



Parent Information Booklet

Needs to be electronic in 2018

2017



A Community of Learners

27 Gladstone Road, Prospect SA 5082 ☎ 8344 5696 F 8344 2993

Visit us at www.prospectps.sa.edu.au

Email: dl.0368.info@schools.sa.edu.au

WELCOME TO PROSPECT PRIMARY SCHOOL

RESPECT – CREATIVITY – SUCCESS

A COMMUNITY OF LEARNERS

We look forward to a happy and successful association with your child and your family and trust that you find your time with Prospect Primary School enjoyable and rewarding.

Our Vision Statement

We envisage Prospect Primary School as a community of reflective learners, working responsibly and learning in a safe, healthy environment which is success oriented, challenging and dynamic.

At Prospect Primary School we work together as a school community, staff, students and parents in a supportive, success minded and challenging environment to maximise opportunities and achievement for all.

Values

At Prospect Primary School, we take pride in being a 'Community of Learners'. The 'Community of Learners' includes staff, students, parents and caregivers.

Values are a set of standards, principles and behaviours that ensure that we work together towards our agreed and understood priorities, directions and purpose. We have defined and are committed to the values that underpin the way we work as a 'Community of Learners' at Prospect Primary School:



Respect

Respect

Means: understanding and celebrating diversity, understanding uniqueness; being inclusive; getting along, working together, being thoughtful and caring about yourself and others; showing consideration for our school environment; being responsible; making good choices, being tolerant, fair, kind, generous, honest and loyal.



Creativity

Creativity

Means: being innovative; showing initiative, using higher order thinking, being passionate about learning; using humour, being open to new ideas, thinking, creating new ideas, being original, using imagination, providing inspiration, being inventive, being resourceful, providing a vision.



Success

Success

Means: achieving excellence, commitment, showing persistence, giving your best effort, aiming for personal best, aiming high, taking risks, showing courage in learning and behaviour, learning how to learn, being organised, setting new goals, recognising light bulb moments, hard work, accomplishing goals.

Our priorities for student learning

Powerful Learning:

- Literacy
- Numeracy
- Student Well Being and Engagement
- Powerful Learning in a digital environment

Prospect Primary School – Reception to Year 7

Partnership:	Adelaide Prospect Partnership
Email address:	dl.0368.info@schools.sa.edu.au
Phone:	8344 5696
Fax:	8344 2993
Out of School Hours Care:	0456 966 460
Prospect Dental Clinic:	8269 4579

Term Dates 2017

Term Dates 2018

Term 1	30 January	–	13 April	29 January	–	13 April
Term 2	1 May	–	7 July	30 April	–	6 July
Term 3	24 July	–	29 Sep	23 July	–	28 September
Term 4	16 October	–	15 December	15 October	–	14 December

Pupil free days will be communicated during Term one.

Personnel 2017

Leadership

Karen Duval	Acting Principal
Christie Butler	Deputy Principal
Anita Hall	Assistant Principal
Denise Butler	Finance

Teaching Staff

Nina Benham	Year Level
Steph Ratnaike	Foundation
Nathalie Loussert	Foundation
Caroline Bridgland	Foundation
Shelley Braithwaite	Year One
Alex Lumb	Year One
Rose Nisbet	Year One/Two
Deena Madtha	Year Two
Russell Hanson	Year Two
Julie Bondarenko	Year Three
Marilyn Eastwood	Year Three
Patti Cibich	Year Three/Four
Isabella Tropiano	Year Four
	Year Four

Michelle Hutchens
Brad Martin
Brooke Edginton
Elaine Lambos
Kerryn Giurastante
Eleni Giamoukoglou

Year Four/Five
Year Five
Year Five/Six
Year Six/Seven
Year Six/Seven
Year Seven

Specialist Staff

Maria Giannikopoulou
Chae Dawson
Miriam Bourke
Jenny Rossiter

Leah Richards

Subject

Greek
Visual Arts
Physical Education
HASS (Humanities and Social Sciences)
EALD (English as an
Additional Language or Dialect)

Learning Support Team

Andriana Economou
Karen Hamono
Emma Caldwell
Debra Steinhauser
Lucie Shaw
Nick Volkoff

Classroom Support
Classroom Support
Classroom Support
Classroom Support
Library
Grounds

Class Structure 2017

500 students – 19 classes

Admission to School for 5 year olds

A birth certificate will show that your child has turned 5 prior to May 1st of the year you would like your child to commence.

All children starting school have 3 full years in the Junior Primary.

Allergy Awareness Policy

Our school has a duty of care for students' health regarding allergies and anaphylaxis. To minimise exposure and risk to known allergens within the school a teacher may provide students and their parents with more specific guidelines due to the needs of a child in their class a teacher may provide students and their parents with more specific guidelines due to the needs of a child in their class. This includes:

- Foods: nuts and related by-products, fish and shellfish, milk, eggs
- Insect bites: bee, wasp
- Medication: aspirin, antibiotics
- Latex: rubber gloves, balloons

Nuts: We have a number of students with serious allergies to nut products (including sesame seeds); therefore, we ask that all students do not bring nut products to school. Nuts do not have to be ingested to cause an allergic reaction.

Aerosol sprays: (e.g. deodorant, perfume, hair spray) may trigger an asthma attack for some students, it is important that students do not bring these products to school.

Your child's Health Care Plan from a doctor needs to be provided to the school to ensure that appropriate action is taken in the event of an adverse reaction.

Health care plans are only valid for one year, this means that they need to be updated annually by your doctor.



Appointments



If you have any concerns or information you wish to share with staff please contact the school to make an appointment with the class teacher in the first instance, or you may telephone for an appointment to speak with a member of the leadership team. Teachers and leadership members may also be contacted via email.

Assemblies

Assemblies are usually held fortnightly 9:05am on Friday mornings (on even weeks in the term) in the Hall. Classes take turns to run the assembly up to two times per year and it is an opportunity for classes to showcase their learning and it is a great chance for parents to come along and find out what is happening at school. Children love to see parents show an interest especially when their class is running assembly. Parents are most welcome; however, we ask that no photos are taken of the students during assemblies.



Assessment and Reporting

Our staff members are happy to meet with you if you wish to discuss your child's progress or if you wish to raise any matters of concern.



Term 1

- Acquaintance Night
- Whole school parent/teacher/student discussions arranged

Term 2

- NAPLAN
- Written Report: Foundation/Year 1 class hold an open night

Term 3

- Parent/Teacher interviews

Term 4

- Written Report

Attendance

At Prospect Primary School we are committed to your child achieving their full potential. For this to occur it is important that your child attends school regularly. Research strongly identifies that regular absences, lateness, and leaving early has significant impact on student learning and performance.

Absence from school:

- It is compulsory for children once enrolled to attend school.
- If your child is to be absent for some time could you please phone the school to let us know. Early notice would be appreciated.
- When your child returns to school after an absence, if you have not already let us know, could you please provide a note.
- Extended absence (eg for holidays) requires documented approval for temporary exemption. Up to one calendar month can be approved by the Principal. More than one calendar month requires approval from the DECD Central Delegate. (Although family travel / holiday up to 12 months can be approved by the Principal.) Forms are available from the Office.

Late arrival / Early Collection of Students

- All late arrivals and early collections of students must be notified in the first instance at the Front Office where you will sign in and collect a slip to take to your child's classroom.
- Parents / Caregivers must sign students in and out. Students will not be able to leave the school without the authorisation of a parent / caregiver.

Refer to the hyperlinks:

[Attendance and Absenteeism](#)

[Attendance and Wellbeing](#)

Bicycles

- Bicycles and scooters brought to school must be locked in the bike or scooter rack, which are located South-East of the Junior Primary building.
- Students must walk their bikes and scooters in the schoolyard at all times.
- Bike and scooter riders must wear helmets as it is against the law not to do so.
- Please note that students are not permitted to wear shoes with wheels to school or bring skateboards.



Carpark



Both carparks located and the front and rear entrance may only be used by the staff of Prospect Primary School. The handicap park is to be used only by parents/caregivers whose child has a disability permit. Please report any parking issues to the front office. Prospect city council patrols the immediate streets around the school regularly and will fine people if necessary.

Communication

E-Newsletter

An electronic school e-newsletter containing information about school activities and events is created each fortnight and sent via email and also placed on our Skoolbag iPhone, Android app. At times, additional notices about special events or particular issues are also sent electronically. Please help us to keep you informed about the school by reading our newsletter and any notes we provide you. If you are not receiving emails or change your email address, please contact us at dl.0368.info@schools.sa.edu.au



Reception to Year 2

Communication Books

To ensure good communication between home and school, every child has a communication book and a bag.

- Teachers and parents are encouraged to use the communication book to assist an effective two-way flow of information regarding school/home events, concerns and successes.
- Students take home their readers and books plus the communication book and all notes are taken back and forth to school in the communication bag.

Years 3 to 7

Communication Diary

At the beginning of each year, every student receives a school diary.

The diary is an important part of school life and should be used by

Parents to:

- check on dates of coming school events
- communicate with the teacher

Students to:

- record homework and books read
- develop appropriate organisational skills

Students must bring their diary to school every day for staff to check and also show their parents after school every day for effective communication.

In addition, a phone call or email to school to chat with your child's teacher about your child's behaviour and progress is a great form of ongoing communication.

Curriculum

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all Australian students.

It describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students.

The Australian Curriculum is the basis for teachers and staff to design learning and assessment programs for students at Prospect Primary School.

<http://www.australiancurriculum.edu.au/> (We are presently using version 8.3)

Specialist teachers work with classes in Health and Physical Education, Visual Arts, Greek, History and Geography. There are support programs in place for students with English as a second language (EALD) or students identified under the students with disabilities policy.



Daily Routine

These are the key times for the whole school:

8:30am Children may enter yard. A teacher is on duty in the yard at 8:30am for playground supervision in the asphalt area. For safety reasons, we urge you not to send your child to school before school supervision commences at 8:30am*

8:45 School commences. Classrooms are open from 8:45am

All children are expected to be at school at or before 8:45am

10:45 - 11:05 Recess

12:45 - 12:55 Children eat lunch with teacher

12:55 - 1:35 Play

1:35 Lessons commence

3:15 Dismissal

A teacher is on duty until 3.30pm

Please ensure your children are collected by 3:30pm

Out of School Hours Care (OSHC) is available before 8:30am or after 3:30pm

Dental Clinic

The Dental Clinic is on the school grounds. Staff are available Monday to Friday from 8:30am - 4:30pm and can be contacted on 8269 4579. Weekend and after school emergency contact is *HealthDirect* Australia on 1800 022 222 or www.healthdirect.gov.au



Enrolment, Emergency Contact and Essential Information

At enrolment several forms need to be completed - the enrolment form and a consent form and, if your child has a specific health issue, health care forms. If at any time the contact information changes (e.g. address, home telephone number, work number etc) it is **vital** that this information is passed on to us so that we can update our records. In an emergency valuable time may be lost if information is not up to date.

As a zoned school, parents/guardians will need to provide three proofs of the child's primary place of residence. These proofs can consist of a recent gas or electricity bill, a copy of the property's Contract of Sale or if renting, a rental agreement and bond receipt. Also, at the time of enrolment parents/guardians are required to provide proof of their child's birth age. Acceptable documents include a passport, birth certificate or official Centrelink documentation stating the child's name and birth date.

Fees and Money Collection



All payments for school fees, excursions, and school activities can be made with cash, cheque or EFTPOS (credit/debit). Cheques are to be made payable to "Prospect Primary School" and crossed as 'not negotiable'. We have introduced two payment methods: Bpoint and QKR (Quicker) which are credit/debit methods.

Bpoint: is a secure online based service accessible from our school website.

QKR: is a convenient and secure mobile app managed by MasterCard.

Finance – Materials and Service Charge (\$330.00 in 2017)

An invoice for school fees is sent home with students at the beginning of the year. Students starting school during the year receive an invoice when they begin. Adjustments to the full year amount are made in line with the date a student enrolled. School fees are combined with Government grants and other school income to provide all the resources that are used at school (eg. sports equipment, art materials, technology, library books and resources, photocopying and stationery).

The amount of the Materials and Services Charge for 2017 has been approved by School Council at \$330 per student.

If you are experiencing financial hardship and would like to start a payment instalment plan, or have any questions about your account, please contact the Denise Butcher our Business Manager.

By Instalments

Government legislation allows for payment to be made by instalments but full payment must be completed by an agreed date in Term 2. Please see the finance officer to complete a Payment Instalment Plan. Plans can only be negotiated **within the first four weeks of school**, to show commitment towards payment of fees.

School Card

You may be eligible for a School Card grant which pays your fees if your income is below a set amount. An application needs to be completed and the form returned to the Front Office with your Centrelink Card. If you have special or changed circumstances please see the Finance Manager for a School Card form or if you need assistance filling it out. Applications for School Card should be made as soon as possible as cut-off dates apply for us to send information to the Education Department and you will be liable for the outstanding fees.

Governing Council

The Governing Council is a parent/teacher organisation which is responsible for the general governance of the school. Members are elected from parents at the Annual General Meeting (AGM). You may raise issues, make comments or offer suggestions about school matters by contacting the Council chairperson or any other Council members. In addition, all parents are welcome to attend monthly Governing Council Meetings.

Meetings will be conducted twice a term on a Wednesday, generally in Weeks 4 and 8 at 7:00pm, except for in Term Four when the meetings will be held in Weeks 3 and 7. Meetings last for approximately two hours.

The AGM of the School Council is conducted in Term 1 of each year.

Grievance Procedures

At Prospect Primary School we support the right of any member of our school community to air a grievance so that it can be discussed and appropriately addressed. Along with this right comes the responsibility to use the grievance procedures appropriately and confidentially.

Students

- Arrange a time to speak to your teacher
- If the grievance is not addressed, let your teacher know you will be speaking to someone else
- Arrange a time to speak to the School Leaders



Parents

- Arrange a time to speak to the teacher. Do not approach students or their parents to discuss the problem
- Let the teacher know constructively what you consider unjust or unfair
- If the grievance is not addressed, let your teacher know you will speak to someone else

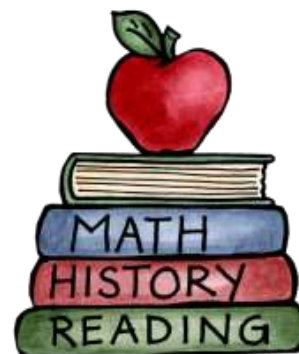
- Arrange a time to speak to the School Leaders
- If you are still dissatisfied, contact the Education Department at Felixstow Office on 8366 8800 or contact the Parent Complaint Unit on 1800 677 435.
- Services outside the school you may wish to contact for advice or support could include: DECD Project Officer, Interagency Student Behaviour Support Coordinator.

Homework

Parents play a vital role in helping to establish a regular study routine at home. Homework is a valuable means of revising the day's work, completing exercises and assignments, practising skills such as reading and writing. Homework can give parents an idea of what is happening in the classroom. The setting of homework, and the time spent on homework, is closely related to the age, abilities and interests of the child.

Suggested time allocation:

Year F to 2 (Often associated with reading only)	10-15 minutes – up to four nights a week
Year 3 to 5	20-30 minutes – 4 nights a week
Year 6 to 7	30-40 minutes – 4 nights a week



If your child is having difficulty completing their homework in the time set please see your child's teacher to discuss how you can assist.

Hot Weather / Wet Weather

Hot Weather Procedures

As all rooms are air-conditioned, dismissal on hot days is at normal time (3:15pm). On days when the temperature is over 36 degrees at play times, students will play inside.



Wet Weather Procedures

If it rains at recess and lunchtime, three long bells will ring to indicate 'wet weather' and students and teachers will stay in class or return to class.

Illness, Accidents and Infectious Diseases

- If your child is injured or becomes ill during the day we will immediately contact you and/or obtain medical treatment. It is therefore most important that we have your current address and telephone number, as well as any emergency contact number.
- Could you please notify your class teacher or the Front Office if your child has any of the following conditions:
 - Bee sting allergy
 - Diabetes
 - Epilepsy
 - Asthma
 - Any need for regular medication or precautions which need to be taken during school hours. We require a letter from a doctor if medication is to be taken at school.
 - Significant long term health conditions require a health plan.
- All medications, including asthma puffers, are to be stored in the First Aid room for monitoring and recording purposes.
- Should your child contract an infectious disease such as measles, mumps (etc) please inform the school as soon as possible.



- When your child has contracted an infectious disease she/he must be excluded from school for specific periods. Periods of exclusion are as follows:

Chicken Pox	Children must be excluded for 7 days and suspected sufferers for 3 days.
Conjunctivitis	Children may be excluded until there is no discharge from the eyes.
Gastroenteritis	Children excluded until no diarrhoea for 24 hours.
German Measles	Children excluded for at least 4 days after the onset of the rash or until fully recovered.
Hand, Foot & Mouth	Children excluded until all blisters are dry.
Head Lice	Children excluded until effective treatment has been carried out with a suitable preparation available from the chemist. Please check children's hair regularly for signs of head lice.
Infectious Hepatitis	Children excluded until a medical certificate of recovery is issued.
Measles	Children excluded until 4 days after the onset of the rash.
Mumps	Children excluded for 5 days after the onset of swelling.
Meningitis	Children excluded until they are well.
Ringworm	If ringworms appear on an exposed part of the body they must be treated and covered or the child will be excluded from school.
School Sores	Children may only attend school if sores are covered with a proper dressing and a certificate of treatment has been issued.
Whooping Cough	Children excluded for 4 weeks unless a medical certificate of recovery is issued.

Refer to the hyperlink ['You've got what?'](#)

Learning Areas

Classrooms are not the only areas for learning around our school. We request that parents do not enter the Primary courtyard area or the Junior Primary corridor until after students are dismissed at 3.15pm. These areas are learning spaces. Crowding in these areas is a safety issue especially if an emergency evacuation is required.

Learning Support Programs

There is a large 'English as an Additional Language or Dialect' (EALD) student cohort; currently this is approximately 43 percent of the school population. Students identified as EALD are entitled to extra support in literacy.

Currently 21 percent of our students are identified under the Students with Disabilities Policy. Students that are identified as a D level of support will receive approximately 3 ½ hours of extra support a week as they require support to access all areas of the curriculum.

Students that are identified as an A level of support will receive 1 hour of extra support as they require support to access 2 areas of the curriculum.

There are School Services Officers specially trained in working with students on the autism spectrum. This resource is shared over the students identified under the spectrum. There is a commitment to ongoing training from Autism SA and regular use of their resources.

All students identified under this policy have an individualised learning program called an NEP and this is negotiated closely with their child's teacher, parents and district support services personnel to accommodate a student's special learning requirements.

There are ongoing and regular meetings with parents and staff concerned to review the individual learning goals.

At PPS we believe that every student is capable of success when supported and challenged to achieve realistic but high expectations. We closely monitor the progress of students through effective identification processes and establish targeted educational programs and curriculum in all classes R-7.

EALD (English as an Additional Language or Dialect) PROGRAM

EALD students are either born overseas, have parents or grandparents who were born overseas or may identify with another culture. We use a writing assessment procedure (Language and Literacy Levels) in line with the Australian Curriculum to assess progress in writing for EALD students.

Class literacy programs explicitly teach grammar, phonics, writing and spelling, reading and comprehension to ensure that the gaps in EALD students understanding of English are addressed.

Promoting cultural knowledge and sense of connectedness and identity is really important for EALD students. Cultural studies programs within the school are promoted, engaging the students in events and rich conversations to enable them to practice English vocabulary skills.



Library / Resource Centre

Our library has an extensive collection of books as well as educational toys, digital resources and games. Students are encouraged to borrow daily. A library bag is required to help keep our books in good condition. Parents and visitors are welcome to help children select books as well as joining in with children for games in the library. We request that books are returned after a period of 2 weeks. Loss or damage to books incurs a \$15 replacement fee (inc GST).



Lost Property

Student's Clothing and Belongings

- Please label all of your child's belongings and any clothing likely to be removed during the day, including shoes. All lost, named articles and belongings will immediately be returned to their owners. If any article is found without a name it is placed in one of the lost property boxes.
- We suggest that it is advisable for very young students to have a spare pair of underwear in their school bags to minimise embarrassment in case of accidents.

Lunches



Students who have no lunch can go to the Staff Room to have it documented and to receive an emergency lunch i.e. Vegemite or jam sandwich.

Lunch orders occur on Wednesday and Friday from the local bakery – orders need to be in by 9:15am.

Medication

All medication can only be supervised by DECD staff when it has been prescribed by a doctor for the individual student for the period of time specified, and is in the original container, clearly labelled with the child's name and directions. Analgesics (such as Panadol and Herron) and other medication that can be purchased over the counter without prescription will not be given unless authorised by a Doctor. The reason for this is analgesics can mask symptoms of serious illness or injury and should not be used as part of a healthcare plan.

Medication that has to be taken three times per day, can be taken before and after school, and before bedtime, and therefore does not need to come to school at all.

If your child has a medical condition, a health care plan will be sent home with your child and it needs to be filled out and returned to the Front Office as soon as possible.

If your child does need medication, you will need to see staff in the Front Office prior to sending the medication with your child, and fill out the appropriate forms.



Mobile Phones and iPods



Students bringing mobile phones and iPods must turn them off when entering school. They must be kept in schools bags or handed to teacher for safe keeping. It is preferable that these valuables don't come to school as we accept no responsibility for the replacement of lost or stolen personal items. The use of personal portable electronic devices to take images, video recordings or audio recordings is not permitted during office hours (8:25am-4pm Monday-Friday).

Music Program



Our private music program is run by 'Learning through Music' for students from year 3-7. Students may choose to play either violin or cello. The music program is a Department of Education and Child Development (DECD) instrumental music service.

Please contact the front office for an enrolment form or contact Learning through Music directly on 0401 398 120 or email for more information.

Out of School Care Programs

Before and after school hours care, administered by the school, is provided in the Out Of School Hours Care in the Performing Arts room. Vacation Care is also available. Please call on 0456 966 460 for further information.

Before School Care operates from 7:00am until 8:30am (8:45am for Reception and Year 1 students) and After School Care operates from 3:15pm until 6:15pm. The Vacation Care Program operates on weekdays during the holidays from 7:00am until 6:15pm.

Please note: students arriving at school prior to 8:30am need to be booked into OSHC as there is no teacher on duty before 8:30am in the yard.

Parent Participation

Parent involvement in student's learning is valued. We appreciate the support parents provide their children with their learning. Any support you are able to give to programs in and out of the classroom is appreciated.

Our school has a policy in-line with DECD regulations. The purpose of those regulations is to keep children safe at school.

As of 2014 all volunteers must have a Child Related Employment Screening authorised by the DCSI (Department for Communities and Social Inclusion) Screening Unit. This is required by all volunteers including parents accompanying classes on any excursion or helping in the classroom. Forms to apply for this Screening Check are available on the DCSI website www.dcsi.sa.gov.au. There is no cost involved however it may take a few weeks to process.

Please also be aware that volunteers are required to sign in and out at the Front Office. This is for safety reasons in case of an 'Emergency Evacuation' – we need to know who is in our school and ensure that they are safe.

Personalised Learning

Parents have a certain expectation about what school should look like, feel like and be like; however, bringing your child to school for the first time at PPS may challenge some of those beliefs. Every parent has been to school and many parents assume that school will be the same as it was when they went to school. In some respects, the teaching of literacy and numeracy is still the same – including formal instruction in the key skills being taught every day. In addition to whole group instruction, small groups / individual extension / intervention are also provided, ensuring that all students are catered for more personally.

The great thing about personalising learning at PPS is that in addition to literacy and numeracy still being taught daily, lots other skills are also developed. Students growing in our ever changing world need many skills to participate actively in the workforce.

We want our learners to be;

- Self Managers**
- Effective participators**
- Creative thinkers**
- Reflective learners**
- Enquirers**
- Team workers**

These skills are based on research by Dan Buckley.



The "SECRET" skills are well researched and reflect those needed by young people to succeed in the 21st Century.

Our learning spaces look different from what you experienced yourself. The learning environment now provides a balance between spaces for explicit instruction especially in literacy and numeracy along with more dynamic learning areas where students can work together to solve problems and create a space to suit their needs. You may see them working; alongside others, collaborating in groups, experimenting alone or with a partner, problem solving and creating.

This balance between formal instruction and enquiry time provides practice for students to have the best of both worlds.

At Prospect Primary School we value the voice of our students and find that those who have a say in their education are far more engaged in and responsible for their own learning. Through personalised learning, the students are responsible for daily planning, goal setting and reflecting on their learning. They have the choice of who they share their learning with and how they present their ideas.

Investigative Play in the Junior Primary

The shared learning environment included the corridor, exposes students to a range of personalised learning experiences that invites curiosity and enquiry. These experiences are used to enhance their speaking and listening, reading/viewing and writing development. It is also designed to give the students experiences that will build their understanding of Science, Health, History, Society and the Environment, Technology and the Arts.

Teachers use sophisticated questioning techniques to help guide students in particular directions and to assess the learning that is taking place. Teachers use an observation checklist to record learning and development that they observe during the personalised learning program.

Teachers have very explicit outcomes they look for in each student and they keep records of these as they are observed.

Enquiry in 3-7

Sometimes parents of children in Years 3-7 see personalised learning as a curriculum where children can do whatever they want. Nothing could be further from the truth. In fact, it is highly structured. In Years 3-7 the students are monitored through data collection and often work with the teacher in small focus groups. This allows the teacher to concentrate on skills needed specifically for each student in the class. At other times, students may be engaged in groups, or on their own, enquiring into a topic relating to the Australian Curriculum. Students will be challenged to link their own interests and experiences to the skills and concepts being taught so that learning is viewed as relevant and meaningful to the student. Students in the senior years are also given the opportunity to take action as part of their learning outcomes.

We encourage students to look at the needs of others and be of service to the local and global community.

Photographs

It is customary for the school to engage a professional photographer annually in Term 2. Class, individual and family photographs are taken. Students will be included only with parent/caregiver permission.

Road Safety

The delivering and collecting of students by car within the school grounds is prohibited. NO PARKING is permitted in the school car parks.

Would you also help us to teach students road safety rules by:

- Not double parking while collecting your child.
- Observing 'No Parking' signs around the school. Incorrectly parked cars frequently obscure the view of approaching traffic.
- Not calling to your child to cross the road.
- Encouraging your child to use the school gates. Students are not allowed to jump school fences on their way to and from school.

- Not using the staff car parks as turning areas.
- Encouraging your child to use the school crossings.

Secondary School

Letters containing information regarding the zoned school for each student and the option to apply to other schools are generated by the Finance Officer. Year 7 staff will be involved in handing out information and collecting information from students regarding their choice of secondary school for the following year.

Open days in Secondary Schools occur in Term 4 for Year 6's and Term 1 for Year 7's and forms are distributed at the end of Term 1. Parents are required to make a choice about their child's Secondary School early in the year. If you require assistance with this important process please speak to your child's teacher.

Sports Teams

A number of out of school hours sports teams participate in local competitions after school or on Saturday mornings. These are run by volunteer parents. For further information please contact the school on 8344 5696. The PE Teacher manages teams taking part in the South Australian Primary Schools Amateur Sports Association (SAPSASA).

- Hot Shots Tennis: term one and four (no fees). Information will be sent via the newsletter closer to the start date.
- Soccer: Prospect Primary School has an inter school soccer competition during term two and three on Saturdays. Information regarding start dates and training will be sent out to your email.

Student Care and Wellbeing

- Staff should be advised by parents in writing, of allergies, or other medical problems, change of address or phone number, or any other information that could be relevant in an emergency.
- No medication will be administered at school unless the parents complete a Health Care Plan form first. If a student needs a doctor or hospital treatment, the school will try to phone parents beforehand, but this may not always be possible.
- Staff need to be informed of any custodial matters, especially in the event of matrimonial separation or divorce where a court order has ruled over the access parents are to have with their children.
- Staff members need to be advised of the circumstances behind any bruises or other injury to students in their care. Under the Community Welfare Act, teachers and ancillary staff are required to report cases of suspected child abuse as Mandated Reporters.

Please note that students are not given permission to leave school grounds during school time under any circumstances.

Uniform Policy

Governing Council has implemented a **uniform policy**. All students are expected to wear the Prospect Primary School uniform comprised of the school colours; these are available from **Sports Centre School Wear at 142 Port Road Hindmarsh, Ph. 8346 3411**. You can order uniforms online and pay in person or online. They are open Mon- Fri 9am – 5pm

and Saturdays 9am – 3pm. The school does not take payments for uniforms. Uniform order forms are available from the school office. You will be notified when your order has been filled and you can organise to collect your order from the school.

Uniforms comprise of: Sublimated short sleeved Polo top, Sublimated long sleeved jacket, ½ zip long sleeved Boss Top, long plain black pants*- shorts* or skorts.*

**pants, shorts and skorts have PPS embroidered on them.*

Sublimated refers to a printing technique on the material

Black leggings can only be worn under skorts

At Prospect Primary School it is a policy to wear uniform at all times.

The School Uniform Policy is designed to:

- Provide suitable, safe and sunsmart school clothing and footwear
- Ensure that clothing is comfortable, practical and appropriate for all school activities
- Provide a positive image of the school
- Provide practical clothing for all students
- Ensure all students are easily identifiable as part of Prospect Primary, both in the School grounds and on excursions
- Encourage girls and boys to participate in a full range of physical activities

All students from Foundation to Year 7 are **required** to wear school uniform.

- The uniform observes health, safety and decency standards and is practical in its application to a wide range of physical activities and weather conditions.

Hats

As part of our Sun Smart Policy, all students are expected to wear a hat for outdoor activities at all times during the year between 9:00am and 3:15pm. Black bucket hats are available from **Sports Centre School Wear or the Front Office for a cost of \$12.**

Please make sure your child's hat has their name clearly marked on the inside.

Head wear

Turbans, Hijabs, and headbands need to be in school colours (green, black).

Jewellery and Cosmetics

Jewellery is not appropriate for school wear for safety reasons – only sleepers or studs to be worn in ears. Make up, unless for genuine medical reasons, is not part of the School Dress Code.

Shoes

Appropriate shoes need to be worn (ie. Flexible sole, support) to enable students to participate in physical activities such as running and climbing on equipment. Thongs, platforms, high-heeled shoes, backless shoes or slip-ons are not to be worn at school.

The [uniform policy](#) can be found on our website under the parent information tab.

Volunteers

Volunteers are an important and valuable asset to our school community. They fulfil many important roles such as listening to students read or accompanying classes on excursions. If you are interested in becoming a volunteer in 2017/2018 there are a few regulations that DECD have put in place to keep schools safe.

The first part of the process is to fill in an application for a DCSI police screening certificate. The school will cover the cost of this screening through our volunteer program. These forms are available from the Front Office. The second part of the process is to attend a Reporting Abuse and Neglect (RAN) Training session. This session will be run at the school by leadership and takes approximately one hour. RAN training is run on a regular basis and will be advertised in the School newsletter.

