

# SPRINGFIELD GARDENS PRIMARY SCHOOL



## Parent Information Book

# 2014

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TASMANIA

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Stephen Smith  
Principal



Tasmania  
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## **Springfield Gardens Primary Administration Staff**

Mrs Chris Russell	School Business Manager
Mrs Diane Stramacchia	Administration Officer
Mrs Meree Barber	Assistant Principal
	Advanced Skills Teacher
Mrs Emma Aorangi	Advanced Skills Teacher
Mrs Bethanie Kearney	Advanced Skills Teacher
Mr Stephen Smith	Principal

### **School Office Contact:**

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<b>1. School Profile</b> .....	<b>6</b>
<b>Our School and Community</b> .....	<b>6</b>
<b>The Staff</b> .....	<b>6</b>
Teaching Staff: .....	6
North – Class Groupings (2-6 Classes).....	6
South – Class Groupings (Kinder to Year 1 Classes).....	7
Early Learning Centre: .....	7
Specialists:.....	7
Specialist Support Staff: .....	7
Administration Staff.....	7
Teacher Assistants/Technicians:.....	7
School Attendants .....	8
ICT Officers: .....	8
<b>The Facilities</b> .....	<b>8</b>
<b>2. School Programs</b> .....	<b>9</b>
<b>The Curriculum</b> .....	<b>9</b>
<b>Statement of School Purpose, Beliefs and Values</b> .....	<b>9</b>
<b>Kids Matter</b> .....	<b>10</b>
<b>Library</b> .....	<b>11</b>
<b>Music</b> .....	<b>11</b>
<b>ICT</b> .....	<b>11</b>
<b>PE</b> .....	<b>11</b>
Houses.....	11
Carnivals.....	12
Swimming .....	12
<b>Water Orientation Program</b> .....	<b>12</b>
<b>Water Safety Program – Term 3</b> .....	<b>12</b>
<b>Outside school hours sports teams</b> .....	<b>12</b>
<b>Student Leadership</b> .....	<b>12</b>
<b>3. Attendance, Times and Dates</b> .....	<b>13</b>



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<b>School Times</b> .....	<b>13</b>
Kindergarten .....	13
Group A .....	13
Group B.....	13
Grades: Prep - 6 .....	13
<b>Term Dates</b> .....	<b>13</b>
<b>Absences</b> .....	<b>14</b>
<b>4. Clothing and Personal Items</b> .....	<b>14</b>
<b>School Uniforms</b> .....	<b>14</b>
Sports Uniform .....	15
Girls Uniform (Winter/Summer) .....	15
Boys Uniform (Winter/Summer) .....	15
<b>Jewellery/Make-Up</b> .....	<b>16</b>
<b>Sun Hats</b> .....	<b>16</b>
<b>Lost Property</b> .....	<b>16</b>
<b>Mobile Phones</b> .....	<b>16</b>
<b>Responsibility for Personal Belongings</b> .....	<b>17</b>
<b>5. Communication</b> .....	<b>17</b>
<b>Office Hours</b> .....	<b>17</b>
<b>Assemblies</b> .....	<b>18</b>
<b>Achievement Awards System</b> .....	<b>18</b>
<b>Newsletter</b> .....	<b>18</b>
<b>Information Validation &amp; Permissions</b> .....	<b>18</b>
<b>Reporting to Parents</b> .....	<b>19</b>
<b>6. Finances</b> .....	<b>19</b>
<b>School Levies - 2014</b> .....	<b>19</b>
<b>Excursions and Performances</b> .....	<b>20</b>
<b>7. Health and Safety</b> .....	<b>21</b>
<b>School Security Hotline</b> .....	<b>21</b>



<b>Car Parks</b> .....	<b>21</b>
Pedestrian Traffic .....	21
Vehicular Traffic .....	21
<b>Bicycles and Bike Rules</b> .....	<b>21</b>
<b>Medication</b> .....	<b>22</b>
<b>Head Lice</b> .....	<b>22</b>
<b>Emergency Transport of Your Child</b> .....	<b>22</b>
<b>Code of Conduct</b> .....	<b>23</b>
Rights.....	23
Responsibilities .....	23
<b>8. Parent Involvement</b> .....	<b>24</b>
<b>Parent Assistance</b> .....	<b>24</b>
<b>School Association</b> .....	<b>24</b>
<b>Banking</b> .....	<b>25</b>
<b>Book Club</b> .....	<b>25</b>
<b>Canteen</b> .....	<b>25</b>
Lunch Orders .....	25
Canteen Roster .....	26
<b>9. Support Services</b> .....	<b>26</b>
<b>Specialist Support Personnel</b> .....	<b>26</b>
<b>Early Learning Centre - Pre-Kinder Programs</b> .....	<b>26</b>
<b>Active After-School Community</b> .....	<b>26</b>
<b>After School Care (for students aged 5 and up)</b> .....	<b>27</b>
<b>Buses</b> .....	<b>27</b>
<b>Use of School Grounds</b> .....	<b>27</b>



## I. School Profile

### ***Our School and Community***

Springfield Gardens Primary school is a Kindergarten to year 6 school, located in West Moonah, Hobart. It is nestled into the foothills of Mount Wellington and commands outstanding views of the Derwent River. The school was officially opened in 1960 with an enrolment of 100 children. In 1972, a second campus was built and we now cater for an enrolment of around 300 students. The school has a strongly supportive and active parent School Association. In 2010/2011 a new wing was built onto North Campus, upgrading administration, a new library, 2 classrooms and toilets.

### ***The Staff***

In addition to our classes, we have specialist teachers and teacher aides in Physical Education/Health, Music, Band, Library and Flying Start (early childhood literacy support program). The school receives regular support from:

- a Guidance Officer (1 day per week),
- a Learning Service Support Teacher (up to 4 days per week),
- a Speech Pathologist (1 day a week), and
- a Social Worker (2 days a week).

### ***Teaching Staff:***

Principal	Mr Stephen Smith
Assistant Principal/AST	Mrs Meree Barber
AST	Mrs Emma Aorangi
A/AST	Mrs Bethanie Kearney

### ***North – Class Groupings (2-6 Classes)***

		<b><i>Class teachers</i></b>
New Wing	Gr 2JG	Mrs Janet Gavlek
New Wing	Gr 2VHs	Mrs Colette Sainsbury & Ms Maut Van Hulst
Room N13	3AS	Miss Alyssa Small
Room N22	34DT	Mr David Titherley
Room N34	4OB	Mr Oliver Balzer
Room N33	5AG	Ms Amanda Grainger
Room N28	5HM	Mrs Heather Mackay
Room N09	6DJ	Mrs Debbie Jenkins



## **South – Class Groupings (Kinder to Year 1 Classes)**

		<b>Class teachers</b>
Room S08	Kinder A	Mrs Sue Clark
Room S03	Kinder B	Mrs Lynette Moore
Room S16	PrepCA	Ms Claire Absolom
Room S24	PrepAA	Mrs Amy Austwick
Room S47	IKP	Miss Katie Powell
Room S44	IJC	Miss Jenna Coates
Room S32		Early Learning Centre
Room S34		ECE Music

### **Early Learning Centre:**

Coordinator	Mrs Bronwyn Douglas
Play 'n Learn Facilitator	Mrs Helen Davey

### **Specialists:**

Physical Education:	Mrs Bethanie Kearney
Music:	Mr Justin Breen
Instrumental Music:	Mr Justin Breen
Literacy:	Mrs Mereë Barber & Ms Adrienne Willing

### **Specialist Support Staff:**

Guidance Officer/Psychologist:	Ms Lee Carannante Mrs Cathy Joyce
Support Teachers:	Mrs Tanya Gunn Ms Lee Carannante Miss Lainey Fitzpatrick
Speech Pathologist:	Miss Maddy Polegaj
Social Worker:	Ms Megan Cunningham

### **Administration Staff:**

School Business Manager	Mrs Chris Russell
Admin Clerk	Mrs Diane Stramacchia

### **Teacher Assistants/Technicians:**

Mrs Helen Davey	Teacher Aide
Mrs Helen Chapman	Library Technician
Mrs Sandra McConnon	Teacher Aide



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Mrs Michelle Bickers	Teacher Aide
Ms Andrea Webster	Teacher Aide
Ms Cathy Newman	Teacher Aide
Ms Linda Flood	Teacher Aide
Mrs Laura Bishop	Teacher Aide
Mrs Rosalie Norris	Teacher Aide
Mrs Jane Attfield	Teacher Aide
Mrs Janelle Chilcott	Teacher Aide
Ms Melanie Coleman	Teacher Aide
Mrs Jillian Goninon	Teacher Aide
Mr Kai Schofield	Teacher Aide
Ms Jiah Clair	Aboriginal Education Worker

### ***School Attendants:***

Mr David Kane	Grounds
Mr Todd Bennetto	School Attendant (North Campus)
Mr Robert Terry	School Attendant (South Campus)
Mrs Ann Malone	School Attendant (North Campus)

### ***ICT Officers:***

Kye Temple	IT Support Officer
Colin Campbell	Network Support Officer
Scott Beams	Network Technician

### ***The Facilities***

The school is situated on 7 hectares of land which adjoins a 5 hectare Glenorchy City Council reserve. The buildings are in two campuses about 250 m apart across the school oval. The North campus houses administration, the library, a small gym, music and art rooms as well as 8 classrooms. South campus houses the Kindergarten and 6 classrooms.

The school has extensive grounds and, in partnership with the Glenorchy City Council, is developing these and the adjoining Jim Bacon Memorial Reserve as a recreational and services facility for the whole community. A grounds development agreement was signed with the Glenorchy City Council in 1998.

Out of Hours School Care is conducted each afternoon on school days. This is run by Lady Gowrie Child Care and operates from Glenorchy Primary School site. A taxi takes our students to Glenorchy Primary School each day.





## **2. School Programs**

### ***The Curriculum***

The curriculum is based on the Australian Curriculum. There is an explicit focus on literacy and numeracy with other areas part of an integrated program of learning. This is supplemented by the work of specialist teachers in Music, Health and Physical Education. The school has modern multi-media computers, classroom access to digital resources, internet access in each classroom and an ICT room.

During 1998 and 2002, the school established baseline data in literacy, numeracy and information technology. This provides a basis for an ongoing monitoring program.

In 2000 we were nominated as a Curriculum Project Partnership school in recognition of our innovative and excellent practice.

### ***Statement of School Purpose, Beliefs and Values***

Our core purpose is to assist all students to develop as independent and interdependent learners who are contributors to their society. We seek to maximise the potential of each child physically, socially, morally and academically. We seek to model social, democratic and ethical behaviour and to reflect this in the way we run our school. We seek to develop tolerance and respect for difference and alternative viewpoints and encourage our students to make informed choices. We seek to develop a vibrant, safe, supportive school environment in which learning is fun and celebrated.

We recognise the importance of cooperative teacher-parent partnerships in the education of children and hope to nurture an attitude of learning as a life-long process. Learning is a shared responsibility where staff, parents and students are partners in education.

We hope our school can become regarded as an integral part of the whole Springfield community, contributing to an enhanced quality of life and the development of positive relationships for all members of the community, not just for those families with children at the school and not just in school hours. To this end, we are actively seeking multiple



partners in the development of the school as a recreational, community services and learning centre.

### ***Kids Matter – social and emotional learning***

Staff at Springfield Gardens adhere to the Guiding Principles of Kids Matter:

- The best interests of children are paramount
- Respectful relationships are foundational
- Diversity is respected and valued
- Parents and carers are recognised as the most important people in children’s lives
- Parents and teachers support children best by working together
- Students need to be active participants
- Schools, health and community agencies work together with families

It’s a fact that children can be taught how to cope with their emotions, to bounce back from problems, and to develop positive relationships – this is called ‘social and emotional learning’. It’s also a fact that a child’s family is the first and biggest influence on their mental health. Basically, families can teach children these skills as early as possible in life – even from when they’re babies!

At Springfield Gardens, all classes incorporate social and emotional learning lessons into the weekly program.

**KidsMatter** provides families with a range of information sheets to help them support children’s mental health and wellbeing, and to recognise if and when professional help is needed. They contain practical information, tips, and strategies across a range of common childhood issues, and were prepared by professionals experienced in the area of children’s mental health and development.

Information from **KidsMatter** will be printed in each school newsletter. There will be information about friendships, bullying, anxiety and other key areas of importance to children’s mental health. Parents may also find the



**KidsMatter** website useful when seeking help with social and emotional matters at home. Have a look at the information for families:

<http://www.kidsmatter.edu.au/>

## **Library**

The Library is a central resource for the whole school. Students are encouraged to use the Library. We ask that students:

- Be responsible for taking care of borrowed books
- Pay for lost or damaged books

Parents may borrow books from the library for their own use. The school has an interesting collection of books specifically for parent use.

## **Music**

All students participate in a class music program with a specialist music teacher. Choir, recorder and guitar groups may be offered to students.

## **ICT**

Students have access to at least four computers in their classroom. Classes have access to a 25-station computer room, which are used as a valuable tool for the learning and teaching program throughout the school.

Each classroom P-6 has been upgraded to be able to access the digital teaching resources. Each of these classrooms has an interactive whiteboard to enhance the learning environment.

Students have access to email and the internet. The internet has a security filter managed by the Department of Education.

## **PE**

Springfield Gardens Primary School encourages students to be healthy and active. As well as weekly P. E. lessons, students are involved in daily fitness sessions.

Weekly sporting activities are organised from time to time, both within our own school and/or by outside organisations.

## **Houses**

There are three Sports Houses, in which students in grades 3 – 6 belong. They are: Acacia (yellow), Banksia (blue), and Waratah (red).



## **Carnivals**

In Term 1	Primary Athletics – 26/2
In Term 2	Cross Country – 7/5
In Term 3	Winter SPSSA Carnivals – 26/8
In Term 4	Swimming Carnival – 22/10
	Infant Athletics – 4/12

## **Swimming**

### **Water Orientation Program**

The Preps-2 children participate in a Water Orientation Program during Term 2. This program is sponsored by the School Association.

### **Water Safety Program – Term 2**

Previously referred to as the Learn-to-Swim Program. Students in grades 3, 4 & 5 participate in this very essential program.

### **Outside school hours sports teams**

There are several sport teams which operate unattached to the school. If you require information and telephone number for any of the sports listed below, please phone the number listed.

Little Athletics	phone – 1300 888 713
Football	Glenorchy Junior Football Club - 0416 277 464
Netball	Creek Rd Netball Centre - 6228 0760
Soccer	Football Federation Tasmania - 6273 3299
Cricket	Tasmanian Cricket Association - 6282 0400

### **Student Leadership**

The school's Supportive School Environment Policy encourages students to aspire to, and accept responsibilities, within the school community. Senior students in particular are given the opportunity to be part of the following programs:

Aussie Sports Leaders

House Captains

Student leadership programs are part of the school's Supportive School Environment Policy.



## 3. Attendance, Times and Dates

### **School Times**

Children should not arrive at school before 8.30 am. Supervision will not be provided before this time.

Children will have access to classrooms from 8.30 am. At the end of the school day, students are expected to leave the school grounds immediately. Supervision is not provided beyond the end of the school day.

### **Kindergarten**

#### **Group A**

Monday, Tuesday & Thursday 8.55 am - 2.45 pm

#### **Group B**

Wednesday, Thursday & Friday 8.55 am – 2.45 pm

#### **Grades: Prep - 6**

Monday - Friday		8.55 am - 2.45 pm
The School Day	8.50 am	Warning Siren
	8.55 am	Siren, school starts
	10.55 am	Recess
	11.15 am	Daily Fitness
	11.30 am	School resumes
	1.00 pm	Lunch in classrooms
	1.10 pm	Siren, children go outside
	1.45 pm	Afternoon school starts
	2.45 pm	School finishes

### **Term Dates**

#### **2014**

Term 1	Wednesday 5 <sup>th</sup> February – Thursday 17 <sup>th</sup> April
Easter Break	Good Friday 18 <sup>th</sup> April – Tuesday 22 <sup>nd</sup> April
Term 2	Monday 5 <sup>th</sup> May – Friday 4 <sup>th</sup> July
Term 3	Monday 21 <sup>st</sup> July – Friday 26 <sup>th</sup> September
Term 4	Monday 13 <sup>th</sup> October – Friday 19 <sup>th</sup> December



## **Student Free Days 2014 –**

Tuesday 4<sup>th</sup> February

Thursday 17<sup>th</sup> April

Monday 21<sup>st</sup> July

Friday 24<sup>th</sup> October

## **Absences**

Parents are asked to inform the school immediately on a child being absent from school. This can either be done by a phone call or email to the school.

Student attendance at school is important and it is a legal requirement that schools must maintain an accurate record of all student attendance. Principals and staff have a duty of care towards students attending the school. This entails a responsibility to know which students are at school at a given time. Principals, as part of their day-to-day management, have a responsibility to follow up unexplained absences for students enrolled at their school. Letters will be sent home where children have missed school on a regular basis. It is School Policy to fax employers if parents need proof they collected their sick child from school.

## **4. Clothing and Personal Items**

### ***School Uniforms***

School uniform is encouraged by your School Association and strongly supported by the school. Uniform demonstrates a sense of belonging to our school community, and students are encouraged to wear their uniform with pride.

The School Uniform can be purchased from the North Campus office. Opening times during term are Wed – Friday between 8.30am – 9.30am and 2.30pm - 3.30pm.

We stock the following items:

Summer uniforms

Polo tops

Shorts



Track pants  
Rugby tops  
Windcheaters  
Slouch hats/ bucket hats  
School logos and School bags

### **Sports Uniform**

School Polo top – light blue  
Rugby top  
Track pants - navy  
Shorts or Sports pants - navy  
Sport shoes (non marking)  
School sun hat

### **Girls Uniform (Winter/Summer)**

Summer dress  
School Polo top (light blue with logo)  
Track pants, parachute (with logo) or cotton/nylon (navy blue)  
Shorts – Navy blue (with logo)  
Windcheater - Navy blue (with logo)  
Rugby top (with logo)  
Socks, long or short - white  
Shoes – black or Sports shoes  
School sun hat

### **Boys Uniform (Winter/Summer)**

School Polo top (light blue with logo)  
Track pants, parachute (with logo) or cotton/nylon (navy blue)  
Shorts - Navy blue (with logo)  
Windcheater - Navy blue (with logo)  
Rugby top (with logo)  
Socks, long or short - grey  
Shoes – black or Sports shoes  
School sun hat



## ***Jewellery/Make-Up***

Jewellery is not to be worn at school. Many children have pierced ears etc and do require sleepers to be worn. Any body piercing with extruding jewellery is not permitted – this is considered a safety risk, as well as not being appropriate at a primary school level.

Watches are permitted to be worn.

Make-up is not permitted to be worn or brought to school – this includes fingernail polish.

## ***Sun Hats***

It is now Departmental and school policy for all students to wear either a bucket hat or slouch hat during Daylight Savings months, to provide protection from the sun's harmful ultra violet rays.

Due to the risk of skin cancer, students without hats may not be allowed in the play areas at lunch and recess, and may be required to stay in the shade areas.

Parents are asked to support the school in its “Sun-Smart” policy by ensuring children have a **school hat** to complement the school uniform that students wear. Students wishing to represent the school will be required to wear school uniform and a school sun hat.

The Education Department, on medical advice, has instructed schools to exempt children of African descent from wearing hats or using sun block.

## ***Lost Property***

One way to safeguard against losing property is to ensure each and every belonging is clearly named. A lost property bin is maintained on each campus. Parents and children are able to check these collections when items have been misplaced.

Please contact the Main Office for information on lost property.

## ***Mobile Phones***

Mobile phones are a part of modern life, but in the school environment they can prove to be quite disruptive. Our preferred position is that students do not bring mobile phones to school. Should it be necessary to





be in possession of a mobile phone, then the following needs to be observed:

- Students are not permitted to use mobile phones during the school day. This includes **all** breaks.
- In situations where a student needs to have a mobile phone at school to organise home travel arrangements, the student must:
  - hand the phone to the Office for safe keeping,
  - not use the phone until the end of the day.
- Accept that mobile phones will be confiscated if used during school hours and will only be returned when collected by a parent/guardian.
- In situations where it is necessary to contact son/daughter, communication must be made via the administration office.
- Parents must accept responsibility for loss or damage to mobile phones.

### ***Responsibility for Personal Belongings***

When personal valuables such as cash, bicycles, toys etc. are brought to school, responsibility for their safe keeping is with the child.

The school cannot accept responsibility for such items. We do, however, encourage care and honesty and will make every reasonable effort to ensure that personal possessions are looked after.

Items not permitted at school include nail-polish, make-up, chewing gum, aerosol cans etc.

## **5. Communication**

### ***Office Hours***

The School Office is open from 8.30 – 4.00 pm weekdays, from February to end of term 4 in December. Phone contact outside these hours will be greeted with a message bank.



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## **Assemblies**

Assemblies are held on a rotational basis. Assemblies are organised for Early Childhood classes (K-1) and Primary classes (2-6) on three-weekly basis. These are usually held on a Wednesday. Times and dates are published in the Parent Newsletter well in advance.

## **Achievement Awards System**

Children's achievements are recognised through a K - 6 awards system. Achievement awards are issued by classroom teachers. All awards are presented at the school assemblies.

- Achievement Awards Certificates
- Aussie of the Month Awards

## **Newsletter**

The Springfield Gardens' Parent Newsletter is produced fortnightly and distributed to all children on Wednesday. It contains information regarding events involving our school and immediate community. Should you want anything published, 3pm Monday is the deadline. A calendar of events is distributed to families on the alternate week.

Keep up-to-date, watch for the Springfield Gardens' Parent Newsletter or calendar of events every Wednesday.

## **Information Validation & Permissions**

At the start of each year parents will receive an Information Validation form with details we have on our database pertaining to your child. Please update emergency contact names and phone numbers as a priority. A prompt return of this form is requested please. A section of this form refers to permission to allow children to attend all activities and minor excursions that are part of the school's curriculum, such as visits to museums and parks. Permission slips for individual excursions or activities are not sent home.

However, you will be informed prior to the excursion through the school newsletter or other notice. If you do not want your child to participate, you will need to give written notice and state the reasons for withdrawing your child. Overnight excursions and activities that have an inherent risk will require a separate permission form.



## **Reporting to Parents**

Good communication between school and home is essential to ensure we can work as an effective team to support your child's learning. As part of our Reporting to Parents Policy -

- Class meetings for parents are held early in the year to provide an opportunity for parents and the classroom teacher to exchange information on routines and expectations for the year.
- This is followed by a brief Progress Report after Easter, to indicate how your child is starting their new school year.
- A detailed written Mid-year Report is provided in Term 2, with ratings against identified learning areas, and written comments to describe your child's learning progress. Parent/Teacher discussions are held to exchange information about your child's progress.
- A brief written Final Report is sent home at the end of the year. This summarises the student's progress for the year.

**Please note:** Parents or teachers may request an interview at a mutually convenient time at any time during the year. We encourage informal discussions to support this formal reporting process. Please note that the time between 8:30-8:55 is teacher preparation time ONLY. Brief messages about students' health, that impact on the day, are acceptable, but longer discussions require an appointment. Parents and carers are asked to arrange a convenient time after school. Emails and phone calls can be arranged if these are a more convenient way of communicating for you. Messages can be left at the main office to be passed onto teachers when they are available. If there are issues that need more urgent attention, please ask at the main office to be able to talk with a member of senior staff.

## **6. Finances**

### **School Levies - 2014**

<b>Kindergarten</b>	<b>\$122.50</b>
<b>Prep to Grade 6</b>	<b>\$195.00</b>

The above composite levy will be charged for the 2014 school year. This amount covers the cost of materials and equipment used in the educational programs your child will undertake throughout the year



(i.e. stationery, reading and mathematics materials, and class sets of required text books, such as reading books, dictionaries and atlases).

### **Levy Payment**

School Levies are due in the week prior to students commencing Term 1. Payment of levies can be made by cash, cheque or credit card at the School Office from Wednesday 29<sup>th</sup> January 2014 or thereafter during the school year. Other payment options include Bpay, Centrepay & Service Tasmania.

Payment by instalments on a regular basis can be arranged to help ease the financial impact on families. Please contact the School Business Manager about these options.

The Student Assistance Scheme (STAS) provides assistance for students of low income families towards the cost of school levies and spectacles. STAS application forms are available from the school office. Parents who are on a low income or Centrelink benefit may be eligible for assistance with school levies, please enquire at the School Office between 8.30 am and 4.00 pm.

### **Grade 2 – Grade 6 - Student Stationery**

Stationery is distributed to students by their class teacher on the first day of the new school year.

### **Kindergarten to Grade 1 - Student Stationery**

Stationery is available in the classroom for students use.

### **Excursions and Performances**

The composite levy paid at the beginning of the year covers cost for this aspect of the school's program. All classes have a budget to enable teachers to organise excursions and performances for their students. These activities will be well publicised in letters and newsletters to parents.

Classes attend special performances provided by visiting artists. Part of the levy is allocated to this aspect of the educational program.



## **7. Health and Safety**

### ***School Security Hotline***

**Phone: 1800 626 468**

24hrs, 7 days a week (free call)

Call the School Security Hotline on 1800 626 468 to report any suspicious/criminal activity on school grounds.

The School Security Hotline is not a Police number. Callers will remain anonymous, no personal details about the caller will be asked.

The local Police Station in Glenorchy can be contacted on 6230 2777.

### ***Car Parks***

Our school has a car park on each campus. These may be used for dropping off and picking up students. These are a potential danger for students.

Parents are requested to observe appropriate road markings and constant vigilance at all times in the school car parks.

### ***Pedestrian Traffic***

Pedestrians should use pathways. Please direct your children along the designated paths. Your assistance would be appreciated.

### ***Vehicular Traffic***

It is essential for the safety of our students that parents use the car parks provided and follow the directional arrows.

### ***Bicycles and Bike Rules***

There is provision for students to store bicycles on the bike rack; students will need to provide their own lock and chain. Students in Grades 3, 4, 5 and 6 may ride to school.

However, helmets must, by law, be worn by cyclists, and we strongly recommend protective gear be worn by skateboarders and scooter riders also. For safety reasons, students are not permitted to ride their bike/scooter/skateboard in school grounds during school times.



Failure to obey this rule will result in a bike suspension for a period of one week, and for a second offence, one month. Parents are informed in such cases.

### **Medication**

Sick children should generally stay away from school so that they can get the necessary treatment. The school is not equipped to cater for sick children.

Medication should be arranged to be given at home where possible. Where necessary, arrangements can be made for your children to be given medication by a nominated staff member. Parents leaving medication at the Office will need to complete a form with the following information:

- School Medical Form completed and signed by parent,
- Medication must be sent to the office with an **Adult** – not with a child, and
- The medication needs to be in the original pharmacy container, with the instructions and the child's name clearly marked.

### **Head Lice**

Checking and treating children's hair for head lice is your responsibility. We may arrange for students to be checked for head lice without prior permission. Children found to be infested will be withdrawn from close contact with other children and will need to be collected quickly for treatment.

### **Emergency Transport of Your Child**

In the event of an emergency, your child will be moved to a safe place for appropriate care without prior permission. This may be by ambulance or other form of transportation so that your child may be provided with appropriate care or treatment. Every effort will be made to contact you beforehand. Transportation costs are the responsibility of the person signing the enrolment form.



## Code of Conduct

### Student Rights and Responsibilities

	<b>Rights</b>	<b>Responsibilities</b>
<b>1. Is it safe?</b>	I have the right to feel safe and be safe at school and in the community.	I am responsible for working and playing safely at all times.
<b>2. Is it fair?</b>	I have the right to be treated fairly at all times. It is fair for me to be able to learn without disruption.	I will treat others fairly, both inside and outside the classroom.
<b>3. Does it show YOU really care?</b>	Everyone has the right to be treated with respect.	I will treat everyone with respect, and allow others to work and play without interference.

Each of us agrees to follow the school code. The Code of Conduct operates throughout the school. Minor issues are managed by class teachers. Students may require a ten minute 'cool down' period in another classroom, if their behaviour or attitude needs attention. If this is not sufficient or appropriate, an 'orange card' signifying a time out until the next break, will be given. Students spend this time in another classroom. The student may be required to complete tasks during their break time. More serious issues are referred to Senior Staff and may result in parents being contacted. Bullying and harassment issues are treated as serious infringements of the Code of Conduct. Serious behaviour infringements during class time or break times, may lead to



consequences such as Time Out during break times. Students who consistently have difficulty accepting the school Code of Conduct are 'zoned' to particular areas of the playground so that they have increased supervision.

Each of us understands that we make choices about our own behaviour. Each of us understands that if we break a rule we face the consequences of our own behaviour.

Parental support for this code will help ensure that it makes a real difference to the children at Springfield Gardens Primary School. Keeping to this Code of Conduct will help us to maintain a safe, supportive environment for our school.

For children's safety, children must not leave school grounds without the permission of a senior staff member. Parents are asked to confirm all requests in writing.

## **8. Parent Involvement**

### ***Parent Assistance***

The education of each child is the concern of parents and teachers. We encourage the involvement of parents in the activities of the school so that we can work together to provide the highest quality education for our children.

There are many opportunities for parents to be actively involved in the life of the school.

Students benefit from a close family association with the school, and we look forward to a harmonious relationship with you over your child's Primary years.

### ***School Association***

All parents are invited to become members of the Association. The Association aims -





- To bring parents, friends and teachers into closer friendship and co-operation for mutual benefit.
- To further the interests of the school educationally and socially.
- To organise, with co-operation of the teaching staff, such functions as may be deemed necessary.
- To raise funds for the purchase of school requisites.

General meetings are held on the first Wednesday (or a day suitable to attendees) each month during the school term. Executive meetings are held as required by the volume of business.

Notice of meetings are placed in the Springfield Gardens Parent Newsletter.

#### Office Bearers – 2013/2014

President

Mr Graeme Nibbs

Vice President

Mrs Kathy Badcock

Minutes Secretary

Mrs Heather Stanton

Correspondence Secretary

Mrs Heather Stanton

Treasurer

Ms Andrea Webster

### **Banking**

Student banking is a weekly service provided by the School Association with the help of parent volunteers. Banking application forms are available from the School Office. Currently banking day is Thursday.

### **Book Club**

Parents organise the Scholastic Book Club on behalf of the school. This is done on approximately a two-monthly cycle. Notices will be sent home when it is time for ordering.

### **Canteen**

Our school canteen operates three days a week, **Wednesday, Thursday and Friday** providing that parent volunteers are available. A wide range of suitable foods at a very reasonable cost are offered.

### **Lunch Orders**

Lunch orders, Prep to Grade 6, are to be given to class teachers at the beginning of the school day. Lunches are delivered to the classroom at an appointed time.



## **Canteen Roster**

We need the help of parents between 9.00 am and 1.30 pm. If you are willing to help out, please contact the canteen or the school office early in the New Year. Watch for a notice in the Newsletter.

## **9. Support Services**

### ***Specialist Support Personnel***

The work of teachers and parents is supported by the following services:

- Guidance Officer/Psychologist
- Social Worker
- Speech Pathologist
- Support Teacher

Referral to each of these services may be requested by teachers or parents. Parental consent is required before any formal assessment is undertaken.

Parent may request confidential consultations from specialist support personnel by contacting them directly at the school.

### ***Early Learning Centre - Pre-Kinder Programs***

The school for many years has recognised the importance of pre-kinder programs. The early learning that takes place with children from birth to 4 yrs is critical for the long term development of the child.

In partnership with ***Good Beginnings***, the school offers ***Pre Kinder*** sessions on Monday and Friday where families and children can enjoy the world of play and learning together. Weekly session times are available from the school office.

### ***Active After-School Communities***

The Active After-School Community Program runs at Springfield Gardens Primary two afternoons a week. The Active After-school Communities (AASC) program is an initiative that has been developed



by the Australian Sports Commission as part of the Australian Government's Building a Healthy, Active Australia package.

AASC is an after school hours program that aims to improve the health and well being of Australia's primary school aged children through structured physical activity.

All those involved in the AASC program are committed to delivering a quality, safe and fun after-school physical activity program for our children.

### ***After School Care (for students aged 5 and up)***

Lady Gowrie Tasmania will be the provider for the After School Hours Care Program during 2014.

After school care is run at Glenorchy Primary, Kensington St. Students are transported from Springfield Gardens in the afternoon by taxi to Glenorchy Primary. Please ensure you book your child/children in to After School Care as soon as possible. To reserve a place for 2014 ~ ph-6230 6800.

The School Office can also be contacted for an enrolment form.

After School Care operates from 3.00pm – 6.00pm.

### ***Buses***

Please contact the school office for details or phone METRO hotline 13 22 01.

### ***Use of School Grounds***

The community is encouraged to use the school grounds and adjacent council reserve for recreational purposes.

Larger groups or sporting teams who wish to use the premises on a regular basis should contact the school office.

The walking of dogs, riding of motor bikes or horses and the playing of golf is not permitted because of danger to students and damage done to buildings and grounds.

Neighbours observing inappropriate activities occurring on our school property are urged to contact either the police or the Department of Education's Security HOTLINE on 1800 626 468.







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