



Government of South Australia

Department for Education and
Child Development



Port Neill Primary School

A central graphic of five handprints in different colors: yellow, green, blue, purple, and red, arranged in a circle.

Parent Handbook

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PORT NEILL PRIMARY SCHOOL

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Mission:

To educate our students to be confident, fulfilled and productive members of the community.

Vision:

Our students will be successful, resilient, powerful learners, able to determine their own futures.

Values:

RESPECT
RESILIENCE

INDIVIDUALITY

COMMUNITY

Dear Parents and Care-providers,



WELCOME TO PORT NEILL PRIMARY SCHOOL

Port Neill Primary School prides itself on being an active part of the Port Neill Community. We encourage the students to participate in community events and we work hard to maintain effective communication about our activities and functions.

The school operates in a family atmosphere, with students supporting each other, both at work and at play. We work together with parents to provide the best education for your children. Parents and friends are welcome to visit the school and participate in our learning activities.

We encourage parents to maintain good communication with staff so that the school continues to educate your children successfully. Parent participation has always been a strength of Port Neill Primary School and this booklet details ways in which you may participate in the life of the school.

We hope that you and your child enjoy your time at Port Neill Primary School.

We look forward to working with you.



Assemblies

- Assemblies are an opportunity for sharing information, celebrating achievements and presenting or performing to an audience.
- Performance assemblies are generally held near the midpoint and /or towards the end of term (eg week 5 and 10) and parents and friends are welcome to attend.
- Assembly times, dates and venues are advertised via the school newsletter.

Attendance and Punctuality



- Children between the ages of 6 and 17 are legally required to attend school regularly. It's important that we know where children are during the time that they should be at school.
- If your child is going to be away due to a planned activity like a dentist or doctor appointment or family occasion, please let the school know in advance.
- If students are away due to illness we require a phone call in the morning to let us know the reason for their absence.
- The Principal must approve exemptions for unavoidable reasons eg family holiday. Requests for such approval must be in writing.

Every day at school counts towards a more successful education.

Camps and Excursions



- Excursions add to the learning programs of the school.
- Parental consent must be given for children to take part in excursions out of the school grounds and excursion consent form is sent home prior to the excursion.
- We encourage parents to join us on excursions whenever possible so that you can be directly involved in your child/ren's education.
- The Community Bus will be hired, if available, to transport students on excursions.

Changes

Please keep the school informed about changes in your child's life.

These changes may include:

- Name, address, phone numbers
- Medical conditions
- Marriage, separation or divorce of parents
- Custody and access details
- Births in the family
- Accidents or bereavement in the family
- Emergency contact numbers

This information can be kept confidential (if requested).

Clothing and School Uniform

The students and parents of Port Neill Primary School take pride in their school and wearing of school colours is one way to demonstrate this pride. School colours are green and gold and monogrammed polar fleece jumpers, polo shirts, hoodies and beanies are available from the school. Suggested school uniform is:

Summer - Girls – green polo shirt and black shorts/skirts/skort or green & white checked dress

Boys – grey or black shorts, green polo shirt

Winter - Girls – green polo fleece jumper or hoodie, black track pants

Boys – grey or black trousers, green polo shirt, and green polo fleece Jumper or hoodies

Art shirts are worn to protect students clothing during art, craft and design. The art shirts are vinyl and supplied by the school.

Communication between Parents and Teachers

Education is a partnership between parents, teachers and children, therefore communication between parents, teachers is of the utmost importance.

We can keep in touch with each other by sharing:

- Parent/Teacher Information meetings
- Newsletters
- Learning Stories
- Home Visits
- Parent/Teacher/Student/Conferences
- Special events and school functions such as open nights, assemblies, meetings etc
- Informal visits to the school
- Letters to and from home
- Telephone calls
- Notes in Student Diaries. These notes need to be initialled by parents.



Please encourage your child to be reliable and responsible when carrying information to or from school.

Keep your kids smiling

At the School Dental Service, dental care is FREE for all babies, children not yet at school and most children to age 17.

The School Dental Service is a Child Dental Benefits Schedule provider.

Call us now for an appointment!

Your local clinic is: Port Lincoln Dental Clinic
Phone: 8682 1248



Facebook

Port Neill Primary School and Port Neill Playcentre have a Facebook page.



First Aid and Accidents



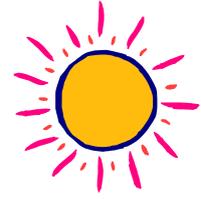
In the first instance, staff members deal with these as all school staff are required to have regular First Aid training. In an emergency the school will contact parents/ambulance as appropriate. All school accidents are to be recorded in the First Aid Book located with the first aid equipment in the compactus and an ED155 completed by the staff member if necessary.

Children who become sick at school will be kept in the classrooms or sent to the library where they are under constant observation and parents contacted if it becomes necessary. The school records have details of who to contact in case of a child being too ill to remain at school. Due to DECS regulations, the school is unable to administer medication without a Medication Plan signed by the Doctor.



Hat Policy

To protect students from skin damage due to overexposure to the sun, the school has a Sun Protection Policy.



Parent Responsibilities –

- ❖ Purchase a wide brimmed hat for their child to wear
- ❖ Ensure sunscreen is applied prior to their child coming to school
- ❖ Model sun protection practices while on site
- ❖ Provide their child with a labelled drink container

Student Responsibilities –

- ❖ Wear a wide brimmed school hat while outside during terms 1 and 4
- ❖ Apply / reapply sunscreen as necessary on high UV days
- ❖ Ensure that their school hat is clearly labelled with their name as the school does not allow sharing of hats

Play in a shaded area only when they do not have their school hat (terms 1, 3 & 4)

Homework



At Port Neill Primary the only homework expectation we have is the practising of reading and spelling lists. We believe that sufficient work is covered in class time, and value our students' needs for play and family time. Occasionally there may be unfinished work to complete. We encourage all of our students to read for at least 20 minutes per night Mon - Thurs.

Hot or Wet Weather



On extremely hot days or rainy days the teacher on duty will supervise the children in one of the classrooms or the library. The school does not have a special policy relating to hot weather due to the fact that all classrooms now have air conditioning. During hot days students are permitted to stay inside during recess / lunch if they choose. The school also has some excellent shade areas, which provide students with excellent protection from the sun.

Library



Students have regular Library lessons each week during which they borrow books. Books may also be borrowed or returned any day before school and parents are encouraged to do this with their children. A library bag is issued to each child and it is recommended that library books are stored in these bags to prevent damage. There is a limit of 3 books and 1 DVD per week.



Lunches

Children are required to bring a packed lunch each day with a water bottle. Please label everything clearly.

Daily fruit or vegetable is also an important part of our healthy eating policy. It is appreciated if all students could bring a piece of fruit or vegetable every day.

Lunch orders are taken every Wednesday from the Double J Takeaway Shop.

Material and Services Charge

The Material and Services charge covers child's stationery, art, craft and technology requirements and other educational materials. These are set at the AGM at Governing Council at the beginning of the year.



Money

Any money paid to the school by cheque should be made payable to the Port Neill Primary School and crossed 'Not Negotiable'. When sending money to schools for excursions or performances please send it in an envelope with the child/ren's names marked clearly on the envelope. Online payment is also available.

Newsletters

The school newsletter provides regular communication to parents. It goes home every Thursday with the youngest child in the family. The newsletter has items on school and student activities, forthcoming events and community notices. Deadline for newsletter items is 3pm each Wednesday.

Port Neill Admission and Transition Policy

A transition to school program will be organised by the Principal/JP teacher for 4 visits in Term 4 each year before they commence reception.

Transition

The purpose of a transition program is for the child to become familiar with the classroom environment, with the teacher and with regular classroom routines. Transition programs are designed to match the experiences of the student.

Play Centre Transition Program



Starting School



The current DECD policy for beginning school is that children who turn five before 1st May each year shall start school at the beginning of each school year. This single start date policy was introduced from the commencement of the 2014 school year. Children who turn five on or after 1st May each year will commence school at the beginning of the next school year.

All Children and their families are invited to attend Play Centre on Friday mornings 10am ~ 12:30p.m to have creative play time. It is also an opportunity for parents to get together for support and friendship.

Parent Participation



Governing Council

The Governing Council is the main parent association and it includes parents, the Principal and staff. Governing Council provides advice on the overall management of the school.

Governing Council's role includes:

- Managing school finances
- Overseeing school facilities
- Representing the needs of the whole community
- Informing others about educational issues

It is encouraged that all families are represented at Governing Council. Governing Council generally meets Week 3 and week 7 each term starting at 3.30 Monday week 3 and Monday week 8. Meeting times will be advised in the school newsletter.

Photographs

A commercial photographer takes class and individual photographs annually. Dates will be notified in the newsletter. There is no obligation to purchase these photos. At other times through the year we take photos of children for various reasons and these are displayed, used in bookmaking or kept on disc. Sometimes they are put on the schools website. If you don't want your child's photo to be taken or displayed in this way please inform the principal.



Reporting to Parents

- **Parent Information Sessions**

At the beginning of the school year parents are invited to attend a class meeting to gain information about the class learning programme, routines and structures and the roles of students, staff and parents in the teaching and learning process.

- **Parent/Student/Teacher Conferences**

Parents may request, at any time, an interview with teachers regarding their child's progress.

Parent/Child/Teacher conferences are formally offered at the end of Term 1 and 3.

- **Student Learning Portfolios**

Parents are welcome to view their child's work samples at any time. Learning Portfolio's containing samples of a student's work, along with teacher comments and checklists indicating student progress are sent home at the end of each term. Student workbooks and other samples are sent home at the end of each school year. Parents are asked to discuss the learning achievements demonstrated in the work samples with their child.

- **Achievement Summaries**

Learning achievement summaries or student reports highlighting student achievements are completed at the end of Term 2 and 4.

School Times

❖ School begins	9.00am
❖ Morning Recess	11.00am – 11.20am
❖ Lunch	1.00pm – 1:40pm
❖ School finishes	3:20pm



Lunches are eaten, sitting down, between 1.00pm and 1.40pm. Yard supervision begins at 8:30am and is supervised until 3:30pm in the afternoons.

School Card

The State Government provides financial assistance to families through the School Card Scheme. The amount allocated is to cover book fees, excursions and other costs. The school keeps a record of expenditure of any school card gap and application forms are available from the school.



School Values

Port Neill prides itself on upholding our school values, which are *Respect, Resilience, Community, and Individuality*.

Respect – manners, listen, be fair, kind, helpful, appreciate differences, considers others ideas & feelings, treat others as you like to be treated, self-respect, care for the school

Resilience – bounce back, take risks, rise to the challenge, 'Don't say no, just have a go', have courage, be determined, be prepared for ups and down, learn from our mistakes

Community – partnerships, participation, communication, support, volunteers, networking, positive relationships, history, student outcomes, diversity

Individuality – personality, uniqueness, family, culture, strengths, needs, diversity, learning style, strengths, interests, likes/dislikes

School Sports Days



Parents are asked to take their child to and from these events.

Annual events include –

- ❖ Beach Sports Day with Ungarra Primary School at Port Neill, in Term 1
- ❖ Tabloid Sports Day – venue rotates between Ungarra & Poonindie

School Health Services

Children who attend Tumby Bay Kindergarten are screened when they are 4 years old. Health screenings are also available for older students if staff / parents have concerns about hearing and / or eyesight.

Smoking

All Government Departments have a non-smoking policy and smoking is not allowed on Port Neill School grounds during school hours and at formal meetings.

