

English

Intensive English Language Program

# Parent Information Handbook



**School name:**

The Pines School

**Address:**

42 Andrew Smith Drive, Parafield Gardens 5107

**Phone:**

(08) 8281 2199

**Email:**

Priyanka.Sharma459@schools.sa.edu.au

**Contact phone numbers:**

(08) 8281 5906



**Government of South Australia**

Department for Education and  
Child Development

Welcome to **The Pines School**

### School Leadership Team



Cherie Collings  
Principal



Sam Konnis  
Deputy Principal



Priyanka Sharma  
Assistant Principal, IELC



Jacqui Simpson  
Well-being and Engagement  
Leader



Toula Grigoloas  
Senior Leader, Literacy



Alicia Philips  
Senior Leader Numeracy

## About the Intensive English Language Program and New Arrivals Program in South Australia

The Department for Education and Child Development provides intensive English language support for students newly arrived in Australia. In the primary schools, this program is called the Intensive English Language Program (IELP) and in the secondary schools, it is called the New Arrivals Program (NAP).

Students of refugee and migrant background enrol in an IELP or NAP centre before starting their mainstream schooling. There are seventeen primary centres, one secondary and one senior secondary centre. Primary school students enrol in the centre closest to your home. If you move to a new address, it may mean that your child needs to attend an IELP in another school.

### Purpose

The IELP/NAP provides students with an opportunity to:

- prepare for mainstream schooling
- learn English intensively across areas of the curriculum in small classes
- learn about and participate in the cultural activities of Australia
- receive support in the first language, where possible
- develop confidence to live in the Australian community.

For further information, ask the school for an IELP/NAP brochure, available in 20 languages.

## Length of Stay

The length of stay in IELP/NAP depends on how much schooling your child has had and the level of English on arrival. Primary students generally stay in the IELP for 12–18 months. Secondary students may stay for 12–24 months.

## Class Placement

Students are placed in classes at the year level which is appropriate for their age. There will be students in the class with varying levels of English but around the same age. It is important that children find friends they can relate to.

## Transition

When a student is ready to enter a mainstream class, school staff will support the transition to the new school. This will usually be their local school. At least one visit to the new school will be arranged. As soon as your child begins in the new school, the IELP/NAP leader will send a detailed exit report to the new teacher.

## Curriculum

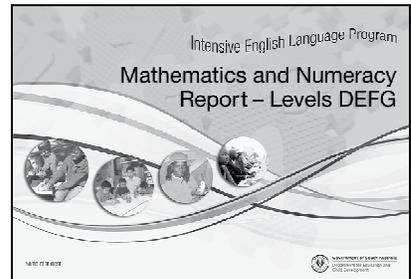
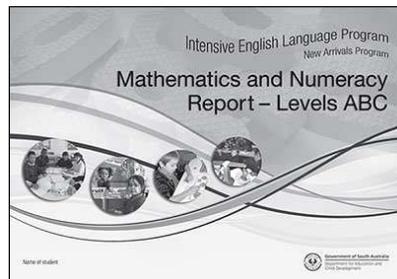
The IELP NAP curriculum has a strong focus on the language requirements of the different learning areas in the Australian curriculum such as mathematics, health or geography. Teachers have an understanding of the sequence of English language development and prepare students for both social communication needs as well as learning across the curriculum. Because new students can begin at any time throughout the term, teachers provide an English language program that responds to the learning needs at the time of entry into the class.

The curriculum choices are made carefully as there is a limited time in this program. Teachers plan learning tasks that will support students in their transition to mainstream classes.

## Teaching and Assessing

In South Australia, teachers in the IELP/NAP are highly skilled in teaching English as an additional language. They understand that your child's school experience is likely to be very different from the expectations of schools in Australia. Teachers will support students to join in on class discussions, ask questions, work in teams and think creatively.

All teachers use an assessment tool, the *Language and Literacy Levels* to teach English and assess the achievements of the students. Your child's progress is recorded each term. In the primary IELP, teachers use the Progress Report and the Mathematics and Numeracy Reports to record the learning.



## Bilingual School Services Officers

Bilingual School Services Officers (BSSO) support the settlement and English language development of new arrivals. They help students individually or in small groups. They also assist with communication between school, students and parents. Schools make decisions each term about the first language support that students need. This support is dependent on the availability of BSSOs.

## Excursions and School Events

Excursions and participation in school events allows students to learn about the local and wider community and are part of the IELP/NAP curriculum. These experiences are an opportunity to further understand cultural practices and gain the language needed to participate.

## Transport

Students who are under 10 years of age and who live greater than 1.75 kilometres from school may be eligible to travel to and from school on a minibus.

Student safety on minibuses is a shared responsibility.

Carers' responsibility:

- have students ready and waiting for the bus in the morning
- be home and visible when students are dropped off in the afternoon
- talk to your child about importance of good behaviour
- inform the school or driver if the transport is not needed on any day.

Students' responsibility:

- follow driver's instructions
- fasten seatbelt and keep it on while travelling
- talk quietly
- no eating or drinking
- no standing or changing seats
- no body parts out of window.

Drivers report students who do not follow these rules. If the behaviour continues, or is extreme, the child will not be allowed to travel on the bus for at least one day. Parents will be informed. As the student is not suspended, it becomes the carer's responsibility to get the student to and from school.

## School Information

### School Times

Monday – Friday

08:50 am – 03:00 pm

### Bell Times

Times	Activity
08:30 am	Students may enter school grounds
08:40 am	School starts
08:50am	Lessons
10:40 am	Recess break
11:00 am	Lessons
12:40 pm	Eat lunch
12:50 pm	Lunch break
1:20 pm	Lessons
03:00 pm	End of school day

## Attendance/Absence

In South Australia, all students between the age of 6 and 17 are required by law to attend school regularly. Regular attendance and active participation in educational programs are necessary for academic success.

If your child is absent, please inform the school by phone or in writing.

If you know that your child will be absent for 3 days or more due to family reasons, an exemption form **must** be completed and approved by the Principal, before she/he leaves.

## Lateness or Early Pickup

A student who arrives late:

- must go to the front office and collect a late slip before going to the classroom.
- must go to the classroom immediately.
- must go to the front office and sign the late arrival sheet.
- must sign in at the Student Office.

For a student who needs to leave early:

- a parent/caregiver must sign the book in the front office.
- a parent/caregiver must provide a note in your child's diary.
- a parent/caregiver must collect an early slip from the front office and take to the classroom teacher.
- a parent/caregiver must speak to your child's classroom teacher.
- sign out in the Student Office.

## Yard Supervision

Students should not be at school before **08:30am** or after **03:20 pm** as a teacher is not on duty.

## Student Health and Safety

### Child Safe Environments

Teachers understand the need for students to feel safe. They teach students about dangerous situations, materials and practices. Bullying is not tolerated, either in the classroom or playground, or through digital media.

Parents and teachers have a responsibility to protect children from risk through appropriate supervision when using technology.

Schools and their staff are required by law to report suspected child abuse and neglect to the Child Abuse Report Line.

### Emergency Procedures

All schools practise emergency procedures so that students know what to do if the yard or buildings are unsafe.

During an *evacuation*, students leave the buildings and assemble in the yard, eg a fire drill. During an *invacuation*, students leave the yard and are kept safe in the buildings.

Visitors are asked to fill in the 'Visitors Book' at the Front Office. Staff then know who is in the school if an emergency arises.

### Head Lice

Head lice are common at certain times of the year. With your permission, staff will check your child's hair if there is an outbreak. When head lice are found, all families in that class are informed so that you can check your child's hair at home. Students must stay home until a treatment shampoo has been used and all eggs are removed.



Checking for Head Lice

## Hot or Wet Weather

On days of extreme heat or wet weather, students remain inside at recess and lunch times, under the supervision of teachers.

## Illness/Injury

Sick children should stay at home so illnesses are not passed on to others. If they are absent, please inform the school. Students who have an accident or become unwell at school are brought to the Front Office/sick room. Students are treated and if necessary, carers may be phoned to take them home. For more serious injuries or illness an ambulance will be called.

## Infectious Diseases

In the first few years at school a child may get a variety of infections. To keep others safe, students need to stay home while they are sick. The periods of exclusion below are minimum periods. Your doctor will confirm how long your child needs to rest at home.



Sick Room Facilities

Illness	Exclusion Period (time at home)
Chickenpox	5 days from the appearance of spots
Conjunctivitis	Exclude until there is no discharge from eyes
(Slap Face / Fifth Disease)	Do not return until person feels well
Glandular Fever	Do not return until person feels well
Hand, Foot and Mouth	Exclude until all blisters have dried
Impetigo (school sores)	Exclude until effective medical treatment has begun. Exposed sores should be covered
Influenza and cold	Do not return until person feels well
Measles	4 days from the appearance of rash
Mumps	9 days or until swelling goes down
Ringworm	Exclude until the day after medical treatment has begun
Rubella (German Measles)	5 days from the appearance of rash
Scabies	Exclude until the day after medical treatment has begun
Whooping Cough	Exclude for five days after starting antibiotic treatment

## Medication

Carers are asked to provide up-to-date information and medication for illnesses and allergies, including asthma to the Front Office. (A signed Medical Plan, completed by a doctor is required for students who need regular medication).

Staff are unable to give any medication to sick students, even Panadol. However, trained staff are able to support or supervise students taking their own medication.

### School Dental Service

The South Australian Dental Service provides dental care for all children under 18 years of age. This service is free if you have a:

- Centrelink Concession Card
- School Card
- Child Dental Benefits Schedule.

If a child is not covered by one of these, general and emergency dental care will cost a small fee. Please phone the clinic below for an appointment. Not all clinics are open everyday.

**Local clinic name:**

Salisbury Downs Dental Clinic

**Address:**

Hollywood Boulevard, Hollywood Plaza Shopping Centre  
Salisbury Downs, South Australia

**Phone:**

(08) 8250 9254

In an emergency, phone 1800 022 222.

### Tuberculosis Testing

The Royal Adelaide Hospital (RAH) Chest Clinic visit IELP centres every year to test for tuberculosis (TB). This is a disease of the lungs, and is common in many overseas countries. Young people from high risk areas have a greater chance of TB infection and disease. With your consent, your child will be screened.

This involves 2 visits from the RAH Chest Clinic (3 days apart), firstly to give the Tuberculin Skin Test and then again to measure the reaction. Students who have been exposed to TB need a course of tablet treatment. All services are free.



Visit 1 – Tuberculin Skin Test



Visit 2 – Measuring the reaction

## School Procedures

### Behaviour Expectations

The school has a behaviour code which students are expected to follow. Behaviours which respect the right of students to learn and the right of teachers to teach are responsible behaviours.

Learning is assisted when students:

- are safe and secure
- feel a sense of belonging and being cared for
- are recognised as important people
- respect cultural and religious differences
- are able to make good decisions and choices
- enjoy school
- achieve success.

Teachers and students develop class rules together. Inappropriate class behaviour may result in:

- a reminder of the rule and discussion.
- class 'time out'
- buddy class 'time out'
- office 'time out'.

In the yard, there are common rules which all students must follow. If a rule is broken, students may have their right to play removed. They are required to sit out and reflect on their behaviour.

If a student's behaviour is extreme or consistently inappropriate, schools may:

- contact home and arrange a meeting with carers
- use a range of logical consequences
- take the student home or suspend/exclude from school.

Corporal punishment, such as hitting, caning or pinching is never used. The student's understanding of the behaviour expectation and the consequence is supported through counselling, modelling and positive reinforcement of appropriate actions.

### Library

Students can borrow books from the library to take home to read. They must be returned after:

- 1 week.
- 2 weeks.

Please do not write in the reader. If the book is lost or damaged, you may be asked to pay for it.

### Valuables

It is advised that children do not bring valuable items to school, eg. mobile phones, iPods and large amounts of money.

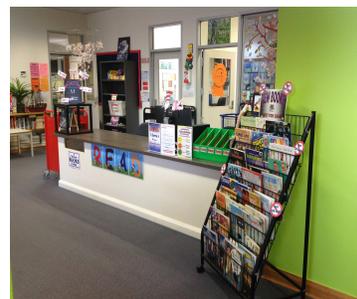
The school is not responsible for any loss.



Students Right to Learn



Students Right to Feel Safe and Secure



School Library

## Lost Property

If your child loses any of their belongings at school, they can look for it in the lost property box:

- in the front office.
- in the canteen.
- outside the IELC office.
- in the library.
- in the JP inside play area.
- outside the counsellor's office.



Lost Property Box

## Labelling

Please make sure all your child's belongings are labelled with their name, eg lunch boxes, drink bottles and clothing.

## Dress Code

It is expected that students will wear school uniform every day. You can buy the uniform:

- at the school.
- at the uniform shop in town.
- from Big W, Kmart or Target.

It is important that students dress appropriately for the daily weather, eg jumpers, long pants and closed-in shoes when it is cold and raining.

## Hats

We have a sun policy that requires the wearing of a school hat. If a child does not have a hat they will be seated in a shaded area.

The hat remains at school and should be worn whenever they are outside:

- anytime during the year.
- in term 1 and term 4.
- in terms 1, 3 & 4 and in Term 2 when the UV is higher than 3.
- in terms 1, 3 and 4.
- anytime during the year – when UV rating is 3 and above.

If your child loses their hat you will need to buy another from the front office.

## Suitable Clothes for School

### Tops



School Polo



School Jumper



School T Shirt



School Hat

### Bottoms



Long Pants



Shorts



School Dress

## Food and Nutrition

### Recess

Children bring small snacks to school for recess eg fruit. We encourage children to bring a bottle of water to drink throughout the day.



Healthy Snack Ideas

### Lunch

Children need to bring their own lunch from home. We ask that students bring healthy food to school. Please do not send lollies, soft drinks, chewing gum etc.

- They can also order lunch from the canteen. It is open:
  - every day
  - Tuesday and Wednesday
  - Tuesday to Friday.
- They can also order lunch from the local shop.
- Children write their order on a lunch bag provided by the school and put the money inside.



Healthy Lunch Ideas

We are unable to heat food brought from home.

### Allergies

As there are some students who have nut allergies, please do not bring food containing nuts to school, eg muesli bars, nutella, peanut paste.

## Parent Involvement

We welcome parent/caregivers' participation in the life of the school. This support can happen in many ways eg listening to reading, helping on excursions, assisting in activity sessions etc. Please see your child's teacher if you would like to help at school.

Please check your child's bag every night for the following communication.

### Readers

Readers will come home every day. It is important that your child reads to someone every night. Please make sure your child's reader is brought back to school every day.

### Homework

Homework expectations vary. Teachers consider the student's age, ability, level of English, family support and resources. If there are any concerns about homework please talk to your child's teacher.

### Newsletters and Notes

A school newsletter is sent home:

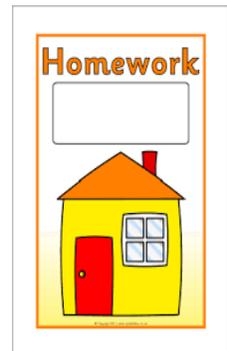
- every fortnight.
- every month.
- twice a term.
- 3 times per term.

Other notes may also be sent home for excursions, early dismissals, school closures etc. Some notes may require a signature before being returned to school.

### Diaries/Communication Books

Sometimes your child's teacher may write a note to you in their communication book or diary. You can also use this to write notes to your child's teacher.

Students use their diaries to record their homework tasks and things they need to remember. These may require a signature at the end of the week.



Communication  
Diary

## Reporting to Parents/Caregivers

Teachers will report on your child's learning progress.

- Parent/teacher/student interviews are held during the year. Interpreters are available where needed.
- A written report is sent home on your child's exit from the program.
- Phone calls and other appointments are made, when needed.

## School Fees

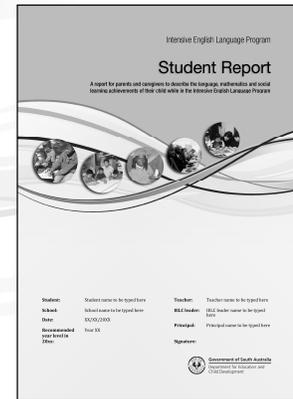
School fees vary from school to school. The school fee (or 'Materials and Services Charges') is set by the Governing Council and pays for stationery, printed materials, art and craft supplies and the use of services such as the library, technology and sport equipment.

## School Card

If you have a Centrelink Concession Card, your family may be able to get financial help from the government. This support is called **School Card**.

School Card is used to pay the cost of school Materials and Services Charges. It does not pay for school uniform, excursions or special events.

If you have one, please bring your Centrelink Concession Card and visa to school as soon as possible.



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