

# CADELL PRIMARY SCHOOL

## 2018



## PARENT/CAREGIVER/STAFF INFORMATION BOOKLET



Government of South Australia  
Department for Education and  
Child Development

**Respect - Responsibility - Tolerance - Persistence**

## **ABSENCE FROM SCHOOL**

Parents/carers and students should make every effort to ensure that students punctually attend school every day. This will enable the student's educational program to proceed smoothly.

However, children should not attend school if they are feeling unwell, especially if there is a highly contagious sickness in the community. 'Infectious Diseases' section has relevant information.

Parents/carers need to tell the class teacher, phone the school or write a note explaining the reason for the absence. This is a vital part of your legal obligation for children enrolled at school. The school's Attendance Improvement Plan is available on the school website.

For absences over one week an exemption form needs to be completed prior to the student being away and needs to be approved by the Principal. Teachers are able to set work, which can be done by the students whilst away from school.

Our school day commences at 8:50am and it is important that all students are at school before that time. Students need to be signed in (lateness) or out (early) through the front office by an adult.

## **ACQUAINTANCE NIGHT**

Acquaintance Night is held in the first four weeks of term 1. This is an opportunity for you to meet your child's teacher in a relaxed atmosphere. Classrooms are open and teachers are available to meet with parents/carers. This is followed by a barbecue.

## **ADMISSION OF CHILDREN TO SCHOOL**

### ***Enrolment of Students***

On enquiry new parents/carers will be taken on a tour of the school and given the Cadell Primary School Information/Enrolment Package which can also be found on the school website: [www.cadellps.sa.edu.au](http://www.cadellps.sa.edu.au)

### ***Reception Enrolment***

In South Australia, there is only one enrolment opportunity per year for children to enrol in Reception. They need to turn five before 1<sup>st</sup> May of that year.

Transition will occur in term 4 in the year prior to the child commencing school. Notes will go home detailing the transition days at the end of term 3. Parents/carers will meet with the Principal during term 4, receiving an enrolment package and 'welcome pack' with activities for the new student. Parents/carers will need to provide the child's birth certificate or visa documents.

### ***Non Reception Students***

New students in Year 1 – 7 may be enrolled at any time. A parent/carer needs to come with the student at the time of enrolment to speak with school staff, provide the necessary documents and to complete the necessary forms.

## **ADVENTURE PLAY**

On Wednesday mornings, Adventure Play is available for 0-5yr olds. Caroline Kreuzler, coordinator, organises fun art and craft, and 'kindergym' type activities.

A second Playgroup session is available on Thursdays during Playcentre times.

## **APPOINTMENTS WITH TEACHERS**

Parents/carers do not need to wait for the formal teacher-parent/carer interviews to speak with teachers about matters concerning their children. Open communication between teachers and families is encouraged as concerns are best attended to promptly.

The Principal is available for discussions about any aspect of education, and appointments can be made by telephoning the school. There is also a Grievance Procedure that should be followed.

## **ASSEMBLIES**

The student-run assemblies are held three times during each term. Parents/carers are most welcome to join us and celebrate student work and achievements. Assemblies start at 2.50pm in the hosting classroom unless otherwise notified. Dates of assemblies will be advertised in the school newsletter and be marked on the term calendar which is sent home at the beginning of each term.

## **BEHAVIOUR CODE**

We have a very detailed Student Code of Conduct prominently displayed around the school which has been developed with input from school staff, students and parents/carers based on our school values. The emphasis is on encouraging success and responsibilities in children so that discipline problems are minimised.

Children respond very well to the reasonable levels of discipline used in the school. However, if there is a continuing problem, parents may be called in to discuss possible courses of action.

All classes have class rules, which have been developed with the children and are displayed so children are aware of expected behaviour. Minor infringements are recorded in the 'behaviour book' situated in each class. These are checked fortnightly and students whose names appear three or more times will miss play for one playtime and complete a reflection sheet which will be sent home for parent/carer information and follow up.

The school fosters positive self concept, cooperation and good conflict resolution skills so that other children's learning is not adversely affected. Cadell Primary School does not tolerate bullying and our Anti-bullying Policy and Behaviour Code are available on the school website.

## **BOOKCLUB**

Children are able to purchase books from the Scholastic Book Club through the school. Leaflets will be sent home detailing books/posters/software/games, which are part of that offer. The leaflet has an order form on the back page and money needs to be included with any orders. The school earns extra books for the library based on the sales by families and community members.

## **BUSHFIRE ACTION PLAN**

Cadell Primary School has a Bushfire Action Plan which is affective in Terms 1 & 4 each year. On days of total fire ban, notices will be placed in classroom, Playcentre, front office and library windows. This is to alert parents/carers of the potential danger from bushfires. Students/staff practise the drills, and are reminded of procedures. They need to be ready at any time for invacuation to the library (Refuge). Thus students need to have filled water bottles on their desks in the event of this emergency. We ask for your support in ensuring that your child has a drink bottle at school.

On 'Catastrophic' days no staff or students are allowed on school grounds (a state government directive). Notes/sms and/or phone calls will be sent/made as soon as we are notified of a 'Catastrophic' day so families can make arrangements. Parents/carers can also listen or watch ABC radio or TV the evening before the identified day for confirmation or otherwise of the declared Catastrophic Day.

## **CADELL PLAYCENTRE**

The Cadell Playcentre provides two sessions on Thursdays from 9am until 11.30am, and then 11.30am to 2pm. Kirsty Smith, the Playcentre Leader, organises activities for 3 to 5 year old children. To ensure the safety of children and staff, a parent/carer roster of support during sessions will be organised at the beginning of each term. Playgroup which caters for birth to 3 year old children is supervised by parents/carers at these times. At least once per term the Playcentre children visit the JP class for Creative Play activities. This aids the transition process.

## **CHRISTIAN OPTIONS**

Christian Options sessions are offered in all primary schools in the area. One-hour sessions are usually held at the end of each term. These sessions focus on practical life skills such as patience, telling the truth, self-esteem and confidence based on Christian teachings.



- The camp assists the children with their social skills, including coping with being away from home, sleeping/living with a bigger group and being more responsible for organising themselves in an ever widening variety of situations.
- Costs are kept to a minimum, with notification to parents/carers at least one term prior for an activity that exceeds \$30.00.
- School policy is to subsidise 50% cost of the camp up to a maximum of \$200 to enable all students to attend.
- Appropriate student behaviour leading up to and during the camp/excursion is expected. A child will not be guaranteed a place in planned activities unless his/her behaviour is acceptable.

## FACILITIES

Cadell Primary School boasts some excellent facilities. These include the swimming pool, 1:1 iPads and laptop computers(both Macs and Microsoft), Interactive Whiteboards in each teaching area, state of the art video and editing equipment, well maintained grounds, Resource Centre, Playcentre, Adventure Play, and a STEAM room (Science, Technology, Engineering, Arts and Mathematics)

Our school is very well equipped to cater for students' needs to ensure that they have a positive and rich schooling experience. Our small class sizes mean that teachers are able to spend greater time with each student. Student Services Officers (SSOs) support students so each child can maximise his/her learning opportunities. We have a whole school approach to Intervention.

Cadell Primary School fosters a caring and nurturing environment that can only be found in smaller schools where staff are able to engage with each and every student on a daily basis. During terms 2 & 3, students have Nature Play sessions in lesson time and at breaks. Camp fire cooking occurs at least once per term.

The school website has the Annual Report, the Site Improvement Plan, latest newsletters, policies, photos and reports on different programs. The website is updated regularly. [www.cadellps.sa.edu.au](http://www.cadellps.sa.edu.au)

## FEES & CHARGES *(School Materials and Services Charge)*

The school is dependent upon the payment of fees by parents for the purchase of equipment and the maintenance of our school curriculum.

The amount charged for 2018 is \$200. When it is spread across the whole year, and considering that it covers the purchase of curriculum materials such as art and craft, physical education, library, computing, stationery and photocopying the fee is very low.

So that the school is not disadvantaged with its purchasing, it would be appreciated if the fees are paid in the first fortnight of the term in which your child is enrolled. If financial difficulty is being experienced, arrangements can be made for payment by instalments upon application to the school. Some families may be eligible for the School Card Scheme, and parents are urged to apply for this at the school office in the first two weeks of term 1 to ensure that the information is processed quickly and to establish eligibility. Parents who enrol children in terms 2, 3 and 4 are also required to register in the first two weeks of the appropriate term. A receipt will be issued for all moneys paid to the school.

## FIRST AID

Staff members will, as a part of our duty of care, administer minor first aid to students. Should this happen, a form explaining the treatment that was administered will be sent home. Any child not well enough to be in a classroom setting will have one of their emergency contacts called so that the child can be given proper attention, either at home or under the supervision of the emergency contact.

## HAT POLICY/SUNSMART SCHOOL

Our school is a recognised Sun Smart school by the Anti Cancer Foundation. Our policy requires all students to wear a broadbrimmed/legionnaires hat while outside. Children not wearing hats must play under the veranda area. School hats are available for purchase from the front office.



At least 30 minutes before breaks students apply 30+ sunscreen, which is available in each classroom. If your child has sensitive skin he/she may bring his/her own sunscreen from home. Students are also expected to wear shirts with collars and sleeves for further protection against the sun. eg. Polo shirts. This policy is effective on days when the UV rating is 3 and above.

### **INCLEMENT WEATHER**

If the predicted temperature for the day is 38 degrees or more, the Principal or nominee will declare a 'Hot Weather Day'. Days less than 38° may also be declared as hot weather as designated by the Wet Bulb Global Temperature from the Bureau of Meteorology. Children will be kept in classrooms during lunch and recess on these days. This also applies to wet weather days.

### **INFECTIOUS DISEASES**

Children who are ill with infectious diseases must not attend school. The recommended minimum exclusion periods from school are as follows:

- **Chicken Pox**: Exclude until all lesions have crusted, there are no moist sores and the person feels well.
- **Conjunctivitis**: Stay at home until there is no discharge.
- **Infective Hepatitis**: Stay at home until a medical certificate of recovery is produced.
- **Rubella (German Measles)**: Exclude until fully recovered or for at least 5 days after onset of rash or until a medical certificate of recovery is produced. Please notify the school immediately German Measles has been diagnosed, due to possible effects on pregnant women.
- **Hand, Foot and Mouth Disease**: Stay home until all blisters have dried.
- **Head Lice**: Stay home until the infection has been treated and the hair is completely clean.
- **Impetigo (School Sores)**: Stay home until the sores heal or are treated and properly covered with a dressing.
- **Influenza**: Stay home until the symptoms have disappeared and the person feels well.
- **Measles**: Stay home for not less than 5 days from the appearance of the rash or until a medical certificate of recovery is produced.
- **Mumps**: Stay home for not less than 9 days or until swelling goes down. Exclude until fully recovered.
- **Ringworms**: Stay home unless the ringworm is treated and covered.
- **Scabies**: Stay home until treated and certified by a doctor as free from infection.
- **Worms**: When threadworms are present, treat the whole family with a worm medicine. Repeat in two weeks. Exclusion is not necessary.
- **Whooping Cough**: Stay at home for 5 days after starting antibiotic treatment.

### **INFORMATION TECHNOLOGY**

Cadell Primary School is in the forefront of Learning Technologies. Staff continually upgrading their skills in an effort to keep students engaged and confident in the use of digital technologies.

Cadell Primary School has twelve Apple Mac Notebooks, six Microsoft laptops, and 30 iPads ie one per student. Students are also instructed in the features of programs such as Word, Publisher and Excel.

The school is equipped with four Interactive Whiteboards with Apple TVs and one Elmo projector which are continually in use by staff and students in explicit teaching situations.

We are preparing our students for the future.

### **LIBRARY/RESOURCE CENTRE**

Our library is well stocked and continually in use by students who keenly participate in the Premier's Reading Challenge. There is an Interactive Whiteboard for class use. Classes have their own library times, which are left to the teacher's discretion. Borrowing may occur at any time, and all community members are welcome to access this service.

We always appreciate any parent help in the Library with covering and repairing books. If you are able to spare a few minutes to help out please speak with a staff member.

## **ENGLISH**

At Cadell Primary School we offer a range of literacy activities to help students become confident, capable and literate. Students are encouraged to read to parents at home and are heard at least once per week by an adult at school. Identified students also take part in targeted programs.

We have a whole school approach to Literacy to ensure consistency, and class teachers provide rich and engaging learning activities during the daily literacy block. We welcome parents/carers who are willing to come into the school to read with students.

## **LOST PROPERTY**

Parents/caregivers are asked to label their children's clothing. Students or parents/caregivers who want to see if clothing has been handed in should inquire at the front office.

## **LUNCHES**

Even though canteen facilities are not available at Cadell Primary, volunteer parents/carers organise 'treat days' based on healthy eating from time to time ie: pizza day, hamburger day etc. Notices go home advising parents prior to these days.

The students may purchase ice-blocks during lunchtimes in terms 1 and 4.

## **MEDICATIONS**

It is vital that parents record all known medical conditions on the Student Information Form. Schools cannot administer medications unless stated on medical plan completed by a medical practitioner. Please do not send medications assuming that we will be able to administer them because there are legal ramifications around incorrect administration and we must not administer any medicine including Panadol without a medical plan. Often, however, arrangements can be made for children to self-administer asthma medications, but we need to be kept informed.

Should your child's medical needs change, it is vital that the school is notified so that we can give the best possible care to your children.

## **MOBILE PHONE POLICY**

The school mobile phone policy is available on the school website, but students are to leave their mobile phones at the front office for the day and visitors are asked to 'mute' the phone to minimise disruption to classes.

## **NEWSLETTERS**

The school newsletter provides a ready form of communication to the school community (and beyond) of events within the school, student work and achievements. The school newsletter is available on the school website, and a hard copy is sent home every second Wednesday. If you have any news you would like printed, it should be left at the school's front office the day on Tuesdays.

It is important to check student's bags regularly for the newsletter/notices/receipts etc.

We have a closed Facebook page to keep parents updated and informed regularly. Our page is called 'Cadell Primary Parents and Carers'.

## **MATHEMATICS**

Our school has a strong emphasis on fluency, problem solving, reasoning and communication. Collaborative learning and peer teaching are features of investigations and problem solving. Students receive support through targeted programs and SSO support.

## **PHOTOGRAPHS**

School photographs are taken each year, usually at the end of Term 3, and these provide a good record of the earlier school years as well as being excellent gifts for relatives. Photographs are also taken of individuals and families. Parents are under no obligation to purchase any or all of the photographs.

## **P.S OSCAR W (Paddle Steamer)**

The school has strong ties with the river, its heritage and is an honorary member of the 'Friends of the Oscar W' a Paddle Steamer that built in Echuca in 1908. Every year (river levels permitting) the Oscar W crew participate in a fun morning of games, races, the traditional tug-o-war challenge, and morning tea. The Oscar W also takes students and families on an afternoon cruise.

## **RECYCLING**

Our school promotes recycling. Students put their food scraps in the supplied recycling buckets which are then added to the compost bin and used on the vegetable plots. As a fundraising activity we encourage children/families to save refundable bottles/cans for our bottle drive. We appreciate the help and support given by parents and the community during the Harvest Festival when a trailer is available for bottle and can collection.

## **REPORTING STUDENT PROGRESS**

At Cadell Primary School we believe the education of a student is a collaborative pursuit and should involve all stakeholders. Students, parents/carers and staff need to give and receive feedback. This information is used to develop Individual Learning Plans (ILP) for each student whether for support or extension. Students make decisions about their learning - an authentic situation for student voice. The development, review and setting of new goals each term forms an important part of our 'Reporting' process as set out below.

### **Term 1**

Acquaintance Night is held early in Term 1. This is an opportunity for parents/carers to meet with teachers and see their child's learning environment.

Three Way Interviews are held early in weeks 3 and 4 in Term 1 when all stakeholders collaboratively develop Individual Learning Plans (ILP). Copies are sent home to help families to keep track of the student's goals.

### **Term 2**

Review of the ILPs are held in weeks 4 or 5 when new goals are set, and a copies are sent home and a signed copy returned to school. A written mid-year report provides an overview of progress for semester one,

### **Term 3**

Review of the ILPs are held in weeks 4 or 5 when new goals are set, and a copies are sent home and a signed copy returned to school. Interviews may be organised if needed.

### **Term 4**

Review of the ILP in week 4 or 5 (copy sent home), and a written report is sent home in the last week of term. It provides an overview of progress in all areas of school life for the second half of the year. Interviews may be requested.

If you wish to discuss your child's learning and/or wellbeing, please don't hesitate making a time to meet with the relevant teacher.

## **SCHOOL AND COMMUNITY INVOLVEMENT**

We welcome parents/carers, grandparents, community members being involved in our school. It is most important that we all work closely together for the benefit of our school and, especially, for the benefit of the students. We invite everyone to share in the schooling of their children and, at the same time, to become acquainted with the curriculum and educational methodologies. A legal requirement is a Criminal Screening which will be organised by the school free of charge, and attending a 'Volunteers Reporting Neglect and Abuse' session.



Some ways in which anyone may consider becoming involved are:

- Helping with fundraising
- Helping at working bees
- Volunteering to hear reading or to work with small groups in different curriculum areas
- Joining the School Governing Council and its committees
- Supporting special occasions when parents/caregivers and community members are invited to school for educational or social reasons

*Remember that Cadell Primary School belongs to all of us – students, parents, staff members and the wider community. We all need to be working for its well being and to be proud of it. It is an important part of our community.*

### **SCHOOL CARD**

School Card is a scheme to provide assistance for educational expenses for full time students in low-income families. If approved, the allowance covers the full school fee.

School Card Application forms, Hardship – Income Assessment forms, and further information are available from the front office.

### **SCHOOL DENTIST**

A Government school dentist is based at Waikerie Hospital grounds. Parents/carers who want their children to receive check-ups and treatment will have filled out the necessary forms soon after their children started school.

### **SCHOOL GOVERNING COUNCIL**

The School Governing Council is a very important body within the school. It is a representative body of the parents/carers and staff, and works for the welfare of the whole school community.

The School Governing Council:

- Generally oversees the well being of the school
- Advises the Principal on the needs of the school as seen by the parents and the community.
- Notes the facilities and equipment within the school and advises the Principal of changes which it considers necessary
- Gives consideration to the school's general education policy, and advises the Principal on the school community's considered view of developments within the school
- Advises the Principal on the distribution of Government Grants
- Is actively involved in fundraising
- Is an integral part of the decision-making process within the school
- Has a committee structure to carefully investigate and implement change (ie Grounds, Finance, Fundraising, and Sports).

The Annual General Meeting of the School Governing Council is held in week 5 of term 1. All parents are invited to attend. Council meets twice per term.

The School Governing Council represents the parent/carers' points of view. If you have anything you want raised, please advise a member of Council or the Principal at least three days before the meeting.

### **SCHOOL TESTING AND DATA CYCLE**

Year 3, 5 and 7 students take part in National Assessment Program of Literacy and Numeracy (NAPLAN) in May each year. Results indicating student progress are provided to parents.

Standardised testing occurs in September each year. The school uses the data from these tests to measure its own teaching and learning programs and to identify particular learning issues with individual students. These are used to determine goals for each student's Individual Learning Plan (ILP). Staff also track student progress through their own testing, observations and evaluations.

## **SMOKE-FREE ZONE**

Our school is a smoke free zone. All visitors are asked to comply with the request not to smoke in or near the school grounds.

## **SPORTS DAYS**

Mid-Murray Sports Day is held at the end of Term 1. It is a combined sports day involving our school, Morgan, Ramco, Blanchetown and Waikerie Lutheran Schools. The school newsletter will provide further details.

## **STUDENT VOICE**

Student Voice is a strong feature of our school as active and authentic involvement of students in decision making has been identified as a key factor in creating safe and supportive schools.

**School Leaders** are elected annually by the student body and staff, after the senior students have given a persuasive speech on why they should be selected as school leader.

One of School Leader roles is to represent the school at official functions and therefore School Leaders need to be effective speakers, good role models and appropriate representatives of our students and school. They also initiate and organise student centred activities and bring student issues to whole school or Leaders meetings.

Our School Leaders meet with school leaders from the other Riverland West Small Schools Network each term to participate in training and development.

At least three times per term the School Leaders meet to organise school activities such as The Biggest Morning Tea and fundraising events.

Whole school meetings are held so students may discuss concerns or share ideas to enable school improvement. Each student also participate in 'committees' based on students' interests on a rotation basis throughout the year. This system enables more student participation in decision making and assist with school improvement.

All students are actively involved in making decisions about their learning and knowing their progress based on their data, and their impressions and observations of their progress. They are given four regular opportunities to meet with their teachers to discuss their goals and feelings about their learning and wellbeing at ILP review meetings. Students also are given choices on the evidence they produce to show their learning and understanding of key learning concepts.

## **SWIMMING**

Our school is very fortunate to have its own heated swimming pool which operates in terms 1 & 4. Students are able to develop their water skills through water safety lessons which are an important part of the Physical Education curriculum and are therefore mandatory. Lessons will only proceed if the predicted temperature for the day is 25C or above. The children receive swimming instruction from qualified personnel in Term 1.

A Splash Carnival is held with Morgan and Blanchetown Primary Schools at the Waikerie Town Pool after swimming lessons have concluded. Notes will be sent out beforehand so families may attend.

Students are able to use the pool on Monday and Friday afternoons under the supervision of staff and if the predicted temperature for the day will be 30° and over. All students need to wear Rashie tops or a light coloured t-shirts whilst in the pool. Thongs or similar may be worn to the pool and for going home.

## **TERM DATES**

	2018
Term 1	29/1/18 – 13/4/18
Term 2	30/4/18 – 6/7/18
Term 3	23/7/18 – 28/9/18
Term 4	15/10/18 – 14/12/18

## TRANSITION – Year 7 to Year 8

Information packs will be distributed to parents/caregivers of Year 7 students entering High School at the end of term 3. These materials are intended to help students and their parents/carers understand enrolment procedures. A comprehensive transition program becomes effective in term 4.

## UNIFORM – DRESS CODE

Our school with the support of the Governing Council actively promotes and expects students to wear the school colours – red and black. It helps to enhance pride in the school and develops a spirit of unity within the school. Our Governing Council has approved to give all new enrolling students a free polo shirt.

The uniform consists of

- Red – tops (t-shirts, polo shirts, windcheaters, rugby tops)
- Black – bottoms (shorts, trousers, skirts)
- Red and white A-line gingham dresses for summer.
- Closed in shoes or school sandals.

Sleeveless tops, thongs, Crocs and backless shoes are unacceptable at school.

School Dress Code will also be expected in the following activities:

- Excursions
- SAPSASA Sports Representation
- School Photographs
- Camps

A good supply of new uniforms and school hats can be obtained from the front office.

## VISION AND VALUES OF CADELL PRIMARY SCHOOL

Cadell Primary School is a small school that works together with parents/carers and the community to promote the overall growth and development of each student.

### Vision

Cadell Primary School is a unique, community-driven school full of learning, laughter and friendship. We are committed to providing a happy, secure and stimulating environment where all children are motivated, valued, self confident and empowered to reach their full potential.

### Statement of Purpose

The Purpose of Cadell Primary School is to provide an educational programme that will develop in each student a passion and purpose for learning and a commitment to maximising their learning potential. At Cadell Primary we concentrate not only on “what to learn” but more on “how to learn”.