



**Respect  
Responsibility  
Honesty  
Success**

**Greenock Primary  
School  
Parent Information  
Booklet**



**Government of South Australia**  
Department for Education

## Our Logo



The Logo is a pictorial representation of what we believe our school stands for.

It is circular in shape representing unity and commitment to a common goal.

The stick figures, both large and small, represent the adult and child members of our school.

The equal partnership between the school and home is represented by the similarity of the figures representing the teacher and parent.

The words "working together" reflect our attitude and approach: the community, parents and teachers working together to provide the best for our children.

## Our Contact Details

School Address: Greenock Primary School  
Bevan Street  
Greenock SA 5360  
Phone: 08 85628011  
Fax: 08 85628097

School emails: [principal@greenockps.sa.edu.au](mailto:principal@greenockps.sa.edu.au)  
[dl.0160.info@schools.sa.edu.au](mailto:dl.0160.info@schools.sa.edu.au)

## Our Personnel

**Principal** — Gail Holland

**Teaching staff** — Stephanie Docherty, Nicole Moffett, Sharee Richardon, Cameron Gliese, Ella Mickan, Sue Ellis, Bob Ellis & Jarrod White

### **Support Staff**

Office Administration Manager — Mari Thiele

Finance Officer— Gail Angwin

Library/Front Office — Liz Kennedy

Curriculum — Jennette Mickan, Pip Laver, Kayla Steike, Carolyn Tolley

Library/WHS — Liz Kennedy

Pastoral Care Worker — Jennette Mickan

IT Technician — Richard Holt

Grounds person — Brian Tomlinson

# Welcome to Greenock Primary School - Public and Proud

Reception to Year 7 - Working Together

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## Our Vision

The Greenock Primary School community is committed to providing a safe, supportive learning environment where individuals are challenged to strive for personal excellence, value diversity and develop life long learning habits. Parent involvement and participation is encouraged and valued.

## Our Values

Our school values of **Respect**, **Responsibility**, **Honesty** and **Success** underpin our school culture.

## Our Priorities for Student Learning

We aim to:

- ◆ Recognise and value differences in attributes, experiences and cultures and provide for the individual learning needs of students.
- ◆ Foster and develop the qualities of responsibility, self-discipline, initiative and endeavour.
- ◆ Foster in children the upholding of the basic standards and values of society.
- ◆ Develop a coherent set of personal and social values and a commitment to them.
- ◆ Establish cooperation, support and open communication among our teachers by utilising and sharing human and physical resources within the school.
- ◆ Assist each child to reach his/ her potential.

We aim to develop:

- ◆ The ability to speak and write effectively through the acquisition of skills in oral and written language
- ◆ The ability to read fluently and with understanding
- ◆ The skills of spelling and word usage
- ◆ The ability to write legibly
- ◆ Mathematical skills
- ◆ Computing skills
- ◆ Understanding and appreciation in the Arts and Social Science fields
- ◆ Understanding our physical, biological and technological world through studies in Science
- ◆ A positive attitude towards personal health and physical fitness
- ◆ A willingness to apply effort to worthwhile tasks
- ◆ Decision making and problem solving skills

## Administration

Our Office Administration/Front Office team is made up of School Support Officers who undertake a range of specialist roles. These include administrative duties, finance, data collection and entry and school communication to name a few.

These staff members have a wealth of information to assist parents, particularly those who are new to school routines and requirements. They are also be to assist parents in making appointments to see the school Principal and staff members when required.

The Front Office is open between the hours of 8:30am and 4:00pm Monday to Friday during term time.

## Assemblies

Assemblies are held during each term.

Classes take responsibility for the organisation of the assemblies.

Awards are given out and children's work is shared.

We vary the assembly times each term. Dates of the assemblies are given in the newsletter so parents can attend.

## Attendance

At Greenock Primary School we are committed to your child's learning. It is important that your child attends school regularly in order to fully participate in the curriculum and gain maximum benefit from schooling.

Children who are between the ages of six and seventeen are required by legislation to attend a learning program and for children under the age of 16 this is generally a school. When a five year-old has been enrolled at school they must then attend regularly.

Reasons for non-attendance are investigated and appropriate action taken. A poor attendance pattern may be a reflection of issues in children's home or school lives. Careful monitoring of student attendance patterns identifies students at risk and enables the implementation of early intervention strategies.

If your child is absent please write a note including the date and reason for the absence.

If your child will be absent for an extended period of time, please phone the school so that teachers can be informed and organise work if needed.

**We request that where possible family commitments such as appointments and holidays are kept to a minimum in school term time.**

Parents/caregivers undertaking leave for an extended period of time for a family holiday must fill out an Application for Exemption from School Attendance form which is available from the office. This will be signed and approved by the Principal. If such applications are frequent or are longer than 4 weeks they will need to be approved by the department's Education Director for the Barossa.

## Attendance continued

### Absence

Parents are requested to ring the school before 9.00am (or report the absence via the Skoolbag app.) if their child will be absent; information and reasons for absence will then be relayed to the class teacher. If this is not possible then a written explanation for the absence should be placed in the student's communication book or diary when they return to school. We are legally bound to pursue reasons for student absences and if a child is absent from school for 3 consecutive days without families informing the school, we will attempt to contact you. This is part of the requirements under the Child Protection Act 2006.

### Late Arrivals

The siren for the start of school goes at 8.50. It is important that children arrive before this time as it allows them to organise themselves for the day's learning. If your child is arriving after the siren, parents are requested to come to the Front Office with them. They will need to be signed in and they will be given a slip to take to the class teacher. The Late Arrival is recorded in the Roll Book by the class teacher.

### Early Departure

The siren for the end of school goes at 3.10. It is important that children stay at school until the end of the day as they will miss important instruction time when they leave early. If your child needs to leave before the end of the school day, we ask that you come to the Front Office and sign them out. You will be given a slip to give to the class teacher for you to collect your child. The Early Departure is recorded in the Roll Book by the class teacher.

### Student Health

Students with a medical condition requiring support whilst at school must have a current Health Care Plan and a Medication Authority which has been completed and signed by a doctor. This information is held in the student's file. It is the responsibility of parents to monitor and provide the school with an updated plan, medication authority (every 12 months) and medication. Failure to do so can impact on the student being able to participate in camps and excursions. Please note that staff will not administer medication without a current plan & authority or if medication is out of date. Parents will be informed by letter and/or phone call to provide updated plans and /or medication. Parents should inform the school of any changes to their child's health /medical condition and medication.

### Behaviour Management

#### Yard

Staff work as a team to monitor and act on inappropriate/unsafe behaviour as well as institute positive behaviour programs to acknowledge and reward responsible and safe students. Parents are notified by letter or phone when their child's behaviour is of concern. Partnership with parents is an extremely high priority in this area and parents are always welcome to discuss Behaviour Management with the child's teacher or the Principal.

A yard book is used to record incidents of irresponsible or unsafe behaviour in the yard. Both teachers and the Principal monitor this book and regular formal and informal discussions occur to check patterns of individual or group behaviour trends or specific concerns. Students noted in the Yard Book in any given week miss out on Positive Play sessions that occur on Friday afternoon.

# Behaviour Management continued

## Classroom

Each teacher operates their own monitoring of class behaviour. Parents are notified of the procedure at the beginning of each year. Positive programs to encourage on task, responsible behaviour are seen as a high priority in all classes. The Principal is notified of concerns as needed. Buddy classes and the Principal's office are used as needed for withdrawal. Parents are notified if there are concerns about children's behaviour.

## Camps

Camps may vary in length from one night up to a week. One aim of our camps is to give children the social experience of sharing with their friends away from home. The emphasis is on sharing responsibilities, being aware of the needs of others, co-operation, appreciation of our natural environment, using problem solving skills, versatility, consideration and self-reliance. Camps are opportunities for students to have learning experiences in a different setting and appropriate learning activities will be programmed. All camps must be approved by the Principal. We currently have a 4 year camp cycle where every second year a whole school camp is held.

## Canteen

The school canteen is used predominantly for class cooking lessons and by the SRC which sells snacks and ice blocks occasionally at recess times. Occasionally parent volunteers will organise a lunch day for students. Families will be notified in advance and asked to complete a lunch order form to return to school with payment.

## Christian Seminars

Twice a year the local Lutheran pastor and volunteers present a Christian Seminar involving singing, craft and stories. The seminars are held at Easter and Christmas time. Sessions by School Ministries Group may also be organised. At the beginning of each year you will be asked to make a choice about whether your child(ren) will attend these seminars.

## Committees

**Sub-Committees** of the Governing Council are open for all parents to participate in:

- ◆ Friends of Greenock (FOG)
- ◆ Fundraising
- ◆ Grounds & Environment

Details of the activities of these sub-committees are frequently published in the fortnightly newsletter.

## Communication

The school has a number of means of formal communication with the school community:

- ◆ We have a fortnightly newsletter on the Thursday of odd weeks which is published via the Skoolbag App, on our website and on the noticeboard by the school gate. A small number of hard copies are also available in the Front Office.
- ◆ Notes about whole school activities are usually sent from the office and reminders are sent out via the Skoolbag App. We ask all families to have the Skoolbag App which works on both Apple and Android phones and is free to download. Please contact the school office for details and/or assistance.
- ◆ Class teachers send home regular letters about class events either as a notice, in diaries or online using Class Dojo and Edmodo. Contact your child's teacher for information about online communication.
- ◆ Our school website address is [www.greenockps.sa.edu.au](http://www.greenockps.sa.edu.au).

# Curriculum

With the programs offered by the school we endeavour to give all children an education suitable to their individual needs and capabilities.

## Priorities:

To develop the basic skills of literacy and numeracy

To develop the skills of communication

To develop interpersonal skills and skills for social living

To develop problem solving skills

To develop student learning in all Curriculum areas:

- ◆ English
- ◆ Mathematics
- ◆ Languages (Indonesian)
- ◆ Physical Education and Health
- ◆ Science
- ◆ Technologies
- ◆ The Arts
- ◆ Humanities and Social Sciences

Teachers use the Australian Curriculum to plan their programs of learning; incorporating the subject specific Content Descriptors, as well as the General Capabilities and Cross-Curriculum Priorities.

### General Capabilities:

- ◆ Literacy
- ◆ Numeracy
- ◆ Information & Communication Technology capability
- ◆ Critical & Creative Thinking
- ◆ Personal & Social Capability
- ◆ Ethical Understanding
- ◆ Intercultural Understanding

### Cross-Curriculum Priorities:

- ◆ Aboriginal and Torres Strait Islander Histories and Cultures
- ◆ Asia and Australia's Engagement with Asia
- ◆ Sustainability

## Specific Aims:

To develop:

- ◆ The ability to speak and write effectively through the acquisition of skills in oral and written language.
- ◆ The ability to read fluently and with understanding.
- ◆ The skills of spelling and word usage.
- ◆ Mathematical skills.
- ◆ The ability to write legibly.
- ◆ Understanding and appreciation in the Arts and Social Science fields.
- ◆ Special interest and abilities to encourage effective use of leisure time.
- ◆ A positive attitude towards personal health and physical fitness.
- Willingness to apply effort to worthwhile tasks
- Decision making and problem solving skills
- The ability to think rationally, use of imagination and the powers of judgement.
- Understanding our physical, biological and technological world through studies in Science.
- Life skills.

**Assessment:** Students are assessed against the Achievement Standards of the Australian Curriculum. Reports are sent home at the end of each semester.

## Daily Routine

**Siren to begin the school day is at 8.50 am**

**Recess**            10.40am - 11.00am

**Lunch**            12.40 - 12.50 pm (students eat lunch with teachers under supervision)  
12.50 - 1.30 pm play

**Home time**        3.10 pm

School will dismiss at 2.10 pm on the last day of each term and for other special occasions as the need arises.

Please make arrangements to collect your child at this earlier time.

### Supervision of Children

School grounds and facilities will be open to children between the hours of 8.30 am and 3.20pm.

### Teachers are on duty and will supervise children at the following times

- 8.30 am - 8.50 am            siren sounds at 8.50 am
- Recess and lunch
- 3.10 pm - 3.20 pm            siren sounds at 3.10 pm

Parents are asked to collect their children in a timely manner at the finish of the school day at 3.10pm.

Teacher supervision outside these hours will not be available except for school organised activities.

Teachers remain with their own classes from 12.40—12.50 pm to ensure appropriate supervision while children are eating their lunch.

Parents and children may use the school grounds and facilities outside school hours but do so at their own risk. It is illegal to be on school property between the hours of 12.00pm and 7.00am without permission in writing from the Principal.

Children are expected to remain within the school grounds during school time unless they have written permission from parents allowing them to leave for a specific purpose.

Parents may, of course, call for children personally and sign them out at the office inside of school times.

## Dental Clinic

Dental care is free for all babies, preschool and most children under 18 years at school dental service clinics. Our nearest is situated at Evanston Dental Clinic.

Please contact the clinic directly on 8522 3575 to enrol your child.

The School Dental Service is a Child Dental Benefits Schedule provider.

## Enrolment

### Prior to Enrolment

Children are not legally required to attend school until they have reached the age of 6 years. Enrolment prior to 6 years of age is a personal choice of parents.

Children must attain the age of 5-years prior to May 1st before they are able to attend our school. Proof of date of birth is required before our school can accept the enrolment .

Our school will facilitate regular transition visits for each child prior to the enrolment date. The information about these visits will be sent to you through your home address or your child's preschool.

### Enrolment

Parents are asked to enrol their children prior to their first day of attendance. Early enrolment is encouraged as it helps our school planning.

Students can commence school on the first day of the school year if they turn 5 before May 1st of that year.

## Enrolment Form

This includes the student's medical and family information.

We ask you to state any medical problems your child may have, e.g. epilepsy, diabetes, severe allergy (bee stings etc) and the immediate treatment required, especially if medication is needed. You will be required to provide the school with a Health Care Plan and a Medical Authority (for issuing of medicine) which has been completed by a doctor or health care professional.

It would also help if you could tell us of other conditions which may affect their adjustment to school-physically, emotionally, intellectually or socially. e.g. We would appreciate copies of any reports concerning children's medical or developmental conditions such as speech, co-ordination etc.

Any records held by a pre-school centre should be passed on to us.

Please make an appointment to discuss these issues with your child's class teacher or the Principal.

In the emergency contacts section list people, other than yourselves, who are willing to collect your child if he/she is ill or injured when you are unavailable. It is essential to keep this information current.

Please tell us about any changed circumstances which may affect your child's well being e.g., custody, bereavement, marriage, medical condition, change in address, telephone number etc. This information will be kept confidential.

## Excursions

Excursions are an important part of our educational programme. They are arranged to give children the chance of having first hand experience in different curriculum areas and extending their social development.

Notices explaining the purpose of the trip, details concerning venues, time, costs, children's needs and request for written permission will be sent home prior to the excursion.

At times the school subsidises excursions to enable students to participate. Students not participating can be cared for at school.

Depending on circumstances, parents may also be invited to take part in an excursion.

## Fees

School fees are payable by everyone not approved for School Card and these are approved by the Governing Council in the previous year. In 2020 our school fees are \$275 for each student.

## Front Office

The school office is staffed between the hours of 8:30am and 4:00pm from Monday to Friday during term time. An answering machine may be available for out of hours calls. Calls will be returned when staff are available to do so if a call back is required. The Front Office is not open during school holidays or public holidays and there may be opening restrictions, at certain times, when whole school staff training is taking place eg pupil free days.

## Governing Council

Meetings are usually held twice a term at 7.00 pm at the school.

Meeting times are listed on the school calendar in the newsletter. Parents are encouraged to nominate for Governing Council. There are a number of Governing Council subcommittees, which all parents may participate in.

## Graduation

The Year 7 presentation is held at the end of each year. The format of this presentation is negotiated with the students and their parents during the year. Generally a group consisting of school staff, parents and students coordinate the evening.

## Hat Policy

The school hat must be worn at school, no other hat is acceptable. The school hat can be purchased from the Front Office on Uniform Days which are Monday, Tuesday & Wednesday between 9 and 9.30am.

All children will wear school hats for outdoor activities of 10 minutes or more in Term 1 and 4 and when the UV rating is 3 or above in Term 3. (No hat is required in Term 2) This includes all playtime, outdoor lessons, excursions and any other school sponsored activities. No hat, no play. (Children without school hats at playtime are to sit under the JP porch area.) Hat sharing is not encouraged.

# Grievance Policy

Good relationships between the home and the school give our children a greater chance of success.

It is only natural that, from time to time, parents will have concerns about what happens at school.

When this happens there is a correct way to satisfactorily have your concern heard and acted upon.

Your concerns may relate to any aspect of school life - classroom, yard or school policy.

## IMPORTANT

It is important that grievances be kept confidential, and although at times you may wish to seek support from friends or an advocate, it is very important to do this wisely. Discussion of issues on social media, for instance, is not helpful to the resolution of issues.

When a matter is discussed in a student's presence it is important that the student understands that you have confidence that the issue will be resolved confidentially at the school level.

Criticism of the school or a teacher in the presence of the child does not support the child's education, as it undermines their trust and confidence.

## ABOUT RIGHTS

All parents have the right to expect that the school will do their best to deliver quality education based upon clear guidelines.

All children have the right to learn without harassment and uninvited interruption from others.

All teachers have the right to teach without harassment and uninvited interruption from others.

Therefore all members of the school community have the right and responsibility to use the established procedures for raising any concerns relating to the school. Refer to our school website for how to raise a concern or complaint.

Concerns and complaints need to be resolved to ensure the child is learning in a safe and supportive environment where his/her interests are paramount.

## Library

Children are encouraged to borrow and return their library books as often as they choose. All classes have regular weekly borrowing times for children to select library books and/or Readers. Every Thursday morning between 8.30—8.45 am, parents are welcome to help their child choose a book and are provided with assistance to borrow it by our Library manager, Liz Kennedy. All children are encouraged to use a library bag or their school wallet to help protect the books. If a book becomes overdue the student will be notified and borrowing suspended until overdue books are returned. You may be asked to pay a replacement cost for any lost books.

## Lost property

A lost property bin is kept outside the Wellbeing Room. Please check this on a regular basis. Each classroom also has a bin where items left during the day are placed. Items unclaimed will remain at school to be used as emergency clothing for any child or be given to charity at the end of each term/year. **Please label all your child's clothing so that they can be returned if lost.**

## Materials and Services Charge

The full amount (\$275) needs to be paid by the due date. Payment instalments can be made by arrangement with the Principal and Finance Officer. Please make payment as soon as possible.

Parents who may have difficulty paying the Materials and Services Charge due to low income, unemployment or other financial difficulties may be eligible for support from the government. This support is known as School Card support.

Parents who are unsure about their family's eligibility for a school card can contact the Finance Officer (Gail Angwin) who can provide up-to-date information regarding eligibility. Application is made online by the parents. Both the parents and the school will be notified of the outcome.

## Money Transactions

Throughout the year there will be events and activities that will require payment. Notes will be sent home asking for permission and for payment.

The school offers an eftpos/credit card facility for Visa and Mastercard, which is the preferred method of payment.

Parents can also pay via EFT (electronic fees transfer). Banking details are available at the Front Office.

If cash is sent to school it needs to be in an envelope clearly labelled with the student's name, activity the money is for and the amount enclosed. Correct money is to be enclosed.

This money is then receipted. Receipts will be returned to your child via the class collection folder.

## Newsletter

A fortnightly school newsletter is published electronically on the Skoolbag App. This is usually on Thursdays of odd numbered weeks.

The deadline for articles for the newsletter is the Wednesday morning prior to the newsletter.

## Play Group

The Greenock Primary School Playgroup provides parents of preschool children and their children with a link and social interaction with the school prior to school commencement. It is a great place to meet people and socialise, and is available for parents of children of all ages under 5 years.

Playgroup offers enjoyable activity sessions and meets at the school on Tuesday mornings from 9.15–11 am in the school's Wellbeing Room.

As the building is DfE property, Playgroup shares this space with the Pastoral Care Worker and it is also used by the school as needed.

Both the school's budget and playgroup fundraising support the Playgroup.

## Reporting to Parents

Parent/Teacher Interviews are held in Term 1. We all believe it is vital to attend these interviews. Written reports go home in Term 2 and Term 4.

Parents are always welcome to make an appointment to discuss their child's progress with staff.

## School Card

If you are eligible for Centrelink Benefits you will also be eligible for School Card. For further details or if you feel you may be eligible for School Card, contact the Front Office.

## Sport and SAPSASA

Sport is an important part of our school programme and class HPE lessons are held regularly by a specialist teacher. Clinics also supplement the school programme.

Our year 6/7 students have the opportunity to participate in a wide range of SAPSASA

## Sports Day

An annual Sports Day organised by the school is held during the year at Greenock Oval. We have 3 school teams and competition for the Sports Day trophy is intense. Many parents enjoy attending Sports Day and cheering their children on.

## Student Representative Council

Our Student Representative Council meets regularly. Representatives from each class are elected and attend SRC meetings.

Class meetings are held in each class and information from these meetings is taken to SRC meetings. A staff member supervises the SRC. New children are elected each year for the Year 3-7 classes. The Reception - Year 2 representatives change half way through the year.

## Support Services

There are various support and advisory services provided to the school through the regional Education Office.

These include:

- ◆ Social Worker (Truancy)
- ◆ Psychologist
- ◆ Speech Pathologist
- ◆ Special Educator
- ◆ Behaviour Coach
- ◆ Aboriginal Service Engagement Officer

If you feel your child needs additional support for their learning, your concerns should be initially addressed with your child's teacher or the Principal who will be able to advise you on the correct course. With your support, the class teacher may make a referral to one of these services for further guidance.

Other external support services which are available free of charge:

- ◆ **Child, Adolescent & Family Health Service (CAFHS)** located at Angaston. Phone 85 642996. Sister checks each child in his/her first year at school. The advice of a doctor is available.
- ◆ **Family and Community Services (FACS)** located at Julian Tce Gawler. Phone 85 223144.
- ◆ **Child and Adolescent Mental Health Service (CAMHS)** Northern located at Elizabeth House, Elizabeth City Centre, Phone 8252 0133

## Swimming

Parents pay for children Reception to Year 5 to attend swimming lessons during the school year at the Rex swimming pool in Tanunda. Instruction is given by qualified instructors. Children are transported by bus. Year 6/7s attend an Aquatics Camp every second year (even years) so do not attend swimming lessons.

## Uniform

Children are expected to wear school uniform to school. School colours are Green, Gold and Black. The school has a uniform shop where most uniform items are available for purchase or an order form is also available. Enquiries can be made through the Front Office. Preferred days for uniform purchase are Monday, Tuesday and Wednesday between 9 and 9.30am as that is when our Finance Officer is on duty.

## Working Bees

The Governing Council will periodically call working bees and encourages parents to attend. In lieu of attendance a donation to our school is appreciated to pay for materials and occasionally employ tradespeople when required.