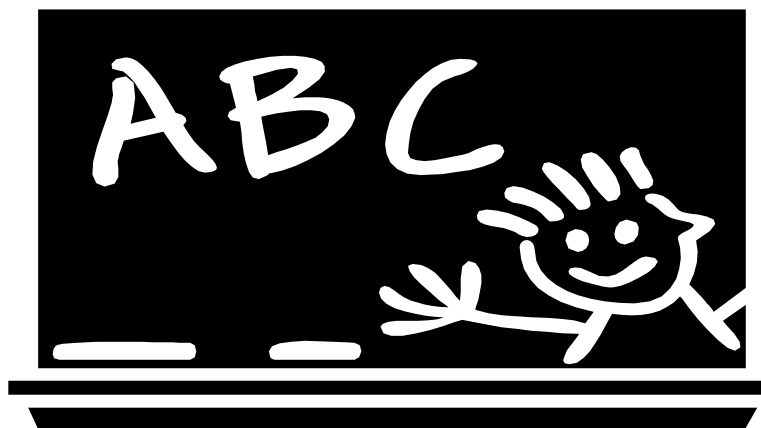


ALDINGA BEACH B-7 SCHOOL



Parent Handbook Booklet



Aldinga Beach B-7 School is a learning community in which parents and staff work together to provide the best possible learning environment and educational outcomes for all its students.

Aldinga Beach B-7 School
Quinliven Road
ALDINGA BEACH 5173

Telephone: 85565060
Fax: 85565810
Email: dl.0222.info@schools.sa.edu.au

We would like to welcome your family to Aldinga Beach B-7 School.

We are proud of our school and feel privileged to work with such wonderful children and dedicated staff. We aim to work closely with you to help your child grow and develop to his or her potential as fully as possible. We believe that by working together; we will provide your child with the best education possible.

Aldinga B-7 is a friendly, encouraging and secure environment. Our school is built on these strong values – EXCELLENCE – RESPECT – CARING – CONNECTION and our school motto states: “Being the best that we can be”. We work hard to make these values live and consider them vital in preparing our children to be powerful learners and community minded citizens of the future.

We look forward to our relationship with your family being one based on mutual support, trust and involvement.

At Aldinga we have a tradition of parent participation in a wide variety of school activities. We, as educators, will be sharing with you the responsibility for your child's continuing education and development and invite you to become involved in as many aspects of school life as possible.

Please regard your child's teacher as a person with whom you can place confidence to advise and assist you throughout your child's time at Aldinga. We hope also that through your interest and participation you will come to feel very much a part of our school and its community.

Should you have any further enquiries about the school, or about your child's schooling, please contact us immediately.



Regards,

Mel Justice (Principal)

Kris Mott (Deputy Principal)

Fiona Takos (Senior Leader)

Jane Moore (Director – Children's Centre)

Nicky Clark & Adam Blakely (School Counsellors)

SECTION 1: AIMS AND CURRICULUM

VISION

The school strives to create a learning community, where we work together, to be the best we can be.

OUR PURPOSE is to equip children to:

- Create positive relationships to become active community members
- Be powerful learners in a safe, supportive environment
- Encourage a sense of fun and play, to nurture, educate and develop a culture of success

ANNUAL REPORT

The Annual Report is a detailed account of the student achievement standards and outcomes that meet DECD accountability requirements. The report is available on the website.

SITE IMPROVEMENT PLAN

The Site Improvement Plan describes the context and improvement priorities for a 3-year cycle and also details the annual action plans. The plan is constructed with community input.

AUSTRALIAN CURRICULUM

The Australian Curriculum Framework provides the curriculum outline in the eight areas of study, ie English, Maths, Science, History, Geography, Performing Arts, Health and PE, Languages other than English. Detailed outcomes for each level can be viewed at: www.australiancurriculum.sa.edu.au

SECTION 2: ENROLMENT

RECEPTION INTAKES

Children turning 5 years old on or before 30 April in the given year will be enrolled to start Reception at the beginning of the year. However, children are not under compulsion to attend school until they are six years of age.

A transition program provides the children with orientation visits to school and occurs in late November, early December in the year before starting school.

Dismissal time is 3.00pm and children participate in a normal school day from the start. Parents may negotiate with the class teacher should they consider that the full day of schooling is initially too long.

TRANSITION – SENIOR STUDENTS

Our district secondary school is Willunga High School. The majority of our year 7 students choose to go to Willunga with a small group going elsewhere. Students graduate at the end of their final school year. Transition programs involve several visits to their new school and open days. Students need to inform us of their choice of secondary school by the end of Term 2. Exemption is required if choosing a state school out of the district zone.

SECTION 3: ROUTINES

ACCESS

Parents are required to provide a copy of any legal documents or court orders in regards to access and custody of children. Information will be treated confidentially, but will be shared with relevant staff. Information should be provided on enrolment or when new orders are introduced. Staff will not act upon verbal information. The role of staff is to be sensitive to the care of children within a legal framework.

ABSENCE

Parents must provide an acceptable reason for the absence of their child. A telephone call on the day or a signed follow up diary note is required under the Education Act. If your child is away, ring the school on 8556 5060 between 8:15am and 9:00am or send a note to the class teacher when the child returns. Alternatively, text the school, **quoting** students name, class teacher, your name and reason for absence on 0476 857 199.

Medical appointments during school time should be communicated to the class teacher. Children must be signed-out through student services. Lateness should be avoided as punctuality is one of our organisation values in class. Children arriving after 8:50am are deemed to be late and are recorded as such in the roll book. Children must sign-in via student services.

Permission to leave the school grounds during school hours requires consent from the Principal, as well as the parent.

Children taking family holidays during school terms are required to complete an exemption form (*prior to holidays*) available from student services.

BELL TIMES

Children should be at school by 8:40am. On arrival children should take their bags to the designated areas and move to the 'paved area', where they will be supervised by the yard duty teacher from 8:30 onwards. Children who enter the grounds before 8:30am should be enrolled in our Before School Care, which commences at 6:30am. Otherwise students who arrive early are to wait in the courtyard.

Times

8:30am	Yard supervision
8:40am	Children enter classroom
8:50am	Classes commence
11:20am	Lunch eating
11:30am	Play
12:00noon	Lessons commence
1:40pm	Play
2:00pm	Lessons commence
3:00pm	Dismissal time
3:15pm	End of Supervision

There is a three minute allowance at the end of play times for children. Children are supervised in the yard from 3:00pm-3:15pm. Children not collected after this time need to report to student services where assistance will be sought. **(***End of term dismissal is 2.00pm)**

BICYCLES

Children may ride their bicycles to school and store them in the bike lock up cage. Bicycle riders must dismount upon entering school grounds and are reminded that wearing a protective helmet is law.

BOOK CLUB

Students are able to order books from Ashton Scholastic several times per year. Students receive an order form to take home. Money and orders are to be paid at the Finance Office during hours. Resource Centre staff organise book club.

BREAKFAST CLUB

A flyer is included in your pack. Breakfast club operates on Monday, Wednesday and Friday mornings from 8:00am – 8:30am in the kitchen area of the junior primary building. Children enjoy a nutritious breakfast supervised by teaching staff and volunteers. There is no cost involved. **Children need to register:** Forms are available from the Student Services Office.

CANTEEN

Students pre-order their lunch from the classroom using lunch order bags with the money enclosed and placing in the class tray. Trays are taken to the canteen at 9:00am. Monitors collect trays shortly before lunch. Ice blocks and ice creams must be purchased in the first 20 minutes of the big lunch break. Price lists are issued periodically with increases advised through the school newsletter. Lunch bags are available from the canteen upon request. A Canteen Manager operates the canteen with help from parent volunteers. Offers of assistance can be made directly to the canteen on 8556 5060.

CAR PARK

A car park is provided for staff and visitor parking. Parent drop off zones and parking are at the front, back and side streets of the school. Pedestrian gate access is provided at various points around the perimeter. Children accessing the school from Quinliven Road should use the school crossing.

CHANGES TO ADDRESSES AND TELEPHONE NUMBERS

This information must be current.

School records need to be kept up to date in case of emergencies so we need to know if:

1. You change your address (proof of residence) and telephone number.
2. You change your emergency contact numbers.
3. Your work numbers

Please let Student Services know as soon as possible.

COMMUNICATION

Regular two-way communication is encouraged and this often occurs informally on a day-to-day basis. On occasions particular concerns may need to be resolved. We recommend the following steps as a guide to assist in such circumstances:

- First see the teacher involved
- Others who can help you sort out a problem include Principal, Deputy, Senior Leaders, Counsellors and parent members of Governing Council.
- Parents may prefer to make an appointment to come to school, make a telephone call or write a letter. Confidentiality between parents and school will be maintained.

CONSENT FORMS

Families are requested to fill out a generic consent form upon enrolment, which gives permission for borrowing books from the library, to have head lice checks, going for local walks and having photos taken by staff members/school. These are kept in the student's personal file for future reference.

FEES

School Fees are set by the Governing Council and help provide many of the extras that make Aldinga Beach B-7 a quality school. The fees cover stationery, general curriculum area needs and computing. Fees may be paid by cash, cheque (made payable to Aldinga Beach B-7 School), credit card or EPTOS.

The school is able to negotiate an individual payment plan in cases of financial difficulty. Families who meet School Card Scheme criteria will have their fees paid by DECD. Application forms will be sent home with the M&S invoice at the beginning of the year. Interstate, overseas and new Reception students enrolling during the year will be required to pay a proportion of the fees. Any school library or textbooks, which are damaged wilfully or lost, may have to be paid for.

FINANCE OFFICE

The Finance Office window is open Monday to Thursday from 8:30am - 9:30am and 3:00pm – 3:30pm and Friday 8:30am-9:00am only.

LOST PROPERTY

Lost property is kept in a large timber box in the courtyard area. Parents are requested to ensure that all articles of clothing, and any other items which children bring to school, are clearly marked with the child's name. Children and parents are encouraged to check the box for missing items. Named articles are sorted and returned to children via the classroom tray. At the end of each term, unclaimed and un-named items will be recycled or donated to a charitable organisation. Prior to this a reminder will be published in the school newsletter. Children are requested not to bring personal toys to school for safety reasons.

NEWSLETTER

This is a vital form of communication between the school and parents. Information concerning educational issues, coming events, meeting dates, as well as class contributions and school achievements is included. Please expect to receive a copy via email every 'even' Thursday (fortnightly) via the youngest child in your family at school.

NOTICES

Please check your child's bag regularly for any notices sent home from school. We hope that as your child becomes increasingly responsible and he/she will automatically give you the notes when he/she gets home.

PAYMENTS

All monies for school fees, excursions, camps, fundraisers and performances must be paid directly to the finance office window, which is situated in the courtyard. Opening hours are Monday to Thursday 8:30-9:30am and 3:00-3:30pm and Friday's only 8:30am-9:00am. It is also important that any money handed in must be by the date specified and accompanied by the appropriate note. This is because bookings, orders etc. have to be made well in advance and late payments could mean your child/children are unable to be involved. **Money sent to the school should be in an envelope with the event, child's name, class teacher and amount to be paid clearly marked on it.**

SCHOOL CARD

The School Card Scheme is administered by the Department of Education and Child Development and provides financial assistance towards the cost of educational expenses for full-time school students of low-income families. Approval for School Card is dependent upon proof of family income not exceeding the limits. Information is available from the Finance Office.

UNIFORM

All children are required to wear the school uniform with pride. Occasional breaches of the uniform code are understandable, with a diary note provided. Persistent non-compliance will be referred to the Principal or D/Principals for intervention. The 'Uniform Code' is available on the school website under the 'Policies' link. Price lists are available from the office. A school hat is required for all outside play during school months from August 1 until May 31. Children without a hat are required to sit under a shelter. School hats are available for purchase from the finance office. Each term, Young Leaders hold 'Casual Days'. These support charitable organisations and are advertised in the school newsletter. A gold-coin donation is requested.

SECTION 4: MEDICAL

ACCIDENTS AT SCHOOL

Minor injuries are dealt with at school. Parents are notified of any injury, which needs medical treatment.

AMBULANCE

In cases of serious accident or illness at school, an ambulance will be called. Parents are advised to ensure that they have ambulance cover for their children, as cost will not be a consideration in the event of the above. It should be noted that this coverage should apply to all activities arranged by the school, including camps.

DENTAL CLINIC

The Dental Clinic is located at 2 Alexander Kelly Drive, Noarlunga Centre SA 5168. Phone the SA Dental Service, Noarlunga on 8384 9244 for an appointment. All arrangements are parent responsibility.

EMERGENCY CONTACTS

Parents are asked to complete an enrolment form and regularly update a medical/emergency information form.

FIRST AID

A School Service Officer provides first aid assistance between 8:30am and 3:00pm, including recess and lunch times. Injured children must first approach the duty teacher, who will conduct a risk assessment, before going to the office. Teachers on yard duty carry a basic first aid kit for minor injuries or emergency.

HEADLICE

Please read the enclosed pamphlet from the 'South Australian Health Commission' in collaboration with the Department of Education and Childs Development, regarding Head Lice. When the school is notified of a student having head lice, it is school policy to notify the rest of the student's class via a head lice note. If you are having extreme difficulty in eradicating head lice, please contact the school for assistance. Your child will be sent home with live headlice. If eggs only are present parents will be sent home a note.

INFECTIOUS DISEASES

Parents are required to contact the class teacher and/or office in cases where children contact communicable diseases. Children who are ill with an infectious disease must not attend school until they have fully recovered. DECD provides the school with a list of infectious diseases and the minimum exclusion periods and treatments. This information will be shared with appropriate families.

ILLNESS

In the event of minor accidents or illnesses, children will be cared for at the office where the first aid room is situated. Children, who are hurt or significantly unwell and cannot return to class, must be taken home by a parent or their delegate. The school will act in the child's interest if no contact is available.

MEDICAL ACTION PLANS

A medication authority and condition form **must** be completed by a doctor. These are available from student services.

MEDICATION

Staff will assist children when appropriate and supervise medications. Medication sent to school must be in its original packaging. This will only be administered if medication authority has been received from the doctor. The school needs to be aware of any medical problems your child may have, such as allergies, asthma, specific medical conditions etc.

NUT POLICY

Aldinga has a 'NO' nut policy to cater for a number of students with life threatening reactions to nuts. We ask that children not bring nut products to school. This includes peanut paste and nutella.

SMOKING

The Department for Education and Child Development prohibits smoking within the school buildings and grounds at any time, including during sporting events on the weekend or after school.

SECTION 5: CLASSROOM

ASSEMBLIES

Team assemblies are held in the Hall, generally 3 times per term with dates and times published in the school newsletter. Whole school assemblies are held at the start and end of the term and on other occasions according to special events. Parents are more than welcome to attend the assemblies.

ASSESSMENT & REPORTING

Parents will receive regular information about class programs and student attainment. Teachers use a variety of methods to assess children's learning and the effectiveness of their program, including regular testing of skills, anecdotal comments about outcomes achieved, observation of skill and attitude development and difficulties encountered. Confidential information is also kept in student record files in the front office and may include learning plans and psychological testing information. Information about assessment is confidential between parents and approved school personnel.

DECD requires that schools report in writing to parents twice each year. Additionally the school offers an information evening and two formal interview opportunities. Individual meetings between teachers and parents are also encouraged whenever there is a specific need. These can be initiated by either party.

Term 1	Week 2 or 3: Acquaintance Night: teachers provide information about the class program, class routines and expectations. Week 9: Three way conferences: parent, student and teacher meet to share progress and identify intervention strategies.
Term 2	Week 10: Written Report: the report details the student's academic achievement and effort across all curriculum areas. A social/work skills report is included along with student reflections.
Term 3	Week 7: Showcase of Learning: this is an evening session where the student sets an agenda and shares his/her learning with parents.
Term 4	Week 9: Written Report

Parents will also receive information about their child's achievement in the state Literacy and Numeracy test for years 3, 5 and 7 that are sat in Term 3, as well as the UniNSW English and Maths tests for years 4, 6 and 7 that are sat in Term 2.

BUDDY CLASSES

At the start of each year classes are buddied with younger classes working with an older class in a peer support program. Relationships are developed through combined activities each term. Having a buddy has many advantages, particularly in the yard at play times.

CLASS BEHAVIOUR CODE

The Behaviour Code should be interpreted in the context of a success-oriented environment that embeds the values of Play is the Way. Teachers are expected to teach explicit lessons using the Positive Education framework. *A full copy of our behaviour code is included in the pack and is also available online.* We aim for school to be

- a safe and caring environment where children can play and learn.
- a place where children show the values and take responsibility for positive behaviour.
- a place where staff, children and their families work in partnership to establish and communicate consistent expectations and values.

The Behaviour Code requires that classroom teachers negotiate a local code of class rules and consequences that emphasize a logical and consequential step system. The code outlines the playground and classroom behaviour expectations and consequence system. Early in the school year, each class develops a negotiated set of class rules that are few in number, clear, framed positively and reasonable.

The “step system” begins at Step 1 each day, however, any teacher has the right to send children to the office and skip steps if they deem that the situation demands such action. Details of procedures as they apply to each class will be communicated to parents at the Parent Acquaintance Night. Information about the positive consequences of appropriate behaviour will also be given by the class teacher.

DIARIES

All students have a diary to record homework, class notices, and communications between school and home. These form an important link between home and school and parents need to check them regularly.

FOOD and DRINK MATTERS

‘Crunch ‘n’ Sip is a fresh fruit & vegetable only time. Although the format can vary across year levels (with some classes ‘breaking’ while others snacking), students are encouraged to eat fresh fruit and vegetables during the morning learning block. Some children choose not to have any food during class and this is OK.

To decrease the amount of litter in the yard we ask students to unwrap food and place litter in the classroom bin or their lunchbox before they leave the room. Eating food on the oval is not permitted. Students must be seated to eat food outside of the classroom. This includes food purchased from the canteen.

A water bottle in your child's classroom is encouraged. Students should drink water during the day. Juice, milk drinks and cordial can be consumed at both breaks but not during learning time.

GRIEVANCE PROCEDURES FOR CHILDREN

See Code of behaviour handout both in this pack and online – this is also supported by the schools recently updated anti-bullying policy. **“All children have the right to feel safe”**. There are times when children may feel unsafe, or there are matters which worry them and affect the way they learn and play.

HOMEWORK

Homework provides opportunities for students to develop the study habits that will serve them throughout their schooling and into their working life. It also provides opportunities to extend the development of organisational and time management skills. Homework is work to be done at home and may be: spelling lists, projects, practicing, contract work, researching, completing tasks. It is presumed that regular nightly reading should be part of every child's less formal homework. Therefore we expect each student to spend some time from Monday to Thursday on homework.

KITCHEN GARDEN PROGRAM

The school is part of the Stephanie Alexander kitchen garden program which is offered to students in Years 3-5. Classes work with a garden and kitchen specialist over a fortnight.

LIBRARY

The school has a very well-resourced Library that caters for all students. The Library is open before school and after for borrowing and lunch times for leisure use. Class groups have a rostered time for exclusive use. The material in the Library is available for borrowing to children, staff and parents. There is a wide selection of picture fiction, novels, magazines and non-fiction books available. Children can borrow up to three books for two weeks. Once an item becomes overdue, children are no longer able to borrow. This restriction remains in place until the item is returned. Overdue notices are forwarded to the parents via the children. Students are encouraged and taught from the time they start school to be independent and responsible users of the Library. Our school is a participant in the Premier's Reading Challenge. Every effort is made to support easy access to this reading challenge collection and we encourage every student to take part.

SPECIALIST PROGRAMS

The following specialist programs are provided by teachers fully trained in their area of specialization. Each subject is for 50 minutes and teachers report student outcomes to the class teacher.

- **Physical Education:** PE is offered to all classes Reception to Year 7
- **Performing Arts:** Music, Dance, Drama, visual art and media are offered R-7
- **LOTE (Language other than English):** Japanese is offered to all classes Reception to Year 7

WEATHER CONDITIONS

Hot Weather Policy is explained on the website under 'policies'. A temperature forecast of 36C or greater will trigger the policy. Classrooms, yard play and sports events are impacted by the policy. As most areas of the school are air-conditioned there is no policy to send children home early on these days. However, parents may request to collect their own child/ren from the classroom early during periods of extreme heat.

Wet Weather policy is also explained on the website under 'policies'. Teachers will supervise children in classrooms from 8:40 am on wet days and will buddy up for inside activities with another class at lunchtimes.

Three rings of the bell indicates wet weather policy. Road safety care is particularly important on days when children are dismissed during wet weather.

SECTION 6: EXTRA CURRICULAR

EXCURSIONS AND CAMPS

Excursions and camps are an important part of the school's curriculum. We strongly encourage parents to support your child to attend a class excursion or camp. Consent needs to be given by the parent/caregiver and the signed permission and health forms returned to school. Any parent invited to accompany a group on an excursion or to provide transport must have undertaken the volunteer training and RAN course and have a DCSI clearance. If assisting with transport you need to be covered with third party property insurance. *Families in financial hardship can negotiate payment arrangements with the Finance Officer.*

HOUSE TEAMS

There are four house "teams" in the school. When your child enrolls he/she will be placed in one of our four house teams. If he/she has a brother or sister at the school, they will be placed in the same team. The four teams are:

- **Pengilly** Red
- **Croser** Blue
- **Culley** Yellow
- **Lovelock** Green

The teams are used for sports day and at other times during the year. The House Captains accept the award on behalf of all their house members.

SPORT

In addition to the class physical education and a daily fitness program, there is opportunity for children to participate in additional sporting activities.

- **Active After School Programme:** these are optional and parents need to book children into activities at the start of the term. Activities range from karate to archery.
- **Team Sports:** The type and number of activities is only limited by the amount of parental support. Soccer is offered in the winter at school. All other sports are offered at Aldinga Sports Park.
- **Swimming:** R-2 students have lessons at the Noarlunga Swimming Centre in Term 2, years 3-5 in Term 3, years 5-7 students have an aquatics programme at the Port Noarlunga Aquatics Centre in term 1.
- Throughout the year students participate in a variety of **sporting clinics** brought into the school by DECS/community groups.
- **SAPSASA** (South Australian Primary Schools Athletics Sports Association) – we actively encourage students to become involved in the SAPSASA program. The school advertises the opportunities for students to try out for the various sporting district teams. This involves Year 5 – Year 7 students and may involve parents transporting students to selection trials.

STUDENT OPPORTUNITIES

Student participation initiatives are an integral part of school life: Students are encouraged to participate in a variety of additional programs offered.

- **Young Leaders** consists of a class representative, usually 2 and chaired by a student exec comprising of elected Year 6/7 students. They meet fortnightly to discuss issues brought forward by class forums. This is a student led decision making group within the school.
- **Festival Choir** (Years 5-7) provides opportunities for students participate in weekly practice during school time leading into performing at the Schools Festival of Choirs at the Festival Theatre.
- **Junior Choir (Years R-4)** meets weekly at lunchtime and occasionally performs with the senior choir.
- **Wakakirri** (Years 6/7) is provided bi-annually and is a dance production with students practicing weekly and performing at the entertainment Centre in August.
- **Mentoring** is offered to students requiring additional support or with a particular talent or skill to be extended. Mentoring utilises parent and community volunteers across a range of activities.

TRAFFIC MONITORS

Students aged 10 or older are given the opportunity to be trained as school traffic monitors. The students are on duty in pairs – from 8:30am to 8:45am and 3:00pm to 3:15pm. They are assisted by a teacher on duty at the crossing.

SECTION 7: STUDENT SUPPORT

CHRISTIAN PASTORAL WORKERS (CPW)

The Christian Pastoral Program is primarily a service of pastoral care for students and families, who seek this support. A Christian Pastoral Worker has special skills for working with young people and their families in the school community. A CPSW will:

- work in co-operation with teachers and the principal to support children,
- be available to children as a listener and supporter,
- be a support, resource and referral person for teachers and other staff,
- provide a Christian presence in the school on behalf of the local churches.

COUNSELLOR

A full-time Counsellor is available to support both children and families. The Counsellor's role incorporates behaviour development, coordination of student participation opportunities, case management of individual children and families, parent liaison and crisis intervention as necessary. The Counsellor also works with staff in developing social skills programs.

STUDENTS AT RISK

Two specialist teachers support special education programs across the school. Their work involves coordinating Schools Services Officers (SSOs) who work with students one on one and in small groups, providing specialist support to classroom teachers in designing intervention programs and working with outside agencies and consultants in the assessment and delivery of targeted programs for students with special needs.

Support Services - Disabilities and Behaviour services

DECD personnel are available to diagnose and assist children with special learning, behavioural and linguistic needs. Services offered locally include:

- Guidance Officer – does assessments to determine specific needs.
- Speech Pathologist – develops speech programs according to diagnosis.
- Attendance officer-supports students and families of non-attendees.
- Family Focus-supports families of children with significant social/emotional needs.
- Interagency/Behaviour Support Unit – supports students, families and staff with behaviour strategies.
- Disabilities Consultant- does assessments and provides support to level A,D & I Students, staff and families.
- Hearing Impairment Consultant- does assessments and provides support to hearing impaired students, staff and families.

OUT OF SCHOOL HOURS CARE PROGRAM

The Out of School Hours Care Program coordinator is Meghan Orr and is available for students daily: before school (6:30-8:45am) and after school (3:00-6:30pm). A caring atmosphere is provided with a range of activities offered. A brochure is enclosed. Vacation Care is also available and details of the program are available from the O.S.H.C. building. OSHC is located in the double transportable on the western side of the school. **(Telephone: 85566503)**

SECTION 8: PARENT PARTICIPATION

We actively seek parent involvement in our school programme as we consider the parent a partner in the education of the child. Parents are encouraged to participate in school life and a range of options available.

CLASS HELPERS

Teachers welcome parents in their classroom to listen to reading, help with maths activities and elective programs and assisting on excursions. Ask your child's teacher about the ways you can help in the classroom.

CLASS PARENT NETWORK

Each class has a class parent representative who liaises between parents and teachers to assist in the organisation of activities and smooth running of the classroom programmes. They also provide an important link for new families joining the class. Regular meetings are held for class parent representatives where valuable school information is shared. Class Parents chat regularly with the teacher and are familiar with class/school routines, class programmes and expectations.

GOVERNING COUNCIL:

The Governing Council and its sub-committees represent the views of the school community, and following consultation, make decisions on local educational issues, strategic directions, policy development and allocation of resources. **The Governing Council is comprised of 20 members.** There are 13 parent elected members, 3 staff representatives, 1 principal and 3 community members (must include the Children's Centre Director). All Governing Council members are elected excepting the principal and hold positions for two years. The Governing Council holds a minimum of 2 meetings a term. Parents also have an opportunity to become involved in Governing Council sub-committees. These include: Finance, Out of School Hours Care (OSHC), Sport, Canteen, Community and Fundraising. Governing Council will keep parents informed of their activities through the newsletter.

VISITORS / VOLUNTEERS REGISTER

All visitors or volunteers to the school must sign in and out at the front office or student services in the Visitors'/Volunteer Book and obtain a label. This is for security and evacuation purposes.

VOLUNTEERS

All regular volunteers in classrooms, the canteen, with sporting teams and anyone who works in direct contact with students as regular volunteers must undertake the Volunteer training program and RAN training and have an approved DCSI clearance. Forms are available at the training sessions. Regular volunteers must 'sign in' and 'sign out' from the front office or student services. 'Visitor' nametags (available from student services and front office) should be worn while in the school and working with students. The safety of all of our students is the motivation behind these initiatives.

GUIDELINES FOR VOLUNTARY PARENT HELPERS

Voluntary helpers in the classroom are at all times under the direction and supervision of the classroom teacher. Regular volunteers must undertake the school's Volunteer training program and RAN training and seek a DCSI clearance. The following guidelines have been produced to ensure that all helpers understand the extent of their involvement and legal implications for teachers.

Class Teacher

1. Determines the assistance required, type of work, rosters, etc.
2. Provides information and /or explanations to parents as to the purpose and
3. requirements of the activity.
4. Ensures parents know to refer any problems with children directly to the teacher.
5. These may be discipline, social and academic.
6. Communicates regularly with parents to inform them of success/otherwise of
7. programme.
8. Provides adequate notice to parents if timetable changes have to occur.

Parent Helpers

1. Allow all classroom management discipline/behaviour matters to be handled by the teacher (Even matters involving your own children must be handled by the teacher – please do not double punish your child when he/she reaches home.)
2. Ensure confidentiality. Any observations about children in relation to their ability, standards of work, behaviour, and personal matters **MUST** not be discussed with anyone.
3. Take care what you say both in front of students and generally around the school.
4. Communicate with the teacher to inform them of success/otherwise with the programme.
5. Treat all children equally and give positive feedback/praise whenever possible.
6. Use school equipment and facilities, e.g. staffroom, at the invitation of staff only.
7. Inform the teacher if you are unable to attend a rostered session.

The School

1. Provides a welcoming environment to parents.
2. Communicates frequently to parents - appreciation for help and support provided.
3. Reserves the right to discontinue the service of a voluntary helper.

SCHOOL FACILITIES

The school has undergone a considerable upgrade in recent years with all classrooms being of solid construction, air-conditioned and allows children to move from one area to another easily.

The yellow unit (R-2) was refurbished in 2011 and provides a modern facility with 12 classrooms around the perimeter and three flexible learning areas which provide an IT suite and two play spaces for children. In the centre is a fully equipped kitchen, which is used for the kitchen garden program (children in years 2-5) and by other classes for cooking.

A six-teacher unit, built in 1992 provides classrooms, activity and storage facilities for the primary years classes, referred to as the Blue Unit.

The middle years children (Years 5-7) are housed in a purpose built eight teacher unit (2012), situated on the eastern side of the school. It has eight classrooms, a wet area, computer suite and a workroom for special education support.

On the western side of the school are a series of double transportable buildings, used primarily for specialist programs as well as OSHC and 2 class areas.

For whole school use there is a resource centre, music/drama room, kitchen facilities and hall. There are many well integrated outdoor learning and play spaces including courts/covered areas and sand and play equipment. There are garden areas and outdoor learning areas for all levels of schooling.

Thank you for taking the time to read this important information about our school.

We wish your child/ren and your family a happy and enjoyable association with the school. We are always open to new ideas and welcome any feedback about your child's learning experiences at Aldinga Beach B-7 School.

Kind regards,

Mel Justice, Kris Mott, Fiona Takos, Nicky Clark, Adam Blakely & Jane Moore

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