Dear Parents

Welcome to AUBURN PRIMARY SCHOOL. We believe we have a unique setting for learning here at APS—small classes, committed staff, positive atmosphere, character development and outstanding levels of achievement. We take this opportunity to provide you with information about our school and look forward to talking with you and your child/ren to ensure your experience here is the best possible.

This Handbook will give you an insight into the general and day to day operation, organisation and administration of the school.

We invite you to become part of our school community in whatever way you can offer. Opportunities are available to join our Governing Council or the various working Committees (Policy, Grounds, fundraising etc.) If you can offer support for our SAKGP Programme, (Stephanie Alexander Kitchen Garden Programme) or in the classrooms we would be most grateful.

We listen, support and value your contributions to the education of our students at Auburn Primary School and look forward to working cooperatively so our students achieve their best and are happy.

Thank you.

Yours sincerely

Kaylee Kent
Principal
PERSONNEL 2015

Kaylee Kent                  Principal and Health and P.E
Beth Croughan               Classroom Teacher: Reception—Year 2
Sue Prince                  Classroom Teacher: Year 3—Year 4
Shellee Bowman              Classroom Teacher: Year 5—Year 7
Mary-Anne Nappa             School Services Officer – Finance (T, Th, Fri)
Stacey Lands                School Services Officer—Classroom Support
Cassy Grittifhs             School Services Officer – Classroom Support and Admin (M,T,W
Linden Calley               Groundsperson
Phil Scarles                Kitchen/ Garden Specialist

TERM DATES

2015

Term 1 27 1/15
       10/4/15

Term 2 27/4/15
       3/7/15

Term 3 20/7/15
       25/9/15

Term 4 12/10/15
       11/12/15

THE SCHOOL DAY

Each morning the school yard is supervised by a teacher from 8:30 am and until 3.40 pm each afternoon. For safety reasons children are only allowed in the school yard outside these times when supervised by an adult.

Lessons begin : 8:55 - 10:40 am  Recess 10:40 - 11:00 am
                11:00 - 12:30 pm  Lunch 12:30 - 1:25 pm
                1:25 - 3:30 pm     Dismiss 3:30 pm

We like children to arrive at school before 8:55 am to enable them to organise their belongings ready to start the day.

OUR CODE OF PRACTICE

At Auburn Primary School our VALUES catch cry is F. R. E. S. H.

We value:

FAIRNESS
RESPECT
EXCELLENCE
SAFETY
HAPPINESS
CORE BUSINESS – CURRICULUM

‘Global Learning in a Family Setting’

The core business of Auburn Primary School is to provide a supportive and challenging environment where all students can be successful. This involves quality teaching and learning of a balanced curriculum in accordance with the South Australian Curriculum Standards and Accountability Framework (SACSA) which was introduced into the school in 2001. The Essential Learning (Futures, Identity, Interdependence, Thinking and Communication) are taught through the 8 Learning Areas which at Auburn are:-

- English
- Mathematics
- Science
- Technology
- Society and Environment
- Health and Physical Education
- LOTE (German)
- The Arts

Skills which underpin the transition from school to work, training and lifelong learning, called ‘The Key Competencies’, are also incorporated into the children’s learning at all year levels.

We believe that the child’s best interests are achieved by teaching in a ‘constructivist’ way which means that the emphasis is placed on the learner rather than the teacher. We encourage learner’s autonomy and initiative. We believe that children learn best when they actively construct their own understanding and are encouraged to invent their own solutions and to try out ideas. They are given opportunities to build on prior knowledge and often work in groups to achieve their own individual goals. Because the children are in classes of different ages and year levels, this conveniently allows a child to work at different levels. Frequently, however, the formal class lesson or explicit teaching, is used i.e., to show a new method in Maths, to practise reading skills, enjoy poetry, or teach a PE skill, etc.

Literacy & Numeracy Blocks

Each day from 9:15 –10:40 am, we focus on literacy as a whole school, (including reading, writing and speaking) followed by an hour of Numeracy from 11:30—12:30 pm.
CORE BUSINESS—CURRICULUM (CONT)

IT
We have 24 computers, CD software, internet access for student and staff and Interactive Whiteboards in each classroom as well as a resource box of I Pads for student use. IT is integrated throughout the 8 curriculum areas.

Languages other than English (LOTE) - German
Children in Years 2-7 currently receive 90 minutes of German each week. Students develop communication skills that allow them to gain access to societies beyond their own. Through the study of this language there is a large portion of time spent on the social and cultural aspects of Germany comparing these to life and living in Australia.

Stephanie Alexander Kitchen Garden Program
Children receive a 45 minute gardening lesson a week provided by our Garden Specialist. During these lessons students are involved in all aspects of gardening and cooking. The produce grown in the garden is used by the children in their cooking lessons. Cooking lessons are provided by our Kitchen Specialist and are for 90 minutes a week. The children learn about food preparation, how to follow a recipe, cleaning up and finally tasting their creation. The children also produce jams, sauces and chutney during these lessons. These products are available for purchase in our front office. Should you wish to volunteer in our kitchen or garden please let front office staff know.
HOMEWORK
We believe that homework is a valuable part of a child’s education. We believe it has 2 purposes:-
1. to provide experiences for children to learn the mind set that is essential for success and happiness in school and later life
   - optimism
   - high frustration tolerance
   - time management
   - self esteem/confidence
2. to extend classroom learning through
   - practice
   - preparation
   - extension
   - creating

Time Allocation
Homework can be completed by all children but the amount expected from students in different year levels, varies. As children have different styles and rates of learning, homework provides additional opportunities for children to keep up with the curriculum. Discussion between parents and teachers will lead to the most appropriate methods and processes for individual children. Parents may also choose to set more homework if they believe their child is capable of completing it.

The reasonable amounts of homework which the school believes are appropriate are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Homework Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>4 nights each week of 30 minutes written and/or learning work</td>
</tr>
<tr>
<td>Year 6</td>
<td>3 nights each week of 30 minutes written and/or learning work</td>
</tr>
<tr>
<td>Year 5</td>
<td>3 nights each week of 30 minutes written and/or learning work</td>
</tr>
<tr>
<td>Year 4</td>
<td>2 nights each week of 20 minutes written and/or learning work</td>
</tr>
<tr>
<td>Years R,1, 2 &amp; 3</td>
<td>Reading homework may be given. Small amounts of learning e.g. learn and write set words</td>
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</tbody>
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The Partnership in Homework
Homework Responsibilities of Children:
- Doing homework is my responsibility, no one else’s
- Someone at home can help me understand what I have to do for homework. Someone at home can help me practice my homework such as spelling, reading and maths. Someone at home can look over my work and make suggestions.
- Homework needs to be done in a reasonably neat, quiet area.
- It is my responsibility to know what my homework is and to have with me at home all material that my teacher has given me.
- Homework such as projects and spelling tests need to be planned. I need to plan ahead which nights I will do this work.
- My homework needs to be done neatly and as best I can.
- Homework needs to be handed in on time
- Accept the consequences decided upon by the class and teacher for not completing homework

Parents can assist students by:
- communicating the purpose and value of homework
- help develop the habit of your child doing homework in a study area and at a set time
- communicate high, realistic expectations for standard of homework
- make sure that your child understands that homework is their responsibility to complete independently of you
- instil the value that homework must be completed on time
- make sure homework is supervised by someone and provide help on request
- use plenty of passionate praise for effort
- encourage the child’s desire to master material, to persist at homework, to be curious about, and to derive pleasure from homework
- when your child fails to complete homework at a satisfactory level communicate your expectations assertively.
- Communicate with classroom teacher if problems occur.
PARENT INVOLVEMENT

Parents can contribute greatly and be actively involved in decision making through service on the Governing Council. The Governing Council represents the parents view on school management and educational matters and meets on a Monday night at 7:30 pm usually in week 3 and 8 of each term.

The AGM is generally held in week 4 Term 1 when we elect our membership. This consists of The Principal, 8 elected parents of the school and 1 community member (nominated from the Auburn Play Centre).

We have parent representation on the Finance and Grounds Committees. The Finance Committee consists of the principal, the Finance SSO and the Treasurer. They oversee school finances and prepare budgets and monthly reports.

The parents play a major role, through the guidance of the Grounds Committee, in maintaining and improving the school grounds. Working bees are held regularly and are advertised in the newsletter.

The Policy committee is made up of 2-3 parents plus one staff member. They review and develop school policies and meet once a term.

The Events Committee meet several times each term to organise and plan events, and occasional fundraising ventures. They also provide support for the school during special events, ie sports days.

In addition, all parents of the school are asked at various times to respond to surveys from the school. In order to make decisions regarding future directions we need to have everybody’s response. These are usually produced in the newsletter.

If you are interested in becoming involved please contact the office.

KIDS COUNCIL

Our school has a Kids Council, which is an important part of the decision-making processes of this school. A new election process is currently being trialled. One representative is elected from each year level to serve for 1 term on Kids Council. An executive committee of 3 members is elected from the year level representatives. A new committee will be elected each term to allow other children to experience Kids Council.

The role of this group is:

- To bring issues from class meetings, which affect the whole school
- To ensure that issues raised at Kids Council are discussed at class meetings
- To represent students in decision-making processes
- To ensure that visitors are welcomed to our school
- To provide support for other students and staff
- To participate in planning for improvements to our school, such as the yard and resources
- To provide leadership for students in supporting chosen projects, such as charities
- To represent our school in the wider community, e.g. student forums
- To manage the budgeted money which is allocated for student decisions
- To work with the principal to help reach the targets identified in the school’s learning plan.
HOME – SCHOOL COMMUNICATION

We encourage parents/caregivers to share information about their child that may impact on their learning and enable us to be more sympathetic and effective. The following are some examples of when sharing information could be important:-

- when a child is recovering from a temperature or sickness
- when a child has hurt themselves at home
- family changes that could result in a change in a child’s behaviour

There are a variety of ways to share this information. Telephone calls, written notes, emails or personally approaching teachers. It is up to the parent to choose the appropriate way of communicating this information.

It is vital for us to have details of how to contact you, should an emergency or sickness arise. Up-to-date contact names and telephone numbers are most essential. Please ensure that your family information at school is current.

Newsletters
The school publishes and distributes a newsletter to all parent/caregivers fortnightly each term. This year the newsletters are sent home on Wednesday. Newsletters contain not only samples of children’s work but also information on events and meetings as well as community notices. It is a major way of communicating information to all families. They are given to the eldest child in the family. We try and include all correspondence to families in this form so parents please ensure your read this information so you are aware of the happening at school. We encourage children to be reliable ‘posties’ but it might pay to check school bags if the newsletter has not arrived. Please let us know if you would like to receive the newsletter via email instead

Student Diaries
All students have a diary in which they record homework and notes. We ask that parents sign/initial diaries when supervising homework. Diaries are a link between home and school to keep parents and staff informed of students requirements and absences.

Grievance Procedures
People are asked to address their concern with the person involved. Where this is not possible or comfortable, people should first speak with the class teacher, the principal or Assistant Regional Director, Joann Weckert (Clare District Office—ph 88412000)
Please see the Relationship Policy in the back of this hand book for more information.
ORGANISATIONAL MATTERS

Enrolment of Reception Children
We have one intake of reception children at the start of each year. Children who turn 5 before 1st of May can start school at the beginning of that year. Children who turn 5 after May 1st will be eligible to start school at the beginning of the following year. Children are not legally bound to attend school until their 6th birthday.

The above is an outline only. Teachers will talk with parent to assess individual children’s needs both social and academic. Enrolment forms and permission forms are available from the front office.

School Fees
Material & Service Charges are set by the Governing Council as part of the budget process. These fees are crucial in supporting the high standard of curriculum presentation we have and include the stationery needed by each student.

School Fees are to be paid at the beginning of the year. Students, who enrol in later terms, are charged proportional fees.

Government assistance is available for parents through School Card, Centre Link. Information regarding this application is distributed with the M & S Charges Invoices. If you have any questions, please do not hesitate to contact the school or Centre Link.

Visitors
Visitors to our school are very welcome. To ensure their safety and to assist us with the safe care of our children they need to report to the office to register their visit.

Lunches
On Fridays parents are able to order student lunches through the Auburn Roadhouse. The Roadhouse/school have developed a student menu which meets the healthy eating guidelines required by DECD. These menus are available at the school. Parents need to ring the Roadhouse directly on 88492130 to make an order. The orders are then delivered to the school by the Roadhouse.

On days that the students have their cooking lessons they prepare and cook their own lunch, therefore will not be required to bring lunch from home. Please advise the school should your child have any food allergies.

Library
In our school library, students are able to borrow in their class time as teachers take them to the Library weekly or on Tuesdays and Thursdays at lunch time. As all students are registered on Bookmark (the library computer system), teachers or library monitors will process their books. Children may borrow 2 books at a time and are advised of overdue books which need to be returned before more borrowing can be done. Parents are asked to help their children with the responsibility of borrowing and returning books.

Banking
Children are encouraged to bank regularly. Bank SA is available for student banking. The class teacher will collect the money and bank books on Friday mornings. Should you want your child to access this service applications to open a new account are available at the office.

Book Club
Ashton Scholastic offers a ‘mail order’ type of book club. The students are given pamphlets showing the books, etc on offer for the issue and they able to order anything of their choice. Payment is made when ordering. Due date is shown on the pamphlets.
ORGANISATIONAL MATTERS (cont)

School Houses
Children are divided into 3 ‘houses’ which are named after three famous family identities of Auburn.
Meller - (Red) Tateham - (Yellow) Dennis - (Blue)
Children earn points through the year for 5 work, manners and strong behaviour. This goes towards the House Shield which is presented at the Christmas Concert.

School Watch
The school is a member of School Watch. Parents are also asked to report any suspicious persons or activities when the school is unattended.

First Aid
All staff are trained in basic First Aid. The office staff look after sick or injured children. Sick room facilities are available for unwell children when a parent is unable to be contacted. If a child requires medication to be administered at school by a staff member a Medication Plan Form must be completed by parents and signed by a doctor. All medication needs to be labelled clearly with the child’s name and held in the office. Parents are reminded that students are responsible for administering their own medication, which is then documented by staff.

Student Attendance
At Auburn Primary School we have a high level of attendance by students. Parents are asked to advise the school, by phone, on the day their child is unable to attend school. We contact parents of children who are absent without notification, to ensure their safety.
Parents bringing children to school after the start of school or taking their children before the end of school are asked to sign their child/ren in/out at the front desk.
In 2005 we developed an Attendance Brochure to ensure our school community understand the importance of attendance every school day from the time that their children are first enrolled at our school.

Play Centre
On Friday mornings a Play Centre operates from our Activity Room/Kitchen from 9.30 am to 12.30. This provides opportunities for preschool children to mix with others their age and engage in a range of activities.
Parents are asked to sign in at the front office a put a gold coin donation in the Play Centre box.
DRESS CODE

Children come to school to work and play. Therefore, they need to be dressed in clothing, which allows for ease of movement and is comfortable, hard-wearing and washable. The school uniform has been selected by parents and is supported by the Governing Council. It is an expectation at our school that children dress in the school uniform.

The school uniform colours are grey, black and red. This school supports parents with the offering of school uniform items (polo tops, windcheaters, skirts, shorts, pants and hats), with embroidered school logo, available at reasonable prices from the office.

So that all belongings can be identified easily, we ask parents to clearly name their child’s belongings, including hats & drink bottles. Lost property can be collected from the school office.

Our school is a ‘SunSmart’ School. This means that all children must wear a school hat when they are outside during school time from 9:15—3:30 pm each day. New bucket hats are supplied to all new students on enrolment. We have a ‘no hat, no play’ policy which means that children who don’t have their hat must play in a designated shaded area and will be unable to participate in outdoor activities.

Staff and parents are expected to role model ‘SunSmart’ behaviour when in the school grounds or attending outdoor school activities.
SPECIAL EVENTS

APS Sports Afternoon
The school holds its own Sports Afternoon in Term 3 with the three houses competing against each other for a trophy.

Interschool Sports Day
Auburn Primary combines with Farrell Flat, Watervale and Robertstown in late third term each year for a one day inter-school sports day. Our uniform is a red T-Shirt with school logo, black shorts or skirt, red socks and sneakers.

School Camp
Teachers are responsible for the organisation of a Whole School camp for students, usually on a 2 year rotation. Camps will be based on educational grounds and the cost to be kept to a minimum to encourage all students to participate. Parents are notified early in the year to assist planning and to encourage participation.

Excursions
Excursions are arranged by the teachers to support or extend the learning program for students. Either the newsletter or specific note home will notify of these. Where the whole school is involved, travel is usually by bus. Teachers try to keep the cost down for excursions so they are accessible to all students.

Where only a number of children are involved, such as sporting clinics, Student Forums, parents will need to provide private transport.

Swimming
As part of the Physical Education program, students receive swimming lessons, usually held over a week early in Term 1. Children are transported by bus to the Riverton Pool, and costs are covered through school budget. Information and consent forms are sent home with the newsletter.
Photographs
A photographer visits the school annually to photograph students as a whole school, as individuals and in family groups if requested. Payment is required before photographs are taken. There is no obligation to buy.

CELEBRATIONS
Assemblies
Assemblies are held fortnightly on Fridays at 3:15 pm in the host classes room. These are whole school meetings where students and teachers share information and are managed and run by the students. An important aspect of assemblies is acknowledging children’s learning for the week, public speaking and celebrating successes. Parents are encouraged to attend.

End of Term BBQ’s
These are held on the last day of Terms 1, 2 and 3. Parents and their families are invited to join us. We begin at 12.30 pm and the cost is minimal to cover the food for lunch. (Please pay on the day.) Parents are then free to take their child(ren) home after the barbecue for the holidays.

Christmas Concert
This is usually held on the last Monday of Term 4 at the Auburn Institute at 7 pm.

School Party
Generally on the last Friday of Term 4 Father Christmas pays a visit and brings icy poles for the students. Parents are asked to donate a gift or can of food to be forwarded on to Father Christmas who then makes sure it goes to a charity to be given to those in need, label clearly any gifts and leave at school by the day before. This is a family afternoon beginning with a pooled lunch at 12 noon.