

*A village of learning.....a world of opportunity.*

## From the Principal

Welcome to Sheidow Park School. We wish you a long and happy stay with us. We acknowledge the very important role you play in your child's education and we look forward to building on to the learning they have already experienced. We value your involvement and contribution to the school and we look forward to establishing strong links between your home and school. A positive relationship with the school will contribute towards your child's level of motivation, achievement and success.

At the heart of Sheidow Park School philosophy is providing quality teaching and learning in a positive learning environment which is intellectually challenging, rich in experiences and caters for the full range of student abilities and backgrounds.

We offer a dual stream Mainstream and Steiner Education.

We pride ourselves on a village atmosphere where our families feel welcome. We are well supported by our community, and we foster an atmosphere which encourages their involvement.



**Our School Vision:** At Sheidow Park School, teachers facilitate engaging teaching and learning experiences with appropriate challenge and ongoing assessment. This is done within a safe classroom environment, where students can voice their opinions and take risks with their learning. Students are aware of and encouraged to question and persist through the journey of their learning. Teachers and students have joint ownership of the learning environment, incorporating prior knowledge and interests with the understanding that mistakes are part of effective learning.

**Our Values:** Respect, Responsibility, Persistence – with an emphasis on ‘One School, One Vision’, to incorporate both Mainstream and Steiner Education.

We look forward to working with you towards a common goal of helping your child reach their true potential.

Jennie-Marie Gorman

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## **INTRODUCING SHEIDOW PARK SCHOOL**

Sheidow Park School was opened in February 1980 and is an established R-6 School with a current enrolment of approximately 320 students. In 2015 we introduced Steiner Education as an option for student education.

Sheidow Park is relatively secluded, as it is bounded by highways, established housing and the Southbank subdivision. It is well serviced by public transport, local shopping and community resources. The school is exceptionally well-resourced and there is strong parental interest and involvement in school sport, classroom programs and school administration.

As a school community we are committed to:

- Providing a safe, caring learning environment
- Developing a positive relationship between child, teacher and parent
- Recognising and fostering the uniqueness and individuality of each child, respecting his/her social and cultural background
- Fostering positive self concept and self esteem
- Presenting children with an appropriate learning environment in which they experiment, manipulate, pose questions and seek their own answers
- Encouraging a healthy, positive involvement for parents in decision making, and for participating in the children's development and learning
- Pursuing excellence
- A strong focus on authentic student leadership and student voice incorporating Student Voice In Learning, House Captains, Environment, Fundraising and Events Committees.
- In 2019 we introduced student Ambassadors as a student leadership group to represent the students and give them a voice in many aspects of schooling.

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## **STAFFING AND CLASS ARRANGEMENTS**

The number of classes and composition of classes is dependent upon student enrolments.

### **SHEIDOW PARK SCHOOL STAFF 2023**

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<b>PRINCIPAL:</b>	Jennie-Marie Gorman
<b>DEPUTY PRINCIPAL:</b>	Jo Miller
<b>WELLBEING LEADER:</b>	Christie Wilson
<b>SPECIALIST TEACHERS:</b>	
Japanese	Renaë Garner and Sachiyo Yokoi
PE	Sara Husi
Performing Arts	Tayla Nelson-Milton
Craft	Buffy Woolcock

#### **CLASSROOM TEACHING STAFF:**

<b>Room No:</b>	<b>Year Level:</b>	<b>Name:</b>
19	Reception	Rita Kralj
14	Reception	Christine McKenzie
15	Year 1/2	Rebecca Kemmery
18	Year 1/2	Mel Howard/Anna Sharman
12	Year 1	Andrew Bentley
11	Year 2/3	Brianna Adams
9	Year 3/4	Melinda Prowse/Anna Sharman
10	Year 3/4	Hallie Stewardson
1	Year 4	Rohan Ball
4	Year 5	Patrick Edgley
5	Year 4/5	Andrew Grant
7	Year 5/6	Ashley Howland
8	Year 5/6	Sarah Golding
3	Year 6	Christine Pearson

#### **ANCILLARY STAFF:**

Admin/Finance Officer	Debbie Collins
Admin Officer	Jodie Suisted
Resource Centre/Library	Karen Dwyer
Student Support	Sandie Sherriff
	Debra Black
	Megan Hussey
	Lena McClintock
	Bronwyn Tuohy
	Sam Rasheed
	Krystal Finlay-Smith
IT SSOs	Robert McGuinness
Grounds	Tim Mottershead
Canteen	Jodie Heycox
Pastoral Care Worker PCW	Deb Smith

#### **OSHC**

Director	Vanessa Kelly
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## **ASSEMBLIES**

Assemblies in weeks 3, 6 & 9 are held on Tuesdays at 1:30pm, and all classes have the opportunity to share some learning during the year.

Parents and friends will be invited to attend assemblies when your child's class presents.

## **ASSESSMENT AND REPORTING POLICY**

At Sheidow Park School, the assessment and reporting of student progress is an important part of the learning cycle. Assessment and reporting procedures are continuous and provide parents/caregivers with many opportunities to discuss and engage in their child's learning. Our assessment and reporting policy provides for:



### **Term 1**

Parent/Teacher interviews

### **Term 2**

Written Student Report

### **Term 3**

Parent/Teacher interviews

### **Term 4**

Written Student Report

Teachers are also available for optional interviews which may be negotiated at any time throughout the year. Please contact your child's teacher to arrange an appointment.

## **ATTENDANCE**

Once students are enrolled at school, they are required to attend each day. In the event of your child being absent, please notify the school, either emailing ([dl.1537.info@schools.sa.edu.au](mailto:dl.1537.info@schools.sa.edu.au)) or by phone (83818911) with an explanation for the absence. This needs to be done each time your child is away.

If your child is likely to be absent for an extended period, please contact the school within 3 days of the absence to enable us to make provisions for them. All absences of 3 or more days require notification in writing, even if you have already contacted the school.

Sometimes students may be absent for reasons other than sickness, eg a family holiday. An exemption form needs to be completed. Please contact the school for further advice.

If your child is late, they must report to the Front Office before going to the classroom. Texts are sent every day to parents your child is not at school unexplained.

Unsatisfactory attendance, repeated unexplained absences or persistent lateness will result in contact with parents by their child's teacher or the leadership team, or with the Department Attendance Officer.

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## **BEHAVIOUR EDUCATION POLICY**

### **At Sheidow Park School we aim to:**

- Provide an engaging and positive learning environment to develop deep thinking and learning with a positive growth mindset
- Assist students to reach their full potential
- Provide a physically and emotionally safe environment
- Encourage student ownership of behaviour
- Enable teachers to teach in a calm and respectful environment
- Ensure rules are followed, consequences are applied consistently and processes are regularly reviewed



### **School values**

Our school values are the actions we strive to live by on a daily basis.

<b>RESPECT</b>	<b>RESPONSIBILITY</b>	<b>PERSISTENCE</b>
Accept that everyone has the right to their own opinion	Be honest and trustworthy	Approach learning opportunities with a growth mindset
Be kind, caring and considerate	Be organised	Be brave and participate to progress
Use manners	Share	Listen and respond to feedback
Value diversity	Be punctual	Self-assess and problem solve in tricky situations
Look after property	Take responsibility for your own learning	Not give up when things are hard
Acknowledge strengths in others	Engage in all learning opportunities	Keep things in perspective
Respect the right of all students to learn	Take ownership of behaviour including your actions and decisions	Practise gratitude and kindness
Respect the right of all teachers to teach	Pursue your personal best no matter who you work with	Involve yourself in the school community
Treat others as they would like to be treated	Wear dress code	Use your strengths everyday
Have reasons for the things you say and do	Acknowledge that it takes great strength to be sensible	Realise that mistakes are part of the learning process

## Students' Rights and Responsibilities

RIGHTS	RESPONSIBILITIES
<p>All students of Sheidow Park School have the right to:</p> <ul style="list-style-type: none"> <li>• Be safe</li> <li>• Be treated with respect</li> <li>• Be listened to</li> <li>• Be taught in an engaging and productive learning environment</li> <li>• Play and learn without interference</li> <li>• Be accepted and valued as an individual</li> </ul>	<p>All students of Sheidow Park School have the responsibility to:</p> <ul style="list-style-type: none"> <li>• Be cooperative and considerate</li> <li>• Respect others and their property</li> <li>• Allow others to play and learn without interference</li> <li>• Follow school values and classroom expectations</li> <li>• Use positive language</li> <li>• Listen to others</li> <li>• Follow reasonable instructions of all school staff</li> <li>• Care for resources</li> <li>• Acknowledge, learn from and accept consequences for inappropriate behaviour</li> </ul>

## Staff Rights and Responsibilities

RIGHTS	RESPONSIBILITIES
<p>All staff of Sheidow Park School have the right to:</p> <ul style="list-style-type: none"> <li>• Be treated with respect</li> <li>• Work in a safe, supportive and discrimination free environment</li> <li>• Be shown consideration and support by all of the school community</li> <li>• Be valued as a professional</li> <li>• Communicate with parents in an atmosphere of mutual respect</li> <li>• Feel secure, and supported as a member of a team</li> <li>• Have access to professional learning and performance development</li> <li>• Be supported by parents in their child's learning</li> </ul>	<p>All staff of School have the responsibility to:</p> <ul style="list-style-type: none"> <li>• Create and maintain a safe, positive, stimulating and challenging learning environment</li> <li>• Recognise the rights of parents and students.</li> <li>• Fairly, reasonably and consistently implement an inclusive learning program</li> <li>• Respond effectively to site and DECD agreements and priorities</li> <li>• Offer support to colleagues</li> <li>• Communicate with school staff regarding students' wellbeing and learning needs</li> <li>• Follow staff agreements, procedures and policies</li> <li>• Plan and assess for effective learning and report to parents</li> <li>• Encourage parent – teacher communication</li> </ul>

## Parents/Caregivers' Rights and Responsibilities

RIGHTS	RESPONSIBILITIES
<p><b>All parents/caregivers of Sheidow Park School have the right to:</b></p> <ul style="list-style-type: none"> <li>• Access leadership, teachers and support staff involved in their child's education</li> <li>• Make mutually agreed upon appointments with staff</li> <li>• Be treated with respect</li> <li>• Have opinions heard and valued</li> <li>• Be regularly informed about their child's progress and behaviour</li> <li>• Be actively involved in their child's education</li> <li>• Expect their child will be educated in a safe and secure environment</li> </ul>	<p><b>All parents/caregivers of Sheidow Park School have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Respect all members of the school community, using consideration and manners</li> <li>• Instil a positive attitude to learning and school in their child</li> <li>• Support and contribute to school policies and curriculum</li> <li>• Support staff to provide a positive and safe learning environment</li> <li>• Ensure your child adheres to the school dress code</li> <li>• Support your child to be organised and punctual</li> <li>• Ensure your child attends school regularly and provide the school with explanation of absences</li> <li>• Promptly inform school of a change in contact details.</li> <li>• Communicate openly and honestly with school staff</li> <li>• Support your child's well-being (adequate sleep, diet etc) so that they are able to reach their full learning potential</li> <li>• Promptly return communication requests</li> <li>• Support your child's learning at home</li> <li>• Effectively communicate with classroom teachers or leadership regarding issues involving other children, and never approach them yourself</li> </ul>



## What this will look like in our school

**At Sheidow Park our focus is on teaching and learning behaviours in order to develop expert learners.**  
Using our values of respect, responsibility and persistence along with Play Is The Way methodologies, we will model and teach the behaviours required to be a successful learner.

**We are all responsible for the behaviour on our site.**

We need to be aware of our own behaviour and how it impacts on others. We will all take responsibility and work as a team to support positive behaviour.

**We will promote success.**

We will acknowledge and celebrate students and adults for demonstrating school values and support those who are not as yet successful.

**We will intervene early to support learning.**

We will use effective classroom management strategies to promote a positive environment. We will intervene early to prevent issues escalating, using conflict resolution strategies, restorative practices and explicit social learning teaching including Play is The Way methodologies.

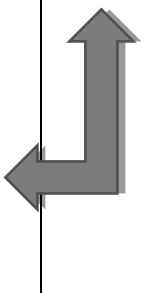
**We will encourage families to support learning and positive behaviour.**

We will keep families involved and informed using culturally appropriate processes.

## Code of Conduct

### School processes – Learning Area


EXPECTATIONS OF STUDENTS	INAPPROPRIATE BEHAVIOUR
<p><b>Expectations of students in the learning areas at Sheidow Park include:</b></p> <ul style="list-style-type: none"> <li>Engaging in all class learning opportunities</li> <li>Listening and following instructions of all adults</li> <li>Respecting people and property</li> <li>Keeping hands and bodies to yourself</li> <li>Moving in a safe and respectful manner</li> <li>Being punctual and organised for learning</li> <li>Attempting and participating in every learning opportunity</li> </ul>	<p><b>Inappropriate learning area behaviour includes:</b></p> <ul style="list-style-type: none"> <li>Violence</li> <li>Harassment/bullying</li> <li>Not following instructions</li> <li>Disrupting the learning of others</li> <li>Inappropriate language</li> <li>Walking out or removing self from learning area without permission</li> <li>Disrespecting others or their property</li> <li>Refusing to attempt or engage in learning opportunities</li> </ul>





## School Processes – Yard

STUDENT EXPECTATIONS	INAPPROPRIATE BEHAVIOUR
<p><b>Expectations of students in the yard include:</b></p> <ul style="list-style-type: none"><li>• Respecting all members of the school community, including neighbours</li><li>• Using equipment safely and appropriately</li><li>• Respecting the school environment and personal property</li><li>• Moving around sensibly in a safe manner</li><li>• Using restorative practices</li><li>• Seeking support from the yard duty teacher when necessary</li><li>• Adhering to sun safe policy</li><li>• Using respectful language to everyone</li></ul>	<p><b>Behaviour that interferes with the property, wellbeing or safety of oneself or others is unacceptable.</b></p> <p>Examples include:</p> <ul style="list-style-type: none"><li>• Bullying</li><li>• Harassment including physical, verbal, sexual, racial or cyber</li><li>• Unsafe play including rough play, throwing dangerous objects, climbing trees/buildings/fences</li><li>• Being out of bounds</li><li>• Leaving the school grounds without permission</li><li>• Disrespecting property including stealing, breaking, damaging, or defacing</li><li>• Swearing / verbal abuse</li></ul>



### BUSH PLAYGROUP

Our playgroup is open for families and pre-school children of all ages looking for a morning of fun, nature play and circle time songs & story. It is run together by bush playgroup coordinator and parents, is a great opportunity to mix with like-minded people drawing inspiration from Waldorf/Steiner education and the Forest school concept.

### CHILDREN'S ILLNESSES

Children who are unable to function satisfactorily in the classroom due to an illness, headache, pain, colds etc. are supervised for a short time in the sick room. If they do not respond quickly, parents are called and asked to collect the child.

If your child has any ongoing health conditions, you will need to complete a Health Care Plan. These plans need to be completed by the Parent/ Caregiver and signed by your doctor. Once a Care Plan has been completed, we can assist you to complete a Health Support Plan.

Should your child suffer from a condition which could require treatment at school, we require a signed statement from your doctor detailing any treatment, especially for any emergency which may arise. As the safety, well-being and health of your child is vitally important to us, we ask that parents complete a Medical and Health Plan for existing conditions and keep it up to date. These forms are available at the Front Office.

### CURRICULUM

Our school provides excellent learning and teaching programs using the Australian Curriculum. All students experience learning opportunities in the following required eight areas of study:

- English
- Technology
- Science
- Humanities & Social Sciences
- Health and Physical Education
- Mathematics
- The Arts
- Languages Other than English (LOTE)  
Japanese

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## **DRESS CODE**

Sheidow Park School Governing Council has endorsed the wearing of school uniform. The school dress code stipulates that students must wear:

- Bottle green or white on the upper body
- Bottle green or black on the lower body
- Girls may wear approved summer and winter dresses that are available from the uniform shop.
- All students are requested to have at least one top **with** the school logo for when they go on excursions for safety purposes.

The Principal may exempt students on certain grounds.

**Uniform Shop** - Uniforms can be purchased from Devon Clothing – 84 Daws Road, Edwardstown. Ph 8350 7900 open 9am-5pm. Online ordering available.

<https://onlineshop.devonclothing.com.au/sheidowps>

### **Uniform Clothing Policy**

Sheidow Park School dress

Skirt

Polo shirt (preferably with logo) Skivvies

Culottes

Windcheater/jumper (preferably with logo)

School Beanie

Cargo Pants/ Bootlegs/ Track/ Parachute Pants

Bike shorts (green, to be worn as undergarment only)

### **Non-Uniform Policy**

Body or facial piercing

Fluorescent colours

Visible tattoos

Hooded jumpers

Coloured nail polish

Tank tops

Plastic foot wear/flashing shoes

Dangling jewellery

Leggings

Any pattern materials other than the Sheidow Park summer and winter materials

### **Acceptable**

Ear studs and standard sleepers are the only ear piercing allowed

Clear lip-gloss, sunscreen (no glitter)

Clear nail polish

School colour only hair accessories ie. scrunchies, head bands and hair ties

### **Hats**

The school has a “no hat, no play” policy in place during Terms 1, 3 and 4. The wearing of a hat is seen to be an important part of the school dress code. The Cancer Council recommends broad brimmed or legionnaire style. Our SunSmart policy states that all children wear a sun safe hat, which is bottle green legionnaire or broad brimmed hat. Hats with graffiti or hats that are torn or tattered are not acceptable

In Term 2 the policy is as follows:

Students must wear a sun safe hat on days when the UV reading is 3 or more, according to the Bureau of Meteorology Website and communicated to classes before recess time each day. On days when the UV reading is less than 3, it is optional to wear a sun safe hat.

Several years ago it became policy that all Education Department Schools enforced the 'no cord' policy after several children were severely injured by their hat cords, these hats had the safety release clip which didn't release in these instances, since then our school has not sold hats with cords on them.

If buying a hat from somewhere other than school or the uniform shop, please remove the cords before wearing the hat to school.

### **Shoes/Socks**

Leather shoes and track shoes are the recommended footwear for the school. Children are involved in fitness and/or PE lessons most days, play outside at recess and lunch times and require safe footwear for visits to specialist rooms. Clogs, slides, thongs, high-heeled shoes and ugg boots are unacceptable footwear.

Socks are preferably to be bottle green or white to match the rest of the uniform. Brightly coloured or patterned socks are not acceptable

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## **EMERGENCY PROCEDURES**

Sheidow Park Primary School is a Level 2 Work Health and Safety (WHS) site. Emergency, evacuation and invacuation procedures are in place within the school and are practised on a regular basis.

During an evacuation, the siren will be rung in continuous long blasts, and students will be taken to the main oval. In the event of an invacuation, the siren will be continuous short blasts and all personnel will return to classrooms. Designated procedures will be followed in each instance. The safety of the students and staff of Sheidow Park School is paramount. Follow up of such an event will include parent information and counselling as required.

## **GOVERNING COUNCIL**

The Governing Council is the governing body of the school. All parents are eligible to be members of the Governing Council. An AGM is held in Term 1, and all parents are encouraged to attend. At this meeting, parents are elected onto Council and must agree to an appropriate Criminal History screening. Being on Governing Council provides parents with the opportunity to have a say in school decision making. Governing Council meets twice a term.

The role of the Council includes:

- Establishing vision and direction
- Setting priorities
- Facilities planning and oversight
- Evaluation and accountability
- Policy development and approval
- Other functions as designated by the minister

Please consider joining Council at some time during your child/ren's time at Sheidow Park School.

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## **HOME / SCHOOL COMMUNICATION**



Communication between the home and the school is very important. There are a variety of ways that information can be shared.

The parent guide to raising a concern or a complaint details protocols for effective communication should you have any concerns.

This can also be downloaded from the school website.

<https://sheidowps.sa.edu.au>

### **Personal Contact**

The first person to contact about your child's learning is your child's teacher. Our teachers are always willing to discuss your child's learning.

### **Written**

All classes have a communication book or diary for writing short notes.

### **Newsblog**

Keep up to date with what's happening with our own StackTeam App – you can download and install the Sheidow Park School App on your smartphone or tablet. This free app will allow you to access our blogs, receive notifications, QKR and our face book page all on the one app. Please see staff for more details.

### **Newsletter**

Our fortnightly newsletter is via website subscription <https://sheidowps.sa.edu.au> – go into the tab which says communication, then newsletter and then subscribe.

Written communication via email is available by using the schools email address: [dl.1537.info@schools.sa.edu.au](mailto:dl.1537.info@schools.sa.edu.au)

### **School to Home contact:**

There may be times when school staff need to contact you. Your contact details are provided upon enrolment and we ask you to update them each year. Please ensure that you notify the school should any of these details change throughout the year. This means that we are able to make contact with you quickly should the need arise.

## **HOUSE TEAMS**

At Sheidow Park Primary School, a house system has long been established. Students are allocated to a house when they start school, and all children within a family will be in the same house. The houses are:

Hardy	Yellow
O'Halloran	Blue
Reynell	Red
Morphett	Purple

Captains and vice-captains are elected for each house from Year 5 and 6 at the end of the school year ready for the following year.

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### **EARLY YEARS KIDS' GARDEN**

The Kids' garden was an idea that was born out of suggestions from parents in 2011 about developing an edible garden in the school grounds. This idea was taken up by the Grounds Committee and staff linked it with their enquiry units of work in Science. Evette Sunset then created the garden design. Our Groundsperson, Tim, works with a small group of students on Wednesdays; they work together to maintain the Garden throughout the year. We have chickens which provide eggs for the canteen and kid's kitchen.

### **LOST PROPERTY**

Please ensure that all items of clothing are labelled; this way they can be returned quickly and easily to their rightful owner. In the event that items are unlabelled, they will be placed in the Lost Property box. Please enquire at the Front Office if your child has misplaced any items.

### **MEDICATIONS AT SCHOOL**



Parents are advised that strict procedures should be adhered to if medication is to be administered at school. Please note that staff are under no obligation to administer any medication. Only prescription medication will be administered, and it must be taken to the office in the morning. Prescription items must be in the container with Pharmacist's instructions, so drugs can be administered by Front Office staff correctly. Please note that staff are not permitted to supply Panadol to students.

### **MOBILE PHONES AND IPODS**

Sheidow Park School Mobile phone policy states the following:

- Students remain responsible for **all** of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk.
- Students are advised that if they bring a mobile phone onto the school grounds during a school day, they must hand it in to the Front Office on their arrival and then retrieve their phone at the conclusion of the day.
- Parent/student contact can be made directly on fixed landline phones situated within the school under staff consent and/or supervision.
- Cameras including those on mobile phones are not permitted to be operated on the school grounds without the permission of the Principal or a Staff Member.

#### **Exemptions**

Exemptions of this policy can only be approved by the Principal in exceptional circumstances

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### **MOON LANTERN FESTIVAL**

Biennial in Term 3, our school holds its own night time Moon Lantern Festival as a celebration of Asian culture, and the whole Sheidow Park Community is invited to join in. All students make lanterns which they parade on the night, and the Trott Park Kindergarten are also encouraged to participate. Senior students and parents run market stalls with a variety of Asian goods, including hot foods, for sale. Every time exciting events are included in the evening of festivities and the Sheidow Park School tradition is to finish the night with an exciting fireworks display. Our next Moon Lantern Festival will be in 2023.

### **MUSIC PROGRAMMES**

Sheidow Park School participates in the Festival of Music choir, providing senior students with the opportunity to perform at the Festival Centre each September. This program commences in Term 1 when all Year 5/6 students participate, and during the term the choir is selected. They practise regularly until the performance.

Specialist music lessons are made available through private providers and are held on site during school hours. Contact the school for more information if you wish for your child to participate.

### **NATIONAL LITERACY AND NUMERACY TESTS (NAPLAN)**

Literacy and Numeracy Tests (NAPLAN) are held each year in March for all students in Year 3 and Year 5. They are a national testing system in the areas of literacy and numeracy. The tests are conducted at school and sent away for marking. Following marking, results are returned to both the parents, and the school. The results sent to the school remain confidential. The data gained from the NAPLAN Test helps to inform teachers about learning programmes, and informs future directions, and school programs.



### **NUT FREE SCHOOL**

We are a NUT-FREE school; we have several students and members of staff who are allergic to nuts. Please do not send any nuts, or food containing nuts, with your child to school.



### **OUT OF SCHOOL HOURS CARE (OSHC)**

Sheidow Park has an Out of School Hours Care (OSHC) Program which operates Monday - Friday offering before and after school care. The OSHC hours are 7.00 am - 8.30 am and 3.10 pm - 6.10 pm each day. During each holiday period there is an active Vacation Care program. Please feel free to contact the OSHC Director, on 0418 814 057 regarding inquiries and bookings.



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## **PARENT PARTICIPATION**

All staff welcome and value parent / caregiver participation and involvement through a variety of ways. These can include:

- working within your child's classroom (eg listening to reading, craft activities)
- helping in the Resource Centre
- assisting in our school garden
- being a volunteer canteen worker
- helping with excursions / camps
- coaching of sport
- joining Governing Council or one of its sub-committees

Please talk with your child's teacher or contact the Front Office if you would like to know about volunteering in the school. It is a Department for Education requirement that all volunteers have been double vaccinated against COVID and have completed their RAN training to work on school grounds with children. Working with Children's Check will be needed to go on any excursions. After a copy of the RAN certificate and Working with Children Check is received by the school and your vaccination status has been sighted by the front office, a specially-named Volunteer's Badge will be provided by the school. These are kept in our Front Office and must be worn each time the volunteer helps in any capacity in the school and returned at the end of each session.

If accompanying your child's class on an excursion please be aware that younger children are unable to attend as your duty is to the class.

## **PARKING**

Parking is available on the streets surrounding the school. Sheidow Park Primary School staff car-park is available for Staff only from 8:00am until 4:00pm and may be used for OSHC pick ups and drop offs outside of these times. **It is not a 'Kiss and Go' zone.** Please read parking restriction signs carefully, as these are enforced. Also observe the speed restrictions around the school. A speed limit of 25km/h applies at all times when children are present. This is for the safety of our students.

Marion Council parking officers regularly patrol the area and if you are parked illegally you will be fined.

## **PHOTOGRAPHS**



School photos are taken annually. You will be advised when this is to happen, and ordering and payment information is sent out close to the time.

As we value promotion of student achievement, your child may be photographed in the course of the school programme and for special events. These photos may be used for the newsletter or in the local papers, and on our school website. Written consent is sought from parents at the start of the school year. If at any time you wish to discuss this, or have a reason for not wishing your child to be photographed, please do not hesitate to contact the Principal.



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## **RESOURCE CENTRE**

At Sheidow Park our Resource Centre aim is to build a culture that establishes a life-long passion for reading, and our collection provides an excellent support for our students in both their educational and recreational reading needs.

The Resource Centre is open each day from 9:00am until 3:30pm (2:30pm on Tuesdays).

Students may borrow up to 5 books for a period of 2 weeks. Each class visits the Resource Centre on a weekly basis for a browse and borrow session and we would ask students use a library bag to protect the books they borrow. Students and parents are most welcome to come in before and after school to change their books more often if they so choose. Every Friday, students with overdue books will be given a reminder notice via their teacher. If the overdue books are not returned within the next two weeks, an account will be generated and sent home. Lost or damaged books will incur a fee that is a percentage of the original cost to assist in its replacement.

We actively encourage our students to participate in the Premier's Reading Challenge; these books are clearly marked in the three levels to assist students and parents in their selections. The Challenge finishes in September each year, which gives students plenty of time to complete it.

The students of Sheidow Park School create some wonderful work in their classrooms which is displayed during the year along with our regularly changing displays. These cover a myriad of celebrations including all new books throughout the year, Harmony Day, Easter, Anzac Day, National Sea Week, National Reconciliation Day, Remembrance Day and our very special time of Children's Book Week. At Christmas time our tree is covered with decorations donated by our families.

Sheidow Park School Resource Centre is a special place and look forward to your visit.

## **SCHOOL CLOSURES AND PUPIL STUDENT DAYS**

All Department for Education schools are entitled to 4 Pupil Free Days a year. These are used for staff professional development, and must be approved by Governing Council. On a Pupil Free Day, students do not attend school, whilst staff is in attendance. OSHC is available on Student Free Days.

Schools are also entitled to a School Closure day each year. This is often held to coincide with the Royal Adelaide Show, or may be for a day of local significance. Once again, Governing Council approval is sought. On a School Closure day, neither staff nor students are in attendance.

In 2023 our pupil free days are:

Term 1, Friday 10<sup>th</sup> March 2023

Term 3, Monday 24<sup>th</sup> July 2023

Term 2, Friday 9<sup>th</sup> June 2023

Term 4, Monday 4<sup>th</sup> December 2023

School Closure: Friday 8<sup>th</sup> September 2023

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## SCHOOL COMPUTER AND INTERNET GUIDELINES

Computers and the Internet are a wonderful teaching and learning resource used at Sheidow Park School mainstream across many areas of the curriculum. The Internet enables students and teachers to search for information, communicate via email and to participate in online learning projects. All of the mainstream classrooms have Smart Boards installed.



## SCHOOL MATERIALS & SERVICE CHARGE AND OTHER MONIES

*The Materials and Service fees are set by the Governing Council each year.*

The material and service fee covers all school costs, (including stationery) **except** for excursions, school camps, and activities like swimming and aquatics.

For your convenience, Credit Card, EFTPOS, Direct Debit facilities and QKR are available. Arrangements can be made with Finance Officer to pay the material and service fee by instalments.

Families on low incomes may be eligible to receive Government assistance in paying the material and service fee (School Card System).

Information on this can be obtained from the Front Office.

### **Money/Excursion Payments**

We use QKR for payments. This app also has the Education Department permission forms which are needed for all excursions.

There are fees for those not using the app. A \$1.00 extra fee if paid in the office and \$5.00 late fee



## SCHOOL SERVICES

### **School Canteen**



The school operates a canteen for three days a week, on Wednesday, Thursday and Friday. Lunch bags can be purchased from the canteen. The canteen operates on a volunteer basis and assistance is welcomed. You can also order and pay for your canteen orders using QKR (pronounced 'quicker') by 9.00am each day. This app can be downloaded for free from the Apple's app store – please see the staff in the Front Office for more details. Our canteen manager uses natural produce, where possible, from the kid's garden and eggs from our hens.

### **Dental Clinic**

Your child is entitled to free dental clinic care at the Noarlunga Dental Clinic:

Postal Address: 2 Alexander Kelly Drive, NOARLUNGA SA 5168

Phone: 08 8384 9244



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### **SCHOOL TIMES-Monday, Wednesday, Thursday, Friday**

Please note that students are not to be on the school premises before 8:25am unless they are booked into OSHC.



Duty of care starts at:

8:25am	Bell for students and parents to enter the school grounds
8.40am	Start of the school day - Lessons commence
10:50am	Morning Recess
11:20am	Lessons
12:50pm	Students eat lunch (generally in the classroom)
1:00pm	Lunchtime play
1:30pm	Lessons
3:10pm	End of the school day – Dismissal
3:25	Duty of care ends

Please note that after school children MUST BE in the care of an adult who has line of sight of them. Staff will send children back to their parents if this is not adhered to.

### **SCHOOL TIMES-Tuesday**

The school day finishes for students at 2:20pm, to allow for staff professional development and meetings.

### **SITE IMPROVEMENT PLAN**

Each year the school community develops a Site Improvement Plan where priorities for the year are outlined. [www.sheidowps.sa.edu.au](http://www.sheidowps.sa.edu.au)  
This is available on our website.

### **SMOKE FREE/ DOG FREE**

By law, Sheidow Park School is a smoke free zone. Smoking is illegal on school property at any time, and within 10 metres of the school boundary including after school and on weekends during sporting activities.

Dogs are not allowed to be on the premises at any time without permission.

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## **SPORT – RECEPTION TO YEAR 6**

A range of out of school hours' sports programmes for students. Current sports on offer include football, netball, cricket, basketball, and there is also Active After School Community Sports. Activities, which may include soccer, netball and circus skills, are offered on a term-by-term basis. Parents are actively involved in managing teams, coaching and fundraising to support these programs.

The school supports a significant involvement in a range of SAPSASA (South Australian Primary School Amateur Sports Association) sports activities, mostly for students in Years 5-7. SAPSASA sports include tennis, softball, baseball, swimming, cricket, football, netball, hockey, rugby, beach volleyball and athletics and cross country, and are competed at both a local and state level.



Students in Reception to Year 4 participate in a swimming programme each year that is offered at the Noarlunga Aquatic Centre.



Students in Years 5 and 6 participate in an aquatics programme each year that is held at Port Noarlunga beach. This programme includes kayaking, sail boarding and snorkelling.

School Sports Day is a whole school event the students really look forward to. This is held annually and reflect aspects of the P.E. program of the school.

## **STUDENT LEADERS**

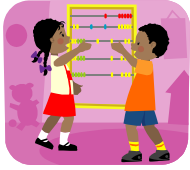
At Sheidow Park School, we believe in equality and democracy and that our students are an important stakeholder group who will have an active voice in the development of our school.

In 2020 we introduced a new Student Leadership Program. This includes School Ambassadors, House Captains, Student Voice in Learning, and Environment Committees.

Students apply for the positions and at the end of a school year to start at the beginning of the next school year. Information is given to students in Term 4 each year.

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## **STUDENTS WITH SPECIAL NEEDS & STUDENT SUPPORT**



Early Intervention programs have a strong emphasis and we are committed to improving literacy and numeracy outcomes for all Reception to Year 3 learners.

We have a number of plans to support students with special needs, including Gross and Fine Motor Skills, Speech and Phonological Awareness Programs, Literacy and Numeracy Intervention, Special Education and extensive classroom methodologies.

For students in Years 4 to 6, a range of learning support and intervention programmes are in place. This includes small group work, withdrawal and support structures to best meet the learning needs of individual students.

Great care is taken to accurately report literacy and numeracy progress to parents. Improvement in literacy and numeracy levels is supported by data gathering procedures.

A close working relationship exists between the school and district support services, including Special Educators, Department for Education Psychologists, speech pathologists, behaviour management support staff and counsellors to provide additional support to students at risk.

Much emphasis has been placed on providing a supportive learning environment for all involved in our school and an Anti-Bullying Policy and Grievance Procedures have been implemented.



Social Skill training programs through Play is the Way methodology, the Playground Assistants Program as part of our Learner Wellbeing Strategy. Data gathered over time supports the success of our supportive learning environment initiatives.

We also offer the service of In School Psychology. This is an out sourced service covered by Medicare. Please speak with your child's teacher or Deputy Principal if you want to know more.

## **SUN SMART POLICY**

For the safety of all students, a Sun Smart policy is in place. Please refer to the section on uniforms for details. All classrooms are supplied with sunscreen. If your child needs separate sunscreen for health reasons please supply it and let the teacher know.

## **TRANSITION**

A transition programme is in place for students both from Pre-school to school, and from primary school to high school.

Pre-school transition takes place in the term prior to children starting school, with 3 visits between the school and Pre-School.

Primary to high school transition begins in Term 1 of Year 6 as students and parents begin to make decisions about secondary education. A wealth of information is provided to families, and school visits and transition programmes are implemented to ensure a smooth transition and continuity of learning for all students.

Details of each programme are distributed to all students and parents involved at the time. Do not hesitate to contact the school if you have any questions or concerns.