

# Mawson Lakes School

## Parent Information Booklet



**Government of South Australia**  
Department for Education



Cooperation

Pride

Quality

Respect

# Welcome to our school!



We trust that your association with the school will be both happy and successful, for you and your child.

We hope that the information contained within this booklet will assist you and your child in becoming an important part of the school community.

For the first day, it is recommended that each child have:

- \* A packed lunch
- \* A drink
- \* A broad brimmed bucket or legionnaire's hat

Students will have their stationery provided by the school for the year, as part of the school fees.

**Students will need to be at school for an 8:40am start. School finishes at 3pm each day.**

We value your support and encourage your active interest and involvement in the school life of your child.

At Mawson Lakes, we value communication between parents and staff, and invite you to make contact with your child's teacher. Please don't hesitate to contact us whenever you have any questions, or are unsure about any issues, which may arise. Should you have any queries, please feel free to contact me at the School.

Regards,

David Cowles

**PRINCIPAL**

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Garden Terrace  
Mawson Lakes SA 5095  
**Phone:** 61 8 8260 1681  
**Fax:** 61 8 8260 2957  
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**Have a concern or problem?** Should you have any concerns or questions, please contact the school. Teachers are generally available after school, however, please make a time that is suitable for both parties. The Principal, Deputy & Assistant Principals, are available to assist also. Please contact the office staff to make an appointment.

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## GENERAL INFORMATION



Australian Government

Department of Defence

### Defence School Transition Aide

We have a defence school transition aide available, who facilitates the best possible educational outcomes for children of Defence Force families. Please contact the school for further information.

### Governing Council

The Governing Council's role is to serve and further the interest of the children in the school. Parents are elected at the Annual General Meeting and serve for a term of two years. Meetings are held twice a term and assistance is provided with sub-committee's such as Finance, Education, Fundraising & OSHC.

### Library

The school library is located at the Mawson Centre. Classes visit the library to borrow books and engage in resource based learning activities. Students need to be a member of the Salisbury Library to borrow books. We also have a smaller onsite "Book-nook" for students to borrow books.

### Materials & Services Fees

The School Governing Council sets the Materials and Services fees in November, for the following year. The fee covers a range of services including student resources, the cost of technology, grounds maintenance and special projects, undertaken by the Governing Council etc.

**Accounts:** Accounts are sent home at the beginning of each school year, or within the first week of enrolling, during the year. Early payment is encouraged so that we may organise and pay for all stationery requirements for the beginning of the year.

**Payment:** At the beginning of the year parents are given a copy of school fees, outlining the amount payable and options for the payment of fees. These include:

- \* Full payment
- \* Payment by instalment

Payment is required by the end of your child's first term. If you have any queries, please contact the front office.

### Out of school hours care (OSHC)

Before, after and vacation care programs operate in the school. These programs operate as follows:

BSHC	6:45am to 8:30am	Monday to Friday
ASHC	3pm—6pm	Monday to Friday
VAC CARE	7am—6pm	Monday to Friday (in School holidays)

Cyndi Sapwell is the Director and can be contacted on **0401 121 318** for bookings or further details.

### Parent participation

Parents are encouraged to help within the school on a variety of different levels.

**Classroom:** The class teacher may ask for specific help with reading or class activities. Parent help is also requested for excursions.

**Working bee's:** Parents are sometimes asked to help in a group eg relocating play equipment.

**Governing Council:** Parents can serve as members on the Governing Council.

**Interviews:** Parents are encouraged to attend parent/student/teacher conferences.

**Volunteers** need to undertake volunteer training—see class teacher. (Please see front office staff for more information)

### Playgroup

Preschool run a playgroup on Wednesdays. **Please contact the Preschool on 8359 1343 for more information.**

### Preschool

Mawson Lakes Preschool is located on site and offers 30 hours per fortnight of preschool. **Please phone Sandra Cattell (Director) on 8359 1343 for more information.**

### School Card Scheme

Depending on your income, families may apply for assistance with school fees through the School Card Scheme, operated by the State Government. Eligibility criteria and procedures tend to vary from year to year. This information is provided to all families with the School Fee Account forms at the beginning of each school year. As there is a cut off date for applications, it's important to register for assistance as soon as possible. Parents are asked to pay the difference between any support received from this scheme and our school fee.

### School times

8:40am	School begins (morning lessons)
10:55—11:15am	Recess
11:20	Mid morning classes commence
12:40—1:30pm	Lunch (10 min eating/40 min play)
1:30pm	Afternoon classes commence
3pm	Students dismissed



### Term Dates

#### 2020

28/01/2020 - 09/04/2020  
27/04/2020 - 03/07/2020  
20/07/2020 - 25/09/2020  
12/10/2020 - 11/12/2020

#### Term 1

#### Term 2

#### Term 3

#### Term 4

#### 2021

27/01/2021 - 09/04/2021  
27/04/2021 - 02/07/2021  
19/07/2021 - 04/09/2021  
11/10/2021 - 10/12/2021

### Yard Supervision

The school yard is supervised by teachers from 8:15am until classrooms open at 8:40am. After school, the yard is supervised from 3pm until 3:15pm.

## **CURRICULUM AND SERVICES**

### Curriculum

The curriculum is divided into required areas of study, however, it should be noted that many areas overlap, so you may see the curriculum areas being combined for some sessions to make the general study more meaningful. The eight areas are:

- |               |                                 |
|---------------|---------------------------------|
| * English     | * Science                       |
| * Mathematics | * Humanities & Social Sciences  |
| * The Arts    | * Languages                     |
| * Technology  | * Health and Physical Education |

Mawson Lakes follows the Australian Curriculum. Parent information:

<http://www.australiancurriculum.edu.au/resources-and-support/parent-information/introduction>

### **Site Learning Improvement Plan**

Mawson Lakes School has developed an annual site learning improvement plan to focus our teaching, learning and school programs. The current focus is “Teaching for effective learning with a specific focus on Numeracy and Literacy”. The current SLIP (site learning improvement plan) is on our website.

### English as an Additional Language or Dialect (EALD)

We have a dedicated teaching focus to support students for whom English is their second language.

### Inclusive Education

Identified students with specific learning disabilities are provided with additional support in their studies.

### Support Services

The school has access to the services of Speech Pathologists, Social Workers, Guidance Officers & Special Education Teachers. Where additional support is considered necessary, parents will be consulted. Every effort will be made to provide such support for children.

## SCHOOL PROCEDURES

### Absence

If your child is sick, he/she should remain at home until well. Please advise the school **daily by 10am** if your child is going to be absent from school that day. You can do this via the Skoolbag app, by phone or by email.

When your child returns to school. Please write a note to your child's teacher in their diary/communication book. However, if the absence is expected to be more than 3 days, please notify the school as soon as possible.

### Late Arrival/Early Departure

If your child is late, please visit the SE Front office and gain a late slip before taking your child to class. If leaving early, you need to visit front office for an early departure slip before collecting your child from the classroom. You will need to provide these slips to the teacher to show that you have signed them out/in.

### Canteen

Mawson Lakes is now using Rory's School Lunches. Please refer to the updated canteen brochures. The canteen will not send change in excess of \$10 back to students. It will be available to be collected from the school office after school.



School Canteen

### Custody

We respect the confidentiality of family situations. We do ask however, that families inform the Principal or nominee at enrolment of relevant details regarding the family situation (eg custody and/or access). The school may require verification of the information that you provide.

### Communication

**Diaries/Communication Books:** each student is issued with a diary or communication book at the beginning of the year. This book is an important form of communication between the class and home, and is expected to be kept up to date. Parents are asked to sign the diary each week.

**Skoolbag:** is a parent communication tool which will help us to share information with parents more effectively. With Skoolbag, we can share current news, newsletters, calendars, school information and much more. It will allow parents to notify the school about absences and changes in contact details, and will enable us to quickly send out alerts if necessary.

Instructions on how to download this will be in your parent pack. If you don't have a smartphone, you can subscribe to the email list. Please visit [www.mawsonlakes.sa.edu.au](http://www.mawsonlakes.sa.edu.au) for more information on how to download the 'app'.

**School newsletters:** These are our main method of passing on school news to you. School newsletters are uploaded to our website in Weeks 3,6 & 9 of the Term and sent out electronically via Skoolbag.



## Decision Making

Kids Council is a group of students who are involved in school decision making and organisation of school events (fundraising, gatherings etc.). Other decision making structures include Governing Council.

## Excursions/Incursions

These activities are valuable in the educational program. They provide additional experiences and activities not generally available in the classroom. Performances are arranged for the whole school, particular year levels or for individual classes. Class excursions may include full or part day visits. School camp experiences may be organised by the individual teachers. These are tailored to the maturity of the children involved. Parents will be notified regarding the details of the excursion and written consent is required for their child to participate in such activities. Children with individual, personal or medical requirements need not be excluded from these activities and are encouraged to participate. In such cases, parents should negotiate with class teachers and provide any relevant medical plans.

**Travel:** Children involved in school activities will travel by public transport or via authorised Department for Education Bus Companies, organised by the school.



## Health & Safety

**Medical/emergency contact information:** parents are asked to complete an enrolment form and regularly update a medical/emergency contact form for their child. If a serious medical situation arises, an ambulance will be contacted (the cost of this service is the responsibility of parents/caregivers). If your child has a medical condition, then an updated medical plan & up-to-date current medication needs to be provided to school before the start of Term.

**Special medical information:** Details of student medical conditions and action to be taken in an emergency are attached to a photograph of the student (where relevant) & all staff are notified.

A medical booklet is given to each class teacher, outlining details of each students medical conditions along with their medication.

**Ambulance:** In cases of serious accident or illness at school, an ambulance will be called. Parents are advised to ensure that they have ambulance cover for their children. This also applies to all activities arranged by the school, including camps, excursions, school sport etc.

**First Aid:** A staff member is on first aid duty at all times. If a child is hurt in any way at recess or lunch, the child must first tell a teacher on yard duty. They will be sent to the office if necessary. Teachers on yard duty carry a first aid kit for minor injuries.



## Health & Safety (continued)

**Infectious Diseases:** parents are asked to contact the front office in cases where children contract communicable diseases. Children who are ill with an infectious disease must not attend school until they have completely recovered. Below is a brief summary of the exclusion times for children with various common diseases. For more detailed information, visit the SA Health website.

Disease	Excluded from School
Chicken Pox	1 week after first eruption or until fully recovered
Conjunctivitis	Until discharge from eyes has ceased
Headlice	Until treatment has commenced
Ringworm	Until treatment has commenced
Scabies	Until treatment has commenced
Impetigo (school sores)	Until sores have healed or are properly covered with an absorbent dressing
Infectious hepatitis	Until subsidence of symptoms or until receipt of medical Hepatitis (A) certificate of recovery
Measles	For at least 5 days from appearance of rash or until receipt of medical certificate of recovery
Mumps	Until fully recovered, at least 1 week after complete subsidence of all glandular swelling
Rubella (German Measles)	Until fully recovered or 5 days after onset of rash
Whooping cough	2 weeks from onset of illness and until medical certificate of recovery received
Slap face (5th disease)	Until rash has subsided

**Medication:** Staff members cannot accept responsibility for administering medication to students—this is the responsibility of parents/caregivers. Generally older students are able to accept responsibility for their own medication, including the use of aerosol 'puffers'. School staff will assist children when appropriate. In cases where medication must be taken through the school day, parents/caregivers must attend the school to administer for their child.

**Emergency evacuation & Invacuation procedures:** The school has developed emergency Evacuation and Invacuation procedures. Staff and students practise these procedures each term.

**Allergy Policy:** Due to a high number of students with allergies, parents are requested to not send food to school which contains nuts or nut products. This includes sandwich spreads such as peanut butter or Nutella.



### Lost Property

Lost property is stored in a box in the office area. Children and parents are encouraged to check the box for missing items when possible. Please ensure all items are clearly marked with your child's name as all named articles are sorted and returned to children via classrooms. Reminders will be placed in the school newsletter and at the end of each term, unclaimed and unnamed items will be recycled or donated to a charitable organisation.

**Personal property:** we strongly discourage students from bringing anything of value to the school. We cannot accept responsibility if items are misplaced or damaged.

### Messages to & from students

If you wish the school to relay telephone messages to children, please ring before 2:30pm. We will make every effort to get messages to students, but cannot guarantee this. In emergencies or for other important reasons, students can seek permission from their teacher to contact their families or carers from a phone in the office or classroom.

### Money Collection

When money is required for various educational purposes i.e. excursions, visiting performers, special events etc., payment can be made in person between 8:15am—9:15am Monday to Friday at the Site East Office. Payment must be accompanied by a consent form or invoice. When payment is made in person, a cash receipt is offered. Payment may be made either by cash, cheque, visa, MasterCard or bank transfer (BSB: 015 142/Account: 350001708). Please ensure the family code is included.. Please make cheques payable to Mawson Lakes School and marked "not negotiable". Payment for more than one item e.g. school fees, excursion, camps etc., may be included on one cheque.

### Photography of students

We understand that some parents may wish to film their children's participation in whole school gatherings and events. In order to ensure the privacy of all students, please be aware that any media or photographs taken, must be for personal use only. Images taken of students other than your child, should not be placed on public forums such as Facebook, Instagram, YouTube, etc. We appreciate your respect and cooperation.



### Parking/ Road Safety/ Travel

**Parking:** We have 2 'kiss and drop' zones at the school, next to the administration buildings on both sites of the school. If you use these areas, may we please remind you that they are intended for quickly dropping students at school. Drivers are not to leave their car, and we must insist that these areas are not for parking. We need to ensure that traffic flow is not impeded. If you wish to leave your car and walk with your child, please use the larger car park on the southern end of the school, or street parking. For safety reasons, please make sure that you park in a marked parking area, rather than stopping in the centre of the car park to allow students to alight from the vehicle. The car parks are busy areas and we do not wish to put anyone at risk. If the car park is full, there is further parking available on Light Common, on the eastern side of Garden Terrace.

**Road Safety:** Please take care at all times as before and after school are the busiest times of the day, with many families crossing the road. Please use the marked crossing at all times.

**Travel:** Children may ride their bicycle or scooter to school and store them in the bike racks provided. It is preferable to lock them in a safe place. Bicycle and scooter riders must dismount upon entering school surrounds and are reminded that the wearing of protective helmets is law.



### School Uniform

The school uniform shop is run by UMS. There are two stores:

1. **Mawson Lakes School Uniform Shop**, situated next to the Book nook (library) which is just down from the Canteen. Open **Wednesdays 8:00am - 9:30am**.
2. **Clearview Store**, 8/254 Hampstead Rd Clearview.  
Open **Mon, Tues, and Thurs 9am - 4:30pm; Wed 10:30am- 4:30pm and Friday 10:30am - 4:00pm**.

Please note: they are available during open hours only on 0431 771 129 or can be contacted online at [www.umspl.com.au](http://www.umspl.com.au)

## Positive and Inclusive behaviour

The core business of our school is to promote and support teaching and learning in a safe environment. At our school, everyone has a right to feel safe and our expectations are shaped from our school values of **Cooperation, Pride, Quality and Respect**.

Our Anti-Bullying, Harassment and Behaviour Support Policies focus on staff, parents and students working together to create safe, caring and productive learning communities, which support the rights of all students to learn and teachers to teach.

We recognise the importance of the partnership between staff, students and families to best support positive student wellbeing, learning and behaviour.

### **Families can effectively support by:**

- Modelling and promoting safe, respectful and inclusive relationships with their own children, other children and young people, other parents/caregivers, and school staff
- Supporting their children to develop safe behaviours at home including monitoring and supervising their children's social interactions (including online)
- Talking to their children about behaviour to help them to understand what it is, how it can be harmful and how to respond
- Working collaboratively with the school to resolve concerns about behaviour when incidents occur as soon as possible
- Supporting their child's best interests to continue to attend school while a behaviour issue is being resolved

The consistent and explicit education of behaviour and social skills is fundamental in establishing and maintaining a positive, inclusive and quality learning environment.

### **Mawson Lakes School continues to embed initiatives such as:**

- Co-construction of classroom expectations, rules and physical space with students at the beginning of the school year with continued reinforcement and learning (Student Agency)
- Gathering awards for "Powerful Learner's" in line with school values of Cooperation, Pride, Quality and Respect
- Active student voice and leadership programs (Kid's Council, Nature Play Committee, House Captains etc.)
- Established Nature Play area for students to develop social skills, creativity and respect for the environment
- Active participation in the National Day of Action against Bullying and Harassment, Harmony Day and Reconciliation Week
- Developing Interception skills to help with self-regulation
- School Support Officer (SSO) guidance in class
- Connection with the Departments support services for advice, strategies and referrals

Consequences for inappropriate behaviour are dependent on the developmental stage of the child and on the frequency and severity of the behaviour. For more information about how the school supports and responds to behaviour incidents, please refer to our Behaviour Support Policy, available <https://www.mawsonlakes.sa.edu.au>



## Weather

**Hot weather:** All area of the school are air-conditioned and therefore there is no need to make special arrangements. However, in consultation with the classroom teacher, parents may collect their child from the classroom early, during periods of extreme heat. A sign-out note from the front office will be required. If the temperature forecast is to be above 36°c degrees, students will be kept inside during play times.

**Wet weather:** Teachers will be in classrooms from 8:30am on wet days to supervise children. During play periods with wet weather. Children will be supervised indoors by class teachers. Particular care is required when children are dismissed in wet weather, especially on the roads/car park adjoining the school.

**Sun protection:** All children are required to wear an official school broad brimmed or legionnaire style hat at recess, lunchtime and in outdoor lessons. Between 30th April and 1st September, children who do not have a suitable hat will sit in a shady area during all outdoor activities.

Sunscreen may be bought to school by students, who will remain responsible for its application.





## Mawson Lakes School - Out of School Hours Care

The Out of School Hours Care Program provides a warm, safe, secure educational and recreational environment for children from Reception to Year 7. The staff is made up of friendly caring educators who provide a stimulating, unbiased and happy environment. All families are welcomed to visit with their child, have a tour of our facilities and meet the OSHC educators. This may be arranged with the Director at any time.

OSHC offers a wide range of activities including arts and crafts, sports, cooking, music, construction, painting, board games, outside games, sports clinics, drama, and much more. Homework is encouraged to be completed between 3:45-5pm at OSHC and a quiet area is available.

A detailed program of activities is written monthly and the calendar is displayed at OSHC. Children will be actively involved in program planning, implementation and evaluation processes. We also use program extensions, intentional teaching and parent comments to complete our programming cycle. The program is designed to meet the recreational and social needs of children, as well as meeting all learning outcomes outlined in the *My Time Our Place* framework. Opportunities to develop skills, to learn and to continue educational activities related to school (homework) are provided in:

- \* A relaxed and friendly environment
- \* Opportunities to try and do new activities—  
Interesting and enjoyable activities which are planned to incorporate gender, age, and child's social, physical, emotional, recreational, intellectual, and creative needs.
- \* We also celebrate multicultural events/celebrations.
- \* Play equipment and craft materials, the chance to be creative and imaginative.
- \* Time to play with friends and socialise.
- \* Healthy nutritious breakfast/snacks are provided.
- \* We also encourage Physical Education.

### HOURS AND LOCATION

***Before School Care: 6:45am - 8:45am Monday to Friday***

***After School Care: 3:00pm - 6:00pm Monday to Friday***

***Vacation Care/ Pupil Free Days: 7:00am – 6:00pm Monday to Friday***

***Mobile: 0401 121 318 (Available 7:00 am - 8:00pm) BSC Mobile 0421 612 718***

*Visit the school's website for more information.*

### STAFF

**Director:** Cyndi Sapwell

**Assistant Director:** Sue Sheridan

**Educational Leader:** Lorin Stephenson

*All qualified staff members are trained in First Aid and all educators have Responding to Abuse and Neglect (RAN) Training and DHS Screening Clearances.*

**Mawson Lakes School - Notes**



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