

WATERVALE PRIMARY SCHOOL

# Parent Information 2022



*Learning for Life*



Government of South Australia  
Department for Education

Dear Families,

***Welcome to Watervale Primary School!***

**We trust you will enjoy being a part of our school community as we work together to grow our community of learners. As a school we aim for continuous improvement and your thoughts, feedback and ideas are actively encouraged. We aim to build a culture of trust and commitment to our learners and recognise our children are at the centre of everything we do.**

At Watervale, we allow learners to engage in a variety of learning opportunities to promote and further their passion and interest in all learning areas. We understand that giving them the opportunity to develop academically, socially and emotionally is an important part of their learning journey.

At Watervale Primary, we value Community, Happiness, Learning and Respect. We have supportive community and together we provide a network of services for our learners.

As educators we are guided by the Australian Curriculum (ACARA) and the Teaching for Effective Learning (TfEL) framework. We have a strong set of site values that underpins all that we do. We focus on building each child's social, emotional and physical wellbeing, and enable them to be strong and confident learners. We will help them establish a positive sense of identity, a sense of connectedness to their world, and support them to become effective communicators.

The purpose of this handbook is to provide families with a quick guide to site and Department for Education procedures.

This document will be updated as required by Department for Education policy, annual review or change.

We look forward to having you apart of our site and working together.

Kind Regards,

Keliesha Bunfield  
Principal of Watervale Primary School

***We all hope you enjoy your time teaching at Watervale Primary School.  
Any questions please ask!***

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 are-

**Staff for 2022 are:**

Principal: Mrs Kel Bunfield

Teachers: Mrs Joanne Tilley  
Mr Sam Otta  
Miss Alison Burford  
Ms Jacqui Kenny

School Support Officers:

Mrs Rebecca Bryksy  
Mrs Liz Moreton  
Mr Will Greenham  
Mrs Julie Kelly  
Mrs Jemma Lambert  
Mrs Ingrid Lewis  
Mrs Kathy Mitchell  
Mrs Bec Reynolds  
Mrs Kristy Schutz

Pastoral Care Worker:

Mrs Sharyn Williams

OSHC Director:

Mrs Glenys McDonnell

Grounds:

Mr Jared Murray

# **C**ORE 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

Our school has a curriculum profile that outlines the way in which we teach, plan and assess our learners.

# **B**EHAVIOUR 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 learners in line with the school community have 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.

# **T**IMETABLE

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 2:15 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 can access the Before School Care.

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 before and after school, on the school grounds. Bookings can be made via the front office. The service is available between 7:15 and 8:40 and 3.20-6.00pm, 5 days a week. Students who remain at school after 3:45pm join OSHC until collected.

# **G**RIEVANCE PROCEDURES

Watervale Primary School has a Grievance Policy, to address any concerns learners and parents have.

Please ensure you 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 and also ensures a positive outcome.

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

### 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 positive and informative posts 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 via SWAY. The Newsletter contains samples of children's work, information on events, meetings and community notices.

## **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

# **S**PECIAL 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
- Sustainable Fridays
- 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.

# OSHC

Watervale Primary offers OSHC services from Monday to Friday from 3:20 – 6:00pm school term weeks. Children begin their afternoon with reading and spelling homework or a quiet activity; enjoy a healthy afternoon tea and then are engaged in a range of fun opportunities.

At OSHC we offer a range of before and after school fun. We also offer Vacation Care.

## **COSTINGS:**

Permanent Bookings for \$28.00 per session per child.

Casual Bookings \$30.00 per session per child. CCS payments can be accessed.

*Please see the OSHC brochure or contact Glenys, our Director, for further information.*

# **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.

# **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 (even weeks) on Thursday afternoon at 2:50 pm in the Resource Centre. All parents and friends are welcome to attend.

A special assembly is also held at 1:45pm on the last day of each term, before a 2:15pm dismissal.

# **O**RGANISATIONAL 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.

## **LIBRARY**

The Library is used once a week on a Friday. Children are encouraged to borrow 2 books each week and return them on the following Friday. Children are involved in the Premiers Reading Challenge each year.

## **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.

## **PLAYGROUP**

Watervale Playgroup runs each Monday from 9:15 – 11am. Our program allows children and their families to come and engage in sensory play with others from the community. During this time, we have a range of activities available for all the children to be a part of and have a singing and story time towards the end. Playgroup provides opportunities for social and parenting support for our community. By having an opportunity to come weekly to their local space, provides community connections, engagement and support. Families are becoming familiar with the school and feel a sense of belonging within it. We are also including the addition of “whole site” days where the playgroup children are invited to be a part of the activities.

### *THINGS TO KNOW AND BRING:*

- The program costs \$2 per child
- Hat
- Water bottle

## **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".***

# **S**CHOOL 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 2022 the school fees are \$253 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*.

## **N** O 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](http://www.bullynoway.gov.au)
- Kids Helpline: [www.kidshelp.com.au](http://www.kidshelp.com.au) or 1800 551 800
- Child & Youth Health Parent Helpline: [www.cyh.com](http://www.cyh.com) or 1300 364 100
- Child Abuse Report Line: 131 478
- Crisis Care: 131 611
- Cyber Safety: [www.cybersmart.gov.au](http://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,  
Mrs Kel Bunfield for further information.

**Watervale Primary School**  
27 Main North Road  
Watervale 5452  
Phone 88430186

