

**GOLDEN GROVE LUTHERAN  
PRIMARY SCHOOL**

**love collaborate explore**

## PARENT HANDBOOK

2025



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PRIMARY SCHOOL**

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# WELCOME

Dear Parents, Caregivers and all those who support our students in our Golden Grove community,

It is a pleasure to welcome all of our families for the 2025 school year in our caring, nurturing school, which is set apart by our strong sense of community and welcoming atmosphere. It is a pleasure to work together in partnership in our vibrant, warm community to support our children to discover who they are, to achieve beyond what they think is possible and to provide them with the best foundation for their education as life-long learners.

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, you are most welcome to contact the school.

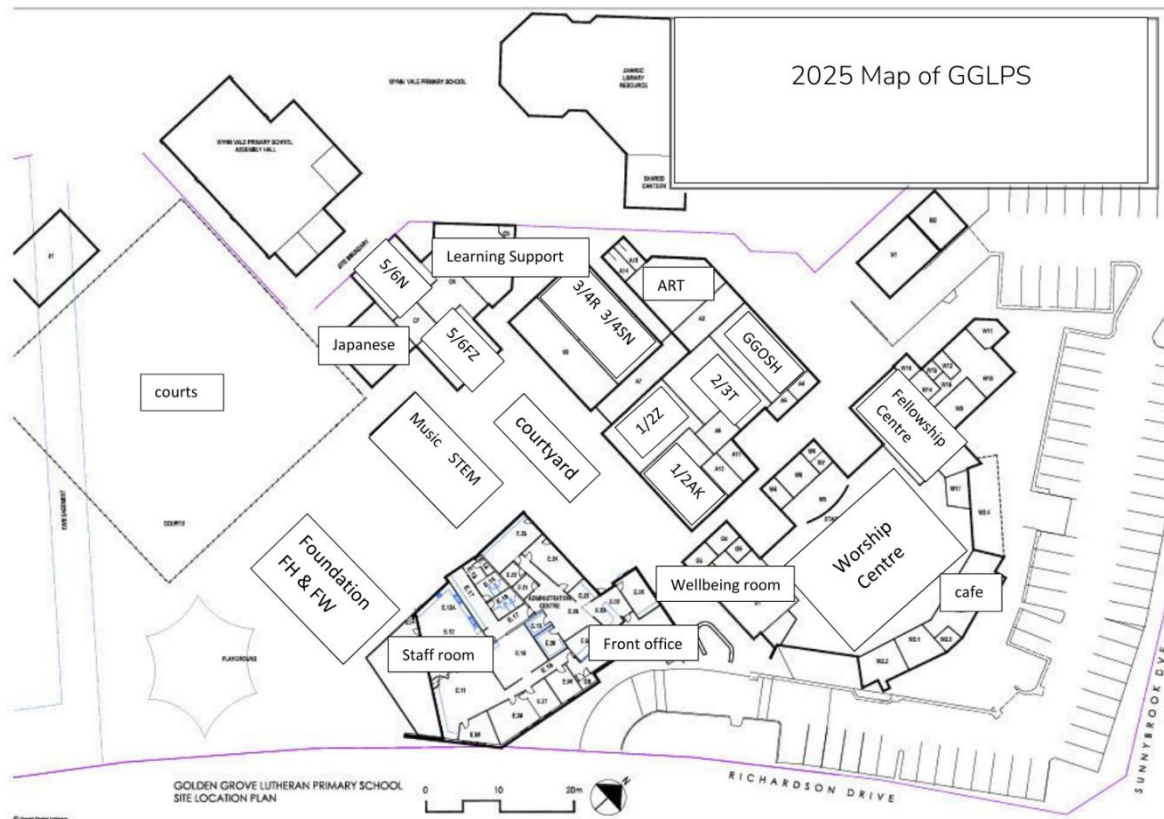
On behalf of our staff team, I wish you all every blessing for the school year and say thank you for the privilege of entrusting your precious children to us, and for your ongoing support and commitment to our wonderful school.

William Wallace  
Principal





## SCHOOL MAP



## DAILY TIMETABLE

08.15	Staff devotion
08.30	Teachers on duty - students arrive
08.45	Bell sounds - school lessons begin (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 PURPOSE, VALUES and CORE VISION STATEMENTS

GGLPS is a Christ centred school, which operates in accordance with the teachings of Holy Scripture and the Lutheran Confessions. This means then, that at all times we operate the school in ways that are consistent with and faithful to the message that Jesus Christ proclaims.



The school's Purpose Statement is:

*To enrich the lives of children and each individual in our school community, and beyond the school environment. With a Christ- centred foundation, we foster an inclusive environment where everyone can belong, explore and thrive.*



The school's foundational values are encompassed through the values of:

**love collaborate explore**

**Love:** We reflect God's love for us by caring for others and our world, considering their needs and wellbeing with compassion, kindness and respect.

**Collaborate:** We listen carefully, speak confidently and share ideas and resources generously. We help each other and reach out to serve the wider community.

**Explore:** We are curious about the world around us, exploring new ideas and experiences with an open mind and a desire to inquire, learn and grow.



The school's core Vision Statement is:

*We are widely known as a warm, caring, Christ-centred community in which students thrive academically, personally, spiritually and socially.*

*Students, staff and families build relationships that enable people of all faiths, cultures and backgrounds to feel supported and connected to each other and the school. We reach out to serve others in our school and the wider community.*

*Diverse, inquiry-based experiences enable each student and staff member to learn and grow their capacities as learners.*

*By developing relational skills and a creative, innovative mindset, students build the foundations to navigate a socially and technologically complex future.*

*Our learning environment enables us to engage with each other and our surroundings to learn in new and exciting ways.*

# IMPORTANT DATES

## Term dates 2025

Term 1 – Wednesday 29 January – Friday 11 April

Term 2 – Monday 28 April – Friday 27 June

Term 3 – Monday 21 July – Friday 26 September

Term 4 – Monday 13 October – Wednesday 10 December

## Public Holidays during school terms

Monday 10 March – Adelaide Cup Day

Monday 9 June – King's Birthday

## Professional Learning / Student Free Days during school terms

Friday 5 September (Adelaide Show Day)

Friday 14 November





## 2025 STAFF

Principal	Mr William Wallace
Deputy Principal/Learning Support	Mr Tim Kriewaldt
Director of PYP	Mrs Jayne Zadow
Foundation H	Mrs Amy Hughes
Foundation W	Mrs Emma Wachtel
Year 1/2AK	Mrs Mel Arnold (Fri: Mr Tim Kriewaldt)
Year 1/2Z	Mrs Ellen Zimmer
Year 2/3T	Mr Brodie Trezona (Mon, Tues, Wed, Fri)
	Mrs Cloe Richardson (Thurs)
Year 3/4SN	Mr James Salisbury (Mon, Tues, Fri)
	Mrs Lauren Neumann (Wed, Thurs)
Year 3/4R	Mrs Chelsie Riches
Year 5/6N	Mr Luke Napier
Year 5/6FZ	Mrs Jade Fielke (Mon, Tues, Wed, Fri)
	Mrs Jayne Zadow (Mon, Thurs, Fri)
PE	Ms Adele McCusker
Japanese	Mrs Melissa Bishop
Arts	Mrs Cloe Richardson
Music	Mrs Naomi Ali
STEM	Mr Brodie Trezona
Learning Support	Mr James Salisbury
School Reception and Enrolments	Mrs Kylie Chinca
Bus Driver	Mr Rodney Longman and Mr Daryl Bischoff
Business Manager	Mrs Tanya Rowland
School Counsellor	Mrs Evie Donoghue
Chaplain	Mr Joel Schiller
Cleaners	Mr Michael Hooper and Mrs Lieze Holl
Communications and Marketing	Mrs Kelly Underwood
GGOSH Director	Mrs Vicki Kahl
Grounds	Mrs Kylie Myllynen
Information Technology	Mr Geordie Mills
Library	Mrs Ruth Carter
Lutheran School Officers (LSO)	Mrs Kerry Abraham, Mrs Leanne Hampel, Ms Vanessa Hughes, Ms Tanya Manocchio, Mrs Stephanie Schwartz, Mrs Glenys Carter, Mrs Tanya Vanzwol
Pastor	Vacant
Uniform Shop Coordinator	Mrs Tanya Rowland

## ACCIDENT INSURANCE

All students of GGLPS are covered through the LEA 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 the Late Pastor Len Tscharke in the late 1950's. 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 whereby 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.

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's work, orders and assessment requirements are uploaded to the Toddler app. Parents receive a mid-year and end of year 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, and also reported to the DECD and other external agencies, 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 front office) to receive an exemption from the principal to undertake these.

Please also read: [Student Attendance Policy](#)

### Daily

- Students must arrive at school between 8.30-8.45 am.
- Students will be marked as late after 8.45 am.
- It is essential the school is notified either by phone or email of your child's absence and the reason for it before 9.00 am. 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, please send an email covering the days missed when your child returns.
- For children with three or more consecutive days of absence, parents should provide a doctor's certificate in the event of illness.
- If 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. 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/carer.

## BEHAVIOUR MANAGEMENT

Please refer to: [Behaviour Learning and Pastoral Care 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

The school offers the book club *Scholastic* to the students. Catalogues are sent home at regular intervals which have 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. 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 donate to the Building Fund?



## CALENDAR OF EVENTS

Details of events during the school year are distributed in a variety of mediums. The school newsletter advises carers of school events and brings attention to any amendments or alterations. The website also houses all school events, newsletters etc.

## CAFÉ CONNECT

Golden Grove Lutheran Church operates Café Connect each morning and afternoon which is located at the front of the Worship Centre. All school families are more than welcome to enjoy a drink and/or snacks from this facility. Café Connect is open between 8.00-11.00 am and 2.30pm - 4.00pm each school day.

## COUNSELLOR, CHAPLAIN AND PASTOR

The school has employed a counsellor and chaplain, who assist in the well-being of students and families within our community. Our school counsellor and chaplain is used as a resource across the school. Golden Grove Lutheran Church's Pastor also works on campus and is a great resource available for both school and church families. Our Church Pastor, when available, leads worship most weeks on Fridays.

## CHILDREN'S MINISTRY AT 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's ministry at GGLC occurs through Playgroup (Messy Music), Messy Church, Ignite and Arise Youth Groups and Vine Kids. For more information, visit [www.gglc.org.au/church/index.php/ministries](http://www.gglc.org.au/church/index.php/ministries)



## CLASS CARERS

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

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; parents, teachers, principal, students, pastor, school board, 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.

## 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 help parents be involved in their children's schooling and to understand 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. Staff can be email using the following conventions [surname.christianname@goldengrove.sa.edu.au](mailto:surname.christianname@goldengrove.sa.edu.au)

## COMPETITIONS

Our school will encourage students at various times to participate in various competitions. Some of these may be a '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 a 'snapshot' at a given point in time, and that some schools only enter their 'gifted' students into these competitions. As such, some caution should be exercised when interpreting the results.

## CONFLICT RESOLUTION

Golden Grove Lutheran Primary School is a Christ-centred school where individuals should feel safe to express their points of view openly and constructively. St Paul's analogy of the church as a human body (1 Cor 12:12 - 27) serves well as a picture of all members of a community actively working together for the common good.

In any organisation that involves people, concerns regarding educational, behavioural or school environment issues may arise from time to time. It is important to us that issues or concerns that you, as parents may have regarding your child's education are discussed and a positive resolution reached by all parties concerned.

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 first recourse is with the class teacher, then to the Deputy Principal, followed by the Principal.

The preferable first action is to make an appointment to talk to the relevant person, which in most instances is the class teacher. Make sure you have all the relevant facts and keep an open mind. When making the appointment let the person know what subject you wish to discuss, as this will facilitate the process. This procedure makes the most productive use of the time available – as the person is free to give you their full attention. This meeting will aim for resolution and you may wish to communicate further to discuss the impact of the resolution. If you consider that the issue you have raised is still unresolved, it is important that you state this to the person at the conclusion of the meeting.

If the issues are not resolved, make an appointment with the Deputy Principal or Director of PYP, Teaching and Learning. Let them know what subject you wish to discuss, as this will facilitate the process. Results of this meeting may include the situation being monitored, further discussions taking place with the people involved, and/or additional support for the child or family may be sought.

If you are still dissatisfied with the outcome of the meeting, please contact the Principal to discuss your concerns. If the school does not receive further information, it is reasonable for the issue to be considered resolved. If at this point you continue to have concerns, these should be communicated to the Principal who will try to resolve the situation. The expectation of the Principal will be that the above steps have been followed.



## CONNECTED SCHOOLS

GGLPS is a member Connected Schools, an alliance of Lutheran schools in the northern suburbs that work together to offer R -12 Lutheran education to the local community. These schools include: Endeavour College, Mawson Lakes; St Paul Lutheran School, Blair Athol; Good Shepherd Lutheran School, Para Vista; and Salisbury Lutheran Kindergarten, Salisbury.



During the year, members of Connected Schools participate in events such as transition days, worship, sport, curriculum days etc. 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 and one on Richardson Drive which has flashing lights, indicating a speed limit of 25km/h.

## 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. 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 and school policy. All teachers are fire wardens within their own class and surrounding areas. The signal for evacuation will be an intermittent electronic signal. All persons are evacuated to their designated area immediately upon hearing this signal. Each building/classroom has an evacuation plan on display. Students and staff will have routine practice of evacuation procedures.



## 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. 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 disputes between parents. Similarly, it is always expected that the school be respected as a neutral place 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

School Fees are the primary discretionary source of income for the school and they are determined annually in consultation with the School Board.



The payment of fees is a responsibility and commitment by families and ensures the school maintains quality education and resources for the benefit of the students.

School fees include the following major items:

- Base Tuition Fees
- Education Services Levy – includes specific year level compulsory camps and excursions (e.g. swimming) and for the Year 6 students, one Year 6 Shirt.
- Excursions and Visiting Performers
- Information Technology
- Student Activity Accident Insurance Cover
- School Magazine
- Student Stationery

Camps and excursions (including relevant swimming lessons) are deemed a compulsory component of the school curriculum, subsequently refunds will not be provided for non-attendance.

Annual school fee accounts are sent out by email at the commencement of the school year.

Payment of fees can be made by instalment fortnightly, monthly, termly, or annually via the FACTS payment portal.

We provide payment options including a full upfront payment upfront which attracts a 2 per cent discount, or regular instalments over a range of intervals (e.g., weekly, fortnightly, monthly or termly) via the FACTS portal. Please contact the school office on (08) 8282 6000 between 8.30am and 4.00pm on weekdays or via [finance@goldengrove.sa.edu.au](mailto:finance@goldengrove.sa.edu.au) if you require assistance accessing or using the FACTS portal.

Additional charges are included within the school account at the start of the year as much as possible for sundry charges such as camps, swimming, and Year 6 shirts to support families with budgeting and for transparency.

A reduction in tuition fees is applied for eligible School Card students. Application forms are available at the commencement of the school year.

Families experiencing financial difficulty can apply for a tuition fees concession. If you require further information, please contact the Business Manager.

From time to time, for varying reasons, students may be absent from school for an extended period. 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.

Our building fund helps ensure facilities are maintained at excellent standards. Voluntary Building Fund donations can be made at the office or by contacting the school finance department to arrange payment by EFT. Donations to the Building Fund are tax deductible.

## **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 (lockdown) procedures have also been implemented. All parents and 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 10.00 am as part of their 'brain break'. This is to be natural fruit 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

Several 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 (this includes birthday cake etc.) and this is closely monitored.

### Nut free

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 this may be challenging for some parents, so your understanding and cooperation is greatly appreciated.

### Food storage

We encourage parents to store their children's lunches in cool packs.

### Suggested suitable foods

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

## 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 3.07 pm.

## 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 qualify for Child Care Benefits (CCB). Additionally, the program must satisfy national criteria about staffing, nutrition, and activities to remain accredited. In our most recent assessment, the service received ‘meeting requirements’ over the vast majority of the standards.

Before school care is offered from 6.30 am to 8.30am, Monday to Friday. After school care is offered from 3.07 pm until 6.00 pm, Monday to Friday. Vacation Care is offered during each holiday period. The GGOSH program also offers care on designated Pupil Free Days. For further information contact the GGOSH Director on 0403 522 467.

## 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 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 the wellbeing of its community. Should you have a Pastoral need, or would like to enquire about the services offered, please phone the church office on 7200 0090. Additionally, school staff will be happy to act as a ‘first port of call’.

The church offers a variety of services: Sunday mornings at 9.30 am and a contemporary service *Salt Factory* on Sunday evenings at 6.30 pm.

## GOLDEN TIME

Golden Time takes place after lunch on Fridays. Activities will be diverse and cross-age. 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. Students without a hat will need to sit in the shade and cannot move freely about. 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 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.

## 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 can 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 are 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 of iPads are available for Foundations to Year 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. The school uses SAPOL to run an information session on responsible internet use. Students are taught how to be responsible users and the consequences for inappropriate usage are made explicit. In addition, students are 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 several 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.





## 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. 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, phonemic awareness.
- 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 academically, 18 months behind.
- Students who have had an internal assessment and are 18 months behind academically and are identified in consultation with staff.
- Students who have had an internal assessment and are at least 12 months behind academically and are identified 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 on 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. Students are required to have their library bags in order to borrow books, which is available from our Uniform Shop.

## 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 researching and borrowing.

## 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 preferred method of ordering and paying is through the *Qkr!* App which is available through iTunes and Google Play. In the event of an emergency, parents can pay for a canteen order via EFTPOS before 9am on the day of the lunch order. The current canteen menu can be found through the *Qkr!* App.

If a child is unwell on the day of their lunch order, the school will endeavour to save the lunch order, however some lunch orders e.g. chicken goujons cannot be reheated and will be thrown away.

## MEDICAL AND HEALTH INFORMATION FORMS

Our data is managed through TASS; a software program. It is vitally important that this data is kept current so that in an emergency we have the correct contact details such as medical information etc.

TASS 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 link to TASS can be found on the school website. The onus is on parents/carers to ensure information on TASS is current.

All parents/carers are sent home a letter with login details when their child/children first begin at the school.

If you have any issues with your login, there is a help form on the page.

## MEDICATION

Any medication to be dispensed to students will be done so by a designated First Aid Officer. Where students require medication, parents should contact the First Aid Officer and ensure that written instructions and a note accompany the medication. Do not send medication to school without written instruction. Medications are to 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. Please refer to our [Medication Administration Policy](#).

## MEDICATION - ANAPHYLAXIS AND ALLERGIES

Parents should be very clear and precise with their child's medical needs with respect to anaphylaxis or severe allergies, and please ensure that you have informed office staff and the class teacher of your child's needs. If your child suffers from anaphylaxis or severe allergies, you must ensure the school has an anaphylaxis or allergy management plan completed by a GP or immunologist. If you have not filled in the appropriate forms, please contact the school office as a matter of urgency.

## MEDICATION - ASTHMA

Parents should be very clear and precise with their child's medical needs with respect to asthma; inform 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 and away 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

While we discourage cash being sent to school, any cash 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.

## 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 learning 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 office.

## NAPLAN TESTING

As part of our accountability requirements, students in Year 3 and 5 complete the national NAPLAN tests in term 2. 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 every Thursday of the term. Any items to be included in the newsletter must be forwarded to the communications coordinator by lunchtime of the preceding Tuesday to be considered for inclusion. Latest and previous newsletters can also be downloaded from our school website. Subscribe link can also be found on our website.

Cluster newsletters are included in the weekly newsletter. These contain information about home inquiry, curriculum matters, teacher requests and classroom activities etc.

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 [www.gglc.org.au/church/index.php/publications/life-vine](http://www.gglc.org.au/church/index.php/publications/life-vine)

## PARENT INFORMATION EVENING (PIN)

This evening takes place early in first term and focus on the sharing of information from the class teacher to parents. Staff will 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). Specific details on requirements to be met can be found on the school website under the [volunteering page](#) under the Parent Portal tab.

All parents entering the school property between 8.50 am and 2.50 pm are expected to sign in 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 works with the Principal to promote social activities among families within the school. 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 7.30 pm on designated Mondays each Term in the staff room. Please refer to the school calendar on our website for dates of P & F meetings for the year.

## PLAYGROUNDS

The school has two junior playgrounds and one upper primary playground which can be accessed by students at recess, lunchtime and at other times during the school day when supervised by staff. Our Nature Play area is a further area where students can play and interact.

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 – MESSY MUSIC (GOLDEN GROVE LUTHERAN CHURCH)

Messy Music playgroup is operated by Golden Grove Lutheran Church.

**Messy Music** is held each Friday of school term from 9.30-11.00am. This is held in the Worship Centre. Messy Music is a fun interactive music session for preschool children and their parents and caregivers. We start off sessions with unstructured play 9.30am until 10:15am, where we lead into a snack time (supplied by you) and finishing with a music session of singing, dancing and playing from 10:30 - 11am. During the unstructured play, we will continue to have sensory play, big movement activities and imaginative play. We will continue to have fun and exciting crafts to make too.

Cafe Connect will be open for caregivers to enjoy a coffee and morning tea. No bookings required - please come & join us for fun, interactive play whilst connecting with other parents. Our playgroup is an activity both parents & children can enjoy together.

For further information contact Golden Grove Lutheran Church on 7200 0090.

## 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 time to make purchases at the click of a button.

There is a range of helpful information on the [Parents Portals webpage](#) (on the school website) to help set you up for canteen purchases, getting refunds etc including how to purchase school items.

## 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 BOARD

The School Board are concerned primarily with 'governance' which involves strategic planning, financial oversight and policy formation and review. 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. 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 Golden Grove Lutheran Primary School and its buildings are always smoke free environments.

**The grounds of Golden Grove Lutheran Primary School are always smoke free.**

## 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) *Instagram* and *Twitter* (X) account (@gglps) which can also be accessed via our website [www.goldengrove.sa.edu.au](http://www.goldengrove.sa.edu.au).

The School has an established set guidelines to provide direction for parents when participating in Social Media activities, e.g. the School Facebook page, Toddle, emails or any other Social Media platforms used by families in connection with the school either directly, or indirectly in circumstances where the school a parent, staff member and/or student of the school is identifiable.

The School expects that all members of our school community - staff, students and parents alike - set and maintain high ethical standards in their use of social networking in a manner which is always respectful of the others. Any posts or comments made should help build and support the school community, and online behaviour should reflect the same standards of honesty, respect, and consideration that we use in face- to-face interactions, as well as being in accordance with the Christian ethos of the school.



## 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 regularly each term. Meetings are run by the School Captains.

## STATIONERY & BOOKS

The school provides each student with a comprehensive stationery pack prior to the commencement of the new academic year. Parents are kindly requested to collect their child's stationery pack during the week preceding the start of school. Each pack contains detailed instructions on how to label the stationery items, and we appreciate your cooperation in having this completed before the first day of class. The cost of the stationery pack is included in the school fees.

## SUPERVISION

Staff are in attendance each day from 8.30 am until 3.30 pm. Parents are reminded that the school cannot take responsibility for students who arrive prior to 8.30 am and depart after 3.30 pm. Before school care is available from the schools *out of school hours* program (GGOSH) from 6.30 am. Students not collected by 3.45 pm will be directed to the front office where communication with parents will be made.

## TRAFFIC REGULATIONS FOR SCHOOL CAR PARK

- Cars enter from our Richardson Drive entrance only.
- The first 70 metres of *on street* parking from our entrance heading south/west on Richardson Road are a 'kiss and drop' lane. As this area is signposted as a 'No Stopping, between 2.30pm and 3.30pm, School Days.', Tea Tree Gully Council asks that parents endeavour to avoid arriving in this area before 3.00pm, and move into the left hand lane on the school grounds as quickly as practicable.
- Cars entering the car park to park can use the right-hand lane (avoiding the 'kiss and drop' lane) but cannot turn right in to the 'kiss and drop' lane.
- The only method of entering the kiss and drop lane will be from the south/west – 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. With this procedure many parents will be able to simply come in through the carpark, pick up their child, and continue out. This system is called 'kiss'n'drop' and it is most effective when parents observe the following: students are dismissed at 3.07 pm. If a student is not waiting to be collected, 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.

We ask parents not to park and leave their car in the kiss'n'drop lane, as this causes extensive traffic delays, especially in the morning.

Finally, do not queue in the kiss'n'drop line before 3.07 pm; you may be early, but your child may not. 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.

## UNIFORM SHOP

The Uniform Shop is open during the term every morning 8.30am – 9.00am and every afternoon 3.00pm – 3.30pm. New and good quality second-hand uniforms are available. The price list and uniform policy and handbook can be found on our website under the [Uniform Shop](#).

## VISITING THE SCHOOL

All parents entering the school property between 9.15 am and 2.45pm are expected to sign in and out using the Passtab system in the front office.

## 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 3.07 pm 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 are taken into air-conditioned rooms.

In the rare event of a severe storm at either drop off or pick up time, classrooms or other spaces may be opened early for students (before school/drop off times), or students may be kept sheltered in classrooms until the lightning and thunder has passed sufficiently to enable safe collection (pick up/after school).

