GOLDEN GROVE LUTHERAN PRIMARY SCHOOL

BELIEVE
COLLABORATE
ACHIEVE

PARENT INFORMATION HANDBOOK

2019

www.goldengrove.sa.edu.au

WELCOME

Dear Parents/Caregivers and all those who support our students,

This booklet is a guide for all in our school community. For many the contents of this will be a reminder, but for some the information will be new. In either case, please retain this booklet as a reference and should you need clarification on any matter, please don't hesitate to contact the school.

On behalf of the staff, I wish you all every blessing for the school year and say thank you for your ongoing support and commitment to our school.

Shane Paterson
Principal

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SCHOOL MAP

DAILY TIMETABLE

08:15 Staff devotion
08:30 Teachers on duty - students arrive
08:45 Bell sounds - school lessons begins (students will be recorded as late after this time)
10:45 Recess
11:03 Students to classes
12:45 Students - supervised lunch
12:55 Play
1:35 Lunch concludes
1:35 Students to classes
3:07 Students dismissed
3:07 Teachers on duty
3:30 End yard duty

SCHOOL MISSION, VISION and CORE VALUES STATEMENTS

As part of the School improvement process Golden Grove Lutheran Primary School (GGLPS) adopted a new motto:

BELIEVE
COLLABORATE
ACHIEVE

These words reflect who we are and what we are aiming to do. During the year these will be discussed and built upon.

Believe

Verb, *be-lieve*

To accept something as true, genuine, or real and to have a firm conviction as to the goodness, or ability of something.

We believe:

- that we have been intentionally created and are uniquely gifted by God
- that we have been created to live in a relationship with God and others
- in offering a comprehensive and contemporary program which addresses academic, social, physical and spiritual needs of the student
- in providing an educational programme that is significant, relevant, engaging and challenging

Collaborate

Verb, *col-lab-o-rate*

To work with another person or group in order to achieve or do something.

We collaborate:

- to build strong supportive relationships within our community in service of others
- through open, honest, effective communication with all members of the community
- through respecting the views and beliefs of others
- through partnerships providing students with a supportive and caring environment so learning is optimized

Achieve

Verb *a-chieve*

To become successful or to reach a goal by effort, skill or courage.

We achieve:

- by valuing learning as God's gift to people for their wonder, growth and to inspire them to respond to the needs of the world
- when students are engaged and passionate about their learning, maximizing their God given abilities
- by empowering students to embrace the future with confidence

IMPORTANT DATES

Term dates 2019

Term 1 - Tuesday 29 January – Friday 12 April
Term 2 - Monday 29 April – Friday 28 June
Term 3 - Monday 22 July – Friday 27 September
Term 4 - Monday 14 October – Tuesday 10th December (Wednesday 11th non-compulsory day)

Public Holidays during school terms

Monday March 11 – Adelaide Cup Day
Monday 10 June – Queen's birthday

2019 STAFF

Principal	Dr Shane Paterson
Deputy Principal/Learning Support	Mr Tim Kriewaldt
Foundation B	Mrs Kate Burton (Fri: Mrs Valmai Henderson)
Foundation H	Miss Celeste Hueppauff
Year 1C	Miss Marion Chan
Year 1L	Miss Amber Lownds
Year 2B	Mrs Georgia Burden
Year 2P	Mrs Sue Prideaux
Year 3/4N	Miss Lauren Neumann
Year 3/4P	Mrs Jacquie Paech (Fri: Mrs Ruth Carter)
Year 3/4S	Mr James Salisbury
Year 5/6D	Mrs Michelle Dancis
Year 5/6G	Mr David Gardner
Year 5/6N	Mr Luke Napier
PE	Ms Adele McCusker
Japanese	Ms Lisa Katsikitis
Arts	Mrs Cloe Richardson
Secretary	Mrs Elaine Baldock (Fri: Mrs Tanya Wilson)
Bus Drivers	Mr Bob Baskerville/Mr Stephen Cadman
Business Manager	Mr Graeme Hoklas
Chaplain	Mr Jason Kupke
Digital Coordinator	Mrs Tanya Wilson
Finance Support	Mrs Jenny Canavese/Mrs Deirdre Fox
GGOSH Director	Mrs Vicki Kahl
Grounds	Mr Kuno Berghout
Library	Mrs Jenny Canavese/Mrs Deirdre Fox
Lutheran School Officers (LSO)	Mrs Kerry Abraham Mrs Verity Arthur, Mrs Glenys Fiedler, Mrs Leanne Hampel, Mrs Vanessa Hughes, Mrs Tanya Mannochio, Mrs Stephanie Schwartz
Pastor	Pastor Greg Fowler
Uniform Coordinator	Mrs Verity Arthur

ACCIDENT INSURANCE

All students of GGLPS are covered through the LSA insurance fund while at school or on school activities (off-site).

ASAROKA LUTHERAN HIGH SCHOOL – SISTER RELATIONSHIP

Asaroka Lutheran High School is set in the eastern highlands of Papua New Guinea and was set up by Pastor Len Tscharke in the late nineteen fifties. Since that time PNG has achieved independence and today Asaroka is a fine example of leadership coming from within PNG, rather than being imported as was once the case. Nevertheless, Asaroka Lutheran High School, the neighbouring Lutheran primary school and the area generally, still appreciate any support provided. After a delegation from Golden Grove Lutheran Church and Golden Grove Lutheran Primary School visited in 2006 a strong relationship has evolved. The GGLPS community cares greatly for these people and keep them in our prayers. We also look for ways in which we can help in practical terms. In 2006, we presented the school with books and laptop computers. In 2007, around 60 second hand computers were presented to them allowing their IT curriculum to proceed. Another delegation from GGLPS/GGLC visited Asaroka later in 2007 and offered additional practical assistance; such as computing, repairs to a tractor and the resurrection of an irrigation system to aid in the production of food for the 900 plus students, many of whom are boarders. A team again visited in 2009, 2011 and 2017. The commitment to Asaroka is a medium to long term one and it is our prayer that the people of Asaroka continue to prize both their faith and their devotion to education.

ASSESSMENT AND REPORTING

At GGLPS we believe assessment is integral to all teaching and learning. Assessment involves the gathering and analysis of information about student performance and is designed to inform practice. It identifies what students know, understand, can do, and feel at different stages in the learning process (*Making the PYP Happen, 2009*). Assessment is the key component that allows us to effectively differentiate the curriculum and personalise learning. We believe that the best assessment is ongoing, relevant and authentic.

Reporting involves parents, students and teachers as partners. Student learning is communicated in a variety of ways.

Voluntary parent teacher interviews are held at the end of term one. Parents are encouraged to meet the teachers whenever there is a need throughout the remainder of the year. Student Led Conferences are held in Term 3. These involve students sharing their learning with their parents. Students work, orders and assessment requirements are uploaded to the Seesaw app. Parents receive a mid-year summary and end of summary report highlighting student's development measured against their year level achievement standard.

ATTENDANCE

General: Our aim is to ensure all students have access to a full and rewarding education. Regular attendance at school provides students with the opportunity to gain maximum benefit from their schooling. Monitoring of school attendance enables identification of students at risk and the implementation of appropriate intervention strategies. We believe that the early detection and assessment of the causes for school non-attendance along with the provision of organisational structures, which are responsive to the needs of individual students, are most important. Habitual or chronic non-attendance will be followed up, as is required under law.

During the year families may take extended holidays (5 days or more), have interstate family commitments etc. It is a legal requirement that parents complete a form (ask at the office) to receive an exemption from the principal to undertake these.

Please also read: Student Attendance Policy

Daily:

- Students must arrive at school between 8:30am and 8:45am
- Students will be marked as late after 8:45am
- It is essential the school is notified either by phone or email of your child's absence and the reason for it before 9:00am. If the student is not marked in the roll (as absent or late) an SMS will be sent to parents informing them of the absence of the child.
- If you are unable to notify the school in advance, send an email covering the days missed when your child returns
- For children with three or more consecutive days of absence, parents should provide the following:
- Doctors certificate in the event of illness
- When your child is late for school (after 8:45am) it is a requirement that the child reports to the front office to sign in. Younger students may require a parent to accompany them. (NB Students arriving on the bus will not be recorded as late)
- Children who require either early departure or departure during the day for an appointment must be signed out electronically via the front office by a parent/care provider.

BEHAVIOUR MANAGEMENT

Please refer to: Behaviour Management Policy.

BIRTHDAY INVITATIONS

Being invited or being omitted from someone's birthday party can create unreasonable anxiety amongst children. For this reason we ask that invitations be given to the class teacher, so they can be distributed discretely (by the teacher) in the take home bags.

BOOK CLUB

Book clubs are offered by Koorong Books and Ashton Scholastic. Fliers are sent home at regular intervals indicating a range of books and other materials that parents may wish to purchase for their children. Part proceeds of sales are forwarded to the library, which then invests in more books, which students can then borrow for their enjoyment.

BUILDING FUND

The school operates a Building Fund, vital in the provision of much needed resources for our students. It is a voluntary fund, and donations over $2 are tax deductible. Families are encouraged to consider taking advantage of this and support the building program with a donation. Several projects have been completed in recent years, and the Building Fund remains an integral part of the school's capital works program. Our students enjoy significant improvements to the school and we are keen to see this continue. Why not get a tax break this year and make a donation to the Building Fund – it will be to your children's advantage!

CALENDAR OF EVENTS

Details of events during the school year are distributed in a variety of mediums. The school newsletter will forward events in good time, as well as bringing to attention any amendments or alterations. The website also has a calendar that tracks many school events.

CHAPLAIN AND PASTOR

The school has employed a chaplain, who is a tremendous boost in assisting the well-being of students and families within our community. Our school chaplain is used as a resource across the school.

Pastor Greg (the pastor of Golden Grove Lutheran Church) is situated on the campus and is a great resource person and is available for both school and church families. Pastor Greg leads worship most weeks on Fridays.

CHILDREN'S MINISTRY GOLDEN GROVE LUTHERAN CHURCH

Children's ministry at Golden Grove Lutheran Church involves partnering with parents to guide children towards the HEART of GOD. Children are a blessing from the Lord. Children's ministry at GGLC occurs through: Playgroup and Mainly Music, CC's and Kids @ Heart - Bible Song

CLASS CARERS

Class Carer mission statement: *Showing Jesus' love through care and fellowship within the school community.* Each class or cluster has Class Carers assigned to them.

The aims of GGLPS Class Carers

- provide Christian care and understanding to school families
- encourage and create opportunities for friendship between families
- provide confidential support in times of crisis, sickness etc.
- celebrate with families on special occasions
- create a link between all aspects of the school community eg. parents, teachers, principal, students, pastor, school council, P&F, GGLC

CLOTHING - NAMING

Please be sure to name all items of property and clothing. A wide range of items accumulates during the year in the lost property box, located in a room adjacent to the front office. Order forms for personalised name tags are available at the front office and the Uniform Shop.

COMMUNICATION

At GGLPS there is an emphasis on staff and parents working together for the benefit of the students.

A range of strategies have been developed to assist parents to be involved in their children's schooling and have an understanding of the learning process.

We encourage you to meet with your teacher whenever you wish to discuss your child's learning. These discussions are very important and therefore cannot be held during the busy drop off and pick up times when teachers are attending to the needs of the group. Please make an appointment so the teacher can meet with you at a time when she/he can give you her/his full attention.

Email is a preferred method of contact.
surname.christianname@goldengrove.sa.edu.au will get you through to the staff member you are looking for.

COMPETITIONS

Our school will encourage students at various times to participate in various competitions. Some of these may be 'one off', while others are annual. For example, many of our students from year 2-6 participate in the NSW University competitions (at a small cost). Parents should bear in mind that these competitions offer only the most brief 'snapshot' and that some schools actually enter their gifted students into these competitions. As such, some caution should be exercised when interpreting the results.

CONFLICT RESOLUTION

In any organisation dealing with people conflict can, and will arise, and schools are certainly no exception to this. Should a problem arise between students at school, it is appropriate for staff to handle the situation. If a parent is dissatisfied with the outcome, their recourse is firstly with the class teacher, then to the principal, and then, if necessary, to the School Council.

CONNECTED SCHOOLS

GGLPS is a member of the alliance of Lutheran schools, (Endeavour College, Mawson Lakes, St Paul Lutheran School, Blair Athol, Good Shepherd Lutheran School, Para Vista and Salisbury Lutheran kindergarten, Salisbury), in the northern suburbs that work together to offer R -12 Lutheran education to the local community.

Connected SCHOOLS
A Christ-Centred Community of K-12 Lutheran Schools

During the year a number of events occur to which member schools of Connected Schools participate: transition days, worship, sport, curriculum days. Endeavour

College students and staff also visit GGLPS during the year to engage with our students, therefore creating a stronger bond between the two schools.

Endeavour College has guaranteed entry for students graduating from our school, subject to endorsement by the GGLPS principal and the enrolment being lodged by the end of year 4. As a matter of course, Endeavour College will contact families two years before commencement to see if parents want to take up or decline the option to send their child/children to Endeavour College.

GGLPS has set into place special fee discounts where families have children simultaneously at both schools, and Endeavour College also takes this into consideration. Please contact the principal for more information regarding Endeavour College for your child.

GGLPS runs two buses from GGLPS to enable students to continue their education at Endeavour College.

CROSSINGS

There are two sets of crossings. There is a crossing on Sunnybrook Drive which has flashing lights.

There is also an *Emu crossing* situated on Richardson Drive. The speed limit of 25km applies when the orange *Children Crossing* flags are displayed, but also under the current interpretation ***whenever there are children present at the school.***

DUTY OF CARE

GGLPS staff members are required to take reasonable care to ensure the safety of students within their care and protect them from predictable, obvious dangers.

Parents can assist by ensuring that the school is informed about their child's medical history and any conditions, which make him/her more vulnerable in particular circumstances. Medical and consent forms for excursions and camps must be completed before students will be allowed to leave the campus.

EVACUATION OF BUILDINGS

Evacuation of buildings, if undertaken, will be carried out according to standard fire safety practices. All teachers are fire wardens within their own class and surrounding areas. The signal for evacuation will be intermittent electronic signal. All persons are evacuated to the grassed area immediately upon hearing this signal.

FAMILY LAW ACT

GGLPS has a contract with the parents signing the enrolment form. Where possible, the school aims to get both parents to sign the form and be parties to the agreement. Generally speaking, the school has an obligation only to those signing the enrolment form. The school will not hinder or obstruct an order for residence/contact/specific issues, nor will it enter into disputes between parents. Similarly, it is expected that the school be respected as a neutral place at all times, for the sake of the students attending.

The school is unable to respond to any court order until a copy has been presented to the front office. Parents must provide the school with the most up to date court order, so that the school may act in accordance with that order.

FEES

Accounts for tuition fees will be sent home by the business manager at the commencement of each term. There are a number of options available to parents when paying fees (payment can be made using cash, cheque, direct debit, BPay or credit cards).

- payment of the fees in advance for the year (full standard fees only) will attract a family discount if paid within one calendar month of the commencement of the school year
- where payment is by term, ie four payments per year, the accounts are payable within 30 days of commencement of each term

From time to time, for varying reasons, students are absent from school for an extended period of time. School fees are charged on a full year basis on the condition that the student has a place in the school for that year. Consequently, we do not allow a concession for a student's period of absence.

FIRE DRILLS

Fire drills are carried out on a random basis throughout the year to ensure all students understand what is expected of them in an emergency. In addition to evacuation drills, invacuation procedures have also been implemented. All parents/community members on the campus during these drills must comply with evacuation/invacuation expectations.

FOOD

Food

Each morning the students are encouraged to eat fresh fruit around 10:00am as part of their 'brain break'. This is to be natural and not processed.

It is recognised that every child is an individual and packing recess and lunch can be an interesting exercise. Generally, we expect that food provided is balanced across the day and that lollies, chocolates etc are not included. The school cannot heat food for students. All students are expected to eat before they go out to play.

Sharing food from home

A number of students in our school community suffer from serious allergies to a range of food. For that reason, we have a policy in the school that students must not share food and this is closely monitored. We also cannot share with the class, birthday cakes or any other food treats from home for any other purpose.

Nut free

Student's health is of paramount importance. Several students in our school have an allergic reaction to nuts, which could be life-threatening. We ask that all families refrain from sending nuts or any other food containing nuts to school for their children's recess or lunch. This includes food like peanut paste, Nutella and bars including nuts, as even the smell of these can trigger a serious reaction in some students. We understand the challenge in this for parents and your understanding and cooperation is greatly appreciated.

Food storage

We encourage parents to store their children's lunches in cool packs, a great variety of which are available from all supermarkets.

Heathy eating snack

It is important to eat a variety of fruit and vegetables every day. Research has shown that eating healthy food during the morning assists student concentration and energy levels and with this in mind GGLPS provides opportunity and strongly encourages students to bring a healthy food snack to be eaten around 10am. Students are asked to bring a small serve of either fruit or vegetables that are peeled and ready to eat in a small plastic container or snap lock bag to school every day. Teachers will not be expected to peel or prepare any food that is brought to school. Any processed food such as muesli bars, rollups, fruit tubs, fruit boxes, yoghurt etc. is NOT permitted and students who bring these types of food for healthy eating snack will not be permitted to eat them at this time. They can be eaten later for recess or at lunch time.

Suggested suitable foods

A small serve of celery sticks, cut up apple, cucumber or capsicum, banana, snow peas, strawberries.

GATES

Our school site is reasonably secure with its perimeter of safety fencing. Gates are locked during the day so that all visitors including parents move into the school through the office, signing in, as and when appropriate. Gates are unlocked around twenty minutes before the end of the school day which allows parents ample time to access to the courtyard before children are dismissed at 3:07pm.

GGOSH – GOLDEN GROVE OUT OF SCHOOL CARE

GGOSH is a full service offered through the school. It is a funded and accredited program – this means eligible families will qualify for Child Care Benefits (CCB). Additionally, the program must satisfy national criteria with regard to staffing, nutrition, and activities in order to remain accredited – in essence, quality assurance.

Before school care is offered from 6:30am, Monday to Friday. After school care is offered from 3:10pm until 6:00pm, Monday to Friday. Vacation Care if offered during each holiday period. The GGOSH program also offers care on designated Pupil Free Days. For further information contact the GGOSH Director on 8282 6090.

GOLDEN GROVE LUTHERAN CHURCH

The school is a visible extension of the Golden Grove Lutheran Church (GGLC) at Wynn Vale and has been set up with the express intent of offering a distinct Christian education, both for members of the church and to anyone interested in securing such an education for their child/children – irrespective of their background. The church is interested in the development of the school and in the wellbeing of its community. Should you have need of a Pastor, or have enquiries about the services offered, please phone the church secretary on 8282 6050. Additionally, school staff will be happy to act as a 'first port of call'.

The church offers a variety of services: Sunday mornings at 9:30am and a contemporary service *Salt Factory* on Sunday evenings at 6:30pm.

GOLDEN TIME

Golden Time takes place after lunch on Fridays. Activities will be diverse and cross-age. The P&F financially supports Golden Time and sessions are run by staff and volunteers. If you have a craft or skill to share why not share it with the students. Contact a staff member for more details.

HATS

School hats are a compulsory part of uniform all year round, as part of our *No hat, No play* policy. We have moved towards the wearing of hats as a permanent feature of school uniform in term 1 and 4. Students without a hat must sit in the shade and are not allowed to move freely about – this is from a perspective of protection, not punishment. A note is sent home to inform parents/caregivers that the student did not have a hat. Students are encouraged to wear sunscreen provided in the classrooms. Only the school hat is to be worn. For health reasons hats cannot be shared between students.

HEADLICE

If a student is suspected of having head lice, they will be sent home for treatment.

The principal can require that a child be treated before returning to the school or centre and may request confirmation from the child's doctor that the child is free of eggs (nits) and lice if they are not sure that the required treatment has been undertaken. Further detail can be found on the school website under *Parent Portal/Guidelines (http://www.goldengrove.sa.edu.au/parent-portal/policies/)*.

HOMEWORK

The school Homework Policy can be found on the school website.

iPADS

The school operates a one to one iPad program. All students from year 3-6 are required to purchase or lease their own individual device. Students are able to use the school's wi-fi and connect securely. Teachers will discuss with the students the proper and acceptable use of these devices and Essential Agreements will be drawn up in support of this. Any improper use of the iPad will result in suspension of account and/or loss of use. Parents will be informed if this occurs. Specifications for these will be set by the school. iPads are to support the learning and teaching program. Class sets are available for the classes F–2 to use.

Responsible digital citizenship

All students at GGLPS are instructed and involved in decision-making with regards to appropriate use of computers and the internet. Students are taught how to be responsible users and the consequences for inappropriate usage are made explicit. In addition, students are explicitly taught what to do should they inadvertently access any inappropriate sites.

Firewalls and filters

Our evaluations show that while most firewall products offer a level of protection none can be relied upon as a complete solution. We have employed a number of strategies designed to protect students. Filtering software is used to control, monitor, filter and block inappropriate material being accessed on the school's computer network.

KIDS @ HEART – BIBLE SONG

Kid's at heart – Bible song is a ministry based program held during Sunday morning worship at 9:30am. The program immerses young children in a lesson about key Bible stories using singing, art, prayer and reflection.

Each week the children's topic relates directly to the readings and sermon of the day so as to connect children and their families to commonalities in worship.

LEARNING SUPPORT TEAM

The school has invested significantly in its staff, and a comprehensive range of programs are in place to assist individual students where help beyond the regular classroom is required. Specific teachers and support staff assist teachers in their support of students. The school's focus is primarily one of early intervention, believing that support can be most effective when it is offered in the early years of schooling.

The school employs staff to undertake the aims of the *Learning Support* policy. Priority will be given to five broad areas of identified support:

- those children who are identified as eligible for government funding through application of Commonwealth criteria
- early intervention – reading programs, Funtastics
- Connected Schools enrichment program
- children identified as benefiting from additional support
- English as an Additional Language/Dialect (EALD)

Priorities established within the identified broad categories:

- government funded students whose needs at the time are academic only
- students who have had a professional assessment and are 18 months behind academically
- students who have had an internal assessment and are 18 months behind academically, and in consultation with staff
- students who have had an internal assessment and are at least 12 months behind academically, and in consultation with staff
- the professional judgements made by the learning support staff, class teacher and principal
- parental request

LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds in school hours unless accompanied by a parent or caregiver. All visitors to the school must enter via the office before collecting their children. Students are to be recorded as leaving and returning (if the same day) via the office.

LIBRARY BAGS

Students from Reception to year 2 require a library bag to give added protection to books borrowed. The LLL donates a set for the reception class each year, although parents are welcome to supply their own. Students are required to have their library bags in order to borrow books.

LIBRARY RESOURCE CENTRE (LRC)

The LRC is an excellent shared facility, offering students access to a well-stocked selection of books. Staff from GGLPS and Wynn Vale Primary School assist students with research and borrowing.

LLL SCHOOL BANKING

The Lutheran Laypeople's League (LLL) offers GGLPS a school banking system similar to those offered by commercial financial institutions. The current interest rate and other information is on the LLL website. LLL school banking is done every Tuesday - money and passbooks are handed to class teachers. Students and their families are encouraged to open an account and appropriate forms are available at the school office.

The LLL is set up for internet access – home banking is made easy. The LLL makes loans available to specific church projects, which includes our school. The school borrows exclusively from the LLL for its building program, and for this reason it is essential to build up those LLL *Savings Accounts* nominated as *Matching Deposits* for GGLPS. This allows the school to borrow at very reasonable rates, in turn, helping to keep the costs of running the school to a minimum.

LUNCH ORDERS

The canteen is a shared facility with Wynn Vale Primary School. The canteen is open on Mondays, Wednesdays and Fridays. Volunteers are called upon to enable this service to operate. The canteen menu can be found on our school website. Canteen bags may be purchased from the front office, however, the correct change must be put into the bags, which are taken to the canteen in the morning via the trays. The preferred way of ordering and paying is through the Qkr! App.

MEDICAL AND HEALTH INFORMATION FORMS

There is a form sent home at the end of the year, which is an export from our database – Edumate. Parents have the option of amending this form (if required) and returning to the front office or logging into the *Parent Portal* via the school website and updating any relevant information.

Edumate can be accessed throughout the year to change address and phone numbers, provide emergency contacts and their phone numbers and update medical information etc. The onus is on parents to ensure information on Edumate is current.

MEDICATION

Staff will generally not administer medication of any type to students. Where students require medication, parents should contact the First Aid Officer (currently both the School Support Officer and School Secretary) and ensure that written instructions and a note from parents accompany medication. Do not send medication to school without written instruction - your child's health is taken seriously and your cooperation is appreciated. Medications should always be sent to the front office, and your child's teacher should also be informed so that they are aware of any impending issues regarding medication of your child.

MEDICATION - ASTHMA

Parents should be very clear and precise with their child's medical needs with respect to asthma – informing office staff and the class teacher. A nebulizer is available at school. If your child suffers from asthma, you must ensure the school has an asthma management plan. If you have not filled in the appropriate forms, please contact the school office as a matter of urgency.

MOBILE PHONES

While we accept that parents may supply their children with a mobile for safety reasons, permission to have a phone at school is contingent upon the student adhering to the following:

- a signed letter from parents outlining the need for a mobile must be received before a student may bring a phone to school
- mobiles are to be switched off during school times
- students are to place their phones in the 'class tray' at the beginning of the day and then retrieve them at the end of the day
- students must wait until after school to check for messages or to make or receive calls
- it is inappropriate to contact students during lesson time

The school accepts no responsibility for lost or stolen mobile phones.

MONEY

All monies sent with children should be placed in an envelope marked with name, year level, amount enclosed and the purpose for which the money is sent. This correspondence will be placed in the class' tray, and forwarded to the school office. Large amounts of money (fees etc) should not be delivered via children.

MUSIC - PRIVATE INSTRUCTION

The school uses private music teachers in a variety of disciplines such as piano, keyboard and a selection of woodwind, percussion, string, voice and brass, depending upon availability and demand. Where possible, students taking an instrument will have their lesson time changed periodically to avoid missing the same classroom lesson. The music teachers have been given direction with respect to the school's expectations of them and their students. Students wishing to take up an instrument should direct all queries to the school secretary.

NAPLAN – BASIC SKILLS TESTING

As part of our accountability requirements our school tests year 3 and year 5 students in Term 2 each year in the areas of literacy and numeracy. The tests have been designed to track student progress in these areas. They can provide a useful

snapshot of the student's progress when read in conjunction with other forms of assessment, such as the Report Card and interviews with teachers.

NEWSLETTER

The newsletter is one means by which the school can communicate information and news to parents and plays an important role in the school. It is provided electronically each second Wednesday. Newsletters will include important dates, articles on school activities and sports results, requests made by the school and it regularly features children's work and achievements, both inside and outside the school. Any items to be included in the newsletter must be forwarded to the secretary by lunchtime of the preceding Tuesday to be considered for inclusion. Newsletters can also be downloaded from our school website.

There is also a publication *Life in the Vine* issued once a term that goes into greater detail and serves the needs of both the school and the congregation. All school families are provided with issues of this publication, which can also be downloaded from the Golden Grove Lutheran Church website at http://www.gglf.org.au
It is our aim to send year level information home on Thursdays via email.

PARENT INFORMATION EVENING (PIN)

This evening takes place early in first term and has as its focus the sharing of information from the class teacher to parents. Staff will be able to share curriculum content, school philosophy, class routine, teacher expectations, while parents will be given the opportunity to ask questions.

PARENTS HELPING IN THE CLASSROOM

The school greatly appreciates and relies upon the help of parents in many ways. This may include but is not restricted to hearing students read, leading a Golden Time activity, helping in the classroom, canteen and/or the Library, with a sport, on excursions, as a member of the Parents and Friends Association etc. Parents may be asked to assist in some ways, but are also encouraged to offer, where time and opportunity permit.

Parents (and other adults) who wish to volunteer in the school are required to complete the volunteer's induction as determined by Lutheran Education Australia. This induction requires completion of an on-line module *Valuing Safe Communities* (VSC), a short face to face workshop run by the school and the obtaining of a police check. This process will be explained at the parent Information Night (PIN).

All parents entering the school property between 9:15am and 2:45pm are expected to sign in using the Passtab system in the front office.

Qkr! App

Qkr! (pronounced 'quicker') is an APP that can be downloaded via the APP Store or Google Play and enables the user to order and pay for a variety of school items (including school canteen) securely. This alleviates the need to bring correct cash to school and allows you to order at a time and place that suits you. With Qkr! you'll receive your receipts on the app and have the option to receive them via email. It's quick and easy, and once set up takes a short amount of time to make purchase at the click of a button.

There is a range of helpful information on the Qkr! webpage (on the school website under the Parent Portal) to help set you up for canteen purchases, getting refunds etc and how to purchase school items.

PARENTS

All parents entering the school property between 9:15am and 2:45pm are expected to sign in and out using the Passtab system in the front office.

PARENTS AND FRIENDS (P&F)

The P & F consists of an extremely supportive group of parents which, while operating in its own right, is responsible to School Council. The P & F promotes social activities among families within the school and promotes guest speakers to address educational areas of interest. The P & F is always interested to hear from parents or friends of the school who would like to become involved in these activities. P & F meet at 7:00pm on the Mondays of weeks 2 and 7 each term in the staff room.

PLAYGROUNDS

The school has two junior playgrounds and one upper primary playground which can be accessed by students at recess and lunchtime and at other times during the school day when supervised by staff.

Please note that students are only permitted to use the playgrounds after school if they are under the direct supervision of their parents/caregivers.

PLAYGROUP (GOLDEN GROVE LUTHERAN CHURCH)

Playgroup is held Fridays 9:30-11am during the school term in the Worship Centre. Playgroup begins with **Mainly Music** which is a fun interactive music session for preschool children and their parents and caregivers. Each week, parents and caregivers bring their children for a thirty minute session of music, rhyme, movement, listening. Afterwards children can enjoy a fruit snack followed by facilitated playgroup time.

Parents and caregivers can enjoy a coffee and morning tea in a relaxed setting. Playgroup is an activity both parents/caregivers and their children can enjoy together. Cost is a gold coin donation.

Please come and join us. For further information contact Natasha Jaeschke on 0412 310 027.

SCHOOL AS A NEUTRAL PLACE

It is regrettable but nevertheless a fact of life that some families struggle under a variety of pressures and circumstances that can lead to separation and sometimes divorce. The question of 'the children' is in the forefront of everyone's minds and it is the staff's position that the school remains a neutral zone. Parents must respect this position and not compromise their children's time at school. Staff will not be drawn into taking the position of one parent over another – their priorities must lie with the well-being of the student placed under their care.

SCHOOL COUNCIL

The School Council are concerned primarily with 'governance' which involves: Strategic planning, financial oversight and policy formation and review. Members of the School Council are elected from congregation members and school parents. The overall responsibility for the effective day to day management of the school is through the Principal.

SCHOOL WORSHIP

Worship is held Friday mornings and is led by a variety of people, including the Pastor, staff, classes and invited guest speakers. Parents and friends are welcome to join us at worship. Someone is ready to provide a 'cuppa' after chapel via Coffee Club. Why not consider coming along to Chapel, and share in this special time!

SMOKING

All existing employees, applicants for employment and persons who use the building for social purposes are advised that, at Golden Grove Lutheran Primary School, the buildings are a smoke free environment at all times.

The grounds of Golden Grove Lutheran Primary School are smoke free at all times.

SOCIAL MEDIA

The GGLPS school community shares and celebrates the events and activities of the school where it is able. One such way is through social media where snippets and photos of the school in action are shared. The school has an official *Facebook* page (Golden Grove Lutheran Primary School), a profile page (Golden Grove Lutheran Primary School) and *Twitter* account (@gglps) which can also be accessed via our website www.goldengrove.sa.edu.au.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council offers the students a forum for discussing issues and an opportunity to have 'a voice' in matters which concern them. Each term the SRC sponsors a charity and engages in fundraising activities in support of that charity. Two representatives are nominated from each class and meet several times a term. Meetings are run by the School Captains.

STATIONERY & BOOKS

Class lists of stationery are provided and payable prior to the commencement of Term 1. Additional materials are provided for within tuition fees.

SUPERVISION

Staff are in attendance each day from 8:30am until 3:30pm. Parents are reminded that the school cannot take responsibility for students who arrive prior to 8:30am and depart after 3:30pm. Before school care is available from the schools *out of school hours* program (GGOSH) from 6:30am. Students not collected by 3:30pm will be directed to the front office where communication with parents will be made.

TRAFFIC REGULATIONS FOR SCHOOL CAR PARK

- cars will enter from our Richardson Road entrance only
- the first 50 metres of *on street* parking (from our entrance heading S/W on Richardson Road) are a 'kiss and drop' lane
- cars entering the car park (to park) are able to use the right hand lane (avoiding the 'kiss and drop' lane) but will not be able to turn right in to the 'kiss and drop' lane
- the only method of entering the kiss and collect lane will be from the S/W – adjacent to our oval/playground

A 10kph limit applies to all traffic within the school grounds. A staff member will be on duty, both in the morning and the afternoon. After school, students are expected to go straight to the school entrance gate where the supervising teacher will supervise students as they safely get into the car. This will save parents having to park, get out and find their children. With this procedure many parents will be able to simply come in through the carpark, pick up their child, and continue out. We call this system 'kiss'n'drop' and it is most effective when parents observe the following – students are dismissed at 3:07pm – if a student is not there waiting to be picked up, parents will need to drive out and come around again. By coming a little later the process will speed up, because students are more likely to be ready and waiting.
Finally, do not queue in the kiss'n'drop line before 3:**07pm – you may be early, but your child may not be. You will be asked to move on, so that traffic keeps flowing.**

There will be many occasions when you may wish to spend some time at the school and you are most welcome to park your vehicle and pick up your child from the classroom. Please note that no students will be allowed to leave the school to go to a car unless accompanied by an adult - safety of the student is always of the highest priority.

WHITE TRAYS

Each class has a 'white tray'. Each afternoon class monitors retrieve their *white tray* from the front office containing any correspondence which is then sent home via the child. Parents can also take advantage of the system by sending sealed, labelled envelopes marked to attention of the recipient. These items are placed in the *white tray* each morning and then sent to the front office. From there correspondence can be directed to staff.

WORLD VISION CHILD - SPONSORSHIP

Students at our school have been sponsoring World Vision since 1995. For over ten years we sponsored Desta Damote of Ethiopia, and then Nan who was born in January 2000 and living in Uganda. However, the time came in 2017 when she and her village would no longer receive that support, and this year World Vision gave us the opportunity to sponsor another child – Gift Mbaziira from Uganda.

We hope that our school can support Gift for a similar period. By helping Gift we will be helping his family and his village too. To sponsor a child costs around $400 a year. A portion of the collection at chapel on a Friday morning is set aside to provide for this commitment to sponsor Gift.

UNIFORM SHOP

The Uniform Shop is open Mondays 8:30am–9:30am and Tuesday to Fridays 8:45am–9:30am. New and good quality second hand uniforms are available. The price list and uniform policy and handbook can be found on our website.

WEATHER POLICY

Our school has developed a set of understandings for wet weather and hot weather. In the event of extremely hot weather parents may, if concerned, come and pick up their child/children from school. As a rule, the school will not dismiss students until the normal time of 3:07pm as all classrooms are air conditioned. During hot weather, temperatures are checked locally as there is often a significant difference between expected temperature in Adelaide and actual temperature at Wynn Vale. There is no outdoor play if the local temperature is above 36 degrees.

We prefer students to have the opportunity to play outside at recess and lunch times, but will supervise undercover or in classrooms when it is deemed as too hot or rain is persistent. On hot days lunch boxes will be taken in to air-conditioned rooms.