

## Student Wellbeing

Elizabeth East Primary School has a full time Student Counsellor and a school staff that is committed to student wellbeing. This commitment focuses on developing the student's:

- self regulation
- emotional intelligence
- resilience
- critical thinking skills

We aim to be a harassment-free school, with a clear process for students to report incidents to teachers and the leadership team.

## Head Lice

It is important to realise that anyone can catch head lice. We recommend you regularly check your child's hair and if you find any nits or lice then please treat the hair. Please inform the school so we can remind parents to check and treat hair. School card holders are able to collect a treatment shampoo, free of charge, from the Front Office. Other effective treatments can be purchased from chemists.

## Volunteers

Our school supports and encourages community involvement at various levels. Community views are represented by the School Governing Council which comprises parents, staff, student and community representatives. We also have an active fundraising committee. Some volunteers choose to work in classes with teachers and students. Volunteer training sessions are run in Terms 1 & 4. Please see Lillian Murphy if you are interested in volunteering.

## Homework

Your child's teacher will notify of the class homework expectations via their newsletters. As a school we encourage daily reading for pleasure.

## Communication and Reporting

At Elizabeth East Primary School, we believe that on

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going family-school communication is highly beneficial to student learning, achievement and well-being. Communication can be through telephone, the student diary/ communication book, face to face discussions or newsletters. In Terms 1 & 3 there are family/ student/ teacher interviews. Written reports are distributed in Terms 2 & 4.

## Student Leadership

Each class room has male and female representatives on the Student Representative Council. This council works with the School Counsellor to provide a student view to a range of school committees, enabling them to be valued participants in the school decision making process.

Classes hold class meetings to discuss important aspects of school life.

## Information and Communication Technology

ICT forms a core part of learning programs within Elizabeth east Primary School.

Our staff is well trained to support students in the use of ICT across all learning areas and we have a specialist ICT teacher. Students and teachers have access to laptops, iPads, computer room, interactive whiteboard and other digital technologies such as cameras and videos.

## Emergency Contact Details

Please make sure you update the school with accurate details and telephone numbers. It is imperative that we have accurate details in case we need to make contact with you regarding your child.

## Custody Orders

In order to protect children we must be notified and have a copy of any custody orders relating to students at school

## Site Plan

Each year the staff review and rewrite a yearly plan to provide direction, focus and vision for the school. Community members are invited to request a copy of this plan from the Front Office.



**Elizabeth East  
Primary School**



**Principal:** Matt Delany  
**Deputy Principal:** Lisa Aplin  
**Wellbeing Leader:** Philip Bloffwitch

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**Government of South Australia**  
Department for Education and  
Child Development

Thank you for choosing Elizabeth East Primary School. We offer a globally competitive standard of education to the children and young people of its community. We seek to be the school of choice for all families in the Elizabeth East area. We act in partnership with the families who trust us with the education of their children. We are guided in all that we do by the agreed School values of respect, responsibility and excellence. We know that for students to be successful at school and in life they must have high levels of literacy and numeracy. We know that students who learn to manage themselves socially and emotionally will be more successful in life. We know that students who accept and appreciate social diversity are equipped to contribute to a fair and sustainable world.

Please feel free, at any time, to make contact with us at the school should you require information about your child or any school activity. If any problems occur, please arrange to see your child's teacher immediately so that the matter can quickly be resolved. At Elizabeth East we believe that open, two way communication between the school and the home is essential to ensure your child gains the utmost from their education. Please help us to help your child by allowing the communication bridge between home and school to become a reality.

### Daily Timetable

8:35am	Gates open, students enter class
8:50 - 10.40am	Learning
10:40 – 11.10am	Lunch play
11:10 – 11.20am	Eat in classroom
11:20 - 1.00pm	Learning
1:00 – 1.20pm	Recess
1.20 - 3:00pm	Learning

### Attendance

It is compulsory for children between the ages of 6 and 16 to attend school. If your child is absent, the school should be notified by telephone as soon as possible that day and a note sent when the child returns to school. Students enrolled at age 5 are expected to attend school regularly

### Late Arrival

If a child arrives late, a note or a phone call from the parent is expected with an explanation.

A student arriving after 9:00am must report to the Front Office and sign in with an explanation. They then are given a late arrival card to take to their teacher.

### Early Collection

If there is a need to collect your child before 3:00pm you are required to sign the student out via the Front Office and your child will then be called down to meet you. We ask that families do not try and collect their children between 2:50 and 3:00pm as that is such a busy time near the end of the school day. Please wait for the dismissal time of 3:00pm.

If you are unable to collect your child at normal dismissal time, he/she will be cared for in the Front Office for a short time only. Please assist us by contacting the school if this situation occurs.

### Visitors to the school

All visitors, including parents, must sign in at the Front Office where they will be assisted.

### Inclement weather- hot and wet weather

Our school has an Inclement Weather Policy to address wet weather and extreme heat. Students will remain inside on days above 36 degrees and when very wet.

### Dress Code

Students are required to wear clothing with the school colours of red, navy blue and white. Safe footwear must be worn, therefore thongs are not permitted. The wearing of broad brimmed or legionnaires hats during play and fitness is mandatory. The Office sells these hats at a reasonable price. Students who do not have a hat are required to stay in the shade in a designated area. A detailed uniform sheet is available from the Front Office.

Information about the school dress code is available from the Front Office.

### School Behaviour Expectations

Our school has three core values:

- ❖ Respect
- ❖ Responsibility
- ❖ Excellence

Our codes of conduct for students, staff and parents are based on these three values. There are clear guidelines about appropriate and inappropriate behaviours in the class rooms and in the yard. In our school we strive to ensure that all students have the opportunity to learn in surroundings that are attractive, safe and conducive to learning. It is expected that students be responsible for their own behaviour and that they are tolerant of each other and any differences that may exist.

The school has a clear process for managing inappropriate behaviours that impact on teaching and learning in the school. Copies of the Student Behaviour Management Policy are available from the Front Office. Our school has a Student Counsellor who works R-7 to support students, staff and parents in managing behaviour and attendance.

### The Resource Centre

The Resource Centre is fully computerised for borrowing and researching. It is open most mornings and after school, except Tuesdays.

Students may borrow during these times or during their library lessons. The Centre is also open each lunch time for student use.

### Canteen

Our canteen is a Foodsafe Accredited Canteen. The school canteen offers food at a reasonable price to students during recess and lunch.

Lunches may be ordered each morning from 8:30am and parents may request some bags to take home for orders. Lunch orders are collected at eating times by class monitors.

### Student Medication

Medication must be sent to the Front Office with a form completed by the parent and/ or doctor stating the nature of the medication, dosage and frequency required.