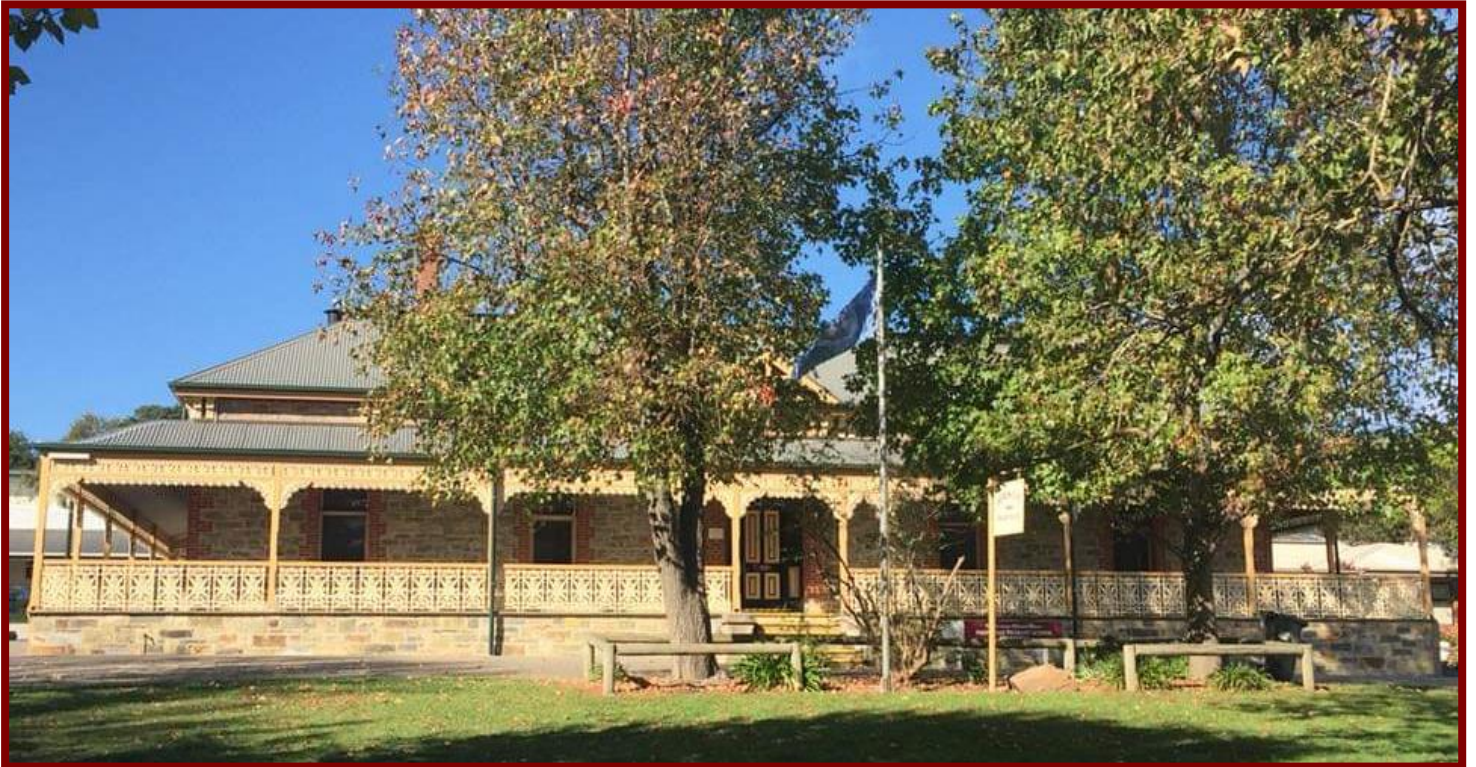




# Birdwood Primary School



## Information Handbook

VALUES: RESPECT, RESPONSIBILITY, RESILIENCE & CHALLENGE

P: (08) 85685329  
F: (08) 85685284  
E: [dl.0547.info@schools.sa.edu.au](mailto:dl.0547.info@schools.sa.edu.au)  
W: [www.birdwoodps.sa.edu.au](http://www.birdwoodps.sa.edu.au)  
OSHC Phone: (08) 85685727



Government  
of South Australia  
Department for Education

# Birdwood Primary School Staff List

<b>Cassie Ackland</b>	- <b>Principal</b>		
<b>Bianca Laister</b>	- <b>Deputy Principal</b>		
<b>Leonie Feutrill</b>	- <b>Senior Leader Learning Improvement</b>		
Reception/Year 1	Tamra Mardle/ Michelle Parken	Room	8
Reception/Year 1	Kerryn Woodbury	Room	7
Year 1/Year 2	Kerry Homer/Michelle Parken	Room	6
Year 2/Year 3	De-arne Rentz	Room	4
Year 3/Year 4	Linda Keen	Room	1
Year 4/Year 5	Kathy Hodgson /Rosemarie Shearing	Room	3
Year 5/Year 6	Jodi Foster	Room	Talunga
Year 5/Year 6	Meaghan Price	Room	Talunga
Year 6/Year 7	Janine Plummer /Bev Jones	Room	Blumberg
Year 6/Year 7	Cherryl Nankivell	Room	Blumberg
Resource Centre	Rosemarie Shearing	Resource Centre	
PE/Art/Music/Drama	Jill Mundy	Room	28
PE	Jye Wootton	Gym	
LOTE - German	Birgit Ferguson	Room	44
Pastoral Care Worker	Sam Sacshe	Room	13

SSO's	Jude Cotton	Business Manager
	Alison Topham	Front Office
	Wendy Greer	Classroom Support
	Sue Green	Kitchen Specialist/Classroom Support
	John Varney	Groundsperson
	Nick Gibbs	Computer Technician
	Julie Erwin	Classroom Support/Farm Day Liaison Officer
	Jill Ozols	Garden Specialist/Classroom Support
	Joanna Randell	Classroom Support/Quicksmart
	Yvette Knight	Classroom Support
	Marguerite Coad	Classroom Support
	Leanne Sleader	Classroom Support
Lisa Herrmann	Classroom Support	
OSHC	Wendy Greer	Director - Out of School Hours Care

## **FROM THE PRINCIPAL**

I would like to warmly welcome you and your family to Birdwood Primary School. Our school works to provide a rich and rewarding education for our children from Reception to Year 7.

The partnership between the parents, staff and children is paramount to provide the best possible educational opportunities for students. By working in partnership we can best assist our children in their intellectual, physical, social and emotional development.

I look forward to meeting and talking with you during 2018/19.

**Cassie Ackland**

Principal

### **At Birdwood Primary School we strive to:**

- Provide a challenging and engaging education for all students for their present time of life as well as for their future benefit.
- Provide a happy, secure and safe environment.
- Provide a creative and stimulating programme which encourages children and teachers to strive for excellence.
- Provide successful experiences for each child.
- Ensure that students gain an understanding and appreciation of different cultures and ethnic groups with emphasis being placed on respect, responsibility, resilience and challenge.
- Provide students with the qualities and attributes of a lifelong learner.

### **We believe:**

- That the interaction between teacher and children is at the heart of schooling.
- Close cooperation between home and school is vital. Teachers complement parents but do not take their place.
- All children should be encouraged to problem solve, challenge themselves, demonstrate resilience and work to the best of their ability.

## **ABSENCES**

If your child is absent for any reason, you **need** to notify the school either by **note, email, telephone** or **Skoolbag App**. Children who are absent without an explanation are reported to a DECD attendance officer. If you are going on vacation please apply to the School Office for an exemption form to fill out.

## **APPOINTMENTS**

During the year it is likely you will want to discuss issues with staff. Please contact teachers to make an appointment at a mutually convenient time and avoid talking with teachers during teaching time. Suitable times to meet with teachers are between 8.20 and 8.45am and 3.15 and 4.00pm. Teachers are not available Tuesday's after school because of Staff Meeting.

## **ASSEMBLIES**

Assemblies are held on Friday of week 3, 6 & 9 at 2.15pm in the BPS Gym. Parents will be notified of assembly dates through the fortnightly newsletter. Normally we hold 3 assemblies per term.

PRINCIPAL assemblies held every Monday afternoon at 1.30pm.

## **BEFORE SCHOOL SUPERVISION**

The school yard is not supervised until 8.25am. We request students not arrive at school until that time as there is no teacher on yard duty to handle injuries or emergencies.

## **BOOK CLUB**

The Ashton Scholastic Book Club is offered within the school. Children are able to choose books of interest and purchase them at reasonable prices. All orders are placed through the Front Office.

## **BUSES**

Students who travel on the buses are supervised by a duty teacher between the end of school and when they board their bus. It is expected that students behave appropriately on the bus, sit on seats, and follow the rules of the school. Students who consistently misbehave on the bus can be suspended from riding on it and families will be responsible for transporting students to and from school.

On the days your child(ren) is not travelling on the bus, please inform the school in writing. This will be passed onto the teacher on after school bus duty.

Bus travel is reserved for students who meet the DECD guidelines and are attending their local school. If you do not meet these guidelines and choose to by-pass your local school, your child(ren) are **not** eligible to ride on a school bus. However, you can apply annually to the Birdwood High School for permission for your child(ren) to use the bus. The buses that service our school are administered through the Birdwood High School. We, at the Primary School, cannot approve bus travel.

For students who don't normally travel by bus or want to travel on a different bus - 2 days notice is required. It is unfair to expect other students who normally ride on the bus to shift or squash up to accommodate someone who is a casual bus rider.

## **CANTEEN**

When children wish to order their lunch, they bring their paper bag, clearly marked with their own name and their teacher's name, plus their order written on the front. Wrap the money and place it inside the bag. Orders are placed by children in the blue class lunch bags. The lunch bags are taken to the canteen before 9.00am, and monitors collect the bags from the canteen and return them to the classes at 12.30pm.

A price list of items available will be sent to each family at the beginning of the year. Lunch bags are available from your child's classroom or the front office.

**Children are not permitted to leave the school grounds to buy their lunch.**

## **CAR PARKING**

For the safety of the children, parents are **not** to bring their cars into the school grounds to deliver or collect children. (By grounds, we mean **ALL AREAS** within the school boundary including the teacher's car park). Motorists are required to observe parking restrictions and speed limits.

## **CARE OF PROPERTY**

We strongly encourage all personal property, including clothing, be clearly named. We suggest valuable toys and equipment are not brought to school, if so it is at the owner's risk.

## **CHEWING GUM**

Chewing gum and bubble gum are not permitted at school.

## **CHILDREN STARTING SCHOOL**

Children are not under compulsion to attend school until they are six years of age, however, once enrolled students should attend regularly (ie each day unless sick).

## **CHOIR**

The Birdwood Primary School is part of the cluster of schools from the Torrens Valley that provides a choir to participate biannually in South Australian Public Schools Music Festival held in September. Their performance is in the Festival Theatre.

Mrs Jill Mundy is the coordinator.

We also have a Junior Choir and perform at the Hills Music Festival with other local schools at the end of second term as well as in the school.

## **CLASS COMPOSITION**

Class composition changes each year depending on the number of children at each year level. Most classes will be made up of more than one year level. Junior Primary classes are based on around 26 students and years 3-7 on 30 students.

## COMMUNICATION

Teachers regularly distribute class and school information. Our aim is to keep parents fully informed. Reception to Year 2 students, have a communication book, while Years 3-7 maintain a school diary. Please regularly check and sign your child's diary/book.

Diaries are used for

- notes to teachers
- absentee notes
- student comments
- homework instructions
- day to day reminders

All classes have a maroon Birdwood Primary School folder for notes.

- Facebook/Skoolbag

All classes have a maroon Birdwood Primary School folder for notes.

## COMMUNITY INVOLVEMENT

Presently, families and friends of the school are involved in:

- Governing Council
- Farm Day
- Library assistance
- Classroom assistance
- Sports coaching, managing
- Camps and Excursions
- Out of School Hours Care Committee
- Pedal Prix
- Kitchen and garden lessons

## CONTACTING THE SCHOOL

The school telephone number is **8568 5329** (f:8568 5284). Parents are requested not to telephone with **messages for children** unless they are **urgent**. If you have any queries or concerns, please feel free to contact the Principal who will return your call. Children are **not** permitted to use a telephone unless the matter is a **serious** one. Mobile phones are definitely discouraged, they are **not** to be turned on during school hours and are to be handed in to the front office in the morning and collected at the end of the day.

The general email address for the school is [dl.0547.info@schools.sa.edu.au](mailto:dl.0547.info@schools.sa.edu.au).

## CURRICULUM

Our school curriculum includes:-

- The Arts - Dance, Drama, Media Arts, Music, Visual Arts
- Technologies - Design & Technologies, Digital Technologies
- English
- Health & Physical Education
- Languages Other Than English - German
- Mathematics
- Science
- Humanities & Social Science

## **CURRICULUM**

Our learning outcomes are guided by the Australian Curriculum. This document is not a syllabus (set curriculum) but a set of outcomes and standards which students will work towards at their own rate. The school offers additional programs such as Stephanie Alexander Kitchen Garden Program, Read Up and Quicksmart Maths. One Plans are also used in classrooms to support student learning. i-Pads and laptops are used across the school.

## **CUSTODY**

Sensitive situations can arise involving children whose parents are either divorced or separated. The Family Court is empowered to make orders concerning custody. Such orders need to be on file. Where there is doubt the Principal will abide by the guidelines of Crown Law. The interests of the child are uppermost at all times.

## **DENTAL CLINIC**

The Dental Clinic is now operating from Modbury GPT clinic on 74258700, Mt Barker Primary School on 83910858 or Nuriootpa on 85621588.

## **DISMISSAL TIMES**

We do not dismiss students until 3.10pm. There are occasions when students are dismissed early eg. Last day of term students are dismissed at 2.10pm. When changes are made to dismissal time they will be advertised.

## **EARLY DISMISSALS / LATE ARRIVALS**

If your child(ren) arrive late they **need** to sign in the **Late Arrivals Book**. If you need to take your child(ren) out of school you will **need** to sign the **Early Dismissal Book**. If you return students from appointments you need to sign them back in to school in the **Early Dismissal Book**.

## **EARLY YEARS JUNIOR SCHOOL POLICY**

### **Intakes**

**In South Australia, Public Primary Schools have one intake date, this means**

- **If your child turns 5 before the 1<sup>st</sup> of May they can start primary school the first day of term one of that year**
- **If your child turns 5 on or after 1<sup>st</sup> of May they can start primary school the first day of term one of the following year.**

## **EMERGENCY (FIRE DRILL OR LOCK IN)**

All personnel will be immediately evacuated to the school lawn (or inside), where a roll call will be made.

Lock-ins are practiced in case of an emergency. All students would be in their classrooms.

## **EXCURSIONS AND CAMPS**

Excursions and camps are an important part of our curriculum and we encourage all students to participate in these activities. Class teachers will organise camps/excursions which support and enhance the topics being taught.

### **Year 7 Aquatics Camp**

We have a Year 7 Aquatics camp each year and we go to Murraylands Aquatic Centre at Murray Bridge. A limited number of parents attend the camp and help with supervision and preparing meals. Plenty of warning is given to parents about the camp and they can pay by instalments.

### **Other Camps/ Sleepovers**

Years 1 - 2            1 - 2 nights            \* optional - teacher's choice

Years 3 - 6            2 - 3 nights            \* optional - teacher's choice

Camps are held biannually, there is no set format for these small camps and no set venue.

### **Excursions**

Permission is updated each year for students to leave the school grounds for excursions within walking distance of the school (ie to the National Motor Museum).

Teachers may take students further afield on day excursions to suitable venues to enhance their learning with topics being covered in the class rooms. This may necessitate hire of a bus or a request for parents to help with transport. Charges may apply for this. The school budget may include subsidy towards the cost of excursions / per class.

### **FARM DAY - Sunday 15th May, 2018**

This is a very big event in our school. The success of this day depends on the involvement of parents, students and staff. The money raised at Farm Day helps to buy additional equipment for the school for student use. It is expected all families **will** be involved in Farm Day preparation and on the day.

### **FINANCE OFFICE**

Money for different purposes should be placed in sealed envelopes labelled with the child's name and room number. **Consent forms need to be enclosed with the money.** Money is taken to the **Front Office/Finance Office** where a receipt is issued directly or sent home via internal envelopes.

**The Front Office/Finance Office is open from 8.00am until 4.00pm Monday to Friday.**



## **FIRST AID**

All minor injuries and sickness are dealt with by the staff. If we feel a student is too ill to continue in class, we will contact the parent/caregiver or emergency contact by telephone. In emergencies where the family/emergency cannot be contacted the school will seek medical advice as necessary. In extreme cases we may be required to call for an ambulance. The ambulance service will send an account to caregivers. If the student is not a member of the Ambulance Service, or some other form of insurance, then a Statutory Declaration can be filled out requesting payment of the account by the Minister of Education.

## **GOVERNING COUNCIL**

The Governing Council meets approximately eight times per year commencing at **7pm in the Staff Room** and usually finishes by **approximately 8.30pm**.

The Council follows a set agenda with reports from all committees. Member of Governing Council can put forward topics they feel should be covered at the meeting.

**The Annual General Meeting (AGM) is held in Term 1** each year and all parents are invited to attend. Nominations are called and you may nominate yourself if you wish to be on the Governing Council. Members may be elected for only one year if they choose but the normal term is two years. There are positions of President, Vice President, Secretary and Treasurer and parents are elected to these positions annually. The Council is then divided into Committees and parents may choose which particular area interests them the most.

Each Committee has a Governing Council member and these Committees may vary and change as the needs of the school are met. Parents who are not on Council may be on Committees of the Governing Council.

**The Finance Committee** oversees budget expenditure on a monthly basis and provides additional information for Council on large financial outlays. It prepares draft budget proposals during November and invites budget submissions from interested groups operating within the school. It monitors bad debts, recommends school fee limits and ensures monies are expended within DECD guidelines.

### ***The Out of School Hours Care Committee***

This group is made up mainly of parents whose children use Out of School Hours Care.

### **The Farm Day Committee**

This group manages Farm Day, making decisions about programme, Farm Day assets and the timing of this special day.

### ***The Pedal Prix Committee***

This committee operates Pedal Prix.

## GRIEVANCE

It is inevitable that during the course of the year some students/families will have a grievance with another student, teacher or the school. In such cases it is important for the concern to be raised with the other person involved in an appropriate manner. When issues are raised in a proper way with the people involved, in most cases the concerns are resolved. If issues are not brought to the school, or are raised in an aggressive manner, it is unlikely the situation will be resolved. Our Staff are committed to working with students and parents to resolve conflicts and find positive solutions which support all school community members.

### PARENTS GRIEVANCE PROCEDURE

**Arrange a time to speak to the relevant teacher(s) about the problem**

Let the teacher know what you consider to be the issue.

Allow a reasonable time frame for the issue to be addressed.



Not Resolved

It is not advisable to air grievances in front of students. Please make an appointment with the Teacher to discuss major grievances so issues can be discussed in privacy and given the appropriate time and consideration.

Let the teacher know beforehand what you consider to be the issue.

Allow a reasonable time for the issue to be addressed.

If the grievance is not addressed arrange a time to speak with the Principal.

If you are still unhappy, please arrange a time to discuss the issue with the Education Director for our Partnership Group, based at DfE District Office – Para Hills 8314 4025

## HEALTH & COMMON ILLNESS

### Identified Medical Conditions:

Students who suffer with allergic reactions, asthma and epilepsy are identified on the data base. Some are identified as high priority regarding treatment required in various situations. These students are provided with update forms regularly, to be completed by the medical practitioner and family. These forms are used to update data kept on file and make sure that the treatment provided by the school is correct.

### Medication:

If a child is to take medication at school, then the medication must be in the original container with dosage instructions. This medication must be brought to the Front Office in the morning, where it will be stored for the day. Front Office personnel will supervise the taking of medication.

### Illness:

**Children who are unwell should not attend school.** Please inform the school if your child will not be attending. If a student is too ill to continue in class, caregivers or emergency contact persons will be contacted to arrange to take him/her home.

### Vaccination:

It is recommended that students are vaccinated against measles, mumps, whooping cough and tetanus.

### Head Lice:

Children are excluded until treatment with the prescribed lotion and shampoo. If you have treated your child/ren please advise the school office so other class families can be advised to check their child's head too. Head lice are very contagious and need to be checked for regularly, and the treatment must be completed.

### Illness:

For more information about exclusion times for children with common illnesses check out the SA Health website - <http://sahealth.sa.gov.au>

## HOMework

Teachers will set homework within the following guidelines, using the Homework Grid;

<b>Years R - 4</b>	could be expected to spend no more than 30 minutes 4 nights/week on homework. Reading is encouraged for all students
<b>Years 5 - 7</b>	could be expected to spend no more than 45 minutes 4 nights/week on homework.

Teachers may give homework in various forms eg reading, completing work set in class, revising, editing, collection, organising material, interviewing or watching a special television programme. If the class has more than one teacher they will organise the management of homework.

## **INTERVIEWS AND REPORTING**

It is important for parents and teachers to communicate regularly about students and their progress. Staff welcome both formal and informal meetings with parents. Written reports are provided twice a year at the end of term 2 & 4. Formal interviews are offered in term 1 and 3.

## **LEAVING SCHOOL GROUNDS**

Once students arrive at school, they are not permitted to leave the grounds. If you need your child to leave school early or leave the grounds during the day, we require a written note stating student's name, date and reason for leaving the grounds. Parents/Caregivers will need to sign students out of school via the Front Office before they leave the school grounds.

## **LATE ARRIVALS / EARLY DISMISSALS**

If your child(ren) arrive late they **need** to sign in the **Late Arrivals Book**. If you need to take your child(ren) out of school you will **need** to sign the **Early Dismissal Book**. If you return students from appointments you need to record the return time in the Early Dismissal Book.

## **LOST PROPERTY**

All belongings need to be **clearly named**. A Lost property basket is situated next to the Pastoral Care Worker's office. At the end of each term unclaimed/unnamed items of school clothing are taken to the Birdwood United Church Op Shop.

## **MATERIALS & SERVICES CHARGES**

Materials and Services charges are set by the School Governing Council. Accounts are posted home at the beginning of the school year. The school relies on payment of these fees. The fees for 2018 are \$310.00.

## **MUSIC TEACHERS**

Private music tuition is available at the school. The following teachers provide instruction in school time.

Catherine Dickeson - Piano, keyboard

Costs and bookings can be made by contacting the front office.

## **NEWSLETTERS**

The link to the **School Newsletter** is emailed home **every second Thursday (odd weeks)** to each family who have supplied us with an email address. It is also uploaded to our Skoolbag app. It is the main form of communication between the school and families and should be read carefully so that notices about school closures, school events and information are not missed. Hard copies of the newsletter will only be printed by request. Please see Alison in the front office if you would like a paper copy. Some classes also have **class newsletters** that go home at regular intervals.

## **NUT AWARE SCHOOL**

Our school is a nut aware school. Please remember not to bring the following food products to avoid possible Allergies or Anaphylaxis.

- ❖ Peanut butter and peanut paste
- ❖ Nutella spread
- ❖ Other nut pastes e.g. almond paste
- ❖ Peanut flour
- ❖ Satay sauce

## **OUT OF SCHOOL HOURS CARE (OSHC) (BEFORE & AFTER SCHOOL CARE & VACATION CARE)**

Out of School Hours Care is run by a Management Committee which is responsible to Governing Council. It operates from 7.00am - 8.30am before school and 3.10pm - 6.30pm after school. **The Director, Wendy, can be contacted after 3.00pm each day on 85685727.** Messages may also be left on the Centre's answering machine during the day. An information booklet is available for parents which includes the fee structure. Accounts are sent home each week via the school's internal mail. Vacation Care runs through the school holidays.

## **PHOTOGRAPHS**

Each year a commercial photographer is invited to the school by the Governing Council to take individual, class and family photographs. Parental consent is required for individual and family photographs to be taken. These photos are prepaid to the photography company.

## **PLACEMENT IN CLASSES**

Much careful thought goes into class formation.

Teachers consider factors like:-

- ❖ maturity
- ❖ social relationships
- ❖ age
- ❖ school starting date
- ❖ academic levels
- ❖ class gender balance

## **RESOURCE CENTRE**

The Resource Centre is a vital part of Birdwood Primary School. The Centre provides resources for parents, staff and students (Reception to Year 7).

Our Resource Teacher, provides an environment that values:

- **Literature** and the enjoyment of reading
- **Information and research skills**
- **Personal borrowing** of books is encouraged during weekly library borrowing sessions, each morning before 8.50am and every lunch time
- All students are encouraged to participate in the **Premier's Reading Challenge**.

## RESOURCE CENTRE

The Resource Centre is open Monday, Tuesday and Thursday lunch times for 20 minutes when children may borrow, play quiet games, do art and craft activities, puppetry, writing and of course, read.

Parent assistance is welcomed in the Resource Centre in a variety of ways eg book covering, re shelving or repairs and assisting students on the computers.

## SAPSASA

We are affiliated with the Hills District - South Australian Primary Schools Amateur Sports Association (SAPSASA). Our senior students are encouraged to participate in various sports events including swimming, athletics, cricket, tennis, football, soccer, netball and cross country. Information on other sports is available from the school co-ordinator throughout the year.

## SCHOOL CARD SCHEME

The School Card Scheme provides financial assistance towards the cost of materials and services charges for full-time school students of lower income families. You may be approved for School Card if your family is eligible for a **Centrelink** benefit. If approved the school receives \$229.00 towards school fees.

## SCHOOL DAY

8.25am	Yard supervision commences
8.50am	Classes begin
10.50am - 11.10am	Recess
11.10am - 12.40pm	Lessons
12.40pm - 12.50pm	Children eat lunch with teacher supervision
12.50pm - 1.30pm	Play time
1.30pm - 3.10pm	Lessons
3.10pm	Lessons end
3.30pm	Yard supervision ends

There is no supervision **before 8.25am or after 3.30pm**. There is, however, Before and After School Care available on site. Please phone **85685727** to organise bookings. Children who are regularly in the grounds without parent supervision before 8.25am and after 3.30pm can be placed into OSHC (at parent cost) for their safety.

## SPECIALIST TEACHERS

The school has specialist teachers in Physical Education, Language (German) and The Arts. All students have access to these lessons each week.

## SPORTS DAY

Each year the children participate in a sports day. The children take part in a "traditional" sports day where they are in four teams. They participate in both team games and individual events.

## SPORTS TEAMS

Students have the opportunity to be involved in quality programs in Sport and Physical Activities to prepare them for a healthy fit lifestyle in the future.

In Physical Education, students have daily fitness lessons and a specialist sports skills lesson each week.

Our school fields sports teams in Swimming, Football, Soccer, Tennis, Netball, Basketball and Long Distance Running.

The children have the choice of the following sports in Birdwood and surrounding communities:-

SPORT	CONTACT PERSON	CONTACT NO.	LOCATION
Archery	Barb Hansel	0425 161 789 82624905	Birdwood
Ballet	Birdwood Institute <a href="mailto:info@birdwoodinstitute.org">info@birdwoodinstitute.org</a>		Birdwood
Cricket	Leanne Gladigau	8395 1639	Birdwood
Drama	Torrens Valley Community Centre	8389 1711	Gumeracha
Football	Trevor Schutz 0419844064	8568 5360 club	Birdwood
Karate	Wendy Greer	0407 838 950	Birdwood
Little Athletics	Ronda Parker (Torrens Valley)	8352 8133	Birdwood
Netball	<a href="mailto:netball@gumeracha.com.au">netball@gumeracha.com.au</a> <a href="mailto:lobethalnc@hotmail.com">lobethalnc@hotmail.com</a>		Gumeracha Lobethal
Pony Club	<a href="mailto:mppc@hotmail.com.au">mppc@hotmail.com.au</a>	8568 5200	Birdwood
Scouts	Balhannah Scout Hall	8398 0388	Balhannah
Soccer	<a href="mailto:torrensvalleysoccerclub@hotmail.com">torrensvalleysoccerclub@hotmail.com</a>		Birdwood
Swimming	Woodside Swimming Centre Gawler Starplex Centre	8389 7388 8522 0622	Woodside Gawler
Tennis	<a href="mailto:craigpalfrey@hotmail.com">craigpalfrey@hotmail.com</a>	0417 569 341	Birdwood

## STEPHANIE ALEXANDER KITCHEN GARDEN FOUNDATION

Our school is part of the Stephanie Alexander Kitchen Garden National Program. The Kitchen Garden Program started in 2001 at Collingwood College in Melbourne and now operates in over 190 schools across Australia. The Program delivers pleasurable food education to students in year R-7. Students grow, harvest, prepare and share delicious fresh food, working in a beautiful, productive vegetable garden and a home-style kitchen and dining space. Specialist staff lead these classes, playing an integral role in hands-on learning for the children, while the classroom teacher-who is always present-plays the key role of integrating the Program across the school curriculum. For more information please talk to the school principal or look online at [www.kitchengardenfoundation.org.au](http://www.kitchengardenfoundation.org.au)

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

At the commencement of the school year representatives are elected from each class. They meet fortnightly to discuss issues important to students. They hold office for the year. The Principal or nominated teacher assists SRC. Senior classes assist the Junior classes in the development of class meeting skills.

## **STUDENT SUPPORT SERVICES**

Speech Therapists, Hearing Impaired Teacher Consultants, Occupational Therapists and Disability Services are provided to students and parents. Applications for assessment are made through the class teacher. Teacher's request parent consent for any out of school assessment they believe the student requires. Parents are informed when assessments are scheduled.

### **Guidance Officers**

Guidance Officers work with parents, staff and students to help resolve education issues. Students are assessed to help identify their specific learning difficulty, disability or if they are gifted and talented. Parental consent is required for referral.

### **Behaviour Support Services**

Members of this group work with the school and families to help students who are having difficulty managing their behaviour at school. Parental consent is required for referral.

## **SUNSMART**

The school is a SunSmart school and students must wear hats at school when outside. In Winter (Terms 2 and 3) students are not expected to wear hats due to recent studies of vitamin D deficiency but must wear hats in Terms 1 and 4. Hats are available from the Front Office.

## **SWIMMING**

Swimming is held in term 4 at Woodside Swimming centre.

Reception - Year 5 students participate. Costs are involved because we have to travel by bus and pay entrance to the pool.

These lessons are designed to help students to develop their aquatic skills, confidence and safety and are part of the P.E. Curriculum.

## **TERM DATES**

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<b>2019</b>	29 January - 12 April	29 April - 5 July	22 July -27 September	14 October -13 December



## **UNIFORMS**

The Governing Council actively encourage the wearing of our uniform - to develop a sense of belonging and pride and to help promote the spirit of the school. Uniforms are purchased through the Front Office.

### **Health and Safety Requirements**

It is a DECD requirement under the Occupational Health & Safety Legislation that all student's dress should meet minimum standards. This is so student's health and safety are not put at additional risk while at school.

### **Footwear**

Footwear should offer support and flexibility for the child. Laced or fastened shoes are preferred. Thongs, ugg boots and bare feet are not acceptable.

### **Hats**

Our uniform policy requires students to wear maroon broad brimmed hats for Term 1 and Term 4. **If students do not have a hat they will NOT be able to participate in the activity whether that be recess/lunch, play, Physical Education, excursions etc.**

### **Jewellery**

The wearing of jewellery to school by students is not encouraged. If student's ears are pierced they can wear sleepers or studs to school. The school will take no responsibility for lost jewellery. We ask that students do not wear necklaces to school for safety reasons.

### **Tops/Dresses**

All tops and dresses must cover the abdomen and shoulders.

### **Make-up**

It is inappropriate for students to wear make-up to school.

### **Logos**

Clothing with socially offensive, racial or drug related logos, is not to be worn to school.

Plain maroon polo shirts, girls dresses and trousers can be purchased at various clothing stores.

## DRESS CODE

### Tops

- Maroon polo shirts, t-shirts or windcheaters.
- No singlets or short tank tops

### Pants/Shorts/Skirts/Skorts

- Black Skorts, Shorts (mid-thigh length) and Pants
- Plain - not printed or patterned
- Plaid Skirts - grey, maroon and white check

### Dresses

- Maroon or red and white check

### Shoes

- No thongs, platform or high heels
- Must be suitable for PE lessons
- Sandals are acceptable but need to be changed for PE lessons

### Hats

- Bucket or broad brimmed maroon hats **(to be worn in Terms 1 and 4)**
- School Beanies - optional for winter

## **VOLUNTEERING**

Birdwood Primary encourages you to volunteer at the school. Volunteering opportunities are available in the following areas - Literacy and Numeracy with students, Library and Computing, SAKG, Please register at the Front Office. Volunteers are required to sign in at the Front Office each time they visit.

**If you would like to volunteer for camps or to work in classes other than your own child's, a DCSI clearance is required.**

## **WHOLE SCHOOL PERFORMANCE**

Once each year the whole school combines to put on a concert/performance at the end of the year.

