



# **SEACLIFF**

## **Primary School**

# **STUDENT HANDBOOK**

**Welcome to SEACLIFF PRIMARY SCHOOL**

**This is your STUDENT HANDBOOK.  
It contains general information about our School.**

## WELCOME

The staff, students and school community wish you a warm and friendly welcome to Seacliff Primary School.

This handbook has been put together to assist you in a successful transition to Seacliff Primary School. This pack contains information regarding school services, contacts and procedures.

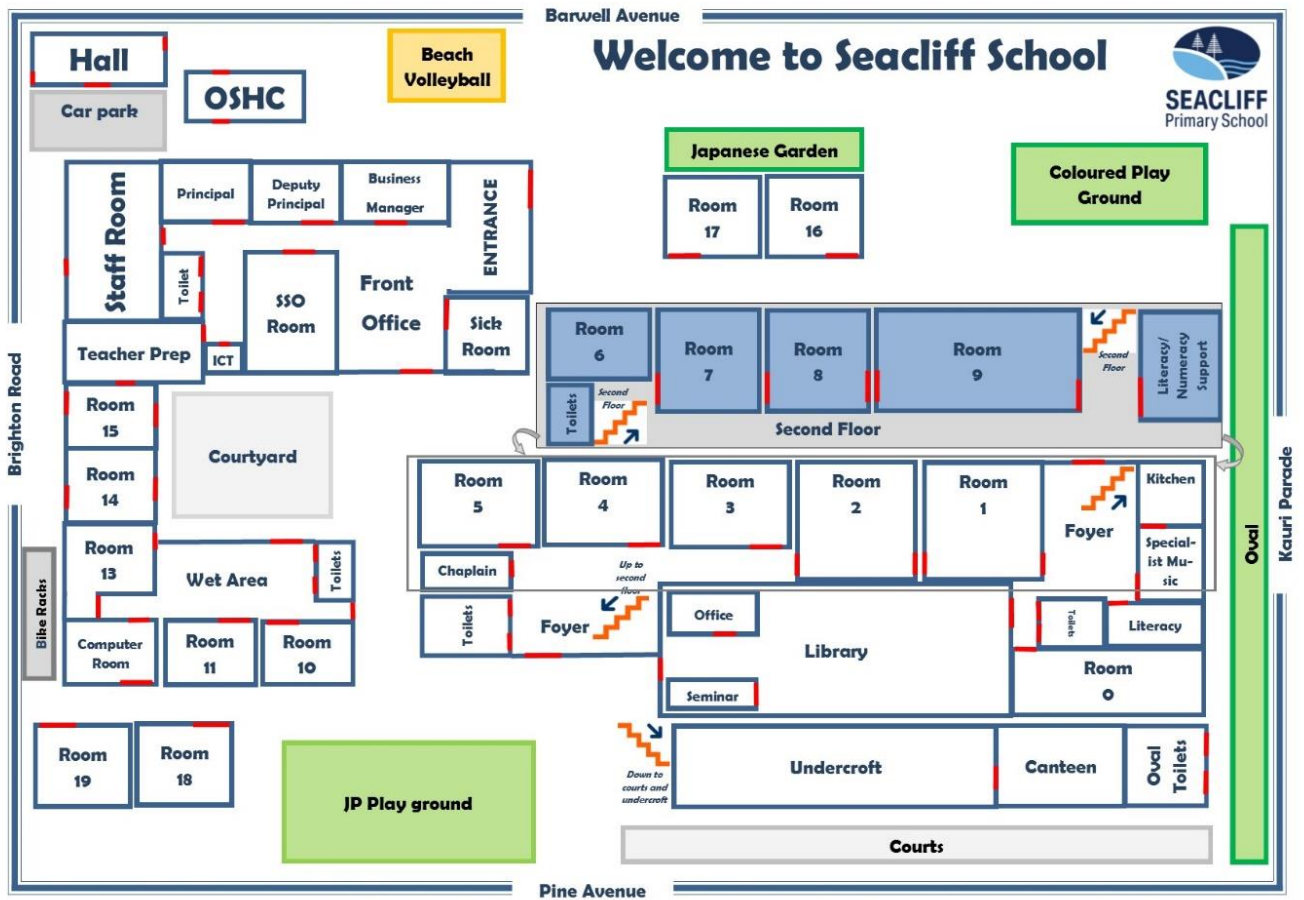
If you have any questions or suggestions in how we can make your transition smoother, please contact the Front Office.

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Website: [www.seacliff.sa.edu.au](http://www.seacliff.sa.edu.au)

## MAP OF SEACLIFF PRIMARY SCHOOL



## SCHOOL DETAILS & CONTACTS

### School details:

Seacliff Primary School  
Barwell Avenue  
Seacliff, SA 5049

Front Office: (08) 8296 1950

Fax: (08) 8296 5729

Email: [dl.0913.info@schools.sa.edu.au](mailto:dl.0913.info@schools.sa.edu.au)

### Car Parking:

Please abide by the road rules and signage around the school. There are two drop-off zones (Pine Avenue and Barwell Avenue). The driver must stay in the vehicle at all times in these zones. Do NOT double-park as this is both illegal and dangerous for students and families. These zones can be quite busy between 3:10-3:30 so please arrive early to secure a park if you need to leave your vehicle. The staff car park (access off Brighton Road) may also be used for pick-up and drop-off. This is the closest park for OSHC services. The Brighton Road war memorial car park (access off Scholefield Rd) is only a 2 minute walk from school.

### Website:

[www.seacliff.sa.edu.au](http://www.seacliff.sa.edu.au)

### Principal:

Mr Steven Wallis

### Deputy Principal:

Mr Scott Francis

### Business Manager (Finance/Facilities):

Mrs Suzi Ban

### School Administration (Front Office):

Mrs Sue Wright

Mrs Elaine Low

### Teaching staff:

Enquire through Administration.

## SCHOOL TIMES AND ROUTINES

### School Times:

- Students are permitted in the school yard from 8:35am - a teacher is on duty
- Lessons begin : 8:55am
- Recess: 10:45 – 11:05am
- Lunch eating time: 12:45 – 12:55pm
- Lunch play time: 12:55 – 1:35pm
- School dismissal: 3:15pm
- Final bell 3:30pm  
(Students not collected to go to the Front office)

### When you arrive at school:

Go to your classroom, unpack your bag and be ready for the day. Wait outside the classroom until your teacher arrives.

### If you are late to school:

Go with your child to the Front Office to get a “late slip”, explain the reason for being late and take the slip to the class teacher.

### If your child is unwell on the day:

Contact the Front Office and press 1 for absences. Leave a message including your child’s full name, room number and reason for absence.

### If you know ahead of time that your child is going to be away:

Contact the class teacher and inform them of the dates and reason for absence. This is best done by writing a note/Seesaw/email.

### Taking extended time away from school (such as a family holiday):

Contact the Front Office as there are official DfE forms to complete and sign.

**Not sure what to do?** Ask your child’s teacher or contact the Front Office.



**TIPS FOR GETTING TO**  
*School*  
**ON-TIME!**  
{AND NOT FORGETTING STUFF}

- 1. PACK LUNCHES THE NIGHT BEFORE**
- 2. LAY OUT CLOTHING, SHOES AND SOCKS THE NIGHT BEFORE**
- 3. PLACE BACKPACKS AND ITEMS NEEDED FOR THE SCHOOL DAY NEAR THE FRONT DOOR, READY TO GO IN THE MORNING**
- 4. SET A WARNING ALARM 10 MINUTES BEFORE IT'S TIME TO LEAVE**
- 5. PUT A CHECKLIST ON THE DOOR.**
  - ✓ **BACKPACK**
  - ✓ **LUNCH**
  - ✓ **HOMEWORK**
  - ✓ **SPECIAL PROJECTS**

SANDYTOESANDPOPSICLES.COM

## LIBRARY

The library is located on the north side of the two-storey building and is managed by Mrs Robyn Smans our Teacher/Librarian and assisted by Kay Griffin (School Service Officer).

The library is open daily from 8:35am to 3:30pm.

Students are able to borrow from the library during the day with the help of their class teacher and class monitor.

Each class has a set class time during the week. This is used for borrowing/returning books, listening to book reviews, inquiry learning and in-depth literature discussions.

The library is also open during lunch time on Tuesday, Wednesday and Thursday.

Families may also borrow from the library. Please enquire at the library if you would like to access this service.

If you would like to volunteer in the library (such as shelving books, book repairs, displays) please enquire at the library.

The library celebrates:

- **an annual theme:**
  - 2020 - Winnie the Pooh – Hundred Acre Wood
  - 2021 - The Secret Garden
  - 2022 - Oceans Alive



- **Book Week** each year usually involves a dress-up parade in Term 3.
- **Premier's Reading Challenge** Term 1 – Term 3. Students are encouraged to read 12 books from the PRC list. This is recorded on the PRC sheet managed by the class teacher. Certificates and medals are awarded at the end of the school year.
- **Scholastic Book Fair** – Is held in Term 4. This is a major fundraiser that assists in purchasing library resources.

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## SCHOOL INFORMATION ACCESS

Our Seacliff Primary School website has frequently updated information regarding all topics.

Please go to our website at [www.seacliff.sa.edu.au](http://www.seacliff.sa.edu.au) to access information on:

- [Newsletters](#)
- [Canteen \(including menu\)](#)
- [Uniform](#)
- [Fees and payments](#)
- [QKR app instructions for payments](#)
- [Out of School Hours Care \(OSHC\)](#)
- [School Staff](#)
- [School Policy](#)
- [Volunteering at School](#)