Owen Primary School

Parent Information
Welcome to the Owen Primary School Community.

Our school has a strong and developing ethos as an essential part of the Owen community and requires the assistance of the community to provide a complete education for our students.

Our current Vision statement is:

“To be a caring School Community.”

To have created an exemplary environment in which people work independently and interdependently, where students have achieved their personal best as a result of planned interventions based on need. The result identified through improvement in skills, knowledge and understanding across our curriculum.

Our motto is:

“Achievement Caring Excellence”

Parents are invited to participate in their child’s schooling. Some of the ways you can do this are:

- Communication with school staff
- Assistance in the classroom
- Attendance at excursions and other activities
- Parents and Friends
- Governing Council

We look forward to a positive partnership with parents, students and staff.

Alec Tibbitts
Principal
The information provided is a guide to general procedures at Owen School. Please contact staff if you have any questions concerning procedures and activities. Our school is continually improving and so procedures are subject to change. Parents will be informed of changes. Information is provided in alphabetical order.

**Attendance**
Every day at school is important. Regular attendance and punctuality is expected.

Understandably, there are days that students will be absent. When this occurs we are required to ask for a written explanation from parents. Please send an explanation note with your child upon returning to school. If a note is not received a courtesy green form will be sent home that parents can simply state the reason for the absence and sign. This allows the school to maintain required records.

The same process is followed with lateness. A student who is regularly late misses out on a portion of the key learning time of the school day. Literacy lessons start at 9am each day.

Phone call information from parents on the day of the absence or lateness is appreciated.

**Appointments/short absence from school**
Please notify your teacher when a child has a Doctors or similar appointment. To follow occupational, health and safety regulations students are required to be to signed in and out of the school at the office.

**Accidents**
All staff members are first aid trained. Minor injuries and sickness are most likely to be managed by staff with communication to parents via a note home.

If the incident is more severe, or staff members are unsure, every effort will be made to contact parents. Ambulances will be called immediately when deemed necessary.

(Please consider personal ambulance cover).

**Emergency information**
On enrolment, parents are asked to fill in a form with important home, medical, phone numbers and an “emergency contact number” for when parents cannot be contacted.

Records are kept on file in the office in case of emergency, so parents and medical assistance can be sought quickly. It is essential that this information is current. Please notify school of any changes – even if temporary. Silent phone numbers will be respected.

**Bank**
The school does not currently provide banking services.
Beginning school/transition

New enrolments are accepted at the beginning of each term for children who have turned 5 years of age.

Parents of new reception students are invited to a parent information session prior to commencement at school. Four year olds attending Play Centre spend some time in the Junior Primary class. New enrolments spend ½ a day per week in the five weeks prior to their enrolment becoming accustomed to the class and school. Actual organisation depends on the best situation each term.

New reception students are welcome to attend full time immediately, however some new students find school tiring in the first few weeks. An exemption form, available from the front office, is required and must be signed by the Principal.

Children commencing school in February are required to spend three complete years in the Junior Section of the school before proceeding to Year Three.

Children commencing school at the beginning of Term 2 will remain as Reception students until the end of the year.

For Term 3 starters eighteen months of Reception is strongly recommended as per department guidelines. This will depend on social and academic progress.

All Term 4 starters will remain as Reception children the following year.

Pre-school Skills

Children who begin school with good pre-literacy skills are at a definite advantage.

The best ways to develop these skills is by reading regularly to your child from a very early age. Being familiar with books and stories, helps to develop the child’s speech and language. It also develops listening skills, familiarity with print and certain pre-reading knowledge such as:

- The print in the book conveys a message
- The story starts at the front and goes towards the back etc.

Children who are read to are usually motivated to read and write and therefore learn more quickly. The best books to use with very young children are short and have bold, bright pictures that attract their attention. Babies can handle cloth or plastic padded books often before they can sit up. Board books are also stronger and better for small hands.

When the child’s language is more developed, repetitive books that they can join in with are a valuable learning tool. Another great motivator is Flap Books. Children love to lift flaps to find the secrets underneath. (A tip to make them stronger is to cover the flaps with clear contact).

Research has shown that children with lots of experience with books, who are read to, have lots of books in their homes, learn to read and write more quickly once they start school.

Other pre-school experiences that help children develop literacy skills are drawing and cutting. Children progress through various stages with writing, the first is scribble, the next is using symbols to imitate writing and then they progress to using letter shapes once they are familiar with them.
It is only after these stages that they can progress to writing that conveys a meaning. If the child has progressed through the scribble and symbol stage with writing before starting school, they are usually ready to start writing fairly soon after starting school.

Children who can count and recognise colours are also advantaged in Maths. The child with some of these basic experiences and a positive attitude to school should find the transition to school relatively easy...

Year 7 to 8
A Transition program is organised by Balaklava High School during terms 3 and 4.

Bus
Our school is serviced by one bus run. Students eligible for bus travel must live 5 kilometres from the school. Applications to travel are available from our front office. To arrange occasional or a ‘one off’ bus travel eg ‘sleepover’ forward a written signed and dated request to the Principal for approval. One off travel will usually be approved on the day.

Communication
Parents and teachers are encouraged to communicate regularly. Teachers will communicate via diaries, notes, communication books and directly with parents. When an extended discussion is required parents are requested to phone or send a note to arrange a meeting at a suitable time for all parties.

Newsletters
Every second Wednesday, a School Newsletter is sent home with the oldest child in the family. The newsletter includes information about school activities, parent groups, sporting groups, special school programs and community activities.

Should you wish to place an item in the newsletter it must be presented at school before 9am, Tuesday and approved by the Principal.

The newsletter is published on the school's website. A password is required for access. By contacting the school, you can be added to the password mailing list.
Interviews/Reports
Personal interviews are held at the end of Term 1 to discuss the individual progress of your child. Parents and teachers are encouraged to arrange interviews at any time during the year when deemed necessary.

Reports are currently sent home twice per year at end of Term 2 and Term 4. These will be sent in a folder which needs to be returned after the term 2 reports go home. The folder can be kept at the end of the year.

Curriculum
Owen Primary School provides a broad and balanced curriculum and a range of enrichment opportunities for our students. The South Australian Curriculum Framework (SACSA) is used to develop our teaching program.

Staff utilise district support, provided by DECS, for students with particular needs eg hearing impaired students.

Custody
Parents are requested to show any legal Custody Orders to the Principal when enrolling your child.

Excursions and Camps
Throughout the year, teachers may plan a variety of excursions, either in the local area or beyond. Excursions are generally in conjunction with an area of study, and form an integral part of the curriculum.

Parental permission is pre-requisite of all excursions, however to cover any local excursions, not requiring transport, a general consent form is completed at the time of enrolment.

Fees
At the end of each school year, the Finance Committee of the Governing Council sets school fees for the following year. Information about the fees is provided to parents on enrolment. At the beginning of the year, parents are notified about these costs. Stationery supplies, consumables and school programs are dependent upon these payments. Payment of fees is required by the end of term 1.

Government assistance is available to approved families. Please ask for details and application forms at the school.

Grievance Procedures
A Grievance procedure sheet outlining the procedures to follow is included with this package.

Homework
Some classes have regular homework while others will set work that needs to be “caught up.” Please speak to your child’s teacher about their expectations. All students should be reading with a parent or by themselves every night.

Library/Resource Centre
The library is an important resource for class curriculum. It is open for students to utilise during the 2nd half of lunch (1:30 to 1:50). Students are encouraged to go to the library to read, borrow, play games and complete any work.
All students have a bar code as part of our borrowing system. The library-resource centre is open for community use.

Literacy Block
Research has shown that a child’s learning and retention is much greater during the first part of the morning than at any other time of the day. To maximise the use of this time we have developed an
uninterrupted Literacy block from 9am to 11am. Parents are requested not to disturb the class during these times. Messages that need to be passed onto children and can wait until after recess can be left at the front office.

Lunches
The Owen Arms Hotel supply lunch orders which meet the DECS healthy eating policy requirements. Parents or students are able to order at school. Lunches can also be ordered directly through the hotel. Lunches will be delivered to the school.

Every second Tuesday, the Parents and Friends supply lunches as a fundraiser for the school. Order forms are regularly sent out. Please return forms and money prior to or on the required lunch day.

Money Collection
All money paid into school by students may be brought directly to the office. Please include all forms and information required eg student name, event and amount. Adults make payments at the front office. Banking occurs each day so change may not be available. Please try to provide correct amount. School does not have credit facilities.

Infectious Disease
The recommended minimum exclusion periods from school of infectious disease cases and contacts is as follows:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
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<tbody>
<tr>
<td>Chicken pox</td>
<td>Exclude until fully recovered. (Some remaining dry scabs are not an indication for continued exclusion)</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down, whichever is first.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for 4 days from the appearance of the rash or until a medical certificate is produced.</td>
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<tr>
<td>Hepatitis A</td>
<td>Exclude for 7 days after jaundice appears or until a medical certificate is produced.</td>
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<tr>
<td>Whooping cough</td>
<td>Exclude for 7 days after starting treatment with Erythromycin or until a medical certificate of recovery is produced.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharged from eyes has ceased.</td>
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<tr>
<td>Head lice</td>
<td>Exclude until appropriate treatment has been started.</td>
</tr>
<tr>
<td>Ringworm &amp; Scabies</td>
<td>Exclude until appropriate treatment has started, supported when requested, by a medical certificate.</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Cover sores. Exclude until appropriate treatment has started.</td>
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Additional information on infectious disease may be obtained from either the Child, Adolescent and Family Health Service (08-82360444) or the local Boards of Health.
Personal Property
Please label all property – especially clothing and bags. Many items are found and not claimed each year. A lost property box is kept in the office. At the end of each term unclaimed items are sent to local charity or offered as uniform from the front office.

Students are responsible for any personal item brought to school.

Religious Education Seminars
Once a term students have an opportunity to attend religious education seminars conducted by local ministers and lay people.

Parents have the right to exclude their children from these sessions – excluded students will be provided alternative activities.

School Times
8.10am School bus students may enter grounds
8.30am Students may enter grounds
9.00am School day starts
11.00am Recess
11.20am Re-enter classes
1.00pm Lunches eaten in rooms
1.10pm Play period commences
1.50pm Re-enter classes
3.30pm School dismisses
3.40pm Bus students collected

Please Note: Duty of care for students can be guaranteed from 8:30 am to 3:45 pm. Please contact staff if there are the occasional special circumstances outside these hours that warrant our support.

Student Behaviour
We have a high expectation of students to develop social and behavioural skills that match community standards. Positive values and virtues (attitudes) are important to development. We aim to be in partnership with parents and students to continually improve our school’s behaviour management processes.

Uniforms
The school colours are blue and gold. Wearing of uniforms is preferred as they identify our school community and help to keep students safe during school and on excursions.

Sensible shoes or sandals are also part of the uniform. Thongs must not be worn to school as they are considered dangerous and limit the child’s movement. For the same reason bare feet are not acceptable at school.

Materials to make uniforms are available for purchase at the front office. A community member will make uniforms to purchase - please enquire at the front office.
Uniform items may be obtained from “Tads Embroidery Service, Balaklava “or department stores
Eg: Navy bottoms (Shorts, skirts, pants) Tops: Royal blue or yellow

The school keeps a limited supply of uniform tops. Each child who enrols is provided with a top free of charge.
**Weather Policy**

Hot/wet Weather – Judged on all conditions eg temperature, wind speed/direction During inclement weather students remain in or return to classes at play time. If the weather improves students will return to the yard.
School Governing Council

**Duties**

- Main Parent decision making body
- Formal Constitution and procedures as per SAASSO handbook
- Meets once a month during school term
- Decision by majority vote at meetings, with quorum of half plus one
- Ensure parents’, staff and students’ needs are addressed

Finance Committee

**Duties**

- Monitors finances and recommends budget to school council
- Controls spending within the school budget
- Meets monthly prior to council meetings
- Refers to the council for amounts outside the budget
- Finalise draft budget for school council ratification and approval
- Convenor of finance committee is to be the school treasurer

Our Purpose

To keep school finance in a healthy, positive and viable frame

Grounds Committee

**Duties**

- Ensures grounds development is managed
- Oversees role of grounds person
- Meets as required

New members always appreciated
Parents & Friends

Club (Fundraising committee)

Our Purpose

• Provide an opportunity for parents and other persons of the school community to meet regularly to express and develop their interests in education

• Act as a forum for parents to gain and share information, ideas and skills, especially those relating to the education policies of DECS and to the wellbeing of the school and students

• Assist schools in material, resources and personal ways to benefit students

• Assist parents to develop skills to become involved in the life of the school and to participate in school decision making

• As an affiliated body of the school council, Welfare Club enjoy benefits in respect of incorporation, insurance etc. provided that the activities are sanctioned by the school principal

• By working in co-operation with the principal, teachers and school council provide valuable assistance in many aspects of the education of students at the school and provide a regular link to area and state wide associations

• Provide care and concern that can assist and complement that of a professional educator.

Please contact staff with any questions you have regarding your child’s schooling.
Owen Primary School Policy
Grievance Procedures

Our school has a commitment to providing a safe, supportive learning environment, which fosters collaborative relationships. Therefore, we believe that when a member of our school community has a grievance about any aspect of schooling, the issue needs to be resolved promptly in ways which are respectful of all the parties involved.

Confidentiality is essential in resolving issues and may be a legal requirement.

The usual procedure in addressing a grievance in the first instance is to calmly approach the person with whom you have a grievance to discuss the issue.

*It is unlawful for any form of victimisation to occur as a result of a grievance process.*

The following guidelines outline a process for raising and resolving grievances.

**Students**
Talk to the person about your issue or concerns

Explain the grievance to a teacher, include who was involved, what you did and what you believe was unfair. You may bring someone with you for support.

Decide on a plan of what will happen.

If you feel the grievance has not been resolved let the teacher know that you will be speaking to someone else.

Arrange to speak to the Principal or another trusted member of staff.

School behaviour Management practices and Anti-Bullying Policy may be required to be used.

**Staff**
Arrange a time to speak to the person concerned. You may wish to seek the help of an advocate.

If the grievance is not resolved discuss the issue with the Principal and ask their support in addressing the issue.

If you are still dissatisfied, approach the Assistant Regional Director or the following personnel for support and advice:
- AEU field officer
- DECS Personnel Counsellors
- PAC

If you have a grievance with the Principal, approach the Assistant Regional Director – Ros Maio (88 412000).

**Parents**
Make an appointment to speak to the person concerned. All issues involving students should be addressed through staff and not directly with a student.

Let the person know what your concerns are.

Develop a plan of action together.

If the grievance is not resolved arrange a time to speak to the Principal.

If you are still dissatisfied contact the Assistant Regional Director – Ros Maio (88 412000).