

WATERVALE PRIMARY SCHOOL

Parent Information 2021



Learning for Life



Government of South Australia
Department for Education

INTRODUCTION

Welcome to Watervale Primary School! We are pleased to have you a part of our site!

The school is an integral part of our community and we are proud of it. We pride ourselves on the provision of quality learning opportunities for all our students in a safe, caring environment.

At Watervale Primary School we value:

Community
Happiness
Learning
Respect

The community is very supportive of our school and provides a network of services for our students.

This booklet provides information on a variety of topics. Please do not hesitate to raise other matters, so that they can be included in the future.

CORE BUSINESS—Teaching and learning

The core business of Watervale Primary School is to provide a supportive and challenging environment where all students can be successful.

This involves quality teaching and learning using the Australian Curriculum.

Learning outcomes for students consist of eight areas of study:

English
Mathematics
Science
Design and Technology/Digital Technology
History & Geography
Health and Physical Education
LOTE (Japanese)
The Arts

All teachers use the Australian Curriculum when planning learning experiences for students.

Teachers employ a variety of teaching strategies to ensure all students have their learning needs met.

Subject areas taught by specialist teachers include - HASS (Humanities and Social Sciences), Japanese (Open Access), Arts - Music, Drama, Visual Arts and Media.

We have many support staff, working within the classrooms, provide extension and support activities for students in all areas of the curriculum.

Staff for 2021 are:

Principal: Ms Kel Barns

Teachers: Mrs Joanne Tilley
Mrs Loren Liebelt
Miss Alison Burford

School Support Officers:

Ms Lisa Battams
Mrs Rebecca Bryksy
Mrs Liz Moreton
Mrs Julie Kelly
Mrs Ingrid Lewis
Mr Michael Mazzone
Mrs Kathy Mitchell
Mrs Kristy Schutz

Pastoral Care Worker:

Mrs Sharyn Williams

OSHC Director:

Miss Alison Burford

Grounds:

Mr Jared Murray

BEHAVIOUR CODE

At Watervale Primary School, we believe that:

1. All children should feel safe, secure and happy in the school environment.
2. All children have the right to learn, feel positive about themselves and feel valued as individuals.
3. Children need the opportunity to develop responsible behaviours and to experience the consequences of their decisions.

The school community has developed a clear behaviour code. At Watervale Primary School all members of the community are expected to actively support and use the processes outlined in the Behaviour Code and No Bullying Policy

It is the parent's role to:

- Understand and support the school's Behaviour Code and No Bullying Policy and be familiar with school rules and consequences
- Forward relevant information to the school, which will assist teachers to address children's needs
- Be open to discussing children's behaviour
- Attend meetings arranged with the school to negotiate specific actions/consequences for their child's behaviour
- Encourage children to behave appropriately
- Encourage children to accept responsibility for their behaviour
- Encourage children to accept any consequence in line with the Behaviour Code or No Bullying Policy

At the beginning of every year, teachers and students develop guidelines for maintaining a positive learning environment in their own classroom.

Positive consequences for appropriate behaviour are clearly developed.

At the conclusion of each term the Light House Award is presented to a student who has demonstrated, through their actions in both the classroom and playground during the term, the school values of Community, Happiness, Learning and Respect.

TIMETABLE

In order to assist students in following the routines of school life and organising themselves, the bell will ring at the following times each day.

8:50 am	School begins
10:50 am	Recess commences
11:10 am	Lessons commence
12:50 pm	Lunch commences : eating time
1.00 pm	Play begins
1:40 pm	Lessons commence
3:20 pm	School ends

On the last day of each term school dismisses at 2:20 pm

Students are supervised at the school from 8.30 am. If you need to bring your child to school prior to this time you must make arrangements with staff to ensure their safety.

Please collect your children promptly after school. If you will be late, notify the school on 88430186 so that your child is informed and distress minimised.

To ensure student safety please ensure you attend the front office if you need to collect or drop off your student in school hours. There is a sign in and out sheet for all children collected throughout the school day.

An Out of School Hours (OSHC) Service operates after school, on the school grounds. Bookings can be made via the front office. The service is available between 3.20-6.00pm, 5 days a week. Students who remain at school after 3:45pm join OSHC until collected.

GRIEVANCE PROCEDURES

On occasions students and parents have issues that cause concern. It is important that these concerns are raised with the class teacher and then the Principal to ensure a positive outcome.

Watervale Primary School has a grievance process that is outlined in the Grievance Policy.

Please make an appointment with the person concerned. It is helpful if an indication of the purpose of the meeting can be provided. This allows background information of details to be gathered and assists to make the meeting more effective.

At Watervale Primary School, we believe good relationships and sound communication within the school community give all children a greater chance of success. However in the event of a grievance, the following guidelines should be used.

Principles of our Procedure

- ❖ Everyone is to be treated with respect
- ❖ All communication is respectful and individuals are not to be spoken about unkindly or unjustly through rumour or innuendo (this includes in the use of social media)
- ❖ Meetings to discuss grievances will be suspended if any person(s) behaves in an insulting, threatening or offensive manner

STUDENTS	PARENTS/CAREGIVERS	STAFF
With a grievance should...	With a grievance should...	With a grievance should...
<p>STEPS:</p> <ol style="list-style-type: none"> 1. If you feel okay to do so talk to the person about the problem, or ask a friend to help 2. Talk to the teacher or SSO about the problem at an appropriate time 3. If you feel uncomfortable, speak to someone, "with whom you feel comfortable with" 4. If issue is unresolved, speak to your parent(s)/caregivers 	<p>STEPS:</p> <ol style="list-style-type: none"> 1. Arrange a time to speak to the relevant teacher(s) about the problem 2. Let the teacher know what you consider to be the unjust or unfair action 3. Allow reasonable time frame for issue to be addressed 4. If the grievance is to do with a policy or procedure a letter of concern can be written to Governing Council 5. If the grievance is not addressed arrange a time to speak with the Principal 	<p>STEPS:</p> <ol style="list-style-type: none"> 1. If you feel safe to do so arrange a time to speak to the person concerned 2. If necessary ask a colleague/line manager for support 3. Allow reasonable time for the issue to be addressed 4. If the grievance is not resolved, seek advice from: <ul style="list-style-type: none"> ❖ Principal/Line Manager ❖ If resolution not successful or not appropriate, refer to DfE Guidelines

Parents with a grievance towards a Watervale Primary Staff member can:

- Arrange a meeting time with the staff member to discuss your concern
- Allow reasonable time frame for the issue to be addressed
- If the issue has not been resolved after meeting with Principal

Parent Complaint Hotline is: 1800 677 435

It is important that these concerns are dealt with in a confident manner. When the matter is discussed in the student's hearing, it is important that the student understands you have confidence the issue will be resolved at the school level.

**The school can only deal with the issues that are raised in the ways outlined above.
If we do not receive information then we assume all is well.**

C OMMUNICATION

Communication is fundamental to our ability to care effectively for your child. Some examples of occasions when it is advisable to inform staff are:

- A child recovering from a temperature or sickness, in case of a relapse
- A child who hurts themselves at home, so we can watch for symptoms or deterioration at school
- Any family changes: Traumas often result in changes in a child's behaviour
- Any concerns about your child's academic or social development

It is an **essential** requirement that you notify us when your child is absent from school and to provide us with a reason that will be documented in our official records.

Poor attendance at school affects children's learning and social development. Information can be shared via telephone calls, written notes, personal approach to a teacher or via your class SeeSaw app.

Confidentiality is assured.

It is vital for us to have details of how to contact you, should an emergency or sickness arise.

Up to date contact names and telephone numbers are essential. Please ensure that your family information at school is current.

It is also important to remember to sign your child in and out of your child is collected throughout the school day.

Facebook

Our school has a Public Facebook page called Watervale Primary School that enables us to communicate information with families and the wider community. The page is monitored and all posts approved by the school principal. Your child will need a current signed media consent form and permission to appear on this page.

School Newsletters

The school publishes and distributes a fortnightly newsletter to all parents.

This year the newsletters are sent home on Thursdays.

Newsletters contain samples of children's work, information on events, meetings and community notices.

It is our major way of communicating information to all families.

Newsletters are given to the eldest child of the family at the school unless parents have requested alternative arrangements, or can be emailed.

SeeSaw

On SeeSaw you will see teachers and learners using this platform to communicate a range of things including -

- Work samples
- Achievements
- Preliminary discussions around behaviour/learning
- Quick notes (lunch box notes)
- Upcoming dates

SPECIAL EVENTS

SCHOOL CONCERT

At the end of the year, the students perform for the parents and community in a school concert. The concert is held locally and is followed by a shared supper. At the concert, the students in years 6/7 who are leaving the school to attend secondary school are presented with a memento by the Governing Council Chairperson. The leadership by our senior students is also recognised.

EXCURSIONS

Excursions are arranged by teachers to support or extend the learning program for students. Either the newsletter or a specific note home will inform you of these. Where the whole school is involved, travel is usually by bus and subsidised through our rurality funding. On occasions when only a limited number of children are involved, such as orientation programs, sporting clinics, shared programs with neighbouring schools or single class excursions, parents may be asked to provide private transport.

CAMPS

Teachers are responsible for the organisation of camps for students. Camps will be based on educational grounds and cost is kept to a minimum to encourage all students to participate. Parents are notified early to assist planning and to encourage participation. Arrangements for payments over time is also available. Our school operates a whole school camp on a biannual basis.

PARENT PARTICIPATION

In Watervale Primary School, parents are welcome and encouraged to be involved! Teachers look for support in the classrooms to promote student learning.

In all classrooms, parents are encouraged to share in morning routines with children between 8.45am and 9.00am every morning. This may take the form of hearing children read, helping them select readers or library books, playing maths games, reading to them or discussing what they have read.

Parents may like to volunteer their skills to scribe stories for younger children, type stories on the computer, teach craft skills, maintain the library, talk to children about their skills, supervise cooking sessions, help with excursions or share gardening expertise. The list is endless. Please talk to the class teacher to see how you can be involved in the day to day activities.

The newsletter and Facebook gives information about special events planned at the school.

Children love it when they have family support at these events. Watch the newsletter for this information.

Some of these are

- Combined Sports Day
- Concert
- Book Week
- Cooking/Gardening afternoons
- Swimming Carnival

The school values parent support so please volunteer wherever possible.

Parent Involvement in School Governance

Parents can contribute greatly and be actively involved in decision making through service on a range of committees.

These include

Governing Council

The council works with the Principal to develop policies, account for finances and represents the parent view on school management and educational matters. Members are nominated and voted onto this committee at the Annual General Meeting.

PAWS—Parents at Watervale School

Its role is the support of the pastoral care of our students, fundraising for the provision of resources for student learning and supporting activities that strengthen our school community. All parents are welcome to attend the meetings, usually advertised in advance.

Finance & Asset Committee

This is a committee established by the Governing Council to develop and manage our school budget, maintain and improve the school grounds and support the development of information technology in our school curriculum. Parents are invited to express interest in their involvement.

OSHC Committee

This committee is established to provide a parent voice to assist in the running of our OSHC. Parents are invited to express interest in their involvement.

Grounds Committee

This committee has been established to develop our school grounds and provides an opportunity for parents to be involved in future plans for our grounds. Parents are invited to express interest in their involvement.

In addition, all parents are asked at various times to respond to surveys from the school. In order to make decisions regarding future directions, we need to have everybody's response. These are usually attached to newsletters or emailed to families.

If you would like further information about parent participation, please do not hesitate to contact the Principal or staff for assistance.

SCHOOL UNIFORMS

We strongly encourage students to dress in the school colours and the school sells school uniform items in the school colours of red, white and navy. These are offered through the front office and special orders are attached to the newsletter.

PAWS operates this service for the parents and also has stocks of some items on hand, including school bags with the school logo.

PAWS also has a selection of good quality second hand clothing available.

We ask parents to clearly name their child's property, including hats and water containers.

Watervale Primary School is a Sun Safe school and this requires children to wear a hat of appropriate style, either broad-brimmed or bucket hat, when they are outside at all times.

The SunSmart policy applies for all terms of the year and PAWS are able to assist with these items in the school colours.

T RANSITIONS

Preschool/school Transition

Students who attend local preschools receive information about the school and have an opportunity to visit the school when there are organised visits or through an appointment with the Principal. A transition program, usually consisting of four visits, is negotiated between parents and the Reception teacher, taking into consideration each child's needs. Students begin at Watervale Primary at the beginning of the year following their fifth birthday, or if they will turn 5 before May 1.

Primary/Secondary School Transition

Students attending local secondary schools will commence an orientation program in the final term of the school year. This is usually done in association with students from other feeder schools. Notices for these are communicated to parents through the newsletter or a specific note home.

At the end of the year, all students leaving the school for their secondary education have a graduation dinner.

S CHOOl ASSEMBLIES

The fortnightly school assemblies are run entirely by the students and are a celebration of students' learning and achievements.

The school assemblies are held fortnightly (odd weeks) on Wednesday afternoon at 2:50 pm in the Resource Centre. All parents and friends are welcome to attend.

A special assembly is also held at 1:50pm on the last day of each term, before a 2:20pm dismissal.

ORGANISATIONAL MATTERS

LUNCH ORDERS

Children can have their lunch supplied at school from the Watervale General Store, on a Thursday.

Lunch monitors collect the food on the day and deliver to the shelter.

Price lists are available from the Front Office and price updates are included with the newsletter.

Students are supervised for the eating of lunch prior to playtime. Lunch that is not eaten is placed back in the child's lunch box so that parents are informed.

When lunch orders have been forgotten, a child will be supplied with food and families notified.

If your child has any specific food allergies, please advise staff so that it can be recorded on the school records.

BOOK CLUB - OPTIONAL

Ashton Scholastic offers a 'mail order' type of book club. Students are given pamphlets showing the books on offer and they are able to order anything of their choice.

Payment is made when ordering at the Front Office.

The due date is shown on the pamphlets.

Note that this service is not a fundraiser for the school, although the occasional bonus book is received.

SPORTS DAY

Our Combined Sports Day is held towards the end of Term 3 with the following schools: Watervale, Auburn and Blyth .

All students are expected to participate and parents are strongly encouraged to attend. Parents are responsible for transporting their child to and from the oval. The location may vary depending on the host school.

SWIMMING

As part of the Physical Education program, students receive swimming lessons, usually held over five days early in the first term.

All students receive five sessions of one hour instruction, plus safety activities.

Children are transported by bus to the Clare pool. Information and consent forms are usually sent home with the newsletter at the beginning of each year.

A whole school Swimming Carnival is held at the culmination of lessons.

PHOTOGRAPHS

A photographer visits the school annually to photograph students as a school, as a class, as individuals and in family groups if requested.

Payment is required before photographs are taken should a family decide to participate. There is no obligation to buy.

Notices appear in the newsletter prior to the time. Photographs are taken at the school.

PROCEDURES FOR FIRE RISK DAYS

We strongly request that you observe the following procedures to ensure the safety of your children.

- On days of declared high fire risk, students will not be released into the care of any adult other than their parent without written or verbal approval of their parent. This is to ensure the safety of your children and your confidence in knowing where they are during high risk.
- If being taken from the school on such a day the parent or delegated adult **must** inform the front office of their actions.
- Watervale Primary School remains open on school days that are declared “catastrophic”.

SCHOOL FEES

School fees or Material and Services Charges, are set following the Annual General Meeting of the school each year as part of the budget process. These fees are crucial in supporting the continuing high standards of the school's curriculum. Fees also include the stationery needed by each student.

School fees are to be paid at the beginning of the year and a notice appears in the newsletter. In 2021 the school fees are \$246 per student.

GOVERNMENT ASSISTANCE

Government assistance for school fees is available, subject to means testing. This scheme may be better known to parents as the School Card Scheme.

If you have any questions, please do not hesitate to contact the school or *Centrelink*.

DAILY FITNESS

Research demonstrates that there is a direct link between student fitness and academic achievement.

At Watervale Primary School our students participate in a school Fitness program for twenty minutes each day. Every Friday our students will participate in a whole school fitness activity for 20 minutes.

The varied program includes aerobic exercises, games, running, walking tasks, team building and skill development.

Please encourage your child to fully and regularly participate. This will develop positive life-long habits.

No Bullying Policy

Watervale Primary School prepares students for future challenges by focusing on educational excellence in a happy, vibrant learning environment. We are committed to working with the school community and outside agencies to provide a balanced quality curriculum in a caring, safe and secure environment, where differences in people are valued and respected.

WHAT IS BULLYING?

- When a person repeatedly does or says something for the purpose of hurting or threatening someone
- Persistent unwelcome behaviour that makes you feel uncomfortable, hurt, scared, embarrassed and isolated
- Bullying behaviour is deliberate

TYPES OF BULLYING

- **VERBAL**—name calling, put downs, threats
- **PHYSICAL**—hitting, tripping, poking, punching, kicking, throwing objects, stealing
- **SOCIAL**—ignoring, hiding, leaving out
- **PSYCHOLOGICAL**—horrible looks, spreading rumours, hiding or damaging possessions
- **CYBER**—using technology to bully

RIGHTS

- Everyone has the right to feel safe, respected and valued
- Every member of the school community has a responsibility to ensure that this happens
- Each person needs to respect and care for themselves and others
- Follow the school's harassment procedures when necessary

OUR BELIEFS

- Bullying is unacceptable
- Bullying is the repeated abuse of power
- Bullying occurs because of a person's inability to tolerate difference
- Bullying is a form of discrimination
- Bullying can have a serious long-term effect on the health and wellbeing of people

What you can do as a parent

Keep the school informed of concerns about behavior, children's health or other matters of relevance. Communicate with the school if you became aware of any indicators of bullying.

Access the following services -

- Bullying No Way: www.bullynoway.gov.au
- Kids Helpline: www.kidshelp.com.au or 1800 551 800
- Child & Youth Health Parent Helpline: www.cyh.com or 1300 364 100
- Child Abuse Report Line: 131 478
- Crisis Care: 131 611
- Cyber Safety: www.cybersmart.gov.au

INDICATORS OF BULLYING

What could it look like?

- Becoming withdrawn
- Avoiding working in a particular group or sitting next to a particular person
- Mood swings
- Beginning to do poorly in schoolwork
- Unwilling to go to school
- Withdrawn from social activities with peers
- Regularly damaged clothes or possessions
- Unexplained scratches or bruises
- Teary or anxious
- Headaches or stomach aches
- Nightmares, cries themselves to sleep
- Starts stammering, lack of confidence
- Refuses to talk about 'what is wrong'
- Begins to bully other children or siblings
- Becomes aggressive and unreasonable
- Gives improbable excuses for any of the above issues

Thank you for taking the time to read this booklet. We value your input and invite you to discuss any suggestions or concerns with the staff. We trust that your association with Watervale Primary School is a positive one.

We invite you to contact our Principal,
Miss Kel Barns for further information.

Watervale Primary School
27 Main North Road
Watervale 5452
Phone 88430186

