

# The Pines School

Preschool – Year 6

*Respect, Belonging and Fun Engaged Learning*

## Information Book



*Respect, Belonging and Fun Engaged Learning*



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# Contents

The Pines School Campus .....	page 4
The Australia National curriculum .....	page 5
The Main Curriculum Priorities .....	page 5
Assessment and Reporting .....	page 6
Absents from school .....	page 6
Administration of First Aid .....	page 7
Canteen .....	page 7
Consent forms .....	page 8
Custody of children .....	page 8
Computers .....	page 8
Emergency contacts .....	page 8, 9
Enrolment .....	page 9
Flexibility with in the policy .....	page 9
Lost property .....	page 9
Out of school hour care .....	page 10
Parking .....	page 10
Preschool .....	page 10
Playgroup .....	page 11
SA Dental Services .....	page 11
School routine .....	page 11
Students collected before dismissal time .....	page 12
Students in other year levels .....	page 12
School web site, Term dates and Transition visits .....	page 13
Anti-Bullying policy .....	page 14, 15
Positive Education .....	page 16
PERMA Model .....	page 17
Class Dojo App .....	page 18
Student use of mobile phones and personal devices .....	page 19,20,21,22
Student Grievance Procedures .....	page 23
Parent Grievance Procedures .....	page 24, 25
Sun Smart Policy .....	page 26, 27
Dress Code Policy .....	page 28, 29
Uniform price lists .....	page 30
Hot/wet weather policy .....	page 30
Information about materials and services charges .....	page 31
Information about School Card .....	page 31
Starting School .....	page 32,33
Christian Pastoral Support program .....	page 34,35
Canteen pricelist .....	page 36,37
QKR APP .....	page 38, 39
School map .....	page 40

# THE PINES SCHOOL CAMPUS

## INFORMATION FOR PARENTS, GUARDIANS, FAMILIES AND STUDENTS

### ADMINISTRATION

Principal	<b>CHERIE COLLINGS</b>
Deputy Principal	<b>TOULA GIRGOLAS</b>
Assistant Principal	
Assistant Principal	<b>PRIYANKA SHARMA (IELP)</b>
Well Being Leader	<b>CHRISTIN VALLEY</b>
Senior Leader	<b>IRENE LYNCH</b>
Senior Leader	<b>SONIA KILMISTER</b>
Senior Leader	<b>KERYL FRENCH (Pre-School)</b>

### PHONE NUMBERS

School Number 8281 2199

PARA HILLS EDUCATION OFFICE

**EDUCATIONAL DIRECTOR** 8366 8870

### Dear Parents and Caregivers,

We would like to welcome your family to The Pines School and trust that your association with the school will be both a happy and a successful one for you and your child.

The Pines School Campus was established in 1986 and has a strong history of providing a caring, co-operative and stimulating learning environment for children. The Pines is made up of a Primary school, a Child Parent Centre (Pre-school), Intensive English Language Program for new arrivals to Australia, Out of School Hours Care and Playgroup. The integrated services offered at The Pines provide for

- High educational outcomes
- Continuity of Care and Education
- Seamless Approach
- Smooth Transition
- Quality Relationships
- Familiar Environment
- Maximising and Sharing Resources
- Continuity of Intervention and Support Services

This Parent Information Book is intended as a means of informing you of the routine matters relating to school life. We value your support and encourage your active interest and involvement in the school.

Communication between parents and staff is also valued. We invite you to make contact with your child's teacher, the Principal, Deputy or Assistant Principal with enquiries or constructive comments.

## **THE AUSTRALIAN CURRICULUM**

The Pines School offers a broad balanced curriculum based on the implementation of the Australian Curriculum.

Information on Curriculum areas is available from the school.

## **THE MAIN CURRICULUM PRIORITIES AT THE PINES**

**LITERACY - Reading with a focus on comprehension and writing**

**MATHS - with a focus on number**

**DEVELOPING POWERFUL LEARNERS**

### **Our Vision is:**

**To provide an environment which is caring, engaging, and enables all learners in the school community to recognise and achieve their full potential.**

### **Mission Statement**

**At the Pines School:**

- **Diversity is recognised and celebrated.**
- **Relationships between all community members are highly valued.**
- **Environmental practices reflect the pride we have in our community.**
- **Teaching and learning for the digital age guides our classroom practices.**
- **We recognise the significance that social, emotional, physical and academic learning all contribute to learner wellbeing.**

## ASSESSMENT AND REPORTING

Parents/Caregivers are welcome to contact their child's teacher to make an appointment to discuss learning throughout the year.

In order to maintain consistency across the school and to make information about your child's progress more accessible, the following forms the basis of our school's Assessment and Reporting Procedures.

### Term One

Acquaintance Evening

Information to go home to coincide with sessions may contain:

- Class Newsletter from Teacher
- Curriculum Overview for Term One

End of term – Parent/Caregiver/Student/Teacher Interviews

### Term Two

**Week 10** - Written Report

### Term Three

**Week 3** - Optional Interviews – teacher OR parent caregiver initiated

### Term Four

**End of Term 4** - Written Report

## ABSENCES FROM SCHOOL

When a student is absent from school, a code is entered into the computer recording:-

- **Whether the school has been notified**
- **Whether a doctor's certificate has been sent**
- **What the explanation for the absence is**

If after 3 days absence, the school has not been notified, the school is then required to contact the parent or caregiver and seek an explanation for the absence. Where possible, you are requested to telephone the school on **8281 2199** and explain your child's absence. A message will be given to your child's class teacher.

When a student is late for school, an entry is also made in the Class Roll. We seek your cooperation in making sure that all students arrive at school before 8.50 am, lateness is also recorded each day. When a student is continually late, a report will be made to the school attendance counsellor.

For students to make a real success of their schooling, it is vital that they are at school on time to be involved in all their daily learning.

## ADMINISTRATION OF FIRST AID

At The Pines School we aim to provide a safe and healthy environment for students, families and staff members. However, at times unpredictable illness or injury may occur which requires the provision of first aid.

Staff members who administer first aid hold a current First Aid Certificate from an approved provider. The site also has several staff members who hold a Senior First Aid Certificate.

If a student is feeling unwell or has an injury they will come to the first aid room located at the front office. The student will receive first aid and given a first aid notice to take home. All first aid provided is documented.

A phone call to the parent/caregiver will be made for all head injuries and any significant injuries or illness.

Staff will contact emergency services (ambulance) where necessary. They will notify the student's parent as a matter of priority and inform them of the actions taken. If a student is transported by emergency services, a staff member will accompany the child, if their parent/caregiver is unavailable.

### Administering Medications:

- Staff will not administer medication unless authorised by the family and a registered practitioner has prescribed the medication. The medication must be in its original container; bear the original label with the student's name; and have not expired.
- Medication will be administered in accordance with the instructions provided on the medication label; as written by the practitioner; or as outlined in the student's health plan.
- A medication record is kept for students receiving medication.
- Medication may be given without authorisation in the case of an anaphylaxis or asthma emergency. In such case the parents/caregivers and emergency services will be notified as soon as practicable.

## CANTEEN

The School canteen operates daily – Before School (for lunch orders), at Recess and Lunch times.

A Canteen Price List will be sent home at the commencement of each year and updated periodically. Bags for ordering lunches are available at the Canteen. When ordering lunches, please label bags clearly with:-

**Child's Name    Room Number    Teacher's Name    Year Level**

Lunch Orders must be taken to the Canteen **before** school. Correct money would be appreciated. Assistance to complete lunch orders will be provided by the Canteen Volunteers.

**Lunch orders can also be ordered on the free school canteen app-QKR, which can be downloaded on your phone.** Refer to pages 32 &33.

## CONSENT FORMS



You are requested to complete a general consent form. This then indicates your consent or otherwise for your child

- To borrow from the school library.
- To be photographed or filmed for possible inclusion in newsletters or on The Pines School website.
- To be checked for headlice.
- To use sunscreen provided by the school.

## **CUSTODY OF CHILDREN**

Please advise the Principal regarding any specific custody arrangements that may exist. The Principal must sight the relevant legal documentation. All information supplied is kept confidential and only discussed with relevant school personnel. A copy of legal documentation must be retained by the school.

## **COMPUTERS**

At The Pines, we are committed to developing the use of Communication Technologies to enhance student learning outcomes. Students have access to computers in their classrooms, the Computer Room, the RBL area in the Resource Centre and the GLA building.

Desktop computers are used throughout the school. The entire school is networked and we have access to worldwide information providers.

An Internet User's Agreement form needs to be completed and signed for each student on enrolment.

## **EMERGENCY CONTACT CARDS**

Emergency Contact information is kept in the Front Office for each child in the school.

The information includes –

- Name, Address, Home Phone Number
- Year Level, Class Teacher
- Names of Parents/Caregivers – with work/alternate phone numbers
- Names and phone numbers of **three other** contacts should Parents/Caregivers not be contactable during school hours, in an emergency eg, a child becoming ill or injured at school
- Details of any medical condition, allergy etc, and appropriate treatments

The school will require the name of your child's doctor and an authorisation for school staff to obtain medical treatment in an emergency.



It is vital that this information is kept up to date and that emergency contacts will enable the school to contact a person nominated by the Parent/Caregiver in the case of an emergency.

For the purpose of duty of care persons not nominated as emergency contacts will not be permitted to collect a student without prior notification.

## ENROLMENT OF RECEPTION STUDENTS

Government primary schools have 2 major enrolment intakes each year for children being enrolled by their parents/caregivers in reception: intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid year (term 3)

Children who start reception through the mid year (intake 2) will undertake 6 terms of reception.

### Age of eligibility

Age of child	Eligibility
Turns 5 years of age before 1 May of that year	Can start reception at the beginning of that year (intake 1). Children undertake 4 terms of reception.
Turns 5 years of age between 1 May and 31 October of that year	Can start reception at the beginning of term 3 of that year (intake 2). Children undertake 6 terms of reception.
Turns 5 years of age after 31 October of that year	Can start reception at the beginning of following year (intake 1). Children undertake 4 terms of reception.

## FLEXIBILITY WITHIN THE POLICY

In exceptional cases, the length of time that particular children will spend in Junior Primary classes may be varied through discussions between parents, teachers and the Principal. This may apply to children who have special social, emotional, physical or educational needs.

During these formative years and later primary years, teachers work to match the needs of individual children who display a wide range of abilities and maturity and encourage children to take an active role in their learning.

We believe that when children enter school, they bring with them many and varied experiences and a wide range of abilities.

We also believe that children achieve optimum learning when they are given time to explore and experiment in their learning, in a meaningful and constructive manner.

## LOST PROPERTY

Please ensure that you label all of your child/ren's belongings. This includes all clothing items as well as learning resources. Labeled items can then be easily returned to their owners.

Lost property is stored in the courtyard. Please enquire at the School Office. The Lost Property will be cleared out on a regular basis and unclaimed items will be given away to families or donated to a charitable organisation.

## OUT OF SCHOOL HOURS CARE

The YMCA OSHC Program is a private company situated on our site, they provide a service to working parents, parents studying or anyone who needs their children cared for before and/or after school or during school holidays.

- The morning program operates from 6.30 am to 8.30 am.
- The afternoon session runs from 3.00 pm until 6.00 pm sharp.
- During vacation time OSHC operates 6.30 am to 6.00 pm. Fees are kept to the minimum and Childcare assistance and Childcare Rebate are available upon request.
- The program is privately run by YMCA
- Enquiries may be made by phoning on 8200 2516.

## **PARKING**

Please adhere to parking regulations around the school. The Salisbury Council may fine people for parking infringements.

For reasons of safety, the Staff Car Park is not to be used for dropping off or collecting children.

Parent parking is available on Andrew Smith Drive or in the car park adjacent to the football club. No parent parking is permitted in the staff car park.

## **PRESCHOOL**

The Pines has a school based Pre-school. Pre-school children 4-5 years of age are able to attend 15 hours a week of pre-school.

Group A: Monday & Tuesday 8:30 - 3:10

Group B: Thursday & Friday 8:30 - 3:10

Wednesday: 8:30 - 12:00 ( Group A odd weeks, Group B even weeks).

Fees are: \$70.00 per term for full time pre-school.

The Early Years Learning Framework - Belonging, Being and Becoming is the curriculum document that forms the foundation of early years learning.

The Framework addresses the following learning outcomes:

- Children have a sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

## **PLAYGROUP**

Playgroup is for children 2 – 4 years of age. It is an Educator led learning program and is offered at the school once per week. Playgroup gives Parents/Caregivers and their young toddlers the opportunity to meet and explore play, activities, songs and music, routines and interaction with other children in a safe learning environment. For further information contact the Pre-school on 8281 2199. 1<sup>st</sup> visit free subsequent visits \$2 a visit.

## SA DENTAL SERVICE

### *Keep your kids smiling*

Dental care is FREE for ALL babies, preschool and most children under 18 years at School Dental Service clinics.

Our specially trained staff provide comprehensive dental care to help prevent pain and tooth decay. We will always talk to you about what your child needs before we provide any treatment.

We have been a trusted government dental service for children since 1969 and bulk bill under the Child Dental Benefits Schedule.

**Call us now for an appointment or use the link on our website to ask us to contact you.**

Your local clinics are: Salisbury Community Dental Clinic Phone: 8250 9254

Elizabeth GP Plus Dental Clinic Phone: 7485 4000

[www.sahealth.sa.gov.au/dentalappointment](http://www.sahealth.sa.gov.au/dentalappointment)

## SCHOOL ROUTINE

A teacher is rostered on yard duty from 8.30 am each day. However, no responsibility is taken for children entering the school yard before that time.

8:20 am .. Canteen opens

8:40 am .. Classrooms open

8:50 am .. Lessons begin

10:40 am .. Recess

11:00 am .. Lessons

12:40 pm .. Lunch begins in classrooms.

12:50 pm .. Canteen opens

12:50 pm .. Play begins

1:20 pm .. Play ends

1:25 pm .. Lessons begin

3:00 pm .. School ends

**Early Dismissal – 2.00pm**

**On the last day of each school term.**

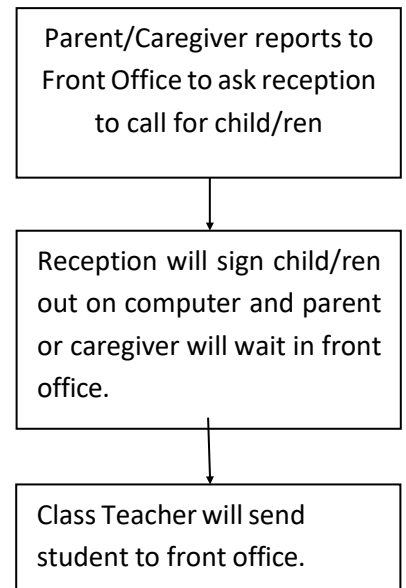
## STUDENTS COLLECTED FROM SCHOOL EARLY – BEFORE DISMISSAL TIME

A register of students who leave the school before 3.00pm is kept in the Front Office. This has been introduced for the following reasons:-

- Teachers and schools have legal obligations for the care of students.
- Concern from teachers regarding the number of students leaving school early.
- The number of students who are involved in custody cases.
- Safety and Well Being of the students in our care.

The following flow chart describes the action required to be taken when a student is collected from school before normal dismissal time. The Register will also be used to record the details of students who go home early through illness or injury.

**Students who leave school early must be accompanied by a responsible adult.**



## TERM DATES

### Term dates

	Term 1	Term 2	Term 3	Term 4
2025	28 January to 11 April	28 April to 4 July	21 July to 26 September	13 October to 12 December
2026	27 January to 10 April	27 April to 3 July	20 July to 25 September	12 October to 11 December
2027	27 January to 9 April	26 April to 2 July	19 July to 24 September	11 October to 10 December
2028	31 January to 13 April	1 May to 7 July	24 July to 29 September	16 October to 15 December
2029	29 January to 13 April	30 April to 6 July	23 July to 28 September	15 October to 14 December
2030	29 January to 12 April	29 April to 5 July	22 July to 27 September	14 October to 13 December

## **STUDENTS IN OTHER YEAR LEVELS**

**Our school is zoned.**

When students wish to enrol at our school Parents/Caregivers must supply proof of residence. This can be done by producing an original utility bill eg: electricity, water, council rates or gas bill. It is desirable that a pre-enrolment meeting with a Leader at the school takes place.

Once a student is enrolled, a commencement date will be negotiated between the Parent/Caregiver and the enrolling staff member.

## **SCHOOL WEBSITE**

[www.thepines.sa.edu.au](http://www.thepines.sa.edu.au)

## **TRANSITION VISITS**

Transition Visits are arranged for newly enrolled Reception students. You will be informed by letter of details of these visits.

# The Pines School Anti-Bullying Policy

## *Belonging, Respect, Fun*

### Effective Behaviour Management

- Student behaviour management begins in the classroom.
- Clarity and consistency assists students to make appropriate choices.
- Teacher and students negotiate behavior expectations and logical consequences.
- Student safety and wellbeing is addressed through the curriculum (including Program Achieve, Child Protection Curriculum and other supporting programs).
- Grievance Procedures are known and promoted.
- Students are encouraged to make positive decisions and supported to repair relationships.
- Recognise and acknowledge students for positive behaviour.

### Student Code of Conduct

- Attend school and participate fully in lessons using a 'Growth Mindset'.
- Develop responsibility as a learner and self-advocacy.
- Respect the rights of other students to learn and of teachers to teach.
- Actively contribute to school decision making through Student Voice opportunities.
- Will engage in supportive, respectful and friendly behaviour at all times.
- Actively seek help when challenges arise.

### THE PINES' BEHAVIOUR PROCEDURES

As a school of complexity, all staff may be working with students who require differentiation in behaviour processes to help students to engage in learning and be successful. A consistent approach and communication with other staff, leadership and families is essential. Teachers should use their professional judgement and treat behaviours in the context in which they occur.

#### Reminder

Official Warning

Class Time Out

*A negotiated area in your classroom.*

*Time out in Support Class*

*Child to be sent with a note and work to complete.*

*Office Time Out with Pink Note*

*Any incident where leadership is required to intervene will require a pink note to be completed in order to record information on EDSAS. Teacher informed of outcome.*

**\*\*Red card is to be used when urgent assistance is required.**

**\*\*Teachers might skip steps 1-4 and send child to office immediately if student:**

Fights/ displays physical violence/ shows aggression  
Has total refusal to follow Pines Behaviour Procedure

Sexually harasses others

Steals

Throws furniture

Has contraband/ drugs

Racially harasses others

Intentionally destroys property

### **Consequences for appropriately demonstrating school**

### values, student code of practice and yard/class rules:

Each class will have its own celebration or acknowledgement system that has been negotiated with students and may include such practices as:

- A points system leading to a celebration or award.
- Stickers, certificates, prizes etc
- A positive step system.
- Class Program Achieve Awards presented in assembly.
- Student behaviour management begins in the classroom.
- Yard Program Achieve Awards presented in assembly.
- Clarity and consistency assists students to make appropriate choices.

⇒ There will be scope for students on individual behaviour plans to have specific and modified access to the above type of acknowledgements.

⇒ There will be acknowledgement and celebration of positive behavior in the classroom and yard through Whole School Assembly.

⇒ There will be access to a range of non-curriculum based special events such as excursions, camps, SAPSASA, District Sports, etc, for students who continually demonstrate appropriate behavior choices.

### Immediate Consequences for not following school behaviour policy:

1. Warning (classroom or yard) – request to stop or logical consequences like picking up papers, school service, apologising, correcting or making good whatever has been done.
2. Initial time out in the classroom (time from 3-15 minutes depending on age) or yard sit out if behaviour occurs at play.
3. Extended time out in the classroom (up to 60 minutes with parent notification via diary) or Time Out in Front Office for half of lunch (15 minutes with parent notification) if behaviour occurs at play.
4. Sent to Behaviour Support Classroom for a period of time determined by the teacher (with parent notification via diary) or Front Office Time Out for the whole lunch (with parent notification via Front Office Time Out note).
5. Decision made that student requires time in the office. Office Referral slip filled out and sent to the front office. Students must be informed that this is happening. Leadership will collect students from the classroom as soon as possible. Leadership will read the behaviour slip, investigate if required and decide on consequences. Parents notified via office note and/or phone call.
6. If behavior is a single incident at Red Level, leadership will be contacted for immediate intervention. If they are not able to safely defuse the situation they may physically remove the student, contact parents, remove other students and teacher from the classroom, contact the police etc. An Office Referral form must be completed ASAP. Leadership will determine consequences and notify parents.
7. Red Level behaviours may require take home, internal suspension or external suspension for 1 – 5 days.
8. Exclusion for period negotiated between Leadership, Interagency Student Behaviour Management Coordinator, Class Teacher and family.

# The Pines School Anti-Bullying Policy

## Continued

### Immediate Consequences for not following school behaviour policy continued:

NB. Behaviour records/parent notifications are expected as part of the Behaviour Policy so that parents are continually kept informed and provided with an opportunity to support the classroom teacher in modifying inappropriate behaviour. Records also provide back up when leadership intervention is required, particularly when suspension and/or exclusion is likely.

### Bullying at School

#### What is bullying?

#### Definition of Bullying

Bullying is the systematic abuse of power. Bullying is deliberate, hurtful gestures, words or actions which are repeated over time.

#### Bullying:

- May involve hitting, kicking, pinching (physical); name-calling, teasing, threats (verbal); notes, graffiti, text messages, sending filmed or photographed images, comments on social networking (visual/written); stand-over tactics, gestures (psychological); rumours, putdowns (social exclusion); physical, verbal or nonverbal sexual conduct (sexual).
- May be done directly (e.g. face to face) or indirectly (e.g. via the internet or mobile phones)
- Involves the misuse of power and may be motivated by jealousy, distrust, fear, misunderstanding or lack of knowledge
- Has an element of threat
- Has an element of threat
- Can continue over time
- Is often hidden from adults
- Will be sustained if adults or peers do not take action.

#### Discrimination

Discrimination occurs when people are treated less favourably than others because of their race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; ability or disability. Discrimination is often ongoing and commonly involves exclusion or rejection, and may be subject to investigation under the Equal Opportunity Act 1984.

#### Violence

Violence is the intentional use of physical force or power, threatened or actual, against another person(s) that results in psychological harm, injury or in some cases death. Violence may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over time. This may constitute an assault, which is a police matter. Leadership can report incidents of violent assault to SAPOL.

### What will the school do about incidents of bullying?

All DECD schools work within the guidelines of the School Discipline Policy:

DECD, school communities, services and agencies work together to create learning communities which are:

- Safe
- Inclusive
- Conducive to learning
- Free from harassment and bu

At The Pines School, Anti-bullying and Grievance Procedures are part of the school's Student Behaviour Management Policy and Procedures. As previously stated, a range of consequences may be used for students who bully including time spent out of the classroom or playground, take-home, suspension etc.

### What will staff do about incidents of bullying?

- Be familiar with the school's Student Behaviour Management Policy and Procedures, including the Student Grievance Procedure
- Be available to listen and act upon reports of bullying.
- Treat all reports of bullying seriously.
- Report incidents of bullying.

### What will students who are bullied do?

- Communicate as soon as possible after the event, either face to face or in written form if preferred, with an adult they trust e.g. staff member or parent.

### What will students who witness bullying do?

- Behave like a positive bystander by not encouraging the bully through their presence or actions. Tell the bully/bullies to stop if they feel able.
- Encourage the victim to safely leave the situation by walking away and then reporting the incident.

### What will parents do about incidents of bullying?

- If you suspect bullying encourage your child to talk about it with you, their teacher, Wellbeing Leader etc.
- Make an appointment to discuss the bullying with the school.

Useful websites and resources on dealing with bullying:

National Safe Schools Framework <https://www.education.gov.au/national-safe-schools-framework-0>

Bully No Way <http://www.bullyingnoway.gov.au/>

Parents and Community Health and Wellbeing Bullying and harassment

<http://www.decs.sa.gov.au>



# Positive Education

Our approach to well-being works to improve outcomes for students under Positive Education, which uses the **PERMA Model** and a **strength-based** approach to develop resilience, independence and happiness.

<b>WISDOM</b>	<b>CREATIVITY</b> • Originality • Adaptive • Ingenuity	<b>CURIOSITY</b> • Interest • Novelty-Seeking • Exploration • Openness	<b>JUDGMENT</b> • Critical Thinking • Thinking Things Through • Open-mindedness	<b>LOVE OF LEARNING</b> • Mastering New Skills & Topics • Systematically Adding to Knowledge	<b>PERSPECTIVE</b> • Wisdom • Providing Wise Counsel • Taking the Big Picture View
<b>COURAGE</b>	<b>BRAVERY</b> • Valor • Not Shrinkng from Fear • Speaking Up for What's Right	<b>PERSEVERANCE</b> • Persistence • Industry • Finishing What One Starts	<b>HONESTY</b> • Authenticity • Integrity	<b>ZEST</b> • Vitality • Enthusiasm • Vigor • Energy • Feeling Alive	
<b>HUMANITY</b>	<b>LOVE</b> • Both Loving and Being Loved • Valuing Close Relations with Others	<b>KINDNESS</b> • Generosity • Nurturance • Care & Compassion • Altruism • "Niceness"			<b>SOCIAL INTELLIGENCE</b> • Aware of the Mutual Feelings of Self/Others • Knowing what Makes Other People Tick
<b>JUSTICE</b>	<b>TEAMWORK</b> • Citizenship • Social Responsibility • Loyalty			<b>FAIRNESS</b> • Just • Not Letting Feelings Bias Decisions About Others	<b>LEADERSHIP</b> • Organizing Group Activities • Encouraging a Group to Get Things Done
<b>TEMPERANCE</b>		<b>FORGIVENESS</b> • Mercy • Accepting Others' Shortcomings • Giving People a Second Chance	<b>HUMILITY</b> • Modesty • Letting One's Accomplishments Speak for Themselves	<b>PRUDENCE</b> • Careful • Cautious • Not Taking Undue Risks	<b>SELF-REGULATION</b> • Self-Control • Disciplined • Managing Impulses & Emotions
<b>TRANSCENDENCE</b>	<b>APPRECIATION OF BEAUTY &amp; EXCELLENCE</b> • Awe • Wonder • Elevation	<b>GRATITUDE</b> • Thankful for the Good • Expressing Thanks • Feeling Blessed	<b>HOPE</b> • Optimism • Future-Mindedness • Future Orientation	<b>HUMOR</b> • Playfulness • Bringing Smiles to Others • Lighthearted	<b>SPIRITUALITY</b> • Religiosity • Faith • Purpose • Meaning

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## 24 Character Strengths

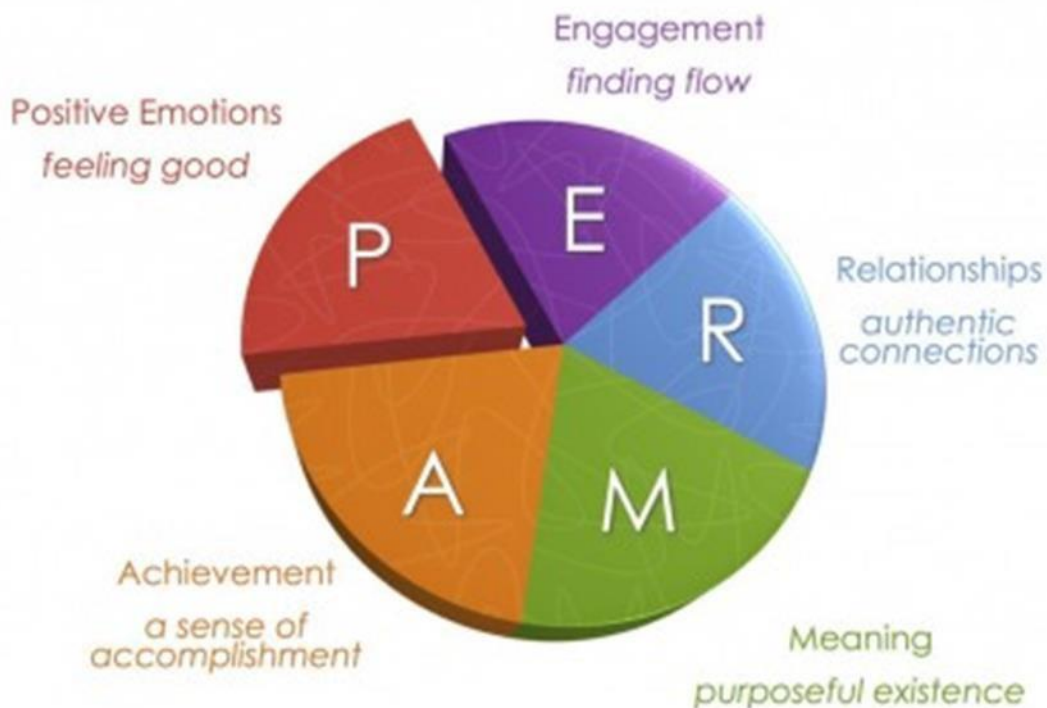
Good character has been linked to lasting happiness.

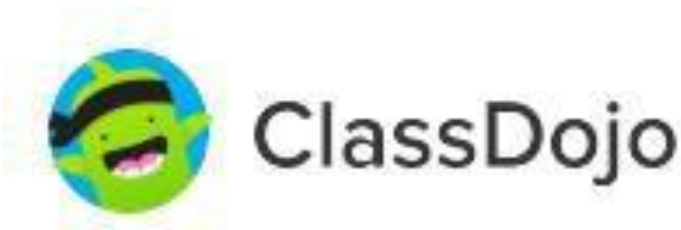


# PERMA Model

The PERMA model was designed by Martin Seligman with five core element of psychological well-being and happiness. Seligman believes that these five elements can help people reach a life of fulfilment, happiness, and meaning. This model can also be applied to institutions to develop programs to help people develop new cognitive and emotional tools.

<https://positivepsychologyprogram.com/perma-model/>





# ClassDojo

Class Dojo is an App The Pines School uses to communicate with parents.

Upcoming events, Newsletters, messages from teachers are all communicated through Class Dojo.

New student's parents will receive a request to join Class Dojo either via text message, email or note as per below with an unique code similar to below.

To:   
From:



## Please join our classroom community on ClassDojo

I'm using ClassDojo to connect with families, share classroom moments, and much more. Please join to stay connected!

### PARENTS:

#### New to ClassDojo?

1. Download the ClassDojo app
2. Open app and tap 'Parent' to create a parent account
3. Enter name, email & create a password
4. Tap 'Add child (+)' and use this code:

ABCDEFG1A

#### Already have a Parent Account on ClassDojo?

1. Open the ClassDojo app on your phone
2. Log in as a Parent (if you aren't already). Ensure you're logged in as a Parent, not a Student or Teacher!
3. Tap the 'Kids monster' at the bottom of your screen and then tap 'Add child'
4. Add child using this code:

ABCDEFG1A



# The Pines School - Student use of mobile phones and personal devices.

## Purpose

This policy provides direction to students, staff and families about managing mobile phones and other digital devices that students choose to bring to school. Digital devices include, but are not limited to, smartwatches, tablets or laptops that are not part of a separate Bring Your Own Device arrangement. This policy applies while students are at school, or attending an authorised school activity such as an excursion, during school hours.

## Mobile phone use for primary school students

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

During the school day students are not permitted to access or use their mobile phones or **wearable** personal devices within the school. Students must switch off their devices when they enter the school gates in the morning, ready for storage. They will not be able to access their device until the end of the school day and are not to use them until they have left the school grounds.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or **devices**.

The school accepts no responsibility for students who lose or have their mobile phones or **devices** stolen while travelling to and from school.

## Storage of personal devices

Students will turn off their devices and hand them up to their class teacher or to the office in the morning at 8:50am and retrieve them when they go home at 3:00pm. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

### If the student does not comply:

- their phone will be confiscated and stored in the office until the end of the day. Parents/Carers will be informed.
- for a second time, their phone will be confiscated and stored in the office and parents will be contacted to come and collect their student's mobile phone at the end of the day.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

## Exemptions

### Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

## Roles and responsibilities

### Principal

Make sure:

- this policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
- there is a process for regular review of the policy
- secure storage is provided for student personal devices that are handed in to school staff and will be appropriately secure

- processes are in place for monitoring internet and school network use by all members of the school community.

Enforce the policy and responses to instances of non-compliance.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Model appropriate use of mobile phones **and support staff to do the same**. Support families to understand the importance of promoting safe, responsible and respectful use of mobile phones and **devices** to their children.

### School staff

Deliver learning opportunities and maintain a safe and productive learning environment. **Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.**

Respond to instances of non-compliance in line with the school's policy.

Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legislative requirements.

Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent).

Model appropriate use of mobile phones – ensure that mobile phones are not used for personal phone calls and messages during class time or on duty. When using mobile phones for educational reasons, make sure you have a dialogue with students so they can see the positive use of devices.

Support families to understand the importance of promoting safe, responsible and respectful use of mobile phones to their children.

### Students

Comply with the requirements of the school's policy and follow all reasonable directions from the Principal and school staff.

Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.

Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass or threaten another person.

Respect others' rights to privacy and do not take photos, film or audio records of other people without their knowledge or permission.

If a child needs to contact their family to tell them something or to go home, this will be done via their teacher or the office, not through their personal device.

## Parents

Support the implementation of the school's policy, including the consequences for non-compliance with the policy.

Use the school's formal communication (class dojo, email or call the school) channels in all instances to communicate with the school (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.

Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible and respectful way.

## Communication and review

- We will consult with the Governing Council on our newly updated policy.
- We will communicate the policy with families/carers through class dojo, the website and the school newsletter.
- Teachers will also review the new policy and expectations with all students in their class
- The mobile phone policy can be accessed on our website.
- Our policy will be reviewed on a yearly basis – March 2024.

## Supporting information

Additional related policies available on our school website <https://www.thepines.sa.edu.au/>

- Anti-bullying
- Student Grievance Procedures
- Behaviour Policy
- **ICT use agreement**

### Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: [education.customers@sa.gov.au](mailto:education.customers@sa.gov.au) or submit an [online feedback form](#)

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.



# The Pines School

## Student Grievance Procedures

A **bully** is someone who *teases, annoys, excludes, frightens* or *hurts* someone else on purpose, repeatedly and knowingly.

There are 4 types of bullying – Physical, Verbal, Emotional and Social.

### If you think somebody is deliberately trying to ‘dip your bucket’...

You might:

- o Stay calm
- o Try to ‘talk it out’
- o Walk away and let it go
- o Go to another activity
- o Use confident body language
- o You might negotiate or compromise
- o Try to fill your own bucket
- o Talk about it at class meeting



Tell the person who is harassing to stop – use an ‘I’ statement

“STOP IT! I don’t like it!”

“You need to stop .....me. Stop it!”

**\*\*Always report violence to an adult immediately!!**

### Get help from someone you trust who can help solve the problem...

For example talk to:

- o Any teacher or staff member
- o Student Well-Being Leader
- o Parents/Caregivers or a Trusted Adult
- o Siblings
- o Kids Helpline (1800 55 1800) or go to [www.kidshelpline.com.au/school](http://www.kidshelpline.com.au/school)

Visit [www.esafety.gov.au](http://www.esafety.gov.au) for information about cyber bullying.

**\*\*If the harassment or bullying continues.....**

**KEEP REPORTING! DON’T GIVE UP!**

*Reviewed February 2019*

# Parent/Caregiver Grievance Procedures

The well-being of children, staff and parents is paramount to our community at The Pines School. From time to time, issues or concerns may arise where parents or caregivers may feel concerned or unhappy about something that has occurred at school, such as:

- Your child's learning
- Incidents in the class or the yard
- The behaviour or decisions of staff
- A policy, procedure or practice

## **Parent(s)/Caregivers with a grievance or concern should:**

1. **In the first instance**, arrange a time (make an appointment) to speak to the relevant teacher (s) about the problem.

*\*Please Do Not enter school classrooms or offices about a major grievance to see staff without prior arrangement.*

2. Let the teacher know what you consider to be the issue. You may raise a concern or complaint verbally or in writing.

3. Allow a reasonable, mutually agreed time frame for the issue to be addressed.

4. If you feel that the grievance has not been addressed or resolved, arrange a time to speak to a member of Leadership via appointment or phone on 8281 2199.

- Principal - Cherie Collings
- Deputy Principal – Toula Girgolas
- Well-Being Leader – Christin Valley
- Inclusive Education Leader – Sonia Kilmister
- Senior Leader IELP – Priyanka Sharma
- Senior Leader CPC– Keryl French
- Senior Leader – Lauren Marveggio

Any of these people will take every reasonable step to resolve your concern or complaint in a timely manner.

5. If you are still dissatisfied with the outcome, please arrange a time to discuss the issue with the **Educational Director for our school, David Chadwick on 8366 8870**

The new DfE (Department for Education) Parent Complaints Policy and associated procedure have been developed to provide parents and school leaders with a policy framework.

This is supported by detailed procedural information, for managing concerns and complaints made by parents or caregivers of children and young people attending DfE preschools and schools.

This policy and procedure can be found at:

[http://www.decd.sa.gov.au/policy/pages/OSPP/policy\\_index](http://www.decd.sa.gov.au/policy/pages/OSPP/policy_index) you will find it under P.

To further support the resolution of concerns and complaints, the department has also established a Parent Complaint Unit. This unit has a dual function

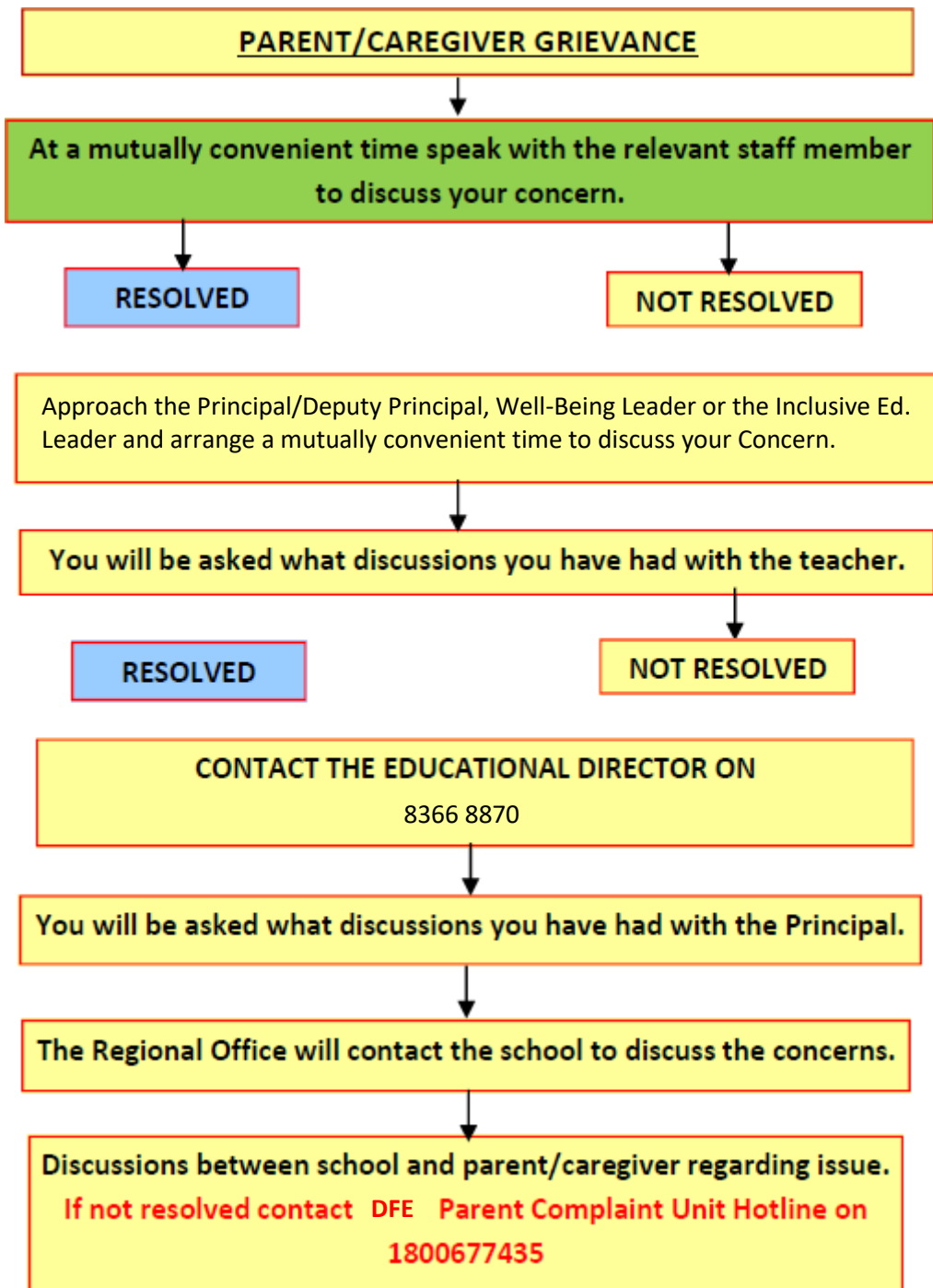
To provide advice and support to parents/caregivers regarding their concern or complaint

To undertake objective and impartial reviews of complaints that have not been resolved at the local or regional level.

Parents/Caregivers may call DfE Parent Complaint Unit hotline at any stage on 1800 677 435 for information, advice and support. The unit may also be contacted by email at [DfE.ParentComplaint@sa.gov.au](mailto:DfE.ParentComplaint@sa.gov.au)

Parties involved in a complaint can expect that they will be supported by the department throughout the complaint management process.

All parties involved in a complaint management process can bring a support person to any of the meetings held in relation to the complaint.





# The Pines School Sun Protection Policy

This policy applies to all school events on and off-site.

## Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a critical factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

## Objectives

This sun protection policy has been developed to:

- encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe school environment that provides shade for students, staff and the school community at appropriate times
- assist students to be responsible for their own sun protection
- ensure families and new staff are informed of the school's sun protection policy.

Staff are encouraged to access the daily local sun protection times on the SunSmart app or <http://www.myuv.com.au/>, to assist with implementing this policy

The school uses a combination of sun protection measures for all outdoor activities **during terms one, three and four. During this time wearing of hats outdoors is mandated, except for the period between week 6 term 2 and week 6 term 3. During this period wearing hats is optional.**

## 1. Clothing

Sun protective clothing is included in the school uniform/dress code and sports uniform. The clothing is cool, loose fitting and made of closely woven fabric. It includes shirts with collars and elbow length sleeves, longer style dresses and shorts and rash tops or t-shirts for outdoor swimming.



## 2. Sunscreen

- Students should provide their own SPF 30 or higher broad spectrum, water resistant sunscreen and the school will also supply SPF 30 or higher broad spectrum, water resistant sunscreen for staff and students' use.
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if remaining outdoors.
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. teachers will remind all students to apply appropriate sunscreen every time they go outdoors for activities).

## 3. Hats

All students and staff are required to wear hats that protect their face, neck and ears e.g. legionnaire, broad brimmed (without the cords) or bucket hats (bucket hats can be purchased in the front office) whenever they are outside. Baseball or peak caps are not acceptable.

## 4. Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The school council ensures there is a sufficient number of shelters and trees providing shade in the school grounds, particularly in areas where students congregate e.g. canteen, outdoor lesson areas and popular play areas.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- In consultation with the school council, shade provision is considered in plans for future buildings and grounds.
- Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times or in the shade where possible.
- Students are encouraged to use available areas of shade when outside.
- Students who do not have appropriate hats or clothing are asked to play in the shade or a suitable area protected from the sun.
- If students do not have appropriate hats, they will be required to remain under a shaded area in the school grounds. Parents will be contacted if a child consistently does not wear an appropriate hat.

# The Pines School SunSmart Policy (Continued)

## 6. Sunglasses (optional)

- Students and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four) cover as much of the eye area as possible.
- Novelty tinted glasses do not protect against UV radiation and are not recommended.



## 7. Staff WHS and role modelling

As part of WHS UV risk controls and role modelling, when the UV is 3 and above staff will:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.
- Staff will ensure that sun exposure will be considered in the risk assessment when organising outdoor activities, excursions and events. This should include assessing UV levels, shade availability, clothing and sunscreen application/reapplication.

Families and visitors are encouraged to use a combination of sun protection measures e.g. sun protective clothing and hats, sunglasses, sunscreen and shade, when participating in and attending outdoor school activities.



## Policy review

The school council and staff regularly monitor and review the effectiveness of the sun protection policy (at least every three years) and revise the policy when required.

Date of next policy review:2025.

## 7. Curriculum

- Programs on skin cancer prevention are included in the curriculum for all year levels.
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, school homepage, parent meetings, staff meetings, school assemblies, student and teacher activities and in student enrolment packs.



# Dress Code Policy

## 1- BACKGROUND

In accordance with the Education Regulation 189A of the Administrative Instructions and Guidelines, Governing Councils are authorized to determine the School Dress Policy.

## 2- RATIONALE

We believe that a school dress code:

- Contributes to whole school unity and pride.
- Develops individual self-esteem through the feeling of 'belonging'.
- Contributes to the development of a supportive school environment by reducing levels of competitive dressing.
- Supports social justice initiatives by relieving parents and students of pressures to purchase high cost brand name clothing.
- Develops a positive image of The Pines School in the wider community.
- Assists staff in identifying strangers in the school grounds and therefore enables staff to ensure a greater level of safety for students.
- Assists in identifying students during excursions.
- Maintains sufficient choice for individuals.

## 3- IMPLEMENTATION

Parents/Caregivers of all students attending The Pines School are responsible for their child(ren) wearing colour coded, acceptable items of clothing to school and excursions.

We will continue to:

- Have a Year 7 top
- Support the "No hat No play" policy (no hat-play in shaded area)
- Acknowledge students wearing school colours at assemblies and in the newsletter.

It is recommended that those girls wearing skirts or dresses wear bike shorts, sports pants or leggings underneath. This will avoid embarrassment when they participate in physical education and play on equipment.

- Approved school hats and some clothing items are available for purchase at the Front Office.
- Clothing should be clearly labelled, thus reducing the amount of unclaimed lost property.
- Students must wear footwear that enables them to actively participate in all aspects of our Physical Education and Daily Fitness programs.

## 3- CONSEQUENCES

- If a student is unable to comply with the dress code for a short period of time (1-2 days), a note of explanation from the parent needs to be sent to the class teacher.
- It is compulsory to wear an approved school hat all year round. At play times, any child who is not wearing a hat will need to play in a shaded area. Parents will be contacted if it is noted the student has not had a hat for more than 2-3 days.
- A supply of dress code items will be kept in the Front Office. Students not in dress code will be asked to change into these at the beginning of the day and then back into their own clothes at the end of the day.
- Students who regularly fail to comply with the Dress Code Policy will be given a note to be sent home.

# Dress Code Policy *(continued)*

THE ITEMS THAT ARE ACCEPTABLE	THE ITEMS THAT <u>ARE NOT</u> ACCEPTABLE
<p><b>Black, maroon or bottle green</b> clothes including shorts, bike pants, trousers, cargo pants, netball skirts, leggings and jackets.</p> <p><b>Maroon or bottle green</b> t-shirts, windcheaters, jumpers, polo shirts, skivvies.</p> <p><b>Green and white</b> checked school dress. (Sport briefs, leggings or bike pants should be worn under skirts and dresses).</p> <p><b>Maroon, bottle green, black or white</b> skivvies or long sleeve t-shirts <b>that are being worn under other clothing.</b></p> <p>Outer wear such as rain jackets and parkas need not be in school colours as they can be expensive items and could also be worn out of school hours. They should be removed once in the classroom.</p> <p><b>Tops:</b> Must cover shoulders, back and stomach</p> <p><b>Hats:</b> <b>Black, bottle green or maroon</b> broad brimmed or bucket hats, which protect ears and neck.</p> <p><b>Footwear:</b> Rubber soled shoes or sandals with backs. Heels must be no higher than 2cm. It is not necessary for footwear to be in school colours. All shoes must allow active participation in sport activities.</p> <p><b>Jewellery:</b> Studs, sleepers, a watch and medic alert bracelet. Gold or silver chains should be worn under clothing.</p> <p><b>Belts and Headbands:</b> Maroon, bottle green or black</p>	<ul style="list-style-type: none"> <li>◇ Any colours that are not school colours.</li> <li>◇ Clothes with writing or pictures larger than a 50c coin.</li> <li>◇ Make up.</li> <li>◇ Clothing with any offensive pictures or language.</li> </ul> <p><b>Tops:</b> Sleeveless, backless or short tops that show midriff.</p> <p><b>Hats:</b> Baseball caps, sun visors or other non-sun safe head coverings.</p> <p><b>Footwear:</b> Thongs, clogs, platform, slip- on and high-heeled shoes.</p> <p><b>Jewellery:</b> <b>Hoop and drop earrings, bracelets, rings, necklaces and long chains.</b></p>

To allow for modesty and to avoid embarrassment, shorts, skirts and dresses must be at least as long as the end of the index finger when straight arms are placed against the thighs and fingers extended.

**Under no circumstances are children to –**

- Wear any clothing with offensive pictures or writing.
- Wear clothing, footwear or jewellery that is unsafe for normal school activities (including sun protection ie tank tops).

**This includes casual clothes days, Sports Day and other special events.**

If students arrive wearing these, they will be asked (where possible) to remove this clothing or jewellery and/or families will be called to bring different clothes/shoes.

A supply of dress code items will be kept in the Front Office. Students not in dress code will be asked to change into these at the beginning of the day and then back into their own clothes at the end of the day.

**For exemptions for health, religious or cultural reasons please contact the Principal.**



## THE PINES SCHOOL UNIFORM PRICE LIST

A selection of tops, in various sizes, are available at the office during school hours. Please make enquiries early as sometimes stock runs low and new orders can take up to 6 to 7 weeks to receive.

**Prices may change without notice.**

Sizes	Price	6	8	10	12	14	16	S	M	L	XL
<b>Polo Shirts with logo</b>											
Children	\$32.00										
Adults	\$32.00										
<b>Windcheater with logo</b>											
Children	\$36.00										
<b>Rugby Tops with logo</b>											
Children	\$41.50										
Adults	\$41.50										
Bucket Hats	\$8.00										
Maroon or Green Hats	\$5.50										

## HOT / WET WEATHER POLICY

### The Pines School C.P.C - 6 Inclement Weather Procedure / Policy

- ◆ Leadership will declare an indoor recess and/or lunch period if, in the opinion, student and adult health and welfare could be at risk.
- ◆ Such occasions may be caused by electrical storms, excessive heat/cold, rain etc.
- ◆ If the temperature is or exceeds 36°C immediately before the break (10.35 am & 12.45 pm) the Inclement Weather Policy will be activated. This reading is based on the temperature for *Parafield* on the *Bureau of Meteorology Website*.
- ◆ During warmer weather, outdoor learning activities and placement of equipment/activities will be adjusted to ensure the health and safety of all children and adults.
- ◆ The canteen will remain open and teacher's discretion is to be used when allowing students to go to the canteen when the Inclement Weather Procedure is in place.
- ◆ If it's raining and the rain stops, the siren will sound to let children out of class and yard duty commences as normal.

## INFORMATION ABOUT MATERIALS AND SERVICES CHARGES

The Government has set a standard Materials and Services Charge for all Primary Schools. School Council can choose to set fees above this level. At The Pines School we set this fee aiming to keep the cost minimal for our families but at the same time, to enable us to offer quality teaching programs and resources. The school relies on the payment of fees from parents to ensure we can maintain a high standard of programs & equipment over and above that which is provided by the government.

### PAYMENT OF FEES

Payment can be made at the Front Office between 8:30 a.m. and 3:30 p.m.

Parents can pay by Bankcard, Visa, MasterCard, Eftpos, Cash, Cheque or through the QKR App.

Please note it is essential for all families to make payment of Material and Services charges. An arrangement for part payment can be made at the front office. If you are eligible for School Card, please see the details below.

The Pines Schools will always seek to recover unpaid Materials and Services Charges through personal consultation and negotiation. Where this is not successful the school shall engage DfE recovery team to recover any Material and Services Charges which remain unpaid.

### SCHOOL CARD

#### What is School Card?

The School Card scheme provides financial relief for eligible low-income families in relation to education costs.

Applications for all types of School Card can be completed online.

Parents can access School Card information and application forms using the short link:

[sa.gov.au/education/schoolcard](http://sa.gov.au/education/schoolcard).

The School Card scheme is not offered to preschool students.

School card to be applied for in February each year.

School Card needs to be applied for each year for each child. If you have children at different schools, a school card application needs to be completed for each school.

This simple process allows the school to gain funds from the Department on your behalf and at the same time allows you to benefit from the concession.

If you require further information regarding your child's school fees please contact the Front Office on **8281 2199** .

# Starting school

Parent Easy Guide 48



Starting school is an exciting time of change for children and families. There are many things you can do to prepare for the changes. Helping children to feel confident and positive about school will give them a good start.

## A time of change

When children start school, they have a lot to get used to. They will be in a new setting, with more children and new rules and routines. Some children will manage this easily while others may need more help from parents and teachers.

## When will my child start school?

Children in South Australia must be enrolled in primary school by their sixth birthday. Most children will attend preschool or childcare in the year before starting school.

From 2014, government schools will have one intake of children at the start of each year. Children turning five before May 1 will start at the beginning of term one in that year and children turning five on or after May 1 will start at the beginning of the following year. Check intake arrangements with your child's school.

## Orientation to school

Many schools, preschools and childcare centres help children during their transition to school. They arrange programs which may include:

- > visits to the school over several weeks
- > walks around the school to see where things are, e.g. playgrounds, toilets
- > spending time in a classroom with teachers and other children.

There may be time for parents to meet staff members and ask questions too.

**There is a lot for children to get used to when they start school. Some will adapt more easily than others.**

## Building confidence

There are things parents can do to help children feel confident and optimistic about starting school. You could talk with them about what school will be like. Borrow books from the library with positive stories about starting school. Maybe share some happy stories from your own school days.

Parents can also help children to build confidence and optimism by encouraging a habit of positive thinking. Asking children to tell you about the good things that happen each day helps develop this healthy habit.

## Getting ready

To prepare children for school you could:

- > involve your child in preparing for school, e.g. shopping for their uniform, school bag and lunch box. Make sure they can manage their lunchbox and school bag
- > plan for healthy lunches, snacks and water to drink
- > help your child learn to dress themselves, and to use the toilet on their own
- > establish the bedtime and morning routine that they will have when they start school. It is very important that they get enough sleep
- > practice the route you will take when you walk, drive or ride to school
- > plan to take your child to school on the first day. Show them where you will pick them up at the end of the day. Make sure you are always on time. A few minutes can seem like a long time to a young child.

If your child is worried, ask them what would help, e.g. who should take them to school, where they want to say goodbye, what they want to do after school. Having some control can help children manage their fears.

Relax! If you are stressed, your child may sense this and worry too.

Helping parents be their best



## Working with your school

It is important for parents and teachers to work together and communicate well. It can help if you:

- > let the teacher know if there is something happening at home that may be affecting your child
- > let them know about any health problems your child may have
- > read all the school notices and reply as soon as possible
- > get involved in school activities, e.g. listen to children's reading if you can.

Make an appointment to see the teacher if you are concerned about your child.

**Children do best at school when their parents and teachers work together to support them.**

## The first few weeks

As your child settles in to school:

- > they may be tired at the end of the day. Don't plan too many after-school activities; make sure they have time to rest and for free play
- > they may be 'starving' after school. Take a healthy snack when you pick them up. Try giving them an early dinner as they may be too tired to eat later
- > they may want to tell you all about their day as soon as they see you. Be available to listen. Some children may want to relax first
- > encourage them to talk about good things that happen at school
- > make reading with them part of your daily routine. Bedtime stories are a great way to end the day.

Some children wet their pants at school, which can embarrass them. Reassure them that it often happens and is nothing to worry about. Encourage them to tell the teacher. Pack spare clothing in the bottom of their bag.

## If your child is stressed

Children can show stress by:

- > being tearful
- > not wanting to go to school
- > having tummy aches or headaches.

You could help by:

- > encouraging them to talk about what's worrying them
- > letting them know that you are confident they can manage
- > asking what they think would help them.

If the worries continue, talk to the teacher about the best way to help them.

## Want more information?

Department for Education and Child Development  
Phone 82261527, freecall 1800 088 158  
[www.decd.sa.gov.au](http://www.decd.sa.gov.au)

Catholic Education Office  
Phone 8301 6600 [www.cesa.catholic.edu.au](http://www.cesa.catholic.edu.au)

Association of Independent Schools  
Phone 8179 1400 [www.ais.sa.edu.au](http://www.ais.sa.edu.au)

Child and Family Health Centres  
Phone 1300 733 606 9am – 4.30 pm  
Monday to Friday  
For an appointment at your local Centre

Parent Helpline  
Phone 1300 364 100  
For advice on child health and parenting

[www.cyh.com](http://www.cyh.com)  
Information on child health and parenting

[www.parenting.sa.gov.au](http://www.parenting.sa.gov.au)  
For more Parent Easy Guides, e.g. 'Bedwetting', 'Bullying', 'Sleep disturbance' and parent support groups in your area

[www.raisingchildren.net.au](http://www.raisingchildren.net.au)  
For information on raising children

Parenting SA  
Women's and Children's Health Network  
Telephone (08) 8303 1660  
[www.parenting.sa.gov.au](http://www.parenting.sa.gov.au)

Revised 10/12

Parent Easy Guides are free in South Australia

**Important:** This information is not intended to replace advice from a qualified practitioner.

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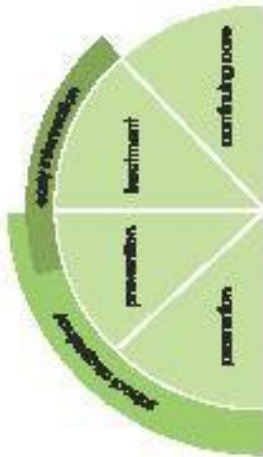
Parenting SA

Helping parents be their best



## CHAPLAINCY & WELLBEING

Chaplaincy Services promote student wellbeing, engaging young people in activities that are preventative and which support early intervention and referral of mental health issues.



## PRINCIPALS ARE SAYING...

The benefits of the program are clear and include: increased attendance at school by identified students, social and emotional support, increased access to social skills programs and families feeling supported in time of crisis such as suicide, death and family separations.

### Primary School Principal

A lot of student problems never eventuate because Trev has provided support and encouragement early on. The students always walk away from their time with Trev with more bounce in their step...It is hard to imagine our school without thinking of our Worker.

### High School Principal



Supporting School Communities  
Across South Australia

Schools Ministry Group (SMG) coordinate and facilitate Chaplaincy Services in government schools across South Australia.

- School Chaplaincy commenced in SA Government schools in 1986.
- SMG partners with schools, local churches, state and federal governments to deliver Chaplaincy Services through the engagement of a Pastoral Care Worker.
- SMG works collaboratively with these partners in the recruitment, supervision and ongoing professional development of PCW's to ensure the placement of high quality workers who are well equipped to support young people and strengthen communities.
- Pastoral Care Workers are funded from two main sources - the National School Chaplaincy Program (administered by DECD) and the local church communities.
- The Chaplaincy Service provided through your PCW is a voluntary program offered to school communities.



[www.smg.asn.au](http://www.smg.asn.au)



Helping a young generation  
discover purpose, value & hope

## THE PINES SCHOOLS

## OUR PASTORAL CARE WORKER

A Chaplaincy Service provided by  
Schools Ministry Group (SMG)



## WHAT IS A CHAPLAINCY SERVICE?

A Chaplaincy Service is provided by a Pastoral Care Worker (PCW) in a school community on behalf of the local combined Christian community to provide additional support as needed.



### Pastoral Care Workers

- Provide pastoral care in a 'first response' capacity to critical incidents, refer to specialist support and to provide ongoing presence and followup
- Work closely and in partnership with leadership and other wellbeing staff in schools to provide pastoral care and practical support to students, families and staff as requested
- Are well positioned to work across the whole school to 'build a sense of' community, harmony and cohesion
- Are trained and equipped to provide their school with a unique dimension of social, emotional and spiritual support in line with the DECD wellbeing framework

### Partnerships

Your local school and your local church work together to provide your Pastoral Care Worker.



## WHY A CHAPLAINCY SERVICE?

### The Facts:

Students today face a more complex and challenging environment than ever before.

- 15% of young Australians are currently experiencing an anxiety condition
- Bullying is the leading social issue among SA students
- Just under half of all divorces occur among couples with children under 18
- 15% of SA students miss out on breakfast

source: ABS Statistics collected 2007, 2013

Support in SA Schools:  
Outcomes from a 2014 Survey



Figures based on results from 20 day survey

### Grief & Loss

**FUNERALS** 121

**MEMORIALS** 28

**FAMILY DEATHS** 712

**STAFF & STUDENT DEATHS** 93

### Other Activities

Mentoring

Healthy Eating\*

Support for Parents

Suicide Prevention

Anti-Bullying\*

Figures based on 5 monthly overview / \*PCW's address the top two social issues expressed by students in the 2013 ABS Census of School

## PASTORAL CARE WORKER: CAROLINE STEVENS



Let me introduce myself to you. I came to Australia when I was eight and can still remember the feelings of being different and not belonging and not having any friends. Sometime in my early teens I came to believe that Jesus was my friend and realised that he accepted me, which helped me to accept myself and others around me. My heart goes out to children, to feel accepted and valued because I know the difference it made to me.

I am excited about the opportunities I have at the Pines Schools to help the community here to know how important they all are and to encourage them to reach their full potential by believing in themselves.

Before coming to the Pines Schools I worked in Out of School Hours Care. Before my own children I was a nurse.

My 3 adult children have all moved out of home at the moment. My favourite things to do are go to the beach or a doggy park, with my husband and my Dog, and watch a good movie, swim and get a bargain at a garage sale.

### Contact Details:

Ring or visit the Front Office to leave messages for Caroline, who will ring back to make appointments.



Cut off and keep for reference



# THE PINES SCHOOL

## CANTEEN PRICELIST inc GST

From January, 2025

### DAILY MENU

Meat Lasagne	\$4.60
Vegetarian Lasagne (V)	\$4.60
Spaghetti	\$4.60
Macaroni	\$4.60
Penne Napolitano	\$4.60
Fried rice (G)	\$4.80
Vegetarian Fried rice (V)(G)	\$4.60
Pizza—margarita / Ham & Pineapple	\$4.50
Butter chicken with rice and Naan bread (G)	\$4.50
	
Nacho's with salsa & cheese or sour cream ,	\$3.20
Nacho's with everything	\$3.60
Meatball Sub	\$3.50
Sweet Chilli Tender mini wrap	\$3.50
Hot ham and cheese roll	\$3.30
½ hot ham and cheese roll	\$1.70
Chicken nuggets or Dino snacks (each)	65c
Gluten Free Chicken Nuggets (G) (each)	70c
Chicken nuggets or Fish or chicken dino snacks with salad	\$4.60
Hamburger with sauce, tomato & lettuce	\$4.60
Chicken burger with lettuce & mayo	\$4.60
Fish burger with lettuce & mayo	\$4.60
Corn Cobbett's (V)(G)	\$1.00
Chicken or Beef noodles	\$ 3.40

### SANDWICHES, ROLLS AND WRAPS

	Sandwiches	Rolls or Wraps
Vege mite	\$1.80	\$2.10
Egg	\$2.30	\$2.80
Tuna	\$2.30	\$2.80
Ham	\$2.30	\$2.80
Cheese	\$2.30	\$2.80
Chicken	\$2.80	\$3.30
Salad (tomato, cue, lettuce & carrot)	\$3.20	\$3.60

### QKR



masterpass

For quicker, hassle-free school payments, try Qkr! today

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

### Fruit salad

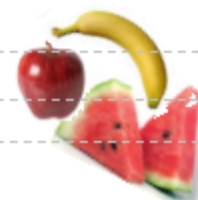
Water melon, orange, grapes, apple or rock melon

small

\$1.60

medium

\$2.60



### Extra's

Tomato	\$0.50
Cucumber	\$0.50
Lettuce	\$0.50
Carrot	\$0.50
Gherkins	\$0.50
Beetroot	\$0.50
Cheese	\$0.60

### Sauce

Mayo	\$0.30
Tomato or BBQ	\$0.30

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

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  \$4.30

Large sausage roll \$4.30

### Tuesday and Friday

Hot dog with sauce \$4.20

Half hot dog with sauce \$2.10

Hot dog extra's  
mustard, 40c  
cheese, 60c  
BBQ sauce 30c

### MONDAY

Baked potato with 3 toppings, choice of:  
Coleslaw, beetroot, grated cheese, \$6.00  
pineapple, ham and sour cream

Each extra toppings  50c

## SNACKS

Muffins – baked daily

Small  20c

Medium 60c

Chocolate custard \$1.40

Jelly cups– apple or blackcurrant \$1.40

Jumpy chips – chicken, Salt & Vinegar \$1.30

Snaps—BBQ or light & tangy (G)(V) \$1.80

Corntos – BBQ or Cheese \$1.30

## DRINKS

### Milk

Nippy's 250ml –choc, straw, honeycomb \$2.80

Up and Go 250ml - choc, strawberry, banana or vanilla \$2.50

Oak milk – 250ml choc or straw \$2.70



### Juice and Water

Spring water 600ml \$2.50

Spring water 350ml \$1.00

Juice Crush 250ml – orange, apple or apple/blackcurrant \$2.20

Glee drinks (99% fruit juice carbonated) \$2.80

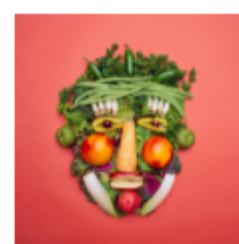
Frozen apple/or apple blackcurrant cups \$1.80

### Ice cream cups

Choc, Vanilla, Caramel, Mint, Lemon \$2.70

### Frozen Yoghurt

Mango or Strawberry \$3.00





masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



## Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

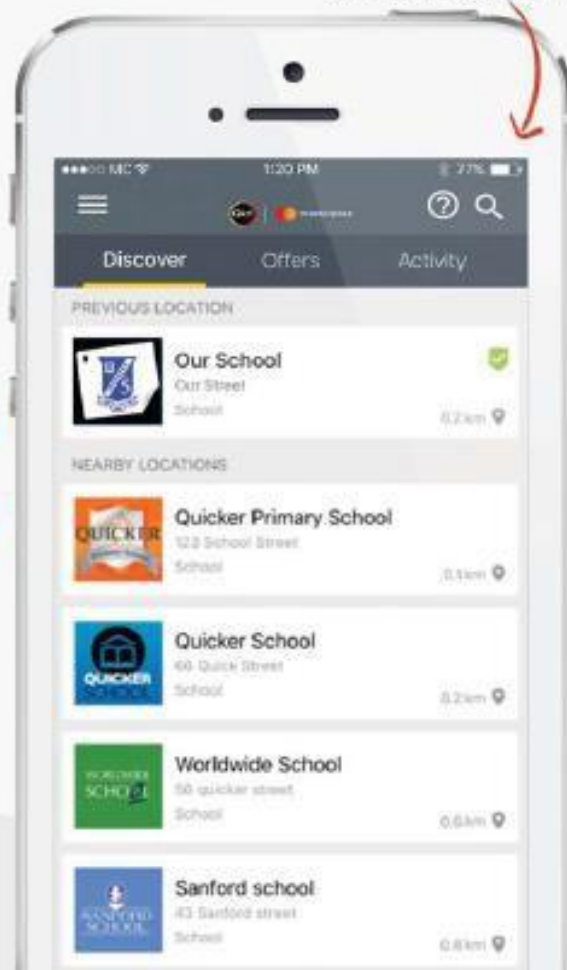
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'





## Add your children's details in Student Profiles

Select  
'Add student profile'



Add each  
child's details



Manage each  
child's details in  
Student Profiles



## Order meals

Select a menu  
from our canteen



Tap the green  
box to view  
your receipt  
or to cancel  
an order



Select a date  
for a child and  
order a meal



Tap to change  
the date you  
are ordering for

Tap 'Repeat  
order' to  
copy all paid  
orders from  
one week to  
the next

Tap to change  
the child you  
are ordering for

Tap 'Checkout'  
then confirm and pay

## Making payments

Add up to 5 cards to your wallet



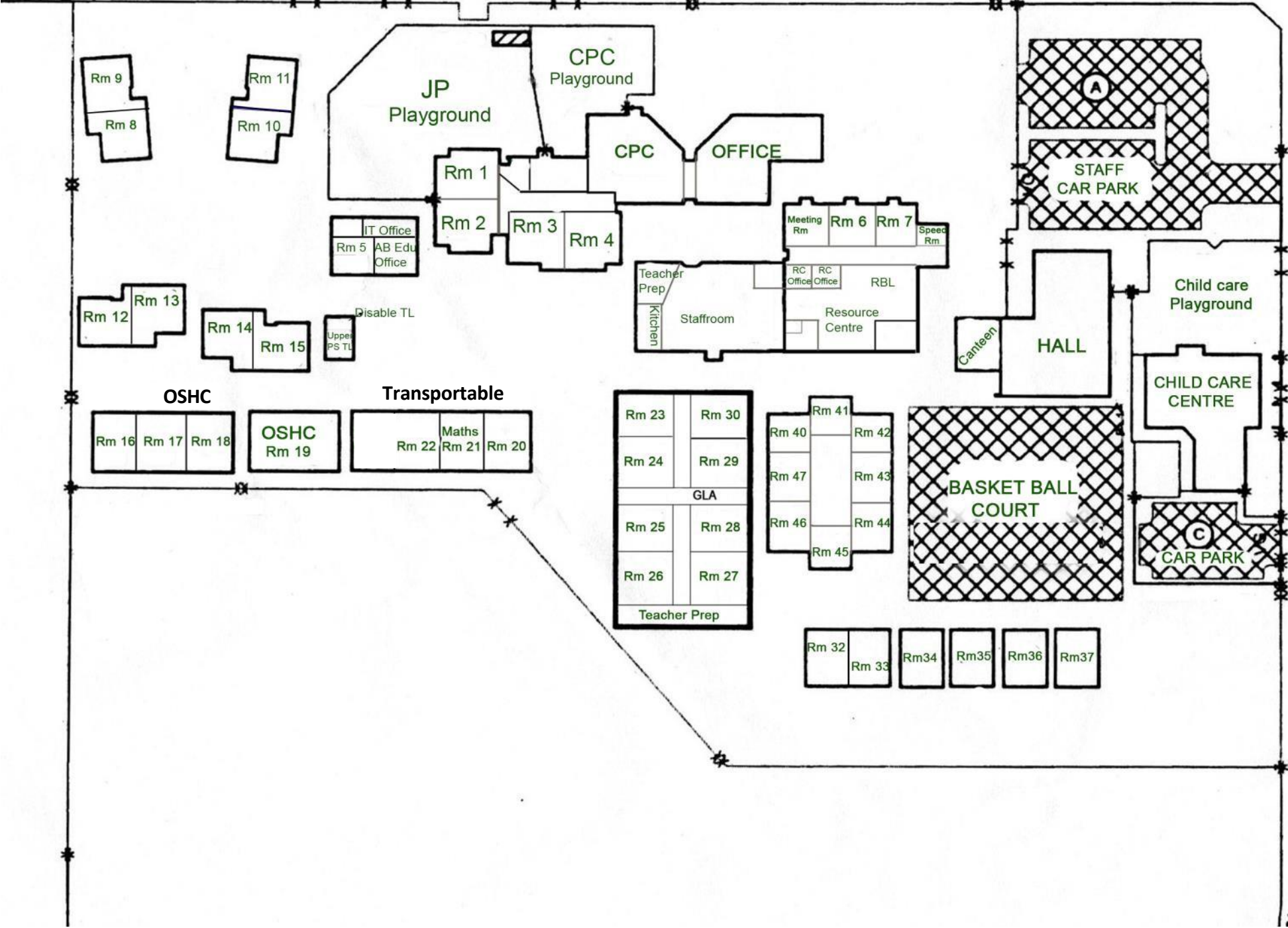
At checkout select which card to  
pay with.

Pay with any cards accepted  
by the school.

Once your payment is approved you  
can continue to the home page, or  
view your receipt.



ANDREW SMITH DRIVE



STREET

HEMMING