

Tea Tree Gully Primary School

Welcome To Our School

Parent Handbook 2019



Contents



Welcome.....	2
Admission Policy	3
Administration	4
School times	6
For your information	8
School Uniform.....	10
Safe Travel to School	11
Our Heritage.....	11
Governing Council	12
Kids' Council	12
Out of School Hours Care	12
Parent Participation	13
Volunteer Policy	13
Ways You Can Help Your Child	14
Sport.....	15
Dance School.....	15

Welcome



We are pleased to welcome you and your child to our school community and hope that the years your family spends with us will be enjoyable and rewarding.

Our School has a well developed ethos of success and achievement. Our teaching staff are committed to the educational progress of each and every child and we seek to challenge those who are more able and to support and nurture those who need extra help.

Please feel free to come in and talk about any concerns you may have with regard to your child's schooling. Quite often, a quick chat either before school or at the end of the day is all that is necessary but if you feel more time may be needed, please do make an appointment to see either your child's teacher or the Principal.

Newsletters, which are sent home with the youngest child in the family 3 times per term, will provide you with most information about what is happening in the school. Please ask your child if they have received one. We will endeavour to email a copy of the Newsletter and any other relevant events to you. Newsletters are also available on our school website at www.ttgps.sa.edu.au. We also use a smartphone app called Skoolbag. Details on how to download the app are in your welcome pack. Class passwords can be obtained from your child's class teacher or the front office. It is a great way to get updates about school events and class news.

A Meet and Greet Night is held early in the year for you to meet your child's teacher who will provide you with the necessary details of the year's programme. It may include information about classroom procedures, homework requirements, class excursions or camps and the school reporting system.

The school utilises the services of Education Department Support Staff. We have access to a Speech Pathologist, Guidance Officer, Hearing Impairment Coordinator, Special Educator and Student Behaviour Management Coordinator.

Parents, students and staff all have an important role to play in developing an atmosphere of trust, cooperation, enthusiasm and friendship so that all children can develop to their full potential.

Di Scott, Principal

School Admission Policy



All Reception students will commence school in term 1 and have four terms of Reception. Children who turn 5 before 30 April will start school in the year they turn 5. Children who turn 5 on or after 1 May will start school at the beginning of the year after they have turned 5.

Parents who are negotiating a Kindy commencement date need to be aware that children who turn 4 years of age by the 30th of April start preschool in Term 1. Please see Kathleen Mellor Kindergarten, or the Kindergarten where you plan to enrol your child, to arrange the details of Kindy commencement.

The normal school day begins at 8:55am and finishes at 3:05pm. If your Reception child is very tired in their first few weeks at school, please talk to the class teacher about possible accommodations while your child adapts to a long school day.

At the time of enrolment, we will discuss this policy with you.



Administration



Telephone: 8264 2677
Fax: 8396 1718
Address: 11-13 Neale Street, Tea Tree Gully, S.A. 5091
Email: dl.0432_info@schools.sa.edu.au

Prior to your child commencing school, you are required to complete an Enrolment Form (children attending transition visits must complete the Enrolment Form before their first visit). It is very important that Emergency Contact information is completed and regularly updated as circumstances change. This enables us to contact you in the event of illness or accident. You also need to complete the medical details and see the front office staff for additional forms if your child has a medical condition (including asthma).

Attendance

Children are under compulsion to attend school between the ages of 6 and 17 years. We require a note from parents when a child is ill and absent from school. If it is convenient, a telephone call to the school between 8.30am and 9.15am when a child is ill confirms the absence. You can also submit an absence form through the Skoolbag App. Our Student Attendance Policy is on our website.

Fees

Governing Council in accordance with the School Finance Committee set an annual school fee of \$260 in 2019. The Fundraising Committee also raises money for the school. Money raised is used for such diverse areas as teaching resources and equipment, grounds development, new and replacement furniture, sports equipment, library purchases (books and equipment), first aid requirements, special programmes, art and craft materials, school improvement, photocopying, newsletters, curriculum and teaching documents, internet usage and computing equipment.

Payment of fees can be made in instalments. Please see front office staff to make arrangements. We have Credit card facilities.

School Card

The School Card scheme is designed for low income families. Approval for School Card will be dependent on proof of family income not exceeding certain limits. School Card information and Application forms can be obtained from the front office.

New Student Welcome Pack

When your child starts school you should receive:

- Mobile Telephone and Electronic Hand Devices Policy
- Emergency Contact Form and permissions
- Map of the School
- Tea Tree Gully Out of School Hours Care information
- School Uniform Order Form
- Rorys' School Lunches Price List
- Subway Lunch Information
- Account for School Fees
- Skoolbag App download procedure
- Rorys' App procedure

Please visit our website for additional information, policies, reports, etc.

Non-Smoking Zones

It is South Australian Government policy that smoking does not occur inside school buildings or on school grounds as they are designated **SMOKE FREE ZONES**.



School Times



7.00 - 8.30 am Out of School Hours Care available.

8.30 am School yard is supervised.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL TOO EARLY

8.55 am Classrooms open and lessons begin.

10.00 am Brain Breaks in most classes.

10.55 am Recess. Yard is supervised.

11.15 am Lessons resume.

1.05 pm Supervised lunch in classrooms.

1.15 pm Children go out to play.

1.45 pm Afternoon lessons begin.

3.05 pm Dismissal time - Yard supervised until 3.20 pm

3.05 - 6.00 pm Out of School Hours Care Programme.

Please allow enough time for your child to be in class by 8.55am so the teachers can commence the day's programme promptly. The school office is open from 8.30 a.m. All money, notes and lunch orders are to go to the class teacher.

Please be punctual collecting your child after school. If you vary your arrangements, please inform us as soon as possible to ensure your child's safety. Where we believe parents are delayed but on their way the children will be sent to wait in the Front Office.

If parents find they are regularly delayed in collecting their child/children after school, the Out of School Hours Care Programme must be used as staff cannot be responsible for children after 3.20pm. Please contact the school office for details.



For Your Information



Things Your Child will Require at School

- School bag
- Tissues
- Library bag - books must be carried in a cloth/plastic bag for protection. We suggest a minimum size of 300mm x 300mm.
- Art Smock - to protect clothing. All children will need a long sleeved art smock, which they can put on themselves. We suggest elasticised cuffs and either elastic or velcro at the neck.
- Named lunch box
- Named drink bottle (with water)
- School uniform (named)
- School hat (named)

Library

Each class is scheduled for an hour a week to borrow and return their books. Please contact the librarian if you would like to volunteer to help.

Lost Property

Lost property is kept in the library. Please assist us by clearly labelling all clothing, bags, lunch boxes, drink bottles, smocks and other belongings. Check regularly to see if these names are still clearly visible.

Excursion/Incursions

These may be organised by your child's teacher throughout the year. During the year there are a number of performances and events and families are urged to budget for this. Where possible, children will attend performances at the school.

Money

If your child brings spending money to school, please check with their teacher for current arrangements.

Tuckshop

Our Tuckshop only supplies snacks, drinks and iceblocks at lunchtime. A price list is available from the school office or on the school website.

Lunch orders are outsourced to Subway on Wednesdays and Rorys' School Lunches on a Friday . Orders will only be accepted online for Rory's. Subway is done via the form with the child's name, class, food required and money must be placed in the class lunch box first thing in the morning. The Tuckshop operates on a voluntary basis. We are extremely grateful for assistance given by parents.

Toys and Equipment

Children should be encouraged not to bring precious or dangerous belongings to school. It is very difficult for teachers to supervise the safety of these objects. Skateboards are not permitted at school.

Bike Racks

Children who ride a bicycle or scooter to school should padlock one wheel to the rack. Children must walk their bike or scooter in the school grounds. They must also wear a helmet for their safety.

Mobile Phones & Electronic Devices

Students are not permitted to have mobile phones and electronic hand devices in their possession during school hours. They must be handed to the class teacher at the beginning of the day and collected by the students at the end of the day. They will be kept in a lockable compartment. Please refer to the policy on our website www.ttgps.sa.edu.au



School Uniform



The school colours are bottle green and gold combined with black as a base. Trousers, skirts, tracksuit bottoms and shorts are black. T-shirts, skivvies, windcheaters, cardigans and jackets are in bottle green or gold or a combination of bottle green and gold.

In addition the following items are acceptable:

- Tracksuits - black bottoms and green or gold tops
- Netball skirts for summer uniform - black
- Sport knicker shorts under a skirt - black
- Trousers - black
- Pleated skirts - black
- Shorts - black (mid thigh length)
- Shirts - bottle green or gold
- Gingham dress - green and white
- Legionnaire or slouch hat

Many of the above items are available new or second-hand at the school. Please enquire at the School Office.

Suitability of Clothing for School

Parents are reminded that the following are not acceptable school clothing:

- Court or heeled shoes
- Tank tops
- Board shorts or extremely short shorts
- Long dangly and large hoop earrings
- Thongs
- Any item prominently featuring a company logo
- Baseball caps

The school has a fitness programme in which all children participate. This programme involves running, climbing, dancing and exercising. All children should be suitably attired in comfortable, practical clothing and footwear. We recommend trousers that are made from stretch material, shorts, sneakers and layered clothing so that jumpers can be removed.

Safe Travel to School

- Try to adopt a circuitous route from either the Main North East Road or Perseverance Road, travelling in an anti-clockwise direction around the school. The Parking Zones are adjacent to the school fence.
- Please DO NOT stop or park in a 'NO STANDING ZONE' because you create a hazard for other children.
- Please observe the speed limits.
- We are allowed to use the R.S.L. car park. Please park in the marked parks and avoid congestion at the entrance and near the cannon, to enable a safe flow of traffic.
- Do not park in front of the driveways of the school (including the Canteen) or those of our neighbours.
- Please DO NOT use the school car park.
- Please use the school crossing safely with your child. Stop and wait for the crossing monitors to raise the lollipops to stop the traffic. When the traffic has stopped and the lollipops are raised you may WALK across.

Our Heritage

Our school has a long history. The first school at Tea Tree Gully, then known as Steventon, was opened in 1870. The original stone building, together with the additional 1930's brick classroom and former Principal's residence are still standing on the southern side of our property fronting Dowding Terrace. For about 90 years the original school served the small country community.

The school grew as the urban sprawl stretched out. Transportable classrooms were brought in to cope with the enrolments that came with housing development. In 1963, prior to the opening of Banksia Park Primary, the numbers peaked. Enrolments declined with the building of Banksia and later St. Agnes Primary Schools.

The present school – the first new open space school built – was opened in 1973. The school is proud of its environment and the children are encouraged to care for the school grounds. We have received Commendations in KESAB Awards.

There were four houses involved in Sports Day. They were named in 1964 after local residents Angove, Haines, Hancock and Bowen. In 2003 we reverted to 3 houses:

ANGOVE - Yellow HAINES - Red HANCOCK - Blue

Governing Council

Governing Council is the main consultative body within the school. Parent members are elected at an Annual General Meeting and serve for two years before being eligible for re-election. Governing Council is made up of elected parent representatives, the Principal, two staff representatives and an OSHC representative.

Council has various sub-committees - Finance, Tuckshop, OSHC and Fundraising which meet as required (at least once per term). Dates of meetings are published in the Newsletter.

All parents are able to attend any meeting.

Kids' Council

The students who have been selected to be members of Kids' Council have been voted in by their class peers and have been recognised for having good leadership qualities.

It is important to have Kids' Council so that students can be an active part of the decision making process at our school.

From this main group of leaders, sub groups are formed to look at areas of our school that need improving in some way. Examples of this may be:

Grounds improvement sub-group
Students involved in purchasing decisions

At every Governing Council meeting a Kids' Council report will be presented. The parents and staff on Governing Council value their ideas and views and look forward to hearing their report.

Out of School Hours Care

Out of School Hours Care (OSHC) operates in the Resource Centre at the school from 7:00am to 8:30am and after school from 3:05pm to 6:15pm. OSHC also operates during the school holidays. Further information is available from the front office or on 08 8264 0413.

Parent Participation



There are a variety of ways that you can be involved in the school. Once you get to know your child's teacher, you will find ways to be involved that suits you.

In the classroom you may be involved in the following:

- listening to children read
- reading to groups of children
- cooking sessions
- helping in activity sessions
- electives
- art and craft
- typing stories
- supervising group work

In and around the school

- working in the Library
- making teaching aids
- working in the canteen
- helping in the computer room
- painting
- assisting with sports teams and Sports Day
- attending working bees
- serving on Governing Council or a Sub-committee such as Grounds, Fundraising, Finance or Canteen



Volunteer Policy

To become a volunteer, parents must complete a Volunteer Agreement form (available from the school office), DCSI Police Screening and will be required to attend a training sessions held at the school). The Volunteer Policy is given to families on enrolment.

Ways to Help Your Child



- Talk to them about starting school, where they will meet new friends, playing new games, singing and make things.
- Send them to school on time.
- Give them little duties to perform around the home which require one or two directions as this will give them confidence to complete tasks.
- Encourage them to collect their own belongings from their bag hooks and pack their own bags.
- Encourage Library borrowing and returning.
- Encourage them by admiring their work when they bring it home. Give their paintings and models a place of honour for a few days at least.
- Show patience and wait for them to finish speaking and give an interested response.
- Answer annoying questions gladly, promptly and honestly.
- Speak clearly and carefully at all times.
- Correct speech errors - without nagging.
- Use the correct name for things.

Encourage your children to read by:-

- modelling reading yourself
- reading to them
- sharing the book they bring home. Read it together, you read it, they read it
- talking about the book as they may not be able to read every word
- looking for words around the home
- making the whole reading experience ENJOYABLE AND SUCCESSFUL.

Remember it must never become a chore or competitive

Give positive praise whenever possible

Teach your children to carry out certain simple tasks:

- using the toilets properly (urinal)
- removing and replacing outer clothing independently, eg shoes, jumpers, socks and coats
- knowing their full name
- recognising their name in writing
- blowing their nose
- recognising their belongings
- listening to a story
- following simple instructions
- caring for books, ie clean hands, turn pages carefully, read flat and put books away when read.

Sport



All classes are regularly involved in fitness activities and Physical Education lessons. We have a yearly Sports Day.

School teams are entered in the SAPSASA competitions for both boys and girls when they turn 11 (or above) in that year for softball, netball, soccer, tennis, football, and hockey. When the student turns 10 (or above) during the year they can be involved in athletics, swimming, cross-country (depending on interest).

Dance School

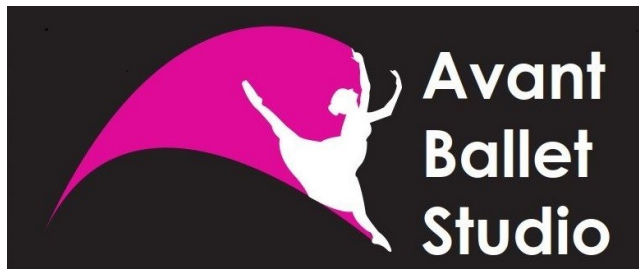
AVANT BALLET STUDIO provides top quality training for dances looking for professional or Recreational classes after school hours.

Students develop sound dance technique, strength, flexibility, coordination, confidence. Self discipline, as well as performance skills while learning classes.

We have classes for all ages. Classical Ballet (Cecchetti Ballet), Tap, Hiphop, Jazz, Contemporary, Acro and Kinder-ballet for 3-5 year olds and Tinies Class for 18 months to 3 year olds.

Avant Ballet has been operating for 35 years and Robbyn Garrett-Doyle - (L.C.I.C.B. Cecchetti Method, Bach Ed, Early Childhood, Masters Social Science) leads a talented and dedicated team of teachers who provide quality training for the students in a positive, caring atmosphere.

For further information contact
Robbyn Garrett-Doyle on 0412956328 or 0872206941
email avantballet@adam.com.au
Website www.avantballet.com.au



Tea Tree Gully Primary School



Our School Values:

*Responsibility
Respect*

*Collaboration
Excellence*

Our Contact Details:

Principal: Di Scott
Leadership Support: Catherine Franks
School Address: 11-13 Neale Street
TEA TREE GULLY SA 5091
Phone No: 82642677
Fax No: 83961718
Web Address: www.tgtps.sa.edu.au
Email Address: dl.0432_info@schools.sa.edu.au

