

# HIGHBURY PRIMARY SCHOOL

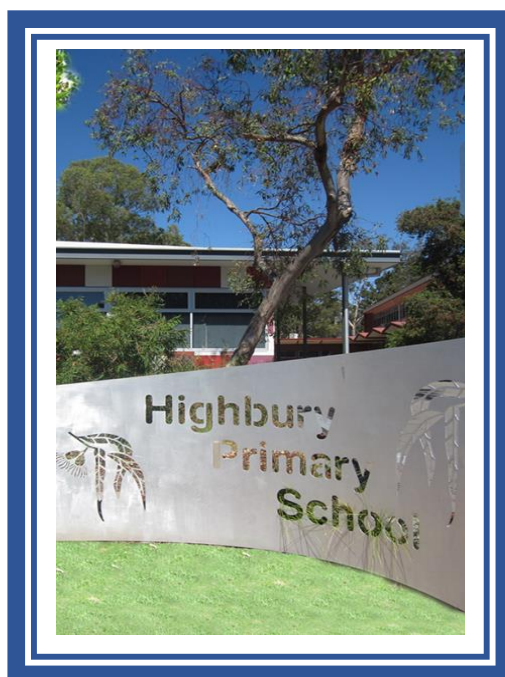
## PARENT HANDBOOK

PRINCIPAL: **DOMINICA THOMSON**

DEPUTY PRINCIPAL: Jill Gurner

ASSISTANT PRINCIPAL: Jessica Cooper

BUSINESS MANAGER: Tracey Baldwin



**Highbury Primary School**

Highbury School Values are:

**Persistence**

**Resilience**

**Respect**

**Responsibility**

# WELCOME TO Highbury Primary



The staff, students and wider school community would like to take the opportunity to welcome you to Highbury Primary School.

We trust that you will enjoy our idyllic surroundings and beautiful landscape as much as we do.

Our large school grounds, boasting 3 large playgrounds, natural gardens, state of the art ICT equipment and strong SAPSASA, Science, Chinese, Music and Performing Arts programs reflecting the richness of educational opportunities that are provided at HPS.

Every person in a child's life is pivotal to creating a well-rounded, active participant in our society.

At Highbury Primary School (HPS) we are committed to working in partnership with parents/caregivers as we understand the important role you play in the development of your child's love of learning. Your child's teacher, our regular class and school newsletters, website and Skoolbag App will keep you in touch with what's happening with education and special events.

You and your child/children have the following to look forward to at HPS:

- A dedicated caring staff, committed to ongoing professional learning
- A highly effective parent body/Governing Council
- A diverse range of learning opportunities
- Beautiful, natural school grounds
- An environment that promotes sustainability through strong recycling programs



Your child will be given every opportunity to follow their passions. Student forums are offered in many areas including the environment, events, media, student wellbeing, fundraising and more.



1 PAYNE ST, HOPE VALLEY SA 5090

PHONE: 8264 6311

FAX: 8396 1701

Email address: [dl.0596\\_info@schools.sa.edu.au](mailto:dl.0596_info@schools.sa.edu.au) Web site: [www.highburyps.sa.edu.au](http://www.highburyps.sa.edu.au)

## IMPORTANT INFORMATION

### SCHOOL TIMES

8:40am	Students are expected to be at school and in class by this time. Yard supervision occurs in the main yard and junior primary playground from 8:20.
10:30am	Recess
10:50am	Middle learning session commences
12:30pm	Lunch eating time
12:40pm	Lunchtime
1:20pm	Afternoon learning session commences
3:00pm	School finishes. Students are not permitted to remain in classrooms from this time. Yard duty supervision commences in the main yard and junior primary playground.
3:20pm	Yard supervision finishes and any students in the yard without parent supervision are taken to the front office and contacts phoned.

\*Please note: Non-school aged children are not permitted on the playground during yard duty times due to duty of care.

### END OF TERM DISMISSAL

Students are dismissed at **2:00pm** on the last day of each term. Reminders are included in newsletters and on the HPS Skoolbag App.

### ATTENDANCE

If absent or late please notify the school promptly and have your child sign in at the front office on arrival. The Highbury Primary School Skoolbag app can be used to notify of absence. Students will need to be signed out (and in if returning) during the school day. Parents need to go through the front office at all times.

Regular school attendance is imperative for student educational success. Educational experts consider 10% absenteeism or 5 days per term can have a serious impact on learning. An average of 6 days per term is equal to a year of learning missed by the time that child reaches year 7. Continued lateness can lead to children missing important organisational learning and routines that set them up for daily success in the classroom.

At HPS we take attendance very seriously. If you are having issues with getting your child to school and/or on time please make a time with your class teacher or a member of the leadership team so support can be given.

### COMMUNICATION

Communication between home and school is essential. At HPS we are constantly reviewing better ways to keep communication flowing while also being conscious of our environmental footprint. In 2014 a Skoolbag app was introduced and is now our main source of communication. It enables the school community to have instant and up to date access to important school information including policies, event dates, contact details, term times, volunteer information, class information and much more. Our website also has the app imbedded, with newsletters and other notices available from the front office if you would like a printed version.

# SKOOLBAG APP

Our Highbury Skoolbag app contains current information such term calendars, class, volunteer, policy and newsletter information. It is constantly being updated and is often used to send reminders/alerts to the school community around events. **The ALERT function has been very useful in the past, notifying the community instantly of important information. We highly encourage each family to download it.** If you do not have a 'smart' phone, the app is also available on the school website:

<http://www.highburyps.sa.edu.au/>



**Skoolbag**   
Smartphone school to parent communication

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

Skoolbag delivers school notices directly to parents and students



## How To Install Skoolbag On Your Smartphone

### iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



### Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Don't forget to like us on Facebook! 

Find out more at [www.skoolbag.com.au](http://www.skoolbag.com.au)

Skoolbag delivers school notices directly to parents and students



## PARENT NOTICE BOARD

The parent notice board located outside the main entrance of the Main Building and the West end of the Home Base Building and is used to share a range of community information notices. Copies of notices and the fortnightly (odd weeks) newsletter are also located outside the finance office.

## GOVERNING COUNCIL

Highbury Primary School Governing Council is the main parent-teacher body responsible for policy development within the framework of DECD guidelines. Members are elected at the Annual General Meeting held in Term 1 and serve a two year or one year term of office. Please see the HPS Skoolbag app for roles and responsibilities and contacts should you wish to join.

## STUDENT PROGRESS

At HPS we believe that communication between home and school is of the utmost importance. As a partnership in your child's learning journey we communicate in a number of ways to share ongoing progress throughout the year.

- Term 1: Acquaintance Night
- Term 2: Student report to go home
- Term 3: Learning Journey
- Term 4: Student report to go home

At any point throughout the school year, teachers and/or parents can organise a meeting to discuss your child's learning.

## PARENT INVOLVEMENT/PARTICIPATION

Parents are a vital part of the HPS school community and we welcome your participation in the school program. If you would like to be involved, have a chat with your child's teacher **and** see Volunteer training requirements below.

## VOLUNTEERING at Highbury Primary School

At HPS we value the significant contribution that our volunteers make. It is appreciated and highly valued. To support both volunteers and students a policy document *Volunteers working in Educational Sites and Settings* has been developed by DECD (Department of Education and Childhood Development). Please see our website or Skoolbag app for a copy of this policy and the Volunteer Agreement, along with training sessions available.

All volunteers must have a DCSI police clearance and have attended a 90min mandated Volunteer Training session (offered at HPS) prior to volunteering in any capacity. Volunteers must have signed a Volunteer Agreement and completed relevant online documents and agree to sign in and out at the front office. This process is around keeping students and volunteers safe, with requirements being state wide.

## OSHC

Out of School Hours Care is available at Highbury during term time at the following times.

- 7:00am – 8:30am
- 3:00 pm– 6:00pm

Phone: School on 82646806 (8:30am – 4:00pm) or directly on 0411 135 390.

1 PAYNE ST, HOPE VALLEY SA 5090

PHONE: 8264 6311

FAX: 8396 1701

Email address: [dl.0596\\_info@schools.sa.edu.au](mailto:dl.0596_info@schools.sa.edu.au) Web site: [www.highburyps.sa.edu.au](http://www.highburyps.sa.edu.au)

## SCHOOL FEES & PAYMENTS

Highbury Primary School uses a composite fee system which means that the same amount is charged for children in all levels Reception - Year 7. The charge covers printed and electronic material, stationery items, equipment, curriculum supplies, ICT and Resource Centre materials and resources that are related to the educational programs provided to students.

Camps, excursions, incursions and swimming instruction fees are invoiced throughout the year and must be paid for before students can attend. Additional costs are also incurred by students wishing to be involved with choir, band, or extra-curricular activities such as the School Musical or SAPSASA.

### Payment Methods

Payments options include cash, cheque, EFTPOS or credit card, Direct debit or Qkr! app. Payment can be made at the Front Office from 8.30am daily. American Express cards are not accepted by schools. Please make cheques payable to Highbury Primary School.

Qkr! (pronounced 'quicker') is a mobile payments app which enables consumers to order and pay for goods and services directly from their smart device.

Qkr! Accepts all major credit and debit cards accepted by the school (Visa and Mastercard) and you can register more than one card within the App.

The Qkr! App is available from the Apple App Store and Google Play. If using an iPad you can download the iPhone version of Qkr! You can download and register for Qkr! now to make purchases from the Canteen and make payments to our School and OSHC service.

Direct debit by instalment system is also available. Parents need to complete an agreement form with the school that allows for a specified amount of money to be deducted from their nominated bank account on a weekly, fortnightly or monthly basis until the costs are paid.

A Direct Debit Request form is available from the Finance Office.

The Materials and Services Charge can be paid in full, or by instalments once arrangements have been made with the Principal or Business Manager.

School Card Application forms for School Card are available from the school or from [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

Provision of the Centrelink Customer Reference Number for the primary cardholder will enable verification of eligibility unless your personal circumstances have changed or you are self-employed. Approval for school card is dependent on family income from the previous financial year. School card funding must be applied for each school year.

Cash, cheques, EFTPOS, credit card, debit and by instalment payments are accepted at the Reception Desk, between 8:30am to 10:30am and 2:00pm to 3:30pm. Payments can also be paid by credit/debit cards over the phone. Payments outside of these hours can be placed in the secure slot outside the finance office.

## SPECIAL SERVICES

The Department for Education and Child Development has consultants who are available to support students, teachers and parents:

- Guidance Officers – provide professional expertise and assessment for students who have specific learning difficulties.
- Speech Pathologist – assesses students speech/language needs.
- Centre for Hearing Impaired Children – Visiting teachers to support and monitor hearing impaired children.
- Behaviour Support Team – work with students who require specific support.
- Music Branch – support for orchestra/instrumental tuition.
- Townsend School; Visiting Teacher Service for Vision Impaired Children.
- students, parents, staff – A SHARED COMMITMENT TO MAINTAINING A SUCCESSFUL LEARNING COMMUNITY

## STUDENT AND STAFF RESPONSIBILITIES

<b>IN OUR SCHOOL COMMUNITY WE BELIEVE EVERYONE HAS THE RIGHT AND SHOULD RESPECT THE RIGHTS OF OTHERS:</b> 1. To feel and be safe	<b>STUDENT'S RESPONSIBILITIES</b>  Know, understand and follow School Rules <ul style="list-style-type: none"> <li>• Resolve conflict without using violence</li> <li>• Ask for staff members' help when unable to resolve conflict</li> <li>• Report any sexual/racist or continuing harassment of any kind to a staff member</li> <li>• Know and understand grievance procedures</li> </ul>	<b>STAFF'S RESPONSIBILITIES</b>  <ul style="list-style-type: none"> <li>• Clearly explain/display school rules, grievance procedures</li> <li>• Consistently implement consequences for appropriate/inappropriate behaviour</li> <li>• Discuss alternative behaviour with students who break the rules</li> <li>• Monitor/assist behaviour change</li> </ul>
2. To be accepted as an individual and treated with care, fairness and respect	<ul style="list-style-type: none"> <li>• Recognise that everyone has the same rights</li> <li>• Accept others regardless of race, colour, sex, age or impairment</li> <li>• Treat others in a caring and considerate manner – free from harassment (verbal or physical)</li> <li>• Be responsible and accept the consequences for own behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Model appropriate behaviour</li> <li>• Structure activities to develop the qualities of empathy, tolerance, respect and self- responsibility</li> <li>• Share time and resources fairly between students</li> <li>• Establish and develop positive teacher – student relationships</li> </ul>
3. To express opinions/ask reasonable question, without fear of put-downs	<ul style="list-style-type: none"> <li>• Listen to the opinions of others</li> <li>• Accept that everyone has the right to his/her opinion even if it differs from own</li> </ul>	<ul style="list-style-type: none"> <li>• Value/accept/encourage differences</li> <li>• Provide activities that encourage students' contribution</li> </ul>
4. To experience success and be able to work without disruption from irresponsible behaviour	<ul style="list-style-type: none"> <li>• Do your best</li> <li>• Accept mistakes as a valuable part of learning</li> <li>• Know, understand and follow Class Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Structure success for each student</li> <li>• Develop classroom rules co-operatively</li> <li>• Make clear the consequences for responsible and irresponsible behaviour</li> </ul>

	<ul style="list-style-type: none"> <li>• Accept the consequences of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Set realistic expectations</li> <li>• Choose activities which are relevant, meaningful and approachable</li> <li>• Focus on students' efforts and achievements.</li> </ul>
5. To make decisions: School/class based Personal	<ul style="list-style-type: none"> <li>• Use the appropriate means to express opinions e.g. class discussions, meetings, Student Representative Council</li> <li>• Accept and follow the decisions made</li> <li>• Explore choices and the possible consequences</li> <li>• Be committed to the learning choices made</li> <li>• Accept the consequences of decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and support Student Representative Council</li> <li>• Provide regular opportunities for class discussions/meetings</li> <li>• Structure activities which help students to develop and practise skills in conflict resolution, problem solving and decision making</li> <li>• Value/provide for democratic participation of student.</li> </ul>
6. To respect personal property	<ul style="list-style-type: none"> <li>• Take care of belongings</li> <li>• Remember that valuable personal items should be left at home</li> <li>• Ask for permission to use the property of others</li> <li>• Take care of others' property and return it after use</li> </ul>	<ul style="list-style-type: none"> <li>• Model appropriate behaviour</li> <li>• Establish/monitor routines for use and storage of equipment/belongings</li> </ul>
7. To be in a clean, orderly and attractive environment	<ul style="list-style-type: none"> <li>• Place all litter in bins</li> <li>• Report breakages or damages</li> <li>• Care for all school property e.g. buildings, yard, fences, trees, equipment, classrooms, books, furniture</li> <li>• Care for all natural environment</li> <li>• Follow school/class organisational routines and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure school rules are followed consistently</li> <li>• Structure activities which help students develop an understanding and appreciation of their environment</li> <li>• Establish and maintain organisational routines/procedures</li> </ul>

Logical consequences are in place within classrooms and in the yard. When a child is unable to follow yard rules they may be given a TRC (Taking Responsibility Centre) slip and will attend TRC during the next play period. TRC is run by a teacher who works through positive choices. The attending child fills in a reflection sheet which is then posted home to parents.



## EMERGENCIES AND STUDENT ILLNESS

It is important that we have up-to-date information in order to contact you or another responsible person should your child become ill or have an accident at school. Please ensure front office are notified of any change in personal information so that our central system holds current contact information.

### ILLNESS

If students have obvious symptoms before school please do not send them to school.

If the need arises, an ambulance will be called. The cost of the ambulance will be the responsibility of the student's parent/guardian.

To keep staff and students safe the following DECD medical requirements are in place:

Medication that needs to be taken three times per day can be taken **before** and after **school, and before** bedtime, therefore it does not need to be brought to school at all.

ALL medication must be prescribed by a doctor. Medication must be delivered in the original container, clearly labelled by the pharmacy with the child's name, dosage. The label information must match with the instructions outlined on the Medication Authority form that is completed by the doctor. This includes analgesics and other medication that can be bought over the counter. Medication will be locked securely in the office. In the interests of students' (and the medication) safety, no medication is permitted to be held in the student's possession.

#### NOTIFIABLE DISEASES:

(As defined by DECD regulations)

**CHICKENPOX:** Stay at home for not less than seven (7) days from the appearance of spots.

**CONJUNCTIVITIS:** Stay at home until there is no discharge from the eyes.

**EPIDEMIC INFLUENZA:** Stay at home until **after** the symptoms have disappeared (usually seven days)

**GERMAN MEASELS:** Stay at home for seven (7) days after the appearance of the rash or until a medical certificate of recovery has been obtained.

**HEAD LICE:** This has been a spasmodic problem in all schools in recent years. We ask that you regularly check your child's head. Head Lice are almost transparent and stick to the hair, usually around the bases of the neck or around the ears. If you find any –keep calm! Correct treatments are available from any chemist.

**INFECTIVE HEPATITIS:** Stay at home until a medical certificate of recovery has been obtained.

**MEASELS:** Stay at home for no less than seven (7) days from the appearance of the rash.

**MUMPS:** Stay at home for no less than fourteen (14) days

**RINGWORM:** If the ringworm is confined to a part which is covered by clothing the sufferer may attend school. Otherwise, stay at home until a medical certificate is produced regarding freedom from infection.

**SCHOOL SORES (IMPETIGO):** Stay at home until, the sores have healed or are properly covered with a dressing, or certificate of treatment is obtained.

## SCHOOL DRESS CODE

### AIM

The purpose of our dress code is to ensure that students are dressed in a practical way that is suitable for a range of school activities and appropriate to the weather conditions. It ensures the inclusion of all students in the schools educational program, helps to develop pride in the school and encourages a sense of belonging. A copy of the full uniform policy is available on the HPS website and Skoolbag app.

### DRESS CODE

Our dress code is a 'mix and match' of clothing in the school colours of navy blue, maroon and gold. Specific items with our school logo can be purchased from the school outlet at Totally Schoolwear, 432 Montague Rd, Clovercrest Shopping Centre. Ph 8396 6465.

### EXEMPTIONS AS SET OUT BY DECD

Parents/guardians have a right to seek exemption from this policy for their children. Exemption requests must be in writing to the Principal and within the guidelines set by the education department regulations.

### COMPLIANCE

Students are expected to be in school uniform unless advised otherwise by parents.

## RESOURCE CENTRE

The Resource Centre is where Highbury's Library, Resource Base Learning area and Computer Room are located. The Resource Centre contains fiction (novels and picture books), non-fiction, big books, reference materials, maps, posters, picture kits, teacher resources, CD's, kits and games.

Students are registered as borrowers on enrolment. Classes have regular borrowing times each week. Students may borrow books from the fiction and non-fiction collections. The Resource Centre is open during lunch time on most days.

### Junior Primary Borrowing: 8.40am – 9.10am

Loan period: 2 weeks

Borrowing limit: 3 items

Please provide a library bag.

### Primary Borrowing: 1.20pm – 2.10pm

Loan period: 2 weeks

Borrowing limit: 6 items

### Year 7 students who have signed permission also have access to the Senior Student Collection.

Students who have overdue books after a period of 6 weeks will be sent an invoice. This charge will be for the replacement cost of the book. Alternatively a replacement book can be purchased by the patron and forwarded to the Resource Centre staff. Once over dues are resolved, borrowing rights will again be resumed.

## MESSAGES FOR STUDENTS

Please phone the front office if a message of an urgent nature is needed to be forwarded on to your child. Front office staff will contact the classroom teacher.

## MOBILE PHONES

At Highbury, students who genuinely need to bring a mobile phone to school must adhere to the following:

- Phones must be kept in the school bag. If concerned about this, students may ask their teacher to keep them in a locked facility during the day.
- Phones should be switched off.
- They should only be used for communication after school.
- **Communication needed with parents during the school day must be done via the front office telephones, with the knowledge and permission of staff.**
- If students choose to keep their mobile phone in their bag, the school accepts no responsibility for any loss/damage.

## NEWSLETTER

Our newsletter is published every 2<sup>nd</sup> on ODD weeks of the term Eg 1, 3, 5, 7 & 9. It is one of our main means of keeping you informed about general educational programs. Classes often have their own newsletter detailing class news and events. The newsletter can also be accessed via the school website at [www.highburyyps.sa.edu.au](http://www.highburyyps.sa.edu.au) and is available on our Skoolbag APP. In order to decrease our environmental footprint, from term four in 2014 the newsletter will no longer be printed unless you have 'opted in'. A number of 'back up' copies will be left in the front office.

## EXCURSIONS/INCURSIONS/CAMPS

At HPS we reinforce and extend our classroom programs by organising excursions/incursions/camps of various kinds.

All extra – curricula activities are always undertaken with a view to meeting our educational aims in specific curriculum areas and we highly recommend students participate.

Water safety training and aquatics activities are an integral part of our Physical Education program and it is mandated that all DECD sites support ALL students to participate.

## CANTEEN

The canteen relies heavily on volunteer help from parents or grandparents / caregivers. If you wish to become part of the canteen team please contact our canteen manager through the front office.

### The canteen is open at

08.30 am – 9.30am Ordering Lunches

The bag has ample space for the name of the student, his/her room and teacher and the order.

Money is placed inside the bag.

10.30 am – 10.50am **Recess**

Fruit and a variety of chips, custards, milk and juice drinks are available.

12.25 pm – 12.30pm Monitors pick up pre-ordered lunches including sandwiches, salad plates etc.

12.40 pm – 1.20pm **Lunch** (sold at counter)

Fruit, chips, custards, milk drinks, juice drinks and ice blocks are available.

## LOST PROPERTY

Please make sure that all clothing is marked clearly so it can be returned to its rightful owner. Unclaimed clothing is sent to a charitable organisation at the end of each term.

## PARKING

Parking facilities are very restricted. The roadways near our school become easily congested, creating potential danger to children. We ask that if you bring or collect your child by car please obey all the road signs and drive with extreme caution. It is important that parents model responsible driving/parking behaviours for all students.

**The school car park is reserved for staff cars and service vehicles. Permits must be obtained at the office to park in this area.**

**DISABILITY PARKING:** are clearly marked.

## BIKES

Bikes are parked adjacent to the staff car park. While every care is taken to keep bikes secure we cannot be responsible for loss/damage.

**WE RECOMMEND:** a chain and lock be used and a description along with the serial number be kept in a safe place in case of theft. **Helmets are required by law.**

## SUNSMART

The aims of being Sunsmart are to promote among students, staff and parents:

- positive attitudes toward skin protection.
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- personal responsibility for the decision making about skin protection.
- awareness of the need for environment changes in schools to reduce the level of exposure to the sun.
- encourages students to play in shaded areas.

School hats are to be worn in terms 1 and 4.

Hats are available from *Totally Schoolwear* uniform shop or from the school office for \$12.00.

## INCLEMENT WEATHER

Inclement weather: The existence of abnormal climatic conditions, including but not limited to – rain, hail, snow, high wind, severe dust storm, high humidity, extreme high and low temperature or any combination thereof. Exposure to UVA and UVB is also included in this definition.

Yard Duty: Teachers wear visible vests at all times on duty. Drink containers have sealable covers e.g. travel mugs. Duty bags are carried along with appropriate head wear depending on the term.

We are an air-conditioned school therefore there is no need for students to go home early on hot days. The educational programme will continue as usual.

## ALLERGY MANAGEMENT

DECD has been advised by ASCIA (Australian Society of Clinical Immunology and Allergy) around the management of allergies to eggs, nuts and other products, with new guidelines under review.

Promoting healthy eating is part of our Health Curriculum. In the past there has been concern around parents sending eggs and nuts to school for their children. DECD does not have a policy around eggs, nuts or any other food product, however it is advised that each site do a risk assessment and be proactive around the handling of products. It is important that parents of children with allergies have up to date care plans and that teachers are aware.

Students are supported to:

Take food allergies seriously

- Know what your friends are allergic to
- Don't pressure your friends to eat/drink something
- Don't share your food/drink with friends who have food allergies