

# **SEACLIFF PRIMARY SCHOOL PARENT HANDBOOK**

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**SEACLIFF**  
Primary School

## **PARENT HANDBOOK**

**Welcome to SEACLIFF PRIMARY SCHOOL**

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

# SEACLIFF PRIMARY SCHOOL PARENT HANDBOOK

## 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.

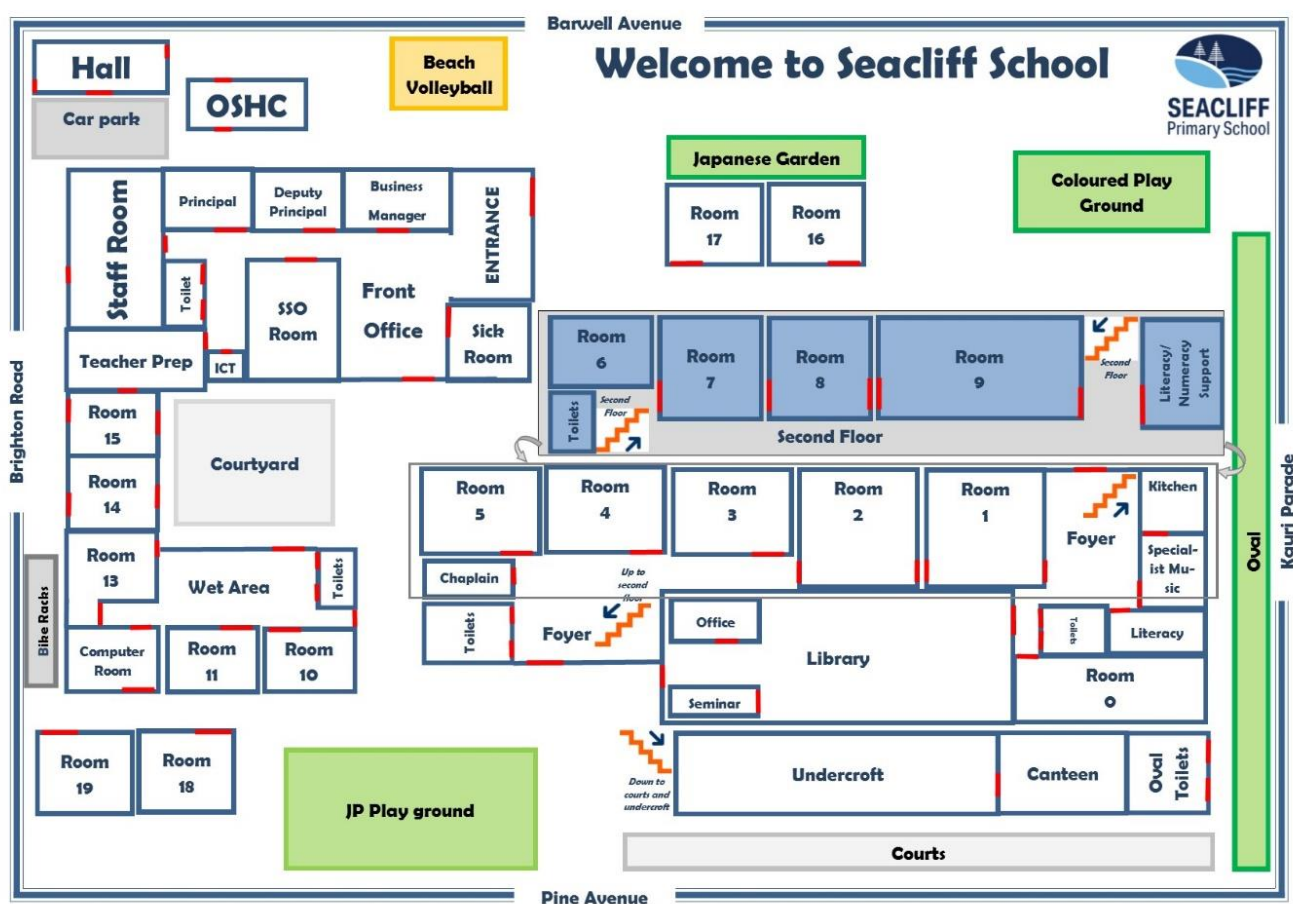
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Website: [www.seacliff.sa.edu.au](http://www.seacliff.sa.edu.au)

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## MAP OF SEACLIFF PRIMARY SCHOOL



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## 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)

Website:

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

Principal:

Mrs Sue Matene:

Deputy Principal:

Mr Scott Francis

Business Manager (Finance/Facilities):

Mrs Suzi Ban

Finance:

Lynda Baxter

School Administration (Front Office):

Mrs Sue Wright

Mrs Elaine Low

Teaching staff:

Enquire through Administration.

## TERM DATES 2024

Term 1: January 29 – April 12

Term 2: April 29 – July 5

Term 3: July 22 – September 27

Term 4: October 14 – December 13

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## 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 who have not been 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. All students should be in their classroom for the start of the school day at 8:55am.

### 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.

### Please note:

You are asked to make sure that your child is not at school before 8:35am unless booked into OSHC as the school does not have duty of care prior to that time.

No child may leave the school grounds during the school day unless the class teacher has received a written note detailing the reason for the absence, and a parent (or nominated adult) calls at the school to collect the child and signs them out through the Front Office.



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## ATTENDANCE

### **Compulsory school age**

A child who is at least 6 years old but not yet 16 years of age is known as being of compulsory school age. Every child of compulsory school age is required to be enrolled at a government or non-government school and is required to fully participate in the education program arranged and approved by the enrolling school.

### **Parents and families**

Parents must enrol their child in an education program as per department policy or, at minimum, from 6 years (the age of compulsion) in line with the *Education and Children's Services Act 2019*.

Parents must:

- enrol their child or young person in a school or approved learning program
- provide information to the school that may help planning for the child's learning, for example medical conditions, developmental milestones and family issues
- ensure their child attends punctually on every day the education program is offered and to comply with the education program being offered
- provide an explanation to the school whenever their child is absent
- where appropriate, apply for an exemption when they wish to take their child out of school, such as for a family holiday
- work with the school on intervention strategies to improve attendance.

## BEHAVIOUR

When supporting students with behaviours of concern, including bullying and cyberbullying we apply school procedures which complement the DfE's behaviour support policy which is available at: <http://www.education.sa.gov.au/doc/behaviour-support-policy>

Further information in relation to bullying and harassment, including advice and helplines can be accessed through this link: <http://www.sa.gov.au/topics/education-and-learning/health-wellbeing-and-special-needs/bullying-and-harassment/bullying-and-harassment-information-advice-and-helplines>

## COMMUNICATION

### **Reporting and Assessment**

Student assessment and reporting is an ongoing process. A variety of strategies are used to monitor, assess and report student learning and achievements. Parents are always welcome to negotiate an appointment time to discuss student progress with the class teacher. It is not necessary to wait for a specific interview scheduled for a particular time during the year.

- Acquaintance Evening is held early during Term 1.

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- Parent / student/ teacher interviews are held later during Term 1.
- End of Semester One report sent home at the end of Term 2.
- End of Semester Two report sent home at the end of Term 4.

The school's website provides a range of information about the school and is updated regularly [www.seacliff.sa.edu.au](http://www.seacliff.sa.edu.au)

**School Newsletters** – A link to the school newsletter is emailed to all families in weeks 3, 6 and 9 each term.

**Assemblies** – Held in weeks 3, 6 and 9 each term and occasionally for other special events. All classes share the responsibilities of hosting assemblies throughout the year and do this with a buddy class. Assemblies are an important opportunity for our students to be together as a school community. Assemblies allow students to be acknowledged, to share their learning, practise leadership skills, develop appropriate audience manners and presenting skills.

## **SENTRAL (School Management System)**

Please ensure email addresses are up to date to ensure communication of important information.

**Seesaw** – Teachers use this online platform to regularly communicate with families. Information about how to access this is provided to families at the beginning of each school year by classroom teachers.

On occasion particular concerns may need to be discussed. Parents should make an appointment with the classroom teacher in the first instance to discuss these. The Principal/Deputy Principal will, where necessary, provide additional support.

## **CUSTODY PROCEDURE**

We respect the confidentiality of all family situations and ask parents to inform us at enrolment and at any subsequent time, of relevant details regarding your family situation (e.g. custody orders). By law, the school must sight a custody order if it is to be enforced. Please advise the Front Office of any change to legal custody.

## **FIRST AID**

In the event of minor accidents or illnesses children will be cared for at the Front Office. We have a first aid room for students who are unwell. If children are hurt or unwell and it is felt that they should not remain at school, all endeavours will be made to contact a parent.

## **INFECTIOUS MEDICAL CONDITIONS**

Parents are asked to consider other students as well as their own and contact the class teacher and/or Front Office immediately in cases where students have been diagnosed with communicable diseases.



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On the right is a table of recommended exclusion periods from school. Children should not return to school until they have been deemed fit to return. For further information about infectious conditions please contact the Front Office or further information is available through this link:

[SA Health - infectious diseases](#)

## Recommended Exclusion Periods

Infectious conditions	Exclusion Period
Chicken Pox	5 days from onset of rash and until all blisters have crusted over
Measles	7 days from onset of rash
Mumps	10 days from onset of symptoms
Rubella	5 days from onset of rash
Scarlet Fever	Until treatment effective and a medical certificate of recovery is produced
Whooping Cough	4 weeks/until medical certificate of recovery is produced
Infectious Hepatitis	Until medical certificate produced
Conjunctivitis	No discharge from the eyes
Foot & Mouth	Until blisters are dry (4-6 days)
<b>Common Skin Infections</b>	
Impetigo (School Sores)	Until effective medical treatment carried out
Ringworm	Until effective medical treatment carried out
<b>Insect Infestations</b>	
Head Lice	Until effective medical treatment carried out
Scabies	Until effective medical treatment carried out



## 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 for students 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:** This year Oceans Alive was the chosen theme.
- **Book Week:** is celebrated each year and 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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## LOST PROPERTY

Lost property is kept in a basket in the courtyard adjacent to the Front Office. It is regularly sorted through and all named articles are returned. Parents and students should make these boxes their first point of call when searching for lost items.

Please make sure that ALL your child's property including jumpers, hats, lunch boxes and drink bottles are clearly named.

## MOBILE PHONES

Students who bring a mobile phone or other device to school must turn it off, and leave it in their school bag for the day. Students are not to access these during the school day.

The school will take no responsibility for the loss, theft or damage of mobile telephones and digital devices that are brought to school.

## PARKING

Designated drop-off and pick-up zones are located on Barwell and Pine Ave. These zones are intended to be a quick, convenient and safe location for dropping off and picking up children; however, at peak times some congestion is to be expected, particularly during school pick up. Parking in these zones causes considerable disruption during the designated pick up and drop off times.

For these zones to be as effective and stress free as possible, a few simple, common sense rules need to be adhered to:

- Keep moving forward in the queue to minimise congestion further down the queue.
- Only allow your children to exit the vehicle (kerb side) when you are stationary in the designated zone.
- Remain with your vehicle at all times.
- Don't stay in the zone for any longer than 2 minutes.
- Don't restrict the flow of traffic while queuing.
- Never park in the zones or turning circle.
- Never do a 3-point turn or reverse in the zones or turning circle as this is especially dangerous for small children.

Additional unrestricted parking is available in the surrounding streets close to the school. Please be mindful of the local residents and never block driveways or access for other road users.

The Holdfast Bay Council do periodically patrol in and around the school zone and will issue fines for dangerous driving or illegally parked vehicles.

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## PAYMENTS

OSHC payments via this [BPoint link](#) or the QKR! App.

### **School payments**

The Materials and Services Charges are itemised on an invoice posted home at the beginning of each school year or shortly after enrolment for new families.

Payments and permissions for M&S Fees, Excursions, Sports, etc are to be made using the QKR! App. (preferred method)

[Instructions for the QKR! App.](#)

Incursions and excursions will be invoiced as they occur and added to the QKR! App to enable us to manage payments and permissions most effectively.

The Governing Council has approved a Tax Deductible Voluntary Donation of \$50.00 per family to the Seacliff Primary School Building Fund (ABN 82 568 280 442). This contribution will greatly assist in the costs associated with the expense of building modifications.

### **School card assistance**

Application is available online at [www.sa.gov.au](http://www.sa.gov.au). Please note that families must submit an application form each year to be eligible. (Please contact the Front Office if you require an alternative School Card application form or do not have internet access).

## SCHOOL GROUNDS AFTER HOURS

School grounds are available for our school community use after school hours. Students must be supervised at all times by a responsible adult. Members of the school community are encouraged to be observant to ensure that areas are being used appropriately. Police should be contacted on 131 444 if vandalism/ illegal entry is observed. Security patrols ensure safety of school premises after hours. There is no authorised access to school grounds between 12 midnight and 6.00am. Dogs and are not permitted on school grounds at any time, including the school oval.

School facilities can also be hired by outside providers. A '**community use of school agreement form**' must be completed and is available from the Business Manager in the Front Office.

## SPECIALIST PROGRAMS

Students enjoy lessons each week with specialist teachers in PE, Japanese and Performing Arts.

Students in Years 5 & 6 are able to participate in weekly Choir sessions and the annual Festival of Music held at the Festival Theatre.

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## SAPSASA AND SCHOOL SPORT

Upper primary students can participate in a wide range of SAPSASA sporting programmes at inter school, district and state level.

## SOCIAL EMOTIONAL LEARNING

Every student learns best when they have the right mindset and conditions to enable them to be successful learners. Students' social and emotional needs are supported through the following wellbeing approaches.

A **Student Wellbeing Leader** provides both proactive and restorative support to ensure students can work through and overcome their problems.

A **Pastoral Care Worker** also supports and addresses students' immediate issues and is another connecting adult to check in with students.

The **Interception Space** is a safe space to help students learn about self-regulation and emotional awareness. It is available to all students.

**Psychology services** are available and provided by a qualified child psychologist (In-School Psychology). There is a referral process for this service; please speak to school leadership for more information.

Recommendations to use other agencies' support are made to families whenever we believe your child will benefit from other professional support.

Please do not hesitate to come into school to speak with your child's teacher or a member of the leadership team if there is an area we can support you with.

## SWIMMING & AQUATICS

All classes are involved in lessons each year at the SA State Aquatics Centre, Marion for Reception - Year 5, and Port Noarlunga Aquatics for Year 6s. While instructors are provided by DfE, travel, entrance and equipment use all incur a cost. Families are asked to plan for this expenditure, as swimming is part of the Health curriculum and an important safety concern

## TRAFFIC MONITORS

Students in Years 5 & 6 are given the opportunity to be trained as school traffic monitors. The students are on duty in pairs, supported by a staff member at the Pine Avenue crossing from 8.35am to 8.55am and 3.15pm to 3.30pm daily.

Staff do not supervise the pedestrian crossing located on Brighton Road.

## VOLUNTEERING AT SCHOOL

Seacliff Primary School is lucky to have the support of many parents/grandparents and community members in volunteering their time to support their children while enrolled at the school.

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Volunteering opportunities include providing classroom /reading support, accompanying students on excursions, coaching sports teams, assisting in the library, helping our friendly Team Canteen and supporting many fundraising events.

Any person volunteering at the school requires the following:

### **Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)**

As of 1st July 2021, all volunteers who provide ongoing assistance must have undertaken a RRHAN-EC induction session for volunteers. The RRHAN-EC induction outlines volunteers' child protection responsibilities and provides guidelines on protective practices. The RRHAN-EC session for volunteers is available via an online session. A certificate of participation is provided when completed and can be forwarded to administration at [dl.0913.info@schools.sa.edu.au](mailto:dl.0913.info@schools.sa.edu.au).

The certificate is transferable across sites. To access the Department for Education's online training please use the following link <https://www.plink.sa.edu.au/pages/signup.jsf>

### **Working with Children Check (WWCC)**

From 1 July 2019, people working or volunteering with children in South Australia must, by law, have a valid clearance. A WWCC replaces all other types of child-related employment screening checks. A WWCC will be valid for five years and if a WWCC is only being used for volunteering purposes, the volunteer will receive it for free.

Screening is not needed for one off events, such as sports days, concerts, fundraisers and whole of school events.

## **WEATHER**

### **Wet weather**

When the weather is inclement during recess or lunchtime, our Wet Weather Policy applies. This means that children return to their classroom and undertake quiet activities under the supervision of teaching staff.

### **Hot weather**

There is no early dismissal because all classrooms are air-conditioned. When the temperature reaches 36 degrees or higher, the school's Hot Weather Policy applies, and students remain indoors during break times and undertake quiet activities under the supervision of teaching staff. If the estimated maximum temperature is 36 Degrees Celsius or higher in the media on any given day, school sport will be cancelled.

All students are expected to wear sun safe hats (broad brimmed, bucket or legionnaire style hats) including for P.E. lessons and excursions at times the UV rating is 3 or above.

We encourage students to keep a hat at school. Students can bring their own sunscreen to school to apply before outdoor play. This is to be kept in their school bag. Sunscreen is also available in every classroom.

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## ACCESS TO SCHOOL INFORMATION

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:

- [Newsletter](#)
- [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](#)
- [Complaints resolution](#)