

Auburn Primary School



Fairness • Respect • Excellence • Safety • Happiness



Parent Handbook



Government
of South Australia
Department for Education
and Child Development



"Global Learning in a Family Setting"

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 Auburn Primary School www.auburnps.sa.edu.au

Auburn Primary School



Fairness • Respect • Excellence • Safety • Happiness

Dear parents and caregivers,

Welcome to Auburn Primary School. We are absolutely delighted to welcome you as part of our community, where your child can learn and grow in a unique, 'family' setting. Here at Auburn Primary School we boast small class sizes, a dedicated and committed team of teachers and support officers, and a culture of care and excellence that enables each and every child to feel empowered to develop their unique set of skills and talents towards high achievement.

We take this opportunity to provide you with some key information to support you and your child's transition to our school. This **Parent Handbook** will give you an insight into the general operation, organisation and administration of the school; our routines and expectations; and a sneak peek into some of the exciting learning experiences we provide our students.

We invite you to become part of our school community in which ever way you can. We recognise and value the role a positive partnership between home and school plays in the education of your child and welcome your involvement. Many hands make light work and your contribution, big or small, makes any job achievable! Formally, the Governing Council and its sub-committees provide the opportunity for you to work alongside other parents and caregivers in priority areas such as grounds and facilities, fundraising, and parent and community engagement, to name a few. Of course, we also warmly welcome you to join us in the classroom, where support during lessons or a focus area such as our Stephanie Alexander Kitchen Garden Programme (SAKGP), the Arts or Technologies, further enhances the quality of experience we provide for our students.

We look forward to working with you to ensure your child enjoys their educational experience and becomes a confident, creative and successful learner.

Yours sincerely,

Mrs Briony Ackland
Principal



STAFF

Briony Ackland	Principal
Kiara Pudney	Classroom Teacher (Reception – Year 1; R-2 Wednesday - Friday)
Kasey Jenner	Classroom Teacher (Year 2 - Year 3; Monday and Tuesday)
Sue Prince	Classroom Teacher (Year 4 - Year 6; Year 3-6 Wednesday - Friday)
Cassy Griffiths	School Services Officer - finance, administration, classroom support
Bec Bryksy	School Services Officer - administration, classroom support, Playcentre
Sally Holmes	School Services Officer - SAKGP (cooking), classroom support
Jared Murray	SAKGP (gardening)
Ian Prince	Groundsperson
Pamela Gauci	Pastoral Care Worker

2022 TERM DATES

Term 1	31 January - 14 April (11 weeks)
Term 2	2 May - 8 July (10 weeks)
Term 3	25 July - 30 September (10 weeks)
Term 4	17 October - 16 December (9 weeks)

THE SCHOOL DAY

Each morning, the school yard is supervised from 8:30am; students must arrive at school *before* 8:55am to ensure they have time to organise their day before roll call and the first lesson. In the afternoon, the yard is supervised until 3.30pm. *For safety reasons, students in the school yard outside of these times must be supervised by an adult.*

MORNING BELL 8.55AM

*Whole-school fitness 8:55am – 9:10am**

Lessons 1 & 2 8.55 – 10.40am

Recess 10.40 – 11.00am

Lessons 3 & 4 11.00 – 12.30pm

Read and feed 12.30 – 12.40pm

Lunch 12.40 – 1.15pm

Lessons 5 & 6 1.15 – 3.15pm

DISMISSAL 3.15PM

OUR CODE OF PRACTICE

At Auburn Primary School, we aim to provide ‘global learning in a family setting.’ As such, our mission is to *provide a happy and caring environment, where individual differences are recognised and valued; and learners are encouraged to be creative, reliable and do the best they can.*

To achieve this, we are guided as a community by our FRESH values:

FAIRNESS
RESPECT
EXCELLENCE
SAFETY
HAPPINESS



ENROLMENT AND TRANSITION

Enrolment of children into Reception

In South Australia, it is compulsory for children to attend school between the ages of 6 and 16 years. To accommodate this, Auburn Primary School conducts a single intake into Reception at the start of each year. Children who turn 5 years old before May 1 are eligible to start school on the first day of Term 1 of that year. Children who turn 5 years old on or after May 1 will not be eligible to start school until Term 1, the following year.

We recognise the decision to enrol a child in Reception is an important one and Early Years teachers are available on site to discuss any queries or concerns you might have about your child’s needs, socially, emotionally and academically. Enrolment packs and related information brochures are available at the Front Office of the school.

Transition to Auburn Primary School

As part of a close knit rural community, Auburn Primary School fosters close relationships with local kindergartens and pre-schools. Prior to commencing Reception, new school starters are invited to attend a short transition program to enable them to become familiar with their new school surroundings, their teachers and peers. Transition consists of three visits to our school beginning with a morning accompanied by their kindergarten/pre-school teacher, an afternoon, and a full-day visit. On this last occasion, parents/caregivers are invited to share morning tea with the Principal, members of the Parents and Friends Group, and fellow parents of transitioning children.





Enrolment and transition at other year levels

Enrolment of students in to year levels other than Reception is provided as necessary, in which case the opportunity to participate in transition day/s can be negotiated with the Principal and classroom teacher, as required.

Transition to High School

As students near the conclusion of primary schooling with us, they are invited to participate in transition experiences at the local High School in which they will enrol – generally, Clare High School, Riverton and District High School or Balaklava High School. We maintain close connections with each High School to ensure your child's transition is smooth and effective.

Play Centre

Each Friday morning during school terms, a Play Centre operates on site from 9.00am until 11.00am. Parents simply sign-in at the Front Office and make a gold coin donation to access a variety of interactive and hands-on activities designed to engage preschool children in rich communicative experiences, developing vital skills for transition to school. This is a wonderful opportunity to become familiar with our school and a unique way we support prospective students.



OSHC - After School care

Each morning and afternoon during school term, Monday – Friday, students enrolled at Auburn Primary School can access outside school hours care. From 7.30 – 8.30am before school, the *Kickstart for Kids Breakfast Program* provides students the opportunity to prepare and enjoy a nutritious breakfast and develop key organisation skills to prepare for their school day. From 3.15 - 6.00pm after school, OSHC is available. Students prepare and enjoy a healthy snack, then spend some quiet time doing homework and reading supported by an educator, before an interest activity program commences (sport, art, technologies, STEM, board games, etc.). Fees apply and bookings are essential. *Contact the Front Office for further information.*

UNIFORM

The wearing of school uniform is an important way we identify ourselves as part of the Auburn Primary School community; promoting equality, belonging, and a sense of pride. It is an expectation at Auburn Primary School that all children dress in correct school uniform. From time to time, whilst on camp or engaging in excursions for example, activity-specific clothing may be required, in which case notification will be provided in advance.

The school uniform has been selected by parents and supported by the Governing Council to allow our students to participate in all school activities with comfort; it is hard-wearing and washable. **Uniform items embroidered with the school logo are available for purchase at the Front Office.** Second-hand items are sold at reduced prices, as they become available.

THE UNIFORM

Black	White	Red	Grey
Tops	Red t-shirt OR red polo shirt, with logo Red windcheater OR red polar fleece jumper, with logo Skivvy or long-sleeved under top in school colour code		
Bottoms	Black OR grey shorts Black OR grey track/long pants/leggings/tights (<i>not</i> active wear) Black OR grey skirt/skort Red polo dress with logo Red check dress or pinafore (standard available from Target/Big W)		
Other	Black shoes/sandals OR sports shoes Black, white OR grey socks Grey school bucket hat (see below) Red, black, white or grey hair accessories; studs or sleepers; watch (<i>no</i> internet or phone/messaging capabilities) Principal approved Year 7/Leadership jumper		

Our school is a *SunSmart* School. In line with our Sun Protection Policy, endorsed by the Cancer Council of SA, hats must be worn at all times when outside during Terms 1 and 4, and when UV levels are above 3 in other terms (UV levels are monitored daily, and students notified via yard posters when they are required to wear a hat). *To promote this behaviour and support our 'no hat, no play' policy, all students are supplied a new bucket hat upon first enrolment.* It is an expectation that all staff and parents also role model *SunSmart* behaviour when on school grounds or attending outdoor school activities.

* It is important to ensure that all belongings can be easily identified and as such ask that uniform items, including hats, are clearly named. Lost property can then be readily identified and collected from the Front Office.

Should you have any queries about the uniform, please do not hesitate to contact the Principal or classroom teacher for further clarification.

CURRICULUM

At the very heart of our core business is quality teaching and learning. Teachers use the key dimensions of The Australian Curriculum to program relevant and engaging learning experiences that enable all students to develop the knowledge, understanding and skills required to become successful learners, confident and creative individuals, and active and informed citizens. From Reception to Year 7, students develop knowledge and skills in eight learning areas:

English
Mathematics
Science
Health and Physical Education (HPE)
Humanities and Social Sciences (HASS)
Languages - *German*
Technologies
The Arts

In planning learning in these areas, teachers respond to the needs and interests of the many unique individuals in our classes; to personalise student learning across different age groups and year levels. In acknowledging learning as a social and active process, we promote and encourage collaboration and creativity, to enable students to actively construct their own understanding and knowledge through experience and reflection. Through a variety of approaches including explicit teaching, modelling and scaffolded inquiry, students are given opportunities to build on prior knowledge to pursue and achieve individual learning goals, both independently and in small-group or whole-class settings.

English

Learning in English is central to the learning and development of our students, helping to create confident communicators, imaginative thinkers and informed citizens. Teachers employ a broad range of pedagogies to support the development of reading and literacy skills and engage learners with literature as students learn to listen to, read, view, speak, write, create and reflect on texts and appreciate and enjoy the English language in all its variations. In understanding the importance of utilising evidence-based strategies to monitor and respond to student learning, teachers employ consistent tools and programs across the year levels, such as Heggerty's, Brightpath, Jolly Phonics and *7 steps to writing*, to inform teaching and learning programs.

Essential to student success, we also implement a whole-school commitment to integrate the explicit teaching of *literacy capabilities* across the learning areas. This ensures students are able to develop skills in applying and comprehending literacies across contexts, including for example, the development of procedural texts and reports in Science, interpreting visual representations in Health or the Arts and communicating effectively in collaborative design projects in Technologies.

Mathematics

Mathematics is a critical component of the school curriculum and a priority area of learning at Auburn Primary School. Teachers are highly skilled at planning learning experiences that provide for the broad range of achievement levels in multiple year level classrooms. Use of *Natural Maths* as a whole-school approach to the explicit instruction of mathematical concepts and strategies ensures consistency and promotes the development of confident mathematicians and problem-solvers. Approaches to teaching and learning are flexible, responsive, innovative and creative providing for engaged and hands-on experiences for our learners.



In addition to dedicated Mathematics lessons, we make a whole-school commitment to explicitly integrate *numeracy capabilities* across the learning areas. This serves to provide rich, contextualised learning, and connects experiences, for example in Science and Technologies and additional programs such as the Stephanie Alexander Kitchen Garden Program (SAKGP).

Science

Science provides the opportunity for rich, integrated learning whereby teaching and learning experiences are designed to promote inquiry, critical thinking and problem-solving through exploration and discovery of the world around us. Science learning permeates many areas of the curriculum, with teachers utilising cross-curriculum opportunities for learning, where appropriate, including in SAKGP lessons and Technologies through the use of contemporary robotics. Students have critical opportunities to apply key literacy and numeracy concepts to support their learning in Science, interpreting and creating discipline-specific texts, planning and conducting experiments and investigations, developing research projects and engaging in problem-solving tasks. From time to time, dedicated Science teachers provide discipline expertise to enhance learning opportunities.

Health and Physical Education (HPE)

Teaching and learning in Health and Physical Education is shared between the classroom teacher and a dedicated Physical Education (PE) teacher. Students participate in weekly PE and Health lessons with an important focus on the acquisition of movement skills and the knowledge, understanding and skills to support students to be resilient and health-informed. Students also participate in daily whole-school fitness sessions.



A further commitment to the physical health and wellbeing of our students is provided through the Sporting Schools program. Students are able to access skilled instructors who provide the opportunity to learn a wide variety of sports including, t-ball, basketball, athletics, hockey and netball, to name a few. The focus sport varies from term to term, with details provided via the school newsletter.

Humanities and Social Sciences (HASS)

History, Geography, Civics and Citizenship (Years 3-7), and Economics and Business (Years 5-7) are the 4 subjects of Humanities and Social Sciences. With a focus on the skills and values to become active and informed citizens, students are provided rich learning experiences that enable them to explore citizenship, diversity and identity in a local, national and global context. Learning in this area provides wonderful opportunities to engage with our local community and to explore the traditional Ngadjuri cultural and environmental heritage.

Languages – German

Auburn Primary School has a long and proud tradition of learning German as a language in addition to English. All students participate in weekly lessons ranging from 35-minutes duration in Junior Primary (R-2) to 90-minutes in Years 3-7, where they learn about German language and culture in Australia and the world. Students engage in linguistic, social, cultural and historical aspects of language-and-culture learning; with a focus on acquiring communication skills, intercultural capability and respect for diversity and difference.

Technologies

Learning in the area of Technologies includes both Design and Technologies, and Digital Technologies. Underpinning these distinct but related subjects, is the need to explore and create with traditional, contemporary and emerging technologies. All classrooms are equipped with Interactive Whiteboard technology, 1:1 iPads and laptops, which in conjunction with robotics resources, a 3D printer, multi-purpose 'wet' room, kitchen and outdoor learning environments, enable our students to access flexible spaces and resources to engage in relevant and real-world problem-solving. Importantly, the safe and intentional use of technology is promoted and explicitly taught across the curriculum to ensure our students are responsible and effective digital citizens.

The Arts

Learning in The Arts encompasses Dance, Drama, Media Arts, Music, and Visual Arts. Each of the 5 subjects are taught across the primary years of schooling in a variety of contexts, including as integrated learning with other areas of study and specialist classes, such as Footsteps dance sessions. Many additional experiences are provided beyond the classroom to encourage students to reach their creative and expressive potential, including through participation in performances, school assemblies and concerts. Furthermore, music tuition in piano and voice are also offered during school hours by private arrangement with a local music teacher with over 25 years' experience.





ADDITIONAL OPPORTUNITIES TO SUPPORT LEARNING

Stephanie Alexander Kitchen Garden Program (SAKGP)

Auburn Primary School are proudly involved in the Stephanie Alexander Kitchen Garden Program and boast lush vegetable, herb, bush tucker and butterfly gardens, a small fruit orchard, chickens and a school kitchen. The kitchen and garden are integral to classroom programs providing a cross-curriculum focus on sustainability, healthy food habits and pleasurable food education that teaches students to grow, harvest, prepare and share fresh, seasonal, delicious food. Each class enjoys both a cooking and gardening session each week where they are involved in all aspects of bringing edible foods from “paddock to plate.” There is a further enterprise aspect to the program whereby students in upper primary year levels embark on planning and running their own business (integrated with their Economics and Business studies), and when possible with excess produce, students are involved in harvesting for the making of jams, sauces and chutneys, available for purchase at the school and throughout the year at local markets and events. This program is well supported by a band of volunteers who relish the opportunity to share their cooking and gardening interest or expertise with the students. Should you wish to volunteer in the kitchen or garden, please don't hesitate to let us know!



Library

Our school library is a cheerful and welcoming space in which to rest, read and work. Students utilise the library in dedicated lessons each week, where they are able to browse the collection, borrow books for private reading and utilise the resources and workspace for school projects. Students are allocated a library profile which allows them to borrow up to 3 books at a time. Upper Primary students serve as whole-school monitors and advise their peers when books are overdue, before further or new borrowings can be made. We encourage parents to be active in discussing their child's book selections to assist with monitoring age- and content-appropriate materials. *In 2020, we introduced borrowing to Play Centre children and families, to provide access to the rich resource we have and promote an early love of reading!*

Sport

Students at Auburn Primary School actively access a number of different sporting opportunities throughout the Mid North and beyond. These include:

- **Intra-school Sports Afternoon**

Held in Term 3, students are divided into two school houses – Bleechmore and Castine (see 'Organisational Matters'), who compete against each other in running events and team games.

- **Inter-school (hub) Sports Day**

Auburn Primary School combines with Blyth and Watervale Primary Schools late in Term 3 for a friendly, yet competitive day of sporting challenges. Events include short- and long-distance running, throwing and jumping events, and a variety of team games.

- **Sporting Schools**

As government grant funding becomes available, access to a broad range of sports are provided via short-term programs after school. Past offerings have included such sports as athletics, basketball, hockey and t-ball.

- **SAPSASA**

Schools within the Mid North district are active participants in the carnival offerings of the South Australian Primary Schools Amateur Sports Association (SAPSASA). Competitions at both district and state level are held throughout the year, including such sports as cricket, basketball, softball, football, netball and tennis.



- **School Swimming Program**

*Swimming lessons are provided in Term 1 as part of the Physical Education curriculum. The Department for Education program is facilitated by qualified instructors at The Valleys Lifestyle Centre in Clare. *As the Upper Primary students attend an Aquatics camp at the same time each year, they do not attend swimming lessons.*



Camps

Camps are an important platform for the social and emotional development of children as well as an opportunity to experience learning off campus. At Auburn Primary School, students have the opportunity to be involved in the following camps:

- **Upper Primary Aquatics Camp**

A 2-day camp of water-based activities on the river, in Barmera.

- **Year 6 Leadership Camp**

A partnership-wide offering to Year 6 students from Auburn and surrounding schools, to build and enjoy the company of a peer network to assist with transition to high school.

- **Whole-school Camp**

Held biennially, all students from Reception to Year 6 have the opportunity to attend camp together.

Excursions and Performances

Excursions and performances are but one way in which teachers support or extend their program to engage students in connected learning. At Auburn Primary School we aim to ensure that excursions and performances are meaningful and support intentional learning objectives; and provide opportunities for students to explore learning across the areas of study. Opportunities vary from year to year, and class to class; however, it is our utmost priority that these opportunities are accessible to all and relevant to learning outcomes.



Special Interest Groups

From time to time, teachers and the Pastoral Care Worker provide special interest activities during lunchtime, once a week over the course of a term or Semester. These groups enable our teachers to share their expertise to support students to pursue learning in areas of individual interest or passion. Over recent years, these have varied from a book club, cooking, sewing and craft sessions, and board games, to a robotics club.

STUDENT LEADERSHIP

Kids' Council

At Auburn Primary School, we value student voice and in doing so, elect two representatives from each class to serve as members of our Kids' Council. Over the course of the Semester during which they are elected, the Kids' Council representatives work together with staff and the Governing Council to participate in important decision-making processes of the school. In order to represent students in decision making, the role of representatives is primarily to:

- Bring pertinent whole-school issues discussed at class meetings to the Council's attention
- Ensure that issues raised at Kids' Council are discussed accordingly at class meetings
- Collaborate and provide support for other students, staff and the Principal
- Participate in planning for school improvements, such as yard and resource development
- Provide leadership in planning and implementing chosen projects and events
- Represent the school in the wider community (student forums, community events, etc.)
- Manage funds allocated for student decisions



Wellbeing Agents

As part of a whole-school initiative with a focus on wellbeing – physically, emotionally and academically; each class elect 2 Wellbeing Agents to provide care, support and wellbeing leadership to their peers. Wellbeing Agents meet fortnightly with the Pastoral Care Worker, to develop skills and strategies to assist their own and others' wellbeing. Linked to our school values, *The Australian Curriculum* Health learning and site use of *Kimochis* as a learning tool, the Wellbeing Agents program brings to the fore open and honest conversations about wellbeing, provides students with inclusive and supportive language in challenging situations, and enables students to develop skills for self-regulation and emotional wellbeing. The program continues to support a strong culture of trust and care at Auburn Primary School.

Student Mentor Program

A new student leadership program was trialled in 2021 in response to a review of our student leadership contracts. The program aims to provide students in the upper year levels with targeted guidance and support, to develop their skills as leaders of their peers and community. *More information will be provided as it becomes available.*

PARENT PARTNERSHIPS

The Partnership between school and home is critical to a child's success and our capacity as a school to offer a quality education. Key to this partnership are parents/caregivers, whose input to decision-making and evaluation processes is highly valued and a key feature of the collaborative culture of our school.

Governing Council and Sub-Committees

The Governing Council is our key representative group, consisting of the Principal (ex-officio member), parent members, a community member, and a staff representative. The Governing Council's Annual General Meeting (AGM) is generally held in week 3 of Term 1, to present the annual report and financial statements, and elect members to the council. The council will then meet twice a term throughout the year (usually Monday night at 6.30pm, in weeks 3 and 8 of term), to represent the whole school community in understanding local educational needs, setting broad directions for the site, and monitoring and reporting on progress to continually enhance learning achievement of our students.

Several sub-committees have been established to support the Governing Council to carry out its functions more efficiently and effectively. Membership of these sub-committees constitutes parents and a key school representative (for example, the Groundsman on the Grounds Committee). At Auburn Primary School, parents play an important role in assisting the Governing Council through the Finance Advisory Committee, Grounds Committee, Policy Review Committee and Parents and Friends Committee. Each committee meets several times each term to plan, organise and prioritise improvement projects.

Roles and responsibilities of the Parents and Friends Committee evolve with student and school demands, but provide multiple entry points for parents to be involved in the school community. These include, but are not limited to, planning and coordinating fundraising events, parent and community information events, and assisting with school events such as photographs, sports days, book club, etc. *Keep an eye out for your opportunity to be involved, through information provided in the school newsletter!*

Volunteers

Volunteers are key to our 'family' setting and the foundation for our strong sense of community. Regular volunteer support is utilised in the kitchen and garden, and in classrooms during key literacy and numeracy blocks, where it is greatly appreciated by both students and teachers. As is the nature of schools, opportunities will arise throughout the year where volunteer support is needed; requests are generally made through the school newsletter, or class-generated notices. Your active involvement, big or small, is warmly welcomed - be sure to speak with your child's teacher, the Principal, or the Front Office staff.



COMMUNICATION

We believe clear and timely communication is critical to supporting the key partnership between home and school and achieving optimal outcomes for our students. We acknowledge that this is a reciprocal relationship and have a number of structures in place to enable information to be shared between staff, students and families. Contact in person, by phone or text message is a simple, yet effective means of communicating information that is relevant and may impact your child's routines, ability to participate in class or their learning. Classroom teachers utilise a variety of online applications to communicate directly with parents/caregivers, to share work samples as well as key messages relevant to your child.

It is vital for the school to keep our community updated on relevant school events and happenings, and likewise, it is important for our students and families to do the same. It is a requirement that details are provided to ensure we are able to make contact during an emergency or should sickness or injury occur – names and primary telephone/mobile numbers are essential and the responsibility of the parent/caregiver to ensure that information provided to the school is current.

Assessment and reporting

Parent-teacher and student-led interviews are conducted in Terms 1 and 3, respectively, forming an integral part of our assessment and reporting procedures. The interview format is developed to promote interaction and collaboration and build partnerships in education. It is an opportunity to discuss learning goals and achievement progress, and to share in and celebrate growth and development.

In Terms 2 and 4, written Semester Reports are provided to communicate student achievement against year-level standards, as defined by The Australian Curriculum. Feedback is provided on a 5-point achievement scale, accompanied by written general comments by the Principal and classroom teacher, and in relation to English and Mathematics achievement, specifically.

Achievement is communicated on an ongoing basis through the various methods described herein, and parents/caregivers are encouraged to discuss any concerns or queries in relation to their child/ren's achievement with the class teacher, or Principal.

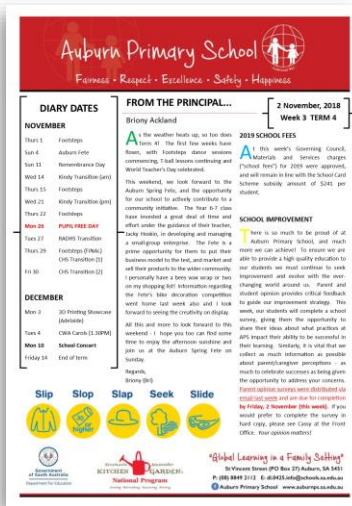
Office Trays

A successful strategy to assist with communication between the classroom and Front Office is the use of class office trays. These are delivered to the Front Office each morning by 9am to provide details about absences, and return any notices or reply slips from students/families. The tray is again collected at 3pm each afternoon and returned to the classroom, where notes (such as the newsletter) are distributed for home. This has proven to be an effective and reliable system of communication and we encourage students to be vigilant about using this system to minimise disruption to administration staff.



Newsletters

School newsletters are the major form of communication between school and home. These are published and distributed to a family's eldest child at school via their class office tray. We endeavour to provide these newsletters routinely, in Weeks 1, 3, 6 and 9 each term.



Newsletters contain an address from the Principal, information about key school happenings, important dates, notices (including consent/permission forms) and reminders, and upcoming school and upcoming school events, as applicable. Student work samples are shared and achievements, both in and outside school, celebrated. It is recommended that you keep up to date with information provided through the newsletter so that as a community we can ensure all families are informed. Furthermore, whilst we encourage students to be responsible for providing the newsletter to home, it is equally important for parents/caregivers to check with their child/en should a newsletter not arrive! Alternatively, the newsletter is able to be distributed via email – please advise the Front Office if you prefer this option.

Student Diaries

All students from Years 2 to 6 have a diary in which they record homework and important notes, including upcoming family commitments or reasons for absences. They form a key part of *daily* communication between home and school. As such, parents/caregivers are asked to sign and sign/initial diaries each week, and when supervising homework. Prior to Year 2, students use a communication book for daily correspondence.

Text, email and Facebook

From time to time, whole-school messages will be posted via group text message, email, or on our closed Facebook site. The Auburn Primary School Facebook page is only used for reminders, advertising and photographs of key events throughout the school year. To ensure privacy and respect the sensitivity of some matters, questions and concerns must be raised directly through email or phone (call or text). *Please refer to Grievance Procedures, below.*

Grievance Procedures

As a key school value, *respect* is critical to our commitment to communicate openly and honestly. It is encouraged that any concerns are addressed directly with those involved, before referring to the class teacher or Principal where direct contact is not possible. If matters cannot be resolved, please forward your concern to the Education Complaint Unit on 1800 677 435. *Please see the Communication Policy for further information.*

ORGANISATIONAL MATTERS

School Fees (“Materials and Services Charges”)

Materials & Services Charges are set by the Governing Council as part of the annual budget development process. These fees are crucial to supporting the high standard of education we provide and include the stationery requirements for each student. School Fees are payable at the beginning of each year, with flexible payment options available upon request. Fees for subsequent children at Auburn Primary School may attract a discount, as appropriate; and enrolments initiated after Term 1 will attract proportional fees. Furthermore, for eligible families, financial assistance for students attending government schools is available through the School Card scheme - information is provided at the time of invoicing of M & S Charges. Should you have any questions regarding eligibility requirements or the application process for School Card, a free call service is provided on 1800 672 758.

Visitors

Visitors to our school are warmly welcome, and at various times throughout the year we invite visiting groups to tour our kitchen and garden, observe our classes, or engage in professional learning on site. Parents and family members are valued volunteers and contributors, visiting to assist with various aspects of our school programs. To ensure the safety of all on site, visitors are required to report to the Front Office upon arrival and departure.



Special Lunches

On Friday, lunches are available for purchase from the Auburn Roadhouse. A student menu is available from the Front Office, developed to ensure options meet the healthy eating guidelines required by the Department for Education. Orders with payment are made directly to the Auburn Roadhouse – please call 8849 2130; and delivered directly to the school in time for lunch.

As part of the Stephanie Alexander Kitchen Garden Program, students will often cook a meal suitable for lunch and on these days, are not required to bring a packed lunch. This will be well-communicated, as appropriate. Please advise the Front Office should your child have any food allergies.

Book Club

Ashton Scholastic offers a ‘mail order’ book club approximately twice a term. Students receive a catalogue of age-appropriate books for sale. Order with payment is made either through the catalogue (paper form returned to the Front Office) or online, by the indicated due date. Books are delivered to the school and distributed through class office trays.

School Houses

Students are divided among two 'houses', named after famous family identities of Auburn: Bleechmore (black) and Castine (red). Points are earned throughout the year for a variety of target achievements, including quality work, behaviour that exemplifies our school values, and sporting and other school challenges. A tally is provided at assemblies each term with a shield presented to the house with most points at the School Concert.

First Aid

As a requirement, all staff are trained in basic First Aid with administration staff assigned the daily responsibility for sick or injured students throughout the day. A facility is available in the Front Office for students who are unwell and required to return home. Medical information is collected at the beginning of each year to ensure the school has access to up-to-date information and is aware of any medical emergencies that might arise. Should medication be required, a Medical Plan must be provided, verified by a medical practitioner. This is also required for the prescription of medication at any time throughout the year that must be administered by a member of staff. Medication must be labelled clearly with the child's name and stored in the Front Office. All incidents and provisions of medication are documented and parents notified.

Attendance

We pride ourselves on maintaining a safe and engaging environment for learning, to promote a high level of student attendance. Parents are required to advise the school by 9am on any day their child is unable to attend; this can be done by phone, text or message via their class' preferred online application (eg *SeeSaw*, *Dojo*, etc.). In the event of an unexplained absence, a text message is sent to the primary contact seeking clarification, to ensure the child's safety. Again, to ensure their safety in the event of an emergency, parents must sign children in/out at the Front Office should they arrive late to school or leave at any stage during the day. *Please see the Attendance and Engagement brochure for further information.*

Behaviour Management

In line with our School Mission – *to provide a happy and caring environment, where individual differences are recognised and valued; learners are encouraged to be creative, reliable and do the best they can* – your child's health, wellbeing and safety is of utmost priority. Underpinned by our school values, we maintain high behavioural expectations, to support and foster a high level of social responsibility and communication skills and promote self-confidence, respect and empathy. A consistent behaviour management process is implemented across the school, with ongoing reinforcement of expectations through regular class/whole-school discussions, activities and leadership programs. *Please see Student Behaviour Management resources for further information.*

Photographs

A school photographer visits the site annually, providing the opportunity for whole-school, class, individual and family photographs to be taken. Purchase of photographs is a personal decision; however, orders with payment must be made prior to the photographer being on site.



SCHOOL CELEBRATIONS

Assemblies

Assemblies are held Friday at 3.00pm, three times a term (with the exception of Term 4). These serve as whole-school meetings where students and teachers share and celebrate learning with each other and the community. Each Assembly is organised and facilitated by a host class, promoting collaboration, teamwork, the development of confidence and public speaking skills, and pride in achievements. Parents are encouraged to attend and share in the celebration.

End of Term BBQs

It has long been a tradition to celebrate the busyness of term and enjoy each other's company at a BBQ, held on the last day of Terms 1, 2 and 3. Parents and their families are invited to join us for lunch at 12.30pm, with a gold coin donation assisting to support the event. Following lunch and a brief Assembly, students are dismissed to enjoy the holidays with family and friends.

School Concert

A much-anticipated event on the school calendar is the annual School Concert, held on the last Monday of Term 4, at the Auburn Institute at 7.00pm. The Concert is a time for celebration and each class presents a performance for the community to enjoy. Family and friends are invited to share in the evening with us, to celebrate the school year and all that has been achieved.



End of Year Family Lunch

As a celebration of the successes of the school year, all families share a pooled lunch on the last day of Term 4. At this time, Father Christmas also attends. In exchange for an icy pole, each family is asked to donate a small *unwrapped* gift (toy, item of clothing, tinned food, etc.) which Father Christmas delivers on our behalf to a nominated charity for families in need.

APPENDICES

Communication Policy
Attendance Brochure
Student Behaviour Management Policy (monitoring rulers enclosed)