

**Throughout this document the word 'parent' also covers 'caregivers'.**

**DECS refers to the Department of Education and Children's Services**

**Staffing**

Wilmington Primary School currently has 3 classes and is staffed accordingly. School Support Officers are employed to cover administration, finances, classroom support, library assistance and ground maintenance.

**School times: (Classrooms are open between 8:55 and 9:00am)**

8.30 — 9.00 Yard supervised - please do not drop off at school earlier than 8:30am as there is no staff supervision.

9.00 — 11:00 Period 1

11.00 — 11:20 Recess (a warning bell will sound at 11:15)

11.20 — 1:00 Period 2

1.00 — 1:10 Eating Lunch

1.10 — 1.45 Playtime (a warning bell will sound at 1:40)

1.45 — 3.20 Period 3

3.20 Dismissal

Toward the end of each recess and lunchtime, we will have a short warning bell for the students to let them know the play period will end in 5 minutes time.

Children are expected to go to the toilet and have a drink during this time.

## **School Profile**

The school as it appears today, was officially opened on May 14<sup>th</sup> 1982 by the Honourable John Olsen MP.

The original school building (with residence attached) of stone was built in 1878 and enlarged in 1882. There were also a number of smaller schools in the district – Pinda, Terka, Yapoona Springs, Beautiful Valley, Spring Creek, Mimbadoggie and Mount Brown. The Mount Brown school building became part of the Wilmington School in 1955 as the Infant classroom where it remained until 1979 when it was moved to make way for the building of our present school.

Facilities at the school were improved in 1972 with the addition of an administration block, new classroom in August 1976, the building of the pool, which was officially opened in February 1977, and another classroom arriving at the beginning of 1977, to be used as a library.

During 1975 – 1976 discussions were held regarding the upgrading of the stone building into a two teacher open space unit, but because of the poor condition of the building, notification of the building of a new school was received in 1978. At the end of 1979 preparations began with the moving of the transportable buildings, removal of sheds ready for the building of a new school.

Foundations were completed by the 5<sup>th</sup> February 1980 and the staff and students moved in over the weekend of 26<sup>th</sup> September 1980 ready for school on the 29<sup>th</sup>. Since the school opened there have been many changes around the grounds – an adventure playground has been built, a new cricket pitch laid, new fences erected, the principal's residence and building were removed, adding more space to the grounds. Trees were planted and the swimming pool area upgraded. The present day building houses everything under the one roof including all classes, library, etc. The school has three classes, Junior, Middle and Upper Primary. The organisation of these classes is determined by the number of enrolments within each year level.

In 1996 the gazebo was added to the playground.

In 1997 the school was completely recarpeted and the set of stairs removed from Room 3.

In 1998 the closure of the Cook Area School brought both students and resources to Wilmington Primary School. Playground equipment, portable toilets/ change-room and shower block (which are situated within the enclosed pool area) were moved from Cook along with many inside resources.

In October/ November of 1998 the pool was stripped and rebuilt as a totally fibreglass pool and the operators shed replaced with a larger, better designed building.

At the end of 1999 the school signed up as a Partnerships21 site. The School Council is now referred to as a Governing Council. The Governing Council operates a 3year Global Budget with the power to make local decisions on its use.

Over 2000/2001 a significant amount of this budget was directed toward providing extra teaching and support staff.

In 2001 the school's old change rooms were converted into a new library.

In 2002 the school's grassed play area was resurfaced, popup sprinklers installed and kikuyu grass planted. Access to the mezzanine area was upgraded to comply with Work Cover safety standards. 09/09/11 3

In 2007 the school's curriculum extended into "plants and gardens" which also included the establishment of a garden bed, shade house and a garden shed. 2007 also saw the 'new look playground', including new equipment, soft rubber ground fall and under cover of a large open shed.

In 2008 an outdoor learning area was developed including rubber matting on floor and outdoor blinds installed. This is also the designated lunch and assembly area.

The sandpit was totally covered over for protection from the sun.

Wilmington Primary School continues to seek improvements to its learning environments to ensure the maximum potential for learning both inside and outside.

***A number of improvements have been made with the availability of Government Grants including:***

Partnerships 21

Investing in Our Schools

School Pride

Building the Education Revolution

National School Pride

Solar Schools Project

***Other work in recent years have included:***

Old change rooms being converted into a new library.

Installation of Solar Panels

Installation of water coolers near eating area

Planting of fruit trees and vegetable garden

Shade over swimming pool

Refurbishment of existing classroom spaces

Shade over playground area

***Ongoing works continue with:***

2016 Building of extra class space for Kindergarten amalgamation at the end of year

***Subject Areas***

All children are required to study in these subject areas;

English Language, Mathematics, Science, The Arts, Humanities and Social Sciences, Health & Personal Development as well as Design & Technology.

## ***Parent/Community Help***

### **The partnership between home and school is a powerful influence on your child's education**

You can become involved in the life of the school in any of the following ways:

- contributing to decision making processes
- becoming a Governing Council Member
- being elected to a Council Subcommittee – fundraising or finance
- attending open days/night
- as a helper in curriculum aspects eg Spelling/Reading/Special Ed
- helping at Working Bees/Fund raising events

The partnership between home and school is a powerful influence on your child's education.

On school camps and excursions

There are also many different aspects of the school day in which parents and other community members can become involved in working with individual classes. Each teacher will express his/her interest in having extra help.

**The Principal is responsible for Induction of volunteers. This information training will occur within the first few weeks of school, or as new volunteers come forward.**

The staff aims for consistency in

- interpreting school rules
- following up on consequences of action
- making Wilmington Primary a place where children enjoy learning in a safe environment
- striving for total participation and effort in all academic pursuits.

**The staff relies on your support. Your response to your child is vital. We are a team. We will be a powerful team if**

- we support to our teachers and staff
- we keep our communication lines open
- we show a genuine interest in the children's learning
- we reserve hasty judgements until appropriate discussions have taken place

- we share with each other the possibilities for each child
- we allow the child to be an active member of the team too.

**Teachers build on the five years of education already undertaken at home and Preschool. Insight gained from here is invaluable.**

## ***Accidents at the School***

The following procedure is followed:

If the accident is minor, then first aid will be given at school and parents/caregivers are informed of the incident

In the event of a major accident we will first seek urgent medical attention. Staff are trained in first aid and this is updated regularly. Parents will be contacted as soon as possible.

***Insurance***

DECS has a public liability insurance cover and the department has to be proven at fault in claiming. Parents are encouraged to take out a 24 hour student insurance cover and family ambulance.

## **Admission of Students**

A child is eligible to start school in Term 1 if he/she turns five on or before the starting date. Similarly, for Terms 2, 3 and 4 children must be five years old on or before the starting day. The law requires each child to be enrolled before they are six.

## **Enrolment Procedures for Children Beginning School.**

(a) When a child commences at Wilmington Primary School, parents will be asked to complete

1. Enrolment form
2. Swimming Consent note
3. Mobile Library Enrolment
4. School Bank — if required
5. Permission Note for inclusion in photographs, leaving school grounds for lunch, headlice check, & local excursions (walking and bus).

## **Readiness**

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 will ensure 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.

## **Transition**

Transition is a gradual and ongoing process for children moving between sites. It is important that this process is seamless to ensure that children are best prepared to begin in their new learning environment.

A Kindergarten — Reception programme operates during the last six weeks of each term. The school and kindergarten ensure this programme is comprehensive and as smooth as possible. As of 2017 the program will change as the Kindergarten students will be on site.

## **Year 7 Transition to High School**

Year 7 students take part in a transition programme for all Booleroo Centre District School feeder schools. The transition programme aims for children to get to know one another and to become familiar with the Middle School component.

The programme also includes a parent information session. Details of the transition programme will be sent home by B.C.D.S. in the weeks leading up to the transition visits.

## **Homework**

Homework is negotiated and set by each class teacher. The frequency and amount of work set may vary at different times during the year.

## **Health**

Good health is vital to school progress. It is important to ensure that children are in bed at a suitable time so that they are not tired and listless at school the next day. We do not encourage sweets to be brought along to school and healthy lunches are encouraged.

Students should bring **water bottles** to use during class sessions. Before your child begins school, it is wise to make sure all vaccinations are up to date.

**To avoid infection** to others around them, we suggest that children be kept at home where there is doubt about health. If your child becomes unwell at school, we will try to notify you or your emergency contact by telephone. Please ensure that you inform the school of any medical problems that staff should be aware of and an emergency number is kept up to date.

Students requiring medication throughout the day **will** need to have a "Health Care Plan" signed by the student's doctor. A brochure "Health Support Planning" can be made available to all families. If in doubt please contact the school.

**The school is not permitted to administer any form of medication without such a plan. Parents are responsible for administering medication during school time.**

Head lice can be a problem during certain times of the year. We have a specific consent form to enable teachers to discreetly check student hair. If staff find live lice parents will be contacted firstly by phone to see if hair can be treated. If parents are not able to be contacted or unable to pick up children they will spend their time in a separate area (so as to stop the continual spread) and a written note will be sent home. If consent has not been given, parents will be contacted and students sat out of class if there is any suspicion of lice (scratching, lice seen).

Children may only come back to school once hair has been treated appropriately.

### **Common Diseases**

Sufferers are to be excluded from school for not less than:—

**Measles:** 7 days from appearance of rash.

Suspected sufferers, three days.

**German Measles (Rubella):** 5 days

**Mumps:** 10 days from onset of symptoms.

Suspected sufferers, 2 days.

**Chicken Pox:** 5 days from appearance of spots.

Suspected sufferers, 3 days.

**Impetigo (School Sores) and Ringworm:** Exclude sufferers until sores have healed or are properly covered.

**Conjunctivitis:** Stay at home until there is no discharge from the eyes.

**Headlice:** Treated appropriately.

**Wounds:** During swimming season it is very important that people with open wounds do not enter the pool.

### **Dental Clinic**

The School Dental Clinic is located at 36 Flinders Terrace Port Augusta (phone 86485888 to arrange an appointment). The clinic is open 8:30am-4:30pm Monday to Friday. For after-hours emergencies phone 82322651 for advice. If you are not named on a current Centre link concession card a co-payment fee applies, Aboriginal clients have the option of accessing dental care at the Pika Wiya Dental Clinic, 86429915. When your child goes to the dentist please inform his/her teacher. It is preferred that an afternoon appointment be made if possible.

## **Communication**

1. Newsletters will be distributed by the school **once a week**. Contained in them are notices of meetings and general news about the school. **All family notices** including Newsletters, are sent home via the eldest child in the school unless otherwise organised.
1. Teachers are always available to discuss areas of concern or interest with you. Appointments must be made with your child's teacher or with the Principal, if you wish to discuss any areas of concern in depth. Please feel free to contact the school at any time to arrange an appointment.

## **Camps, Excursions and Incursions**

DECS policy does not mandate or enforce camps, they are negotiated with staff on a yearly basis. However attendance at the camp/event is compulsory if they are organised. If students are unable to attend they are expected to be in attendance at school for the duration. Parents can expect to contribute financially to the cost of camps and excursions.

Artists, Sport coaches and specialty presenters visit our area regularly as we aim to expose our students to many different experiences. Teaching does not always happen within the four classroom walls and these opportunities help children develop understandings in all subject areas.

## **Inclement Weather**

During wet weather days children are restricted to playing under sheltered areas at recess/lunch. School times will remain the same — ie no early dismissals, etc. During hot weather when the temperature is 38° and over, the children may remain inside for recess/lunch in air-conditioned surrounds.

## **Lost Property**

Every year we seem to collect lost clothing. If articles are marked with a name, this minimises losses. Lost property will be available in Front Foyer. Items not claimed by the end of term will go to the second hand clothes system.

## **Money**

At those times when your child needs to bring money to school eg Book club, excursions, etc it makes it much easier for collection purposes if it is securely sealed in a named envelope. All money should be sent directly to the School Finance Officer. Cheques are to be made payable to Wilmington Primary School Governing Council Inc. Consolidated. Class teachers are not responsible for handling student money.

## **Mobile phones/valuables**

Mobile phones are not permitted at school. The school discourages iPods' etc. and other valuable items to be brought in as we cannot guarantee their safe return.

## **Library**

### **School**

Students are encouraged to borrow.

Parents can assist by —

- . encouraging their children to borrow books
- . sharing the reading of these books with their children
- . seeing that reasonable care is being taken of these books
- . letting us know if a book is lost or damaged
- . ensuring books are returned to school by the due date else further borrowing won't occur.

The school library is open during the second half of lunch each day.

### **Mobile**

Every second week the Flinders Mobile Library visits the school. New students need to apply for their borrower's card on enrolment. The front office staff will organise this form for you to complete and return.

Teachers normally collect the cards to reduce the chance of loss. However, as careful as we try, cards do get lost! The library charges \$1.00 per renewed card.

Students may borrow tapes and adult fiction only with parent consent. To do this, parents must indicate with their signature on the back of their borrower's card.

Please note that the library contains some very mature reading and it is advisable for each parent to monitor his/her child's reading material borrowed from the Mobile Library. A child able to borrow 'senior' books must have parent approval.

### **Governing Council**

Governing Council meets twice a term. Dates and times are advertised in the school Newsletter. Generally all meetings are attended by Governing Council members only however at times special attendance will be requested by the council as a whole when new information is required.

### **Parent Organisations**

#### **SAASSO**

(S.A. Association of State School Organisations Inc) provides Training, Legal Advice, Assistance for School Councillors, Council and Representation with many other aspects of parent involvement in education. Contact number: 82232266, fax 82232488

**SAASPC** (S.A. Association of School Parents' Clubs Inc) represents the voice of parent clubs to all areas linked to education, providing 'Parent Say' each term. These organisations can be accessed through Governing Council.

### **Payment of Accounts**

Invoices will be issued for all monies owed to the school. Cash and cheques (to Wilmington Primary School Governing Council Inc Cons) are acceptable. The school does not offer credit facilities.

The school encourages parents to pay all accounts promptly. If you feel you are unable to do so because of financial hardships do not hesitate to contact the Principal or Finance Officer to discuss paying by instalments. Any such discussions will be treated confidentially.

If accounts are not paid/or any approach made to school by the due date of invoice, then following process will be followed to recover the debt

<b>Stage</b>	<b>Time for Action</b>	<b>Description</b>	<b>Time for Compliance</b>
1	30 days after due date	Account Rendered requiring payment within 14 days	28 days
2	60 days after due date	Letter from the Principal	28days
3	90 days after due date	Letter from the Finance Committee	28 days
4	120 days after due date	Decision to be made by Finance Committee, on recommendation from the Principal as to whether the debt is; Pursued by legal action	

## **Reporting to Parents**

**Teachers will assess and report student learning progress and achievement in all areas of study across the curriculum.**

Planned reporting by teachers to students and parents/caregivers will occur a minimum of three times a year and includes parent/teacher interviews and written reports.

Reporting will be an ongoing process, both planned and informal, with reports available in oral and written forms according to the needs of the audience.

At least two reports each year (usually Terms 2 and 4), will be in written form which will provide a summary of student achievement. An interview is organised at end of the first term or early term 2.

Schools will map how assessment and reporting practice occurs across all required areas of study across the curriculum.

**from DECS Assessment and Reporting for Schools Policy.**

Parents are encouraged to approach class teachers at any time throughout the year to negotiate a formal interview if needed. Similarly, teachers may call on parents/caregivers if an interview is required.

## **School Banking**

Bank day is Friday. The children may bank through Bank SA Agency at Wilmington.

## **School Card**

A School card provides financial assistance towards the cost of educational expenses for full-time school students of low-income families.

Each year the government announces specific criteria for families to be eligible to receive School Card. School Card details will be issued with the first newsletter or can be found at [www.decs.sa.gov.au/goldbook/](http://www.decs.sa.gov.au/goldbook/). If you think you are eligible please see our front office staff. Contact cannot be made with Centrelink for any school card issues.

### **End of Year Presentation Night**

This is an informal gathering of parents, relatives, friends, students and staff, on the last week of the year. Year 7 students are farewelled and presented with a gift from the Governing Council. Staff leaving are farewelled, as are families whose last child leaves Primary School. Each class prepares and presents a short item.

### **School Lunches**

Lunches are brought from home. On occasion we have a tuck day whereby students can purchase lunch at school. Children are encouraged to finish their lunch and any remaining food will be sent home.

### **Sport**

#### **Sports Day**

All students participate in a combined Wilmington, Melrose, and Booleroo District School Sports Day in Term 1. Students are placed in either ROGERS (blue) or DUNSTAN (red) teams. Family history is taken into account when selecting teams and all siblings will be in the same team.

#### **SAPSASA**

Each year, Years 6 & 7 are able to try out for district sports teams to participate in exchange sports activities with Adelaide teams. Nominations will be collected at the beginning of the year from students with parental consent. Transportation and supervision to all activities is a parental responsibility. Students turning ten or older in the current year are eligible for swimming, athletics and cross country.

#### **Swimming**

The pool opens for swimming at the beginning of the school year in Term 1 until cooler weather, and reopens in Term 4 during November until the end of the school year. All teachers incorporate swimming into their programmes. All classes will need parental volunteers for observation of children during this time. Participation in the lessons is compulsory and notes about poor health must be viewed before a child will be excluded from a lesson. The children receive two weeks instruction, by a trained instructor, during the summer season. If the students have participated in an Aquatics camp they are not eligible to participate in the term time swimming programme, in the same year. During swimming season, clothes are often swapped/lost so please label clothes clearly.

## **Sun Protection**

Wilmington Primary School has a Sun Smart policy, which requires all students to wear a broad brimmed hat while outside for periods longer than 10 minutes between the first day in term 3 to the last day in term 1. Teachers will supervise the administration of sunscreen to all children unless specific written notification of an alternative is provided. If children do not have a hat they will not be able to borrow from others (unless it is from direct family) and must play underneath the lunch pergola during breaks.

## **Tuck Day**

On occasion the school has a Tuck Day where parents provide lunch (at cost) to students. This serves several purposes:—

- to raise money for the school
- to allow children the experience of dealing with money
- to add a bit of fun to lunch time.

Parents are asked to supply ingredients, food items or make cash donations to facilitate this. The Fund Raising Committee relies on each family to help in some way.

## **School Closures**

The Department for Education and Children's Services allows a school to have three Pupil Free days over the year for school programming, Australian Curriculum, and specific school needs.

The Governing Council approves these pupil free days. The Council tries to select days, which will be of advantage to families. At times, Pupil Free Days are coordinated among the schools, which feed into the Booleroo Centre District School. This minimises disruption to families who might have children at more than one school site.

The Flinders District and DECS may stipulate a Pupil Free Day be taken at a certain time.

The Council is also free to grant up to one day a year for the school to close for an event of local significance (eg in Adelaide some schools close for the Show). Parents will be advised of such closures in advance.

## **Stationery Requirements**

Each teacher has selected the books and equipment needed for your child's requirements. The purchase of these is made by the school and the cost included in Material and Services Charges. The student, not the school, will meet replacement costs of some items.

The provision of tissues is a parental responsibility. Class teachers may request this from time to time.

# Wilmington Primary School Uniform Policy

Wilmington Primary School has a dress code based on the established colours, of maroon and yellow with an addition of basic colours of black, navy blue and grey to allow a practical, economic uniform choice.

## **Selection**

***Trackpants, drill pants, jeans, shorts, bike shorts, skorts, skirts, dresses, and pinafores.***

The acceptable colours are maroon, black, navy and grey. Any clothing with stripes or sporting motifs, the bleached or modern ripped style, are not acceptable. Jeans are strongly discouraged.

***Blouses, shirts, skivvies, polo t shirts, t-shirts***

The acceptable colours are plain maroon or uniform school t-shirts.

Acceptable under shirts are yellow, navy or black.

***Jumpers/Windcheaters/Cardigans***

These will be maroon, with or without school motif. The BCDS top is acceptable for our Year 7 students only.

Although whole maroon outfits are acceptable, all black clothing is not.

***Motifs on All Articles of Clothing***

Only school emblems are allowed on clothing.

***Shoes***

In accordance with OHSW practises appropriate footwear must be worn at all times. This may include sandals, runners and school shoes or boots. Thongs, ugg boots, dress boots including the knee-high style and rubber shoes or boots are not to be worn. The school discourages the wearing of skate shoes. Socks should always be worn with enclosed shoes as a matter of hygiene.

***Photograph Days***

On these occasions students are expected to wear the maroon school polo shirt and/or jumper and acceptable pants. Students who are not wearing acceptable school dress will be supplied with the correct article for the event.

***Excursions***

Students will be expected to wear uniform on excursions unless notified in writing.

***Sun Protection Policy***

Due to the long-term damage done by the sun, Wilmington Primary School has a hat policy. All students must wear a protective hat over term 1, 3 and 4. These include wide brim, legionnaire hat with wide brim. The preferred colour is maroon. It is recommended that, for the prevention of skin cancer, our children wear collared t-shirts (polo t-shirts), with a long or short sleeve. Students are permitted to wear sunglasses.

***Availability***

**Second hand** uniform clothing is available at the school.

**New** school polo shirts, hats and jumpers are available from the school.

A selection of shorts and pants are able to be ordered through the school in Terms 1 and 4.

***Non Compliance***

Because of the availability and the wide choice, it is expected that all students at Wilmington will be able to come to school in uniform. The school will contact Parents/Caregivers of students not abiding with policy.