



SETTLERS FARM CAMPUS R-7



SCHOOL INFORMATION

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SETTLERS FARM CAMPUS R-7 JOURNEY

Our campus has a unique and interesting beginning. Department of Education for Child Development (DFE) had planned for potential growth in the Salisbury North-West District (Paralowie area) and had set aside the 10 acre site of land, bounded by DuVillars Street, Ronaldo Way and Barassi St, for the future building of a new school. In the meantime, private housing developers had opened up the area around the school land and families were moving into the area.

On the corner of DuVillars Street and Ronaldo Way, "Distinctive Homes" builders had a display village of three houses, and a car parking area. These were bought by the Government and leased to DeF. There was a clear need to establish a school as soon as possible at Settlers Farm. It commenced with classes operating out of houses that had originally been designed as domestic dwellings. The first class of students started at Settlers Farm School on 26th October 1987.



Our original logo, designed by staff member Helen Bowering, reflected this early unique history. It's perimeter outline was the symbolic shape of a house, with the whole design incorporating three house shapes and representing the initials of our school name and where we can be found, adult and child figures representing our students and community and books, representing the educational/teaching purpose of the school.

The Kindergarten was opened in 1988. Other transportable buildings have been placed on the site as the population grew. The main brick buildings opened in 1990 and the grounds were developed over the next few years with the work of staff, students and the community.

Campus Vision

Settlers Farm Campus as a community works together to inspire our students to develop respectful relationships, be resilient and maximise their potential. We are now known as a campus to reflect the strong collaborative commitment of all services on this site towards building a precinct that is a supportive learning environment for care and learning in our community. We are focussing on the continuity of care and education for our students and their families, ensuring that services of excellence are available, easy to access and meet diverse needs.

The Settlers Farm Campus logo reflects our campus vision. In consultation with students, staff and Governing Councils of the Kindergarten and the school, the logo was designed by graphic artist Marika Zellman. The straight line leading upwards represents moving forward and the seamless transition for learning in our campus. The curved scroll represents the collaboration between the services and the community in achieving our vision. SFC are the initials of Settlers Farm Campus.



Campus Values

Our campus values were developed through a consultative process that engaged students, staff and community about what we truly value. These values underpin the expectation of how all members of the community will work together. Our campus values are:

- Respect
- Responsibility
- Personal Best

SCHOOL TIMES

What time is my child required at school?

8.45am	Classrooms opened. Students are expected to go straight to their classroom when they arrive at the campus to prepare for the day.
11.15am - 11.45am	Recess play time
1.25pm - 1.55pm	Lunch play time
3.05pm	School dismissal time

If you are unexpectedly delayed for more than 10 minutes in picking up your child after school, please contact the campus so that your child can be cared for until you arrive. Please be aware that it can be difficult to locate children at the last minute so it is helpful to let your child know that they should go to the office if you haven't arrived to pick them up.

ATTENDANCE POLICY

Must I send my child to school?

YES: Under the Education Act of South Australia, parents and guardians are legally responsible for ensuring the regular school attendance of their children, between ages of 6 and 15 years.

Is regular attendance important?

YES: From the first day! If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the Junior Primary and Primary years often leads to the development of poor attendance and achievement at secondary school.

Does my child have to start school at age five?

NO: Your child is not under compulsion to start school until they are 6 years old. However, state schools accept children from the age of 4yrs 9months, at the beginning of the school year, so long as their 5th birthday is on or before 30th April of that year.

Generally, it is best to consult with your child's Child-Parent Centre or Kindergarten teachers as to when and if your child is ready to start school. In most cases, children are ready and willing to start around the age of five. There is only one intake at the beginning of each school year.

Children who turn 5 on or after 1st May will begin school the following year. Prior to the intake date, parents of the children about to start school are invited to an information meeting, and children are given the opportunity to visit into classes.

Must I send my child to school every day?

YES unless:

- the child is too sick to leave the house
- the child has an infectious disease like chicken pox, mumps or measles
- the child is incapacitated by injury preventing movement around school
- the child is accompanying her/his parents on a family holiday, which cannot be arranged in school vacations. (This must be discussed with the Principal prior to the absence and an exemption form filled out.)
- the Principal is provided with any other genuine and acceptable reason preventing the child's attendance.

Whenever possible, dental and medical appointments should be made out of school hours.

Must I notify the school if my child is late?

YES: Teachers mark roll books at 9.00am each morning. Every student not present at this time is recorded in the roll book as late or absent. An explanation from parents/caregivers for each lateness is expected to be given to the student's teacher as soon as possible. Parents/Caregivers will be contacted if lateness continues to be unexplained or is a regular occurrence.

- Students who arrive after 9.00am without a parent/caregiver must be signed in at the front office.
- Students who arrive between 8:45am-9:30am with a parent/caregiver can be taken straight to class
- Students who arrive after 9:30am must attend the front office

Must I notify the school if my child is away?

If a student is absent for 1 day:

- Parents/Caregivers must notify the school by phone, in person, by sending a note or they can SMS on 0427016460.
- After the student returns to school, teachers will contact parents/caregivers by class dojo, phone (if possible) or inform administration to seek their support if absence is unexplained.

If a student is absent for two or more days:

- Parents/Caregivers must notify the school by phone, in person or by sending a note.
- Teachers will contact parents/caregivers by phone (if possible) or inform administration to seek their support if absence is unexplained.
- Administration will contact parents/caregivers.
- Attendance Counsellor will contact the parents/caregivers if absences continue to be unexplained.

What do I do if I need to collect my child from school before 3.05 p.m?

Parents/Caregivers inform front office staff and sign student out before collecting their child from the classroom. Parents/Caregivers take sign out note to the class teacher.

Students are not allowed to leave school early unless they are accompanied by a parent/caregiver.

Should I notify the school if my child refuses to go to school?

YES: You should contact the teacher / leadership and seek assistance immediately.

We will assist you and your child to ensure that they attend school regularly. If needed, assistance will be sought from the School Attendance Counsellor. School Attendance Counsellors are members of professional teams providing a supportive service to students, parents and school staff. They aim to ensure the full participation of all students in education.

TRANSITION & PROGRESSION AT SCHOOL

How long will my child be in the Junior Primary section of the school?

Reception, Year 1, Year 2 are the Junior Primary years.

Kindergarten to Reception Transition

We encourage parents to enrol their child/ren early so we can include your child in the preparation for coming to school.

Parents of new receptions will receive a letter detailing information about transition visits.

Settlers Farm ensures that the transition program is comprehensive and includes yard play opportunities so that children are prepared for their start schooling.

In addition to these visits, a series of visits to classes and resource centre occur for Settlers Farm Kindergarten children in the year before they start school.

Year 7 to Year 8 transition

Teachers of year seven students are aware of the particular learning and social needs of young adolescents and plan their programme with these in mind.

An aspect of this programme is preparation for and selection of an appropriate secondary school.

During Term 2, parents are provided with general information about secondary schools and details about the open "visiting days" for secondary schools in our area as well as the specialist secondary schools in Adelaide. The enrolment form and procedures are also in the package that goes home. Please contact the school with any queries.

Later in the year, visits are made to local secondary schools and, in some cases, students from nearby secondary schools visit our students.

Throughout this transition programme, interpreters are available for open meetings etc. Translations of written material are available on request - for open meetings, one to one discussions with teachers or visits to secondary schools. Adults wishing to make use of these services can speak to their child's teacher at any time.

CLASS ORGANISATION

Will my child be in a class with mixed grades?

The school is organised in a variety of ways depending on numbers, circumstances and teachers. Your child may be placed in:

- Straight year group (one year level only) eg. Year 3 or a Year 2 class
- Composite year levels (two year levels) eg. Years 5/6 or a Rec/Year 1 class

Why does my child have several teachers instead of just one?

We are fortunate to have several specialist teachers in our schools. Your child will have another teacher for 30 – 120min. blocks of time, pursuing a variety of study areas. During this time the class teacher has duties other than teaching eg preparing lessons, marking work, organising special events or programmes etc.

Some teachers tandem teach. This is where two teachers share the responsibility and planning for one class. Some teachers team teach. This is where two or more teachers group their students as one class, with the teachers sharing the responsibility, planning and organisation for the students of both classes.

CURRICULUM

What subjects will my child be learning?

When a child starts school, they will be getting to know their environment, their teacher and meeting new friends. Students also need to become familiar with class routine, school and classroom rules. Most teachers like discussing their expectations very early with their new students. Students will experience a wide range of curriculum areas including:

- English
- Maths
- Arts
- Health and Physical Education
- Humanities and the Social Sciences
- Science
- Technology

Some curriculum areas are taught as a specific subject and others are taught as part of an integrated approach.

Through creative activity, students are experimenting, playing, discussing, investigating, problem-solving, trying, discovering, repeating, revising, listening and practising in order to learn and understand.

Support Programmes

Students from R – 7 will be given the opportunity to be involved in Student Action Teams. The school provides many support programs for students with special needs eg Literacy support in reading, writing, listening and speaking, English as an Additional Language or Dialect and speech support. There are special programmes in the school such as First Language Maintenance (in Vietnamese, and African Dari/Farsi language). Your child may be involved with these teachers and School Services Officers as well.

HOME PRACTICE

What are the expectations with regard to home practice?

At Settlers Farm Campus R-7, students are encouraged to be involved in learning activities at home that support their work at school. We encourage and assist students to take responsibility for their learning and to make responsible decisions about how much time they spend on their learning at home.

Home practice is valuable in assisting students to develop organisational skills and independent study habits.

We strongly believe that students' learning will be enhanced when parents take an active interest in their children's home practice in an encouraging and supportive manner. Home practice information can be recorded in a diary or communication book. Parents and teachers can communicate with each other in the diary/communication book.

For more information refer to the home practice policy on our website.

BEHAVIOUR MANAGEMENT POLICY

At Settlers Farm Campus R-7 we aim to provide:

- a safe, caring orderly learning environment where the rights of all students to learn and all teachers to teach are supported and protected.
- support for students to accept responsibility for their own behaviour.
- a success oriented learning environment where students have the opportunities and support to experience academic, social and physical success.
- partnerships between members of the school community - staff, parents and families in order to establish expectations and consequences related to student behaviour.

What do I do if my child is harassed or bullied?

Staff and students at Settlers Farm Campus R-7 have developed grievance procedures for dealing with harassment.

Teachers support children to develop strategies in dealing with this type of behaviour. The process used is:

- Tell the person to stop (with the support of a friend if they wish).
- If the behaviour continues, the student can then go to one of the teachers on yard duty or their class teacher if in the classroom.
- Teachers will investigate the incident and support students to resolve issues.
- We suggest that students tell their own classroom teacher of incidents that happen in the yard, so that she/he can follow through with action as well if necessary.
- The child or teacher can seek support from leadership if necessary.

If your child comes home continually complaining of bullying or harassment, please come in and make an appointment to discuss the matter with your child's teacher or leadership.

Is there segregation in the yard between JP and Primary students?

We have a Basketball court and a Netball court that are rostered out between JP and Primary students play days. There is also one grassed area containing a sandpit and playground equipment that are only for Junior Primary students to play in. Another playground is designated for Primary students. The rest of the school is for all students.

What does my child do when it is wet or too hot?

If it rains during playtime, the music is played and students return to the classroom where they will be supervised by the teachers. If it is raining before students have gone out to play 3 bells are sounded to indicate no play. In extremely hot weather, the students will stay in classrooms at lunch time. The classrooms are air-conditioned. Therefore we do not have early dismissal in very hot weather. (In case of severe storms at dismissal time, we will keep the students supervised inside until it is safe).

Can my child bring toys from home to school?

We discourage students from bringing toys from home to avoid disappointment if the toy is damaged or lost whilst here. Outdoor game toys, i.e. balls, ropes, are not allowed to be brought from home. Classes have access to a basket of sports equipment to share at play times.

What if my child has a disagreement with another child at play time?

Children are encouraged to seek the help of a teacher on yard duty wearing a bright orange jacket. If they cannot resolve the issue, they will send the child to the office with a card to see the leadership person on call.

MOBILE PHONES

Mobile phones are very popular amongst young people, but can also be expensive to replace if they are lost. For this reason we **discourage** students from bringing mobile phones or other electrical equipment to school.

Whilst students are at school, they come under our duty of care. Part of this duty of care is to ensure that mobile phones (or other equipment) are not used inappropriately and therefore do not interfere with teaching and learning, nor are part of any harassing behaviour.

As part of our duty of care, our school needs to be aware of and involved in any parent/caregiver communication with their children whilst students are at school.

Many parent/caregivers feel that a mobile phone is an essential part of their duty of care. We are therefore prepared to allow them on premises within the guidelines of our mobile phone policy.

Student Expectations

- Portable music players or electric games are left at home.
- If a mobile phone is brought to school it must be kept in the student's school bag or given to the class teacher for safe keeping (teacher permitting).
- Mobile phones are to be switched off during school hours (8:45am-3:05pm). This means that students will not receive or make calls/SMS during this time. Exemptions may be granted in the case of a critical situation. This should involve parent communication and should be authorised by the Principal.
- The school requires that parent/caregivers wishing to contact their children whilst they are at school, phone the school (82806866) and not use their children's mobile phones for contact.
- Students must not contact their parent/caregivers (*this includes recess and lunch times*) (e.g. if they feel ill). Settlers staff will contact parents.
- In emergency situations, parents can contact the school and messages will be passed on to students. Similarly, students will be able to use a school phone in emergency situations.
- If students are found to be using a mobile phone during school time, it will be taken to the Front Office. Parents may be contacted by staff to either:
 1. clarify parent knowledge that the child has phone at school
 2. give permission for student to collect phone at the end of the day
 3. arrange that the parent will collect phone on behalf of child
- If students bring mobile phones, portable music players or electronic games, etc to school, they do so at their own risk – the school **WILL NOT** accept liability for loss or damage.

STUDENTS' RESPONSIBILITIES IN THE YARD

To ensure that Settlers Farm Campus R-7 is safe, enjoyable and harassment free for children and adults, students have agreed to:

- follow directions given by staff
- behave in a way unlikely to harm people, clothing or property
- walk their bikes/scooters in the school yard
- put their litter in the bins provided
- remain outside during play times unless accompanied by a teacher inside a building
- play in the appropriate areas only (see chart)
- respect the privacy of others when using the toilet
- leave their personal play equipment at home
- eat lunch sitting down in designated areas.

Eating can happen on seats in main yard, under trees on JP playspace, around Homestead and under trees near the path leading to Acacia. Eating is not permitted on the large grassed areas, playground equipment or sandpits.

YARD RULES

WHERE WE CAN BE	WHAT WE CAN DO
BASKETBALL COURT AND NETBALL COURT Rosters ensure equal access by all students and rosters are displayed on classroom windows.	Basketball/Netball/Tennis/Volleyball Throw, catch and hit ball, skipping and hoops. NO kicking of balls.
GA 1 PLAYGROUND Rosters ensure equal access for years 3-7 students on GA1 playground and years 5-7 on the pyramid.	Can be used before and after school under parent/caregiver supervision. NO sitting or standing on top of monkey bars. Only six on the jungle gym. Maximum of 15 on Pyramid during play times. No pyramid before or after school.
PAVED AREAS	Cooperative games such as four-square hopscotch, skipping but NO playing near the front office, canteen or entry path in front of Ghostgums. Walking only. No running. (Pathway around GA1 can be used as a running track as part of formal lessons only). Students NOT in dress code go to Main Yard.
SANDPIT ON GA 2	Cooperative play.
GRASSED AREA 1 (only for yrs 3-7)	Ball games, eg soccer and football. NO tackling. Out of bounds before school.
GRASSED AREA 2 (for R-7)	Ball games, eg soccer & football for R-Yrs 3 only. Cricket pitch for all year levels (refer to roster) Playground for J.P. only. Out of bounds before school.
RESOURCE CENTRE at lunch times	Reading, games, jigsaws or any quiet activities
INDOOR GAMES at lunch time in Hall to be negotiated each year	Sports, games, dance
JP PLAY SPACE (by Bilby and Callistemon)	Sandpit and any games with equipment but NO kicking of balls . Friendship seat if looking for someone to play with. Out of bounds 3-7
UNDER VERANDAHS around buildings, pergola on GA2 and on benches on paths	Sit to eat and when not wearing a hat (water bottles can be carried around). 4 square under R.C. verandah
QUIET ZONE (under the canopy)	Sit, chat, read. NO ball games.
THE MAZE	Quiet area to sit and talk. NO eating or walking on the wooden planks.
TOILETS	All toilets are open except Bilby, Kookaburra and Hall. Ibis, Bilby, Homestead, & Callistemon for R-3 years ONLY. Ghost Gums, Kookaburra, Daintree and Eucalyptus for Years 4-7. Ask to use Homestead toilets.
PYRAMID	Roster years 5-7. Maximum of 15 students. No before or after school play.
GARDEN AREAS	Out of bounds. The "Lizard" garden behind the Netball Court can be explored during lesson times only .
HOT WEATHER POLICY BEFORE/AFTER SCHOOL	No equipment at playtimes and sit in the shade. Walk bikes and scooters. Wait outside the school gates if at school before 8:30am . After 8:30, wait in Main Yard, GA1 Path and Quiet Zone, JP Playspace and GA1 & GA2 playgrounds. NO kicking of balls and NO GA1 or GA2 play. Within 4 square courts – handball and use of feet are allowed.
WET WEATHER POLICY	Stay in class if raining. NO equipment to be used on ovals due to mud when outside after heavy rain. Stay under verandahs in drizzles.

GRIEVANCE PROCEDURES FOR PARENTS & CAREGIVERS

If I have a concern and need to talk to the teacher, when is it convenient to do so?

Our campus has a commitment to creating a supportive learning environment, in which parents and teachers work together to provide quality care and learning for our students.

However, there will be occasions when parents have concerns about particular aspects of the campus programme. With this in mind, we have developed guidelines for parents which outline a process for resolving problems.

The Resolution Process - If you have a concern or complaint

Step 1 - Contact the teacher involved and arrange an appointment so that you can discuss the matter without distractions. If you can't speak directly to the teacher, phone the school office. The office staff will arrange for the staff member concerned to contact you as soon as possible. If you feel uncomfortable approaching the campus personnel, a member of Governing Council, or another parent familiar with campus procedures, can support you to establish contact.

Step 2 - If you consider the issue you have raised is not resolved, make an appointment with the Principal, Deputy Principal or Senior Leaders. Inform him/her about the subject you wish to discuss, as this will help the problem solving process.

Step 3 - Meet with the Principal, Deputy or Senior Leaders. You may wish to arrange for another parent to support you by attending the meeting with you.

Step 4 - If you are still dissatisfied with the outcome of the meeting, phone or write to the Principal or Deputy Principal again to air your concerns. If we do not receive further information we will assume that the issue is resolved.

Step 5 - Contact the Education Director if the above steps do not lead to a satisfactory outcome and you wish to pursue the matter further. This contact information will be given to you upon request.

Important points

- If you believe the issue to be of a serious nature it may be best to take the problem straight to the Principal, Deputy Principal, Senior Leaders.
- Throughout this process, it is important to maintain confidentiality (particularly if the issue concerns the performance of a teacher or sensitive issues regarding other students and their families.)
- Members of Governing Council can support parents in resolving grievances or raising concerns at Governing Council meetings. However, complaints about individual teachers or individual student issues cannot be discussed at Council meetings. Please refer these to the Principal or Deputy Principal in privacy. Similarly, complaints about the Principals must be directed to the school's Education Director.
- Throughout this process, it is important that children learn that the campus and the family are working together.

CAMPUS AND HOME COMMUNICATION

Fortnightly campus newsletters available on line at www.settlers7.sa.edu.au. Teachers will occasionally send home class newsletters. (See flyer about downloading School App.).

If I need to talk to the teacher, when it is convenient to do so?

Most teachers will prefer to have a time set in advance for this, or at least know that you are coming to see them. However, if this matter is urgent, before or after school hours would be the best time.

Please remember that teachers find it difficult to discuss and concentrate on your concerns while welcoming or teaching the class.

What is the reporting policy?

This is the schedule of reporting to parents:

- Term 1 – Acquaintance meetings and Interviews
- Term 2 – Written Report
- Term 3 – Optional Interviews
- Term 4 – Written Report

Translation support available;

- Interpreters can be arranged to help our non-English speaking families.
- Reports will be translated on request.
- Bilingual support staffs are available.

CLOTHING

Does the school have a dress code?

Yes, Settlers Farm Campus R-7 has a compulsory Dress Code Policy and students are required to wear navy and red garments daily, including on excursions. If for some reason this is not possible on an occasional day, we request that parents provide a written explanation in a diary note. Those students who repeatedly do not wear campus dress code and do not bring a note, will be required to wear an appropriate garment belonging to the school where possible. Students are required to take these garments home, have them washed, and return them to the Front Office. The Dress Code Policy is available on the school's website.

From where can I purchase suitable garments?

Any red or navy clothing available through usual retail stores is fine. We also have a company that provides some garments in our dress code colours. These garments have the name of the campus printed on them, are of excellent quality and are reasonably priced.

Other items that may be purchased in clothing stores include:

- plain navy or plain red tops, shorts and trackpants
- navy and white OR red and white school dresses
- plain navy or plain red netball skirts and briefs

What do I need to remember when purchasing garments for my child to wear to school?

- Garments should be plain red or plain navy and they can have the Settlers Farm Campus name or logo.
- Garments with slogans, logos, brand names or pictures larger than a 20c coin are not considered to be part of the dress code.
- Overalls and snap pants are not considered to be part of the dress code.
- The styles chosen should enable students to participate fully in all activities including physical education and sport.
- Shoes need to be sturdy, flat and firmly fastened to enable students to take part in all activities.
- Tops need to provide effective protection from the sun – not tank tops, singlets etc
- Hats need to be broad brimmed hats or bucket style in order to provide adequate protection for the sun. Baseball caps are not acceptable. Hats must be worn in term 1, from 1st September in Term 3 and Term 4. (Hats are not required in Term 2 or the first part of Term 3).
- As the students are involved in a lot of physical activity, we recommend they have comfortable clothes that allow mobility.
- As students are also involved in a lot of creative and artistic activities, we recommend you provide an old shirt or smock to protect their clothing.

Is there a special top available to commemorate year 7?

Our Year 7 students have the opportunity to purchase a commemorative windcheater in our dress code colours at the beginning of the school year. The windcheaters are a great keepsake of their primary school years and have campus name, the year and all of the Year 7 students' names on the back. It is also recognition of our student leaders. Also available to the Year 6 & 7 students are senior tops.

Does my child need a hat for outdoor activities?

Yes, Settlers Farm Campus supports 'Sun-Smart' practices and is committed to reducing the risk of skin cancer. All students are required to wear hats as listed above for outdoor activities including play times. The hats need to be broad brimmed or bucket style in order to provide adequate protection from the sun.

We have a "no hat, no play" policy and monitor this closely when hats are to be expected to be worn.

What sort of footwear should my child wear?

For safety reasons, thongs are banned at school. Also, as your child is involved in regular PE. lessons, sensible sandals are important. Shoes should fasten on securely.

Can my child wear jewellery?

Generally, no. Necklaces, bracelets and rings can present safety issues ie. children can be hurt if jewellery becomes caught in play equipment. Watches are acceptable, and it is the student's responsibility to care for them. If your child has pierced ears, the most suitable earrings are studs or very small sleepers. It can be very dangerous if children wear loops or drop earrings at school.

Is my child allowed to wear a temporary tattoo or makeup?

Visible tattoos are not permitted. If your child comes to school with a tattoo they will be required to cover it or wash it off. Students wearing makeup will be required to wash it off. Nail polish will also need to be removed if worn.

What happens if my child needs a change of clothes?

If your child has fallen in the mud, we try to contact you or change them if they are agreeable. If this is the case, they will be given a fresh change of necessary clothes. Please wash and return these as soon as possible.

If your child has an accident with wetting, we generally give them a change of clothes and put their clothes in a plastic bag to take home. If they soil themselves, we generally call you or another nominated person on the emergency contact list to come and change your child. If we cannot contact you or another contact for you, this will be done at the school. Please wash and return the change of clothes to school as soon as possible.

MONEY MATTERS

What is the Materials and Services Charge for?

The materials and services charge will be used along with DfE/Education Department grants to provide your child with equipment, textbooks, stationery and materials for all curriculum areas. This includes P.E. equipment, computer access, resources in the library such as books, videos etc. The materials and services charge is ratified by the Governing Council and approved by Department of Education and Child Development.

How can I pay for the Materials and Services charge?

Payment of the Materials and Services charge account can be made by:

- Cash
- Cheque (made out to Settlers Farm Campus marked not negotiable)
- EFTPOS (debit and credit cards)
- Instalments (arranged at the front office)
- School Card
- Online options are available QKR (see school website)

The cash payments window is open for payment between **8.30am and 10.30am on Monday–Friday**. Correct money would be appreciated.

What is School Card?

School Card is a Government Allowance paid directly to the school to help pay for educational expenses. Eligible parents/guardians need to submit an application each year. The Department of Education and Children's Development has made arrangements for the income assessment process to be done in conjunction with Centrelink. The primary card holder must provide their **Centrelink Customer Reference Number** and the School Card Application Form at the front office. This information is sent to School Card Section who will advise you of your eligibility for school card assistance.

Once approved for School Card, Materials & Service Charges are fully covered. If your child/ren start at the beginning of the year and you are eligible, a School Card application **MUST** be made for them as early as possible during Term One. Please apply promptly as normal payment will apply if School Card approval is declined.

Application for School Card assistance may also be made based on hardship criteria for wage and salary earners with or without Centrelink assistance. To qualify for this assistance, applicants will need to fall within the income criteria set out by DFE (advised yearly and included on the application forms). Application for School Card is now online. Visit www.sa.gov.au/education/schoolcard to apply. The applicant and school will be notified of the outcome.

What happens when I need to send money to the school?

Sometimes you will pay money to the school. Correct money is appreciated. When doing this, please place the money in a securely sealed envelope clearly marked with:

- your child's name including SURNAME
- class teacher
- what the money is for (eg materials & services charge, excursions etc.)

Include in the envelope **all relevant forms** (eg. **consent forms, invoices**). Ask your child to give the envelope to her/his teacher who will forward it to the cash office in the class money bag. Change will be returned to the classroom the following day with receipt attached to the payment envelope. Alternatively, money and forms can be brought directly to the cash office by the parent between 8.30am and 10.30am each day.

CANTEEN

Our canteen abides by the 'Rite Bite' School Policy.

The canteen provides several hundred lunch items on a daily basis. Hot food items are also available at recess times. This service is only made possible with the help of volunteers. The canteen is a great place to meet students, staff and other parents/caregivers.

What does the canteen provide?

The canteen is open every day at recess and lunch for over the counter sales. Lunches can be ordered either through the class box or directly from the canteen before school.

How do I order my child's lunch?

There is a canteen price list in this information pack and on our school website. Students wishing to order lunch are asked to put their completed lunch order bag and money in the lunch box in their classroom each morning or parents can use our Qkr phone app to order and pay for their child's lunch order. Lunches are delivered to the classrooms at lunch time. All frozen drinks must be ordered through the class lunch box.

Can my child have spending money?

Yes. Students can purchase goods from the canteen at recess and lunch time. There is no limit to the amount of money, however we recommend that a maximum of \$1.00 is quite adequate for young children in particular.

Is spending money cared for by the teacher?

This is up to the discretion of the teacher. Many JP teachers have a special container for spending money. The money is then issued to the child shortly before recess or lunch. Primary students are encouraged to take responsibility for their own spending money.

Are students permitted to go to the local shops to buy food at playtimes?

No, students must remain inside the campus grounds for their safety and can purchase from the canteen only.

LOST PROPERTY

What if my child loses something?

When found, valuables such as glasses, money and jewellery etc. are brought to the office. Unmarked clothing or drink bottles are kept in a plastic basket located in the office. Lost clothing is also stored in the office. If the **clothing is labelled** with your child's name, we can easily return it to them. At the end of each term, unclaimed and un-named clothing is given to charity. Please feel free to check at the office for lost items.

PLEASE CLEARLY NAME ALL YOUR CHILD'S BELONGINGS TO AVOID LOSS

Our first concern is your child's safety.

What if my child is absent from school?

If your child is absent, please notify the school by telephone on 8280 6866 or via your child's class Dojo.

What if my child has an allergy or medical condition?

If your child has any medical condition or allergy which requires special treatment, please let us know on the student medical information form in this pack and also discuss the matter with your child's teacher.

What if my child suffers from asthma?

Please provide full details on the student medical information form, including any medication needed. You will also need to complete the "authorisation for administration of medication at school". **We also need an "asthma management plan" signed by your doctor.**

Please make sure that your child always has the correct medication for their asthma available at school. For the JP children, this should be kept at the office so that we can monitor its administration and safety. For Primary School children, generally this will be kept in class.

If your child needs to use a nebuliser, please help your child with the use of it. If this is not possible, please come into the office to arrange for this to be supervised.

If your child is a serious asthmatic, they need to carry their puffer with them at all times. The office will still need a copy of the "authorisation for administration of medication at school" and an "asthma management plan".

What will happen if my child is ill or hurt?

If your child becomes ill or is hurt in an accident at school, she/he will be seen by a staff member with basic First Aid training. If it is considered necessary, you will be contacted by the campus staff. If you are not available, the contact person nominated by you on your child's "Emergency Contact Form" will be contacted. A note indicating the first aid provided will be sent home with your child.

A bump on the head is always considered a serious injury and you will be notified.

If the injury is considered to be severe, your child will be taken by ambulance to the nearest hospital. Application on a Statutory Declaration form can be made to the Department for reimbursement of ambulance costs, if you do not have private cover for ambulance expenses.

Will the campus give my child medicine if I send it from home?

School Staff are not authorised to give medication to students without an appropriate form, signed by the student's doctor.

If your child requires prescribed medication for a short period of time that is not related to an illness and requires a health care plan, then written instructions are required from the doctor stating:

- Name of the child
- Name of the medication
- Dose and time it is to be given
- Over what period of time (eg. Next 2 days, 2 weeks etc.)

This means that your child will be able to take the medication at school. Alternatively you can come to the school and give the medicine to your child yourself.

Will the campus staff administer medication without my knowledge?

Other than band-aids, we will **NOT** give your child medicine without your consent. If your child is sick or hurt and needs medicine, we will ring you to come and collect your child.

What if my child gets a splinter?

Unless the splinter can easily be removed with the fingers, we are unable to use implements which may puncture the skin to remove it. In this case, we will cover it with a band-aid or contact you.

What if my child has a contagious Illness?

DfE prescribed an outline of school non-attendance for a range of illnesses for infection control purposes. Of course, it is often necessary for children to spend an extra day or two at home before they are well enough to cope with a busy school day.

If your child has been ill during the night, eg. vomiting or diarrhoea etc, it is advisable to keep her/him home for the following day.

Please ensure that the illness is not contagious before returning the child to school. Please notify the campus of any allergies, treatment procedures or medications to be taken in special circumstances.

PLEASE KEEP YOUR CHILD HOME if she/he is suffering from any of the following infectious conditions:

- CHICKEN POX** Stay home until all lesions have crusted (scabbed) and the child is fully recovered.
- CONJUNCTIVITIS** Stay home until there is no discharge from the eyes.
- GERMAN MEASLES** Stay home until fully recovered.
(RUBELLA)
- HEAD LICE** Stay home until effective treatment has been carried out.
- IMPETIGO** Stay home until effective treatment has been carried out. All
(SCHOOL SORES) exposed sores must be covered by a dressing.
- MEASLES** Stay home for at least 4 days from the onset of the rash.
- MUMPS** Stay home for 9 days or until swelling goes down (whichever is the sooner).
- RINGWORM** Stay home until effective treatment has been carried out.
- SCABIES** Stay home until effective treatment has been carried out.
- SCARLET FEVER** Stay home until doctor notifies you that your child is fit and well enough to return.
- TINEA** Stay home until effective treatment has been carried out.
- VIRAL HEPATITIS A** For one week after the onset of the jaundice or illness.
- WHOOPING COUGH** Stay at home for five days after starting antibiotic treatment. Unimmunised household contacts under 7 years of age must also stay home for 5 days after starting antibiotics.

We recommend immunisation to prevent measles, mumps and rubella.

DROPPING OFF AND PICKING UP CHILDREN

Can I park in the staff car parks?

NO.

Can I use the staff car parks to drop off or pick up my children?

NO. The car parks are narrow, which makes visibility poor and manoeuvring vehicles difficult. Therefore, dropping off and picking up children in the car parks is very dangerous for children and adults.

Please contact the Principals if you need disabled parking.

Where can I park or drop off my children?

There is restricted parking in the indented bays on the campus side of Barassi Street and on the reserve side & on Ronaldo Way. Please be mindful of the parking restrictions signs.

There is a "Drop Off/Pick up zone" on the campus side of Barassi St, near the trees, operational during peak times. When using this drop off/pick up zone, the law states that the driver must remain in the car and be stationary for no longer than two minutes. If your child does not come along in this time, please drive on around the block so other vehicles can access the zone, and then re-enter the zone yourself. Please be mindful of the parking restriction signs.

Can parents and children walk through the staff car parks?

NO. For safety reasons, please keep to the designated paths.

Where do students cross the road?

We ask you and your child to use the designated pedestrian crossings that are clearly signposted on Barassi Street and Ronaldo Way. Trained student crossing monitors are at the crossings after school each day.

How can I avoid a parking ticket?

- When using parking bays, it is an offence to reverse park. You must drive in to the park and reverse out to leave.
- Tickets are issued to vehicles parked on the footpath or with tyres over the curb.
- Parking on the reserves on Barassi Street and Ronaldo Way is also an infringement.
- Please be mindful of the parking signs that are around the campus. Some of the restrictions are about peak times only.

Please obey the signs, as these have been placed after much research and consultation to provide the safest possible environment for you and your children.

CYCLE SENSE

What should my child do when approaching or leaving the campus on their bike?

Students are expected to walk their bikes across the road at the designated pedestrian crossings.

Can my child ride their bike/scooter/roller-blades /roller-skateboards into the campus grounds?

No. Any equipment that is ridden to get to the campus must be walked or carried through the campus during school time. We also ask parents and all campus visitors to walk their bikes when in the campus during school time.

Is there a secure area for bikes?

There are bike racks near the tennis courts. We encourage students to use a padlock and chain to secure their bikes.

Please remember that helmets must be worn by bike riders. Helmets should go to the classroom with the owner for safe storage during the day. Skateboards/roller-blades and roller-skates must be stored in buildings, after negotiating a safe the location with a staff member.

PEDESTRIANS BE AWARE

Will cars give way to my child when they cross at a designated crossing?

Yes, during the times the orange children crossing signs are displayed and when student monitors are controlling the crossing. Pedestrians need to be aware that the crossings on Ronaldo Way and Barassi Street have been placed in the safest areas for crossing, and we encourage all pedestrians to cross the road only at these points. **Drivers** also please be alert and aware of pedestrians.

Within the campus zones, the speed limit is 25kph when children are present.

CAMPUS SECURITY

The campus fence gates are locked during non-school times. If you need the campus after school time, the Barassi Street gate is open for a couple of hours after school. Students are not to be in the grounds after school without staff permission.

DOGS

Can I bring my dog to the campus?

NO. Unfortunately, due to a child being bitten and dog droppings fouling our grounds, dogs are forbidden from the grounds during school hours. (This includes when students are at OSHC).

The Salisbury Council can issue fines to anyone known to have brought a dog onto school grounds. This applies whether the dog is on a lead or not.

EMERGENCY PROCEDURES

What if there is a fire or other emergency when my child is at school?

The campus has emergency procedures in place for these situations. The children and staff have regular "fire drills" to practise these.

VOLUNTARY HELP

How can I help out in the campus?

We value the contribution that parents and caregivers make to our campus. Your most important role is to support your child's learning by taking an interest in their school activities and encouraging them in their learning.

Some other ways you can be involved are by:

- helping students within the classroom
- assisting in the Canteen
- helping in the Resource Centre to re-shelve books or cover books
- attending Governing Council Meetings or other committees like fundraising, grounds
- participating in workshops about student learning
- doing things at home eg word processing student stories.

In fact, ANY HELP IS APPRECIATED!

COMMUNITY SPORTS PROGRAM

A number of sports are offered with the help of parent volunteers eg netball, football, volleyball and cricket. These are advertised via the campus newsletter, with practices held after school.

OUT OF HOURS SCHOOL CARE

Welcome to the Settlers Farm Campus Out of School Hours Care, or as we like to call it "OSHC", we are located in Stuart House on the school grounds. We are a professional team of qualified & part qualified educators who provide a quality, fun safe, recreational child care program for the families of our community.

Care is provided outside of school hours, before and after school and during school holidays, for primary school children (R-7) although we do like to extend this service to our kindergarten families where possible. Primarily we are a service designed for children at risk, working and/or studying parents, however the benefits for families whom require care just for respite needs is enormous, for both the parents and the children. We encourage families to utilise our service for respite reasons; we operate under a Priority of Access Policy which is set out in the Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000. Vacancy availability changes term to term, week to week therefore it is vital that parents keep their bookings up-to-date.

While attending this service, children take part in interesting and enjoyable, educational and recreational activities in a supervised, informal and safe environment. Activities include cooking, art and craft, games and sport, special visitors and excursions. We base the program on the children's interests, requests, skills and abilities and community celebrations/events. Our program provides children with the opportunity to enhance their individual development, skills and abilities and boost their self-esteem through the activities/routines/experiences provided.

Children learn through play, as well as in educational programmes.

Parents/caregivers, friends, relatives of families attending our service are encouraged to participate in our service in any of the following ways;

- Sharing their individual talents, skills, knowledge with the children e.g. coming in and cooking cultural food, playing an instrument, demonstrating carpentry skills and tool use, dance performance, art and craft, sewing, cultural activities & celebrations etc.
- Volunteering on the Management Committee
- Joining in the celebrations e.g. family nights, Christmas parties and end of term parties
- Surveys and feedback forms
- Activity suggestions
- Any other suggestions/comments in the suggestion box

Session Times

<i>Before School Care (BSC)</i>	<i>6:30-8:30am</i> <i>Breakfast is supplied from 7:15-8:00am</i>
<i>After School Care (ASC)</i>	<i>3:05-6:00pm</i> <i>Afternoon Tea and fruit is supplied</i>
<i>Vacation Care (Vac Care)</i>	<i>6:30AM-6:00PM</i> <i>Children need to bring Recess and Lunch</i>
<i>Pupil Free Days (PFD)</i>	<i>6:30AM-6:00PM</i> <i>Operates as Vac Care session</i>
<i>Early Finish Days</i>	<i>2:05-6:00pm -Operates as an ASC session</i>

For any further enquiries please contact OSHC on 8280 8108.

PLAYGROUP

Information is available from the Kindergarten on **82806188**

DENTAL CLINIC

The nearest clinic serving this campus is Hollywood Plaza. Dental treatment at the clinic is free. Appointments can be made by phoning the clinic on **8250 9254**. Charges will apply when using this service.

CHILD AND YOUTH HEALTH

We have a Child and Youth Health Services office on the campus, currently located in Endeavour house in DuVillars St. Appointments can be made for your child to see a nurse by phoning **8182 0000 (Salisbury)**.

Settlers Farm Campus as a community works together to inspire our students to develop respectful relationships, be resilient and maximise their potential.

