

Nicolson

AVENUE PRIMARY SCHOOL

Parent Information Handbook 2023



Welcome to Nicolson Avenue Primary School

We hope that the time you and your family spend at our school will be a happy and rewarding experience.

Every child is unique and deserves the opportunity to grow mentally, emotionally, and socially. We strive to create a learning environment where students feel safe to share their ideas and take risks.

Our staff have high expectations for every student. We engage and challenge them through our planning and implementation of the Australian Curriculum.

We believe that the education of your child is a partnership between you as parents and us as teachers. We look forward to building a strong partnership with you for the benefit of your child.

Our Vision statement

“Our school will provide a caring, positive, enriching environment which will enable all children to individually achieve success as they are encouraged to reach their own potential.”

The culture of Nicolson Avenue Primary School is underpinned by the following five school values that everyone in the school community is expected to uphold:

Responsibility

Being accountable for our behaviours without making excuses and considering the effect that our actions have on ourselves and others.

Respect

Valuing ourselves and others through our attitudes and actions; treating everyone with dignity.

Resilience

The ability to overcome challenges and setbacks and to work through adversity.

Integrity

Consistency between words and actions and employing moral and ethical principles doing what is right – not just what is easy.

Teamwork

Working cooperatively and collaboratively toward a common goal and valuing the contributions of others.
“Let's do it together.”

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NICOLSON AVENUE PRIMARY SCHOOL

Leadership

Principal: Mrs Pam Peters

Deputy Principal: Mrs Christel Koch

Senior Leader: Ms Sally Rowe

Student Wellbeing Leader: Mrs Lisa Phillips

91-93 Nicolson Avenue

Whyalla Norrie SA 5608

Telephone 8645 8685

Fax: 8645 2237

Term dates

	2023	2024
Term 1	Jan 25 – Apr 14	Jan 24 – Apr 12
Term 2	May 1 – Jul 7	Apr 29 – Jul 5
Term 3	Jul 24 – Sep 29	Jul 22 – Sep 27
Term 4	Oct 16 – Dec 15	Oct 14 – Dec 13

School Times

8:30 Students allowed on school grounds

8:55 Move to Class

9:00 Class begins

10:50 Break 1 play

11.05 Duty swap Bell

11:17 End of Break 1 Play

11.20 Eating time

11:30 Lesson 3

1:10 Break 2

1.27 End of break 2 Play

1:30 Lesson 5

3:10 Dismissal

Students may enter the school grounds at 8:30am and must leave the school by 3:30pm. Before and after these times the school grounds are not supervised.

Teachers are generally available for brief discussions immediately before and after school; please note that Tuesday after school, teachers have staff meetings.

ROUTINES AND PROCEDURES

Absences/Lateness

Schooling is compulsory for all students once they have been enrolled. On each occasion that a child is absent parents are required to inform the school explaining the reason. A phone call to **86458685** or reply to the automated text message sent by the school.

Similarly, if a child is taken from the school for a dental/medical appointment or for any other reason the school needs to be informed and the child must be signed out on the iPad in Administration. This is also the case if they arrive late or depart early.

Lateness disrupts classroom routines, particularly as our students participate in Literacy and Numeracy blocks in the mornings. Please provide an explanation of the reason as to why your child is late to the classroom teacher if this occurs and endeavour to ensure that your child arrives on time each day.

For safety reasons children are not allowed to leave the grounds unless they have been collected by a parent or other responsible adult.

Please complete a **Student Exemption Form** if a period of leave is planned (eg family holiday). These forms are available from the Administration office and need to be lodged for approval from the Principal. If the leave period exceeds one month and a student will not be attending school during this time an ED175 form must be completed.

WE THINK 1 OR 2 DAYS A WEEK DOESN'T SEEM MUCH BUT...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that is...	Which means the best your child might perform is...
1 day per fortnight	20 days per year	4 weeks per year	nearly 1.5 years	equal to finishing in Year 11
1 day per week	40 days per year	8 weeks per year	over 2.5 years	equal to finishing in Year 10
2 days per week	80 days per year	16 weeks per year	over 5 years	equal to finishing in Year 7
3 days per week	120 days per year	24 weeks per year	nearly 8 years	equal to finishing in Year 4

Assembly

- A whole school assembly is held each second Friday morning in the Gym.
- Parents are welcome to attend.
- Your child's teacher will notify you if their class is presenting an item.

Assessment

- Children are continually assessed by teachers to monitor progress and inform programming. This assists children to reach their full potential. Various methods are used including:
 - Analysis of work samples
 - Teacher observations

Camps, Sleep-ins and Excursions

- Camps, sleep-ins and excursions are an important part of class team-building.
- Class teachers take students on excursions to enrich instruction or to attend special performances. Notices to parents will always precede such excursions outlining the details and have an attached consent form that must be signed before the event. We endeavour to keep costs at a minimum.
- Occasionally students are taken on camps or participate in sleep-ins; class teachers will notify parents of specific arrangements for these events.

Canteen

The Canteen is closed Monday and Tuesday.

- The canteen is only open **Wednesday to Friday** and sells food items to the children at recess and lunchtimes. Sweets are not sold in the canteen but dried fruits, fruit bars, cheese etc. are available.
- Lunches may be ordered on the days the canteen is open in two ways:
 - Via the QKR app that is linked to your bank account (please see instruction sheet in pack)
 - Or by completing selections on a lunch order bag and including the money. These are available in classrooms and need to be placed in the Lunch Order Tub in your child's classroom before school.
 - Lunches will be delivered to the classrooms at lunchtime.
 - Canteen pricelist will be issued to parents on a regular basis.



Classroom Placements

- Class placement is a confidential and professional process undertaken by teachers making the best possible decision for the children in their care.
- Class placements are primarily based on the professional judgment of the child's educational needs.
- Issues of gender balance, a range of ability, complexity and student numbers are also factors considered in the final composition of classes.

- The child's social network will be considered if, in the teacher's opinion, academic performance may be affected.
- Parent input regarding their child's educational needs will be considered, however this will not include requests in relation to the choice of teacher.
- Parents have the opportunity to make the school aware of their child's educational needs that may be considered by teachers when advised that the process is underway.
- The principal has the discretion to place children where most appropriate.

Communication

From The School

The school has many ways of sharing information about what is happening at school with our families.



Remind APP

Newsletter

Facebook Page

Email

Text Messages

The school's email address, for all official communication with the school, including contact with individual teachers (will be forwarded to relevant staff member) is dl.0677.info@schools.sa.edu.au

With the School

An essential component of our school culture is the fostering of sound home/school relationships. In some cases, parents discuss what they feel are problems with other parents and choose not to notify the school. No problem can be solved if the school is not aware of it.

Meetings to discuss student progress or problems can be instigated by parents or teachers and are best organised in advance, for before or after school.

Contact with your child's teacher can be made via the Remind APP.

If the concern is not resolved, parents can contact a member of the Leadership Team for support.



Crunch & Sip

- Crunch & Sip is a set break to have fruit or vegetables and a drink of water in the classroom while the next lesson is being introduced.
- Please supply a piece of fruit or vegetable and a water bottle for your child. You may need to cut up fruit or vegies for younger children.

Dental Clinic

- Free dental treatment is provided at the University SA Campus on Nicolson Avenue and is known as 'Whyalla Oral Health Centre'. Parking is in the Russell Street car park. The clinic is located around the building in a site near the Mint Cafe.
- A consent form must be completed before treatment can be given.



Appointments for enrolments and regular check-ups are made by Dental Clinic Staff and mailed to you. Parents may also phone the clinic (**8645 2377**) to make an appointment for a child requiring dental assistance.

Emergency Contact Details

- Emergency Contact details are kept on file in the school.
- It is important that these contact details be kept up to date in regard to changes of address, telephone, doctor, place of employment etc.
- Please inform the school of any changes.



Emergency / Evacuation Plans

- School Emergency and Critical Incident Management Plans are regularly updated to ensure that procedures for a speedy evacuation or lockdown of the buildings in the event of a critical threat, fire or similar emergency situation are in place.

Enrolment

- All enrolments are carried out in the Administration Office.
- Applications are not complete until proof of residential address (signed lease agreement or utilities bill), Birth Certificate or Extract of Birth Entry, Passport and Visa (if applicable) have been sighted at the school office.
- Children must be enrolled under their legal surname (ie the name on their birth certificate) or, if changed, the deed poll must be sighted.

Hat Policy

- Students and staff are expected to wear a protective hat during breaks and during outside activities such as Daily Physical Activity sessions and Physical Education lessons.
- School hats are available for purchase from Administration.
- If students do not wear an appropriate hat, they will be asked to play under a **Covered Outdoor Learning Area (COLA)**, or in the Library at playtimes and will be required to stay inside during outdoor activities.
- Please support this policy in the interest of the health and safety of your child. Hats are to be removed in the classroom.

Head Lice

- Unfortunately, we do have outbreaks of head lice in the school. Parents are urged to carefully check their children's hair for lice at least weekly. If lice are found, parents can follow treatment guidelines provided at enrolment and are asked to advise the school immediately.
- Children may return to school after appropriate treatment.
- It is preferable that long hair is tied back.

Homework

- At Nicolson Avenue Primary School we believe that homework reinforces learning that occurs in class. This could be practising reading, spelling, times tables, sight words or research skills.
- Specific information regarding homework will be provided by class teachers via usual communication channels.

Illnesses and Accidents at school

- If your child becomes sick at school, we will contact you so that you may take your child home. If it is not possible to contact you, we will care for your child until we can contact an alternative contact you have named.
- If your child has an accident, we will contact you if medical attention is necessary. If we are unable to contact you and the accident in our opinion is serious, an ambulance will be called.
- Minor injuries are treated by staff members.
- There are times when children need to have clothes changed at school due to minor accidents e.g. paint, water etc. If your child wears a 'changed' set of clothes home from school, please wash them and return them to school as soon as possible.

Inclement Weather Policy

- On wet/hot/dusty days children remain in their classrooms and are supervised by their teacher. Teachers are notified if children need to remain indoors and a siren will sound during play periods to signify children are to come indoors.
- During hot weather, children may have supervised play under the COLA's or in the gym. Outdoor PE will not happen after 11:00am.



Late Arrival

- If your child is late for school, please report to the Administration Office to sign them in and get a late arrival card for your child to hand to their teacher.
- If your child does not sign in late through the School Office, you will receive an absence notification.

Lost Property

- Names should be clearly marked on all personal property and clothing.
- Lost property will be located in Administration.
- At the end of each term items not claimed are washed and used as second-hand uniforms or given to charity.

Lunches

- A healthy packed lunch box provides children with the sustenance to concentrate and engage in a busy day at school.
- Fruit is recommended for a quick snack mid-morning.
- There are many websites with ideas for healthy lunchbox ideas. An icepack in the lunchbox during warmer weather is a good idea.
- Please be aware of our Nut Awareness Policy provided at enrolment.

Medication

- Medication will only be administered if it is accompanied with a medical form completed by your doctor.
- All medication must be handed to Administration. It must be in the original packaging with pharmacy label with your child's name, the dosage of medication required and the time it is to be given.



Mobile Phones

- All public schools are required to ban the use of mobile phones for students from the time they arrive at school until the end of the school day – including before school and at break times.
- The ban restricts the use of mobile phones, smart watches, earbuds, tablets and headphones.
- Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day.
- Exemptions to the policy will be made for students with special circumstances, for example where a student needs to monitor a health condition.
- If parents need to contact their child this can be done by calling the school.



Money Payments

- All payments need to be made at the Administration Office preferably between 8:45am and 3:10pm.
- If you are sending money with your child please seal it in an envelope which is clearly labelled with your child's name, room number, amount and details.

Newsletter

- The newsletter is emailed to our families fortnightly beginning Week 1 of each term. The newsletter is an important method of passing on up to date information related to all aspects of school.
- If you belong to a community group and have an item you feel our School Community may be interested in, please email the item to Administration and we will include it in the newsletter if possible.



Parent Contact Information

- Please ensure that the school is kept informed of any change of address, parent email address, telephone numbers, , emergency contacts, place of employment, children's allergies etc.
- During the course of a student's time at Nicolson Avenue Primary School, changes may well occur to the information originally placed on Enrolment Forms. It is important that you advise the school as soon as possible of any changes of address, telephone number, emergency contacts or medical details.
- Your continued cooperation and consideration in this area will help to ensure that your child's welfare will receive the highest priority.

Pastoral Care Worker

- Our Pastoral Care Worker visits classes weekly and delivers sessions to support and improve their wellbeing.
- He supports students with personal needs through the provision of general spiritual and personal advice.

Safety on the Street

- For those children who have to cross Norrie or Nicolson Avenue on their way to or from school, School Crossings with yellow flashing lights and monitors are provided.
- The monitors are trained by the Police. Please encourage your child to use these crossings and follow the monitor's instructions.



School Fees

- The annual Material and Services charge is payable to help cover essential educational/amenities expenses such as:
 - . art/craft/technology equipment
 - . library
 - . sport/grounds
 - . mathematics and science equipment
 - . subsidising swimming & performances
 - . printing fees
 - . resource books
 - . text books
 - . teaching aids
 - . classroom materials
- The materials and service charge for 2023 is \$269.00
- We accept cash and credit/debit cards for payments. We also offer Direct Deposit into our bank account as a way to pay your fees.
- Please see information below for Direct Debit payments:
 - Name of Account: **Nicolson Avenue Primary School Council Inc.**
 - BSB: **065 – 519**
 - Account: **1001 5501**
 - Quote: **Invoice number**
 - Remittance email: phillip.datson172@schools.sa.edu.au
 - Instalment plans through Direct Debit are also available, if you wish to use this service please make an appointment with Phillip Datson to set this up.
 - Please Note: Nicolson Avenue Primary School employs the services of a debt collection agency to recover outstanding fees.
- Via the QKR app that is linked to your bank account (please see instruction sheet in pack)

School Card

- This is valuable financial assistance from the government to many families in South Australia and is available to all students whose parents or guardians qualify according to level of income. For 2023 the assistance is \$269.00
- The School Card assists families by paying school fees.

- Please enquire at Administration if you have any questions related to School Fees or School Card.
- School card must be applied for annually. Please organise this early in the year.

School Rules and Expectations

- We believe that the students, staff and parents have the right to work together in a safe and caring environment, showing courtesy, cooperation and consideration towards others. Our positive student behaviour procedures are framed around the belief that student behaviour is predominantly positive, self-regulatory and that good behaviour needs to be reinforced and acknowledged.
- We believe that behaviour management is a joint responsibility of all members of our school community.
- We also believe that in the context of positive student behaviour, inclusivity principles will ultimately require us to consider the specific and individual needs of some members of our student population.
- Our school values underlay everything that we do and are an integral part of our efforts to model positive behaviour. These values promote inclusivity of all of our students.

School Uniforms

- All students are required to wear school uniform. It develops a sense of identity, pride and belonging and helps reduce issues resulting from peer pressure. The colour code states that tops are maroon, bottoms are black.
- If your child is unable to wear the school uniform on a particular day because of exceptional circumstances a note must be sent to the class teacher. Students will only be able to attend excursions if they are wearing school uniform.
- Uniforms are available for purchase from Administration.
- A stock of second-hand uniforms is sometimes available. If you wish to donate uniforms as your child outgrows them, this would be appreciated.



Toys And Personal Effects

- We request that students do not bring toys, jewellery or valuables to school.

STUDENT INFORMATION

Bicycles/scooters

- As we encourage students to 'Think Feet First' there is a designated area to keep scooters and bikes. It is advisable to secure them with a lock.
- The school will take no responsibility for losses of any kind.
- Students are expected to walk their 'wheels' in the yard at all times in the interest of safety.



Combined Sports Carnivals

- During the year there is an opportunity for students (mainly upper primary) to participate in a variety of Sports Carnival Days across Whyalla.

Music

- In addition to class music and choir lessons, specialist music instruction in violin, viola, cello, trumpet, flute, guitar and clarinet is provided by DfE, for selected children.
- Notes will be sent home advising when vacancies are available. This occurs early in Term 1 and is only available for Years 5-6.



Sport and Physical Education

- All students receive Physical Education lessons each week. Physical wellbeing of children is important and many sports are offered to cater for different interests and skills.
- All students also participate in Daily Physical Activities.
- It is an expectation that students will participate in all activities so appropriate footwear (and a hat) is needed every day.

Student Voice

- There is an opportunity for students to be involved in decision making processes, through Action Teams. Student Voice aims to:
 - Represent student feelings, opinions and interests
 - Give students the opportunity to share decision making alongside parents and staff
 - Emphasise citizenship and democracy
 - Provide the opportunity for the development of leadership skills
 - Develop in individuals a sense of responsibility for their conduct and behaviour during school time
 - Develop a sense of awareness of the needs and problems of others
 - Develop individual feelings of self-confidence and social maturity

Swimming

- All R-Yr 5 students will participate in swimming lessons at the Recreation Centre with qualified instructors.
- Parents will be requested to sign a consent form and provide any relevant medical data.
- Children without consent will stay at school.



PARENT INFORMATION

Canteen Helpers

- Our canteen has a paid manager and other helpers are voluntary.
- New volunteers are always welcome and parents are encouraged to contact the manager if you can help on 8645 8685.

Governing Council

- The Governing Council is an elected group of interested parents, a teacher representative and the Principal.
- Responsibilities include:
 - Overseeing the School Improvement Plan for the school
 - Providing advice on school policies
 - Establishing and supporting vision and direction
- Meetings are held twice per term. Various sub-committees support the role of the Governing Council and anyone from the school community can join these. Governing Council news and views are reported in our school newsletter when relevant.
- All parents are welcome to attend the annual general meeting in term 1.
- This will be advertised through the school newsletter

Parent/Caregiver Help

- Many parents/caregivers are involved in our learning program in a variety of ways. We welcome and encourage involvement and participation:
 - In classrooms
 - At parent meetings
 - In school activities
 - Parent/teacher discussions
 - Helping to choose library books from the library and reading stories to individuals and groups
 - Excursions
- All volunteers need to have a current Working With Children Check and have completed Mandatory Notification Training for volunteers.

Student Welfare/Progress at school

- Parents are more than welcome to negotiate a time with the teacher and/or leadership should they have concerns about any aspect of their child's academic progress or personal welfare. These matters are best dealt with on a face to face basis with the teacher.
 - Standardised tests
 - Developmental continuums
 - Recording of work covered, knowledge, skills and attitudes developed and problems encountered.

Reporting to parents

- At Nicolson Primary School we endeavour to communicate knowledge gained from assessing student learning in a variety of ways.
 - **Three Way Conversations:** these are held during term 1 for the teacher to learn more about your child and to set learning goals.
 - **Interviews:** parent/teacher interviews or oral reporting occurs formally in the middle of the year.

Communication is an important part of our reporting procedure and all parents and teachers have the right to request an interview at any stage during the school year. Where there are concerns about children at school we encourage communication between parents and teachers.
 - **Written Reports:** these are sent home during the last week of Term 2 and Term 4.



Infectious Diseases or Conditions

It is important that parents inform the school when any of the listed infectious diseases are contracted. The following information details the exclusion periods for these infectious diseases and conditions;

Chicken pox

Exclude until all lesions have crusted, there are no moist sores and the child feels well.

Conjunctivitis

Exclude until discharge from the eyes has ceased following treatment.

Head lice

Exclude until the day after appropriate treatment has commenced. Please notify the school if your child has nits. You will need to confer with your chemist about an effective treatment.

Hand, foot and mouth disease

Exclude until all blisters are dry.

Impetigo (school sores)

Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.

Measles

At least 4 days from appearance of rash. Non-immunised contacts must be excluded for 14 days. All cases of measles must be notified.

Mumps

Exclude for 9 days or until swelling goes down or whichever is sooner.

Ringworm

Excluded until the day after appropriate treatment has commenced

Rubella (German measles)

Exclude until fully recovered or at least 4 days from appearance of rash

Scabies

Exclude until the day after treatment has commenced.

Scarlet Fever

Exclude until person has received antibiotic treatment for at least 24 hours.

Whooping Cough

Exclude for 5 days after starting antibiotic treatment.

