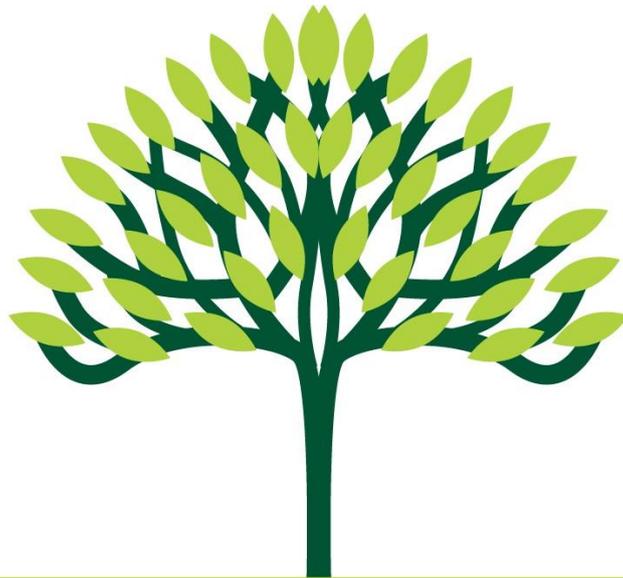


**PARENT  
INFORMATION  
HANDBOOK**



**ST AGNES  
SCHOOL**

**Preschool - Year 7**

**Learning today, leading tomorrow.**

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## **Anti-Bullying Policies**

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Please click on the policy section of our web site for the current policy.

## **Assemblies**

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Whole school assemblies are held fortnightly usually on Wednesdays in odd weeks from 2.30pm. Families and friends are invited to attend our assemblies.

The assemblies:

- encourage student participation
- develop skills in public speaking and performances before an audience
- provide a forum to share learning
- help students to understand and appreciate the development level of a range of age groups through class sharing

Assemblies are hosted by students with the responsibility for each assembly rotated across all classes. Students take lead roles in organising, speaking and presenting. Upper primary students also organise the sound and technical aspects of the assembly.

## **Attendance and Absence**

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Students are able to enrol in reception at school if they turn 5 before May 1<sup>st</sup> in the given year. Once enrolled, students must attend school every day that the school is open until the age of 17. Illness or a significant family event may legitimately prevent a child from attending school and must be communicated with the school.

***The DECD target for attendance for all students is 95%. This equates to a maximum of 2.5 days absent per student per term.***

Notification of the reason for absence in writing or by telephone is required. Office staff and teachers are required to record the reason for an absence and regular late arrival or departure in the official roll book.

Families of students who are absent from school for 3 days, without notification, will be contacted to seek reasons for absence.

There are occasions when students need to be picked up early from school. As part of our Duty of Care and WHS procedures parents are requested to sign the Early Leaving register in the front office. Students who are late are also required to be signed in via the front office. It is important that students arrive at school on time as every minute of learning counts. Students who are regularly late miss the daily plan and lesson preparation. Attendance, late arrival and early departures are monitored over the year for lateness and early leaving.

## **Canteen**

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The canteen ‘Tuck Shop’ is open three days a week for snacks at lunchplay – Monday, Wednesday and Friday. The canteen is staffed by volunteers.

The canteen’s menu is ‘Right Bite’ compliant, meaning only foods low in salt, fat and sugar are sold.

On Fridays lunch orders are available. A local bakery, Pie Time, provides lunch orders on Fridays.

Orders for lunches are placed with money in a named bag and deposited in the classroom lunch tray. Lunches are delivered to the classroom by class monitors.

The canteen also organises ‘special recess and lunches’ throughout the year.

## **Common Illness**

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Your child may contract common contagious diseases. Please contact us immediately so that, where appropriate, other families can be notified.

Please observe the regulations set by Health SA with regard to treatment and exclusion from school. These regulations are considered to be a firm guide although on receipt of a certificate from your child's doctor, the times may be varied. Exclusion times from school and illnesses that require exclusion from school can be found at:

[www.health.sa.gov.au/pehs/youve-got-what.htm](http://www.health.sa.gov.au/pehs/youve-got-what.htm)

## **Communication with Families and our Community**

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### **Newsletter**

A newsletter is published three times a term and is delivered to parents via students. It is also published on our Skoolbag App (for more information, refer to ‘Skoolbag’ section). Please ask for these newsletters. This is an important way we aim to keep you informed about student learning programs, achievements and events. Spare copies are available at the school office should yours not arrive home.

### **Skoolbag App**

We use our Skoolbag App to communicate information with our families who have downloaded our App. Families receive ‘notifications’ sent directly to their phones about school information, times and locations for events and reminders along with our newsletters which are also uploaded. The App can be downloaded by searching for ‘St Agnes Skoolbag’ in the App Store.

### **Website**

Our school website can be accessed at [www.stagnesc7.sa.edu.au](http://www.stagnesc7.sa.edu.au) Our website contains information about our school, upcoming events and calendar, our newsletter, our reporting and policy documents, curriculum information, contact information and payment options.

## Curriculum

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### Preschool Vision

St Agnes Preschool is a partnership of families, caregivers and educators committed to developing the knowledge, skills, dispositions and values necessary to empower students to become independent, optimistic, curious learners and respectful and responsible citizens.

### Preschool Curriculum

The Preschool Curriculum is the ‘*Early Years Learning Framework*’ (EYLF). This national document provides the curriculum for all early year settings: how and what we do when we work with students. Our outstanding preschool program provides students with the best experiences possible to achieve the 5 learning outcomes:

- Students have a strong sense of identity
- Students are connected with and contribute to their world
- Students have a strong sense of wellbeing
- Students are confident and individual learners
- Students are effective communicators

### School Motto

Our school motto is “***Learning today, leading tomorrow***”

### School Vision

*“For our students to be successful and confident learners with high levels of numeracy, literacy and wellbeing, through innovative and collaborative teaching”*

### School Curriculum

The St Agnes School curriculum is based on the online Reception to Year 10 Australian Curriculum (AC) <http://www.australian curriculum.edu.au/>. The curriculum forms the foundation of future learning, growth and active participation in the Australian community. It describes essential knowledge, understanding, skills and capabilities and provides a national standard for student achievement in all learning areas.

School curriculum includes:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS):
  - History
  - Geography
  - Civics and Citizenship (years 3-7)
  - Economics and Business (years 5-7)
- The Arts:
  - Dance
  - Drama
  - Media Arts
  - Music
  - Visual Arts
- Languages (German)
- Health and Physical Education
- Technologies:
  - Design and Technologies
  - Digital Technologies

**Specialist Subjects** support the areas of Physical Education (PE), Performing Arts: Music/Dance/Drama and Language: German.

Physical Education is a specialist curriculum for all students provided by our PE Teacher. Students have the opportunity to attend SAPSASA Sporting Carnivals and try out for state wide SAPSASA Teams. Students in Preschool -7 participate in our Sports Day in term 1 each year. Senior students have the opportunity to nominate to be a Captain or Vice Captain.

Music/Dance/Drama specialist subjects are provided to all students, along with Junior Singing (including Preschool) and School Choir. Students from the School Choir have the opportunity to participate in all aspects of the Festival of Music.

German language is provided to all preschool-year 7 students through a variety of hands-on, fun and engaging learning experiences.

## Site Improvement Priorities

At St Agnes, we believe that it is important that all staff share the collective responsibility for the improvement of learning outcomes for young people. Consequently we are continually refining our whole school approach to learning using consistent language and pedagogy.

Our Site Improvement Priorities are:

**Building Learning Power** - Developing a common understanding of the dispositions to be Powerful Learners. In 2016 students were learning about perseverance, collaboration and questioning. In 2017, these dispositions are actively used throughout all areas of learning, along with our new focus dispositions of revising, making links, planning, meta learning, capitalising, imagining, reasoning and noticing.

**Numeracy: How do we solve problems?** - Developing a common understanding of teaching problem solving strategies in mathematics for the success of all students.

**Literacy: How do we comprehend?** - Developing a common understanding of reading comprehension strategies incorporating the explicit teaching of these skills in modelled and guided reading and students using the strategies independently.

For more information regarding Site Improvement Priorities please refer to the Site Improvement Plan on our school website.

## Custody

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Sensitive situations can arise involving students whose parents are either divorced or separated. The Family Court is empowered to make orders concerning custody of and access to students of a relationship. Such orders must be sighted by the Principal and recorded at the school. Where a parent has sole custody, information will be requested with regard to the releasing of information to the other parent about the child's education. The interests of the child are of uppermost importance at all times. No child will be released to any other adult without the consent of the custodial parent.

## Dress Code

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The dress code for St Agnes School reflects our school pride and our strong community feel. The dress standard is a result of parents and the school working in partnership. The school colours are bottle green tops with black bottoms: skirts, shorts or trousers.

The school expects students to wear clothing within the dress code. The main benefits of a dress code are:

- pride in appearing as a member of the St Agnes School and community
- reducing the social pressure to follow fashion trends
- lowering the cost of students' school clothing
- being appropriately dressed for various physical activities

All students are to wear the dress code outlined below without variation.

Unavoidable temporary variations in the school dress code must be advised from parents in writing.

### Dress Code Policy

#### Boys

Short sleeve t-shirt or polo shirt  
 Long sleeve jacket  
 Long sleeve skivvy  
 Shorts and trousers/track pants  
 Coats worn in the school yard

Bottle green  
 Bottle green  
 Bottle green or white  
 Plain black  
 Bottle green or black

#### Girls

Short sleeve t-shirt or polo shirt  
 Long sleeve jacket  
 Short sleeve cotton school dress  
 Shorts and trousers/track pants  
 Skorts  
 Long sleeve skivvy  
 Coats worn in the school yard

Bottle green  
 Bottle green  
 School Check  
 Plain black  
 Plain black  
 Bottle green or white  
 Bottle green or black

### Uniform options below are available for sale during school hours at the Front Office:

- School long sleeve zip jacket - \$32
- School short sleeve polo shirts - \$25
- School check cotton dress - \$40
- School broadbrim hat - \$12
- School bucket hat - \$12
- School bag \$45

### Footwear

Lace up or velcro school shoes or sneakers, buckled shoes, leather pull-on boots can be worn all year. Sandals (must have full back heel support or back heel support strap with buckle).

### Hats

Broadbrim or bucket style: bottle green only

The office sells both hat styles which are made from 50+ sunscreen treated material.

### Jewellery

Permissible items:

- Medic alert bracelets/necklaces
- Small wrist watch
- Earrings (only small gold/silver sleepers or small gold/silver studs).  
(Any variations to jewellery must be requested in writing)

### Hair Accessories

Must be functional, safe and in school colours; bottle green, red, black (no large decorative head pieces)

**Nail polish and make up** are not appropriate at school.

**Year 7 students** have the option to purchase and wear a Year 7 special top in the school dress code colours.

## Excursions, Performances and Consent

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Students participate in a variety of enriching cultural and educational learning activities. Staff plan and prepare experiences to extend upon the curriculum delivered in the classroom and support students to develop and practise new skills.

Participation in these activities is highly recommended and we ask you to encourage and support your child's participation.

Information about the details of the excursion with the DECD consent form is sent home for each excursion and must be completed by the parent/caregiver for each student and for each activity before participation is permitted. These must be returned to the school by the date specified. Late payments will not be accepted unless negotiated.

As students are representing St Agnes School at these events students are expected to wear dress code and demonstrate a high standard of behaviour at all times.

Parents are requested to sign a *General Consent Form* to give permission for a range of general occurrences and awareness of school yard supervision times before and after school. All medication taken at school must be stored in the First Aid room and a medication form must be completed by a medical practitioner.

## Facilities

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Learning areas are modern, comfortable and offer a variety of flexible learning spaces for students to use.

All students work in solid brick, air conditioned buildings. Students have access to a gym, small hall, library and the special activities unit for German and Music programs.

The school yard offers a range of spaces for outdoor sporting and play activities, with 2 basketball courts, netball court and huge space for general play.

The air-conditioned and heated gym provides our students with all year round inside physical activity space. It is also the venue for school assemblies.

## Governing Council

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The St Agnes School Governing Council meets on week 3 and 8 of each term at 7pm in the staff room. The AGM is held at the beginning each year.

The 2017 Governing Council members are:

<u>Chairperson</u>	TBA
<u>Treasurer</u>	TBA
<u>Secretary</u>	TBA
<u>Parent Representatives</u>	TBA
<u>Staff Representatives</u>	Sandee Ising and Kirby Liddicoat Term 1, Joe Adamo Term 2, Sharon Lancaster Term 3 and Louise Ormond Term 4.
<u>Principal</u>	Leanne Trewartha

## Grievance Procedures

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Please click the link to the policy section on our website to view the full policy.

## Homework

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### A guide to homework times and tasks:

The following are guidelines as to how much and how often homework will be set. It is important to understand that students may take varying times to complete tasks; therefore the times below are an overall guide. As a school, we are mindful around the development of the whole child and therefore homework may include an activity that is family based.

As a general rule homework will not be set on Fridays. However there may be some project type work set in primary years that may require time management of work over a set period of time.

### Junior Primary (Reception – Yr 2)

Mon – Thurs:

Up to 10 mins a night.

### Primary (Years 3-7)

Mon-Thurs:

Yr 3/4 – up to 20 mins per night

Yr 4/5 - up to 25 mins per night

Yr 6/7 – up to 30 mins per night

Teachers' expectations regarding homework will be provided at the beginning of the school year.

#### Tasks may include:

- Reading aloud
- Presentation preparation (oral)
- Reinforcing skills taught in class
- Extending knowledge, skills & concepts taught in class
- Practising sight words
- Projects/ assignments
- Number fact practice
- Finding resources
- Family based activity
- Physical activity

If you have concerns about how much homework your child is set or the level of difficulty of homework, please make contact with the teacher and arrange a time to discuss your concerns.

Homework policy is currently under review for 2017

## Lost Property

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We encourage families to name all items of student's clothing so that it can be easily returned. However, naming of clothing does not stop it from being 'lost'. Jewellery is most commonly held in the school office for collection. When your child loses an item please ask them to check the classroom first. We are unable to take responsibility for items of clothing or personal items brought to school.

## Out Of School Hours Care (OSHC)

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St Agnes Out of School Hours Care offers care to Students in Preschool to Year 7 during term times and during school holidays in Vacation Care.

**Location:** OSHC building next to the St Agnes Preschool.

**Phone:** 08 8396 2349.

**Operating hours:** Before School Care operates between 7.00am and 8.30am. After School Care operates between 3.00pm and 6.00pm, Monday to Friday excluding Public Holidays. OSHC will be available on Pupil Free Days and School Closure Days (subject to numbers).

**Activities:** A daily activity program is followed and has been constructed using the *My Time, Our Place* Framework incorporating the interests of the students attending OSHC. Activities can include cooking, craft, science, outdoor games and sports.

**Staff:** Senior staff members are certified and experienced child care workers who are first aid qualified and regard the care and safety of your children as their main objective.

**Enrolments:** All parents/caregivers must complete an enrolment form for each child prior to joining the service.

**Payments:** OSHC Payments can be paid in person to OSHC staff by cash/cheque or online via Bpoint.

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For more information, please contact Catherine Page-Flaherty, Director, or Georgia Grantham, Assistant Director, on 8396 2349 or 0402119168

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## Parents and Our School

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We welcome parents to participate in the school life of their child and the school community. You have unique knowledge of your children which will supplement ours. As parents you have the right and the responsibility to be informed about your child's learning and to help make decisions which affect them. Research shows that students benefit in a very positive way from knowing that their parents are involved in the school community and that a positive relationship exists between the family and the school.

Some parents wish to use their skills to assist with learning programs or an aspect of school management. Opportunities for this level of involvement are provided through groups such as the Governing Council.

Many of our parents help within classrooms. Your help is welcome and most appreciated. Please express your interest at the front office.

Sub committees for the various aspects of school management also exist. Currently we have Out of School Hours Care, Finance Committees and we are establishing a Fundraising Committee. To gain more information about any of these groups, please telephone or visit the school office. Your help is appreciated in all aspects of Governing Council business.

All volunteers require a DCSI check before starting. This is paid for by St Agnes School. A volunteer training session conducted by the school leadership is also a requirement. Please contact the school to collect the relevant documentation.

## ***Parking and Pick up Areas***

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Many parents bring and take their students home by car. Parking is available along both sides of Smart Road. The pedestrian crossing lights make road crossing safe. Please observe the parking signs as Tea Tree Gully Council officers patrol this area.

The school car park is provided for long term **staff** parking and for deliveries during the day.

For safety reasons the car park is out of bounds to students.

## ***Payment of Money***

---

Please follow this process regarding payment of money at school which will assist with the smooth running of our cash register each day.

- The front office is open for payments each day from 8.30 to 3pm
- If students make any payments they will receive a receipt and pass it on to you when they get home. Money must be accompanied by the appropriate excursion or incursion notice or invoice and preferably secured in an envelope with your child's name on it
- As we do not keep a large float we request that you send the correct money where possible
- EFTPOS facilities are available, minimum transaction amount is \$10
- Parents may also make payments by direct debit into the school's bank account. Details are available from the front office

- If money is brought to the class, please pass onto the class teacher who will forward it to the front office for processing

## Playgroup

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A Playgroup session is held every Friday morning from 9am to 11am in the Preschool. Parents with young children are most welcome. The centre offers a chance for children to learn and develop using equipment not often found at home and for parents to meet others, make new friends and talk about the development of young children prior to starting preschool. Parents and their children can play and investigate using the equipment and activities made available by the preschool staff. We ask for a gold coin donation to cover tea and coffee costs and for parents to bring a piece of fruit for the children to share at fruit time. We ask for parents to stay with their children during the playgroup session.

## Preschool Information

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### Preschool Session Times

**Morning Session.** Monday, Tuesday, Wednesday & Thursday. 8.50am – 11.30am

**Afternoon Session.** Monday, Tuesday, Wednesday & Thursday. 12.30pm – 3pm

Full day sessions are from 8.50am – 3.00 pm.

**Fees**           \$85.00 per term

Fees supplement our regular grant from the Department of Education and Childhood Development (DECD) and help cover the cost of equipment, cooking and art materials. Parents/caregivers are invoiced each term. Please make payment at the front office. A Preschool information and enrolment pack is available from the front office or the Preschool.

Additional amounts may be required throughout the year for extras such as excursions and performances. Letters and consent forms are sent home before each event.

### Family Involvement

The Preschool is a place for students as well as families, who are always welcome.

When your child first starts Preschool, please feel free to stay until he or she is happy and secure. It is better to come in and help your child start an activity or read a story rather than leave him or her at the door where it can be crowded.

If your child is becoming overly dependent on your presence at Preschool you may need to leave promptly. We will support you both in this event.

We encourage parents to help students by getting involved in activities such as talking to students and helping them when they need it. Often the students just like to have the security of an adult's presence and reassurance in different situations.

Your involvement with the Preschool is invaluable to your child's first and continuing impressions of school life. We value your ideas and skills. Please feel free to let us know your thoughts on our educational program.

## Preschool Program

Planning of learning is guided by the national Early Years Learning Framework. Learning is child-initiated and educator initiated. Learning is through play. Compulsory National Quality Standards (NQS) also guide our practice and curriculum.

## Clothing

Please dress your child in clothes suitable for playing, exploring, painting and moving and name all items of clothing that can be removed. It is expected that all students participate in all activities in the Preschool and not be afraid of getting their clothes dirty. Smocks are provided to protect students' clothing at some activities, but some accidents may happen.

Suitable footwear with enclosed toes is essential for safe play.

## Creative Materials

The items listed are always in demand by the students for creative construction. Please save and bring along if you think you have anything that may be useful.

*Cardboard cartons and boxes (not soap powder) cotton reels, buttons, wool, material scraps, gift wrap, greeting cards, cardboard rolls – Gladwrap or paper towel, margarine & yoghurt, containers, lids of all types, bottle tops, magazines, newspaper, wallpaper, feathers, gumnuts.*

*Please do not send toilet rolls, egg cartons or styro-foam meat trays, as we are unable to use these under WHS guidelines.*

## Reporting & Assessment

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Teachers continually assess and evaluate student progress in all areas of study. Information about student's progress and development is collected in a variety of ways. Any or all of the following are used at the teacher's professional discretion, according to the needs of each student:

- student self-assessment
- direct observation
- listening to students read and assessing reading levels eg Running Records
- standardised testing eg PAT R and PAT M, NAPLAN
- discussion and conferencing with students about aspects of their work
- student book work, work samples and products
- teacher designed tests and evaluation
- Australian Curriculum
- checklists
- photographs
- peer assessments

Assessments and observations form the basis for continuous assessment processes and parent and family conversations. Ongoing feedback is given to students and parents both formally and informally.

- Term 1:
  - Acquaintance evening early in the term. (Open classrooms with an opportunity to meet the teacher and gain information about classroom routines, agreements and curriculum).
  - Three way learning conversations at the end of the term where the parent, child and teacher meet for 15 mins to discuss social and academic progress.
- Term 2: Written reports
- Term 3: To be confirmed
- Term 4: Written reports

Parents are entitled to access any records kept on their child upon request. Please arrange a mutually convenient time for any visits or discussions with the class teacher.

When parents, teachers and students work together, the child's learning is supported.

## Resource Centre

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Parents are encouraged to borrow books for home reading with their children. Students can borrow books before school 8.30 to 8:50am, at lunch time 1.30pm – 1.45pm and at times arranged by their class teacher. The loan period is 7 days for Junior Primary students and 14 days for Middle and Upper Primary students. Parents are welcome to apply for their own borrower's card so that they can access resources from this centre.

The Computer Suite is part of our Resource Centre and consists of 30 networked computers. All students access these computers for lessons at least once a week. We have pods of computers in each unit as well as SMART boards in all teaching spaces.

The school has 32 chrome books, housed in a portable charging caddy. Upper Primary classes can book out the set of chrome books when they need them. Students in the Middle Primary Unit have access to sets of tablets. The school also has wireless capacity, meaning students can take their learning to all areas of the school.

## School Fees

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A Materials and Services fee is established at the end of each year for the following year by Governing Council. In 2017, the fee has been set at \$265 per student. This fee, together with DECD Grants, provides resources needed to support your child's learning.

Parents can arrange to pay fees by instalments due by the end of Term 2 2017. Contact the office staff to receive the necessary form and more information.

Families on low incomes may be eligible for Government Assistance in paying school fees. This is called School Card. Information is available from the school office. Please inquire at the office if you believe you are eligible.

## School Photographs

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We have photographs taken annually. These can be individual and / or sibling photographs. Class photos are also taken. Students are expected to wear dress code on the day. Notices are issued in advance and parents may opt to purchase individual photos with payment required on the day the photos are being taken.

Parents are under no obligation to purchase any photograph taken. Any communication about the quality of photos takes place between the photographer and the parent.

## School Term Dates

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### 2017

Term 1	January 30 - April 13
Term 2	May 1 – July 7
Term 3	July 24 – September 29
Term 4	October 16 – December 15

**School is dismissed at 2.00 pm on the last day of each term.**

## School Watch

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Members of the school community are asked to help with school security. You are encouraged to observe and report any suspicious activity.

To report, you can:

1. Call the Police on 131 444  
OR
2. Call Security on 8116 9230. They will respond to serious incidents of vandalism, theft, break in, etc.

Once you call one of these numbers, school staff will be contacted if their attendance at school is necessary.

For your own safety, please note the following:

### **DO's**

- Walk around your school in groups of two or more people.
- Observe anything out of the ordinary and make notes to inform school staff.
- Check fencing, lighting and other forms of security to make sure they are in good repair.
- Check all vulnerable areas where previous incidents have occurred.

### **DON'TS**

- Do not enter school grounds during the curfew (midnight to 7 am) unless you have written authority to do so.
- Do not walk in your school area on your own.
- Do not climb over fences or other obstructions that may cause injury.
- Do not place yourself in any form of danger.
- Do not be involved in any vigilante action. Your role is to look, listen, observe and report.

Our grounds are often used by families out of school hours. We welcome families to continue this practice. The supervision by parents of students using the grounds at these times is expected.

We rely upon people using our grounds to immediately report any misuse of facilities they observe to the police or to Security personnel on 8116 9230. There is a curfew on the use of Education Department facilities between midnight and 7.00am. This offence can incur a fine.

Hire of buildings can be arranged by application to the Governing Council.

## ***Services Available to the School Community***

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Should you have a query or problem regarding your child, the school, or a personal nature please do not hesitate to contact the Principal, Leanne Trewartha, Assistant Principal, Sandee Ising, or class teacher. As class teachers are very busy in the mornings organising the students for the school day, please organise a time to meet after school.

Please remember that Wednesdays are staff meeting nights and all teachers are involved in professional development.

Additional support, advice or consultation may be sought from the North East Regional Support Centre to which we belong.

Our Educational Director is Ms Kerry Dollman who is based at the Para Hills Office and can be contacted on 8314 4026.

Parents can initiate a conversation with classroom teachers to discuss concerns for their children and options for referral to Support Services personnel (eg Speech and Hearing, Guidance, Behaviour Management or Disability Services), to be made.

## ***Sport at St Agnes***

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St Agnes offers a wide range of sporting opportunities. We have a Specialist Physical Education teacher and our primary students participate in SAPSASA Sports against other local schools.

## Staff for 2017

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### Leadership

Principal  
Assistant Principal

Leanne Trewartha  
Sandee Ising

### West Unit

Pre School  
Reception  
Reception/Year 1  
Years 1/2

Carolyn Dundon and Amie Burnell  
Hannah Davies  
Jeannie Spear  
Cindy Barratt

### East Unit

Year 2  
Year 2/3  
Year 3/4  
Year 4/5

Vikki Klose and Sharon Lancaster  
Antonella Hook and Sandee Ising  
Rowie Edgington  
Joe Adamo

### North Unit / Library

Year 5/6  
Year 6/7  
German  
Music/Drama  
Teacher Librarian

Louise Ormond and Evelyn Kobs  
Kirby Arancelovic  
Evelyn Kobs  
Cecilia Borda  
Beth Measday

### School Service Officers

Administration & Finance Officer  
Administration & Finance Support

Natalie Almond  
Karen Boddington & Anne  
Bartholomaeus

Preschool Support  
Grounds person  
Classroom Support & Library  
Classroom Support

Sally Cook & Karen Boddington  
Simon Tyler  
Eileen Slattery  
Anne Bartholomaeus

Aboriginal & Community Education Officer (ACEO) Tanya Dowler

### Support Staff

IT Support  
Out of School Hours Care

Mitch Numrych  
Catherine Page-Flaherty & Georgia  
Grantham

Pastoral Care Worker

Trent Eley

### Volunteers

Play Group  
Canteen  
Grounds

Sally Ehrke – (coordinator)  
Nicole McGregor  
Richard Snelling &  
Steve Wilson-Shaw

Banking Coordinators

Jo Perry-Stirling, Mel Jones, Rhonda  
Pearce & Tiffany Marchant

## **Student Behaviour**

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At St Agnes we strive to provide a safe, supportive and caring learning environment where students are actively engaged in their learning and contribute to our school as responsible citizens.

Our school values are **Trust, Responsibility, Personal Excellence** and **Courage**.

Together with Governing Council, we have developed our school's Behaviour Policy and Behaviour Code. This Code reinforces that school is a place of learning and that we need to learn in safe and supportive environments. For a copy of the school's Behaviour Policy please refer to the policy link on our school website.

### **Specific Classroom Procedures**

At the beginning of the school year, each teacher negotiates specific classroom rules, expectations and procedures that are consistent with this policy. These procedures will be communicated to parents.

## **Student Health**

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### **First Aid**

School staff undertake regular training in basic casualty care and first aid procedures. The school maintains a sick room, located in the front office for the short term treatment of minor injuries and ailments of students. Information is usually provided to parents/carers when students have received first aid at school. The school has a policy of supervising medication only with the written authority of a medical practitioner.

More serious accidents and illness may require that parents be contacted and the student be sent home or to the doctor. For this reason, parents are encouraged to complete and regularly update an emergency contact form that lists several people that school staff may contact in the event of a medical emergency. These forms are issued annually. Extra forms are available from the school office. Please notify school staff of any changes to emergency names and addresses and help us to keep your child healthy and safe.

### **Ambulance Cover**

Families are encouraged to maintain their own Ambulance subscription. In the event of a medical emergency, students will be immediately transported by ambulance to hospital. We will make every effort to contact parents in this event for them to either accompany their child in the ambulance, or meet the ambulance at the hospital. A staff member will stay with your child until you or your nominated emergency contact can arrive. Parents who do not have a family ambulance subscription will receive an account for the service from St John. This account can be forwarded to DECD with a request for payment. Further details are available at the school.

## Medical Information Forms

Emergency contact forms and a medical health questionnaire are provided to all students at the beginning of each year and to subsequent and new enrolments. Please complete these forms as thoroughly as possible and return them to the office. Information provided is regarded as confidential and will be used by staff to provide the best possible care for your child. It is vital that we are forewarned and able to recognise a medical emergency or potential danger to your child, and that we are able to contact you or someone whom you and your child trust in such an emergency. If your child has a chronic medical condition eg asthma, allergies, etc and requires special care or special medication, we require you to visit your family doctor and have them complete the medical health Management Plan or Asthma Action Plan. It is important that all information provided is as accurate and up to date as possible.

## Students Requiring Medication at School

Parents are reminded that staff members are not responsible for administering daily short term medication to students. **ANY medication sent to school with students must be sent in its original container, clearly marked with the child's name, the dosage and a "Medication Form" (available from Administration office) filled out and signed by the prescribing doctor authorising staff to supervise the medication.**

Medication cannot be supervised by staff without this authorisation form. Medication will be held in the Administration office in a secure cupboard for emergency use. **Parents who have supplied medication to be held at the school are asked to check annually whether it is still appropriate and that the 'use by' date has not expired. We CAN NOT hold medication in envelopes or other make-shift packages.**

## School Banking

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Our school participates in the Commonwealth Bank School Banking Program. The School Banking program provides students with an opportunity to deposit money into their Commonwealth Bank Youthsaver account at school each week. The program is about how often your child makes deposits, not how much they deposit. The program is supported by our volunteer co-ordinators who also organise the rewards program for students to earn and redeem prizes when they have reached a certain number of deposits. The program supports our fundraising efforts. Our banking day is Friday.

## **Students Leaving School Grounds**

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Once at school, students are expected to remain for the duration of the school day. If you wish to collect your child / students at a nominated time, please advise the school by phone or in writing.

Negotiation with the Principal can only occur if it is requested for students to go home for lunch. If, however, your child usually has lunch at school and you wish to vary this on a particular day, please advise us by phone or in writing.

***For safety, attendance recording and duty of care requirements all students must be signed in and out by family members via the front office.***

## **Sun Protection**

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### **Sun-safe Policy: Preschool – Year 7**

The school's Sun-safe policy has been formulated from information and guidelines provided by the SA Cancer Council and DECD Administrative Instructions and Guidelines.

1. Hats are to be worn for outside activities from the 1st of September to the 30th of April, when U.V. levels can still be above 3 on the U.V. index. (students however are able to wear their hats on other days if they choose to or are particularly susceptible to UV exposure). Reminders will occur in the newsletter and class notes.
2. During the period when hats are compulsory, they must be worn for all outdoor activities connected with the school. This includes before/after school, recess, lunch, outdoor lessons, after school training and at OSHC.
3. Suitable hats include bucket or broad brimmed. Caps are not considered sun-safe.
4. Clothing must cover shoulders at all times during the year.
5. Although the school does not supply sunscreen, students are able to bring and apply their own.
6. If the temperature on the BOM website is 36 degrees or over at recess or lunch play breaks, students will remain inside in air-conditioned rooms for supervised breaks.
7. Students not following this policy will be expected to remain in designated shaded areas.

This policy was ratified by Governing Council in 2013

## Swimming and Aquatics

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The whole school is involved annually in either water confidence and safety lessons for reception to year 5 or aquatics for year 6 & 7 students. As we enjoy a beach and water oriented lifestyle it is paramount that students learn water safety and basic swimming skills. This instruction forms an important part of our school's Physical Education program. Transport and pool entrance costs are additional to the school fees.

## Times of the School Day

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8:30am	Supervision in the yard begins
8.50am	Start of school lessons and learning time
11.00 – 11.20am	<b>Recess</b> – supervised play in the yard
11:20am	Learning time
12.20 – 12.30pm	<b>Lunch</b> – supervised eating in classrooms
12.30pm	Learning time
1.30 – 2.00pm	<b>Lunch play</b> – supervised play in the yard
2.00pm	Learning time
3.00pm	Dismissal
3:20pm	Supervision in the yard finishes

Yard supervision begins at 8.30am: students are not to be on school grounds before 8:30am. Any students on school grounds between 8:30am and 8:50am need to stay on the east yard and playground which is supervised by a staff member. Yard supervision at the end of the day is from 3:00pm - 3.20pm. Students who have not been picked up by family by this time are taken to the office to be supervised. Students who are left at school after 3.20pm may be sent to OSHC and parents will receive an invoice for the care for this period of time.