

# PORT NEILL PRIMARY SCHOOL



***RESPECT   RESILIENCE   KINDNESS   TEAMWORK***

# **PARENT HANDBOOK**

## **2020**



Government of South Australia  
Department for Education

## **CONTENTS**

School Information, Mission, Vision and Values	3
Welcome Letter	4
Attendance and Punctuality	5
School Times	5
Playcentre	5
Governing Council	5
Positive Behaviours for Learning	6
Positive Education	7
Communication between Parents and Teachers	7
Changes	7
Newsletter	7
Facebook	8
Uniforms	8
Hat Policy	8
Inclement weather	8
Lunches	8
Assemblies	8
Library	9
Homework	9
First Aid	9
Camps and Excursions	9
Material and Services	9
Financial payments	10
School card	10
Reporting	10
Sports Days	10
Dentist	10
Smoking	10

## PORT NEILL PRIMARY SCHOOL

**ADDRESS:** PO Box 64, Port Neill, 5604

**PHONE:** 08 86889029

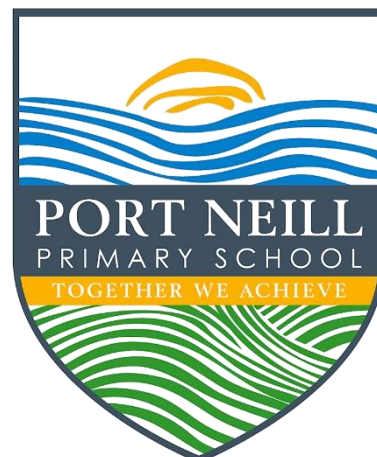
**FAX:** 08 86889128

**MOBILE:** 0428 112 397

**EMAIL:** [dl.0361.info@schools.sa.edu.au](mailto:dl.0361.info@schools.sa.edu.au)

**WEBSITE:** [www.ptneill.sa.edu.au](http://www.ptneill.sa.edu.au)

**PRINCIPAL:** Lisa Masters 0428 289 034



### VISION STATEMENT

Port Neill Primary School students have a strong sense of self-worth, achieve their individual goals and are responsible contributors to the global community.

### MISSION STATEMENT

Port Neill Primary School will provide a holistic education to develop the whole child:

- We will support students and provide them with learning opportunities to develop individual academic growth and acquire lifelong positive social, emotional and wellbeing skills.
- We will value positive relationships and work collaboratively with parents, students, staff and the wider community to aid individual student accomplishments and to encourage real-world connections and lifelong learning.
- We will provide a safe, caring environment to foster a sense of belonging and hope for the future.

### SCHOOL VALUES

*Respect*

*Resilience*

*Kindness*

*Teamwork*

### SCHOOL MOTTO

*"Together we achieve"*

Dear Parents and Caregivers,

Port Neill Primary School values the wellbeing of students, staff and school community members. We strive to provide a safe, caring, inclusive and supportive teaching and learning environment, and continuously work to develop the positive wellbeing culture that exists throughout the school community.

Our school values of Respect, Kindness, Resilience and Teamwork are taught, modelled, practised and positively acknowledged by staff and students. The staff are committed to offering a holistic education at Port Neill Primary School. We strive to educate the whole child; empowering each student to be the best versions of themselves with positive wellbeing and reaching their individual academic and personal goals. Our 2020 site improvement focus is to 'improve the reading competencies of each individual student' and 'improve decoding skills of all students.' Our staff are committed to developing individual student academic growth and providing a holistic education for all children.

The school incorporates and highly values Playcentre, which is held Friday mornings for parents/caregivers and their children aged between 0-5 years. Playcentre is a quality program which provides an opportunity for parents and caregivers to meet, and young children to play and interact with each other as well as the school children. Playcentre also provides our Reception children with the opportunity to participate in quality play based learning.

The school welcomes parents and caregivers to visit the school and participate in learning activities. We encourage good communication between staff, parents and caregivers to ensure we are providing the best education possible for the children. Parent participation has always been a strength of Port Neill Primary School and we invite you to be part of the Governing Council and other parent volunteer committees within the school.

Being actively involved in our local community is immensely important to the Port Neill School. We seek opportunities to work and learn with community members and groups and constantly strive to contribute positively to the community.

The school encourages student voice and has an active School Representative Council (SRC), which develops leadership skills and has a focus on fundraising for national charities and local groups. The SRC provide a regular report to Governing Council and work collaboratively with the school staff and wider community.

We welcome you to the school and hope you and your child/ren enjoy your time at Port Neill Primary School. This booklet provides more information about the school, please read through it and if you would like clarification or more information please contact the staff at the school.

Yours sincerely,

Port Neill Primary School Staff

## **School Times**

At 8.30 a.m. staff commence yard supervision.

**RESPONSIBILITY CANNOT BE ACCEPTED FOR CHILDREN ARRIVING BEFORE THAT TIME.**

SCHOOL HOURS	
8.50	School begins
10.40	Recess
11.00	Lessons
12.40	Lunch
1.20	Lessons
3.10	Dismissal

Lunches are eaten, sitting down, between 1pm and 1.15pm.

Yard supervision begins at 8:30am and is supervised until 3:30pm in the afternoons.

## **Attendance and Punctuality**

- Port Neill Primary School aim for 95% attendance rate as every day at school counts towards a more successful education.
- 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 they should be at school.
- If your child is going to be away due to a planned activity, please let the school know in advance, preferably with a note in their diary.
- 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, e.g.: family holiday. Requests for such approval must be in writing.

## **Playcentre**

- All Children and their families are invited to attend Playcentre on Friday mornings 10am ~ 12:30 pm. Playcentre offers an opportunity for parents to get together for support and friendship and children aged 0-5 years a quality play based learning program.

## **Governing Council**

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

Governing Council's role includes:

- Assisting with reviewing school policies
- Working with the school on the Site Improvement Plan & strategic directions
- Review and approve school finances/budget
- Overseeing school facilities
- Representing the needs of the whole community

It is encouraged that all families are represented at Governing Council. Governing Council generally meets Week 4 and week 8 each term starting at 3.40

## **Positive Behaviours for Learning**

Port Neill Primary School values the wellbeing of students and staff, and strives to develop a positive wellbeing culture throughout the whole school community.

Positive Behaviours for Learning is an integral part of how we operate and function at Port Neill Primary. Positive Behaviours for Learning is a whole-school approach creating a positive, safe, inclusive and supportive school environment. It is implemented to provide opportunities for students to acquire values, behavioural social skills supportive of their lifelong wellbeing.

Expected behaviours are explicitly taught and practised and students are positively acknowledge for those behaviours. Positive Behaviours for Learning assists in achieving academic and social success and empowers students to be the best version of themselves. At Port Neill Primary, all staff are responsible for knowing the behaviour expectations and providing consistent constructive and positive feedback to students.

### **Teaching of expected behaviours:**

The school's values; Respect, Resilience, Kindness and Teamwork are discussed, taught, practised and implemented in daily activities by staff and students. Negotiated rewards are used to positively acknowledge students using school values.

Each Monday during a whole school Pastoral Care time an explicit social skill or behaviour is taught, modelled and practised by students and staff. The social skill or behaviour is chosen based on current needs of the school and collected data.

### **The basic reward system for positive behaviours is structured with:**

- Students negotiating a reward for their positive behaviour with their class teacher
- Students work toward achieving Club 20, 40, 60, 80, 100 etc. Points are awarded through Class Dojo
- Once a Club level has been achieved students negotiate with the class teacher an appropriate time to receive their reward. The student moves onto the next club and a new reward is negotiated

### **Behaviour Reminders:**

- Students are given 'red alerts', which is simply a gentle reminder about the expected behaviours at Port Neill Primary School
- Should students receive three Red Alerts in one learning period (lessons 1 & 2, or 3 & 4 or 5 & 6) the student will have a discussion with the Principal. The Principal and student will have a phone conversation with their parents/caregivers explaining the student's behaviour
- Red Alerts are reset during break times, giving students the opportunity to start fresh after a break
- Should a major behaviour occur, the child will be sent straight to the Principal and Parents/Caregivers will be contacted

## **Positive Education**

Positive Education is an evidenced-based approach to education that uses the principles of Positive Psychology. Port Neill Primary staff have participated in Pos. Ed. training and the school is looking forward to 'learning, living, teaching and embedding' the Pos. Ed. principles to strengthen the holistic education we offer. Positive Education focuses on character strengths and six pillars that contribute to wellbeing; positive accomplishment, positive purpose, positive relationships, positive emotions, positive health and positive engagement. We are at the beginning stages of our Positive Education journey but we envisage Positive Education becoming a way of being at Port Neill Primary, and that our students and staff will acquire skills and practices to enable them to flourish and be the best versions of themselves.

## **Communication between Parents and Teachers**

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

We can keep each other informed via;

- Parent/Teacher Information meetings
- Newsletters
- Home Visits
- Parent/Teacher/Student/Conferences
- Special events and school functions such as open nights, assemblies and meetings
- Informal visits to the school
- Letters to and from home
- Telephone calls
- Class Dojo
- Port Neill Primary School Facebook page
- Port Neill Primary School website – [www.ptneill.sa.edu.au](http://www.ptneill.sa.edu.au)
- Notes in Student Diaries or Communication Books. These notes need to be initialled by parents. Please encourage your child to be reliable and responsible when carrying information to or from school.

## **Changes**

To assist us in providing the best care and education for your child, we would appreciate being informed of any changes in your child's life. Confidential information will be kept in confidence.

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

## **Newsletters**

- The school newsletter provides regular communication to parents. It is emailed home in weeks 1,3,5,7,9,11.
- The newsletter has items on school and student activities, forthcoming events and community notices.
- Deadline for newsletter items is 3pm each Wednesday.
- Newsletter items are to be emailed to – [julie.will828@schools.sa.edu.au](mailto:julie.will828@schools.sa.edu.au) or [dl.0361.info@schools.sa.edu.au](mailto:dl.0361.info@schools.sa.edu.au)

## **Facebook**



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

## **School Uniform**

The students and parents of Port Neill Primary School are proud of their school and wearing the school colours is one way pride is demonstrated. School colours are green and gold. 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/skorts 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.

## **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 broad brim 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 broad brim school hat while outside all year round.
- ❖ Apply / reapply sunscreen as necessary
- ❖ 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 when they do not have their school hat.

## **Inclement Weather**

On days of inclement weather (hot, dusty, rain or cold) the teacher on duty will supervise the children in one of the classrooms or the library.

## **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, please ensure these are cut up if needed.

The local shop, 'Post & Trade' offer school lunches as an option for students on a Monday. These need to be pre-ordered and prepaid.



### **Friday Assemblies**

- At 3:05 pm on Weeks 2, 4, 6 & 8 on Friday afternoon a whole school assembly is held.
- During this time students and staff share their work and learning, and student achievements are celebrated.
- Parents, caregivers and community members are welcome to attend.

### **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.

### **Homework**

At Port Neill Primary the homework expectation is that students read at least 3 nights/week for at least 20 minutes, and it is recorded in their 'Reading Record Book'. Junior Primary students are expected to practice Jolly Phonics sounds and Oxford sight words. Upper Primary students are expected to practice their spelling words. Students are also required to practice maths skills and on occasions complete unfinished work or spend time working on projects. Junior Primary students are not expected to spend more than 2 hours/week on homework and Upper Primary students are not expected to spend more than 3 hours/week.

### **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 will be recorded and communicated with parents
- 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 will be 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 DECDS regulations, the school is unable to administer medication without a Medication Authority signed by the Doctor.

### **Camps and Excursions**

- Excursions and camps are aligned to the school curriculum and 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 an 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. We appreciate parents who are able to assist with private transport for camps and excursions.

### **Material and Services Charge**

The Material and Services charge covers student 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.

## Financial Payments

- 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.
- If you would like to set up a payment plan for school fees, camps, excursions and other extra curricula activities please speak with the Principal.
- Online payment is also available: **BSB 633 108**  
**Account No. 144734506**

## 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.

## Reporting to Parents

- **Parent Information Sessions**  
At the beginning of the school year parents are invited to attend an information session to gain information about the class learning programme, routines and structures, and the roles of students, staff and parents.
- **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.
- **Written Reports**  
Written student report's highlighting student achievements are completed at the end of Term 2 and 4.

## 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

## Dental Clinic

---

### 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

---

## 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.

