HARMONY  PROGRESS  SUCCESS

2015 STAFF MEMBERS

Principal
Travis Bartlett

Teachers
Jan Sutton / Heather Lee  R/1/2
Ester Milter  3/4/5
Sue Pearce/ Travis Bartlett  6/7
Pauline Baltussen  Visual Arts/Science
Heather Lee  Indonesian

Pastoral Care Worker
Cathy Payne

School Services Officer
Lesley White  Reception / Resource Centre / Finance
Kim Lau

School Services Officer
Iain McGregor

Grounds person
Welcome to Heathfield Primary School where our core values of **Harmony, Progress** and **Success** embody the spirit of our community. Families recognise our safe, caring and supportive environment which is enhanced by a spacious bushland setting, high quality facilities, excellent provision of ICT and strong academic results. Diversity is embraced and students from a range of backgrounds enjoy positive relationships with their peers and adults.

We support each student to work towards high expectations behaviourally, socially and academically, committed to providing every child with the skills and dispositions that will open the doors to their future. Learners are empowered to bravely seek ‘challenge’ as part of learning communities where ‘we are all teachers, we are all learners, we are all responsible’. Amidst a culture where participation is celebrated our students learn that their mind is like any other **muscle** and with hard work and persistence it can get stronger.

Our awareness of each child’s needs is greatly enhanced by our smaller size which supports our staff to talk about, and contribute to the learning needs of all students. At Heathfield PS we are proud to say that each child is our collective responsibility and as a result the development of each student is greatly enhanced. Ours is a school where everyone knows your name and plays a part in your success, from every staff member, child and parent, to the many volunteers that contribute to our school’s success.

As Heathfield High School’s closest feeder school and just walking distance away, we have developed strong ties with the school taking every opportunity to utilise the high school’s facilities and expertise. We return the favour, opening our school to high school students who regular work with our children in a mentor capacity as part of their senior studies. Acknowledging the high school’s prestigious specialist volleyball program as an entry pathway for our Year 7 students, volleyball is an integral part of our own sporting culture resulting in many of our students being offered places in the high school’s program.

Whilst our soon to be launched website is comprehensive, like our approach to education, there is only so much you can get from text. That said, I encourage you to contact me should you have any questions or if you would like to arrange a tour. I like nothing more to share what we do here as we are immensely proud of the learning community we have created.

**Travis Bartlett**
Absences
Parents are asked to notify the school, preferably by telephone on the day of absence, or in writing. Unexplained absences will be followed up by the school and recorded in the roll book. We ask that, where possible, medical appointments and family activities be made outside of school hours. If your family is away for more than 3 days visiting interstate or travelling, you are required to seek special exemption from attendance from the Principal (an application form is available from the school office).

Acquaintance Evening
Parents/Caregivers are invited to an Acquaintance Evening early in Term 1. Parents/Caregivers have the opportunity to meet staff and other parents as part of community involvement in learning.

Active After School Community
Heathfield Primary is part of the Federal Government Active After School Communities Sport program. We offer two sports after school each term as part of this program.

Areas of Learning
Our curriculum is based on the South Australian Curriculum Framework and the Australian Curriculum and covers the required areas of learning:

1. English
2. Mathematics
3. Science
4. History
5. Geography
6. Health & Physical Education
7. LOTE – Indonesian is our Language Other Than English
8. Arts
9. Design & Technology

Assemblies
Whole school assemblies are held regularly with student learning and achievement shared and celebrated. In 2015 these are held at 2.30 pm on alternate Thursdays.

Assessment and Reporting
Assessment is continuous throughout the year (your child’s teacher will give you more specific information about this). At the end of Term 1 parent/student/teacher interviews are held and late in Term 3 students take their parents on a ‘learning tour’ showcasing literacy and numeracy. Written reports are sent home at the end of Terms 2 and 4. Parents and teachers can request interviews at any time throughout the year. Senior students produce e-books on their iPads showcasing learning and reflections which they send home regularly.

Behaviour Development
Our approach to behaviour development requires a positive partnership of parents/caregivers and staff working together guiding students to make constructive choices in learning and behaviour. We believe that behaviour is learnt, and that teachers have the right to teach and all students the right to learn in a safe and supportive environment. This is underpinned by our philosophy of ‘We are all teachers, we are all learners, and we are all responsible’.

Our behaviour management practices are simple and effective having high expectations of our students. Our staff members are consistent in their approach and our students are important contributors to the process as we seek to repair any damage caused to relationships.
Each class negotiates classroom expectations and displays them for easy reference. Natural consequences for inappropriate behaviours are used to provide direction with time for students to consider their behaviour choices, helping them make choices which support their own and others learning.

Students requiring withdrawal from class during lesson time because of interrupting the learning of others may be sent to a buddy class or the office for reflection time. Students will complete a reflection sheet describing their inappropriate choice, identify who they have affected and how; how they will manage the situation differently next time and commit to make these changes. Should a contract be required it is signed by the Teacher or Principal, photocopied and sent home for the parents/caregivers to sign and returned to school.

Harassment and bullying is not tolerated. The school has an Anti-bullying and Harassment Policy that outlines processes used to support students who feel harassed and consequences for students who are harassing others.

**Bushfire Procedures**
Under DECD guidelines on days of Catastrophic Code Red fire danger, Heathfield Primary will be closed. There is a text messaging system informing families in this event. A sign will be displayed at the school entrance driveway if school is to be closed.

In the event of a major bushfire outbreak threatening our school, all children will be kept at school in the care of their teachers until collected by their parent/caregiver or nominee of parents/caregiver. Please provide written authorisation should it be necessary for someone different to collect your children.

On days of extreme bushfire threat, parents/caregivers are encouraged to keep their children at home or come to school early to collect children. The decision to keep children at home on days of extreme danger must be considered in the context of your family’s own fire procedures.

Parents/Caregivers must let the class teachers know and sign students out, before taking children from school. In the event of a bushfire being in the vicinity/pathway of the school, all children will be moved into Warrendi. All the children have had special training for this procedure in the form of bushfire drills. If your child has or could develop an allergy or medical condition please advise the school immediately. Medication can be left at the school and will be placed in the First Aid Box and automatically taken to the safest refuge.

**Camps**
The Year 6 and 7 students participate in an aquatics camp at Victor Harbor each year. We also have a whole school camp each year, a highlight not to be missed and made possible by our smaller size.

**Pastoral Care Worker**
We have the services of a Pastoral Care Worker for 15 hours a week. Cathy Payne, our PCW, supports students, staff and parents/caregivers in many ways including loss and change, dealing with conflict, peer relationships, etc.
Class Meetings
Students participate in class meetings that encourage them to be involved in the decision-making processes of our school. Students raise or respond to issues of concern or interest.

Complaints/Concerns
Parents/caregivers are strongly encouraged to speak with their child’s class teacher if concerned about any issue. If the issue is not resolved, then parents may wish to speak with the Principal. A brochure entitled Parent Guide to Raising Concerns and Complaints is available in the Front Office and our website clearly outlines procedures for concerns and complaints in line with DECD requirements.

Communication
Good school-parent/caregiver communication is vital. Clear, open communication is a high priority at Heathfield PS. We aim to work as closely as possible with parents/caregivers so that together we can provide the best possible education for the children.

Our school has an open door policy. If you have a concern or issue to discuss, please discuss the matter with us personally. We encourage you to arrange a mutually convenient time to discuss your child's progress with his/her teacher at any stage of the year.

A newsletter comes home fortnightly and provides information about the school and related activities. Community notices can be included. A school pin-up noticeboard, opposite the front office provides updates and notices of interest to the school community. The blackboard in the front garden is available to display community notes along with school messages. The message board at the entrance driveway helps remind parents of activities/events.

Governing Council members, elected as parent representatives, communicate issues from and to parents/caregivers within the school community.

Cooking Program: from garden to table
With our own vegetable garden and chickens, sustainable living and the skills of cooking are an important part of our curriculum. All children participate in cooking lessons throughout the year with each lesson culminating in children sitting down to a shared meal. We learn not only about food that is locally grown, and meals that you can cook yourself at home but also table manners and the art of conversation.

Our parents are an integral part of this program volunteering in the kitchen and providing produce from their own gardens.

Custody Issues
Parents/caregivers who have custody of their children are asked to provide the school with a copy of written documentation of the custody arrangements.

Dental Clinic
Children from Heathfield PS can receive free treatment at the Dental Clinic based at Mt. Barker. Telephone: 8391 0858. Hours are 8.45 a.m. – 4.15 p.m. Mondays to Fridays.

Emergency Contact
It is critical this information is current in the event staff need to contact you (e.g. – illness, bushfire, accident). Information on enrolment forms must be reviewed and updated regularly. Thereafter please notify any changes to telephone numbers, addresses and emergency contact details by contacting the front office personnel promptly.
Excursions
During the year students are involved in various excursions around and beyond the local area. Parental/caregiver permission is a pre-requisite of any excursion undertaken. Prompt payment for excursions and return of consent forms is appreciated. The student may not be able to attend the activity if payment is not made prior to the event.

Fundraising
Parents/caregivers are asked to give a tax-deductible donation of $50 per family at the beginning of the year to help support our ICT and Resource Centre budget. Other special event fundraising occurs throughout the year to support a variety of programs and provide improved learning facilities.

Hats Policy – Sun Safe
All students are expected to wear a sun safe school hat during Terms 1 and 4 as part of our Sun Safe Policy. No hat/No play in sunny areas.

Head Lice
From time to time there are outbreaks of head lice in any school. We urge parents/caregivers to take the appropriate remedy by using special shampoos available from the chemist. Parents/caregivers will be notified when head lice are detected in their child’s class and individually contacted if their child is known to have head lice.

Homework
Homework is set by class teachers relevant to student year levels. Expectations are explained at the beginning of the year.

Inclement Weather Policy
In the event of hot/wet/inclement weather, children will remain indoors or in sheltered, shade protected areas, under verandahs, during recess/lunch breaks. The oval is closed when wet and muddy and on days when 36°C plus is reached (the BOM site will be checked prior to break periods to see if the forecast temperature has been met before any decision is made).

Inclusive Education and Early Intervention
Only students with identified learning disabilities are eligible for extra support allocated by DECD. However, we strive to provide support through targeted intervention programs such as Quicksmart Maths and through our Language Assistance Program (LAP).

All Reception students during their first term at Heathfield PS (and any other early years students identified by class teachers as needing testing) are screened for phonological awareness and oral language as part of our early intervention policy.

All students in years 2-7 are tested each year using ACER tests in Reading, Spelling and Maths. This data is analysed and compiled as part of our assessment procedures. Students in need of intervention are identified and learning plans (One Plans) are established with parents. Parents/caregivers are informed by class teachers of the results of the testing if there are areas of concern and encouraged to be involved in discussions about classroom and school strategies that will be implemented. Ideas and suggestions are discussed which may be beneficial to the students at home.

Progress of those students receiving additional support is reviewed through discussion with the class teacher as part of Student Matters during our weekly staff meeting, assisting support staff and the parents/caregivers.
Indonesian
Indonesian is the Language Other Than English studied at HPS.

Infectious Diseases
The following table shows the recommended minimum infectious disease school exclusion. Children should be excluded for the recommended period in order to protect other students and staff from infection. Viruses should be treated as potentially infectious diseases and a doctor’s advice should be sought and adhered to.

Please observe the following DECD regulations:

- **Measles**  Keep your child home for not less than 7 days.
- **Mumps**  Keep your child home for not less than 10 days
- **German Measles**  Keep your child home for not less than 7 days
- **Chickenpox**  Keep your child home for not less than 7 days
- **Impetigo**  (school sore and ringworm) Sufferers are excluded unless affected areas are properly covered.

Children should also be kept away from school while they are suffering Scarlet Fever, Hepatitis, Scabies, Slap-Face syndrome, flu viruses (including swine flu) and gastric disorders.

Instrumental Music Lessons
Instrumental music lessons are available on site from private music teachers. Instruments currently taught are piano, guitar, voice and drums. Payment is made by parents/caregivers independently of school operations. Parents are responsible for notifying music tutors of a student’s absence or if a school closure day or excursion occurs on a music day.

Learning Assistance Program (LAP)
LAP is a volunteer support program established in our school to assist student learning. Volunteers work at regular intervals on a one to one basis and in small groups under teacher supervision. Extra volunteers are always welcome.

Library (Resource Centre)
Our library is automated. Books are borrowed and returned through the computer. Parents/caregivers are most welcome to visit the library with their children. Volunteer help is greatly appreciated (e.g. shelving, covering books). Children may borrow during class library lessons and some other designated times. Parents/caregivers are asked to accept responsibility for loss or damage to books that are in the care of their children.

Lost Property
A container of lost property is kept under the Warrendi verandah opposite the office entrance. Parents/caregivers/students need to check promptly for lost items. At regular intervals the garments not labelled are laundered and transferred to second-hand stock. **Please ensure that all belongings (e.g. clothing, drink bottles and lunch boxes) are clearly labelled.**

Lunches
Lunch orders are provided Tuesday, Wednesday and Thursday by the Heathfield General Store. The orders (using the special order paper bags) need to be placed in the lunch box located via the front office window by 9.30 a.m. Lunch orders can also be placed directly with the store by parents. The menu is designed to accommodate the SA Government’s initiative for healthy eating.
Medication
If children are on medication, please inform the class teacher and front office personnel. Parents/caregivers must provide written instruction from the pharmacy/doctor outlining the dose and frequency of the medication. Under no circumstances are staff able to dispense medication to children unless the parent/caregiver has given consent in writing. In the case of self-administered puffers for students, it is preferred children not keep asthma medication in bags or lunch boxes. Where a child suffers from a chronic condition which could be life threatening, emergency medication is readily available in the school office. The first aid room is adjacent to the front office where children can be cared for and supervised. Heathfield PS is an Asthma Friendly School.

Money Collection
Money is collected Monday – Friday primarily via class boxes. The Finance Office is located in the office area for cash/credit card payment of large items like school fees, uniform and camp. Other money, unless otherwise instructed, together with relevant forms go direct to your child’s classroom in a clearly marked envelope between 8.30 am and 8.45 am.

Newsletters
Newsletters are published fortnightly. This is an important avenue of communication between home and school. Your support in promptly reading and responding to notices and requests is appreciated. Community notices may be included if there is sufficient space.

Parent/Caregiver Participation
We believe that parents/caregivers are a vital part of our school community and welcome your participation in our school programs. Parent/caregivers have a range of skills and may be involved in classrooms, student governance activities, reading activities, cooking, and library, out of hours sport, working bees, transport to and from sporting events and excursions, fundraising, social activities, Governing Council and on committees.

Parking, Pick Up and Drop Off
Visitors, especially parents/caregivers, are welcome to the school. Parking areas are provided alongside the oval.
- **Pick Up and Drop Off on Longwood Road (Kiss & Drop)**
- **Parents of all students are strongly encouraged to use the Longwood Road facility to drop off and pick up children before and after school.** Vehicles enter at the northern end and exit via the southern end. Parents should remain in their car while picking up or dropping off children. Children must get into cars from footpath side. There is a staff member on yard duty until 3.30 p.m. Children who have not been collected by 3.30 pm will be taken to the front office.

Other Parking
Members of the public and parents/caregivers who are leaving their car to go to classrooms, front office or meetings are welcome to use the oval car park. Drivers should adhere to the 10 kph speed limit at all times whilst in the school grounds. Safe access for children has been established via the laneway adjacent to the school and drivers must stop at the zebra crossing on the internal driveway if children are in the vicinity. Vehicles should not be parked at the entrance to the school as visibility is poor and traffic can be congested.

**Please ensure you park only in the allocated areas alongside the oval.**
Please use the marked walkway and zebra crossing and not walk behind cars.

Photos
Class, individual and family photos are taken each year. Parents/caregivers are not compelled to purchase photos. The school reserves the right to have individual photos taken for student record purposes.
During the course of the year, teachers often take photos to record class activities, excursions, newsletters and PR material. Parents/caregivers who do not wish their child to be photographed are asked to indicate this on the waiver form that is sent home at the beginning of each year and upon enrolment.

**Punctuality**
Arrival at school by 8.50 a.m. is expected of all children. All parents/caregivers are requested to ensure that this expectation is met. Students who are late are disadvantaged and also interrupt the teaching and learning of others. Teachers are available from 8.35 a.m. onwards. Attendance procedures require teachers to record a child’s lateness. If your child arrives after 8.55 a.m. they are required to go via the front office to advise attendance before going to class. It is important that all students are collected after school by 3.30 p.m. which is when teachers complete after school yard duty. After this time parents will need to collect children direct from the school office.

**Parent Governing Council**
The Governing Council is the governing body of the school. The Annual General Meeting to elect parent members is held in early March. Any parent is eligible for election to Governing Council. Parents/caregivers are welcome to attend any council meeting, although only elected Governing Councillors have voting rights. Governing Council meets monthly. Parents/caregivers are welcome to join any of the sub-committees.

**School Fees 2015**
The fee for 2015 is $310 per child. Parents/caregivers are also asked to make a $50 family tax-deductible donation to support ICT and our Library Resource Centre. Some families may be entitled to government assistance through the School card system and this information with an application form is available through the front office.

**School Card**
The SA Government pays the school $226 of the recoverable School Charge for each student who is on the School Card Scheme. Information about School Card is explained in the Materials and Services Charge letter handed to parents upon enrolment.

**School Hours**
School begins at 8.55 a.m. and finishes at 3.15 p.m. A bell sounds at 8.55 am for students to move to class. Teachers are rostered on duty with 8.25 a.m. bus duty at the Longwood Road car park and the yard.

- **Morning bell** 8:55 am  children (in class and roll call taken)
- **Lessons** 8:55 am - 10:45 am
- **Morning recess** 10:45 am - 11:05 am
- **Lessons** 11:05 am - 12:45 pm
- **Supervised lunch** 12:45 pm - 12:55 pm
- **Lunch play time** 12:55 pm -1:35 pm
- **Afternoon Lessons** 1:35 pm -3:15 pm

**School Uniforms**
We expect students to wear school uniform. The uniform colours are red and bottle green. New or second-hand uniforms may be purchased from the front office at any time. Order forms are available from the front office.

**Site Improvement Plan**
Our site improvement is reviewed and updated each year. Current priorities are in line with DECD and Region priorities and strategic directions. Our current focus area of ‘How are we developing ourselves and others?’ is centred on the new Australian Curriculum, Assessment for Learning and Building Successful Learning Relationships. There is also a growing focus on the Arts.
Smoke Free Zone
In line with DECD policy, no smoking is permitted in building or on school grounds.

Sports Day
Sports Day is held in Term 1. Parents are welcome and encouraged to help and to participate in organisation and management of the day. Our school joins other small local schools as part of a combined small school sports day.

Swimming
All students from Reception to Year 5 participate in swimming lessons. These lessons are held daily for one week and subsidised by the Government. The Year 6/7 class go to Victor Harbor for Aquatics camp. They are an important component of the Physical Education program.

Technology
Interactive whiteboards are placed in all classrooms and the school library. All students have frequent and regular access to computers in our Warrendi Computer Centre and Yerthondi. I pads are used by the 6/7 students, as a tool for learning and assessment. All technology is considered a tool for learning however it does not replace the learner or the teacher; it is simply another tool at our disposal. ICT (Information and Communication Technologies) is integrated into the curriculum and is an area of priority for the school. Computer technology equipment complements the Inquiry methodologies used at HPS and provides further resources for students to use in their learning.

Term Dates
Refer to the DECD website; http://www.decd.sa.gov.au/custserve/pages/default/pubhols/

Transition
Preschool to Heathfield PS
From 2014, the enrolment policy in SA will change. There will be a single intake, with all students aged 5 or turning 5 before 1/5/14 enrolling in term 1. Students turning five between 1st April and the end of the year will enrol for term 1 the following year.

We appreciate early notification of enrolments. This facilitates the transition program of visits and familiarity with school routines and processes. Knowing the importance of a positive start to school we negotiate each child’s transition so that it is tailored to their individual needs.

Heathfield Primary to Secondary School
Information about secondary enrolment is provided to all Year 7 students in April/May each year. Families are encouraged to attend Open Days/Evenings at prospective secondary schools. Most of our Year 7 students move on to Heathfield High School. Heathfield HS is situated at 99 Longwood Road, not far from Heathfield PS. Our Year 7 students spend an orientation day at Heathfield HS toward the end of the primary year.