



# FLAXMILL SCHOOL P-7

## Parent Information

### Leadership Team

Principal: Mr Peter Cobb

Assistant Principal/Student Services & Wellbeing: Ms Jessica Chappell

Assistant Principal/Aboriginal Education Teacher/Literacy Co-ordinator: Mrs Tina Wilson



**Government of South Australia**  
Department for Education

Dear Parent/Caregiver

A sincere welcome is extended to you and your child/ren.

Flaxmill School P-7 values individuals, learning and success. We are confident that our existing programmes, and others that we are developing with our school community, will result in relevant and enjoyable learning.

Flaxmill School P-7 is set in large expansive grounds which are being developed using 'Nature Play' principles. One of the school's stated aims is to encourage children to reconnect with Nature and to design new environments, both outdoors and indoors, to accommodate different learning needs of our students.

The 8 areas of study of the Australian Curriculum are taught. English, Mathematics, Science, Humanities and Social Sciences, The Arts, Technologies, Health and Physical Education and a Language. Intervention programmes are also available for students identified through the "Students with Disabilities" Policy. Early Intervention and Gifted and Talented students identified through Department for Education and school based assessments receive additional support. The major intervention programs are Pre/Mini/Multi-Lit (Literacy) and QuickSmart (Numeracy).

We look forward to sharing with you the responsibility of providing a secure, stimulating and success-orientated environment for your child/ren.

This letter has been written to enable you as a new parent to gain access to important information about our school.

We trust that you will find it helpful and invite your comment for its improvement.

Peter Cobb  
Principal

# Facts about the School

Principal:

Peter Cobb

Asst. Principal/Student Services & Wellbeing:

Jessica Chappell

Asst. Principal/Aboriginal Education/Literacy Co-ordinator:

Tina Wilson

## School Times

School commences at 8:55am.

Recess is from 10:45am to 11:10am.

Lunch is from 1:00pm to 1:25pm, and afternoon dismissal is 3:05pm.

	Term 1	Term 2	Term 3	Term 4
<b>2020</b>	28 Jan – 09 Apr	27 Apr – 03 Jul	20 Jul – 25 Sep	12 Oct – 11 Dec
<b>2021</b>	27 Jan – 09 Apr	27 Apr – 02 Jul	19 Jul – 24 Sep	11 Oct – 10 Dec
<b>2022</b>	31 Jan – 14 Apr	02 May – 08 Jul	25 Jul – 30 Sep	17 Oct – 16 Dec

## When can my child start Preschool?

From 2014, South Australia will have the same first day of preschool for all children. This will be the first day of term one. The same first day of preschool will mean that every child will have four terms of preschool and then four terms of Reception when they go to school.

**Preschool sessions for children who have turned 4 by the 30<sup>th</sup> of April of the current year.**

### **3 year old Indigenous and Government of the Minister children (G.O.M.)**

Children are eligible to attend 12 hours a week at Preschool from the time they turn 3 y.o.

## When can my child start school?

From 2014, South Australia will have the same first day of school for all children – the beginning of Term One. Having the same first day of school means that every child is guaranteed four terms of Reception before they go on to the rest of their primary schooling. It will also mean a more stable environment for children with fewer changes to classes throughout the year.

From 2014 the start date will be the first day of Term One.

If your child turns five before May 1, they will start school on the first day of Term One in that year.

If your child turns five on or after May 1, they will start school on the first day of Term One the following year.

The minimum age for starting school will be four years and eight months from 2014.

## Pupil Free Days/School Closures

Flaxmill School P-7 Governing Council can approve three pupil free days and one school closure day.

On Pupil Free days, students do not need to attend as school staff will be undertaking training and development as well as planning activities.

On the School Closure day neither staff nor students attend school.

## School Communication

Flaxmill School P-7 provides a free smartphone app – School Star. School newsletters, event invitations, notices and general messages will now be sent through School Star. Only Flaxmill School P-7 parents and community members can access content in this highly secure app.

Keeping parents and the community informed is very important to us, and we will be regularly uploading content to School Star. You will receive up-to-date current information, newsletters and important announcements within minutes of the school releasing the information!

With School Star, you get the following benefits:

- Receive school news immediately, via a Facebook-like news feed.
- Filter your news feed to see just the news that relates to your child.
- Receive important messages from the school through School Star, instead of by SMS.
- Reply or send your own message to the school for free, day or night.
- Find the phone number to call the school, quickly and easily.

We encourage all parents to download the School Star App for free on their iPhone or Android device. Installing School Star is easy. Just follow the instructions below to download and install the app.

### *iPhone users:*

1. Open the App Store on your iPhone by tapping the icon.
2. Search the App Store for 'MGM School Star'
3. Tap the button that says '+GET', then 'INSTALL'
4. If asked, enter your Apple ID password.
5. The 'INSTALL' button will turn into an indicator that shows the progress of the download.
6. Once the download has finished, tap 'OPEN' to launch School Star.

### *Android users:*

1. Open the Play Store on your Android Phone by tapping the icon.
2. Search the Play Store for 'MGM School Star' and tap the search result in the list.
3. Tap the button marked 'INSTALL'.
4. The 'INSTALL' button will turn into an indicator that shows the progress of the download
5. Once the download has finished, tap 'OPEN' to launch School Star.

After you register a new account, School Star will automatically detect your school and configure your news feed.

We hope you enjoy using School Star.



## Student Attendance

Parents are asked to advise the school by phone or note if a child is absent on any day.

### *Communicating by text message*



Flaxmill School P-7 uses SMS messaging for school – parent communications. Personalised SMS text messages are sent direct to and from your mobile phone and is one solution for student safety, attendance management and significant event reminders.

### *Benefiting you and your child*

#### **1. You have the right to know your child is safe.**

If your child has not arrived at school, you need to know immediately. A personalised text message will be sent by the school to your mobile phone. This is the fastest, most reliable way of reaching you discretely, wherever you are and whatever you are doing.

#### **2. Your child deserves the best possible chance of success.**

Regular attendance is a key factor in educational success. If your child shows any sign of poor attendance, SMS text messaging will immediately inform you that a problem may exist, allowing swift intervention.

#### **3. You deserve the most responsive delivery system available.**

Letters are slow and can be intercepted. Phone calls can be intrusive and may not reach parents in time. A text message direct to your mobile phone is fast, effective and discrete.

#### **4. You must have immediate notification in times of crisis.**

There may be times when the school will need to reach a large number of parents instantly. It could be because the school bus is running late from an excursion, or it might be something much more serious. In any case, a broadcast SMS text message is by far the most effective solution.

#### **5. You deserve a communication tool which fits your busy lifestyle.**

Sending a text message to the school is the most cost and time effective option for busy parents. The message is sent from wherever you are located directly to the designated school staff member—no telephone delays, no recorded message instructions, no answering machines.

### *Working Together for Our Children: What Parents Must Do*

Flaxmill School P-7 is taking important steps to benefit your child. This is a shared responsibility, and parents must also help the school.

#### **1. Keep your mobile phone details up to date**

Make sure the school has your current mobile phone number, and notify the school immediately if this number changes.

#### **2. Notify the school in advance when your child is absent**

If you notify the school as soon as you know your child will be absent, the school will know your child is safe, and will not need to contact you. An SMS text message sent to the school is the best way to do this.

#### **3. Respond to messages from the school**

If you receive an absence message from the school, please respond via return SMS. The school needs to know why your child is absent.

If you do not have a mobile phone the school will maintain existing contact methods.

## Pre-School

Teachers in our Preschool are fully qualified teachers, having a Bachelor of Education Degree.

### What do we offer?

Full time preschool comprises of two full days one week and three full days the next. Children are entitled to four terms of Preschool before starting school.

### Four year old program:

We visit the school regularly and the children have the opportunity to visit the library, garden, attend assemblies and special events.

**Blue Group: 9:00-3:00pm** Monday/Wednesday and alternate Fridays (Blue Group)

**Red Group: 9:00-3:00pm** Tuesday/Thursday and alternate Fridays (Red Group).

### What do children do?

We have units of work and weekly focuses that incorporate all learning developmental areas.

### Skills your child will develop

Cutting, threading, painting, woodwork, collage work, design and technology, writing, number, play, water play, sand play, etc. We believe that social interaction and inclusion is a priority in our centre.

### Transition Pre-School – Reception

Children start to visit the school during their final term at Preschool. This occurs one day per week in the 4 weeks prior to starting school. The students spend time in a class, the length of the day increases over the weeks until the final visit is a full day. This prepares the students for their transition to full time at school.

### Preschool Lunch Box Guidelines for Families

#### Snack times

Fresh fruit – apples, bananas, strawberries, watermelon, pears etc

Fresh vegetables – carrot, cherry tomatoes, cucumber, capsicum etc

Dried fruit – sultanas, dried apricots, dried pears, dried apple etc

Cheese – block cheese, Kraft wedges, Kraft sticks and stringers

Plain crackers/rice cakes

Yoghurt/Custard

#### Lunch time

Sandwich with cold meat or salad or spreads (vegemite, jam)

Wraps

Rice cakes with appropriate fillings

Yoghurt/Custard

Fruit and vegetables

Cheese

## Flaxmill School P-7 Preschool Enrolment Procedure

Preschool Director conducts interview with parent/caregiver.

Parent enrolls child/ren in Flaxmill School P-7 Preschool.

Principal will meet with parents as a group to familiarise parents with school and give parents information prior to starting date.

Class Teacher will meet with new parents to welcome them on the day your child/ren starts school.

**For any further information on the Pre-School in particular please contact on 8326 6076.**

## Flaxmill School P-7 School Enrolment Procedure

Principal conducts interview with parent/s.

Parent/Caregiver enrolls child/ren in Flaxmill School P-7.

**Please do not hesitate to see or contact the School Administration staff on 8382 3057 for any enquiries or assistance.**

### How Can Parents Help Their Child Adjust to School?

- Talk to your child about the school, their friends, lessons and games.
- Show an interest in all your child does. Listen to him/her and talk with them.
- Encourage your child by admiring their work when they bring it home. Give their painting and hand work a place of honour for a few days at least.
- Select good stories, books, radio and television programmes. Our Librarians or class teachers will be only too happy to advise on suitable books.
- Try not to have unrealistic expectations of your child. Check with the class teacher or principal if your child is unhappy.
- Name all possessions and clothing your child brings or wears to school.
- Send your child to school on time.
- Visit the school and attend school functions yourself whenever you can.
- Use the School Crossings provided for your child's safety during the supervised times (see section under Traffic Crossing Safety).





# Preschool & School Fees

## Materials and Services Fees

Preschool Materials and Services Fees 2019:	\$200.00 (full year)
School Materials and Services Fees 2019:	\$244.00 (full year)

### Payment Methods

- **Mastercard 'Qkr' App** – This is an app that you can download to your mobile device. It allows you to pay Preschool & School fees, excursions, purchase uniforms or order lunches from the tuck shop.
- **Periodical Payments** – Option of paying straight into the school's bank account  
**Account No. 10406112**  
**BSB: 065157**  
**Account Name: Flaxmill School P-7 Governing Council Inc.**  
Please provide either the invoice number, child's name or family code to identify the payment and what it is for when making payments (e.g. *John Student Rm1 Zoo excursion 15/10/18*)
- **Centrepay** – This option gives authority to Centrelink to take regular periodical deductions from any benefits you receive and deposit them into the School's bank account. Forms are available from the front office.
- **Cash/EFTPOS** -May be made to the Cashier Tuesdays & Thursdays between 8:30am – 9:15am 2:30pm-3:15pm.
- **Instalment Plans** – Negotiated with business manager

EFTPOS is available for your convenience



## School Card Assistance

School Card Assistance forms are available from the Administration Office. Please complete this form and present your Health Care Card/Pension Card to be witnessed by the Administration staff to enable your application to be processed for this year. We remind parents that **an application must be completed each year.**

### Please note School Card Applications also are available for

- Hardship/Self Employed
- Foster Children
- Families where students receive Youth Allowance or Disability Pension and are living at home
- Migrants/New Arrivals
- Veteran Affairs
- Adult Re-entry students



# School Uniform

## Dress Code

Australians have an extremely high rate of skin cancer and to minimise the chance of students becoming victims, the School Governing Council encourages parents to ensure their child/ren wear appropriate clothing both in colour and style. For example, students should wear T-shirts or tops which have sleeves and are an appropriate length.

As their dress code, the school has selected the following uniform and colour -

- navy track/parachute pants, trousers, jeans, shorts, culottes
- sky blue, or navy T-shirt, long or short sleeved polo shirt
- sky blue or navy pleated skirt
- navy leggings
- navy sports briefs
- navy tunic
- navy and check summer dress
- navy lycra bike shorts
- sky blue or navy sweatshirt
- sky blue or navy jacket
- comfortable footwear e.g. sandals, joggers
- hats (wide-brimmed, sun smart bucket) are required to be worn everyday of the school year and for all outside activities

## School Uniform Price List

(available from Uniform Shop located at Front Office)

Style	Size	Price
<b>POLO SHIRTS</b>		
Child size	4-16	\$19.00
Adult size	S, M, L	\$24.00
<b>PANEL RUGBY TOPS</b>		
Child size	4-16	\$19.00
Adult size	S-2XL	\$25.00
<b>HOODIES</b>		
With ZIP (child size)	4-16	\$26.00
NO ZIP + front pocket (child size)	4-16	\$23.00
With ZIP adult size	S, M, L	\$35.00
NO ZIP + front pocket (adult size)	S, M, L	\$32.00
<b>BOMBER JACKET</b>		
Press stud jacket	4-16	\$24.00
<b>DRESSES</b>		
Gingham check	4-12	\$16.00
Polo dress	4-16	\$22.00
<b>HATS</b>		
Broad brimmed	XS, S, M, L, XL	\$8.00
Bucket	XS, S, M, L, XL	\$8.00

If you purchase uniform via the 'Qkr' App, these will be sent home with your child on the day ordered.

# Student Safety

## Entering School Grounds

Students are requested not to enter the school grounds before 8:30am as there is no supervision before this time. If students do arrive at school before this time, they will be required to wait in the Administration Office until the 8:30am bell rings.

Parents are requested to sign in at the Administration Office when visiting.

## Leaving School Grounds

For safety reasons, children are not permitted to leave the school during recess and/or lunchtime. Written request and permission must be given to the teacher prior to students leaving.

For safety reasons students are to be picked up from the Administration Office and signed out.

Students are not to loiter near the Flaxmill Road/Radnor Street entrances. It is preferable that students do not walk home alone.

## Traffic Crossing and Safety

There are 3 crossings designated for Flaxmill School P-7:-

a) Flaxmill Road      b) Orana Drive      c) Radnor Street

These crossings have been placed strategically to ensure the safety of our students. Parents, friends and relations who drop off students need to be acutely aware of the legislation regulating speed, parking and other requirements pertaining to school crossings and observe these at all times. The safety of our students is paramount to this school.

## Parking in the School Grounds

In the interest of your child/ren's safety, as well as all children attending this school, we require your support in the following ways:-

Please do not drive into the school grounds to drop off or pick up your child. All children must be dropped/picked up at the school entrances, either at:-

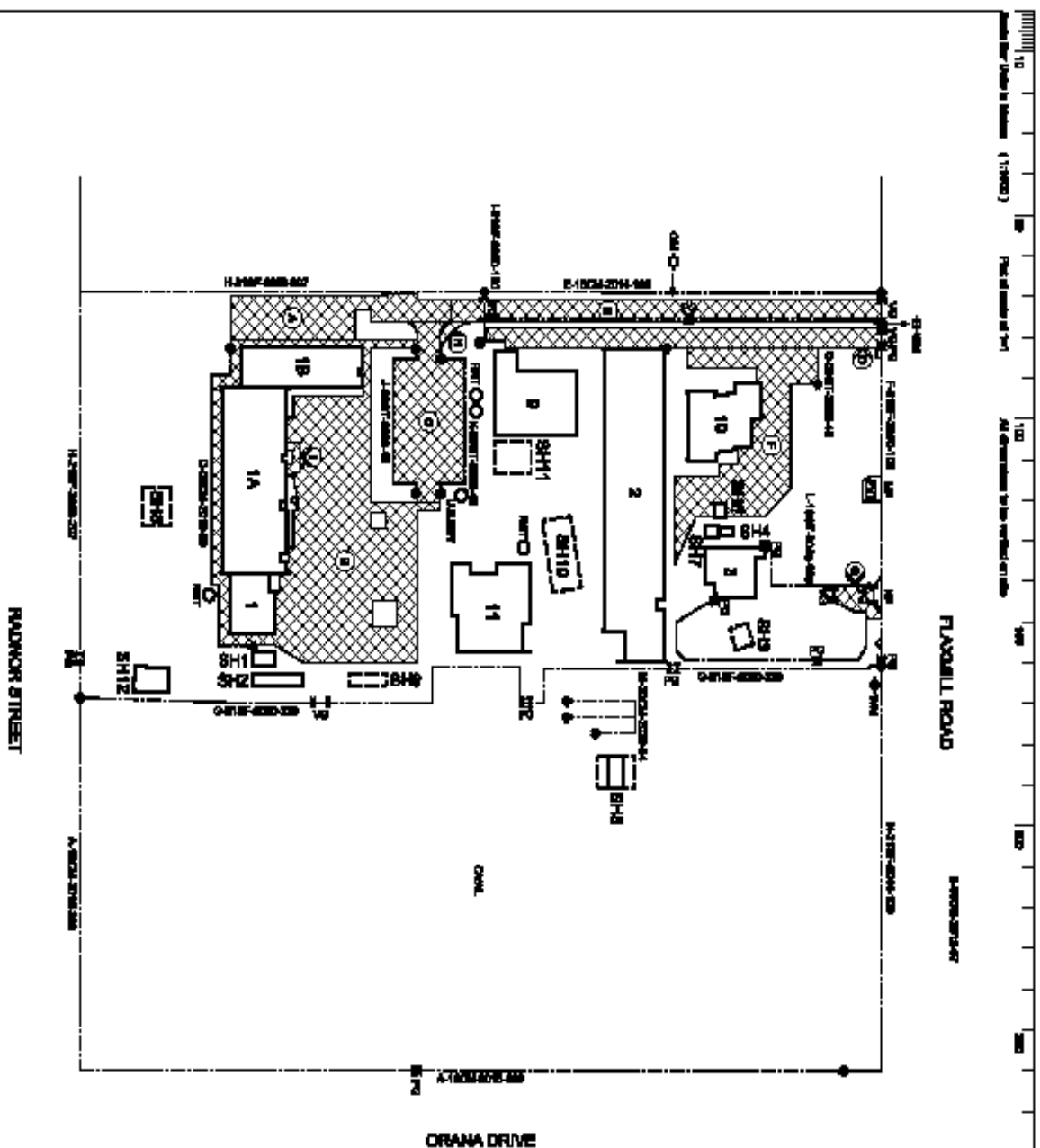
Flaxmill Road    (northern entrance)  
Radnor Street    (southern entrance)  
Orana Drive      (eastern entrance)

Insist that your child/ren use/s the crossings on Flaxmill Road, Radnor Street or Orana Drive. Children follow the example of others, especially adults, so we urge you to set a good example. Please do not call your child/ren across the street – meet them and cross the street correctly. Being vigilant may save your child/ren or another from serious injury.

If you are attending the school on official business e.g. meeting with the teacher, volunteering in the Tuck Shop etc., please park in the Visitor Car Park located behind Bldg 1A and not in the Staff Car Park, and under no circumstances should you double park.

When students are participating in an excursion, and are to be transported by private vehicle, parents are to pick up/drop off at Radnor Street only.

**Do not enter the car park to pick up/drop off students.**



# YMCA OSHC (Out of School Hours Care)



The Flaxmill School P-7 OSHC programme is operated by YMCA OSHC

Work commitments and school hours rarely align. That's where OSHC comes in, providing a safe, fun and stimulating place for children.

OSHC offers a variety of structured, unstructured and educational activities tailored to child interest and ideas. Following the National Quality Framework and all relevant industry legislation, educators provide children with supportive and stimulating environment.

## **Bookings and Enrolments**

The quickest and easiest way to make an OSHC booking is online through My Family Lounge



[sa.ymca.org.au/OSHCbooking](https://sa.ymca.org.au/OSHCbooking)

Alternatively, bookings and enquiries can be made through the Administration Officer. All students require a booking prior to attending an OSHC session.

**Hours:** from 6.30am to 8.45 am, and 3.05pm to 6.00 pm  
early closure 2:05pm – 6pm  
**Booking Phone Number:** 8200 2516 or 0428 971 594  
**Booking Emails:** or [bookings.oshc@ymca.org.au](mailto:bookings.oshc@ymca.org.au)

**Flaxmill OSHC Director:** Elyse Pitman

## **OSHC Fees**

<u>Session</u>	<u>Fee</u>	<u>*After Subsidy</u>
Before School Care	\$15:00	\$3:00 - \$7:90
After School Care	\$23:00	\$4:50-\$12:10
Early School Closure Day	\$25:00	\$5:00-\$13:80
Casual Booking Fee	\$3:00	
*Typical fee after subsidy is applied		

# Student Health & Wellbeing

## Medication

Flaxmill School P-7 believes all students have the right to learn in a caring environment. To achieve this outcome, some students may need the assistance of medication. To ensure that students and staff are fully aware of the situation, departmental guidelines are implemented so that students receive the correct health care management. If your child/ren has been identified as requiring medication during school hours please contact the Administration Office so that the appropriate procedures can be followed.

## First Aid Treatment

Students requiring first aid treatment are firstly examined by teachers (with student permission) and then, if necessary, sent to the First Aid Room for treatment. Parents/caregivers/emergency contacts will be contacted and asked to collect their child if further monitoring is needed.

Where it is considered that a child needs to be treated at hospital, an ambulance will be called and parents notified. Parents without ambulance cover need to contact the School Administration Staff who can assist with Department for Education procedures.

## Dental Clinic

The SA Dental Service Noarlunga is located at 2 Alexander Kelly Drive, Noarlunga Centre, 8384 9244.

## Insurance

Whilst insurance for your child/ren is not compulsory it is encouraged. It is the parents' responsibility to choose a suitable policy for their child/ren. Parents negotiate and pay direct to the companies concerned; the money is not handled by the school.

## Tuck Shop

A well-equipped Tuck Shop is operated on the school premises.

<u>Refreshments &amp; Snacks</u>	<u>Lunch Orders</u>
Monday to Friday	Wednesday/Thursday & Friday

## Lunch Order Methods

### Qkr App

You can use this app 24 hours a day, 7 days a week. The only restriction is that lunches need to be ordered before 9:00am.

### Handwritten lunch orders

Complete order on self provided lunch bag and placed in the class lunch order box.

The Tuck Shop's aim is to provide wholesome food at reasonable prices.

## Flaxmill School P-7 Governing Council

The functions of the Flaxmill School P-7 Governing Council is:

- To ascertain both the educational needs of the local community, and education developments within the school, and to advise the Principals on these matters.
- To advise the District Superintendent of Education of any improvements that the Flaxmill School P-7 Governing Council considers necessary to school facilities.
- Where the Ministerial grants are allocated to Flaxmill School P-7, in consultation with the Principals, determine the application of the money granted.
- Subject to such directions as may be given by the Minister from time to time, to establish and conduct residential facilities for the accommodation of students.
- Such other functions as are prescribed by regulations or determined by the Minister.

Flaxmill School P-7 Governing Council is advised by various sub-committees:

- Education
- Sport
- Finance
- Tuck Shop
- Fundraising
- Grounds/facilities



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Department for Education