



## Welcome to Salisbury Heights Primary School

The consent forms listed below are required to be signed and returned to the school:

- Student Internet and ICT code of conduct
- General permission slip/walks/photos
- Student code of conduct

Information about the school is available on the website [www.shps.sa.edu.au](http://www.shps.sa.edu.au) this includes policies.

Please ensure you provide a current email address and mobile phone number as we use both of these for communication. The newsletters are emailed and SMS is used for reminders and messages.

The booklet included provides information about the daily running and organisation of the school.

If you have any further questions please make an appointment with the Principal Katherine Holman.

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### **SCHOOL DAY**

8.35 Teacher on Duty

8.40 Classrooms open

8.50 Lessons Start

10.40 Recess

11.00 Lessons Start

12.40 Children eat lunch

12.50 Lunch Play

1.20 Lessons start

3.00 Dismissal

3.15 Leave the Yard Bell

**Bank Days:**

*Commonwealth:* Thursdays

**Newsletter:**

Fridays-odd weeks

**Assembly:**

Wednesdays- 9.00 am

In the school hall

### **Items to be completed and returned :**

- Student Code of Conduct
- Permission form
- Using the School Computer network and Internet

### **More School Information**

- Canteen Price List
- School Account (EFTPOS available)
- School Bank - please see front office for form
- School Plan
- Uniform Price List
- Dental Clinic Phone Number 82509254



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## ACCIDENTS AND SICKNESS

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Minor first aid can be treated at school. In the case of major injury or acute illness an ambulance will be called out and parents immediately notified.

If children become sick at school, parents will be contacted and requested to collect their child from school. Students who are collected early must be signed out in the front office.

We appreciate prompt notification of change of contact details in order to contact you as quickly as possible.

If children are unwell it is strongly advised they do stay at home to recover.

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## ASSEMBLIES

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Whole school assemblies play an integral part in developing a school ethos and provide opportunities for students to present information before an audience

Whole school assemblies are conducted every Wednesday in the hall. Parents are always welcome to attend.

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## ATTENDANCE

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The school monitors attendance and lateness. Parents are required to send a note to the teacher or call the front office to explain a child's absence. It is a legal requirement that we record reasons for absence and lateness. If explanations are not received classroom teachers will send notes home and continue to follow up so that roll books can be amended. Long periods of absence due to family reasons eg vacation need to be negotiated with the Principal.

The school day begins at 8.50am, any arrivals between 8.50-9.30 go straight to classes where teachers will mark the time of lateness etc / any arrivals after 9.30 need to sign in at the front office.

Children, who leave before 2.15, will be recorded as being absent for half of the day. All 'Early Departures' are recorded.

Parents of students arriving late or leaving early need to sign in or out at the Front Office.

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## BANKING

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Children are able to bank at school with the Commonwealth Bank on Thursdays. Books are collected in the classrooms. Commonwealth banking is processed in the resource centre. Forms are available from the front office.

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## BEHAVIOUR MANAGEMENT

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At Salisbury Heights Primary School we aim to provide a safe, secure learning environment in partnership with parents/caregivers and students. Our behaviour management policy is guided by the Department for Education School Discipline Framework and is linked to the principles of Program Achieve.

Program Achieve is a positive social and emotional wellbeing programme that teaches about the Keys or Foundations to success and Habits of the Mind.

**At Salisbury Heights Primary School:**  
All students and staff have the right to feel safe and to learn, work and play without interference or harassment.

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We promote consistency in language and expectations across the school to support all students learning and behaviour. Home and school partnerships are essential in effective behaviour management.

**Consequences for inappropriate behaviour include:**

- Reminders, redirection
- Reflect - time out
- Re focus - buddy class
- Re think - office
- Re think - yard time out
- Finishing work required
- Individual behaviour contracts, alternative programs and playtimes
- Behaviour conferences
- If the child has had an office or yard Re think a note will come home needing to be signed and returned to the front office the following day

**For serious, inappropriate behaviour a high level the consequence may involve:**

- Take home
- Alternative school program including different play times or work done in different areas
- Suspension for 1-5 days
- Referral to the Behaviour Support Team and other agencies
- Exclusion to an alternative placement

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## CANTEEN

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Our canteen follows the Department for Education healthy eating guidelines. The school canteen is available for lunches and recess snacks.

Ordering and payment of lunches is completed at the canteen before school. Prepared lunches are delivered to the classrooms at the appropriate time.

The menu and price list is included in this package and further copies may be obtained from the canteen, front office or website.

If parents/caregivers can spare some time to assist in the Canteen as a volunteer helper, please see the Canteen Manager or leave your name and telephone number at the front office. Volunteers are always needed.

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## COLLECTION OF MONEY

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Payments of money are made at the finance office before school or through the class teacher if necessary. Payments can be made by parents at other times using payment envelopes, change if needed and a receipt will be issued the next day and returned to your child. The Finance Officer is available in the finance office from 8.30am - 9.30am and from 2.30pm - 3.15pm. EFTPOS is also available for payments

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## CUSTODY

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Please notify the principal regarding any specific custody arrangements that may exist. The school must sight the relevant legal documentation and be provided with appropriate copies - otherwise either parent may have access to their child(ren).

All information supplied is kept confidential and only discussed with relevant school personnel.

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## DENTAL CLINIC

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All school children are entitled to free dental treatment at the SA Dental Service located at the Hollywood Plaza, Salisbury Downs.

For any information or change of appointment times, please contact the Clinic on 8250 9254.

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## DOGS AT SCHOOL

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Dogs are not permitted on school grounds unless they are visiting with their owners as part of a special school program.

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## FEES

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School Fees are set annually by the Governing Council and are payable at the beginning of the school year. Payments by instalments can be arranged by contacting the finance office.

School Card applications are available from the Schools' Finance Officer, who can provide further details of fees etc.

All enquiries are treated in confidence.

It would be appreciated if payment of the voluntary gap could be made once School Card approval has been granted.

EFTPO/Payway is available for payments

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## HOT WEATHER POLICY

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As all classrooms are air-conditioned, there will be no whole school early dismissal during hot weather.

When the temperature is predicted to be 37 degrees or more at **(Elizabeth)**

The temperatures are checked prior to breaks the students will remain in air-conditioned classrooms at break times.

All lunches and drinks are kept inside the buildings. All classrooms have access to a fridge.

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## INFECTIOUS DISEASES

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Children who are ill with an infectious disease are not to attend school. The recommended minimum exclusion periods from school are as follows:

**CHICKEN POX:** Stay at home for not less than 5 days, exclude until fully recovered.

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

**GERMAN MEASLES - RUBELLA:** Stay at home for 4 days after the appearance of the rash or until a medical certificate of recovery has been obtained. Because of possible effect for pregnant women, please notify the school immediately German Measles has been diagnosed.

**HAND, FOOT AND MOUTH DISEASE:** Stay at home until all the blisters have dried.

**HEADLICE:** Stay at home until the infection has been treated. It may be necessary to repeat treatment after 7 days.

**IMPETIGO (SCHOOL SORES):** Stay at home until the sores heal or are treated and properly covered with a dressing.

**INFECTIVE HEPATITIS:** Stay at home until a medical certificate of recovery is obtained and not before 7 days.

**INFLUENZA:** Stay at home until the symptoms have disappeared.

**MEASLES:** Stay at home for not less than 5 days from the appearance of the rash or until a medical certificate of recovery is obtained.

**MUMPS:** Stay at home for not less than 9 days, exclude until fully recovered.

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PAVOVIRUS (Slapface): Not infectious once the rash appears. Children do not need to be excluded from school.

RINGWORMS: Stay at home unless the ringworm is treated and covered.

SCABIES: Stay at home until the day after treatment has commenced.

WORMS: When threadworms are present, treat the whole family with a worm medicine. Repeat in 2 weeks.

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## LOST PROPERTY

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Please ensure that all children's personal belongings e.g. clothing, books, hats etc are clearly marked.

Lost Property, which cannot be identified, is stored in the front office. Unclaimed property is regularly donated to charity.

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## MEDICATION

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A doctor must complete a confidential Health Care Plan form if a student must take medication in school time under staff supervision.

We would like to remind parents that any medication taken for the 1<sup>st</sup> time can cause a reaction at any time, and is best taken at home.

Any medication stored at school be in original packaging from the pharmacy and within its expiry date.

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## MOBILE PHONES

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Student mobile phones will need to be handed into the class teacher so they can be locked away during school times.

If parents need to be contacted during the day for any reason this will occur through classroom teachers or office staff.

We ask all parents and caregivers to revisit with their children appropriate use of mobile

phones. Children are not to take photographs of other students without their permission. It is a good idea for parents and caregivers to regularly check the way their children are using the Internet and phones.

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## NEWSLETTERS

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School Newsletters form an important part of school parent communication.

The newsletter is emailed to all parents who provide an email address. It is also published on the school website [www.shps.sa.edu.au](http://www.shps.sa.edu.au) and can be downloaded. A copy can be collected from the front office. Any special arrangements please see the front office.

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## NO HAT NO SUN POLICY

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As part of our school's "No Hat - No Sun" Policy, **all** children must wear a wide brimmed hat in terms 1, 3 and 4, for activities where they are exposed to the sun, including recess and lunchtimes. The front office does not have spare hats to lend students.

Students without a suitable hat must stay in a designated shaded area in terms 1, 3 and 4. Hats are not required in term 2.

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## NO SMOKING

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It is Department for Education policy that schools are non-smoking environments. No smoking within 10 meters of the school perimeter.

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## OUT OF SCHOOL HOURS CARE

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This facility is available for parents and caregivers both before school and after school. The income level of the families determines costs. A director is employed by the school governing council to manage the centre and parents and caregivers form a management committee to support the running of the OSHC.

A Vacation Care Program also operates from the centre in the school holidays. Enrolment forms are available from the OSHC building.

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## PARKING

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Please adhere to parking regulations around the school. The Salisbury Council may fine people for parking infringements.

Parents and students should not walk through the staff car park.

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## POLICIES

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All school policies are available from the school website ([www.shps.sa.edu.au](http://www.shps.sa.edu.au)) All policies are passed and reviewed by the Governing Council and staff. Copies are available on request.

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## RECEPTION INTAKE

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Since 2014 South Australia has 1 intake per year starting at the beginning of the year.

Where a child turns five before May 1, they will start school on the first day of Term One of that year. Where a child turns five on or after May 1 they will start school on the first day of Term One the following year.

The minimum age for starting school is four years and eight months.

Proof of Age-is required at the time of enrolment. The following documents will be accepted by schools in this regard: Passport or Birth Certificate or Official Centrelink documentation stating the child's name and birth date.

Proof of address is also required as we are a zoned school.

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## REPORTS AND INTERVIEWS

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Our reporting system is based around:

- An Acquaintance Night early in term 1
- Parent/Teacher Interviews twice a year
- Mid Year Report in term 2 and End of Year Report in term 4

The timing of these will be advised through the School Newsletter or circulars.

If you have any concerns about your child's progress during the year, please do not hesitate to contact the teacher.

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## RESOURCE CENTRE

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The Resource Centre has computerised catalogue and borrowing facilities available for children, parents and teachers.

Students are unable to borrow before and after school. They can at recess and lunch times and at times organised by the class teacher. The library is open at recess and lunchtimes with a variety of activities set up for children to participate in.

There are a number of books, videos and other materials that may be of interest to parents. You are most welcome to borrow these for home use. Borrowed materials are to be returned to the 'Returns' box in the Resource Centre.

Students are encouraged to use a library bag to transport their books.

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## SCHOOL BUS

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Children who live at Hillbank are able to use a SERCO bus that picks up from, and delivers students to, a School Bus Stop on Target Hill Road.

Although this is not a Department for Education bus, students are expected to behave in a responsible, safe and considerate manner and parents are encouraged to support this expectation.

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## SHPS GOVERNING COUNCIL

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The Governing Council is comprised of elected parent members, two staff representatives and the Principal.

Members are elected at the Annual General Meeting for a two-year term.

Meetings are held 2 x per term on Tuesday week 3 and Week 8 from 7:15 to 9:00pm

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## SCHOOL CROSSING

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The school crossing on Target Hill Road has been provided to ensure the safety of all people. Students are expected to use this crossing and parents are reminded to set a positive example for children by using the crossing at all times.

Senior students are trained by the Police Traffic Division to act as monitors and many of them volunteer to be on a roster to operate the crossing before and after school.

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## SCHOOL WATCH

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Salisbury Heights Primary School is part of the School Watch Program. Community Members are asked to report any inappropriate behaviour that they see e.g. vandals, graffiti etc to the police by dialing 131 444

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## SPORTS

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**PHYSICAL EDUCATION:** All classes R-7 conduct regular classroom Physical Education activities and fitness sessions.

**S.A.P.S.A.S.A.:** (South Australian Primary Schools Amateur Sports Association). Our school is a member of the local district and we participate in special events and carnivals during the year. These include athletics and swimming

**SPORTS DAY:**

Held annually with whole school involvement.

**SWIMMING AND WATER SAFETY:**

This is part of our school's Physical Education Program and all children are required to participate. Students up to Year 5 take part in a week's program at the Elizabeth Aquadome. Students in Year 6/7 are involved in an aquatics program.

Times and other details are advised through separate notices.

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## STAFFING / CLASS SIZES

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The school's staffing and class sizes are determined annually on a formula, which is set out by Department for Education.

The placement of students into classes takes into consideration staff recommendations, friendship groupings, gender balance student's special needs and additional information supplied by parents.

Parental requests for consideration are presented in writing to the Principal in term 4 each year.

Once classes have been formulated it is unlikely that changes will occur except in extenuating circumstances.



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## STUDENT REPRESENTATIVE COUNCIL (SRC)

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The S.R.C. meets on a regular basis during school hours to enable the students to participate in decisions about our schools.

An SRC executive group (elected by staff from year 6/7 students) undertake a range of leadership roles within the school.

SRC class members are elected by students. The SRC organises some events including, student casual days and Charities Day.

All classes have regular meetings to enable them to hear reports from SRC meetings as well as providing them with the opportunity to provide items for discussion at these meetings.

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## STUDENT REVIEW TEAM (SRT)

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The SRT manages special programs including.

- Special Education
- Negotiated Education Plans
- Hearing/Vision Impairment Support
- Speech and Language
- Aboriginal Student Learning
- English as an Additional Dialect
- Year 1 Intervention Program
- Positive Intervention Programs
- Quick Smart Maths

The SRT liaises with Department for Education support personnel and outside agencies.

Approval of parents is sought before students are assessed and placed on support programs. Parents are always welcome to contact the school to discuss the progress of their children if they are on any of the above programs.

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## STUDENT SUPERVISION

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Yard supervision is provided in the school grounds 15 minutes prior to the commencement of lessons and for 15 minutes after dismissal. Outside these supervised times children may be placed at risk if on the school grounds. Children should not be on the grounds unsupervised prior to 8.35am.

An Out of Hours Care Centre operates within the school to cater for children who need to be supervised outside these hours.

Children waiting to be collected after school need to have a clear understanding of how they are being collected and if there are problems they must come to the office.

To further ensure the safety of children, teachers must be notified personally or in writing of any changes to the child's normal routine.

Parents/caregivers collecting students early need to sign in at the Front Office and collect a note to give to the teacher.

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## UNIFORM

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Students are expected to wear the school uniform. The uniform policy can be accessed on the website.

School hats, are available for purchase from the front office. Approved hats must be worn at recess and lunch times. Iron on logos are available from the front office. Uniform tops are ordered once per term. No makeup, nail polish or visible jewellery are allowed.

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## VACATION APPROVALS

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If students are to be absent for longer than 3 days or more for a vacation, then a form needs to be completed. The principal approves absences from one week to four weeks.

Vacation absences longer than four weeks need to be approved by Department for Education.

Please collect and fill out a exemption form which is available at the Front Office or from the class teacher.

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## VISITORS TO THE SCHOOL

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As part of our school policy and Workforce Health and Safety (WHS) procedures, all visitors to our schools are expected to sign the visitors' book at the Front Office and collect a visitor's badge to wear for the duration of the visit.

This does not apply to parents delivering or collecting their students at the start and the end of the school day.

Visitors must sign out before leaving the school.

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## VOLUNTEERS

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Volunteers are an integral part of our school. Your participation in the work of the school is valued and greatly appreciated.

As per Department for Education policy volunteers are required to have appropriate documents.

As has always been the case, screening clearance is not needed to attend single events or activities at our school. These include concerts, fundraisers, swimming week, excursions or sports day.

A volunteer's information pack is available from the front office which includes an application for clearance if required. DCSI clearances are valid for a period of 3 years.

The school pays the fee for this and there is no cost incurred by the volunteer. Volunteers also are required to do RAN training online, read the documents provided and sign an agreement form. The Volunteer Agreement form is to be returned to the Front Office.

We need to know who is in the school at any one time, especially in cases of emergency, so you will be required to "sign in" at the front office and "sign out" on your departure. Records of your work with students may also be kept to monitor their progress.

