



# ARDROSSAN AREA SCHOOL PARENT HANDBOOK 2024





## Index

Attendance	09
Assemblies	09
Behaviour Management	10-11
Bicycles	11
Buses	11-13
Collection of Money	13
Drugs & Alcohol	13-15
Emergency Management	16
Governing Council	07
Grievance Procedures	17
Harassment	15
Health Information	17-19
Home Learning	20
House System	20
Internet Policy	21
Library	21
Lost Property	22
Lunches	22
Materials & Service Charges	23
Newsletter	23
Parking – Car and Bus	23
Reporting	24
School Captains	08
School Times	05
School Uniform	25-26
Site Map	29
Staff List	06
Student Achievement Records	26
Student Identification Card	27
Student Leadership Group	08
Student use of Motor Vehicles	27
Term Dates	04
Transition	28
Travel Allowance	28

## About Us

Ardrossan Area School is a Reception to Year 12 School. Our school is an inclusive learning environment in which all students can achieve excellence, be creative and develop the skills necessary for their future. Our students are creative and critical thinkers who positively impact on their local and global communities.

Ardrossan Area School serves families living along the northern coastal strip of eastern Yorke Peninsula. Local employment is centred on retail, mining, agriculture and health services.

The school's values are respect, creativity and excellence.

Most students complete all of their education at the school. We have a strong transition program with the Ardrossan & Districts Community Kindergarten. Our school community is very supportive, with an active Governing Council and a School Community Library on-site. We also have strong connections with our wider local community and organisations. The school is well resourced and a high value is placed on literacy, numeracy, entrepreneurship, innovation and environmental sustainability programs. Sport, music and outdoor learning opportunities are an integral part of our school curriculum.

Senior school programs are tailored to individual student needs, enabling them to pursue university pathways, vocational education and training options, school-based apprenticeships and employment. To enhance the learning opportunities provided by the school, we work in collaboration with other local schools, the Open Access College, Northern Territory Distance Education and Registered Training Organisations.



## TERM DATES 2024

Term 1	29.01.24	-	12.04.24
Term 2	29.04.24	-	05.07.24
Term 3	22.07.24	-	27.09.24
Term 4	14.10.24	-	13.12.24

## TERM DATES 2025

Term 1	28.01.25	-	11.04.25
Term 2	28.04.25	-	04.07.25
Term 3	21.07.25	-	26.09.25
Term 4	13.10.25	-	12.12.25





## SCHOOL TIMES

Yard supervision commences at 8.35am.

Students should not enter the grounds before this time. Please note, students must enter through the Second or First Street gates.

8.35am	-	8.50am	Teachers on Yard Supervision
8.50am	-	9.00am	Home Group
9.00am	-	9.50am	Lesson 1
9.50am	-	10.40am	Lesson 2
10.40am	-	11.00am	Recess
11.00am	-	11.50am	Lesson 3
11.50am	-	12.40pm	Lesson 4
12.40pm	-	12.50pm	Lunch - eating time
12.50pm	-	1.20pm	Lunch
1.20pm	-	2.10pm	Lesson 5
2.10pm	-	3.00pm	Lesson 6
3.00pm	-		Dismissal
3.05 pm	-		Buses leave



## STAFF LIST

### Leadership Team

Margaret Roads	Principal
Amy East	Deputy Principal & R-6 Leader
Jason Clifford	7-12 Leader
Dianna Honner	Business Manager

### Teaching Staff

Molly Bruhn	Year 3/4
David Byrne	Mathematics/Science
Alarna Campbell	Reception
Christopher Carroll	Food & Textiles Technologies/Food & Hospitality/Humanities and Social Sciences/729
Olivia Clifford	Year 5/6
Kylie Cook	English/729
Teresa Crowe	Visual Arts/ 729
Kallie Eglinton	Year 1/2 English/Librarian/Digital Technologies
Meagan Elsworth	Physical Education/Mentoring
Ezra Glazbrook	Year 1/2
Nick Harris	Permanent Relieving Teacher
Kimberly Hodges	English/HASS/Auslan
Molly Hunter	Biology/Mathematics/Science
Ryan Miegel	Design and Technology/Physical Education
Deb Schwartz	Instrumental Music
Emma Wake	Science

### School Services Officers

Kathleen Batts	Classroom Support
Nick Gerrie	Classroom Support
Joanne Hewitson	Reception
Karyn Kingston	Classroom Support
Jodie Lodge	Classroom Support
Andrea Kuhndt	Administration Officer/Student Services
Kristian Peterson	Grounds
Kali Sims	Classroom Support
Patricia Stone	Laboratory/Library/ Classroom Support
Kylie Thompson	Classroom Support
Veronica Wayne	Community Library Assistant
Petrina Winen	Classroom Support

### Bus Drivers

Phil Pomeroy	Pine Point
Kym Wayne	Port Clinton/Price

## GOVERNING COUNCIL

The Governing Council is an important organisation which contributes to the successful running of Ardrossan Area School. It has a wide representation from parents, students and staff.

The Council is the last stage of decision making, where ratification and implementation of policy are considered. Council meets twice per term.

2024 Governing Council:

Chairperson	Scott Teakle
Secretary	Erin Aldridge
Treasurer	Trent Whittaker
Councillors	Marie Gorden, Anna Lodge, Lee-Anne Hicks, Emma Wake, Joanne Reidy, Kerriann Jackson
Principal	Margaret Roads
Staff Representative	Molly Hunter
Student Leadership Group (SLG) Representative	Rotation





## SCHOOL CAPTAINS

Junior School:	Kobe Brind (T1)	Silas Carty (T2-4)	
Middle School:	Lily Colliver	Ethan Hewitson	Macey Hewitson
Senior School:	Isabelle Teakle	Mikayla Dayman	

## MUSIC CAPTAIN

Serenity Gorden

## HOUSE CAPTAINS

Vincent: Jake Clifford, Abby Elsworthy, Cody Thompson  
Yorke: Nicole Whittaker, Noah Wake

## STUDENT LEADERSHIP GROUP (SLG)

The Student Leadership Group (SLG) provides a forum for students to participate in school decision making. Students are assisted to develop communication and meeting procedure skills through activities such as class meetings. SLG is supported by staff members, Kimberly Black and Bradley Channon.

All School Captains, House Captains, Music Captain and SRC Executive form part of the Student Leadership Group.

2024 Student Leadership Group:

Reception/Year 1	George Rawlings	Harriett Rowntree
Year 1/2	Kaden Reidy	Marley Hollitt
Year 3/4	Cooper Hicks	Indie Robinson
Year 5/6	Molly Oster	
Year 7/8	Finn Wake	Isabelle Dayman
Year 9/10	Amy Meyers	
Bus Leaders	Angus Ingram	Jakson Steele

SLG Executive:

President: Serenity Gorden  
Secretary: Nicole Whittaker  
Treasurer: Jake Clifford



## ATTENDANCE

Parents/carers are asked to supply written or verbal notification of the reason for any absences.

- If a student's absence is going to be prolonged, notify the Principal in writing.
- Department for Education Regulations requires schools to retain copies of reasons for absences.

Teachers are responsible for your children during school hours and need to know their whereabouts at all times. Please notify the class teacher in writing or in-person, before taking your child from school, eg for medical appointments.

Students are required to 'sign in' and 'sign out' via the front office if leaving or arriving at other than normal times. A reason should be provided.

Department for Education information regarding attendance is available at:

[www.sa.gov.au/topics/education-and-learning/schools/school-life/attendance-at-school](http://www.sa.gov.au/topics/education-and-learning/schools/school-life/attendance-at-school)

## ASSEMBLIES

Assemblies feature achievement awards, performances and reports of school events. They are held on Friday afternoons (usually three times per term) in the gym at 2:40pm.

Dates are advised in the newsletter and the Term Planner on our website

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

Parents, caregivers and extended family members are welcome to attend.





## BEHAVIOUR SUPPORT

The Department for Education Behaviour Support Policy provides the framework for the AAS Student Responsible Behaviour Policy.

The aims of these guidelines and procedures are to:

- Support students to behave in ways that fosters their learning and the learning of others.
- Enhances the development of respectful relationships between students, staff, families and the wider school community.
- Provides a safe teaching and learning environment.
- Establishes the standard for behaviour that is consistently expected.
- Outlines the consequences of breaches of the expected standard of behaviour.

At AAS we value respect, creativity and excellence. These values are best lived when everyone is engaged in their learning and/or helping others with their learning. The roles and responsibilities below outline ways to support engagement in learning:

### Staff Responsibilities

- Develop and maintain positive relationships with students and families.
- Establish, maintain, make explicit and model our school's expectations relating to student behaviour.
- Communicate and interact effectively with students and engage in cooperative problem solving relationships to address issues.
- Respond positively to responsible student behaviour and apply consequences consistently if students interfere with teaching and learning and the safe environment of our school.
- Follow our agreed school processes and procedures.

### Parent and Caregiver Responsibilities

- Keep schools informed of health issues, concerns about behaviour or other matters of relevance.
- Comply with Department for Education and school policies including the Department for Education Behaviour Support Policy and the Ardrossan Area School Responsible Behaviour Policy.

### Student Responsibilities

- Follow the Responsible Behaviour Expectations.
- Follow the instructions of teacher and support staff and ask questions for clarification.
- Be proactive in their learning.
- Contribute to a safe learning environment at our school.

### Responses to Inappropriate Behaviour

Ardrossan Area School expects responsible behaviour from all students, staff and community members. We encourage everyone to exercise self-discipline, respect for the rights of others and to take responsibility for their own actions.

When behaviour is inappropriate we are guided by the core concepts of restorative practices. Consequences are therefore applied with the following in mind:

- Are appropriate in terms of the level of severity.
- Are consistent in application.
- Are mindful of special circumstances.
- Facilitate the restoration of positive relationships between students involved.

In applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of the school community will be considered. Access to alternative programs and input from other agencies may be necessary for students who repeatedly behave inappropriately and in unacceptable ways.

The AAS Responsible Behaviour Policy can be viewed on the school website.

## BICYCLES

Children who ride bicycles are to leave them in the bicycle racks (located on West Terrace side of the school). This area is out of bounds during the day.

Bicycles are not to be ridden in the school grounds.





## **BUSES**

Requests to travel on the bus are approved by the Principal in accordance with the Department's Guidelines. For queries regarding buses please contact the Principal.

Whilst students are travelling on buses, normal school rules apply and bus drivers will inform the Principal of any instances of inappropriate behaviour.

### **Bus Behaviour Steps**

The following steps have been put in place to ensure student safety on school buses. All unacceptable student behaviour will be referred to the Principal and the following processes will apply:

- Step 1 – Written warning
- Step 2 – Phone call to parents
- Step 3 – Removal from bus for a period of time as determined by the Principal.

### **Temporary Bus Passes**

Temporary bus passes are available for:

- non bus students who require incidental travel
- bus students who wish to use a different bus on odd occasions

Bus Passes will be given to students provided there is room available on the bus. Parents/carers write a note or telephone the Front Office Reception to request permission. This should clearly state the bus they wish to use, the place where they will be dropped off/collected, when they want to use the service and the reason for seeking permission.

Advance notice would be appreciated where possible. A record of the request will be made and if approved, a temporary pass will be issued.

### **Emergency Procedures for Buses**

#### ***Breakdown***

- The Driver must stay with the bus and ensure the safety of the students. They will remain on the bus wherever practicable.
- The driver must attempt to contact the school in the first instance, via mobile phone. If unable to contact the school, the driver will wait for help to arrive.
- Once a parent/carer is aware that a bus is between 10 and 15 minutes late, they need to contact the school. It is then the Principal's responsibility to determine a suitable course of action. This could include:
  - a) telephoning a parent at an earlier pick-up or drop off point to see how far the bus travelled.
  - b) driving the bus route to locate the vehicle, taking the school's mobile phone with him/her.

- Once the situation is determined the Principal arranges another bus to transport the students to/from school and parents/carers are informed.
- **It is essential that parents/carers do not collect other students from along the bus route and transport them.** The responsibility for their travel rests with the bus driver and DfE.

### **Accident**

- Driver has to remain at the scene with the children.
- In the event of injury and depending on the damage to the vehicles, **000** must be rung as soon as possible.
- The school needs to be notified and then the Principal is responsible for determining a course of action.

### **Buses will not run on Catastrophic Fire days**

#### **External Fire:**

- If the school knows about the existence of a fire in the vicinity of a bus route, then the bus remains at school and parents are notified. The Principal will dispatch the bus once the CFS has given the all clear.
- Parents may collect their own children from school if they wish.
- If a driver encounters a fire whilst on the bus route, the safety of the students is paramount and, if possible, the bus should return to the school. If the CFS is at the scene, the driver follows the direction of the person in charge. The school needs to be informed as soon as possible and then the Principal determines the course of action.

#### **Bus Fire:**

- Driver to organise the evacuation of the students via the door or emergency evacuation windows.
- Use fire extinguisher if safe to do so and do not remove engine cover.
- Driver to then follow the breakdown procedures.

## **COLLECTION OF MONEY**

All money is to be paid directly to staff in the front office. Teachers do not collect money. All purchases and invoices are processed through the Front Office.

The bookroom is open between 8.35 am and 9.00 am for stationery purchases.



## **DRUGS & ALCOHOL**

Ardrossan Area School adheres to the Department for Education Alcohol, tobacco and other drugs incident management procedures if regards to managing any alcohol, tobacco and other drug related incidents involving students.

### **Preventive Health Programme**

Ardrossan Area School's curricula relating to health and personal development, contain preventive health components which aim to promote positive health and life style behaviours. A number of these components include factual information, attitude clarification and skill development appropriate to the student's age, concerning the use of drugs such as:

- alcohol, tobacco and caffeine
- legal medications, both prescribed and over-the-counter
- illegal drugs

### **Community Responsibility**

The policy is binding on all members of the school community - staff, students, parents and friends. Adult members of the school community will be expected to model healthy attitudes and social behaviour. They are expected to promote a preventive health programme and deal with incidents as they arise.

### **School Responsibility**

The behaviour of students becomes a school concern in the following circumstances:

- On school premises and in stated school hours, between 8.30am and 3.10pm, when members of staff are on yard supervision.
- At any time on school activities away from the school.
- Whilst travelling to and from school on buses.

### **Confidentiality**

Wherever possible, the confidentiality of students, parents and members of staff will be honoured. It will not be possible to maintain confidentiality when police or other legal action is taken.

## Procedures and Disciplinary Sanctions

### Medication

- 1 Students must not carry any medication to be taken during the day. If prescribed medication is required, it needs to be handed in to the front office in the morning. The parent/caregiver needs to complete a 'Medication Authority' form and provide authorisation from a doctor for the administration of new medication.
- 2 Any prescribed medication handed in to the front office needs to have a pharmacy label with the student's name, dosage, and details of how and when it is to be administered.

## HARASSMENT

The Ardrossan Area School Community is committed to working together to create a learning community which is safe, inclusive, conducive to learning and free from harassment, bullying, racism and violence. The AAS Anti-Bullying and Harassment Policy outlines definitions of harassment, what students should do if it happens to them, the grievance procedure and the consequences of harassment. All class and home group teachers are responsible for ensuring that students are aware of the harassment policy in the school. The Anti-Bullying and Harassment Policy is available on the school website.





## EMERGENCY MANAGEMENT

We have clearly stated guidelines for Emergency procedures including those to check that all people on site are accounted for in times of any emergency. It is therefore required that:

- to enable class rolls to be completed, any student who is late scans in as a Late Arrival at the Front Office before proceeding to class
- any student who needs to leave the site must have written or verbal permission from parent/carer, which is provided to Front Office or Leadership staff or be collected by their parent and scan out at the front office as they leave. Students who are sent home during the day as a result of illness must also scan out at the Front Office.
- any parent (classroom helper, collecting a child etc.) or other visitor to the site must sign the Visitors' Book at the front office as they arrive and wear a Visitors' Badge which will be provided for identification purposes while on site. When leaving you must sign out of the Visitors' Book and return the badge.

### 1) EVACUATION

- Continuous intermittent blast of the siren
- All students/staff/visitors must move to the assembly area on the school oval for roll call
- No persons to re-enter site until the all clear is given

### 2) LOCK-DOWN

In the case of danger within the school's boundaries, it may be necessary to lock all staff and students into their classrooms/teaching area, therefore requiring an **Lock-down** procedure.

Chain of command will remain as documented in Emergency Procedures.

- A long continuous bell will sound (approximately 10 seconds)
- All students / staff to remain in current teaching/learning space or move to a secure location close by. Keep away from windows/doors.
- Staff to lock doors.
- NO staff or students to leave room until the all clear is given.
- All clear given by Principal or delegate.

### 3) SHELTER IN PLACE

- Continuous Short-Short-Long blasts of the siren
- All students/staff/visitors to move to the School Gym (Shelter-in-place location)
- Everyone is to remain in the Gym until the all clear is given





## GRIEVANCE PROCEDURES

At Ardrossan Area School we believe that respectful relationships within the school and between the school and its community are directly connected to successful learning for all students. However, from time to time grievances may arise for a wide range of reasons.

The following assumptions regarding grievance procedures apply:

- Everyone will be treated with respect
- People have the right to ask for a third party to be involved in the meeting.
- Meetings to discuss grievances should be deferred if any person(s) behave in an aggressive, insulting or offensive manner.
- Wherever possible, every reasonable effort will be made to resolve concerns or complaints at the local level in a timely and effective manner.

The Department for Education Complaint Management procedures are to be followed.

## HEALTH/FIRST AID

1. Up to date student health information is requested from parents on an annual basis. In addition, aquatic activities and excursions require separate health forms.
2. The School appreciates being notified if children are experiencing health problems, as it may be impacting on their learning and/or behaviour.
3. Some common infectious diseases which require students to be excluded from school include:

<b>Conjunctivitis:</b>	Exclude during acute stage of the infection.
<b>Chicken Pox:</b>	Exclude until all lesions have crusted, there are no moist sores and the person feels well.
<b>COVID-19:</b>	Can return to school after five days, if no symptoms present.
<b>Head Lice:</b>	Can return to school the following day after appropriate treatment has occurred at home.

<b>Measles:</b>	Exclude from un-immunised persons for at least four days after the onset of the rash.
<b>Mumps:</b>	Exclude for nine days or until swelling goes down (whichever is sooner).
<b>Ringworm:</b>	Exclude until the day after appropriate treatment has commenced.
<b>Rubella:</b>	Exclude until fully recovered or for at least 4 days after the onset of the rash.
<b>School Sores:</b>	Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.
<b>Whooping Cough:</b>	Exclude until they have taken 5 days of a 14 day course of erythromycin or, if not treated, for three weeks from the onset of cough.

It is necessary for some students from time to time to require medication whilst at school. DfE policy is quite clear how school staff should supervise the taking of medication. The policy allows for school staff to “store and supervise only medication that has been prescribed by a doctor for the individual child or student, for the period of time specified”. This includes analgesics and other medications that can be purchased over the counter. If a Health Care Plan is required, it will need to be completed by a medical practitioner.

Therefore the school will not be able to supply or administer “Panadol” (or similar medications) to students. If students require these medications whilst at school, parents will be contacted to come and collect the student or to administer the medication to their child.

### **First Aid/Illness at School**

Injured and ill students are sent to the front office and treated. If necessary, parents are contacted to collect their injured/sick child from the school.

### **Nut Awareness**

Food allergy is now common in school aged children. Children can be allergic to any food, and it is not possible to completely remove all foods from our school. To help manage food allergies, our school is following the National Allergy Strategy Best Practice Guidelines (2021) which do not recommend banning foods as this is difficult to enforce and can bring a false sense of safety. We request that parents consider not sending nuts to school, especially for younger students.

### **Headlice**

Headlice are an unfortunate part of childhood and very few of us ever escape getting them, however, we can all do our part to prevent the spread. This policy aims:

- To prevent the spread and the re-infection of Headlice throughout the school
- To provide parents and caregivers with useful information about headlice treatment and prevention

### **When Headlice &/or eggs are detected**

If lice &/or brown eggs are suspected or detected families will be contacted and given the option of collecting their student or leaving the student at school. An information brochure is given to families which outlines appropriate treatment.

Families of a student who has head lice or brown eggs are expected to check siblings and treat accordingly.



Families in the infected child's class/building are informed about the outbreak via a note that is sent home. (no student's name will be mentioned)

Treatment of headlice and the removal of all brown eggs to be conducted at home.

Student returns to school the next day, provided treatment has been completed at home.

If there is still evidence of head lice or brown eggs, the families of the student will be contacted.

#### Parent/Caregiver's responsibilities

- Inform the school if their child has head lice.
- Treat their child if they are infected with head lice and ensure all brown eggs are removed.
- Ensure that their child does not return to school with head lice or brown eggs
- Check other family members and take action as suggested in the literature provided.
- Re-treat their child 7-10 days after initial treatment

#### School's Responsibilities

- If it is suspected that there is an infestation, ensure that class activities do not involve head to head contact between students in the class.
- Inform parents/caregivers of the suspected child's infection
- Inform all families in infected student's class of the outbreak
- Provide relevant educational material to members of the school community
- Conduct a parent support program as required

#### Common Myths:

Headlice do not jump. They are spread by touch only – eg sharing hats, helmets, brushes

Headlice live off blood, not dirt.

Headlice do not live in carpet or on animals – only humans

Tips for management of Headlice:

For treatment to be effective, it should be re-applied 7-10 days after first treatment. Additional treatment between this period should be avoided unless live lice are detected.

None of the treatments are 100% effective in eradicating newly laid eggs. Hair conditioners and shampoos should be avoided when using headlice treatment as it coats the hair shaft, making the treatment less effective. Hair dryers should not be used as heat can break down the active chemical in the treatment

#### **Finger nails are effective at removing eggs**

A combination of chemical and physical treatment is the ideal approach to control infestations.

## HOME LEARNING

Home Learning is considered an integral part of the school curriculum, and guidelines are set down for the various year levels. There is an expectation that home learning will be undertaken by the students to support their learning at school. Regular reading for pleasure is encouraged.

- R-Year 2 Home reading. At least 4 days per week recommended.
  - Years 3-4 Maximum 20 minutes per night, 4 days per week recommended
  - Years 5-6 Maximum 30 minutes per night, 4 days per week recommended
  - Year 7 Minimum 45 minutes recommended per school night
  - Year 8 Minimum 60 minutes recommended per school night
  - Year 9 Minimum 60 minutes recommended per school night
  - Year 10 Minimum 80 minutes recommended per school night
  - Year 11 Minimum 90 minutes recommended per school night
  - Year 12 Minimum 120 minutes recommended per school night
- \*Years 7-12: as required to complete learning tasks\*

## HOUSE SYSTEM

The House System runs continuously through the year. Points are generated as a result of demonstrating the School Values (Respect, Creativity, Excellence). The House System is used for Athletics Carnival and House Lunch Time Sports.

YORKE

VINCENT

(White)

(Blue)





## INTERNET POLICY

### Student Computer Usage

All students have access to school computers and are able to use the internet and e-mail for educational purposes.

At the start of each year all students and parents are required to sign a Cyber-safety user agreement.

#### Key points to remember:

- Passwords need to be kept secret.
- Students are not to alter, try to repair, connect or disconnect or move any of the computing equipment.
- Only the programs supplied and installed by the school are to be used on our network.
- Downloading of other programs is not permitted.
- Alteration of any of the computer programs on the network is not permitted.
- Students are permitted to use the internet for school related purposes; research and educational learning activities. The sending and receiving of e-mails is for educational purposes only.
- Students who breach any of the guidelines will lose the right to use the computing facilities for a period of time as determined by staff.

## LIBRARY

Ardrossan Area School hosts a Community Library. The Library is available to the school and the community.

### Community Library Hours

School Term:	Monday	closed	
	Tuesday, Wednesday & Friday	8.30am – 3.30pm	
	Thursday	8.30am – 4.30pm	
	Saturday	9am – 12pm	
	School holidays:	Tuesday - Friday	8.30am – 12.30pm
	Saturday	9am – 12pm	

Membership is free. A wide range of fiction, non-fiction and paperback books is held for children and adults. Borrowing is undertaken via the SA Public Library One Card system.

Computers are available in the Library for student and community use. This includes Internet access.

Contact the Library (8837 4134) for more information. Full information about the Community Library is also available via the School Community Library Facebook page. New members welcome.

## LOST PROPERTY

Labelling of clothing assists the return of clothing to the owner. Lost items of clothing are kept in a cupboard in the back verandah of the Administration Building. Parents are welcome to check at the Front Office regarding lost property.

## LUNCHES

### Lunch Provider

There will be one official school lunch provider as determined by a tender process run by the Governing Council. The lunch provider will have exclusive rights to entering the school to collect orders and deliver lunches at appointed times during the day. The current lunch provider is Wilma's On the Yorke. Student lunch orders are placed in lunch baskets and brought to the front office each morning by 9am.

Students will only have access to an alternative lunch provider directly through their parents/caregivers. On no occasion will these students be given permission to purchase lunches directly from shops.

### Forgotten Lunches/Lunch Orders

Students who have forgotten their lunch or lunch order will not be permitted to access lunch from the street. These students will have access to a plain lunch provided by the school.

### Lunch Delivery by Parents/Caregivers

The delivery of lunches will be permitted only by the child's parent or caregiver who is required to sign in at the office before entering the school grounds, and then sign out when leaving.

### Lunch Passes

Parents/Caregivers who wish for their child to go home for lunch are required to apply in writing for a lunch pass from the front office. Students are expected to travel directly to and from home. Students are not permitted to travel in other students' vehicles when going home for lunch.



## MATERIALS AND SERVICES CHARGES

### Charges

The Governing Council has set school charges at:

R-6 \$287

7-12 \$379

These charges, in conjunction with government grants, assist in providing equipment, books and resources to carry out the school curriculum as well as providing for maintenance, repairs and administrative tasks.

### School Card Students

The School Card Student Scheme is a means tested scheme to provide assistance for low income families. A link to the application form is available through the school and all enquiries are treated confidentially. The allowance is designed to assist with the cost of books, materials and is not meant to cover all costs incurred on behalf of approved students.

## NEWSLETTER

The Ardrossan Area School newsletter is published for the purpose of promoting the school and its students to the school community. It is published on a Wednesday at least 3 times per term and is emailed to families. A printed copy may be requested.

## PARKING – CAR AND BUS

Visitor and parents' cars are to be parked in the street, adjacent to the school boundary.

Bus students will board the buses in the bus bay.

Students are expected to exit via the gates; the staff car parking area is not to be used.



## REPORTING

The AAS Assessment and Reporting Policy is available on the school website.

### Reporting in Practice:

Term One:

- Week 8, **Reception to Year 6** -Student/Parent-carer/Teacher interviews.
- Week 11, **Year 7 to Year 11** -Written Mid-Semester One Report.

For each Learning/Subject area, the reports include comments to explain progress and achievement (describing what students have learnt, what they need to learn next and how the teacher, student and parent/carers can support next steps to support growth), A-E grade and effort level, as well as a summary of student attendance, learning dispositions, general behaviour and work habits

- Week 11, **Year 12** - Written Mid-Semester One Report.

For each Learning/Subject area, this report includes comments to explain progress and achievement (describing what students have learnt, what they need to learn next and how the teacher, student and parent/carers can support next steps to support growth) and effort level, as well as a summary of student attendance, learning dispositions, general behaviour and work habits.

- Interviews for all students available upon request.

Term Two:

- Week 10, **Reception to Year 6** - Written Semester One report.

For each Learning/Subject area, the reports include comments to explain progress and achievement (describing what students have learnt, what they need to learn next and how the teacher, student and parent/carers can support next steps to support growth), A-E grade (Note: Reception students are not assigned A-E grades) and effort level, as well as a summary of student attendance, learning dispositions, general behaviour and work habits.

- Week 10, **Year 7 to Year 11** - Semester One Grade Summary report (A-E grade and effort level).
- Week 10, **Year 12** - Written Semester One report.

For each Subject area, the reports include comments to explain progress and achievement, A+ to E grade for completed assessment tasks and effort level, as well as a summary of student attendance, learning dispositions, general behaviour and work habits.

- Interviews for all students available upon request.

Term Three:

- Week 8, **Reception to Year 6** - Student Lead Conversation, with parents/carers and the class teacher.
- Week 10, **Year 7 to Year 11** - Written Mid-Semester Two report.

For each Learning/Subject area, the reports include comments to explain progress and achievement (describing what students have learnt, what they need to learn next and how the teacher, student and



parent/carer can support next steps to support growth), A-E grade and effort level, as well as a summary of student attendance, learning dispositions, general behaviour and work habits.

- Week 5, **Year 12**- Round Table Conference, with student, subject teachers and parent/carers.
- Interviews for all students available upon request.

Term Four:

- Week 8, **Year 12** - Student Achievement Record (SAR) which includes a school reference.
- Week 9, **Reception to Year 6** - Written Semester Two report.

For each Learning/Subject area, the reports include comments to explain progress and achievement (describing what students have learnt, what they need to learn next and how the teacher, student and parent/carer can support next steps to support growth), A-E grade (Note: Reception students are not assigned A-E grades) and effort level, as well as a summary of student attendance, learning dispositions, general behaviour and work habits.

- Week 9, **Year 7 to Year 11** - Semester Two Grade Summary report (A-E grade and effort level).
- Interviews for all students available upon request.

## **SCHOOL UNIFORM/DRESS CODE**

The School community believes that the School Uniform/Dress Code is integral to the school's identity and that:

- School pride is reflected in the way people approach the school dress code
- When representing the school, dress code should be enforced
- Student leaders should model good practice by always adhering to the school dress code
- Parents can support each other in discussions about dress code at school, by simply reinforcing the expectations
- Sporting teams have strict rules regarding uniform and people readily comply

The School Uniform/Dress Code requirements are as follows:

Summer and Winter for Girls

- Summer – dress in school-defined pattern and check fabric
- Winter – pleated skirt/pinafore in school defined pattern and fabric
- AAS Royal blue Polo Top
- Navy blue shorts/long pants
- White, grey or blue socks
- AAS Royal blue windcheater

Summer and Winter for Boys

- AAS Royal blue Polo Top
- Navy blue shorts/long pants
- AAS Royal blue windcheater
- White, Grey or blue socks

Options

- AAS Soft shell jacket
- AAS Scarf
- Royal blue or white skivvies with winter uniform

**BLUE JEANS AND BLACK CLOTHING ARE INAPPROPRIATE FOR ALL STUDENTS**



### **Formal Wear**

Student Leaders who represent the school in situations that require more formal dress can access the school wardrobe which includes shirts, ties and blazers.

### **Footwear Requirements**

- Suitable footwear is to be worn at all times.
- Shoes and sandals are to be in good condition.
- Thongs or loose fitting shoes are not to be worn.
- Students working in specialist areas such as Design & Technology, Science and Home Economics are required to wear covered footwear.
- Socks must be worn at all times when wearing closed in shoes. Students are required to wear practical footwear to school at all times.

### **Physical Education Requirements**

- Students (7-12) are expected to change for these lessons and change back into uniform at the end of the lesson.
- PE clothing is expected to be practical. The sports uniform is as follows:
- Navy shorts or trackpants
- Polo top in school defined pattern and colours

### **Hats**

- Students are required to wear broad brimmed hats while out of classrooms all year round; baseball caps are not acceptable.
- Students who do not comply with this requirement will be asked to sit in a shaded area.
- Students are encouraged to wear sunscreen and sunglasses while outdoors.
- The Principal reserves the right to decide on the appropriateness of hats.

### **Jewellery**

- Students are encouraged not to wear jewellery. However, if they wish to do so jewellery must be acceptable to the school.
- During certain lessons students may be requested to remove jewellery for safety reasons.

The Uniform and Dress Code Policy is supported by our Governing Council and the broader school community. The Principal and staff of the school will work in partnership with parents and students to actively support this policy.

Polo tops, windcheaters, hats, scarves and school bags are available for purchase through the Book Room. Orders can be taken for summer dresses and girls winter skirts/pinafores, please see Front Office staff.

## STUDENT IDENTIFICATION CARD

Students from Year 7 upwards may apply for the issue of a Student Identification Card which, when presented to the vendor of State Transport Authority tram or bus tickets, or an authorized person of National Rail, will entitle the holder to travel at child fare rates.

Cards are processed by the photographer when taking school photographs.

If a card is lost, a replacement card can be ordered through the Front Office.

## STUDENT USE OF MOTOR VEHICLES

Students that are licensed drivers and wish to use a motor vehicle/bike to travel to school need to complete the Student Use of Motor Vehicle form approved by the Principal. Year 11 and 12 student drivers use the parking area next to the school oval.

During school hours, students are not permitted to use their vehicles for other purposes.



## TRANSITION

The school has close links with the Ardrossan & Districts Community Kindergarten. Visits between the two sites occur regularly throughout the year.

Information meetings for parents of new Reception students are held as part of the Transition to School program.

## TRAVEL ALLOWANCE

Parents of students who have to travel 5kms or more to the nearest bus route are eligible to apply for a travelling allowance. Application forms are available from the Front Office.





# SITE MAP

## ARDROSSAN AREA SCHOOL

