

INGLE FARM EAST PRIMARY SCHOOL INFORMATION BOOKLET for Parents and Students 2023



Ingle Farm East Primary School is a community school where Staff, Parents and Students cooperate to provide a learning environment where each individual student is supported and encouraged to meet their full potential.

We are guided by our school values which are:

Safety, Communication, Respect, Responsibility, Team Work



CONTENTS

School Times	3
Term Dates 2023	3
Curriculum	3
Communication.....	3
Newsletter.....	3
Assessment and Reporting	4
Attendance.....	4
Late Students.....	4
Visitors—Parents/Caregivers.....	4
Student Behaviour Management	4
Students with Special Needs	5
Assembly	5
Canteen	5
Collection of Money	5
Fire Evacuation Procedures.....	5
First Aid/Taking Medication.....	5
Headlice.....	5
Dress Code Guidelines	6
Jewellery.....	6
Consequences for non-compliance of Dress Code Compliance	7
Early Years Admission Procedures	7
Materials & Services Charges.....	7
School Card Scheme	7
Stationery.....	7
Decision Making	7
Student Voice Action Group.....	7
Governing Council	8
Conclusion	8
Code of Practice – Staff.....	8
Code of Practice – Principal.....	9
Code of Practice – Parents	9
Code of Practice – Governing Council	9
Code of Practice – Students	9
Reading with your child.....	10 & 11

SCHOOL TIMES

8:55	Classes begin
10:45 -11:05	Recess
12:45 -12:55	Students eat lunch
12:55 -1:25	Play
3:05	Dismiss

To ensure duty of care, students from the Disability Unit need to be dropped off at school between 8.40am—8.55am and picked up by 3.05pm.
To ensure that Junior Primary students have sufficient time to eat their lunch they will often start eating prior to 12:45 pm.

DISMISSAL TIME FOR THE END OF EACH TERM IS 2:05 PM.

TERM DATES 2023

Term 1 – 30th January to 14th April

Term 2 – 1st May to 7th July

Term 3 – 24th July to 29th September

Term 4 – 16th October to 15th December

CURRICULUM

Students at Ingle Farm East School experience a range of learning activities based on the Australian Curriculum. Content used is in the following “curriculum” areas:

- English Language (including Writing, Reading, Speaking, Listening and Spelling)
- Mathematics
- Science
- Technology
- Health & Physical Education (including Daily Fitness)
- Society and Environment
- LOTE - Japanese
- The Arts (Art, Music and Drama).

While these curriculum areas provide the content of what we provide, our main focus is in students developing knowledge, understanding and abilities in the Essential Learnings and Key Competencies necessary for their active participation in their future.

Through this approach we aim to provide a balanced program which caters for the social, academic, emotional, and physical development for all students.

SCHOOL IMPROVEMENT PLAN

In 2023 our School Improvement Plan has 3 curriculum strategies:

Numeracy

Reading

Writing

COMMUNICATION

We believe that good communication is essential between home and school. Our school has an open door policy. Please use this as an opportunity to discuss any concerns or issues.

Please make an appointment to ensure that your concern can be attended to. It is important that issues and concerns are discussed with the appropriate people. If you are unsure of who to talk to if you do have a concern, consider the following:

- is it a classroom issue or a whole school issue?
- if it is a classroom issue, have you discussed the issue/concern with your child’s teacher first?
- is there a school policy about the issue?

NEWSLETTER

Our school newsletter is published on Thursday each fortnight in odd weeks. We aim to keep people informed of what is happening, to provide information about current educational initiatives and school programs, to inform about school policies and practices and to pass on information about community organisations. You can access it on our website www/ingleastps.sa.edu.au or you can be included on our email list or download Ingle Farm East Primary School Skool loop App to be kept up to date with what's happening at the school

ASSESSMENT & REPORTING

The aim of our assessment and reporting practices is to provide parents with specific information about what students experience, can do, know and understand.

Our reporting guidelines provide the following opportunities for exchange of information –

- Acquaintance Night – early Term 1
- 3 Way Conferences – end of Term 1
- Mid year report Term 2 – Week 10
- Interview/teacher conversations on request
- Student Progress Summary Term 4 - Week 9.

ATTENDANCE

Parents/Caregivers are responsible in enabling their child to attend punctually (8:55am) daily when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).

Parents/Caregivers must provide the school with an explanation whenever their child is absent via telephone **82645166** or text message on **0413 458 657** the day of the absence and / or followed up by a diary note on the student's return to school. Parents/caregivers are to provide a medical certificate where appropriate for extended absences.

Parents/ Caregivers must let the school know if an extended absence is likely or if the school needs to arrange work for students.

For temporary exemption from school (e.g. family holiday overseas) parents/ caregivers must notify the principal prior to the absence and fill out form ED 175. Depending on the length of exemption, this form will be sent to the Para Hills Education Office.

When a student is late for school, it is appropriate that the Parent/Caregiver explains the reason for lateness.

When collecting students early from school, parents must first report to the front office where a student collection slip will be given.

LATE STUDENTS

Students who are late for school without a reasonable excuse should be asked to report to the front office. This includes Junior Primary students. Often poor attendance can be avoided if it has been monitored at an early stage. We have found that latecomers and absentees establish a 'pattern' early in their schooling. Teachers should also complete a proforma to be kept inside their roll book for those students who are late (without good reason) three or more times per fortnight. This is to be sent to the Senior Leader each Friday as we will be sending a note home to the Parent/Caregiver, then they should be contacted as per our attendance policy.

VISITORS –Parents/Caregivers

Parents/Caregivers to Ingle Farm East Primary School students, must first report to the front reception for identification and register their visit in the visitors' book. This assists the school with child protection and ensures the visitors safety during a school emergency. No person is permitted on school grounds without the permission or knowledge of the Principal or delegate.

STUDENT BEHAVIOUR MANAGEMENT

It is our intention that students are to take responsibility for their own behaviour and act accordingly. Individual class teachers establish shared behavioural expectations with their class. Consequences of inappropriate behaviour are made very clear to all students. We have a Behaviour Management Policy which is implemented consistently throughout the school. Our Behaviour Management Policy is based on, and consistent with, the Department for Education and Children Development Student Discipline Policy. Copies of this system and the yard expectations are to be displayed in each classroom and are available from the school as part of the Student Behaviour Management Policy. Yard behaviour is managed so that students are able to play safely, take responsibility for their actions and take care of our environment. Safety will be an issue stressed at all times. If you would like to discuss any part of these procedures, please contact the school.

STUDENTS WITH SPECIAL NEEDS

We aim to provide support for students with special needs whether they be remedial or extension. A program to identify those students requiring special assistance is implemented across the school. Special programs include speech therapy; work with Special Education staff and support programs that the Student Review Team investigate in language and mathematics. Parents or staff may request the assessment of a child's abilities so that he/she can receive special support during school time by a Guidance Officer or Speech Pathologist.

The school includes a Disability Unit which comprises of two classrooms for students who have qualified for special options placement.

ASSEMBLY

Classes take it in turns to organise, coordinate and conduct a whole school assembly each fortnight in even weeks on Friday at 2:30pm. Students are encouraged to develop skills in public speaking, presentation etc. It is the responsibility of the teacher of the class conducting the assembly to set up seating in the hall for parents.

Work is shared, awards are presented, announcements made, sports results given and matters affecting the life of the whole school are discussed. Parents are encouraged to join us at the assembly.

All students are expected to learn the National Anthem and during the National Anthem behave appropriately. We ask that parents and visitors assist us modelling appropriate behaviour.

(Due to Covid-19 assemblies are currently twice a term—please check before attending if parents are allowed to attend due to limited seating area available). The assembly usually lasts no longer than 30 minutes.

CANTEEN

Our canteen is open every day at both recess and lunchtime. Canteen lunches are available each day. The canteen is not run as a large profit making business and to keep prices as low as possible volunteer parent help is needed. Parent helpers generally work in the canteen once per month or fortnight. Please contact the school or the Canteen Coordinator if you are interested in helping. Canteen bags for ordering lunches are available from the canteen or the Front Office.

COLLECTION OF MONEY

Money can be paid to the Finance Officer's Room southern building from 8:30am. any day or it can be given to the teacher to be placed in the tartan pencil case in your child's classroom.

Students will be issued with a receipt.

PROCEDURES - FIRE – EVACUATION - INVACUATION

The warning signal for fire or evacuation is two short and one long blasts on the siren, the third is extended. All classes make their way in an orderly manner to the oval. Students are given opportunities to practice this procedure. Class teachers take their roll books and check off each student and then report to the Principal or Senior Leader. Classes and visiting parents leave by the nearest possible exit. The signal for invacuation is one continuous blast on the siren.

FIRST AID & MEDICATION

As the school is only able to provide basic emergency first aid, it is considered that the best care is in the home and in the hands of the parent. For this reason the emergency contact form should be up to date and should include a relative, friend or neighbour who can be contacted if the parent's phone is not answered. In the interests of your child's safety, we ask that parents/caregivers notify the school of any changes in this information as soon as possible. Injury and Illness records are kept at the Front Office. The student is stamped on the hand to indicate that he /she has received first aid and a note will be sent home.

HEAD LICE & INFECTIOUS DISEASES

In the event of head lice being observed on your child we will contact you and request that your child be treated with an appropriate product. A letter will be sent home to parents informing them that head lice has been detected in their child's class. OSHC will also be notified of classroom affected.

If other infectious diseases are reported in your child's class a letter will be sent home to inform parents.

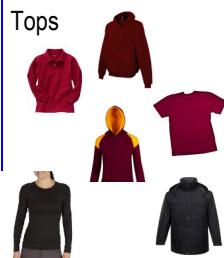










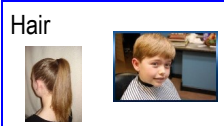
DRESS CODE - DRESS EXPECTATIONS

- All students are expected to wear sun safe clothing in the school colours of maroon, gold and black when attending school or going on excursions.
- Our dress code consists of a polo shirt or t-shirt, shorts, skirts, dresses, windcheater and pants.
- Shirts, dresses and windcheaters can be maroon or gold and longer length shorts, skirts and pants can be maroon, gold or black.
- It is not appropriate for students to wear clothing marked with offensive language and/or slogans.
- Students are expected to wear a hat for all outside activities.
- The required hats are either a wide brimmed, legionnaires or bucket hat. (a minimum 6 cm brim)
- Make up is not to be worn unless as part of a performance endorsed by the school.
- Footwear appropriate for school activities must be worn at all times.

Hats and some of the uniform items can be purchased at the Finance Officer's Room.

JEWELLERY

- Due to safety and duty of care requirements of Ingle Farm East Primary School students at Ingle Farm East will not wear jewellery which is considered dangerous.
- Earrings that dangle, bangles and necklaces are considered a potential risk and students will be asked to remove them while at school, stud earrings are considered the safest option.
- Body piercing poses potential risks of injury to the student and others. Therefore students will be asked to cover them with a bandaid or remove them while at school.

Item	Guidelines	Item	Guidelines
Tops 	Maroon or gold <ul style="list-style-type: none"> • Polo Shirt/T –shirt • Windcheater or jumper • 2 toned maroon/gold hoodie • Jacket • Long sleeve t-shirt (black can be worn under a maroon or gold t-shirt) • Black Waterproof jacket 	Accessories 	Maroon, black or gold <ul style="list-style-type: none"> • Hair ribbons • Hair ties • Headbands • Scarves • Headwear– for cultural reasons
Bottoms 	Black <ul style="list-style-type: none"> • Shorts • Skirts • Pants • Skort 	Jewellery 	<ul style="list-style-type: none"> • Studs • Sleepers • Watch • Medic alert bracelet
Dresses 	Maroon and white check	Make up 	Not to be worn unless as part of a performance endorsed by the school.
Hat 	Maroon Hats are to be worn in terms 1 and 4 and when the UV levels are three or above. <ul style="list-style-type: none"> • Wide brimmed Hat • Legionnaires Hat • Bucket Hat 	Nails 	<ul style="list-style-type: none"> • Clear or natural nail polish only. • Nails to be groomed to a safe, practical length.
Beanie 	Black or maroon plain or with school logo can be worn on no hat days when UV rating is under 3 <ul style="list-style-type: none"> • NO pompom 	Casual Day 	Casual days are held to support fundraising activities and special occasions. When students are wearing casual clothing it is expected to be within accordance with our Skin Protection and Hot Weather Policy and safety requirements allowing them to fully participate in the daily education activities.
Shoe 	Suitable sturdy footwear <ul style="list-style-type: none"> • Sneakers • Plain black, navy or brown rubber soled shoes • Enclosed sandals 	Year 7 Students	In addition to the above uniform year 7 students have an option of ordering a Commemorative Polo--shirt or jumper in term 1. These tops are personalised and list the names of all graduating students in that year.
Hair 	<ul style="list-style-type: none"> • Neat and tidy • Off the face • Natural hair colour only • Tied up if below the shoulders 		

CONSEQUENCES FOR NON-COMPLIANCE OF DRESS CODE GUIDELINES

- A note will be sent home with the student notifying the parents/careers that their child failed to comply with the Dress Code Policy by the class teacher.
- Continued offences will result in parents/careers being contacted by the Leadership Team.
- Students who fail to comply with the Dress Code Policy on numerous occasions a meeting will be set up with the Leadership Team and the parents/caregivers.
- If a student refuses to follow sections of the Dress Code Policy which falls under the Skin Protection and Hot Weather Policy and/or safety requirements they will be required to be in a shaded area or an alternative program will be offered for safety reasons.
- At play time any child who is not wearing a hat will need to sit under the blue shade sail.

STARTING SCHOOL

Year of birth	Child's birth date	Can start school
2011, 2012 and onwards	From 1st January to 30th April	Term 1 of the year they turn 5
	From 1st May to 31st December	Term 1 of the year after they turn 5

MATERIALS AND SERVICES CHARGES - 2023

The Governing Council have set the 2022 school fees for each student at \$269

\$50.00

Voluntary excursion levy can be paid to cover the costs of all curriculum based excursions/incursions.

You will be sent an invoice when your child starts school. EFTPOS is available.

SCHOOL CARD SCHEME

The South Australian Government provides financial assistance for some families. The School Card Scheme is available to provide assistance for educational expenses for students of low income families. For more details contact the Finance Office.

STATIONERY

All students will be issued with sufficient stationery at the commencement of each year. Students who do not use this stationery supply responsibly will need to replace

DECISION MAKING

We are committed to active participation by staff, students and the community in decision making This occurs through Governing Council, Student Action Group, Management Committee and Staff Meetings as well as normal communication already mentioned.

STUDENT VOICE ACTION GROUP

Students elect representatives from each class who meet once per week. Issues that are raised at class meetings are discussed at Student Council. The Student Voice Action Group may ask parents/caregivers (the Governing Council) and staff (Staff Meetings) to consider recommendations made during meetings. Decisions are communicated at class meetings and assemblies.

GOVERNING COUNCIL

Members of the Governing Council are elected at the Annual General Meeting mid Term 1. The role of Governing Council is changing having greater responsibility in relation to education policy and resource allocation.

The responsibilities of Governing Council include :-

- ◆ an involvement in the direction of School Improvement
- ◆ to consider recommendations and approval of proposed budget from the Finance Committee
- ◆ to coordinate school fundraising
- ◆ to inform parents of educational initiatives and practices in the school
- ◆ to oversee the upgrading and maintenance of school grounds and facilities.

Sub Committees of the Governing Council are :-

- ◆ the Finance Committee
- ◆ the Fundraising Committee
- ◆ the Canteen Committee
- ◆ Out of School Hours Care
- ◆ Facilities

Parents are invited and encouraged to join these committees.

Please ask any members of the Governing Council or the Principal if you would like to know more about the roles of these groups.

CONCLUSION

The staff of the Ingle Farm East Primary School are committed to a policy that will ease transition for students moving from one educational setting to another and strive to make this a secure yet challenging time for students.

CODES OF PRACTICE

STAFF CODE OF PRACTICE

In addition to specific role and responsibility statements, staff will abide by a code of practice, which ensures that:

- ◆ *all members of the school community are treated with respect*
- ◆ *the learning needs of students are paramount*
- ◆ *all members of staff contribute to the implementation of the school's Improvement Plan*
- ◆ *teaching programs are consistent with the Australian Curriculum*
- ◆ *a positive contribution is made to whole school activities*
- ◆ *conduct and attire reflect appropriate professional standards*
- ◆ *all school and departmental policies are enacted*
- ◆ *skills and knowledge are continually expanded through self reflection, seeking constructive feedback and participating in training and development*
- ◆ *the school's decision making policies and procedures are used appropriately*
- ◆ *issues of concern are addressed professionally, using school procedures*
- ◆ *a positive contribution is made to developing and sustaining a productive teaching and learning community*

PRINCIPAL CODE OF PRACTICE

In providing leadership, the Principal will:

- ◆ *operate within the relevant Act, regulations, departmental and school policies and the role statements for principals*
- ◆ *lead and manage the implementation of the School Improvement Plan*
- ◆ *provide leadership and advice to the governing council and ensure that the policies and programs developed in partnership with the community are implemented*
- ◆ *provide leadership to all staff in the consistent adherence to departmental and school policies*
- ◆ *establish programs, in conjunction with staff, which acknowledge and utilise the skills of staff and enables them to develop professionally*
- ◆ *ensure the development and maintenance of a purposeful learning environment that recognises and rewards student achievement*
- ◆ *ensure the use of quality learning and teaching strategies to maximise student learning outcomes*
- ◆ *address issues of harassment and ensure that appropriate grievance procedures and training are known and used by staff and students where necessary*
- ◆ *ensure principles of equity and merit are applied*
- ◆ *manage the development and operation of the school's financial and administrative systems*
- ◆ *promote the school and further enhance links with all sectors of the educational community*

PARENT CODE OF PRACTICE:

Parents/Caregivers who enrol their child at the school will:

- ◆ *acknowledge and support school policies and practices*
- ◆ *use appropriate communication strategies to address issues of concern*
- ◆ *commit to working in partnership with staff and other community members for the benefit of students*
- ◆ *identify and negotiate with the school, ways in which they can contribute to the positive workings of the school*

GOVERNING COUNCIL CODE OF PRACTICE:

A Governing Councillor, as a representative of the school community:

- ◆ *will act honestly, in good faith and in the best interests of the school as a whole*
- ◆ *has a duty to use due care and diligence in fulfilling the functions of office and exercising powers attached to that office*
- ◆ *must use the powers of office for a proper purpose, in the best interests of the school as a whole*
- ◆ *must recognise that the primary responsibility is to the school shareholders as a whole but should, where appropriate, have regard for the interests of all stakeholders of school*
- ◆ *must not make improper use of information acquired as a governing councillor*
- ◆ *must not take improper advantage of the position of governing councillor*
- ◆ *must not allow personal interests, or the interests of any associated person, to conflict with the interests of the school*
- ◆ *has an obligation, to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the governing council*
- ◆ *should not engage in conduct likely to bring discredit upon the school*
- ◆ *has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this code.*
- ◆ *Confidential information received by a governing councillor in the course of the exercise of councillor duties remains the property of the person or group from which it was obtained. It is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that person or group, or the person from whom the information is provided, or is required by law.*

STUDENT CODE OF PRACTICE

Students will

- ◆ *treat others with respect*
- ◆ *make a positive contribution to the development of a positive learning environment*
- ◆ *acknowledge and abide by all departmental and school policies*
- ◆ *take responsibility for, and be involved in, making decisions which affect their own future*
- ◆ *use appropriate processes to address issues*
- ◆ *acknowledge and use the advice, support and teaching of community members to assist them in their learning program.*

READING WITH YOUR CHILD

MAKE A REGULAR TIME FOR READING EVERY DAY. ENJOY THE STORY WITH YOUR CHILD

- ◆ Let your child know that you enjoy the time together.
- ◆ Make listening to reading a special time.
- ◆ Your child will sense when listening to reading becomes boring for you.

REMEMBER THAT:

Getting meaning from print is what reading is all about so do make sure that whatever your child reads is a complete story, chapter or thought.

TALK ABOUT THE BOOK BEFORE YOU READ IT.

- ◆ Look at the pictures, the cover, the title.
- ◆ Ask: What do you think it is about ?
- ◆ Go through the book page by page.
- ◆ Talk about the pictures, the story and words or ideas that might be in the book.
- ◆ Encourage your child to **GUESS** what the story is about.
- ◆ Praise your child when an idea or word is used that you know will come up in the story.
- ◆ Ask “What can you tell about the story from the pictures?”
- ◆ Ask “What do you think will happen in this story”
- ◆ Talk about the start of the story and what happens by the end of the story.
- ◆ Talk about the people.



MENTION THINGS LIKE:

- ◆ The person who wrote the story - Author.
- ◆ The person who did the drawings - Illustrator.
- ◆ Show their names on the front cover of the book.

AFTER TALKING YOUR CHILD MAY BE READY TO READ TO YOU

- ◆ Read first if your child wants you to.
- ◆ Take turns in reading parts of the story with your child.
- ◆ Try leaving out the last word in some sentences.
- ◆ Give your child plenty of time to work out words.
- ◆ Let your child join in with you. (This gets easier with practice).
- ◆ Do make reading fun.
- ◆ Praise your child's efforts.
- ◆ Encourage your child to read on past difficult words (leave them out), or try to work them out from what has already been read.



YOU DON'T ALWAYS NEED TO CORRECT

If the mistake makes sense let your child continue:

eg Your child may read "The girl walked to her house"
instead of "The girl walked to her home"

The above mistakes make sense, the sentence still means the same.

If the mistake does not make sense try to get your child to fix it up. Give your child time to correct it.

Let your child read on to the end of the sentence before you interrupt.

Then..

ASK "Does that make sense?"

"What do you think it could be?"

IF YOUR CHILD GETS STUCK ON A WORD

Ask your child to look for clues in the pictures, encourage guessing. Ask your child to read or re-read the passage and fit in a word that makes sense.

YOU CAN ALSO

Re-read the passage to your child and ask her/him to listen to the story.

Ask your child to look at the first letter to help guess what the word might be.

Tell your child the word.

Remember **READ** to your child often, in a language he/she can understand.

TALK ABOUT THE BOOK AFTER READING IT.

Praise your child's efforts.

SET AN EXAMPLE: *Your child will copy your behaviour. Let your child see you read.*

street signs, labels, shopping lists, messages, letters, comics,

newspapers, catalogues, magazines, instructions, recipes.

ENJOY YOUR READING TIME TOGETHER



