



PARENT INFORMATION BOOKLET



HENDON PRIMARY SCHOOL

INDEX

INTRODUCTION

Vision Statement and Curriculum	4
---------------------------------------	---

1. ATTENDANCE

1.01 School Times	5
1.02 Out of School Hours Care (OSHC)	5
1.03 Absenteeism.....	5

2. POLICIES AND PROCEDURES

2.01 Hot Weather	6
2.02 Wet Weather.....	6
2.03 School Uniform / Dress Code	6
2.04 Car Parking and Collection of Children	6
2.05 Lost Property.....	6
2.06 Travel to School by Bicycle, Scooter or Skateboard	6
2.07 Sports Day	7
2.08 Performances, Excursions and Special Activities	7
2.09 School Security	7
2.10 Homework Policy	8
2.11 School Sport.....	9

3. FINANCE

3.01 School Fees	11
3.02 Money Collection and Refunds.....	11

4. SERVICES

4.01 Resource Centre (Library)	12
4.02 Assemblies	13
4.03 Instrumental Music	13
4.04 Hall.....	13
4.05 Dental Clinic	13
4.06 Canteen	13
4.07 School Counsellor	13
4.08 Aboriginal Student Support	14
4.09 ESL Student Support (English as a second language)	14
4.10 Special Education Student Support	14
4.11 S.S.O. (School Services Officer) Support	14
4.12 Support Services	14
4.13 Breakfast Club	14

5. HEALTH AND SAFETY

5.01 Medical / Emergency Contact Information	14
5.02 Infectious Diseases	14
5.03 Immunisation.....	14
5.04 Illness at School	15
5.05 Special Medical Information.....	15
5.06 Medication at School	15
5.07 Allergy Aware Policy.....	16
5.08 Ambulance.....	17
5.09 First Aid.....	17
5.10 Custody / Access	17
5.11 Emergency (Evacuation/Invacuation) Procedures	17
5.12 Sun Protection	17



INDEX

6. PARENTAL COMMUNICATION AND INVOLVEMENT

6.01 School / Parent Communication	18 & 19
6.02 School Newsletter	19
6.03 Student Assessment and Reporting to Parents	19
6.04 School Governing Council.....	20
6.05 Parent Concerns & Complaints.....	20

7. STUDENT BEHAVIOUR

7.01 Student Behaviour Management	22
7.02 Class Behaviour Management.....	23
7.03 Bullying and Harassment	24

8. STUDENT VOICE

8.01 Student Representative Council (S.R.C.).....	23
8.02 Leadership	23

9. HENDON PLAYGROUP AND PRESCHOOL

9.01 Hendon Playgroup	27
9.02 Hendon Preschool.....	28



Introduction

Vision Statement, Values and Underpinning Principles

The Hendon school community is committed to providing quality teaching and learning by working together to create a culture of ongoing improvement. All of our students experience success in a broad, balanced, relevant and challenging curriculum that promotes 'lifelong learning.'

Values: Quality, Caring, Integrity, Equity and Creativity

Underpinning Principles:

- A challenging and relevant curriculum
- Personal best for all
- Valuing diversity
- Shared leadership and decision making
- Realistic goal setting

Curriculum

Our school provides programs based on the Australian Curriculum. It sets out the core knowledge, understanding and general capabilities important for all Australian students.



1.01 School Times

The earliest children should be at school is 8.00 am for breakfast club, or 8.30 am when teachers are on duty (unless at Out of School Hours Care, see below). Lessons begin at 8.50 am. Following 3.05 pm dismissal, staff members are rostered for supervision until 3.20 pm. School will be dismissed at 2.05 pm on the last day of each term.

School Times

8.50 am	:	Start of lessons
10.40 am	:	Recess
11.00 am	:	End of recess
12.40 pm	:	Supervised eating time
12.50 pm	:	Play time
1.20 pm	:	End of Lunch Time
3.00 pm	:	End of the school day

1.02 Out of School Hours Care (OSHC)

This program provides a safe, caring environment for children of school age whose parents/caregivers require this facility. The Out of School Hours Care Program is managed by a committee and employees who are responsible to the School Governing Council.

Fees apply, with Child Care Assistance available to eligible families.

- **Before School Care** operation from 7.00 am to 8.35 am
- **After School Care** operation from 3.00 pm to 6.00 pm
- **Vacation Care** as advertised

Further information and forms are available from the school front office.

To speak to the co-ordinators after hours, please telephone 0411 138 945.

1.03 Absenteeism

Parents must notify the school if a child will not be in class by 8.50 am. Please telephone as soon as possible after 8.30 am or send a note giving the reason for absence. Following the absence, if not already done, children must supply their teacher with a note, signed by a parent or guardian, stating the date and reason for absence. Class diaries may be used for this purpose.

Appointments during School Time

If your child has an appointment, a note must be sent and arrangements made with the class teacher. Unless special circumstances apply, children should be collected from the classroom to ensure their safety. Children must be signed out at the front office prior to collecting them.

Lunch

Children will be permitted to go home for lunch only if written permission is received from a parent.



2.01 Hot Weather

As the school is air-conditioned, the school has no policy to send children home early during periods of hot weather. However, parents, in consultation with class teachers, may collect their child/ren from the classroom early during periods of extreme heat. When the temperature reaches 35°C students are supervised in classrooms during play periods.

2.02 Wet Weather

Teachers will be in classrooms from 8.35 am on wet days to supervise children.

During play periods wet weather routine is indicated by three sirens. Children will then be supervised by teachers indoors.

2.03 School Uniform / Dress Code

All children are required to wear the school uniform/dress code (navy blue) which School Council supports for reasons of safety and economy.

From time to time, "Casual Clothes' Days" are arranged, often to support charitable organisations. These are advertised in the school newsletter and coin donations are requested from children who wish to participate.

2.04 Car Parking and Collection of Children

We seek your co-operation in adhering to the Local Council parking regulations and road rules in relation to the 25km speed limit that exists around the school when there are students on site.

For the sake of safety the school car parks are out of bounds at all times to children and we ask you to encourage them to walk around to the children's gates. There are several access gates which can be used with safety.

2.05 Lost Property

Lost property is stored in a box in the Front Office. Children and parents are encouraged to check the boxes for missing items at any convenient time.

Parents are encouraged to label all clothing so that named articles can be sorted and returned to children via the classroom.

At the end of each term, unclaimed and un-named items will be recycled or donated to a charitable organisation. Prior to this, reminders may be published in the school newsletter.

2.06 Travel to School by Bicycle, Scooter or Skateboard

Children may ride their bicycles, scooters or skateboards to school and store them in the racks provided. It is preferable to lock them in place; we cannot take responsibility if they are damaged or lost.

Bicycle, scooter and skateboard riders must dismount upon entering school grounds and are reminded that the wearing of protective helmets is law.



2.07 Sports Day

Sports Day is held annually at this school. Children are placed in House Teams and compete for the Sports Day Shield and Sportspersonship Shield. Children in the same family are placed in the same House Team.

There are four Houses:

- Green
- Blue
- Yellow
- Red

2.08 Performances, Excursions and Special Activities

These activities are planned to reinforce and relate to activities in the classroom and are a valuable part of the educational programme. They provide first hand experience and shared learning for the whole class.

Performances are arranged for the whole school, particular year levels, individual classes or sometimes small groups. This enables the children to experience music, drama and other educational presentations.

Class excursions (or incursions eg. in school activities) may include full or part day visits. Children often participate in work, related to the activity, to increase their learning from this shared experience.

Parents will be notified regarding details of the excursion and their written consent is required for their child to participate in such activities.

Children with individual, personal or medical requirements need not be excluded from these activities and are encouraged to participate. In such cases, parents should negotiate with class teachers and/or administration staff.

For financial reasons sensitivity will be shown to the number of activities organised annually.

2.09 School Security

The school is patrolled at night, weekends and holidays by police and security personnel. All key areas are covered by police security alarm systems.

Parents/caregivers witnessing any infringement on school premises should telephone:

- the **Police on 131444**
- **Police Security on 81169230**

Please also report the matter to the Principal or Deputy Principal when possible.

Hendon is part of the "School Watch" program and as such it is appreciated if parents, neighbours, students or community members contact police immediately if they are aware of any unusual occurrences at the school.



2.10 Homework Policy

At Hendon we believe that homework can be a worthwhile supplement to classroom learning.

RATIONALE

Homework is part of the learning experience that occurs outside the school and contributes to the development of responsible learning. Homework can assist in creating partnerships between the school and home, and in involving parents in the learning programme of the student.

Homework needs to be relevant, achievable, focussed on learning goals and set with an appreciation of the student's learning programme and ability. Homework can also include aspects of "work at home" that involve the undertaking of household chores and general family support.

PRINCIPLES

We believe that homework can help:

- develop responsible study habits and time management skills.
- help students understand that learning is a continuing life process that is not confined to the school environment.
- reinforce learning taking place in the classroom by allowing students to revise and consolidate concepts.
- show parents what is happening at school.

POLICY STATEMENT

By working together teachers, students and parents will ensure that all learning opportunities are supported in both the school and home environment.

TEACHER ROLES

Teachers will explain their beliefs on the role of homework at the beginning of the school year at the Acquaintance Meetings and in the Class Newsletter.

In Reception –Year 3, students can be set informal tasks that can be completed between 10-15 minutes. They are also expected to read daily. Parents are encouraged to show interest in the day's work and listen to reading. Teachers may also want students to revise or practise skills.

In Years 3-7 the recommended time allocated for homework is:

Year 4=20 minutes, Year 5 =30 minutes, Year 6/7=30-45 minutes.

Homework will be set Monday –Thursday only.

Teachers will monitor the completion of homework and provide feedback to the student.

STUDENT ROLES

Homework should be completed by the specified time, or by negotiation with the teacher. Teachers may require homework to be completed satisfactorily at school in the student's time by attending "Catch Up".

It is acknowledged that students may not be able to complete work set in the case of illness or major family activities.

PARENT ROLES

Parents should encourage students to complete set homework. They should regularly confirm that the student has attempted to complete the work to the best of his/her ability.

Parents can communicate with the teacher about homework. This may be achieved through a range of communication strategies including the Communication Book or diary, in addition to telephone, written contact or in person. The development of strong partnerships between the school and the home will foster support for the homework process to be successful.



2.11 School Sport

Fitness, skill development and sport education lessons are undertaken in our Physical Education program.

Opportunities also exist for children to be involved in a wide variety of “out-of-school-hours” sporting activities. The variety is generally limited only by the availability of suitable competitions, coaches and/or managers. These sporting activities are organised and managed by parents and/or staff members. Assistance in the areas of coaching and transport is necessary and parent support is greatly appreciated.

It is the policy and practice of sporting bodies at our school to:

- ensure that all children who want to be involved have the opportunity to participate and enjoy their sport.
- emphasise the development of skills and not “winning at all costs”.

Children are, at all times, expected to cooperate and support team coaches and managers.

Information about sporting activities is available at the office.



3.01 School Fees

School Fee Accounts

School fee accounts are sent home at the beginning of each school year. Early payment is encouraged so that we may organise and pay for all stationery requirements for the beginning of the year.

The school is willing to negotiate individual payment arrangements in cases of financial difficulty. Parents are also invited to contact the Principal where meeting other financial commitments (e.g., school excursions, incursions, etc.) may prove difficult. Assistance from the school may be arranged.

School Card Scheme

Families in financial difficulty may apply for assistance with school fees through the School Card Scheme operated by the State Government. Eligibility criteria and procedures tend to vary from year to year. School Card application forms are available from School front office. School Card forms need to be lodged at the beginning of each new year.

3.02 Money Collection and Refunds

When money is required for various educational purposes payment can be made by placing money in a named, sealed envelope and given to the classroom teacher or the Front Office staff.

Payments must be accompanied by a consent form (for school based activities) or invoice for school fees. It is, of course, particularly important that payments are properly identified.

When payment is made in person, a cash docket receipt is offered.

Payments may be made either by cheque, cash or EFTPOS. Please make cheques payable to "Hendon Primary School" and mark "Not Negotiable".

When required, change will be given to your child, but we cannot accept responsibility for its safe delivery to you.

All requests for refunds should be in writing to the School Finance Officer and should include the child's name, class and reason.



4.01 Resource Centre (Library)

The Resource Centre is managed by the Teacher Librarian and a School Services Officer
This supports students in developing :

- Information Literacy Skills to become independent, responsible, life long learners, and
- Literacy Skills by promoting children's literature as an integral and essential aspect of children's learning.

Borrowing

The material in the Resource Centre is available for borrowing by children, staff and parents. There is a wide selection of picture books, novels, magazines, DVDs and non-fiction books available.

Generally, borrowing time is for two weeks. Books may be borrowed for holiday periods other than the Christmas break. Once an item becomes overdue, children are no longer able to borrow. This restriction remains in place until the item is returned. Overdue notices are forwarded to the parents via the children. We appreciate parents encouraging students to look after their books and to become regular borrowers. Please let us know if you are unable to find the borrowed books at home.

Opening Times

Apart from the normal student use of the Resource Centre during the school day, children may use the following times for borrowing and returning of material:

8.35 to 8.50 am and lunchtimes - Monday to Friday,
and in class borrowing time.

Borrowing Amounts

Preschool—Reception	:	1 item
Years 1 and 2	:	2 items
Year 3 to 7	:	3 items

Students are encouraged and taught from the time they start school to be independent and responsible users of the Resource Centre. Resources that can be used in the Resource Centre include computers, CD-ROM, Internet, television and video.

Parents are welcome to visit the Library with their children in the morning borrowing time. Parents are encouraged to browse and use the Parent Resources Section, including magazines such as 'South Kids' and 'S.A. Kids'. Books include subjects such as child development, easier parenting, how your child can learn to read before school and Fathering from the fast lane. Many parents also enjoy borrowing and reading students' books.

We appreciate parent help with many of the tasks associated with the Resource Centre such as putting books away, tidying shelves and stamping books.



4.02 Assemblies

Please see Newsletter reminders re dates / times of assemblies.

- **End of Term Assembly**

This has an Arts focus, show casing what students have been working on in related lessons.

- **Preschool—Year 2 / Year 3-7 Assemblies**

Held on a Wednesday at 9.05am, these alternate between Junior and Upper Primary, presented by a different class each time with supporting items from designated classes.

4.03 Instrumental Music

The school provides opportunities for students interested in learning to play musical instruments. Parents who are interested in their child learning a musical instrument should contact the school for further information.

4.04 Hall

We have a hall and kitchen facilities which provide space for indoor sport, drama, assemblies and is offered for general hire. The school encourages use of this facility by community groups. A minimal charge is made. Further information is available from the School Office.

4.05 Dental Clinic

Dental treatment is available from the clinic which is situated at the West Lakes Boulevard entrance to the school. Arrangements for appointments are the responsibility of parents. For further information contact:

Hendon Dental Clinic
North Parade
ROYAL PARK SA 5014
Telephone: 8268 1712

4.06 Canteen

The Canteen is managed by a coordinator who is responsible to the Canteen Committee and School Governing Council.

Lunches are ordered on lunch order bags which can be obtained from class teachers and the Canteen. These lunch orders are sent from classes to the Canteen by 9.30 am each morning and collected by class monitors just prior to the lunch break.

The Canteen is open at Recess and Lunch Time daily. Updated Canteen Price lists are distributed to families and displayed in the classroom. Any offers of assistance are greatly appreciated, without voluntary support, this valued service cannot be provided.

4.07 School Counsellor

The role of the School Counsellor is to work with all the children, parents and staff in the school. It can be individually, in small groups, or in classes, on the normal concerns that life presents to children and adults such as making better choices, making and keeping friends, being resilient.

Referrals come from teachers, parents or from students themselves who want to make plans to improve their time at school.

Parents are most welcome to make an appointment to talk to the School Counsellor.



4.08 Aboriginal Student Support

At Hendon Primary School, there are an A.E.T. (Aboriginal Education Teacher) and an A.C.E.O. (Aboriginal Community Education Officer) who support students in their learning.

These include educational projects at school, educational and sporting excursions and activities to celebrate Reconciliation and Aboriginal Cultural Awareness Weeks.

4.09 ESL Student Support (English as a second language)

We also have a teacher who provides in class support to students who are still learning to cope with English and to liaise with parents.

4.10 Special Education Student Support

For those students who have a Negotiated Education Plan (NEP), to meet their special needs, the Special Education Teacher provides support at various levels, depending upon the assessment of the student. If you have concerns about your child's learning, you may wish to consult the Special Education Teacher, who can advise you on any support that may be available.

4.11 S.S.O. (School Services Officer) Support

Depending on the assessed needs of students in each class, classrooms have designated time with staff to support students. SSOs work with small groups or individual students. Sometimes individual students are withdrawn for specific programs, eg speech or auditory programs.

4.12 Support Services

The school has access to the services of

- Speech Pathologists
- Guidance Officers and Special Education teachers
- Community Service Providers

Where additional support is considered necessary, parents will be consulted. Every effort will be made to provide support for children.

4.13 Breakfast Club

The Breakfast Club is managed by a staff member and Red Cross volunteer. It is open from 8.00 am until 8.35 am Monday - Friday. Any students wanting breakfast are welcome.



The following guidelines outline school procedures. More detailed information is available from the school office.

5.01 Medical/Emergency Contact Information

Parents are asked to complete an enrolment form and regularly update any medical/emergency information for their child.

5.02 Infectious Diseases

Parents are asked to contact the class teacher and/or office in cases where children contact communicable diseases. Children who are ill with an infectious disease must not attend school until they have fully recovered. The only exception to the rule is that children with certain skin diseases may return once appropriate treatment has commenced. A list of infectious diseases and minimum exclusion periods for parent/caregiver information is listed below:

BRONCHITIS	Stay at home until child has been treated and feels well.
CHICKEN POX	Stay at home until all the sores have crusted, there are not wet sores and the child feels well.
CONJUNCTIVITIS	Stay at home during the worst stage of infection.
INFLUENZA	Stay at home until child feels well.
RUBELLA (GERMAN MEASLES)	Stay at home until the child is fully recovered or for at least four days after the rash appears.
HEADLICE	This a constant problem in all schools. We ask that you regularly check your child's hair. If you find any—keep calm. A correct treatment can be obtained from your chemist, or free if you have school card. Children must stay at home until they are treated.
INFECTIOUS HEPATITIS A	Stay at home for one week after the start of the illness or jaundice.
MEASLES	Stay at home for at least four days from the appearance of the rash.
MUMPS	Stay at home for nine days, or until the swelling goes down.
RINGWORMS	Stay at home until the day after the child has received treatment.
SCHOOL SORES	Stay at home until the child has received treatment. Any sores must be covered.
VIRAL GASTROENTERITIS	Stay at home until the diarrhoea stops.

5.03 Immunisation

Please make sure that your child has been immunised against the following diseases—Tetanus, Diphtheria, Whooping Cough, Poliomyelitis, Measles and Mumps and Chicken Pox.

You can arrange for more information on immunising by telephoning your local council (City of Charles Sturt City Council 8408 1111)

In cases of doubt, or for further information, advice should be sought from the appropriate clinic, Child & Youth Health medical officer or your family doctor.



5.04 Illness at School

In the event of minor accidents or illnesses, children will be cared for at the front office where the first aid room is situated.

If children are hurt or unwell and we consider that they should not remain at school, all endeavours will be made to contact a parent or other emergency contact. In the event that emergency contacts cannot be made, the school will take whatever action is considered appropriate for the safety of the child. It is imperative, therefore, that parents ensure that our Medical and Emergency contact information is up to date.

5.05 Special Medical Information

A display of photographs of children with specific life-threatening medical problems is set up in the staff room. Details of their medical conditions and actions to be taken in an emergency are attached to the photographs. Yard Duty Bags also contain this information.

Parents are asked to notify the school of such medical problems. Consent will be sought before this information is displayed.

5.06 Medication at School

Administering medication to students is the responsibility of parents/caregivers. Generally, older students are able to accept responsibility for their own medication, including the use of aerosol “puffers”. However, school staff will assist children when appropriate. In cases where medication must be taken during the school day, the following applies:

- Medication must be sent in a container clearly labelled with the child’s name and class
- The name of the medication, the dosage and times the medication is required must be clearly indicated.
- Written directions from the parent/caregiver must be provided.
- The child’s teacher and office staff must be informed
- A Health Care Plan or Medication Plan from your doctor must be provided if your child requires prescribed medicine for an extended period of time.

In such cases the medication will be stored in the office area so that the child may administer medication under adult supervision.

Any special arrangements must be negotiated with senior staff.



5.07 ALLERGY AWARE POLICY

RATIONALE

There are students enrolled at Hendon who have anaphylactic (severe allergic) conditions when exposed to particular products such as dairy, eggs, fish and nuts. Reactions can be triggered by ingestion, contact or inhalation causing an anaphylactic reaction which can be very severe and sometimes life threatening. At Hendon, the majority of students have Nut Related Allergies.

PRINCIPLES

The Australasian Society of Clinical Immunology and Allergy states that “Whilst it is primarily the responsibility of parents that the child is taught to care for themselves, the school has a role to implement the care plan and reinforce appropriate avoidance and management strategies.” ASCIA Guidelines for Prevention of Food Anaphylactic Reactions in Schools, Preschools and Childcare, 2011. www.allergy.org.au

DECD schools are required to provide safe and supportive learning environments. At Hendon this includes providing for the needs of students and staff who have anaphylactic conditions.

POLICY STATEMENT

Risk minimisation, rather than attempting to prohibit certain foods, is recommended by allergy organisations. While it is not possible to guarantee that the school environment will be completely free of potential nut hazards, risks can be minimised by adhering to reasonable guidelines. The emphasis is on raising awareness and adopting reasonable procedures as outlined in the Operational Guidelines which supports this policy.

OPERATIONAL GUIDELINES

SCHOOL RESPONSIBILITIES

Students with anaphylactic reactions require;

- A standardised Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan which includes a photo of the student, his/her allergies, what action to take in the instance of a reaction occurring, and the name and contact details of the doctor who completed the plan. This information will be available for the class teacher, relief teacher’s package, Canteen, First Aid Room and Staff Room.
- Support from the class teacher and other staff in implementing the Health Care Plan.
- Promotion of appropriate avoidance and management strategies through the newsletter.
- Assurance that the Canteen and other school lunch providers comply with the “Allergy Awareness Policy”.
- Provision of additional information to classes with students at risk of anaphylaxis if requested by the doctor.
- Inclusion of information in the Yard Duty bags to assist staff with identification.

STAFF RESPONSIBILITIES

Staff will:

- Support allergy awareness by reinforcing the Policy through classroom activities.
- Reinforce the Policy through reminders in the class newsletters when they have students with nut related anaphylactic reactions.
- Be trained and confident in the use of an EpiPen, associated triggers and prevention strategies.
- Educate students about the hazards and risks associated for students with allergies.
- Reinforce and advise students not to share or trade their food and be vigilant when supervising the eating of recess and lunch foods.
- Encourage students to wash their hands after eating to help avoid cross contamination.
- If recommended by the student’s doctor, classes with younger students (Preschool – Year 3) may be provided with additional parent information. This may include a letter of request for parents of that classroom not to pack certain foods where the relevant nut is the main ingredient. (It does not apply to “may contain traces of nuts.”)

STUDENT RESPONSIBILITIES

Students will:

- Not share or trade food.
- Be aware of students in the class who have a nut allergy and be sensitive to their needs.
- Wash their hands after eating food containing ingredients that students are allergic to.
- Eat away from students with allergies.



5.08 Ambulance

In cases of serious accident or illness at school, an ambulance will be called.

Parents are advised to ensure that they have ambulance cover for their children. This also applies to all activities arranged by the school (including camps, excursions, school sport). In cases of hardship, facilities exist to provide financial support to families.

5.09 First Aid

A staff member is on First Aid duty in the office at recess and lunch times. If hurt in any way, children must first see a teacher on yard duty. They will be sent to the office when necessary. Teachers on yard duty and in classrooms have a basic first aid kit for minor injuries.

5.10 Custody / Access

We respect the confidentiality of family situations. However, we ask parents to inform us at enrolment and at any subsequent time of relevant details regarding the family situation (e.g., custody and/or access orders). This is important if we are to be sensitive to and caring of children.

5.11 Emergency (Evacuation/Invacuation) Procedures

The school has developed emergency evacuation and invacuation guidelines. Staff are inserviced regarding these procedures. Practices involving the whole school are held twice a year.

5.12 Sun Protection

Hendon has a hat policy which is strictly enforced. Students are expected to wear hats during play breaks and sport lessons during Terms 1 and 4.

Hats in school colour can be purchased from the Front Office.

Sunscreen lotion is provided in classrooms and on excursions. If students have reactions to particular lotions, we ask that they provide their own.



At Hendon Primary School, we welcome parent/community involvement. Your skills, talent and energy are a vital and valued resource for our school. We aim to develop a cooperative environment which fosters positive school community relationships and reinforces student learning and school effectiveness.

Parent/caregivers work with staff and contribute to classroom activities in a variety of ways. The extent of involvement is determined by the class teacher.

We also welcome assistance in school-wide functions including:

- helping in the Canteen
- attending parent sessions
- helping in the library
- talking with your teacher about your child's learning
- supporting fundraising
- helping in excursions
- working in classrooms
- helping in training (coaching) and supervising sports teams
- driving students in the school bus
- helping with special functions
- helping supervise students using computers

We invite your participation in the more formal committee structures of the school. These are detailed later in this section.

6.01 School/Parent Communication

Regular two-way communication is encouraged and this often occurs informally on a day-to-day basis.

On occasions, particular concerns may need to be resolved. We recommend the following steps as a guide to assist in such instances:

- see the teacher involved or the person responsible first
- others who can help you sort out a problem include:
 - * teacher/s
 - * Principal/Deputy Principal/School Counsellor
 - * parent members of School Council
- the following alternatives are available to you:
 - * make an appointment to come to school personally
 - * make a telephone call
 - * write a letter

Confidentiality between parent / caregivers and school personnel will be maintained as appropriate.



6.01 School/Parent Communication (cont.)

At the commencement of each school year a Parent Acquaintance Meeting is held. At this time parents can discuss issues affecting their child and his or her learning.

Throughout the year, teachers use a variety of ways to communicate with parents. These may include:

- personal contact
- student diaries/communication books
- notices/class newsletters (sent home at the beginning of each term)
- student reports
- class program information / class newsletters
- phone calls

6.02 School Newsletter

This is a vital form of communication between the school and parents.

Information concerning education issues, coming events, meeting dates and school achievements is included. Please expect to receive a copy every fortnight on a Wednesday, with the youngest child in the family.

6.03 Student Assessment and Reporting to Parents

Assessment of children's progress

Children are assessed in an ongoing way in an effort to monitor progress and to assist them in reaching their full potential.

Various methods are used including:

- regular testing of skills
- recording of work covered, knowledge, skills and attitudes developed and problems encountered
- filing of relevant work samples
- teacher observation
- report writing
- participation in the NAPLAN (National Assessment Program—Literacy and Numeracy) for Years 3, 5 and 7.
- student self assessment

Some of this information is kept in Student Personal Folders kept in the Front Office. Where necessary, additional confidential information is kept in these files in the Front Office. e.g. Negotiated Curriculum Plans, psychological testing information. All information about assessment is confidential between parents and approved school personnel.

Reporting to Parents

Details of school procedures used to communicate student assessment information are outlined early in the school year. While minor adjustments may be made, the following components form the basis of reporting student progress to parents:

- Parent/Teacher 3-way interviews—usually end of Term 2 (interpreters/translators can be provided. Please contact us if required) Reports are given out at these interviews
- Student Progress Books
- Student Achievement Reports—sent home at the end of Term 2 and the end of the year.

Individual meetings between teachers and parents are encouraged whenever there is a specific need. These can be initiated by either party.



6.04 School Governing Council

The role of the School Governing Council is to keep the community informed about the educational program of the school and to assist the Principal in understanding the needs and feelings of the community. This includes the provision of advice in relation to educational needs; improvements to the buildings, grounds and equipment of the school; the use of ministerial grant money made available to the school and other functions outlined in the Education Act and the Administrative Instructions and Guidelines (Section 5).

The School Governing Council is a liaison between parents and school staff and, as such, welcomes involvement.

The School Governing Council comprises a group of parents (plus staff) who are elected for two years, one half of the members retiring each year.

Council is served by both standing and *ad hoc* committees. Standing committees include Finance, Fundraising, Canteen, Preschool and Out of School Hours Care.

Its right to be involved in the decisions which affect the children of the community is recognised, accepted and valued. Parents and caregivers are welcome to attend Council meetings which are held twice per term. The date is advertised in the newsletter.

The Council's Annual General Meeting is usually convened in March.

6.05 Parent Concerns & Complaints

Good relationships between our school and the community give our children a great chance of success. It is only natural that from time to time, parents/care-givers will have concerns about what happens at school. These concerns may relate to either staff performance (classroom or yard) or school policy (eg Sports Day, Curriculum, etc). Should this happen, it is important to know the correct way to have your concerns acted upon. At Hendon Primary School we have a process which allows this to happen.

When raising a concern or complaint with staff, parents can expect to:

- be treated with respect, courtesy and consideration
- have the complaint dealt with in a confidential and timely manner
- have access to appropriate and easily understandable information regarding the complaint resolution process
- have the complaint considered impartially and in accordance with due process and principles of natural justice
- be kept informed of the progress and outcome of their complaint.

We request that when making a complaint parents will:

- treat other parties with respect, courtesy and maintain confidentiality
- raise the concern or complaint as soon as possible after the issue has arisen
- provide complete and factual information about the concern or complaint
- ask for assistance or further information as needed
- act in good faith to achieve an outcome acceptable to all parties
- have realistic and reasonable expectations about what course of action is required to resolve the concern or complaint.

Your concerns will be discussed fully with the relevant people. You will need to be specific about your concerns (i.e. describe an incident and/or quote the words used). We always appreciate a message letting us know that you are happy with the outcome. The school can only deal with issues that are raised in the ways outlined. If we do not receive information, then we assume that all is well.



6.05 Parent Concerns & Complaints

Of course when you see something at school that you believe is good, please tell a staff member.

TEACHER OR ANCILLARY STAFF PERFORMANCE	PRINCIPAL PERFORMANCE	SCHOOL POLICY
<p>At a mutually convenient time, meet with the staff member concerned and discuss your concern</p> <p>Resolved ↓ </p> <p>Not Resolved ↓ At a mutually convenient time meet with the principal to discuss the matter</p> <p>Resolved ↙ </p> <p>Not Resolved ↓ Contact Educational Director 8366 8864</p> <p>Resolved ↙ </p> <p>Not Resolved ↓ Contact Parent Complaint Unit Level 6, 31 Flinders Street Adelaide, SA, 5000 PH: 1800 677 435 Email: decd.ParentComplaint@sa.gov.au</p>	<p>At a mutually convenient time, meet with the Principal and discuss your concern</p> <p>Resolved ↓ </p> <p>Not Resolved ↓ Contact Educational Director 8366 8864</p> <p>Resolved ↙ </p> <p>Not Resolved ↓ Contact Parent Complaint Unit Level 6, 31 Flinders Street Adelaide, SA, 5000 PH: 1800 677 435 Email: decd.ParentComplaint@sa.gov.au</p>	<p>At a mutually convenient time discuss the concern with a member of Governing Council and ask for it to be placed on the agenda for the next meeting</p> <p>Resolved ↓ </p> <p>Not Resolved ↓ At a mutually convenient time meet with the principal to discuss the matter</p> <p>Resolved ↙ </p> <p>Not Resolved ↓ Contact Educational Director 8366 8864</p> <p>Resolved ↙ </p> <p>Not Resolved ↓ Contact Parent Complaint Unit Level 6, 31 Flinders Street Adelaide, SA, 5000 PH: 1800 677 435 Email: decd.ParentComplaint@sa.gov.au</p>



7.01 Student Behaviour Management

Responsible Behaviour

All efforts will be made to acknowledge responsible behaviour and to develop a positive school culture. Some of our procedures to ensure this include:

- praise and acknowledgement of students who behave appropriately.
- acknowledgement at school assemblies of those students who make extraordinary efforts.
- feedback at assemblies to indicate any improvements being made on a whole-school basis.

We aim to be fair and consistent and encourage parents to contact the class teacher or a member of the administration staff if any clarification is required.

School Yard

All members of the school community have the right to enjoy a safe environment, free from harassment. Co-operation and positive interaction are encouraged.

School Rules

Students will:

- follow instructions given by staff.
- care for the safety and feelings of self and others.
- care for school and personal property.
- remain in the school grounds and play in correct areas.
- move around and play appropriately in the school.

Consequences for Irresponsible Behaviour

Depending on number /degree, may lead to reminders, counselling or time out.

Time Out

In addition to the immediate removal from play for a short period of time, students who choose to behave in an unacceptable manner may be required to spend a period of their next lunch break (12.50 to 1.10pm) in the “ Yard Time-out Room”.

This period is supervised by a teacher. The purpose is to remove a privilege while encouraging students to reflect on their behaviour so they will choose more appropriately next time. Parents will be informed each time their child has attended a “time-out” session.

Repeated and/or serious breaches of school rules will necessitate the early involvement of parents. Further consequences include office time-out, restricted play measures and, ultimately, take home or suspension from school for a period of time.



7.02 Class Behaviour Management

Class teachers aim to establish a safe, success oriented learning environment, free from harassment.

Class Rules

Early in the school year, each class develops a negotiated set of class rules or expectations. These are clear, framed positively, reasonable and enforceable.

Students who choose not to follow class rules and prevent others from learning or the teacher from teaching will be sent to Office Time Out.

Students have an opportunity to talk about their behaviour with the School Counsellor, Deputy Principal or Principal. Part of this discussion is concerned with helping the student to make better behaviour choices. At Hendon we continually acknowledge that “we come to school to learn”. Missed learning caused by a student attending Office Time Out may be made up during the following lunch time.

Students will complete an Office Time Out form to their parent/caregivers during their time in Office Time Out to explain their behaviour. It is an expectation that parents/caregivers sign this form and it is returned to the office.

Students who continue to disrupt the learning or safety of others may be on Take Home, (for the rest of the day) or in extreme cases, excluded from the school in accordance with Education Department Policy.



7.03 Bullying and Harassment

Hendon Primary School aims to provide a safe and caring environment where children can focus on learning. Therefore, Hendon Primary School community will not tolerate any form of bullying or harassment. All bullying and harassment will be dealt with as soon as possible and will result in appropriate action being taken.

Bullying: is repeated verbal, physical or social behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Cyber-bullying refers to bullying through information and communication technologies. Instances can include repeated negative messages, sexual and racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking. Cyber bullying may occur at various levels of severity, from occasional messages to frequently repeated threats.

Conflict or fights between equals and single incidents are not regarded as bullying.

Bullying in any form or for any reason can have long-term effects on those involved, including bystanders.

Harassment: Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; and/or ability or disability, and that offends, humiliates, intimidates or creates a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act. It may be directed randomly or towards the same person/s. It may be intentional or unintentional, i.e. words or actions that offend and distress one person may be genuinely regarded by the person doing them as minor or harmless.

Source: <http://www.decd.sa.gov.au/speced2/pages/bullying/saferschools/>

Definitions of the Forms of Harassment, as agreed by the Safe and Supportive Schools Communities Management Group, which is a national committee supported by the Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEEDYA)

How can I tell if my child is being bullied or harassed?

When people are bullied and / or harassed they may feel angry, embarrassed, frightened, humiliated or uncomfortable, scared or unsafe.

Some signs that a child or young person is being bullied or harassed may be:

- Reduced ability to concentrate and learn
- Refusal to attend school or finding reasons not to go to school
- Unexplained cuts, bruises or scratches
- Stolen or damaged possessions/clothing
- Headaches or stomach aches
- Asking for extra pocket money or food
- Acting out - tearfulness, sadness or lack of interest in usual activities



7.03 Bullying and Harassment

What should I do about bullying and harassment?

If you think your child is being bullied or harassed, you may feel anxious or sad. It is important to remain calm. Keep in mind that there might be other factors related to the situation that you may not be aware of. It is important to enable the school to ascertain both sides of the situation and to take the appropriate course of action.

Listen calmly to your child; let them know that telling you was the right thing to do.

Take your child's concerns seriously without being over-protective.

Tell your child that bullying is wrong and that he / she has the right to be and feel safe.

Remind your child that bullying is not their fault.

Help your child work out a plan of what he / she could do to help make the situation better.

Raising your concerns with the school

Speak with your child's class teacher - report the facts and try to avoid blaming language.

Decide on some actions and how you might support these at home. Agree to a follow up meeting.

Monitor the situation and report outcomes to the school. If things haven't improved: Report the situation to the Principal or delegate at the school.

If you have tried these suggestions, including working with the school and your child is still being bullied or harassed, contact your local regional office and talk to the Manager of Regional Support Services who will work with you and the school to try and solve the problem. The telephone number for your Regional Office

At Hendon Primary bullying is unacceptable and staff will tackle the issues in a timely constructive non judgemental manner using the processes of natural justice through -

Prevention Strategies:

At Hendon Primary staff and/or students will

- Revisit grievance procedures annually.
- Discuss bullying and harassment policies and what to do in case bullying occurs as part of the Keeping Safe programme.
- Conduct annual bullying surveys with students to identify issues and monitor bullying levels.
- Include cyber safety lessons within the curriculum and, when available, arrange family training opportunities.
- Include resilience training as part of the Social Skills and Habits of Mind programmes.
- Inform new staff, new parents and new students about our policy as well as indicating where print and web based supplementary information can be found.
- Ensure all staff and volunteers are trained in the Responding to abuse and neglect training.
- Annually review this policy and the code of conduct of students at Governing Council and via student consent processes published on the school's website.

Provide additional support for identified groups within the school who are over represented in the bullying, harassment and discrimination data.



7.03 Bullying and Harassment

Intervention Strategies:

Should bullying come to the attention of staff a range of strategies will be employed to deal with individual cases. The methodology will depend on the nature and severity of the incidents. Incidents which occur outside of school hours which adversely affect a student's health and well being may be dealt with at a school level and depending on severity may result in suspensions.

Staff at Hendon will deal with bullying issues in a timely manner and may use a number of the following recommended strategies

The traditional disciplinary approach.

which may include timeouts and play restrictions through to suspensions and exclusions depending on severity

Strengthening the victim

training which improves resilience to enable the victim to cope

Mediation.

involves the bully and victim meeting with support to resolve differences

Restorative practice.

bullies are instructed to listen to how the victim feels and come to an agreement as to how to 'make things right'

The support group method.

similar to restorative process but victim is supported by peers

The method of shared concern.

Initially bullies are confronted with accounts from the victim before meeting with victims to report on the strategies to resolve the issues.

Parents/ caregivers of both perpetrators and victims will be informed of the course of action and followed up at a later date to ensure satisfactory resolution of the issues

These approaches are described in detail and discussed by Prof Ken Rigby in *Bullying interventions in schools: Six major approaches* (2010, Camberwell, ACER).

Post Intervention Strategies:

Incidences of bullying are followed up with all stakeholders to ensure

- all parties are satisfied with the outcomes
- bullying doesn't reoccur

victims perpetrators and bystanders are supported

Links to useful websites

<http://www.decd.sa.gov.au/speced2/pages/bullying/saferschools/>

<http://www.decd.sa.gov.au/speced2/pages/bullying/coalition/www.kenrigby.net>



8.01 Student Representative Council (S.R.C.)

Representatives from each class form the Student Representative Councils.

Lower Primary R-3 classes.

Upper Primary 4-7 classes.

These Councils give a “student voice” to school improvement issues and regular class meetings are held to generate items for discussion and decision. SRC meetings are held in alternate weeks, each council meeting fortnightly.

The School Counsellor assumes responsibility for managing the SRC and ensuring that the SRC enjoys a “positive profile” within the school.

8.02 Leadership

Upper Primary students earn leadership certificates at different levels, depending on their support of various options eg. S.R.C., Traffic Crossing Monitors, Peer Mediator, Breakfast Club Volunteer (along with appropriate class and yard behaviour modelled for younger students).



9.01 Hendon Playgroup

A Playgroup for children from birth to preschool age, and their parents, is held every Friday from 9.00-11.00 am. Playgroup is a good grounding for preschool giving children opportunities to get to know, mix and share with other children. A staff member is present but parents must remain with and supervise their children, during this time.

9.02 Hendon Preschool

Hendon Preschool aims to provide interesting, educational and enjoyable activities for children to learn in a safe and secure environment. Children are eligible to attend the preschool for a year before they start school. Under special circumstances children may qualify for a longer period.

The Preschool is open Monday to Friday and offers full and half days. Four year olds are entitled to attend for 15 hours per week.

A series of transition visits to school is arranged for children and parents near the end of the term immediately preceding their start at school.

The Preschool is an integral part of Hendon Primary School and children who attend become familiar with the school setting by:

- Using the Resource Centre.
- Attending and participating in Junior Primary Assemblies.
- Using some of the playground areas.
- Sharing visiting performances and celebrations.
- Visiting different classrooms and establishing 'Big Buddies'.
- Using the computer room.
- Participating in Sports Day.

This benefits students by helping them to settle at school better.

For enrolment details please telephone the school or visit us at the Preschool.

