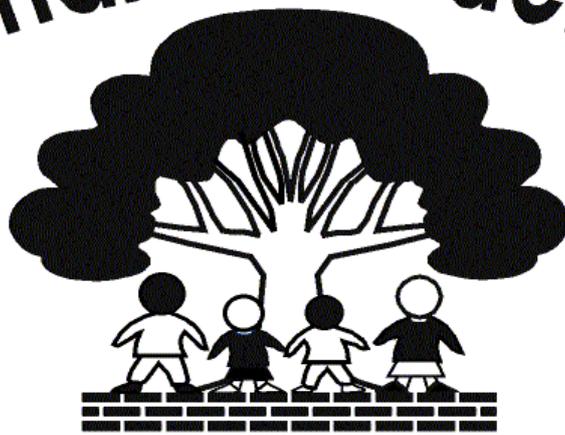


PARENT INFORMATION BOOK

Challa Gardens



Learn Grow and Achieve Together

Pre-School-Year 7

**Challa Gardens Primary School
Humphries Terrace**

KILKENNY, SA 5009

Phone: 84451194

Fax: 84451968

Email address: info@challaps.sa.edu.au

Welcome to **CHALLA GARDENS PRIMARY SCHOOL PRESCHOOL - 7**

The staff, children and School Council at Challa Gardens Primary School, extends a warm welcome to you and your children. We hope that your time associated with the school will be happy and educationally rewarding for your family. "Challa" is Aboriginal for "rich soil". We aim to create a rich learning environment in which your children can grow in many ways.

In our school, we aim to create an environment of caring concern for each child's progress and welfare. This is achieved through mutual respect and communication between the staff, children and parents. We value the thoughts and ideas of parents and we look forward to getting to know you, as you become a valued member of the school community.

The School Principal, Ms Amelia Angelakis and Deputy Principal, Ms Maria Maffei are readily available to discuss any questions or concerns you may have.

Our School Counsellor, Gay Dawson is also available to parents, staff and students who need assistance or support with learning, personal or behavioural concerns.

The School Office is located in the foyer of the main building. The School Secretary, Mrs Carolyn Veleski, is there to help you with questions regarding enrolment, payment of fees, school card, illnesses or emergencies.

This information book outlines the basic organisation of the school. If there are any concerns or questions please don't hesitate to ask.

OUR STATEMENT OF PURPOSE:

The core business of Challa Gardens Primary School is to provide a high quality education for students that is success oriented, based on the principles of social justice and supported by a safe, caring and empowering learning environment.

We achieve this through the promotion of knowledge, skills and attitudes based on the "SACSA Learning" framework and the 8 areas of study from Reception to Year 7. We provide an environment that responds to the varying range of abilities, needs and backgrounds of students in order to maximise attendance, access participation and attainment of all students.

WE VALUE:

- Cultural, social and gender inclusive practices where each child is valued as an individual.
- Play (indoor & outdoor) as a central vehicle for developing children's learning in the early years.
- A commitment to multicultural Australia.
- Parents and caregivers as partners in their child's learning.
- A smooth transition from the home to Preschool to the various levels of schooling.
- The rights of all children to reach their maximum learning potential.
- Enjoyment of the curriculum as motivation for their learning.
- Students' involvement in and decision making about their learning.
- Members of the School Community striving for excellence and personal best.
- Multi-age cooperative problem solving skills.
- Literacy and numeracy as core survival learning areas, necessary for life skills and further learning.
- A learning environment, which is challenging and supports risk taking.

SCHOOL TIMES

Yard supervision begins at 8:30 am and finishes at 3:15 pm. Parents should not send their children to school before this time and children should not remain in the school grounds after 3:15 pm.

Bell Times:	8:50 am	Classes begin
	10:40 am – 11:00 am	Recess
	12:40 pm - 1:20 pm	Lunch
	3:00 pm	Dismissal

End of term dismissal will be at 2:00 unless otherwise stated.

Staff meetings are held each Tuesday at 3:20 pm.

CURRICULUM INFORMATION

SCHOOL CURRICULUM:

The school's curriculum is based upon the Department of Education and Children's Services guidelines and it contains 8 areas of study. These are:

- Mathematics
- Science
- Society and Environment
- Technology
- The Arts
- English
- Health and Personal Development
- Languages other than English (LOTE) – Greek

Students from Year R - 7 study Greek with two lessons per week being provided. Vietnamese, Greek and Serbian language lessons are available only to children who are speakers of these languages.

ASSESSMENT AND REPORTING FOR PARENTS

Challa Gardens Primary School aims to provide parents and caregivers with ongoing information about their child's learning. Reporting tells parents and caregivers what each student has achieved and areas to improve. Assessment is gathering information about what students know, can do and understand. Teachers use this information to plan further learning and evaluate their classroom programmes.

REPORTING TIMELINE

Term 1:	Introductory Letter - class teacher covering class set up, expectations and routines Parent/ Teacher Interviews
Term 2:	Formal written report
Term 3:	Interviews on request
Term 4:	Formal written report

PRESCHOOL

Our Preschool is located on the school site. It offers sessional preschool to 4-year-old children before they attend school. Children are able to attend a pre entry session of two hours per week, usually on one afternoon, the term before they start full time kindergarten. A transition program also operates to assist children in the term before they begin school

We believe that all children have access to equal and inclusive learning programs, in a safe, caring and supportive environment.

We value families and their cultural diversity, and work together to build positive relationships with them and their children.

Children learn through observation, interaction, play and real life experiences. Play is central to all learning, and activities allow children to experiment with ideas, develop communication, negotiation and social skills with peers and other adults. We acknowledge that children are capable learners who come to preschool with their own wealth of knowledge, ideas and interests.

We encourage children to develop their confidence and provide resources to enhance and extend play ideas.

We encourage children to work together, build friendships, develop creativity and become confident independent learners who will be able to participate and contribute effectively to society.

SESSION TIMES:

8.45 - 3.05pm	Monday
8:45 - 11:30 am	Tuesday, Wednesday
8.45 – 12.00	Thursday mornings
12:20 - 3:05 pm	Tuesday, Wednesday afternoons

OUT OF SCHOOL HOURS CARE:

An Out Of School Hours Care Program is available at Brompton School for before (7.00 – 8.30am) and after school care (3:05 pm. - 6:00 pm). Challa children accessing this program will be transferred by bus to and from Brompton Primary School. For further information about fees, times etc please contact the Co-ordinator on 83404486 or the front office.

GOVERNING COUNCIL

The Governing Council is the governing parent body, which represents the whole school community in the management of the school's finances, canteen and the development and implementation of curriculum policy and issues.

The views of the community are actively encouraged on major policy and other relevant matters. Governing Council keeps the community informed about actions taken on behalf of the school, through newsletters and notices.

Governing Council comprises parents and staff representatives who are elected by the whole school community for two year terms, half being elected each year to ensure continuity.

From time to time, council will co-opt extra members to assist with subcommittees and special projects.

Our Governing Council meets on Tuesday of Week 3 & 8 each term at 6:00pm in the Staffroom. Observers are welcome. The General Meeting is held early in February each year and the date is published in the first school newsletter of the year.

GRIEVANCE PROCEDURES FOR PARENTS

We aim to work with you to provide the best possible learning outcomes for your child. Your contact with staff is encouraged, valued and we appreciate any information or feedback you have to offer. The informal communication between parents and teachers is vitally important however there may be a time when you have an issue regarding your child or another school matter that requires a more formal discussion.

On such occasions we offer you the following guidelines as a means of addressing your concerns:

- All personal matters regarding student behaviour, health, academic achievement or relationships should be raised directly with the Class Teacher, SSO, the School Counsellor or the Aboriginal Education Worker.
- If this has been tried and concerns still exist, again see the Class Teacher, SSO, the School Counsellor, ACEO or make an appointment to speak to the Principal or Deputy Principal.
- Matters of a more general nature e.g. grounds, student safety, canteen etc., are best dealt with by raising the issue with a member of the School Council, the Principal, Deputy Principal or the School Counsellor.
- Should this first contact not resolve the concerns, please make an appointment to see either the Principal or the Deputy Principal.

Parents not satisfied with school handling of issues may ring the Regional Office on **84167333**.

Parents may also ring the Parents Complaint Unit on a Free call number **1800 677 435**

In all cases, coming directly to the school will be much more effective, maintain everyone's respect and preserve confidentiality.

Students have their own grievance procedures developed by the KFC and class meetings. These are displayed throughout the school.

SCHOOL DISCIPLINE POLICY

We have a discipline policy, which encourages good behaviour and teaches children to be responsible for their own actions and words. There are very distinct procedures, which we adhere to in correcting behaviour and we insist on parents accepting ultimate responsibility.

At Challa Gardens PS our Student Discipline Policy is based on the following principles:

- All students, staff, parents and visitors have the right to be treated with respect at all times;
- Our school should be a safe, caring and orderly learning environment, where the rights of students to learn and teachers to teach is supported and protected;
- Students learn best when they are able to experience success;
- Students accept age and ability appropriate responsibility for their behaviour;
- Students, staff and parents share the responsibility for the management of student behaviour;
- All behaviour has consequences that increase or reduce choices in life.

To support these principles our 5 school rules are:

1. Always allow other children to learn and teachers to teach without interfering
2. Play and work to keep yourself and others safe
3. Stay in appropriate areas at all times

4. Respect the rights and property of others
5. Listen to, and follow the instructions of school adults

You can help your child by:

- Encouraging a similar set of rules at home.
- Staying in contact with the child's teacher.
- Encouraging your child to follow the school rules.
- Encouraging your child to accept the consequences if they choose to misbehave.
- Working in partnership with the school and attend agreed meetings.
- Informing the school of any situation that may affect your child's behaviour or learning.

We encourage regular contact with teachers but ask you to respect teaching times. If you need to speak to a teacher with a specific concern please make an appointment.

This policy is continuously under review and if you would like further information please contact the school.

ABORIGINAL EDUCATION

The School recognises and values Aboriginal students and parents within our community. As a whole school we affirm Aboriginal people through:

- Teaching Grievance Procedures
- Involvement in NAIDOC and Aboriginal Cultural Awareness week.
- PRESCHOOL-7 Aboriginal Studies curriculum in all classrooms
- Guest speakers/artists from the Aboriginal Community
- Fostering activities specifically for Aboriginal students
- Allocating special grants
- Supporting with staff representation and time, the Aboriginal Student Support and Parents Awareness (ASSPA) Committee
- Establishing an Aboriginal Education Teacher to support student's literacy.
- Recognising Aboriginal children's needs with Behaviour Management
- Flying the Aboriginal Flag
- Using our AEW to support Aboriginal Students.
- A Nunga room for use by all students.

GENERAL INFORMATION

The information below is general information about the daily running of the school and is listed in alphabetical order.

ASSEMBLIES:

Assemblies are occasions for celebrations and information sharing. Assemblies involving the whole school from Preschool to Year 7 are held fortnightly on Thursdays at 9:00a.m. Parents are most welcome to attend. A different host class conducts these assemblies each time, which usually present an item or displays class work. Various student awards are also presented to deserving students.

ATTENDANCE:

Challa Gardens PS is committed to the goal of all students gaining maximum benefit from participating fully in the school's learning and teaching program. Parents/ caregivers are responsible for making sure children go to school regularly and on time.

- Children are not permitted to leave the schoolyard at any time. Parents wishing to pick up students before dismissal time must collect a green slip from the office before collecting children from the classroom. The teachers will not release students unless slips are given to them.
- If your child is absent for any reason, please notify the school by phone before school, followed by a written explanation to the class teacher on the child's return. Do not wait for the school to contact you.
- Children who truant will be required to make up lost learning time.
- If you are unavoidably delayed at dismissal time please notify the school and your child will be supervised in the Front Office until you arrive. Please ring to say you are on your way.
- **Emergency Contact** - Every child should have an up to date Student Information card, which is held in the Front Office. It is important that parents inform the school of any change of address, telephone number, family situation, etc. so that parents can be contacted quickly in the case of an emergency. Please notify the school if any details change.

BOOK CLUB:

The school acts as an agent for Ashton Scholastic Book Club that offers books and software at reasonable prices. About every 6 weeks a list of books available for purchase is sent home with your child. If you want to purchase any books please return the list and money to the office in a named envelope. It takes about 4 weeks for delivery of books.

CANTEEN:

The canteen is opened every day at recess and lunchtime. It is run by a paid Manageress but is staffed by volunteers. Lunches can be ordered each morning between 8:30 am and 9:00 am using bags provided in the classrooms or younger children are encouraged to take bags home for parents to order lunches. Lunch monitors pick up the orders at lunchtime from the canteen and take them to the classrooms to be distributed. Parents will be informed if unusually large amounts are being brought to school for spending.

TO CONTINUE TO OPERATE THE CANTEEN NEEDS YOUR SUPPORT. If you would like to volunteer see the Canteen Manageress.

CLASS PHOTOGRAPHS:

Class Photos are taken each year. Just prior to the visit by the photographer, details are sent home to allow you to place and order. All orders must be pre-paid. Issues are to be taken up directly with the photographer.

COMPUTERS:

In accordance with the DECS Tech 2001 subsidy scheme we are continually updating our computers. Each classroom has at least 1 computer and students have access to a pod of 5 Apple iBook laptops and 8 computers in the resource centre.

A computer room housing 18 IBM computers is available for student and staff use. As is the Upper Primary area with 15 IBM computers. Staff is continually undergoing training and development in the use of computers as a tool for improving the learning outcomes for students.

DENTAL CLINIC:

Free dental care is available from the Pennington PS Dental Clinic. Enrolment forms can be obtained from the Front office.

EMERGENCY EVACUATION PLAN:

Details of our school's emergency procedures are included in each staff member's handbook in order that in the event of a fire or similar emergency, each class and staff member has a set plan and procedure to follow to ensure the safety of all students and staff. These are displayed in classrooms and practised at least twice per year.

HALL:

Our multipurpose hall is a great asset to our school and is used daily by staff and students. It is also available for hire and enquires may be made at the Front office.

HOT WEATHER POLICY:

All our classrooms are air-conditioned. This means that during periods of extreme hot weather conditions, students are expected to stay at school until the normal dismissal time. On such days, the school play times are modified with a longer recess and shorter lunch break.

NO HAT, NO SUN POLICY

This policy is in force during the whole year. This means that all children and staff will be protected from UV and infrared rays by wearing:

- Suitable hats (i.e., broad brimmed or legionnaires hat)
- Appropriate clothing while participating in outside activity
- 15+ sunscreen (each classroom will have a supply of sunscreen available for children to use)

There will be no outdoor Physical Education activities or sport between 11:00 am and 3:00 pm on extreme days.

People without hats must remain in a shaded area within view of the teacher on duty.

LOST PROPERTY:

Please label clearly, all items of clothing that belong to your child. A lost property box is located in the JP Resource Room next to the Staff Room. Any articles remaining in the box at the end of each term will be put in the Goodwill bin.

MATERIALS AND SERVICES FEES:

Annual Material and Services Fees are currently for the full year. This fee will be used to provide your child with **all** their stationary and educational requirements throughout the year. The fee also covers the cost of swimming. Fees are to be paid to the Front Office as soon as possible at the beginning of the school year. If you have difficulty in meeting the commitment, please discuss the matter with the School Secretary, as alternative arrangements can be made. The Governing Council has a Voluntary Contribution of \$20 per child, up to a maximum of \$50 per family which parents / caregivers are encouraged to pay.

The School Card Scheme is available to you. Approval for School Card assistance will be dependent upon family income not exceeding the limits during the eligibility period. School Card must be applied for every year, and if approved covers the full Materials and Services charge.

Preschool fees are paid each term via the office or Preschool. School card is not applicable in the preschool.

MEDICAL:

ILLNESS OF CHILDREN & PLAYGROUND ACCIDENTS

If a child becomes ill or is injured whilst at school, we proceed as follows:

- Reassure and attend to the child; and
- Refer to the Student Records and contact you or the emergency contact person. If medical or surgical treatment is critically necessary (in the opinion of the Principal, Deputy Principal or SSO in charge), then the child will be taken to the Queen Elizabeth Hospital Outpatients Department. Parents may be charged for any cost incurred.

MINOR CASES

When a student becomes mildly unwell or suffers from a minor accident, appropriate First Aid is given by trained staff, and the child is placed in the Sickroom (located in the Front Office), which contains first aid equipment. The parent is then notified and if considered necessary, the child may be collected from school.

Any accident of a minor or more serious nature is recorded in the School's Accident Register. Whilst we encourage regular attendance and punctuality, please keep children at home when they are sick. We do not have the facilities or the staff or time to give them the full attention they require when ill.

EMERGENCY CONTACTS

We cannot stress enough, the importance for parents to immediately notify the school if they change their place of work, phone number, or friend or relative who would act on their behalf in an emergency. It is essential we are able to contact parents promptly if an emergency occurs.

MEDICATION AT SCHOOL

Students on medication as a general rule should remain at home. In some cases staff will supervise administration only if a letter of authorisation clearly states the name and dosage of medication and the medicine is clearly labelled.

Students with inhalers need to manage themselves. Students with vaporisers can administer their own medication in the first aid room only if this is stated on their asthma management plan.

INFECTIOUS DISEASES

The following guide table is binding on all doctors, teachers and parents.

DISEASE	EXCLUSION FROM SCHOOL
CHICKEN POX	Until fully recovered. NB Some remaining scabs are not an indication for continued exclusion.
MEASLES	For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.
MUMPS	Until fully recovered.
RUBELLA	Until fully recovered and at least 4 days from the onset of the German Measles rash.
Children suffering from the following diseases MUST NOT attend school until a medical certificate is produced.	
DIPHTHERIA	Exclusion until medical certificate is produced.
SCARLET FEVER	Exclusion until medical certificate is produced.
HEPATITIS	Exclusion until medical certificate is produced.
TUBERCULOSIS	Exclusion until medical certificate is produced.
TYPHOID FEVER	Exclusion until medical certificate is produced.
WHOOPING COUGH	Exclusion until medical certificate is produced.
MENINGOCOCCAL INFECTION	Exclusion until medical certificate is produced.
POLIO	Exclusion until medical certificate is produced.
STREPTOCOCCAL INFECTION	Exclusion until medical certificate is produced.
SCABIES	Exclusion until medical certificate is produced.
RING WORM	Exclusion until medical certificate is produced.

HEAD LICE

Primary responsibility for head lice belongs to the family. Parents are obliged to inform the school if their children are infected with head lice. Principals are required to exclude students thought to be infected with head lice, until treatment is administered. We need a letter from you advising that treatment has been administered prior to your child returning to school. (Schools don't get head lice, students do).

MOBILE TELEPHONES IN SCHOOL

Challa Gardens Primary School understands that mobile telephones offer a service to some families. Safety and communication concerns demand that some students have a mobile telephone with them for after school communications.

There are, however, issues associated with mobile telephones. Issues include security, interruptions to school operations and student perceptions of equity. Because of these issues, we prefer that students do not bring mobile telephones to school.

If you require your child to have a mobile telephone at school,

1. Advise the teacher that the child has a telephone,
2. Instruct the child to have the phone off and hand the phone to class teacher,
3. Instruct the student to collect phone at the end of the day.

Should students breach the policy, they will be subject to normal SBM consequences. The student will be instructed to lodge the telephone in the security of our receptionist for the rest of the day and will be returned to an adult only.

Parents need to be aware that the student remains responsible for their telephone, its use, abuse, loss or damage.

PARENT INVOLVEMENT

Involvement by parents/ caregivers/ grandparents is welcomed and encouraged at Challa Gardens Primary School. We believe that you offer experience and expertise and have important insight and understanding that can help in providing the best possible educational outcomes for our children.

There are many ways in which you can become actively involved in the school community and become part of your child's educational experience such as:

- **LAP:** working with special needs children on a 1 to 1 basis
- **CANTEEN:** preparing and serving lunches
- **PRESCHOOL:** taking part in daily activities and the program
- **LIBRARY:** shelving, covering and repairing books
- **SCHOOL COUNCIL MEMBER or a MEMBER OF A SUBCOMMITTEE:**
making recommendations to ensure the best possible education for your child
- **READING:** hearing children read in their classrooms
- **FUND RAISING:** supporting and assisting various fund raising activities
- **CRAFT GROUP:** preparing items for sale at the mothers/ fathers day stalls
- **ATTENDING:** parent/ teacher interview nights and open afternoons
- **GROUNDS MAINTENANCE:** assisting in keeping our schoolyard clean, tidy and physically attractive and attending any working bees.

We thank you for your time and support.

NEWSLETTER:

A school newsletter is published every second week and a copy is sent home to each family. Please check your child's bag for notices and newsletters and if you do not receive one please contact the school as spare copies are kept in the office. The newsletter is an excellent way of informing you and the school community of future events, activities and outings which the children have been involved in, as well as examples of children's work.

RESOURCE CENTRE:

The school has a very well equipped Resource Centre and we encourage students to borrow on a regular basis. The library is opened each morning at 8:30 am and until 3:15 PM after school for student borrowing.

Books are a valuable asset. Please ensure your child takes care of them and returns them to school on time. Overdue notices are issued each Friday and notes will be sent home if books are outstanding. Parents are expected to pay a fee if books are lost or damaged.

The Resource Centre is fully automated and students have access to computers with CD rom for doing information research. Children may book in and use the computers their during lunch time.

SAFETY AT SCHOOL

Our teachers encourage children to be safety conscious but you can help by stressing the following:

- Travel directly between home and school
- Stop and look both ways before crossing streets
- Never run from behind parked cars
- Walk on the footpath
- Never run across the street
- Never accept rides from strangers
- Never leave the school grounds without permission (Please notify the school if your child returns home unexpectedly Ph: 84451194)
- Make sure they know and understand the arrangements for going home and who will collect them. Be on time or let us know.
- Always let us know if a different person is to collect children at the end of the day

ROAD CROSSINGS:

All year 6/7 students are trained by the SA Police Force to assist at the crossings on Humphries Terrace, Regency and Torrens Roads before and after school. To ensure the safety of your child please make sure that they cross only at these crossings. Students monitor crossings before school between 8.30 and 8.45 and after school between 3.00 and 3.15.

Road signs are erected to protect children's lives. Please ensure you are aware of them and obey them when driving near our school or when dropping off and picking up children.

Cars are not permitted in the schoolyard. The local government and the police enforce "No Parking" and "No Standing" signs.

BICYCLES, SKATES, SKATE BOARDS OR SIMILAR SMALL WHEEL MODES OF TRANSPORT.

The use of bicycles, skates, skate boards or similar small wheel modes of transport are not to be used within the school grounds. This policy is to ensure the safety of all individuals, for the protection of school property and the following of Occupational Health Safety and Welfare Guidelines.

CAR PARK:

This is for STAFF CARS ONLY.

Cars must NOT enter the driveway leading to the car park to drop off or pick up children.

SUPERVISION OF CHILDREN:

Please do not allow your child to come to school before 8.30am or stay in the school grounds after dismissal time. (Playground supervision is provided before school from 8.30am and after school till 3.15pm.

Before and After School Childcare Programs are available via Brompton Primary School. Our students are taken to the program each afternoon. Please inquire at the office. In an emergency we are only too glad to help out by supervising children for extended times providing we are contacted and arrangements are made.

USE OF SCHOOL GROUNDS, BUILDINGS ETC AFTER SCHOOL HOURS:

Parents are advised that as no supervision is available after 3.20pm during school days or weekends, they must accept full responsibility for any accident or incident that occurs during these unsupervised times. It is school council policy that no child is permitted in the buildings or grounds at any time outside school hours unless accompanied by a parent. Police will be called if children are observed damaging school property or not using the community playground in a safe manner.

SCHOOL CHOIR:

All year 6/7 students have the opportunity to be a member of the choir. The school is a member of the SA Public School's Music Society and children are selected to represent the school in the Festival of Music performance at the Festival Theatre.

The choir practices for one hour each week with a trained conductor and accompanist. There are several opportunities for the choir to perform throughout the year such as the school concert.

INSTRUMENTAL MUSIC:

The school offers an instrumental music program conducted by the Special Music Branch of the Department of Education and Children's Services. Instruments include the violin, cello, flute, clarinet and saxophone.

Please enquire at the Front Office if you wish your child to be involved in this program.

SCHOOL UNIFORM:

The Governing Council encourages the wearing of a school uniform. The school colours are navy blue and yellow. Hats, polo shirts, shorts, track pants and windcheaters are available from the front office at reasonable prices. Yellow or blue irons on school logos are also available.

Governing Council supports the compulsory wearing of hats each term

SCHOOL WATCH:

We are proud of our school's appearance and wish to keep it in good repair and attractive. We have no "neighbours" and would appreciate your "watchful eye" at night and on weekends. Parents witnessing any infringement on school premises should phone the Hindmarsh Police station or report it to the Principal as soon as possible.

Students are responsible for keeping the school tidy. Each class has been allocated an area to keep free of litter and rubbish.

STUDENT REPRESENTATIVE COUNCIL (KIDS FUN COUNCIL): (SRC - KFC)

As part of our policy to involve students in school decisions that affect them, every class conducts regular class meetings. Items are discussed at class meetings with students acting as Chairperson, Recorder and Observer. Each class elects two members to be on the KFC, which meets weekly under the guidance of the School Counsellor to discuss issues relevant to the student body, and to pass on information discussed at class meetings. Agreed actions are then taken to the appropriate group or people concerned for action.