

# PARENT INFORMATION

## HACKHAM WEST R-7 SCHOOL

Hackham West R-7 School



High Standards for today and into the future

### Welcome to our school

Welcome to Hackham West R – 7 School. We look forward to you being part of our school community.

Hackham West R-7 School is the foundation for; a *community of learners, inquiring minds and positive thinkers*. We live and work with the motto "High Standards for today and into the future!" At Hackham West we support students to enact our school values of Learning, Teamwork, Honesty, Responsibility and Respect.

Hackham West is a school with a strong sense of community. We provide opportunities for all students to access support for their learning needs.

Our current programs are:-

- ✓ Jolly Phonics / Grammar
- ✓ Mini Lit
- ✓ iMaths
- ✓ Intensive Tutoring
- ✓ Nurture Groups
- ✓ Drum Beat
- ✓ Kimochi's
- ✓ Healthy Cooking

These programs are implemented across the school to ensure all student learning is targeted to their individual developmental need.

We also have many outdoor learning areas which the students can access to learn life skills and enjoy being outdoors. There is a large vegetable garden, bush tucker garden, fruit tree orchard, chickens, a nature play area and sometimes other visiting animals!

We welcome parent involvement through assemblies, volunteering, parent groups, community events and open days. We also encourage students to share their learning at home through various forms of media and take-home packs.

Hackham West is a hidden treasure . . . there is more than you expect when you come through the door.

*Shannon Little – Principal*



### SCHOOL HOURS

School gates are open from 8:30am

Class begins at 8:45am

Recess break:  
10:35 – 11:00am

Lunch break:  
12:40 – 1:20pm  
includes 10-minute supervised eating

School finishes at 3:00pm

### 2018 TERM DATES

Term one:  
29 January – 13 April

Term two:  
30 April – 6 July

Term three:  
23 July – 28 September

Term four:  
15 October– 14 December

HACKHAM WEST R-7 SCHOOL  
Ph (08) 8382 0955

Address: 50 Glynville Drive,  
Hackham West SA 5163

Email:

[dl.1131.info@schools.sa.edu.au](mailto:dl.1131.info@schools.sa.edu.au)

Website:

[www.hackwestr7.sa.edu.au](http://www.hackwestr7.sa.edu.au)

## Hackham West staff

### LEADERSHIP TEAM

**Principal:** Shannon Little

**School Counsellor:** Jason Masters

**Special Education Coordinator:** Rebekah Willoughby

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### TEACHING TEAM

Orange Unit

**Reception / Year 2:**

Cat Harris

**Year 1/2 :**

Jenn Jeffery

**Year 2/4:**

Jessica Stewart

**Intervention Teacher:**

Sheena Campbell

Blue Unit

**Year 3/4/5:**

Renee Mamys

**Year 7:**

Damian Borda

**Nurture Teacher:**

Renee Mamys

Green Unit

**Year 5/6:**

Jen Wallace

**NIT Teachers:**

Brad Penrose &

Rikki Beecham

**Aboriginal Community  
Education Officer:**

Brett Summers

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### SSO TEAM

Gill Golding

Karen Fathers

Kris Dalwood

Leonie Keeley

Lyndall Skogstad

Dom Barry

Tom Bowen

Tracy Wagner

Kelly Quintel

Emilee Krollig

Mark Courage

Linton McCarthy

### CHRISTIAN PASTORAL SUPPORT:

Dillan Olliver



## Important information about attendance

### ATTENDANCE

If a student is absent:

- ✓ Parents/Caregivers must notify the school by phone, in person, text message or by sending a note to school.
- ✓ If planning to be away for an extended period of time, apply for an exemption through the front office.

**TEXT MESSAGE SERVICE AVAILABLE: 0401 121 692**

Arriving Late or Leaving Early:

- ✓ If arriving late, enter through the front office to inform admin staff and receive a late card.
- ✓ If leaving early collect your child from the front office and sign them out.

Should I notify the school if my child refuses to go to school?

- ✓ Yes: You should notify the class teacher or School Counsellor as soon as possible to enable support for your child.

How can I help my child be a regular attendee at school?

- ✓ Teaching your child that school is fun and learning is fun
- ✓ Visit the school and your child's class to get to know their teacher
- ✓ Ensure your child has had a good night sleep
- ✓ Have a morning routine which your child understands
- ✓ Find time each day to discuss what your child has been doing at school
- ✓ Ensure your child has a uniform ready to wear to school
- ✓ Make sure your child has had breakfast or attends the Breakfast Program

*Students cannot be successful at school if they are missing whole years of learning*

Being late or absent adds up from reception to year 10:-

	<b>Reception - Year 10</b>	<b>Total Time Absent</b>
<b>Absent</b>	1 day per week	2 years and 1 term
<b>Late</b>	30 minutes each day	1 year and 1 term

## Assessment and reporting

Term 1 Parent, Student & Teacher Conferences

Term 2 Written Report / Parent, Student & Teacher Conferences

Term 4 Written Report

## S.R.C. / Student voice

We are committed to authentic Student Voice and have a range of opportunities for students to have a say and demonstrate their leadership skills. These include class meetings, Student Representative Council meetings, peer tutoring, peer yard mentors and house captains.

## Facilities

Our classes are based in 3 main units, Blue, Green and Orange. Each of the units has a wet area, kitchen, withdrawal room for small group work, teacher offices and Interactive Whiteboards. All units have upgraded air-conditioners/heaters. We also have a large hall / gymnasium, two playgrounds and two ovals.

## Accidents

For minor accidents such as cuts, grazes, bites, etc, children receive on the spot treatment, carried out in the front office by trained first aid staff. A record is kept in the school of all injury and illness treated in the front office. Teachers on duty carry first aid supplies to deal with minor playground injuries.

When a serious injury occurs, parents/caregivers or emergency contacts are immediately notified. If no contact is able to be made an ambulance will be called.

*Please ensure all contact details are kept up to date in case of an emergency*

## Medication

Children who need to take medication during the school day may do so under the supervision of office staff. Parents must supply all medication clearly named and labelled with full instructions. A Health Care plan must also be documented.

## Head Lice

On occasions, children and adults suffer from head lice. Parents will be notified on individual cases. Treatment shampoo is available to the front office and can be provided free of charge for school card holders.

## Student welfare

It is important that the school has access to all necessary information to ensure the safety of students. Parents/caregivers can assist the school by:

- ✓ Updating information as necessary, including addresses, phone numbers, contact people
- ✓ Supplying relevant information eg custody orders
- ✓ Consulting with principal and school counsellor if there are any concerns about children's safety

## Custody orders

Parents/caregivers must submit a copy of any legal documentation for custody, guardianship, restraining orders, injunctions, etc, to be placed in the student's file. Parents/caregivers must ensure that the principal, school counsellor and class teacher are fully aware of any such orders and the implications for the student and the school.

Custody orders must be provided for the front office

## Early pickups

All children are to be collected from the front office during school hours. An adult collecting the student must sign the register at the front office. The adult must be listed on the students file in order to pick them up or parents must give consent in person or over the phone prior to the pick-up time.

## Notification of student absences

The school will notify parents and caregivers by an SMS on their mobile phones through Message you if students are absent or late to school without reason. This occurs each day starting at approximately 9:45am It is parents and caregivers responsibility at all times to provide current mobile numbers to the school.

## School safety

Parents are asked to be careful when using the carpark at pickup times. The "drop off" zone on Glynville Drive, just in front of the administration area is for dropping off only and picking up only, cars must not be left unattended in this area.

School Gates:

Opening times: Beginning of the day 8:30am - 9:00am

End of the day 2:45pm - 3:30pm

Gates will be locked at all other times of the school day. The only entrance to school grounds during school hours is through the front gate and office. Children are not allowed to be on school grounds unsupervised after hours.

## Governing Council

Parents are invited to become members of our Governing Council. Meetings are held during the day and younger children are welcome to come and play during the meeting. The Governing Council is a great opportunity for parents to participate in providing resolutions for issues affecting the school, contribute to the direction for children's education and help develop relationships with the wider community in collaboration with the whole school.

## Canteen

Our canteen is open all week for lunches and over the counter sales. The canteen is a Healthy Options canteen and complies with the healthy eating guidelines for schools. Our canteen is run by volunteers and all parents are invited to register their interest in being a canteen volunteer.

## Community Partnerships

We are fortunate to have great partnerships with Hackham West Children's Centre, Hackham West Community Centre, IGA Hackham, The Smith Family, Re-engage and a wide range of other agencies. These partnerships enable us to work together as a community to provide access to a range of services.



## School Uniform

Education Department Regulation 77 gives schools the right to implement a Dress Code

### AIM

- ✓ Our school dress code aims to:
- ✓ Consider the safety and wellbeing of all students
- ✓ Promote a sense of belonging amongst students
- ✓ Address peer pressure with regards to fashion and appearance
- ✓ Provide a cost effective option for parents buying school clothing
- ✓ Enhance our schools image

### UNIFORM REQUIREMENTS

Blue or yellow shirt - Polo shirt or plain shirt

Hats - School hats are to be worn in terms 1&4

Plain Black, Blue, Grey, Denim pants or Track pants

Sensible footwear to be worn at all times

Jewellery and Make up - Sleeper or stud earrings. No stretchers & No Make up

### EXEMPTIONS TO UNIFORM

All students need to wear school uniform unless their parents/caregivers have notified the school of the reason their child is out of uniform.

Acceptable exemptions can include:

- Lack of available clothing
- Damage of clothing
- Social / emotional reasons
- Religion or culture
- Medical grounds

## Grievance procedure

Discuss concerns with your classroom teacher by making a time to meet after school. If the concern is not resolved, please see front office staff to make an appointment with Leadership.

\*More information can be found on [www.hackwestr7.sa.edu.au](http://www.hackwestr7.sa.edu.au)

## Curriculum and academic program information

We are committed to providing a quality teaching and learning environment and continuous improvement culture with our programs and practices. We have high expectations for all our students at Hackham West School. The Australian National Curriculum forms the basis of our curriculum with a strong commitment to Literacy and Numeracy.

**Mini Lit** is an intensive support program for students who need additional help with their reading. It is provided by a trained SSO and students receive four sessions per week.

**Special Education Support:** We have a dedicated Special Education Co-ordinator who works with teachers, parents and students to ensure students with disabilities are accessing all levels of support needed at school and at home. This role also provided 1:1 and small group support during the day to ensure student learning is progressing.

**Speech Support** - Our speech program is run all week by a fully trained SSO. Children can access small group sessions and individual sessions depending on their level of need.

**ON SITE Speech Pathologist:** We have a 1 day per week on site speech pathologist to work with teachers and observe students in order to offer the best possible practice for learners with speech and language difficulties.

**CELF-4 Screening:** All students have access to speech and language screening when they enter our school. This is used to support their academic growth and ensure programs are adapted to their current developmental needs.

**Guided Reading** – We offer a guided reading program in all classes. Students are supported by two adults and work together in ability level groups to further their reading and comprehension skills. This occurs four days per week in addition to other literacy programs.

**Jolly Phonics / Grammar:** R – 7 program which is linked to the Australian Curriculum. This allows consistent pedagogy for all learners and increases successful outcomes.

**P.E. Health / Science** – P.E. Health and Science is run five days per week by a specialist teacher. This involved a variety of games, skill development, social learning and healthy lifestyle components. This is also an opportunity to link students into after school sports and other sporting clubs. Science is a hands-on learning experience for all students R-7

**ABC Reading Eggs** – Using the five essential keys to reading success, the program unlocks all aspects of learning to read, focusing on a core curriculum of phonics and phonemic awareness, sight words, vocabulary, comprehension, and reading for meaning.

**Mathseeds** –is a comprehensive online mathematics program. It offers a huge range of carefully structured lessons and activities that build mathematical skills over a broad range of number, shape and measurement topics. It teaches fundamental concepts in a fun, motivating and engaging way, whilst rewarding children for their efforts.

**Garden Club** – Our school has a fully functioning garden which is fully maintained by the students. We also have three chickens which provide many eggs. All produce from the garden is used for cooking with our students.

**Cooking Classes:** are run every 5 weeks with groups of 5 students. They are healthy, easy to make meals which can be tried at home.

**Nurture Classrooms:** The concept of nurture highlights the importance of social environments - who you're with and its significant influence on behaviour and cognitive ability. Nurture groups offer an opportunity to learn the early nurturing experiences children need to give them the skills to do well at school, make friends and deal more confidently and calmly with the trials and tribulations of life, for life. This philosophy is embedded in all classrooms at Hackham West.

**Nurture Group:** Nurture groups offer a short-term, inclusive, focused intervention for classes of between six and 12 children supported by two members of staff (a teacher and SSO). Children attend nurture groups but remain an active part of their main class group, spend appropriate times within the nurture group according to their need and typically return full time to their own class within two to four terms. Nurture groups assess learning and social and emotional needs and give whatever help is needed to remove the barriers to learning.

**Drum Beat:** The DRUMBEAT program uses social learning theory and cognitive behavior therapy to deliver a range of social and emotional learning. This includes emotional learning regulation, self-esteem and sense of belonging and healthy relationships. Participants explore social topics and build resilience as well as managing emotions, identity and strength, tolerance, valuing diversity, risk taking, bullying and social responsibility. Groups of up to 12 students work with trained facilitators to explore these topics while learning rhythm and drumming for an end of program performance.

**Kimochi's:** Japanese for "feelings", Kimochis are an important part of our social-emotional learning program.

They are a range of seven charming, tactile, interactive plush toys each representing a different personality type. In their pouches live small round plush 'feeling pillows'. The thirty feeling pillows represent the range of emotional challenges experienced by the seven characters: Clover, Hugtopus, Bella Rose, Cloud, Cat, Bug and Lovey Dove.

One of the increasing challenges in society at the present time is to assist children to express their emotions in a constructive way. When children can communicate their feelings, they cultivate confidence, kindness, self-awareness, self-control, resilience and most importantly gratitude.

**Martial Arts:** Every Friday afternoon from 1:30pm, students have the option to be part of a Zen-do Kai class run by Shane Neville from Versatile Fitness.



## Nurturing practices for behaviour development

At Hackham West we believe every child should be at school every day. Therefore, we manage behaviour on the day of an incident and support every child to re/start at 100% positive each morning.

- ✓ Re-thinks (lunch time out) are to remind students their behaviour is impacting others.
- ✓ Take homes are used to help students 'reset' their behaviour and be ready for the next day.
- ✓ Suspensions are for violence and a behaviour plan will be discussed with students and parents.
- ✓ Exclusions are for students who need additional support to change their behaviour

All behaviour is managed and supported with the underlying principles of our whole school nurture philosophy.

### **The Six Principles of Nurture**

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

With this in mind we support all children to change and develop their behaviour to be positive and supportive members of our community.

