

Heathfield Primary School



2023 **Parent Information Handbook**

Address : 201 Longwood Rd, Heathfield SA 5153
Tel: 8339 1924
Email: dl.0176.admin@schools.sa.edu.au



Respect



Collaborate



Aspire

2023 STAFF MEMBERS

Principal
Deputy Principal

Luke Kenny
Christie Evans

Teachers

Sarah Crowder & Monique Adams
Jan Sutton & Monique Adams
Donato Zotti
Ester Milter
Kathy Smith & Claire Gallagher
Renee Johnston & Claire Gallagher
Christie Evans
Heather Lee
Trina Howlett

Reception/1
1/2
2/3
4
5
5/6
Science
Indonesian
Performing Arts

Finance Manager

School Services Officer – Administration/Finance Support

School Services Officer & Pastoral Care Worker

Student Services Officer - MSL

Student Services Officer – Library & Classroom Support

Student Services Officer – Classroom Support

Student Services Officer – Classroom Support

Grounds Person

Susan Pfeiffer
Nikita Foot
Cathy Payne
Kelle Nye
Kim Lau
Natalie Koral
Beth Jellicoe
Tom O'Shaughnessy

Principal's Welcome

Welcome to Heathfield Primary School. Our core values of 'Respect, Collaborate and Aspire' embody the spirit of our community. Families recognise our safe, caring and supportive environment which is enhanced by a spacious bushland setting. We are proud of our high quality facilities, wide range of learning activities, 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. We are 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 our learning community, where 'we are all teachers, we are all learners, we are all responsible'.

At Heathfield Primary School we are proud to say that each child is our collective responsibility, and as a result, the development of each child is greatly enhanced. Ours is a school where everyone contributes to each other's success, from every staff member, child and parent, to the many volunteers who contribute to our school.

We welcome parents and children who are interested in seeing our great facilities and excellent learning areas.

The following information provides a brief overview of key school policies and general expectations for learning and behaviour in our school community. We will be pleased to discuss any questions or specific areas of interest.



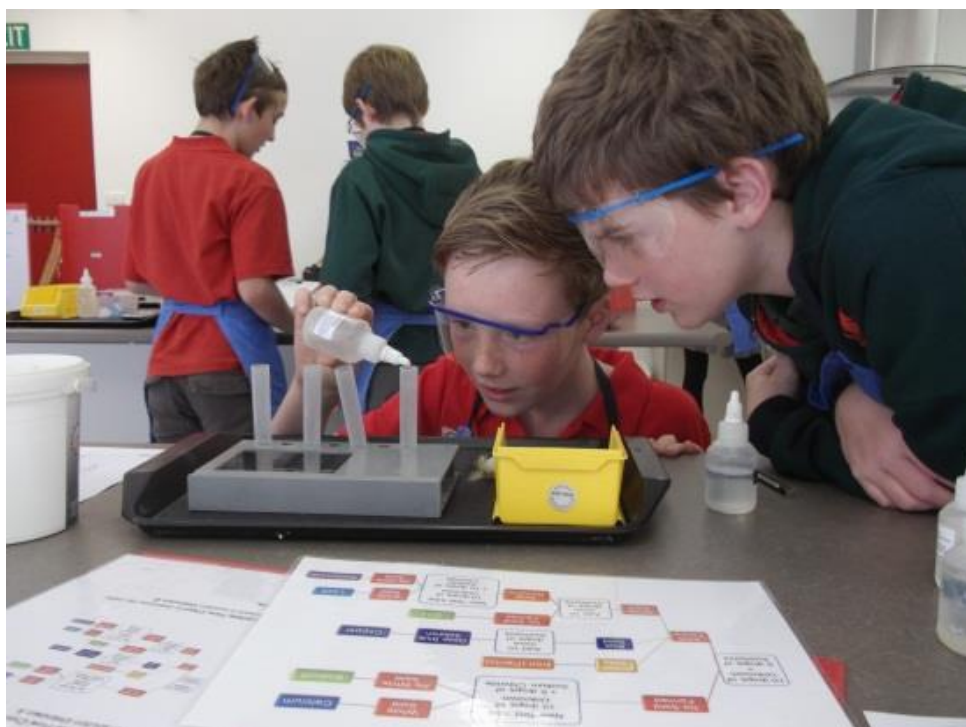
Absences

Parents are asked to notify the school via the online form on our School Stream App, or via email to: dl.0176.admin@schools.sa.edu.au. Unexplained absences will be followed up by the school and recorded. We ask that, where possible, medical appointments and family activities be made outside of school hours. If your family is away for more than three days, please seek a special exemption from attendance from the Principal; an application form is available from the Front Office.

Areas of Learning

Our curriculum is based on the Australian Curriculum and covers the required areas of learning:

1. English
2. Mathematics
3. Science
4. Humanities and Social Sciences
5. Health & Physical Education
6. Languages – Indonesian is the language that is taught at Heathfield Primary School
7. The Arts
8. Design & Technology



Assemblies

Whole school assemblies are held regularly with student learning and achievement shared and celebrated. Dates where assemblies are held are published on our Parent Planner.

Assessment and Reporting

Student progress and assessment of learning is continuous throughout the year. At the end of Term 1 parent/teacher interviews are held. 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.

Behaviour Development

Our approach to behaviour development requires a positive partnership of parents/caregivers and staff working together. We believe that behaviour is learned and students are guided to make constructive choices in learning and behaviour. Our key principle is that 'teachers have the right to teach and all students have 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'.

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 that support their own and others' learning.

Harassment and bullying are 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 may be harassing others.

Bushfire Procedures

Under Department for Education guidelines on days of 'Catastrophic Code Red' fire danger, Heathfield Primary will be closed. Families will be notified of such a closure via our School Stream App and email. A sign will also be displayed at the school entrance driveway. We also suggest parents check the Bureau of Meteorology website after 4:30pm to look for the Fire Danger Rating in the Mount Lofty Ranges area for the following day.

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

Overnight camping activities are an important part of the Heathfield Primary School curriculum. Each year level has a camping experience including the Year 6 students who participate in an aquatics camp at Victor Harbor.

Complaints/Concerns

Parents/Caregivers are encouraged to speak with their child's Class Teacher if they are concerned about any issue. If the issue is not resolved, then parents may wish to speak with the Principal. Our website clearly outlines procedures for concerns and complaints in line with Department for Education requirements.

Communication

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

We encourage all families to keep their preferred contact details up to date and advise the school of any changes.

A Newsletter is published regularly and provides information about the school and related activities. A school noticeboard, opposite the Front Office, also provides updates and notices of interest to the school community.

We use the School Stream App to distribute our newsletter, communicate important updates and promote events.

- Visit the App Store and download "School Stream" to your phone
- Open the app and type "Heathfield Primary School" into the search bar to add the school's profile
- Please agree to 'Push Notifications' when prompted to ensure you receive *all* published notices



Kitchen to Garden Cooking Program

The school has our very own chickens and we have recently upgraded our vegetable garden. Our garden is an essential part of our cooking program, as the students learn about the relationship between growing produce and using it to produce healthy and delicious meals. 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. Children learn not only about food that is locally grown, and meals that they can make at



home, but also about table manners and the art of conversation. Parents are an integral part of this program volunteering in the kitchen and providing produce from their own gardens.

Dental Clinic

Eligible children from Heathfield Primary can receive free treatment at the Dental Clinic based at Mt. Barker Primary School. Telephone: 8391 0858. Hours are 8:30am – 4:30pm Mondays to Fridays.

Emergency Contact Information

It is critical this information is current in the event staff needing to contact you in the event of illness, accident or a bush fire. Please notify our Front Office staff of any changes.

Excursions

During the year students are involved in various excursions around and beyond the local area. Parental/Caregiver consent is essential for *all* excursions. Prompt payment and the return of consent forms is appreciated. Should payment arrangements need to be negotiated, please contact our Finance Manager, Susan Pfeiffer.

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 school initiatives and charities.

Governing Council

The Heathfield Primary School Governing Council is the governing body of the school. The Governing Council meets twice a term, and the Annual General Meeting to elect parent members is held in early March. All parents are eligible for election to the Governing Council. Parents are welcome to attend any council meeting, and are also welcome to join any of the sub-committees.

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. Hats with the school name are available for sale through the Front Office.

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 or under verandas, during recess and lunch breaks. The oval is closed when wet and muddy and on days when 36°C plus is reached. The Bureau of Meteorology website 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 Department for Education. However, we strive to provide additional support through targeted intervention programs such as our Multisensory Structured Language (MSL) programme.

During their first term at Heathfield Primary School, Reception students are assessed for phonological awareness and oral language as part of our early intervention policy.

All students in years 2-6 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 Plan') are established with parents. Parents are informed of the results by class teachers and encouraged to be involved in discussions about classroom and school strategies that will be implemented. Ideas and suggestions are discussed which may also be beneficial to the students at home.

Information Communication Technology (ICT)

Interactive whiteboards are in all classrooms and the school Resource Centre. All students have frequent and regular access to computers in our Warrendi and in the Yerthondi computer centres. iPads are used by the students as a tool for learning and assessment. All technology is considered a learning tool however, it does not replace the learner or the teacher; and is simply another resource available for use.

Instrumental Music Lessons

Instrumental music lessons are available on site from private music teachers. Instruments currently taught are piano and guitar. Payment is made by parents directly to the music teacher. Parents are responsible for notifying music teachers of a student's absence or if a school closure day or excursion occurs on a music day.

Library (Resource Centre)

Parents are most welcome to visit the library with their children. Volunteering to help with shelving and covering books is greatly appreciated. Children may borrow books during class library lessons and other designated times, as per their class teacher. Parents are asked to accept responsibility for loss or damage to books that are in the care of their children.



Lost Property

A container for lost property is kept inside the Warrendi building, or outside on the bench near the Warrendi entrance. Parents/caregivers/students need to check regularly for lost items. At the end of each term, garments that are not labelled are donated to charity.

Lunches

Heathfield Primary School has a healthy eating policy and encourages 'Nude Food', which is food without disposable wrappers. We encourage children to bring healthy food for recess and lunch, which include fresh fruits and vegetables. Lunch orders are available each Friday through "Maria's Kitchen". Orders are placed and paid using the QKR App.

Medication

If children require medication while at school, please inform the class teacher and Front Office staff. Parents/caregivers must provide written instruction from the pharmacy/doctor outlining the dose and frequency of the medication. Under no circumstances can staff dispense medication to children unless the parent/caregiver has given consent in writing. All medication must be kept in the First Aid cupboard, even in cases where children are able to self-administer medication or Ventolin puffer. The First Aid room is adjacent to the Front Office. There is a designated First Aid Officer onsite everyday.

Newsletters

Newsletters are published regularly and uploaded on our School Stream App. This is an important avenue of communication between home and school. Parent support in reading and responding to notices and requests is appreciated. Class Teachers also send additional news items and information about class activities to parents of children in their class.

Parent/Caregiver Participation

We believe that parents/caregivers are a vital part of our school community and welcome participation in our school programs. Parent/Caregivers have a range of skills and may be involved in classrooms, reading activities, cooking, library, out of hours sport, working bees, transport to and from sporting events, excursions, fundraising, social activities, Governing Council, and various committees. Please see Nikita in our Front Office for all information relating to documents required to volunteer.

Parking, Pick Up and Drop Off

Parking areas are provided alongside the oval for parents, volunteers and visitors to the school.

- **Pick Up and Drop Off on Longwood Road – Kiss and 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 the footpath side. There is a staff member on yard duty until 3:30pm. Children who have not been collected by 3:30pm 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 km 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.

Pastoral Care

Cathy Payne is our Pastoral Care Worker (PCW) , and is available for 10 hours a week. Cathy supports students, staff and parents/caregivers in many ways including coping with loss and change, dealing with conflict, and peer relationships.



Photographs

Class, individual and family photographs are taken each year. 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 who do not wish their child to be photographed are asked to indicate this on the Student General Consent Form that is completed at the time of enrolment.

Punctuality

Arrival at school by 8:50am is expected of all children. Students who are late are disadvantaged in their learning, and also interrupt the teaching and learning of others. Attendance procedures require teachers to record a child's lateness. Children who arrive after 8:55am are required to go to the Front Office and register their late attendance before going to class. It is important that all students are collected after school by 3:30pm, which is when teachers complete after-school yard duty.

School Fees 2023

The fee for 2023 is \$375 per child. Parents/Caregivers are also asked to make a \$50 tax-deductible donation to support ICT and our Library Resource Centre, (one donation per family).

School Card

The SA Government pays the school \$244 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 provided to parents upon enrolment. Further information with an application form is also available through the Front Office.

School Hours

Morning bell	8:50 am – Roll Call
Morning lessons	8:55 am – 10:50am
Morning recess	10:50 am – 11:10am
Lessons	11:10 am – 12:50pm
Supervised lunch	12:50 pm – 1:00pm
Lunch play time	1:00 pm – 1:35pm
Afternoon lessons	1:35 pm – 3:15pm

School Uniforms

All students are expected to wear the school uniform. The uniform colours are mid grey, red and bottle green. New and second-hand uniforms are available from the Front Office.





Sports

Children are encouraged to participate in a wide range of sports including those promoted and coordinated by local sporting clubs, in addition to physical activities and sports promoted through Class activities. The Heathfield Primary School Physical Education program promotes a number of sports, and also supports students to try-out and nominate for a range of South Australian Primary School Sports Association (SAPSSA) competitions and events.

Swimming

All students from Reception to Year 4 participate in water safety lessons. Our Year 5 students participate in outdoor water safety sessions at Port Noarlunga and our Year 6 students go to Victor Harbor for an Aquatics camp.

Transition

Preschool to Heathfield Primary

There is currently a single intake, with all students aged 5 or turning 5 on or before April 30 enrolling in Term 1. Students turning 5 between 1st May and the end of the year will need to 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 enrolling in a secondary school is provided to all Year 6 students in May of each year. Families are encouraged to attend Open Days/Evenings at prospective secondary schools. Most of our Year 6 students move on to Heathfield High School which is situated on Longwood Road, a short distance from Heathfield Primary School. The High School is strictly a *zoned school* and available to all students residing in the allocated zone area only. For more information re. specialist programs/entry requirements, please contact Heathfield High School directly.