

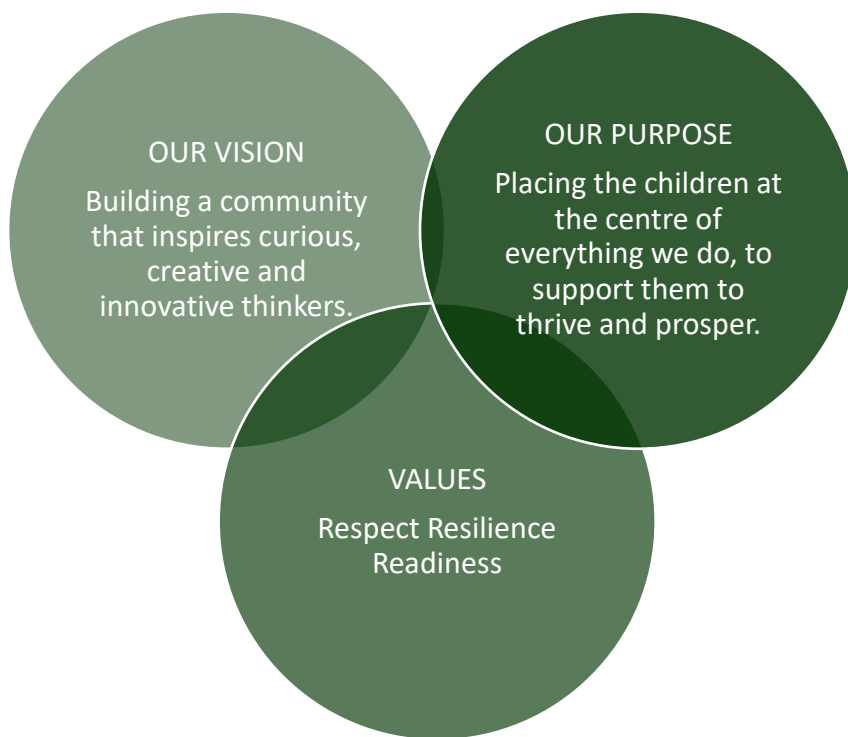


PARENT HANDBOOK

Information to support families as your child starts school

Jervois Street Glenelg North
www.sleonrdsp.s.sa.edu.au
dl.admin.0391@schools.sa.edu.au

Office: 8294 9811
Canteen: 8294 7893
OSHC: 8294 1990



Welcome

St Leonards Primary School is located on Kaurna land. We acknowledge the traditional owners and we pay our respect to the custodians of the land on which we live and learn. Our school of 360 students is located 11kms from Adelaide and is close to the beach and excellent local facilities.

St Leonards Primary School has a strong and proud history of success. As educators, we are committed to the educational and social development of our students, aiming for each child to reach their full potential.

Rich opportunities are provided to our students to grow as individuals and to excel in a range of extra curricula activities including sports, arts, community activities and student voice. The years of fine academic tradition continue to be reflected in our achievements with consistently high grades in national tests.

Parent participation at any level in the school is greatly valued by us as it enhances the quality of the educational programs and to that end, I urge you to consider taking an active role, no matter how small, in some facet of school life.

At the same time, we are interested in continuous improvement and if you have questions or suggestions for improvement, please communicate with us.

Corey Mudie
Principal

School Organisation

School Hours

If arriving to school before 8:30am, parents/carers must book their child/ren into OSHC (Out of School Hours Care) for supervision.

8:30am	Yard supervision begins Library borrowing open
8:45am	Classrooms open
9:05 – 9:55am	Lesson 1
9:55 -10:45am	Lesson 2
10:45 – 11:05am	Recess
11:05 – 11:55am	Lesson 3
11:55 – 12:45pm	Lesson 4
12:35 – 12:45pm	Eating time
12:45 – 1:25pm	Lunch play
1:25 – 2:15pm	Lesson 5
2:15 – 3:05pm	Lesson 6
3:05pm	Dismissal Library open
3:15pm	Yard supervision and library borrowing finishes

The school bell plays music to announce breaks and the beginning and end of the day.
Music is also played to indicate 'half lunch' for staff to changeover duty.
Early dismissal occurs at 2:05pm on the last day of each term.

School Fees

Governing Council approve the materials and services charge annually.

For the convenience to families, we use the Qkr! App for payments, such as school fees, camps and excursions and canteen orders. Alternatively, the finance office is open for payments each morning from 8:30am.



Confidential financial assistance is available to families, if required. The finance officer can help with creating a payment schedule. Also, if you're a low-income family with school age children, you can get financial help with materials and services charges through the School Card scheme. School Card can be applied for online, [SA.GOV.AU - School Card scheme](https://www.sa.gov.au) (www.sa.gov.au) or forms are available from the finance office.

Family Communication

At St Leonards Primary School effective communication and collaboration builds positive partnerships and learning experiences for students. Here is a brief outline of different ways to communicate with us.

Phone

Used by parents to notify the school about absences, changes in contacts or circumstances, request an appointment or communicate an urgent message to their child.

Website

First place for families to gather school information, event updates and relevant school forms. The term planners are a helpful feature of the school website.

Seesaw

Families can message teachers directly with non-urgent information or questions.

Newsletter

The school community are kept up to date three times a term with past and present events, school or class initiatives.

Email

dl.0391.admin@schools.sa.edu.au

Family Details

It is important that families inform the office of any change of details e.g. new address, phone number, emergency contacts. This can be done by completing the 'Change of Details' form on the school website under the 'Parent Information' menu or by emailing the office at

dl.0391.admin@schools.sa.edu.au

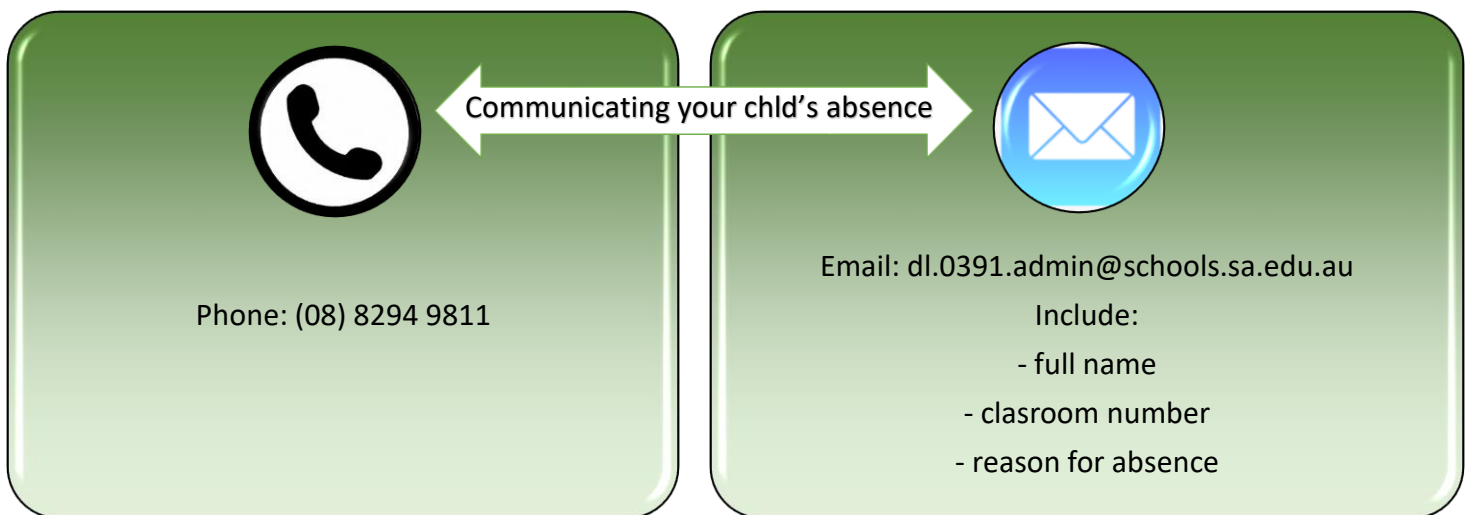
Attendance

In line with the Education and Children's Services Act 2019 parents/carers must:

- Ensure their child attends punctually on every school day.
- Provide an explanation to the school whenever their child is absent. Formal letters will follow, if no reason is provided.
- Where appropriate, apply for an exemption when they wish to take their child out of school, such as for a family holiday. **Exemption forms** are available on the school website.
- Work with the school on intervention strategies to improve attendance.

Late arrivals/early departures:

Parents/carers sign their child in or out from the office with reason.



Birthdays

Birthdays are acknowledged as a special occasion for all students at St Leonards Primary School. As a school we choose to celebrate birthdays for students in classroom friendly ways.

We support Right Bite strategies to promote healthy eating and inclusive practices for all children and young people with food allergies and intolerances.

As part of our Right Bite strategy we ask that you please do not bring in any sort of cakes or lollies for sharing with classmates. Teachers are unfortunately no longer able to accept and/or distribute sweet food treats or birthday gifts to the students, as it is against this policy.

Celebrations will continue to occur in classrooms for the students on their birthday, with the school and teachers managing these in the classroom.

Uniform

Governing Council has the right to determine a school's uniform policy.

We believe wearing a school uniform:

- promotes school pride and belonging
- provides appropriate attire for school activities
- makes students easily identifiable at school and during excursions.

Our uniform can be purchased through Noone online:

<https://www.noone.com.au/school/st-leonards-primary-school/shop>

The shop is located at Shop 4/378 Goodwood Road, Cumberland Park. Fitting appointments can be booked and items can be collected from the shop or delivered to the school office.

Broad brimmed hats are required to be worn all year for all outside activities. Please refer to the website for the school's [Uniform Policy](#) for details.

Health and Medication

Children with a medical condition that require the administration of medication during the school day or camp, must have a Health Care Plan signed by a doctor and a parent must be on file at school.

The Health Care Plan is required to be updated annually by the child's doctor. Office staff will notify you prior to the plan's review date and/or expiry of medication.

The school can provide parent/carers with the necessary forms to be completed and signed by both parent/carer and the child's doctor, on request.

Medicines

A Health Care Plan is required for all medication, **including over the counter medication**, and must have a chemist label clearly stating the student's name and dosage. Under no circumstances may medication be stored in the child's school bag. All medication must be stored in the office.

Sick or injured Children

Parents/carers are contacted if their child becomes sick or injured during the day and are unable to continue being at school due to illness or injury.

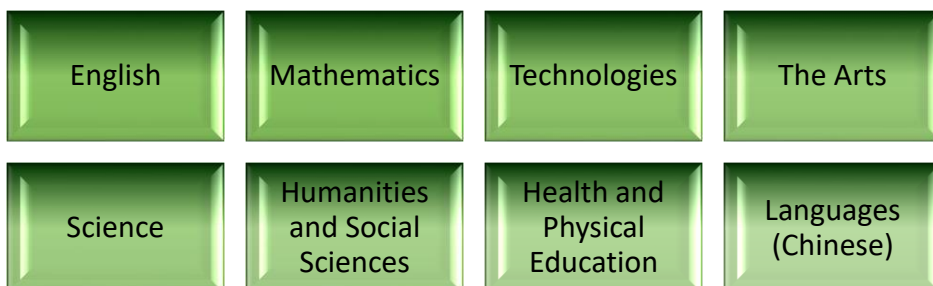
Should your child be injured, the following actions are taken:

- If the injury is minor, such as cut knee or blood nose the child is treated by staff.
- For any head injury, whether minor or more serious, the parent/carer will be contacted.
- If the injury is more serious, the school will immediately try to contact a parent/carer.
- Medical assistance will be sought if necessary.

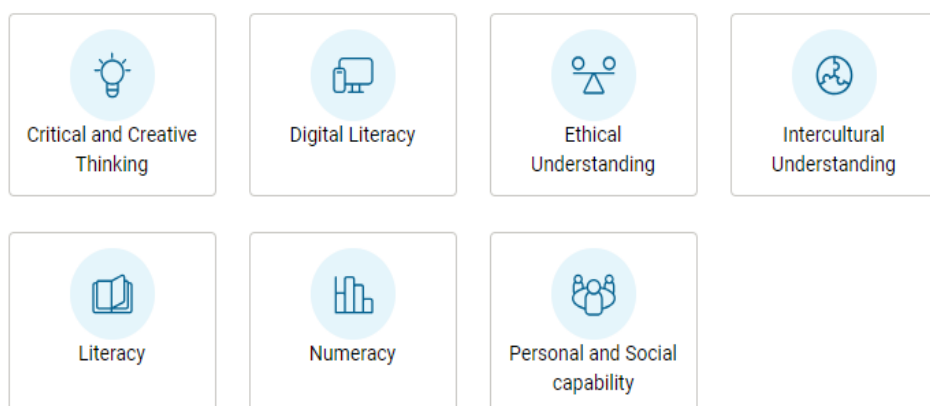
Curriculum

The Australian Curriculum sets the learning goals for all students as they progress through their school life. It aims to develop successful learners, confident and creative individuals, and active and informed young people who are ready to take their place in society.

The Curriculum is three dimensional and includes 8 learning areas, 7 general capabilities and the 3 cross-curriculum priorities. These include, Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia and Sustainability.



General capabilities describe the knowledge, skills, behaviours and dispositions that children need to live, learn and work successfully in a changing world.



Keeping Safe: Child Protection Curriculum

The Keeping Safe: Child Protection Curriculum is mandated in all Department for Education preschools and schools. It is taught at every year level by teachers who have completed the full day KS:CPC training course. More information can be found at [Keeping Safe: Child Protection Curriculum information for parents and carers](#)

Camps and Excursions

Camps or excursions support and enrich a range of curriculum areas and provide deep learning experiences to children in a variety of environments. These activities are designed to be inclusive, accommodating all students, including those with individual needs. Registered volunteers are required to meet the supervision requirements for these events.

Assemblies

Assemblies are held throughout each term in the hall on Fridays from 9:00am. Families are encouraged to be part of the audience so students can showcase their learning. Assemblies provide a purposeful reason for students to demonstrate their public speaking skills. Throughout the year we also host events assemblies, such as the Book Week Parade and Remembrance Day.

Library

All classes borrow from the library weekly. Class teachers inform families of their child's library day in the first few weeks of the school.

Mobile Phones and Devices

The Department for Education's policy requires all students at all department schools to **keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.** While at school students store their device in the classroom or office safe. The school's [Mobile phones and personal devices policy](#) provides further details.

ICT and Internet

We are committed to providing a cyber-safe learning environment to all students by providing:

- 1:1 device (laptop) for all Year 2 – 6 students
- 1:2 devices (iPad) to Reception – Year 1 students
- the Department for Education's filtered internet service (SWiFT)
- cyber safety programs to students and families

The school's [ICT and Internet agreement](#) provides further details.

Media and Photographs

Written consent is required when taking photographs and videos of all children and young people.

The responsibility of the school is to ensure that appropriate consent is received when photographs and videos of students, children and adults is intended to be distributed. As a school community we discourage the taking of photographs or videos in a group or individually without written parent or guardian permission.

Highlights of major whole school events will be captured by the school and available via Seesaw.

Student Wellbeing

Our approach to student wellbeing is a holistic one and guided by our school values; it is embedded in everything we do. We take pride in our reputation as a welcoming, friendly, child-centered learning community. Our programs build resilience, emotional intelligence and a growth mindset.

A culture of wellbeing in our school promotes:

a welcoming school that demonstrates respect, values diversity and inclusion

developing positive relationships with all community members to promote belonging and wellbeing

explicitly teaching positive behaviour and social and emotional skills through all curriculum areas

empowering students to be actively involved in their own learning and wellbeing

partnering with families and support services, as needed, to support student learning, safety and wellbeing.

Behaviour Support

Our school's Behaviour Support Policy aligns with the Department for Education. Children's behaviours fall along a continuum ranging from safe to unsafe. All along the continuum, behaviour support is proactive, consistent, responsive and tailored to the child's needs.

We support the safe inclusion of children in learning with these actions:

promote a school wide behaviour approach such as the Zones of Regulation

create predictable structures and routines in the learning environment and display expectations

teach children self-awareness, self-management, social awareness and social management

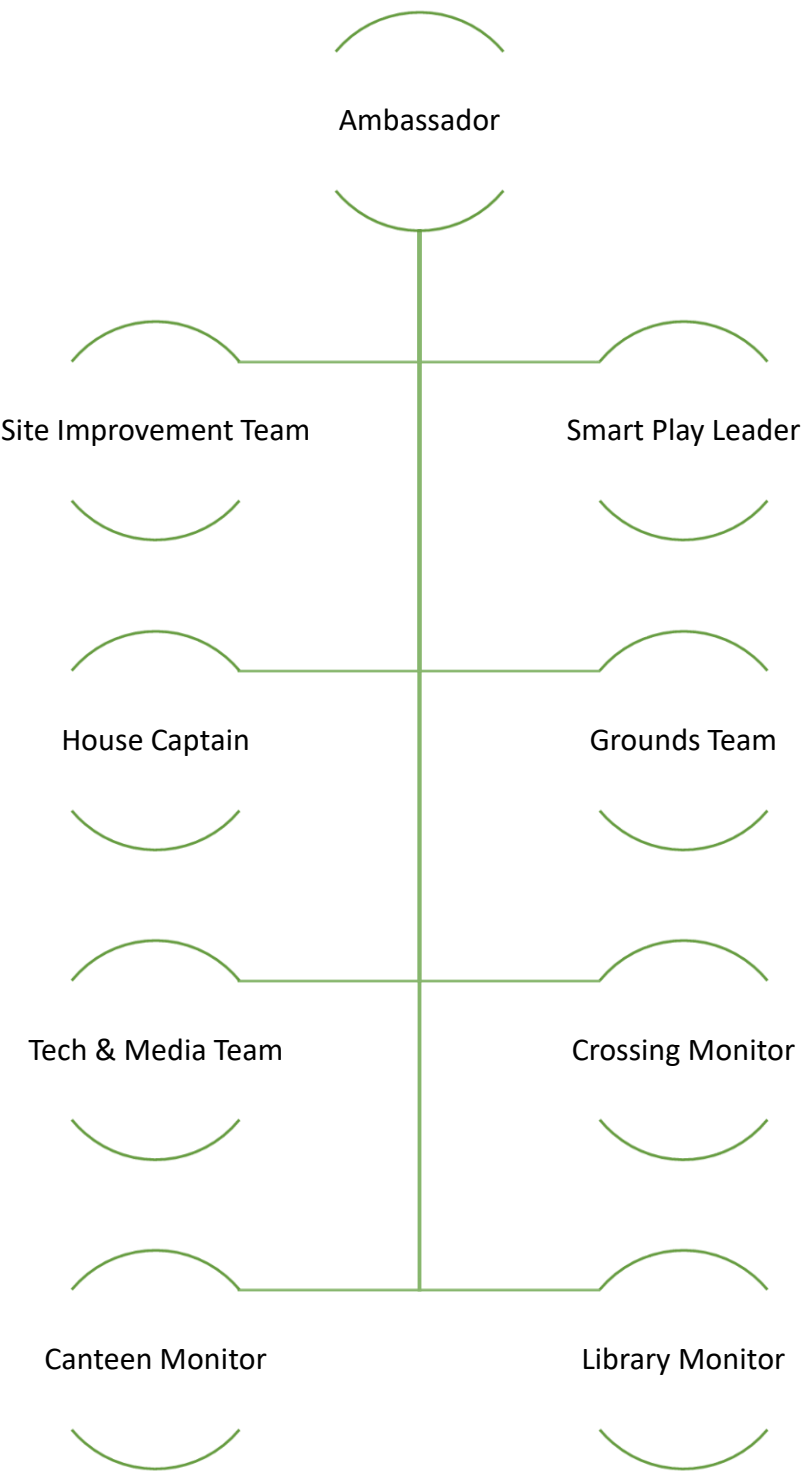
use proactive strategies to co-regulate children in their classroom setting to prevent behaviours of concern

withdrawal spaces are provided for children as needed. These spaces are supervised by an educator

partnering with families, department and external services to support student learning, safety and wellbeing

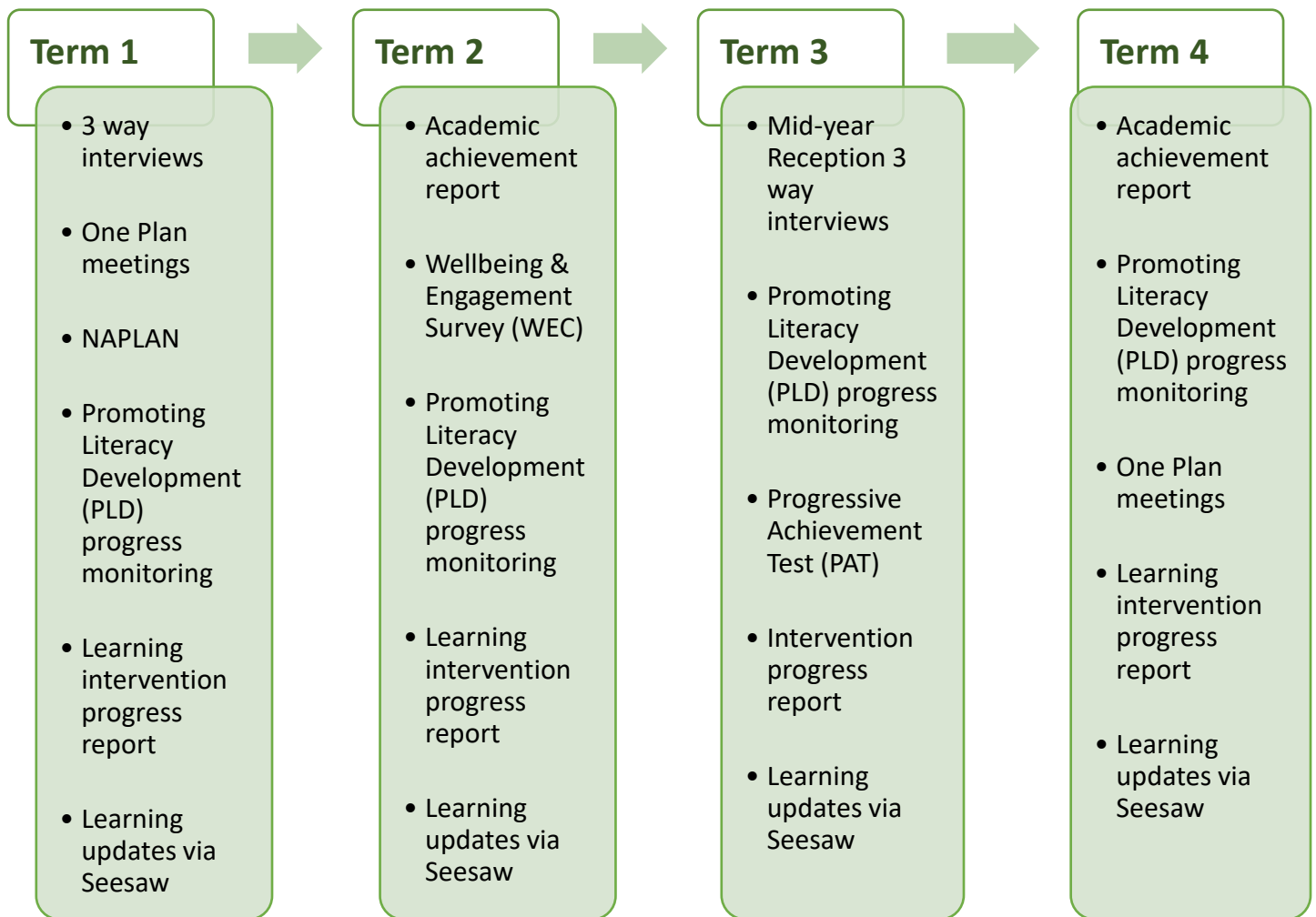
Student Leadership

Student Leadership is a vital aspect of education that fosters personal growth and community involvement. We pride ourselves on nurturing student leaders to equip them with essential skills that extend beyond the classroom. In the senior years a range of student leadership opportunities are available, such as:



Assessment and Reporting

We provide a range of forums to report and assess the students' learning journey. Here are some of the ways we assess and report.



3-Way Interviews

Parents/carers, teacher and student interviews are held in the first term of each school year. They are also offered to families in Term 3. Interim meetings can be arranged by either families or staff throughout the year, as required.

Seesaw

Seesaw is a secure communication and learning platform that provides continuous visibility into the student's learning journey to support and celebrate learning. All classes use Seesaw to provide meaningful connections between families and the classroom, allowing families to view their child's work on any device. Seesaw includes a robust messaging solution, which enables two-way communication and announcements.

Progressive Achievement Test (PAT)

Progressive Achievement Tests (PAT) are a series of standardised assessments designed specifically to provide objective, norm-referenced analysis of students' skills and understandings of key subjects to their teachers, usually through planned instruction. Students from Years 1-6 complete the PAT test for Mathematics, Reading and Spelling.

PLD

We use the program called Promoting Literacy Development (PLD). PLD provides an Australian, evidence-based approach to Structured Synthetic Phonics (SSP) for primary school educators. Aligned with the Science of Reading, PLD's SSP approach extends from the junior primary years through to upper primary years, facilitating a whole school approach.

Learning Support

Withdrawal support, on a needs basis, is available to students for areas such as Literacy, Numeracy and Wellbeing. Teachers identify students requiring learning intervention and work collaboratively with support staff to provide personalised learning plans for students. Families receive ongoing communication regarding their child's inclusion and progress in the program.

Learning Support	MiniLit - Year 1 and 2 Literacy intervention
	MacqLit - Years 3 to 6 Literacy intervention
	QuickSmart - Years 4 - 6 Numeracy intervention
	What's the Buzz - Wellbeing intervention

Out of School Hours Care (OSHC)

St Leonards Primary School OSHC provides care for children in a safe and welcoming environment. The service also provides essential respite and occasional care in accordance with priority of access guidelines. OSHC is open before school from 7:00am and after school until 6:00pm. Care is also available on Pupil Free Days and during school holidays (Vacation Care). Visit [St Leonards Primary School website](#) for fees and enrolment information.

Bike Shed

Students who ride their bike or scooter to school must store it in the bike shed located near the Russell Street entrance. The bike shed is locked after the 8:45am bell and reopened at the end of the day. Bikes left unattended at the end of the day will be locked in the shed overnight.

Extra Curriculum



After School Sport

Students can join a variety of after school hours sports, such as soccer, netball and tee ball.

Registered volunteers play an essential part of coaching and managing teams.



Choir

Year 5 and 6 students can join the school Choir.

The choir perform annually at various performances throughout the year, including the Festival of Music at the Festival Theatre.



Instrumental Music

Students can join Department facilitated music programs, such as Beachfront Hub Band at Brighton Secondary School.

Private Music Teachers offer lessons at school in keyboard, voice and guitar.

Volunteering

Volunteers are an asset to our school. They help in many ways such as in the canteen, sport coaches and managers, reading with students, supervising during camp or excursions and being a Class Representative. Volunteers must have all required clearances to work with children. Visit [Volunteer process](#) on our website for details. Alternatively please contact us directly.

Governing Council

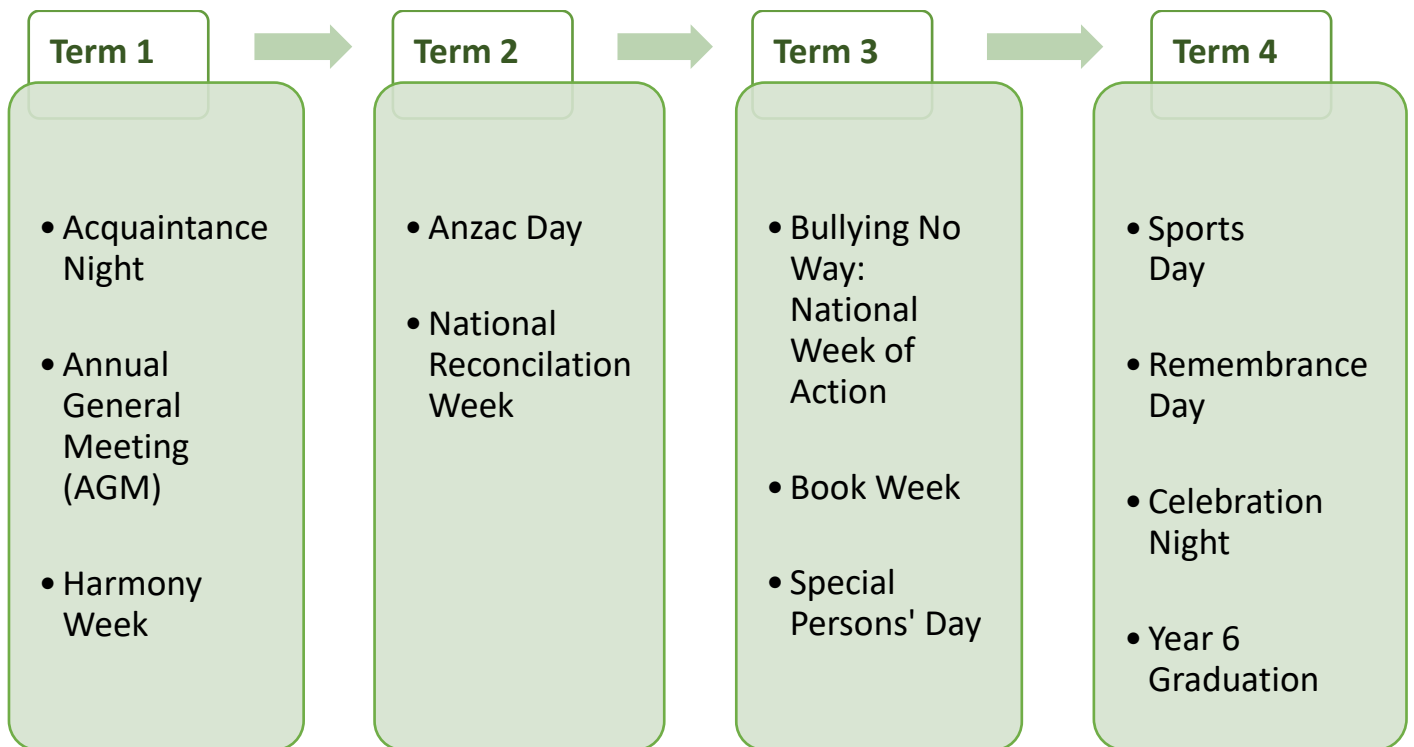
The Governing Council consists of up to 16 parents who work with the principal to assist with the direction and further development of the school. Meetings occur twice a term on a Tuesday night in Week 3 and Week 8. The Governing Council involves parents and the wider school community in decision making to ensure that the educational, cultural and social needs of the community are considered.

Election to the Governing Council occurs annually at the Annual General Meeting (AGM). Details of the AGM are communicated to all families in early Term 1. All parents/carers are invited to join one of the several sub-committees. The sub-committees also meet each term to drive school improvements in the nominated area.

Canteen

The school canteen operated by the Governing Council provides students with a variety of healthy food options and is operated by the canteen manager, and parent volunteers. The canteen opens Tuesday to Friday. Food and drinks are available for purchase during recess and lunch. Lunches are delivered to the classroom by student monitors. Orders can be placed through the Qkr! App by 9:00am (no late orders accepted). The price list is available on the website.

School Community Events



Starting School

Starting school is a significant milestone for both children and their parents/carers. At times, learning can put us outside our comfort zone while we face new challenges. We want to demonstrate perseverance, to ensure students can become independent learners.

Here are some tips to actively supporting your child's educational journey:

Foster open communication: Regularly check in with your child about their school day.

Establish routines: Consistent routines can help your child feel secure and prepared for the day. Set aside time for homework and organising their school supplies together.

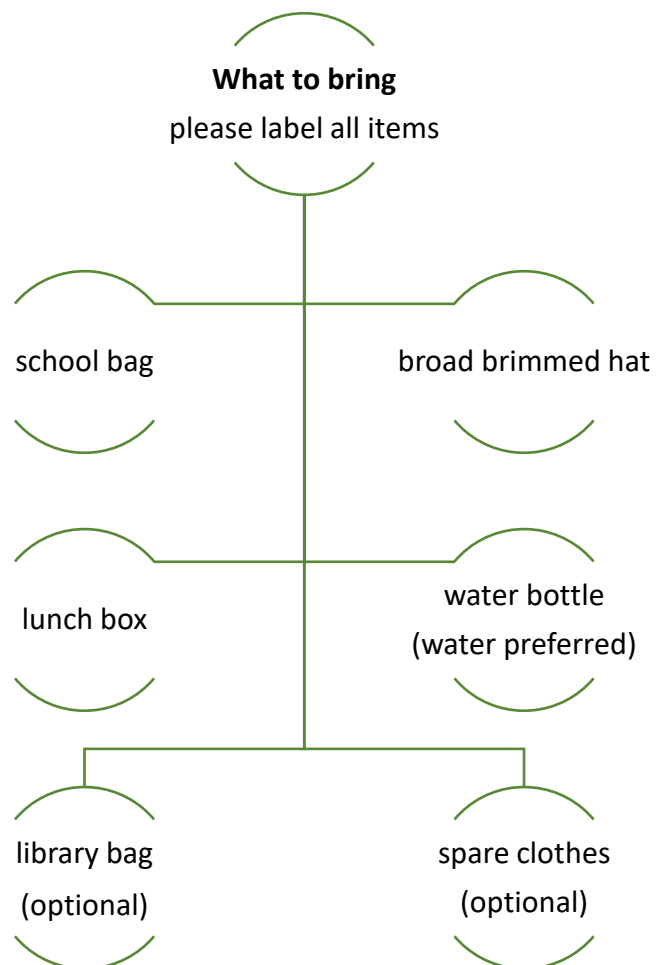
Encourage social connections: Help your child to build friendships by providing opportunities for your child to also make connections with peers outside of school.

Promote responsibility: Encourage your child to carry their school bag, pack their lunchbox, and manage their personal belongings.

Be involved: Attend school meetings and events and/or volunteer.

Celebrate achievements: Acknowledge your child's efforts and successes, no matter how small.

Prepare for transitions: Talk about upcoming changes, such as a new school year. Preparing for change can ease anxiety for children and adults.



Reception to Year 2 students will receive a school reader folder with their enrolment. This is used for notes, homework and books.



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