

# McDonald Park School

# PARENT INFORMATION BOOKLET



## **McDonald Park School.**

Dear Parents,

We would like to welcome you and your child to McDonald Park School. The following pages contain information about our school community.

There is, we believe, a need for close co-operation between the school and home if children are to proceed happily and learn whilst with us. Therefore, if at any time your child is experiencing problems, or you have any concerns, comments to make, questions to ask, please do not hesitate to contact us. Staff are keen to do all in their power to make each child's stay with us worthwhile and rewarding.

The school encourages a friendly atmosphere, whilst at the same time expecting high standards of student performance academically, socially, and in behaviour.

Yours sincerely,

*Sandy Davey*  
Principal



## **ENROLMENT**



From 2014 children will be admitted to school on the first day of the year that they turn 5, if their birthday is before May 1<sup>st</sup>. If your child's birthday is on or after May 1<sup>st</sup> they will start school in the following year, in accordance with Department of Education and Children's Services regulations.

In the term prior to the children commencing school, we invite the children and their parents to participate in a transition program. Children come to school for three visits of varying lengths of time to familiarise themselves with their classroom and teacher, as well as the school environment. We encourage parents to negotiate with their child's classroom teacher a suitable finishing time in the first few weeks of school. Children take varying lengths of time to settle into school routines. Some children may find a whole day at school very tiring in the beginning, so you may pick your child up at a time that benefits him/her the most.

The school requires specific information about each child enrolled and parents will be asked to complete several forms when enrolling children.

## **SCHOOL POLICIES**

Copies of the policies listed below are available in the Policy Booklet enclosed in the Enrolment pack.

1. Anti-Bullying Policy
2. Assessment and Reporting Policy
3. Behaviour Policy
4. Dress Code
5. Healthy Eating Guidelines
6. Homework Policy
7. Inclement Weather Policy and Emergency Procedures
8. Information for Volunteers
9. Internet Policy
10. Mobile Phone Policy
- 10 Nut Awareness Policy
- 11 Parent Participation Policy
- 12 Sun Smart Skin Protection Policy



## **SCHOOL TIMES**

8:55 a.m.	- Entry to school
10.55a.m -11:25 a.m.	- Recess break
12.55 p.m. - 1:05 p.m.	- Lunch in classrooms
1:05p.m. - 1:35 p.m.	- Lunchtime break
3:15 p.m.	- Classes dismissed

## **2014 & 2015 TERM DATES**

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	<u><b>2014</b></u>	
<b>1ST TERM</b>	<b>28/01/14</b>	<b>11/04/14</b>
<b>2ND TERM</b>	<b>28/04/14</b>	<b>04/07/14</b>
<b>3RD TERM</b>	<b>21/07/14</b>	<b>26/09/14</b>
<b>4TH TERM</b>	<b>13/10/14</b>	<b>12/12/14</b>
	<u><b>2015</b></u>	
<b>1ST TERM</b>	<b>27/01/15</b>	<b>10/04/15</b>
<b>2ND TERM</b>	<b>24/04/15</b>	<b>03/07/15</b>
<b>3RD TERM</b>	<b>20/07/15</b>	<b>25/09/15</b>
<b>4TH TERM</b>	<b>12/10/15</b>	<b>11/12/15</b>

## **ABSENCES**

A note should be sent to the class teacher on the child's return from each absence. If your child will be away for a long period of time, we appreciate being informed at your earliest convenience in order that appropriate materials can be prepared for your use if necessary.

Regular attendance at school is very important even in the first years at school, as it establishes positive attendance routines for later schooling. Students need to be at school so that they do not miss the basic skills in the early years.

## **ATTENDANCES**

**Under the Education Act of South Australia, parents and guardians are legally responsible to ensure the regular school attendance of their children, between the ages of 6 and 17 years.**

### **Is regular attendance important?**

YES: From the first day! If students miss the basic skills in the early years of school, they often experience difficulties later.

It has been shown that irregular attendance in the junior primary and primary years often leads to the development of poor attendance at high school.

### **Must I send my child to school?**

YES: All children between the ages of 6 and 17 years are required by law to attend school regularly.

### **Must I send my child every day?**

YES: unless:

- the child is too sick to leave the house
- the child has an infectious disease like chicken pox, mumps or measles
- the child is incapacitated by injury preventing movement around school
- the child's accompanying his or her parents on a family holiday which cannot be arranged in school vacations.
- this should be arranged with the Principal prior to the absence
- the Principal is provided with any other genuine and acceptable reason preventing the child's attendance.

Whenever possible, dental and medical appointments should be made out of school hours.

### **Must I notify the school if my child has been away?**

YES: On return to school, notes must be supplied to cover absences. You are also encouraged to notify the school of absences as they occur.

### **Should I notify the school if my child refuses to go to school?**

YES: You should contact the Principal and seek assistance immediately.

### **What kind of assistance is available?**

School Attendance Counsellors are members of professional teams providing a supportive service to students, parents and school staff. They aim to ensure the full participation of all students in education.

## **What is the role of a School Attendance Counsellor?**

School Attendance Counsellors may assist by:

- Working with students in a supportive counselling role
- Visiting students at home and consulting with parents
- Identifying reasons for student non-attendance and making appropriate referrals
- Monitoring student attendance and reviewing progress as necessary

Court action may be instigated against students or parents who fail to respond to other initiatives.

Area Attendance Counsellor may be contacted through Lower South East District Education Office, PO Box 397, Mount Gambier

## **CUSTODY**

In the case of separated parents, the School Principal needs to be informed of access rights. Where one parent has a custody order, this must be sighted by the Principal.

## **NEWSLETTER**

Every second Thursday a newsletter is sent home with the eldest child from each family. This is the way most communications from the school are relayed to you. Newsletters will include “dates to remember” aimed to inform parents of important dates, things of interest, notices of things to come, reports, sports results and relevant educational information. If you wish to have the newsletter emailed please give your email address to the front office.

**PERSONAL BELONGINGS** - All clothing, school bags, lunch boxes etc., should be clearly marked with your child’s name. As students very often do not recognise their own belongings, and this will help us return all lost property. From time to time children may bring personal items to school to share at morning talks. These items may be kept in the classroom. At other times we do not encourage children to bring cherished belongings as they may be lost or broken. If children do bring toys etc they do so at their own risk, the school cannot take responsibility for these items.

## **SCHOOL BANK**

Bank day is Tuesday. If you wish your child to open an account with Bank SA, please return a completed application form. An application form will be given to newly enrolled children or can be obtained from the front office.

## **SCHOOL CARD SCHEME**

The Government has a specific scheme, which provides support for parents to assist them in meeting the expenses involved in educating their children. If you require information about this scheme, please ask the Cash Office or Front Office and the staff will be only too pleased to help.

**SCHOOL UNIFORMS** -It is an expectation that those who attend McDonald Park Schools will wear clothes which complies with the stated Dress Code which is included in the policy booklet (uniform). Hats are to be worn in terms 1 and 4.

### **SMOKE FREE ZONE**

Our school, including all buildings and grounds, as with all state schools, is a smoke free zone. It would be greatly appreciated if everyone respected this compulsory condition in accordance with the Health, Safety and Welfare Act.

### **USE OF SCHOOL GROUNDS**

Under parent supervision, children may play on the oval and hockey field out of school hours. It is emphasised that the school cannot in any way accept responsibility for children, supervised or otherwise, using the grounds out of school hours.



### **HEALTH INFORMATION**

#### **ADMINISTRATION OF ORAL MEDICATION AT SCHOOL**

Teachers do not ordinarily accept responsibility for giving medication, as this is the responsibility of parents or guardians.

Generally, older students can accept responsibility for their own medication. However, younger students are not always ready to do this and it is necessary for school staff to assist where appropriate.

- In these circumstances a letter from the doctor outlining the dose and frequency should be provided.
- Only one day's requirement should be sent to school, in the container provided by the chemist or practitioner.
- Under no circumstances shall staff dispense medication to children without parent/guardian consent in writing.

Where a child suffers from an on-going condition (i.e. asthma, bee stings allergy etc.) An **Asthma Plan** or **Health Care Plan** for the specific illness or allergy should be completed and spare medication should be lodged with the receptionist to be kept secure.

#### **COMMUNICABLE DISEASES**

It is probable that at some time during your child's schooling he/she will come in contact with one or more of the following communicable diseases.

Absence from school is necessary for:

- |                |  |
|----------------|--|
| Chicken Pox    | - not less than 7 days                       |
| Mumps          | - until fully recovered                      |
| Measles        | - not less than 5 days                       |
| German Measles | - not less than 5 days                       |
| School Sores   | - until sores are healed or properly covered |
| Conjunctivitis | - until discharge from eyes has ceased       |

These instructions should be considered a firm guide, although upon receipt of a certificate from your child's doctor, the above times may be varied.

### **HEAD LICE**

From time to time we have outbreaks of head lice in the school. Parents are asked to check their children's hair regularly. All cases of head lice are to be reported to the school and the class in which the case occurred will be checked. Any children with head lice will be sent home for treatment. Children may return to school when appropriate treatment has commenced.

### **INSURANCE**

Please be aware that the school does not cover insurance for individual students. For instance if an accident occurs and an ambulance is called the parents will meet the cost. There are a number of insurance companies that have policies, which cover a student whilst they are at school. Pamphlets are available from the front office. Should this result in financial difficulties please discuss with one of the Principal's.

### **MEDICAL, SICKNESS OR ACCIDENT INFORMATION**

You are requested to fill out medical information for each of your children to enable the school to best deal with any problems, which may arise.

If your child is sick or has an accident at school, we will attempt to make contact with you or your nominee immediately, or, if neither is available, and we feel it is necessary, send the child to a clinic with staff members or call an ambulance.

Please keep us informed of any change to this information.

We require advice of change of address, telephone number and contact person, in order to act responsibly in emergencies.