



HENDON PRIMARY SCHOOL

PARENT INFORMATION

*The Hendon School Community empowers
all students to embrace learning, achieve
their personal best and build their
emotional, social and physical well-being.
We are all life-long learners who contribute
to the global world while practising
kindness, respect and trust.*

~ Kindness, Respect, Trust ~

HENDON PRIMARY SCHOOL

INDEX

1. ATTENDANCE

School Times	4
Out of School Hours Care (OSHC).....	4
Absenteeism.....	4
Appointments During School Time.....	4

2. CURRICULUM

Overview.....	5
---------------	---

3. POLICIES AND PROCEDURES

Car Parking and Collection of Children	5
Lost Property.....	5
Travel to School by Bicycle, Scooter or Skateboard.....	5
Performances, Excursions and Special Activities	6
Sports Day	6
School Security.....	6
Homework Policy	6

3. FINANCE

School Fees.....	7
------------------	---

4. SERVICES

Resource Centre (Library).....	8
Assemblies.....	8
Instrumental Music	8
Dental Clinic.....	9
Canteen.....	9
Breakfast Club	9
Well Being Leader	9
Aboriginal Student Support	10
Special Education Coordinator	10
S.S.O. (School Services Officer) Support.....	10
Support Services	10



INDEX

5. HEALTH AND SAFETY

Medical / Emergency Contact Information	11
Infectious Diseases.....	11
Immunisation.....	12
Illness at School.....	12
Medication at School	12
Allergy Aware Policy	12
Ambulance	13
Custody / Access.....	13
Emergency (Evacuation/Invacuation) Procedures	13
Sun Protection.....	13

6. PARENTAL COMMUNICATION AND INVOLVEMENT

School / Parent Communication.....	14
School Newsletter.....	14
Assessment of Student Progress	15
Reporting to Parents	15
School Governing Council.....	15

7. STUDENT BEHAVIOUR

Student Behaviour Management.....	16
-----------------------------------	----

8. STUDENT VOICE

Student Action Groups	16
-----------------------------	----

9. HENDON PLAYGROUP AND PRESCHOOL

Hendon Playgroup	17
Hendon Preschool.....	17



School Times

The earliest children should be at school is 8:00 am for breakfast club, or 8:35 am when teachers are on duty (unless at Out of School Hours Care, see below). Lessons begin at 8.50 am. Following 3:00 pm dismissal, staff members are rostered for supervision until 3:15 pm. School will be dismissed at 2:00 pm on the last day of each term.

School Times	
8:35 am :	Classrooms open
8:50 am :	Start of lessons
10:40 am :	Recess
11:00 am :	End of recess
12:40 pm :	Supervised eating time
12:50 pm :	Play time
1:20 pm :	End of Lunch Time
3:00 pm :	End of the school day

Out of School Hours Care (OSHC)

This program provides a safe, caring environment for students requiring before and after school care.

Fees apply, with Child Care Assistance available to eligible families.

- **Before School Care** operation from 7:00 am to 8:35 am
- **After School Care** operation from 9:66 pm to 2:66 pm
- **Vacation Care** as advertised.

Further information and forms are available from the school front office.

To speak to the co-ordinators after hours, please telephone 0411 138 945.

Absenteeism

Parents must notify the school if their child is absent. Please telephone or notify via Skoolbag app as soon as possible after 8.30 am or send a note giving the reason for absence. Class diaries may be used for this purpose.

Appointments during School Time

If your child has an appointment, a note must be sent and arrangements made with the class teacher. Children must be signed out at the front office prior to being collected from class.



Overview

Our school provides programs based on the Australian Curriculum. It sets out the core knowledge, understanding and general capabilities important for all Australian students. English, Mathematics, Science, HASS (Humanities and Social Sciences), The Arts, Languages, Technologies and Health and PE.

All policies and procedures can be located on our website under the Reporting Tab.

Car Parking and Collection of Children

We seek your co-operation in adhering to the Local Council parking regulations and road rules in relation to the 25km speed limit that exists around the school when there are students present 24 hrs a day.

For the sake of safety the school car parks are out of bounds at all times to children and we ask you to encourage them to walk around to the children's gates. There are several access gates which can be used with safety.

Lost Property

Lost property is stored in a box outside the Front Office. Please check the box for missing items, and remember to label all clothing so that named articles can be sorted and returned to children via the classroom.

Travel to School by Bicycle, Scooter or Skateboard

Children may ride their bicycles, scooters or skateboards to school and store them in the racks provided. It is preferable to lock them in place; we cannot take responsibility if they are damaged or lost.

Bicycle, scooter and skateboard riders must dismount upon entering school grounds and are reminded that the wearing of protective helmets is law.



Performances, Excursions and Special Activities

These activities are planned to reinforce and relate to learning in the classroom and are a valuable part of the educational programme. They provide first hand experience and shared learning for the whole class.

Parents will be notified regarding details of the excursion and your written consent is required for your child to participate.

Children with individual, personal or medical requirements need not be excluded from these learning experiences and are encouraged to participate. Accommodations can be made to ensure that all students can participate.

Payments can be made QKR app or through front office.

Sports Day

Sports Day is held annually and students are placed in House Teams to compete for the Sports Day Shield and Sportspersonship Shield. Children in the same family are placed in the same House Team.

There are four Houses:

Kadnu	-	Green
Tarana	-	Blue
Nantu	-	Yellow
Kadli	-	Red

School Security

The school is patrolled at night, weekends and holidays by police and security personnel. All key areas are covered by police security alarm systems.

Parents/caregivers witnessing any infringement on school premises should telephone:

- The **Police on 131444**
- **Police Security on 8207 5999**

Please also report the matter to the Principal or Deputy Principal when possible.

Homework Policy

All policies and procedures can be located on our website.



School Fees**School Fee Accounts**

School fee accounts are sent home at the beginning of each school year. Early payment is encouraged so that we may organise and pay for all stationery requirements for the beginning of the year.

The school is willing to negotiate individual payment arrangements in cases of financial difficulty. Parents are also invited to contact the Principal where meeting other financial commitments (e.g., school excursions, incursions, etc.) may prove difficult. Assistance from the school may be arranged.

School Card Scheme

Eligible 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 can vary from year to year. School Card application forms are available from School front office, or can be accessed on our website under the Parent Information / Fees tab.

School Card forms need to be lodged at the beginning of each new year.



Resource Centre Borrowing (Library)

The material in the Resource Centre is available for borrowing by children, staff and parents. There is a wide selection of picture books, novels, magazines, and non-fiction books available.

Generally, borrowing time is for two weeks. Books may be borrowed for holiday periods other than the Christmas break. Once an item becomes overdue, children are no longer able to borrow. This restriction remains in place until the item is returned. Overdue notices are forwarded to the parents via the children. We appreciate parents encouraging students to look after their books and to become regular borrowers. Please let us know if you are unable to find the borrowed books at home.

Opening Times

Apart from the normal student use of the Resource Centre during the school day, children may use the following times for borrowing and returning items:

Lunchtimes - Monday to Friday,
and in class borrowing time.

Borrowing Amounts

Preschool—Reception	:	1 item
Years 1 and 2	:	2 items
Year 3 to 6	:	3 items
Year 7	:	4 items

Assemblies

Please see Newsletter reminders re dates / times of assemblies. The end of term assembly is a whole school assembly with an Arts focus, show-casing what students have been working on in related lessons.

Instrumental Music

The school provides opportunities for students interested in learning to play musical instruments. Parents who are interested in their child learning a musical instrument should contact the school for further information.



Dental Clinic

Dental treatment is available from the clinic which is situated at the West Lakes Boulevard entrance to the school. Arrangements for appointments are the responsibility of parents. For further information contact:

Hendon Dental Clinic
North Parade
ROYAL PARK SA 5014
Telephone: 8268 1712

Canteen

The Canteen is managed by a coordinator who is responsible to the Canteen Committee and School Governing Council.

Lunch and recess orders are available through the QKR app. Lunch order bags are also available from class teachers.

The Canteen is open at Recess and Lunch time daily. Updated Canteen Price lists are distributed to families and displayed in the classroom. Any offers of assistance are greatly appreciated, without voluntary support, this valued service cannot be provided.

Breakfast Club

The Breakfast Club is open from 8:00 am until 8:35 am Monday - Friday. Any students requiring breakfast are welcome.

Well Being Leader

The role of the Well-Being Leader is to work with all the children, parents and staff in the school. It can be individually, in small groups, or in classes, on the normal concerns that life presents to children and adults such as making better choices, making and keeping friends, being resilient.

Parents are most welcome to make an appointment to speak to the Well-Being Leader.



Aboriginal Student Support

At Hendon Primary School, there is an A.E.T. (Aboriginal Education Teacher) and an A.C.E.O. (Aboriginal Community Education Officer) who support students in their learning and Aboriginal families.

Special Education Co-ordinator

The Special Education Co-ordinator supports students that have a One Plan and students who have either special needs or English as an Additional Language or Dialect (EALD). If you have concerns about your child's learning, you may wish to consult the Special Education Co-ordinator, who can advise you on any support that may be available.

S.S.O. (School Services Officer) Support

SSOs work with small groups or individual students. Sometimes individual students are withdrawn for specific intervention programs, eg speech or auditory programs.

Support Services

The school has access to the services of Department for Education Speech Pathologists and Special Education staff. We also offer an in-school psychology program which is a private psychology service. This is free of charge for up to 10 sessions with a mental health care plan from a GP. Please see the Well-Being Leader for further information.



The following guidelines outline school procedures. More detailed information is available from the school office.

Medical/Emergency Contact Information

Parents are asked to regularly update any medical/emergency information for their child.

Infectious Diseases

Parents are asked to contact the class teacher and/or office in cases where children contact communicable diseases. Children who are ill with an infectious disease must not attend school until they have fully recovered. The only exception to the rule is that children with certain skin diseases may return once appropriate treatment has commenced. A list of infectious diseases and minimum exclusion periods for parent/caregiver information is listed below:

BRONCHITIS	Stay at home until child has been treated and feels well.
CHICKEN POX	Stay at home until all the sores have crusted, there are not wet sores and the child feels well.
CONJUNCTIVITIS	Stay at home during the worst stage of infection.
INFLUENZA	Stay at home until child feels well.
RUBELLA (GERMAN MEASLES)	Stay at home until the child is fully recovered or for at least four days after the rash appears.
HEADLICE	This a constant problem in all schools. We ask that you regularly check your child's hair. If you find any—keep calm. A correct treatment can be obtained from your chemist, or free if you have school card. Children must stay at home until they are treated.
INFECTIOUS HEPATITIS A	Stay at home for one week after the start of the illness or jaundice.
MEASLES	Stay at home for at least four days from the appearance of the rash.
MUMPS	Stay at home for nine days, or until the swelling goes down.
RINGWORMS	Stay at home until the day after the child has received treatment.
SCHOOL SORES	Stay at home until the child has received treatment. Any sores must be covered.
VIRAL GASTROENTERITIS	Stay at home until the diarrhoea stops.



Immunisation

Please make sure that your child has been immunised against the following diseases—Tetanus, Diphtheria, Whooping Cough, Poliomyelitis, Measles and Mumps and Chicken Pox. You can arrange for more information on immunising by telephoning your local council. (City of Charles Sturt City Council 8408 1111)

In cases of doubt, or for further information, advice should be sought from the appropriate clinic, Child & Youth Health medical officer or your family doctor.

Illness at School

In the event of minor accidents or illnesses, children will be cared for at the front office where the first aid room is situated.

If children are hurt or unwell and we consider that they should not remain at school, all endeavours will be made to contact a parent or other emergency contact. In the event that emergency contacts cannot be made, the school will take whatever action is considered appropriate for the safety of the child. It is imperative, therefore, that parents ensure that our Medical and Emergency contact information is up to date.

Medication at School

Administering medication to students is the responsibility of parents/caregivers. In cases where medication is required to be taken during school hours, the following applies:

- A Health Care Plan or Medication Plan from your doctor must be provided if your child requires prescribed medicine. This must also be authorised by the Parent / Caregiver.
- Medication must be sent in original packaging clearly labelled with the child's name including dosage and times to be administered. We are legally unable to administer medication without original packaging eg. loose tablets.

Medications will be stored in the Front Office and will be administered to the child by two supervising adults and recorded on a medication log with photo identification.

ALLERGY AWARE POLICY

All policies can be located on our website under the Reporting Tab.



Ambulance

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

Custody / Access

We respect the confidentiality of family situations. Please keep us informed of any custody/access orders that are currently in place.

Emergency (Evacuation/Invacuation) Procedures

The school has developed emergency evacuation and invacuation guidelines. These procedures are practised throughout the year.

Sun Protection

Students are expected to wear hats all year round. School hats can be purchased from the Front Office. Students not wearing a hat will be required to sit in the shade.

Sunscreen lotion is available for student use at school during outdoor excursions and incursions. If students have reactions to particular lotions, we ask that they provide their own.

Our hot weather policy requires all students to remain inside once the temperature reaches 35 degrees.



School/Parent Communication

Regular two-way communication is encouraged and this often occurs informally on a day-to-day basis.

Confidentiality between parent / caregivers and school personnel will be maintained as appropriate.

At the commencement of each school year a Parent Acquaintance Meeting is held. Throughout the year, teachers use a variety of ways to communicate with parents. These may include:

- Personal contact
- Student diaries/communication books
- Notices/class newsletters (sent home at the beginning of each term)
- Student reports
- Class program information / class newsletters
- Phone calls
- Apps and platforms—Seesaw, Class Dojo and Google Classroom

On occasions, particular concerns may need to be resolved, please refer to our school grievance policy on our website for more information.

School Newsletter

School newsletters will be emailed Wednesdays of Week 3, 6 and 9 of every term. Newsletters are also uploaded to the Skoolbag App and the website.



Student Assessment and Reporting to Parents

Assessment of children's progress

Children are assessed throughout the year to monitor progress and achievement against the Australian Curriculum. Forms of whole school testing include:

- Phonics Screening Check – Yr 1
- Running Records - All year levels
- NAPLAN – Yrs 3, 5 and 7
- PAT (PAT-R, PAT-M, PAT-Science) - Yrs 1-7
- EALD Language and Literacy Levels – All year levels
- Brightpath – All year levels
- Literacy Pro Levels – Yrs 4-7

Reporting to Parents

Reporting student achievement to families occurs in multiple ways including:

- Parent/Teacher 3-way interviews—usually end of Term 2 (interpreters/translators can be provided. Please contact us if required) Reports are given out at these interviews.
- Student Books sent home.
- Student Achievement Reports—sent home at the end of Term 2 and the end of the year.

Individual meetings between teachers and parents are encouraged whenever there is a specific need. These can be initiated by either party.

School Governing Council

Governing council work with the site leader to:

- Involve the local community
- Develop and approve local policies
- Set the broad direction and vision of the site
- Monitor and review the site improvement plan (which refers to the education outcomes and priorities)
- Be the employing authority of some services such as the canteen

Site leaders work with governing councils to implement site policies and the Site Improvement Plan:

The Governing Council's Annual General Meeting is convened in March.



Student Behaviour

8

Student Behaviour Management

The Behaviour Management Policy can be located on the website under the Reporting Tab.

Student Voice

9

Student Action Groups

Representatives for students in years 3-7 form the Student Action Groups. These Action Groups give a “student voice” to school improvement issues and regular class meetings are held to generate items for discussion and decision.

There are 6 Action Groups :

- Grounds Action Group
- Library Action Group
- ICT Action Group
- Sports Action Group
- Community Awareness Group
- ATSI



Hendon Playgroup

A Playgroup for children from birth to preschool age, and their parents, is held every Thursday from 9.00-11.00 am. This is run by *Playgroup SA* and parents are required to stay with their children, during this time.

Hendon Preschool

Hendon Preschool provides play-based learning experiences in line with the *Early Years Learning Framework* to children aged 0 years. Children are eligible to attend the preschool for a year before they start school for 15 hours per week.

The Preschool is an integral part of Hendon Primary School and children who attend become familiar with the school setting by:

- Using the Resource Centre.
- Attending and participating in Junior Primary Assemblies.
- Using some of the playground areas.
- Sharing visiting performances and celebrations.
- Visiting different classrooms and establishing 'Big Buddies'.
- Using the computer room.
- Participating in Sports Day.

For enrolment details please telephone the school or visit us at the Preschool.

