

DARE TO BE COME



Annesley
Junior
School

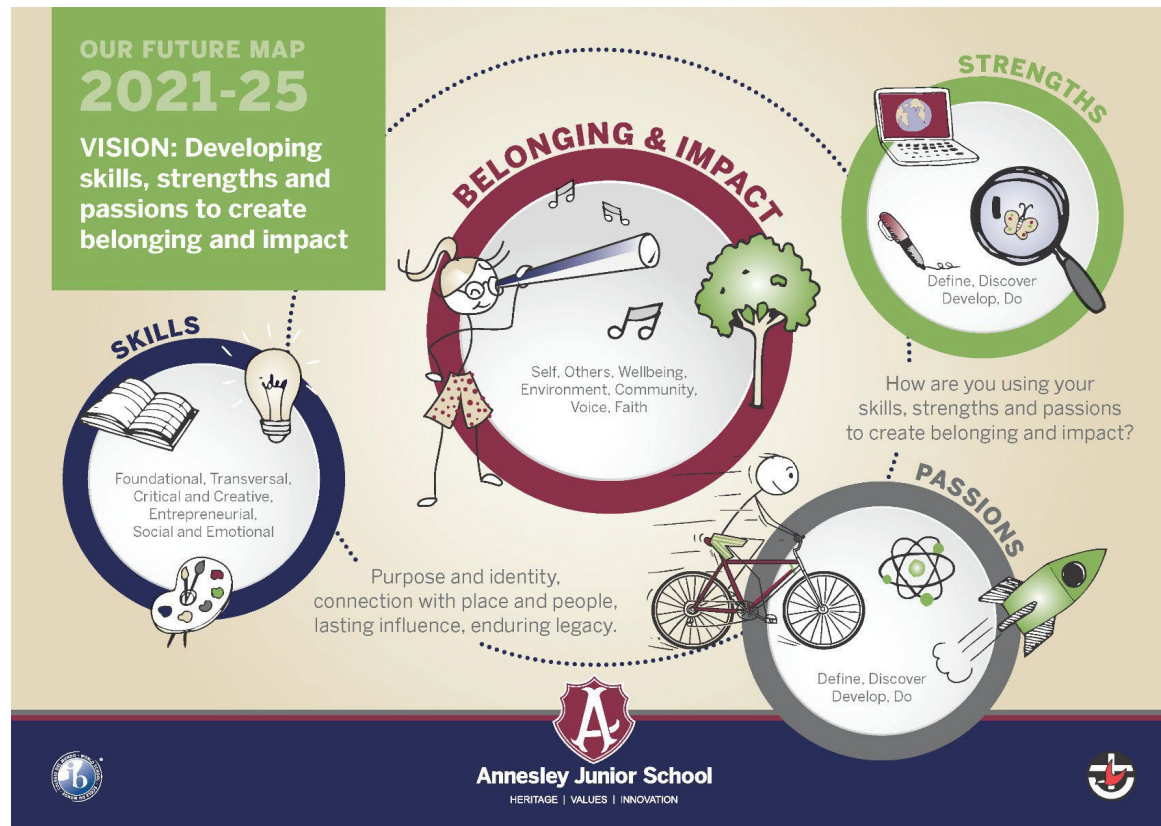
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The Future is here and schooling at Annesley reflects a changing world

At Annesley we are focused on a contemporary approach to schooling that honours our responsibility to prepare our students for success in their ever-changing world, now and into their future. We are committed to implementing practices that are based on current, leading educational research to impact learning for pre-school and primary students. We develop future skills to equip each individual child on their unique journey. Our team is passionate about placing every child at the centre of their learning journey and nurturing their talents as they grow in knowledge and character. Our desire to create belonging and impact is both community focused and globally minded. We work to produce life-long learners who are active global citizens and empowered to bring the change they want to see the world.



Learning at Annesley Junior School

Annesley Junior School comprises of our Early Learning Centre (2 – 5 year olds) and our Primary School (Reception to Year 6). Each program caters for the unique developmental needs of our learners.

The Early Learning Centre

(ELC) is located on the ground floor of the Early Years Building and has access to all the school facilities, resources and staff. This provides our youngest learners with the ideal environment to establish communities of learners across the many age groups within our school.

Reception to Year 2

Learning spaces are also located in the Early Years Building. Students access all specialist learning areas and have full use of the purpose-built nature play spaces outside. With a program incorporating play, creativity and inquiry, our students engage in research-based, engaging programs to learn the Foundational Skills of English and Mathematics and begin exploring their strengths and their passions, through an extensive specialist teaching program. They engage in inquiry-based, transdisciplinary Units of Inquiry, incorporating age-appropriate engagement with our bespoke Entrepreneurial and Experiential Learning programs.

Years 3 to 6

Year 3 –6 are located in the Courtyard learning spaces where our students pursue ways to engage their strengths and passions to create belonging and impact. They learn the lifelong skills of a successful learner – to set goals, gather resources, collaborate, collect evidence, seek feedback and reflect. Students participate in our Experiential Learning program ‘The Quest’, with each year level engaging in not only a camp, but a significant ‘Outdoor Classroom’ program which involves learning in rich, engaging environments in our local region for a day each week for a term. Our students refer to their collaborative year-level learning spaces as Bases, a term that reflects the need each learner has for a ‘home base’ where they are known, nurtured and belong, but also a base that they spring confidently from, personalising their learning journey in a variety of ways within our school, and in local and global contexts. Their teachers are often referred to as mentors, who are key experts who help facilitate each personalised learning journey and their development of lifelong learning skills. Our students leave Annesley with a strong understanding of themselves as a learner, and the self-management skills required to manage their learning in their secondary school setting.

The Early Years Learning Framework – EYLF

The EYLF curriculum is guided by the National Early Years Learning Framework (EYLF). This forms the foundation for pre-school education and care and has a specific emphasis on play-based learning, recognising the importance of communication and language (including early literacy and numeracy) and social and emotional development. Fundamental to the EYLF is a view of student's lives as characterised by **belonging, being and becoming**. The five EYLF learning

outcomes cover **self-identity, connection and contribution to their world, sense of wellbeing, being confident and involved learners and becoming effective communicators**. These outcomes are achieved through the strong relationships developed and the stimulating play environment which supports students to **explore, question, collaborate and reflect**. 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.

Reggio Emilia Approach – ELC

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 educators work in partnership, and through **discussion, wonder and collaboration** they build new understandings of each other and the world we live in.

The Australian Curriculum – Reception – Year 6

The Australian Curriculum is designed to equip 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. **At Annesley, we embed the skills and content of the Australian Curriculum into the PYP framework** to form the basis of the curriculum from Reception to Year 6. The curriculum encompasses the general capabilities of literacy, numeracy, ICT competency, 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.

International Baccalaureate Primary Years Program: ELC to Year 6

The Primary Years Program *'aims to develop **inquiring, knowledgeable and caring young people who assist in creating a better and more peaceful world through intercultural understanding and respect.**'* (IBO Mission Statement) The IB Learner Profile describes a broad range of human capacities and responsibilities that go beyond academic success. The 10 attributes of the Learner Profile (**Inquirer, Knowledgeable, Thinker, Communicator, Principled, Open-minded, Caring, Risk-taker, Balanced and Reflective**) are integrated into all aspects of learning at Annesley.

Our students from ELC to Year 1 complete 4 of the 6 Units of Inquiry each year. The students in Year 2 and above undertake all 6 Units of Inquiry each year. At Annesley, two of these units in every class have an all-year focus. These units are centered on **Wellbeing** and **Entrepreneurship**.

Each year, our students are engaging in Units of Inquiry within the **6 PYP Trans-disciplinary**

Themes:

- Who We Are
- How The World Works
- Where We are in Place and Time
- How We Organise Ourselves
- How We Express Ourselves
- Sharing the Planet

These themes authentically incorporate a range of subject areas and reflect **the six key areas of human knowledge**. Subject-based knowledge, skills and understanding in all Australian Curriculum Learning Areas is taught within these Units of Inquiry or explicitly in stand-alone learning engagements. 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. **Structured, purposeful inquiry** is at the heart of the IB PYP philosophy.

Entrepreneurship

We are guided by current research by leading organisations such as the Foundation for Young Australians and partner with educational experts to ensure that we are focused on developing the skills that will ensure our students' success now and in the future. We are teaching students in every year level the skills of **Communication, Thinking, Social, Research and Self-Management Skills** to ensure they know themselves as a learner and can successfully manage and thrive in any learning environment beyond primary school.

Annesley's signature entrepreneurial program 'Enterprise' recognises that the **path to success is broader than it has been in the past and the skills to be learnt at school for successful futures are changing**. It has been created by our teachers for our students over a number of years as part of our commitment to provide a world-class, contemporary education for our students. **All students from Reception to Year 6 engage in entrepreneurial learning every week of every school year.**

Early Learning Centre

Learning Through Play

Students thrive in environments where they feel safe, 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.

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.

The Learning Environment

Our ELC supports the developmental needs of our youngest learners. The learning program in each room is designed by a team of experts in Early Childhood education, led by an Early Childhood Teacher and a team of several Educators.

The Banksia Room and Eucalypt Room

Our youngest students aged 2 years to approximately 3.6 years explore both the indoor and outdoor spaces as they play, socialise and develop their first relationships at school. Our curious learners are supported as they develop their independence and share their 'wonderings of the world' we live in.

The Grevillea Room and Wattle Room

Our older ELC students aged from approximately 3.5 years to 5 years are supported as they continue to develop their independence and resilience by learning and playing with their peers

and educators. Their inquisitive nature is 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. The program is flexible however, reflecting the interests and needs of the students and for special events.

7:30am	Centre opens – students arrive, complete morning tasks and play indoors in the Grevillea Room and outdoor space.
8:00am	Students move into their ELC 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	<i>Banksia and Eucalypt Rooms</i> – gather for literacy session and musical experiences, followed by lunch preparations, eating together and then sleep/rest
11:30am	<i>Grevillea and Wattle Rooms</i> – gather for literacy session and musical experiences, followed by lunch preparations, eating together and then sleep/rest
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 Grevillea Room
5:00 pm	All students come together into either the Banksia or Grevillea rooms for late snack (provided by ELC)
5:15pm	Quiet play in the Grevillea Room 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 backpack and drink bottle in a locker, placing their lunch box in the refrigerator signing in and placing their library bag in the basket.

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

Students are supported to learn by doing these tasks themselves, rather than adults performing the tasks for them. Throughout the day students are encouraged to find resources and perform self-help tasks independently eg. locate materials to be used, put on socks and shoes, go to the toilet, wash hands etc. Guidance and assistance is given when needed. Students are given enough time to ensure that the process is not rushed.

Rest Time

Our Early Learning Centre is a stimulating, motivating and challenging environment. 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/or sleep. Sleep requirements will be discussed with families and accommodated according to the personalised needs of each child.

We ask each student attending the Banksia or Eucalypt Rooms to provide a fitted cot sheet and a small lightweight throw rug. Please label each item clearly with your child's name. **Please do not provide pillows due to health and safety requirements.** 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.

Student's First Day

Settling into the Early Learning Centre and separating from parents can be difficult and most children 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 child start their day in a positive way.

Help your child to settle by being positive about the ELC experiences. Encourage your child 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 eg. arrive, put things away, read a story, then say goodbye.** If the same routine is used each time your child will know when you are leaving, and it will be easier to accept. No matter what the circumstances, always say goodbye to your child before leaving to develop trust. **It will help your child if you remain calm and confident in your goodbye.**

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

Arrival and Departure

Early Learning Centre students MUST be signed-in on the digital kiosk 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 Child Care Subsidy (CCS). If a student is away, then the corresponding day/s will be marked as absent. Students can be absent for up to 42 days per year and still receive CCS payments.

Students will not be allowed to leave the Early Learning Centre with anyone other than the people listed on the 'Authorisation to Collect' form. 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 Annesley uniform. Uniforms can be purchased by order through the School Stream app. 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 child's name on both the lid and box of their lunch box and all other containers.

Library Bag – In addition to the Annesley Early Learning Centre backpack, a cloth bag is requested to transport library books safely between home and school.

Packing Food

We promote 'healthy 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 a morning snack.
- **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, crackers or yoghurt.
- **Late snack** – We will supply an additional snack for those students staying on past

5.00pm.

Please note our ELC is **nut aware**. We ask that **students do not bring products such as peanut butter, Nutella, hazelnut spread, or any other nuts**. Please check packaging carefully. We do not share food from personal lunchboxes at Annesley as a strategy to keep children with allergies safe. Further information is available on our website and School Stream App under policies.

In support of our Nutrition Policy, we also ask that **no chocolate, chips or lollies are brought into the ELC**. For this reason, we ask families not to bring treats for birthdays. Your child's birthday will be celebrated in their room during morning meeting with their teachers, educators and ELC friends.

Water Bottle – All students are required to have a named water bottle. As the bottle is emptied, we will refill it 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 child requires another product, please supply this and inform staff.

Personal Belongings and Toys – We encourage students to engage in the Units of Inquiry by bringing in resources that relate to the learning program. These items can then be shared at the morning meeting to stimulate discussions. However, **we discourage students from 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 favourite 'cuddly toy' is encouraged, particularly when students are starting in the ELC. Please make sure it is named.

General ELC 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. The ELC is closed for three weeks each year, from Christmas to mid-January. Our ELC teachers are not present during the school holidays, the Educators run a 'holiday program' during the school holiday periods.

Bookings – Students from 2 to 3 years of age are required to have a minimum booking of 2 days per week to support them to feel a sense of belonging and connection to their teachers and friends. When students reach their final four terms in the ELC before their planned Reception entry, they are required to have a minimum booking of 3 days per week to prepare for the transition into formal schooling.

Child Care Subsidy – 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 Child Care Subsidy can be received.

Immunisation Requirements

In accordance with legislation in the South Australian Public Health Act 2011, **children are not able to enroll in or attend early childhood services unless all immunisation requirements are met.**

The 'No Jab, No Play' amendment aims to increase vaccination coverage rates, and therefore increase protection of children enrolled in and attending early childhood services against vaccine preventable diseases.

The Act states:

- An early childhood service must not enroll a child if all immunisation requirements are not met.
- A child cannot attend, or continue to attend, an early childhood service if all immunisation requirements are not met.
- Early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service, and
- Approved immunisation records must be supplied by parents/guardians to the early childhood service at specified times.

For entry to the Annesley Early Learning Centre, children are required to be fully immunised. Parents must provide ELC administration with an up-to-date Medicare Immunisation History statement for their child (accessed the My Gov website or from Medicare) before an enrolment can be confirmed.

Reception to Year 6

We believe that learning should be **relevant, challenging, engaging, significant, authentic and meaningful**.

Annesley is an International Baccalaureate (IB) School, and the Primary Years Program (PYP) is the foundation for our learning and teaching. Our connection with each child and their social, emotional and intellectual needs informs our practice which results in a truly personalised learning program.



Our curriculum is focused on developing a diverse skill set to meet the challenges of today and tomorrow. A strength-based approach prepares our learners to contribute in an ever-changing world and ensures they are ready to make their unique mark on the world and succeed in any environment beyond the primary years.

Foundational Skills

English and Mathematics

At Annesley we know that the Foundational skills in English and Mathematics are fundamental to a student's ability to learn at school and empowers them as lifelong learners.

Regular time is dedicated every day for the explicit teaching and learning of Foundational skills in English and Mathematics. Our constructivist approach ensures all learning is built on deep conceptual understanding and can be applied across different contexts.

In English, students build knowledge and understanding of how Standard Australian English works in its spoken and written forms. Students learn to purposefully and proficiently read, view, listen to, speak, write, create and reflect on increasingly complex texts across a growing range of contexts. We are leading in the implementation of Sounds-Write in Adelaide, an evidence-based program embedded in the science of reading with long-ranging outcomes for increased spelling and writing ability. Read more about Sounds-Write on our website [here](#).

In Mathematics we place a key emphasis on helping students develop strong 'number sense'. Children with strong number sense think flexibly and fluently about numbers. They can visualise and talk comfortably about numbers and manipulate and compute with numbers in different ways. They have the confidence as mathematician to relate numbers to real-life problems

by connecting them to their everyday world.

Assessment of learning in English and Maths is continuous. Base line data is used to determine student's different start points, and ongoing tracking of progress is undertaken in a variety of ways regularly throughout the year to inform personalised goal setting and differentiated instruction. We tailor the learning for each student to ensure they are progressing according to their strengths and their challenges.

Specialist Learning Areas

All Reception to Year 6 students engage every week in the following specialist areas with our expert specialist teaching team:

- French
- PE & Health
- Performing Arts
- Science
- Technologies
- Visual Art

Our **Performing Arts** program involves signature experiences across our Primary School:

Instrumental Program

- Year 2 – Handbells
- Year 3 – Recorder
- Year 4 – Violin
- Year 5 – Ukulele

Performances

- Year 2 Performance
- Year 5 Musical

Enterprise

Annesley's leading entrepreneurial program 'Enterprise' recognises that the **path to success is broader than it has been in the past and the skills to be learnt at school for successful futures are changing**. It has been created by our teachers for our students over a number of years as part of our commitment to provide a world-class, contemporary education for our students. **All students from Reception to Year 6 engage in Enterprise every week.**

Enterprise at Annesley seeks to develop entrepreneurially minded young people with the attitudes and skills they need to successfully navigate the challenges and opportunities of a rapidly changing world. The entrepreneurial way of working involves **creativity, problem-solving and collaboration**, skills needed not just to establish new enterprises but also to work successfully with existing ones. At Annesley we also apply an **ethical and sustainable lens** to our entrepreneurial thinking, products and projects. It is our goal that all Annesley students will develop and value entrepreneurial ways of thinking that will enable them to thrive in and help shape their world.

Personalised Learning

Annesley Junior School is committed to **tailoring the school experience to meet the individual and collective needs of our students**. We use a variety of strategies and school-based

intervention programs to ensure the ongoing growth of Foundational Skills in the areas of literacy and numeracy, social interaction and the pursuit of their strengths and passions.

The school uses a variety of tools to measure student growth and achievement. We value open communication with parents and information/support from allied health professionals to reach the best outcomes for the students in our care. Support is provided by our large **Personalised Learning Team** in our school to provide the adjustments needed for our students to access the learning program. This team consists of expert leaders, teachers and support staff in our school.

Experiential Learning – The Quest

Adventure awaits beyond the school gate! The Quest is Annesley's bespoke and signature experiential learning program that **takes the learning of our students out into the world around them**. Our students **'learn by doing'** in a range of natural settings chosen to foster resilience and independence, stretch and inspire our young, but capable learners. **The Quest is teaching the skills of human capacity, the skills that technology and automation cannot attain.** Far more than a one-off experience, The Quest builds upon skills and curiosities as students visit locations weekly and grow in their understanding of themselves, others and the local environment. Our enviable city-fringe location is taken advantage of as the students navigate public and private transport and unearth the treasures of Adelaide and its surrounds.

'The Quest' Outdoor Classroom Program

Reception – The Big Little Gardening Club – Intergenerational Learning. In partnership with Resthaven, our Reception students make connections across generations in our Annesley Farm, sharing wisdom in authentic, rich learning space.

Year 1 – Students will visit the Central Market for four visits in Term 3 to inquire deeply into the marketplace as they inquire into the historical, geographical and cultural contexts represented in this rich environment.

Year 2 – Students will engage in numerous bike-riding sessions in Term 2, to develop the skills of bike riding in preparation for more adventurous bike rides in Year 4, 5 and 6 Quest Experiences.

Year 3 – Students become ZooSA members and the Adelaide Zoo, Botanic Gardens and Monarto Zoo become their 'Outdoor Classroom' every Tuesday in Term 3 as they inquire into a scientific inquiry about the interdependence of living things.

Year 4 – Students catch the tram to Glenelg every Monday in Term 1 and learn to become Surf Lifesavers from the experts at Glenelg Surf Club, building their safety skills within the ocean environment.

Year 5 – Students spend every Monday in Term 3 developing their skills in a variety of environments: orienteering in Belair National Park, hiking from Waterfall Gully to Mt Lofty, riding a

bike 35kms along the River Torrens to the beach and back, cooking on a Trangia camp stove and learning about the social justice work of charity Treasure Boxes.

Year 6 – Students engage in an ongoing relationship with multiple visits to Cleland Wildlife Park, The Forktree Project and Baptist Care SA to explore issues of sustainability and social justice, as a key provocation for their Exhibition, every Monday in Term 2.

‘The Quest’ Camp Program

Year 1	Late Night at School
Year 2	Sleepover at School
Base 3	One-night camp at Nunyara, Belair
Base 4	Two-night camp at Adare, Victor
Base 5	Three-night camp at Melrose, Flinders Ranges
Base 6	Four-night Road Trip to South-East SA and Kayaking at Nelson, Victoria

Read more about Annesley’s unique Quest program [here](#).

Home Learning

At Annesley, our students are **engaged in rich, explicit learning engagements** during their school day, facilitated by our expert teaching team. At the end of each busy day, we want to ensure that our students have time to **practice skills in the home environment, pursue hobbies and interests, spend time outside, connect with their families, relax and find quality rest.**

It is well-documented that engagement in a **literacy rich environment at home** is a key indicator of learner growth in all areas. All students in Reception to Year 6 at Annesley are encouraged to read to self, read aloud to others or enjoy being read to everyday, even if they are an independent reader. Regular visits to school and community libraries, use of books at home and audiobooks are all great resources to enhance a literacy rich environment for children at home.

In Reception to Year 2, we encourage Home Learning to be focused on specific Foundational skill development in literacy and numeracy for 10–20 minutes each day.

In Year 3–4, students learn to schedule specific home learning tasks to achieve personalised goals set by themselves, their teachers or parents (handwriting, times tables, reading comprehension, musical instrument) as they map other commitments they have outside school.

In Year 5–6, students are provided with a more formalised home learning program to develop self-management and study skills as they prepare for secondary school.

Reception to Year 2 Home Learning: Foundational Skills in Literacy & Numeracy

Families can support their child by engaging in one or more of the following activities with them for a few minutes each day:

- **Reading** – Reading with a ‘just right reader’, reading a book of choice or being read to
- **Writing** – Practice writing through independent book making, handwriting practice, Sounds Write word building or spelling.
- **Sharing** – Preparation for ‘Show and Share’ according to class rosters and guidelines given.
- **Numeracy** – Measurement when cooking, dice and card games, counting and skip counting, finding and making patterns within our everyday lives, naming and counting money and using mathematical language through our conversations in our home environments.
- **Inquiry** – Opportunities to research and share learning about current Units of Inquiry

Resources will be brought home in Reading Folders in Reception to Year 2. Further guidelines, resources and advice can be sought from class teachers at any time.

Year 3– 4: Personalised, co-constructed Home Learning

Personalising Home Learning ensures that each program is tailored to the needs of each student and family.

Nurturing lifelong learning and self-management skills is an investment in their ability to manage themselves as a learner in preparation for secondary school and beyond.

A personalised home learning program should include:

- Reading to self, to others and being read to
- Talk homework once a fortnight for Year 3 and 4 (more information will be shared on Seesaw)

The program could include:

- Pursuing and developing a hobby, sport or passion
- Learning a second language
- Athletics (every child has a home log in their ‘Student Logins’ folder on Seesaw | Year 1–6)
- Times table practice
- Music lessons and practice
- Researching something that has sparked an interest during their school day, from something they’ve learnt, read or heard/discussed.
- Sharing knowledge by making a quiz for the class
- Creating a movie or animation
- Being an active member of a club, organisation (eg. Swimming, Surf lifesaving, Church, Scouts)
- Service at home or in the community
- Creating something artistic (painting, model, artwork)
- Learning a domestic skill e.g. cooking

- Programs designed by tutors/other professionals that individual students may be working with
- Mindfulness practice
- Caring for pets or a family member
- Outdoor exploration and nature play
- Assisting with family tasks (planning a holiday, family budget – including paying bills)

Annesley's home learning model encourages parents to work together with their child and child's teacher to co-construct some learning goals that are personalised for each child. They will work on a Personalised Home Learning program in class with their teachers. This is shared on Seesaw for parents to view, contribute and refer to. Key questions to frame a discussion at home could be:

- ***What interests, hobbies, sports would you like to pursue after school/on weekends?***
- ***What skills would you like to improve on?***
- ***What would you like to learn how to do?***

With parents engaged in this process, they have co-ownership of the Home Learning Program and can support their child/ren with their organisation, scheduling, support and resources required at home.

Your child's teacher can provide greater guidance on personal home learning goals for an individual student, including recommended time guidelines, as required. Teachers can provide further resources to support Home Learning at home at any time. They can also provide a more traditional form of home learning upon request.

R-6 Allied Health Support

We support students working with an Allied Health Professional (Occupational Therapist, Speech Pathologist, Psychologist or other) during school hours onsite at Annesley. Parents must pre-arrange this with our Personalised Learning Coordinator, Gail Millar-Luke [millar-lukeg@annesley.sa.edu.au](mailto:lukeg@annesley.sa.edu.au) who will verify necessary certifications and induct these professionals to work safely onsite. She will also facilitate the timetabling of sessions in collaboration with our teaching team. Allied Health services are not able to work with students in their class learning spaces. **Our learning spaces are for our school's learning program and are not intended for therapeutic purposes. To protect the privacy of all our students in the learning spaces, we must only have Annesley staff working with our student cohorts.**

Devices

The school provides devices for students to use as a 'tool' with a specific purpose. Reception to Year 2 students have shared access to iPads, Year 3-5 students have an iPad for their own, dedicated use that is provided and maintained by the school. Our Year 6 students are provided with Macbook Laptops to learn the additional skills involved in using a laptop computer. All devices are kept at school and balanced with offline engagements.

We can keep our students the safest online if they are using our devices on our network. Students must, however, use devices appropriately and in line with documented and communicated guidelines. A Student ICT Use Policy must be signed by students and families in Year 2-6 each semester.

Personal devices at School

- We can keep our students safe online by providing them with access to school devices for their learning and therefore students are asked **not** to bring their personal iPad or laptop to school.
- Students can share home learning between home and school by using the *Class Seesaw App* which they can access on home devices.
- If students need to bring a personal device such as a **mobile phone** or **smart watch** to school, then the following guidelines are to be followed:
 - The personal device remains the responsibility of the students and their family.
 - The student and/or parent are to inform their teacher that they have a phone at school.
 - **All mobile phones are to be turned off and kept in bags in student lockers during the day.**
 - Personal devices are not to be connected at any time to the school Wi-Fi.
 - All access to internet on School iPads is to be connected through the school Wi-Fi, under no circumstances is the mobile hotspot to be used from a mobile phone.
 - Smart watches can be worn by students at School but are not to be used to message or call contacts between 8.30am and 3.30pm.
 - **Smart watches need to be put on 'school-mode' during the day. All notifications must be turned off during school hours.**

Communication between parents and students during the school hours:

- Parents are to contact staff at the Front Office if they need to share a message with their child between 8.30am and 3.30pm
- If a student in Reception – Year 6 needs to contact a parent during the day, they are to request permission to ring their parent at the front office. **They are not to use a personal mobile phone or smart watch to ring a family member during school hours.**

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. There is no requirement for families to purchase, cover or name stationery items.

Lockers

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

Co-curricular

Co-curricular activities are offered after school and provide a wonderful opportunity for students to develop or extend their strengths, skills, and passions.

Co-curricular provided by Annesley staff are held for one hour on Thursdays from 3.45pm to 4.45pm for a series of 5 weeks each term in a variety of sports, interests and hobbies. A

registration form outlining the upcoming term's co-curricular activities is communicated via School Stream at the beginning of each term and registration is required.

When parents sign the Co-curricular registration form, 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 due to unforeseen circumstances to our Coordinator of Sport and Experiential Learning, Penny Rawinski rawinskip@annesley.sa.edu.au. Students not collected promptly after co-curricular activities at 4.45pm will be taken to After School Care and parents will be charged for this service.

In addition, **Performing Arts** groups run throughout the whole year:

- **Choir**
- **Public Speaking/Poetry Recital Group**
- **Bucket Drumming**

Co-curricular – External Providers

Other activities are provided by external providers at Annesley throughout the week:

- **Robotics – Code Camp** Years 2 – 6, Mondays (3.45pm – 4.30pm) codecamp.com.au
- **Dance – Dance One50** ELC – Year 2, Mondays (3.45pm – 4.30pm) One50.com
- **Chess – Chess Mates** Reception to Year 6, Mondays (3.40pm– 4.30pm) chessmates.com.au
- **Coding – Code Camp** (Tuesdays 3.45 – 5pm, 15 Oct – 3 Dec) Year 2 – 6 codecamp.com.au
- **Mandarin & Italian – School of Languages** Reception to Year 6, Wednesdays (3.45pm– 5.15pm) schooloflanguages.sa.edu.au
- **Tennis – Tiger Tennis** Reception to Year 6, Thursdays (7:55am – 8:40am) tigertennis.com.au

Registration, payment and communication for each of these services is managed directly with the provider.

Sport

A variety of Sports are offered in a variety of age-appropriate programs in the following sports:

- Basketball
- Netball
- Soccer

- Auskick
- Cricket – Junior & Master Blasters

Our Coordinator of Sport, Penny Rawinski rawinskip@annesley.sa.edu.au communicates sporting programs available to students on the school Stream app prior to the commencement of each Summer and Winter season. Parents are welcome and encouraged to coach Annesley sport teams. If a parent coach is not available, then Kelly Sprots Coaches will be engaged to coach teams. We are always open to pursuing other sporting opportunities for our students if there is interest in forming teams.

Instrumental Music

Music is an important part of school life and students are encouraged to learn and enjoy playing a musical instrument. In addition to our specialist Performing Arts program, tuition can be organised by professional and experienced musicians in a range of musical instruments. This is provided by Hallmark Music and charged to parents. For detailed information about our instrumental program, please see our website or visit www.hallmarkmusicstudio.weebly.com

SAPSASA Events

Annesley students are given opportunities to participate in interschool sporting and athletic events through South Australian Primary Schools Amateur Sports Association events. Please see the SAPSASA website for more information or contact Zac Venning (PE Teacher) venningz@annesley.sa.edu.au

Budding Lunch

Budding Lunch is a *thought-leading* School Lunch Program at Annesley. We are partnering with leading restaurant, Africola to provide **a nutritious, shared lunch for our Reception to Year 6 students every Wednesday in our Dining Room.** Budding Lunch is a different experience to a restaurant. Our children aren't choosing a dish from a menu which is something they know they like and have eaten before. **They are offered a variety of foods to try and to learn from.** It is also different to traditional lunch order services provided in other schools. Our children eat **high quality, local produce that is seasonal, low carb, no sugar, good fats that is cooked simply but presented with care.** Each experience is one to grow and learn from.

Annesley is committed to what is best for children. Sometimes this involves challenging what has 'always been done' if there are opportunities for innovation or to impact the human experience for the better. School lunch programs exist all over the world and are valued by communities as an investment in the health and social outcomes as a key part of 'learning'. **Learning to eat a wide variety of nutrient-dense food, which fuels our body, optimising health, and function. Learning also from eating with others in a social environment as food and tastes are explored.**

Intentionally, it is presented on platters and eaten to share. **Great conversations are facilitated in this environment between adults and children alike and community is nurtured.** We continue to

be inspired to continue this journey by the overwhelmingly positive feedback from our students. Students who are sharing their joy at trying something new, walking away with tummies full of nutritious food and excitement about eating together with friends in the dining room.

Budding Lunch has been created by Annesley **in partnership with Africola and thought leaders from the Caring Futures Institute at Flinders University**. Budding Lunch is a parent-funded program, and families are required to register and pay for a term in advance on the School Stream app. Please contact, EA to Leadership, Cat Rogowski rogowskic@annesley.sa.edu.au or (08) 8422 2288 for further information.

Out of School Hours Care (OSHC)

Out of School Hours Care is available for Annesley students in Reception to Year 6 and is facilitated by Annesley staff. OSHC provides a safe and secure environment for students, where they are encouraged and supported to try a variety of experiences. The program consists of both structured and unstructured time and gives students the opportunities to join in activities to further their learning and express their own creativity. Registration information for OSHC and Vacation Care can be found on School Stream. OSHC 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 Child Care Subsidy (CCS).

Before School Care – The Before School Care program operates from 7.30am – 8.30am and costs \$16.70 per session (permanent booking). The casual rate is \$18.75 per session.

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 team. Parents must register their child prior to using this service. One session cost \$30.25 (permanent booking) and fees are charged fortnightly. The casual rate is \$32.35 per session.

Vacation Care – Annesley offers a Vacation Care program open to students currently enrolled in Reception to Year 6 at Annesley. 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. It is closed for three weeks between Christmas and mid-January. The cost is \$64.70 per day plus the cost of excursions.

Attendance/Non-Attendance – There are set staff-student OSHC 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.

Child Care Subsidy – Our OSHC service is an approved service. Parents can register online with The Family Assistance Office of Centrelink for Childcare Subsidy.

Please contact the Coordinator of OSHC Lauren Gibbs oshc@annesley.sa.edu.au or (08) 8422 2288 for further information.

General Information

Primary School Bell Times

8.45am	Start of School Day
11.05am – 11.45am	Morning Break
1.15pm – 1.55pm	Afternoon Break
3.30pm	End of School Day

There is teacher supervision 15 minutes prior to the start of the school day and 15 minutes after the school day finishes in the play spaces to support our families at drop off and pick up time. **Before 8.30am and after 3.45pm, students must be supervised by a family member whilst on site otherwise attend Out of School Hours Care. Any unsupervised children at these times will be taken to OSHC and parents will be required to pay for this service.**

Term Dates 2025

	ELC and Vacation Care Opens – Monday 13 January 2025
Term 1 (11 weeks)	Tuesday 28 January to Friday 11 April
Term 2 (9 weeks)	Monday 28 April to Friday 27 June
Term 3 (10 weeks)	Monday 21 July to Friday 26 September
Term 4 (8 weeks)	Monday 13 October to Friday 5 December
School Closure Date:	Teacher Professional Learning Day – Student Free Day <u>Friday 5th September</u> <i>(ELC and OSHC services available on this day)</i>
	ELC and Vacation Care Closes Friday 20 December 2024
Staff Professional Development Training Days	The whole school (inc. ELC and OSHC) will be closed on <u>Friday 24 Jan and Friday 12 Dec</u> for whole staff training days.

Schedule of Fees

2025 Fees & Charges

ELC Fees	
Daily Fee (Permanent Bookings)	\$133.60
Casual Daily Fee	\$135.70
Weekly Fee	\$615.90
Primary School Fees (Reception to Year 6)	
Annual All-Inclusive Fee	\$10,745.00 Per Annum
2025 Primary School Sibling Discount on Annual Fee*	
Second Student*	10%
Third Student*	15%
Fourth Student*	20%
OSHC & Vacation Care Fees	
Before School Care	
Permanent Bookings	\$16.70 per session
Casual Bookings	\$18.75 per session
After School Care	
Permanent Bookings	\$30.25 per session
Casual Bookings	\$32.35 per session
Vacation Care	
Daily Fee	\$64.70 (plus activity/excursion fee if applicable)
The Quest – Camps & Outdoor Classroom Experiential Learning	
Year 1	\$70
Year 2	\$120
Year 3	\$470
Year 4	\$620
Year 5	\$1200
Year 6	\$1600

*Note that the fee discount is offered for siblings attending the Primary School only.

Payment Terms – Fees ELC

Annesley's ELC is an accredited long day care facility and families can apply for the Child Care Subsidy. The ELC fee covers the ELC educational program available from 7.30am to 6pm daily for 49 weeks of the year, with the only additional fees charged being for any specialist programs or excursions/incursions. Fees include nappies for younger children.

Late fees after 6pm are charged at the rate of \$2 per minute per child, regardless of notice given.

ELC Fees during the first two weeks of January when the school re-opens after the Christmas closure are charged at half the usual rate. This is offered to support families during the Christmas holiday period and benefits all families regardless of whether they are absent from the ELC for holidays or not. Holiday reductions are not available at any other time during the year.

No sibling discounts are offered in the ELC.

ELC fees are billed in arrears on a fortnightly basis and are due and payable upon receipt of invoice.

Payment Terms – Primary School

Primary school fees are invoiced termly for the following terms tuition. Term 1, 2025 fees are invoiced mid Term 4, 2024; Term 2, 2025 fees are invoiced mid Term 1, 2025 and so on. Payment terms and options are outlined below.

Camps & Outdoor Experiential Learning (The Quest) fees are invoiced in advance in the term in which they take place.

Payment Options

Payment options for all fees include BPay, direct deposit, credit card, cheque, or automatic direct debit. If you would like to set up an automatic direct debit please contact Caroline Jarrod in accounts via accounts@annesley.sa.edu.au. 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.

Notice of Withdrawal

It is a requirement that families offer sufficient notice in writing to the Principal, Jo Rossiter rossiterj@annesley.sa.edu.au of their intention to withdraw their child from the school prior to the completion of Year 6.

Notice Period

This mandated notice period for ELC Students is 8 full weeks (not including the three-week closure period during December/January) and one full term in the Primary School. Fees are charged if less than the required notice is given.

ELC

For ELC students, (except those in their last term of ELC before moving onto Primary School), the notice period of withdrawal is eight weeks. The eight-week period does not include the three-week Christmas holiday period when the Early Learning Centre is closed. If less than the required notice of withdrawal is given, fees will be charged at the full daily rate for the unattended portion of the notice period.

For ELC students in their last term of the program before moving onto primary school, one full term's notice of withdrawal is required. It follows that for students moving to Primary School mid-year, notice of withdrawal is required prior to the end of Term 1 and for those commencing Primary School at the start of the following year notice is required prior to the end of Term 3 of the current year. If less than the required notice of withdrawal period is given one full term's primary school fees will be charged.

The Child Care Subsidy is not applicable to ELC fees when a student is not in attendance at the school and therefore will not be paid by Centrelink against fees charged for the late notice of withdrawal period after the student leaves the school.

Proposed changes in ELC session times can only commence at the start of each term and must be requested no later than the last day of the preceding term, eg. before the last day of Term 1 for change in sessions commencing in Term 2.

Primary School (Reception to Year 6)

One full school term's notice of withdrawal is required for Primary students. This is to be given in writing to the Principal Jo Rossiter rossiterj@annesley.sa.edu.au prior to the start of the full-term notice period. If less than the required notice of withdrawal is given a full term's fees will be charged.

For more information, [please refer to our Student Fees Policy on our website](#).

Uniform

The Annesley Junior School uniform provides students ELC–Year 6 with a sense of belonging, whilst bringing equality and certainty to what they wear to school each day.

Our Annesley uniform reflects our commitment to provide progressive education. Our contemporary uniform matches clothing of our modern world, equipping our students for our rapidly changing world.

The Annesley uniform allows students to be active and engage in play and adventure in both our learning spaces and outdoor environments. Choice is offered through a uniform range, so they feel comfortable at school and are ready to learn.

Annesley students from ELC to Year 6 are expected to wear neat, full Annesley uniform to school each day. Annesley students can choose to wear any combination of uniform items from the Annesley uniform range.

Annesley uniform range ELC–Year 6

- Short-sleeve Polo T-shirt, Annesley stripe
- Long-sleeve Polo T-shirt, Annesley stripe
- House Polo T-shirts, House Colours* (Primary only)
****worn on Wednesdays & House Event Days only***
- Drill shorts, navy with Annesley logo
- Sport shorts, navy with Annesley logo
- Skort, navy with Annesley logo
- Leggings, navy with Annesley logo
- Annesley Dress, navy with Annesley logo, recommended for Primary only)
- Drill pants, navy with Annesley logo
- Trackpants, navy with Annesley logo
- Puffer Vest, navy with Annesley logo
- Fleece Jacket, navy, maroon & white trim and Annesley logo
- Spray Jacket, navy with white trim and Annesley logo
- Annesley Seniors Hoodies (Year 6 only)
- Annesley Socks, navy or white, short or ankle
- Bucket Hat, maroon
- House Bucket Hat, navy with house colour (Primary only)
- Annesley School Bag, maroon with Annesley logo
- Communication/Reading Folder, maroon with Annesley logo (Rec–Yr 2)

It is important to note:

- All items are gender-inclusive and available to all students.
- All items can be worn all year-round, according to student preference.
- House Polo T-shirts (primary only) can be worn on Wednesdays each week of the school year and on House Event Days e.g., Sports Day.
- An Annesley Bucket Hat or House Hat is to be worn when outdoors during each school day of the year, in accordance with the Annesley Sun Safe Policy.
- The Annesley Sports Cap and Beanie are merchandise items only.
- Non-Annesley socks can be worn but are to be plain navy or white.
- Plain long-sleeved navy or white t-shirts can be worn underneath the Annesley short-sleeve Polo T-shirt.
- Plain navy stockings can be worn under the Annesley dress.
- Jewellery, accessories or clothing worn for religious reasons can be worn, in consultation with the Principal.
- Lost Property is placed opposite the Front Office (under TV screen) and in the Café. Please ensure each item is clearly named every year.

For health and safety reasons:

- Long hair is to be tied up, using hair accessories in school or natural colours.
- Nail polish, jewellery, wrist bands and make-up are to be kept for weekend and school holidays use, rather than the school day.
- Plain, simple earrings (studs or sleepers) can be worn to school.
- Sneakers or plain, practical sandals (navy, white or natural coloured) are to be worn with the Annesley Uniform.

Co-curricular Sports Uniform

Annesley co-curricular Sports Uniform tops are to be worn with Annesley shorts, skorts, leggings or trackpants during sporting matches. Netball, Basketball and Soccer tops can be 'hired' from our Front Office for a Hire Fee of \$30 per season. This fee will be refunded upon return of the Sports tops at the conclusion of the sporting season.

Purchasing Uniform

Uniform purchase can be made online via the School Stream App. Items will come home with your child within 3 school days. Families can visit our Front Office to view different sizes. Any uniform items that have not been worn, can be exchanged for different sizes at our Front Office.

Our preloved uniform shop "Unify" has been created by Annesley students to reduce uniform waste. Unify items are available for families to peruse and purchase at the Bouncing Bean Café during its opening hours:

Monday to Friday – 8.15am to 9am

Wednesday – 3pm – 4pm

Communication

At Annesley we value pro-active, timely, effective communication with parents and families. Our teachers are available in learning spaces and play spaces from 8.30am and again at 3.30pm for quick check-ins and connection as required. Non-urgent matters can be emailed to teachers. As they are teaching throughout the day and often involved in meetings and preparation for the next day, teachers may not reply immediately but will do so within 48 hours. Any urgent messages throughout the day for students in our care are to be communicated by phone at the Front Office – 8422 2288.

School Newsletter

The 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.

School Stream

Please download the School Stream app and keep it updated with notifications turned on so that you remain informed as to what is happening at the school. For privacy reasons, registration to this app requires the same email provided to the school. **To reduce the volume of notifications, you can choose notifications to be sent for the relevant year level of your child/ren on the app.** Information on School Stream includes excursion notices and all consent forms for excursions. Prompt responses to consent requests are extremely helpful in the necessary administrative process of organising excursions and experiences for our students. If written consent has not been given via School Stream by the excursion date, your child will remain at School and not attend the excursion. Letters relating to financial or more personal matters will be emailed to you. Overnight and swimming consents remain on paper to support the nature of these events. School absentees are to be registered before 9am on the Form provided on School Stream.

Seesaw

Seesaw is a digital learning portfolio and provides an insight into your child's progress and the learning experiences they enjoy. Samples of your child's creations, individual learning stories, photographic documentation, progression as a learner and reflections on events will be included in your child's digital portfolio on Seesaw. **Please do not share images of children other than your own from Seesaw on more public messaging or social media platforms to maintain the privacy of all our students.**

Parent/Teacher Partnership

Meetings can be made at a mutually convenient time between teachers and family at any time throughout the school year. These meetings can also be made with Specialist Teachers. Teachers

will initiate meetings if a need arises, and we encourage parents to do the same. We value conversations about the progress of your child. 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 child's teacher via email to ensure suitable time can be given to this conversation. **We don't hold parent-teacher interview evenings, as we value a more personalised approach, meetings can be arranged with a time, duration and frequency appropriate for each child's needs.** We do offer Settling in Meetings early in Term 1 and a 3-Way conference (student, teacher and child) in Term 3.

Written Reports

Students in our ELC receive a written report prepared by their teachers when transitioning from either of the ELC rooms. Reception to Year 6 students receive a written report at the end of each semester prepared by their teachers. These reports are shared with families via the Seesaw App. These reports give a measurement of achievement on a 5-point scale in each learning area (Year 1-6) and a comment about each student's strength, passions and skills. **More detailed assessment and reporting is completed to impact learning in more effective ways**, such as the Learning Progression filmed conferences in Literacy and Numeracy, and timely, formative feedback from Specialist Teachers is posted to Seesaw each term. **Our Assessment Policy is available in the Policies Tab on School Stream.**

Emergency Contacts

In the case of an emergency, we must be able to contact parents or a nominated relative. The emergency contact information completed at the time of enrolment must contain current. Please update the school if this information changes.

Change of Contact Details

Any changes of address, email, telephone numbers and emergency contact information must be communicated to the Front Office via email as soon as they occur so that information on our database remains accurate – frontoffice@annesley.sa.edu.au.

Health

Annesley aims to minimise the spread of potentially infectious diseases. We ask that all students who are unwell stay at home. Please notify the school immediately if your child is suffering from a communicable disease. For the wellbeing of all concerned we ask that **students remain at home for the recommended time after symptoms have ceased for the following ailments/conditions as recommended by SA Health guidelines.**

- Persistent coughing
- Fatigue
- High temperature
- Runny nose
- Vomiting

- Diarrhea
- Conjunctivitis
- Head lice (may return once treated. (Please advise staff)

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 or Primary School 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. This is required each time medication is to be administered.

All medication needs to be delivered to school by **parents / care giver only**. For ELC students' medication must be handed directly to an ELC staff member. For Primary School students parents / care givers must deliver and sign-in medication to the School Front Office. _ Medication is never to be given directly to a child to deliver to the school, nor left in a child's bag.

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

Please note our School is **nut aware**. We ask that **students do not bring products such as peanut butter, Nutella, hazelnut spread, or any other nuts**. Please check packaging carefully. We do not share food from personal lunchboxes at Annesley as a strategy to keep children with allergies safe. Further information is available on our website and School Stream App under policies.

If your child requires medication such as asthma or auto injection devices (EpiPen) these must be kept at the ELC or the School Front Office along with a current Medical Action Plan completed, dated and signed by a medical doctor. The school will communicate when this medication has expired. It is the family's responsibility to replace expired medication.

First-Aid Facilities

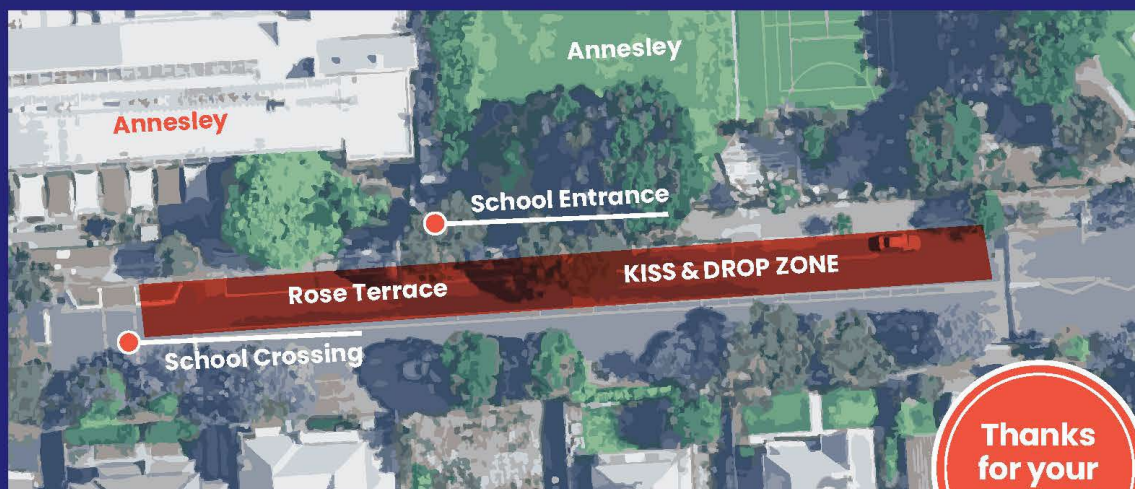
First-Aid facilities are located in each ELC room, in the School Front Office and in OSHC. First Aid Officers are available to help students and staff as required. Please ensure that your child's medical information is kept up to date, medication is in date and the action plan is current and signed by a medical doctor.

If your child becomes ill during school hours and needs to be taken home, you will be contacted so that arrangements can be made for collection.

Other General Information

Kiss n Drop

KISS & DROP



Kiss & Drop Zone – Rose Terrace

Help us keep our school community safe by following these key rules:

No Parking

(8:15–8:45am & 3:15–3:45pm)

- Kiss & Drop Zone is for quick drop-offs only.
- Stay within 3m of your car & keep stops under 2 minutes.

Stay in Sequence

Move forward as much as possible to keep traffic flowing. If you can't park on the first attempt, circle the block and try again to avoid congestion.

No U-Turns

Illegal & unsafe in school zones.

Speed Limit: 25 km/h

When children are present.

Kerb-side Drop Off

Children should always enter/exit on the kerb side.

Park & Walk

If staying longer than 2 minutes, park in a designated 2-hour or 4-hour zone in the area.

Other Important Reminders

- **No Standing Zones:** Avoid blocking driveways.
- **Be Alert:** Watch for pedestrians & use indicators when moving.
- **Unley Council Patrols** are frequent in the area. Fines and demerit points apply.

For more road safety tips around schools, check out Unley Council's brochures:

- > [A guide to parking in Unley](#)
- > [How to Safely Use a School Kiss & Drop Zone](#)
- > [Keep Kids Safe](#)



Dogs on School Grounds

Whilst dogs are much-loved members of many Annesley families, we must keep our focus on the safety and wellbeing of all our community members onsite. For this reason, we require pet dogs not to be brought into the Annesley grounds before or after school. If your child would like to share their pet with their class, this can be arranged with their class teacher.

Absence & Late Arrivals

If your child is absent for any reason, please submit a notice of absence via the school Stream app or call the School Reception on (08) 8422 2288. In the event of late arrivals ELC students can proceed to their room to sign in, Reception to Year 6 students are to sign in at the School Front Office.

If medical or dental appointments are made during school hours, please give prior notice to the class/room teacher and ensure that your child is signed out and signed in on their return at the Front Office.

If your child requires a leave of absence for 5 days or more during a school term, please notify in writing via email to our Principal, Jo Rossiter rossiterj@annesley.sa.edu.au. This leave needs to be approved by the Principal.

Parents, Families and Visitors to our School

We value the many members of our community who volunteer their time, knowledge and skills to enhance the learning journey of our students. It's a special part of the Annesley culture that people feel welcome in our School. We remind you that if you are coming into the school for any reason other than to drop off or pick up your child, we require you to sign in at Reception upon arrival and out when you leave. In the event of a fire, for example, we need to know who is on the school site, and where they are at all times.

Volunteers at Annesley

We value the contribution of volunteers at Annesley. In accordance with legislated requirements for volunteers in schools. Annesley parents and friends volunteering to assist in the classroom or accompany excursions must follow a thorough registration process which includes a Working With Children Check, online and onsite training. This process is an integral part of our commitment to Child Protection and keeping our people safe while volunteering at Annesley. Information regarding this process can be found [here](#).

Road Safety and Parking

As a community we have a responsibility to keep our students safe and take every possible step to ensure they are not in danger. Everyone in our community must take responsibility for ensuring this positive action.

Please observe the following:

- Speed limit – during pick up and drop off times, the speed limit along Rose Terrace is 25km/h
- Pedestrian 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. This crossing is monitored by students and staff for 15 minutes prior to and after each school day.
- 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
- The Kiss and Drop Zone operates from 8.30am – 8.45am and 3.30pm to 3.45pm each school day and is located between the two pedestrian gates on Rose Terrace, as per the Unley Council signs.
- Please do not attempt a u-Turn on Rose Terrace. This is an unsafe practice for our children and illegal to do so over the yellow markings outside our school gates.

Library

Our Library is located in the Harris Building. A small library space also exists outside our ELC learning spaces for ELC students to access a library experience. All students from ELC to Year 6 visit the library every week to enjoy, borrow and return books for their reading enjoyment. Our library is also supervised during many playtimes throughout the week as a quiet space for children to choose to spend their breaks.

The reading 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 our library.

Parents are encouraged to share and discuss the books that the children bring home and support their child to return resources within the loan period.

Assembly and Chapel

Assembly and Chapel are held at 9.00am on a rotating basis each Wednesday in our historic Gillingham Hall. **Parents are warmly invited to attend and participate in Assembly & Chapel.** Strength Awards are presented regularly to students exhibiting qualities reflecting the school value focus each month to Reception to Year 6 students. All students are recognised for their strengths on a regular basis. Parents are notified and encouraged to attend an assembly or chapel by their child's class teacher if their child is receiving a Strength Award.

Assembly

Assemblies build our sense of belonging, culture of learning and celebrate achievement. It offers

our students the opportunity to demonstrate leadership, experience public speaking and learn about event management. Our Base 5 students are supported by teachers to plan, prepare and present each assembly and classes, choirs, bands and other groups regularly present at assembly.

Chapel and Chaplaincy

Chapel is prepared and presented each week by our Chaplain, Pastor Pete. He is assisted by our Year 6 Service Leaders and Base 3 students. Pastor Pete creates an engaging, age-appropriate message about one of our school values for each Chapel. Each of our school values is focused upon for one month of the school year. This message is connected to a related sentence from the Bible, a song is shared and a blessing. **We are an inclusive community of many religions represented in our families. Our families are asked to support our Christian approach to Chapel and other school activities.** Our school values are **courage, compassion, justice, responsibility, civility, integrity, humility, gratitude, respect** and **resilience**.

Annesley Junior School has an innovative chaplaincy program provided by our Chaplain Pastor Peter Morton. We aim to provide opportunities for authentic, relevant and engaging Chapel services which bring a deeper meaning to students' lives and faith. After Pastor Pete shares his message at Chapel each fortnight, he spends time in each classroom unpacking what that value might mean for each age group and year level with each teacher's involvement and support.

Chaplaincy is an integral part of the life and ethos of Annesley Junior School. It provides a unique pastoral and spiritual component to the 'life of the School' and adds to the broader educational experience offered to our students. Annesley Junior School is proud to be a Christian School.

Counselling

Pastor Pete Morton is a qualified counsellor and is available to provide counselling services to students, parents and staff in our community. Pastor Pete is regularly found connecting with students informally in learning spaces from ELC to Year 6 and during playtimes, before and after school to build and maintain relationships with our students and community. Parents are encouraged to make contact at any time with Pete, and he is best reached via email – mortonp@annesley.sa.edu.au. Parents will be contacted for permission prior to any one-on-one counselling sessions are offered to students.

Annesley College Council

- The Annesley College Council is responsible for the overall governance of the College. The current Chair of the Annesley College Council is Kymberley Lawrence.

Other College Council members are:

- James Northcote (Deputy Chair)
- Rev. Beth Seaman (Moderator's representative)
- Georgia Bradshaw

- Will Fuller
- Michael Murphy
- Chris Hoffman
- Vivianne Kollevris
- Alex McCole (Business Director)
- Jo Rossiter (Principal)

More information about our College Council Members can be found on our website.

The Annesley Parents' Association

The Annesley Parents' Association (APA) provides an invaluable social/support network to all Annesley families. The APA actively fundraises to support nominated projects providing facilities and resources that would not otherwise be available to the school. A planning meeting is held at the beginning of the year to plan out key events for the parent community. Parent Event Teams are gathered for each event to encourage parent involvement at various times as time permits to support the implementation of these important events to create belonging in our community. Any queries, please contact **Eleni Neilson, President of the Annesley Parents Association** apa@annesley.sa.edu.au

Class Representatives

When new classes are formed at the end of Term 4 for 'Moving Up Day', Parent Class Representatives are asked to nominate to perform the Class Rep role for the following year. This largely involves distributing class contact details and organising a social event for the class/year level each term to build our community sense of belonging. Class Reps are regularly invited for a coffee to meet with each other and our Principal. Family contact details are collected on nominated School Stream post for the purpose of sharing with other families. The school cannot provide these details on behalf of families due to our obligations to maintaining privacy.

Buddy Families

For new families joining our Primary School in Year 1 to Year 6, the school will ask existing families if they would like to be a Buddy Family to connect with a new family joining our community. This was an initiative suggested by our parent community and has been very successful to date.

A Buddy Family:

- Makes contact with the new family to welcome them into our community
- Provides an avenue for the new family to ask any questions that are helpful prior to starting
- Connects them to existing class parent group communication channels (e.g., Whatsapp)
- Makes a time to meet with them face-to-face at pickup or drop off, or for a playdate

The Old Scholars Association

The Old Scholars Association was formed in 1905 to provide a way for former students of MLC/Annesley 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.

School Photographs

Professional class and individual photos of students in both the ELC and Primary School are taken on a designated day during the year, usually in Term 3. Information will be circulated via School Stream in advance of the event.

School Services

School Front Office– The School Front Office is open from 8.15am to 4.15pm Monday to Friday. Please contact the Front Office on (08) 8422 2288 or frontoffice@annesley.sa.edu.au. For the safety of our ELC students, the main building is locked at 4.15pm each day. Access for families to the ELC is through the external pathways to the north and south of the building.

Student Accident Insurance – Annesley Junior School has 24 hours per day, full year insurance cover for enrolled students involved in personal accidents that result in certain events specified in the policy schedule. Please note that terms and conditions do apply, which may affect eligibility.

Lost Property

The lost property box is located in the Early Years Building entrance. Any belongings found without a clearly identified name will be placed in the lost property box. Any lost and found “named” garments handed into Reception will be returned to the student. Please ensure that each item of uniform is clearly named. At the end of each year lost property will be emptied and the content will be donated to charity. A smaller Lost Property basket is also located in the Bouncing Bean Café.

Policies and Procedures

Annesley Junior School has developed a suite of policies to guide staff and leadership in providing a safe, secure environment for our students and young people where their focus can be on learning and development. The policies cover a range of issues with a particular focus on Child Safe requirements and on creating a culture that is free from any form of discrimination (sex or otherwise) and sexual harassment. We also value the privacy of all our students and families and ensure this issue receives priority.

Our policies are regularly reviewed to ensure the school complies with all of its obligations.

Annesley Junior School’s Policies and Procedures are available on the Policies tab of the School Stream App, on the Annesley website or via request by emailing enquiries@annesley.sa.edu.au

Key Contacts

During our busy times of the day in the ELC, phone calls will be diverted to Reception.

General Information	Title	Contact	Phone	Email
General Enquiries & Administration			8422 2288	enquiries@annesley.sa.edu.au
Front Office	Administration Officers	Chloe Sarakinis, Emma Kondrat & Casey Medhurst	8422 2288	frontoffice@annesley.sa.edu.au
Leadership Team	Principal	Jo Rossiter	8422 2208	RossiterJ@annesley.sa.edu.au
	Director of ELC & OSHC	Donna Nicolle	8422 2286	nicolled@annesley.sa.edu.au
	Director of Primary School	Sharyn Darrell	8422 2288	darrells@annesley.sa.edu.au
	Director of Learning & Teaching (ELC-6)	David Taylor	8422 2288	taylord@annesley.sa.edu.au
	Business Director	Alex McCole	8422 2288	mccolea@annesley.sa.edu.au
	EA to Leadership	Cat Rogowski	8422 2208	rogowskic@annesley.sa.edu.au
Personalised Learning	Coordinator of Personalised Learning	Gail Millar-Luke	8422 2288	millar-lukeg@annesley.sa.edu.au
Literacy and Numeracy	Coordinator of Literacy & Numeracy	Steph Bates	8422 2288	bates@annesley.sa.edu.au
OSHC & Vacation Care	Coordinator of OSHC	Lauren Gibbs	8422 2263	oshc@annesley.sa.edu.au
Sports, Co-Curricular, Quest	Coordinator of Experiential Learning & Wellbeing	Penny Rawinski	8422 2288	rawinskip@annesley.sa.edu.au

Enrolments	Enrolments Coordinator	Laura Malone	8422 2211	enrolments@annesley.sa.edu.au
Annesley College Council	Chair	Kymberley Lawrence	8422 2208	ChairofCouncil@annesley.sa.edu.au
MLC/Annesley Old Scholars Association	Administrator	Lesley Henderson	-	os@annesley.sa.edu.au

ELC Rooms and Teachers				
Banksia Room	Olivia Lane	8422 2261	Laneo@annesley.sa.edu.au	
Eucalypt Room	Charity Makris	8422 2265	makrisc@annesley.sa.edu.au	
Wattle Room	Dayna Hall & Tali Ingram	8422 2262	halld@annesley.sa.edu.au ingramt@annesley.sa.edu.au	
Grevillea Room	Tia Mansfield	8422 2264	Mansfieldt@annesley.sa.edu.au	
ELC Administrative Officer	Cindy Nguyen	8422 2232	nguyenc@annesley.sa.edu.au	

Primary Teachers				
Reception	Monika Falk	8422 2288	falkm@annesley.sa.edu.au	
	Jess Fosdike	8422 2288	fosdikej@annesley.sa.edu.au	
	Leanne Williams	8422 2288	williamsl@annesley.sa.edu.au	
	Gaby Lugg	8422 2288	luggg@annesley.sa.edu.au	

Year 1	Jess Fosdike	8422 2288	fosdikej@annesley.sa.edu.au
	Penny White	8422 2288	whitep@annesley.sa.edu.au
	Amy Wells	8422 2288	wellsa@annesley.sa.edu.au
	Caitlin Wilk	8422 2288	wilkc@annesley.sa.edu.au
Year 2	Thea Simpson	8422 2288	simpson@annesley.sa.edu.au
	Katie Cummins	8422 2288	cumminsk@annesley.sa.edu.au
	Jodie Johnson	8422 2288	Turney-JohnsonJ@annesley.sa.edu.au
	Millie Walker	8422 2288	Walkerm@annesley.sa.edu.au
	Alana Iannazzo	8422 2288	iannazzo@annesley.sa.edu.au
Year 3	Matt Eldridge	8422 2288	Eldridgem@annesley.sa.edu.au
	Bernie Smith	8422 2288	smithb@annesley.sa.edu.au
	Katy Castley	8422 2288	castleyk@annesley.sa.edu.au
Year 4	Michelle Hicks	8422 2288	hicksm@annesley.sa.edu.au
	Lachie Neame	8422 2288	neamel@annesley.sa.edu.au
	Steph Bates	8422 2288	batess@annesley.sa.edu.au
Year 5	Kate Viney	8422 2288	vineyk@annesley.sa.edu.au
	Darren Richardson	8422 2288	richardsond@annesley.sa.edu.au
Year 6	Christian O'Dwyer	8422 2288	odwyerc@annesley.sa.edu.au
	Emily Casey	8422 2288	caseye@annesley.sa.edu.au

Specialist Teachers			
French	Anna Arnold	8422 2288	arnolda@annesley.sa.edu.au
Health & Physical Education	Zac Venning	8422 2288	venningz@annesley.sa.edu.au
	Millie Walker	8422 2288	Walkerm@annesley.sa.edu.au
Performing Arts, Music & Drama	Sophie Waller	8422 2288	wallers@annesley.sa.edu.au
Science	Christiana Schammer	8422 2288	schammerc@annesley.sa.edu.au
Visual Arts	Sarah Walsh	8422 2288	walshs@annesley.sa.edu.au
Chaplain	Peter Morton	8422 2288	mortonp@annesley.sa.edu.au
Librarian	Sarah Scott	8422 2288	scotts@annesley.sa.edu.au