

GOOLWA PRIMARY SCHOOL



Welcome to Goolwa Primary School



2024 Parent Handbook

Dear Parents/Caregivers,

Welcome to the group of families that makes up Goolwa Primary School community.

Goolwa Primary is a community school, which exists to provide the best possible learning environment for all the children of Goolwa from Reception to Year 6. We hope that the following pages will give you some of the basic information you will need to get you started in what will hopefully be a rewarding and enjoyable association.

We look forward to working together with you to ensure the best possible foundation for life long learning for your child. Of course the best form of communication is face to face and we trust we will see you often as we work together in support of your child.

Nathan Hunter
Adele Kenny

Principal
Deputy Principal

Quality Education in a Caring Environment

The school is an integral part of the community and we aim to maintain the positive and close community relationships that continue to be a characteristic of the school.

Our Vision: To learn together, strive for excellence, accept others and have fun in a safe and happy environment.

Our Mission: “We come to school so we can learn, do our personal best and grow to be responsible, respectful members of our community”.

Our Behaviour and Safety Expectations: Be kind; be respectful; be responsible; try your best



Our Values:

OUR SCHOOL VALUES ARE:

Organisation • Persistence • Confidence • Getting Along • Resilience

SCHOOL TIMES

Our school operates on the following times

8:25am	Hindmarsh Island bus students arrive – Before School Duty begins. OSHC ends. Student Services / Front Office / Administration open.
8:55am	Morning siren
9:00am – 9:50am	Lesson 1
9:50am – 10:40am	Lesson 2
10:40am – 11:10am	Recess
11:10am – 12:00pm	Lesson 3
12:00pm – 12:50pm	Lesson 4
12:50pm – 1:05pm	Eating lunch in class group.
1:05pm – 1:35pm	Lunch Play
1:35pm – 2:25pm	Lesson 5
2:25pm – 3:15pm	Lesson 6
3:15pm	Final siren – After School / Bus Duty begins. OSHC children go to netball court
3.20pm	Hindmarsh Island Bus departs Student Services closes. OSHC begins. Uncollected students go to Front Office.
4:00pm	Front Office closes.

We appreciate your punctuality in getting children to and from school on time.

SCHOOL CONTACT DETAILS

Telephone	8555 2261
Fax number	8555 3899
Postal address	Gardiner Street, Goolwa SA 5214
Email	dl.0157_info@schools.sa.edu.au
Web site	www.goolwaps.sa.edu.au
Apps	Seesaw, QKR

STAFF

Nathan Hunter	Principal
Adele Kenny	Deputy Principal
Toby Medlin	Wellbeing Leader
Hayley Blyth	Inclusive Education
Sophie Medlin	Literacy Coach
Ellen McGlen	Rec
Liz Hayman	Rec / Year 1
Verity Maley / Hayley Blyth	Year 1
Damien Brak / Sophie Medlin	Year 2
Renee Chandler	Year 2 / 3
Beth Muirhead	Year 3
Laura Tremellen	Year 4 / 5
Bron George	Year 4 / 5
Emma Francis	Year 5 / 6
Lauren Bond / Kelly Mercer	Year 5 / 6
Jean Waddington	Teacher Librarian / AET
Kelly Mercer	Cultural Studies
Owen Cruickshanks-Boyd	Health / PE
Jennie Spick	Performing Arts
Julie Gilbert	Science
Pam Johnston	Business Manager
Anita Liddell	Administration Officer
Kylie Rufus	Student Services Office
Joanne Purves	Student Services Office
Rohan Guest	IT Support
Wayne Beadman	Grounds
Kathryn Smith	Library / Student Support
Katina Gertz	Aboriginal Community Education Officer
Amy Bubner	Student Support
Andy Spratt	Student Support
Brad Barrett	Student Support
Erin Keane	Student Support
Gareth Woodward	Student Support
Jodie Hannemann	Student Support
Kayla Scarlett	Student Support
Leanne Machin	Student Support
Leanne Tugwell	Student Support
Lisa Jansson	Student Support
Melissa Marrett	Student Support
Neriah Milis	Student Support
Olivia Sims	Student Support
Sue Martinson	Student Support
Tamika Austin	Student Support
Tayla Gilbert	Student Support
Tina Marshall	Student Support
Tori Mould	Student Support
Jo Knight	Pastoral Care Worker

ABSENCE / ATTENDANCE

We need your help in ensuring our students get the best possible result from school by making sure that they attend regularly and are punctual. Research shows that the importance of regular attendance and punctuality can not be underestimated and we ask all parents and caregivers for your support in ensuring our students have access to the required learning time. School starts at 8.55am and we would appreciate all students here and ready to go by that time. If your children arrive after that time they need to sign in at the Student Services Office. If you need to collect your child early, please report to the Student Services Office and sign them out. Students should be using our OSHC if they need to be supervised before 8.30am or after 3.30pm.

If students are absent for any reason it is important to keep the school informed by a note in the diary, a phone call to Student Services 8555 2261 option 1, or online through Seesaw. All absences must be explained by a parent / caregiver, so please expect this to be followed up.

All absences of 3 days or more (for example a family holiday) must be in writing and explained via an Exemption Form C. These forms are available from Student Services.

ACCESSING YOUR CHILD'S ROOM

For security reasons all adults must report to the Student Services Office and sign in, as we do not allow adults direct entry to buildings unless pre arranged. You will find our staff more than willing to help you deliver messages or forgotten items such as homework, hats and lunch boxes!

ASSEMBLIES

Whole school assemblies are held during weeks 3, 6 and 9 each term on a Friday at 2.30pm. These assemblies are organised by Wellbeing Leader and are held in the Gym. Other whole school assemblies will be held as needed ie year 6 presentation of award winners on the morning after graduation.

BEHAVIOUR DEVELOPMENT

At Goolwa Primary School, we all work together so that everyone is safe and happy. We also make sure that we behave in ways that we, our parents, teachers and others in our community are proud of. Your child can expect to work in a safe environment where they are free from harassment, bullying or being hurt by other students. To make sure that this happens we have a Behaviour Policy so that all students know that they are protected.

School staff work hard to reward positive behaviour and we have many programs to ensure success at school. Some students do at times, cause distress to other students or disrupt the learning program for various reasons. To deal with this, class teachers form a class code of cooperation with students and we have school wide yard rules.

Please contact your child's teacher in the first instance, to address any concerns you have with social interactions. If your child is being affected by ongoing social issues, please and make a time to meet with the Wellbeing Leader.

BOUNDARIES AND ENTRANCES



In the picture, the blue line indicates the parameter of the school grounds. There is a fence all around the school property except the open entrance at the front of the school on Gardiner Street. There are 2 pedestrian crossings, one on Gardiner Street and one on Cadell Street which are both supervised by staff between 3.15pm and 3.30pm. All visitors and students year 3-6 are encouraged to enter the school via the Gardiner Street opening near the Administration building (purple star). Students Reception to Year 2 are encouraged to enter the school via the southern gate next to the Wellbeing Centre and Staff car park (green star). This gate must be kept closed.

Outside the school property, on the Gardiner Street footpath, are yellow lines where students are to walk their bikes/scooters. Trees are painted with yellow lines to indicate the maximum height to which they can be climbed. Junior Primary students have their own playground and play areas separate from the Year 3-6 students.

BREAKFAST CLUB

A Breakfast Club operates from the GOSHC House each morning between 8:30 and 8:45am. This is a free service and is run entirely through volunteers and donations. All students are welcome to attend. Students must be responsible users of the Breakfast Club.

BUDDY CLASSES

Each class in the school has a buddy class. The aim is to develop co-operation and communication between older and younger students. The classes meet regularly for social interaction and to provide opportunities for the students to get to know each other and thus be able to give support when needed in the yard. Often buddy classes will do special lessons together and sometimes older students will help with reading and writing.

BUSES

School buses are provided by DFE for eligible students who live more than 5kms away from their closest school on Hindmarsh Island and Currency Creek. There is no cost for this bus, but students must apply to the Goolwa Secondary College as they manage the bus service. The morning bus arrives approximately 8.25am and the afternoon bus collects students at approximately 3.20pm from the Gardiner Street bus zone. Any queries regarding the bus service should be directed to the Front Office. GPS students are no longer permitted to use the Victor Harbor High School buses.

CONTACT DETAILS

When you enrol your child you will supply an address and contact phone number. It is very important that you keep this up to date and let us know of any changes. Sometimes we need to contact you in a hurry for issues ranging from lost lunches to playground injuries or sickness. It is important that we also have a local emergency contact in case we cannot contact you. Whenever you change your mobile phone number please remember to let us know your new number. This can be done directly by contacting the school or through the Seesaw App.

CHRISTIAN OPTIONS

During the year, the combined Churches may visit the school for a small presentation to students. This is usually of one hour duration and is non-denominational. All students go unless parent permission was not given in the General Consent Form. Parents/Caregivers will be advised of the theme for each session.

CAMPS / EXCURSIONS / INCURSIONS

During the year, classes may go on camp. We plan these for a number of reasons including the provision of the opportunity for your child to learn to have fun adventures and sleep out with friends in new places under careful supervision. Information about the time of the camp, cost and place will be sent home early in the year enabling parents to budget for the cost. To make sure we can provide the best care, we will ask you to fill in permission notices and health information forms prior to the camp. It is important to include all information on these. We will remind you again of this when the time for the camp comes. Year 6 students are offered a week long camp to Kangaroo Island.

During the year children have the opportunity to participate in many kinds of excursions and incursions. This can be a whole day bus trip or a walk to the town library, visiting the police station, tree planting and many others. When this occurs, a note will be sent home to parents advising them of the event. Parents/caregivers MUST return a signed note giving permission for their child/ren to participate. Without a signed consent note children will not be able to leave the school grounds. Using this system ensures that you know where your child is at all times, yet allows us to involve students in the many learning opportunities available to us within our local community.

During the year selected performances by artists may take place here at the school. In most cases, school fees paid at the start of the year will cover the cost. Sometimes students need to pay a small fee to attend. If so, we will let you know well in advance.

COMMUNICATION

Communication between educators and parents / caregivers is critical. Early in Term 1, opportunities will be provided for you to meet your child's teacher in an informal setting, such as drop off and pick up times, summer family picnic, Acquaintance night or other whole school events. Parent / teacher Interviews are conducted at the end of Term 1. Anytime throughout the year, parents can request to meet with their child's teacher to discuss progress or specific concerns. We encourage open discussions with your child's teacher via Seesaw or diaries / communication books.

NEWSLETTERS

A school newsletter is produced three times a term, at the end of weeks 3, 6, and 9. It is distributed on Seesaw and Facebook and is available on our website. Paper copies are available at the front office or by request.

TERM PLANNER

Early each term a Term Planner is sent home to families with important planned events and activities that term.

DENTAL SERVICES

The School Dental Service is situated at the South Coast District Hospital. The Mobile Dental Service usually attends the school once a year.

DRESS CODE / UNIFORM

At Goolwa Primary School, we work hard to ensure we minimise discrimination between children. One of the ways in which we do this is to reduce pressure on parents to buy expensive brand name clothing by insisting on a dress code that is serviceable, reasonably priced, flexible and consistent. We try to ensure that the uniform is inexpensive and given the safety and practical reasons for it, we ask that this code be supported. This dress code also supports our aim to have: a safe school through our sun-smart policy and behaviour policies; a safe school so we can identify students easily; a school of which we are proud of by ensuring smart presentation. Students need to wear the school uniform daily and at events where they represent the school, including excursions. For safety reasons, students not wearing correct school uniform must play on the netball court at break times.



Staff and students - Hats are compulsory for all outdoor activities in Term 1 and Term 3 from 1st September and Term 4. *No hat, play in the shelter adjacent to the oval (Yrs 2-6) No hat, play under the wellbeing room veranda (R/1).* Hats are not compulsory from 1st May to 31st August unless going on excursion or days of particularly high UV levels.

RANGE

Shirts – Short sleeve polo shirt with school logo, azure or black. (Old style polo shorts remain part of the uniform and will be phased out over the next few years).

Dress – Winter pinafore or summer dress.

Fleecy Zip Jackets – With school logo, without hood, plain, black.

Wet Weather Jackets – With school logo, black.

Pants – Plain, cargo, jeans, tracksuits, leggings, black.

Shorts / Skorts - Plain shorts or skorts, black.

Hats - Broad brim, legionnaire or bucket hat with broad brim, with logo or plain black or white.

Year 6 Seniors Zip Windcheater – only Year 6 students may wear the Year 6 Seniors windcheater.

Socks / Tights - Plain black.

Shoes – Shoes / boots, sneakers / basketball shoes and sandals. Shoes must be suitable for all types of activity including running and exercise. *No thongs, scuffs, platforms, backless slip-ons or heels.*

SAPSASA Sports Uniform – students who are selected to represent the school at SAPSASA events may borrow a sports uniform from the school to wear at most events. SAPSASA merchandise may be purchased by parents / students at their own cost. SAPSASA windcheaters may be worn to school for the week following the event.

Jewellery - Watches, small earrings or studs, medic alert bracelet, cygnet rings are acceptable. No dangly/large earrings or other jewellery. Makeup and nail polish are not to be worn.

Body piercing – Visible body piercing including ear piercings, must be deemed safe. Decisions will be made on individual piercing in consultation with classroom teacher and a member of the leadership team after which parents will be contacted.

Plain, black beanie – Plain, no logo, black. May be worn during colder months outside.

AVAILABILITY OF CLOTHING

Uniforms are available for sale through the Uniform Shop (in the Stone Building). Plain black clothing items are available from the school or other shops. Opening hours are published in the newsletter and are also available on the door of the Stone Building. A limited supply of second hand clothing is also available.

LOST PROPERTY

The Lost Property blue bin is located in the Student Services office. If parents think their child is missing an item of clothing please direct them to check the 'bin'. At the end of each term the bin is cleared and if unclaimed after another term, items are resold at the school or passed on to various charity shops for resale.

There are no "spare" hats at the office. There are several students **who leave their named hat** in the student services area which they collect and return before and after each break.

Please ensure all items of clothing are labelled. If they are named we can easily find the owner.

EXEMPTION

Students may be granted short term (1 day) exemption from uniform with written permission from parents/caregivers, via seesaw to class teacher.

Parents have the rights to request exemption for their child/children from the Dress Code on the following grounds

- Religious; cultural or ethnic; new student; mobile students; financial hardships; genuine medical or family sickness; any other grounds as the school Governing Council may determine.

EMERGENCY DRILLS / EVACUATION / LOCKDOWN

Fire drills, emergency evacuations and lock down practices are held regularly throughout each year. Exit routes are displayed in a prominent place in each classroom / learning space.

EVACUATION

The signal for a fire or evacuation is **one long continuous blast** of the siren. On hearing this signal the teacher in charge of the students takes them in an orderly fashion and assembles them to the evacuation point (oval) to get them seated adjacent to the cricket pitch. The teacher will call the roll, report their class attendance to the Fire Warden and remain with the students until given the all clear, or further instructions from the Principal.

LOCKDOWN

The signal for a lock down is continuous **short blasts** of the siren. This is the signal to get all personnel (adults, students and visitors) into the classroom or your nearest safe area, lock doors and windows, get below window level and remain there until advised personally by leadership of the all clear. Yard duty staff are to ensure yard areas are evacuated.

ENROLMENT PROCEDURE

Students may transfer from other schools at any time during the year. A meeting will be held between the family, leadership and student prior to the student beginning at Goolwa Primary School. At this meeting, parents will be given an opportunity to discuss the curriculum, learning support, uniform, given an enrolment package and a tour of the school. Leadership will notify parents / caregivers of the enrolment approval after that meeting and will discuss classes and a start date.

FEES

There are costs associated with sending your child to Goolwa Primary School. Although there are no charges for instruction, there is a Materials and Services charge levied on all students. The charge in 2024 has been set at \$320, which will provide your child with everything, including books, pencils and all equipment. Replacements are not available for stationery supplied at the beginning of the year, the local newsagent keeps a complete range of student's requirements if you wish to purchase anything extra.

Although we need this money to enable us to provide all the things the school needs, we have no wish to cause hardship. If finances are ever an issue please contact the Business Manager or Principal to make alternative arrangements. Confidentiality will be assured. The government will subsidise each child for parents who have been assessed as being on low income. This is called "School Card". You need to apply on line for School Card assistance. SA.GOV.AU - School Card scheme (www.sa.gov.au) Please contact the Business Manager if you require more information about School Card. Parents are able to pay fees up-front or instalments can be arranged with the Business Manager.

Fees are to be paid by Friday 17th March 2024 (unless a payment plan has been approved by the Business Manager).

Students from Reception to Year 5 participate in swimming during the year. The sessions run over a two week period and are held in Victor Harbor. The students are transported to and from the pool by bus. This incurs an additional fee. In Term 4 students in Year 6 participate in Aquatics and will have their invoice sent home early in that term. This is also an additional charge.

All monies (e.g for fees, excursion, camps etc) are handled through student services. All cash sent in to the school should be in an envelope clearly marked with your child's name, teacher and the reason for the money. Payments can be made via cash, cheque, credit card or direct debit. Eftpos facilities are available at the school. Online payments can be made anytime via QKR.

GOSHC - GOOLWA OUT OF SCHOOL HOURS CARE

Goolwa Primary School operates an Out of School Hours Care service, also known as GOSHC on the Goolwa Primary School site. The service offers Before and After School Care, opening at 6.30am and closing at 6.30pm. There is a cost, which is detailed in the separate GOSHC handbook available from the school. Enrolment forms and fee schedules are available from the GOSHC service or the school front office. Bookings can be made by phone the GOSHC Director on 0438 861 943.

GOVERNING COUNCIL

Governing Council meets once a month. (This night is determined each year after the Annual General Meeting in March.) The members of the 2023/24 Council are Kristy-Lee Fidock, Grant Gibbins, Kayla Scarlett, Claire Yeoward, Ashlee Wray, Stuart Lakin-Hall, Amy Griffen, Laura Lewis, Rebecca Hunter and Ben Longmire. Jean Waddington and Emma Francis are our staff representatives.

The Governing Council also has various sub-committees (e.g. finance, GOSHC). All parents and caregivers are most welcome to attend Council or Sub Committee meetings. We have an active Parent Network Group that welcomes all new parents and caregivers to a 'first Friday coffee and chat' on the first Friday of each month at 9am. If you are interested in volunteering at the school or if you are interested in joining our Governing Council, please contact the Principal.

HOUSE SYSTEM

Students are allocated to houses at enrolment. We have 3 houses,

Birchall – red,

Cadell – green and

Hindmarsh – yellow.

Families can request that students are placed in the same house as past students/relatives, please ask during the enrolment meeting.

INCLEMENT WEATHER

In the event of the local temperature being 36° or above at the beginning of break times, students will stay inside for the break.

In the event that it rains during break times, students will return inside for their break.

INTERVENTION PROGRAMS

Goolwa Primary School provides high quality learning programs. Sometimes, however, students need extra help with their learning and we provide this through our intervention programs. Students work in small groups or individually for intensive programs through our Learning Lab. If your child is experiencing challenges with everyday learning this program is designed to enhance success and learning.

Parents are always encouraged to raise any concerns they may have about their child's learning with their class teacher.

LIBRARY / RESOURCE CENTRE

The school library is open for student borrowing. Each student is encouraged to bring a library bag to help protect books from drink spills and lunches. They are also able to borrow during their lesson time. We encourage students to borrow books but appreciate having them returned so that other students can share them too. We do not charge a book deposit to keep cost for families down but appreciate the help of parents to ensure that school books are returned to the school.

LUNCH / WATER BOTTLES

A fruit snack and healthy lunch is expected to be provided each day. Students are also expected to bring refillable bottles containing water only each day. They can be refilled using the outdoor water fountains.

Students are able to order lunch via the QKR app. Lunches are prepared by Goods to Go and are delivered to the school by 12:45pm. Orders must be placed by 9.15am. Download the QKR app to your smart phone and choose Goolwa Primary School.

In the event that students forget their lunch, parents will be phoned to provide their child lunch. Apples and a toasted sandwich may be available from the Wellbeing Centre as an emergency.

MEDICATION

Medication and medication agreement forms for students must be given to staff at Students Services. If medication is prescribed during school time, please liaise with Student Services to discuss dispensing requirements. Medications must be delivered to the school in the original container, with the label from the pharmacy and with a signed Medication Authority.

(You can ask your pharmacist for a second, labelled container to keep the extra medication at home.) It must be within the use-by-date and come with written instructions. We will ask for a doctor's authority form to accompany the medication.

Usually, medication that has to be taken three times per day can be taken before and after school, and before bedtime, and not have to come to school at all.

We will support medication at school by ensuring the right child has the right medication and the right dose by the right method (eg oral or inhaled) at the right time, and we will keep a written record of this.

MOBILE PHONES

The Department for Education's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The Department and the school recognise that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

During the school day students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

If your child needs to have their phone for before or after school use they **must** have a signed Mobile User Agreement form returned to Student Services **before** they can bring their phones to school.

MUSIC / PERFORMING ARTS / CHOIR

We are fortunate to have excellent instrumental and choral programs in our school. The **SCHOOL CHOIR** is made up of boys and girls from Years 5 to 6 who choose to take part. Each year we sing at a large event, such as the Southern Festival of Music or at the Festival Theatre and are frequently asked to sing at local venues. The Choir practices once a week.



Our **INSTRUMENTAL MUSIC PROGRAM** is for students in Years 5-6. Department for Education specialty teachers are here once a week to teach instruments such as flute, clarinet, saxophone, trumpet and trombone. The lessons are free, but parents are responsible for hiring instruments and purchasing music. All students participating in these lessons make up our school band. As these instruments are very popular, older students and those showing the most musical aptitude will be given first priority.

SPORT

Students 10 years of age and older have the opportunity to be involved in a number of sports and compete against other schools. These can include football, netball, tennis, hockey, basketball, soccer and golf.

STUDENT INVOLVMENT

The school has a very active Student Representative Committee (SRC), which meets fortnightly. To complement work of the SRC, every class holds class meetings, with ideas and issues raised being taken to the SRC by class representatives. This process is a major part of student participation processes. We have 2 school leaders and 12 house leaders who are all voted into their roles by their peers.

VOLUNTEERS

The school relies on volunteers for many activities across the school. Some of these are listening to students read, breakfast club, helping regularly with one of the programs we offer or being part of a group. All volunteers who work with students other than their own child, are required to undergo an induction process as well as a police check – this is a departmental requirement. We value the many volunteers who support Goolwa Primary School. If you would like to volunteer at the school please contact the front office to make an appointment with the Volunteer Coordinator.

ZONES OF REGULATION

Embedded in our culture and language are the zones of regulations – **blue**, **green**, **yellow** and **red**. Please continue to use this language with students to better understand their feelings.

The ZONES of Regulation

			
Blue Zone Sad Bored Tired Sick	Green Zone Happy Focused Calm Proud	Yellow Zone Worried Frustrated Silly Excited	Red Zone overjoyed/Elated Panicked Angry Terrified