



Playford

Primary School

excellence & empowerment

Parent Information

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Department for Education

Contents

2 Welcome

3 Daily Organisation

Lost Property
Late Arrivals
Early Departures
Visitors/Volunteers
Parking

Communication

Newsletters
Class Teacher Contact
Student Reporting
Reporting of Absences
Facebook

4 Curriculum

English
Mathematics
Inquiry

5 Student Wellbeing

Play is the Way
Launching into Learning

Student Voice

School Improvement Plan
Behaviour Management
Parent Participation

6 Enrolment

Uniform
Health Procedures
First Aid
Materials and Services
Charge
School Card

7 Playford McAuley Campus

Campus Resource Centre
Campus Defence Transition
Aide
Campus OSHC
Campus Canteen

8 Helpful Information

School Term Dates



Welcome

On behalf of the staff, students and our Governing Council I would like to welcome you to Playford Primary School. I trust you will find your time with us rewarding. The information in this booklet, along with school policies and guidelines, will hopefully assist with making your transition to Playford a successful one.

At Playford Primary School our vision underpins our teaching and learning goals:

“Our vision is empowering students to wonder and acquire the knowledge and skills to excel in school and life. Our learning assets and school values are the foundation for sustained success.”

We provide a safe, caring, success-oriented learning environment for all students. This environment encourages the development of each student’s physical, intellectual, emotional and social potential.

We support children to become independent learners with skills, knowledge and the ability to be effective members of the school and wider community. Our school provides many additional programs and experiences to enable students to reach their potential.

Playford Primary School is on a shared campus with a Catholic School; Catherine McAuley School. Facilities shared with Catherine McAuley School include a Resource Centre, a Multi-Purpose room, ovals and play space. Our campus offers an Out of School Hours Care Program and an externally run school canteen.

I look forward to getting to know you and your child(ren). We, the staff, always aim to work in partnership with parents / caregivers and children in making sure the best educational outcomes can be achieved. We encourage open communication with all students and their families.

Jason Sheehy
Principal



Daily Organisation

School Day

8.30 am	Staff on yard duty
8.50 am	Classrooms open
8.55 am	School day begins
11.30 am	Lunch (eating time)
11.40 am	Lunch time
12.10 pm	End of lunch break
1.50 pm	Recess
2.10 pm	End of recess break
3.05 pm	Classes dismissed
3.20 pm	Staff Yard Duty Ends

Lost Property

In order to help us recover and return lost items, we ask that all parents ensure that any property which comes to school, is clearly and securely named - this relates especially to clothing. A Lost Property Bin is located outside the Student Services Building.

Late Arrivals

Students who enter the school grounds after the 8.50am bell must report to the Front Office to receive a 'Late Slip' to give to their teacher. A note, phone call, or text message to our SMS number **0416 906 281**, is required either that day or the next to explain the reason for the lateness.

Early Departure

Parents / Carers needing to collect students for appointments, or early departures, during the school day need to report to the Front Office to sign students out prior to going to the student's classroom, or Student Services if your child is unwell. A sign out slip will be printed for parents/caregivers to give to staff. We will not allow students to leave the school early without direct parent/caregiver supervision and approval. If possible please make medical appointments outside of school hours to minimise time away from class.

Visitors / Volunteers

All visitors and volunteers to our school are most welcome and are required to report to the Front Office, sign in and wear a visitor badge. On departure visitors and volunteers are required to sign out.

Prospective volunteers are required to complete an application form and the relevant Department for Education required training. **All volunteers are required to hold a current Working With Children Check and current RAN certificate.**

Parking

When collecting children, we urge parents to avoid hazardous situations, such as parking in bus zones, doing U-turns and double ranking. Parents are **not** to use the staff car parks when dropping off and collecting students, unless the student / parent has a disability. **The staff car park has limited space and is for staff and official visitors only.** Families can also use the back gates on Somerset Grove for access to the Campus. Please observe the signage in the area in the interest of children's safety. Playford Council regularly monitors the area and issues parking fines.

Communication

We value open two way communication and provide a range of avenues for this to occur. These include:

Newsletters

We produce four newsletters per term, which are uploaded to the Playford Primary School website www.playfordps.sa.edu.au. Hard copies of the newsletter are available from the Front Office and a link to the newsletter is emailed to all families via EdSmart. If you change your email address please contact the Front Office.

Class Teacher Contact

Each class teacher has their own processes for making regular contact with parents. These include class newsletters and information about the set up / expectations / routines within the class, communication books / diaries, telephone contact / online communication and class flyers are sent home each term.

The first point of contact for any concerns is your child's class teacher. If you would like to discuss any issues or concerns with your child's teacher, we advise that you make an appointment to ensure you will have adequate time to discuss your concerns. If it is a quick query, please do not hesitate to talk to the teacher before or after school. If further support is required please make an appointment with the Principal or appropriate school leader, Front Office reception can support you with making an appointment. The school has a Grievance Policy which all members of the school community are required to observe. For your reference a copy of this is included in your enrolment pack.

Student Reporting

We believe that a close relationship between teachers and parents should be established and maintained. To provide a framework for this relationship, the following has been organised:

TERM 1: Acquaintance Night and Parent / Teacher Interviews
TERM 2: Student Report
TERM 4: Student Report

Reporting of Absences

We are legally required to keep accurate attendance of students at school. If your child is absent please contact the school via telephone, text message to **0416 906 281**, in person or via a note in your child's diary. Parents will receive a text message if students are absent from school without an explanation.

Facebook

Our official page can be identified by our school logo. There is a link on our website to our Facebook page. Facebook is used to remind families of upcoming events, celebrations and links to important sites. More recently, we use EdSmart to communicate with families as we phase out Facebook.

In the interim, while Facebook is a great way to connect with people, we ask that you respect the directive of Department officials that teachers do not accept friend requests from parents or students.





Curriculum

Our school curriculum is directed by the Australian Curriculum and involves the following learning areas:

- English
- Mathematics
- Humanities and Social Sciences (*History and Geography, Civics and Citizenship 3-6 and Economics and Business 5-6*)
- Science
- Health and Physical Education
- The Arts
- Technologies
- Language

As children learn in different ways their needs are catered for with a variety of teaching strategies and programs providing for their academic and social development. A number of additional programs provide students with the opportunity to participate in a range of activities such as choir for Year 3 – 6 students, external curriculum competitions, sporting opportunities, clinics and excursions. We appreciate parental and community support to enable them to be successful.

English

The English curriculum is built around the three interrelated strands of language, literature and literacy. Teaching and learning programs should balance and integrate all three strands. Together, the three strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating. Learning in English builds on concepts, skills and processes developed in earlier years, and teachers will develop and strengthen these as needed. Significant time is provided in classrooms each day to support students to develop skills through a morning literacy block. Staff have developed a set of school expectations which they use to develop their teaching programs and develop consistency.

Mathematics

Mathematics content is divided into three content strands: number and algebra, measurement and geometry, and statistics and probability. The proficiency strands **understanding, fluency, problem-solving** and **reasoning** are an integral part of mathematics content across the three content strands. The proficiencies reinforce the significance of working mathematically within the content and describe how the content is explored or developed. Significant time is provided in classrooms each day to support students to develop skills through a numeracy block. Staff have developed a set of school expectations which they use to develop their teaching programs and develop consistency.

Inquiry

An inquiry approach to learning is implemented which enables students to wonder and gain a deeper understanding of the world around them. We are preparing students for the future by developing skills in collaboration, self-management, researching, communication and thinking (assets).

In Reception, students engage in inquiry through discovery learning and are introduced to the 5 learning assets, they continue to develop skills within these assets as they progress through the primary years. Upon reaching upper primary, students reflect and set personal goals in relation to the learning assets. Numerous Australian Curriculum Learning Areas are underpinned by an inquiry-based approach to learning. This is most prominent in The Humanities and Social Sciences suite of Learning areas.



Student Wellbeing

Play is the Way

Play is the Way is a practical approach for teaching social and emotional learning using guided play, classroom activities and an empowering language. It is a process that assists students to develop, improve and entrench the personal and social capabilities of students. Play is the Way is used across all year levels in each classroom as it is for children of all ages, abilities and ethnic backgrounds.

Launching into Learning

Launching into Learning is a program undertaken by all classes for the first week of each year and revisited at the beginning of each term. This is a great way for students to settle into their class, develop relationships with their peers and teachers and develop skills to deal with issues and everyday school life.

Components covered include:

- Development of class expectations, organisational procedures and understanding of the Campus yard rules.
- Relationships – including anti bullying and harassment, problem solving and friendships.
- Play is the Way – Life raft rules.
- Student Wellbeing – mindfulness, self-regulation strategies
- Restorative Justice Practices
- Learning Assets

Student Voice

At Playford Primary School students play a vital role in developing and shaping the learning and social environment of the school. Student voice across the school is highly valued and continually encouraged by all staff.



- **Civics & Service** supports the development of leadership skills across all year levels. This program is designed to promote a sense of community by developing a feeling of belonging, responsibility, respect and engagement. Classes are involved in authentic, meaningful opportunities in a supported, caring environment. Each year classes team up and choose an area to focus on, which is for the common good of all. This encourages students to flourish, by doing good, we feel good.
- **Class meetings:** All classrooms have regular class meetings and Circle Time is one of the strategies used to support them.

School Improvement Plan

The School Site Improvement Plan is a requirement for all Education Department schools and outlines priorities and directions for improvement over a three-year period.

School priorities are based on Department data sets and they identify the areas of greatest needs. The School Improvement Plan is shared with Governing Council and published on the school website.

Reviews are held frequently to track and monitor our progress with the plan. An annual review of progress and successes is documented and presented to the school community in the form of an Annual Report.

The Playford School Improvement Plan focuses on the following areas: Reading Comprehension and Maths.

Behaviour Management

Our School is committed to excellence and empowerment.

Responsible behaviour is the accepted code of conduct.

Each staff member develops, with students, a set of expectations. Although there may be slight variations between classes they are all based on:

The students' right to learn and the teacher's right to teach.

For expectations and procedures please refer to our Behaviour Management Policy.

Parent Participation

We encourage a friendly, open climate within the school so that parents will feel comfortable and participate as opportunities present themselves.

There are some special ways in which parents can help within the school:

- **Classroom level** – the class teacher may ask for specific help e.g. listening to reading, helping with an excursion or camp, instructing in a class elective program, supporting individual students or supervising small groups in such areas as assisting with computing access.
- **Governing Council** – parents may take an active role in the Governing Council.
- **By attending** parent nights, special activities as they are developed across the school.
- **Resource Centre** – Please see our teacher librarian in the library.
- **School excursions and SAPSASA days.**

All parent volunteers are required to hold a current WWCC clearance.



Enrolment

Children must be enrolled before they start school. An enrolment form, available from the Front Office, will need to be completed by a parent or legal guardian, and then returned to the school by a parent / guardian upon completion.

When you enrol you will need to bring the following documentation/information:

- ✓ Copy of birth certificate.
- ✓ Current Council Rates or 12 month Rental Agreement.
- ✓ Current address on a utility bill.
- ✓ Details of emergency contacts.
- ✓ Details of any medical condition, including any Medication Plans signed by the child's doctor.
- ✓ Any documentation relating to custody orders, if applicable.

Enrolments will depend upon available places and the priority rating given to each enquiry.

Currently, there is only one intake of Receptions at the start of each year. Students turning 5 before May 1st will start school at the beginning of the year; students turning 5 from the 1st May onwards will start school the following year.

Uniform

All students are expected to wear a school uniform (dress code) at all times. Our Uniform Policy and Price List is available from the Front Office and on our website.

The Governing Council has ratified the Uniform Policy and expects students to wear the agreed upon uniform. Staff are vigilant and regular uniform checks are conducted. Contact is made with the parents/caregivers if uniform is not being worn, to ascertain reasons for this.

Purchases and orders for uniforms can be made during Payment Office opening hours. Please contact the Front Office for opening times.

Uniform orders can also be made via our Secure Payment Slot in the Front Office or over the telephone between 8:30am and 3:05pm. Items in stock and receipts will be sent to class the following day

Health Procedures

For emergency purposes please let the school know of any changes to your contact details or those who are nominated as emergency contacts.

First Aid: If your child is unwell we will contact you, or the emergency contact, so that you can collect your child. It is our policy for sick children to be sent home and not spend lengthy times in Student Services. In an emergency we will call an ambulance and advise parents as soon as possible. Parents are responsible for all costs associated with ambulance travel.

The school has a first aid policy. This involves a First Aid Treatment Slip being completed when your child requires first aid treatment. If you have any queries regarding the first aid of your child please contact Student Services. Policies outlining the management of head lice, medications, asthma and exclusion periods for medical conditions are available from the Student Services.

Materials and Services Charges

Parents are asked to pay a Materials and Service charge for the whole year. The amount each year is based upon the government assisted fee which is increased at the CPI increase.

The Materials and Service charge is used, together with Department for Education grants, to provide your child with books, educational materials, and equipment in all areas of the curriculum. This includes for example, stationery, art/craft and duplicating materials, which will be provided throughout the year.

School Card

Government Assisted Students

Some families are eligible for financial assistance from the Government for the payment of the Materials and Service charges.

Approval for School Card will be upon provision of Centrelink Customer Reference Number and a declaration by the applicant that combined gross family income falls within the School Card income limits.

- Assessment is based on combined gross family income for the previous financial year. (i.e.; for 2023 it relates to the 2021/2022 financial year.)
- Applicants, who fall outside the income limits as stated on the school card form, may be eligible under hardship and should lodge a Hardship Income Assessment Form. More information is available from the school.
- A new School Card Application must be made each year.



Playford McAuley Campus

As a Campus Community we are committed to developing an ethos of collaboration through positive, caring relationships and open communication. We do this in numerous ways, some of which are:

- Staff across the Campus meet to plan and develop common programs and share training and development.
- The leadership team of both schools meet twice a term to discuss issues, coordinate programs and activities and support each other.
- A number of Campus facilities and resources are shared.

Campus Resource Centre

This facility is shared with the students, staff and community of Catherine McAuley School.

FAQ

How many books can I borrow?

All students can borrow up to 3 books at a time for 2 weeks. Books can be renewed for a further 2 weeks if necessary. Teachers also provided class libraries for students to select books for reading in class.

When can I borrow?

Every class has a weekly booking and the library is open before and after school for children to browse, borrow and read. We encourage you to visit the library with your child to share a story and see which books interest them.

What happens if a book is lost or damaged?

Don't worry, it happens! If a book is lost or damaged please contact us as soon as you can to discuss what options are available for its repair or replacement. Please do not attempt to repair damaged books at home, return them to us and we will repair them with the appropriate materials.

Does my child need a library bag?

It is important to protect our library books from food and drink in school bags. Younger students are encouraged to use their 'blue bags' and older students could use a sturdy plastic bag or use a separate compartment in their school bag to their food and drink.

"If you are going to get anywhere in life you have to read a lot of books. Roald Dahl

Campus Defence School Mentor

DSM (Defence School Mentor) personnel are located in schools, across Australia, with a high number of Defence families. Our DSM can be contacted on **8284 3065**.

The DSM's role is to;

- Assist defence families as they relocate to Playford McAuley Campus. They will assist the children and families to become part of the school community more quickly.
- Support students who have a parent on deployment.
- Help families and children when they are moving from Playford to a new school.



Campus OSHC

Outside School Hours Care (OSHC) is a valuable and integral part of Playford Primary School and Catherine McAuley School Campus and the local community

The Playford McAuley OSHC operates from the Joan Haren Performing Arts Centre situated at the front of Catherine McAuley School. The service offers the following session of care for students from Playford and Catherine McAuley Primary Schools.

Before School Care:	6.30 am – 8.40 am	Monday – Friday
After School Care:	3.00 pm – 6.00 pm	Monday – Friday
Vacation Care:	7.00 am – 6.00 pm	Monday – Friday (school holidays)

The service remains closed on public holidays. For further details including costs, please contact the OSHC Co-ordinator during service hours. **Phone: 8254 4198**

Campus Canteen

The Campus Canteen is run by Rory's School Lunches and follows the Department's Right Bite Guidelines. A canteen meeting is held once per term to discuss canteen operations. Governing Council representative & leadership members attend meetings and report to the appropriate groups.

Classroom crates, with lunch orders are collected by class monitors just prior to lunch each day. The canteen is open during recess and lunch for students to purchase drinks, snacks and iceblocks.

Lunch orders must be placed via the App Qkr and must be placed by 8.30am on the day the order is required. The Qkr App is available free to download for Android and Apple devices.



Helpful Information

Principal: Mr Jason Sheehy

Phone: (08) 8284 3065

Fax: (08) 8284 3061

Street Address: 216-220 Adams Road,
Craigmore SA 5114

Email: dl.1879.info@schools.sa.edu.au

Facebook: Playford Primary School

Website: <http://playfordps.sa.edu.au>

Attendance SMS: 0416 906 281

To report a student absence or late arrival

DSM: (08) 8284 3065

Defence School Mentor

OSHC: (08) 8254 4198

Outside School Hours Care

Canteen menu: <https://rorys.com.au/menus/playford-primary/>

School Term Dates

2023

Term 1	30 January – 14 April
Term 2	1 May – 7 July
Term 3	24 July – 29 September
Term 4	16 October – 15 December

2024

Term 1	29 January – 12 April
Term 2	29 April – 5 July
Term 3	22 July – 27 September
Term 4	14 October – 13 December