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Welcome

Dear parents,

It is my pleasure to welcome all new families to Kilkenny Primary School. The staff here trust that the time you and your family spend here will be enjoyable and rewarding.



Our aim at is to ensure teaching and learning occurs in a safe, supportive environment, where trust, friendship, cooperation and enthusiasm supports maximum learning outcomes for all.

Our vision is to ensure our teaching and learning programs give the skills and knowledge so every child meets the challenges of the 21st century. Some of these key skills include: independence, critical thinking and problem solving, risk-taking, being innovative and being able to work in teams.

We look forward to working with you as a partner in your child's education and welcome your participation in the life of the school.

This handbook is designed to help you and your family in your transition to our school. It includes a range of information in preparation for your child commencing with us.

I hope it will assist you as you settle into Kilkenny Primary School.

Peter Dunstan
Principal

Term dates

| | 2016 | 2017 | 2018 |
|---------------|-----------------|-----------------|-----------------|
| Term 1 | 1 Feb - 15 Apr | 30 Jan - 13 Apr | 29 Jan - 13 Apr |
| Term 2 | 2 May - 8 Jul | 1 May - 7 July | 30 Apr - 6 Jul |
| Term 3 | 25 Jul - 30 Sep | 24 Jul - 29 Sep | 23 Jul - 28 Sep |
| Term 4 | 17 Oct - 16 Dec | 16 Oct - 15 Dec | 15 Oct - 14 Dec |

*Note: Pupil Free and School Closure days not included, as they are decided upon in consultation with Governing Council at a later date.

General information

Structure of the School Day

| | |
|---------------|------------------------------|
| 8.30 | Teachers on duty in yard |
| 8.40 | Class doors open |
| 8.55-9.45 | Lesson 1 |
| 9.45-10.35 | Lesson 2 |
| 10.35-11.05 | Recess |
| 11.05-11.55 | Lesson 3 |
| 11.55-12.45 | Lesson 4 |
| 12.45 - 12.55 | Lunch eating time (in class) |
| 12.55-1.25 | Lunch |
| 1.25-2.15 | Lesson 5 |
| 2.15-3.05 | Lesson 6 |
| 3.05 | Dismissed |

Children are supervised in the school yard between the hours of 8.30am and 3.05pm. Parents and carers must be aware that children arriving prior to this time will be without supervision.

As lessons commence at 8.45am, children are expected to arrive before this time so that they can organise themselves for the day - order lunches, visit the office etc.

School address

Kilkenny Primary School
19 Jane Street
West Croydon 5008

Telephone

School: (08) 8345 4138
(08) 8345 0174
Pre-School: (08) 8347 0039
Fax: (08) 8445 8206
Email: dl.0207.info@schools.sa.edu.au

Early Dismissal

The school dismisses at 3.05pm each day except **on the last day of each term when children are dismissed at 2.05pm.**

Absences

If your child is absent from school for any reason, please notify the school by phone, send a note to the class teacher, or send an SMS to the phone number: **0427016460**

Student departures

If, for any reason, a student is collected during the course of the school day the responsible adult is required to sign-out their child/ren at the Front Office and present the sign-out card to the classroom teacher.

Out of School Hours Care

Before School Care

Kilkenny Before School Care hours of operation are from 7.00am to 8.30am Monday to Friday (excluding public holidays).

After School Care

Kilkenny After School Care hours of operation are from 3.05pm to 6.00pm Monday to Friday (excluding public holidays). On the last day of each term, we offer a 2.05pm to 6.00pm afternoon session.

Pupil Free Days

If there are sufficient numbers, we will offer care from 7.30am to 6.00pm on pupil free days.

Vacation Care

Vacation Care is offered in school holidays. See OSHC staff for information, timetables and programs!

Account payments can be made by QkR app (Quicker App) or BPoint on our website.

Volunteers

Parents and community members can be involved in school life in a variety of ways. We encourage all parents to be active in some way, for we strongly promote and demonstrate our belief that student learning is enhanced through a partnership between parents and teachers.

If you are interested in volunteering, please contact the front office for a form.

General information (cont.)

Admissions

There is only one Foundation intake for new students at the beginning of each year. Children must turn 5 before the 30th of April in order to commence school at the beginning of the year. All students who turn 5 from the 1st May will commence school in the following year.

Preschool

The Preschool is an integral part of the school. The Centre is staffed with trained teachers, and support staff. Children are enrolled at the Preschool.

Four sessions of preschool are available for 4 year olds in their year before starting school. Children are able to attend one session per week for one term prior to preschool.

Playgroup

Playgroup operates on Mondays from 9.30am to 11.30am. It is run by parent coordinators who can be contacted via the school. Parents attend playgroup with their children. There is a small fee per session.

Transition

Prior to commencing at Kilkenny Primary School children participate in a transition program in the term before school entry. By spending time with the Foundation class prior to starting school, the children settle in and become familiar with new teacher routines, expectations and the school environment. Parents of new enrolments are invited to the school for an informal meeting with the Principal and Foundation teachers. Parents are advised of the date and time of the meeting by letter.

Canteen

The school canteen is able to provide recess and lunch for children on **Tuesday** and **Wednesday**. Each class has a lunch basket in which orders are placed and a monitor collects them from the canteen 10 minutes prior to lunch play time. Price Lists are provided upon request. The canteen is run by volunteers. If you would like to volunteer your services, either at recess or lunch time, please contact the front office or the canteen of a morning.

Canteen open **TUESDAY** and **WEDNESDAY**

Canteen orders can be placed using our mobile phone app QkR - See the front office for details.

Medication

Teaching staff are not permitted to administer any form of medication to students.

If your doctor has prescribed medication for a student, to be taken during school hours, such medication can be delivered to the front office in a plastic bag.

- clearly labelled with the student's name
- clearly labelled with the dosage and times
- accompanied by a doctor's letter to the school
- a short note from you requesting the school to store the medication

Either you or the student can administer the medication. With the possible exception of inhalers, the medication will be stored (at your request) in a lockable cupboard.

Assemblies

Whole-school assemblies occur on Friday at 9.00am in weeks 3, 6, and 9 (three assemblies each term). As well as a short assembly at 1.30pm on the last day of each term where Principal awards are presented. Classes take turns organising and presenting at each assembly and families are most welcome to attend. Assemblies are great celebrations where we acknowledge our school caring agreements.

Newsletters

Our school newsletter is sent home three times a term (3, 6, 9 - assembly weeks). The newsletter may include articles such as the Principal's focus, updates on any special happenings in the school, information about upcoming events for students and/or parents, reports from the school council and student council, stories and drawings produced by the children, requests for responses by parents on a variety of subjects and local and community news and information. We try to make the newsletter as interesting and informative as possible - please take the time to read it and to send back any reply slips.

Parking

Parents are not to use the school car park as a drop-off or collection zone. There is a 2 minute zone out the front of the school for parents to drop off and collect their children. Please drive carefully and respect the parking signs/speed limits.

Sole Custody / Access

Parents who have sole custody or specific access issues concerning their child should make this known to the Principal and provide all relevant documentation. Any information given will be kept in strict confidence.

General information (cont.)

Resource Centre

Kilkenny Primary School's Library Resource Centre is centrally located to allow easy access for children's information needs at any time of the school day. Each class visits the Resource Centre with their class teacher. The Resource Centre is also open at lunch times. Students are encouraged to borrow books and complete the Premier's Reading Challenge.

Sun Smart

As part of our Sun Smart policy, students are required to wear appropriate hats during Terms 1 and 4 whilst outside in the school grounds, except in the time before school.

Inclement Weather

We do not dismiss early at times of hot weather as the school is air conditioned. In the event of extreme weather conditions - steady rain, heat waves etc. - children will be supervised undercover or indoors by teachers during play breaks.

Smoking

In line with Government legislation, our school is a smoke free area 24 hours each day. Parents and visitors are asked to abide by this law and refrain from smoking on school grounds at any time.

Bicycles/Roller Blades/Skateboards/Scooters

A bicycle rack is provided near the OSHC centre. No responsibility is accepted for loss of bicycles or parts whilst they are left in the area. It is the responsibility of students and/or their carers to ensure bicycles are locked. Students must **walk** their bicycles/roller blades/skateboards/scooters in the school yard.

Mobile Phones

Mobile Phones are the responsibility of their owner. Any mobiles brought to school should not be used during school hours. Phones can be given to the class teachers or stored in the student's bag.

Head Lice

These are easily contracted and by no means any reflection upon the home or the child's cleanliness. Information on treatment can be obtained from the school or your local pharmacy.

"Nut Aware"

Please be aware of students with severe nut allergies and avoid sending any nut-products with your child. No nut products are sold through the canteen or cooked in the kitchen program.

Emergencies

If children become ill, or injured in a school yard accident, parents or an emergency contact will be phoned by the school to:

- (a) advise parent/caregiver
- (b) and/or arrange for the child to be collected from school

Please be sure that the school office has your current phone numbers and those of your emergency contact person.

It is important that we be notified of any change of address or phone number.

No child should be sent to school if they are unwell.

Home/School Communication

Adequate and effective communication between the home and the school is a vital factor in your child's education. Information is sent home on a regular basis. Please take the time to read it so that you are aware of what's happening in your child's school life.

Equally, it is important that teachers are aware of any circumstances outside of the school which may affect a student's health, well-being or performance at school.

Please contact your child's teacher by phone, diary, email, or arrange a time to drop in for a chat if you need to pass on any information about your child.

Any concerns or queries which you may have should be directed to the person who can best help you. In most cases this will be the class teacher if it concerns a student.

Diaries / Communications

Diaries are used to note homework, special activities, reminders etc. and for teachers' notes to parents and vice versa. Several teachers use a Communication Book in place of a diary, particularly in the junior primary levels. It provides an opportunity for teachers and parents to communicate with each other on a variety of matters - educational, social, family - which impact upon each child's learning.

School Camps

Children in Year 3-7 classes may be involved in school camps. Parents and caregivers are normally given plenty of notice to budget and save for these exciting events.

School fees and dress code

School Fees

The Governing Council establishes fees each year. Fees are used, along with funding from DECD to cover the cost of curriculum initiatives, including the purchase of stationery, art materials, purchases of resources such as computers, musical instruments and some facilities related to projects. Fees and fundraising also enable us to undertake major projects in curricula and grounds development. The fees do not cover excursions, swimming or camp costs.

Payments: School fees are sent to parents at the beginning of the school year. Payment can be made in person at the school office, over the internet (using credit card through the school web page), by cheque, or via mobile app QkR (see office for details). Fees should be paid in full. If there are difficulties, instalments can be arranged with the school.

School Card: Some families may be eligible for financial assistance from DECD; in the form of School Card. Forms are available at the Front Office and must be applied for each year.

Preschool Fee: A Preschool fee is charged per term and payable at the beginning of each term at the front office.

Dress Code

Students attending Kilkenny Primary School need to wear clothing that allows them to:

- participate safely and easily in all areas of the curriculum
- identify themselves as members of our school community

A supply of good quality and inexpensive polo tops, wind cheaters and hats with the KPS logo are available for purchase at the school front office.

Logos and brand names are not acceptable. It is expected that school clothing will adequately cover sensitive areas of the body to protect the skin from damage (e.g. strapless, sleeveless and shoe string tops are not to be worn). Colourful long sleeve shirts under navy / gold polo shirts are unacceptable and students will be asked to remove them.

The dress code applies during school hours and when students are on school excursions.

Families who are having difficulty obtaining the school uniform should feel free to discuss this confidentially

with the Principal. Assistance and support will be provided by the school.

Tops (navy blue)

- polo shirt, long or short sleeved
- half zip polar fleece windcheater with school logo
- warm up jacket with school logo
- blue and white check summer dress

Bottoms (plain-coloured blue)

- shorts
- knee-length skirts
- pants (**jeans are unacceptable**)

Hats

Students are required to wear a school approved hat in line with Sun Smart Policy in Term 1 and 4. Hats printed with KPS logo are available for purchase at the front office.

School approved hats are legionnaires, broad brimmed and narrower brimmed in navy blue. No other hats, caps or beanies may be worn at school.

The only headwear that is acceptable, other than a school hat, is a religious headwear such as a Hijab. These need to be in school colour - blue, white or black and plain.

Shoes

Shoes should be appropriate for involvement in physical activity. Closed in shoes are preferable. Slip-on shoes, thongs and high / wedge heels should not be worn as they present a safety risk. Students and adults in Kitchen classes must wear closed shoes.

Cosmetics and Jewellery

Cosmetics may not be worn by students at school. This includes nail polish.

Body piercings, large ear-rings and chains are not to be worn. (Sleepers and studs may be worn in ears).

Consequences / Enforcement

When students arrive for school in clothing that does not fit the school dress code:

- (1) **Contact** will be made with the parent/caregiver, by phone and / or by letter.
- (2) The student will then be offered a **spare school top** which they will wear for the school day and will need to return prior to being dismissed in the afternoon.
- (3) If the student chooses not to wear the spare top and / or a school uniform and / or a hat, then the student will **sit out of play** in the 'no hat - no uniform - no play' area.

Curriculum and special programs

Curriculum

The school's curriculum is balanced and broadly based as outlined in the Australian Curriculum (ACARA). The eight areas of study are:

| | | |
|--------------------------------|-------------|-----------|
| English | Mathematics | Science |
| Humanities and Social Sciences | The Arts | |
| Technologies | Health & PE | Languages |

Assessment and Reporting

| | |
|---------------|--|
| Term 1 | 'Meet the Teacher' Night + Parent/Teacher Interviews |
| Term 2 | Written Report |
| Term 3 | Student Showcase |
| Term 4 | Written Report |

Intervention

The Early Intervention program supports students requiring additional help in the early years of schooling.

A co-ordinated intervention program is provided for students who require additional support. These students are identified by staff from testing and our extensive data sets.

First Language Maintenance

The school also offers a programme to first language speakers, to enable them to maintain and further develop their first language in the areas of Italian and Serbian.

Indonesian

Starting in 2016, years F-3 will study Indonesian as part of an online program, assisted by classroom teachers.

Music

Children who are interested have opportunities to participate in the following specialist areas:

- Choir for students from years 5-7. The choir practises weekly throughout the year for its performance in the Schools' "Music Festival" at the Festival Theatre in September.
- String instrument tuition (violin/guitar) is conducted weekly for students from years 4-7.
- Piano is conducted weekly for students from years 3-7.
- Other instrument tuition is also offered - check at the front office.

English as an Additional Language Dialect

KPS generally has a high number of students where English is not their first language. The school provides additional support to assist all students to become fluent speakers, listeners, writers and readers of English.

Physical Education and Sport

The whole school participates in physical activities each Friday morning. A specialist P.E. program is provided to all classes. Individual classes also have their own fitness and skills lessons. Other sporting opportunities may be in the following:

- Volleyball
- Basketball
- Netball
- Soccer

Student Voice

The Student Council at Kilkenny Primary is a vital and active group within the school and has a strong voice on all issues affecting students. The council is comprised of representatives from each class and meets fortnightly.

Special Classes

Two special classes are on site, with a F-3 class and a 4-7 class. Class sizes are 8 and 12 respectively, and placements are made via a selection process from applicants across the metropolitan area.

Intensive English Learning Centre

Kilkenny has an Intensive English Learning Centre (IELC) on site and is made up of new arrival students from a large variety of different backgrounds and cultures.

Kitchen

The Stephanie Alexander Kitchen Garden program was first established here in 2010. It is run by a kitchen specialist, and is enjoyed throughout the year by all students from Foundation - Year 7. Students use produce from our garden, learn to read recipes and cook and eat healthy, delicious vegetarian menus. Classes also have the opportunity to participate in competitions such as in the Royal Adelaide Show and KPS Masterchef.

Garden

The school grounds include a spectacular, award-winning garden, looked after by the students, volunteers, and our garden specialist. We also have an on-site orchid, green-house and chook yard. All produce is used in our kitchen, as well as sold at our KPS market stall!

If you are interested in helping with either the Kitchen or Garden Program, please see volunteer information (front office).

Resolving conflict & grievance procedures

Resolving Conflict

Students resolving conflict should follow the appropriate steps:

- (1) Talk to the person involved about the problem.
- (2) Talk to a teacher or SSO about the problem at an appropriate time (teachers wear high-visible vests at yard times).
- (3) If they feel comfortable, speak with someone within their trust network to refer the matter for them.
- (4) If the issue is unresolved, speak to their parent(s)/caregivers and submit their complaint in writing if desired.

Grievance Procedures

Good relationships within the school community give children a greater chance of success. However, in the event of a grievance, the following guidelines should be applied.

- (1) Arrange a time to speak to the relevant teacher(s) about the problem.
- (2) Please do not enter school classrooms, offices or playgrounds about a major grievance without prior arrangement.
- (3) Let the teacher know what you consider to be the issue.
- (4) Allow a reasonable timeframe for the issue to be addressed.
- (5) If the grievance is not addressed, arrange a time to speak with the Principal.
- (6) If parents require support in this meeting, they may bring a person with them to support or advocate for them.
- (7) If you are still unhappy, please arrange a time to discuss the issue with the Education Director. The Flinders Park Office number is 8416 7303

Parent(s) with a grievance about School Policy should:

- (1) Arrange a meeting time with the Principal to discuss your concern.
- (2) Allow a reasonable time frame for issues to be addressed.
- (3) If you are still unhappy, please arrange a time to resolve your issue with the Education Director and submit your complaint in writing if desired.
- (4) Parents/caregivers may contact SAASSO on 82232266 for support with a mediator.

Medical information

Infectious Diseases

Children who are ill with an infectious disease are not permitted to attend school.

The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced. Parent/caregivers are advised to contact the school if a doctor has advised them that their child has an infectious disease, e.g.

| | |
|----------------|--|
| Bronchitis | Exclude until the child has been given appropriate treatment and feels well. |
| Chicken Pox | Exclude until all lesions have crusted, there are no moist sores and the child feels well. |
| Conjunctivitis | Exclude during the acute stage of the infection. |
| Mumps | Exclude for nine days or until swelling goes down (whichever is sooner). |
| Rubella | Exclude until fully recovered or for at least four days after onset of rash. |

Dental Care

The Government of South Australia, through the School Dental Service, offers a comprehensive oral health care program for South Australian children under 18 years of age. Considered to be the best school dental program in Australia, the aim of the service is to ensure that children have the opportunity to reach adulthood with good oral health and develop the skills to maintain it.

The care is free of charge for all pre-school and primary school children. Emphasis is placed on prevention of oral disease through advice on oral hygiene, diet and treatment procedures that promote oral health.

Parents wishing to contact School Dental Services can do so at:

PENNINGTON DENTAL CLINIC
C/- PENNINGTON PRIMARY SCHOOL
BUTLER AVENUE
PENNINGTON SA 5013
PH: 8447 6946

OR

PROSPECT PRIMARY SCHOOL
27 GLADSTONE ROAD
PROSPECT SA 5082
PH: 8269 4579

Governing council and community groups

Governing Council

Governing Council is the forum through which all members of our school community can have a say in the way our school operates.

Council is comprised of the Principal, staff representative and parent representatives who are elected for two year terms. Elections for council take place at the Annual General Meeting which is held in February each year.

Council is responsible for overseeing the financial management of the school and for advising (as the representatives of the whole school community) on matters such as facilities, policies and curriculum issues. Council also contributes to the 'Site Learning Plan'.

Council meetings are held in the staffroom 2 times a term in weeks 3 and 8. All meetings are open and any parent may attend as an observer/visitor.

Community Groups

Council has a number of subcommittees / community groups, which all deal in more detail with specific areas of Council responsibilities. All community groups report and make recommendations to council. Involvement is open to all parents and staff. You do not need to be on the Governing Council to be on a subcommittee. Please contact either the Subcommittee or Principal for information.

The community groups include:

Parents and Friends

Finance

OSHC

Fundraising

Canteen

Grounds

Curriculum

Sports

Map of our school

