One Tree Hill Primary School Preschool – Year 7
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Welcome to One Tree Hill Primary School, Preschool – Year 7

Dear Parent / Caregiver,

Thank you for choosing One Tree Hill Primary as the school for your child to attend. We look forward to working with you in a positive partnership in your child’s education.

One Tree Hill is committed to a ‘holistic’ education with a focus on developing academic skills and knowledge, as well as providing a range of opportunities and experiences by which children can learn and develop life skills. We pride ourselves on the sense of community that exists within our school and extends to the wider school community.

At One Tree Hill Primary School they will develop problem-solving skills, take on additional responsibilities, learn to work in groups, and become a confident independent learner willing to take risks in a positive supportive school environment.

The school has established a positive, caring culture as we believe children learn best when they are happy, free from harassment and distractions.

Parent involvement at our school is high and there are many opportunities where you can contribute to our school community. We welcome and value any contributions you choose to make to the life of the school.

We look forward to meeting and working with you.

Sharyn Roberts
Principal
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Vision, Values and Principles

One Tree Hill Primary School works in partnerships with families, to challenge students to become self-directed, self-motivated, life-long learners, so that they can successfully participate as future citizens in a changing society. The school’s commitment to the students’ academic, social, physical and emotional learning is encapsulated in the school’s motto of Living, Learning and Growing.

Our School Values were developed from input from students, staff, families and Governing Council.

- Self Worth
- Honesty
- Respect
- Friendship

Our Principles:

- We are committed to providing a quality education to all students within our school community Preschool – Year 7.
- We constantly examine our practice to ensure that our teaching and students’ learning are of the highest quality with continuous improvement for all involved in the school community.
- The school seeks to promote high order learning by both students and staff.
- Inclusivity of all members of the school community underpins all the school’s practices and principles.
- A high priority is given to building successful relationships between staff, students, families and the community.
- The school actively seeks to foster and maintain a sound, ongoing commitment to honest, open communication between all the members of the school community.
- The culture of the school facilitates the recognition and celebration of student success.
- The school’s resources are targeted to reflect the identified areas of student learning and achievement.

Staff members are encouraged and supported to develop their own ongoing learning programs and to develop and share their classroom practice and methodologies, which facilitate student engagement in learning.
Core Business
One Tree Hill Primary School Preschool – Year 7 core business is teaching and learning for personal excellence in a supportive and positive environment. The school provides teaching and learning in all learning areas according to the Australian Curriculum or South Australian Curriculum (SACSA).

Student Enrolment and Permission Forms
The start date for preschool and school children will be the first day of Term 1. This will mean all children will receive four terms of preschool and four terms of reception. If your child turns four years of age before May 1st, they may begin preschool on the first day of Term 1 of that year. If your child turns five years of age before May 1st, they will begin school on the first day of Term 1 that year. Children turning five after May 1st will begin school the following year in Term 1.

Enrolment forms for preschool or school are available from the Front Office staff. If you would like a tour of the school and meet with the principal please call to arrange this.

Any changes to the information including change of address / home phone numbers / mobile phone numbers, changes to medical condition / medication must be forwarded to the office so that we can fulfill our duty of care knowing we have up-to-date information about your child.

All families are asked to give their consent to their child for a variety of activities and permission for photographs to be used in a range of situations. These consents are included with the enrolment form. It is vital that these are completed thoroughly.

Assemblies
Parents are welcome to attend school assemblies. A time is negotiated at the beginning of each school year and is published in the school newsletter. Each class takes on the responsibility for conducting assemblies.

Bikes
Students may ride their bikes or scooters to school and leave them in the bike racks located near Room 9. Students are not permitted to ride their bikes, skateboards or scooters in the school grounds. All riders must wear protective clothing e.g. helmets

School Times

8.40 am  Teachers in classroom
8:50 am  Start of lessons
11:00 am  Recess
11:20 am  End of recess
1:10 pm  Supervised eating time
1:20 pm  Play time
1:50 pm  End of lunch
3:10 pm  End of the school day
Car Parking
At One Tree Hill Primary School and Preschool we are fortunate to have ample parking spaces surrounding the school for parents to park and enter the school and preschool grounds. Governing Council has issued the guidelines below following parent concerns that cars had been parking illegally, causing traffic congestion and safety issues for our students and school busses. Playford Council has been notified of these issues, and will patrol the area and issue fines where necessary.

Parking is not allowed:
- Wherever a yellow line painted on the side of the road. This includes right around the roundabout and the area adjacent the drop off zone in front of the school. Parking in these areas is not only illegal, but it is also dangerous and puts children at risk. **Penalty: $83**
- In the staff car park. This area is for school staff only, unless prior permission has been granted under special circumstances. Note that some school staff have their own children attending the school and they are exempt from this rule.
- In the Kiss & Drop zone (see below).
- In the driveways of houses adjacent to the school.

Parking is allowed:
- Directly opposite the school between the school crossing and the driveway.
- Along the front of the school near the playground where signposted.
- On the verge opposite the school where signposted.
- At McGilp Oval car park, where you can walk over the oval to the crossing.
- On Burnett Drive at the rear of the school, where you can enter the grounds via the back gate near the courts.

Kiss & Drop Zone

The Kiss & Drop Zone out the front of the school’s front office is for **your convenience** and for **your children’s safety**. Kiss & Drop Zones are designed for quick entry and exit to minimise congestion and confusion.

- **Kiss and Drop Zones operate under ‘No Parking’ traffic rules.**
- **You must not stop for more than 2 minutes** in a **No Parking** area. The Kiss and Drop Zone should not be used for parking between 8.30am and 4.30pm on school days.
- **You must also remain in or within 3 metres** of your vehicle.
- **Penalty $83**

Important Points to Remember for the Safety of Children in the Kiss & Drop Zone

- **Drivers Do Not Leave your Vehicle**
  To assist with traffic flow in the Kiss &Drop Zone, drivers are encouraged to remain in the car while the children get in and out. Parents wishing to enter the school, including for signing in late, must park in an available parking space. They are not to enter the Kiss & Drop Zone in this case.
• **Be Timely**
  If your child does not enter or exit the vehicle within 2 minutes, you are required to move on and either find a legal park, or return and legally re-enter the zone.

• **Kerb Side Entry / Exit**
  Ensure children enter/exit the vehicle on the kerb side. Exiting on the road side is dangerous.

• **Stay in Sequence**
  Don’t cut in the queue. Drop/pick-up your child as close as you can to the top of the zone, allowing vehicles following you to enter the designated area in an orderly manner.

• **No U Turns or Double Parking**
  U turns in these busy school zones are dangerous, illegal, and put children at risk.

• **Couriers, School Buses, Emergency Services**
  Couriers, buses, Emergency services, and also parents picking up sick children from the front office are allowed to use the Kiss & Drop Zone as long as required for loading or unloading goods or passengers.

**Walking Safely**

Please encourage your child to use the McGilp access road and use the footpath/bike path provided rather than walk along the main McGilp Road as it is safer. All parents and children should cross McGilp Road using the designated school crossing.

**Supervision of Students**

Students will be supervised at the school between 8.30 a.m. and until 3.25 p.m. Outside of these times, families are responsible for supervising their own students, this also includes before and after school at the various bus stops. The playground is out of bounds before and after school every day except Wednesday. On **Stay ‘N’ Play Wednesday** there is an additional teacher on duty and your child may play until the second bell at 3.25.

If a child is on the school grounds after 3.25 pm and not in the care of a parent they will be directed to the office. Families are asked to collect them from there and advise a staff member of the collection.

Students must not leave the school grounds without permission from a staff member.
Materials and Service Charges

The School receives its money to operate in the following ways:

1. Materials and Services Charges from families
2. School Card Fees (Government Assistance)

The school's financial year ends in December. In January the income of the school is carefully considered and budgeted according to ongoing commitments and identified needs and Materials and Services Charges are set for the following year.

Early payment assists the school in its financial management and is therefore greatly appreciated. Fees can be paid by instalments and arrangements can be negotiated with our Finance Officer, Joyleen.

Attendance

To assist us in recording student attendance it is important for the school to be notified if your child has been absent from school or going to be absent. This may be done in writing in the diary or contact book or through a phone call to the office. If no contact has been made to the school by 9:30am, the school will contact parents for an explanation of the student’s absence.

If taking a holiday during school days, please complete an exemption form and return it to the school.

Lateness

If your child is often late it may set them apart from the other students, cause them to miss out on special news and daily routines, as well as disrupt the rest of the class with their late entrance.

Punctuality is one way of showing how much schooling is valued by you as a family and by the students.

Staff are required to record lateness. If your child is late they will need to be scanned in at the Front Office and obtain a late arrival slip to take to their teacher. You are asked to come into the office with your child and sign their late slip. The Department of Education and Children’s Services regards lateness as an attendance issue.

Leaving Early

If your child is leaving the school grounds before the normal dismissal time, you will need to obtain an early dismissal slip from the front office and hand this to your child’s teacher. If someone other than a parent is collecting your child please notify the school. If a child leaves school for an appointment and then returns to school we ask that families please return to the front office staff to scan your child back into school.
Special Programmes

In addition to learning in the 8 areas of study, there are a number of Special Programmes.

😊 Modified Learning programmes for students who require additional support. Negotiated Education Plans are developed, closely monitored and reviewed.

😊 Early Intervention – All Reception students are tested to assess their Literacy Skills after one term at school. The test determines which students would benefit from extra support with their literacy in the areas of alphabet recognition and writing, rhyming words, identifying sounds within words and questioning.

😊 Early Years Programme – Yr 1 students are assessed to determine their level of Literacy Skills. Those identified students receive support in alphabet knowledge, rhyming words, levels of questioning, writing, reading and spelling.

😊 Literacy & Numeracy support for students identified through NAPLAN testing.

😊 Reading – student’s abilities in reading are closely monitored throughout their schooling. Support is available if needed.

😊 Speech programmes – SSO support.

😊 Outdoor Education – includes excursions and camps.

😊 Swimming Lessons form part of the Health & Physical Education programme. Students from Years R-5 participate in swimming lessons for one week and Yr 6/7 students engage in an Aquatics Programme.

😊 Interschool Sport – primary school students are involved in SAPSASA District Carnivals.

😊 Venue for work experience – secondary students from local high schools

😊 Quick smart maths – Numeracy support for students identified as requiring extra support

All classes have a minimum of ten hours of School Service Officer (SSO) support during English and Mathematics lessons each week. Constant monitoring and review of policies and practice serve to provide ongoing evaluation of the success of teaching and learning at One Tree Hill Primary School. If families would like more information on curriculum please see the class teacher or the Principal.
**Dress Code / School Uniform**

One Tree Hill Primary School is proud of the School Uniform. The wearing of the school uniform:

- Helps to develop the school identity allowing students to gain a sense of being part of the school community.
- Helps to identify students when they are out of school on excursion.
- Means that there is no competition between students and looks neat and tidy.
- Ensures the health and safety of students.

It is expected that all students will be in uniform or wearing the school colours of bottle green and gold. The uniform is on display in the front office.

<table>
<thead>
<tr>
<th>Item</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket</td>
<td>Bottle Green</td>
</tr>
<tr>
<td>Windcheaters</td>
<td>Bottle Green with logo</td>
</tr>
<tr>
<td>Rugby Tops</td>
<td>Bottle Green &amp; Gold</td>
</tr>
<tr>
<td>Polo Shirts</td>
<td>Gold or Bottle Green</td>
</tr>
<tr>
<td>Track &amp; Cargo Pants</td>
<td>Bottle Green</td>
</tr>
<tr>
<td>Cargo &amp; Rugby Knit Shorts</td>
<td>Bottle Green</td>
</tr>
<tr>
<td>Skorts</td>
<td>Bottle Green</td>
</tr>
<tr>
<td>Dress</td>
<td>Green &amp; Yellow check as shown</td>
</tr>
<tr>
<td>Hats</td>
<td>Wide brimmed, foreign legion, bucket or beanie</td>
</tr>
</tbody>
</table>

Sun safe hats must be worn between end of August and beginning of May and on days of high UV ratings for all outside activity. Students not wearing their hats will be designated to the shady area near the Resource Centre and thus be restricted in their play.

Sneakers should be worn for sporting activities.

The Governing Council deems the following clothing unsuitable:

- Tank tops, netball skirts and thongs
- Clothing with inappropriate messages, brand names or logos

In addition,

- Students may wear only simple stud or sleeper ear-rings. No facial piercings.
- Clear nail polish may be worn only and no makeup or glitter.
- Lip protection cream needs to be clear only.
- Only Medic Alert bracelets or pendants may be worn.
- Hair needs to be neat, tidy and appropriately styled for primary school. It is preferable that long hair be tied up.

Student wearing inappropriate clothing will be supplied with a school uniform for the day. Students wearing coloured nail polish, make-up or inappropriate ear-rings will be asked to go to the Front Office and remove it.

Reviewed and Endorsed by Governing Council Oct 2010
Lost Property
A lost property box is kept in the Front Office and students or families may check it at any time during the school hours. To prevent loss, please ensure that all items are clearly named. Items will be kept for the term, at which time items not marked will be donated to charity or sold in the front office for a gold coin donation.

Term Dates for 2015

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>27th Jan – 10th April</td>
</tr>
<tr>
<td>Term 2</td>
<td>27th April – 3rd July</td>
</tr>
<tr>
<td>Term 3</td>
<td>20th July – 25th Sep</td>
</tr>
<tr>
<td>Term 4</td>
<td>12th Oct – 11th Dec</td>
</tr>
</tbody>
</table>

Term Dates for 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>1st Feb – 15th April</td>
</tr>
<tr>
<td>Term 2</td>
<td>2nd May – 8th July</td>
</tr>
<tr>
<td>Term 3</td>
<td>25th July – 30th Sep</td>
</tr>
<tr>
<td>Term 4</td>
<td>17th Oct – 16th Dec</td>
</tr>
</tbody>
</table>

Hot / Weather Policy
As all our teaching spaces are air-conditioned, school will not dismiss early on days of extreme heat. If the temperature is above 35 degrees, students will remain inside with their teacher at break time.
However, in times of on-going extreme heat you may wish to collect your child at lunch time. Normal Literacy and Numeracy lessons will occur during the morning lessons.

During play periods, wet weather routine is indicated by two short blasts of the siren. Students will then be supervised indoors by teachers.

Fund Raising
A fundraising committee of volunteers is established each year and a program of events drawn up. Money raised by this provides desired resources and improvements for the school.

Calendar
Families are provided with a calendar of planned events for each term.

School Bus
Our school bus is currently not running due to insufficient numbers.

School Lunches
School lunches are provided by the One Tree Hill General Store/Café. Lunch orders are submitted on Tuesday and the student receive the order on Wednesday. Orders are written on a paper bag and change is provided.

Smoke Free Zone
As from the 1st January, 1990 all Education Department schools have become SMOKE FREE ENVIRONMENTS. Smoking is not permitted within the school boundaries 24 hours a day.
Reporting Student Progress

Students are assessed in an ongoing way to monitor their progress, to provide them and their families with feedback and to assist them to reach their full potential. Assessment takes the form of:

- Informal communication
- Parent information sessions
- Written reports
- Take Home Packs or work book sent home regularly
- Formal interviews (at least once a year or upon request by either parent or teacher)

Reporting student progress will be made against the Australian National Curriculum in Science, Mathematics, English and History and against the South Australian Curriculum in all other areas of study.

Homework Policy

Students will be encouraged by their teachers to use their school time as efficiently and effectively as possible. It is up to each individual teacher to decide how much work the students are expected to do at home as homework.

Teachers will inform families of their homework expectation at the beginning of the school year.

Teachers may wish to provide extra homework for individual students under special circumstances and such situations should be worked out between the parent and teacher.

Health and Safety

Custody

Please notify the Principal of the current arrangements or any changes in legal custody. All information is confidential. Unless a legal custody order is sighted by the school, staff cannot refuse either parent access to their child/children.

Ambulance

An ambulance will be called in cases of serious accident or illness at school and all activities arranged by the school including camps, excursions and school sport.

Families are advised to ensure that they have ambulance cover for their students.

Illness/Accidents at School

In the event of a minor accident or illness, students will be cared for at the Front Office where the first aid room is situated.

If students are hurt or unwell and we consider they should not remain at school, all endeavours will be made to contact a parent/carer or other emergency contact. If these contacts cannot be made, we will take whatever action is considered appropriate for the well being of the child. It is imperative, therefore, that families ensure that our Emergency Contact information is kept up-to-date.
First Aid
A staff member is on first aid duty in the office at recess and lunch times. If hurt in any way, students must first see a teacher on yard duty. They will be sent to the office if necessary.
Teachers on yard duty carry a basic first aid kit for minor injuries and there are basic first aid kits in all rooms. A notification slip will be sent home with a child receiving first aid treatment, so that families are aware of what action has been taken.

Medication at School
Staff members do not accept responsibility for administering medication to students - this is the responsibility of families. Generally, older students are able to accept responsibility for their own medication, including the use of aerosol "puffers". However, school staff will assist students when appropriate. In cases where medication must be taken during the school day, the following applies:
- Medication (in a measured dose) must be sent in a container clearly labelled with the child's name and class. Antibiotics and other medications that have to be taken 3 times a day can be taken at home before school, after school and before bed.
- The dosage and times the medication is required are clearly indicated, as well as the name of the medication.
- A Health Care Plan, completed by the child’s doctor must be completed for prescribed medicine required for extended periods of time.
- Written directions from the parent/carer are given.
- In such cases the medication will be stored in the office area so that the child may administer medication under adult supervision. Any special arrangements must be negotiated with Principal or Deputy.

Infectious Diseases
If your child is ill please do not send him/her to school. Please let us know of any infectious diseases contracted by your child.

The following are some common illnesses and the periods for which a child must be excluded from school:

<table>
<thead>
<tr>
<th>Illness</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox and shingles</td>
<td>Exclude until all lesions have crusted, there are no moist sores and the person feels well.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner).</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude from unimmunised persons for at least four days after the onset of the rash.</td>
</tr>
<tr>
<td>Ringworm/Tinea</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with dressing.</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried.</td>
</tr>
<tr>
<td>Common Cold</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude during the acute stage of the infection</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Students need to have their hair shampooed with treatment shampoo if they have head lice. If your child has head lice we will contact you to come and take them home. In accordance with the Education Department’s Administrative Instructions and Guidelines children can return to school after treatment. Please inform the school if your child has head lice.</td>
</tr>
</tbody>
</table>

Immunisation of your child against recognised infectious diseases before your child begins school is highly recommended.
Student & Parent Involvement

Student Voice
Class meetings occur in each class for students to discuss, in a formal setting, any concerns/issues that may arise. Agenda items from class meeting relevant to or impact on the whole school are taken to one of the four Student Forum groups.

The Student Forum groups are Wellbeing, Special Events, Environmental and Kids Letter. Students nominate for one of the Forum Groups by written application and spend a one year term of office on their preferred Forum Group if successful.

Student Forum Groups meet weekly with their teacher leader and each group selects a representative to form the Student Forum Executive to meet with the Principal twice a Term. As well as a leadership role, the Student Forum Executive give families and visitors a tour of our school.

Parental Involvement/Communication
It is most important that families and teachers communicate openly and positively so that students benefit both educationally and socially.
If you wish to discuss your child's progress, any issues or concerns, the first approach should be to your child’s class teacher. Please contact them to arrange a mutually convenient time to meet. Each child has a contact book or a school diary which goes home each day.

School Newsletter
The newsletter is a vital form of communication between the school and families and is distributed to the youngest child of each family as well as published online in Weeks 1, 4, 7 and 10. Information concerning educational issues, coming events, meeting dates and school achievements are included. Contributions to the newsletter should be submitted to the Front Office staff by Tuesday of Newsletter week. If you do not receive your copy of the Newsletter, please contact the school or check online.

Governing Council
The Governing Council is a liaison between families and school staff and as such welcomes interest and comments. Council Members are nominated and voted in at the Annual General Meeting early each year for a period of two years. Any parent can attend Governing Council as a visitor.

Class Parent Group
The Class Parent Group consists of representatives from each class. Class parents bring ideas to the notice of staff regarding general class and school policies, help organise class ‘get to know you’ functions, such as informal coffee and chat times, promote school activities and assist in small fund raising activities.
The group meets twice per term.

Pupil Free Days
There will be four pupil free days each year. These days are for the implementation of the Australian National Curriculum and for other training and development conferences e.g. Basic Casualty Care Courses, school priorities development.
School Closure Day
Governing Council approves one school closure day each year. This day is decided in Term one and will generally coincide with purposeful events.

Bushfire Information
The school site is located in an area of high bushfire danger. The school has undergone preparation by reducing the fuel loading and practising emergency procedures. These procedures are practised regularly and in consultation with the local CFS. Three levels of alert will operate.

Level 1
Total fire ban in Mt Lofty Ranges or extreme fire danger locally. School is prepared to act.

Level 2
Bushfire in the local area - ember and spark danger will be actively monitored, students remain contained and indoors. There will be no small group work or individual lessons away from the class group eg music. Students have bags, drink bottles and belongings with them and are prepared to evacuate to refuge area within the school.

Level 3
Fire threatening the school. All personnel evacuate to the refuge which is the administration / resource building. NO student will be released unless signed out.
If in doubt of student’s safety they will be kept at school until they can be collected. Buses will be held until CFS advise route is safe. Students who normally walk home will be held at school until they are collected.

If necessary the school may contact some parents to collect children early to reduce congestion on McGilp Rd as the oval is often used by emergency services. Contact procedures will vary depending on the location of the fire and may be at the direction of emergency services.

Catastrophic Bushfire Weather Days
One Tree Hill Primary School & Preschool has a ‘high risk’ bushfire rating. This means on days of catastrophic bushfire weather warnings, our school/preschool will be closed. School buses will not operate.
Catastrophic bushfire days are days when the weather conditions mean a fire is more likely to start and be more difficult to control.

When a catastrophic bushfire weather day is forecast for the following day by the Bureau of Meteorology, all ‘high risk’ schools and preschools in the declared Fire Ban District will be closed, and school buses will not operate. No staff will be on site so it is imperative that students do not attend school.

Parents and carers will need to make alternative arrangements for their children on these days.

We will make every attempt to contact parents and carers to inform them that our school or Preschool will be closed.
Please make sure your emergency contact details are updated before the bushfire season starts.
How will you know when schools are to be closed?

- An advanced warning will be provided by the school by letter following advice by bushfire authorities two days prior to the possible closure.
- Confirmation of the closure will be provided by our school the day before the proposed closure by letter, an answering phone service, and a sign out the front of the school.

Up-to-date information will also be available from the following:

- Hotline (1800 000 279)
- ABC Radio 891

We encourage families to develop a Catastrophic/ Code Red Action Plan to ensure the safety and wellbeing of your children on such days. Such plans could include staying with a parent at home or work, and local arrangements with neighbours or friends.

The site Bushfire Action Plan and the Bushfire Management Strategy are designed to ensure your child’s safety and wellbeing at all times.

Preschool

More detailed information about the Preschool, or kindy as it is known to our families and students, can be found in the Preschool Information booklet.

The Transition Program

A series of orientation visits to school is arranged for students in the term immediately preceding their start to school.

The Preschool is an integral part of the school and students are already familiar with the school setting by:

- using the Resource Centre
- attending and participating in assemblies
- using the playground
- sharing visiting performances and celebrations
- visiting other classes
- being supported in their learning by primary school students

Dismissal Times

It is our policy to involve students in the "normal" school day from the first day of attendance. Families may negotiate with the class teacher should they consider that the full day of schooling is initially too long.

On the last day of each term school will dismiss at 2:15 pm.
Junior Primary Classes
The terms Reception, Year 1 and Year 2 do not necessarily refer to the level of work or to
the stage of development of a child, but to the length of time a child has been at school.
Teachers work within a set of curriculum guidelines and expectations but they find that at
any given time students will display a range of ability and maturity.

Student Behaviour Management Policy
To ensure the yard is a safe and enjoyable place for students to be, we have the following rules:

1. Respect Others
   • harassment and bullying are not acceptable
   • respectful language and body language will be used when communicating with others (students, teachers, other adults)
   • swearing is not acceptable
   • mobile phones not to be used during school day and to be handed into office for safe keeping before school

2. Stay Safe
   • play non-violent games and use toys which are non violent and appropriate
   • wear school hats for all outside activities, including before and after school (all four terms)
   • walk bikes and skateboards within the school grounds
   • walk around all corners and in the yellow dot areas
   • do not kick balls on the hard play area
   • do not play with sticks
   • do not throw sticks, stones, sand and bark chips
   • walk on bark chip areas
   • do not climb, sit on or swing on trees
   • do not eat on play equipment, or while running around or on the oval
   • do not use sports equipment in the playground area
   • wait for teacher permission to cross McGilp Road
   • carry balls across McGilp Road
   • in the morning remain near the designated area until the early morning yard teacher comes on duty
   • remain in the school yard before and after school unless you are with a parent/carer or are on your way home. When the 3.25pm bell goes, students without adult supervision to go the front office.

3. Respect All Property And Our Environment
   • do put all rubbish in the bins
   • do use toilets appropriately and keep them clean
   • do not walk on or damage gardens
   • no eating on the oval, personal drinking bottles only
   • no chewing gum or bubble gum
4. Play Only In Designated Areas
   • ask permission of teacher on duty to go into out of bounds areas
   • ask permission of teacher on duty before entering classrooms during recess/lunch
   • follow any rosters/timetables for specific play areas
   • before school the yard is open to use when the teacher comes on yard duty

5. Follow Instructions Given by a Teacher
   Teachers have the discretion to determine safe and unsafe play practices.

Consequences
   Where possible, logical consequences will follow the breaking of rules e.g.
   • Students found littering will be asked to pick up rubbish.
   • Students who bring mobile phones to school will need to bring them to the front office for safe keeping.
   • Students wearing makeup or coloured nail polish will be asked for it to be removed.
   • Students with inappropriate writing on their school hats will be asked to remove it or buy a new school hat

   Teachers will discuss the rules with students using the school’s 4 values of friendship, respect, honesty and self worth.
   • All incidents seen or reported will be followed up
   • Making the yard unsafe or not enjoyable for others will result in one additional step and Time Out.
   • Students who have been involved in a high risk yard behaviour incident or have had repeated Time Outs for yard behaviour will be confined to a restricted play area for one week
   • Students are expected to have the step note signed by parents/carers and returned to the class teacher by the following day. A warning will be given if this does not happen and if the signed note is not returned by the second day an additional step will be given.
   • Special Events e.g. camps, excursions, incursions, SAPSASA – a risk assessment will be considered for students who demonstrate sustained unsafe/ disruptive behaviours to determine their suitability to attend special events.

Out of Bounds Areas
   As indicated by yellow lines and marked on the maps displayed around the school and in classrooms.
Volunteer Policy

At One Tree Hill Primary School we believe volunteers make a significant contribution to the school community, and consequently student learning, by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and expertise for students.

The DECD (Department of Education and Child Development) requirement for volunteers is to have a criminal history screening every three years if you are engaged in the following:

- Supporting student learning on an ongoing basis eg. Listening to any children read
- Attending excursions
- Transporting student to and from school events
- Overnight camps/school sleepovers/billeting
- Working one on one with other people’s children
- Acting as a coach or manager of teams or groups of children
- Working in the Resource Centre
- A member of school committees
- Work experience students volunteering in the preschool

Overview of Process Used to Approve Volunteers

At One Tree Hill Primary School we will exercise our right to expect all volunteers to participate in a criminal history screening.

In summary it is expected that all volunteers complete the following:

- Attend a Volunteer Training Session at One Tree Hill Primary School.
- Complete the Volunteers Agreement, including the names of two referees
- Consent to obtain personal information via the 'Child-Related Employment Screening Application' through the Department of Communities and Social Inclusion.

The Principal’s decision is final in determining who is eligible to work as a volunteer at the school.
The School’s Responsibilities to these Volunteers
A Staff member will be allocated to supervise each volunteer
· Accurate records will be kept of each volunteer’s training
· Volunteers will be provided with induction and training as appropriate
· Supervising staff will be available to discuss volunteers concerns as they arise
· Supervising staff will meet their duty of care to students by supervising any situation
  where volunteers are working with students
· Informing volunteers of any changes to school routines that may impact on them.

Volunteers’ Responsibilities
When working with children, volunteers are expected to exercise an appropriate duty of
care and fulfill their responsibilities with respect to Responding to Abuse and Neglect.
· Volunteers will not be involved in the toileting of students
· Volunteers should understand and respect their responsibilities relating to confidentiality
· Volunteers should sign the Volunteers Book on arrival and departure, and collect and
  wear a Volunteer Badge either in the class room or the office
· For out of hours volunteers (eg. sports coaches) a register of the usual schedule of their
  involvement is kept
· Volunteers need to notify the school as early as possible if they are unable to fulfill their
  volunteer commitment
· Volunteers, when working with a child, need to be closely supervised and in close
  proximity to a staff member
· Inappropriate forms of affection or physical contact should not occur
· Children should be afforded appropriate respect, and issues of concern with regard to
  behaviour and learning, referred to the supervising teacher
· To maintain a positive relationship with the supervising staff member (any grievances
  should be managed using our school grievance procedures)

If concerns arise about a volunteer, feedback and support will be offered wherever appropriate. A
volunteer’s agreement can be cancelled at the Principal’s discretion.
Ratified through Governing Council on 6th May 2014
Harassment and Bullying Policy

Harassment and Bullying refer to behaviours that can be insulting, demeaning, humiliating, offensive or intimidating. It can include verbal abuse in the form of belittling jokes and remarks about a person’s physiology, cultural and family background, name calling, graffiti, and physical attacks.

RATIONALE
At One Tree Hill Primary School we believe that:
- All members of the School Community should have the opportunity to participate fully in all aspects of the School's activities
- Harassment and Bullying are major barriers to participation, teaching and learning and therefore a working and learning environment must be free from Harassment and Bullying

STATEMENT OF PRACTICE
The School's programs and practices must reflect an understanding of and commitment to the elimination of Harassment and Bullying.
This is supported by:
- Staff addressing issues related to Harassment and Bullying through their classroom programs, practises and methodologies
- Taking seriously and following-up complaints
  a) Provide counselling to the harassed person
  b) Interview people involved separately
  c) Reassure the harassed person that it is his/her right to report the matter and that steps will be taken to make sure of his/her safety and well being
  d) Make the harasser aware that their actions or words are unacceptable
  e) what effect this has had and what is expected of them in the future
  f) Follow up with both parties to ensure that harassment is not continuing
- Modelling and encouraging respect for self and others
- Providing information to the school community about acceptable behaviours and appropriate Grievance Procedures in relation to Harassment and Bullying
- The consistent implementation of the school Behaviour Management Policy in relation to Harassment and Bullying

GRIEVANCE PROCEDURES
Our School is genuinely committed to the elimination of Harassment and Bullying and will therefore support its community to have confidence to use the following grievance procedures.
In the event of harassment, (Student - Student, Adult - Student, Adult - Adult harassment), the harassed person should:
- Instruct the harasser to stop the behaviour
- Express a concern to a trusted adult
If not resolved by the above mentioned procedures then:
- Make a formal written complaint to the contact person or Principal. (A parent may do this on behalf of a student). The Principal may refer the matter to appropriate DECS personnel.
Grievance Procedures for Parents/Carers

Issues of concern that you may have regarding your child’s education are most effectively dealt with if they are raised in the following ways:

- General school matters are most appropriately raised with members of the school council, staff or the principal.
- All personal matters (e.g., concerns regarding student, parent or staff issues) should be raised directly with the school in a confidential manner, through the class teacher in the first instance.

The following guidelines are to assist you if you have a concern.

1. Make an appointment to see the class teacher involved. If after your meeting, you consider that the issue is still unresolved - it is important that you state this to the teacher at the end of your discussion.

2. You can then make an appointment to speak with the Principal. Please advise, when you make the appointment of the issue you wish to discuss. This will allow time for information to be gathered and will facilitate the process.

3. Meet with the Principal. Results of the meeting may be that....
   - the situation is monitored
   - further discussions with the people involved are necessary
   - outside support for the child is sought
   - personnel such as a social worker, educational psychologist may be involved

4. If you are still dissatisfied with the outcome of the meeting - express your concerns to the Principal. If no further issues are raised - it is reasonable for us to believe the matter has been resolved.

5. If after going through Steps 1-4 you are still dissatisfied with the outcome or the process, contact the District Superintendent or the District Coordinator who will act as mediator in an attempt to resolve the situation.

It is important that grievances are kept confidential and although at times you may wish to seek the support of friends or advocates, it is importantly to do so with caution. Remember the school can only deal with issues that are raised in ways outlined above. If we do not receive information we can only assume that all is well.
Head Lice

Head lice are small wingless biting insects which live and breed in human hair and feed by sucking blood from the scalp (colour plate no. 8). Many lice infestations cause no symptoms and probably less than half cause itching, so you have to look at the hair to see if lice are present (colour plate no. 7).

Use a bright light or sunlight to inspect the hair. You may see small white or brown oblong eggs (‘nits’) attached to the shafts, and they are difficult to move. The live lice are more difficult to find as they move rapidly away from disturbances in the hair. Adult lice are 2-4mm long and whitish brown in colour.

The best way to check for head lice is to apply a generous amount of hair conditioner (any brand will do), then dry the hair and comb through with a coarse comb to detangle the hair. The conditioner stuns head lice for about 20 minutes. Then use a very fine toothed comb and comb the hair through, wiping it on a tissue regularly so you can check for lice and their eggs.

Spread is by direct head-to-head contact with a person who has head lice, or more rarely by contact with items such as combs, brushes, hats, scarves or pillowcases which have been recently used by someone with head lice.

Some animals have lice, but lice which live on animals will not live on humans.

**Incubation period**
(time between becoming infected and developing symptoms)

The eggs usually hatch in 7 – 10 days.

**Infectious period**
(time during which an infected person can infect others)

As long as the eggs or lice are alive. Once hatched, the lice are capable of laying eggs after 10 days and lice live for up to 35 days on the scalp. They do not survive more than 2 days away from a human host.

**Treatment**

A number of head lice treatments are available without prescription. Follow directions on the packaging. Family members may also need treatment.

Seek medical advice before using treatments on pregnant or breastfeeding women, infants under two years old or people with sensitive skin or dermatitis.

Re-treatment after seven to 10 days is necessary because lice in unhatched eggs may not be killed by the first treatment.

If infestations persist despite correct insecticide use, medical advice should be sought on alternative methods of treatment.

Using conditioner and a fine tooth comb once a week may help to detect infestations early and minimise spread from person-to-person.

**Control of spread**

Family and close contacts should be inspected for signs of infestation and treated if infested.

A child with head lice does not need to be sent home from child care or school immediately but should be treated on the same day. Children may return to school the day after appropriate treatment has been given. Concentrate on the head. It is not necessary to treat the house or classroom.

Combs and brushes should be cleaned with detergent and hot water.

Bed linen should be washed in hot water (60ºC or more), or dried in a clothes dryer on the hot setting for at least 20 minutes.

**Useful websites**

Healthy Heads without Headlouse program
Outbreaks of head lice are common in children in schools and institutions everywhere. They infest people of all socio-economic positions and age group.