

# Family Handbook

2022 Reception-Year 6 Information



**St Peter's  
Woodlands**

**The difference is extraordinary.**

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# SPW Family Handbook

## Welcome to SPW

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A warm welcome to the St Peter's Woodlands Grammar School community. This publication is intended as a first resource for parents/caregivers, outlining structures and processes of life at SPW, as well as giving important information regarding attendance at school, rules and regulations, and school policies. In most cases, reference is made to further documents (eg policies), and parents/caregivers are encouraged to read those references for additional information.

It is intended as a resource for parents/caregivers to refer to throughout the year and is updated annually. Alterations to the contents in this publication are notified to the school community via SkoolBag.

A companion publication, the ELC Parent Handbook, is available. This outlines the specific processes relating to the Early Learning Centre. All families with students in the ELC are asked to read and be familiar with the contents of the ELC Parent Handbook.

The SPW website (spw.sa.edu.au) and the SkoolBag app are the primary sources of information for parents/caregivers, and we ask all families to be familiar with these sources in order to be aware of the school events, activities, processes and requirements.

*Note: Throughout SPW documentation, the term "Parents/Caregivers" is used to refer to those persons enrolling a child at SPW and therefore listed on the school database as the child's primary caregivers. This acknowledges the diversity of family situations and notes that the child's enrolling caregiver/s may not be their parent. This term is not intended, in most cases, to refer to a child's wider family.*

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## Our Vision

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We will nurture our students to be happy, knowledgeable and creative young people who care for others and make a positive difference in the world.

## Our Values

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As an Anglican school community we uphold our Christian faith and are guided by the following values in all we do:

### Wonder

Approaching each day with curiosity and appreciation; sharing fun and happiness; expressing gratitude.

### Courage

Always doing our best; being honest, strong, and resilient; standing up for what is right.

### Respect

Being true to yourself; appreciating other people and cultures; caring for the environment.



SPW encourages students to find joy and enlightenment in their education, giving them the best opportunity to leave school feeling happy, confident and ready to face the world ahead.

We believe that a child is born with a spontaneous sense of wonder and happiness at being alive, and a school's most important job is to nurture and foster that daily sense of delight.

At the same time, we have a serious responsibility to reveal the accumulated experiences that we as humans have gained – how the world works, how change creates opportunity and how diversity adds richness.

Most importantly we want our students to understand how the values of tolerance, compassion and respect underpin our relationships.

## Our Mission

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### Children

- To foster a love of learning
- To appreciate the uniqueness of every child
- To assist each child in their faith development
- To encourage service and build a sense of community
- To promote an awareness, understanding and respect of the world and people around us
- To promote international mindedness
- To value each child's best efforts
- To develop self-confidence, a high self-esteem and an appreciation of total well-being
- To help children take responsibility for their actions
- To provide an enjoyable school experience

### Teaching & Learning

- To maintain a stimulating and integrated curriculum
- To provide activities and learning opportunities for children that considers and builds on their existing understanding to develop new understanding, skills and knowledge
- To integrate Information & Communications Technology (ICT)
- To inspire creative and critical thinking
- To provide a strong foundation for lifelong learning
- To promote team membership and team leadership
- To develop social and communication skills
- To help children manage their time
- To develop programs of international education

### Community

- To advocate for children
- To be inclusive

- To foster partnerships between parents, caregivers, children, staff, volunteers and Old Scholars
- To be safe and caring
- To be vibrant, entrepreneurial and innovative
- To support our dedicated staff and volunteers
- To acknowledge the global context of which we are a part

## Christian Education

SPW is built around the values and traditions of the Anglican Church. The fundamental Christian teaching “love God and love your neighbour” underpins the School’s philosophy and programs.

The values and beliefs of our church are integrated across the teaching curriculum and there is a weekly service held in the Chapel.

SPW is part of the Anglican Parish of Glenelg, and as the original Parish School we proudly participate in parish activities.

## Acknowledgement of Country

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St Peter’s Woodlands Grammar School acknowledges the Kaurna people as the traditional owners of this land. We acknowledge their living culture and unique role in the life of this region.

## Executive Leadership Team/Chair of School Council

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Principal	Mrs Helen Finlay
Deputy Principal/Head of Primary	Mr Simon Theel
Head of Early Years (ELC-Year 2)	Mrs Sarah Noell
Head of Learning and Teaching	Mrs Kerry Ramsay
Business Manager	Mr David Brock
Director of Human Resources	Mrs Kate Hockley
Chair of School Council	Rev Michael Lane

## History

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This School began in 1863 as the Parish Day School of St Peter’s Glenelg. For almost a century St Peter’s Glenelg Anglican Grammar School, as it was then known, remained small and catered primarily for the local children in the Glenelg area. Ensuing years saw the school grow and develop. With the closure of Woodlands Girls School in 1998 it became possible for St Peter’s Glenelg to acquire the Partridge Street site and move its independent operation to this much larger campus. With great foresight and commitment, St Peter’s Woodlands Grammar School opened in 1999.

## A School for the Future

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Building on a strong foundation of literacy, numeracy and inquiry, we will nurture and develop our students to be:

- Adaptable, resilient, creative and innovative, with a life-long love of learning, problem solvers and have an enthusiastic response to the future; and
- Global in perspective, with the values, knowledge and skills to collaborate with people of other cultures and be responsible contributing citizens, connected to community locally and globally.

Fully appreciating that our staff are one of the School's most important assets, we will support and develop our staff to:

- Be learning experts, coaching and inspiring our students and supporting each child's learning journey; and
- Bring extraordinary life-shaping experiences to our students, preparing them for their future.

Further developing our high standard of buildings and facilities, we will:

- Progressively create flexible learning places and outdoor spaces to be used in innovative and creative ways; and
- Invest in Information & Communication Technology as an effective tool to stimulate inquiry, foster collaborative learning and enable interaction with schools and people globally.

Building on SPW's strong sense of community, we will:

- Foster the overall wellbeing of students and staff and support the wellbeing of families, appreciating the opportunities and challenges of an ever evolving world; and
- Progressively develop our School as a 'one stop shop' with a range of onsite support services to meet the needs of students and parents/caregivers.

Being open to new opportunities, we will explore and respond to the changing role of schools, for example the potential for schools to become:

- Flexible learning hubs for all ages;
- Multi-purpose community facilities;
- Hubs for a range of co-located educational and community services; and
- Centres of faith and spirituality for the whole community.

## Contact Numbers

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Address	39 Partridge Street Glenelg SA 5045
School Main Line	8295 4317
School Fax	8295 2820
Absentee Line	7221 6221
Website	<a href="http://www.spw.sa.edu.au">www.spw.sa.edu.au</a>
Uniform Shop	7221 6295
General Queries	<a href="mailto:administraton@spw.sa.edu.au">administraton@spw.sa.edu.au</a>

## Office Hours and Bell Times

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### Office Hours

The St Peter's Woodlands Front Office is open 8.15am-4.30pm Monday-Friday.

An answer machine operates 24-hours per day and messages are cleared in the morning and as required during the day.

### ELC Operating Hours

7.30-8.30am	ELC Before Core Day
8.30am	ELC Core Day begins
3.30-6.00pm	ELC After Core Day

During Holidays, ELC operates a Holiday Program 7.30am-6.00pm. Parents are asked to nominate whether their child attends their usual term-time hours during the holiday breaks, will attend different days/times or will not attend at all. This is communicated through SkoolBag.

### OSHC Operating Hours

7.00-8.15am	Before School Care
3.15-6.30pm	After School Care

During Holidays, OSHC operate the Holiday Program 7.30am-6.00pm. Dates differ each holidays and are publicised on the SPW website and on SkoolBag.

<https://spw.sa.edu.au/parents/out-of-hours-care/>

### R-6 School Times

8.15am	Yard duty teachers on duty
8.30am	School starts/Home Group (Students to be in class)
8.45am	First lesson begins
10.15am	Recess
10.40am	Classes resume
12.40pm	Lunch eating time- supervised by the class teacher
12.50pm	Playtime
1.30pm	Classes resume
3.00pm	Home Group
3.15pm	Dismissal
3.45pm	Yard supervision finishes

## Dropping off and Collection of Children

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Whilst the Pier St Gates open at 7.30am for ELC students, and the main gates from Partridge Street open at 7.45am, staff are not on duty until 8.15am. Students arriving before 8.15am are required to be actively supervised by an adult or be attending ELC, Out of School Hours Care (OSHC), or an organised school activity.

Students arriving after 8.00am but before 8.15am may assemble on the Chapel steps until 8.15am.

Staying on the Chapel steps means that children are not permitted to play 4-squares or sit anywhere else. It is expected that children who need to be dropped at school prior to 8.15am and are not attending an SPW activity are booked into OSHC.

Siblings may not attend SPW activities with older siblings (eg band practice, sports training), so must be booked into OSHC.

SPW staff open the gates at 7.45am to allow access for those attending OSHC and before-school activities and the school is unsupervised before 8.15am. The school does not encourage children to be dropped before this time.

Children will be walked to the Chapel Steps, ready to be collected from 3.15pm (Teachers accompany Reception students). Parents/caregivers are encouraged to refrain from arriving prior to 3.15pm when collecting students from the Partridge St Carpark so traffic flow may be managed effectively (see Traffic and Parking).

Students in Reception may be collected from the classroom, or collected by an older sibling to walk together to the Chapel steps for collection. Any Reception students not collected by 3.30pm will be walked to the Chapel steps by staff.

After 3.15pm, children are to leave the school grounds and should be off campus by 3.45pm, unless attending an official school function/activity, accompanied and directly supervised by an adult, or booked into OSHC. Unsupervised children at this time (from 3.15 to 3.45pm) must remain in classrooms, or on the Chapel steps, or the benches outside Cudmore. There are no teachers designated to supervise play time between 3.15 and 3.45pm.

Siblings who are unsupervised after school because a brother/sister is involved in an extra-curricular activity, are to be booked into OSHC. It is not the duty of the responsible adult coaching a sporting team or Front Office staff to supervise these children.

Children are supervised on the Chapel Steps until 3.45pm. Any students not collected by this time will be initially taken to Front Office then taken to OSHC.

Students engaging in after school sport will be taken to OSHC if not collected by 4.45pm.

<https://www.spw.sa.edu.au/wp-content/uploads/2021/07/INFOSHEET-Attendance-Absence.pdf>

<https://www.spw.sa.edu.au/wp-content/uploads/2021/06/POLICY-Children-on-Grounds-Outside-School-Hours-PRIN-18-1.pdf>

## Curriculum

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### Overview

St Peter's Woodlands is an International Baccalaureate Organisation World School that offers the Primary Years Program for students in the Early Learning Centre through to Year 5. Students in Reception – Year 6 also engage in the Australian Curriculum, while the Early Learning Centre children participate in curriculum under the Early Years Learning Framework.

Students engage in a concept driven, inquiry based curriculum across all areas. Students are encouraged to be internationally minded by being; Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced and Reflective.

Literacy and numeracy skills are emphasised at all year levels. Information and Communication Technologies are integrated across all areas of learning and a large, well-resourced library supports the curriculum.



Specialist teachers are employed in Library, Digital Technology (R-1), Japanese (Y2-6), Inclusive Education, Visual Art, Music, and Physical Education.

Students in Year 6 participate in the *DARE – Year 6 Graduate Diploma* program.

## Australian Curriculum (ACARA)

SPW reports on the following areas of the Australian Curriculum, engaging with the achievement standards to determine the depth of understanding and sophistication of knowledge and skills expected of students.

- Mathematics
- English
- Science
- Technologies
- Humanities and Social Sciences
- Visual Art
- Performing Arts
- Health and Physical Education
- Languages (Japanese Year 2-6)

General Capabilities are included in the content of the learning areas. They are the skills and abilities intended to help young people learn, live and work in the 21st century through Literacy, Numeracy, Information and Communication Technology, Critical and Creative Thinking, Personal and Social Capability, Ethical Understanding, and Intercultural Understanding.

Cross Curriculum priorities ensure teachers plan for connection between learning areas via Aboriginal and Torres Strait Islanders Histories and Cultures, Asia and Australia's Engagement with Asia, and Sustainability.

Please visit the Australian Curriculum F-10 website for further details, or speak with your classroom teacher.

<https://www.australiancurriculum.edu.au/f-10-curriculum/>

## Primary Years Programme

### IB Mission Statement

'The International Baccalaureate Organisation 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 organisations 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 PYP Learner Profiles

The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet help to create a better and more peaceful world. IB learners strive to be:



**Inquirers**

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable**

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers**

They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems and make reasoned, ethical decisions.

**Communicators**

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled**

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-Minded**

They understand and appreciate their own cultures and personal histories, and are open to perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from experience.

**Caring**

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers**

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced**

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective**

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## Written Curriculum

### What do we want to learn?

The written curriculum incorporates five essential elements:

#### Knowledge

Significant, relevant content that we wish the students to explore and know about, taking into consideration their prior experience and understanding.

#### Concepts

Powerful ideas that have relevance within the subject areas but also transcend them and that students must explore and re-explore in order to develop a coherent, in-depth understanding.

#### Skills

Those capabilities that the students need to demonstrate to succeed in a changing, challenging world, which may be disciplinary or Transdisciplinary in nature.

#### Attitudes

Dispositions that are expressions of fundamental values, beliefs and feelings about learning, the environment and people.

#### Action

Demonstrations of deeper learning in responsible behaviour through responsible action; a manifestation in practice of the other essential elements.

### DARE: Year 6 Graduate Diploma

Children are born creative, curious, and imaginative. It's a wonderful thing and through the *DARE Year 6 Graduate Diploma*, we strive to keep these traits alive.

Throughout the *DARE Year 6 Graduate Diploma* we throw a gauntlet down for our students and DARE them to:

**DREAM** about all the endless possibilities which are before them

**ACHIEVE** to the very best of their ability, recognising that success often comes after failure

**REACH** as high as they can, pushing themselves out of their comfort zone

**EXPERIENCE** and embrace a range of activities which are new, exciting, and sometimes scary

The primary purpose of *DARE – Year 6 Graduate Diploma* is for students to engage in a series of learning activities that allow them to **Dream, Achieve, Reach** and **Experience**. Over a 12-month period, students will be encouraged to develop their independence and character, and be equipped with life skills.

*DARE* is an exciting program which will inspire our students. For more information about *DARE*, see the *DARE – Year 6 Graduate Diploma Parent Handbook*, or speak with the Head of Learning & Teaching.

## Early Years Learning Framework

The Early Years Learning Framework (EYLF) is Australia's first national framework for early childhood educators. The aim of the document is to extend and enrich children's learning (physical, social, emotional, personal, spiritual, creative, cognitive and linguistic) from birth to five years old and through the transition to school, through the conduit of play.

Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming. The EYLF communicates learning expectations through five learning outcomes:

- Children have a strong 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

The EYLF encourages educators to broaden the direction of learning for children and implement specific curriculum that is relevant to their local community and early childhood setting. The EYLF also guides educators in their curriculum decision-making, assists in planning, implementing, and evaluating quality in early childhood settings.



## A-Z

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### Absences and Attendance (R-6)

*(Related Entries: Arriving Late or Leaving Early)*

School students are required by law to attend a prescribed educational program. At SPW the school day begins at 8.30am and students are expected to be in their classrooms (or at an organised school activity) at this time.

If a child is unable to attend school, please report the absence using one of these three methods

Complete the e-form on SkoolBag (Absence Form), or

1. Phone the SPW Absences Line 7221 6221, or
2. Email the SPW Absences email address [absentees@spw.sa.edu.au](mailto:absentees@spw.sa.edu.au)

Please also see the Parent Information Sheet – Attendance for details on applying for leave of more than five days and other attendance processes.

<https://spw.sa.edu.au/about/policies-and-procedures/>

### Absences and Attendance (ELC)

ELC students are to attend core day (8.30am-3.30pm) on their booked day. Outside core hours must be pre-booked and are subject to availability.

If a child is unable to attend ELC on a booked day, including a Holiday Program day, please report the absence using one of these three methods

1. Complete the e-form on SkoolBag (Absence Form), or
2. Phone the SPW Absences Line 7221 6221, or
3. Email the SPW Absences email address [absentees@spw.sa.edu.au](mailto:absentees@spw.sa.edu.au)

Please also see the ELC Parent Handbook for signing in and signing out processes.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Anaphylaxis

Anaphylactic reactions can be life-threatening. We have students enrolled at SPW, including the ELC, who are anaphylactic. Some children can have allergic reactions to a number of situations, frequently to nuts/nut products.

It is recognised that it is impossible to effectively ban the many products that have 'traces of nuts', or to ensure all parents/caregivers comply with these requirements. This policy sets out procedures to minimise the risk to anaphylactic students. It is also impossible to guarantee compliance with this policy by all parents/caregivers, and there will be times when other people prepare lunches for students, therefore the School's procedures will minimise the risk to anaphylactic students.

Nuts and nut products, especially peanut butter and Nutella, should not be included in any food items brought to school by any child or sold/made available by the School.

### Overview of Anaphylaxis Procedures

The School has comprehensive procedures in place relating to anaphylaxis and students who have identified anaphylactic reactions. Parents/caregivers of these students, staff, and students themselves have identified responsibilities.

Parents/caregivers of students with identified anaphylactic reactions are to supply the school with medical information including Action Plans with the child's photograph, supplied by their medical professional. These plans, and any medication supplied, are to be kept current by the parents/caregivers at all times.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Apps

*(Related entries: SkoolBag, Qkr!, Seesaw)*

SPW uses three apps, SkoolBag, Seesaw, and Qkr! to communicate with parents, share learning experiences, and to facilitate safe and easy payments for items such as lunch orders, uniform items, and some ticketed events.

Parents/caregivers are welcome to ask for assistance in setting up or learning to use these apps. Please contact the Front Office for more information.

<https://web.seesaw.me/platforms-parents>

## Arriving Late, Leaving Early

*(Related entries: Absences & Attendance)*

Students are to be in their classroom ready to commence the day at 8.30am. If you know your child will be arriving late, please inform the school in advance or before 8.30am. Children are expected to be at school between 8.30am and 3.15pm.

## Arriving Late

Children who arrive inside the school gates after 8.30am are considered late. If a child arrives at school after 8.30am, they are to go directly to Front Office via the Student Entrance and sign in (parents/caregivers may accompany R-2 students to this location if the child needs assistance).

Children who go straight to the classroom will be redirected by their class teacher to go back to Front Office to sign in.

Parents/caregivers are asked to follow this process to ensure all students on campus are accounted for correctly. This process is to be followed even if the absence/lateness has been previously notified to the school (eg a doctor's appointment).

Incidences of lateness will be communicated through the student's written report.

## Leaving Early

If a parent/caregiver needs to take their R-6 child out of school earlier than 3.15pm, they are to visit the Front Office and sign their child out prior to going to the student's classroom.

The parent/caregiver is to collect a yellow card that they hand to the student's teacher to show the student has been signed out. The teacher needs to see this card before the student may leave. The teacher may redirect the parent/caregiver to the Front Office to sign out before the student is released.

Students are not to be instructed to wait at the Front Office for collection, unless the collection time is at recess or lunch break. Students are not permitted to wait on the footpath or in the car park.

## Early Learning Centre

Please see the ELC Parent Handbook for specific processes in the ELC.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Assemblies

School Assemblies are held several times per term on Friday afternoons at 2.30pm, in St Margaret's Chapel. These assemblies are led by our School Captains and provide opportunity for notices and presentations relating to school-based activities. Assemblies are listed in the SkoolBag Calendar.

Parents, friends and other family members are very welcome to attend (subject to COVID restrictions).

## Assessment & Reporting

Assessment and reporting at SPW encompasses a number of forms. Teachers continually assess student learning both formally and informally throughout the year.

Reporting on student learning to parents/caregivers similarly takes a number of forms, including Seesaw (digital portfolio), student-parent-teacher conferences (formal and informal), Learning Journeys, and written reports (mid-year and end-of-year).

A comprehensive booklet outlining the reporting process at SPW is available. This booklet outlines the grading levels and the different achievement expectations. Families are encouraged to read this booklet alongside all written reports and other reporting processes.

## Awards Night and Graduation Dinner & Formal

At the end of the year, two major events are presented at SPW.

The annual Awards Night is held in the evening, usually on the last Tuesday of the school year, and attended by students in Years 3-6. At this ceremony, the School and House Captains are thanked, and the Captains for the following year announced. In addition, prizes for Years 3-6 are awarded.

All Year 3-6 parents are invited to this Assembly and asked to RSVP. (Tickets may be limited, subject to ongoing COVID-19 restrictions.)

The Year 6 Graduation Dinner and Formal is a celebratory event for graduating students and their parents. At this event, students and parents share a sit-down dinner, the students enjoy dancing together, and parents are able to gather to celebrate their children's shared success as they complete their primary schooling. Graduands are presented with their graduation certificates and special gifts. Invitations to parents are issued in early Term 4 and RSVPs are essential. Parents pay for their tickets, graduating students attend free of charge.

Dates of all events are posted on the SkoolBag calendar and the website school calendar

<https://www.spw.sa.edu.au/calendar/>

## Behaviour

All children have the right to be in a safe, caring, success-orientated learning environment in which the rights of all children to learn and all teachers to teach are valued and supported. We seek to foster a cooperative relationship between staff, parents and children to assist in managing student behaviour. As we believe that behaviour is learned, we at SPW ensure the Physical Environment, School Routines, Learning Program, School Expectations, Class Rules and Teacher Methodology are such that appropriate behaviour is promoted and supported. School Expectations and Class Rules through Essential Agreements are negotiated with children, monitored and reviewed regularly.

## Birthdays

Birthdays are acknowledged at Chapel, in classrooms and each week when birthday students are able to ring the Chapel bell.

Should parents/caregivers wish to send edible or other treats in to share, please ensure you check allergy information with the class teacher ahead of time. Please do not send whole cakes; individual treats/gifts are the preferred gesture.

We ask parents/caregivers to post or otherwise distribute birthday party invitations to recipients directly outside school, rather than hand out these at school, unless the entire class is invited to the event.

## Early Learning Centre

Please see the ELC Parent Handbook for specific processes in the ELC.

<https://spw.sa.edu.au/about/policies-and-procedures/>



# Bullying & Harassment

## Beliefs

All children have the right to be in a safe, caring, success-orientated learning environment in which the rights of all students to learn and all teachers to teach are valued and supported. We seek to foster a cooperative relationship between staff, parents and students.

## So what is Harassment?

- Harassment is any act that causes embarrassment, pain or discomfort to another. If it is behaviour that is unwelcome and repetitive, it is bullying
- It can be physical, verbal, sexual, racial or emotional.
- It can be planned and organised, or it may be unintentional.
- It can involve individuals or groups.

## Some kinds of Harassment are:

- Teasing, calling names or making rude signs
- Hitting, punching, pushing, pinching, touching
- Threatening
- Hiding or destroying someone's property
- Writing rude comments or drawing rude pictures
- Making suggestive comments or spreading rumours
- Putting someone down or commenting on a person's size or shape
- Deliberately excluding someone from a group
- Forcing others to act against their will

## How you may feel:

- Embarrassed, angry, hurt
- Uncomfortable, stressed, put down
- Frightened, sad or upset
- Ashamed, angry, small

## If you are being harassed at school or going to or from school, you may:

- Not want to come to school
- Not want to play outside or in some areas of the school at recess and lunchtime
- Not want to walk or ride your bike the same way
- Not feel good about yourself
- Not do your work as well as you did before
- Cry or often feel upset over little things
- Lash out at your friends

## What will the Principal/Nominee do?

If you tell the Principal /Nominee about alleged harassment issues that are concerning you, they will listen to you, follow up on the allegations, support you, and make sure that the School Behaviour Management Policy is followed.

## What can you do if you are being harassed?

Use our G.A.S.P. - GRIEVANCE AND SOLVING PROBLEMS Procedure – see your school diary, or the links below.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Buzz Book

The Buzz Book is an annual e-publication sent out to all SPW families once per year. It contains child and parent names and contact details, arranged by class level. It is presented in pdf format.

Parental permission is required for the child and parent's personal details to be published in this book. This permission is requested as part of the annual Data Mailout (Family Particulars Form) to families.

## Camps and Outdoor Education

Students in Years 2-6 participate in School camps each year. It is expected all students will attend camp as it is an integral part of the curriculum. Our partner provider is Wilderness Escape Outdoor Adventures (WEOA). In addition to the outdoor experience, Year 6 students travel to Canberra for a four-day tour to complement their studies of Civics and Citizenship. Information about camps is provided to families through SkoolBag. The WEOA camps and Canberra Tour require parents/caregivers to complete registration processes to ensure their child is able to attend.

### Vision

In the tradition of the early Australian explorers who inspire our House names, the SPW Outdoor Education Camp program will engage, educate and empower students to appreciate, navigate through and stay safely in varying South Australian environments.

### Mission

To develop students holistically and ensure personal growth through life lesson experiences and the building of resilience. To progress students from dependence, through independence to interdependence.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Canteen

### Vision

“SPW – supporting children to make healthy choices”

### Staffing and volunteers

The canteen aims to provide a nutritious snack and lunch service at a reasonable price. It provides a service for parents, students and staff, as well as playing an educative role in supporting the teaching of nutrition.

The canteen staff are assisted by volunteer workers on a roster system. If you are a SPW current registered volunteer and interested in assisting, please contact the canteen manager via

[administration@spw.sa.edu.au](mailto:administration@spw.sa.edu.au).

## Menu and ordering

Lunch orders for students are made through the Qkr! App. Qkr! can be downloaded at the Apple App Store, Google Play, or accessed via <https://qkr.mastercard.com/store>. It is free to download and there are no additional transaction fees for parents. Qkr! accepts all Visa and Mastercard credit and debit cards and enables more than one card to be registered. Orders can be placed on Qkr! up to 8.30am on the day the order is required and can be made up to two weeks in advance.

Menus/Price Lists, the Qkr! How-To Guide, and the Qkr! Instructional video are available online on the SPW website.

Snacks and drinks can be purchased over the counter at recess and lunch time by students in Years 1-6.

## Menu Ratings

The canteen menu is rated into amber/green categories which align with Healthy Eating guidelines.

- Amber items: Healthy food choice – select these carefully. These are still healthy choice items, but are not suggested as everyday foods. Do not let these foods dominate lunch orders.
- Green items: Very healthy food choices. These items should be encouraged in the selection of daily eating choices.

## ELC and Canteen

Parents of children in the Early Learning Centre may also use the lunch ordering service as described above. ELC students may only purchase items from the ELC Menu (items with the green rating) so as to align with the healthy eating guidelines for preschools.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Car Parking and Traffic System

SPW is committed to promoting road-safe behaviours from children, staff, and parents/caregivers. We ask all our parent community to observe all road rules around the SPW site.

The Partridge St carpark is a busy site, particularly at the end of the day. Ensure cars are moved to the very end of the yellow 'kiss and drop area' before stopping. Cars may not be left unattended in this area.

If utilising the Partridge Street Kiss & Drop area at the end of the school day, including sport pickup times, parents are asked to use the Name Display Card issued to each family at the beginning of the school year. This card is to be placed on the front dashboard or on the sun visor so that it is visible when entering the school gates. This assists SPW staff on duty to have children ready to be collected.

As the end of the school day is not until 3.15pm, parents/caregivers are asked to avoid arriving to the kiss and drop area prior to this time as students may not be ready to collect and excess cars cause delays.

In addition, if your child is not yet at Chapel steps when you arrive, you will be asked to exit the site and drive around the block to re-enter. This ensures traffic is not congested and reduces unsafe queuing on Partridge Street. Please listen to instructions from staff on duty at all times.

All parents/caregivers are asked to read the Parent Information Sheet on Traffic and Parking at SPW, and distribute this information to others who may be required to collect students (eg grandparents and other carers).

If additional or replacement Name Display Cards are required, please contact Front Office.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Chapel

Chapel services are held weekly on Tuesday afternoons at 1.30pm in St Margaret's Chapel. All children are expected to attend Chapel. The services vary between a Communion Service and a student-led service. Parents, friends and other family members are welcome to attend (subject to COVID restrictions).

### Special Chapels

During the year, special chapel services are held to celebrate and commemorate specific occasions. These may be related to the church calendar such as Ash Wednesday, to celebrate our history such as St Margaret's Day, to welcome children as they are admitted to communion or are confirmed into the Anglican Church, or special services such as our annual Blessing of the Pets.

SPW has a special relationship with St Peter's Church Glenelg, and through the year there are occasions where SPW students participate in services or other events with the Parish.

## Chaplaincy

The Ministry team of St Peter's Glenelg support St Peter's Woodlands Grammar School

Parish Priest & Archdeacon of Torrens      Rev'd Andrew Minturn

Assistant Priest      Rev'd Michele Yuen

## Child Protection

As part of our Strategic Plan under 'Faith and Wellbeing', St Peter's Woodlands has adopted and is implementing the "Keeping Safe – Child Protection Curriculum" (KS:CPC). This program is a best practice, nationally recognised South Australian program which has a proactive focus on child protection and replaces the previous program, Protective Behaviours. It provides students with information and skills to foster safe environments wherever they may be.

The program is focused around two main themes:

- We all have the right to be safe
- We can help ourselves be safe by talking to people we trust

These themes are then elaborated through four focus areas:

- The right to be safe
- Relationships
- Recognising and reporting abuse
- Protective strategies

SPW staff have been trained in the delivery of an effective KS:CPC and will utilise the program resources to ensure the content is delivered in a sensitive manner. This will include using correct terminology for body parts in the 'Recognising and Reporting Abuse' section.

A program information flyer, which provides additional information and links for parents and families at home, can be found on SkoolBag, in each Year-Level Content Group.

Please speak to classroom teachers should you require any further information.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Christian Education and Chaplaincy

*(Related entries: Chapel, RAVE)*

### Christian Education

St Peter's Woodlands is a vibrant community built around the values and traditions of the Anglican Church.

"Love God and love your neighbour" is the fundamental Christian Teaching which underpins the School's philosophy and programs.

Children participate in weekly Religious Education lessons and these values and understandings are integrated throughout the teaching and learning programs. The school has its own Chapel, where children attend weekly services. The RAVE programme is integrated throughout the curriculum and units of inquiry.

As part of the Anglican Parish of Glenelg, and through its roots as the original Parish School, the school community is often involved in wider parish activities.

### Sacraments

Through the year, SPW invites students to participate in the life of the church and the growth of their personal faith by joining Admission to Communion or Confirmation classes. Baptism may also be arranged on request. Information about Baptism, Admission to Communion and Confirmation is posted on SkoolBag ahead of the classes beginning.

## Communication with Parents

*(Related entries: Apps, Assessment and Reporting, SkoolBag, Seesaw)*

SPW uses a number of methods to communicate with the parent community. We predominantly use digital communication through our school app SkoolBag, emails, our school website, and our e-newsletters.

It is essential parents keep their email address/es up to date and at least one parent/caregiver installs and uses the SkoolBag app on their personal device.

### SkoolBag

We encourage all parents/caregivers to actively engage in the communication process by checking SkoolBag daily and ensuring their content groups are setup. Posts are added frequently which include information about excursions, activities, sports, arts, curriculum, events, changes to policies and procedures, and updates on other school issues.

Parents/Caregivers who wish to have assistance in setting up or using SkoolBag are asked to contact the Front Office. An appointment to meet with a member of staff will be made to assist.

### Emails

The SPW e-News is sent out via email. Other emails are sent by the Principal, class teachers, and other departments within the school. Sometimes these are emails only for a specific person, or they may be to a group of people.

To help ensure emails sent by the school are received, please add these email addresses to your personal Contacts. Otherwise, your email system may filter school emails to your spam/junk folder or block them from your inbox:

- [administration@spw.sa.edu.au](mailto:administration@spw.sa.edu.au)
- [hfinlay@spw.sa.edu.au](mailto:hfinlay@spw.sa.edu.au)
- [thearts@spw.sa.edu.au](mailto:thearts@spw.sa.edu.au) (if your child engages in any music/arts activity)
- [sports@spw.sa.edu.au](mailto:sports@spw.sa.edu.au) (if your child engages in any sports activity)
- [oshc@spw.sa.edu.au](mailto:oshc@spw.sa.edu.au) (if your child uses the OSHC or Holiday Programs R-6)
- [elc@spw.sa.edu.au](mailto:elc@spw.sa.edu.au) (for ELC families)
- Your child's class teacher's email (first initial, surname @spw.sa.edu.au eg for Mr John Smith: [jsmith@spw.sa.edu.au](mailto:jsmith@spw.sa.edu.au))

## Other Communications

In addition, you may receive personal communication via your child's diary (Years 3-6), communication folder (Reception-Year 2), and by email. ELC and OSHC families may also receive notes through the iPads when signing in or out.

Daily checking of the child's physical schoolbag and diary and the digital SkoolBag app by parents is strongly encouraged.

Text messages (to parent mobiles) are used to notify parents of an unexplained absence, and also in the case of an urgent or important situation.

Formal communication occurs in the Student-Parent-Teacher Conferences, Learning Journeys, the PYP Exhibition and other Parent-focused events. These events are organised through the year and communicated via SkoolBag.

Parents/Caregivers are encouraged to discuss any questions, issues or celebrations with their class teacher as the first port of call. Please be aware that the mornings are a busy time, and usually not the preferred time for one-to-one conversations. It is preferred that a separate appointment be made with the teacher, at a mutually convenient time.

## Separated Families

SPW acknowledges families are made up in many different ways. Many of our students have two families due to separation or other personal situations.

School communications are sent to all parents equally, to the contact details as listed on the SPW database. Only those parents listed on the database will receive official school communications. Any paper documents will be mailed to the parent who does not share the residential address of the child.

If you have questions around communications, please speak with your class teacher initially.

## Critical Incidents

A critical incident is an event with serious repercussions that takes place suddenly and unexpectedly, or developments which take place over a longer period that come to a head in a sudden and dramatic manner. The Critical Incidents policy describes procedures to be followed immediately following the incident and those which should be followed and maintained in the days, weeks, and months afterwards. This Policy can be obtained by contacting the Principal or Deputy Principal.



## Custody

SPW acknowledges that students come from a range of family backgrounds and parenting situations. Some students' parenting and living situations are bound by court orders or other formal documents. Such documents may include statements which cover who the child lives with, listing adults who may or may not collect or interact with the child, or state who is responsible for making decisions in relation to the child's education and welfare.

SPW is committed to the safety and security of all children and young people, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices, or educational level. While issues relating to the custody of children are often emotionally charged, the School will manage custody related issues in accordance with the law.

Parents/caregivers are asked to inform the School when a family separation occurs in order that support for the child may be provided and the school database and information systems updated. For more information, see the Custody Policy.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Cyclists & Scooter Riders

Bike racks are available at school in which the students can secure their bikes and scooters during the day. We recommend they be secured by padlock to the rack. Helmets are to be worn when riding. We recommend that bikes and scooters are engraved with the student's name for easy identification.

All bikes and scooters are to be walked when inside the school grounds, including when used by adults or younger siblings.

## Dogs on Site

Whilst dogs are permitted on the school grounds at the beginning and end of the school day, we ask that

- Dogs are kept on a leash at all times and close to the adult (within 1 metre) to ensure the safety of children and to consider those children who are anxious around animals
- Students have been reminded to ask before patting a dog. The adult is to remain in charge of the dog (ie holding the leash) and closely supervise any contact between children and the dog.
- Dogs stay with an adult at all times, not tied up and left alone while children are taken to classrooms
- Dogs remain outside of buildings and classrooms – keep away from entrances and exits to allow foot traffic to pass easily
- Dogs are not permitted inside the ELC gates

Parents/caregivers need to be aware that while many children are comfortable and respectful of dogs, others are fearful or anxious, or even over-friendly with pets. All adults who bring dogs on site to be aware of the above requests for the safety of the children and the animals.

## Drugs

The School's position on the use of alcohol and other legal drug use by school staff and/or parents

- Every staff member has a 'duty of care' towards every student under his or her supervision, by virtue of the conditions of employment and the common law principles of negligence.
- Parents/caregivers who assume supervisory responsibility (for school authorised activities) also owe a duty of care to the students under their control. They are required to use their skills, knowledge and

experience in a responsible manner.

- The consumption of alcohol is unsanctioned for any adult who is responsible for the supervision of students.
- Smoking of cigarettes and other tobacco products is unsanctioned anywhere on the premises of St Peter's Woodlands Grammar School or by supervisory adults at any other venue where school activities take place.
- The sale or consumption of alcohol at adult functions is sanctioned. The appropriate liquor licence must be obtained in relation to sales of liquor.
- The sale or consumption of alcohol in the presence of children at activities whose primary purpose is to educate or entertain children is unsanctioned.

The School is committed to maintaining a safe, secure and supportive environment for its community; to encouraging healthy lifestyle choices; to modelling appropriate attitudes and responsible behaviours in relation to the sanctioned use of legal drugs.

For more details, please refer to the SPW Drugs policy.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Early Learning and the SPW Early Learning Centre

SPW Early Learning Centre aims to provide outstanding long-day care education for children from 2 years of age until they commence their first formal year of schooling in Reception.

The Early Learning Centre is a welcoming nurturing environment full of awe and inquiry. Engaging in play is an integral part of every child's day and underpins all learning experiences. We celebrate strong connections to our extended school community and local environment. SPW Early Learning Centre is inclusive of all children. We value partnerships with each family and aim to have transparent, informative relationships, working together in achieving positive, personal outcomes for every child.

The Early Years Learning Framework for Australia is the basis for the curriculum taught in the Early Learning Centre. Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming. The National Quality Framework ensures we continue to provide quality service with continuous reflection under the National Law and Regulations.

ELC ROOMS	ELC PROGRAMS	RATIO	MAXIMUM CHILDREN PER DAY	MINIMUM ATTENDANCE	AGE
Torrens	First Steps	1:5	10	1 day per week	Can begin from 2 years of age
Byron	Emerging Learners	1:11	17	2 days per week	3 years of age before 30 April
Partridge			19		
Colley Hastings Moseley	Preschool	1:11	22	3 days per week	4 years of age before 30 April

## ELC Parent Handbook

Parents/caregivers of children in the ELC are encouraged to read the ELC Parent Handbook. This is available on SkoolBag and on the SPW website and a hard copy is in each ELC room for reference. It contains information on all aspects of the ELC, including enrolment, uniform, curriculum, food, transition, Holiday Program, fees and much more.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Emergencies

Emergency procedures are displayed in every room of the School. Staff and students practise drills regularly.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Enrolments

### Enrolment Policy

St Peter's Woodlands Grammar School is an affordable, co-educational Anglican primary school which embraces social justice and is inclusive of all people, regardless of faith, culture, gender, or disability.

## Entrance Criteria

Inclusive enrolment policy.

- Must be 2 years of age to start the First Steps Program (ELC)
- Must be 3 years of age or turn 3 by 30 April to start the Emerging Learners Program (ELC)
- Must be at least 4 years of age or turn 4 by 30 April to start the Preschool Program (ELC)
- Must turn 5 years of age by 30 April to start in Reception at the beginning of the year

Places are offered according to criteria established by the School Council

Vacancies at other year levels occur from time to time and early application for enrolment is advisable. For enrolment details and any specific information, please contact the Admissions and Marketing Officer.

## Enrolment Enquiries

Jo Gray, Enrolments Manager

- Direct Phone 7221 6217
- Mobile 0411 488 575
- Email [jgray@spw.sa.edu.au](mailto:jgray@spw.sa.edu.au)

## Excursions/Incursions

*(Related Entries: SkoolBag, Volunteers)*

Students from all year levels participate in a variety of incursions and excursions relating to the class programs. Costs of incursions and excursions are included in school fees.

SkoolBag posts will advise parents of excursions and incursions, with permission forms issued as an e-form. Forms not completed by the due date may result in the child not participating in the activity.

Any adults attending an excursion/incursion or a school event where they have been deployed as a volunteer need to be a registered, current SPW Volunteer.

## Extra- & Co-Curricular Activities

At SPW we recognise the importance of providing a wide range of extra and co-curricular activities for all students Reception – Year 6. The extent to which we can offer these is dependent upon our resources, both human and physical.

Parents/caregivers and students are asked to nominate their preferred sports and activities through an online system. Full instructions for nominating sports and activities is provided through the SkoolBag App. A booklet is made available on the SkoolBag App which outlines all the extra-and co-curricular activities which will be available, including times of practices and matches (where applicable), costs, and commitment required. The booklet also outlines requirements for specific activities, including selections and withdrawal processes. Withdrawal processes, including deadlines to ensure fees are not incurred, are also communicated via SkoolBag.

There are many options, and many have no limit to the number of children who can participate.

Before completing any online nominations, parents/caregivers are asked consider very carefully the commitments which the child needs to make when participating in an extra-curricular activity. At SPW we do not insist on children participating in any extra-curricular activity though we are pleased that most choose to do so. We do limit an individual child's level of participation. This is not only to ensure that as many as

possible have an opportunity to participate but because we believe that, especially at the Reception-Year 5 ages, it is most important that involvement is manageable for both the child and the family as a whole.

There are three SkoolBag Groups relating to extra- and co-curricular activities. Parents/caregivers are to ensure they have subscribed to these Groups to ensure they receive information relating to their child's activities:

- Arts Extra-Curricular: information about music groups, instrumental music lessons, school musical, concerts and performances
- Sports Extra-Curricular information about after-school sport, fixtures, Development Squads, trials, representative sport
- Academic Extra-Curricular information about other types of activities. which may vary from year to year. This has included activities such as Tournament of Minds, Maths Challenge, and Oliphant Science Competition

Questions about the individual sports activities, or requests to change nominations, may be made to [sports@spw.sa.edu.au](mailto:sports@spw.sa.edu.au).

Questions about the individual music/arts activities, or requests to change nominations, may be made to [thearts@spw.sa.edu.au](mailto:thearts@spw.sa.edu.au).

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Facebook

SPW has a Facebook page which features some of the day-to-day and special happenings in around the school. We encourage parents/caregivers to 'like' this page and 'share' it with your friends and family.

In addition, we have Year-Level specific Facebook pages which are administered by the PFA Year Representatives.

## Fees and Payments

For all queries regarding fees and payments, contact the Finance Office.

- Finance Office Phone 7221 6229
- Finance Office Fax 8376 2151
- Email [finance@spw.sa.edu.au](mailto:finance@spw.sa.edu.au)
- Finance Office Opening Times 8.30am-4.30pm during Term times

For full finance details, please refer to the SPW website.

<https://www.spw.sa.edu.au/parents/financial-information/>

## Food Handling & Storage

*(Related entries: Anaphylaxis, Canteen, Qkr!)*

Children are to bring their own food for lunch and recess to school each day, or order their lunch through the school Canteen. There are no facilities for students to heat or refrigerate food, and food may not be stored at school. Children are to bring only water to school in their drink bottles.

Due to the risk of anaphylaxis for some of our students, SPW is a 'Nut Aware' school and we ask all families to avoid sending nuts or nut products to school with students. This includes items such as peanut butter,

Nutella, many muesli bars, and items made with almond meal. Some individual classrooms may need to impose additional food restrictions if a child in that classroom or year level has a significant allergy or reaction. While we make every effort, we cannot avoid allergens being present in the school. We ask parents/caregivers to take note of such advice and avoid packing potential allergens in their child's lunchbox for the safety of all children.

The ELC has specific requirements for the handling and storage of food. Please read the ELC Parent Handbook and speak with ELC staff for the details required.

As part of their learning at SPW, students may take part in cooking and food preparation activities. These may be in our learning kitchen area, the Shelter Shed, or on camps. Students learn healthy eating and safe food practices.

Canteen management staff undertake safe food handling training, and supervise volunteers on duty in the Canteen to ensure risk minimisation practices are undertaken.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Grandparents and Special Friends Days

Grandparents and Special Friends Days are held across the school year. These days are an opportunity to acknowledge the important role Grandparents and special friends in older generations play in the development of our students. Invitations are issued two weeks prior to each scheduled event, and RSVPs are appreciated.

The dates for Grandparents and Special Friends Days are published in SkoolBag (under "Calendar").

Note: due to ongoing COVID-19 restrictions, these days may not be offered as scheduled or may be offered in an alternative form. Updates are provided on SkoolBag.

<https://www.spw.sa.edu.au/calendar/>

## Grievance Procedure for Students

*(Related entries: Bullying)*

The Student Diary contains a flowchart procedure for students to help them address any problems they may be having.

## Grievance Procedure for Parents

Parents are encouraged to read the SPW Parent Grievance Policy to assist with any problems or issues.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Handwriting

Children beginning Reception will include learners who can draw objects and learners who can copy or even write their own names. At the opposite end of the spectrum, some may appear to have rarely used a pencil. Learners will need many opportunities to engage in manipulative activities to develop the co-ordination of hand and eye before handwriting instruction begins.

Children show their readiness to be taught how to form letters correctly through their physical dexterity, their efforts to copy on their own, and by their enthusiasm to write or through asking for assistance.

At Reception-Year 2 levels, students are taught the SA Beginner's Script and the first objectives are to help children to establish the correct pencil grip, begin letters at the correct point, and to form letters and numerals correctly. Various exercises and methods are used to explicitly teach letter formation and provide practice opportunities for children.

In Years 3-4, students are introduced to the linking of letters and begin using SA Beginner's Cursive. The focus is on legibility and fluency, and students may use tools such as slope sheets to assist in this process. During the course of the year, students in Year 4 commence using cursive script.

In Year 5, the focus is on consolidation of skill, automaticity, and developing and maintaining the quality of handwriting. They also begin the skill of note-taking at speed.

In Years 6, students are developing their own handwriting style. The focus is on speed, fluency and endurance, to suit the nature or purpose of the work, whilst maintaining legibility.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Hiring of School Facilities

Some areas of the school are available for hire, including the Chapel, Dance Studio, and Baddams Hall. To make enquiries about hiring areas of SPW, contact the Business Manager. [administration@spw.sa.edu.au](mailto:administration@spw.sa.edu.au)

## Homework

At SPW we believe homework

- Supports students' learning by complementing the school experience/work completed at school
- Provides the opportunity to practise skills and concepts taught in the classroom
- Supports the development of life skills including organisation, independence, and management skills
- Provides the students with an understanding how their in-class learning can be applied to their at-home world
- Gives parents an opportunity to connect with their child through the school experience

At SPW there is an emphasis on reading as part of homework, while other homework may be spread across all areas of the curriculum, between Monday and Thursday. One indisputable research conclusion is that children who spend time reading for sustained periods do significantly improve their literacy skills.

*"The empirical research introduced in this book indicated the importance of reading and the value of shared reading as an early intervention to help children, young as well, develop improved literacy skills. There is an emerging consensus that shared book reading helps develop children's oral language skills and print awareness skills. Both oral language skills and written language skills are equally important for early literacy competence because literacy comprises both of these different sets of skills."*

*~Supporting Children's Language and Literacy Skills,  
Sim Soh Hong, QUT Centre for Learning Innovation, 2012.*

### Homework time allocation

Four nights per week

- Reception-Year 2 15 minutes per day (Early Years Reading)
- Year 3 20-30 minutes per day
- Year 4 20-30 minutes per day



- Year 5 40 minutes per day
- Year 6 50-60 minutes per day

There is no expectation iPad time should exceed the prescribed times above. Homework will not always require the use of an iPad.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Hot Weather

### During the school day

There is no early dismissal from class for hot weather. On excessively hot days, parents may, if they wish, collect children early with prior notification.

### School sports (matches and training sessions)

Where the forecast temperature of a day, as published in the Advertiser newspaper, is 36°C or greater, all scheduled training sessions and matches will be cancelled. A SkoolBag post will also be placed in these circumstances. If the temperature is not forecast to reach 36°C but conditions are considered by the coach/manager likely to cause stress or extreme discomfort to the participants, then a modified program will be introduced.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Infectious Diseases

Students suffering from infectious disease shall be excluded from school until a medical certificate is produced or the periods stated as follows are observed:

- Whooping Cough 5 days after starting antibiotic treatment
- Measles and Rubella 4 days after onset of the rash
- Chicken Pox Exclude until fully recovered or for at least 5 days after rash first appears and until all blisters have dried.
- Mumps 9 days or until swelling goes down
- Conjunctivitis Not until all discharge from eyes has ceased
- Head Lice Until the day after appropriate treatment with a preparation that kills both lice and eggs has commenced.
- School Sores (Impetigo) Students are to stay away from school until appropriate treatment has commenced. Any exposed sores are to be covered with watertight dressings.
- Ringworm (Tinea) Until the day after appropriate treatment has commenced.

All of these precautions are designed to reduce the frequency of infectious diseases at school. Viruses etc should also be treated as potentially infectious diseases and doctor's advice should be sought and heeded. Cases or suspected cases of some infectious diseases are required to be notified to the state health authority.

The Early Learning Centre has specific processes for advising of infectious diseases and excluding children from the ELC. See the ELC Parent Handbook for details.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Information & Communication Technology (ICT)

SPW will aim to integrate learning technologies into the School's teaching and learning programmes to more effectively achieve the objectives of the School and to provide students with the skills for living and working in a changing technological and information based society.

### The Role of Parents

Parents and guardians are also responsible for setting supervision and access standards that their children should follow when using media and information sources in accordance with current legislation requirements and school policy and procedures.

### The Role of Students

Students are responsible for appropriate use of ICT, in compliance with specific Acts and school procedures. Communications on the information networks are public and general school rules for student behaviour, conduct and standards will apply. Individual users of the school computer networks are responsible for their behaviour and communications over those networks. Students will comply with school standards and abide by the Student Acceptable Use Agreement which is have signed each year.

### Conclusion

The School provides ICT facilities primarily to support its educational and administrative functions. These facilities are provided to assist staff members and students to conduct authorised educational and administrative pursuits. Lack of compliance may result in loss of access, disciplinary consequences or legal action.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Instagram

SPW has an Instagram page which features some of the day-to-day and special happenings in around the school. We encourage parents/caregivers to 'like' this page and 'share' it with your friends and family.

## iPad Programme

iPads provide Year 1-6 students at SPW with a learning tool enabling anytime, anywhere access. This is great support for the various learning programs and evidence shows it supports higher levels of motivation, independence and responsibility.

As part of the overall Information & Communication Technologies program at SPW, iPads are assisting students and teachers across both the Primary Years Program (PYP) and the Australian Curriculum.

The following summarises the importance of ICT, of which iPads are one tool that assists in the learning program:

- ICT provides opportunities for the transformation of teaching and learning and enables students to investigate, create, communicate, collaborate, organise and be responsible for their own learning and actions.
- Through the use of ICT, learners develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new understandings and skills in different contexts.
- In this constantly evolving digital age, ICT is progressively becoming a ubiquitous part of a learner's life at school and beyond: for learning, working, innovating, creating, responding, problem-solving, problem posing, socialising and playing.

- Students use computational thinking and information systems to define, design and implement digital solutions.
- They engage with ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

Students in Years 5-6 are required to provide their own individual iPad and iPad cover. Students in other year levels use school iPads based in classrooms.

Families of students in Years 5-6 are to refer to the booklet "iPad Program Information for Parents/Caregivers and Students", which is available on SkoolBag.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Languages

The school aims to prepare students from all backgrounds for the world in which they will live and work by providing a rigorous, value driven, concept based curriculum. English is the primary language of instruction with Japanese (Year 2 to Year 6) being taught as an additional language. Students in Reception and Year 1 have informal Japanese experiences to prepare for formal Japanese lessons commencing in Year 2.

Kaurna language and culture is embedded in learning programs.

SPW values and supports mother tongue.

At SPW we believe in facilitating the use of language to develop the whole person and promote international mindedness and build members of our global community.

Teaching and learning provides opportunities to learn language, learn about language, and learn through language irrespective of mother tongue which reflects the philosophy and objectives of the International Baccalaureate Organisation and in keeping with Australian Government Language initiative.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Late Arrivals & Early Leavers

See *Arriving Late, Leaving Early*, above.

## Library

The Library at SPW manages a large number of resources including books, posters, manipulatives, resources, and a small parent library. Both parents and students are welcome to borrow books.

SPW has a Collections Development including Challenged Books Policy, which may be viewed upon request to the school.

## Medication and First Aid

The safety and wellbeing of children at all times is of utmost priority. The staff of St Peter's Woodlands are not trained medical officers, rather are trained first aiders.

It is the responsibility of parents/caregivers to inform the School of any medical condition which may be relevant to the child's experience at school, including for camps and overnight events, and to keep the School up to date with any changes to the condition or medication.

Additional permissions or forms may be sought from the parent/caregiver depending on the individual circumstances.

## Protocols for administering First Aid at St Peter's Woodlands

The following categories best describe the protocols at St Peter's Woodlands.

### CATEGORY A

If a child is brought to the First Aid areas, the First Aid Officers will decide on an appropriate course of action. When first aid of more than a basic level (eg band aid) is enacted, parents will be advised (eg diary note).

### CATEGORY B

Where a child has a short term need for medication, e.g. an antibiotic or cough medicine, the following should apply:

- The parent/caregiver is to complete a Medical Authorisation Form, available from Front Office.
- The medicine is to be provided either in the original bottle with the original instructions, or in a sealed container with appropriate written instructions, signed by the parent or medical practitioner.
- This medication will be kept securely in the first aid areas.

When the medicine is administered, parents will be advised.

### CATEGORY C

Children who require ongoing medication will need to have completed for them, by their doctor, a medical plan. This medic alert information will require detailed instructions and also a photograph. These records will be kept in various parts of the school.

Children who fit into this category will often require medication on a regular basis, and this medication will be kept securely in the first aid area. Parents will not be advised each time this medicine is given.

### CATEGORY D

This is for children who may suffer a medic alert (eg. children who suffer anaphylactic reactions to peanuts, or bee sting allergies, or asthma reaction).

These children will also require a medical plan, with the medication kept at school. This medical plan and photograph will be displayed in appropriate places. Parents will be notified if a medic alert has been enacted.

### CATEGORY E

This refers to long term medication, which is self-administered. This covers children who, for example, are asthmatics, who self-administer-puffers.

These plans need to be recorded on a medical plan, however it can be recorded that the children can self-administer. An emergency supply of their Ventolin or inhaler of whatever kind is to be kept at school in a secure area.

## Medication at School

Medication stored by the School is managed by the Front Office staff. It is the responsibility of the parents/caregivers to ensure in-date medication is supplied to the school at all times. The school will endeavour to remind parents when medication is due to expire.

It is the responsibility of the parent/caregiver to dispose of expired medication, and the Front Office staff will request such medication be collected when due for replacement.

Medication for overnight activities must be handed directly to the supervising teacher. Instructions for how to manage the medical needs of students when participating in such activities is advised for each individual

activity (eg camp). Parents/Caregivers are asked to read such information carefully so the child's needs can be managed appropriately.

### **Notification of First Aid Room Attendance**

All attendances at the First Aid Room are logged into the school database, which generates an automatic email to the student's parents/caregivers, advising that a visit to the First Aid Room has occurred. The email contains a system-generated .pdf report which summarises the reason the student attended the First Aid Room, and what actions were taken. In most cases, children are returned to class after treatment in the First Aid Room to continue their school day.

It is not necessary for parents to contact the school upon receipt of this First Aid Room email. It is provided for information only. Should parents need to be contacted, this will occur before any email is sent out.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## **Mobile Phones**

Mobile phones are to be turned off and kept in the student's school bag during the School day. Should a student need to phone a parent they may do so using a school phone in their classroom with the permission of their class teacher.

## **Music**

In addition to their curriculum-based music lessons, students have the opportunity to participate in a number of extra-curricular music activities. If you are interested in your child participating in any of these activities, please contact the Head of The Arts for more information.

### **Junior Glee (Reception – Year 2)**

Junior Glee is a fun, singing-based group that focuses on developing singing skills, dance and drama. Costumes, popular songs, props, and performances are all part of Junior Choir. Rehearsals are 8.00am on Wednesdays. Children who love to sing or just want to have a go are welcome. Children may join at any time and make a commitment to be part of the group. There is no cost.

### **Show Choir (Year 3-6)**

Show Choir is SPW's premier performance choir. Show Choir not only develops and strengthen singing skills it focuses on performance skills and choreography. Regular performances across the school year give students the opportunity to share their hard work. Leadership opportunities will be available for Year 6 students to guide the direction of the group. Students can join at any time and make a commitment to the group. Music will range from popular songs to challenging choral music. Rehearsals are 8.00am on Mondays. There is no cost. NB: If students would like to audition for the Chapel Choir, they must be part of the Show Choir.

### **Chapel Choir**

Auditions for places in the Chapel Choir are held during the year. They sing at the weekly Chapel service, Assemblies, and at concerts through the year. Rehearsals are held at 8.00am on Tuesdays. There is no cost. Students wishing to audition for Chapel Choir must be members of Show Choir. Auditions take place in Term 1.

## Instrumental Music Tuition

Lessons are available from Year 1. Visiting professional music tutors provide these lessons.

Lessons are half an hour in duration and are scheduled during school time by negotiation with the class teacher and the Head of The Arts. Students are invited to participate in the School Band and Ensembles to enhance their instrumental studies when they reach an appropriate level. Students are encouraged to perform at the SPW Instrumental Music Nights.

Parents and students are required to enter into a formal contract regarding attendance, payment and other responsibilities of all parties.

## School Band and Instrumental Ensembles

The School Band and Instrumental Ensembles provide an opportunity for students to develop skills in a supportive and encouraging environment. The SPW Band practise weekly at 8.00am on Thursdays; other Ensembles rehearse at scheduled times. Groups have a number of performance opportunities throughout the year, including The Mid-Year Showcase. Students who learn an instrument outside the school are also invited to join.

## School Musical and Junior Musical

SPW produces a School Musical (for students in Years 3-6) and a Junior Musical (for students in Years R-3) in alternating years. Students can participate as performers (some roles may require auditions), as stage crew, and as assistants in set and prop design and costume. Parent support is essential for these productions to go ahead. Students rehearse weekly after school and also participate in production-week rehearsals. There is a fee to participate. Parent volunteers are also welcome.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Nuts and Nut Products

*(Related entries: Anaphylaxis)*

Anaphylactic reactions can be life-threatening. We have students enrolled at SPW, including the ELC, who are anaphylactic. Some children can have allergic reactions to a number of situations, frequently to nuts/nut products.

It is recognised that it is impossible to effectively ban the many products that have 'traces of nuts', or to ensure all parents/caregivers comply with these requirements. This policy sets out procedures to minimise the risk to anaphylactic students. It is also impossible to guarantee compliance with this policy by all parents/caregivers, and there will be times when other people prepare lunches for students, therefore the School's procedures will minimise the risk to anaphylactic students.

Nuts and nut products, especially peanut butter and Nutella, should not be included in any food items brought to school by any child or sold/made available by the School.

## Out of School Hours Care (OSHC)

Out of School Hours Care at SPW includes Before School Care, After School Care, and Holiday Programs. All programs are available to all students from Reception to Year 6.

To book your child in to OSHC, please visit "My Family Lounge" via the SPW website. Once registered, you can make bookings through this portal for OSHC and Holiday Program sessions.

<https://www.spw.sa.edu.au/parents/out-of-hours-care/>

## Parent Code of Conduct

Parents/caregivers are encouraged to read the SPW Parent Code of Conduct, available on the SPW website. Note that this code of conduct in some areas also applies to other family members who may be supervising or accompanying a SPW student.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## PFA (Parents and Friends Association)

### Mission

To operate in a partnership between the community of parents, friends, staff and children, in supporting the development of St. Peter's Woodlands Grammar School.

### Objectives

- To assist, support, promote and foster close relationships between all stakeholders in the School Community.
- To provide opportunities for and encourage liaison between members of the School Community
- To assist the School Community with a particular focus on fundraising activities
- To cooperate with any other organisation/organisations whose objects are similar to those of the PFA

### Get Involved

Meetings are held twice per term. Visit the SPW website or email [pfa@spw.sa.edu.au](mailto:pfa@spw.sa.edu.au) for more information.

<https://www.spw.sa.edu.au/parents/parents-and-friends/>

## Physical Education and Extra-Curricular Sport

Health and physical fitness are considered important parts of each child's development. A key focus of the Physical Education curriculum is mastery of fundamental motor skills that will then enable students to develop skills in most sports and activities. PE lessons will also develop the 'whole' individual, especially in areas such as teamwork, communication and leadership. As students become older they will be given a greater responsibility for their own learning and that of others. In all years, students will be educated in how to make healthy lifestyle choices and become aware of opportunities to become physically active in our local community.

### Extra-Curricular Sport

The School offers a wide variety of extra-curricular sporting opportunities. An Extra-Curricular Booklet is made available in Term 4 of the previous year, detailing all information about the Extra-Curricular program. The booklet is distributed through SkoolBag. Details of additional activities are provided at appropriate times of the year via SkoolBag.

Our students are also involved in a range of SAPSASA competitions which may include Soccer, Swimming, Cross-Country, Athletics, Netball, Basketball and Tennis.

### Sports Nominations

For more information about the nomination process, see Extra- & Co-Curricular Activities above.



When making your selections for sports, please be aware of the conditions detailed in the Extra-Curricular Booklet. Participation in the extra-curricular program is optional, and parents/caregivers are to read the conditions prior to registering their child for a sport.

Students who miss matches/games five times without appropriate explanation will not be able to participate in any team sports for the remainder of the year (this applies across all school sports in which the child participates across the year). No refunds will be given.

Parents/caregivers are reminded to print or email themselves a copy of the selections they make on the online system (at the end of the previous year) for their own records.

## Parent Coaches and Managers

SPW actively encourages parental assistance in the roles of coach and manager for team sports. On the online system where the sports are selected (in Term 4 of the previous year), there is a section for parents to nominate themselves for a coaching or a manager role, or email [sports@spw.sa.edu.au](mailto:sports@spw.sa.edu.au) for more information.

Every team sport, Year 3-6, requires a parent manager. Without a parent manager, the team will not be entered for competition. This role is a fun way to participate in the life of the school and each child's development in sport. The manager is the main point of contact for all players and their families. They will liaise with parents and students, and with the Head of Physical Education & Sport. They are required to attend all games and organise rosters including the supply of oranges for half-time etc.

For parents with the skills and interest, SPW invites volunteers to nominate to be a team Coach. This role is a separate one to the team manager. Coaches attend all matches, and wherever possible attend the weekly practice sessions. Where a parent coach cannot attend the practice, a Kelly Sports Coach or SPW staff member will be appointed to take the session. No extra practices are to be organised outside the designated times.

Both the coaches and the managers are required to be registered SPW volunteers, and to abide by a code of conduct. If no parent is able to be a coach of a team, a Kelly Sports Coach will be appointed.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Privacy Statement

The School collects personal information, including sensitive information about children and parents or guardians before and during the course of a child's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide effective schooling for your son/daughter.

Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection.

Health information about children is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about children from time to time.

The School from time to time discloses personal and sensitive information to others for administrative purposes. This includes other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sport coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from children is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our web site.

Parents may seek access to personal information collected about them and their son/daughter by contacting the School. There will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others or where access may result in a breach of the School's duty of care to the child.

As you know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties without your consent.

We may include your contact details in a class list and School directory. If you do not agree to this, you must advise us now. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Photography

The word photography is here used to include traditional photographs and digital images of any kind, still or moving.

At SPW we feel it is vital that achievements are recognised and that student's feel valued, proud and happy. Photography is a useful tool within school and it is employed routinely in many ways, for example record keeping, displays, teachers' lessons and the children's own work. Photographs are also used for newsletter, website and other publications.

We are sensitive to the wishes and rights of parents who may have concerns about the uses of such images.

This policy has been written with reference to the Protective Practices Guidelines 2011.

### Taking Photos and Video

#### School

SPW uses images of students in many ways during the year. Photographs and other images of students are taken for internal use and external use.

Annually, parents are asked to consider their consent for photos and videos of students available to the public or used for promotional purposes. If the parent wishes to opt out of this consent, they are to complete the eform by the due date as advised.

On the SPW website is the SPW Media Consent Authorisation InfoSheet. We encourage families to read this through to understand how we use students' images within the school.

If you decide that you **do not consent** to your child's photos or video being used for promotional purposes or available to the public, advise the school by completing the Opt Out eform. The eform link is at the end of the InfoSheet. Please read the InfoSheet before completing the eform. Once completed, the consent is valid for the current school year unless revoked earlier.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Parents

It is expected that:

- Parents wishing to take photographs or videos do not detract from the performance of the students involved.
- Parents wishing to take photographs or videos do not disrupt the enjoyment of other parents
- Parents refrain from taking photographs at school events where the picture will include children other than their own.
- Parents respect the 'right to privacy' of other individuals
- Images will be accessed and enjoyed by family members only (ie they do not appear on TV programs, social media, or any other online format)
- Parents follow the policies of external venues (eg other schools, sports halls, swimming pools)

## Use and Storage of Photographs and Video

Class photographs are held for reference in the Front Office and archived after use.

Individual photos are embedded in the administration package and are used to identify children for medical and other purposes.

Photographs taken as records of events or for educational purposes may be displayed around the school.

Photographs are used for the School Yearbook.

Photographs are not exchanged with anyone outside school, or removed for private use by any employee or volunteer.

It may be necessary for staff to take photographs home when working on presentations or planning (this work can be too time-consuming to be completed during school hours). Staff treat this privilege respectfully, complying with Child Protection Guidelines, ensure that these photos of students are not used for any other purpose, are not distributed to anyone and are deleted as soon as the task is completed.

## Website/Social Media/Facebook

Parents/Caregivers are asked, upon enrolment, if they give permission for their child's photograph to be used online. This permission may be altered at any time by emailing [data@spw.sa.edu.au](mailto:data@spw.sa.edu.au).

Photographs of children are used minimally and anonymously on our website. Individual parents are informed. Parents reserve the right to have any photograph of their child removed from the website.

Photographs of children used on the SPW Facebook page are checked against permissions given before posting. Parents are not specifically informed. Photographs may be edited to remove or make unrecognisable children where permission to publish their image has not been given.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Class and Individual Photographs; Sports and Activity Photographs

### Class, Individual, and Family/Sibling Photos

Class and Individual Student photographs are taken early in Term 1. All students in the school have their photograph taken.

- Photographs are taken by Advanced Life Photography, and are offered for purchase to families.

- All students are included in class and individual photographs (individual only for ELC students).
- Family/sibling photographs (SPW students only, ELC-Year 6) are taken on a school day where a photograph has been pre-ordered.

For ordering information, including the cut-off dates for orders, please refer to the information posted on SkoolBag.

Photographs are usually distributed to those who have purchased by the end of Term 1, depending on the processing time required by the photography company.

Students are required to be wearing the correct Summer uniform for these photos. Please refer to the Uniform section of this booklet for details.

### **Sports, Music, and Co-Curricular Photographs**

Photographs of sports teams, activity groups and music groups are taken in sessions held in Terms 2, 3 and 4. These sessions are advised to families via SkoolBag.

SPW has a large number of photographs taken during these sessions, and it is essential that students and families are prepared for them.

Sports photographs (including representative sport and SAPSASA squads) all require students to wear the SPW PE uniform (SPW House top, SPW black shorts, white socks, sports shoes). This ensures students do not have to change clothes multiple times on photography days, helps families to prepare easily, and keeps the students looking wonderful in the photos.

Other Activity photos (including music groups, academic groups, and student leadership groups) all require students to wear the SPW formal uniform as advised on SkoolBag. Students are reminded that on these days, uniform items should not be borrowed from other students or shared amongst family members. This ensures students are able to be ready for their photos and keeps the students looking wonderful in final product.

Students who are not wearing the correct uniform for their photograph may not be included in the photograph.

Schedules are distributed via SkoolBag, so families are able to be ready for the photo days. Class teachers are also given full lists of students involved in each photograph, so students are able to check if they are included in a particular photo. Older students (Year 5-6) have access to Frog via their iPads, and the schedules are also available to them so they are able to manage their own photo schedule.

### **Purchasing Photographs**

Class, Individual, Family/Sibling, Sports, and Activity photographs are taken by Advanced Life Photography, who utilise an online photo ordering system. Full instructions for ordering/purchasing all photographs are provided via SkoolBag, including the SPW School Code. Photos are distributed via the school and come home with students (unless the purchaser has indicated otherwise when making the purchase).

Class/Individual photos are generally received back at the end of Term 1. Other photos are generally available to order within 5 weeks of the photography day.

Queries about ordering photos may be made directly to Advanced Life Photography 8268 7869 or email [saoffice@advancedlife.com.au](mailto:saoffice@advancedlife.com.au).

<http://www.advancedlife.com.au/>

## Qkr!

*(Related entries: Canteen, Uniform Shop, Apps)*

Qkr! (pronounced 'quicker') is the SPW app for making purchases at the Canteen and Uniform Shop. Other items may also be offered through Qkr! at times.

SPW encourages all parents/caregivers to consider installing Qkr! on their mobile device. It is also available via the SPW website.

See App Installation Instructions at the end of this document.

<https://spw.sa.edu.au/about/policies-and-procedures/>

<https://www.spw.sa.edu.au/parents/canteen/>

<https://www.spw.sa.edu.au/parents/uniform/>

## Reading

SPW has a systematic, synthetic phonics program which enables children to become confident and fluent readers. Resources are provided to parents from the Reception year, designed to strengthen the partnership between home and school. SPW highly values the role parents/caregivers play in each child experiencing success.

Children in the early years of school will bring home resources for home practice and will also bring home information on how to utilise them. As children progress through the early years they will continue to work with the letters and sounds taught in class, as well as the high frequency words aligned to these.

The programs to support the students are *Let's Decode* (R-2), *Spelling Mastery* (Y3-6), and *Upskill Reading* (Y3-5).

## Religious and Values Education

*(Related Entries: Chapel, Chaplain and Christian Education)*

RAVE (or Religion and Values Education) is an integral and very important part of our curriculum.

RAVE comprises a number of strands of study – (The Bible; Story of the Church; World Religions; Philosophy & Beliefs; Meditation; Prayer & Worship). Much of the RAVE curriculum is embedded in the PYP Units of Inquiry undertaken through their time at SPW.

Children say prayers and sing hymns as part of Chapel services, Assemblies and in class. All children learn the School Hymn and the Lord's Prayer

## Responsibility for Property

The school does not accept responsibility for loss of or damage to property of others, including that of students, which is brought into the school grounds. This includes uniform items,

Students should not bring valuable items to school.

All items should be clearly marked with the student's name (particularly surname) including:

- each item of clothing
- school bag
- lunch/snack containers (lid and base separately)
- drink bottles
- uniform and non-uniform items brought to Holiday Program/OSHC and camps

A reminder that the purpose of naming items is so the child can identify their own belongings (so please ensure your child knows how to identify their own items) AND for adults/staff to identify the owner. Clear labelling, particularly of the surname, is essential. Should a second-hand item be acquired, ensure the previous owner's name is removed and the new owner's clearly visible.

Lost property is placed in the area behind Front Office (enter via the Student entrance to Law Smith building). It is the responsibility of the student and family to check this area for any lost items. Periodically, this area is sorted and items which are clearly named are returned to the student's classroom.

Items such as hats and PE jackets are frequently misplaced by primary-aged children. Parents/caregivers are asked to check these are clearly named (as names do fade) to assist in identification by the child and adults in the school.

A reminder notice to check the Lost Property area is placed on SkoolBag before the end of each term.

Unclaimed lost property is disposed of periodically and at the end of each year.

A lock should be used to secure any bicycle brought to school.

## School Council

The School Council has responsibility for the overall governance of the school. It acts as the custodian and guardian of the organisation and has control and management of the School and its property. It is also a source of collective leadership within the School in partnership with the Principal.

It is governed by the Constitution of SPW and members of School Council have legal and ethical responsibilities as directors of a not-for-profit Board.

The School Council has a mix of appointments based on skillsets and as nominees of stakeholder groups. The Council is supported by three Committees, being Finance, Planning, and Governance. Each Committee makes recommendations directly to the wider School Council.

## School Performance Information

For copies of annual reports and performance information, see the SPW website.

<https://www.spw.sa.edu.au/about/school-performance/>

## Seesaw

*(Related entries: Assessment & Reporting, Apps)*

Seesaw is a secure online Learning Journal to record and share each students' learning.

Seesaw journals are private and only accessible by the teacher, student, and parents. This system allows us to work with parents and carers to share information and record children's learning both in and outside of the classroom.

Families can download Seesaw's family App for iOS, Android, or use the web to view your child's learning artefacts. When he or she adds new work, you will receive a notification to see, hear and respond to your child's post. You only have access to your own child's work and all of the content is stored securely.

Each child will have an individual and private area, only accessible by his or her family members. When photographs are taken of a group of children, or the entire class, adults of all children tagged in the photo will have viewing access. Each child has only their first name and initial of their last name recorded in Seesaw. Teachers will not share or include family names via any content on Seesaw.

To get started SPW will email you a link to your child's class. You will need to select your child's name which triggers an action for the class teacher. The teacher will then acknowledge your request and allow you access to only your child's content.

Your child's journal will be built upon each year, creating a wonderful picture of their development during his or her time at SPW. At the end of each year, parents are encouraged to download a copy of the year's journal (instructions may be found on the Seesaw website: <https://help.seesaw.me/hc/en-us/articles/208754866-How-do-families-and-students-download-an-archive-of-student-work->).

<https://web.seesaw.me/families>

## Skin Protection

*(Related entries: Uniform)*

### Aims

The aims of the Skin Protection Policy are to promote among students, staff and parents:

- positive attitudes towards skin protection
- personal responsibility for and decision-making about skin protection
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths
- awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.

### Implementation Strategies for Skin Protection

This policy is for implementation throughout Terms 1, 2, 3 and 4.

The purpose of the policy is to ensure that all children attending our school are protected as far as possible from skin damage caused by the harmful ultraviolet rays of the sun.

As part of general skin-protection strategies:

- Children will wear school uniform hats which provide protection for head and face while playing outside at recess and lunch times, during physical education lessons and all other outdoor excursions and activities including out of hours sport practices and outdoor activities.
- School uniform hats must be kept at school at all times but if circumstances arise when children do not have a hat to wear they must stay in the shade.
- During Terms 1 to 4 school uniform hats must be worn as specified above, and in Terms 2 and 3 if weather appropriate. ELC students wear hats when engaging in outside play throughout the year.
- Children will be encouraged to use available areas of shade for outdoor play activities.
- Considering UV radiation levels when playing outdoor activities; extra care is to be taken between 10.00am and 3.00pm, when UV levels are at their peak.
- Staff will be encouraged to act as role models by practising skin protection behaviour:
  - Wearing protective hats and appropriate clothing for all outdoor activities
  - Using at least a SPF 50+, broad spectrum, water-resistant sunscreen for skin protection and is to be reapplied every two hours if outdoors for longer periods of time.
  - Seeking shade whenever possible.



### Our school will:

- Provide as many shelters and shade trees as possible.
- Provide at least a SPF 50+, broad-spectrum, water-resistant sunscreen for staff and student use, whenever possible.
- Incorporate programs on skin cancer prevention in its curriculum.
- Reinforce regularly the Skin Protection Policy in a positive way through newsletters, parent meetings, student and teacher activities.
- Maintain a supply of Anti-Cancer Foundation Information Sheets for distribution to families as needed.
- Inform prospective parents when enrolling children that our policy requires the purchase of a uniform hat.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## SkoolBag

*(Related entries: Communication, Apps)*

SkoolBag is the SPW app and our primary form of day-to-day communication to families. We ask all parents/caregivers to install SkoolBag on their device (phone or tablet), and make it a habit to check the app daily for new notices. If this is not possible, parents/caregivers are to regularly visit the SPW website where SkoolBag is also available.

SkoolBag is a very effective school-to-parent communication tool for school notices, alerts, events, newsletters, class and year-level information e-forms, parent information, term dates, and sections for sport and music.

The app can be downloaded using the link on the SPW website, or by searching for “SkoolBag” in the App Store or Google Play. It is a free download. Once you have downloaded SkoolBag to your device, set yourself up as a user. If you are a parent, please ensure you use your correct name when setting up your user profile, and where possible, the same email address as the one you have provided to school. (Do not set up using your child’s name as the Username).

Next – search for “St Peter’s Woodlands” and add to your subscribed schools.

The SPW logo should appear in a circle under “My Schools and Services”. Tapping on this circle will show you three tabs – General, Groups, and Eforms”. Practice navigating around these tabs to see all the information available to you.

Users are asked to set the notifications in the app to “on”, and customise their Groups so that they receive notifications for the relevant year levels and areas of interest. Go to the Groups tab to add or remove Groups. Remember to update your Groups each year as your child moves through the school. Groups at SPW are:

- Each Year Level or ELC Program
- Sports Extra-Curricular
- Arts Extra-Curricular
- Academic Extra-Curricular
- OSHC

## Navigating SkoolBag

To ensure SkoolBag works consistently on each device, the follow are good troubleshooting practices:

1. Ensure your device is running the current operating system for the device (check under "Settings"). This will then usually require a shut-down and restart of your phone/device.
2. Ensure you are running the latest version of SkoolBag app
3. If your app stops working, and you have checked you are running the latest operating system for your device, DELETE the SkoolBag app and re-download form the App Store or Google Play (as appropriate).

Following the above steps will solve most issues. Further assistance in using SkoolBag is available by phoning the Front Office. This support may be face-to-face tutorials or over the phone. An appointment for this assistance is preferred. Technical assistance is also offered directly by SkoolBag.

See App Installation Instructions at the end of this document.

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Smoking

St Peter's Woodlands is a non-smoking environment. This includes sports ovals and carparks.

## SPW Old Scholars Association

Email: [woodlandsos@spw.sa.edu.au](mailto:woodlandsos@spw.sa.edu.au)

The Association is a wonderful way to stay in contact with St Peter's Woodlands Grammar School, Woodlands Church of England Girls Grammar School and St Peter's Glenelg Anglican Primary School and especially the friends that you have made through your involvement with your school.

All SPW students become part of the SPW Old Scholars Association upon graduation from SPW.

The Association provides unity and fellowship between all students, staff and families, scholarships to students and preserves articles and records for all schools.

To update your contact details on our Old Scholars' data base and to find out more about class reunions please visit the SPW website or contact:

Community Development Manager      Phone: 08 7221 6202

### Old Scholars' Archives

For any information about archives for the museum you are welcome to contact [administration@spw.sa.edu.au](mailto:administration@spw.sa.edu.au) in relation to St Peter's Day School, St Peter's Glenelg Anglican Grammar School and St Peter's Woodlands Grammar School.

<https://www.spw.sa.edu.au/old-scholars/>

## St Peter's Woodlands Grammar School Foundation Inc.

### Nurturing Learning and Growth

In 2012, St Peter's Woodland Grammar School Foundation Inc was established to manage and encourage the continued support of SPW. The Foundation will ensure that we are always building towards a bright and prosperous future – for SPW itself, and for our students.

The valued contributions of time, support, and financial assistance provided by our vibrant school community will help us fulfil this goal.

The continued support of our school community, coupled with the management and guidance of the Foundation, ensures we are able to constantly improve our facilities and capabilities, giving our students the best possible educational experience.

The Foundation ensures that valued contributions are utilised in the best possible manner so we continue to have appropriate facilities and programs provided for present and future students.

Donations can be made to:

- The St Peter's Woodlands Grammar School Foundation Building Fund
- The St Peter's Woodlands Grammar School Foundation Scholarship Fund

The Annual Giving Program provides another opportunity for our school community be involved with our growth and future.

For more information on how the Foundation supports SPW please contact the Community Development Manager on 08 72216202 or [foundation@spw.sa.edu.au](mailto:foundation@spw.sa.edu.au)

<https://www.spw.sa.edu.au/foundation/>

## Student Leadership

At SPW, all students are considered leaders and are given opportunities to develop their leadership skills. There are specific leadership opportunities for students at all age levels, Reception to Year 6, where individuals are given the opportunity to represent their class, lead their house, or represent the school at external functions and events.

School Captains are appointed by the Principal, and are given greater leadership roles to play, including speaking regularly to students, adults, and at public functions. They initially self-nominate, as with House Captains.

House Captains are appointed through a comprehensive process in Term 4 of the previous year. The process includes self-nomination, a written application, public speeches, an interview, and voting by staff and students.

The SSLC (Student Service Leadership Council) is made up of student-elected representatives in Years 5-6, who undertake a selection process in Term 1. The process is similar to that of the House Captains.

Leadership opportunities in Sports, the Arts, and other areas of school life are appointed for students at various year levels.

<https://www.spw.sa.edu.au/wp-content/uploads/2019/09/POLICY-Student-Leadership-PRIN-40.pdf>

## Term Dates

Term dates are set by the School Council and are published on the SPW website.

<https://www.spw.sa.edu.au/term-dates-school-times/>

## Uniform

SPW has a comprehensive uniform which all students are required to wear while at school, coming to and from school, and when attending official out-of-hours or off-campus occasions. The uniform promotes a sense of identity, and contributes to the safety of our students. Parents/caregivers are requested to ensure

that the uniform is provided and worn, and that a high standard of dress is maintained at all times.

If there is a particular reason why your child cannot wear the correct uniform, please discuss this with the class teacher.

The St Peter's Woodlands Uniform Shop is located in the Nutter Thomas Building at the eastern end of the ground floor. The shop is open at various times during the week as well as irregular times to meet seasonal demands. Orders for uniform items can also be made using the Qkr! App.

Uniform Shop opening hours are published on the SPW website and on the SPW SkoolBag app.

<https://www.spw.sa.edu.au/parents/uniform/>

<https://spw.sa.edu.au/about/policies-and-procedures/>

## Visitors and Volunteers

*(Related entries: Volunteers)*

SPW encourages and welcomes parents and friends to be part of our activities – helping in a variety of ways including in classrooms, in the Library and in the Canteen. We value highly, and are grateful for, your participation in these aspects of your children's education. See "Volunteers" on how to become a registered SPW Volunteer.

If you are visiting our School, we ask that you call into the Front Office where you need to sign in and receive a badge before proceeding on with your business.

This procedure enables us to ensure the safety of your children at all times by identifying legitimate visitors to our School. Also, your presence here is recorded for your safety should an emergency arise.

## Volunteers

*(Related entries: Excursion/Incursion)*

The School has a Volunteer Policy which requires all volunteers to:

- Complete a Volunteer Agreement Form relating to qualifications and experience and areas of interest
- Complete an online Responding Risks of Harm Abuse & Neglect – Education and Care (RRHAN-EC) program.
- Complete a Working With Children Screening Check (WWCC)
- Provide COVID-19 Vaccination certification
- Undertake appropriate induction training, if required (a copy of the Volunteers Induction Handbook is available).

Volunteers will be assessed for their suitability to work at the School by the Principal/Nominee. This assessment is made in relation to the skills and contributions being offered and only after verification of the person's good character.

The Principal/Nominee's decision in determining eligibility to work as a volunteer at SPW is final.

<https://www.spw.sa.edu.au/parents/volunteering/>

## Wellbeing

Wellbeing is an important aspect of life, which has become even more so in recent times. Wellbeing is an area for which we need to take personal responsibility. Hence, the programs that we have introduced at SPW, Kimochis and Bounce Back, provide life-long skills and strategies to support student wellbeing and resilience.

Bounce Back is a fully integrated whole-school social and emotional learning curriculum program promoting sustainable mental health, wellbeing and resilience for students. It includes a measurement tool that enables school staff to collect data in line with this being an evidence-based curriculum. The Bounce Back curriculum includes Cover Values and Social Values, People Bouncing Back, Courage, Looking on the Bright Side, Emotions, Relationships, Humour, Being Safe, and Success.

Using the Wellbeing program and Positive Education, SPW aims to enhance student outcomes and achievement through the development of essential skills as in the Bounce Back program. The Wellbeing Program at SPW focusses on teaching students strategies to develop skills, attitudes, values, and behaviours that assist in their development.

The Reception to year 6 program provides engaging lessons, uses children's literature, practical resources and relationship-building teaching strategies to explicitly teach social and emotional learning skills and promote student wellbeing and resilience. A whole-school approach and language contributes to a positive school culture.