

PARADISE PRIMARY SCHOOL

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School Handbook

Updated July 2018



Government of South Australia

Department for Education and
Child Development

Welcome to Paradise Primary School

This handbook contains information about learning programs, routines, facilities etc to help you know more about our school and what we have to offer. By knowing more about the school you will be able to work effectively in partnership with us to bring about the best learning outcomes for your child/ren.

Further information can be found on our website
www.paradiseprimary.com.au

We are happy to discuss or clarify any queries that you may have. Please feel free to contact the school ph: 8336 3155 or email us at dl.0973.info@schools.sa.edu.au

We look forward to working with you and your children.



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Procedures and Services

School Day

8:30am	Teachers on yard and crossing duty.
8:40am	Students may enter classroom to prepare for the day when class teacher is present
8:47am*	All students prepare for the day in class.
8:50am*	Lessons begin (includes roll call)
10:40am*	Recess begins
10:57*	Students to prepare for re-entry into classroom (drink, toilet etc)
11:00am*	Recess ends
12:40pm*	Lunch begins
	<i>All students eat in classrooms under supervision</i>
12:50pm*	Students out to play
1:27pm*	Students to prepare for re-entry into classroom (drink, toilet etc)
1:30pm*	End of lunch
3:10pm*	Home time (teachers on yard and crossing duty)
3:30pm*	Yard and crossing duty ends. Students who have not been collected from school go to Out of School Hours Care (OSHC)

* = siren

School Week

Monday
Tuesday
Wednesday – Staff Meeting 3.30pm
Thursday
Friday – Newsletter fortnightly, Assembly 9:00am fortnightly

Teachers commence before-school yard duty at 8:30am. After-school yard duty ends at 3.30pm. Children should not arrive at school before 8.30am or remain in the school yard after 3.30pm. Parents/carers are responsible for their children's safety if they are in the school yard before 8.30am or after 3.30pm. If children do need to arrive at school before 8:30am or remain at school after 3:30pm they must be supervised by their parents/carer or a nominated adult of whom the school has been advised. If not, they must report to OSHC (fees apply).

In wet or very hot weather (36°C or more) students will be supervised by teachers in the classrooms for indoor play at recess and/or lunch times. Teachers may take the class outside in the shade for a short period of time. Our school is air-conditioned so there is no early closure for hot weather.

Absences (including lateness)

If your child is going to be absent or late please advise the school as early as possible – preferably before the start of the school day - including a reason for the absence. This will avoid the reason for the absence being recorded as 'unknown'. Absence information reported to the Front Office is passed on to the class teacher. You can also submit an absence on our app Skoolbag.

It is a legal requirement for all absences to be recorded with a reason for the absence. A member of the school staff will telephone you if your child is absent for an unknown reason.

Term Dates

	Term 1	Term 2	Term 3	Term 4
2018	29 January - 13 April	30 April - 6 July	23 July - 28 September	15 October -14 December
2019	29 January -12 April	29 April - 5 July	22 July - 27 September	14 October -13 December
2020	28 January - 9 April	27 April - 3 July	20 July - 25 September	12 October - 11 December

Governing Council

Governing Council has the role of working closely with the leadership team and staff in a governance capacity to make decisions for the benefit of the school community. Governing Council meets three times per term). The Annual General Meeting is held in conjunction with Acquaintance Night in Term 1.

All community members are welcome to attend Governing Council meetings. However only Governing Council members can vote.

Parent Participation

Parent participation is strongly encouraged as it is an important part of establishing the partnership between your family and the school. In doing so we strive to provide the best educational opportunities and outcomes for all students. Children benefit from as much care and support that we can provide.

Volunteer work from parent/carers is highly valued in our school. Many parents/carers give of their time, interests and skills for the benefit of a range of students. Legislation requires that almost all forms of volunteering with individual or groups of children necessitates a Relevant History Screening Clearance (formerly 'Police Check') prior to volunteering. A Relevant History Screening Clearance is valid for three years. The school meets the cost of the clearance provided that the majority of volunteer time is spent at the school. Volunteers are also required to attend a free two-hour induction session conducted on-site by the Principal.

You are warmly invited to participate on a volunteer basis in the life of the school in an area of interest to you. Please contact the Principal for further information or visit

www.decd.sa.gov.au/docs/documents/1/volunteersineducational.pdf

Out of School Hours Care (OSHC) – Paradise for Kids

Paradise Primary School OSHC (Paradise for Kids) is a great service which offers high quality care. Hours are 7:30am – 8:35am and 3:10pm – 6:00pm. We provide a healthy breakfast and afternoon snack.

The OSHC team is a dedicated and committed team who ensures that your children are cared for in a positive environment. OSHC caters for all school aged children and provides a range of activities to suit their needs. With a play based learning focus the service caters for children from a diverse range of social and cultural backgrounds, as well as children with special needs.

In the interests of student safety, all children who arrive at school before 8.30am or remain at school after 3.30pm must report to OSHC as the school yard is not supervised by teachers at these times. Fees do apply.

The OSHC service also operates a Vacation Care program during school holidays and Pupil Free Days. Vac Care operates from 7.00am to 6.00pm.

Playgroup

Playgroup for children up to five years of age is available on Thursday mornings 9:30am – 11:30am in the OSHC building. Paradise Primary School is part of the Playgroups in Schools (PinS) project which supports two of the key elements of the Numeracy and Literacy Strategy Birth to 18 in schools – 'All children benefit from a great start' and 'Families and communities play a key role'. There is no charge to attend Playgroup. Contact the school front office for further details and enrolment procedures.

Car Parking

Car parks for parents/carers to drop off or pick up children or to use during the day are located at Harris St and Silkes Road.

A 'Kiss and Drop' zone operates in the Harris St car park. This is for quick drop-offs before school and quick pick-ups after school. The zone works well when everyone follows the rules. Please adhere to the signs in order to be respectful of everybody's needs. In particular, please do not use the 'Kiss and Drop' zone for temporary parking during the restricted times. Also, please do not park in the disability access spaces without displaying the appropriate sign.

Drivers are asked to be particularly mindful of safety issues. Yellow lines are clearly marked in the street as 'no parking' areas. The speed limit within the Harris St carpark is 5km/hr. Continued parking infringements are reported to the relevant authority. The George St car park is strictly for staff, service vehicles or persons requiring special car parking needs (by negotiation with the Principal).

Sick Room

Students will be sent to the Front Office if they become ill or are injured. First Aid will be provided. Students return to class once they have recovered or parents/carers will be contacted for students to be collected if they are deemed unwell to remain at school. Please note that the school can only administer prescribed dosages of medications that are sent from home if the medication and written instructions are left at the Front Office. Prescription medication must be in its original packaging and labelled with the child's name and dosage.

Accidents are usually of a minor nature requiring basic First Aid and some TLC. However, there are times when more serious accidents occur. If this is the case, parents/carers will be contacted. In emergency situations we will call an ambulance or take the child to the nearest hospital and stay with them until parents/carers arrive. It is important that your details are kept up to date with the front office. Please ensure that you have provided us with an up to date Emergency Contacts list and inform us of any allergies or conditions.

Children with ongoing conditions such as anaphylaxis and asthma are required to provide the school with details of their Health Support Plan. It is the responsibility of parents/carers to ensure that all medication sent to school is within expiry dates. The school will ensure that medications in labelled containers accompany students on excursions.

Dental Clinic

All children at Paradise have access to the dental clinic at Modbury which operates Monday to Friday. The clinic is located at:

Modbury GP Plus Super Clinic
77 Smart Road
Modbury SA 5092
Phone: 7425 8700

We offer free treatment to pre-schoolers. Primary students with a Health Care/ pension card are free. Students eligible for child benefit scheme are also free. Any students not eligible for any of the above there is a \$45 fee for general treatment.

Curriculum

All Australian schools are using the *Australian Curriculum*.

At Paradise Primary School we are committed to 21st Century Learning principles to prepare students for the challenges and opportunities for learning and living in the modern era. 21st Century Learning combines the rigorous teaching of essential skills:

- Numeracy *and*
 - Literacy
- incorporating:
- | | |
|---|--------------------------------------|
| • Critical Thinking and Problem Solving | • Computing and ICT Literacy |
| • Creativity and Innovation | • Communication |
| • Collaboration and Leadership | • Careers and Learning Self Reliance |
| • Cross-cultural Understandings | |

More information can be found at:

Australian Curriculum <http://www.australiancurriculum.edu.au/>.

Teachers use a range of strategies to differentiate the curriculum to meet the diverse needs of all learners. This includes funding for students with verified learning or physical disabilities and students with learning difficulties.

EALD (English as an Additional Language or Dialect – formerly ESL)

The school has an allocation for EALD support. This is based on a levelling (formerly 'scaling') process undertaken each year by teachers. Students from a Non-English Speaking Background who are identified through the levelling process will be supported.

NEP (Negotiated Education Plan)

Students eligible under the DECD Students with Disabilities Policy receive support based on their level of disability. SSO time from disabilities funding is allocated to each NEP student. Classroom teachers are responsible for writing and maintaining the NEP (in consultation with parents/carers) and providing programs/activities for the SSOs to use with the students.

NEP support is monitored and reviewed each term in Week 6 by the Student Review Team comprising Principal and regional service providers – Speech Pathologist, Psychologist Educational Services and the Interagency Behaviour Support Coordinator.

It is important to flag concerns about students needing support with the Principal on the Request for Support proforma.

R@P Reading intervention program

Students who are behind in their reading level are invited to participate in the R@P (Reading at Paradise) before school reading program. This program occurs Mon – Thurs 8:30am - 9:00am in the computer suite where participants use the Sunshine Online reading program.

Wave identification

Classroom teachers need to identify students as Wave 1 (able to go on with most tasks independently or as part of a group after explicit teaching), Wave 2 (requiring some additional instruction after explicit teaching before attempting tasks independently or as part of a group) or Wave 3 (NEP students) for programming and planning purposes. It is important that the curriculum be differentiated to meet the needs of all learners.

Assessment and Reporting

Progress of all students is closely monitored to ensure that they are maximising their potential. Teachers follow a school-wide Assessment Program to gather evidence to inform planning.

Written student reports go home twice a year on the last days of Term 2 (Mid-Year Report) and term 4 (End of Year Report).

Parent-Teacher Interviews for all students are held at the end of Term 1 with optional interviews held at the end of Term 3 (either parents/carers or teachers can request an interview). Please note that interviews can be called for at anytime during the year if a teacher or parent/carer requires one.

Library/Resources

At Paradise we offer our students a well-resourced library offering a variety of fiction and non-fiction titles. The collection is continually up-dated complementing all areas of study. The library promotes a warm and friendly environment and students are encouraged to display their learning. Primary Years (3-5) and Middle Years (6-7) students are able to borrow up to four books for two weeks duration. Early Years (R-2) students may borrow two books. A library bag is required for Early Years students. There is a borrowing session each week.

All students are encouraged to regularly use the library to borrow books and/or resources.

ICT (Information Communication Technology)

ICT is an essential part of '21st Century Learning'. Students and teachers at Paradise Primary learn and develop skills in Information and Communication Technology across all areas of the curriculum.

Digital tools are used to critically design and construct texts, search for and sort information, present/share learning and communicate with others. Our computer suite has a workstation for each

class member. Each classroom has a Smart Board (Interactive Whiteboard) and access to a pod of computers (either desktops or laptops) and mobile digital devices (iPads). The school is wireless networked allowing for 'anywhere, anytime' online access. A technician is employed to maintain the ICT infrastructure.

Specialist subjects

All classes receive one lesson per week (except where indicated) from a teacher specialising in a subject area. Classroom teachers supplement the programs where necessary.

- **Music**

Classroom Music - all students participate in a range of activities such as playing and composing, singing, listening, moving and responding to music. Students experience traditional and contemporary music styles from a range of cultures. Classroom Music lessons will begin in Term 2.

Our school choir, consisting of Year 5 - 7 students, performs in the annual South Australian Public Primary Schools Festival of Music and at assemblies and special occasions throughout the year. The choir rehearses weekly during school hours in Terms 1 - 3.

To help develop the full potential of your child's music ability, children can access private instrumental tuition, with a wide range of instruments to choose from - clarinet, drums, flute, guitar, keyboard, percussion, piano, recorder, saxophone and violin. Band is offered for instrumental students and performs at school concerts and assemblies.

- **HASS**

These two subjects are taught by the Resource Centre Teacher. Independent learning through inquiry and investigation and the use of Information and Communication Technologies feature prominently in the teaching of these subjects. All classes receive a weekly History lesson over the course of the year and will incorporate Cultural Studies. Geography is taught for one semester by the Resource Centre Teacher and by the classroom teacher for the other semester.

- **Chinese**

Pastoral Care Worker (PCW)

The PCW program is federally funded and administered through the local Schools Ministry Group. It is not religious education. Rather, it is a 'listening ear' service available to all members of the school community. The PCW is available two days a week (Monday and Wednesday) and works with whole classes, small groups or with individual students.

The PCW role is essentially about supporting student, staff and family wellbeing. Support is available to students during lesson and play time. Our PCW supports new students to the school to assist them to make a smooth transition. Students and parents are able to make an appointment at a mutually convenient time to have a chat.

Signed consent is required for students to have contact with the PCW.

LINKS (Transition to Reception)

The LINKS Program is a transition connection or 'link' between preschool and school. LINKS is conducted on Friday mornings in term 4 prior to Reception students commencing school the following year. The program is conducted by the Reception teacher and supported by an SSO and a parent volunteer. Sessions are held Fridays 8.50am - 11:50am. Links provides children with a formal and extended transition program and offers familiarisation with the school environment and routines. The LINKS program has limited spaces, so it is essential to reserve your child's place.

Priority entry is given to children who are enrolled at Paradise Primary School. The cost of the program is \$70.00 for the term, which includes a parent handbook and a child's library bag. Most children who start Reception at Paradise Primary School participate in LINKS.

Extra-Curricular Programs

At Paradise Primary we offer students many opportunities to expand their learning and broaden their experiences. Students can participate in activities that include International Competitions for Schools - Computing Skills, Writing, Spelling, Mathematics and Science, Premier's Reading and *be active*

Challenges, Australian Maths Competition, SRC (Student Representative Council), Pedal Prix and a variety of sporting teams such as Soccer, Netball, Basketball, Cricket and Football.

Premier's Be Active Challenge

The Premier's Be Active Challenge is open to all students in South Australian government and non-government schools. The Challenge commenced in 2007 and students from Paradise Primary were first involved in the challenge in 2009. The Challenge is to do at least 60 minutes of physical activity on at least five days of the week for at least four weeks. This physical activity can take a variety of forms ranging from active house work and walking to school, through to playing sport. Recess and lunch time activities can also be included in the challenge activities. The Premier's Be Active Challenge is to be completed in one school year and commences each year on the first day on Term 1 and concludes on the last day of Term 3. Schools may choose the weeks in which they do the Challenge each year. At Paradise Primary, the Challenge is usually completed in Term 1 to coincide with Sports Day preparation. Students who complete the challenge will receive a medal towards the end of the school year.

The Premier's Be Active Challenge is a great way for students to be active both at school and at home and it also benefits student health in many ways.

Homework

DECD states that when homework is set the school ensures that:

- the homework is appropriate to the age and ability of the students
- it recognises students have other commitments such as sport and home responsibilities
- the homework does not disadvantage students who do not have access to technology such as email and the internet.

Homework reinforces learning and helps students develop skills by:

- reinforcing work studied during class
- developing research skills
- developing time management skills
- helping to develop good study habits
- developing concentration
- developing self-discipline
- providing opportunities for children who may be struggling with a topic by reinforcing learning
- providing challenges and stimulus for children
- enabling parents to see how their child is progressing at school
- bridging the gap between learning at school and home.

Early Years (Reception, Year 1, Year 2)

A maximum of 15 minutes per day

Content may include – reading, sight words, phonics, other literacy and numeracy activities, morning talk preparation, weekly assignment.

Primary Years

Year 3/4 20 mins 3 nights per week

Year 4/5 20 – 30 mins 4 nights per week

Middle Years

Year 6/7 30 – 40 mins 4 nights per week

Content for Primary and Middle Years may include literacy & maths activities, homework contract, reading to parents/carers, assignments/projects, study ladder, completing tasks.

Behaviour Guidelines

All students are responsible for their own behaviour. Bullying and harassment in any form is not tolerated. All students are supported, taught and expected to behave appropriately.

At the beginning of 2015 teachers were trained in using 'Play is the Way'®. The program is being implemented across the school. Play is the Way is a practical pedagogy for teaching social and emotional learning using guided play, classroom activities and an empowering language. It is a process that gives primary schools a way to develop, improve and entrench the personal and social capabilities of students.

Classroom Agreements (Behaviour Codes) are negotiated between the class teacher and students at the beginning of the year in line with School Values. Teachers are strongly encouraged to acknowledge positive behaviour whenever possible.

Consequences for inappropriate behaviour in class (including NIT lessons):

A 'logical consequences' system applies for inappropriate classroom behaviour. Consequences for students who choose not to follow classroom rules are generally:

- Reminder
- Warning
- Class time-out
- Rethink (in another class)
- Conference (with teacher)
- Office time-out (with leadership)
- Take home

In more extreme circumstances students may be suspended or excluded from school.

In some cases students may progress more quickly through the consequences depending on the severity of the behaviour eg straight from Warning to Office Time Out in the case of violence.

If a student needs to go to Rethink or Office Time Out the class or NIT teacher completes the appropriate proforma providing details about the steps the student has progressed through. The proforma accompanies the student sent to Rethink or Office Time Out. Students will complete a Rethink sheet when they return to have a conference with the teacher outlining what they did, who it affected, how things can be resolved and choices they could make in future if they find themselves in a similar situation.

Consequences for inappropriate behaviour in the yard:

A 'Reflection' period occurs each day during the first lunch play period for students who have received a 'time -out' consequence for inappropriate behaviour in the yard. They will participate in a conference with the teacher on Reflection duty and complete a Reflection form outlining what they did, who it affected, how things can be fixed up and what better choices they could make in future if they find themselves in a similar situation. The principles of Restorative Justice are used as a first step in supporting students to solve problems.

Teachers conducting lunch Reflection duty facilitate Restorative Practices conversations and support students to complete the reflection sheet. The Reflection duty teacher then photocopies the original reflection sheets and leaves them in the front office for EDSAS data entry. The original sheets are returned to the class teachers of the students. The right-hand side of the form containing the reflection sheet is sent home to parents who are expected to sign and return it to the class teacher. The left-hand side of the form is filed by the class teacher.

If a student receives three Rethinks or Reflections in a term they will need to complete the Restricted Play program. All students will complete 1 day. Restricted Play at recess is supervised by Leadership in the office. At lunch time students on Restricted Play are supervised by the teacher on duty in the Library for 'first lunch' and by the teacher on Playground duty for 'second lunch'. Students report to the duty teacher and give their Restricted Play card to the duty teacher. The duty teacher will sign the card if the student has successfully completed Restricted Play. The duty teacher will then give the booklet to the class teacher at the end of play.

Paradise Primary School Behaviour Guidelines



B E R E S P O N S I B L E

B E R E S P E C T F U L

B E S A F E



<h2>Minor Negative Behaviour</h2> <p>Not sharing Littering Calling out Yelling Spitting Talking back Wandering around Pushing Throwing objects Answering back (check intent) Distracting others Dishonesty Leaving the room without permission Taking without asking Climbing on furniture Incidental swearing Arguing with classmates Refusal Work avoidance Minor graffiti eg. writing on rulers, books etc. Interfering in others' games Bossing others Not following instructions Deliberately annoying others Breaking windows or property accidentally Name calling</p> <p><i>This list is not exhaustive</i></p>	<h2>Process: minor behaviour provides teachable moments</h2> <p>Reminders (at least 2 given): Students deserve several reminders about the correct behaviour, or expected behaviour and are given the chance to change their behaviour. (Adults utilise affective state ments eg. <i>'You are an important member of the class but when you....(insert behaviour)... that's not okay here because...'</i> or <i>'I noticed you ... (insert behaviour)..., in our class we... (insert preferred behaviour)...</i></p> <p>Time Out: It is a chance for the student to reflect on or think about the expectations of the school at their classroom Time Out Table.</p> <p>Reflection (10-15 minute duration): When a student is making it difficult to teach, or for others to learn, they are sent to another class to reflect on their thinking and behaviour. <i>It is a gesture of collegial support to accept students sent to buddy class.</i></p> <p>*If a student refuses to take part in the process then leadership becomes involved and one-to-one support will be provided so that this process is followed.</p>
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<h2>Major Negative Behaviour</h2> <p>Ongoing minor behaviour Running away from class (This is dependant on circumstances – conversation with teacher required) Throwing objects with intent to harm Physical abuse with intent to harm eg kicking, punching, biting. Sexual harassment Out of bounds Racist behaviour Threatening harm Verbal abuse Bullying Stealing – significant Drug possession Serious attacks on property Persistent screaming Not coming into class</p> <p>Any behaviour where the intent is to harm another (physically, socially or emotionally) can be defined as a 'major behaviour'</p> <p><i>This list is not exhaustive</i></p>	<h2>Process</h2> <p>Major behaviour displayed or Persistent minor behaviour ↓ Refusal to follow the minor behaviour process (even with leadership direction)</p> <p>When all other strategies have been used and the student has been unwilling/unable to change their behaviour, refocus takes place with leadership, where a restorative process is implemented. Leaders will determine whether a Take Home, Suspension or Exclusion is appropriate.</p> <p>If a student hurts another person deliberately and leaves a mark, a Take Home or Suspension (depending on severity) is automatic.</p>
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Materials & Services Charges (M&S) – School Fees

The school's budget is reliant on the prompt full payment of fees in order for our school to continue to provide quality education programs for students. Financial support for programs is primarily derived from the following sources:

- State and Federal Government funding
- Fees paid by parents (Materials & Services Charges)
- Fundraising
- Hire of facilities, uniform store sales and bank interest
- Funding gained through special grants.

The programs we offer are directly linked to the funding available with school fees being a significant component.

The Governing Council has always worked to set the fees at a level which is fair and will allow the school programs to function. The 2018 M&S Charge has been approved by Governing School Council at the amount of \$330 per student. Following a poll of parents, this is also the amount that the school can legally recover in the event of non-payment.

Payment of Fees

School Fees can be paid by cash, cheque, major credit card or online through the *Bpoint Online Payment* facility.

Any items that are invoiced through the finance office can be paid online The *Bpoint Online Payments* link is on the home page of the school website: www.paradiserprimary.com. Cheques are to be made payable to Paradise Primary School.

An instalment plan for Materials and Services charges is also available. An 'Instalment Plan Agreement' form is available from the school's Finance Officer and needs to be completed and signed by the parent/carer and the Principal. If you take advantage of this plan your cooperation is sought in adhering to the instalment payment agreement.

Fees outstanding after a prescribed number of requests for payment will be referred to the DECD debt collection agency.

Additional Charges

There will be other school charges during the year for activities such as excursions, camps, swimming, school photographs, etc. We intend to keep these extra costs to a minimum. Governing Council determines on a yearly basis a subsidy amount per student that can be used to cover these additional charges.

School Card

The School Card Scheme is administered by the Department for Education and Child Development (DECD) and provides financial assistance towards the educational expenses incurred by families who meet the eligibility criteria.

School card assistance is available for:

- dependent students from 4 years of age receiving full-time schooling at a government and non-government school
- independent full-time students undertaking 6 subjects in years 10 or 11, or 5 subjects in year 12 at a government or non-government school
- adult re-entry students undertaking DECD funded subjects

Eligibility for School Card assistance is dependent upon the combined family income for the applicable financial year being within the School Card income limits. The School Card income limits are listed on the fact sheet, which is attached to each application form.

School Card assistance provides financial support towards educational costs such as school fees (Materials and Services Charges), uniform costs, and camp/excursion fees.

Applicants are required to apply for School Card **each school year**, using the appropriate form. The School Card rate for an eligible primary school student is \$235.00

More information is available at the front office, the DECD website http://www.decs.sa.gov.au/goldbook/pages/school_card/ or phone 1800 672 758 (free call).

NB if you wish to apply for School Card and miss the Education Department's closing date, or if you are not approved, you will be responsible for the full payment of the Materials and Service Charges.

Grievance procedure

At Paradise Primary School we believe that good relationships between the school and its community give children a greater chance of success in their learning and general well-being. However, it is only natural that from time to time grievances can arise.

Principles of our policy:

- Everyone should be treated with respect.
- Meetings conducted in the spirit of reconciliation, to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner.

Students who have a grievance should:

1. Talk to the person about the problem
2. If you feel uncomfortable speak to someone 'who you feel comfortable with'
3. Talk to a teacher / SSO about the problem at an appropriate time
4. Talk to a leadership team person about the problem at an appropriate time
5. If the issue is unresolved speak to your parent/carer.

Parents/Carers who have a grievance should:

1. Arrange a time to speak to the relevant person informing them about the nature of the problem (under no circumstances should a parent confront or take issue with a student).
2. Meet with the person at a pre-arranged time. Either party may request to have a third party present as a mediator.
3. Let the person know what you consider to be unjust or unfair action.
4. Negotiate a timeframe for the issues to be addressed.
5. If the grievance is not resolved, arrange a time to speak with the Principal.
6. If you are still dissatisfied, please arrange a time to discuss the issue with the Regional Director/Assistant Regional Director.

If the matter is still unresolved parents/carers may wish to direct concerns to the DECD Parent Complaint Unit 1800 677 435 or by email at DECD.ParentComplaint@sa.gov.au
The Parent Complaint Unit can be contacted at anytime during the process for advice.

School Lunches

Paradise Primary School does not operate a school canteen. However, 'Special Lunch Days' are held occasionally when students can order through the school eg Subway, BBQ etc.

We ask families to pack a variety of healthy foods in their child's lunch box. This may include fresh fruit, yogurts, air-popped popcorn, rice cakes, salads, wholemeal wraps and sandwiches. Children are asked to bring a bottle of fresh water and fresh fruit each day. All students are encouraged to have a healthy mid-morning snack and have water available throughout the day.

Paradise Primary School recommends healthy eating as recommended in the DECD Right Bite Policy.

More information can be found at

<http://www.decd.sa.gov.au/eatwellsa/pages/Parentsandcaregivers/42113/>

Uniform Policy

Students are expected to dress within the uniform policy and dress code except for designated Casual Days and special events eg Sports Day. Whilst we cannot insist that students wear school uniform we have very few instances throughout the year where this is not the case. All items are chosen for school identity and safety. Fashion clothes with company logos do not constitute appropriate uniform.

An SSO operates the Uniform Shop which provides new and second hand items. The shop is open Mondays 3:00pm – 3:30pm and Wednesdays 8:30am – 9:00am.

Uniform

- Navy blue trousers/track pants/ shorts (no logos, stripes etc). School shorts, including bike shorts, are to be of a length just above the knee and made of a durable fabric suitable for physical

activity. Leggings and jeans are not appropriate school uniform (NB leggings may be worn under school pants if desired eg in cold weather)

- Green polo shirts with school logo (new tops have navy collar containing the text 'Paradise Primary School')
- Navy blue windcheater with school logo
- Shoes: either school shoes or sneakers (sports shoes). Footwear such as thongs, platform soles, open toe sandals and high-heeled shoes are a safety hazard and are not suitable for most of the activities at school
- Sports uniforms are available for some sports teams eg Pedal Prix, Soccer, Jump Rope for Heart
- Girls: summer – dress blue, green and white check.
- Sport: in some cases uniform will be supplied for specific teams eg soccer shirts, Pedal Prix shirts and jackets as part of the fees for participating in the team
- Year 7 tops: Year 7's can wear their specially designed polo shirts and windcheaters
- Hats: Sun-safe hats (bucket or legionnaire's style) are to be worn by students when the UV Index is 3 or higher. In most cases this will be every day of terms 1 and 4 and certain days in terms 2 and 3. Staff model sun-safety by wearing hats on these days when out in the yard. The UV Index is posted each day on the wall outside the Library and on the noticeboard next to the water tank at the end of the path from the Harris St carpark. Students who do not have a hat on these days should not be playing in the yard. Instead they should go to the shaded area in the amphitheatre.

Staff positively promote the wearing of school uniform. In the event of a student not following the dress code a low key approach is taken in the first instance requesting appropriate changes are made the following day. If non-compliance becomes a regular choice a note in the student's diary or phone conversation with the parent/carer will be the next step. If this does not result in the student wearing school uniform/following dress code the matter will be referred to leadership.

Students wearing clothes bearing logos of any size or colouring will be reminded to make other arrangements for clothing within the dress code description. So as not to encourage competition between students the wearing of make-up (including nail polish) and jewellery (except for sleepers and stud earrings) is not permitted.

Students need to be in school uniform for excursions except for special events eg sporting teams, Band etc.

The following items are not to be worn to school:

caps	bracelets /anklets	bandanas	chokers
beanies	sleeveless tops	nail polish	necklaces
make up	rings	dangly earrings	tattoos
ink/texta	body markings		

Hair

- Hair should be worn in a style practical for school
- Shoulder length hair or longer must be tied back with a plain tie, preferably in school colours
- Fringes should not cover the eyes
- Hair colouring is not permitted (except for special events eg Sports Day, School Concert etc)

Exemptions – Students can be exempted from the daily uniform expectation by consultation with the Principal, but the need for safety and ease of student management should apply. It is expected that all students will comply with uniform requirements on any excursion outside the school.

Casual Days – During the year some days are designated as "Casual Days". On these days students are still required to wear tops with sun safe sleeves and safe footwear. With the consent of the staff and Governing Council, some special events are celebrated with a Casual Day. Since these days are often used as a fundraiser for the student body or an outside organisation, a donation is required (usually gold coin).

Uniform Price List (G.S.T. Inclusive) 2018

<u>Polo Shirts (Short Sleeve)</u>		<u>Girls Summer Dresses</u>	
Size 4 – 14	\$38.00	Size 4 - 8	\$65.00
		Size 10 – 16	\$65.00
<u>Polo Shirts (Long Sleeve)</u>		<u>Rugby Knit Shorts</u>	
Size 4 (limited stock)	\$25.00	Size 4 – 16 Youth	\$18.00
<u>Windcheaters</u>		<u>Hats</u>	
Size 6 – 16 Youth	\$25.00	Broad Brim	\$8.00
Size 12 – 20 Adult	\$28.00	Bucket	\$7.00
<u>Fleecy Zip Jackets</u>		<u>Bags</u>	
Size 4 – 16	\$30.00	Reader Bags	\$10.00
<u>Rain Jackets</u>		<u>Skorts</u>	
Size 6 -16 Youth	\$37.00	Size 4 - 12	\$22.00
<u>Cargo Pants</u>		<u>Double Knee Pants</u>	
Size 4 – 16	\$22.00	Size 4 – 14	\$22.00
<u>Girls Leisure Pants</u>	\$22.00	<u>Fleecy pants with zip</u>	
Currently size 10		Size 4-16	\$22.00
<u>Girls Slacks</u>	\$22.00	<u>Double Knee</u>	
Size 6 – 14 Youth			\$22.00

Opening Hours – Monday 3.00-3.30pm / Wednesday 8.30-9.00am

Second hand uniforms are available at a discounted price

There is no GST on second hand uniforms.

We hope that you have found this handbook to be informative. As it is not possible to cover all topics that parents/carers may be interested in please contact your child's class teacher or a member of the leadership team if you require details about any other aspect of schooling at Paradise Primary School.

PARADISE

PRIMARY SCHOOL

