



Parent Handbook 2023



School Vision Statement

We will strive together as a cohesive community to realise each child's potential in all learning areas to develop successful global citizens of the future.

We adhere to the school values of **Respect, Honesty, Responsibility and Excellence.**



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Welcome to Long Street Primary School

You and your family are about to embark on a great learning adventure at Long Street Primary School! We welcome you to our school and are here to support you throughout your learning journey.

This Parent Handbook contains an overview of Long Street's day to day information. If you have any questions or would like some further information, please contact our friendly front office staff on (08) 8645 8303.

Contact Information

Address: 40 Eyre Avenue, Whyalla Norrie

Phone: (08) 8645 8303

School email: dl.1133.info@schools.sa.edu.au

Office Hours: 8:30am-4:00pm

Website: <https://longstps.sa.edu.au/>

Facebook: [Long Street Primary School | Whyalla SA \(facebook.com\)](#)

School Timetable

Gates Open	8:20am
Breakfast Club	8:20am
School Commences	8:50am
Lunch Eating	11:05am to 11:15am
Lunch Play	11:15am to 11:45am
Recess	1:15pm to 1:40pm
End of School Day	3:10pm

For the safety of all children, we ask parents to ensure their children arrive at school between 8:20am – 8:50am and leave between 3:10pm – 3:30pm.

Term Dates

	Term 1	Term 2	Term 3	Term 4
2023	30 January to 14 April	1 May to 7 July	24 July to 29 September	16 October to 15 December
2024	29 January to 12 April	29 April to 5 July	22 July to 27 September	14 October to 13 December
2025	28 January to 11 April	28 April to 4 July	21 July to 26 September	13 October to 12 December

Meet the Staff Team

Leadership	
Principal	Dianna Pickert
Deputy Principal	Maddie McArthur
Wellbeing Leader	Becc O'Neil
Intervention Leader	Ayla Hurley

Classroom Teachers		
Reception/Year 1	Jenna Knapton	Foyer A, Room 2
Year 1/2	Jordan Stirling	Foyer A, Room 1
Year 3	Nicole Utting	Foyer D, Room 13
Year 3/4	Michael Yeates and Darren Masters	Foyer D, Room 12
Year 4/5	Eirinn Hunt	Foyer C, Room 10
Year 6	Christian Smith	Foyer C, Room 11

Specialist Teachers (Reception – Year 6)		
Indonesian and History	Rachel Yates	Foyer B, Room 6
Physical Education	Darren Masters	Gym
Health	Becc O'Neil	Foyer B, Room 5
The Arts	Ayla Hurley	Room 9
Aboriginal Education Teacher	Eirinn Hunt	-
Autism Inclusion Teacher	Darren Masters	-

Support Staff	
Business Manager	Helen Whyte
Reception and Admin	Shirley Goff
Front Office Admin	Paula Zbierski
Curriculum	Nicole Conley
Curriculum	Bruce Wedding
Curriculum	Deb Kriticos
Curriculum	Sandra Grosso
Curriculum	Brea Ward
Curriculum	Elecia Daniell
Curriculum	Julie Thomas
Curriculum	Jemma Bodinner
School-Based Trainee	Charlize Head
School-Based Trainee	Hayley Edmondson
School-Based Trainee	Layla Colyer

Accidents and Emergencies

If your child has a minor accident (e.g. grazed knee) they will be treated at school. For serious accidents, the child will be transported to hospital by ambulance and you will be telephoned as soon as possible. Families who do not have ambulance cover can make a claim for ambulance costs to be covered by the Department for Education.

Assemblies

All students will take part in a whole school assembly every three weeks (Weeks 3, 6 and 9) on Fridays at 9am. Families are welcome to attend in the Gym, Rotherham Hall. Any time or day changes will be communicated via Facebook and the SeeSaw app.

Assessment and Reporting

Students are assessed against the eight learning areas in the Australian Curriculum:

- English
- Mathematics
- Science
- Technologies (Design Technology and Digital Technology)
- The Arts (Visual Art, Media, Music, Dance and Drama)
- Languages (Indonesian)
- Humanities and Social Sciences (History, Geography, Civics and Citizenship and Business and Economics)
- Health and Physical Education

Teachers use a variety of assessment types to assess students' level of achievement in each learning area. Students will be given one letter grade for each learning area in Semester 1 and Semester 2. Families are invited to formal learning conversations in Term 3. Grades are given on-balance using the criteria below:

Grade	Indicator 1 <i>Knowledge and Understanding</i>	Indicator 2 <i>Skills</i>	Indicator 3 <i>Transfer of Learning</i>
A	Thorough knowledge and understanding of the content, key ideas and concepts	Very high level of competence in the skills and processes	Uses these skills and processes in new contexts
B	Extensive knowledge and understanding of the content, key ideas and concepts	High level of competence in the skills and processes	Uses the skills and processes in some new contexts
C	Satisfactory knowledge and understanding of the content, key ideas and concepts	Expected level of competence in the skills and processes	Uses skills and processes in familiar contexts
D	Basic knowledge and understanding of the content, key ideas and concepts	Limited level of competence in the skills and processes	Some ability to use skills and processes in familiar contexts
E	Very basic knowledge and understanding in a few areas of the content, key ideas and concepts	Very limited competence in some of the skills and processes	Beginning ability to use skills and processes in familiar contexts

Teachers moderate grades for consistency and fairness. Grades are given objectively using the national Achievement Standards and do not reflect effort or growth. Parents can request information from teachers throughout the year regarding student progress.

Students with a One Plan may be given an A-E grade against a different year level in one (or more) learning areas if agreed by the family and the school.

Attendance and Absences

Consistent school attendance from the early years is fundamental to ensuring children gain a strong foundation for later learning. See our [Attendance Policy](#).

Why is attendance at school important?

Daily school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every day. When students attend every day, they:

- ✓ do better in school subjects
- ✓ make more friends
- ✓ are happier
- ✓ have a brighter future.

Why must I send my child to school?

It is a family's responsibility to ensure children of school age are enrolled in a school and that they attend school all day, every day unless they have an acceptable reason.

Avoid keeping your child away from school for:

Birthdays, shopping, visiting family and friends, sleeping in, looking after other children, hair appointments and/or minor check-ups.

Routine medical or other health appointments should be made either before or after school or during the school holidays where possible.

Do I need to let the school know if my child has been away from school?

Yes, you must let the school know the reason why your child has been absent from school within two school days of their return. If possible, advise the school beforehand. To do this, you can notify the teacher through the SeeSaw app or phone the front office. Please note that a medical certificate is required for absences of three days or more. If the absence is unexplained, we will make contact to seek a reason for the absence.

What should I do if my child won't go to school?

You should contact the school as soon as possible for advice and support.

1 or 2 days absent a week may not seem like much, but...

If your child misses ...	That equals...	Which is...	Over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

What about 10 minutes late a day? Would that affect my child?

If your child misses ...	That equals...	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 minutes per day	1 hour 40 mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Behaviour Expectations

At Long Street we have duty of care to provide a safe and supportive environment. It is expected that our students display our school values: Respect, Responsibility, Honesty and Excellence, and follow our school expectations which are explicitly taught each year. These expectations are on display in all learning spaces. More information can be found in our [Behaviour Support Policy](#).

Our School Expectations



	Respect 	Responsibility 	Honesty 	Excellence 
Always	<ul style="list-style-type: none"> We create a safe environment We include others We listen when others are speaking We follow instructions We use correct names We understand and accept differences We maintain personal space We communicate with kindness online 	<ul style="list-style-type: none"> We are on time We enter class ready to learn We ask for permission to leave the class We wear school uniform correctly We ask questions if unsure We care for our learning environments We use materials and technology appropriately 	<ul style="list-style-type: none"> We take ownership of our choices and actions We take care of others' belongings We make mistakes and value the learning We speak up for others 	<ul style="list-style-type: none"> We try our best We put in maximum effort We remain on task We participate in learning We lead by example We have high expectations of ourselves We challenge ourselves We use initiative We collaborate with others We seek feedback
Inside	<ul style="list-style-type: none"> We put our hand up ask questions We take our hats and hoods off We walk quietly 	<ul style="list-style-type: none"> We clean up after ourselves We are mindful of our volume We use movement passes for Take 5 and Take 10 	<ul style="list-style-type: none"> We inform staff if something is broken We use Circle Time to reflect 	<ul style="list-style-type: none"> We follow the Bookwork Standards We focus on ourselves and our learning We support others to be their personal best
Outside	<ul style="list-style-type: none"> We eat in one area We have safe hands and feet We take care of equipment We put our rubbish in the bin 	<ul style="list-style-type: none"> We wear a hat We return equipment We line up at the end of lunch and recess 	<ul style="list-style-type: none"> We report unsafe behaviours We wait for our turn We share our daily experiences with families truthfully 	<ul style="list-style-type: none"> We display great sportsmanship We encourage others We demonstrate leadership the Long Street Way

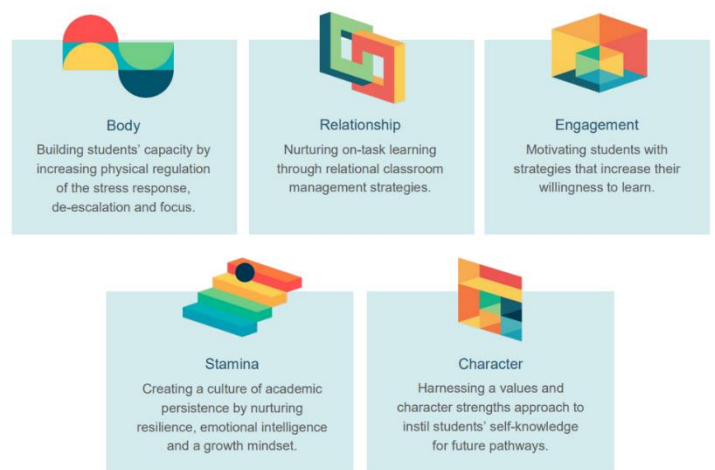
Berry Street Education Model

Long Street Primary School follows the *Berry Street Education Model*, which means that staff use a trauma informed approach to teaching, learning and general practice.

The five focus areas connect with the child-development capacities that each student must build in order to be 'ready to learn'.

When considering how to best meet the needs of students, we focus on:

- ✓ building self-regulation strategies
- ✓ relational capacity
- ✓ nurture willingness to engage in learning.



Bikes and Scooters

Students bring bikes, scooters and skateboards to school at their own risk. No responsibility is assumed by the school for loss or damage. Students are **strongly encouraged** to bring a suitable lock to secure their equipment.

Once students reach the school gates and the road crossing zone, they are to **walk** their bike, skateboard, scooter etc. in the school grounds. It must be parked in the designated bike area (between Rotherham Hall and Foyer C/D). The bike shed area is out of bounds during school hours. Once bikes have been parked in the bike area, they should not be ridden again until end of day dismissal or under approval of the Principal.

Please remind your child that **riding without a helmet is illegal** and that riding on the footpath is illegal for children 12 years and older.

Breakfast Program

The school runs a breakfast program Monday to Friday from 8:20 to 8:45 in the STEM room. The breakfast program is run by staff, food is provided by the Foodbank breakfast program.

Communications

Teachers are available to discuss individual updates, areas of concern and interest with you before and after school. Appointments should be made with your child's teacher if you wish to discuss any topics in depth. Families are welcome into the Foyer areas before and after school. Families are asked to report to the Front Office before going to learning areas during the school day.

We use the SeeSaw platform to share school and class key updates, reminders and student learning portfolios. Parents will be given details on how to access the SeeSaw platform (app and website) for their child/children by the class teacher. <https://app.seesaw.me/>



Our school Facebook is used to share our highlights with the wider community to raise school pride. <https://www.facebook.com/LongStreetPrimarySchool/>



A school newsletter is produced in weeks 3, 6 and 9 each term, containing information about our school, learning and related community events. Our newsletters can be found on our website using this link [News & Events - Long Street Primary School \(longstps.sa.edu.au\)](https://www.longstps.sa.edu.au/news-events).

Emergency Evacuation and Invacuation

Evacuations are where we need to leave the buildings and school grounds in an emergency. Invacuations are where we need to stay locked safely inside the buildings. Students will participate in planned drills throughout the year to ensure they know what to do in the unlikely case of a real emergency.

Emergency Lunch

For students who come to school without food, we have emergency supplies available from Foodbank and the school's social justice budget. Fruit, snacks and sandwiches are available from the Wellbeing Leader.

Enrolment and Starting School

The school follows the South Australian *First Day Policy* which began in 2014:

Child's Birth Date	Date Child Can Start School
From 1 January to 30 April	Term 1 of the year they turn 5
From 1 May to the 31 December	Term 1 of the year after they turn 5

Mid-year enrolment will commence from 2024. More information to come.

Under the Department's *Admission Procedure*, parents and caregivers are required to provide the following information at enrolment and any time these details change:

- ✓ evidence of their child's full legal name
- ✓ date of birth
- ✓ main place of residence.

Proof of Birth Documents:

- the child's official birth certificate or extract
- a passport or travel document (i.e. a visa, citizenship certificate or ImmiCard)
- Centrelink or other official government documentation stating the child's full name and date of birth.

Proof of Residence Documents:

(For parents who own their residence)

- a contract of sale or council rates notice **and** a recent gas or electricity bill.

(For parents who rent their residence)

- a rental agreement that covers the first 12 months at the school **and**
- a bond receipt **and**
- a recent gas or electricity bill for that property.

Parents unable to provide the above documentation must supply **secondary documentation** stating the child's primary residential address.

Secondary documents may include:

- Centrelink or other official documents
- Driver's licence
- Utility connection notice
- Electoral commission documents
- Letter from a landlord or agent, Phone, Wi-Fi, water rates bills

Refusal or failure to provide this information, without reasonable excuse, may be an offence subject to penalty.

Enrolment Forms

At enrolment you will be asked to complete a number of forms including:

- [School Enrolment Form](#)
- Cyber Safety Agreement Form
- [Early Dismissal Consent Form](#)
- [Media Consent Form](#)

Excursions and Camps

It is important for each class to participate in a camp or excursion each year, developed to support positive and healthy relationships between peers.

Year Level	Type of activity	Location Options	Number of nights
R - 2	Excursion Sleep Over	Rec centre Ada Ryan Gardens / Whyalla Foreshore Whyalla Public Library Port Augusta Day Trip	0 - 1
3 - 4	Camp	Point Lowly Errappa Wallaroo Thuruna - Tumby Bay	1 - 2
5 - 6	Camp	Quorn Arbury Park - Adelaide Swan Reach - Illawonga	Min. 2 nights

Extra-Curricular Programs and Opportunities

Instrumental Music

The Instrumental Music program is available for students in Years 5 and 6 who are interested in learning guitar. The selection process for inclusion involves parent approval and an aptitude test. This process takes place each November for the following year.

Performances

Students will experience having cultural experiences, plays and/or musical performances each year.

Sports Day

Sports Day is held annually. Parent involvement is warmly encouraged. All students will be allocated a house team which they will stay in for the duration of their time at Long Street. Siblings are placed in the same house. On Sports Day, students wear their house colours.

Team names and colours:

<p align="center">Banjora Pronunciation: <i>Ban-joor-uh</i> Meaning: Koala Team Colour: Yellow</p>	<p align="center">Kulan Pronunciation: <i>Koo-lan</i> Meaning: Possum Team Colour: Red</p>	<p align="center">Marloo Pronunciation: <i>Mar-loo</i> Meaning: Kangaroo Team Colour: Blue</p>	<p align="center">Warrigal Pronunciation: <i>Wurr-ih-gul</i> Meaning: Dingo Team Colour: Green</p>
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Student Representative Council (SRC)

The Student Representative Council allows an elected group of Year 3-6 students to participate in meetings and decision making. The SRC meet regularly to organise school functions and help improve the school environment.

Swimming Lessons

Every year the Department provides one complementary week of swimming lessons for every child. You will receive a permission slip for your child to participate in these lesson which will be held at the Whyalla Recreation Centre.

Governing Council

Governing Council is responsible for setting the school's broad direction, developing policies and monitoring progress towards the directions set in the Site Improvement Plan.

Families are warmly invited to join Governing Council. Governing Council meet twice a term with the Principal and a staff representative. The Annual General Meeting (AGM) is held in Term 1 where parents and community members join the council and nominate for roles.

Head Lice

Wherever children play together, head lice are likely to spread. If children become infected, they can return to school as soon as they have been treated. Please inform the school so we can remind all parents/caregivers to check their children's hair and help prevent breakouts.

Illness and Infectious Diseases

It is wise to ensure all vaccinations are up to date. If your child is unwell please keep them at home and inform the school of the reason for their absence. If your child becomes unwell at school, we will contact you to collect them.

Exclusion periods apply for many infectious diseases

German Measles: stay at home until recovered or for at least 4 days after the appearance of the rash or until a medical certificate of recovery has been obtained.

Measles: stay home for at least 4 days from the appearance of a rash.

Chicken Pox: stay at home until all blisters have dried.

Mumps: stay at home for 9 days after onset of swelling.

School Sores (Impetigo): stay at home until treatment has commenced. Sores must be completely covered with a dressing until healed.

Ringworms (Tinea): stay at home until day after appropriate treatment has commenced. Keep covered until healed.

Conjunctivitis: stay at home until discharge from eyes has stopped (unless doctor has diagnosed non-infectious conjunctivitis).

Diarrhoea: stay at home until no diarrhoea for 24 hours.

Hepatitis A: stay at home until medical certificate of recovery received.

Inclement Weather

When we experience extreme winds, wet weather, storms or when the UV rating is greater than 10, students are kept indoors and under shade areas during breaks. Learning programs may be modified to ensure children's safety.

Library

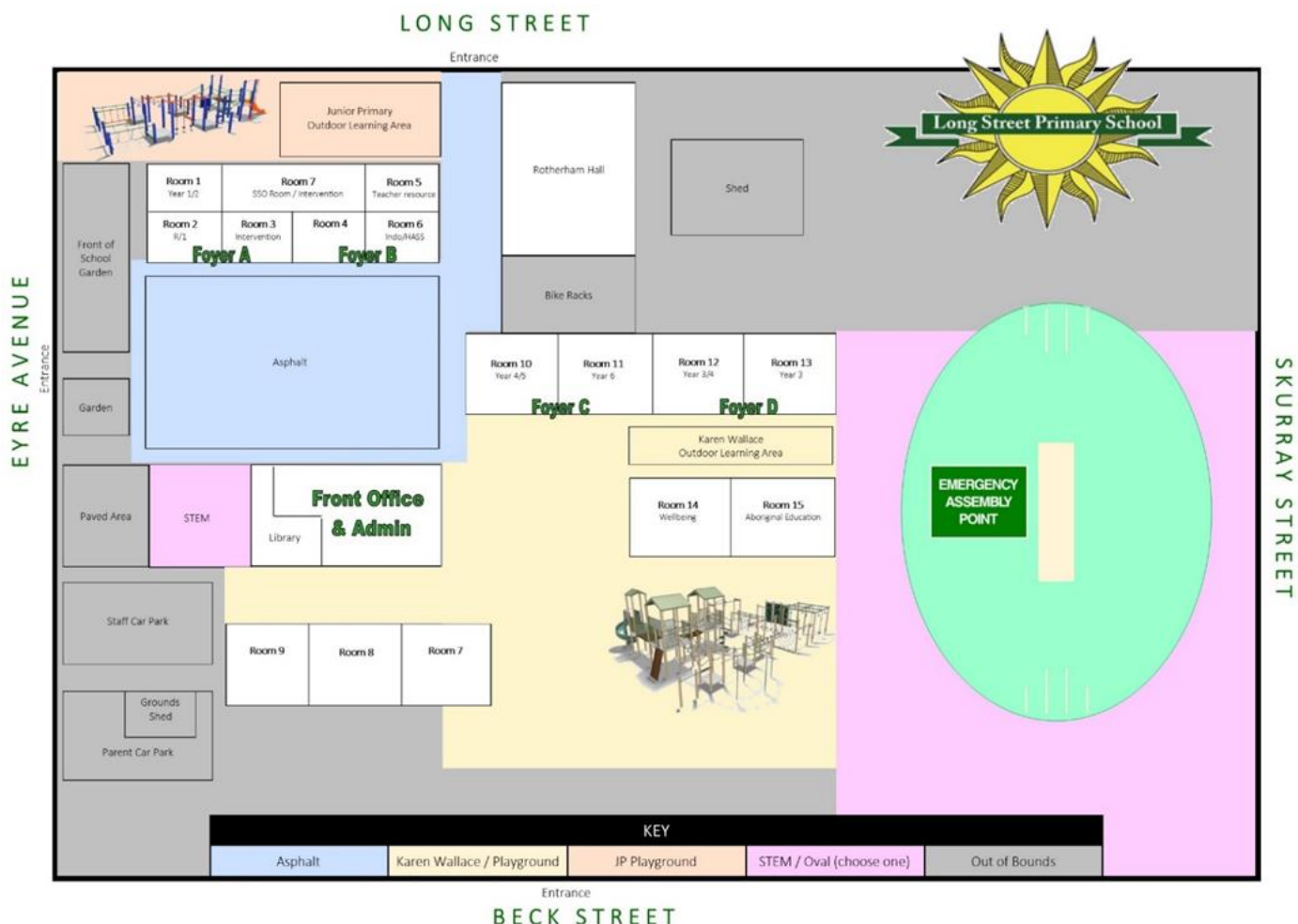
The school library provides a range of books which can be borrowed by students. Books are borrowed for a maximum of two weeks. Students who fail to return books may be restricted to borrowing one book at a time. Accounts may be sent home for lost books.

Each class has a class library which is updated weekly.

Lost Property

If you lose an item, please check the lost property located in the front office. At the end of each term, all unclaimed items are taken to the Opportunity Shop.

Map



Materials and Service Charge

The Materials and Services Charge in 2023 is \$269.00. Families are entitled to a government rebate of \$100 which will be applied to the fees when invoiced. Please make payment of your fees promptly. You can arrange a payment plan through the Front Office, if required.

Medications

If your child requires medication, a Medication Consent Form must be completed to allow staff to administer medications at school. All medication (even paracetamol) must be in original packaging and labelled with a pharmacy label detailing the child's name and dose.

Asthma and Anaphylaxis Plans must be updated regularly and provided to the school via the Front Office.

For further information and consent forms, please see the links below or speak to the front office staff.

[HSP120 Health support agreement \(Word 138KB\)](#)

[HSP151 Medication agreement \(Word 172KB\)](#)

[HSP 124 Individual First Aid Plan.docx](#)

[HSP 110 Non Specific Health Care Plan.docx](#)

[Asthma care plan \(PDF 78 KB\)](#)

Mobile Phones

Students are encouraged to leave their mobile phones at home. If they bring it to school, it must be **turned off and handed in to the teacher** or the Front Office. The teacher or Front Office staff will lock it away until the end of the day. Students may collect their phone from the teacher after the 3:10pm bell. The Behaviour Process will be followed for any students not following the [Mobile Phone and Personal Device Policy](#).

Raising a Complaint with the Department for Education

We recognise that sometimes things go wrong and you may feel that your expectations are not being met. If you have an unresolved complaint or want to provide feedback, we would like to hear from you. It's important to work together, talk, listen and find solutions in a courteous and respectful manner, so we can improve our services. More information is available in our [Complaint Management Policy](#).

The following link and graphic provide a guide on how to raise a complaint: <https://www.education.sa.gov.au/docs/ce-office/complaints-and-feedback/raising-a-complaint-with-department-for-education.pdf>



School Card

Low-income families who attend government schools can get financial help with school fees (Materials and Services Charges) through the School Card Assistance Scheme. School Card are only applicable for full time primary- and secondary-aged students. Approval for school card will be dependent upon proof of family income not exceeding the set limits. This is established by completing the school card application from each year, which can be obtained from our school or online: <http://www.sa.gov.au/education/schoolcard>

School Dental Service

The South Australian Dental Service provides a range of dental services for children at clinics throughout SA. Dental care is provided by dental teams comprising of dentists, dental therapists and dental assistants. For an appointment contact Whyalla Oral Health Centre – University SA campus, phone: (08) 8645 2377. All children aged birth to 18 years are eligible for care with the school dental service, some fees may apply for non-Centrelink health card holders.

Toys and Valuables

Students are discouraged from bringing toys and items of value (including personal value) to school as they can be misplaced, lost or damaged. Long Street Primary School does not assume any responsibility for lost or stolen personal possessions.

Traffic and Parking

The staff carpark is for staff only. The visitor car park is for all visitors and parents of the school. It is not legal to park in the school crossing zone or on the school side of Eyre Avenue. This poses a significant safety problem for walkers, drivers and the local bus service.

Uniform and Dress Code

Children are required to wear bottle green and black school wear as per the poster attached. There are many benefits to having a school uniform such as ease of identification, inability to tease/bully other students due to their clothing choices and building a sense of school pride.

Uniforms may be purchased by completing the [Uniform Order Form](#) (forms also available in the Front Office). When your uniform is ready to collect, you will be notified. Alternatively, you can purchase bottle green school wear and plain black bottoms from Kmart, Target or Best and Less.

All children are required to wear a broad brimmed hat throughout the year in accordance with the Department's [Sun Protection in Schools Policy](#). Hats are available for purchase at the school for a cost of \$12.

For more information see the [Student Dress Code Policy](#).



Volunteering and Parent Helpers

Volunteers and parent helpers are always warmly welcomed to support at school or on camps and excursions. To volunteer, you will need to complete the [Volunteer Application Form \(DOCX, 167KB\)](#) which includes having a current 'Working with Children Check'. Volunteers report to the Front Office to sign in each visit.

Wellbeing

At Long Street Primary School we have a Wellbeing Room for students to access if they need additional support in regulating their emotions. It is a calm and relaxing space where students can engage in breathing, stretching and meditation activities. Students access the room to develop strategies in recognising and understanding their body cues. It is important to manage these emotions and behaviours so students can engage in learning. There are a number of sensory activities and objects to help calm students so they can re-enter their class.