Highbury Primary School

Parent Handbook

Principal: Carol Williams
Deputy Principal: Dominica Thomson
Assistant Principal: Jill Gurner
Business Manager: Tracey Baldwin
Maths Coordinator: Jessica Cooper

Highbury School Values are:

- Persistence
- Respect
- Resilience
- Responsibility
WELCOME TO Highbury Primary

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

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

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

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

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

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

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

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

SCHOOL TIMES

8:40am  Students are expected to be at school and in class by this time. Yard supervision occurs in the main yard and junior primary playground from 8:20.

10:30am  Recess

10:50am  Middle learning session commences

12:30pm  Lunch eating time

12:40pm  Lunchtime

1:20pm  Afternoon learning session commences

3:00pm  School finishes. Students are not permitted to remain in classrooms from this time. Yard duty supervision commences in the main yard and junior primary playground.

3:20pm  Yard supervision finishes and any students in the yard without parent supervision are taken to the front office and contacts phoned.

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

END OF TERM DISMISSAL

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

ATTENDANCE

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

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

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

COMMUNICATION

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

Our Highbury Skoolbag app contains current information such term calendars, class, volunteer, policy and newsletter information. It is constantly being updated and is often used to send reminders/alerts to the school community around events. The ALERT function has been very useful in the past, notifying the community instantly of important information. We highly encourage each family to download it. If you do not have a ‘smart’ phone, the app is also available on the school website: http://www.highburyps.sa.edu.au/
PARENT NOTICE BOARD
The parent notice board located outside the main entrance of the Main Building and the West end of the Home Base Building and is used to share a range of community information notices. Copies of notices and the fortnightly (odd weeks) newsletter are also located outside the finance office.

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

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

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

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

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

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

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

OSHC
Out of School Hours Care is available at Highbury during term time at the following times.
- 7:00am – 8:30am
- 3:00 pm– 6:00pm

Phone: School on 8264 6311 (8:30am – 4:00pm) or directly on 0411 135 390.

1 PAYNE ST, HOPE VALLEY SA 5090 PHONE: 8264 6311 FAX: 8396 1701
Email address: dl.0596_info@schools.sa.edu.au Web site: www.highburyps.sa.edu.au
SCHOOL FEES
Statements are issued in January. Payment may be paid in full at the beginning of the new School year or by instalments pre-arranged with school Business Manager or Principal. Credit card and EFTPOS services are available. Payments by Direct Debit & by instalment are available.

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

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

STUDENT AND STAFF RESPONSIBILITIES

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<tr>
<th>IN OUR SCHOOL COMMUNITY WE BELIEVE EVERYONE HAS THE RIGHT AND SHOULD RESPECT THE RIGHTS OF OTHERS:</th>
<th>STUDENT’S RESPONSIBILITIES</th>
<th>STAFF’S RESPONSIBILITIES</th>
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| 1. To feel and be safe                            | Know, understand and follow School Rules  
- Resolve conflict without using violence  
- Ask for staff members’ help when unable to resolve conflict  
- Report any sexual/racist or continuing harassment of any kind to a staff member  
- Know and understand grievance procedures | Clearly explain/display school rules, grievance procedures  
- Consistently implement consequences for appropriate/inappropriate behaviour  
- Discuss alternative behaviour with students who break the rules  
- Monitor/assist behaviour change | |
| 2. To be accepted as an individual and treated with care, fairness and respect | Recognise that everyone has the same rights  
- Accept others regardless of race, colour, sex, age or impairment  
- Treat others in a caring and considerate manner – free from harassment (verbal or physical)  
- Be responsible and accept the consequences for own behaviour | Model appropriate behaviour  
- Structure activities to develop the qualities of empathy, tolerance, respect and self- responsibility  
- Share time and resources fairly between students  
- Establish and develop positive teacher – student relationships |
3. To express opinions/ask reasonable question, without fear of put-downs
   - Listen to the opinions of others
   - Accept that everyone has the right to his/her opinion even if it differs from own
   - Value/accept/encourage differences
   - Provide activities that encourage students’ contribution

4. To experience success and be able to work without disruption from irresponsible behaviour
   - Do your best
   - Accept mistakes as a valuable part of learning
   - Know, understand and follow Class Rules
   - Accept the consequences of behaviour
   - Structure success for each student
   - Develop classroom rules cooperatively
   - Make clear the consequences for responsible and irresponsible behaviour
   - Set realistic expectations
   - Choose activities which are relevant, meaningful and approachable
   - Focus on students’ efforts and achievements.

5. To make decisions:
   - School/class based
   - Personal
   - Use the appropriate means to express opinions e.g. class discussions, meetings, Student Representative Council
   - Accept and follow the decisions made
   - Explore choices and the possible consequences
   - Be committed to the learning choices made
   - Accept the consequences of decisions
   - Maintain and support Student Representative Council
   - Provide regular opportunities for class discussions/meetings
   - Structure activities which help students to develop and practise skills in conflict resolution, problem solving and decision making
   - Value/provide for democratic participation of student.

6. To respect personal property
   - Take care of belongings
   - Remember that valuable personal items should be left at home
   - Ask for permission to use the property of others
   - Take care of others’ property and return it after use
   - Model appropriate behaviour
   - Establish/monitor routines for use and storage of equipment/belongings

7. To be in a clean, orderly and attractive environment
   - Place all litter in bins
   - Report breakages or damages
   - Care for all school property e.g. buildings, yard, fences, trees, equipment, classrooms, books, furniture
   - Care for all natural environment
   - Follow school/class organisational routines and procedures
   - Ensure school rules are followed consistently
   - Structure activities which help students develop an understanding and appreciation of their environment
   - Establish and maintain organisational routines/procedures

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

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

ILLNESS

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

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

To keep staff and students safe the following DECD medical requirements are in place:
Medication that needs to be taken three times per day can be taken **before** and after **school**, and **before** bedtime, therefore it does not need to be brought to school at all.

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

NOTIFIABLE DISEASES:
(As defined by DECD regulations)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Junior Primary Borrowing: 8.40am – 9.10am
Loan period: 2 weeks
Borrowing limit: 3 items
Please provide a library bag.

Primary Borrowing: 1.20pm – 2.10pm
Loan period: 2 weeks
Borrowing limit: 6 items

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

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

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

MOBILE PHONES

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

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

NEWSLETTER

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

EXCURSIONS/INCURSIONS/CAMPS

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

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

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

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

The canteen is open at
08.30 am – 9.30am Ordering Lunches
   The bag has ample space for the name of the student, his/her room and teacher and the order.
   Money is placed inside the bag.

10.30 am – 10.50am Recess
   Fruit and a variety of chips, custards, milk and juice drinks are available.

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

12.40 pm – 1.20pm Lunch (sold at counter)
   Fruit, chips, custards, milk drinks, juice drinks and ice blocks are available.

LOST PROPERTY

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

PARKING

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

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

DISABILITY PARKING: are clearly marked.

BIKES

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

WE RECOMMEND: a chain and lock be used and a description along with the serial number be kept in a safe place in case of theft. Helmets are required by law.
SUNSMART
The aims of being Sunsmart are to promote among students, staff and parents:
- positive attitudes toward skin protection.
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- personal responsibility for the decision making about skin protection.
- awareness of the need for environment changes in schools to reduce the level of exposure to the sun.
- encourages students to play in shaded areas.

School hats are to be worn in terms 1 and 4.
Hats are available from Totally Schoolwear uniform shop or from the school office for $12.00.

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

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

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

A NUT AND EGG AWARE ENVIRONMENT

We have children in our school with a life-threatening food allergy (anaphylaxis) to nuts and eggs. This is a medical condition that causes a severe reaction to specific foods. Although this may or may not affect your child’s class directly, we want to inform you so that you send foods to school with your child that are free from peanuts, nut products and raw eggs.

WHY WE ARE A NUT & EGG AWARE ENVIRONMENT

We currently have children who have anaphylactic reactions to nuts and eggs. Anaphylactic reactions can be triggered by contact, ingestion or inhalation. There is also a huge concern in regard to contamination of equipment whether this be play equipment, desks or other classroom materials.

Eg. If a child was to eat a peanut butter or Nutella sandwich, have some on their hands and touch the play equipment, an allergic child touching the same equipment could suffer an anaphylactic reaction. The resulting medical emergency could have been avoided.

Two of the hardest things for a parent of an anaphylactic child to do is:
1. Send their child off to school and try to allow them to have as normal a childhood as possible.
2. Getting other people to believe just how real and fatal this allergy can be. Often other people believe that the parents are over-reacting and are neurotic.

Unfortunately, when you have an anaphylactic child you can never afford to be blasé.

We are requesting that families try to understand this situation and comply with our request that you do not send foods to school that contain nuts and raw eggs. We see this as another opportunity to show our concern and care for others within our school community.