

Enrolment Information



GOLDENGROVE
Primary School
Opening doors to unlimited possibilities

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Government of South Australia
Department for Education and
Child Development

P A R E N T P A R T I C I P A T I O N

We believe that parents are a vital part of our school community and welcome your participation in our school program. Parents may wish to be involved in classrooms, the Resource Centre, out of hours sport and on committees. The Governing Council is the main parent decision making body.

We have a policy which involves the community, students and staff in the decision making process. We also have a number of sub committees that assist this process.

They include;

Fundraising	Finance
Sports	Information Communication Technology
Class Parents	Uniform
Asset Management	Canteen
OSHC & Vacation Care	

If you are interested in joining one of these groups, please let a member of our staff know.

Role of Class Parent

At Golden Grove Primary School we aim to have two Class Parents representing each class. Class parents attend approximately 2 meetings per term, bring suggestions to the notice of staff and committees regarding general class and school policies, help organise class 'get to know each other' functions, promote school activities and assist in small fundraising activities

Class Parents will be included in transition/welcoming activities for any new students and parents to the school, such as informal coffee and chat times with the Principal. Please ask your child's class Teacher who your Class Parents are.

Role of the Volunteer

At Golden Grove Primary, we believe that volunteers make a significant contribution to the school community, and consequently student learning, by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs , thus providing quality interactions and valued expertise for students. The DECD (Department of Education and Child Development) require that all volunteers have a criminal history check (which is valid for three years) and attend volunteer training conducted by our leadership team. Paperwork and instructions for the criminal check will be emailed to you for completion once you have registered for the volunteer training session. Please enquire at the office regarding the timing of the next training session if you would like to attend.

S C H O O L T I M E S

School Day

8:30am.....	Yard area supervised by staff
8:50am.....	School day commences
10:40 – 11:00am.....	Recess
12.50 – 1:20pm.....	Lunch play time
3:10pm.....	Dismissal
2:10pm.....	Dismissal at the end of each term

Children must not be at school before 8.30am, as there is no supervision in the yard. Out of School Hours Care (OSHC) is available from 7.15am. Unless children are taking part in organised school activities, they are not to remain after 3.30pm when school supervision ends. After this time children, will be asked to wait in the front office if parents are late collecting them. After 3.45pm, children will be taken to OSHC and parents will need to pay for that service .

2015 School Year

Term 1	27 January - 10 April
Term 2	27 April - 03 July
Term 3	20 July - 25 September
Term 4	12 October - 11 December



Hot Weather & Hat Policy

It is important children have protection from the sun and we have adopted the Cancer Council recommendations to support our policy. From 1st September to 30th April, all children will need to wear a school coloured sun safe hat when they are outside. If the temperature is 36 degrees or over at recess or lunchtime, the children will remain indoors. Children will remain at school until normal dismissal time as all learning areas are air conditioned.

Wet Weather Policy

In the event of wet/inclement weather, children will remain in classrooms during recess/lunch.

C U R R I C U L U M

Curriculum delivery in Australian schools is currently undergoing transition. At Golden Grove Primary School, Phase 1 of the new Australian Curriculum has been fully implemented. This means that we are currently planning, delivering and reporting in English, Mathematics, History and Science as per the Australian Curriculum. All other areas of the curriculum are taught as per the South Australian Curriculum Framework. Full implementation of the Australian Curriculum will be completed by the end of 2017 by all Australian schools.

At Golden Grove Primary School, diversity and richness is added to the curriculum by the provision of lessons in specific areas by specialist teachers. In 2014, children participate in lessons taught by these teachers in Physical Education, Design & Technology, Performing Arts and Japanese.

In the Early Years, we believe that play is an important part of the learning process. Significant time is spent for Junior Primary Children in play-based activities as they learn predominantly through doing and experiencing. We would be happy to talk with you about your child being an active participant in his or her own learning.

SITE PLAN

Core Business

The core business of Golden Grove Primary School is learning and teaching in a caring safe, welcoming, learning environment where students are challenged to strive for personal excellence. This is supported by the value we place on:-

Responsibility

Empathy

Self Worth

Personal excellence

Enthusiasm

Collaboration

Trust

and our school mantra “Be fair to yourself and others”.



Our current Site Plan prioritises the areas of English, Maths and Wellbeing and Engagement.

SCHOOL PROGRAMS

Fitness

All children are involved in a daily fitness program which is enhanced by Physical Education lessons.



Class Meetings

Children participate in class meetings which encourage them to be involved in the decision-making processes of our school. There is also a Student Council with representatives from each class, which meets weekly.

Resource Centre

Children may borrow from the Resource Centre each day between 0830-0850, lunchtime and at end of the school day, and at other times when their class is booked in. Parents are always welcome to support their child/ren with borrowing before and after school. Junior Primary children may borrow two books, Primary children may borrow three books, and Year 7 students borrowing up to four books. Books are on loan for one week and overdue notices will be distributed to classes periodically. Junior Primary children are asked to bring a plastic or fabric bag to protect their book in transit to and from school. Parents are asked to accept responsibility for loss or damage to books, which are in the care of their children.

The Resource Centre has an extensive Adolescent Fiction section for Year 7 children. In order to borrow from this section, children need a consent note signed by their parents. These are available at the beginning of each year. Parents are welcome to borrow from this section as well as the Parent Reference Collection.

Parents are most welcome to visit the Resource Centre with their children or volunteer to help with the many tasks that need doing. Please contact the Resource Centre staff if you are able to assist.



Information/Technology Centre

We have 2 computer suites which are available for classes to book.

Student's Use of the Internet

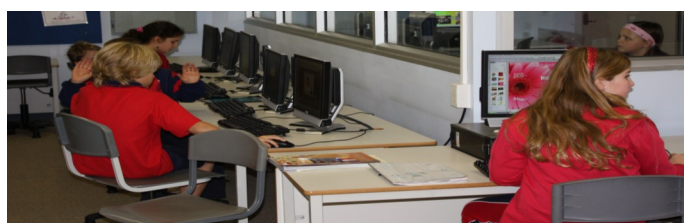
On line services at Golden Grove Primary offer opportunities for teachers and students:-

- to access and evaluate current information
- to exchange cultural ideas, understanding and information and participate in global projects
- to access graphics, sound and video
- to develop literacy and writing skills, communication and information skills
- to access experts in many fields.

Use of Internet services in the classroom is integrated into teaching and learning activities. There are global filters which block inappropriate sites but staff also closely monitor Internet usage. Students will:-

- access the internet for educational purposes
- only access the Internet under teacher supervision
- acknowledge information sources
- never open a site that looks like it could be inappropriate and notify a teacher if inappropriate information is encountered
- be polite and courteous in email messages and not send personal email.

Students and parents will be required to sign an Internet User Agreement upon enrolment, which is included as part of the Enrolment Form.



HEALTH

Emergency Contact Cards/Sickness/Accidents

We keep Emergency Contact information for each child on file in the school. It is important that this information be kept up to date in regard to changes in address, telephone numbers, doctor, place of employment, medical problems and so on. *Please inform our office of any changes via the change of details slip in our fortnightly newsletter or email to dl.1848.info@schools.sa.edu.au*

If children are on medication, would you please let the class teacher know. If children require medication at school, a Medication Plan will need to be completed. This is available from Student Services where SSO's will administer the medication. Medication will only be administered if it has been prescribed by a doctor, is delivered in its original container, has a label from the pharmacy and comes with clear written instructions from the parent/caregiver. Most medication that requires administration 3 times per day can be done so without the need for it to be taken at school.

Children who require individual health support from staff will need a health care plan from their doctor, nurse or therapist. Staff and families use the health care plan to develop a health support plan which ensures common understanding about what support is appropriate for the individual child's needs.

Children who require medication for asthma need an Asthma Plan completed and the medication to be stored in Student Services. Older students with puffers may be able to keep their medication with them if they are competent in administration, but younger students will need to negotiate the usage and storage with Student Services. Where a child suffers from a chronic condition which could be life threatening, a Health Support Plan will be put into place. Emergency medication is clearly labelled and kept in a cupboard in Student Services. If students are unwell or have an accident, they will be cared for by the SSO in Student Services and contact with parents made if necessary.

Communicable Diseases

The following table shows the recommended minimum exclusion periods from school of infectious diseases. Although a medical certificate may be produced showing earlier recovery, children should be excluded from the recommended period in order to protect other school children from infection. Viruses should also be treated as potentially infectious diseases and a doctor's advice should be sought and followed.

Please observe the following DECD regulations:-

Chicken Pox and Shingles	Exclude until all blisters have dried
Whooping Cough	Exclude until 5 days after starting antibiotic treatment or 21 days from onset of cough
Rubella (German Measles)	Exclude until fully recovered or 4 days after onset of rash
Measles	Exclude for at least 4 days after onset of rash
Head Lice	Exclude until appropriate treatment has commenced
School Sores (Impetigo)	Exclude until appropriate treatment commenced. Sores should be completely covered with a dressing
Conjunctivitis	Exclude until discharge from eyes has stopped

Dental Clinic

Children are able to receive general dental care at the GPPlus Super Clinic Modbury, Level 1, 77 Smart Road, Modbury, phone 74258700. It is a parent's responsibility to collect their children and take them to the clinic. Please notify the clinic if you are unable to keep an appointment.

COMMUNICATION

Good school/parent communication is vital. A newsletter will come home fortnightly on a Thursday and will provide information about the school and class activities. Subscription to our school newsletter is available via our school website www.goldengps.sa.edu.au

Our school has an open door policy. If you have a concern or issue to discuss, please come along to school and discuss the matter with us personally. We encourage you to call in and discuss your child's progress with his/her teacher at any stage of the year. As teachers are busy during class time, you may need to arrange a mutually convenient time.

Reporting to Parents

At Golden Grove Primary School, we aim to report to parents regularly and comprehensively to ensure you are well informed about the progress, achievements and learning needs of your child. Our reporting process is continually being reviewed. This is done through surveys and feedback.

This year's process consists of:

- An Acquaintance Night, week 2, term 1
- A term overview of classroom expectations, routines and curriculum overview sent home Wednesday of week 4, Term 1 and Wednesday of week 2 in Terms 2, 3, and 4
- Parent/Teacher/Student discussions at the end of term 1
- A mid year written report
- An end of year written report
- Student work samples to be sent home throughout the year, at least once per term. Please note parents and teachers can request additional interviews at any time throughout the year, if the need arises.

During the year, we may organise daytime and evening sessions to share information about teaching methods and different aspects of our school curriculum.

Student Attendance

Students aged 6 to 16 are under compulsion to attend school. The student roll requires that we categorise absences according to information received/not received from parents with regards to an explanation for the absence. It is for this reason that we ask you to notify us either in writing or by phone when a child is away from school. Unexplained absences will be followed up by the school and recorded in the roll book.

The roll book also requires us to record a child's lateness. Lateness on a regular basis can cut down a child's time at school. We understand that there may be unavoidable occasions when children are late however your support in ensuring your child arrives before 8.50am, would be appreciated. We will follow up regular late arrivals with a letter to parents. If children are late to school they are required to sign in at the office.

Access/Collection of Students

Staff have a legal responsibility for our students and there is a procedure for collection of students during school hours. If you wish to collect your child/ren for any reason during school hours, you will need to come to the office first and electronically sign your child out.

GENERAL INFORMATION

Admission Procedures-Fifth Birthday

As of 2014 there will be one intake at the beginning of the school year for all receptions. The regulations now state that children born on or before 30th April may start at the beginning of the year before they turn 5. Birthdays that fall on 1st May or afterwards will now commence the following year. Familiarisation of the school will occur throughout the year with some formal transitions visits later in the year.

R-7 Assemblies

These are currently held each fortnight on a Friday at 9.00am in the Hall - parents are most welcome. A different class runs each assembly. We see it as a valuable opportunity for children to share their experiences and celebrate their achievements. Sing and Share for Junior Primary students takes place on alternate Fridays and involves classes sharing work, singing songs and celebrating successes. CSI takes place also on alternate Fridays and is an opportunity for Middle School students to meet and share their learning. Primary Years assemblies are held on Thursdays on a fortnightly basis.



Banking

Bank day is Monday and the money is collected in the classrooms. Children are able to bank with the Commonwealth Bank or BankSA. Application forms are available from the office.

Book Club

A parent volunteer coordinates the Scholastic Book Club. This club provides inexpensive, high quality literature. Book Club order forms are distributed to children and need to be returned with the correct money in a sealed envelope to the payment window if you wish to place an order. Books will be distributed approximately three weeks after orders are sent.

Canteen

We believe that:-

Golden Grove Primary School Canteen has been established to benefit our students:

- by making it possible for all students to buy nutritious and dentally approved food at reasonable prices during the school day.
- by providing a learning experience for students to make wise choices of food for maximum health and fitness, thus complementing the school curriculum emphasis.

As the canteen is run on a voluntary basis we need your help. A large number of people are required regularly to collate orders and prepare food. We hope you will be able to join our roster. It is also an opportunity to get together and meet other parents.

Enquires to Jenny Farmer, Canteen Manager on 8289 3137.

Other Things You May Need To Know

At times, teachers may request families provide certain items for use in the class. These may include an art shirt to protect their clothing, a box of tissues, liquid soap etc. Notes will be sent home to children if these items are required.

As Golden Grove Primary School is a large school, it is very important that **all possessions are clearly named** so they may be returned promptly if lost. There are LOST PROPERTY bins in Student Services (admin area) For reasons of space and hygiene, items are stored for 2 weeks maximum, after which time named items are returned to their owners, and un-named items donated to charity.

Excursion/Camps

Excursions and cultural activities are an integral part of the school's educational program. You will receive notification well in advance of these activities. Fees must be paid and consent forms returned before a child can participate. Children not attending class excursions/camps are still required to attend school where learning activities and supervision will be provided.

Camps (Year 4-7) are held in alternate years. 2014 is a camp year as will be 2016, 2018 etc.



Homework

Homework is set for all students with the content varying depending on the year level of the child. Year 6/7 children will usually have up to 45 minutes, 4 times each week. Years 4/5 children 30 minutes, 4 times each week. Students in JP classes will be expected to participate in various home reading activities and other activities as set by the class teachers

There are slight differences in expectations between teachers. Your child's class teacher will discuss her/his policy with you. Homework may include:

- ♦ reading- book, papers
- ♦ finding information
- ♦ writing – letter, story
- ♦ problem solving activities
- ♦ finishing off school work
- ♦ preparing a talk etc.

Materials and Services Fee

Parents pay an initial fee for each child to cover costs for the year. In 2012, this fee is \$270 for the whole year. There are no book room sales. If you require information regarding School Card eligibility, please contact the school.

Money Collection/Fees

All money is to be paid at the payment window, which is along the front verandah near the office. **This window is open from 8.30-9.15am Monday to Friday and Tuesday & Thursday afternoons 2.45-3.15pm.** If you are unable to come at this time please leave payment at the office in a payment envelope with your child's name, Home Base and fees details on it. Cheques should be made payable to Golden Grove Primary School. EFTPOS facilities are available for transactions larger than \$10.

School Support Services

Access to DECD Regional Support Services is available for students that are needing intervention with their learning or speech or who have developmental needs and other conditions. Please speak to your child's teacher or the Assistant Principal (Intervention) Teresa Grandison if you would like to discuss your child's needs. The Tea Tree Gully Community Health Centre also has an excellent range of services.

Smoke Free Zone

DECD has declared all schools Smoke Free Zones. No smoking is permitted in buildings or on school grounds.

BEHAVIOUR MANAGEMENT

At Golden Grove Primary School, we believe that children should take responsibility for their own behaviour and learning. Our approach to behaviour management requires a partnership of parents, students and staff working together. Each classroom negotiates rules that are consistent with our beliefs about learning and our school values. Positive behaviour is acknowledged in a variety of ways and logical consequences are used to respond to inappropriate behaviour. A step system is used for serious and persistently inappropriate behaviour to assist students to make choices which support their own and others learning. A detailed overview of classroom behaviour management processes is available upon request.

GRIEVANCE PROCEDURES

We have an open door policy at Golden Grove Primary School and encourage you to speak to your child's class teacher if you have any concerns. You may need to arrange a mutually suitable time in which to meet with the teacher.

If you still have concerns after your meeting with the class teacher or teacher concerned, please make an appointment to see a member of the leadership team. Our Grievance Procedures and Anti Bullying Policy can be found on our website.

UNIFORM SHOP

Our uniform shop is open Monday, Wednesday and Friday from 0830-0915, and Tuesday and Thursday 2.45-3.15pm. Outside these times, orders may be placed on a form available at the office. Orders are delivered to your child's class.

The school colours are navy and red and our Governing Council expects that children will wear uniforms. A separate sheet with articles and prices listed is available. We also stock bags and hats with a school logo. Year 7's have the opportunity to order a commemorative polo shirt and windcheater each year and information is distributed to these students regarding the ordering of these items.

DRESS CODE

After consultation with parents and students, the Golden Grove Primary School Governing Council adopted a school dress code, which all students are expected to follow. This involves the wearing of school uniform or clothing in the school's colours (red and navy), and the wearing of hats from 1st September to 30th April. Golden Grove Primary Governing Council expects the Principal and staff to enforce the dress policy of the school and take appropriate action in relation to the persistent breaching of the Dress Policy.

Dress Code Regulations

Education Regulation 189a on school dress code (January 27, 1994) provides as follows:-

- the right of school councils to determine school dress policy
- consultation entitlements and processes
- enforcement obligations and exemption conditions

("Administrative Instructions and Guidelines", Section 3, Student Matters, Paragraph 95)

Why have a dress code?

- it promotes a sense of belonging and pride in the school community
- it gives the school a unique identity
- it creates a sense of equity for the students
- it is practical in its application to a wide range of physical activities and weather conditions
- it is appropriate for both boys and girls offering a wide range of choices to suit activities
- it ensures students observe health, safety and decency standards
- it eliminates competition for brand name and "fad" clothing and the wearing of inappropriate clothing and accessories.



Implementation of the dress code

While it is expected that students will comply with the dress code the principal may exempt students upon written request from a parent/guardian. Grounds on which the parent/guardian may seek exemption are:-

- religious
- cultural or ethnic
- new students who may need a short period of time to purchase the necessary clothing
- itinerant students
- financial hardship
- medical reasons support by a doctors' statement
- other additional grounds determined by the Governing Council as the need arises



Compliance Obligations

Any student not wearing school uniform will be spoken to by a staff member and encouraged verbally to observe the dress code. Parents/Caregivers will be contacted by letter or diary note if students persistently breach the school dress code. Teachers and School Captains will undertake uniform checks to ensure this school maintains the highest possible standard of dress.

Timeline for changing the dress code

Any major change to the school dress code will only be implemented after consultation with parents followed by a formal notification period of six months.

Acceptable clothing includes:-

Slouch or bucket hats from 1st September to 30th April (i.e. A hat which covers ears and the back of the neck)

Plain Red or Navy:

Shorts	Polo shirts	Pinafores
T shirts (with sleeves)	Skirts	Rugby Top
Track suits	Windcheaters	Parachute pants
Leggings	Culottes	Navy blue cargo pants
Red and white or navy blue and white check dresses		

Not acceptable

Clothing with brand names or logos with pictures
Snap pants
Jewellery except watch, studs, sleepers

Make up
Tank tops

Baseball caps
Denim



Learning is central to all that we do at
Golden Grove Primary School.

Responsibility
Empathy
Self Worth
Personal Excellence
Enthusiasm
Collaboration
Trust