



# FAMILY HANDBOOK 2019



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## Annesley Junior School

At Annesley Junior School students from two years of age to Year 7 are active participants in a community of learners. Students engage in a rigorous learning program with a focus on leadership, service and community sustainability. Student learning is not confined within the boundaries of traditional subject areas but is supported and enriched by them – girls and boys engage in a 'hands on' approach and have access to our extended community for specialist knowledge and 'real life' experiences.

Values form the basis of teacher and student interactions. They are implicitly and explicitly taught through role modelling, their inclusion in trans-disciplinary units, discussion, questioning, through guided reflection and timely consideration of daily interactions. Our ten core values are embedded in our daily practice:

- Courage
- Resilience
- Responsibility
- Humility
- Civility
- Justice
- Compassion
- Respect
- Gratitude
- Integrity

### MISSION

Annesley Junior School is a caring community, committed to genuine partnership with families. We deliver high quality inquiry-based learning within a Christian environment for girls and boys. We have a rich heritage, distinct focus on teaching values and a future focused on innovation.



### VISION

**We are nurturing creativity and curiosity in young learners to build resilient and empathetic global citizens ready for now and beyond**

## Curriculum

The Annesley curriculum is engaging, challenging and relevant, and actively supports the developmental differences and learning styles of girls and boys. It is framed by the pedagogy of the International Baccalaureate Primary Years Program (IB PYP). In the IB's own words: The IB Primary Years Program, for students aged 3 to 12, focuses on the development of the whole student as an inquirer, both in the classroom and in the world outside. It prepares students to be active participants in a lifelong journey of learning.

Structured, purposeful inquiry is at the heart of the PYP philosophy. Our students actively construct meaning based on their prior knowledge and their engagement with the curriculum and Units of Inquiry. They investigate important subject matter by formulating questions, proceeding with research, experimentation or observation which leads to their own responses to the issues. Technology is a key focus and our 'digital natives' are guided in their use of familiar and new technologies as one method of engaging with peers, teachers and experts beyond the classroom.

The aim of all IB programs is to develop internationally minded people who help to create a better and more peaceful world. The IB Learner Profile outlines what PYP learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

## Early Years

The learning program in the Early Learning Centre (ELC) is influenced by the international best practice of the Reggio Emilia philosophy. This fosters a sense of inquiry based on the understanding that young students have the ability to not only learn in many ways but also to create their understanding of the world. All students in the ELC undertake Units of Inquiry from the International Baccalaureate Primary Years Program (IB PYP). They have many opportunities to engage in hands-on projects that they initiate and lead supported by their educators.

The curriculum is also guided by the National Early Years Learning Framework (EYLF) This forms the foundation for ensuring that students in all early studenthood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognizes the importance of communication and language (including early literacy and numeracy) and social and emotional development. Fundamental to the EYLF is a view of students's lives as characterised by belonging, being and becoming.

The learning outcomes are:

- Students have a strong sense of identity
- Students are connected with and contribute to their world
- Students have a strong sense of well-being
- Students are confident and involved learners
- Students are effective communicators.

These are achieved through the strong relationships developed and the stimulating play environment which supports students to explore, question, collaborate and reflect.

## Primary Years

The Australian National Curriculum which equips all young Australians with the essential skills, knowledge and capabilities to thrive and compete in a globalised world and information rich workplaces of the current century is embedded in the PYP framework to form the basis of the curriculum from Reception to Year 7. The Annesley Junior School curriculum also encompasses the general capabilities of literacy, numeracy, ICT competence, critical and creative thinking, ethical behaviour, personal and social competence, intercultural understanding and the cross-curriculum priorities of Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia and sustainability.

At Annesley, we are committed to offering a co-curricular program 'with a difference'. This program strengthens the community aspect of Annesley by giving students opportunities to interact with and learn from a broad range of people of varying ages and walks of life. Our co-curricular program sits outside daytime teaching and learning and aims to expand students' skills and experience. Activities can be varied – examples include establishing and maintaining an organic vegetable patch; athletics; origami; circus skills; cooking; basketball. Co-curricular activities take advantage of the gymnasium and other facilities. Annesley Junior School is a vibrant place of learning. We invite you to come and share in our unique learning community.

## Term Dates 2019

	<b>Days and Dates</b>
	ELC and Vacation Care Opens - 14 January 2019
Term 1 (11 weeks)	Tuesday 29 January to Friday 12 April 2019
Term 2 (9 weeks)	Monday 29 April to Friday 28 June 2019
Term 3 (10 weeks)	Monday 22 July to Friday 27 September 2019
Term 4 (9 weeks)	Monday 14 October to Friday 6 December 2019
	ELC and Vacation Care Closes Friday 20 December 2019

### Staff Professional Development Days

Please note that the ELC & Vacation Care will be closed on Friday 25 January and Friday 13 December 2019 to allow for staff professional learning days.

Please refer to the website for regular updates to the School calendar.

## Key Contacts

		Contact	Phone	Email
Absentees, General Enquiries & Administration	8.15am-4.15pm Monday - Friday	School Reception	(08) 8422 2288	<a href="mailto:burchmorej@annesley.sa.edu.au">burchmorej@annesley.sa.edu.au</a>
	Principal	Luke Ritchie	(08) 8422 2208	<a href="mailto:principal@annesley.sa.edu.au">principal@annesley.sa.edu.au</a>
	Deputy Principal & Head of Early Years	Donna Nicolle	(08) 8422 2286	<a href="mailto:nicolled@annesley.sa.edu.au">nicolled@annesley.sa.edu.au</a>
	Business Administrator	Alex McCole	(08) 8422 2204	<a href="mailto:mccolea@annesley.sa.edu.au">mccolea@annesley.sa.edu.au</a>
	Out of School Hours Care Coordinator/Vacation Care	Alisha Thompson	(08) 8422 2263	<a href="mailto:oshc@annesley.sa.edu.au">oshc@annesley.sa.edu.au</a>
Enrolments	Community Engagement Coordinator	Lisa Stuart	(08) 8422 2211	<a href="mailto:registrar@annesley.sa.edu.au">registrar@annesley.sa.edu.au</a>
Annesley College Council	Chair	Bruce Spangler	(08) 8422 2208	<a href="mailto:chairofannesley@annesley.sa.edu.au">chairofannesley@annesley.sa.edu.au</a>
Annesley Parents' Association	President	Brooke Morrow	(08) 8422 2288	<a href="mailto:apa@annesley.sa.edu.au">apa@annesley.sa.edu.au</a>
MLC/Annesley Old Scholars Association	Administrator	Chris Lopez	8422 2210	<a href="mailto:os@annesley.sa.edu.au">os@annesley.sa.edu.au</a>

## Schedule of Fees

### 2019 Fees & Charges

#### ELC Fees

Daily Fee	\$107 (permanent bookings)
Casual Fee	\$110
Weekly Fee	\$505

#### Primary School Fees

Reception to Year 7	\$8,805 per year
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#### **2019 sibling discount on annual fee:**

Second student:	\$880.50 (10%)
Third student:	\$1,320.75 (15%)
Fourth student:	\$1,761.00 (20%)

(Note that discount is offered for siblings attending the Primary School only)

#### OSHC Fees

Before School Care:	
Permanent bookings	\$11 per session
Casual bookings	\$13 per session
After School Care:	
Permanent bookings	\$22 per session
Casual bookings	\$25 per session
Vacation Care:	\$53 per day (plus activity/excursion fee if applicable)

*For more information on fees & charges please refer to the relevant Early Learning Centre and Primary Years sections within this handbook.*

## Uniform

Annesley's uniform contains a selection of Annesley styled and branded clothing for students to mix and match to create a look and feel they are comfortable wearing for learning and play.

<b>Clothing Options</b>	
Short Sleeve Polo	\$48.00
Long Sleeved Polo	\$50.00
Cotton Drill Shorts	\$36.00
Cotton Drill Pants	\$42.00
Skort	\$36.00
Leggings	\$38.00
Rugby Jumper	\$82.50
All Weather Jacket	\$90.00
Puffer Vest	\$77.00
Sports Track Pants (Years 3-7)	\$50.00
Sports Shorts (Years 3-7)	\$38.00
<b>Shoe Options (purchased independently)</b>	
Any colour sports shoe	
Navy or White Leather Sandals	
Black Leather Shoes (Formal Uniform Only)	
Navy Socks	\$6.95
<b>Accessories</b>	
School Bag	\$50.00
Bucket Hat	\$10.00
Communication Folder (Primary School Students only)	\$15.00
Art Smock (Primary School Students only)	\$15.00

## The Early Years

### Welcome

Welcome to the Annesley Early Learning Centre (ELC). Our Centre is an integral part of Annesley Junior School. Our ELC was originally opened in 1906 to provide a kindergarten program for students aged four. Over the years our centre has grown and developed in response to our families' needs. We now provide care, in an educational setting, for students aged two years to five years of age. Each learning space within the centre has been purposely designed to meet the different stages of students development.

The ELC is located on the ground floor of the Early Years building (ELC to Year 2) and we have access to all of the school facilities, resources and staff. This provides us with the ideal environment to establish communities of learners across the many age groups within our school.



### Philosophy and Practice

Students thrive in environments where they feel connected and valued. At Annesley we see our ELC as an extension of each student's home life. To make the transition from home to school as seamless as possible, we have created an environment where everyone is welcome. By establishing trust and demonstrating a willingness to listen, we create a supportive and nurturing environment where positive relationships flourish.

Students learn best when they are supported, challenged and engaged in 'hands on' meaningful experiences. We believe students have so much to share with us through many different forms of expression and communication. As educators it is our role to provide them with opportunities to find their voice and to express their potential by sharing their interests, thoughts and discoveries with us. As students play, they explore, interpret and build upon social connections. It is through this engagement that they develop new connections and concepts, and provide us with insights to scaffold their learning for future exploration.

### Learning Through Play

All interactions, experiences, activities, routines and events, planned and spontaneous, make up the curriculum in the ELC. Each day the students are invited to pursue individual interests, to participate in group experiences, meetings, play based learning activities and small project groups. The learning experiences and the environment are prepared to stimulate discovery and to initiate discussion. Each term we present a Unit of Inquiry which is planned in accordance with the Primary Years Program (PYP) of the International Baccalaureate (IB) Program. The student's interest and participation in this unit, as well as his/her personal development are observed, documented and reflected upon according to the Early Years Learning Framework which is supported by the National Quality Standards. Our approach when working with each student is reflective of the Reggio Emilia philosophy.

### The Primary Years Program (PYP)

The Primary Years Program is based on an inquiry methodology. It aims to develop inquiring, knowledgeable and caring young people who assist in creating a better and more peaceful world through intercultural understanding and respect. Our students undertake four of the six Units of Inquiry each year.

These units are planned under the trans-disciplinary themes of who we are; how the world works; where we are in time and place; how we organise ourselves; how we express ourselves and how we share the planet. Each Unit of Inquiry builds on the student's prior knowledge to construct new meanings while reflecting upon their interactions with concepts, materials and the wider community.

### **The Early Years Learning Framework (EYLF)**

This framework is a view of students's lives as characterised by belonging, being and becoming (EYLF 2009). The document guides educators to notice, to reflect and to respond to each student's learning journey. The framework is designed to maximise positive outcomes for all students. These outcomes have a holistic approach to student development, ensuring the student's development; wellbeing and enrichment are achieved in different and equally meaningful ways. These outcomes cover self identity, connection and contribution to their world, sense of wellbeing, being confident and involved learners, and becoming effective communicators.

### **Reggio Emilia Approach**

The Reggio Emilia educational philosophy originates from the city of Reggio Emilia in Northern Italy. Here the educators view the student as a curious and competent being. Their educational approach supports and scaffolds each student's learning journey as a member of a wider learning community. They emphasise "that students have a hundred ways of knowing, of feeling and understanding" (Loris Malaguzzi 1996). This philosophy supports our practice here at Annesley. Our learning environment is created to foster the inquisitive nature of the student, to provide materials and experiences that stimulate the senses, to encourage expression of the student's 100 languages through visual arts, technology, music, dance and oral development. The student and the educators work in partnership, and through discussion, wonder and collaboration they build new understandings of each other and the world we live in.

The frameworks and philosophies listed above guide our educators and work in unison with our play based and inquiry pedagogy. We recognise that each student develops individually. We cater for individual needs, strengths and skill development by providing each student with the time, support and space to grow and to realise their potential.

### **The Learning Environment**

Our ELC offers programs to meet the developmental needs of all our learners. Each program is designed and presented by a teacher, who leads the program, and co educators, who work in collaboration with the teacher and the students.

### **The Banksia Room and the Eucalypt Room**

Walk through the Imaginarium and follow the corridor to your right to discover the environments for our younger students. It is here that the students explore both the indoor and outdoor spaces as they play, socialise and develop their first relationships at our Centre. Our curious learners will be supported as they develop their independence and share their wonderings of the world we live in.

### **The Grevillea Room and the Wattle Room**

Adjacent to the Imaginarium is the Grevillea and Wattle Rooms. Here our older ELC students are supported as they continue to develop their independence and resilience by learning and playing with their peers and educators. Their inquisitive natures are supported as they ask questions, develop theories and seek solutions in a collaborative learning environment.

## Daily Routine

We follow a daily routine in the ELC. However, the program is flexible reflecting the interests and needs of the students and caters for special events.

7:30am	Centre opens - students arrive, complete morning tasks and play indoors in the Banksia Room
8:00am	Students move into their rooms
9:15am	Students and staff gather for greetings and morning meeting
9:30am	Morning snack followed by play both indoors and outdoors and opportunities for small group project work
11:15am	Banksia and Eucalypt Rooms - gather for literacy session and musical experiences, followed by lunch preparations, eating together and then sleep/rest
11:30am	Grevillea and Wattle Rooms - gather for literacy session and musical experiences, followed by lunch preparations, eating together and then sleep/relaxation
1.00pm	Quiet activities indoors followed by outdoor play
2:45pm	Afternoon snack
3:15pm	Daily reflection and group experiences, stories, music, dance and games.
3:30pm	Outdoor play
4.00pm	Students from younger rooms come together in The Banksia Room. Students from the older rooms come together in The Wattle Room
5:00 pm	All students come together in the Banksia Room for late snack (provided by ELC)
5:15pm	Quiet play according to the interests of the students
6:00 pm	Centre closes

## Routines

Routines are important for students to become independent and to feel empowered. These routines include:

Morning tasks – selecting their name card to identify their locker, placing their back pack and drink bottle in the locker, placing their lunch box in the refrigerator or containers, putting fruit/vegetables for their morning snack in the bowl, signing in and placing their library bag in the basket.

End of day tasks – collecting their back pack and drink bottle from their locker, packing up belongings in preparation for going home.

Students are assisted to do these tasks, rather than adults performing the tasks for them. Throughout the day students are encouraged to find resources and perform self-help tasks independently e.g. locate materials to be used, put on socks and shoes, go to the toilet, wash hands etc. Of course guidance and assistance is given when needed. Students will be given enough time to ensure that the process is not rushed.

### **Rest Time**

The educational program at our Early Learning Centre is a stimulating, motivating and challenging one. The students exert a lot of energy during the various play-based learning activities. Equally important and part of our health program, is a specified rest-time after lunch for relaxation and sleep.

We ask each student attending the Banksia or Eucalypt Rooms to provide a fitted cot sheet and a small light weight throw rug. Please label each item clearly with your student's name. Please NO pillows. These items will be stored for your student in a bag provided by us. Parents are asked to take responsibility for laundering their student's linen regularly.

Students attending the Grevillea Room or Wattle Room will need either a fitted cot sheet and lightweight blanket or a small cushion depending on their sleep requirement.

### **Your Student's First Day**

Settling into the Early Learning Centre and separating from parents can be difficult and most students from time to time find it upsetting to say goodbye. Adapting to a new environment, routines, teachers and friends can be exciting and sometimes overwhelming. There may not be a reaction on the first day, but there may be a reaction up to a month thereafter. Here are some tips to help your student start their day in a positive way;

Help your student to settle by being positive about the ELC experiences. Encourage your student to be as independent as possible. They will feel more comfortable if they can identify and manage their belongings. Plan with your student how you will say goodbye. Make a routine for leaving e.g. arrive, put things away, read a story, then say goodbye. If the same routine is used each time your student will know when you are leaving and it will be easier to accept. No matter what the circumstances, always say goodbye to your student before leaving to develop trust.

Some students will always be upset when you leave. However, if your student cannot be consoled by staff in a reasonable time, parents will be contacted. You can also contact us by telephone to check how your student has settled. Please feel free to talk with staff about how you and your student are feeling and together we can work towards making the ELC a happy, safe and secure place for all.

### **Arrival and Departure**

Early Learning Centre students MUST be signed in on arrival and signed out on departure. This is a legal requirement. These records are used in case of emergencies and for the calculation of the Student Care Benefit (CCB). If the student is away then the corresponding days will be marked as absent. Students can be absent for up to 48 days per year and still receive CCB and CCR payments.

If someone different is collecting your student, please note this on the sign in sheet and inform a staff member. Students will not be allowed to leave the Early Learning Centre with anyone other than the people listed on the 'Authorised To Collect' form unless instructions have been given to staff beforehand. Adults who have not previously collected the student will be asked to produce a form of photo identification to verify their identity. Students will not be released to individuals under 18 years of age.

## Daily Requirements

Please supply the following items for a successful start to your student's day;

### Uniform

Students attending Annesley Early Learning Centre must wear the approved uniform. Uniforms can be purchased from the Front Office. Smocks are provided to protect clothing. Further information on the Annesley School Uniform can be found in the School Uniform section of this handbook.

### Name Tags

Please name all clothes and possessions, especially shoes and socks. Put your student's name on both the lid and box of his/her lunch box and all other containers.

### Library Bag

In addition to the Annesley Early Learning Centre backpack, a cloth bag is required to transport books safely and cleanly.

### Packing Food

We promote healthy lifestyle habits with our students. Nutrition plays a vital role in our program. Please support us by packing three serves of food in separate containers:

- Fruit - A serve of fruit or vegetables for morning snack and place the food in the basket on arrival in your child's room each day. The food will be sliced and shared.
- Lunch box - A nutritious lunch of salad, meats, dairy, bread. Meals can be heated for students attending in the Banksia and Eucalypt Rooms only. Package the food in a container that is suitable for heating.
- Afternoon snack - An afternoon snack such as a whole piece of fruit that has not been sliced, crackers or yoghurt. We will supply an additional snack for those students staying on past 5.00pm.

Please note our Centre is **nut aware**. We ask that **students do not bring products such as peanut butter, Nutella, hazelnut spread, nuts etc.** Please check packaging carefully. We also ask that **no chocolate, chips or lollies are brought into the Centre**. For this reason, we ask families to not bring treats for birthdays. Your child's birthday will be celebrated in their room as morning meeting.

**Water Bottle** - All students are required to have a named water bottle. As the bottle is emptied, we will refill with filtered water.

**Hat and Sunscreen** - As part of our sun safe policy students are required to wear hats when playing outdoors when the UV Rating is higher than 3. Please apply sunscreen at home before coming to school or upon arrival. Sunscreen will then be reapplied at lunch time. Please check the sunscreen supplied in the ELC. If your student requires another product, please supply this and inform staff.

**Bedding** - Please provide the requirements for sleep or relaxation as outlined in the Rest Time section under Daily Routine.

**Personal Belongings and Toys** - We encourage students to engage with the Units of Inquiry by bringing in resources that relate to the learning program. These items can then be shared at morning meeting to stimulate discussions. However, **we discourage students bringing in toys** as they are difficult to keep track of and distract from the ELC environment which is created for the students' engagement. A 'cuddly' for security is encouraged, particularly when students are starting in the ELC. Please make sure it is named.

## Communication

At Annesley Early Learning Centre we value effective communication with parents and families.

**Verbal Communication** - We value conversations about the progress of your student. However as you would appreciate, sometimes drop-off and pick-up times can be very busy. If we are not able to talk with you at this time, please make an appointment with your student's teacher via email to sure a suitable time.

### School Stream

### SeeSaw

**Parent/Teacher Conferences** - Conferences are offered during Term 1 and Term 3.

**Portfolios of Learning** - Samples of your student's work, individual learning stories, photographic documentation and reflections on ELC and School community events will be included in your student's portfolio. This provides an insight into your student's progress and the learning experiences they enjoyed during their time with us. Portfolios are available for your student to share with you.

**Reports** - When each student transitions from either of the ELC rooms a summative report is written.

**Notices** – Annesley News is a fortnightly school newsletter that includes the Early Learning Centre news with the link is emailed to parents. This newsletter can be viewed on our website. Excursion information and forms are placed in your student's named folder in the communication basket. Please check your folder and notices by the sign-in sheet as they are a vital means of communication.

**Contacting Us** - To contact us you may call:

Donna Nicolle, Head of Early Years	8422 2286
Fiona Hodgson, ELC Co-ordinator	8422 2232
Banksia Room	8422 2261
Eucalypt Room	8422 2265
Wattle Room	8422 2262
Grevillea Room	8422 2264

During our busy times of the day in the ELC, phone calls will be diverted to Reception. The ELC Co-ordinator can also be contacted via email [hodgsonf@annesley.sa.edu.au](mailto:hodgsonf@annesley.sa.edu.au).

## Emergency Contacts

On occasions accidents occur in the ELC and at such times we must be able to contact parents or a nominated relative. The information sheet filled out each year must contain current information. Changes of address, telephone numbers etc., should be communicated to the school in writing as soon as they occur. In the case of an emergency, parents are informed as soon as possible.

## Early Learning Centre Contact List

A list of family names, phone numbers and email addresses is circulated with your approval. These lists are a great help when organising birthdays and arranging for friends to come and play. *If you have not completed a contact information form, please see staff at Reception.*

## Parent Participation

The APA (Annesley Parents Association) organises a variety of whole school events. These include family film nights, community breakfasts, celebration for Fathers/Mothers Day and social gatherings for parents. If you would like to know more about this parent volunteer group, please contact the APA Presidents at [apa@annesley.sa.edu.au](mailto:apa@annesley.sa.edu.au).

## Health

**Illness** - The ELC aims to minimise the spread of potentially infectious diseases by asking that students who are unwell stay at home. Please notify the Early Learning Centre immediately if your child is suffering from a communicable disease. For the wellbeing of all concerned we ask that students remain at home for 24 hours after symptoms have ceased for the following ailments/conditions:

- Persistent coughing
- Fatigue
- High temperature
- Runny nose
- Vomiting
- Diarrhoea
- Conjunctivitis
- Head lice (may return once treated. Please advise staff).

**Medication** - If possible, please schedule medication to be administered out of school hours. However, if your child requires medication to be administered during his/her attendance at the ELC the medication must be;

- Clearly labelled detailing the student's name, required dosage and storage requirements
- Prescribed by a doctor with an accompanying note from the prescribing doctor stating the date the medication began and is to cease
- A "Request to Administer Prescribed Medication" form must be completed and signed at the Early Learning Centre. This is required each time medication is to be administered.

All medication needs to be given directly to one of the Early Learning Centre staff and never left in a student's bag or given directly to the student.

If your child is unwell enough to require medication please consider if it is appropriate for him/her to attend the ELC during that period.

If your child requires medication such as asthma or auto injection devices these must be kept at the ELC along with a Medical Action Plan completed and signed by a doctor.

## Absence

Please ring the Junior School Reception on (08) 8422 2288 if your student is absent for any reason.

## General Information

The Annesley Early Learning Centre is open to girls and boys who are two to five years of age. The Early Learning Centre runs a full-day program Monday to Friday. Our ELC is open from 7:30am to 6:00 pm, 49 weeks of the year. We close from Christmas to mid-January.

**Bookings** - Students from 2 to 3 years of age are required to have a minimum booking of 2 days per week. Students from 4 years of age are required to have a minimum booking of 3 days per week.

**Fees** - The Annesley Early Learning Centre schedule of fees can be found in the Schedule of Fees section of this handbook on page 10.

**Additional Fees** - The Early Learning Centre is open until 6.00pm, if your student is collected after 6.00pm, regardless of notice, \$2.00 per minute per student will be charged. Additional charges may apply for incursions/excursions when applicable. You will be notified in advance of these charges and, if you provide consent, will be added to your account.

**Student Care Rebate & Benefit** - Please ensure that the school has received your parent and student Centrelink / Families Assistance Office Customer Reference Numbers and dates of birth to ensure that the Student Care Rebate can be received. Sibling discounts are only offered for students in Reception – Year 7.

**Payment of Fees** - Fees are payable for 49 weeks of the year including public holidays. Please note our Centre is closed for three weeks over the Christmas and New Year period. Our fees include the educational program of our ELC, Before and After School Care and Vacation Care. The only additional fees will be for specialist programs and excursions/incursions. These fees will be added to your accounts. Fees include nappies for the younger students.

**Holiday Reduction** - To support our returning families during the Christmas holiday period the first two weeks when we reopen in January will be billed at half their payable weekly fee. This way all families who attended ELC in the previous year will benefit from the reduction, regardless of whether they use it at this time or not. Holiday reductions will not be available at any other time.

## Notice of Withdrawal

Notice of withdrawal of a student from the ELC must be given in writing to the Principal **eight weeks in advance**. Please note the eight weeks' notice period does not include the three week holiday period when the Centre is closed. Where a student is withdrawn without notice being given, the amount owing is calculated on the FULL daily rate. Please note the Student Care Benefit and/or the Student Care Rebate is not available once a student is not attending the ELC. Therefore families will be required to pay the full invoice. For additional information please read the Student Fees Policy and all other policies which are available on our website [www.annesley.sa.edu.au](http://www.annesley.sa.edu.au).

## Primary Years

### Welcome

Annesley Junior School is a caring community where every student is cherished for their individuality. What families most love about Annesley is that it's a school where girls and boys genuinely feel at home, and where values are lived out every day. Annesley's Vision is to nurture the curious young learner into a self-assured, resilient and empathetic student ready for life beyond the primary years. Our students engage in a rigorous program with a focus on leadership, service and community sustainability.

### The Primary Years Program

The curriculum framed by the International Baccalaureate Primary Years Program (IB PYP), aims to develop internationally minded people who help to create a better and more peaceful world. Structured, purposeful inquiry is at the heart of the philosophy. Our student's co-construct meaning based on their prior knowledge and their engagement with the Australian Curriculum and the I.B Units of Inquiry. They investigate important subject matter by devising questions, conducting research, experimenting and/or observing, which allows them to formulate their own responses to issues.



### Communication

At Annesley Junior School we recognise that our parents are partners in their student's learning. We are committed to establishing and maintaining strong and effective parent/school communication.

In the first instance, if you have any queries about your student's progress or learning, please speak with your student's class teacher. In the event that you would like to discuss the matter further please arrange to meet with the Head of Early Years (ELC to Year 2, Head of Primary Years (Years 3-7) or the Principal.

The school newsletter, Annesley News, is published fortnightly on a Friday. It is sent via School Stream to Annesley families and is also placed on the school website [www.annesley.sa.edu.au](http://www.annesley.sa.edu.au). Back issues can also be accessed on the school website. As we aim to be a sustainable community many school notices are sent home via School Stream. We ask you to download the School Stream app and keep it updated so that you remain informed as to what is happening at the school. Letters relating to financial or more personal matters will be emailed to you.

Our website is also updated regularly and is a good source of information. If you have any specific questions, please contact the Junior School Reception on 8422 2288.

### Contacting your student during the school day

Should parents need to contact their student during the school day either in person or by phone, please report to or contact Reception on 8422 2288. Please Note: for the safety of our students all visitors to the School (including parents) must report to Reception between 8.45 am – 3.30 pm.

### Communication between home and school

Students have a Communication Book. We encourage you to use this to communicate with us. Teachers can also be contacted via email or phone through School Reception. From time to time teachers will place notices from the School in the communication book and we ask parents to initial notices when they have

been received. We ask parents to support their student's learning and the development of their organisational skills by doing the same.

## **Home Learning**

We encourage our students to love learning and aim to inspire them to want to learn at home as well as at school. To nurture this, we ask students to undertake tasks which:

- are purposeful and relevant to learners' needs
- are appropriate to learning in terms of the age and ability of the learner
- develop the learner's independence and organisational skills
- are varied, challenging and clearly related to class inquiry
- allow for commitment to recreational, family and cultural activities by the learner

Research shows that students are more likely to be successful learners when their families actively support their learning. When family members read with their students, talk with their teachers, participate in school or other learning activities and help them with home learning, they give students a tremendous advantage. Your interest in your student's education can spark his/her enthusiasm and lead him/her to understand that learning can be rewarding and is well worth the effort.

Parents can assist learners to develop a positive attitude towards learning beyond the classroom by:

- Providing a quiet, well-lit place to do home learning.
- Providing the materials their student needs, such as paper, pencils.
- Providing monitored access to ICT.
- Assisting their student with time management.
- Being positive and open minded about home learning.

Encouraging true inquiry and risk taking in their student by not providing answers, but rather guidance on where to find them.

Reflecting with their student upon any difficulties or successes and communicating with their teacher. Supporting their student when home learning tasks present challenging thinking activities. We don't always have all the answers immediately. We encourage each one of our students to make reading an enjoyable component of their daily routine. Parental support is vital in being able to achieve this.

Teachers appreciate a note in the diary from parents if a student is unable to complete their home learning on a particular occasion.

## **Tutoring**

If parents would like to have their student work with a tutor during school hours this must be negotiated with the class teacher in the first instance. If private tutoring is to occur during school hours at the school then the Principal must be advised of this due to Student Protection practices. No private tutoring is to take place at the school out of school hours.

## **Learning Needs / Individualised Learning**

Teachers use a differentiated curriculum to progress every student's learning. Students are monitored in order to establish their specific learning needs and classroom teachers tailor programs to support each individual.

We are committed to working in partnership with parents to provide the best possible education for their students. Parents are invited to talk with staff if they feel their student's learning is not progressing as expected. This partnership works to the benefit of our students.

## **Absence from School**

At Annesley Junior School, student attendance is a high priority. We know that students who attend regularly are more likely to be successful. Parents must notify the School before 9.00 am by either phoning Reception on 8422 2288 or School Stream if their student is to be absent or will be arriving late. Students are expected to report to Reception when they arrive late.

If medical or dental appointments are made during school hours, please give prior notice to the class teacher.

If your student requires leave of absence for one week or more please notify the school via email to the Principal. The classroom teacher must be informed of all absences.

If your student becomes ill during school hours and needs to be taken home, you will be contacted by the First Aid Officer so that arrangements can be made for her/him to be collected.

## **Books and Stationery**

Students are provided with a stationery pack at the commencement of the school year. The cost of this pack is included in the annual School Fee.

## **Lockers**

All students are allocated a locker by their teacher at the commencement of each school year.

## **Lost Property**

The lost property box is located in the Early Years Building entrance.

**Staff Responsibilities** - All lost and found "named" garments handed into Reception will be returned to the student.

**Parents/Caregivers Responsibilities** - Ensure that each item of the uniform is clearly named. When washing the school uniform, please ensure the name is correct and that it has not been mixed up with another student's uniform.

**Student Responsibilities** - When putting on a garment always check that it belongs to you. If you find any items of school uniform within the school grounds that appear to have been misplaced by a student, please take it directly to Reception.

## **Lunch Orders**

KW27 on King William Road provides a lunch service for students in Reception to Year 7 on Fridays. Orders (including student's name and class) need to be written on a lunch bag with the correct money inside (no change will be given) and put in the lunch box in your student's classroom by 9.30am Friday morning.

## **General Information**

**Assembly and Chapel** - Assembly provides a focus and identity for students and forges a special sense of belonging. It is a forum for celebrating student success and communicating between students and the extended Annesley community. It offers our students the opportunity to demonstrate leadership, experience public speaking and learn about event management.

Assembly and Chapel are held at 9.00am on a rotating basis each Thursday. The order of rotation is published in every newsletter from the beginning of the term. Parents are warmly invited to attend assemblies and chapel.

**Chaplaincy** - Chaplaincy is an integral part of the life and ethos of Annesley Junior School. It provides a unique pastoral and spiritual component to the community life of the School and adds to the broader educational experience offered to our students. While the School is an agency of the Uniting Church, we define spirituality as that which gives meaning and purpose to being.

Annesley Junior School has an innovative chaplaincy program provided by pastors from Seeds Uniting Church. We aim to provide opportunities for authentic, relevant and engaging Chapel services which bring a deeper meaning to student's lives.

**Money** - Money brought to school for a specific purpose by a student should be in a sealed envelope with your student's name and class, amount enclosed and the purpose for which it is intended.

Students need to keep personal money with them, NOT in their bags or desks. Large amounts of money should be given to the class teacher for safe keeping during the day. We discourage students from bringing large amounts of money to school.

**Birthdays** - Many parents bring or send along a birthday cake to be shared with students in the class when it is their student's birthday. Please cut the cake prior to sending it or send individual cup-cakes for the class. Please check with the class teacher as to any students with specific food allergies in the class. Cakes must not contain nut products.

Birthday party invitations are NOT to be distributed at school unless the whole class or year level has been invited.

## Co-curricular Opportunities

Annesley Junior School offers students a range of activities. Some activities are offered outside lesson time and provide a wonderful opportunity for students to develop or extend their skills and/or knowledge in areas of interest. Annesley Junior School strongly encourages students to become involved. Apart from the obvious physical and/or intellectual gains, there are also many social and emotional benefits from mixing with a range of Annesley students and students from other schools.

Instrumental Music – music is an important part of school life at Annesley Junior School and students are encouraged to learn and enjoy playing a musical instrument. Tuition is provided by professional and experienced musicians in a range of musical instruments. For detailed information about our instrumental program, please see the *Instrumental Music Program booklet* on the Education page of our website [www.annesley.sa.edu.au](http://www.annesley.sa.edu.au).

SAPSASA Events – our students are given opportunities to participate in South Australian Primary Schools Amateur Sports Association events.

Co-curricular Program with a Difference – every term students from Reception to Year 7 have the opportunity to participate in a co-curricular program which is normally held for one hour one day a week beginning at 3.30pm. A registration form describing the upcoming term's activities is sent home to parents.

PLEASE NOTE: When parents sign the registration form for their student to be a member of an after school activity, the student is expected to participate for the duration of the co-curricular program. Notification must be given in advance if attendance at a session is not possible.

Students not collected promptly after co-curricular activities will go to After School Care and parents will be charged for this service.

### **Community Groups**

The Annesley Junior School Community Groups support the strategic direction of the School and the work of Annesley Council. They represent the full spectrum of stakeholders and their contribution is highly valued. Together with Council, they provide support to a range of community development activities.

The Annesley College Council is responsible for the overall governance of the College. For more information about the Annesley Council please refer to the Annesley website ([www.annesley.sa.edu.au](http://www.annesley.sa.edu.au)) and go to the link Community.

The Annesley Parents' Association (APA) provides an invaluable social/support network to all current families. The APA actively fundraises to support specified projects providing facilities and resources that would not otherwise be available. The APA President can be contacted via email at [apa@annesley.sa.edu.au](mailto:apa@annesley.sa.edu.au).

The Old Scholars Association was formed in 1905 to provide a way for former students of the College to meet regularly, thereby maintaining friendships. In its present form, the Association organises a range of events catering for all ages. A key focus is Old Scholars Week, held annually. For more information about the Old Scholars Association please refer to the Annesley website ([www.annesley.sa.edu.au](http://www.annesley.sa.edu.au)) and go to the link Community.

### **Custody of Students**

Please advise the Principal promptly of any change of legal custody. Such information is always attended to in the strictest of confidence.

### **Cyber Safety for Students**

- DO use the Internet to help with schoolwork. The Internet is a source of great volumes of information. It's like having the world's largest library at your fingertips!
- DO use the Internet to "visit" museums in faraway places.
- DO use the Internet to meet students in other countries or to keep in touch with pen pals who live far away. Some on-line services host chat rooms especially for students. Parents should monitor these for safety.
- DO be careful about talking to "strangers" on a computer network. Who are these people anyway? Some people say and do things which are NOT NICE.
- DO respect the privacy of other users on the Internet, just as you expect your privacy to be respected. How would you feel if someone read your private e-mail?
- DO be careful when you "download" programs from the Internet. Use a virus scan program before loading it onto your computer. Some programs on the Internet contain viruses that can harm your computer.
  
- DON'T give your password to anyone. Passwords are intended to protect your computer and your files. It's like giving the key to your house away!
- DON'T answer messages that make you feel uncomfortable because they seem improper, indecent, or threatening. TELL A GROWN-UP IMMEDIATELY.
- DON'T give any personal information, such as your family's address, phone number, your school's name, or your picture to anyone on a computer network who you don't know personally.
- DON'T arrange to meet anyone you've met on the Internet without telling your parents. Some people on the Internet lie about who they are, how old they are and why they want to meet you.
- DON'T try to break into computers. It's not a game - it's a crime and it's an invasion of privacy. Computers often contain sensitive information. How would you feel if someone broke into a computer and changed your school reports?

- DON'T steal copyrighted computer programs ("software") by copying them from the Internet. This is the same as stealing them from a shop.
- DON'T make copies of any copyrighted material, like books, magazines, or music without the permission of the author, publisher or artist. Copyrighted works are available (usually illegally) on the Internet. You are committing a crime if you copy and distribute them.
- DON'T copy material that you find on the Internet and pretend that it's your own work. It's the same as copying a book or magazine article and pretending that you wrote it.

## **Imaginarium**

The Imaginarium is our Resource Centre. Our students are taken regularly to the Imaginarium to borrow and return books.

The choices students make are respected. Students often choose the same book several times. This is a valuable choice as students thrive on repetition and prediction of the story and gain confidence as a reader with familiar texts. Students are encouraged to become regular, confident and independent users of the Imaginarium.

Parents can assist in this by sharing and discussing what is borrowed and by encouraging them to return library materials.

## **Out of School Hours Care**

Out of School Hours Care is available for students (Reception – Year 7). This program aims to provide a safe and secure environment for students, where they are encouraged and supported to try new experiences. The program consists of both structured and unstructured time to give students the opportunities to join in activities, to complete homework and to express their own creativity.

**Attendance/Non-Attendance** - There are set staff-student ratios which differ for age and activity but are rigorous and need to be followed at all times. For this reason, there are limitations to the number of students that we can care for at any one time. A booking system is in place to ensure the safety of your student, compliance with government requirements, and financial viability.

**After School Care** - The After School Care program operates each school day from 3.30pm until 6.00pm. Students are given a light snack and engage in restful recreational activities run by an experienced coordinator. Parents must register their students prior to using this service. A session costs \$22 (permanent booking) and fees are charged fortnightly. Casual rate is \$25/session.

**Before School Care** - Before School Care operates from 7.30am - 8.30am and costs \$11 per session (permanent booking). Casual rate is \$13/session.

**Vacation Care** - Annesley offers a Vacation Care program open to student in Reception to Year 7 from Annesley and the wider community. A carefully structured recreational program, including excursions and use of the school facilities is offered. Vacation Care is available for 11 weeks each year from 7.30am until 6.00pm Monday to Friday. The cost is \$53 per day plus cost of excursions. Please contact the Out of School Hours Care coordinator on (08) 8422 2263 for further information.

**Student Care Benefit** - Our OSHC service is an approved service. Parents can register online with The Family Assistance Office of Centrelink for Childcare Subsidy to assist with the payment of fees.

## Parents, Families and Visitors to our School

We are very appreciative that so many members of our community volunteer their time, knowledge and skills to enhance the learning journey of our students and that people feel welcome in our school. We are also aware of the importance of people's safety. For this reason we remind you that if you are coming into the school for any reason other than to drop off or pick up your student, we require you to sign the visitors' book at Reception upon arrival and when you leave. In the event of a fire, for example, we need to know who is in the school building and on the school grounds, and where they are. A reminder to parents of primary school students that upon late arrival, early pick up or for appointments during the day, please report to Reception.

## Road Safety and Parking

As a community we have a responsibility to safeguard our students and take every possible step to ensure they are not in danger. Everyone in our community must take responsibility for meeting this challenge.

Please observe the following:

- Speed limit - during pick up and drop off times, the speed limit along Rose Terrace is 25km/h.
- Street crossing – please cross Rose Terrace at the Emu crossing. Pedestrians should make sure drivers have seen them and are going to stop. At Emu crossings, drivers must give way to pedestrians crossing or about to cross the road.

Double parking is very dangerous for small pedestrians as is doing U-turns between the school zone signs on Rose Terrace. Please think about the safety of each member in our community and refrain from these dangerous driving practices when collecting or delivering your students to school. The Kiss and Drop Zone operates from 8.30am – 8.45am and 3.30pm to 3.45pm each school day.

## School Photographs

Professional class and individual photos of students are taken on a designated day during the year. Students are expected to wear the uniform correctly. Class teachers will hand out 'Family Photograph' envelopes to all students prior to the event which must be returned to the school on the day of the event with the correct money enclosed.

## School Services

**First-Aid Facilities** - The main First Aid point for the school is in Reception. Administration staff are available to help students and staff as required. Please ensure that your student's medical information is kept up to date and medication is in date and the Action Plan is current.

**School Reception** - The office is open from 8.15am to 4.15pm.

**Student Accident Insurance** - Annesley Junior School has 24 hour per day, full year insurance cover for all enrolled students. This covers students suffering from an injury at any time that results in any of the events specified in that policy schedule (e.g. fractures, dislocations or damage to teeth). The exception to this being, that if compensation is claimed for non-Medicare expenses relating to the injury (such as physiotherapy or chiropractic), then the injury must have been sustained during an activity organised by the School or by an established sporting organisation.

Accident insurance forms can be collected from Julie Hatherly (Finance Officer). To make a claim, once all bills have been paid, the receipts (including Medicare and private health fund rebates), completed Report Form, attending Physician Statement and if applicable Certificate of Bed Care, must be returned to the School for authorisation by the Principal or Business Administrator. The claim will then be lodged with our insurers. Please note that certain terms and conditions apply. If

you would like further details about the policy schedule please contact Reception on (08) 8422 2288.

## **Student Fees**

The 2019 Primary School Fees are \$8,805 per annum. The annual primary school fee incorporates tuition, co-curricular activities and excursions (excluding cost of public transport if applicable).

### **2019 Sibling Discount on Annual Fee:**

Second student:	\$880.50 (10%)
Third student:	\$1,320.75 (15%)
Fourth student:	\$1,761.00 (20%)

(Note that discount is offered for siblings attending the Primary School only)

### **Camps & Outdoor Experiential Learning (the Quest):**

Year 3:	\$220
Year 4:	\$400
Year 5:	\$800 - \$1000

### **Terms & Conditions Relating to School Fees:**

**Billing** - Primary school fees are invoiced termly and payable one term in advance. School fees paid termly must be paid by the last day of the term preceding the term to which the fees relate, (e.g. Term 1, 2019 fees are payable by the last day of Term 4, 2018, Term 2, 2019 fees are payable by the last day of Term 1, 2019 and so on).

Alternatively fees can be paid via a signed regular direct debit arrangement (fortnightly or monthly). Any other payment arrangement must be approved by the Business Manager in line with the School's Student Fee Policy.

**Payment:** Fees paid termly in advance may be paid via BPay, direct deposit, credit card, cheque or cash. Please note that the front office is attended during term time and in school holidays to accept payments in person, except for the three week closure period over the Christmas/New Year period.

## **Uniform**

Annesley's uniform contains a selection of Annesley styled and branded clothing for students to mix and match to create a look and feel they are comfortable wearing for learning and play.

Annesley's uniform shop is located in the school front office and is open Monday 8.15am – 9.30am, Wednesday 3.00pm – 4.15pm and Friday 8.15am – 9.30am. Further information on the Annesley School Uniform can be found in the School Uniform section of this handbook.

## **Updating Details**

Please notify Reception as soon as possible of any changes to address, telephone, emergency contacts etc. so that our database remains accurate.

## **Policies and Procedures**

For full details of Annesley Junior School Policies and Procedures, please refer to the School website, [www.annesley.sa.edu.au](http://www.annesley.sa.edu.au) under the Enrolments tab.

Grievance Flowchart  
Anti-Harassment Policy  
Behaviour Education Policy  
Camps and Excursions Policy  
Student Protection Policy  
Code of Conduct Policy  
Critical Incident Policy  
Drug Policy  
Duty of Care Policy  
Emergency Procedures Policy  
Enrolment and Orientation Policy  
Food Policy  
Health Policy  
Hot /Wet Weather and Sun Safe Policy  
Mobile Phone Policy  
Private Motor Vehicle Use Policy  
Privacy Policy  
Student Fees Policy