

Mawson Lakes School Parent Information Booklet



Cooperation

Pride

Quality

Respect

Welcome to our school!

We trust that your association with the school will be both happy and successful for you and your child.

We hope that the information contained within this booklet will assist you and your child in becoming an important part of our school community.



For the first day, it is recommended that each child have:

- A packed lunch
- A drink
- A broad brimmed, bucket or legionnaire's hat.

Students will have their stationery provided by the school for the year as part of the school fees.

Students will need to be at school for an 8.40am start. School finishes at 3.00pm each day.

We value your support and encourage your active interest and involvement in the school life of your child.

At Mawson Lakes, we value communication between parents and staff and invite you to make contact with your child's teacher. Please do not hesitate to contact us whenever you have any questions or are unsure about any issues, which may arise. Should you have any queries, please feel free to contact me at school.

Regards

David Cowles
Principal

Mawson Lakes School
Garden Terrace
Mawson Lakes
South Australia 5095

Phone: 61 8 8260 1681

Fax: 61 8 8260 2957

E-mail: dl.0987.support@schools.sa.edu.au

School Website: www.mawsonlakes.sa.edu.au

Have a concern or problem? Should you have any concerns or questions, please contact the school. Teachers are generally available after school however please make a time that is suitable for both parties. The Principal, Deputy and Assistant Principals are available to assist also. Please contact office staff to make an appointment.

Contents

General Information

Defence School Transition Aide	4
Governing Council	4
Library	4
Materials and Services Fee	4
OSHC	4
Parent Participation	5
Playgroup	5
Preschool	5
School Card	5
School Times	5
Term Dates	5
Yard Supervision	5

Curriculum and Services

Curriculum	6
English as an Additional Language	6
Special Education	6
Support Services	6

School Procedures

Absences	7
Assessment and Reporting	7
Canteen	7
Custody	7
Communication	7
Decision Making	7
Excursions/Incursions	7
Health and Safety	8
Lost Property	9
Money Collection	9
Parking/Road Safety/Travel	10
Photographs of Students	10
School Uniform	10
Student Behaviour Management	10
Telephone Messages	11
Weather	11

General Information

1. **Defence School Transition Aide**

We have a Defence School Transition Aide available who facilitates the best possible educational outcomes for children of Defence Force Families. Please contact the school for further information.

2. **Governing Council**

The Governing Council's role is to serve and further the interest of the children in the school. Parents are elected at the Annual General Meeting and serve for a term of two years. Meetings are held twice a term and assistance is provided with sub-committees such as Finance, Education, Fundraising, Canteen and OSHC.

3. **Library**

The school library is located at the Mawson Centre. Classes visit the library to borrow books and engage in resource based learning activities. Students need to be a member of the Salisbury Library to borrow books.

4. **Materials and Services Fees**

The School Governing Council sets the School Materials and Services Fee in November for the following year. This fee covers a range of services including student resources, the cost of technology, grounds maintenance and special projects undertaken by the Governing Council, etc.

Accounts

Accounts are sent home at the beginning of each school year or within the first week of enrolling during the year. Early payment is encouraged so that we may organise and pay for all stationery requirements for the beginning of the year

Payment

At the beginning of the year parents are given a copy of school fees, outlining the amount payable and options for the payment of fees. These include:

- Full payment
- Payment by instalment

Payment is required by the end of your child's first term. If you have any queries, please contact the front office.

If paying by credit card, you can pay online, using Bizgate, from the front page of our website:

<http://www.mawsonlakes.sa.edu.au>

5. **Out of School Hours Care (OSHC)**

Before, After and Vacation Care programs operate in the school. These programs operate as follows:

BSHC	6:45am to 8:30am	- Monday to Friday
ASHC	3:00pm to 6:00pm	- Monday to Friday
Vacation Care	7:00am to 6:00pm	- Monday to Friday (in school holiday periods)

Cyndi Sapwell is the Director of the programs and can be contacted on 0401 121 318 for bookings or further details.

6. Parent Participation

Parents are encouraged to help within the school on a variety of different levels.

Classroom – The class teacher may ask for specific help with reading or class activities. Parent help is also requested for excursions.

Working Bees – Parents are sometimes asked to help in a group eg. relocating play equipment

Governing Council – Parents can serve as members on the Governing Council.

Interviews – Parents are encouraged to attend parent/student/teacher conferences.

A **Police Check** is required for parents wishing to volunteer their time in classrooms or on excursions. Please see Front Office staff for more information.

7. Playgroup

Playgroup is available every Thursday from 9:30 to 11:30 am, during term times, in the Mobarra rooms. Please contact Michelle on 0481 234 212 for more information.

8. Preschool

Mawson Lakes Preschool is on site and offers full time preschool. Please phone Sandra Cattel (Director) on 83591343 for more information.

9. School Card

School Card Scheme

Families in financial difficulty may apply for assistance with school fees through the School Card Scheme operated by the State Government. Eligibility criteria and procedures tend to vary from year to year. This information is provided to all families with the School Fee Account forms at the beginning of each school year. As there is a cut off date for applications, it is important to register for assistance as soon as possible. Parents are asked to pay the difference between any support received from this scheme and our school fee.

10. School Times

8:40am	School begins (morning lessons)
10:55-11:15	Recess
11:20	Mid morning classes commence
12:40-1:30	Lunch (10 min eating time, 40 min play)
1:30	Afternoon classes commence
3:00pm	Students dismissed



11. Term Dates

2015	Term 1	27/1/2015- 10/4/2015	2016	Term 1	01/02/2016 – 15/04/2016
	Term 2	27/4/2015 - 3/7/2015		Term 2	02/05/2016 – 08/07/2016
	Term 3	20/7/2015 - 25/9/2015		Term 3	25/07/2016 – 30/09/2016
	Term 4	12/10/2015 – 11/12/2015		Term 4	17/10/2016 - 16/12/2016

12. Yard Supervision

The school yard is supervised by teachers from 8:15 until classrooms open at 8:40. After school the yard is supervised from 3:00pm until 3:15pm.

Curriculum and Services

1. Curriculum

The curriculum is divided into required areas of study, however it should be noted that many areas overlap, so you may see the curriculum areas being combined for some sessions to make the general study more meaningful. The eight areas are:

- English
- Mathematics
- Arts
- Design and Technology
- Science
- Humanities and Social Sciences
- Languages
- Health and Physical Education

Mawson Lakes has commenced using the Australian curriculum in mathematics, science, English and HASS (History and Geography). Accordingly, your child's learning in those areas is now assessed and reported on against Australian Curriculum achievement standards. For other learning areas, The South Australian Curriculum Standards and Accountability (SACSA) Framework remains the reference point for your child's learning. Curriculum information can be accessed at: Aust. Curric: www.australiancurriculum.edu.au SACSA: www.sacsa.sa.edu.au

Site Learning Plan

Mawson Lakes School has developed a three year Site Learning Plan to focus our teaching, learning and school programs. The current focus is "Teaching for Effective Learning with a specific focus on Reading Comprehension".

2. English as an Additional Language or Dialect (EALD)

We have a dedicated teaching focus to support students for whom English is their second language.

3. Special Education

Identified students with specific learning disabilities are provided with additional support in their studies.

4. Support Services

The school has access to the services of Speech Pathologists, Social Workers, Guidance Officers and Special Education teachers. Where additional support is considered necessary, parents will be consulted. Every effort will be made to provide such support for children.



School Procedures

1. Absence

If your child is sick, he/she should remain at home until well. When your child returns to school, please write a note to your child's teacher in their diary/communication book. However, if the absence is expected to be more than three days, please advise the school as soon as possible.

2. Assessment and Reporting

A policy has been developed and is available on our website. For more information please contact a member of staff. Three way interviews are held at the end of term 1 for families, and again, by request of the teacher or parent, at the end of term 3. Written reports are sent home at the end of terms 2 and 4.

3. Canteen

Lunch order boxes are available in each classroom. Children can order their lunches in their classroom and receive them just prior to lunch time. If children bring \$10 or more, the change will be sent to the office for safe keeping and collection after school. A price list is sent home once a term and can be located on the website as well.



4. Custody

We respect the confidentiality of family situations. However, we ask parents to inform the Principal or nominee at enrolment of relevant details regarding the family situation (eg. custody and/or access). The school may require verification of the information you provide.

5. Communication

Diaries/Communication Books – Each student is issued with a diary or communication book at the beginning of the year. This book is an important form of communication between the class and home and is expected to be kept up to date. Parents are asked to sign the diary each week.

Skoolbag – is a parent communication tool which will help us to share information with parents more effectively. With Skoolbag we can share current news, newsletters, calendars, school information and much more. It will allow parents to notify the school about absences and changes in contact details, and will enable us to quickly send out alerts if necessary. Instructions on how to download this will be in your parent pack. If you don't have a smartphone you can subscribe to the email list. Please visit www.mawsonlakes.sa.edu.au for more information.

School Newsletters – These are our main method of passing on school news to you. School newsletters are uploaded to our school website in weeks 3, 6 and 9 of the term. If you are unable to access the website, please consider adding your name to our email list and a copy will be emailed to you. If you need a printed copy, please inform the front office staff. In addition, newsletters from each building are uploaded twice a term.

6. Decision Making

Kids Council is a group of students who are involved in school decision making and organisation of school events (fundraising, gatherings etc). Other decision making structures include Governing Council.

7. Excursions/Incursions

These activities are valuable in the educational program. They provide additional experiences and activities not generally available in the classroom. Performances are arranged for the whole school, particular year levels or for individual classes. Class excursions may include full or part day visits. School Camp experiences may be organised by individual teachers. These are tailored to the maturity of the children involved. Parents will be notified regarding the details of the excursion and written consent is required for their child to participate in such activities. Children with individual, personal or medical requirements need not be excluded from these activities and are encouraged to participate. In such cases, parents should negotiate with class teachers and provide any relevant medical plans.

Travel – Children involved in school activities travel by public or private transport. When private motor vehicles are used, the consent of parents must be given and the following guidelines apply:

- The vehicle must be registered and roadworthy
- No driver with 'L' or 'P' plates may carry children as passengers
- The number of passengers must not exceed the legal limit
- All children must be provided with and use seat belts
- Vehicles must be comprehensively insured – documents to be sighted by the Principal or a nominee.



8. Health and Safety

Medical/Emergency Contact Information – Parents are asked to complete an enrolment form and regularly update a medical/emergency contact form for their child. If a serious medical situation arises, an ambulance will be contacted (the cost of this service is the responsibility of the parents/caregivers).

Infectious Diseases – Parents are asked to contact the front office in cases where children contract communicable diseases. Children who are ill with an infectious disease must not attend school until they have completely recovered. Below is a brief summary of the exclusion times for children with various common diseases. For more detailed information, visit SA Heath (<http://tinyurl.com/aqy74mp>)

Disease	Excluded from School
Chicken Pox	One week after the first eruption or until fully recovered
Conjunctivitis	Until discharge from the eyes has ceased
Headlice	Until treatment has commenced
Ringworm	Until treatment has commenced
Scabies	Until treatment has commenced
Impetigo (School sores)	Until the sores have healed or are properly covered with an occlusive (absorbent) dressing
Infectious Hepatitis	Until subsidence of symptoms or until receipt of medical Hepatitis (A) certificate of recovery
Measles	For at least five days from appearance of rash or until receipt of medical certificate of recovery
Mumps	Until fully recovered, at least one week after complete subsidence of all glandular swelling
Rubella (German Measles)	Until fully recovered or five days after onset of rash

Whooping Cough	Two weeks from onset of illness and until medical certificate of recovery received
Slap Face (5 th disease)	Until rash has subsided

Special Medical Information – A display of photographs of children with specific life threatening medical problems is displayed in both staff rooms. Details of their medical conditions and action to be taken in an emergency are attached to the photographs and all teaching and support staff are notified. Parents are asked to notify the school of such medical problems. Consent will be sought before this information is displayed.

Medication – Staff members cannot accept responsibility for administering medication to students – this is the responsibility of parents/caregivers. Generally, older students are able to accept responsibility for their own medication, including the use of aerosol ‘puffers’. However, school staff will assist children when appropriate. In cases where medication must be taken during the school day, parents/caregivers must attend the school to administer for their child.

Ambulance – In cases of serious accident or illness at school, an ambulance will be called. Parents are advised to ensure they have ambulance cover for their children. This also applies to all activities arranged by the school including camps, excursions, school sport etc.

First Aid – A staff member is on first aid duty in the office at all times. If a child is hurt in any way at recess or lunch, the child must first tell a teacher on yard duty. They will be sent to the office if necessary. Teachers on yard duty carry a first aid kit for minor injuries.

Emergency Evacuation and Invacuation Procedures – The school had developed emergency evacuation and invacuation procedures. Staff and students practise these procedures each term.

Allergy Policy – Due to a high number of students with allergies, parents are requested not to send food to school which contains nuts or nut products. This includes sandwich spreads such as peanut butter or Nutella.



9. Lost Property

Lost property is stored in a box in the office area. Children and parents are encouraged to check the box for missing items when possible. Please ensure all items are clearly marked with your child’s name as all named articles are sorted and returned to children via classrooms. Reminders will be placed in the school newsletter and at the end of each term, unclaimed and unnamed items will be recycled or donated to a charitable organisation.

Personal Property We strongly discourage students from bringing anything of value to school and we cannot accept responsibility if items are misplaced or damaged.

10. Money Collection

When money is required for various educational purposes ie. excursions, visiting performers, special events, etc., payment can be made in person between 8.15am and 9.00am Monday to Friday at the Site East Office. Payment must be accompanied by a consent form or invoice. When payment is made in person, a cash receipt is offered. Payment may be made by either cash, cheque or via the *Bizgate* facility on our school website. Please make cheques payable to Mawson Lakes School and marked “Not Negotiable”. Payment for more than one item eg. school fees, excursion, camps, etc., may be included on one cheque.

11. Parking/Road Safety/Travel

Parking – We have two ‘kiss and drop’ zones at the school, next to the administration buildings on both sites of the school. If you use these areas may we please remind you that they are intended for quickly dropping students at school. Drivers are not to leave their car, and we must insist these areas are not for parking. We need to ensure that traffic flow is not impeded. If you wish to leave your car and walk with your child, please use the larger car park on the southern end of the school, or street parking. For safety reasons, please make sure that you park in a marked parking area, rather than stopping in the centre of the car park to allow students to alight from the vehicle. The car parks are busy areas and we do not wish to put anyone at risk. If the car park is full, there is further parking available on Light Common, on the eastern side of Garden Terrace.

Road Safety - Please take care at all times as before and after school are the busiest times of the day with many families crossing the road. Please use the marked crossing at all times.

Travel – Children may ride their bicycle or scooter to school and store them in the bike racks provided. It is preferable to lock them in a safe place. Bicycle and scooter riders must dismount upon entering school surrounds and are reminded that the wearing of protective helmets is law.

12. Photographs of Students

We understand that some parents may wish to film their children's participation in whole school gatherings and events.

In order to ensure the privacy of all students, please be aware that any media or photographs taken must be for personal use only.

Images taken of students other than your child should not be placed on public forums such as Facebook or You Tube.

We appreciate your respect and co-operation.



13. School Uniform

We have a specific uniform available for purchase. Please see the front office staff for prices and styles. The uniform shop is open Tuesday 8:30 to 9:15am. At other times you can fill in an order form and pay online (see Money Collection) or at the Site East cash office from 8:15 to 9:00 am any day. On arrival, uniform orders can be sent home via the classroom teacher.

14. Student Behaviour Management

A Behaviour Code has been developed which focuses on developing positive behaviour in students. We endeavour to find the cause of the misbehaviour as well as making clear to the students the consequences of their actions. Parents will be informed when a child repeatedly or seriously misbehaves.

School Yard – We believe that all members of the school community have the right to enjoy a safe environment, free from harassment. Cooperation and positive interactions are encouraged. People are valued and property is respected.

School Rules – School rules are developed in line with our school values of cooperation, pride, respect and quality. They are inclusive of all groups of students within the school.

Responsible Behaviour – All efforts will be made to acknowledge responsible behaviour and to develop a 'positive school culture'.

Consequences

Level 1 - Inappropriate Behaviour – Examples of inappropriate behaviour include littering, not wearing hats and incorrect use of play equipment.

Level 2 – Unacceptable Behaviour – Infringements at this level are of a serious nature and may put the safety of self and others at risk. These behaviours may result in the immediate removal from play and include:

- a. not following instructions given by staff
- b. deliberately damaging/stealing property (school or personal)
- c. physical harassment (fighting or play fighting)
- d. verbal, social or sexual harassment
- e. offensive language and/or behaviour
- f. dangerous play (throwing objects or tree climbing)
- g. going out of bounds



15. Telephone messages to and from students

If you wish the school to relay telephone messages to children, please ring before 2:30 pm. We will make every effort to get the message to students, but cannot guarantee this. In emergencies or for other important reasons, students can seek permission from their teacher to contact their families or carers from a phone in the Office or classroom.

16. Weather

Hot Weather – All areas of the school are air-conditioned and therefore there is no need to make special arrangements. However, in consultation with the classroom teacher, parents may collect their child from the classroom early during periods of extreme heat. A sign-out note from the office will be required. If the temperature forecast is to be above 35 degrees celsius, students will be kept inside during play times.

Wet Weather – Teachers will be in classrooms from 8:30am on wet days to supervise children. During play periods with wet weather, children will be supervised indoors by class teachers. Particular care is required when children are dismissed in wet weather, especially on the roads/car park adjoining the school.

Sun Protection – All children are required to wear an official school broad brimmed or legionnaire style hat at recess, lunchtimes and in outdoor lessons all year round. Children who do not have a suitable hat will sit in a shady area during all outdoor activities. Sunscreen may be brought to school by students, who will remain responsible for its application.

