

excellence and empowerment



**PLAYFORD
PRIMARY
SCHOOL**

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INFORMATION BOOKLET

Welcome

On behalf of the staff, students and Governing Council I would like to welcome you to Playford Primary School. I trust you find your time with us rewarding. The information in this booklet, along with enclosed school policies and guidelines, will hopefully assist with making your transition to Playford a successful one.

At Playford Primary School our vision underpins our teaching and learning goals:

"We are all committed to developing positive relationships and foundations for life - long learning in order to maximise the potential of our school community."

We provide a safe, caring, success-oriented learning environment for all students. This environment encourages the development of each person's physical, intellectual, emotional and social potential.

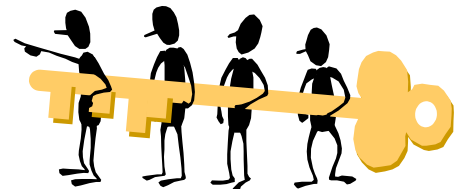
We support children to become independent learners with skills, knowledge and the ability to be effective members of the school and wider community. Our school provides many additional programmes and experiences to enable students to reach their potential.

At Playford we are looking to foster a culture that is underpinned by the following Campus Values:

- ❖ HONESTY
- ❖ RESPONSIBILITY
- ❖ FAIR GO

- ❖ COOPERATION
- ❖ RESPECT

We believe as a community that these values and underlying principles will support children's learning outcomes, promote empowerment and educational excellence.



Playford Primary School was established in 1997 and building began on our current environmentally friendly rammed earth classrooms and specialist areas in 1999. With the growth in our school population over the last ten years we have seen construction of more classroom spaces. We have excellent up to date facilities and resources.

Playford Primary School is on a shared campus with a Catholic School; Catherine McAuley School. Facilities shared with Catherine McAuley School include a Resource Centre, Art / Design area, a Multi-Purpose room, ovals, play space and equipment. Our campus offers an Out of Hours School Care Programme and a privately run school canteen.

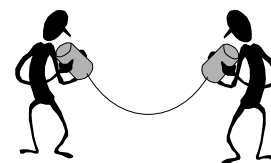
I look forward to getting to know you and your child(ren). We, the staff, always aim to work in partnership with parents / caregivers and children in making sure the best educational outcomes can be achieved. We encourage open communication with all students and their families.

Dean Clark ~ Principal

TABLE OF CONTENTS

	Page Number
Welcome	2
Communication / Curriculum	4
Curriculum	5
Intervention Programmes	7
Site Plan	7
Behaviour Management	8
Parent Participation	8/9
Enrolment	9
Junior Primary	9
Uniform	10
Health Procedures	10
Materials and Services Charge	11
School Card	11
Day to Day Organization	11/12
• Bell Times	
• Lost property	
• Lunch	
• Playtimes	
• Early departure	
• Late arrivals	
• Visitors/Volunteers	
• School Banking	
Car Parking	12
Campus	13
Campus Resource Centre	13
Defence School Transition Aide	13
Outside School Hours Care	14
Canteen	14

We value open two way communication and provide a range of avenues for this to occur. These include:



NEWSLETTERS

Newsletters are available fortnightly on even weeks, and are uploaded to the Playford Primary School website www.playfordr7.sa.edu.au. Hard copies of the newsletter are available from the Front Office.

An email is sent to each family with a link to our website when the latest newsletter has been uploaded. If you change your email address please contact the Front Office.

CLASS TEACHER CONTACT

Each class teacher has their own processes for making regular contact with parents. These include class newsletters and information about the set up / expectations / routines within the class, communication books / diaries, telephone contact etc.

If you would like to discuss any issues or concerns with your child's teacher, we advise that you make an appointment. If it is a quick query, please do not hesitate to talk to the teacher before or after school. We welcome your involvement and hope if you have any concerns that you first address it with the class teacher and if further support is required please make an appointment with the Principal or Senior Leaders.

The school has a Grievance Policy which all members of the school community are required to observe. For your reference a copy of this is included in your enrolment pack.

STUDENT REPORTING



We believe that a close relationship between teachers and parents should be established and maintained. To provide a framework for this relationship, the following has been organised:

Term 1 Acquaintance Night and Parent / teacher interviews

Term 2 & Term 4 Student Reports

In addition to these structured reporting arrangements, we welcome informal chats and we expect that there will be other occasions when parents and teachers will discuss a child's schooling. At any time, a request for a meeting will be welcomed. There will be times, too, when a teacher asks for a meeting with parents.

REPORTING OF ABSENCES

We are legally required to keep accurate attendance of students at school. Our Attendance pamphlet details our system of absence notification, late arrivals and early departures.

FACEBOOK

You can now find us on Facebook – our official page can be identified by our school logo. There is a link on our website to Facebook, simply click "Like" to receive our updates. Our page is used to remind of upcoming events, celebrations and links to important sites.

While Facebook is a great way to connect with people, we ask that you respect the directive of DECD officials that teachers do not accept friend requests from parents or students, by not making friend requests to our teaching staff.

CURRICULUM

A school's curriculum includes all the activities for learning that the school offers for the educational development of its students. These are grouped into the following areas as specified by the South Australian Curriculum, Standards and Accountability (SACSA) Framework and Australian Curriculum include:



- ❖ English(Australian Curriculum)
- ❖ Mathematics(Australian Curriculum)
- ❖ Health & Physical Education
- ❖ Science(Australian National Curriculum)
- ❖ The Arts
- ❖ Technology
- ❖ Society & The Environment
- ❖ History (Australian Curriculum)
- ❖ Geography

As children learn in different ways and at differing rates, their needs are catered for with a variety of teaching strategies and programmes providing for their academic and social development. A number of additional programmes provide students with the opportunity to participate in a range of activities such as choir for Year 3 – 7 students, external curriculum competitions, sporting opportunities, clinics and excursions. We appreciate parental and community support to enable them to be successful.

LITERACY

Literacy is the major curriculum area within our school as it is the core to students being successful in accessing all other aspects of the curriculum. Significant time is provided in classrooms each day to support students to develop skills in reading writing, spelling and oral language. Staff have developed a set of school expectations which they use to develop their teaching programmes and develop consistency.



NUMERACY

Mathematics is another important curriculum area and teaching is based on the Australian Curriculum. In recent years the key focus for staff professional development was based around the Number strand, with staff exploring different teaching strategies and diagnostic tools. Two coordinators were appointed to support this initiative, which is implemented now in classrooms.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

At Playford we have installed Interactive Whiteboards (IWBs) in every classroom. The IWBs are a very important teaching tool and provide an excellent teaching resource for all curriculum areas. Instant access to the Wide World Web is available to staff and students. Staff and students also have access to computers and iPads for learning.

PLAY IS THE WAY

Play is the way is a practical approach for teaching social and emotional learning using guided play, classroom activities and an empowering language. It is a process that assists students to develop, improve and entrench the personal and social capabilities of students. Play Is The Way is used across all year levels in each classroom as it is for children of all ages, abilities and ethnic backgrounds.



LAUNCHING INTO LEARNING

Launching into Learning is a program undertaken by all classes for the first two weeks of each year and revisited at the beginning of each term. This is a great way for children to settle into their class, develop relationships with their peers and teachers and develop skills to deal with issues and everyday school life. There are four main components-

- Development of class expectations, organisational procedures and understanding of the Campus yard rules.
- Program Achieve Keys to success and Campus values.
- Relationships – including anti bullying and harassment, problem solving and friendships.
- Play Is The Way – Lift raft rules.

STUDENT VOICE

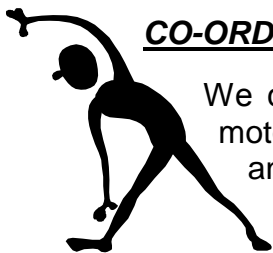
At Playford Primary School students play a vital role in developing and shaping the learning and social environment of the school. The Student voice across the school is highly valued and continually encouraged by all staff.



- **Civics & Service** supports the development of leadership skills across all year levels. This program is designed to promote a sense of community by developing a feeling of belonging, responsibility, respect and engagement. Classes are involved in real, meaningful opportunities in a supported, caring environment. Each Year classes choose an area to focus on, which is for the common good of all. Focus areas include a school welcome committee, Safety Ambassadors; they actively promote their area throughout the year caring for the school environment, supporting fundraising and reporting class and school events. They also provide a student voice on Governing Council Subcommittees, Resource Centre, Play activities.
- **Class meetings:** All classrooms have regular class meetings and Circle Time is one of the strategies used to support them.

INTERVENTION PROGRAMMES

CO-ORDINATION



We currently have a “Fun Start” program to help assist students with their gross motor skill development. The program is currently supports reception students, and consists of three 30 minute sessions / week. Students participate in physical activities involving hopping, jumping, balancing, throwing, catching etc.

SOCIAL SKILLS SUPPORT

Small groups of identified students are provided with support from the student counsellor to develop their skills in a range of areas including anger management, getting along, structured lunchtime play and forming friendships.

SITE LEARNING PLAN

The School Site Plan is a requirement for all DECD schools and outlines priorities and directions over a three-year period.

Site priorities consider DECD, Region and site focus areas and needs and are developed after considering data gathered from a variety of sources including staff, parents and students.

Annual reviews are held to adjust and add areas when identified. These are presented to the school community in the form of an Annual Report.

The Playford Site Plan will focus on the following areas:

- Numeracy ■ Literacy ■ Staff Wellbeing ■ Student Wellbeing ■ Inquiry
- Australian Curriculum / Implementation Inquiry based learning ■ ICT

The Playford Primary School Site Plan will develop excellence and empowerment through the establishment of a learning environment that is caring, safe and supportive of quality teaching and learning.



This involves:

- Establishing inclusive, participatory structures and forums.
- Adhering to the values, statements and codes of practice set out in Site Learning Plan that guide all in our school community with a particular focus on classroom practice, student behaviour, staff professional development, teaching practice and quality leadership.
- The delivery of quality programs in all of the required areas of study.
- Valuing the diversity of our school community.
- Recognising and celebrating the success and achievements of individuals, groups and of our entire school community.
- Identifying and addressing the specific learning needs of our students through early intervention strategies and programs.
- Developing quality assessment and reporting procedures.
- Implementing performance management processes that focus on individual and whole school improvement.
- Developing a culture that views critical feedback positively and views it as an integral part of school improvement as well as an affirmation of current quality practices and achievements.

BEHAVIOUR MANAGEMENT

Our School is committed to excellence and empowerment. Responsible behaviour is the accepted code of conduct. Each staff member develops, with students, a set of expectations. Although there may be slight variations between classes they are all based on:

***The students' rights to learn,
And
The teacher' rights to teach.***

For our expectations and procedures please refer to the Behaviour Code and Behaviour Management Policy pamphlet enclosed in your package.



PARENT PARTICIPATION

We encourage a friendly, open climate within the school so that parents will feel comfortable and participate as opportunities present themselves.

There are some special ways in which parents can help within the school:

- **Classroom level** - the class teacher may ask for specific help eg. Listening to reading, helping with an excursion or camp, instructing in a class elective program, supporting individual students or supervising small groups in such areas as assisting with computing access.
- **Working Bees** - parents are sometimes asked to assist in a collective way eg. In grounds development activities or in covering new readers.
- **Governing Council** - parents may take an active role in the Governing Council.
- **Governing Council sub-committee membership** - Committees meet approximately twice per term. Meeting times are made to suit committee members. The sub committees are:
 - Finance □ Fundraising □ Grounds/Facilities □ Out of School Hours Care □ Canteen
- **Coaching** of sports teams.
- **By attending** parent nights, special activities as they are developed across the school.
- **Resource Centre** – Please see the librarian in the library. Help is always needed.
- **School excursions and SAPSASA days.**

HOW CAN YOU HELP YOUR CHILD WITH LITERACY AT HOME?

- Let your child help you with - letters, shopping lists, short messages and so on.
- Encourage the family to write letters to friends and relatives, thank-you notes, get well messages. Encourage your child to read them / write them.
- Display writing in the home - reminders, lists of things to do, messages of congratulation, postcards from friends on holiday. Have a kitchen noticeboard or some attractive magnets on the fridge door.
- Give presents associated with writing - different types of pens and pencils, paper of different shapes and colours, a desk lamp, a diary, a dictionary, erasers etc.
- Give presents associated with reading eg. Library bag, bookmark, books, and subscription to magazines.



- Be an interested listener and reader. Talk over ideas for writing, encourage the reading aloud of early drafts, read the finished product with enthusiasm.
- Encourage your child to read at home. Encourage your child to read to their toys and talk to them about what they have read.
- Model reading / writing to your child. Let them see you reading magazines, newspapers, books etc. at home.
- Visit the Library / Resource Centre with your child. Talk to the teacher / librarian. Join your local library.

ENROLMENT

- Children must be enrolled before they start school. An enrolment form, available from the Front Office, will need to be completed by a parent or legal guardian, and then returned to the school by a parent / guardian upon completion.
- When you enrol you will need to bring the following documentation/information:

- Current address on a utility bill (or if planning to build in our area, your building contract).
- Details of emergency contacts.
- Details of any medical condition, including address and phone number of your doctor, and the student's Medicare number.
- Any documentation relating to custody orders, if applicable.
- Copy of birth certificate.



- Students in our catchment area are automatically accepted and other enrolments will depend upon available places and the priority rating given to each enquiry.
- There is only one intake of receptions at the start of each year. Students turning 5 from May 1st will start school at the beginning of the year; students turning 5 from the 1st May onwards will start school the following year.

JUNIOR PRIMARY

PROGRESSION

We believe it is important for children to spend sufficient time in the Junior Primary area of the school to allow them to develop an adequate foundation of knowledge and skills to ensure uninterrupted progression through the rest of the primary school years.

We also acknowledge that children will progress at a rate determined by their own readiness and ability and any variation to the above will occur as a result of consultation between parents and appropriate staff.



UNIFORM

All students are expected to wear a school uniform (dress code) at all times. As we are a Sun Smart school students are required to wear hats all year except for the winter months.



Information regarding these expectations and a list of uniform items and costs are provided in the Uniform Policy and Sun smart policy that is included in your package.

The Governing Council has ratified the uniform policy and expects students to wear the agreed upon uniform. Staff are vigilant and regular uniform checks are conducted. Contact is made with the parents/caregivers if uniform is not being worn, to ascertain reasons for this.

SCHOOL UNIFORM PURCHASES / ORDERS

Purchases and orders for uniforms can be made during Payment Office opening hours. Please contact the Front Office for the Payment Office open times.

Uniform orders can also be made via our Payment Slot in the Front Office between the hours of 8:30am and 3:30pm. The items and receipt will be sent to class the following day.

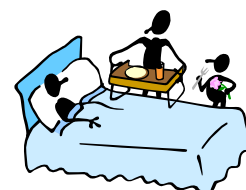
HEALTH PROCEDURES

ACCIDENTS / ILLNESS:

For emergency purposes we ask you to let the school know of any changes to your contact details or those who are nominated as emergency contacts.

FIRST AID:

If your child is ill, we will contact you or the emergency contact number you nominated when you enrolled your child, so that you can collect your child. It is our policy for sick children to be sent home and not spend lengthy times in student services. In an emergency we will call an ambulance and advise parents as soon as possible. Parents are responsible for all costs associated with ambulance travel.



The school has a first aid policy. This involves a First Aid Log being completed when your child requires first aid treatment. If you have any queries regarding the first aid of your child please contact Student Services. Policies outlining the management of head lice, medications, asthma and exclusion periods for medical conditions are included in the enrolment package.

MATERIALS AND SERVICES CHARGES

Parents are asked to pay a Materials and Service charge for the whole year. The amount each year is based upon the government assisted fee which is increased at the CPI increase.



The Materials and Service charge is used, together with DECD grants, to provide your child with books, educational materials, and equipment in all areas of the curriculum. This includes for example, stationery, art/craft and duplicating materials, which will be provided throughout the year.

SCHOOL CARD

GOVERNMENT ASSISTED STUDENTS

Some families are eligible for financial assistance from the Government for the payment of the Materials and Service charges.

Approval for School Card will be upon provision of Centrelink Customer Reference Number and a declaration by the applicant that combined gross family income falls within the School Card income limits.

- Assessment is based on combined gross family income for the previous financial year. (i.e.; for 2015 it relates to the 2013/2014 financial year.)
- Applicants, who fall outside the income limits as stated on the school card form, may be eligible under hardship and should lodge a Hardship Income Assessment Form. More information is available from the school.
- A new School Card Application must be made each year.

DAY TO DAY ORGANIZATION

THE SCHOOL DAY

8.40	Teacher on duty		12.50	Lunch (eating time)
8.55	Classrooms open		1.00	Lunch Time
9.00	School day begins		1.30	End of Lunch Break
11.00	Recess		3.10	Classes Dismissed
11.20	School resumes		3.25	Teacher on Duty Ends

LOST PROPERTY

In order to help us recover and return lost items, we ask that all parents ensure that any property, which comes to school, is clearly and securely named - this relates especially to clothing. A Lost Property Bin is located outside the Student Services Building.

LUNCH

The children are required to remain seated inside the class between 12.50 p.m. and 1.00 p.m. to eat their lunch. Teachers may take children outside. In the yard all food is eaten in a designated eating area.



PLAYTIME

At recess and lunch times there are always teachers on duty in the yard to ensure the safety and welfare of all children. Children are supervised inside during inclement weather.

LATE ARRIVALS

Students who enter the gates after the 9.00 bell must report to the Front Office to receive a slip to take to their classroom. A note from a parent is required either that day or the next to explain the reason for the lateness.



EARLY DEPARTURE

Parents / Guardians needing to take students out of the school grounds for appointments or early departure during the school day will need to report to the front office to sign students out prior to going to the student's classroom. We **will not** allow children to leave the school early without direct parent/caregiver supervision / approval. If possible please make medical appointments outside of school hours to minimise time away from class.

VISITORS / VOLUNTEERS

All visitors and volunteers to our school are most welcome and are required to report to the front office, sign in and collect a visitor slip. On departure visitors are required to sign out. Volunteers are required to attend an information session that covers; roles / responsibilities, OHS&W requirements including mandatory notification responsibilities, school procedures and National Child Related Check requirements. Sessions are held twice per term and run for approximately 30 minutes. Sessions are advertised in the school newsletter. **All volunteers are required to have a National Child Related Screening Check.** This is a DECD requirement.

PARKING

When collecting children, we urge parents to avoid hazardous situations, such as parking in bus zones, doing U-turns and double ranking. Parents are **not** to use the staff car park when setting down and picking up students, unless the student / parent has a disability. The staff car park has limited space and is for staff and official visitors only. Families can also use the back gates on Somerset Grove for access to the Campus.



Please observe the signage in the area in the interest of children's safety. Playford Council regularly monitors the area and issues parking fines.

PLAYFORD McCauley CAMPUS

As a Campus Community we are committed to developing an ethos of collaboration through positive, caring relationships and open communication. We do this in numerous ways, some of which are:

- To support the common Campus ethos every year an anti-bullying and harassment week is held in Term 1.
- Staff across the Campus meet to plan and develop common programmes and share training and development.
- The leadership team of both schools meet at least three times a term to discuss issues, coordinate programmes and activities and support each other.
- Campus staff have duties right across the school yard at breaks and run a range of structured lunch play activities.
- A number of Campus facilities and resources are shared.

PLAYFORD McAULEY CAMPUS RESOURCE CENTRE

This facility is shared with the students, staff and community of Catherine McAuley School. The cataloguing and circulation of resources operates via the Oliver library automation system. Students have access to computers for borrowing and searching for items.

Please refer to the Resource Centre Pamphlet for further detailed information.



PLAYFORD McAULEY DEFENCE SCHOOL TRANSITION AIDE (DSTA)

DSTA personnel are located in schools, across Australia, with a high number of Defence families. Our DSTA can be contacted on **8284 3065**.

The DSTA's role is to;

- Assist defence families as they relocate to Playford McAuley Campus. She will assist the children and families to become part of the school community more quickly.
- Support students who have a parent on deployment.
- Help families and children when they are moving from Playford to a new school.

PLAYFORD McAULEY OUT OF SCHOOL HOURS CARE PROGRAMME

Outside School Hours Care (OSHC) is a valuable and integral part of Playford Primary School and Catherine McAuley School Campus and the local community

The Playford McAuley OSHC operates from the Joan Haren Performing Arts Centre situated at the front of Catherine McAuley School. The service offers the following session of care for students from Playford and Catherine McAuley Primary Schools.

Before School Care:	6.30 am – 8.40 am	Monday – Friday
After School Care:	3.10 pm – 6.00 pm	Monday – Friday
Vacation Care:	7.00 am – 6.00 pm	Monday – Friday during school holidays

The service remains closed on public holidays. For further details including costs, please contact the OSHC co-ordinator (Tanya Geister) during service hours. **Phone: 8254 4198**

PLAYFORD McAULEY CANTEEN

The Campus Canteen is run by Rory's School Lunches and follows the DECD's Right Bite Guidelines. A canteen meeting is held once per term to discuss canteen operations. Students from the healthy lifestyle group, Governing Council rep & leadership members attend meetings and report to the appropriate groups.



Classroom crates, with lunch orders and money, are delivered to the Canteen by 9.15am each morning and collected just prior to lunch each day. The canteen is open during recess and lunch for students to purchase drinks, snacks and iceblocks.

Lunch orders can now be placed by downloading the App Qkr! The App can be downloaded on your Android phone or iPhone. iPad users must download the iPhone app.