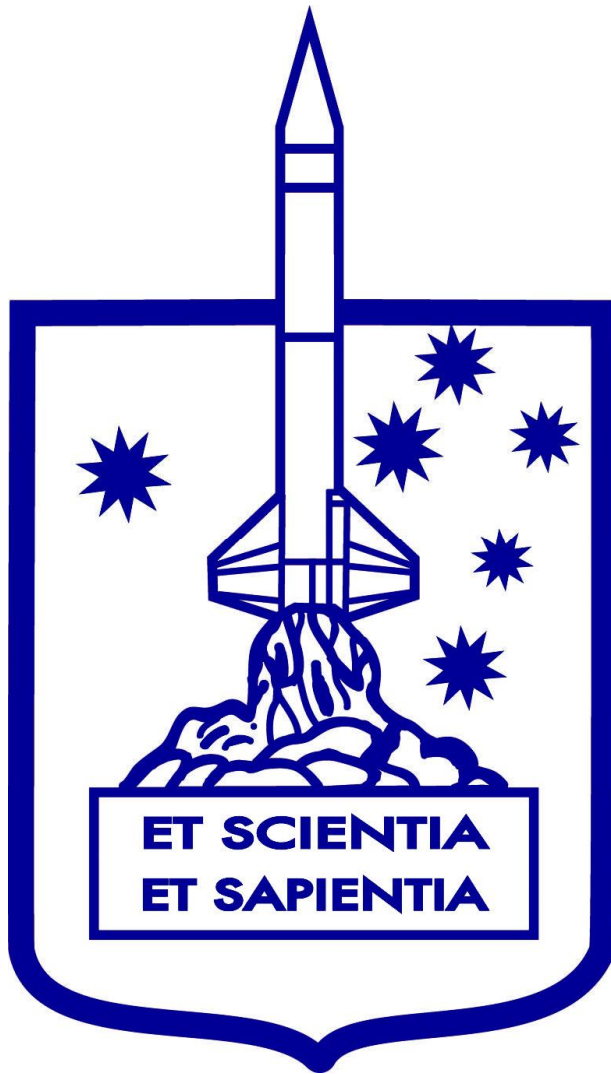


Woomera Area School

Respect, Honesty & Trust

2023



Handbook

Welcome to Woomera Area School

Vision Statement

At Woomera Area School we inspire students to be creative, curious, resilient lifelong learners. Our school values of Respect, Honesty and Trust set the foundations for all students to appreciate diversity and support them to be active informed citizens.

The current small school population supports each individual student to have their own learning plan, allowing them to work with their teachers and parents to define specific goals. Students and parents are actively engaged in their learning and developing their SMART goals.

In the early years we focus on Read Write Inc. to develop our students to be confident in reading and writing, setting them up for success in all learning areas. We have a focus on STEAM and students from all year levels have the opportunity to work with 3D printers, a laser cutter and working in the kitchen garden. Our senior students have access to a variety of VET options to provide them with opportunities to start their career paths while still at school.

As Woomera is a Defence town it is very transient with the average Defence family staying for 2 or 3 years. This small community provides them with the opportunity to consolidate their learning in an engaging and supportive learning environment. The resources at the school are modern and extensive catering to all areas of the curriculum and needs of the students. These include a large gymnasium, large classrooms with interactive white boards, science laboratory, home economics facility and a Community Library. Surrounded by desert and some of the richest mineral deposits in the world, we are able to use these attributes in our learning.

Living in Woomera is a unique opportunity for families to experience life in the outback while still having access to quality education. As our cohorts are small and regularly change every few years, we have limited NAPLAN data which rarely relates to our current student cohort. Instead we are able to demonstrate the growth of each individual student through their individual data while at Woomera Area School. The connection with the school and our student's families is strong and continues to develop providing opportunities for parents to be involved in school activities.

Principal : Mrs Ann O'Sullivan

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Welcome from the Principal



This booklet aims to make you aware of our school and to enable your family to have a realistic view of the challenges and joys, which lie ahead.

We are proud of our students and our school and are pleased that you are able to join our school community. We welcome community involvement at all levels of the school; in the classroom (as helpers); on camps; on Governing Council.

The contents of this handbook have been collated from existing information about our school.

As a parent new to the school we hope that you find the material provides guidance on various matters that affect the organisation of our school and student welfare. It is hoped that you will take the time to discuss the information in this handbook with your children, so that their transition to the school is a successful one.

We look forward to working with you at Woomera Area School.

Ann O'Sullivan
Principal

Term Dates

2023

Term One :	30 th January -	14 th April
Term Two :	1 st May -	7 th July
Term Three :	24 th July -	29 th September
Term Four :	16 th October -	15 th December

Public Holidays

26 th January	Australia Day
13 th March	Adelaide cup
7 th April	Good Friday
10 th April	Easter Monday
25 th April	Anzac Day
12 th June	Monarch's Birthday
2 nd October	Labour Day
25 th December	Christmas Day
26 th December	Boxing Day

School Times

8.30am	School Open for students
8.45am	School Begins
11am – 11.30am	Recess
1pm – 1.30pm	Lunch
3.00pm	Dismissal

School finishes at 2.15pm every Tuesday.

Pre-school Times

Monday	12:15pm—3:00pm
Tuesday	8:30am—2:15pm
Wednesday	8:30am—3:00pm

PLEASE CONTACT THE SCHOOL IF YOU KNOW YOU WILL BE LATE TO COLLECT YOUR CHILD/REN SO THAT WE CAN ENSURE THEY ARE SAFE.

School Information

This school is an Area School, catering for students from pre-school to year 12.

Woomera Area School buildings and grounds are owned by the Commonwealth Government of Australia Department of Defence.

Specialist teaching areas include The Community Library, Gym, Art Room, STEM room, Science Lab, Kitchen Garden and Home Economics Centre. These are exceptional facilities and offer a wide range of activities for students.

The school networks with other schools in the area. This includes Roxby Downs, Marree and Andamooka. Exchanges and co-operative activities occur with these schools.

There is close co-operation between the school and the community. Our resources and facilities are used by a wide range of community organisations and students also access community resources.

Core Business

Woomera Area School aims to provide teaching and learning in a supportive environment to enable students to reach their full potential.

Woomera Area School teachers plan, assess and deliver quality lessons using the Australian Curriculum F-10 and SACE for senior students. We offer an Integrated Preschool, based on the Early Years Learning Framework

In Years 11 and 12 the South Australian Certificate of Education provides the curriculum framework. Students in Years 11 and 12 can access courses delivered by the Open Access College to broaden subject choice.

School based staff provide support and direction for students who are studying through distance education.

Excellent community facilities include a swimming pool, fitness centre, squash courts, ovals, 10-pin bowling alley, netball, basketball and tennis and volleyball courts.

Our core business is supported by a Management Framework that addresses:

- Curriculum and Student needs
- Personnel / Human resources
- Physical and Financial resources
- Daily Administration
- Development / Change agendas

The monitoring, reviewing and reporting progress with our Core Business and Priorities is managed in a variety of ways.

These include formal groups such as Governing Council and Staff meetings.

These groups are responsible for procedures, priorities and plans to be developed, actioned and reviewed.

Information is gathered and provided to the school community via:

The Gibber Gabber – local weekly paper

Notes, letters, circulars, emails, seesaw

Interviews, written reports, student work samples.

Monitoring of student records and student learning

An Annual Report is presented to the School Community (through the Governing Council) in February each year.

Specific monitoring includes:

- formal testing of all years 3, 5, 7, 9 students sit the NAPLAN test.
- collection of data relevant to our priority areas
- collection of data as required for our Annual Report.
- PATM & PAT R testing F-10

Values and Principles

Woomera Area School is committed to enhancing school community partnerships. Supporting successful outcomes for all students is central to our teaching and learning programs. Our programs and practices cater for the diverse range of student learning styles and their individual needs, in a safe, supportive and caring learning environment.

Our Values:

- Trust
- Respect
- Honesty

Our teaching focuses on:

- quality teaching and learning, improvement and performance
- building quality relationships between staff, students, parents and the community
- inclusive practices, responsive to student needs and community issues
- a recognition and celebration of student success culture
- global awareness, thinking and the full use of information and communication technology
- partnerships with industry, business and the community to provide relevant learning programs
- effective use of physical and financial resources to maximise student learning and achievement.
- support for staff in their ongoing learning and development.



Expectations

Staff are required to:

Support students, other staff and parents by:

appreciating and respecting differences and diversity following DfE and school policies procedures, processes modelling and promoting an attitude of co-operation with respect for others.

Provide high quality learning and teaching by:

- developing individual programmes based on the Australian Curriculum, SACE and meeting individual student needs
- possessing a sound knowledge of curriculum and learning
- establishing and maintaining high expectations for student achievement
- providing engaging flexible, varied and challenging educational experiences
- developing dynamic and varied learning environments which promote inquiry, creativity, critical thinking and decision making

Establish a supportive learning environment for students and staff by:

- having students involved with learning design and decision making
- contributing in a positive way at staff meetings, committees, extra curricula activities
- operating as a professional team member with other staff in the design and delivery of excellent educational programs

Show a caring attitude to students by:

- being accepting of students and valuing them as individuals
- developing a sound knowledge of each student's abilities and providing programmes and learning opportunities to cater for specific needs
- Developing Individual Learning Plans for each student

Commit to open, honest and direct communication with other staff, students and parents by:

- participating and contributing to whole school activities - newsletters, and special events
- speaking respectfully about others and ensuring confidentiality
- having a sense of humour
- providing relevant information for written reports and interviews
- encouraging parents and students to raise issues and concerns and follow through with these through proper channels and in an appropriate manner
- treating others with respect, using appropriate manners and courtesy
- informing parents as soon as possible when there are issues or problems and celebrations

Strive for continuous improvement with performance by:

- being reflective and seeking feedback
- participating positively in 'performance development'
- attending Training and Development courses/programmes
- contributing to class, school and department priorities and initiatives
- accepting challenges

Students are encouraged to:

Be active and valued learners and decision makers by:

- striving to do their best with school work and social interactions
- being challenged, to extend themselves and to work to their full potential
- being involved with class meetings, Student Voice and school activities

Have respect for self, others, facilities and the environment by:

- working, playing and learning co-operatively
- interacting with others using acceptable manners
- using resources, facilities and equipment properly
- helping and supporting each other

Abide by class and school rules and expectations by:

- knowing the school Behaviour Code and following it
- following instructions
- always having a go

Value the individuality and uniqueness of students, staff and parents by:

- acknowledging others as they are and learning from them
- being a non-harasser
- appreciating diversity

Accept responsibility for their own learning and behaviour by:

- being punctual and prepared for school/classes
- completing set school—work and Homework
- seeking assistance when required
- accepting and completing consequences (positive and negative) for actions/behaviour

Parents are encouraged to:

Participate positively in their child/ren's education and be involved with their learning by:

- promoting the development of a positive and realistic self-image asking about their day, commenting on their work, discussing continuous assessment folders/written reports
- attending school functions
- providing a supportive environment for homework
- being involved with Governing Council

Support open and regular communication with the school by:

- initiating contact with staff when required with issues/concerns and responding to contact from school
- reading newsletters, checking diaries and using these for notes
- respecting confidentiality with regard to meetings and discussions
- discussing issues/problems initially with the relevant staff member rather than in the community

Work co-operatively with the school for the benefit of student's success, academic, social and emotional by:

- providing information to the school e.g. - specialist reports/medical reports
- ensuring students arrive on time and have required equipment
- assisting to problem solve behaviour and/or academic difficulties
- providing feedback to staff re: reports, student performance, observations.

Contribute to and become involved in school life by:

- attending functions - Open nights, fundraisers, meetings etc.
- joining formal groups – Governing Council.
- helping out - in classrooms, excursions.

Parents are encouraged to:

Serve as a positive link between school and the local community by:

- talking positively and promoting the school
- using contact/information/skills to the advantage of the school

Value and honour the professional knowledge and expertise of the school staff by:

- speaking respectfully about staff/students
- meeting with staff for interviews
- Contacting staff directly if there are any issues

Reinforce the development of their child/ren's responsibilities for their; learning, behaviour and social interactions

Advantages Of An Area School

There are many social, educational and economic advantages of attending an Area School:

1. The sharing of physical facilities, (Science lab, Home Economics, etc.), resources and staff , Physical Education, Visual Arts across all levels of schooling. A number of these facilities are not normally available in Primary Schools.
2. The administration has an overview of the education of all students, and thus can better tailor coursework to provide increased continuity.
3. Curriculum offerings are planned sequentially through the year levels with extension work available in areas of individual talent.
4. Small class sizes lead to positive teacher-student relationships with supportive relationships developing across age and year levels.
5. Strong teamwork between teachers, school based support staff and DfE Student Support Services who are accessed from the District Education Office in Port Augusta and Adelaide. These services include: Speech Pathologists, Guidance Officers, (Educational Psychologists), Special Education Staff, Curriculum Advisers, and Student Management Team.



Features of Woomera Area School

Quality Education R – 12

Integrated Preschool

Vocational learning 10 – 12

STEM Facilities including: Laser Cutter, Robotics and 3D Printer,

Fully Equipped Art Room

Community Library

Open Access Technology

Gymnasium

Home Economics Centre

Students have individual laptops

CAP (Country Areas Program) involvement

Attention to individual student needs

Individual Learning Plans for all students

Community participation and access

Playgrounds catering for students of all ages

Large oval

Enclosed, soft fall play area

Outdoor Learning Areas

Kitchen Garden and orchard



Map Of Woomera Area School

MAIN BUILDING

Administration Offices

Front Office / Reception
Principal's Office
Teachers Offices
First Aid Facilities
Uniform Room

Staff Room & Offices

Classrooms

Preschool—6
11-12

Community Library

STEM Room

SPINE #1

Classroom
Activities Room
Community Room

SPINE #2

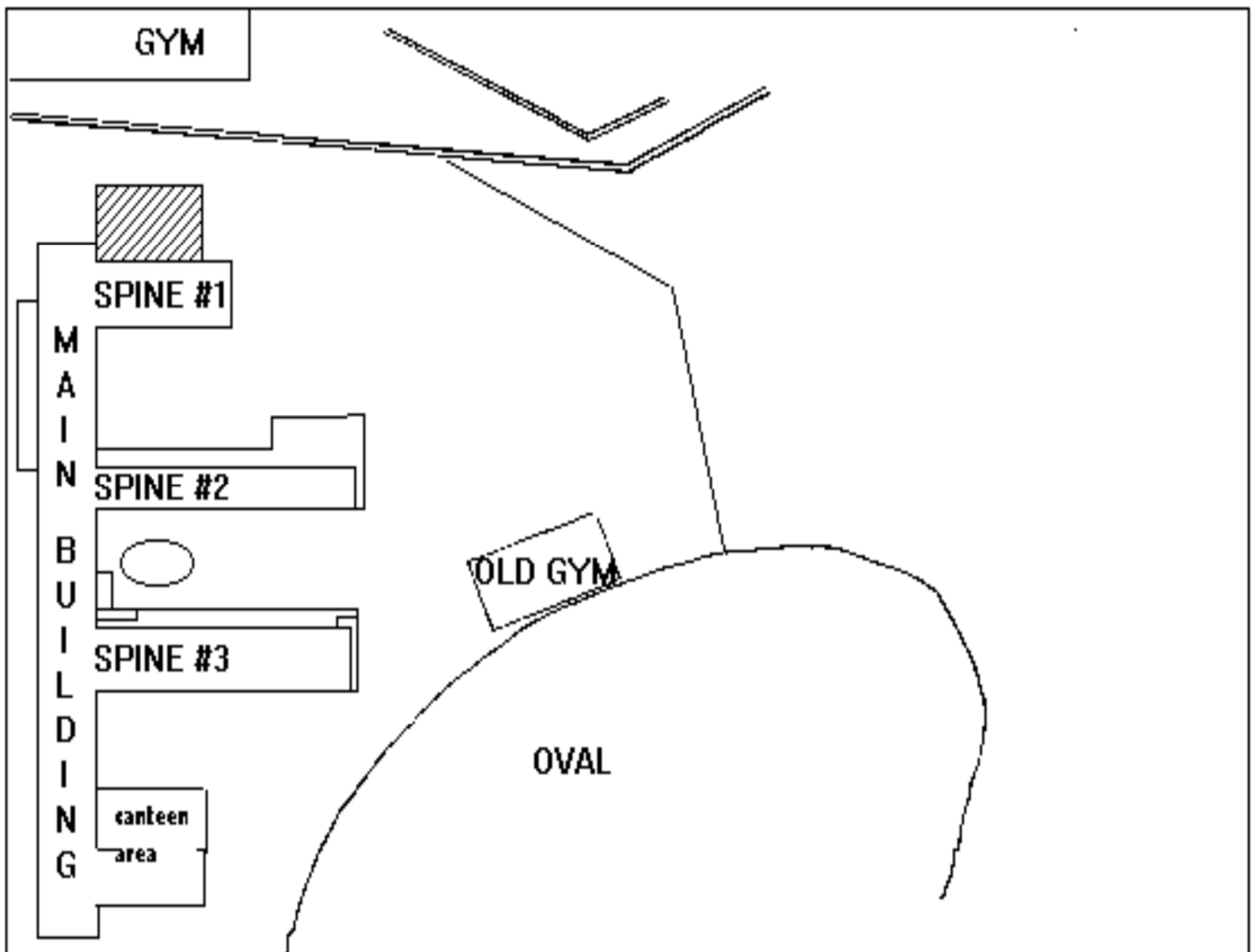
Classrooms
Classroom
Girls & Boys Toilets

SPINE #3

Music Room
Home Economics
Art Room
Tech Room

SPINE #4

Canteen
(Currently not in operation)



School Events

A number of special events are held during the year: these will be advertised throughout the year and may include camps, excursions and other events

School Photos

Each year a travelling company visits the school for class/individual/family photos. Parents are not compelled to purchase photos. There is a system for those who wish to do so. Information is sent out prior to the photographs being taken.

School Magazine

This is a yearbook compiled by the end of term four for each student. Staff and students compile the magazine. It is comprised of photos, activities, artwork and articles from the school year.

Lost Property

Any articles found are handed in to the Front Office and stored in a Lost Property cupboard.

If a student loses an item they should report it to their class/home room teacher first. If the item is not found, they should check at the Front Office.

Please label all clothing so it may be returned.

Schools –Non smoking zone

As a result of legislation, all government schools in South Australia are No-Smoking zones. This includes the grounds and Gymnasium at Woomera Area School at all times. This applies to staff, students, parents and community members. If you are a smoker, please ensure you extinguish your cigarette before coming on to school property.

Student Safety

Emergency home contact information

When you enrol your child at school, you will also be asked for the following information:

The name of a person who is generally available in the case of an emergency.

Your doctor's name and phone number.

Any medical condition or allergies which may affect your child at school.

This information is vitally important to us and we ask that you let us know promptly if there are any changes, eg. New phone numbers, change of doctor, or medical condition.

Student Absence

It is a Department for Education (DfE) requirement that a reason is given for all student absences. Therefore, please inform either the front office or your child's teacher, in person, email or by phone, the reason for your child's absence. If your child has an illness or there is a family reason for being absent over a long period of time, please inform the school as soon as possible. When a child is absent without a reason, the school will make contact. If you know in advance your child will be away for a period of three days or more please come into school to fill in an exemption form for them.

Accidents – Emergencies

The School General Information EDSAS Form which record your child's allergies, medication required, appropriate treatment. Emergency contact numbers must be given to the School Admin Assistant on enrolment of each child. We ask that you notify the front office should any information or condition change so that your child's records are as accurate as possible at all times.

In general, if your child is unwell or has an infection, you or your emergency contact will be required to take them home, therefore it is important that current phone numbers for home, work and your emergency support are accurate. We will ask for these to be checked periodically. In the case of injury, accident or illness at school, an authorised member of staff will take the following action:

Administer necessary first aid. If follow up is needed, inform the parents by phone and in writing, Contact parent or emergency contact person to collect the child or negotiate appropriate action, If no contact can be made, check child's medical record, then arrange for appropriate treatment –

Note: parents are liable for any cost incurred,

Complete an Accident Report Form as soon as possible after an accident.

After a general illness eg, 'flu', if your child is required to complete a course of antibiotics during school times, the medication must be named, dosage clearly indicated and be handed to the teacher or admin staff.

Asthmatics should keep their own 'puffer' with them at all times. A 'labelled spare' is kept in the office. There must be an asthma management plan supplied.

Analgesics

If students require analgesics (i.e. paracetamol) these **must be** provided and administered by the parent or guardian.

Infectious Diseases

Some diseases or illnesses require that the child be absent from school for a certain period of time in order to protect other school children from infection and to ensure that recovery can take place. Children should convalesce at home for the recommended time, listed below, even though a medical certificate may show earlier recovery. Convalescent days refer to calendar days, not school days. Please inform the school when your child has an infectious disease.

If a child displays cold or flu symptoms please keep them home so as not to spread the germs.

Disease Recovery Period

Chicken Pox	7 days from the appearance of the spots.
Hepatitis A	Notifiable. Minimum exclusion: 5 days after treatment began.
Measles	<i>7 days from the appearance of the rash.</i>
Mumps	<i>10 days from the onset of the symptoms.</i>
Rubella (German measles)	<i>7 days from the appearance of the rash.</i>
Scarlet fever	<i>Excluded until a medical certificate of recovery is given.</i>
Whooping Cough	<i>Excluded for 4 weeks unless a medical certificate of recovery is produced.</i>
Head Lice or Scabies	<i>Absent until affective treatment is carried out.</i>
Ringworm, School Sores,	<i>Excluded until effective medical treatment has been carried out.</i>
Conjunctivitis	<i>Excluded during the acute stage of the infection. This can last from two days to three weeks.</i>

We issue bulletins making families aware of infectious diseases as the need or case arises.

Head Lice

Head Lice are prevalent and uncomfortable parasites. They spread very quickly and are difficult to eradicate. Once treated, the child may return to school. When treating your child's hair, it is important to also treat bedding and hats. Please inform the school if your child has head lice, so we can inform all families to check their child's hair.

Weather Policy

As all classrooms are air-conditioned, students are expected to be at school from 8.30am to 3.00pm, (2:15pm on Tuesday's) regardless of weather conditions on school days. To protect children from sunburn and potential skin damage, they are required to wear a broad rimmed hat for all outdoor activities, including lunch and recess. Appropriate, hats can be purchased from the school.

Children who do not have an appropriate hat or are wearing inappropriate clothing which leaves the neck and shoulders unprotected, will be directed to sit in the designated area in the shade.

We have purchased large pump packs of sunscreen for each classroom for use by students, but you are encouraged to provide your child with his/her own supply, and apply at home each morning.

In the event of extreme weather conditions (steady rain, heat waves etc.) children will be supervised by teachers indoors during play breaks.

School Grounds

Children are not to be in the school grounds before 8.20am or after 3.15pm. After being dismissed, children should go straight home unless in the care of an adult supervising a school activity.

The school oval is available for use after school and on weekends by students and community members at their own risk and provided a suitable code of behaviour is observed and property is respected. Parents are responsible for their children during these times.

Bicycles

Bicycles should be placed in the school bike racks as soon as children arrive at school and are not to be ridden or used in school grounds during school hours. Similarly, skates, skateboards, roller-blades and scooters are to be stored in allocated area with the required safety equipment.

Behaviour Management

This policy aims to support students develop behaviours and attitudes that will ensure that Woomera Area School is a safe, friendly, supportive learning environment, free from harassment.

Staff / Visitor Identification

It is a requirement under school policy for all staff, workers and visitors to wear an identification badge when on school property.

A sign in register and name tag is available at the front office upon arrival.

Code of conduct for volunteers



Adult volunteers will:

Have a Working with Children's Certificate, and RRHAN, this can be obtained with support from the school. Please ask at the front office.

Treat all people in the school with respect.

Help to make our school a place where all students can learn and adults participate and contribute.

Uphold the school rules and help the students to follow the school rules also. Consistently demonstrate the school values of *Trust, Honesty* and *Respect*.

Be a good example to the students by wearing a sun safe hat when doing activities outside.

Maintain confidentiality – discuss any concerns with the Principal.

Access support if children need help:

- when they are hurt,
- when someone hurts their feelings,
- to do their school work,
- when children get into difficult situations.

Work with the staff and other volunteers for the benefit of the students in the school.

Reporting to Parents

At Woomera Area School we believe:

Teacher's support and guide learning through effective assessment and reporting.

ASSESSMENT is the process of collecting, collating and interpreting information about student achievement and performance, and making decisions about subsequent learning.

REPORTING is the communication, of the Assessment to the student, parent or caregiver.

Assessment and Reporting will:

- Be clear informative and accurate, concentrating on the actual achievements of student in terms of skills, understandings and attitudes.
- Be inclusive to all students.
- Reflect the stated DfE and national policies, curriculum documents and current expectations for student achievement.
- Enable students to participate in assessing and reporting their own learning and use this information to determine goals, improve their outcomes and celebrate achievements.

Written reports are provided twice a year at the end of terms 2 & 4.

Interviews are scheduled at the end of terms 1 & 3. You are able to request a time to meet with teachers as required.

Reporting to Parents

- Encourage students to recognise their own successful learning and provide them with challenges to continue their learning.
- Inform parents/ caregivers of their child's learning achievements and needs.
- Identify students "at risk" of non-achievement.
- Provide statistical data as required by DfE.

Monitor student achievement both informally and formally using a variety of strategies including:

- Observing students in their classroom
- Involving students in discussion about their learning and setting goals
- Analysing students work
- Testing aspects of learning
- Talking with student's parents/ caregivers

Parent Participation

We value and encourage your participation at Woomera Area School.

The school is not large and your help in any of the following will be greatly appreciated:

- Attending special days and events.
- Attending parent meetings to help make decisions.
- Helping a Teacher requesting assistance in class (listen to students read, go on excursions, help with craft, be a guest speaker, learning support)
- Following up a request for assistance in the Library.
- Providing information requested in Newsletters.
- Assisting with social functions.
- Joining the Governing Council.
- Attending working bees.
- Providing transport, support or supervision on camps and excursions.
- Supporting School Policy – particularly the Student Behaviour Management Policy.

There are opportunities for you to have your say and have constructive input into what happens in the school.

The most effective way you can help your child's schooling is by being involved with their learning. If your child asks for help, feel free to give it – although you will not be supporting their learning if you do it for them. Practices and methods change over time, so please do not hesitate to discuss any part of your child's homework which you have difficulty supporting them with, or are unsure about.

However when you want to talk privately or more formally with any staff member, or you know a discussion will take some time to resolve, please make an appointment for an appropriate time.

Newsletters

A newsletter is sent home twice a term to families and important information regarding the school is included in the Gibber Gabber newspaper. Articles for inclusion in the newsletter should be written and handed in to the Front Office for submission no later than Tuesday weeks 4 and 8 per term.



School Governing Council

The Department for Education requires each school to establish and maintain a Governing Council - a body which may be compared to School Boards in other Australian States and other countries. The main function of the Governing Council is to help govern the school and jointly oversee the school finances.

The Governing council consists of the Principal, 5 elected parents (including preschool parents) and 2 community members. Parents and interested community members are encouraged to attend the meetings, which occur twice a term.

The Constitution of the Woomera Area School Council Incorporated requires that more than fifty percent of members be parents of students at the Woomera Area School. Because of the transient nature of the Woomera population, casual vacancies frequently occur. These are filled by the Council itself, which appoints an interested person to complete the school year, until the next A.G.M. Appointments to Governing Council are for two years when people may then stand for re-election.

For those parents who are interested in participation and involvement in their children's school, the School Council provides an appropriate forum. Matters of concern to parents can be brought to members of the Council for discussion and resolution at the meetings. Requests for further information and expressions of interest in membership of the council are welcome and should be addressed to the Chairperson, care of the school.

Governing Council members are required to have Working With Children's Check (WWCC) They are also required to do the Responding to Risks of Harm, Abuse & Neglect—Education & Care (RRHAN—EC) fundamentals course.

Governing Council consists of:

5 Parent Representatives

2 Community Representatives

School Principal

Briefly, the role the School Governing Council Chairperson is to:

Chair Council meetings in a fair and acceptable way, using recommendations from SAASSA (South Australian Association of State School Organizations).

Sign the Minutes of the previous meeting after they have been accepted.

Sign all official documents on behalf of the Woomera Area School Governing Council.

Represent the School Community, or nominate a nominee, at official occasions.

Co-sign with the Principal, but on behalf of the community, all documents as required by DfE.

Set the Agenda for meetings, in consultation with the Principal.

Role of Secretary

Take minutes of the meeting and have them ready for presentation at the next meeting.

Manage all correspondence on behalf of the School Council.

Issue Agenda, Minutes and any pertinent correspondence to councillors one week before meetings.

Ensure that all current, official Governing Council records are up to date and stored securely.

Role of Treasurer

Reports to and advises the School Governing Council on, budgetary and financial matters including budget preparation.

Making recommendations regarding status of finances and the ability to finance desired programmes and innovations.

Monitoring income and expenditure.

Overseeing the expenditure and acquittal of grants, asset management funding and fundraising.

Meets with the Finance Officer and Principal at least once per term to undertake tasks listed above.

Quality Assurance

Each year the school community sets the direction for the current year in what is called the Site Improvement Plan. Priorities are developed from the current needs of students, particular directions determined by the context of the school, perceived needs ascertained from parents through previous Annual Report Survey, those specified by DfE or shared within the education district and the professional development of staff. The Site Improvement Plan is a three year plan which offers direction for the site. This is regularly reviewed by staff.

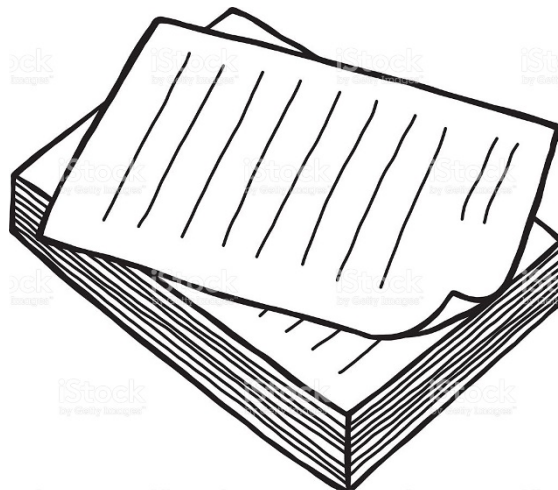
All families may obtain a copy of the Site Learning Plan.

The school ANNUAL REPORT, presented in Term 1 reports on the achievements and progress of the priorities. This supports the DfE and Schools ability to provide quality Education to the community.

Policies

The school is continually reviewing policies in the areas of both administration and curriculum. School Policies ensure that there is a common understanding among all concerned parties involved in the particular procedure or practice. School Policies help to establish and maintain standards, so that all people are aware of expectations and procedures.

You will be kept informed through the Newsletter as Policies or Procedures are reviewed and are welcome to obtain copies if you are interested. You will receive copies of some Policies or Procedures as a matter of course. The website includes copies of our policies for people to download.



3.0: Curriculum: Policies And Procedures

The curriculum offered at the school is based on the Australian Curriculum and the South Australian Certificate of Education (S.A.C.E.) for the senior secondary years.

Learning & Teaching

WE BELIEVE THAT:

THEREFORE, IN OUR TEACHING, WE:

Self-concept influences learning.

promote the self-esteem of students by valuing the diversity of their backgrounds and by encouraging success in learning.

Learning is an active process

Provide interesting and challenging activities which students can relate to, understand and take part in.

Classroom environments and relationships influence learning

Establish and maintain a secure, caring and supportive classroom environment based on mutual respect.

Language is basic to learning.

Plan learning experiences, which involve the students' talking, questioning, explaining and discussing as well as reading and writing.

Information skills are basic to learning.

Plan learning experiences which recognise the need for information; how and where to find it; how to assess and process it and share it with others

All people are learners and they learn in different ways

Ensure that the curriculum caters for individual differences.

Learning is a lifelong process

Accept and builds on both the planned and unplanned learning experiences, which occur in-and, out-side of school.

Communication

The school has a Decision Making Policy, a Grievance Procedure and Harassment Policy. There are several avenues of communication available to parents, staff and students of Woomera Area School.

1. Classroom specific educational issues:

These should be directed to the classroom teacher. Phone, email, drop in or send a note to arrange a mutually agreeable time.

2. Serious whole school or policy matters should be discussed with the Principal. The Principal has an open door policy and will see you as soon as possible. As they are often involved in meetings or teaching, please make a quick phone call to confirm a suitable time to discuss the issue.

3. Whole school Parent matters or School Decisions:

These can be referred to School Governing Council by contacting one of the Councillors listed in this book.

4. Student Matters:

These can be directed to the Principal by contacting the school.

Parent Teacher Communication

Home-School Communication:

We are pleased to see parents at any time.

Although an appointment is not necessary, it helps if parents who want to see a particular teacher do make an appointment.

We have introduced SeeSaw, a communication App which provided parents the opportunity to directly message teachers. Please be aware that teachers may not respond between 5pm and 8am, or while teaching.

We ask that parents assist students wherever possible with homework and sign the diary each night.

When parents need to contact students while they are at school, please ring the front office on 86737287 messages will be passed onto students as quickly as possible.

Teacher (School) - Parents Communication

Our school newsletter to parents is published twice a term.

The Governing Council meet to discuss and maintain the links of communication with parents, twice a term.

Assessment and Progress Reports are provided in various forms throughout the year—written reports at the end of terms 2 & 4, snap shots weeks 5 of each term.

Parent/Teacher interview nights are held twice a year.

Homework

AIM

Homework provides the opportunity for students to further enhance and develop their learning through the consolidation, re-enforcement and revision of subjects, topics and skills being studied exposure to extension activities and completion of set tasks development of independence with self-organisation, self-discipline, the setting of priorities and assuming responsibility for their work habits. The partnership between parent/caregiver, student and teacher is crucial for each student's successful participation in school life and homework time is a vital link in this partnership.

GUIDELINES

Student diaries (Communication books) provide the way for student organisation with the recording of tasks and act as a communication link) between school and home.

Teachers will :

- set homework tasks which are educationally sound
- supervise the recording of tasks in home reader and check parent signatures
- follow up with students to ensure that work is completed
- communicate with parent/caregiver in the event of unsatisfactory completion of tasks/understanding of concepts and skills

Students will:

- record in diary and complete homework that is set
- explain to teacher, with a covering note from parent/caregiver, if homework is not completed

Parents/Caregivers can assist by:

- providing an appropriate place for the completion of homework - preferably a quiet, well-lit, ventilated area arranging for time for completion of tasks and supervise as is necessary
- communicating with teacher about issues, difficulties and reasons for non-completion of tasks
- Signing diaries each night.

The recommended time for homework per each Year Level is as follows:

F-6 reading daily
7-9 20-40 minutes maximum 4 nights a week.

10-12 40--60 minutes 4 - 5 nights each week

Homework is set with discretion by the teacher.

School Dress Code/Uniform

Clothing needs to be clean, tidy, safe with no large logos.

School Uniform is the preferred code of dress - available through the Front Office

If school uniform is not worn then school colours are required.

During Terms 1 and 4, hats are to be worn outside

Colours: Light and Navy Blue

Summer Uniform: Light Blue or Navy Polo Shirt with school logo / emblem
Navy shorts

Winter Uniform: Navy Jumpers with school logo

Also available: Navy Bucket Hats
HATS ARE NOT TO HAVE CORDS AS THIS IS A WHS ISSUE.

Community Library

Library Operations:

Monday: 2.00pm – 4.00pm

Wednesday: 2.00pm – 4.00pm

Thursday: 2.00pm – 4.00pm

Borrowing System

Woomera Community library is using the one card system which allows you to access all libraries in South Australia, for you to choose books, DVDs, CD's, eBooks are also available.

You can join during Library hours.

Loans to children are generally not restricted.

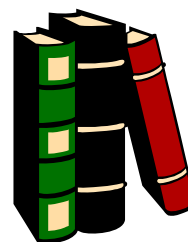
Only P and PG rated DVD's unless with parent permission

INTERNET ACCESS

· Internet access is available at the library 3 days a week during Library hours

Parents are responsible for any lost or damaged books, DVDs, CDs etc. that are borrowed by their children.

Fines will be issued from the library and suspension of any library use until paid.



Medications / Drugs

Intervention

Incidents of inappropriate use of drugs will be dealt with in a positive and supportive way in the best interests of the parties concerned. The policy is binding to all members of the school community, staff, students, parents and friends and opposes the inappropriate use of legal drugs and the possession and use of prohibited substances. Adult members of the school community will be expected to model health promoting attitudes and health promoting social behaviour.

1. When students are carrying prescribed medication to be taken during the day, the school must be notified in writing by the parent, describing dosage and times.

(a) For students on long-term medication (e.g.. asthmatics):
Parents are required to provide a treatment plan from their Doctor.

(b) For students on short term medication (eg. antibiotics):

These drugs must be kept in the Front Office.

All must be clearly labelled with the appropriate dosage.

School staff are not responsible for administering medication, but are able to supervise.

The use of analgesics is discouraged for all children. Paracetamol will not be supplied by the school to a student. Parents/caregivers must provide and administer this for the student.

Enrolment

Compulsory school age - 6-16 years.

Children and young people must be in school from 6-16 years. Compulsory Education Age –16 to 17 years . Young people must attend school or on an approved learning programme, until one of these happens:- they are 17 years old

- they have achieved their SACE or other qualification or other qualification.

Any child who is 5 years old may be enrolled at Woomera Area School.

Children from 4 years old may be enrolled in the Integrated Preschool. Birthday before May 1, Term 1 start; before November 1st Term 3 start.

The interview with the Principal may take up to 40 minutes. You will be given several enrolment forms to complete and you will be able to ask questions about any aspect of the school. You will be taken on a tour of the school.

The most important decision to be made is that of placement of the student in the appropriate year level. It is important to remember that students come from a great variety of school systems.

Year Levels

Preschool

Preschool students are integrated with school students at Woomera Area School, they are provided specialist support and access activity based learning.

Foundation

Children enrolling at a school for the very first time (at age 5) are placed in a Foundation class. In this first year, students are introduced to the formal schooling process with special emphasis on the preparation for reading, number work and social development.

Students attend primary until year 6 when they join the secondary cohort of the school

The following Criteria are used when deciding the most appropriate year level and course for the student:

1. The age of the student and previous schooling.
2. The time of the year when the student is enrolling.
3. The academic skills of the student as indicated by records, including test results.
4. The social/emotional maturity of the student.
5. The views of parents and student.

Once a decision has been made, the progress of the student is monitored. If it is felt that it would be in the student's best interest to change to another year level, there will be consultation with students and parents.

School Fees

Basic Fee

School fees for the 2023 School year are as follows:

Preschool : \$160.00 R - 6 : \$269.00 Year 7- 12 : \$355.00

This fee will be used, together with Department for Education grants, to provide your child with access to textbooks, educational materials, apparatus and equipment in all subjects during the course of study at the school. The fee includes an initial package of basic stationery.

Payment of Fees

Please contact the front office if you wish to discuss any financial arrangements. Any additional requirements are the responsibility of the parents. We offer you the option of paying term by term, or by instalments.

Payment can be made by cheque, direct deposit, or cash.

School Card Eligibility

We understand that at times cost of living pressures are great. School card applications are now open for 2023. Income limits, based on the number of dependent children in your family, have been increased by 6.4% this year. With this increase, some families who were not previously eligible may now qualify.

Information on school card eligibility, income limits and the application process can be found at: sa.gov.au/education/schoolcard.

Money Collection and Returns

All return notices and monies are dealt with first thing in the morning. If you are sending money to the school please make sure that it is, clearly labelled in an envelope with your child's name, class, teacher's name and purpose of the money.

Receipts will be issued for all payments.

Payments for specific items may be made in instalments or outside the general expected date, but prior negotiation with the school finance officer or Principal is required.

Cash is not held in the school over night.