



Living, Learning, Growing

One Tree Hill Primary School Preschool – Year 7
McGilp Road, One Tree Hill 5114
Ph (08) 8280 7027
Fax (08) 8280 7520
Email: dl.0322_info@schools.sa.edu.au
Web: www.othc7.sa.edu.au



Government of South Australia
Department for Education



Preschool - Year 7

Welcome to One Tree Hill Primary School, Preschool – Year 7

Dear parent/caregivers

Thank you for choosing One Tree Hill Primary as the school for your child to attend. We look forward to working with you in a positive partnership in your child's education.

One Tree Hill Primary School is a safe and inclusive community of learners striving for high expectations in academic success.

Students will learn a diverse program where they can transfer knowledge and skills to all areas of the curriculum.

All students are supported to develop the ability for lifelong learning through the promotion of problem solving, resilience, curiosity, persistence and creativity. All students will value the qualities of respect, integrity and honesty which is needed to be global citizens.

Parent involvement at our school is high and there are many opportunities where you can contribute to our school community. We welcome and value any contributions you choose to make to the life of the school.

We look forward to meeting and working with you.

Krystal Keogh
Principal



Contents

Welcome to One Tree Hill Primary School, Preschool – Year 7	2
Vision and Values	4
Update of Information and Consent Forms.....	5
Assemblies	5
School Times and Supervision of Students	5
Car Parking	6
Bikes	7
Materials and Service Charges.....	7
Attendance.....	7
Special Programmes	8
Dress Code / School Uniform	9
Lost Property	10
Term Dates for 2017/18	10
Inclement Weather Policy	10
Fundraising	10
School Lunches	10
Smoke Free Zone	10
Reporting Student Progress	11
Homework Policy	11
Health and Safety	111
Student & Parent Involvement	12
Bushfire Information.....	13
Catastrophic Bushfire Weather Days.....	14
Preschool	15
Junior Primary Classes	15
Student Behaviour Management Policy.....	15
Consequences	16
Volunteer Policy	17
Harassment and Bullying Policy	19
Grievance Procedures for Parents/Carers	20

Vision and Values

Vision

One Tree Hill Primary School works in partnerships with families, to challenge students to become self-directed, self-motivated, life-long learners, so that they can successfully participate as future citizens in a changing society.

The school's commitment to the students' academic, social, physical and emotional learning is encapsulated in the school's motto of Living, Learning and Growing.

Values

Our School Values are developed from the Play is the Way model where we create a safe learning environment in which students train to be independent, self-managing, self-motivated learners in persistent pursuit of their personal best and able to get along with each other – to help develop students of strong character and decency with the social and emotional competencies to live and learn well.

Play is the Way is a practical methodology for teaching social and emotional skills using guided play, classroom activities and an empowering language. It is a process that gives us a way to develop, improve and entrench the personal and social capabilities of students.



Update of Information and Consent Forms

Any changes to the information including change of address / home phone numbers / mobile phone numbers, changes to medical condition / medication must be forwarded to the office so that we can fulfil our duty of care knowing we have up-to-date information about your child.

All families are asked to give their consent to their child for a variety of activities and permission for photographs to be used in a range of situations. These consents are included with the enrolment form. It is vital that these are completed thoroughly.

Assemblies

Parents are welcome to attend school assemblies. Assemblies are in weeks 3, 6, 9 from 9:00-9:30 in the hall. Each class takes on the responsibility for conducting assemblies.

School Times and Supervision of Students

We ask that no children are on school grounds before 8:30am. OSHC services are available (please see additional brochure)

8:30am	Teacher is on duty
8:40am	Teachers unlock classroom doors
9:00am-9:40am	Morning Circle Time
10:30-10:40am	Brain Break
11:20-11:30am	Supervised eating time in classrooms
11:30am-12:00pm	Lunch Play time
12:00pm-12:10pm	Afternoon Circle Time
1:50pm-2:10pm	Recess
3:10pm	End of the school day

Students will be supervised at the school between 8:30am-3:20pm. Outside of these times, families are responsible for supervising their own students, this also includes before and after school. The playground is out of bounds before and after school every day except Wednesday. On **Stay 'N' Play Wednesday** there is an additional teacher on duty and your child may play until the second bell at 3.20pm.

If a child is on the school grounds after 3.20 pm and not in the care of a parent they will be directed to the office. If this becomes a regular occurrence, we ask families to look into the OHSC services.

Students must not leave the school grounds without permission from a staff member during school hours.

Car Parking

Parking is allowed:

- Directly opposite the school between the school crossing and the driveway.
- Along the front of the school near the playground where signposted.
- On the verge opposite the school where signposted.
- At McGilp Oval car park, where you can walk over the oval to the crossing.
- On Burnett Drive at the rear of the school, where you can enter the grounds via the back gate near the courts.

Parking is not allowed:

- Wherever a yellow line painted on the side of the road. This includes right around the roundabout and the area adjacent the drop off zone in front of the school. Parking in these areas is not only illegal, but it is also dangerous and puts children at risk.

Penalty: \$83

- In the staff car park. This area is for school staff only, unless prior permission has been granted under special circumstances. Note that some school staff have their own children attending the school and they are exempt from this rule.
- In the Kiss & Drop zone (see below).
- In the driveways of houses adjacent to the school.



Kiss & Drop Zone

The Kiss & Drop Zone out the front of the school's front office is for **your convenience** and for **your children's safety**. Kiss & Drop Zones are designed for quick entry and exit to minimise congestion and confusion.

- **Kiss and Drop Zones operate under 'No Parking' traffic rules.**
- You must not stop for more than **2 minutes** in a **No Parking** area. The Kiss and Drop Zone should **not be used for parking** between 8.30am and 4.30pm on school days.
- You must also remain in or within **3 metres** of your vehicle.
- **Penalty \$83**

A Kiss and Drop Zone only works effectively when used properly.

School Crossing

Please encourage your child to use the McGilp access road and use the footpath/bike path provided rather than walk along the main McGilp Road as it is safer. All parents and children **should** cross McGilp Road using the designated school crossing.

Bikes

Students may ride their bikes or scooters to school and leave them in the bike racks located near Room 9. Students are not permitted to ride their bikes, skateboards or scooters in the school grounds. All riders must wear protective clothing e.g. helmets

Materials and Service Charges

The School receives its money to operate in the following ways:

- (1) Materials and Services Charges from families
- (2) School Card Fees (Government Assistance)

The school's financial year ends in December. In January the income of the school is carefully considered and budgeted according to ongoing commitments and identified needs and Materials and Services Charges are set for the following year.

Early payment assists the school in its financial management and is therefore greatly appreciated. Fees can be paid by instalments and arrangements can be negotiated with our Finance Officer, Joyleen.



Attendance

To assist us in recording student attendance it is important for the school to be notified if your child has been absent from school or going to be absent. This may be done in writing in the diary or contact book or through a phone call to the office. If no contact has been made to the school by 9:30am, the school will endeavour to contact parents for an explanation of the student's absence.

If taking a holiday during school days, please complete an exemption form and return it to the school.

Lateness

If your child is often late it may set them apart from the other students, cause them to miss out on special news and daily routines, as well as disrupt the rest of the class with their late entrance.

Punctuality is one way of showing how much schooling is valued by you as a family and by the students.

Staff are required to record lateness. If your child is late they will need to be scanned in at the Front Office and obtain a late arrival slip to take to their teacher. You are asked to come into the office with your child and sign their late slip. The Department of Education regards lateness as an attendance issue.

Leaving Early

If your child is leaving the school grounds before the normal dismissal time, you will need to obtain an early dismissal slip from the front office and hand this to your child's teacher. If someone other than a parent is collecting your child please notify the school. If a child leaves school for an appointment and then returns to school we ask that families please return to the front office staff to scan your child back into school.

Special Programmes

In addition to learning in the 8 areas of study, there are a number of Special Programmes.

- ☺ Modified Learning programmes for students who require additional support. One Child, One Plans are developed, closely monitored and reviewed.
- ☺ Early Intervention – All Reception students are tested to assess their Literacy Skills after one term at school. The test determines which students would benefit from extra support with their literacy in the areas of alphabet recognition and writing, rhyming words, identifying sounds within words and questioning.
- ☺ MiniLit – Yr 1 students are assessed to determine their level of Literacy Skills. Those identified students receive support in alphabet knowledge, rhyming words, levels of questioning, writing, reading and spelling.
- ☺ Literacy & Numeracy support for students identified through NAPLAN testing.
- ☺ Reading – student's abilities in reading are closely monitored throughout their schooling. Support is available if needed.
- ☺ Speech programmes – SSO support.
- ☺ Outdoor Education – includes excursions and camps.
- ☺ Swimming Lessons form part of the Health & Physical Education programme. Students from Years R-5 participate in swimming lessons for one week and Yr 6/7 students engage in an Aquatics Programme.
- ☺ Interschool Sport – primary school students are involved in SAPSASA District Carnivals.
- ☺ Venue for work experience – secondary students from local high schools
- ☺ Funtastics to help with gross motor skills



Dress Code / School Uniform

One Tree Hill Primary School is proud of the School Uniform. The wearing of the school uniform:

- Helps to develop the school identity allowing students to gain a sense of being part of the school community.
- Helps to identify students when they are out of school on excursion.
- Means that there is no competition between students and looks neat and tidy.
- Ensures the health and safety of students.

It is expected that all students will be in uniform or wearing the school colours of bottle green and gold. The uniform is on display in the front office.

Jacket	Bottle Green
Windcheaters	Bottle Green with logo
Rugby Tops	Bottle Green & Gold
Polo Shirts	Gold or Bottle Green
Track & Cargo Pants	Bottle Green
Cargo & Rugby Knit Shorts	Bottle Green
Skorts	Bottle Green
Dress	Green & Yellow check as shown
Hats	Wide brimmed, foreign legion, bucket or beanie



Sun safe hats must be worn terms 1, 3 and 4 and on days of high UV ratings for all outside activity. Students not wearing their hats will be designated to the shady area near the Resource Centre and thus be restricted in their play.

Sneakers should be worn for sporting activities.

The Governing Council deems the following clothing unsuitable:

- Tank tops, netball skirts and thongs
- Clothing with inappropriate messages, brand names or logos

In addition,

- Students may wear only simple stud or sleeper ear-rings. No facial piercings.
- Clear nail polish may be worn only and no makeup or glitter.
- Lip protection cream needs to be clear only.
- Only Medic Alert bracelets or pendants may be worn.
- Hair needs to be neat, tidy and appropriately styled for primary school. It is preferable that long hair be tied up.



Student wearing inappropriate clothing will be supplied with a school uniform for the day. Students wearing coloured nail polish, make-up or inappropriate ear-rings will be asked to go to the Front Office and remove it.

Lost Property

A lost property box is kept in the Front Office and students or families may check it at any time during the school hours. To prevent loss, please ensure that all items are clearly named. Items will be kept for the term, at which time items not marked will be donated to charity or sold in the front office for a gold coin donation.

Term Dates for 2018

Term 1	29 th Jan – 13 th April
Term 2	30 th April – 6 th July
Term 3	23 rd July – 28 th Sep
Term 4	15 th Oct – 14 th Dec

Term Dates for 2019

Term 1	29 th Jan – 12 th April
Term 2	29 th April – 5 th July
Term 3	22 nd July – 27 th Sep
Term 4	14 th Oct – 13 th Dec

Inclement Weather Policy

As all our teaching spaces are air-conditioned, school will not dismiss early on days of extreme heat.

If the temperature is 36 degrees or above, students will remain inside with their teacher at break times.

During play periods, inclement weather routine is indicated by two short blasts of the siren. Students will then be supervised indoors by teachers.

Fundraising

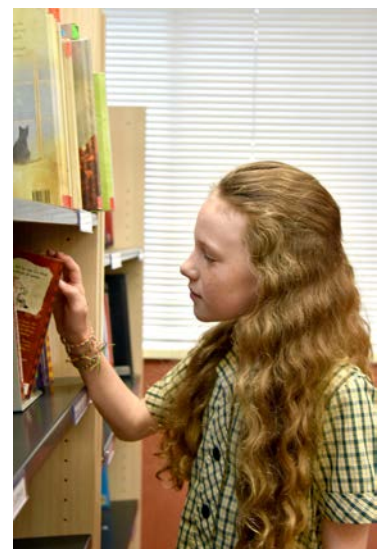
A fundraising committee of volunteers is established each year and a program of events drawn up. Money raised by this provides desired resources and improvements for the school.

School Lunches

School lunches are provided by the One Tree Hill General Store/Café. Lunch orders are submitted on Tuesday and the student receive the order on Wednesday. Orders are written on a paper bag and change is provided.

Smoke Free Zone

As from the 1st January, 1990 all Education Department schools have become SMOKE FREE ENVIRONMENTS. Smoking is not permitted within the school boundaries 24 hours a day.



Reporting Student Progress

Students are assessed in an ongoing way to monitor their progress, to provide them and their families with feedback and to assist them to reach their full potential. Assessment takes the form of:

- ★ Informal communication
- ★ Parent information sessions
- ★ Written reports
- ★ Take Home Packs or work book sent home regularly
- ★ Formal interviews (at least once a year or upon request by either parent or teacher)

Reporting student progress will be made against the Australian National Curriculum in Science, Mathematics and English against the South Australian Curriculum in all other areas of study.

Homework Policy

Students will be encouraged by their teachers to use their school time as efficiently and effectively as possible. It is up to each individual teacher to decide how much work the students are expected to do at home as homework.

Teachers will inform families of their homework expectation at the beginning of the school year.

Teachers may wish to provide extra homework for individual students under special circumstances and such situations should be worked out between the parent and teacher.

Health and Safety

Custody

Please notify the Principal of the current arrangements or any changes in legal custody.

All information is confidential. Unless a legal custody order is sighted by the school, staff cannot refuse either parent access to their child/children.

Ambulance

An ambulance will be called in cases of serious accident or illness at school and all activities arranged by the school including camps, excursions and school sport.

Families are advised to ensure that they have ambulance cover for their students.

Illness/Accidents at School

In the event of a minor accident or illness, students will be cared for at the Front Office where the first aid room is situated.

If students are hurt or unwell and we consider they should not remain at school, all endeavours will be made to contact a parent/carer or other emergency contact. If these contacts cannot be made, we will take whatever action is considered appropriate for the wellbeing of the child. It is imperative, therefore, that families ensure that our Emergency Contact information is kept up-to-date.

First Aid

A staff member is on first aid duty in the office at recess and lunch times. If hurt in any way, students must first see a teacher on yard duty. They will be sent to the office if necessary.

Teachers on yard duty carry a basic first aid kit for minor injuries and there are basic first aid kits in all rooms. A notification slip will be sent home with a child receiving first aid treatment, so that families are aware of what action has been taken.

Medication at School

Staff members do not accept responsibility for administering medication to students - this is the responsibility of families. Generally, older students are able to accept responsibility for their own medication, including the use of aerosol "puffers". However, school staff will assist students when appropriate. In cases where medication must be taken during the school day, the following applies:

- Medication (in a measured dose) must be sent in a container clearly labelled with the child's name and class. Antibiotics and other medications that have to be taken 3 times a day can be taken at home before school, after school and before bed.
- The dosage and times the medication is required are clearly indicated, as well as the name of the medication.
- A Health Care Plan, completed by the child's doctor must be completed for prescribed medicine required for extended periods of time.
- Written directions from the parent/carers are given.
- In such cases the medication will be stored in the office area so that the child may administer medication under adult supervision. Any special arrangements must be negotiated with Principal or Deputy.

Infectious Diseases

If your child is ill please do not send him/her to school. Please let us know of any infectious diseases contracted by your child.

The following are some common illnesses and the periods for which a child must be excluded from school:

Chickenpox and shingles	Exclude until all lesions have crusted, there are no moist sores and the person feels well.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Measles	Exclude from unimmunised persons for at least four days after the onset of the rash.
Ringworm/Tinea	Exclude until the day after appropriate treatment has commenced.
School sores (Impetigo)	Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with dressing.
Worms	Exclusion is not necessary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.
Common Cold	Exclusion is not necessary.
Conjunctivitis	Exclude during the acute stage of the infection
Head Lice	Students need to have their hair shampooed with treatment shampoo if they have head lice. If your child has head lice we will contact you to come and take them home. In accordance with the Education Department's Administrative Instructions and Guidelines children can return to school after treatment. Please inform the school if your child has head lice.

Immunisation of your child against recognised infectious diseases before your child begins school is highly recommended.

Parent Involvement

Parental Involvement/Communication

It is most important that families and teachers communicate openly and positively so that students benefit both educationally and socially.

If you wish to discuss your child's progress, any issues or concerns, the first approach should be to your child's class teacher. Please contact them to arrange a mutually convenient time to meet. Each child has a contact book or a school diary which goes home each day.

School Newsletter

The newsletter is a vital form of communication between the school and families and is available on the skoolbag app in Weeks 4, 7 and 10. Information concerning educational issues, coming events, meeting dates and school achievements are included. Paper copies are available from the Front Office if required.

Governing Council

The Governing Council is a liaison between families and school staff and as such welcomes interest and comments. Council Members are nominated and voted in at the Annual General Meeting early each year for a period of two years. Any parent can attend Governing Council as a visitor.

Pupil Free Days

There will be four pupil free days each year. These days are for the implementation of the Australian National Curriculum and for other training and development conferences e.g. Basic Casualty Care Courses, school priorities development.

School Closure Day

Governing Council approves one school closure day each year. This day is decided in Term one and will generally coincide with purposeful events.

Bushfire Information

The school site is located in an area of high bushfire danger. The school has undergone preparation by reducing the fuel loading and practising emergency procedures. These procedures are practised regularly and in consultation with the local CFS. Three levels of alert will operate.

Level 1

Total fire ban in Mt Lofty Ranges or extreme fire danger locally. School is prepared to act.

Level 2

Bushfire in the local area - ember and spark danger will be actively monitored, students remain contained and indoors. There will be no small group work or individual lessons away from the class group eg music. Students have bags, drink bottles and belongings with them and are prepared to evacuate to refuge area within the school.

Level 3

Fire threatening the school. **All** personnel evacuate to the refuge which is the administration / resource building.

NO student will be released unless signed out.

If in doubt of student's safety they will be kept at school until they can be collected. Buses will be held until CFS advise route is safe. Students who normally walk home will be held at school until they are collected.

If necessary the school may contact some parents to collect children early to reduce congestion on McGilp Rd as the oval is often used by emergency services. Contact procedures will vary depending on the location of the fire and may be at the direction of emergency services.

Catastrophic Bushfire Weather Days

One Tree Hill Primary School & Preschool has a **'high risk'** bushfire rating. This means on days of catastrophic bushfire weather warnings, our school/preschool will be closed.

Catastrophic bushfire days are days when the weather conditions mean a fire is more likely to start and be more difficult to control.

When a catastrophic bushfire weather day is forecast for the following day by the Bureau of Meteorology, all 'high risk' schools and preschools in the declared Fire Ban District will be closed. No staff will be on site so it is imperative that students do not attend school.

Parents and carers will need to make alternative arrangements for their children on these days.

How will you know when then school is going to be closed?

If advanced warning from the Bureau of Meteorology is given:

- An advanced warning will be provided by the school by letter following advice by bushfire authorities two days prior to the **possible** closure.
- Confirmation of the closure will be provided by our school the day before the proposed closure by letter, the skoolbag app, and a sign out the front of the school.

If no advanced warning is given by the Bureau of Meteorology

- The school has no advanced warning and therefore cannot forewarn our school community.
- It is parents/caregivers responsibility to check weather conditions/bushfire danger rating and if it is declared to be catastrophic bushfire day for the Mount Lofty Rangers area then the school will be closed and no students or staff will be on site.

Up-to-date information will also be available from the following:

- www.bushfirereadyschools.sa.gov.au
- Hotline (1800 000 279)
- ABC Radio 891

We encourage families to develop a Catastrophic/ Code Red Action Plan to ensure the safety and wellbeing of your children on such days. Such plans could include staying with a parent at home or work, and local arrangements with neighbours or friends.

The site Bushfire Action Plan and the Bushfire Management Strategy are designed to ensure your child's safety and wellbeing at all times.

Preschool

More detailed information about the Preschool, or kindy as it is known to our families and students, can be found in the Preschool Information booklet.

The Transition Program

A series of orientation visits to school is arranged for students in the term immediately preceding their start to school.

The Preschool is an integral part of the school and students are already familiar with the school setting by:

- using the Resource Centre
- attending and participating in assemblies
- using the playground
- sharing visiting performances and celebrations
- visiting other classes
- being supported in their learning by primary school students



Dismissal Times

It is our policy to involve students in the "normal" school day from the first day of attendance. Families may negotiate with the class teacher should they consider that the full day of schooling is initially too long.

On the last day of each term school will dismiss at 2:15 pm.

Junior Primary Classes

The terms Reception, Year 1 and Year 2 do not necessarily refer to the level of work or to the stage of development of a child, but to the length of time a child has been at school. Teachers work within a set of curriculum guidelines and expectations but they find that at any given time students will display a range of ability and maturity.

Student Behaviour Management Policy

To ensure the yard is a safe and enjoyable place for students to be, we have the following rules:

1. Respect Others

- harassment and bullying are not acceptable
- respectful language and body language will be used when communicating with others (students, teachers, other adults)
- swearing is not acceptable
- mobile phones not to be used during school day and to be handed into office for safe keeping before school



2. Stay Safe

- play non-violent games and use toys which are non violent and appropriate
- wear school hats for all outside activities, including before and after school (all four terms)
- walk bikes and skateboards within the school grounds

- walk around all corners and in the yellow dot areas
- do not kick balls on the hard play area
- do not play with sticks
- do not throw sticks, stones, sand and bark chips
- walk on bark chip areas
- do not climb, sit on or swing on trees
- do not eat on play equipment, or while running around or on the oval
- do not use sports equipment in the playground area
- wait for teacher permission to cross McGilp Road
- carry balls across McGilp Road
- in the morning remain near the designated area until the early morning yard teacher comes on duty
- remain in the school yard before and after school unless you are with a parent/carer or are on your way home. When the 3.25pm bell goes, students without adult supervision to go the front office.

3. Respect All Property And Our Environment

- do put all rubbish in the bins
- do use toilets appropriately and keep them clean
- do not walk on or damage gardens
- no eating on the oval, personal drinking bottles only
- no chewing gum or bubble gum

4. Play Only In Designated Areas

- ask permission of teacher on duty to go into out of bounds areas
- ask permission of teacher on duty before entering classrooms during recess/lunch
- follow any rosters/timetables for specific play areas
- before school the yard is open to use when the teacher comes on yard duty

5. Follow Instructions Given by a Teacher

Teachers have the discretion to determine safe and unsafe play practices.

Consequences

Where possible, logical consequences will follow the breaking of rules e.g.

- Students found littering will be asked to pick up rubbish.
- Students who bring mobile phones to school will need to bring them to the front office for safe keeping.
- Students wearing makeup or coloured nail polish will be asked for it to be removed.
- Students with inappropriate writing on their school hats will be asked to remove it or buy a new school hat

Teachers will discuss the rules with students using the school's 4 values of **friendship, respect, honesty and self worth.**

- All incidents seen or reported will be followed up
- Making the yard unsafe or not enjoyable for others will result in one additional step and Time Out.
- Students who have been involved in a high risk yard behaviour incident or have had repeated Time Outs for yard behaviour will be confined to a restricted play area for one week

- Students are expected to have the step note signed by parents/carers and returned to the class teacher by the following day. A warning will be given if this does not happen and if the signed note is not returned by the second day an additional step will be given.
- Special Events e.g. camps, excursions, incursions, SAPSASA – a risk assessment will be considered for students who demonstrate sustained unsafe/ disruptive behaviours to determine their suitability to attend special events.

Out of Bounds Areas

As indicated by yellow lines and marked on the maps displayed around the school and in classrooms.

Volunteer Policy

At One Tree Hill Primary School we believe volunteers make a significant contribution to the school community, and consequently student learning, by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and expertise for students. The DfE (Department for Education) requirement for volunteers is to have a criminal history screening every three years if you are engaged in the following:

- Supporting student learning on an ongoing basis eg.
Listening to any children read
- Attending excursions
- Transporting student to and from school events
- Overnight camps/school sleepovers/billeting
- Working one on one with other people's children
- Acting as a coach or manager of teams or groups of children
- Working in the Resource Centre
- A member of school committees
- Work experience students volunteering in the preschool



Overview of Process Used to Approve Volunteers

At One Tree Hill Primary School we will exercise our right to expect all volunteers to participate in a criminal history screening.

In summary it is expected that all volunteers complete the following:

- Attend a Volunteer Training Session at One Tree Hill Primary School.
- Complete the Volunteers Agreement, including the names of two referees
- Consent to obtain personal information via the 'Child-Related Employment Screening Application' through the Department of Communities and Social Inclusion.

The Principal's decision is final in determining who is eligible to work as a volunteer at the school.

The School's Responsibilities to these Volunteers

A Staff member will be allocated to supervise each volunteer

- Accurate records will be kept of each volunteer's training
- Volunteers will be provided with induction and training as appropriate
- Supervising staff will be available to discuss volunteers concerns as they arise
- Supervising staff will meet their duty of care to students by supervising any situation where volunteers are working with students
- Informing volunteers of any changes to school routines that may impact on them.

Volunteers' Responsibilities

When working with children, volunteers are expected to exercise an appropriate duty of care and fulfill their responsibilities with respect to Responding to Abuse and Neglect.

- Volunteers will not be involved in the toileting of students
- Volunteers should understand and respect their responsibilities relating to confidentiality
- Volunteers should sign the Volunteers Book on arrival and departure, and collect and wear a Volunteer Badge either in the class room or the office
- For out of hours volunteers (eg. sports coaches) a register of the usual schedule of their involvement is kept
- Volunteers need to notify the school as early as possible if they are unable to fulfill their volunteer commitment
- Volunteers, when working with a child, need to be closely supervised and in close proximity to a staff member
- Inappropriate forms of affection or physical contact should not occur
- Children should be afforded appropriate respect, and issues of concern with regard to behaviour and learning, referred to the supervising teacher
- To maintain a positive relationship with the supervising staff member (any grievances should be managed using our school grievance procedures)

If concerns arise about a volunteer, feedback and support will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion.

Ratified through Governing Council on 6th May 2014



Harassment and Bullying Policy

Harassment and Bullying refer to behaviours that can be insulting, demeaning, humiliating, offensive or intimidating.

It can include verbal abuse in the form of belittling jokes and remarks about a person's physiology, cultural and family background, name calling, graffiti, and physical attacks.

Rationale

At One Tree Hill Primary School we believe that:

- All members of the School Community should have the opportunity to participate fully in all aspects of the School's activities
- Harassment and Bullying are major barriers to participation, teaching and learning and therefore a working and learning environment must be free from Harassment and Bullying

Statement Of Practice

The School's programs and practices must reflect an understanding of and commitment to the elimination of Harassment and Bullying.

This is supported by:

- Staff addressing issues related to Harassment and Bullying through their classroom programs, practises and methodologies
- Taking seriously and following-up complaints
 - a) Provide counselling to the harassed person
 - b) Interview people involved separately
 - c) Reassure the harassed person that it is his/her right to report the matter and that steps will be taken to make sure of his/her safety and well being
 - d) Make the harasser aware that their actions or words are unacceptable
 - e) what effect this has had and what is expected of them in the future
 - f) Follow up with both parties to ensure that harassment is not continuing
- Modelling and encouraging respect for self and others
- Providing information to the school community about acceptable behaviours and appropriate Grievance Procedures in relation to Harassment and Bullying
- The consistent implementation of the school Behaviour Management Policy in relation to Harassment and Bullying

GRIEVANCE PROCEDURES

Our School is genuinely committed to the elimination of Harassment and Bullying and will therefore support its community to have confidence to use the following grievance procedures.

In the event of harassment, (Student - Student, Adult - Student, Adult - Adult harassment), the harassed person should:

- Instruct the harasser to stop the behaviour
- Express a concern to a trusted adult

If not resolved by the above mentioned procedures then:

- Make a formal written complaint to the contact person or Principal. (A parent may do this on behalf of a student). The Principal may refer the matter to appropriate DECS personnel.

Grievance Procedures for Parents/Carers

Issues of concern that you may have regarding your child's education are most effectively dealt with if they are raised in the following ways:

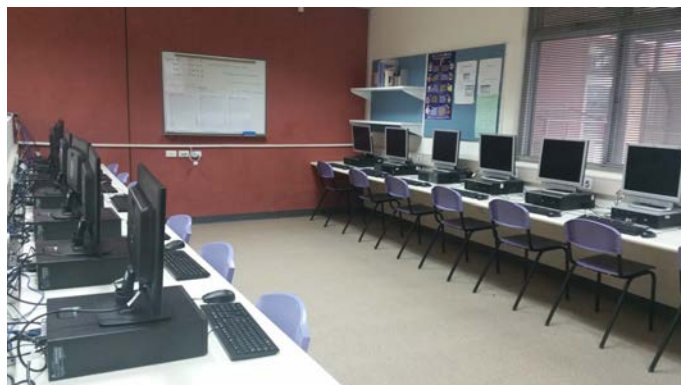
- ❖ General school matters are most appropriately raised with members of the school council, staff or the principal.
- ❖ All personal matters (eg concerns regarding student, parent or staff issues) should be raised directly with the school in a confidential manner, through the class teacher in the first instance.

The following guidelines are to assist you if you have a concern.

1. Make an appointment to see the class teacher involved. If after your meeting, you consider that the issue is still unresolved - it is important that you state this to the teacher at the end of your discussion.
2. You can then make an appointment to speak with the Principal. Please advise, when you make the appointment of the issue you wish to discuss. This will allow time for information to be gathered and will facilitate the process.
3. Meet with the Principal. Results of the meeting may be that....
 - the situation is monitored
 - further discussions with the people involved are necessary
 - outside support for the child is sought
 - personnel such as a social worker, educational psychologist may be involved
4. If you are still dissatisfied with the outcome of the meeting - express your concerns to the Principal. If no further issues are raised - it is reasonable for us to believe the matter has been resolved.
5. If after going through Steps 1-4 you are still dissatisfied with the outcome or the process, contact the District Superintendent or the District Coordinator who will act as mediator in an attempt to resolve the situation.

It is important that grievances are kept confidential and although at times you may wish to seek the support of friends or advocates, it is importantly to do so with caution.

Remember the school can only deal with issues that are raised in ways outlined above. If we do not receive information we can only assume that all is well.





One Tree Hill Primary School Map

