Basic school information and procedures that are helpful to know.

Dear Parents and Students,

Welcome to Ardtornish Primary in 2016.

Our vision as a school is to empower students to create positive futures through high-quality teaching and communication is key to making sure this happens.

This newsletter contains a summary of information that is important to know at the beginning of the year.

Starting in week 3 Newsletters will be sent home via the internet and email though Google+ rather than in a paper format. They will be sent out every second Friday in odd school weeks.

You will be able to request a paper copy if you do not have internet access but as a rule the digital method will be used for most people.

Information about how to set up tablets and smart phones to receive information is available from the front page of our school website and additional information will be distributed over the next few weeks and given a special focus on Acquaintance Night.

We begin 2016 with 6 new staff:

<table>
<thead>
<tr>
<th>Graeme Wheaton</th>
<th>Gayle Bonnett</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room - 7 Year 5/6</td>
<td>Room 3 - Year Rec</td>
</tr>
<tr>
<td>Alison Addie</td>
<td>Tom Western</td>
</tr>
<tr>
<td>Room 29 - Year 1</td>
<td>Rm 20</td>
</tr>
<tr>
<td>Sarah Sneyd - SSO</td>
<td>Jack Richardson - SSO</td>
</tr>
</tbody>
</table>

To ensure that all students understand what is expected of them we have established 5 key Student Responsibilities from which all other school procedures flow. (See back of this sheet)

Individual classes will develop specific procedures to ensure that these are met in each room e.g. in our room we put up our hands to ask a question, store our hats in our trays etc.

If you have any concerns or questions about the school please feel free to contact me so that they can be effectively raised and addressed. At Ardtornish we value your feedback and view it as essential for ongoing school improvement.

I hope you and your child/ren enjoy their start to an exciting year.

Mark Hansen : Principal

Acquaintance Night & Annual General Meeting

It is very helpful if you attend Acquaintance Night meetings, even if your child has been in the teacher's room before, as each year teachers change their practices, routines and goals and they appreciate sharing information with you.

Acquaintance Night and AGM will be held on Tuesday 16th February.

Acquaintance night will provide you with an opportunity to work in partnership with your child's teachers to support their learning. More information about the night's arrangements will be sent out in this Friday's newsletter. Meetings are between 6:30 and 7:45

The AGM will be held on the same evening at 8 pm in the library so parents only need to attend the school once in the week.

Arriving at school before 8:50 and not sleeping in.

Teachers begin morning yard duty in the primary court area at 8:35 so for safety students should not be on school grounds before this time.

Students in the JP years must go straight to class on their arrival from 8:35 to begin organising for the day.

Classes commence at 8:50

The first few minutes of the school day are very important as this is when reminders about events are given, money & notes are collected, communication books are checked, the school diary is shared and a range of other important organisational matters are dealt with.

Students who arrive even a few minutes late, disturb this process & disadvantage themselves and their peers.

Likewise, parents wishing to speak to teachers should do so before 8:50 so instruction can start promptly.

If your child is going to be absent you can now inform the school by sending a text message to the school mobile on 0447 467 152.

Please ensure your child eats a healthy breakfast before beginning school & has food for recess & lunch that is low in sugar & fats.

Updating Student Information

Please ensure you promptly return the student information updates that will be sent out in the next day or two. During the year any changes to contact numbers need to be communicated to the school as soon as they occur.

POLICE CLEARANCES FOR VOLUNTEERS

All school volunteers are required to complete a Child Related Employment Screening (police clearance) and do volunteer training. Application forms are available from the front office.

Before working in classrooms volunteers must sign in at the front office and receive a volunteer's badge.

<table>
<thead>
<tr>
<th>Up Coming events</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Building Day Rm 9, 10, 11</td>
<td>Monday 8th Feb</td>
</tr>
<tr>
<td>Chromebook information sessions for parents with children in Rms 7/8 or 31</td>
<td>Tues - Feb 9th at either</td>
</tr>
<tr>
<td></td>
<td>9:00 in the library or</td>
</tr>
<tr>
<td></td>
<td>6:30 in Rms 7/8</td>
</tr>
</tbody>
</table>

Policies and Information booklets can be downloaded from the school website at www.ardtornps.sa.edu.au

If you would like to provide feedback about the site email us at dl.1540.info@schools.sa.edu.au
Staff Meeting Time & Parent Interactions

Staff meetings are held as soon as possible after school in the library each Tuesday, so please be aware that, because of this professional commitment, staff are unable to talk with parents or resolve problems at length on this day. Please consider raising or dealing with any issues you may have the following morning.

Borrowing from the library is not available on Tuesdays after school.

Administration of Oral Medication

“School Staff should only accept responsibility for the administration of medicine when no practical alternatives exist, as it is primarily a parent’s responsibility.” DECD regulations.

When a student needs to take medication for a short period of time parents need to negotiate with the school our ability to administer it on a case-by-case basis. Doctor’s authorisation is compulsory and has to be attached, along with a health care plan. Information about the procedures for administering medication is available from the front office.

Safety and Parking

Do not walk your children through either staff car park.

Both Police and Council Officers will be observing parking behaviour over the next few weeks and giving out fines for people who stop in the incorrect areas.

The staff car park is never to be used for the drop off and pick up of children as doing so is dangerous and causes congestion.

School Uniform

**Summer Uniform**
- Lacoste T-shirt $28.00
- Navy Shorts $28.00
- Summer Dress $40.00
- Bucket Hat $10.00
- Legionnaires Hat $4.00
- Iron-on logo $2.00ea

**Winter Uniform**
- Windcheater $50.00
- Jacket $60.00
- Girls bootleg pants $30.00
- Boys cargo pants $32.00
- Boys trackpants $25.00
- School bag $35.00

Hats and Sun Safety

All students are required to wear a sun safe hat during Term 1 & from the 1st September until the end of the year, when UV levels are high, or else they have to play in a supervised shaded area. Please ensure that your child has a school hat.

Lost and found Library books

If you came across any library books during the holidays we would appreciate you returning them to school so that they can be made available for others to borrow. Please return all books even if they are damaged so we can repair or replace them.

Music Lessons, Recorder, School Band, Choir

Students have a number of opportunities to be involved in Music Programs at Ardtornish and letters will be coming home in the next week or so inviting students to join the school band, recorder (Year 3) and / or choir. Students can also learn a musical instrument from Year 4, including piano, guitar, drums, saxophone, clarinet, flute and trumpet. Enrolment forms are available from the front office.

Bell Times

8.35 am Supervision in the Primary Courts area begins and JP students may enter their classrooms.

8.50 am Siren sounds and the school day begins. Please ensure that your child is at school by this time. Late comers – students arriving after 9:00, are not to go directly to class, but must sign in at the front office and pick up a late form.

10.50 am Morning Recess

11.10 am Morning lessons continue

1.00 pm Children eat their lunch in the classroom.

1.10 pm Playtime. Library is open for quiet reading and games.

1.45 pm Lessons resume.

3.15 pm All children are dismissed. The playground and primary play equipment needs to be vacated at 3:30 as this is when staff supervision ends. Only children under the direct supervision of their carers are permitted to remain.

As the JP play area and equipment is not supervised by staff after school no child is allowed on the JP play equipment unless they have a care giver to supervise them.

School Cricket

**Year 2/3 Kanga Cricket**

This is an enjoyable way for Year 2/3 students to learn to play cricket. If a parent nominates to be the manager, it will be played on Friday afternoons at Tea Tree Gully Oval with plastic stumps, bat and ball. Practice will be on Monday afternoons. Please see Mr Halliday for more information.

**Year 4/5 & 6/7 Cricket:**

Please return the note, given to your child today, to indicate their interest in playing cricket for one of these teams. Games are Saturday mornings, usually at 8:30. We need a manager and coach for the team to go ahead. Notes should be returned to the front office.

Ardtornish Primary School is **Nut Aware**

Please do not send any nuts or nut products to school.