



## NEWSLETTER - TERM 1 - 4<sup>th</sup> FEBRUARY 2015

DIARY DATES	
10/2/15	ACQUAINTANCE MEETINGS
25/2/15	TAIKO FLUTES PERFORMANCE
2/3/15	SCHOOL AGM
13/2/15	R-7 ASSEMBLIES FRIDAYS AT 2:15 PM
6/3/15	STUDENT LEADERSHIP
27/3/15	9N AND 6AN
	6W, 6E & 8E
2/4/15	SPORTS DAY
Week 9	STUDENT LED DISCUSSIONS

Dear Parents/Caregivers,

### A GREAT START TO 2015

Welcome back to all families for the 2015 school year. We have had an excellent start having started the year with 328 students and a staff that is looking forward to working closely with students and the school community throughout the year ahead.

### INTRODUCTION OF DAYMAP (ATTENDANCE PRIORITY)

The school has just commenced the implementation of a new IT program known as Daymap. There are many applications within the program that staff are going to be able to use to help improve efficiency with a variety of system expectations, planning teaching and learning, student and teacher interaction and parent involvement, (including a planned online teacher/parent communication portal). As a staff, we will need time to learn about and understand how to use each one, so the different applications will be rolled out over time. Initially all teachers are using the Rollmarking application. In this application the teacher now marks the roll electronically.

Attendance is a key priority for all schools and it is vital that students are at school and on time every day. Even being late in the morning, means they miss part or all of the Reading Block. Children are

expected to arrive at school between 8:30am and 8:40am and be in classrooms ready to commence tasks at 8:45am. If children arrive at classrooms after this time, they are deemed to be late.

Not being at school at all, means 6 hours and 20 minutes of important learning time is lost. Obviously we understand that children do become ill and that families have urgent issues that arise from time to time. If these events occur we ask that you please ring the school. Not only is it important that students maximise their time in learning, this information also helps you and us to know where your child is ensuring s/he is safe. Attendance is a key DECD priority and as such is subject to ongoing monitoring. The school's Attendance brochure can be found at the end of this Newsletter. The Attendance Policy will shortly be available on the school website.

How does Attendance link with the Daymap Rollmarking application? In the application teachers can only mark a student either present or absent so any child not in the classroom by 8:45am is marked as absent. If you know your child will be absent on a particular day, please phone the school prior to 8:45am and an office team member will input that information directly into Daymap. Teachers will see this information when they go in to take the roll.

Students who arrive after 8:45am are deemed as late and will need to check in at the front office to have their Daymap status changed from Absent to Late. It is preferable that students are signed in with parents through the front office when arriving late. Shortly, a dedicated laptop will be allocated to Daymap in the front office. When students check in Late, their identifying barcode will be scanned and that will automatically check them into the Daymap Roll with the reason why they were late. It is expected that this will be much quicker than the manual sign-in book process. At a designated time each morning, a text will be automatically sent to the parent of any students who have registered an unexplained absence. If parents receive this text, we ask that

you please either reply to the text with the reason for absence, or, ring the school. I thank you in advance for your cooperation with this process. It is expected that the use of this application will save a lot of time for all school personnel while also providing reassurance for parents regarding student attendance safety. If you have any queries regarding this program application, please do not hesitate to contact me.

### **FRIENDLY SAFETY REMINDERS**

As we begin another school year it is timely to draw attention to the following issues to ensure the safety of all students, staff and families in the school.

### **PARENT VOLUNTEERS**

Thank you to our many wonderful volunteers who support the school in a variety of ways throughout the year. We welcome parents in the school but remind all families that parents are only able to help in the school in any capacity once a successful Relevant History Screening Application process (formerly Criminal History Screening Application) is undertaken through the school. This process is very simple. We provide you with an application form, which you complete and present to the school along with 100 points proof of identity. We then forward and pay for your application. Current volunteers, please check the date of expiry of your certificate and see the front office staff if it needs renewal this year. Any parents who wish to become volunteers, please see the front office team for an application. Once school has settled into Term 1, I will also notify all current volunteers regarding the requirement of Reporting Abuse and Neglect Training.

### **DRIVING AND PARKING AROUND THE SCHOOL**

There are numerous speed and parking restrictions in the streets next to and near our school. Please observe these restrictions. Please also observe appropriate driving behaviour when lining up at the entry to the Drop off zone, (especially in the afternoons) to ensure children are kept safe as they enter and leave the school grounds.

### **STUDENT BEHAVIOUR EXPECTATIONS**

At HCEPS we have developed a very thorough approach to the embedding of our Values through a variety of classroom and school programs including the Year 7 Student Leadership program. We are also very clear about our duty of care to

keep all students safe in classrooms and in the yard. Our Code of Behaviour, Behaviour Management Guidelines and Anti-Bullying Statements provide us with the frameworks by which our student behaviour is managed. Please find these documents in the school website.

## **COMING EVENTS**

### **ASSEMBLIES**

This is just a friendly reminder that parents/caregivers are invited to attend Assemblies. These are usually held in Weeks 3, 6 and 9 each term on Fridays at 2:15pm in the Pavilion. The groups responsible for presenting are identified in the Diary Dates section in each newsletter.

### **SCHOOL ANNUAL GENERAL MEETING The School AGM will be held on Monday March 2nd at 7:00pm in the Pavilion.**

The AGM is a very important event because it will give us an opportunity to share our successes of 2014 with the school community. Our Student Leaders will present the highlights of the year and there will also be other student presentations. After the presentations the Governing Council will hold its annual elections. Membership of the Governing Council provides an opportunity to participate in discussions around a variety of school issues and is a great way to learn how schools operate. We always welcome new members to our Governing Council. If you are interested in nominating please look for the invitation in the next newsletter. Please note that attendance at the AGM does not mean that you are expected to nominate for Council – this is purely voluntary but obviously we certainly welcome new parents. So please do not let this part of the proceedings put you off attending and celebrating our work with us and mark this important date in your diaries.

### **ACQUAINTANCE MEETING AND STUDENT LED DISCUSSIONS**

You should have received an invitation to the Acquaintance Meeting evening to be held next Tuesday from 6:00pm-7:30pm. We look forward to seeing you there.

Student Led Discussions will be held in Week 9 of this term. We will provide further details of these discussions in due course.

## SPORTS DAY

Sports Day will be held on Thursday April 2nd. More information about Sports Day will also be provided in due course.

*Anne Rathjen*  
**PRINCIPAL**

## FINANCE NEWS

All families should have received their invoices for the Materials and Services charges plus Incursion Excursion Levy invoices for the 2015 school year. We thank those families who have already settled their accounts. Prompt settlement of accounts allows us to provide the quality programs and resources budgeted for throughout 2015. Please note there is a whole school performance scheduled for the 25<sup>th</sup> of February and payment of the incursion levy must be received prior to allowing students to attend so we urge parents and caregivers to prioritise payment of the Incursion/ Excursion Levy. For those families who have yet to pay their accounts we ask that you contact the finance officer to discuss settlement. We do have a Direct Debit Payment Plan which we can offer to our community allowing accounts to be cleared in instalments. For those families who believe they may be eligible for School card entitlement, the 2015 School Card application forms are available on the school website [www.halcoveeps.sa.edu.au](http://www.halcoveeps.sa.edu.au) or alternatively we have them available from the school office.

### Uniforms

This is a reminder that we no longer have a uniform shop operational and purchasing of uniforms are handled by the administration office. We do have a skeleton stock at present but the aim is to have all uniforms pre-ordered and for this reason we ask families to complete and return orders to the administration office no later than Friday of Week 4, 20<sup>th</sup> February 2015. Order forms are available on the school website [www.halcoveeps.sa.edu.au](http://www.halcoveeps.sa.edu.au)

**School Banking** – We have been advised that Bank SA will no longer be providing an onsite banking service for our students as from 2015. We are currently negotiating an alternative arrangement with Bank SA. When details are finalised we will advise how school banking will function in 2015.

**Jennifer McFadyen**  
**FINANCE OFFICER**

## JAPANESE

A whole school Japanese performance titled 'Taiko and Japanese Flutes' will be held on Wednesday 25<sup>th</sup> February at school. The cost of this will be \$5.50 and will be deducted from your excursion levy. Please return the permission slip to your class teacher.

Wanted:

We are in need of empty baby formula tins (with plastic lids). Please drop off any tins to the Japanese room found in House 2 or send with your child to their lessons.

Thank you

**Gray Sensei & Wallis Sensei**

## READING CORNER

Each Newsletter the Early Years Team will provide you with strategies to help support and encourage your child to read at home. These ideas have come from the website <http://www.readingrockets.org/>. This is a very useful site offering ideas to get children reading from a very young age.

### **Play word games**

Have your child sound out the word as you change it from mat to fat to sat; from sat to sag to sap; and from sap to sip.

## EARLY YEARS TEAM

## SOCCER 2015

### **Positions Vacant**

Wanted for the new season starting Term 2.

**Co-ordinator** - Can be more than 1 person

**BBQ co-ordinator** - Can also be shared by more than 1 person

**Coaches** (Please make sure you start the process of Relevant History Screening **asap**)

Please contact Jenny Brown (0418791667) if you have an interest in any of these positions. As the saying goes many hands make light work.

New season registrations will be done soon so keep an eye out in the newsletter for dates and times. This year once teams are full no more registrations will be taken so get in early and register for a team.

**Thanks**  
**Jenny Brown**

## PE NEWS

### **Edublog**

Any information about SAPSASA, PE or Science will be on my Edublog. Please take a look. The site is: <http://shonatrenouth.edublogs.org/>.

**Shona Trenouth**  
**PE/SCIENCE SPECIALIST TEACHER**

### **FUNDRAISING NEWS** **IT'S HERE!**

The highly anticipated Hallett Cove East Primary School cookbook has arrived and Thanks to everybody who contributed a recipe, it looks fantastic!!!



Limited quantities of this professionally published cookbook are available for purchase at \$18 each.

**Purchase your copies now!**



### **SCHOOL DENTAL SERVICE**

All babies, children and young people under 18 years are welcome to attend the School Dental Service. **Dental care is FREE for most children.**

SA Dental Service participates in the Child Dental Benefits Schedule. A small fee may apply for children who are not eligible for the Child Dental Benefits Schedule.

**All dental care provided is FREE for preschool children.**

To locate your local School Dental Clinic, or for more information about the Child Dental Benefits Schedule, please visit [www.sadental.sa.gov.au](http://www.sadental.sa.gov.au)

## **It's FUN, It's FRIENDLY** **It's FIT CLUB**

Looking to get fit?

Want to tone up and feel great?

Want more energy & meet new people?

**Check out your local Community Fit Club**  
**Every Thursday 9.30am Glade St reserve**  
**(opposite Hallett Cove Mall)**  
**(Several locations across Adelaide)**

**Kid friendly and suitable for all exercise levels**

**ONLY \$5 for a 30 min workout, recovery smoothie and beverage**

**Call/SMS Andrew & Carmen**  
**on 0414 802 388**

## **COMMUNITY NEWS**

**Please see noticeboard for further information.**

- **COVE NETBALL CLUB** – Cubs coaching clinics for 4-7 year olds Sundays at 10am, Cove Netball Club Oval Road Hallett Cove – gold coin donation. Sausage sizzle, refreshments, training drills, ball skills, fun and games [contact@covenetballclub.com.au](mailto:contact@covenetballclub.com.au)
- **BOOKBUSTERS HALLETT COVE LIBRARY** – One a month on Wednesdays 3:30 – 4:30pm commencing 11<sup>th</sup> February, free snacks provided, bookings essential [www.marion.sa.gov.au](http://www.marion.sa.gov.au) or phone 8375 6755
- **CRICKET AT REYNELLA OVAL** – Program costs \$77.75 for 2 terms. Start date is Saturday 7<sup>th</sup> February, from 9 – 10 am at the Reynella ova. Visit [www.in2cricket.com.au](http://www.in2cricket.com.au)
- **SACA** – Girls only a fun, friendly cricket competition for girls in grades 2 to 7. 9 – 10:15 am 7<sup>th</sup> February to 14<sup>th</sup> March \$32.00 per participant payable at the first session. Visit [pinders@internode.on.net](mailto:pinders@internode.on.net) or 8322 6527.
- **ADELAIDE TABLE TENNIS** – for juniors 6 – 15 years played all year Saturday mornings between 9:30 and 11:30 am, costs \$7.50 per player Club is located at 7 Albert Street Clarence Gardens. Visit [ann\\_marie\\_jolley@hotmail.com](mailto:ann_marie_jolley@hotmail.com)
- **MITCHAM GIRLS HIGH SCHOOL** – Gift Dance Program students develop creative, technical and physical understanding and an appreciation of dance as an art form. Entry by audition register your interest at [www.mitchamgirlshs.sa.edu.au](http://www.mitchamgirlshs.sa.edu.au)



**SOUTH AUSTRALIA POLICE**  
KEEPING SA SAFE

## SCHOOL CROSSING MONITORS

Recently your child's school took part in School Crossing Monitor Training conducted by the South Australian Police. This involves students in years 5, 6 and 7 being trained by Road Safety Educators from the SA Police Road Safety Section. After the training is complete the student will receive a Certificate of Authority issued on behalf of the Commissioner of Police which, under the Road Traffic Act 1961 authorises the student to work as school crossing monitor. The certificate authorises the student to stop traffic using a Stop Sign or using Pedestrian Actuated Traffic Lights, as well as give reasonable directions to pedestrians for the safe and efficient movement of traffic at or on the crossing as in their opinion is necessary.

The training involves learning how to safely stop vehicles at a school crossing and performing safety assessments on when it is safe for children to cross the road (this includes asking the monitors to check that all vehicles have stopped prior to pedestrians walking onto the crossing). The session also includes safe sign handling techniques and positioning within the crossing.

It is extremely important that all people (including parents) use the crossings and become good road safety role models, by following the School Crossing Monitor's directions, not only for their safety but the safety of all students and road users.

If parents have any questions about the training the Road Safety Section is happy to receive these inquiries on the telephone number 82076586.

Road safety is everyone's responsibility.

Thank you

Acting Sergeant Nigel ALLEN  
Program Co-ordinator Road Safety  
South Australian Police



**Government  
of South Australia**

## child & adolescent sleep clinic



Does your child have a sleep problem?

Does your child:

- refuse to go to bed at night
- have trouble falling asleep
- wake up and cannot get back to sleep
- have trouble waking up or getting out of bed in the Morning
- often sleep in their parents' bed or bedroom or need a parent present to help them fall asleep
- miss school or feel fatigued throughout the school day

The child & adolescent sleep clinic in the School of Psychology at Flinders University provides treatment for children & adolescents of all ages.

For more information please call 8201 7587 or email [casc.enquiries@flinders.edu.au](mailto:casc.enquiries@flinders.edu.au)  
[www.facebook.com/cascsleep](http://www.facebook.com/cascsleep)

## NOTIFICATION OF NON-ATTENDANCE

Date(s) of non attendance: ...../...../.....

Child's Name:.....

Class:.....

(tick appropriate box)

Absence  Lateness  Leaving Early

Reason: (must be stated eg Family illness, Family reason, Appointment)

.....

.....

.....

.....

.....

Signed Parent/

Caregiver :.....

Date: ...../...../.....

### Students at Risk

We understand the pressures that many families are under but are concerned that if a student has an established pattern of absences, late arrivals, early departures or avoidance in attending class, he/she will be considered to be at risk.

The School will contact Parents/Caregivers to discuss or offer help.

In the event that a child is continually absent or late and every effort has been made by the School to gain support from the family, but the attendance remains an issue, a referral for support will be made to the DECD Attendance Counsellor.

## What should I do if my child refuses to go to school?

Contact the school and seek assistance from either:

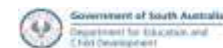
- Classroom Teacher
- A member of the Leadership Team

### What kind of assistance is available?

- Discussion of issues and concerns.
- Referral to other support groups.
- Assessment of student learning needs.
- Negotiation of student learning.
- Investigation of alternative learning pathways.

### For further advice please contact:

**PRINCIPAL:** Anne Rathjen 8322 3677  
**DEPUTY PRINCIPAL:** Bruce Norris 8322 3677



Hallett Cove East  
Primary School

Quailo Ave, Hallett Cove SA 5118 | Principal: Anne Rathjen | Ph: 8322 3677 | Fax: 8322 4696 | E: dl.1051.info@schools.sa.edu.au | www.halccoveps.sa.edu.au

# HALLETT COVE EAST PRIMARY SCHOOL

## Student Attendance

### Information for Parents/Caregivers and Students

**PRINCIPAL:** Anne Rathjen  
Quailo Avenue, HALLETT COVE SA 5158

Phone: 8322 3677  
Fax: 8322 4696

**EMAIL:** [info@halccoveps.sa.edu.au](mailto:info@halccoveps.sa.edu.au)  
**HOME PAGE:** <http://www.halccoveps.sa.edu.au>



Government of South Australia  
Department of Education and  
Children's Services

## Introduction

The Education Act 1972 requires all children aged from 6 to 16 years of age to be enrolled and attend school regularly.

Under the Education Act, parents and/or caregivers are held responsible for the regular attendance of all children in their care.

At Hallett Cove East Primary School, children who are of school age but younger than 6 are also expected to attend school regularly, once they have enrolled.

The Attendance Policy and Procedures at Hallett Cove East Primary School encourage and support children to participate fully in and gain maximum benefit from schooling. While at school, students are expected to be punctual, both in the morning and after breaks, and participate appropriately in work, routines and class expectations.

## Why is Regular Attendance Important?

The more a child participates, the more he/she will learn and the greater the benefit for future options in life.

Getting the maximum benefit from school has shown that it develops skills and attitudes such as: self discipline, punctuality, time management and social skills to live and work successfully with others. It also creates a more positive perception by others about the child if they have a good attendance record.

**For more information, please see the Attendance Policy and Procedures**

## Does my child need to attend school each day?

Yes, unless you have provided the school with an acceptable reason preventing your child's attendance such as:

- Your child is too sick to attend (eg your child has an infectious disease)
- Your child is undergoing treatment (eg for headlice)
- Your child is incapacitated by injury preventing movement around the school
- Your child is accompanying you on a family holiday, which cannot be arranged in school vacation time. In this case an **Exemption From School Attendance form** will need to be completed. Please contact the front office for this form. Approval from the Principal can be given for a period of up to four weeks. For longer periods of time, DECD needs to approve the exemption.

**If possible, dental and medical appointments should be made out of school hours.**

## What do I do if my child is absent, late or needs to leave early?

- Students are expected to be at school from 8.30am and in classrooms by no later than 8.45am.
- If a student is absent Parents/Caregivers are asked to notify the school by phone or in person, and a written explanation using the **Notification of Non-Attendance Form** (shown on the back of this brochure) in the Communication Book or Diary, is required as a follow-up. It is the responsibility of Parents/Caregivers to provide an explanation for absence.

- Patterns of unexplained absence will be referred to the Leadership Team.
- Whenever your child is absent from school and we have not been notified, the school will contact you by text.
- A doctor's certificate may be requested for absences of 3 or more consecutive days when your child is ill.
- If your child is going to be absent please contact the school by no later than 8:45am.
- If a student needs to leave before 3:05pm Parents/Caregivers are asked to notify the teacher using the **Notification of Non-Attendance forms**, in the Communication Book or Diary, stipulating the time and reason for early departure. When collecting students, Parents/Caregivers are asked to check children out through the Front Office. Students will be collected from the Front Office.
- If a student will be late into class in the morning Parents/Caregivers are asked to please phone the school. Parents/Caregivers are then asked to accompany their child to the office to check in on arrival.

## Did You Know?

If a child is absent for 5 days every term, he/she would have missed more than a year of school by the time he/she has finished Year 12.

Research shows that one day missed takes four days of effort to catch up.

**PLEASE NOTE that as of January 2015, the school now uses the Daymap Rollmarking application to monitor and track all attendance.**