



**IMMANUEL**  
*Gawler*

LOCAL • GLOBAL • CONNECTED

A primary school of the Lutheran Church

# Parent Handbook 2021



## Vision Statement

- We aim to be the school of choice in our local community for those seeking an excellent Christian education for their children in a relationship focused environment.

### Core Propositions

#### Connected to our **local** communities

- We are a socially and culturally inclusive school that highly values communication and interpersonal relationships
- We place strong emphasis on partnering with families in the education of the children within our care
- Located in the heart of Gawler we have a reputation for providing specialist primary education for over 30 years

#### Connected to **global** communities

- Utilising the International Baccalaureate PYP programme and modern pedagogical / collaborative practices, Immanuel students explore their place in the world as global citizens
- Our school is committed to a holistic and individualised approach to learning in a technology rich environment

#### Connected to our **God**

- We are a community in which people connect with each other and with God.
- Our school is Christ centred, aiming to build good citizenship through service/action and being good stewards of God's creation

## IMMANUEL STAFF 2021

### Leadership Team

#### Principal:

Daryl Trigg

#### Deputy Principal:

Simon Wundersitz

#### Coordinator of Learning:

Andrew Boesch

#### Sport / IT / Wellbeing:

Richie Cochrane

#### Learning Support Coordinator:

Gail Darby

#### Business Manager

Joanne McNair

#### iGOSH Director

Katrina Ponte

### Teaching Staff:

Jared Semmler (Year 6)

Angie Eckermann (Year 6)

Kayla Kreyborg (Year 5)

Andrew Tiller (Year 5)

Ben Jones (Year 4)

Rebecca Altus (Year 4)

Karen Rollings (Year 3)

Pam Tilbrook (Year 3)

Joanne McDonald (Year 3)

Rachael Siviour (Year 3) (& some LOTE)

Sam Lord (Year 2)

Kayla Sunman (Year 2)

Steven McLoughlin (Year 1)

Marianne Roberts (Year 1)

Michael Blasche (Foundation)

Skye Jones (Foundation)

Hayley Manning (Foundation)

Jane-Marie Pfeiffer (Foundation)

### Specialist Teachers:

Richie Cochrane (Teacher – Sport)

Dwayne Hueppauff (Teacher – Music)

Charmaine Strickland (Teacher – LOTE)

### Child, Youth & Family Ministry Chaplain

Emma Lange

Heidi Gogoll

### Lutheran School Officers: Classroom Assistants:

Karren Loch

Jenny Ridley

Jennifer Melville

Sandra Lloyd

Sally Wandel

### Enrolments & Principal's PA:

Jenny Judd-Smith

### Office Assistant - Finance:

Lee-anne Voigt

### Office Assistant

Joanne Hurst

### Library

Sandra Lloyd

### Maintenance & Garden:

Reece Giersch

Ben Humphrys

### ICT Support:

Raff Stomaci, Timothy Kipling,

## OTHER CONTACTS

<b>Before &amp; After School Care:</b> 7.00am to 8.30am 3.25pm to 6.00pm	<b>iGOSH</b> <b>Katrina Ponte – Director</b> 85225740 or 0447 661 555
<b>Zion Preschool:</b> 24 Cowan Street Gawler	Director Annie Barry Ph: 08 8522 4187
<b>Faith Lutheran Secondary School – Tanunda:</b>	Mr Steven Wilksch Ph: 08 85614200
<b>Endeavour College Mawson Lakes</b>	Mrs Heather Vogt Ph: 8368 3311
<b>Gawler Lutheran Church Zion Worship Centre 24 Cowan Street Gawler Immanuel Worship Centre Corner of 2<sup>nd</sup> &amp; 7<sup>th</sup> Street Gawler</b>	Pastor Anthony Price Ph: 0409 811 826

### School Council for 2021

School Council is the governing body of the School whose main role is to provide vision and policy. School Council members for 2021 are elected at the Association Meeting at the start of the year. School Council normally meets the second Tuesday of each month at 7.00pm at the school.

School council members for 2021 will be advised via the school Newsletter / Website early in Term 1.

## TERM DATES FOR 2021

Term 1	Wednesday 27 January to Friday 9 April	11 Weeks
Term 2	Tuesday 27 April to Friday 25 June	9 Weeks
Term 3	Monday 19 July to Friday 24 September	10 Weeks
Term 4	Monday 11 October to Wednesday 8 December	9 Weeks

## **COMMUNICATION**

Please contact your child's teacher in the first instance if you have any questions or matters to discuss. An email is an accessible tool to use. Teachers emails are first name, first initial of surname eg [johnk@ilsq.sa.edu.au](mailto:johnk@ilsq.sa.edu.au). Hand written notes are still perfectly acceptable.

Teachers are of course teaching during the day. Please allow a fair response time. Succinct and respectful communication is really important so that we can work together for best possible outcomes.

### **Social Media**

The key word is again 'respect'. If you wouldn't write it on the school notice board and put your name to it, don't write it on social media.

**Assessment and Reporting** are very important parts of each child's learning journey. At the end of Term 1 and Term 3 "three-way interviews" (parent/student/teacher) are held for year 2-6 students, whilst "two-way interviews" (parent/teacher) are held for Fn – Yr 1 students. Formal Reports are sent home at the end of each Semester (end of Term 2 and end of Term 4).

### **Sea Saw**

This is an online portfolio for all of our students.

The work samples are housed on line and parents/caregivers will be invited to view them there, via an email notification.

There are many benefits to See Saw:

- Both parents can view it whenever they want especially good for separated families.
- It can be accessed on any device type or platform.
- See Saw can capture video and voice and so we can share things like students giving a verbal presentation.
- The sharing is continuous –teachers will upload samples during the term and not wait until the end of the term/units etc

### **Newsletter**

A "Newsletter" is sent home fortnightly on a Friday (in paper copy and via an email linking you to our website [www.ilsq.sa.edu.au](http://www.ilsq.sa.edu.au))

### **Monday Emails**

An email is sent to parents/caregivers every Monday afternoon to advise of the important things happening in the Immanuel Community for the upcoming week or two and what is happening at a class level. Please keep us updated with the family email to use in the distribution list.

### **SMS Messages**

We may use this system to update parents with urgent information / reminders / changes to events. Please keep us updated with the current mobile number to use.

### **Facebook**

Like us on Facebook at <https://www.facebook.com/immanuelgawler>

We are really mindful of privacy concerns and requests and so we try hard to ensure our posts are respectful of these. However, if you have a concern, please contact us as soon as possible.

Be aware that you could be in serious breach of privacy regulations if you post images/names of other peoples children.

### **Other forms**

Please help by responding quickly to any tear-off slips that are to be returned from time to time. Please return original copies, so that we use minimal paper and do not have to reprint.

## GENERAL INFORMATION

### Assembly

Assembly's will be held twice a term this year, generally in week 4 and 8 starting at 2:45pm in Taikondi. There will be a range of acknowledgements and presentations. Parents and friends are welcome.

### Worship and Praise

Join us each Friday morning at 9.30am in Taikondi.

Pastors, teachers, children and special guests may lead this special time in our school week.

### Coffee Club

Directly following Worship and Praise we would love our visitors (parents, families and friends) to stay for a coffee and chat and get to know each other. You are all an important part of our community. This will normally be held at the rear of Taikondi.

### Parents & Friends Group

*Mission Statement:* **“Providing a Positive and Friendly Community Beyond the Classroom”**

The function of the group will include:

- Friendship and fundraising
- Organising parent support sessions
- Assisting the care group by helping to fundraise.

Meetings are held twice per term and details will be provided via the Bulletin and Website.

### Carers Group

**“Sharing Jesus love through prayer and care.”**

Our school has a group of carers who support our school families in times of need or care. You may like to offer to be a class carer.

### Rhythm Kids

What: A fun group session for children to learn about music and movement while having lots of fun.

Who: All 3-5 year old children and their parents / carers

When: Mondays at 9.00am to 9.45am (term time)

Where: Music room

Cost: Free!

### Stephanie Alexander Kitchen Garden Program

Immanuel Gawler commenced the Stephanie Alexander Kitchen Garden Program in 2015. It is a nation-wide sustainability program designed to encourage students to explore growing and cooking their own food. It is hugely successful with some 93 000 students attending garden and kitchen lessons.

The Program will be provided for Years 5 and 6 with others participating from time to time. Semester 1 will be for Year 6's and Semester 2 for Year 5's.

We are looking for volunteers to assist in garden and kitchen lessons. Volunteers may assist with as few or as many lessons as they wish. If interested please contact Kayla Kreyborg ([kaylak@ilsq.sa.edu.au](mailto:kaylak@ilsq.sa.edu.au)) (kitchen) or Simon Wundersitz ([simonw@ilsq.sa.edu.au](mailto:simonw@ilsq.sa.edu.au)) (garden) to discuss further or simply feel free to visit to see the program in action.

Garden is on Tuesday mornings

Kitchen is on Wednesday mornings

### **Lunches**

As part of the school's ongoing commitment to minimizing landfill we are continuing to implement strategies and practices to reduce waste.

Please be reminded that we would prefer families to avoid the use of single use plastic products by sending lunches / recesses in Tupperware style containers that are clearly named.

### **Drinks**

Children are to have water only in the classroom. Children should not share water bottles.

### **Brain Food**

Children are encouraged to bring a small container of suitable "Brain Food" for healthy snack brain breaks during lesson times. Brain Food should consist of bite size pieces of fresh or dried fruit or vegetables. (But please nothing too sticky or too juicy.)

### **"NUT AWARE"**

As a 'Nut Aware' school we do not prohibit 'nuts' across the school. However, when there is a student in a certain grade that has a nut (or another food) allergy, that classroom/cluster may become a 'nut (etc) free zone'.

### **Subway Lunches**

Subway Gawler Green will be supplying lunches in 2021. This will be offered for a lunch every Friday. Orders need to be submitted to the office by 3.30pm on a Wednesday for lunch on a Friday.

### **Recycling – Cans and Bottles**

Our school collects cans and bottles which have a "10c refund". These are taken to the recycling depot in Gawler and the money raised goes towards resources for our school. This also models appropriate and positive actions for our children.

If you are able to volunteer your time to help recycling these please let the office know.

### **Mobile Phones**

Generally the bringing of mobile phones to school by students is discouraged. However, where there is a genuine need this is to be shared with the class teacher who will organise appropriate day time storage.

### **Toys, Games, Gadgets, Electronic items, etc**

As a rule of thumb, **"If it is not needed for their learning then do not send it to school"**.

Students are disappointed when their items are misplaced.

Classroom teachers will let you know when and if items are needed for news talks, craft and the like.

## **ENROLMENT AND TUITION FEES**

Please refer to the Enrolment Handbook for current procedures, fees and charges.

### **Student Banking**

We offer student banking through the LLL. Students / families can open up an account and deposit money weekly (on a Tuesday) through the school office.

Please refer to the LLL website for interest rates, application forms and more information.  
lll.org.au

### **LLL**

Support our school's development through Matching Deposits.

Phone: 1800 556 457

web: lll.org.au



### **Music Tuition**

In addition to the weekly music program private instrumental teachers are engaged by the school and fees for this are payable directly to the tutor.

Please forward your expression of interest for the music program to our Music teacher Mr Hueppauff who will then place you in touch with one of our tutors.

(Some waiting lists may apply)

Karen Clarke – Piano, Flute

Dallas Davenport – Piano, vocal

Cameron O'Riley - Guitar

Roger Stammers - Violin

Zed Crawford – Drums



## **SCHOOL UNIFORMS**

Please refer to the Enrolment Handbook and School Website for a detailed uniform list and item and price list.

### **UNIFORM POLICY**

All children attending the school are required to wear the official school uniform. Uniform items need to be purchased from our Uniform Shop (via the front office) unless otherwise indicated.

Children are expected to be well groomed and in correct uniform.  
Summer Uniform is to be worn in Term 1 and Term 4.  
Winter Uniform is to be worn in Term 2 and 3.

There is a 2 week changeover period at the start of Term 2 and at the start of Term 4 should the weather be unseasonal.

If for any reason your child is not wearing the correct uniform a note should be directed to the child's teacher.

### **Uniform for Foundation / Year 1 students**

Children in Foundation and Year One wear only the sport uniform.

This policy was introduced at the beginning of 2015 enabling an active learning program in a suitable uniform style.

### **Sport Uniform**

Sport uniform and sneakers are worn for the whole day as needed. Children may choose to wear the shorts or long pants during winter.

For the sake of your child's feet please purchase sports shoes with proper support.

Dress, skate style or volley shoes are not recommended.

Logos & bright colours are discouraged.

Teachers will advise at our information night on the days for wearing the sports uniform.

### **Hair**

Our school does not have any restrictions on hair styles or lengths, but parents should keep in mind issues of safety and OHWS. In some circumstances, students with long hair may be required to have it tied back or wear a net (etc) or indeed will be prohibited from an activity on the basis of hygiene or safety (such as cooking or using certain equipment.)

Parents / caregivers need to be aware that long hair that is not appropriately tied back can be a transmitter of headlice and in instances where these are prevalent checks may need to be done.

Hair ties - please wear uniform colour (blue or green) or black, white or brown or the school uniform scrunchies.

### **Jewellery**

One pair only of plain studs or sleepers (plain gold or silver) are to be worn.

Sparkles and extra 'bling' effects are not acceptable.

Necklace may be plain chain and cross.

A watch may be worn.

No rings.

No makeup or nail polish is to be worn.

### **School Camp Clothing**

Clothing for school camps shall be casual clothes (which are sun smart) and in some cases school uniform. If unsure, please speak to your child's teacher.

### **Winter Jackets**

Rainproof jackets as part of the uniform.

### **Art Smocks**

Art smocks are to be worn as part of the uniform to protect uniform from spoilage during art etc.

### **Hats**

Hats do need to be replaced from time to time as they show wear.

### **Sunglasses**

Black cancer council sunglasses "Balino School sunglasses 980" (unless prescription sunglasses are required)

### **Labelling Personal Belongings**

Parents are urged to clearly label property belonging to their children (eg clothing, hats, shoes, lunchboxes, water bottles, pencil cases, school bags etc).

Green jumpers, sports rugby tops and hats are the most common clothing items which can go missing. Please label with first name and surname.

Our lost property basket is kept in the front office. Please check there if items are missing.

### **Keeping your Uniform Clean**

Care is taken by teachers to ensure children wear painting aprons or smocks and are taught to be careful when using paints. However accidents do happen. Crayola or OfficeMax brand paints are used.

Laundering Instructions on their packaging are:

Remove from skin with soap and water,

Normal laundering removes stains from cotton, polyester, acrylic and nylon fabrics and their blends. For best results – Do not use pre-wash or chlorine bleach and wash immediately in hot wash cycle.

## **SECOND HAND UNIFORM STALL**

A second hand stall of uniforms will be operated by a small parent group and be located in the store room adjacent to the Junior Primary courtyard area.

**Open days for 2021 will be advised in the Newsletters and website.**

If you have some outgrown, good quality uniform items you would like to sell please bring them to the stall during opening times.

Process to sell second hand uniform items:

1. Items must be clean and on a hanger and in saleable condition (ie Good quality, no holes, minor fading items are preferred)
2. The items cannot be sold for more than half the original price
3. Seller details and item description must be noted on an envelope and then pinned to the garment.

Once the item has sold the money (cash) will be placed inside the envelope and will be returned to the seller via the school office.

## **Sunsmart**

We adhere to a sun smart policy at school.

## **Hats**

Hats must be worn outdoors at all times during term 1 and term 4.  
In terms 2 & 3 hats will be worn according to the UV rating.

Please ensure your child's hat is labelled clearly with their name. The office will assist with the purchase of new hats.

## **Sunscreen**

Parents/Caregivers should provide children with sunscreen, as they deem appropriate. Sunscreen is available from each classroom for children to reapply during the day. Teachers will provide opportunities for this to occur.

## **SCHOOL DAY**

7.00am – 8.30am	iGOSH Care available (children may <u>not</u> be in the yard unsupervised)
8.30am	Staff devotion and meeting time, yard supervision
8.30am – 8.50am	Normal arrival time for students
8.50am	All students move into class
8.55am	First bell - student roll marked
9.00am	1 <sup>st</sup> session begins
11.00am	Recess eating time
11.10am	Recess play time
11.40am	2nd session begins
1.40pm	Lunch eating time
1.50pm	Lunch play time
2.10pm	3rd session begins
3.25pm	End of school day
3.25pm – 6.00pm	iGOSH Care available
3.45pm	Children not yet collected are taken to the office and parents contacted

We appreciate prompt arrival so that other class members and teachers are not delayed in beginning work. Teachers are required by law to denote late arrivals.

## **Punctuality**

The school day begins at 8.50am. Parents are reminded that it is their responsibility to ensure that their child/ren arrive at school in plenty of time to be well enough organised so they are INSIDE their classroom at 8:50am. At 8.55am the roll is recorded and sent to the Admin Office. Students who arrive after this time are considered late and need to be signed in at the office by the parent / caregiver. If your child is absent please ensure you advise the school by 9.30am (via phone or email)

The school day ends at 3.25pm so children are expected to be at school until this time. If you need to pick up early a note to your teacher in the morning is really helpful. Phone calls to the office are welcome, although can be delayed if other priorities come along. Please report to the school office and sign your child out whilst your child is called to the office.

### **Authorised Leave**

No child is to leave the school grounds during school hours unless a note giving parental approval has been received by the teacher. Parents are asked to sign children in and out at the front office should they leave or arrive outside of regular times. The school office will call the appropriate classroom and the child will meet their parent at the office. Parents and caregivers should not go directly to the classroom or play areas unless it is beginning and end of day.

### **Prompt Departure**

For safety and courtesy, parents and caregivers please collect children promptly after school or notify the office staff if you are unable to do so. We will not leave children in the yard unattended. A teacher is on duty at the 3 main entry and exit points until 3.45pm.

### **Absences**

**We require a phone call** or email to the teacher / office staff letting us know if a student will be away. You may leave a message on the school answering service which will be checked early in the day.

**We require a written note** when the student returns, explaining the absence.

Should an absent day be planned please let your teacher know prior with a written note in the communication book or diary. This is a legal requirement.

### **Family Holidays**

If a parent or guardian wishes to take a student of compulsory school age out of school for a family holiday an "Exemption from School Enrolment/Attendance and Education Enrolment/Participation (ED175) and Fact sheet" must be completed and returned to our school office. The Principal has authority to approve temporary exemptions; however lengthy exemptions are forwarded to the Central Delegate.

These forms are available from the front office or on <http://www.decs.sa.gov.au/portal/community>

It is not reasonable to expect the teacher to plan a detailed programme for your child's experience. Should this be your family's choice please plan to

1. Enjoy the break
2. Complete a travel journal including distance estimations and mapping and the like
3. Keep up the regular reading, read road signs, travel brochures etc
4. Take in cultural experiences
5. Be prepared to make reasonable efforts to catch up on missed work

## CARPARKING & TRAFFIC FLOW

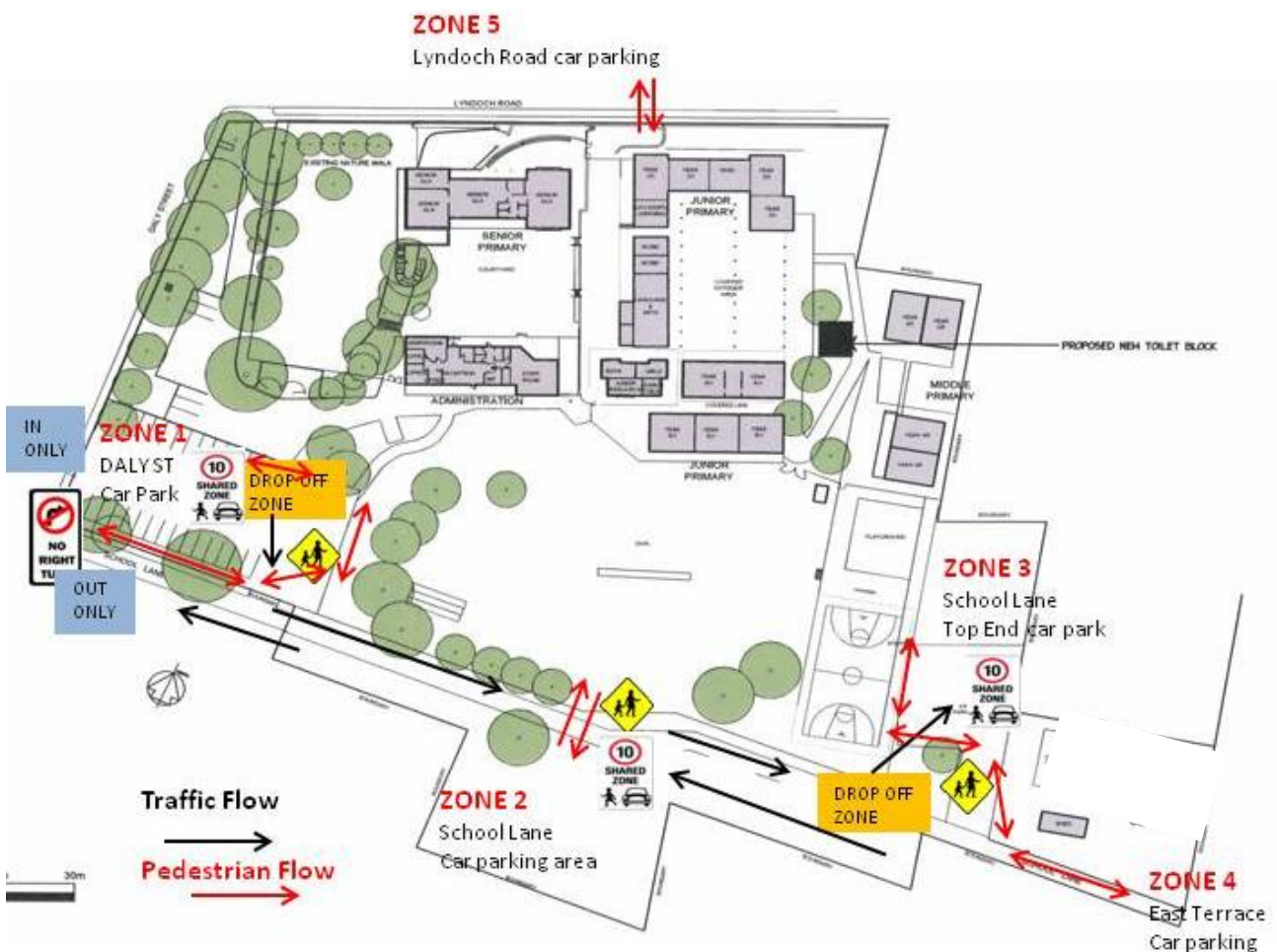
Please be patient and mindful of children's safety at all times, and follow the directional arrows as indicated on the map below. Shared Zone = 10 km/ph

### Drop off areas are located at :-

- Daly Street car park (ZONE 1)
- School Lane top end (ZONE 3)

### Parking is available in:

- Daly Street car park (ZONE 1)
- School Lane car park (ZONE 2) (*Oval entry gate closed between 9.30 – 3pm*)
- School Lane top end (ZONE 3) (*Top End entry gate closed between 9.30 – 3pm*)
- East Terrace (ZONE 4)
- Lyndoch Road (ZONE 5)



### Lyndoch Road crossing

In 2021 we will be use crossing monitor volunteers to assist with the safe crossing of Lyndoch Road. Volunteers will be trained by SAPOL Traffic Training Department at a time early in the first term and will also need to have a Working with Children Check and VSC Training. If you have an interest to help in the morning or afternoon on a roster please let the school office know.

Lyndoch Road is a busy road so please be patient when crossing!

### **Keeping your child safe**

Please help us to keep your child safe by -

- Advising who will normally collect your child
- Advising if your child will walk home
- Parents / caregivers picking up Foundation students will need to collect them from their classrooms unless alternative arrangements are negotiated with the teacher (eg sibling collects).
- iGOSH also need to be advised if someone different is collecting your child.
- If your child is booked in for iGOSH but is picked up at normal time, please let a staff member know that the iGOSH booking is not required.

## **IMMANUEL GAWLER OUT OF SCHOOL HOURS CARE (iGOSH)**

Welcome to iGOSH! iGOSH commenced in January 2019 and has become very popular.

iGOSH is only available to families currently attending Immanuel School and those who are enrolled to attend Immanuel in the next year. Kindy children (who are siblings) are welcome to attend, as long as they are 4 years old.

### **HOURS**

Monday to Friday

Before School Care: 7.00am to 8.30am

After School Care: 3.25pm to 6.00pm

Vacation Care: 7.00am to 6.00pm

Student Free Days: 7.00am to 6.00pm

### **LOCATION**

iGOSH will operate out of the building adjacent Lyndoch Road. Entry via the Lyndoch Road side of the building.

### **ENROLMENT**

iGOSH enrolment forms are available from the school front office or on the school's website.

This form will register your child's information and needs to be completed and given to the school office before making any online bookings.

### **BOOKINGS**

All iGOSH bookings are to be made online at: <http://www.carebookings.com.au/>

You will need to register an account when booking for the first time. The booking code is KTQQ3.

Children are to be signed in / out via the register book by the parent / caregiver.

Foundation and Year 1 students are escorted to/from classrooms / iGOSH

Please refer to our website: <http://www.ilsg.sa.edu.au/students/ohsc>

for further information about iGOSH

*The Federal Government provides funding to help parents with the cost of child care, through programs such as Child Care Benefit and the Child Care Rebate. Through this assistance, your fees can be reduced by 50% or more. The Child Care Rebate is not means tested and almost all families are eligible.*

In the interests of your child's protection and safety all children who arrive early must use this facility. Our modern world does not permit us to have children at school unsupervised.

A teacher is on duty from 8.30am. Children not collected by 3.45pm will be ushered into the school office and the parents contacted.

## **LIBRARY BORROWING**

### **Opening Hours**

The library is open daily at lunch. Students are able to borrow and return books then, in addition to their allocated class time.

### **Borrowing Rules**

#### *Borrowing Limits*

- Students in years F-3 may borrow three books at a time.
- Students in years 4-6 may borrow four books at a time.

If students have currently exceeded this limit, they will not be able to borrow more books until they return their current loans.

#### *Borrowing Periods*

- The borrowing period for all loans is two weeks. If books are not returned or renewed within the fortnight they will be considered overdue.
- Renewals Loans may be renewed for an additional two weeks, unless the book has been reserved by another student. This means that the maximum borrowing time for students is four weeks.

#### *Overdue notices*

- Overdue notices will be sent out weekly on a Friday.
- Students will still be allowed to borrow books if they have overdue loans, provided they do not exceed their borrowing limit. Please encourage your child to return books by their due date so that other children have the opportunity to borrow them.

#### *Extended Overdues*

- If books remain overdue for more than 4 weeks, the student's borrowing privileges will be suspended until the overdue books are returned.

### **Lost/Damaged Books**

If books are lost or damaged please notify the librarian either via email ([sandral@ilsg.sa.edu.au](mailto:sandral@ilsg.sa.edu.au)), a note sent in with your child, or coming in during the library opening hours. We respectfully ask that you consider replacing books that have been damaged beyond repair. Accounts are sent out for any books that remain missing by Week 5, Term 4. Please be assured we will do our best to locate missing books before accounts are paid and will happily refund your money if the book is located after the account has been paid.

## **HOMEWORK**

Please refer to your child's class handbook for details on homework.

## **VOLUNTEERING**

Volunteers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

People who volunteer in our school need to have completed:

- 1. 'Valuing Safe Communities' training (valid for 3 years)**
- 2. Have a Working with Children Check (valid for 5 years)**

'Valuing Safe Communities' training will be offered on school site with the Principal and will be held in week three each term. By doing it on site we have the opportunity to contextualise it for our school and answer any questions you may have.

### **How to obtain a Working With Children Check**

A WWCC can only be issued by the DHS Screening Unit. Our school is a registered business to initiate this check.

To apply you will need to provide your full name, date of birth and an email address to Jenny (authorised person) in the office, and a government form will be emailed to you to complete and submit. There is no cost to apply as a volunteer in a school.

If you have a current DCSI check this will be still valid for 3 years from its date. Police Clearances will not be valid after 30 June 2020.

As from 1 July 2019 the SA Government have put in stronger, nationally consistent screening laws for people wanting to work or volunteer with children in South Australia. The new laws require people working or volunteering with children to have a valid working with children check (WWCC), replacing the system where people can have either a national police check assessment or a DHS screening.

More info can be found at <https://screening.sa.gov.au/>

The school thanks you for your cooperation in this matter.

### **Classroom Helpers / Parent Volunteers**

Class teachers often require help from Parents with student reading, craft, etc. When a parent is on our school site as a classroom volunteer they will be requested to sign in the Parent Volunteer Register located in the front office and wear their volunteers name badge to identify them to other staff and students.

We are accountable for knowing who is on the school site at any given time.



## WORK HEALTH AND SAFETY STATEMENT

As well as appreciating help from our many volunteers, we have certain legal obligations toward them and all contractors, sub-contractors and indeed to anyone whom we invite onto the school grounds.

Therefore we must require that all volunteers, invitees, contractors and sub- contractors shall:

1. *sign on at the front office of the school*
2. *take reasonable care of the health and safety of themselves and of others who may be affected by their actions or omissions*
3. *not recklessly or intentionally interfere with or misuse anything provided in the interests of health and safety*
4. *use and supply appropriate safety equipment - where required - in the correct manner*
5. *maintain their workplace in a well kept and orderly condition*
6. *report immediately any unsafe conditions or equipment to the principal, or person delegated*
7. *report to the principal, or person delegated, any injury sustained no matter how minor, as soon as the injury becomes apparent*
8. *ensure that they are not, by consumption of alcohol or any other drug; in such a state as to endanger their own safety at work or the safety of any other person at work*
9. *our school grounds are 'Smoke Free'*
10. *dogs brought on to the school grounds should be kept on lead.*

## MANAGING STUDENT BEHAVIOUR

Please refer to our website for the Policy and Procedure

## ANTI-HARASSMENT / ANTI-BULLYING POLICY

### UNDERLYING PRINCIPLES

Agreed statement on what harassing and bullying are:

#### **Definition of Bullying:**

**Bullying is** when a person or group of people repeatedly act in ways that deliberately causes hurt, fear or embarrassment to another person, even though they have been asked to stop.

Bullying and harassment are considered synonymous. It can take the following forms:

- Verbal bullying: name calling, put downs, rumours about the child or their family, belittling others abilities and achievements, degrading comments about student's cultural, religious or social background, ridiculing appearance
- Physical bullying: striking, kicking, spitting, damaging, hiding or taking belongings, practical jokes
- Gestural bullying: rude gestures
- Relational bullying: deliberate and repeated social exclusion, reputation damage by the spreading of rumours or innuendo, offensive notes or graffiti, forcing others to act against their will SMS/email/phone bullying
- Intellectual bullying: put downs due to being good at school work or having problems with school work
- Cyber Bullying

**Bullying is not:** one-off acts of aggression, nastiness, conflict, simple social rejection, assertive behaviour.

Children at Immanuel Gawler shall be supported in their growth and development feeling safe from being harassed or bullied at the school and classroom level.

Children at Immanuel Gawler shall be supported in their growth and development by learning to identify the characteristics of bullies and identify ways to change behaviours.

## HEALTH

### **Panadol/Paracetamol medication.**

Immanuel school will not dispense Panadol/Paracetamol. This is done in the interest of children's health. If you require your child to have medication it will need to be sent along to the school office in the chemist packaging, clearly labelled, with a note signed by the parent/caregiver indicating dosage and time to be administered.

### **Asthma Sufferers (severe and mild)**

Each child that has asthma needs to send to the school an *Asthma Care Plan* form which has been completed by their medical practitioner. This should be updated annually.

### **Students with Anaphylaxis (severe allergy)**

Each child that has anaphylaxis needs to send to the school an *Anaphylaxis (severe allergy) Care Plan* and a first aid plan, which has been completed by their medical practitioner. This should be updated annually.

**Diabetes and other** - Appropriate Health Care Plan from the Doctor. This should be updated annually.

### **Infectious Diseases - Instruction for Control**

Exclusions of patients and contacts from school. 'Contact' means child of school age or pre-school age living in the same house as the patient.

As per "You've Got What – 2009 edition from Government of SA" [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au).

<b>Disease</b>	<b>Patients shall be excluded from school:</b>
Chicken Pox	For at least seven (7) days after the beginning of the illness and until the last lesion has healed. Student is to be excluded from school until all lesions (blisters/sores) have crusted, there are no moist sores and the child is fully recovered.
Impetigo (School Sores)	Until lesions are fully healed. Child may be able to return to school provided proper treatment has been applied and all lesions on exposed surfaces are covered (after consultation with medical doctor).
Conjunctivitis	Until discharge from eyes has ceased.
Measles	For at least seven (7) days from the appearance of the rash, or until a medical certificate of recovery is produced.
Mumps	Until at least fourteen (14) days after the onset of the symptoms.
Pediculosis (Head Lice)	If so ordered by a School Medical Officer or a Medical Officer of Health.
Ringworm	If so ordered by a School Medical Officer or a Medical Officer of Health.
Scabies	If so ordered by a School Medical Officer or a Medical Officer of Health.
Diarrhoea	Please keep your child at home until all symptoms have disappeared for 24 hours.
Influenza/ Colds / Swine Flu	Please keep your child at home until all symptoms have disappeared.
Vomiting	24 hours after last attack.

### **Head Lice**

All schools face head-lice problems from time to time. This important information will help keep problems to a minimum.

### **Current Information from the Environmental Health Branch**

- Parents and caregivers must take responsibility for ensuring their own child's hair is free of infestation, and to ensure those lice are detected and treated properly.
- It is absolutely important that parents make **regular and thorough** checks of their children's hair. It is very wise to check their own at the same time, however unpleasant that may seem.
- It is important that the school is notified as soon as possible so a reminder to check can be made.
- Different treatments are needed under different circumstances (eg: after a number of years, resistance to chemicals develop or if one is not effective in seven (7) days etc).
- Shorter hair helps against infection.
- More information can be obtained from the school office.

### **Tissues**

Although facial tissues are kept in each classroom, children should have their own supply in their pocket and/or bag.

### **Washing Hands**

We always advocate this good practice which can be overlooked in a very busy day. Hand sanitizer is provided in classrooms for students to use when necessary.

### **Lollies on Sticks**

For safety reasons we request that children do not have lollies on sticks (eg *Chuppa Chups*) at school. They take a long while to eat and children are at risk of being impaled by one if they fall. Children do not benefit from having lollies / sweets in their lunch box.

### **Sun Block**

While each classroom has a supply available it is important that you support this health care routine and supply your child with their own sunblock.

**WE ARE A HEALTH PROMOTING SCHOOL** - Listed are some contacts which may be helpful.

<b>The Cancer Council SA</b>	<a href="http://www.cancersa.org.au">www.cancersa.org.au</a>
<b>Quit SA</b>	<a href="http://www.quitsa.org.au">www.quitsa.org.au</a>
<b>Be Active</b>	<a href="http://www.beactive.com.au">www.beactive.com.au</a>
<b>Breast Screen SA</b>	<a href="http://www.breastscreen.sa.gov.au">www.breastscreen.sa.gov.au</a>
<b>Familial Cancer Unit</b>	
<b>Lions Australian Prostrate Cancer Website</b>	<a href="http://www.prostratehealth.org.au">www.prostratehealth.org.au</a>
<b>National Bowel Cancer Screening Program</b>	<a href="http://www.cancerscreening.gov.au/bowel">www.cancerscreening.gov.au/bowel</a>
<b>Palliative Care Council of SA Inc</b>	<a href="http://www.pallcare.asn.au">www.pallcare.asn.au</a>
<b>SA Cervix Screening Program</b>	<a href="http://www.cervixscreening.sa.gov.au">www.cervixscreening.sa.gov.au</a>
<b>Mental Health Resources</b>	<a href="http://www.headroom.net.au">www.headroom.net.au</a>

**First Aid**

If your child requires first aid they will be sent to the Health Centre in the school office. Parents will be emailed with details on First Aid provided if it is a serious injury. Parents will be contacted via telephone if the injury or first aid matter is of concern or needs parent assistance or attendance.

First Aid information will be emailed home. Details will include (below).

**Immanuel Lutheran School Gawler**

\_\_\_\_\_ was sent to the Health Centre today and was attended by \_\_\_\_\_

\_\_\_\_\_ because of an injury/feeling unwell

Description \_\_\_\_\_

First Aid Treatment Given \_\_\_\_\_

Any Further Action Recommended \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

(Following a minor head injury, please refer to information overleaf)

**Instruction for Home Care Following a Minor Head Injury**

- Contact a doctor promptly for advice if your child
- Complains of headache
- Vomits
- Becomes dizzy or faint
- Becomes irritable or confused
- Develops loss of coordination

If the child appears well and does not develop any of the symptoms and signs, it is unlikely that any serious injury has occurred. However, it is always wise to seek medical advice.

After any head injury, your child should not try to read, watch television or undertake strenuous physical activity.

## OUTDOOR EDUCATION POLICY / CAMPS

We ask you to support and encourage your child's participation in the school fitness and sport program which provides a minimum of 2 hours physical activity per week.

### **Underlying Principles**

We believe that children receive positive and beneficial outcomes from being involved with, and participating in the outdoor education program of the school. These outcomes arise from the opportunity to experience a unique learning environment outside the school context and in social terms of personal and relational growth.

### **Procedures**

In consultation with the Principal/Deputy and the teacher, camp will be planned for students from years 1-6.

### **Length and structure**

Foundation students:	Long day out
Year 1:	Sleepover onsite at school
Years 2 & 3:	1 night camp
Years 4, 5:	2 night camp
Year 6:	Canberra trip

### **Bases of Discretion**

1. Should for any reason a camp is not viable, alternate outdoor activities may be planned.
2. The need for parent help will vary and this will be negotiated between the staff and the principal.

### **Resources**

1. Staff will follow procedural advice and checklists in accordance with DETE guidelines.
2. The cost of camps is to be borne by parents, in addition to school fees. Every attempt is made to keep this minimal without reducing the effectiveness of the experience. Parents/caregivers are encouraged to discuss any concerns well in advance.
3. If a parent excludes a child from camp, the parent will need to organise their own care for that time as the teacher plus extra support staff will be at the camp.



**IMMANUEL**  
*Gawler*  
LOCAL • GLOBAL • CONNECTED  
A primary school of the Lutheran Church