OUR VALUES:

- Respect
- Trust
- Honesty
- Caring
- Cooperation
- Tolerance
WELCOME

The staff would like to take the opportunity to warmly welcome you and your child(ren) to Modbury West School.

We trust that you will enjoy and appreciate the unique richness and diversity of our student and parent population, as well as the quality of our learning programs.

Starting school or moving to a new school is an important, exciting time for both parent and child. At Modbury West we believe that children’s learning is enhanced when a positive relationship is developed between the family and the school.

A child’s first years at school are important in ensuring success throughout their formal education.

We are committed to working in partnership with parents/guardians as we recognise and value the important role that you have had and will continue to have as your child’s first educator.

At Modbury West we provide opportunities for all students to achieve the best possible educational outcomes.

Your child’s teacher and our regular school newsletters will keep you informed about learning programs, classroom activities and school events.

Some of the features of our school include.

- a dedicated caring staff
- a high level of parental/guardian involvement
- a supportive learning environment
- a wide range of learning activities
- a strong focus on values, social skills and student well being
- a commitment to developing resilience and perseverance
- a strong commitment to attendance
- excellent school grounds and facilities
- quality resources, including a range of technologies
- staff commitment to ongoing professional learning.

We look forward to sharing in a happy and productive association with you. Please feel free to contact me or any other member of staff should you have any questions or concerns.

Kind regards,

Deb Hancock
Principal
STARTING SCHOOL

Starting school is a big step for young children. At Modbury West School we aim to make the transition from Preschool/kindy to school a happy and successful one.

At any time if you or your child become concerned about anything at school please contact us so we can follow up quickly.

Your child will need a school bag, library bag, lunch box, drink bottle and school hat. Please label everything with your child’s name.

Our Uniform Shop is adjacent to the canteen and Mrs Jane Thompson is the Manager. The shop opens Monday to Friday 9:00 am till 12:45 pm.

We expect children to wear the school dress code.

We believe school dress code provides sensible clothing for the children to wear whilst it also creates a sense of unity and belonging.

PLEASE LABEL ALL CHILDREN’S CLOTHING AND BELONGINGS.

<table>
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<th>TERM DATES FOR 2016</th>
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<td>Term 1</td>
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<th>TERM DATES FOR 2017</th>
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<td>Term 1</td>
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<td>Term 4</td>
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General Information

The School is a well established school, which opened in 1971 and is situated just off the North East Road near the Tea Tree Plaza Shopping Complex.

Modbury West School caters for over 400 children from Reception to Year 7.

The School population comes from diverse backgrounds. Parents/Guardians are generally very interested and involved in their children’s education and are supportive of the school and its activities.

The School Campus has well established grounds and well maintained buildings and facilities.

The School emblem incorporates the leaves and flowers of the South Australian blue gum or Eucalyptus leucoxylon.

School Ethos

The school, including our Out of School Hours Care Program, enjoys an excellent reputation in the local and wider community for its warm and caring approach towards students and parents. The school is working to improve the high standard it sets for students, staff and parents by striving for excellence in a collaborative and cooperative manner as a “Quality Learning Community”.

Staff and students enjoy a high morale that results from working towards and achieving common goals. Individual as well as group needs are respected, and care is taken to be socially just when developing and implementing our school policies.

The values that we teach and model are:

- Respect
- Cooperation
- Trust
- Honesty
- Tolerance
- Care
Arrival/Departure Time at School

Staff are on duty on the asphalt from 8.30am and **students must not be in the yard before that time without a parent**. School commences at 8.50am and finishes at 3:05pm. Children should not remain at school beyond 3.15pm unless booked into the Out of School Hours Care Program.

School Times

<table>
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<tr>
<th>Event</th>
<th>Time</th>
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<tr>
<td>Entry to school</td>
<td>8.30am</td>
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<tr>
<td>Entry to class (bell rings)</td>
<td>8.45am</td>
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<tr>
<td>School commences (bell rings)</td>
<td>8.50am</td>
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<tr>
<td>Recess</td>
<td>10.50 - 11.10am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.45 - 1.30pm (first 10 mins eating in room)</td>
</tr>
<tr>
<td>Dismiss</td>
<td>3.05pm</td>
</tr>
<tr>
<td>Dismiss for holidays</td>
<td>2.05pm</td>
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</table>

Students who arrive after 8.50am will be marked as late on rolls. All students arriving after 8.50am need to sign in at the Front Office and collect a late arrival slip to give to their class teacher.

Children are not permitted to leave the school during the day unless collected by an adult who needs to collect an Early Departure slip at the front office to give to the class teacher.

Dress Code

- All tops and hats are to be **plain red or navy blue** and must be sunsafe (ie hats with rims).
- All pants, shorts and skirts to be **plain navy blue**.
- Dresses are blue and white or red and white check.
- All accessories (e.g. hair ties) to be **plain red or navy blue**.
- Any items sold through the Uniform Shop

Unacceptable Attire Includes:

- footwear which is unsafe or does not provide adequate support e.g. thongs
- clothing and accessories which are “loud” or with logos or designs
- make up and nail polish
- jeans
- strappy or sleeveless tops / singlets
- all jewellery other than studs or sleepers (in ears) and a watch
- bare midriffs
- the Governing Council would prefer children did not wear coloured hair extensions or dye their hair colours that are not natural

Exemptions:

Principal may negotiate with parents suitable clothing for their children on the following grounds:

- religious
- cultural
- financial hardship
- medical

The Governing Council Dress Code is a requirement of attendance at Modbury West School and it is expected that all students will comply with the dress code whilst at school or representing the school.

Parents/ Carers will be notified if students do not comply with the Dress Code. A Diary/Communication book note is required when a student is unable to wear dress code due to extenuating circumstances.
Hat Policy

All students are required to wear a plain red or navy blue broad brimmed, legionnaire or the designated bucket hat with the school logo during Term 1 and Term 4. Students who do not have their hat will be required to sit in the shade.

EDUCATIONAL PROGRAM

The school aims to provide all children with a broad and balanced education that prepares them for effective participation in society. We aim to develop individuals who can manage their own wellbeing, relate well to others, make informed decisions and behave with ethical integrity and act with responsibility.

In pursuit of this, we are committed to:

- striving for excellence in all aspects of learning
- enacting principles of social inclusion
- providing a secure and safe learning environment
- fostering co-operation and mutual respect
- involving the community
- developing successful, confident, ethical and creative learners

The Learning Areas

The Arts

The Arts curriculum encompasses dance, drama, media arts, music and visual arts. Students develop creativity, critical thinking, aesthetic knowledge and understanding about arts practices, through making and responding to artworks. Making includes learning about and using knowledge, skills, techniques, processes, materials and technologies to explore arts practices and make artworks that communicate ideas and intentions. Responding includes exploring, responding to, analysing and interpreting artworks. Students consider a range of viewpoints or perspectives through which artworks can be explored and interpreted through engaging with the worlds of artists, artworks, audiences and arts professions.

Technologies

The Technologies curriculum describes the subjects of Design and Technologies, in which students use design thinking and technologies to generate and produce designed solutions, and Digital Technologies, in which students use computational thinking and information systems to define, design and implement digital solutions.

Students investigate, design, plan, manage, create and evaluate solutions using traditional, contemporary and emerging technologies, and understand how technologies have developed over time. They learn to make informed and ethical decisions about the role, impact and use of technologies in the economy, environment and society for a sustainable future.
**English**

In English students learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken, written and multimodal texts with accuracy, fluency and purpose.

They learn to appreciate, enjoy and use the English language in its many forms – spoken, written, multimedia - and develop a sense of its richness and power to evoke feelings, convey information, form ideas, facilitate interaction with others, entertain, persuade and argue. They develop interest and skills in inquiring into the aesthetic aspects of texts, and develop an informed appreciation of literature.

**Health and Physical Education**

In Health and Physical Education, students develop the skills, knowledge, and understanding to strengthen their sense of self, and build and manage satisfying, respectful relationships. They learn to build on personal and community strengths and assets to enhance safety and wellbeing. They critique and challenge assumptions and stereotypes. Students learn to navigate a range of health-related sources, services and organisations.

At the core of Health and Physical Education is the acquisition of movement skills and concepts to enable students to participate in a range of physical activities – confidently, competently and creatively. As a foundation for lifelong physical activity participation and enhanced performance, students acquire an understanding of how the body moves and develop positive attitudes towards physical activity participation. They develop an appreciation of the significance of physical activity, outdoor recreation and sport in Australian society and globally.

**Mathematics**

The Mathematics curriculum aims to ensure that students:

- are confident, creative users and communicators of mathematics, able to investigate, represent and interpret situations in all areas of their lives
- develop an increasingly sophisticated understanding of mathematical concepts and fluency with processes, and are able to pose and solve problems and reason in number and algebra, measurement and geometry, and statistics and probability
- recognise connections between the areas of mathematics and other subject areas and appreciate mathematics as an accessible and enjoyable discipline to study.
Science

The Science curriculum provides opportunities for students to develop an understanding of important science concepts and processes, the practices used to develop scientific knowledge, of science’s contribution to our culture and society, and its applications in our lives.

Through learning about the biological, chemical, physical, earth and space sciences, students develop the scientific knowledge, understandings and skills to make informed decisions about local, national and global issues.

Humanities and Social Sciences

The humanities and social sciences are the study of human behaviour and interaction in social, cultural, environmental, economic and political contexts. The Humanities and Social Sciences learning area includes a study of history, geography, civics and citizenship, and economics and business.

Through studying HASS, students develop the ability to question, think critically, solve problems, communicate effectively, make decisions and adapt to change. The curriculum provides a broad understanding of the world in which we live, and how people can participate as active and informed citizens with high-level skills needed for the 21st century.

SPECIAL FEATURES OF OUR SCHOOL

Student Voice

Student Voice describes the opportunities that students have to contribute to decisions made in their classroom and made at Modbury West. As a school community we believe that students who feel they have their opinions valued are more likely to engage with their class and others across the school campus.

Student Voice at Modbury West is active through student committees and our student leaders.

Student Support

Teachers and SSOs provide learning support for a range of students.

- Reading Intervention
- Support for students with disabilities
- Support for students with speech or language difficulties
- Support for students with learning difficulties
- EALD (English as an Additional Language or Dialect)
**Intellectual Challenge**

Teachers develop programs to cater for the needs of all students. Staff challenge/stretch student learning and thinking through tasks that encourage thinking skills, problem solving, creativity, resilience, reflection and perseverance.

**Music Programs**

Students are able to access:

- Yr 5/6/7 Choir which culminates in a performance at the Festival Theatre as part of the Primary School Festival of Music.
- Instrumental lessons provided by private instructors
- Junior Singers for students in Reception to Year 4.

**Computing**

Children have access to desktop and laptop computers in the library, in the computer room and in their classrooms. All teaching spaces have an interactive whiteboard and sets of ipads are used throughout R-7. We have wireless internet access throughout the school.

Our aim is for the technology to become a tool for teaching and learning.

We teach students the skills to use the internet safely and appropriately and we ask parents/guardians and older students to sign a Cyber-safety ICT User Agreement.

**Resource Centre**

Our Resource Centre has a wide selection of books and reference materials. Staff help teachers and children select appropriate books, locate research material and plan programs designed to help children develop their learning.

Children can borrow a book every day and may have several books out a time. Children are encouraged to be responsible for the care of these books. The Resource Centre is open for borrowing each morning from 8:45am until 9:15 am and Wednesday after school.

Children need a library bag to borrow books. Any labelled fabric or plastic bag brought from home is suitable.
**Sport**

Modbury West offers a range of sporting activities. We rely on parents to coach and manage the teams. Most of the sport is played in non-school hours. All of the groups are self-funding and administered by parents. Please notify the school if you are willing to coach a sporting team.

We are a member of the South Australian Primary Schools Amateur Sports Association (SAPSASA) and Year 5-7 students have the opportunity to participate in many SAPSASA events. Our emphasis is on participation before winning.

**Excursions and Performances**

Excursions, performances at school and Sleepovers/Camps are an important part of learning. Teachers plan them to complement their educational programs. Most classes will attend at least one excursion in a year. We also book at least one in-school performance each year.

**HOME / SCHOOL PARTNERSHIPS**

Ongoing communication between home and school is essential as we work together to support the development of your child. At Modbury West School we use a range of communication forms between home and school. All teachers use a school diary or communication book for daily communication between home and school. Class newsletters are sent home at least (once) a term.

The School Newsletter is published fortnightly on a Wednesday. It contains information about school activities, meeting dates, Governing Council matters, community news and student work. The newsletter can be emailed to families or accessed on our website or through our Skoolbag app.

The student reporting structure is designed to provide parents with regular opportunities to view and discuss their child’s progress during the year.

**Overview of Reporting to Parents**

**Parent-Teacher Interviews**

Three way Interviews take place late in Term 1 and are offered again early in Term 3. They provide opportunities for open communication between parents and guardians, students and teachers about the students’ social development, academic progress and behaviour. The students are valued participants in these meetings. Their views, opinions and ideas are taken into account in developing action plans for the future.

**Written Reports**

A Written Report comes home at the end of Terms 2 and 4 and provides information on student progress in the areas of study and other aspects of schooling, such as attitude and social skills.

Parents are encouraged to make a time to meet with their child’s teacher at any other time to discuss progress or any issues they may be having.

We strongly encourage parents / guardians to stay informed by reading all newsletters and notices, as well as by attending interviews.
**Parent Complaint Policy**

**Parent guide to raising a concern or complaint**

We all expect quality and expert care and teaching for your child in order that they achieve their potential. Working together will give us the best chance of solving a problem that may arise during your child’s years in school.

We also recognise that at times things may go wrong. If you have a concern or a complaint, we want you to let us know. It’s important to learn from mistakes or misunderstandings so that we can improve your child’s experience and learning, and also improve processes where possible.

The first step in working through a complaint is to talk to your child’s teacher, and then the principal/deputy/assistant principal if you still are not happy.

A copy of the school *Parent Guide to Raising a Concern or Complaint* brochure is included in this information pack or ask at the front office. Steps guiding how complaints should be made are explained in the brochure.

Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

**About complaints or concerns**

This information may be helpful in explaining what a complaint is:

- A complaint may be made by a parent if they feel that the school has, for example:
  - done something wrong
  - failed to do something it should have done
  - acted unfairly or impolitely.

- Your concern or complaint may be about:
  - the type, level or quality of services
  - the behaviour and decisions of staff
  - a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or Federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

If you’d like more information give the school a call on 8265 0900 or visit the department’s website at www.decd.sa.gov.au/parentcomplaint or email DECD.EducationComplaint@sa.gov.au. There is also a Freecall number 1800 677 435.
Parental Involvement

Parents are welcome in our school and can be involved in so many ways. Such association benefits your child by giving him/her experience in relating with a number of adults and also can be most rewarding to the parents involved.

If you are interested in volunteering here are some ways of being involved:

- Help in the library.
- Help in the classroom, hearing children read, reading to children, assisting individual children to learn tables, taking small groups for cooking or crafts, and offering assistance on excursions. Our whole school reads at the start of each day and we welcome any parents/guardians who can stay for this.
- Offer your services in the canteen.
- Attend school functions.
- Offer your expertise - the experience and talent in the parent community is enormous.
- Help manage, coach or transport sports teams or come along to support your child’s team
- Participate in parent workshops.
- Nominate for Governing Council.

The Governing Council

The Governing Council plays an important part in the management and development of our school. It is responsible for ensuring that the community’s wishes and ideas are incorporated into the schools educational program, and is a key body in school decision making.

The Governing Council establishes sub-committees to oversee and advise on various aspects of our school.

A new Governing Council is elected at the Annual General Meeting in Term 1. Governing Council meetings are held twice a term on a Tuesday night from 7.00pm. All interested parents are welcome. These meetings are conducted in a relaxed and friendly atmosphere. You are also invited to raise issues of interest or concern to you through your Council representatives.
Most often asked questions about the governing council

Q. What does council do?
A. Think, listen, share opinions, consult, encourage ideas, plan, prepare policy, oversee school operations, monitor and review by involvement in various subcommittees.

Q. How often does council meet?
A. Council meetings are scheduled twice a term. In addition to this, sub-committees meet on a regular basis.

Q. How much time will I need to put in?
A. Approximately 2-4 hours per month would be typical.

Q. Do I need any special skills?
A. No. All interested parents are welcome and training is available. However should you have any particular field of expertise, please let us know, we will certainly put it to good use.

Volunteer Training

All parents and community volunteers who work in the school must undergo training and a Department for Communities and Social Inclusion (DCSI) check. Volunteer training sessions are held in Term 1. Parents who volunteer later in the year are trained individually by appointment with a leadership team member.

Material and Services Charges

Materials and Services Charges for 2016 have been established at $290.00 per student. This, together with our DECD funding, is used to fund our educational programs, and the maintenance and development of school buildings, grounds and resources. The school does not have any fundraising activities.

Your child will be provided with text books, stationary, educational materials, apparatus and equipment. Parents are advised that any text books issued to students remain the property of the school.

Throughout the school year, teachers may organise excursions, visiting performances, electives etc. As these events occur, parents will be notified about the nature of the activity, the amount of money that is required and the timeline for payment.

School Card

The School Card Scheme is administered by DECD and provides financial assistance towards the cost of education expenses to full-time students of low income families. Families who believe they may be eligible for School Card assistance need to apply by filling in an application form at the start of the school year. Applications need to be made yearly regardless of whether previous approval has been received.
Payment

Materials and Services Charges and excursion fees may be paid by cash, cheque or EFTPOS. Cheques should be crossed “Not Negotiable” and made payable to Modbury West School.

Refund Policy

Refunds for excursions or performances may be given for the entry fee component only. As the cost of transport must be paid for regardless of the number of students on the excursion, this cannot be refunded. Refunds can only be made by cheque or used as a credit against future excursions or performances within that year. A refund or credit will only be given if all other debts have been cleared.

Homework

Learning is a partnership between home and school. Homework activities should cater for the child’s academic, social, emotional and physical wellbeing. In order to achieve these, children need to have a balance of after school activities. We acknowledge the benefits that children receive, and the time commitment required, to be involved in out of school activities, eg play, team sports, drama, art and music etc.

To support their learning, children are expected to:

- Read or be read to every night
- Learn their sight or spelling words

Parents can further support their child by:

- Practising number facts including multiplication tables
- Preparing for oral language presentations (talks/sharing)
- Building on classroom programs
- Completing unfinished classroom activities
- Reading aloud to them

Parents will be informed of homework requirements via the class communication structures.
STUDENT WELLBEING

A major emphasis is placed on providing a safe, supportive learning environment free of harassment for all who are involved in the school. Students are taught skills to help them feel safe, including telling an adult if they are harassed or bullied. We provide individual, small group and whole class learning focusing on student wellbeing. We ask parents/guardians to talk to us if they feel their child is concerned about something happening at school.

Student Management

Teachers negotiate classroom rules at the beginning of the year. Children are given a reminder of the appropriate behaviour and most children respond to this.

Parents and Guardians are notified when serious classroom or yard behaviour breaches occur. Suspension is used in line with DECD policy.

Our students are generally well behaved and keen to learn.

Health and Security Of Children

Our teachers can look after children’s interests with your help. Please can you:-

- Always send a note to explain your child’s absence or lateness.

- Send a note if an afternoon's absence is foreseen, using the child’s diary/communication book, and sign your child out at the Front Office before picking up your child. NO CHILD WILL BE PERMITTED TO LEAVE SCHOOL (BEFORE DISMISSAL) WITHOUT AN EARLY COLLECTION SLIP COMPLETED AT THE FRONT OFFICE BY AN ADULT AND GIVEN TO THE TEACHER.

- Complete a Health Care Plan if your child has health issues (see office staff for more information)

- Not send your child to school if he/she is ill. We do not have the facilities for adequate care of sick children for any length of time

- Inform the school in writing of any custody/access or safety issues regarding your child

- Read carefully the Health Support Policy

No Smoking

Government Regulations state that our buildings and grounds are a no smoking zone. We ask you to respect this request when you are in our grounds.
Parking and Road Safety

Our school is located in a dangerous position being on a hill and bounded by two very busy roads. We urge all parents and guardians at all times to drive with the utmost care and observe all signs, particularly the “No Standing” notices. These signs mean that you cannot stop at all, even to drop a child off.

A drop off zone is operational in the morning on Wright Road and Onslow Road. This means you can only pull up and allow your child to quickly get out of the car. **You must not park your car when drop off zones are in place.**

Trained monitors are on duty every morning and afternoon on the Wright Road crossing.

Please ensure that your child does not run onto the road when they see your car and please do not double park. **FROM TIME TO TIME WE DO NOTIFY THE COUNCIL AND REQUEST PARKING INSPECTORS TO MONITOR NEARBY ROADS.**

Wet days in particular are extremely hazardous. Double parking creates a dangerous situation for other children as well as your own. Finding a place to park may take a few minutes longer but children’s safety is worth it.

**FOR SAFETY REASONS PARENTS ARE NOT TO PARK IN THE STAFF CAR PARK.**

Please ask students to exit and enter the vehicle from the kerb side rather than the road side. It is much safer for all.

- **Please encourage your child to use the Kelly Road, Wright Road and Onslow Road** crossings and support us in our attempts to educate children in all aspects of road safety, including bicycle safety.
- Parents are strongly advised to provide a padlock for their child if he/she rides a bicycle to school.
- Bicycles/Skateboards and Scooters are not to be ridden in the school grounds.
- While the school takes every precaution to ensure the safety of your child’s bike, school does not take responsibility for loss or damaged bikes.

We expect parents and guardians to be excellent role models for their own children and others by using the crossings and observing safe practices. Parents and guardians taking shortcuts between cars or over a busy road is not safe practice.

Dental Clinic

The Dental Clinic is situated at GP Plus Super Clinic Modbury. Enquiries can be made by phoning 7425 8700 (select 2).
Emergency Contact Information

At the beginning of each year a form will be sent home to enable parents to update emergency contacts and medical details. This updated information is absolutely essential to us so that we can contact a parent or nominee in case of an emergency involving their child.

Should any information change throughout the year please inform us immediately.

Hot/Wet Weather Procedure

When the temperature is above 36 degrees celsius, as measured by office staff, students are kept in airconditioned classrooms during the lunch break. If it is raining at recess or lunch times students remain in classrooms.

Healthy Eating Policy

At Modbury West School we support the DECD ‘Right Bite’ policy in the following ways.

Crunch And Sip

Crunch & Sip® is a set break for students to eat fruit or vegetables and drink water in the classroom. Modbury West has introduced Crunch & Sip® to support students to establish healthy eating habits whilst at school. All classes enjoy a Crunch & Sip® break and eat fruit or vegetables and drink water in the classroom every day.

Canteen

The Canteen provides nutritious food items that fit into the ‘Right Bite’ guidelines. The majority of items offered are ‘green’ food. ‘Amber’ foods are offered only in small sizes or on occasional days. ‘Red’ foods are not sold in the Canteen except on approved whole school ‘red days’ eg Sports Day.

Class Events and Celebrations

In general, class activities support the learning about health and nutrition in line with the curriculum and Right Bite. Class ‘red’ food activities may be included in the following circumstances

- Birthdays and other individual family celebrations – where parents wish to provide celebration food for the class (eg birthdays), the school will support this. Where possible small serves and consideration of healthier alternatives will be encouraged.
- Class events (eg end of term parties) – teachers consider healthier alternatives to traditional ‘party’ foods. In general, class organised ‘red’ days are kept to one per term (this does not include birthday celebrations as outlined above, and can be in addition to whole school events.)
Lost Property

Un-named misplaced clothing is sent to the lost property box under the stairs by the entrance to the office from the asphalt in the main building.

Lost property items are displayed at the end of each term prior to the box being cleared. Clear labelling of all items such as clothing and lunch boxes ensures items are returned to their owner. All unclaimed items are donated to charity at the end of each term.

Mobile Phones

The school takes no responsibility for mobile phones that are brought to school and become lost, stolen or broken. Any student who brings a mobile phone to school must keep it turned off and hand it to their teacher each morning. It is highly recommended that mobile phones are not brought to school.

Money and Valuables

Please do not allow your child to bring to school unnecessary amounts of money or valuable articles eg. jewellery, MP3 players, ipods, calculators or mobile phones, as we cannot be responsible for them.

The school takes no responsibility under any circumstances for the loss or theft of any money or valuables brought to school.

Accidents or Illness

Our staff are not trained health professionals. Staff will provide an initial assessment and simple treatment to students who are injured or feel ill. The school will contact parents and guardians to make a final decision about seeking further medical advice or treatment.

In the event of an accident or illness, you or your nominee will be contacted as soon as possible by a Staff member. Our School Service Officers have undergone First Aid training and are responsible for assisting children when injured or ill. If a child sustains a knock to the head, parents are contacted by phone or by a pink slip, in case of a delayed reaction. Younger students will also have a stamp saying Head Bump on the back of one of their hands. If a child requires emergency treatment, an ambulance will be called.

Ambulance Subscription

On occasions ambulances are called, eg, if we suspect a child has a broken bone and we are unable to contact anyone. We strongly recommend Parents/ Guardians to have ambulance cover for their child(ren) through medical/hospital funds, through subscriptions directly to St. John Ambulance or through School Accident Insurance schemes. Ambulance callouts and a ride to Modbury Hospital can cost more than $800.

Modbury West School Health Support Policy

Modbury West School is committed to supporting the health and well being of all students. Parents/Guardians retain primary responsibility for their child’s health care. This includes responsibility for providing accurate, up-to-date relevant information to staff regarding their child’s routine and emergency
health care needs. Students will be supported to develop safe, self-management of their health care needs. This will occur with respect to the student’s age and stage of development.

The school does not have the facilities or skills to care for sick students other than to provide first aid. Students who are ill should rest and recover at home until they are well enough to return to school.

**Routine Health and Personal Care Support**

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parents/guardians must provide written information from their doctor which outlines specific care needs. Forms are available from the front office for a range of health conditions and needs, including:

- Asthma
- Diabetes
- Anaphylaxis (severe allergy)
- Medical information (for General health care or those without specific forms)
- General health information (to be completed by a general practitioner, psychiatrist or psychologist)

The purpose of these health care plans is to ensure that the school has information from the treating health professional relevant to the student’s health, well-being, attendance, learning and care at school. We can write a ‘health support plan’ for the child if deemed necessary by the school or if any of the following are relevant

- There are any individual first aid requirements, other than a basic first aid response
- The child needs additional supervision for health related safety
- There is a predictable need for additional support with daily living tasks

Health support plans are written using the written information from the treating health professional, with discussion between school staff and the parent/carer.

**Asthma**

Students with asthma (even if only ‘mild’ or ‘occasional’) need an asthma care plan completed and signed by the treating doctor and given to the front office staff. Staff can remind students to take their preventative asthma medication prior to physical activity if this is part of the asthma care plan. Staff are also trained to administer reliever medication in the event of asthma attack. The school has reliever medication for use in emergency situations only. All students who require asthma medication must have puffers in the front office. All asthma puffers must have the pharmacist label, including the student’s name, stuck on the puffer.

**Children with asthma are to carry their medication only where specified by a doctor on their Health Care plan and on excursions.**
Head Lice

In line with DECD’s current policy on head lice management, children are not excluded from class if we suspect they have head lice, but it is advised that these children are not involved in activities that include hair to hair/head to head contact. Parents are not required to collect their children before the end of the school day, but we will contact parents (class teacher or office) and ask for them to check and treat if necessary. Letters will be sent home with children in the class notifying them there is a suspected case of head lice.

The South Australian Health Commission recommends that everyone checks their child’s hair every week for head lice.

Checking and treating children’s hair is **BY LAW A PARENT’S RESPONSIBILITY.**

Medication Management

As much as possible, we encourage students to take medication outside of school hours, eg. Three times per day can be taken in the morning before school, afternoon straight after school and bedtime. If medication is necessary at school, students will be supervised in managing this process themselves or will be given the medication by front office staff.

- Medication must be provided in the original pharmacist container with directions on the label
- The child’s name must be on the original label
- Medication must be stored safely and so needs to be taken to the front office and given to a front office staff member for storage in a secure cupboard. This should be handed from adult to adult.
- Students must have a medication plan filled out by a doctor and the parent/carer
- A maximum of a week’s supply is to be provided at any time (except asthma medication)
- It is the parents/guardians responsibility to provide the medication.
- A medication log will be filled out by the front office staff member supervising or giving the medication.
- Epipens must be replaced once out of date.
## Infectious Diseases

Listed below are some common illnesses and the policy regarding exclusion from school during infectious periods.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>PERSON</th>
<th>PEOPLE IN CONTACT WITH PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronchitis</td>
<td>Exclude until the person has been given appropriate treatment and feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox and Shingles</td>
<td>Exclude until all lesions have crusted, there are no moist sores and the person feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude during the acute state of the infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Giardiasis</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Not excluded. Appropriate treatment commenced as soon as possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude from unimmunised persons for at least four days after the onset of the rash</td>
<td>Immunised contacts not excluded. Non-immunised contacts should be excluded for 14 days from the first day of appearance of rash in the last case of measles reported. If non-immunised contacts are vaccinated within 72 hours of their contact with the index case they may then return to school.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm/Tinea</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude till fully recovered or for at least 4 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal Sore Throat including Scarlet Fever</td>
<td>Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Viral Gastroenteritis (Viral Diarrhoea)</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude for five days after starting antibiotic treatment</td>
<td>Exclude un-immunised household contacts aged less than 7 years from school for 14 days, or until they have been on antibiotic treatment for at least five days of a minimum 14 day course of antibiotics.</td>
</tr>
</tbody>
</table>
SCHOOL SERVICES

Out Of School Hours Care / Vacation Care

Director: Graeme Brown

We offer Before School Care and After School Care based in the Activity Room.  *The service opens at 7:00am and closes at 6:15pm during the school term.*

We also offer a Vacation Care Program in the School Holidays.  This program operates from **7:00am until 6:00pm** in the Activity Room.  Excursions are organised during this program and are included in the cost of care, unless otherwise stated.  *School Closure and Pupil Free Days* are also catered for.

Enrolment forms must be completed for all forms of care **before** OSHC or VAC Care can be accessed.

*Fee Payment* can be made by Cash, Cheque, and EFTPOS or online through Bizgate (accessible through the school website [www.modwest.sa.edu.au](http://www.modwest.sa.edu.au))

Further information is available from the school or the Director on 8395 0012 – Please leave a message if phone is unattended.

Canteen and Uniform Shop

Canteen

We have excellent canteen facilities.  Our canteen is open every day of the week.  In consideration of family budgets we work on small margins and any profit is used to purchase amenities for the school.

Children eat their lunches while being supervised in their classrooms.  Ideally lunch orders should be written at home and dropped in the lunch box on arrival in class.  Late orders should be taken directly to the canteen by **9.30am**.  Any orders after this may require substitute items.

Emergency Lunches

Student who for any reason do not have lunch will be provided with either a cheese or vegemite sandwich.  **Strictly no credit will be given in the Canteen.**
**Uniform Shop**

The shop is located in the foyer of the canteen and is open Monday to Friday 8.45 am – 12.45 pm. The shop stocks a variety of school items, clothing and hats. We also have a selection of second hand clothing available for a gold coin donation.

**Banking**

Forms to open a Commonwealth student bank account are available from the school or from the bank. School Banking day is Tuesday.