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ABSENCES
Parents are asked to notify the school by 9 a.m. if their child is going to be absent. If we are not notified, and there is any concern about a child's safety, we will contact the parent/caregiver. We would appreciate knowing if the absence is for illness or family reasons as this information is required for Departmental statistics. The Message/Communication book or diary can be used to let teachers know in advance of any upcoming absences.

BIKES
Students are encouraged to ride their bike to school, although sometimes the Eden Hills terrain does at times present a challenge for the smaller students. Bikes are parked in the designated area behind the admin building.

CLASS PLACEMENT PROCEDURE
An Education Department brochure “The Early Years of School” is provided as part of the Information Pack for new parents. This details the progression of students throughout the Junior Primary Years. Normally students will progress with their peers, however this may be altered by negotiation between parent, teacher and principal.

The school’s ‘Student Placement Policy and Procedure Statement’ details the:
- criteria used for placing students
- processes used for placing students in classes
- time lines involved in the process.

When making decisions about the placement of students in classes, we will consider the following criteria for each student:
- social and emotional maturity
- academic achievement
- relationships with particular children or groups of children
- the special needs of individual children
- gender balance within each class
- family groupings.

While parents do not have an absolute right to decide on class placements, they will have an opportunity to provide certain information which may be useful for staff to consider when making decisions about placements. Likewise, they will be informed of decisions, which affect them and their children.

It is important to remember that we seek an overall balance in each class and that no single factor can determine placement, or will necessarily be acted upon. Decisions are made on the combination of factors considered by the staff to be relevant to your child and the needs of the class and school as a whole.

COMMUNICATION
Open, two way communication between the school and home is vital.
The school newsletter, which is published fortnightly, contains items of current interest, school happenings, community interest and business from the Governing Council and Parents & Friends committee. The newsletter is sent home via students, can be emailed to a specified address or can be accessed via the website (without photos).

On alternate even weeks of the school term, a school assembly is held on Wednesday mornings to showcase children’s learning in a creative and lively way. Parents and friends are most welcome to attend and join us in morning tea at the conclusion of the assembly.

A daily noticeboard is located by the front office with reminders of upcoming events and happenings in the school.

At any time, parents are actively encouraged to contact the school if there is a concern - personally, by telephone or in written form.
EXCURSIONS

Excursions occur throughout the school year and are arranged both on an individual class basis and as whole school events. Parents will be notified of each individual event and a note explaining the details of each excursion is sent home. At the start of the year an excursion levy can be paid from which the cost of excursions can be deducted on an ongoing basis. Every second year, on odd years, students in Years R-5 will have an opportunity to participate in our school camp program, whilst Year 6/7 students travel to Canberra.

ENROLMENT PROCEDURES

The Principal conducts information tours of the school on request. Please contact the school to arrange an appointment for a tour and to discuss your child’s needs and the school’s programs.

FIRE DRILL PROCEDURES

Although our school is situated in a high risk area, our newly built Sport Arts Centre has been designated as a safe refuge in the event of a fire passing through the area. Policy in the school now involves the identification of three levels of alert:

Level 1: day of extreme fire danger
Level 2: fire actually threatening our area of concern
Level 3: fire actually threatening the school.

Teachers are aware of the required procedures for each level of alert. Emphasis is on communication, controlled action and checks upon student whereabouts and safety.

In the event of a fire in the immediate area, students will not be allowed to leave the school at the normal dismissal time but will remain in the care of the teachers until collected by parents or an authorised person. As of 2010 there is a detailed Bushfire Action Plan available to parents outlining the actions that will be taken in the event of a bushfire threatening the local area.

HOMEWORK

Homework should support and reinforce classroom learning. It is important therefore that homework:

- Be challenging and stimulating for students through a balance of consolidation, revision and open-ended tasks
- Support the development of independent study habits including organisation and time management
- Provide parents & care givers with an overview of the areas of the curriculum being covered in classroom learning programs
- Provide an opportunity for parents & care givers to support their child’s learning
- Vary in time depending upon the ability of the student.

The amount and frequency of homework will vary across the school. Class teachers will communicate their expectations and homework communication methods to all parents at the beginning of each school year. No uniform maximum time limit is set, but parents should contact their child’s teacher if excessive or very little time is being spent on homework.

A detailed ‘Homework Statement’, has been developed by the school community and is available from the front office.
HOW CAN I GET INVOLVED?

Parent participation is a valuable and critical resource for our school. Parents (and friends, grandparents etc) can assist the smooth running of our school in a number of ways:

**In the classroom:**
- L.A.P. volunteer
- reading groups
- cooking, art, craft ...
- helping on excursions

**At the School level:**
- Governing Council
- sub-committees:
  - School Environment Committee
  - Finance
  - Education & Planning
  - Sports
  - SAFE: Social & Fundraising Events
  - Strawberry Fair
  - Parents and Friends
- Sport Coaching/ Managing

LEARNING ASSISTANCE PROGRAMME/ FUNTASTICS

The Learning Assistance Programme (L.A.P.) provides an opportunity for positive parent, volunteer and community participation. These volunteers work with students on a one to one basis thus supporting students with special needs whilst developing their self-esteem and confidence.

LEARNING PROGRAM

At Eden Hills PS we offer the International Baccalaureate Primary Years and Middle Years Programmes. The International Baccalaureate Organisation is a non-profit educational foundation based in Geneva, Switzerland.

**International Baccalaureate Mission Statement**

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The **Primary Years Programme** is taught to all students from Reception to Year 5. The PYP is an international, transdisciplinary programme designed to foster the development of the whole child. At the heart of the PYP philosophy is a commitment to structured inquiry as the leading vehicle for learning. Six transdisciplinary themes provide the framework for the exploration of knowledge. Teachers and students are guided by these themes as they design curriculum units for exploration and study. In the process of exploring these themes, the students develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action.

The **Middle Years Programme** is taught to all students in Years 6 and 7. We have been an accredited IB World school for the MYP for the past 5 years. All Primary schools in the Mitcham Hills cluster, along with Blackwood High School, form the Mitcham Hills College and work together to deliver a cohesive and rigorous programme of learning for students in Years 6-10.
LIBRARY / RESOURCE CENTRE

The Resource Centre/Library is located at the end of the netball court. A new Resource Centre is currently being built (2012/13) and we are looking forward to a bright, new learning space for all.

BORROWING / RETURNING

All students have borrowing cards which are kept in the Resource Centre to facilitate independent borrowing.

Books can be borrowed or returned to the Resource Centre before school, lunch time (1.10 - 1.30pm), in library lesson or after school.

Groups of students are welcome to use the Resource Centre throughout the day under teacher supervision. Classes can also book in times for ‘Browsing and Borrowing’ under class teacher supervision.

LOAN PERIODS

Students - Students loan period is two weeks.

OPENING TIMES

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<tr>
<th>Day</th>
<th>Time</th>
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<tr>
<td>Monday</td>
<td>8.30 am - 3.30 pm</td>
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<td>Tuesday</td>
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<td>Thursday</td>
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<td>Friday</td>
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The Resource Centre is open during lunch times for students from 1.10 pm - 1.30 pm.

LUNCH SERVICES

On Monday and Friday of every week, students are able to order their lunches by writing their requirements on a bag and placing it into a school box. Product and price lists are available from the front office. This service is provided by Blackwood High School canteen and the orders are picked up and delivered by our parents on a rostered basis. From time to time, on special occasions eg. Sports Day, special lunch days may be organised. Parents are kept well informed of these days and ordering procedures. Classes eat their lunches under teacher supervision before dismissal to play.

OUT OF SCHOOL HOURS CARE

An Out of School Hours Care (O.S.H.C.) program operates under the direction of the Governing Council. The aim is to provide quality and secure care for students out of the normal school hours. The centre is located in the “Old House” and operates from:

Morning: 7.30 a.m. - 8.30 a.m.
Afternoon: 3.15 p.m. - 6.15 p.m.

Details of fees and programs are available from the Front Office.

RECEPTION INTAKE

Intakes of Reception students are conducted on the first day of each term.

The agreed policy between local schools states that students may commence school if they have already had their fifth birthday or will turn 5 within seven calendar days of the first day of term. A four week transition program runs in the term prior to children beginning school, with detailed information.

REPORTING STUDENT ACHIEVEMENT

The reporting of students’ achievement takes place in many different and valuable ways, almost on a daily basis. When a child brings home workbooks or samples of work you are getting a picture of how they are doing. When you attend an Assembly or read student contributions to a newsletter you are finding out more about what your child can do. Some teachers invite parents in to watch a performance or share in a project. We have formal interviews and of course a lot of informal but valuable discussion before and after school.
The formal reporting of student achievement centres around two key forms:

- Written reports in Terms 2 and 4
- Student/Parent/Teacher Learning Discussions in Terms 1 and 3

<table>
<thead>
<tr>
<th>Term</th>
<th>3-Way Learning Discussions</th>
<th>Student Learning Plans</th>
<th>Ongoing ...</th>
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<tbody>
<tr>
<td>Term 1</td>
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<td>Performances/displays</td>
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<td>Work samples/students’ books</td>
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<td>Assemblies</td>
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<td>Informal discussion</td>
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<td>Class and school newsletters</td>
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<tr>
<td>Term 2</td>
<td>Written reports</td>
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<tr>
<td>Term 3</td>
<td>3-Way Learning Discussions</td>
<td>Student Learning Plans</td>
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<tr>
<td>Term 4</td>
<td>Written reports</td>
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The Learning Discussions will focus on the development of **Student Learning Plans** which will be a collaborative plan, between you, the child and class teacher, focussing on improvements and goals for either the short or long term.

The **Written Reports** reflect on achievement in:

Areas of Study including Literacy and Numeracy (English and Maths)
Social skills and work habits

The important thing with any reporting is open and clear communication, something which we do well at Eden Hills. It is important to act immediately on concerns you may have rather than let things drift on. If there is an issue regarding your child’s learning or relationships at school please contact either the class teacher or me. Partnerships between home and school are crucial to student achievement; we need to work together and we look forward to providing you with the information needed to make the best choices for your child’s education.

### SCHOOL TIMES

The school day begins at **8.45am** and concludes at **3.15pm**. Supervision in the yard is provided from 8.30am and until 3.30pm.

- **8.30am** Classrooms open
- **8.45am** Classes begin
- **11.00am** Recess
- **11.30am** Class time
- **1.00pm** Lunch – eating time
- **1.10pm** Lunch – play time
- **1.40pm** Class time
- **3.15pm** Dismissal

We appreciate your punctuality in getting children to school on time, and if gathering them after school, collecting them on time. All students must have left the school grounds by 3.30pm unless accompanied by a parent/carer.

### SCHOOL BANKING

Every Tuesday is ‘bank day’. Officers from Bank SA visit the school to collect deposits whilst the Commonwealth banking is conducted via computer from the school office. The school receives a commission for each transaction with the Commonwealth Bank. Upon enrolment, students are provided with information and membership forms for banking.

### SCHOOL DENTAL SERVICE

The School Dental Service provides general dental care to school and pre-school students. This care is provided periodically according to student’s individual needs and is provided free of direct charge. Emphasis is placed on the prevention of dental disease through treatment procedures and advice on diet and methods of cleaning teeth. The Dental Clinic is situated at the new Marion Centre. Transport to and from the Clinic is the parent’s responsibility.
SPECIAL FUNCTIONS

Activities such as Assemblies, Sports Day, Open Days, End of Year Performances and class functions are occasions when we warmly encourage parents to attend the school. Our communication methods will give plenty of advance notice of these events.

SPORT

School sport consists of:
- out of school hours sport
- sport played within school hours

Sport played out of school hours (e.g., Saturday morning, after school sessions) is very popular with students at Eden Hills. Sports available to participate in include T-Ball, Soccer, Basketball, and Netball.

SPORTS DAY

Sports Day is held in the first term of each year and provides students with an opportunity to participate in both class and whole-school events. Sports Days are held in the Belair National Park and are during the school day.

SWIMMING/AQUATICS

It is our usual practice for all students to partake in swimming (R-4) and aquatics (Yr 5-7) lessons each year. These classes are usually held at:
- Noarlunga for the Aquatics program. Typically in Term 1
- Balyana Indoor Pool for the R-4 swimming lessons, typically in Terms 3 and 4

Instructors from the Department of Education and Children’s Services provide subsidised tuition. Parents will be informed of specific details, as they become known.

STUDENT BEHAVIOUR MANAGEMENT

Our Beliefs about Student Behaviour

A number of beliefs and principles guide the effective management of student behaviour at Eden Hills PS. These include

- Staff, parents, and students model responsible behaviours and develop positive, constructive relationships
- Our school aims to create an environment in which students experience academic and social success
- All individuals and groups within our community must be treated with respect
- Behaviour is chosen for a purpose
- Behaviour codes need to be explicit
- Individuals are able to accept responsibility for their own behaviour
- All behaviour has consequences which affect future opportunities
- A partnership is necessary between staff, students, and their families to promote a safe, responsible, caring, orderly and productive school community
- Staff will have opportunities to develop a wide range of skills in student behaviour management. Implementation of Program Achieve R-7 will reinforce these principles.

Expectations of Appropriate Behaviour

The following lists, while not exhaustive, serve as an example of what appropriate behaviours we encourage at Eden Hills PS.

1. Show respect for other People
2. Show care and respect for all property
3. Work and behave cooperatively at all times
4. Work at a suitable noise level
5. Behave in a safe manner
Consequences for Inappropriate Behaviour

Staff response to irresponsible behaviour will depend on the seriousness and/or frequency of the behaviour. This will require professional judgement. The following are examples of general responses that may be used:

- Reminding
- Questioning
- Problem solving
- Consequences - natural/logical
- Behaviour agreement/contract
- Time Out
- Counselling with Principal / with Principal and Parent/ Caregivers

STUDENT REPRESENTATIVE COUNCIL

Each class is represented at our Student Representative Council (SRC) by one boy and one girl each semester (two terms). Classes elect their reps every two terms, with students allowed only one opportunity to be SRC rep in their Junior Primary years (Rec – Yr 2) and once in their Primary Years (3–7).

Students in Year 7 can be elected as one of two co-chairpersons each year. Their role is to provide leadership for the SRC, along with other senior student reps and the teacher who is coordinating the SRC.

The SRC meets regularly to determine actions which will add to the value of the school and students' learning.

An SRC executive will meet with students from other local schools to plan Middle Years events, such as discos, each year.

SUNSMART POLICY

Eden Hills PS is a Sun Smart School. As such we promote the wearing of hats when students are outside during September and May. Outside of these times students are encouraged to wear a hat if the U.V reading is high. The “No Hat No Play” policy dictates that students who do not have a hat will be directed to sit in a shaded area for recess and lunch playtimes.

Classes do have a supply of sunblock which students should apply before going outside, but families are encouraged to apply sunblock before school and/or send a small container along with students.

TRANSITION PROGRAM

A comprehensive transition program takes place in the term preceding a student’s enrolment into Reception. Pre-schoolers are invited to attend one morning a week for the last four weeks of the term prior to starting, as a way of giving them a chance to settle in to school life. More detailed information is forwarded to parents prior to the commencement of this program.

PRE-SCHOOL

- There are four orientation sessions held during the term before children begin school.

- Details of Transition dates and times will be sent to all parents of enrolled students.

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<tr>
<th>Transition Visit dates 2013</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Visit # 1 - day to be advised</td>
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<tr>
<td>Term 2</td>
<td>Visit # 1 - day to be advised</td>
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<tr>
<td>Term 3</td>
<td>Visit # 1 - day to be advised</td>
</tr>
<tr>
<td>Term 4</td>
<td>Visit # 1 - day to be advised</td>
</tr>
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</table>

HIGH SCHOOL

The teacher(s) of Year 7 students will be responsible, with support from the principal and Admin Officer, for the organization of the Year 7/8 Transition Program.
UNIFORM /CLOTHING

Our school policy believes the wearing of a school uniform creates a positive school identity and public image.
It is expected that children will wear either the Eden Hills PS school uniform or clothing, which conforms to our colour code which is red, blue and gold.
It is compulsory for students to wear hats between September and May.
The range of our school uniform is available from the front office. We have a Uniform Shop, run by parent volunteers, open each Friday morning from 8.30-9.00am.

GET IN TOUCH

The phone number of the school is 8278 2243
Our fax number is 8278 2236
The postal address is: 78 Wilpena Street, Eden Hills  5050
You can also contact by email at - dl.0124.info@schools.sa.edu.au
Information can also be obtained from our web site - www.edenhillps.sa.edu.au
If you would like information to be emailed to you please let us know and we will add you to our email address book.