

English

Intensive English Language Program

# FAMILY INFORMATION HANDBOOK



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Government of South Australia  
Department for Education

## Welcome to The Pines School

### School leadership team



**Cherie Collings**  
Principal



**Sam Konnis**  
Deputy Principal



**Priyanka Sharma**  
Assistant Principal,  
IELC

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## ABOUT THE INTENSIVE ENGLISH LANGUAGE PROGRAM AND NEW ARRIVALS PROGRAM IN SOUTH AUSTRALIA

The Department for Education provides intensive English language support for students newly arrived in Australia. You can enrol your child in a school with an Intensive English Language Program (IELP) or New Arrivals Program (NAP) centre if they need support to develop their English before they start mainstream schooling.

Your child will be supported in either:

- a primary school IELP centre (Reception to Year 6)
- a secondary school NAP centre (Year 7 to 12).

### Purpose

The IELP and 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 their first language, where possible
- develop confidence to live in the Australian community.

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

## **IELP and NAP Centres**

There are different locations across Adelaide including:

- a number of IELP primary school centres
- one NAP secondary centre (Adelaide Secondary School of English)
- one NAP senior secondary centre (Thebarton Senior College).

Primary school students should enrol in the IELP closest to their home. If you move to a new address, your child may need to attend an IELP at another school.

## **Length of stay in IELP or NAP**

The length of stay in an IELP or NAP depends on how much school your child has attended and their level of English when they arrived in Australia. Primary students generally stay in the IELP for 12 to 18 months. Secondary students may stay for 12 to 24 months.

## **Class placement**

Your child will be placed in a class that is right for their age. In the class, there will be students with different levels of English but they will all be about the same age. It is important your child finds friends the same age.

## **Transition to mainstream classes**

When your child is ready to go into a mainstream class, school staff will support them to change to a new school. This is usually your local school. We will arrange at least one visit to the new school. When your child begins in the new school, the IELP or NAP leader will send an exit report to the new teacher.

## **Curriculum**

The IELP and NAP curriculum has a strong focus on the language requirements of the Australian Curriculum learning areas such as mathematics, health or geography.

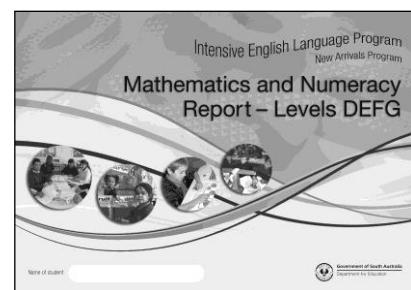
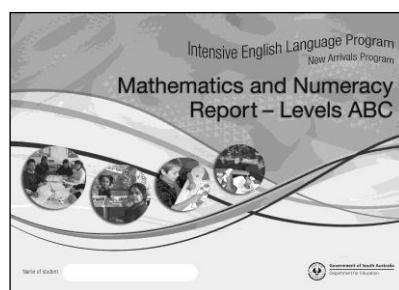
Teachers understand the sequence of English language development and will prepare your child for social communication and learning across the curriculum.

New students can begin at any time in the term. Teachers will provide an English language program that best suits your child's learning needs at the time they start in the program.

## **Teaching and assessing**

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

All teachers use an assessment tool, the *Learning English; Achievement and Proficiency (LEAP) Levels* to teach English and assess students' achievements. Your child's progress is recorded each term. In IELP, teachers use the Progress Report and the Mathematics and Numeracy Reports to record the learning.



## Bilingual school services officers

Your child will be supported by a bilingual school services officers (BSSO).

BSSOs help students individually or in small groups. They also help with communication between school, students and parents. Your child's school will decide each term the level of support your child needs. This support depends on the availability of BSSOs.

## Excursions and school events

Attending excursions and school events will help your child to learn about the local and wider community. These events are part of the IELP and NAP curriculum. They are an opportunity for your child to understand cultural practices and learn the language needed to participate.

## Transport

Your child may be eligible to travel to and from school in a minibus or taxi if:

- they are under 10 years old
- you live more than 1.75 kilometres from an IELP centre.

The department will pay for the minibus or taxi.

Your child's safety on a minibus is a shared responsibility.

Your responsibility is to:

- have your child ready and waiting for the bus in the morning
- be home and make sure your child can see you when they are dropped off in the afternoon
- talk to your child about the importance of safe behaviour on buses
- let the school or driver know if your child won't need the minibus on any day.

Your child's responsibility is to:

- follow driver's instructions
- fasten their seatbelt and keep it on while travelling
- talk quietly
- not eat or drink on the minibus
- not stand or change seats
- not put any body parts out of the window.

Drivers report students who do not follow the rules. Your child will not be able to travel on the bus for at least one day if they continue not to follow the rules or their behaviour is extreme. You will be told if this happens.

It will be your responsibility to get your child to and from school until they are allowed to use the minibus again.

## SCHOOL INFORMATION

### Bell times

TIMES	ACTIVITY
08:30 am	Students may enter school grounds
08:40 am	School starts
08:50 am	Lessons
10:40 am	Recess break
11:00 am	Lessons
12:40 pm	Eat lunch
12:50 pm	Lunch break
01:20 pm	Lessons
03:00 pm	End of school day

### School times

MONDAY – FRIDAY
08:50 am – 03:00 pm

## **Attendance and absence**

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

If your child is absent, please let the school know 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 your child is away.

## **Late arrival and early pickup**

If your child arrives late, they must:

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

If your child needs to leave early, you must:

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

## **Yard supervision**

Students should not be at school before **08:30 am** or after **03:20 pm** because teachers are not on duty.

# **STUDENT HEALTH AND SAFETY**

## **Child safe environments**

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

Parents and teachers have a responsibility to supervise and protect children when they are using technology.

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

## **Emergency procedures**

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

During an **evacuation**, students leave the buildings and assemble in the yard, for example 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 happens.

## **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 the class are told so you can check your child's hair at home. If your child has head lice, they must stay home until a treatment shampoo has been used and all lice eggs removed.



CHECKING FOR HEAD LICE

## **Hot or wet weather**

If it is very hot or wet, students remain inside at recess and lunch times. They are supervised by teachers.

## **Illness and injury**

If your child is sick it is important they stay home so the illness doesn't spread to others.

Please let the school know if your child will be absent.

If your child has an accident or becomes sick at school, they will be brought to the front office or sick room. Your child will be treated and if necessary, you will be phoned to come and take them home. If it is a serious injury or illness we will call an ambulance.



SICK ROOM FACILITIES

## **Infectious diseases**

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

ILLNESS	EXCLUSION PERIOD (TIME AT HOME)
<b>Chickenpox</b>	Exclude until all blisters have dried (usually 5 days).
<b>Common cold</b>	Do not return until person feels well.
<b>Conjunctivitis</b>	Exclude until there is no discharge from eyes.
<b>Coronavirus (SARS-CoV-2)</b>	Follow SA Health instructions
<b>Gastroenteritis</b>	Exclude until there is no diarrhoea for 24 hours.
<b>Glandular Fever</b>	Do not return until person feels well.
<b>Hand, Foot and Mouth</b>	Exclude until all blisters have dried.
<b>Impetigo (school sores)</b>	Exclude until effective medical treatment has begun. Exposed sores should be covered.
<b>Influenza</b>	Do not return until person feels well (at least 7–10 days for children).
<b>Measles</b>	Exclude until 4 days from the appearance of rash.
<b>Mumps</b>	Exclude for 5 days after swelling appears.
<b>Ringworm</b>	Exclude until the day after medical treatment has begun.
<b>Rubella (German Measles)</b>	Exclude for at least 4 days from the appearance of rash.
<b>Scabies</b>	Exclude until the day after medical treatment has begun.
<b>Whooping Cough</b>	Exclude for five days after starting antibiotic treatment.

## **Medication**

You need to provide to our front office, up-to-date information and medication for any illnesses and allergies your child has. This includes asthma.

A signed medical plan completed by a doctor is needed for students who need regular medication.

Staff can't give medication to sick students, even Panadol. However, trained staff can 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 old. This service is free if you have a:

- pensioner concession card
- school card
- child dental benefits schedule.

If your 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 every day.

<b>LOCAL CLINIC NAME:</b>	Salisbury Downs Dental Clinic
<b>ADDRESS:</b>	Hollywood Boulevard, Hollywood Plaza Shopping Centre, Salisbury Downs
<b>PHONE:</b>	(08) 8250 9254

In an emergency, phone 1800 022 222.

## Tuberculosis testing

The Royal Adelaide Hospital (RAH) chest clinic visits IELP centres every year to test for tuberculosis (TB).

TB 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. The RAH will ask for your consent to test your child for TB.

The testing involves 2 visits from the RAH chest clinic:

- visit 1 – the clinic will give the tuberculin skin test
- visit 2 (3 days later) – the clinic will measure the reaction.

Students who have been exposed to TB need tablets. All services are free.



VISIT 1 – TUBERCULIN SKIN TEST



VISIT 2 – MEASURING  
THE REACTION

# SCHOOL PROCEDURES

## Behaviour expectations

Our school has a behaviour code which students must follow. Responsible behaviours respect the right of students to learn and the right of teachers to teach.

Learning is better 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
- can make good decisions and choices
- enjoy school
- achieve success.

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

- 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 be required to sit out and think about their behaviour. They will not be able to join in the play.

If a student's behaviour is extreme or often inappropriate, the school may:

- contact you to arrange a meeting
- use a range of consequences
- take the student home, suspend or exclude them 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 responses to good behaviour.

## Library

Students can borrow books from the library to take home to read.

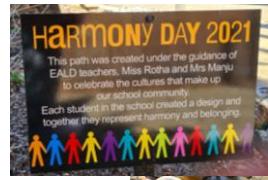
They must be returned after:

- 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.



STUDENTS' RIGHT TO LEARN



STUDENTS' RIGHT TO FEEL SAFE AND SECURE



SCHOOL LIBRARY



## **Valuables**

Your child should not bring valuable items to school, for example mobile phones, iPods and large amounts of money.

The school is not responsible for any loss.

## **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 IELP office.
- in the library.
- in the JP inside play area.
- outside the counsellor's office.



LOST PROPERTY

## **Labelling**

Make sure all your child's belongings are labelled with their name, such as lunch boxes, drink bottles and clothing.

## **Dress code**

Students need to wear their 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 for the weather.

For example, your child should wear a jumper, long pants and closed-in shoes when it is cold and raining.

## **Hats**

We have a sun policy that means your child must wear a school hat. If your child doesn't have a hat they will be seated in a shaded area.

Your child's hat must remain at school and be worn whenever they are outside:

- anytime during the year.
- in term 1 and term 4.
- in terms 1, 3 and 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.



SCHOOL HAT

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

## Suitable clothes for school



SCHOOL POLO



SCHOOL JUMPER



SCHOOL T-SHIRT



LONG PANTS



SHORTS



SCHOOL DRESS

## FOOD AND NUTRITION

### Recess

Your child should bring a small snack to school for recess, such as fruit. Your child is encouraged to bring a bottle of water to drink during the day.

### Lunch

Your child needs 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.

Your child can also order lunch from the canteen. It is open:

every day

Children write their order on a lunch bag provided by the school and put the money inside.

We can't heat food brought from home.



HEALTHY SNACK IDEAS



HEALTHY LUNCH IDEAS

### Allergies

Some students have nut allergies. Children should not bring food containing nuts to school, such as muesli bars, nutella, peanut paste.

## PARENT INVOLVEMENT

We welcome your participation in your child's school life. You might like to listen to reading, help on excursions or in activity sessions. Please see your child's teacher if you would like to help at school.

Check your child's bag every night for the following information:

### Readers

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

### Homework

Homework may vary. Teachers consider students' 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 be sent home for excursions, early dismissals, school closures and so on. Some notes may need your signature before you return it to school.

### Diaries and 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.

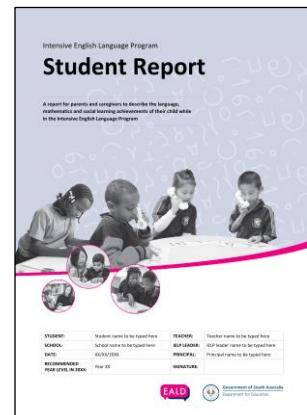
### Reporting to parents and caregivers

Teachers will report on your child's learning progress.

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



Class Dojo Logon



## SCHOOL FEES

School fees vary from school to school. The school fee (or 'materials and services charges') is set by your school's Governing Council. This 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 pensioner 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 a pensioner concession card, please bring it to school with your visa as soon as possible.



THE PINES SCHOOL  
CANTEEN PRICELIST inc GST

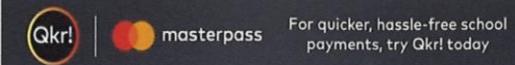
**DAILY MENU**

Meat Lasagne	\$4.00
Vegetarian Lasagne (V)	\$4.00
Spaghetti	\$4.00
Macaroni	\$4.00
Penne Napolitano	\$4.00
Fried rice (G)	\$4.00
Vegetarian Fried rice (V)(G)	\$4.00
Pizza—margarita	\$3.20
Butter chicken with rice (G)	\$4.20
Hash brown (v)	\$1.00
Nacho's with salsa & cheese or sour cream ,	\$2.80
Nacho's with everything	\$3.30
Meatball Sub	\$3.00
Hot ham and cheese roll	\$3.00
½ hot ham and cheese roll	\$1.50
Chicken nuggets, Dino snacks or Coujons (each)	60c
Gluten Free Chicken Nuggets (G) (each)	60c
Chicken nuggets or chicken coujons or chicken dino snacks with salad	\$4.00
Hamburger with sauce, tomato & lettuce	\$4.00
Chicken burger with lettuce & mayo	\$4.00
Fish burger with lettuce & mayo	\$4.00
Fish fillet with salad	\$4.00
Corn Cobbett's (V)(G) <b>SANDWICHES, ROLLS AND WRAPS</b> Chicken or Beef noodles	\$1.00 \$ 2.60

	<b>Sandwiches</b>	<b>Rolls or</b>	<b>Sauce</b>
	<b>Wraps</b>		
Vegemite	\$1.50	\$1.80	Mayo \$0.30
Egg	\$2.00	\$2.50	Tomato or BBQ \$0.30
Tuna	\$2.00	\$2.50	We can toast sandwiches, rolls or wraps at no extra cost.
Ham	\$2.00	\$2.50	Salad Packs available on request.
Cheese	\$2.00	\$2.50	We follow healthy guidelines and all foods listed on the canteen menu are in the green or amber categories.
Chicken	\$2.50	\$3.00	(G) Gluten Free
Salad (tomato, cue, lettuce & carrot)	\$2.90	\$3.30	(V) Vegetarian

From 17th May, 2021

**QKR**



Orders can be placed  
online using QKR by  
9:00 a.m.

**Fruit salad**

Water melon, orange, grapes, apple or rock melon



small	\$1.00
medium	\$2.00

**Extra's**

Tomato	\$0.40
Cucumber	\$0.40
Lettuce	\$0.40
Carrot	\$0.40
Gherkins	\$0.40
Beetroot	\$0.40
Cheese	\$0.50

**Sauce**

Mayo	\$0.30
Tomato or BBQ	\$0.30

We can toast sandwiches, rolls or wraps at no extra cost.

Salad Packs available on request.

We follow healthy guidelines and all foods listed on the canteen menu are in the green or amber categories.

(G) Gluten Free

(V) Vegetarian

## **WEEKLY SPECIAL**

Large pie		\$3.80
Large sausage roll		\$3.80
Pizza—ham & pineapple or cheese		
& bacon—not available on Friday		\$2.80

**Tuesday and Friday**

Hot dog with sauce	\$3.60
Half hot dog with sauce	\$1.80
Hot dog extra's , mustard 40c, cheese 50c , BBQ sauce 30c	

Thursday

Baked potato with 3 toppings. choice of:

Coleslaw, beetroot, grated cheese, pineapple, ham and sour cream	\$4.50
Each extra toppings	50c

## **SNACKS**

Muffins – baked daily		
Small		20c
Medium		50c
Chocolate or Vanilla custard		90c
Jelly cups— apple or blackcurrant		90c
Jumpy chips – chicken, Salt & Vinegar		1.30
Snaps—BBQ or light & tangy (G)(V)		1.30
Noodles – BBQ or chicken		80c

## DRINKS

## Milk

Up and Go chocolate no added sugar	\$1.90
Big M 250ml – chocolate or strawberry	\$2.00
Up and Go 250ml - choc, strawberry, banana or vanilla	\$2.00
Milo 200ml	\$2.00



## Juice and Water

Spring water 600ml	\$1.80
Spring water 350ml	\$1.00
Juice Crush 250ml – orange, apple or apple/blackcurrant	\$1.60

## Chill Iced Tea

Peach, lemon, blackcurrant or raspberry  
Berri juice 250ml – \$2.30  
apple, orange or apple/blackcurrant

Glee drinks (99% fruit juice carbonated) \$2.30

Frozen apple cups \$1.00

#### Frozen twisted yoghurt

\$2.20



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