the development of effective study habits. It also enables:-

- parents/caregivers to know what is being learned at school
- children to utilise their time effectively
- the reinforcement of learning done in the classroom, whereby students practise and revise their knowledge, skills and processes
- students to develop effective study habits before transitioning to High schools.

The quantity and nature of homework is at the discretion of each teacher, as it is an extension of the classroom program.

Instrumental Music

DECD Instrumental music tuition is available to a small number of Year 5 to 7 students in brass and woodwind (trumpet, trombone, saxophone, flute, and clarinet). Lessons are at Westbourne Park Primary School for all instruments. Tuition is free. A hire fee applies to all instruments. For further information please see the Front Office.

Record of Student Attendance

All children are under compulsion to attend school after they turn 6 years of age. Parents/Caregivers must provide the school with a reason for absence when a child does not attend. You may do this before the child is absent if you have made an appointment with a doctor, or if there is a family commitment which your child will attend. This can be done through the child's diary, speaking to the teacher, the front office, Skoolbag app, in person or by phone, or by providing a brief signed note including the necessary details.

Many parents/caregivers directly inform the office of the reason for absence by phone or through the Skoolbag app. Information provided to the front office is recorded on the school's data base and the teacher is then informed of the child's absence. The Administration Office will contact parents/caregivers for an explanation if no reason for absence has been provided.

If your child comes to school, and is then collected by you for an appointment, he/she must be signed out at the front office before leaving the school. If the child returns during the day, or if the child is late to school, he/she must be signed in on arrival.

All students absent for a day or more for family holidays must complete an exemption form which is available from the Front Office or on the schools website.

Money

Whenever money is required by the school, written notification is forwarded to parents/caregivers beforehand. Money, which is sent to school for any reason e.g. school fees, excursions, etc., should be placed in an envelope and clearly labelled with your child's name, the class teacher's name and the purpose of the payment.

Children should not be given the responsibility of safeguarding large cash sums. Amounts of \$10-00 or more should be handed directly to administrative staff. Receipts are issued for all monies received.

EFTPOS is available at the office for school payments (not canteen payments). Payments can also be paid over the internet, just log on to our website <http://www.wbourneps.sa.edu.au> and use BPoint or by using the QKR app.

Banking

The **Commonwealth Bank** sponsors our whole school values awards and they give a commission to the school for every banking transaction. Banking day is MONDAY with the Commonwealth Bank. Enrolment forms are available at the Front Office.



Lost Property

Lost property cupboards are located in the foyer of the Marlborough building. Articles are removed each term, and, if unlabelled, given to a deserving charity, added to the pool of spare clothing in the First Aid room, or thrown out.



Newsletters

Newsletters are emailed home via Skoolbag on Fridays of Weeks 1, 5 and 9 during term time. The Newsletter is also available on our website. Should you require a hard copy of the newsletter please contact the front office. Please check your child's bag regularly for other notices.

Qkr App

Our school utilises the Qkr (pronounced 'quicker') by MasterCard app. With Qkr you can order and pay for your child's lunches, pay school fees and make other payments to the school as advised from time to time. The app can be found by searching either the App Store or Google Play. Please see front office for instructions.

Skoolbag App

Our school has an app for communicating with our families. The app can be found by searching (either the App Store or Google Play) for 'Skoolbag'. Download the app, open and add 'Westbourne Park Primary School'. The app is free.



School Facebook Page

Our school has a Facebook page. Please find us at <https://www.facebook.com/westbourneparkps/> and 'like' us to receive updates.



Work Health Safety

The Principal and staff endeavour to provide a safe environment for students, staff, parents/caregivers and visitors. You are encouraged to report potential hazards via the Front Office.

Technology

Our school has a BYO iPad program from Year 4-7. Other classes utilise iPads provided by the school for students to use. We also have a computing hub for whole class activities and our inquiry program in the Library has iPads to support student learning.



Library Resource Centre

The Library Resource Centre is managed by the Teacher Librarian, with the assistance of School Service Officers and parent/carer help.

The Teacher Librarian is actively involved in developing all children's learning, thinking and information skills, working closely with teachers and students in a variety of ways; class groups, small research groups and individual, Reception to Year 7.

Working co-operatively with staff, our aims are to:-

- Encourage a love of literature.
- Offer literature enrichment and enjoyment.
- Support resource based learning programs and develop Mindful Units of Work.
- Assist children in locating and using resources.
- Develop independent research skills.
- Work with community libraries.

The Library Resource Centre is open before and after school for borrowing books and at lunch times for games, reading and studying.

Parents/Caregivers are invited to share borrowing times with their children and to assist the children in book selections.

Parents/Caregivers are welcome to borrow books as well.

A Parent/Carer Library is located in the foyer of the Resource Centre.

We celebrate Book Week each August.

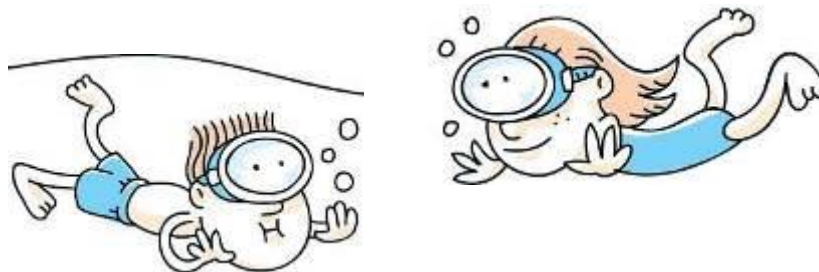


Swimming

Year R-5 students learn to swim at Thebarton Swimming Pool, and upper Carlisle students participate in an Aquatics program at one of the Department for Education centres. Primary students (Years 3-7) are entitled to 10 x 45 minute lessons (450 minutes) per year while children in Junior Primary (Years R-2) have 5 x 45 minute lessons (225 minutes) each year.

For each block of swimming, all parents/caregivers will receive information sheets, timetables, medical information form and swimming consent form, for completion before program begins.

R-2 Parents/Caregivers that meet volunteer requirements can assist in the program by being a safety watch observer at the pool during any session. Rosters for this will appear on noticeboards outside classrooms.



Travel Arrangements

Children involved in school activities travel by public or private transport. Where bus transport is used, the Principal is responsible for ensuring its suitability. Where private motor vehicles are used the following guidelines apply:-

- the consent of parents/caregivers is sought expressly for travel in a private vehicle
- the vehicle must be registered and roadworthy
- the parent/carer must have comprehensive insurance
- no driver with "L" or "P" plates can carry children as passengers
- the number of passengers must not exceed the legal limit
- All children must be provided with, and use seat-belts.
- The parent/carer must have a current Child Related Volunteer Screening Clearance. (Please see the office for these forms.)

We ask that all parents/caregivers volunteering to transport children note the above guidelines.

Infectious Diseases

Parents/Caregivers are asked to contact the class teacher and/or office in cases where children contract communicable diseases.

Recommended minimum exclusion periods from school are as follows:-

DISEASE	EXCLUSION PERIOD
Chicken Pox	5 days from onset of rash
Measles	7 days from onset of rash
Mumps	10 days from onset of symptoms
Rubella (German measles)	5 days from onset of rash
Scarlet Fever	Until treatment is effective and a medical certificate of recovery is produced
Whooping Cough	4 weeks, unless a medical certificate of recovery is produced
Infectious hepatitis	Until a medical certificate is produced
Conjunctivitis	Until there is no discharge from the eyes
Foot and Mouth	Until blisters are dry (4-6 days)
Common Skin Infections	
Impetigo (School Sores)	Until effective medical treatment has been carried out
Ringworm	Until effective medical treatment has been carried out
Insect Infestations	
Head Lice	Until effective medical treatment has been carried out
Scabies	Until effective medical treatment has been carried out

For further information about infectious conditions, please contact the school office, your doctor or the Public Health Department.

Out of School Hours Care & Vacation Care

YMCA independently runs an Out of School Hours Care and Vacation Care Program here at our school.

Enrolment forms can be accessed in a number of ways:-

- Bookings and Administration phone 8200 2516
- Bookings and Administration email bookings.oshc@ymca.com.au
- Website www.sa.ymca.org.au/our-services/outside-school-hours-care/
- At OSHC – pick up an enrolment form from staff at OSHC
- At School - pick up an enrolment form from the front office

You are encouraged to make bookings directly through Bookings and Administration

Out of School Hours Care Times:

Before Care 7:00 – 8:30a.m
After Care 3:10 – 6:00p.m.

Vacation Care Times:

7:00am – 6:00pm



Placement - Progression

Children who enrol from South Australian schools will be placed according to the year level at their last school.

Children who enrol from interstate or overseas will be placed according to: his/her age, the level of work already achieved in the formal subjects as can be seen in work samples, and or reports, their general ability level.

Generally, children proceed from one level to the next with the following factors being taken into consideration: age, level of achievement, level of ability, maturity and social development.

When, in the opinion of a class teacher and/or the Principal, a child does not appear to be ready to proceed to the next year level, or whose progress is elevated to such a degree that the child by-passes a year level, full consultation occurs between the staff and the student's parents/caregivers before a decision is made. Advice may also be sought from supporting agents such as guidance officers and special education teachers.

Student Assessment & Reporting to Parents/Caregivers

Assessment

Children are continually assessed by teachers to monitor and report on progress and to assist in reaching their full potential.

Various methods can be used to assess and record progress including:

- regular testing, e.g. Running Records for Reading
- recording of work covered, of knowledge, skills and attitudes developed
- Collection of samples and artefacts
- teacher observation/anecdotes
- report writing
- oral/visual presentations
- NAPLAN results for Year 3, 5 and 7
- Australian Curriculum Achievements Standards
- PAT Maths and PAT Reading tests Year 2 - 7

Reporting to Parents/Caregivers

Parents/Caregivers are always welcome to discuss student progress with class teachers and/or a member of the Leadership Team. Formal occasions exist for a combination of written and verbal reporting to parents/caregivers and the timetable for these is as follows:-

Term 1	Acquaintance Night / Getting to know you chats 3 Way Conferences
Term 2	Written Reports
Term 3	Optional Interviews
Term 4	Written Reports

School Captains

School Captains are chosen, in consultation with Leadership, Year 6 students and staff in December for the following year. Year 6 children are considered using the following criteria:

1. Leadership: - responsibility, reliability, initiative, self confidence, respect by peers.
2. Example: - appropriate behaviour, common-sense, courtesy, wearing school uniform.
3. Public Speaking: - articulate delivery, confidence, and presence.
4. Relationships: - relates well to children of all ages and adults.
5. The potential benefit of the experience to the individual.

School captains are expected to:

- Provide leadership in student matters
 - School assemblies
 - Student Executive
 - Senior student social activities
 - Charity support
- Exemplify the behaviours and qualities expected of all students
- To welcome and thank visitors and guests at school and student functions or other public occasions.
- Act as tour guides during Principal tours

School Captains need:

- Ongoing staff support and guidance
- Understanding and support from their parents/caregivers
- Acceptance by their parents/caregivers that they will need to attend occasional functions out of school hours.

Student Executive

As part of our commitment to involve students from Year 1–7 in decisions that affect them, every class conducts regular class meetings. Each class elects two members to be on the Student Executive that meets fortnightly, to discuss issues relevant to the student body. Agreed decisions are taken to the appropriate group or people for action.

School Care

The School Governing Council has a large property to maintain. A grounds person is employed part-time to do essential tasks, and personnel from Services SA attend the school for urgent minor repairs. It is therefore necessary to periodically conduct working bees to keep the school looking its best. Parents/Caregivers are encouraged to support the Governing Council's efforts to promote pride in the school surroundings. The dates of these working bees are announced in the school newsletter.

School Governing Council

The role of the School Governing Council is to oversee the wellbeing of the school. The Governing Council is a valued link between parents/caregivers and school staff. Governing Councillors are appointed for a two year term at the Annual General Meeting held in Term 1. The 2 staff (teacher) representatives are decided at the beginning of the year, and their term lasts for that year. The staff representatives provide the link between the staff and Governing Council.

It is the responsibility of the School Governing Council to advise the Principal of the aspirations of the community in educational policy, expenditure of school funds and upgrading of facilities and equipment. The Council supports and co-ordinates such activities as fundraising, parent/caregiver education, sporting teams etc.

To effectively fulfil its responsibilities, the Council sub-committees are Education, Finance/ Facilities, Fundraising, Out of School Hours Care, Sport, Canteen and Sustainability. Staff members are often invited to volunteer for membership to a sub-committee. The school's Business Manager is automatically a member of the Finance Advisory Committee.

School Security

The school is fully alarmed and is frequently surveyed at night, weekends and holidays by police patrols and Police Security. We encourage neighbours and members of the community to report suspicious incidents/people by phoning police attendance on 131 444.

Please also report the matter to the Principal when possible.

School Uniform

Westbourne Park Primary School winter and summer uniform consists of a number of styles within a set colour range. These items include:-

- Royal blue and navy windcheater with school emblem
- Royal blue and navy polo top with school emblem
- Royal blue, navy & white striped rugby top with school emblem
- Navy cargo pants
- Navy skort
- Royal blue broad brim, bucket and legionnaire hats with school emblem
- Royal blue school bag with school emblem



All the above uniform items are available from DLC Clothing online info@dlcclothing.com.au & www.dzaustralia.com.au ph. 0419 846 723.

Order forms are also available from the Front Office.

Canteen

FRESH BITES Café is open from Tuesday to Friday at recess and lunch times for over the counter sales to students. Lunches can be ordered Tuesday - Friday using the QKR app. If you are using the QKR app, lunch orders close at 8:30a.m daily. Lunch orders can be placed in advance using the QKR app. Each room has its own lunch crate which is delivered to the FRESH BITES café before 9:15am. Monitors collect the orders, ready for lunch, at 12.40pm.

Our Café follows the Department for Education Healthy Food Policy Guidelines and once or twice a term there are special lunches offered to students.

Please note:

Canteen is closed on Mondays.



Volunteers Working in our School

Volunteers are highly valued and appreciated and are integral to the school's ability to provide students with a wide range of opportunities and experiences.

Department for Education Guidelines state that volunteers must complete the following before they start volunteering at a Departmental service, school or preschool.

- **A Volunteer Application and Agreement Form** which includes signing a declaration and agreement. When accepting your Application, Office Staff are required to sight ID - e.g. drivers licence).
- **Working With Children Check (WWCC)** – issued by Department Of Human Services. A request form can be found on the School's website or is available from the Front Office.

Please complete the form and return to the Front Office when completed.

(You will then receive an email from the department of human services which you must activate for your application to proceed. Please check your junk mail and spam).

If you wish you can complete the process online – screening.sa.gov.au

It can take up to 6 weeks for your application to be processed.

There is no cost for this screening to volunteers.

- **Responding to Abuse and Neglect – Education and Care (RAN-EC)** online induction session for volunteers.
- **Volunteer General Induction** - online session for volunteers.

Below are some pertinent facts that will support your work as a volunteer.

The School's Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Volunteers will be provided with an induction – deemed appropriate by the Principal – currently online.
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising staff members will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

Volunteers' Responsibilities

- The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional or physical neglect.
- A volunteer must not be affected by drugs or alcohol.
- Respecting the rights of children means volunteers **must not**:
 - Work unsupervised with students
 - Be involved in toileting students or assisting with change rooms/sickrooms
 - Have unsupervised contact with students during break times
 - Encourage affection from or dependency in students e.g. by giving presents
 - Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
 - Display bullying or intimidating behaviours towards students.

Volunteers must:

- Follow the authorised instructions from supervising staff member.
- Refer all student concerns or behaviour issues to the supervising staff member.
- Refer all requests to access school files to the supervising teacher.
- Maintain appropriate levels of confidentiality as described in their induction.
- Sign in and out at the Front Office on arrival and departure. This is extremely important as we must be able to account for all people on site in the event of an emergency
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

School Behaviour Code

The school has developed a Behaviour Code which should be read in conjunction with Department for Education School Discipline Policy, Department for Education Duty of Care Policy, Department for Education Response Level and Types of Behaviour Model, School Grievance Guidelines and any other relevant policies as prescribed by Department for Education.

A copy of the Behaviour Code is available on the school website or at the front office.

As part of this policy, we:-

- encourage responsible behaviour in students
- manage student behaviour both in classrooms and in the school environment generally
- support responsible behaviour through school programs and policies
- develop a consistent approach to discipline across the school community
- recognise and celebrate responsible behaviour in students

Responsible behaviour is that behaviour which protects the rights of all students to learn and all teachers to teach. Behaviour which threatens the physical or emotional safety of any person in our school is not acceptable and is subject to logical consequences which relate to each instance. For example, physical violence by students will result in the exclusion of students from the activity that they are involved in. They will be referred to a supervised area where they spend time reflecting on their behaviour and planning appropriate ways of dealing with similar incidents in the future. Dropping paper, on the other hand, would result in the student being asked to pick the paper up and place it in a bin, and to collect some others as well.

Our yard has clearly defined rules and our classroom codes of conducts have been developed collaboratively.

In general, we ask that parents/caregivers support our efforts by:-

- discussing with their children the value of having rules in group situations.
- actively supporting the school rules and procedures for their management.
- speaking calmly with their children about ways that they can approach situations more successfully when problems are being experienced in the yard or classrooms.
- seeking additional information on our policy if needed.
- providing feedback about the progress of the policy.

Please feel free to contact us at any time for further information regarding our School Behaviour Code.

Welfare of Students

Under the terms of the Education Act, staff members have the right and responsibility to take any and all necessary action to ensure the well-being of students. To this end every effort is made to contact parents/caregivers in the event of illness or accident. In all cases the school will take any action deemed necessary to ensure the student's welfare.

Grievances

At Westbourne Park Primary School we work in partnership with our community to provide a learning program which aims to cater for the needs of all students. It is only natural that, at times, problems may occur. Our 'Guidelines for Dealing with Issues at WPPS' document can be found on our school website.



Once again, welcome to our school. Should you need further information on our policies and practices, please feel free to speak to your child's class teacher, front office staff or a member of the Leadership Team.