



# **Black Forest Primary School 2021 SCHOOL COMMUNITY HANDBOOK**

*“Growing towards the future”*

Creativity Respect Collaboration Endeavour Responsibility



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Welcome to our School

*Dear Families,*

*Welcome to Black Forest Primary School. The staff, students and parents of the school extend a warm welcome to our new students and their families.*

*We hope the time you spend at this school will be enriching and enjoyable.*

*This booklet is an important part of our communication process with families. The information provided will assist you in becoming familiar with our school's organisation structures.*

*Mutual trust, respect and effective communication between staff, students and parents is important to your child's education and essential in operating a safe, caring, and positive learning environment. To this end, we hope we get our part right and welcome feedback about your beginning school experience to make sure we do.*

**Black Forest Primary School Staff**

## **Our School Profile**

Black Forest Primary School is located in the inner southern suburbs, approximately 5km from the Adelaide GPO. The school was established in 1919. By the end of 2020 our enrolments reached 522 students, with 12 Year 3-7 classes and 8 Reception to Year 2 classes. Our OSHC program caters for up to 120 students.

Our aim is to provide learning experiences that ensure achievement/success for all learners to become future successful citizens in society. We work in partnership with our community to foster high quality teaching and learning. We encourage innovation, creativity, respect and responsibility.

A broad diversity of cultures which enriches school life and learning. The capacities, experience and aspirations all students bring to school are highly valued and we build upon their strengths as learners to ensure a supportive learning environment.

## Our Purpose

The purpose of Black Forest Primary School is to ensure successful learning for all.

## Our Vision

Black Forest Primary School is a learning community, committed to continual improvement and working in partnership with families to promote wellbeing, high achievement and quality learning, empowering students to be active and informed citizens.

## Our Core Values

**Collaboration:** Learning together as a community to achieve goals- building on collective strength and valuing improvement.

**Creativity:** Linking diverse ideas and inspiring thinking outside the square, encapsulating many possibilities to create new understandings.

**Endeavour:** Exhibiting high standards of conduct to build character; being resilient, remaining focussed and building courage to have a go and keep trying.

**Respect:** Authentic focus on developing respectful relationships that demonstrate care and appreciation for self, others the environment and property; fostering, courteous, compassionate, inclusive, positive and considerate communication.

**Responsibility:** Accountability for what we do, considering others, following through and completing tasks; showing integrity and the capacity to act in the face of injustice.



## Zone of Right

In accordance with the policy statement 'Restriction of Enrolments at Designated Primary Schools', published in the Education Gazette, Volume 14, No.16, a 'zone of right' has been declared for the Black Forest Primary School.

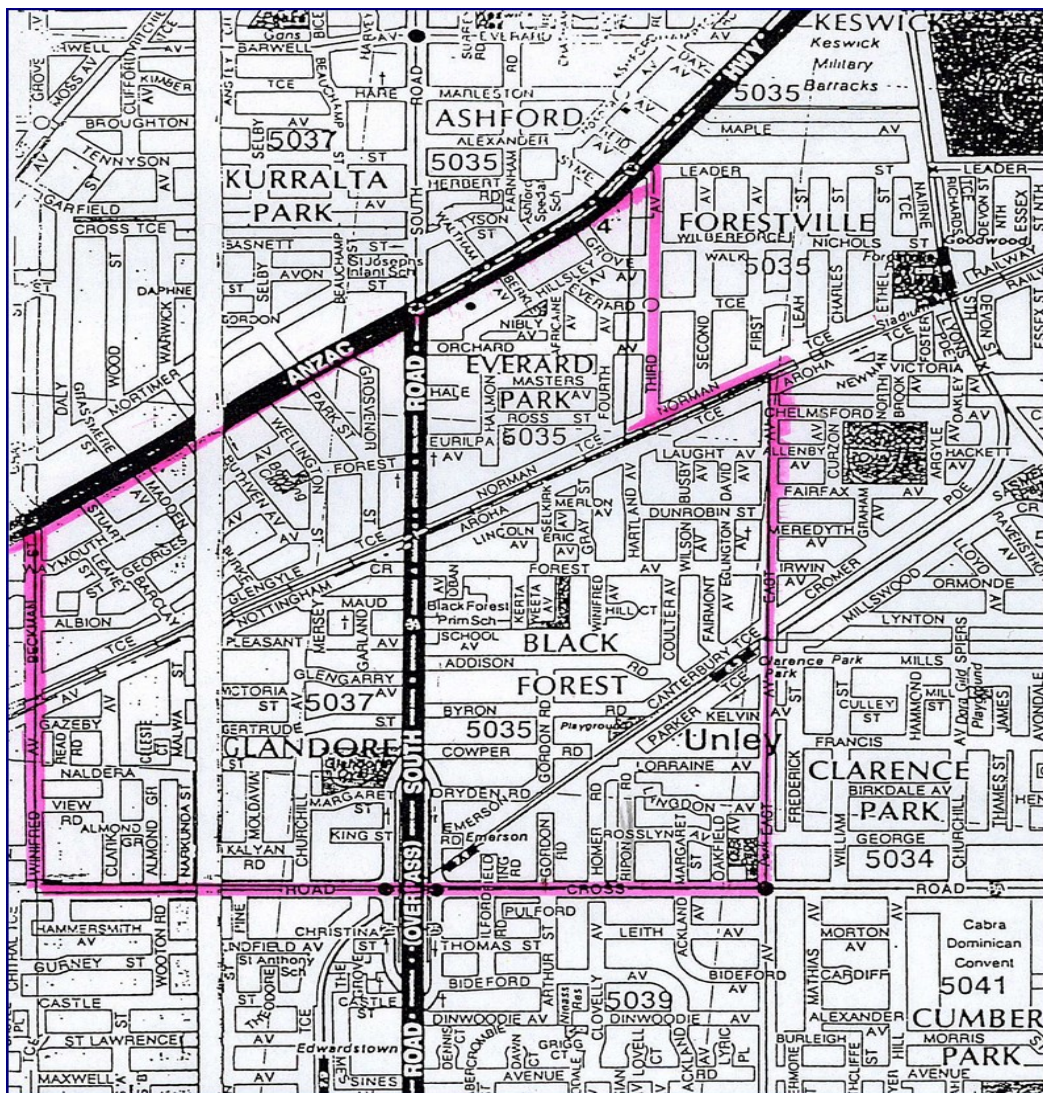
The boundaries are defined as follows:

**Western boundary:** South of Anzac Highway along the eastern side of Beckman Street and Winifred Street to Cross Road.

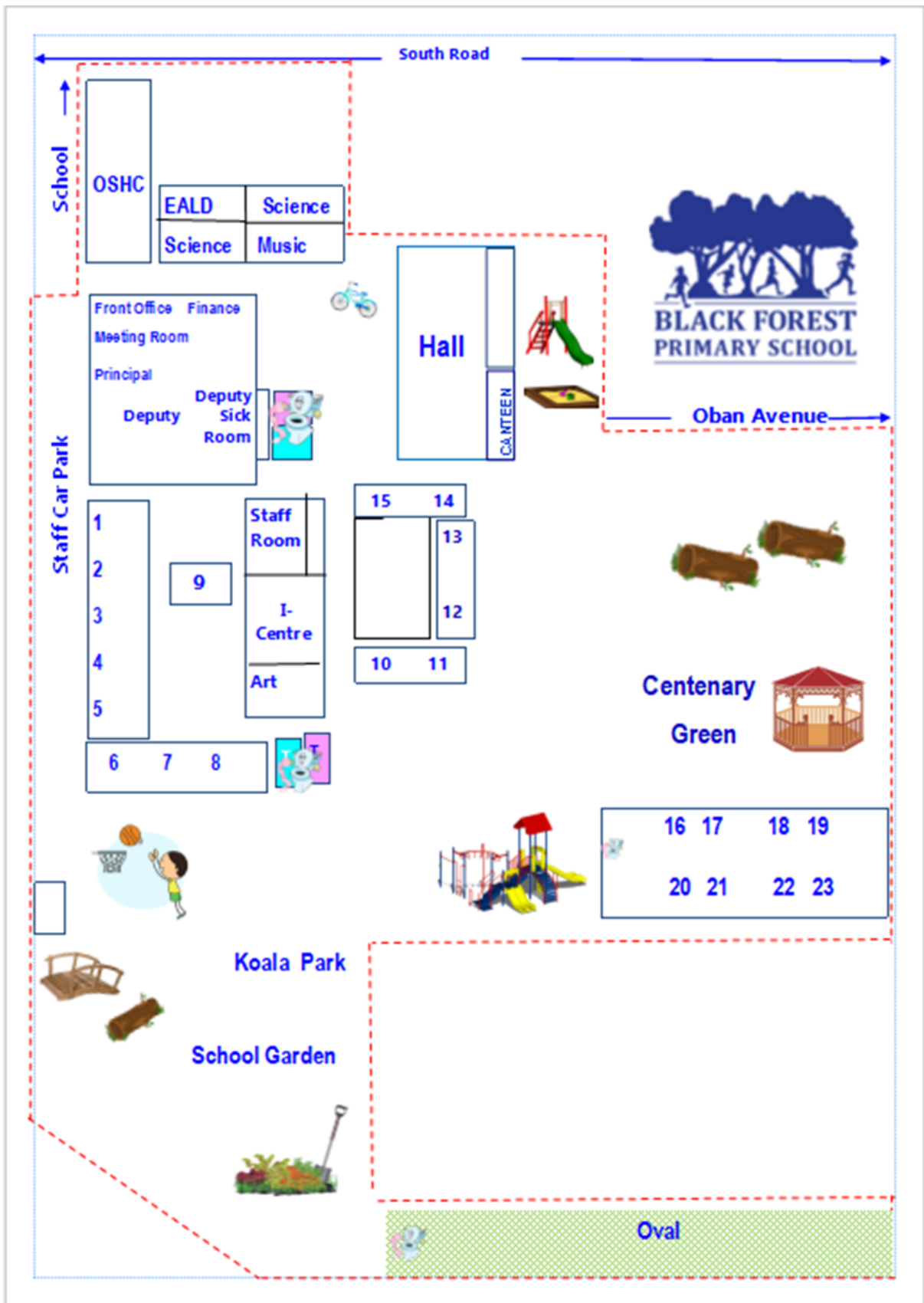
**Southern boundary:** East from Winifred Street along the northern side of Cross Road to East Avenue.

**Eastern boundary:** North from Cross Road, along East Avenue to the tram line and then along the western side of the tram line to the suburb boundary between Everard Park and Forestville.

**Northern boundary:** West along the southern side of Anzac Highway.



# Map of School Buildings



## Allergies/Harm Minimisation

Black Forest Primary School has several students who are allergic to nuts therefore we are a Nut Aware School. The level of allergy for our students varies with each child, and ranges from not being able to eat any nut products to not being able to touch or inhale trace amounts of nuts. In several of our students, treatment requires an injection of adrenalin using an Epi-pen followed by a trip to hospital. Products containing nuts generally state this on the packaging. Some common foods that contain nuts are: peanut butter, Nutella spread, other nut pastes, nougat, marzipan, pesto etc. Other foods which may contain nuts are: cakes, muffins, biscuits, some chocolates, muesli bars, breakfast cereals, salad dressings, sauces, dips, ice-cream, chocolates, Asian foods etc. Parents are encouraged to avoid providing students with foods containing nuts as part of their recess or lunchtime foods.

## Attendance

### ABSENCES

It is a shared responsibility to ensure your child is safe. Therefore parents are requested to phone the school office to inform us of his/her absence. Please leave a message on our answering machine, indicating the date and reason for absence. The answering machine is left on until 8:30am.

### LATENESS

Students are expected to be in their classroom to start the school day by 8:50am. Any student who arrives between 8:50am and 9:00am report to class. Arrival from 9:00am onwards should always be via Front Office.

### STUDENTS WHO NEED TO LEAVE THE SCHOOL DURING THE DAY, INCLUDING SMALL GROUPS

A record of students leaving the school during the day is required by the school. Before leaving the school the Front Office must be notified and the student is to be signed out.

- 1) When collecting students due to illness, private business etc., parents need to notify office personnel and sign the child out.
- 2) Adult supervisors/teachers taking individuals or small groups on an excursion must first notify office personnel and sign children out.
- 3) Students who have parent permission to leave during the day, must produce written confirmation when they go to the Front Office to sign out.

## Banking

Children are given the opportunity, through the Commonwealth Bank, to save regularly. Each classroom is provided with a bag in which to place children's bank book and money. We ask that the child's current room number be entered on the back of the bank book in the space provided. Bank books are to be sent to the Front Office on **Monday morning**. They will be processed Monday morning by our volunteers.



## Canteen

Our Canteen provides lunches and recess options, at an affordable cost to families. Lunch orders are either written on brown paper bags and placed in the classroom lunch crates when the students arrive at their classes each morning with money included or the Qkr! App (*managed by the Commonwealth Bank and downloadable from Google Play or I-Phone App Store*) is used. We also like to cook up some special treats for recess. Specials and news are advertised in the school newsletter and on the QKR! App.

We do rely on daily volunteer support for our canteen to operate efficiently. Help is needed between the hours of 9.00 am & 1.30pm (or part thereof). New volunteers are always welcome, if you are able to give a few hours a week, month or term pop into the Canteen and see us. We value our volunteers, and the kids love to see you helping out at their school.

## Pastoral Care Worker

Pastoral Care Workers are not in the school to evangelise on behalf of a particular faith group. Their role requires them to respect both the secular character of the Government School and the variety of thoughts and beliefs within the school community.

Our Christian Pastoral Support Worker (Kiara Price) will:

- work in co-operation with teachers and the Principal to support students
- be available to students as a listener, supporter carer and helper
- be a support, resource and referral person for families in the school community
- be a support, resource and referral person for teachers and other staff
- work with others in the school and its community to develop services, programs and strategies, that meet the needs of students and caregivers.

Kiara will be at school on: Monday, Tuesday and Thursday or by special arrangement and she *will connect with students and parents/carers informally by –*

- being visible in the school yard;
- working alongside teachers and students in the classrooms;
- accompanying classes on some excursions;
- being at school during “special occasions” eg End of Year Celebrations.

**Students and parents/carers may make contact with Kiara by –**

- speaking to the teacher • Emailing Kiara: [kiara.price313@schools.sa.edu.au](mailto:kiara.price313@schools.sa.edu.au)
- ringing the Front Office to leave messages for Kiara who will ring back to make appointments.

Kiara is employed by Schools Ministry Group.

## Dress Code

Black Forest Primary School is a school with strong traditions. Among these is the wearing of school uniform. The purpose of the uniform is to create a sense of community that engenders the feeling of belonging and safety in all individuals. Our aim is to have a learning environment that is supportive, positive, non-discriminating, equitable and safe. Our School Council has determined that the wearing of the school uniform and following the school’s policy is important for all students. Our uniform offers affordable clothing for all students.

Students in all year levels are expected to follow the dress code at school and at official school events and excursions, unless otherwise instructed by staff.

**Students are required to wear uniform because it provides:**

- identification with the school - the wearing of uniform clothing is an important factor in ensuring the children's safety. It is important that we can clearly recognise a student's association with Black Forest, both within and outside of the school yard
- security, as students are easily identified
- a sense of pride in belonging to this school
- students with clothing which allows for freedom of movement, safety, and level of comfort
- equity, since students do not need to dress competitively. It avoids the issue of purchasing expensive clothing and can help minimise the opportunity for harassment
- the opportunity for students to feel respect for themselves and others because of their positive image
- a lower cost to families in the long term.

**SCHOOL DRESS CODE– RECEPTION to YEAR 7**

- Polo Shirts: Navy and royal blue with the school logo.
- Trousers , Track Pants or navy blue pants
- Shorts: Navy (regular cut, knee length or close to knee length).
- Skirt: Navy
- Summer Dresses: Blue and white check shirt front dress
- Bike shorts for wearing under dresses (navy)
- Windcheaters: Navy and royal blue with the school logo.
- Hats: Cloth school hats



**SCHOOL DRESS CODE – YEAR 7**

- Year 7s may also choose to wear a commemorative polo and/or windcheater with the names of the current Year 7 students printed on the back (orders taken in Term 4 of the previous year).

**FOOTWEAR**

- Firm fitting, suitable for normal day wear and physical activity
- Shoes to be laced or fastened
- Sneakers are acceptable
- Leather sandals, with adequate tread appropriate for running, are acceptable.
- Open-toed shoes are acceptable, only if suitable for active sportswear
- Socks or tights are to be white, or navy blue.

**UNACCEPTABLE CLOTHING/FOOTWEAR/ACCESSORIES**

- Headwear, other than headwear for sun protection
- Ripped or dirty clothing.
- Any denim – including jackets, jeans, overalls etc
- Singlet tops, spaghetti straps, midriff tops, board shorts, short tight skirts, brief shorts, bike pants (except under dresses) party shoes, ugg boots, surf sandals, ballet shoes, thongs, rubber boots.
- Brand name clothing and accessories with logos.
- Clothing with offensive language/wording.
- Baseball/basketball caps.
- Hoods worn during school time.
- Novelty clothing/footwear.

- Brightly coloured shoes/sneakers and novelty shoes, eg flashing lights, are not acceptable as they can be a distraction.
- Fake nails, stick-ons or coloured nail polish/decorations.
- Nose or other body piercing rings or studs.
- Bracelets other than for medical reasons.

Students are expected to wear the uniform in the manner designed, and it is to be clean and in good repair. Items of clothing and hats should be clearly labeled with student's name.

### **SUNSAFE HAT POLICY**

**Hats:** Material - navy or royal blue, wide-brimmed, bucket or legionnaire with school logo

Hats are to be worn Terms 1, 2 and 5 at all times while outside. Parents are also encouraged to apply sun screen on children prior to leaving home and also send along sun screen for the student to reapply during the day. Spare hats are advisable. Students not wearing a hat during playtime must stay in the shade in the Junior Primary Courtyard area. Appropriate sunglasses that provide sun protection can also be worn.

### **NAILS**

- Nails should be kept cleaned and trimmed (sports length)

### **GRAFFITI**

- No writing/images on clothes/hats
- No writing on skin

### **MAKE-UP**

- No make-up, or facial adornment including eye make-up, eg transfers, false eyelashes)
- No lip gloss but use of chap sticks, where required, is acceptable.

### **HAIR**

- Hair is to be neatly groomed.
- Hair should be kept out of eyes and tied back if longer than shoulder length.
- Ribbons, bows, scrunchies, hair combs and small clips in plain navy or royal blue.
- Neck scarves to be in royal or navy blue and not so big/long as to be unsafe

### **JEWELLERY**

- A watch
- A single chain necklet (inside clothing and not visible)
- Sleepers or stud earrings (one pair of silver/gold)

### **SCHOOL BAGS**

Recommend BFPS range of purpose made, back-packs in school colour with logo.

### **OTHER RELEVANT INFORMATION**

#### **STUDENTS REPRESENTING THE SCHOOL (at special events, excursions etc)**

- All students are required to wear school uniform when representing the school.
- When playing sport for the school, all students are to wear the appropriate uniform, as agreed by the Sports Committee. In Terms 1, 3 and 4 an appropriate hat must be worn, in matches and at practice.

### THEME DAYS / DRESS UP DAYS

The Student Parliament organises special fun days when uniform does not have to be worn. A donation goes towards fundraising for a designated charity/project. Safe footwear must be worn at all times.

### UNIFORM PURCHASING

Payments can be made at the Finance Office Daily between 8:30 – 9:30am. Orders and payments can also be made using the QKR app. On receipt of payment, the uniform items will be sent to the child's classroom.

### ART LESSONS

Students are required to wear protective art shirts/smocks. We ask parents to provide an old article of clothing for students to wear over their uniforms for protection

### GARDEN LESSONS

Students should wear closed-in shoes, rather than sandals on days when they will be working in the garden.

### OSHC

Contact OSHC on 8293 8085 regarding bookings for Before or After School Care and Vacation Care.

## Health Matters

### MEDICATION AT SCHOOL/HEALTH CARE PLANS

If a student has a prescribed medication to be taken during the day, the school must be notified in writing with a Medication Authority signed by a General Practitioner. The medication must be in original packaging with child's name and prescribed dosage. Where long term medical or allergic conditions needing medication exist, the family doctor, through the parents, should provide the school with a Health Care Plan that details the nature of the drug and its appropriate use. Parents whose children have anaphylactic reactions must supply an EPI-pen and a current Health Care Plan. This is stored in the Front Office.

### ASTHMA

Any child who uses a prescribed aerosol for asthma is required to supply the school with a spare, current, labelled and dated inhaler, to be kept for emergency use by that child. This will be stored in the Front Office. Parents are to ensure that children have their medication with them and are able to administer it themselves. **NB:** Inhalers are prescribed for each individual and as such will not be used for other children. The school has an Asthma Kit, which can be used in an emergency.

### ANALGESICS

- The use of analgesics is discouraged for all children.
- The school does not dispense analgesics to students.

### DENTAL CLINIC – GP Plus Healthcare Centre Marion Phone 74258400

All children in State Schools, under the age of 18, are entitled to dental care, free of charge. Black Forest families are linked to the Dental Service at GP Plus Healthcare Centre Marion. All dental care is carried out by Graduate Dentists, or Graduate Therapists. Parents are to contact the clinic to arrange a time that is suitable. Hours: Monday - Friday 8.30 am - 4.30 pm. Emergency Care - 365 days per year (closes 10 pm)

### FIRST AID - Accidents

Despite the fact that children are supervised throughout the school day, accidents do happen. Usually accidents are of a minor nature and require only minor treatment. Sometimes, more serious accidents can occur. If this is the case, parents will be contacted. Therefore it is essential that current phone numbers are entered on Emergency Contact forms. If your phone number and address change at any time, please let the school know immediately.

### **AMBULANCE SERVICE FEES**

People who have private health or accident insurance are to claim Ambulance Service Fees via their private fund. Those families without insurance are required to submit a form through the school Principal, requesting payment of the account by the Department for Education.

### **INFECTIOUS DISEASES**

Department of Education and Children's Services Regulations concerning infectious diseases are listed. We seek parental co-operation in observing the exclusion times.

CHICKEN POX	Exclude until fully recovered
MEASLES	Exclude for at least 4 days from the onset of rash.
GERMAN MEASLES	Exclude until fully recovered or for at least four (4) days after the onset of the rash.
MUMPS	Exclude for nine (9) days, or until swelling goes down.
HAND, FOOT & MOUTH	Exclude until child is well and all blisters have dried up.
CONJUNCTIVITIS	Exclude until discharge from eyes has ceased
IMPETIGO	Exclude until sores have fully healed.
(School sores)	The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces, such as scalp, face, hands or legs, are properly covered with occlusive dressings.
RINGWORM/SCABIES	Re-admit when appropriate treatment has commenced, supported, when requested, by a medical certificate.
HEAD LICE	Exclude until appropriate treatment has been given. Enquire at doctor, chemist or school for appropriate treatment).

## Home Learning Expectations

### Homework:

- provides a positive opportunity for children to share their work/learning with others at home (explanation of what is being done clarifies thoughts, reinforces learning, highlights area of need);
- enables the child to develop desirable study habits;
- provides opportunities for children to take responsibility for an increasing amount of their own learning.

### Teacher responsibility includes

- inform families and students of class Homework Expectations.
- set work on any four nights per week, days to be negotiated - extra or weekly tasks may be set on weekends to facilitate the use of community facilities;
- consider a range of options for children to complete tasks (ie. contract over a week, within two nights);

### Parent responsibility includes

- provide the opportunity and an appropriate environment for their child to complete homework successfully (ie desk or table to work on - television and radio off);
- sign their child's diary - this indicates the child has completed or made a reasonable effort to complete the work;
- inform the teacher if the child is having difficulty;
- inform the teacher if the homework isn't completed, via a note in the diary.
- monitor time spent on home activities

### Student responsibility includes

- accurately record tasks in diary;
- ensure the task to be undertaken is understood
- complete tasks set in the time frame;
- take diary to parents for information and signing;
- return the diary to school daily.



## How can you be involved?

Families/Caregivers are encouraged to be involved at the school at a level which they feel comfortable. This can include working in classrooms, coaching sporting teams, attending school functions or joining Governing Council or one of its sub-committees. You could also volunteer to help in the canteen, garden, library or any other support focus group. Please note: All volunteers require a **DHS Working with Children Check, Signed Volunteer Agreement** and completion of Volunteer Induction and **Responding to Abuse and Neglect Training**. DHS Clearance is submitted online. Contact the Front Office to commence the process.

## SCHOOL GOVERNING COUNCIL

The Governing Council consists of 12 elected parents, the Principal, 2 staff representatives and 2 student representatives. It exercises general oversight for the well-being of the school, works in collaboration with the Principal on the educational needs of the school and considers the general educational policy within the school. Elections are held every year at the AGM and parents are voted on for either 1 or 2 years.

The Governing Council elected members are your representatives. The Annual General Meeting is held in February each year. Parents are urged to attend to hear the Annual Reports and to elect their representatives for the following year.

## Lost Property

*It is essential that each item of your child's clothing is clearly and permanently marked.* Lost property is placed in the wooden trolley near the Staff Toilets. Please feel free to inspect this at any time and take what is yours. All unclaimed clothing will be given to charity after all efforts to locate owners have been made.

## Nature Play

We believe that all children are competent and capable, are rich in potential, and that learning occurs in a range of environments. We are inspired by the Principles of Reggio Emilia that the environment is the third teacher, and consider the outdoor environment and nature play integral in the development of the child.

Children connecting with nature through unstructured play has been associated with health benefits including improved cognitive function, increased creativity, improved interaction with adults, reduced attention deficit hyperactivity disorder symptoms and reduced rates of aggression.



## Organisation of the School Day

### TERM DATES

2021		2022	
Term 1	27th January —9th April	Term 1	31st January—14th April
Term 2	27th April—2nd July	Term 2	2nd May—8th July
Term 3	19th July—24th September	Term 3	25th July—30th September
Term 4	11th October—10th December	Term 4	17th October—16th December

### SCHOOL TIMES

Arrival at school	8:30am – 8:50am
Lessons begin	8:50am
Recess	10:50am—11:20am
Lesson time	11:20am
Lunch	1:00pm – 1:30pm
Lessons	1:30pm – 3:10pm
School Dismissal	3:10pm

We seek the co-operation of parents in seeing that all children are at school by 8.40am. The time before the school day begins is an important socialising time for students. A teacher supervises the play areas between 8.30-8:50am. We expect all children leave the school yard as soon as possible when dismissed at the end of the school day, unless they are involved in sports practices or other school organised activities. Once a child arrives at school he/she must not leave before 3.10pm, without parental permission.

## Orientation Visits and Enrolments

### TRANSITION TO SCHOOL FOR RECEPTION STUDENTS

Our Transition to School Policy aims to provide procedures that assist both parents and children commencing at our school to adjust to the school setting. These procedures are based on the 6 principles of effective transitions: • Acting Intentionally • Being Responsive • Pedagogy and Play • Well being for Learning • Building Partnerships Professional Collaboration

An integral part of transition is our Orientation to School Program which includes:

- familiarising students with the school environment and teaching staff
- allowing parents to learn about school procedures and routines
- identifying friendship groups and healthy relationships

### ENROLMENT FORMS

Enrolment Interviews are required at which time the enrolment form is completed and a copy of the birth certificate must be supplied.



## Out of School Hours Care

A Before and After School Care program is available each morning from 7:15am - 8:45am and after school from 3:10pm - 6:00pm. The OSHC also runs a Vacation Care Program and when staff has a professional learning day. Contact OSHC on 8293 8085 weekdays for information.

## Parent/School Communication

### Whole School Communication

Black Forest Primary School offers a range of methods to communicate information with the school community.

- Our Facebook page is regularly updated with news and events
  - Fortnightly newsletters provide detailed information about classroom learning and activities
  - Assemblies are held fortnightly on Fridays from 11.30am-12.00pm and celebrate student learning
- Whole school communications are also regularly distributed via email.

### Classroom communication

Your child's classroom teacher will regularly communicate with you regarding your child's learning and development, including through the following methods:

- Acquaintance Night is held in Week 3, Term 1 every year to provide an overview of class expectations and processes to parents and caregivers
- Formal written reports are issued at the end of Term 2 and 4 every year
- Parent-teacher interviews are held to discuss student development in Term 2
- Classroom teachers will distribute a Class Newsletter in Week 1, Term 1 introducing themselves and providing an overview of the class expectations and processes.
- Classroom teachers will also distribute a Class Overview by Week 3 of each term providing more detail regarding learning intentions for that term.

All staff are available to be contacted by phone or email and will endeavour to acknowledge inquiries within two working days.

Communication is fundamental to good relationships, and Black Forest works to ensure consistency, clarity and convenience in our communication with parents and families. If you have questions about your child's learning or the classroom program, we encourage you to contact your child's classroom teacher in the first instance to arrange a mutually convenient time to discuss your concerns. Please keep in mind, teachers are expected to attend staff meetings after school on Tuesday afternoon and are not free to meet parents.

## Parking

The location of our school provide challenges for arrival and collection of children. The safety of children walking or riding bicycles to school is essential. Parents are asked to observe the following restrictions:

1. **Staff Car Park area off School Avenue is for staff use only.** To ensure the safety of children at the end of the school day, *the gate to the staff car park will be closed from 3.00pm - 3.25pm when families continue to park in this area.*

2. Parents are asked NOT TO walk their children through the Staff Car Park gate, but to use the pedestrian gate nearby.

### 3. Parking in Oban Avenue

- On the eastern (hills) side: No Parking between 8:00am – 9:00am and 3:00pm – 4:00pm. This means ***you may stop your vehicle*** during those hours, ***to let people off or pick them up, but you must not park***, ie. You must not turn your engine off, and/or leave your vehicle.
- On the western (sea) side: No Standing between 8:00am – 4:00pm. This means you ***must not stop your vehicle at all*** during those hours, even to let off or pick up passengers. Outside of the 8 hours specified, you may park as long as you like!
- In the turning circle **NO STANDING ANYTIME**. This means you ***must not stop your vehicle in this area at any time***, even to let off or pick up passengers.

### Kertaweeta Avenue

Students may be dropped off here. Please do not park across driveways.

**Footpaths and Nature Strips:** These areas are set aside for pedestrians – it is illegal to park a vehicle on either of these.

A limited amount of parking is also available in the South Road Car Park.

## Payment of Monies

### General payments (Excursions, Camps, School Fees, OSHC)

The cash register operates from 8:30 – 9:30am daily. A school cash register receipt is issued for all transactions. Credit Card Payments can be made by using the Qkr! App (managed by the Commonwealth Bank and downloadable from Google Play or I-Phone App Store). Direct Debit arrangements can be made through the Finance Office.

**School Fees can be paid** • In full • Instalments (to be arranged) • School Card

**School Fees for 2020 are:** \$400.00 per child/whole year

**Excursion Levy** is invoiced at the beginning of the year with Materials and Services Fee. The levy covers all excursions and incursions for Reception to Year 7. This will be \$140 per student in 2020.

### School Card:

School Card Applications are available from the Finance Office. Applications must be lodged each calendar year. Please check with the [sa.gov.au](http://sa.gov.au) website for eligibility criteria.

## Transitions

Children regularly experience transitions during their life. For young children and their families, a significant transition takes place between kindergarten and school. At our school we work together to support young children and their families during transitions to, from and within our site.

### Transition to School

Childhood is a distinct and valuable time of life. Every child has individual strengths and characteristics that develop in a unique family and cultural context. We acknowledge and value parents as children's first and foremost educators and recognise the importance of the partnership between families and educators.

Parents can support their child with their transition to school by ensuring their physical health and wellbeing, social competence, emotional maturity, language and cognitive skills, communication skills and general knowledge are “on track”.

Transition to school from prior-to-school settings is a critical time in the life of a child. We know that a young person’s future wellbeing is highly influenced in their success in completing school. It is also clear from research that a child’s adjustment to the first year of school and the patterns of behaviour and achievement are established during this period, have important implications for the trajectories of future academic and social success.

Our Transition to School Policy is comprehensive and grounded in contemporary early childhood research and utilizes a range of strategies.

Books, pencils, glue, etc. are supplied. Please remember to label everything. Children are encouraged to keep water bottles at their desks or in their classroom and to bring a healthy snack (fruit, vegetable) to have mid morning. Recess and lunch are also important. Limiting sugar intake is highly recommended.

### **Transitions within the school**

From Year 2 (Early Years) to Year 3 (Primary) is another transition point for children. Some take longer to adjust to the more structured routine than others. From this year, parents will find that generally there is a change from a Communication Book to a Diary, homework is set more regularly and will include a wider range of learning areas as the students approach Year 7, the Junior Primary play area can no longer be used and a range of team sports are offered.

### **Transition from school**

From Primary to Secondary School: Students who have been “the leaders and role models” for younger students, find themselves “the juniors” again, having to find their way around to many more classes and working with a larger range of teachers. To support them in this, to progress the skill of independent learning and offer a curriculum that prepares them for their future, Black Forest Primary School has a Middle School.

It is important that parents also start preparing for their child/ren’s move to Secondary School. Visit the schools “on your list” and find out what they really offer. Early in Year 7, students are made aware of specialist high schools and entry requirements, high school packages arrive and are distributed, information about Open Days/Visiting Days is distributed and parents are advised of the application process. Year 7 teachers are asked by many of the Secondary Schools to write reports and references for students. 2021 will be the last year we have Year 7’s at Black Forest Primary School. In 2022, all Year 7 students will be in high schools.

## **Recess and Lunch Play**

The school day is organised so that students enjoy a half hour break for recess and a half hour break at lunchtime. At lunchtime, before students leave the classroom, they have a minimum 10 minute eating time. There is a specific area for R-2 students only which includes a sandpit and playground area. PE equipment can be taken out each play time. The Resource Centre is open for children at lunch time and the garden is open every day at recess and lunch.

## School Assemblies

R-7 assemblies are held every 2 weeks in the school hall. They are run by, and for, the students who share their learning and other successes.

## Sharing Successes and Grievance Procedures

At Black Forest Primary School all students, staff and parents have the right to a safe and happy environment.

Supportive relationships between our school and its community give our children a greater chance of success. Parents want the best for their children, so it is only natural that there will be times when they will want to share things they feel are going well, or to raise concerns. It is important that the classroom teacher is always kept in the loop therefore she/he should be contacted first. Principal/Deputy and Senior Leader can then be contacted.

If you have concerns that involve students other than your children, it is important that you do not approach them and instead follow up your concerns through the classroom teacher and leadership.

## South Road School Crossing

Trained student monitors in Year 6/7, under the supervision of a teacher, are present from 8:35am to 8:50am in the morning and again from 3:10pm – 3:25pm in the afternoon to help our students across South Road.

## Student Development/Management

The school operates a Safe, Positive, Orderly School Environment, devised by parents, students and staff in line with the Education Department's Policy and Learner Wellbeing. There is an Anti-Bullying policy available on the website and an Anti-Bullying Brochure.

There is a clear set of school expectations for behaviour. Children who do not follow these expectations are given pre-determined consequences, which are as near as possible to logical consequences.

If inappropriate behaviour continues the child, parent, teacher and administration will meet to determine how the child can be supported in staying within the school code of behavior.

Children could be suspended from school for serious or persistent, inappropriate behaviours. The key to successful behavior is consistency, known to all and are reinforced with encouragement, support and educational social skills programs in each classroom.

## Student Parliament

Student Parliament has a history of fundraising for student needs and meets with the teacher in charge to plan student events and identify aims for the year. Students are elected onto the Student Parliament. All students are actively encouraged to be involved in decisions around their learning.

## Teaching and Learning Programs

Our aim is to enable each child to develop and reach his/her potential in the basic skills of literacy and numeracy and to extend and enrich his/her knowledge of the world in which we live.

## THE LEARNING AREAS

1. **English:** Reading, listening, speaking, writing and spelling.
2. **Mathematics:** Space, measurement, number, chance and statistical data, geometry and algebra.
3. **Health and Physical Education:** Personal and Social Development, Health of Individuals and Communities, Physical activity and participation
4. **Science:** Investigating, describing and understanding our physical and biological world.
5. **History:** Provides opportunities to investigate Australian & world history. Students develop knowledge, understanding and skills through studies of society, events, movements and developments.
6. **Geography:** Provides opportunities to investigate, analyse and explain the characteristics of the places that make up our world.
7. **The Arts:** Visual arts, craft, design, dance, drama, music and media studies
8. **Technology (includes Computing):** The ICT program aims to build on basic skills: Technology includes designing, making and appraising known or new objects/ideas
9. **Language Other than English:** Italian is taught at BFPS. Proficiency strands are embedded in the Australian Curriculum

### Play

At BFPS there is a culture of play in the early years (R-3) as play is an important and developmentally effective way for children to approach learning and schooling.

### Garden

The Black Forest Primary School community is very proud of its garden. An SSO staff member is in charge of the garden and works with classroom teachers and students.

Students need to wear closed-in shoes, rather than sandals on days when they will be working in the garden.

### DE Service Providers

Speech Pathologist, Psychologist, Disabilities Consultant and Interagency Support Personnel service our school and support teachers with students who require a referral. For more details please talk with your child's class teacher, or the Principal, Deputy Principal or Senior Leader.

### Library

The Black Forest Primary School library is the literary heart of the school. Offering an extensive collection of fiction and non-fiction books as well as a range of electronic resources the library occupies an essential role in cultivating a passion for literacy. The library is also constantly evolving its role in developing Digital Citizenship and critical literacies to support students to navigate the information rich world of the Internet.

The Library is open for school family use from 8.30-8.50am, and 3.10-3.30pm

### **Music**

Apart from the music included in the general school curriculum, children in Year 6 have the opportunity to be part of the School Choir and perform in the Primary Schools' Festival of Music. The school also has a Junior Choir.

Tuition is given free of charge in violin, viola and 'cello. Children from Years 3-7, who are interested, will nominate and undergo a test, when vacancies exist. Instruments can be hired through the school.

### **Sport**

As a result of the National Junior Sports Policy, Junior Primary children are encouraged to participate in skills learning and are eligible to participate in School Sports from Year 2.

### **Specialist Teachers**

The school currently has specialist Physical Education, Music, Science and Italian teachers.

### **Information and Communication Technology**

The school has various mobile digital devices for student use. Students in Years 4-7 are encouraged to bring their own Chrome Book. The school uses the Google Platform, in particular Google Apps for Education.

### **Excursions/Camps**

Staff must operate within the DE guidelines. Parents will be advised in advance of costs and other relevant details. A consent form to attend must be signed by a parent. An excursion levy of \$140 has been set for R-7 students to cover the cost of Excursions. Camps will incur a separate fee.

### **Swimming**

Students in R-3 attend lessons once a year at Westminster and Years 4-5 at Unley Pool. Year 6/7 students have their lessons at the Unley swimming Pool or through alternative Aquatics Programs.

## **Weather**

### **Hot Weather:**

The school is air-conditioned and it should be unnecessary for children to leave school early because of the weather. On days when the temperature is excessive and/or weather conditions are unpleasant, children will remain in their classrooms during part of recess and lunch breaks.

### **Wet Weather:**

On wet days, students will remain inside during play time.

# NOTES



**Government of South Australia**  
Department for Education

