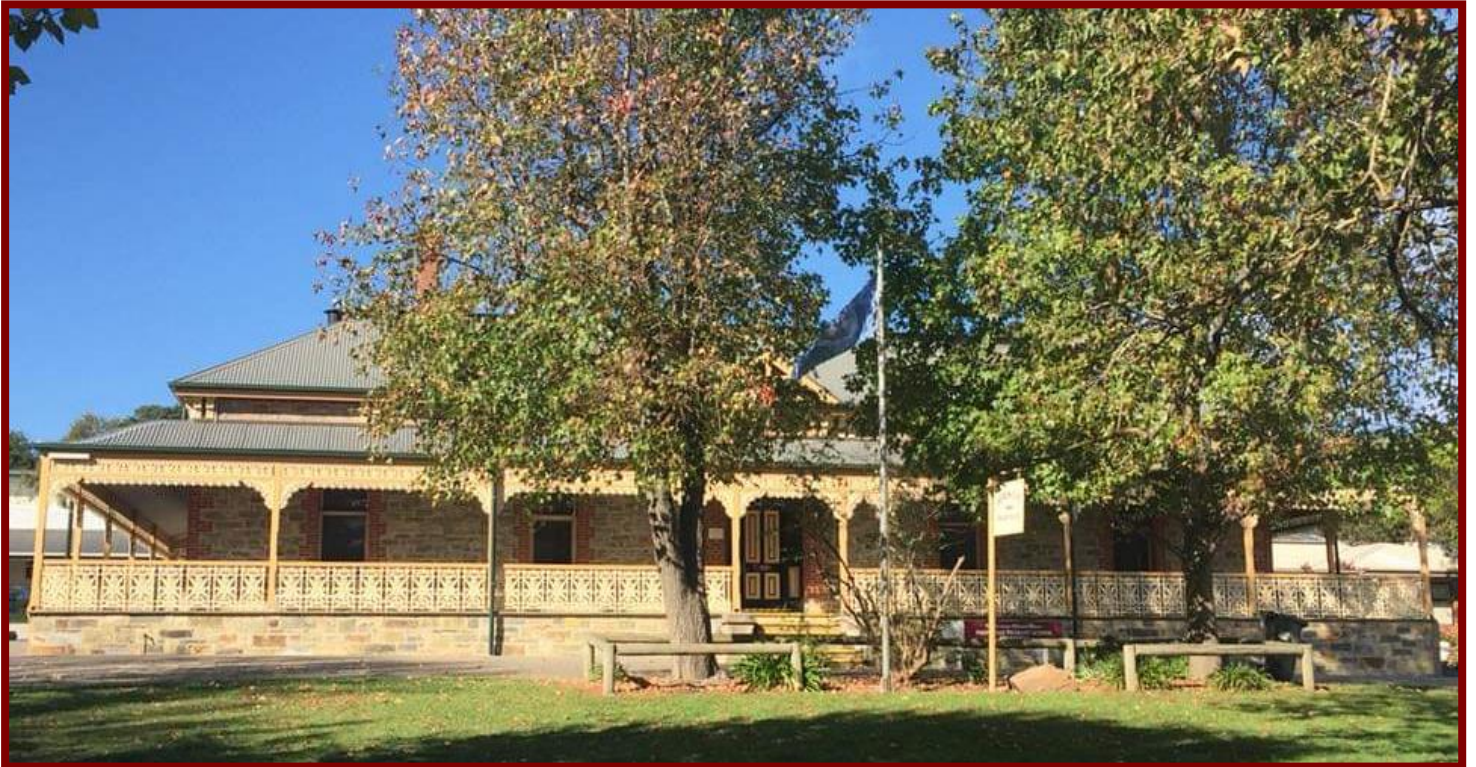




Birdwood Primary School



Information Handbook

VALUES: RESPECT, RESPONSIBILITY, RESILIENCE

P: (08) 8568 5329
F: (08) 8568 5284
E: dl.0547.info@schools.sa.edu.au
W: www.birdwoodps.sa.edu.au
OSHC Phone: 0427 912 135



Government
of South Australia

Department for Education

Birdwood Primary School Staff List

Principal	Brodie Taplin		
Deputy Principal	Michelle Othams		
Reception	Georgie Bittner	Room	Blumberg
Reception/Year 1	Kerry Homer / Lisa Herrmann	Room	Blumberg
Year 1	Linda Keen	Room	3
Year 2	Julie Erwin and Jorja Rayner	Room	6
Year 2/Year 3	De-arne Rentz	Room	4
Year 3/Year 4	Meaghan Price	Room	8
Year 3/ Year 4	Laura Pain	Room	7
Year 5	Kathy Hodgson / Billie Spencer	Room	2
Year 5/Year 6	Evonne Farrokhy	Room	Talunga
Year 5/Year 6	Cherryl Nankivell	Room	Talunga
Resource Centre/SAKG	Sue Green	Resource Centre	
Visual Arts/Music/Drama	Jodi Foster / Julie Erwin	Room	28
Japanese	Louise Hanna	Room	44
Pastoral Care Worker	Julie Randall		

SSO's	Leanne Sleader	Finance Manager
	Ali Topham	Front Office
	Sue Green	Kitchen Specialist/Librarian
	John Varney	Grounds person
	Madi Trainor	Student Support
	Melissa Rosenberg	Garden Specialist
	Jo Randell	Student Support
	Yvette Knight	Student Support
	Leanne Sleader	Student Support
	Leigh Black	Student Support
Emily Hodgson	Student Support	

OSHC	Katie Greenwood	Acting Director - Out of School Hours Care
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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 6.

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.

Brodie Taplin

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 and resilience.
- 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 to teachers, telephone or SeeSaw**. Children who are absent without an explanation are reported to a DfE attendance officer. If you are going on vacation, please fill in an exemption form.

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 8.15 and 8.30am and 3.15 and 4.00pm. Teachers are not available Tuesday's after school because of Staff Meeting.

ASSEMBLIES

Assemblies are held on Fridays of week 3,6 and 9 at 2.30pm in the BPS Gym. Parents will be notified of assembly dates through the newsletter.

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 or online.

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 DfE 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 managed 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

Qkr! mobile app. Orders to be placed before 8.30pm the night before
Please contact the front office for information.

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 can begin their first year of school if they turn 5 prior to May 1st. 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

Birdwood Primary School provide a choir to participate biannually in South Australian Public Schools Music Festival held in September. Their performance is in the Festival Theatre. Mrs Jodi Foster is the coordinator.

We have a 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 two year levels. Junior Primary classes are based on around 26 students and years 3-6 on 30 students.

COMMUNICATION

Teachers regularly distribute class and school information via SeeSaw.

Other forms of communication are our Facebook Page and email.

Early Years 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
- Kitchen and Garden lessons

CONTACTING THE SCHOOL

The school telephone number is **8568 5329**. 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 or class teacher 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.

CURRICULUM

Our school curriculum includes:-

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

CURRICULUM

Our learning outcomes are guided by the Australian Curriculum. The school offers additional programs such as Stephanie Alexander Kitchen Garden Program, High band maths intervention, Jolly Phonics Literacy intervention. One Plans are also used in classrooms to support student learning. iPads 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 our main concern at all times.

DENTAL CLINIC

The Dental Clinic is now operating from Modbury GPT clinic on 7425 8700, Mt Barker Primary School on 8391 0858 or Nuriootpa on 8562 1588.

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 (after 8:50am) 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 1st of May they can start primary school the first day of term one of that year
- If your child turns 5 on or after 1st 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 6 Aquatics Camp

We have a Year 6 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 1 - 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 forms are filled in along with the enrolment forms. This allows 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.

FARM DAY – Sunday (TBA) in May, 2024

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. **Consent forms need to be enclosed with the money.** Money is taken to the **Front Office** where a receipt is issued directly or sent home.

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 on Tuesdays weeks 3 and 7 in person and Via Teams** 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 DfE 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.

PARENTS/FAMILIES with grievance will:

- Speak only to staff, do not approach families or other children.
- Talk to the teacher/staff member about the problem at a negotiated time.
- Seek to resolve it in a way that respects the needs of those involved.
- If a grievance is not resolved - arrange a time to speak to one of the leadership team.
- If it is still unresolved discuss the issue with the Education Director.

If it is still unresolved contact the Parent Complaint Unit on 1800 677 435

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, a Medical Authority Form must be completed by a doctor/pharmacist and the medication must be in the original container with only a single dosage. 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.

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

Vaccination:

It is recommended that students are vaccinated against measles, mumps, whooping cough, tetanus and COVID 19.

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.

HOMEWORK

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

Years R - 4 could be expected to spend **no more** than 30 minutes
4 nights/week on homework.

Years 5 - 6 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.

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 2023 are \$335.00

MUSIC TEACHERS

Private music tuition is available at the school. The following teacher provides instruction in school time.

Catherine Dickeson - Piano, keyboard

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

NEWSLETTERS

The **School Newsletter** is available **Thursdays, weeks 1,3,6 and 9**. It is uploaded to our website, Seesaw and our Facebook page. 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 other important information are not missed. Teachers 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 Acting Director, Katie, can be contacted after 3.00pm each day on 0427 912 135**. 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:-

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

RESOURCE CENTRE (Library)

The Resource Centre is a vital part of Birdwood Primary School. The Centre provides resources for parents, staff and students (Reception to Year 6).

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**.

The Resource Centre is open Monday, Tuesday, Thursday and Friday lunch times for 30 minutes when children may borrow and of course, read.

Parent assistance is welcomed in the Resource Centre in a variety of ways e.g. 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.

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 \$244.00 towards school fees.

SCHOOL DAY

8.25am	Yard supervision commences
8.50am	Classes begin
10.50am - 11.10am	Recess
11.10am - 12.50pm	Lessons
12.50pm - 1.00pm	Children eat lunch with teacher supervision
1.00pm - 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 **0427 912 135** 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 Japanese, P.E 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.

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-6. 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 teach 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

STUDENT VOICE (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.

Birdwood Primary School Uniform Policy

Our school dress code is the documented standards of what's acceptable in relation to the clothing worn by students while attending our school. The dress code will describe what the 'school uniform' is for Birdwood Primary School.

The dress code adopted by our school, regardless of a student's gender identity, is flexible and allows the right of choice and gender expression. It includes the choice of clothing that considers the following:

- freedom of movement
- level of comfort
- safety
- climatic conditions
- other special circumstances (for example pregnancy or disability)

It is our belief that a dress code plays an important role in:

- promoting a positive image of the school
- creating a sense of belonging among students and the community
- supporting student safety
- ease of identification when participating in out of school activities
- making sure students are dressed appropriately for all school activities

DRESS CODE

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 a sun smart approved maroon broad brimmed hat for Term 1 and Term 4. If students do not have a hat they will NOT be able to participate in outdoor activities whether that be recess/lunch play, Physical Education, excursions etc. Maroon school beanies are optional for winter.

Tops/Dresses

Maroon polo shirts with school logo or windcheaters. No singlets or short tank tops. Maroon or red and white check dresses. All tops and dresses must cover the abdomen and shoulders. The length of dresses must be no higher than mid-thigh.

Bottoms

Children are encouraged to wear bottoms that are black in colour. The style of bottoms can be shorts, long pants, skirts and skorts. The length of shorts should be no higher than mid-thigh.

Outerwear

During the cooler months, we encourage children to wear maroon jackets where possible. We have warm, waterproof jackets available for purchase at the school. Maroon scarves and beanies are also encouraged to keep children warm in cooler weather.

Jewellery

The wearing of jewellery to school by students is not encouraged for safety reasons. If student's ears are pierced they may wear plain sleepers or studs to school. Facial and body piercings are not permitted as they pose too much of a risk to students when participating in physical activities. The school will take no responsibility for lost jewellery.

Make-up

It is inappropriate for students to wear make-up to school. In unique circumstances, the wearing of makeup can be negotiated with the Principal.

Logos

Clothing with logos (other than the school logo), are not to be worn to school.

Hair Colour

We encourage natural hair colour and discourage the colouring of hair, except for medical/cultural reasons or special celebrations e.g., sports day, crazy hair day etc

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, a Working with Children Clearance (WWCC) and Responding to Risks of Harm, Abuse and Neglect (RRHAN) are both required.

WHOLE SCHOOL PERFORMANCE

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