



School Organisation

School Hours

Students can be on site from 8:30 AM onwards as this is when the yard is supervised. Students must play in the main yard. Classrooms are open at 8:55 AM. Lessons start at 9:00 AM and the day finishes at 3:15 PM.

New Attendance Procedures

Any child arriving at school after 9am will need to go via the front office and get a late slip. Parents need to provide a written or verbal explanation for lateness, as well as absence. An attendance notification can be used through the Sentral Parent Portal. If you need to collect your child early from school you will need to go to the front office first to explain why your child is being taken out of school early eg: family or illness. The front office staff will then call your child's teacher to send them down to meet you in the office. This system is designed purely with your child's safety in mind. If you go to the class before collecting an early departure card your child's teacher will ask you to go to the office before you can take your child. This may cause frustrations but is important. If your child has not arrived in the morning and you haven't provided notification you will receive an SMS informing you of the fact your child is not at school.

At 3.15pm children who wait to be collected MUST wait in their classrooms [for Reception and Year 1] or in the main play area. After 3.30pm children are sent to the office to phone their parents.

Dress Code

All students are expected to wear school uniform, please see the dress code policy. Children are discouraged from bringing valuable items such as jewellery, AV equipment or collector's cards to school. While the school is security conscious and encourages students to respect other's property, the responsibility for any brought item ultimately lies with the child and parents.

Emergency Contact

An emergency contact form is kept in the school office for each child in the school. Parents are asked to complete this on enrolment and regularly update it for their child. The form includes the following particulars:

- name, address, home phone number, year level and class teacher;
- names of parents or guardians with work and home phone numbers;
- name of another contact person should parents be unable to collect the child during school hours or in an emergency should a child become ill or injured at school;
- details of any medical condition, allergy etc. and the appropriate treatments; the country of origin of parents and students and the main language spoken at home.

Student medication

Teachers and school services officers are not expected to take responsibility for the administration of medication except where no practical alternative exists. It is recognised that a child's continued attendance at school could be seriously jeopardised if assistance were not available. In these cases parents may be able to negotiate for a staff member to administer medication. When this occurs the parent or guardian should ensure that the preparation is clearly marked with the student's name and that it is accompanied by a letter from the doctor outlining the dose and frequency of the medication. Under no circumstances should school staff dispense medication to children unless the parent or guardian has consented, in writing. Older students are generally able to manage their own asthma puffers. Schools are not permitted to give students analgesics unless prescribed by a doctor.

Custody of children

Please advise the Principal of current status or any changes to legal custody. All information is confidential.

Camps and Excursions

Camps are conducted for a variety of purposes to establish and/or foster group co-operation and identity; to involve children in specific, first-hand learning activities in a particular environment; to provide living experiences in a different environment and to provide a base to enable specific programs to take place (eg Aquatics) There is NO expectation that every class will participate in a school camp every year. This will depend on a number of factors including availability of suitable campsites, student behaviour and a teacher's personal situation and circumstance. A consent form must be signed by a parent or guardian for each excursion, camp or other special school activity that involves the children leaving the school grounds. This must be forwarded to your child's teacher or school office along with any money. Incursions, excursions and camps can also be paid through QKR.

Lost Property

Please ensure that all items of clothing and property are clearly marked with your child's name. The lost property container is located outside the library in the courtyard. It is cleaned out on a weekly basis, students who repeatedly lose items may receive a consequence.

Student Records

The school maintain a pupil record folder for each child. The folder contains enrolment information, copies of student assessments and previous reports, and medical information provided to the school by you and your child's practitioners. The folder serves as a cumulative record of your child's schooling. In line with Privacy Principles, upon written request, the folders are available for you and your child to look through at any time. If your child transfers to another school the folders are forwarded with relevant information.

Car parking

Parents should make suitable arrangements for collecting children after school (see The school day in this section.) Please make suitable arrangements with teachers for the collection of students during school hours (see Absenteeism and leaving school during school hours in this section). Our school does not have any off street parking. There is two hour only parking on the western side of Hampton Street and extended parking on the eastern side. Our on street parking poses some problems when children are dropped off and picked up at school. Please do not double park as this affects the safety of all children. We encourage parents to park their cars and come into the school grounds with their children and/or to collect them. When delivering or collecting students we urge parents to:

- use common sense
- take extreme care to ensure the safety of students
- observe parking restrictions and school signs.

The streets near the school are regularly patrolled by traffic inspectors and fines are issued for any infringements.

Bicycles

Children may ride their bicycles and scooters to school and store them in the enclosed bike shed provided. Bikes and scooters must not be ridden on school grounds. Parents are reminded that the wearing of a protective helmet is law and that the Department of Road Safety recommends that children under the age of nine should be with an adult on main roads. Please ensure that your child has an adequate knowledge of road rules before allowing them to ride to school.

Illness at School

When children are unwell at school they will be cared for in the sick room for a short time, but analgesics will not be administered without written permission. The child's parents or emergency contact person will be contacted to pick up a sick child. It is important that parents make sure that the emergency contact information is up-to-date at all times. In the event that emergency contacts cannot be made, the school will take whatever appropriate action is required for the safety of the child. If necessary, an unwell child will be seen by a local doctor, usually the family doctor. Parents are advised NOT to send sick children to school. (See Absenteeism and leaving school during school hours in the School procedures, facilities and services section).

Hot weather/ Wet weather

The school continues to operate at normal times even during hot weather. On days when the temperature is 37 or more, students are not allowed to play in the sun at all at recess. Play areas are limited to provide more supervised indoor areas for children to go. At lunch time students stay inside supervised by partnered teachers. Attending the canteen to purchase food is staggered so as children are not waiting in line in the sun. Children remain indoors under supervision during wet weather. At recess and lunchtime a wet weather bell is sounded to indicate to students to return to class.

Dogs on site

It is an offence for any dog to be on the school premises or school grounds unless special permission has been given by the Principal. Owners of dogs found on the school premises are liable. Under section 39 of the Dog Control Act there is a fine of \$50 for any dog picked up on school grounds by local council inspectors. The only exceptions to this are guide dogs.

Finance Payments

Payment can also be made by the QKR app, credit card, direct bank deposit, in person, by phone or online through our website. Payments can be made in person at the finance office between these times: 8:30-9:30am or 2:30-3:30pm.

If making payment by cheque, please make cheques payable to Goodwood Primary School and mark Not Negotiable. When required, change will be given to your child in an envelope to take home. School fees are paid at the beginning of each year. All parents are notified through a school newsletter in Term 4 of the amount set for school fees for the following year. An invoice is sent home at the beginning of the year or in the first week of the term that the children start. Fees may be paid in instalments through negotiation with the finance officer. The School Card Scheme provides assistance for educational expenses for fulltime students of low income families or families on social security support. Parents can apply online for School Card. Please contact our front office for more information. When paying money for excursions, camps, fees etc., please use QKR or enclose money or cheque and consent form in an envelope clearly marked with the students' name, class, teacher's name and the amount. A receipt will be issued for all money received by the school. Student Spending Children can purchase goods from the canteen at recess and lunch time. The school discourages children from bringing large amounts of money to spend.



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