



Flaxmill School P - 7

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www.flaxmillps.sa.edu.au

Principal: Peter Cobb – Peter.Cobb16@schools.sa.edu.au

Deputy Principal: Jess Chappell – Jessica.Chappell203@schools.sa.edu

Parent Information

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

Flaxmill School value 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.

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

Peter Cobb: Principal

Jessica Chappell: Deputy Principal

2015 Term Dates

Term 1: 27th January – 10th April

Term 2: 27th April – 3rd July

Term 3: 20th July – 25th September

Term 4: 12th October – 11th December

2016 Term Dates

Term 1: 1st February – 15th April

Term 2: 2nd May – 8th July

Term 3: 25th July – 30th September

Term 4: 17th October – 16th December

School Times

School commences at 8.55 am.

Recess is from 10.45 am to 11.10 am.

Lunch is from 1.00 pm to 1.25 pm, and afternoon dismissal is 3.05 pm.

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 30th of April of the current year.

3 year old Indigenous and Government of the Minister children.

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

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

The Governing Council can approve two pupil free days and one school closure day.

On Pupil Free days, students do not attend and staff undertake training and development and planning activities.

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

Student Attendance

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

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. These are either or 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 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 they develop –

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

For any further information on the Pre-School in particular or Flaxmill School in general please do not hesitate to see the Administration personnel or ring on 8382 3057 or the Preschool on 8382 6076

Transition Pre-School – Reception

Children start to visit the school during their final term at Preschool. This occurs in the week 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.

Enrolment Procedures

1. Child enrolled in Preschool or School
2. Principal will meet with parents as a group to familiarise parents with school, and give parents information prior to starting date
3. Class parent will meet with new parents to welcome them on the day the child starts school.

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 wear to school
- Send your child to school on time
- Visit the school and attend school functions yourself whenever you can
- Use the School Crossing provided for their safety during the supervised times (see section under Traffic Crossing Safety).

Materials and Services Fees

Preschool Materials and Services Fees 2015: \$200 (full year)
School Materials and Services Fees 2015: \$226.00 (full year)

Payments may be made to the Cashier each day. Instalment payment plans may be negotiated but we request a deposit of \$50.00 for each plan. EFTPOS is available for your convenience

Parents are asked that invoices be paid, or arrangements made to be paid within one month of receiving invoice.

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

Out of School Hours Care

The Flaxmill School OSHC programme aims to provide quality recreational care for children of school age in a warm, safe, comfortable environment. The service is available to children of working or training parents, children with special needs and also children requiring occasional and emergency care.

Registration Fee: \$5.00/child or \$10/family per annum

Before School Care: \$11.00

After School Care: \$17.00

Hours: from 6.45 to 8.45 am, and 3.05 to 6.05 pm

Enrolments: An enrolment form must be completed before your child/ren can be accepted into the programme. Forms can be collected from either the OSHC Director or the Front Office.

Staff:

Annette Murphy -Qualified Director
Belinda Huxtable -Qualified Assistant Director
Michelle Jukes -Qualified Child Care Educator
Karen King -Child Care Educators
Rhiannon Jones -Child Care Educators
Blaise Bishop -Child Care Educators
Sarah Bloomfield -Child Care Educators

Phone Number: 83260852 direct line
83823057 school number
0401121688 OSHC's mobile

Dental Clinic

The SA Dental Service Noarlunga is located at 2 Alexander Kelly Drive, Noarlunga Centre. The phone number is 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.

Canteen

A well-equipped Canteen is operated on the school premises. It provides refreshments and snacks Monday to Friday. Lunch orders are available Wednesday to Friday. Lunch orders are to be placed in the class lunch order box. The canteen's aim is to provide wholesome food at reasonable prices

Banking

Bank SA provides school banking facilities. Banking days are every Tuesday for Bank SA accounts. An Officer from the Bank SA visits the school to collect the bank books and process the deposits on Tuesday. Please encourage your child to bank regularly.

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 8.30 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 two crossings designated for Flaxmill Schools, one on Flaxmill Road, the northern side of the school, the other on Radnor Street situated on the southern side of the school. These crossings have been placed strategically to ensure the safety of our students. Parents, friends and relations who drop students off 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 deliver or pick up your child. All children must be dropped at the school entrances, either at the front
 1. (Flaxmill Road)
 2. the rear (Radnor Street)
 3. or side (Orana Dr).
- Insist that your child/ren use/s the crossings on Flaxmill Road or Radnor Avenue. 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 of official business e.g. meeting with the teacher, working in the canteen etc, please park in the Visitor Car Park behind the Resource Centre and not in the Staff Car Park, and under no circumstances should you double park.

When students, who are participating in an excursion, are to be transported by private vehicle, parents are to pick them up and drop them off at rear entrance in Radnor Street only. **Do not enter the car park to pick up or deliver students.**

Student Medication

Flaxmill School 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 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 can submit a statutory declaration, together with the ambulance account, to the school for DECS to pay.

School 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, white 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
- navy or white slouch or legionnaire's hat
- 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 Governing Council

The functions of the School Governing Council are:

- to ascertain the education needs of the local community, to 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 Council considers necessary to school facilities
- where the Ministerial grants are given to the school, 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.

The School Governing Council is advised by a range of sub-committees:

- education
- sport
- out of school hours care
- finance
- Canteen
- fundraising
- grounds/facilities



Government of South Australia
Department for Education and
Child Development