



Andrews
Creek
PRIMARY SCHOOL

2021

Parent Information Handbook



[1]



Andrews
Creek

PRIMARY SCHOOL

Learn *Inspire* Shine

The motto at Andrews Creek Primary School is

Learn Inspire Shine

Learning is central at Andrews Creek Primary School. Engaged learners are **inspired** and empowered to choose their direction in life. Inspiration leads to connection, creativity and passion which, in turn, leads to excellence. Excellence in everything enables students to **shine**.

We support each learner to be a shining STAR:



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INTRODUCTION

Welcome to Andrews Creek Primary School. We are a rural school situated on the beautiful North West Coast of Tasmania. We pride ourselves in our commitment to excellence, both within and outside the classroom. All teachers deliver a teaching program supported by the Australian Curriculum and enriched by varying opportunities of differentiated learning strategies.

One of our unique learning opportunities involves our Andrews Creek Environmental and Sustainability initiative. This initiative caters for students with a keen interest in the environment and sustainable living. Students are provided with opportunities to develop skills, awareness and understanding to contribute to the maintenance of this area.

Currently we have 159 students who attend our school. These students are distributed throughout Kindergarten to Grade 6. We are also a “Launching into Learning” school, offering weekly sessions for pre-schoolers birth to 4, prior to formal introduction of Kindergarten for 4 to 5 year olds.

With strong community links and engaged parents, Andrews Creek Primary School provides a positive and enriching learning experience for all students.

At Andrews Creek Primary School we...

Learn Inspire Shine



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Learn Inspire Shine

SCHOOL TIMES

Students are welcomed into their classrooms at 8.25am. Playground supervision commences at 8.40am.

School Starts	8:55am
Daily Fitness (P-6)	8:55-9:10am
Morning Block	9:10-10:45am
Recess Break	10:45-11:15am
Middle Block	11:15-12:50pm
Lunch in Class	12:50-1:00pm
Lunch Break	1:00-1:40pm
Afternoon Block	1:40-2.55pm
School Finishes	2:55pm

TERM DATES FOR 2021

Term 1	Wednesday 3 February	-	Friday 9 April
Easter break	Friday 2 April	-	Tuesday 6 April
Term 2	Monday 26 April	-	Friday 2 July
Term 3	Tuesday 20 July	-	Friday 24 September
Term 4	Monday 11 October	-	Thursday 16 December

Student Free Days

Tuesday 2 February
Thursday 1 April
Monday 19 July
Friday 29 October

LEVIES

Andrews Creek Primary School's levies are payable at the start of the school year, however arrangements can be made for term by term payments if required. Information relating to financial assistance is available from the office. Levies cover the cost of equipment used in the classroom, local excursions, cultural performances and the Learn to Swim Program. A copy of ACPS Levies Policy is on our website under "Our School, School Policies tab". <https://andrewscreekprimary.education.tas.edu.au/index.php/school-policies/>

STUDENT ASSISTANCE (STAS)

From Term 1 2021 , all families that are eligible for a Centrelink Health Care Cards, Centrelink Low Income Health Care Card or Pensioner Concession Card will be eligible for STAS (Student

Assistance Scheme). If you are eligible for STAS you do not have to pay school levies.

Applications for STAS will be open in early Term 4 2020. More information can be found at:

<https://publicdocumentcentre.education.tas.gov.au/library/Shared%20Documents/Public-FAQs-School-Levies-and-Charges.pdf>

AFTER SCHOOL CARE

Unfortunately we do not have after school care available at ACPS however we recommend St Patrick's After School Hours Care in Latrobe. You can contact them on 6426 3048. One of our Andrews Creek Primary School buses will take children to St Patricks Catholic School where an educator comes out to greet them off the bus and walk them to the school hall. They close at 6.30pm and also run Vacation Care program during holidays.

THE ARTS

Students from Kindergarten to Grade 6 participate in specialist programs within The Arts Learning Area, including opportunities for Music, Drama, Visual Arts and Dance.



ASSEMBLIES

Whole school Merit Assemblies are held twice a term in the school hall. These assemblies give students the opportunity to share and celebrate their learning activities. Dates are advertised in the school newsletter and all parents and carers are most welcome to attend once COVID restrictions are eased.

Special Assemblies may be held for events such as ANZAC Day, Remembrance Day and End of Year.

ATTENDANCE / ABSENCE FROM SCHOOL

Every day counts! Under the new Education Act, you must ensure your child attends school on all days unless you have a reasonable explanation. Student attendance at school is essential to ensure continuity and consistency for students' learning. It is a legal responsibility that schools maintain an accurate record of all student attendance. Principals and staff have a duty of care towards students attending our school. We appreciate parents / carers phoning the school office or sending a Skoolbag notification by 9.00am if your child is sick or away from school for any reason. If a student is identified as having an 'unexplained' absence, then the school will make contact for an explanation. Students will now be recorded as an "unauthorised absence" if the reason they are away does not meet the meet with the Department's guidelines. For more information, refer to the Attendance Policy on our website or a copy can be collected from the office. Medical certificates are required after five, non-consecutive absences have been recorded for the year.

BOOK CLUB

Parents / carers are able to order books for their children from the Scholastic Book Club through their LOOP online ordering system. Catalogues are sent home several times per year.

BUS SERVICE / ROUTES / CODE OF BEHAVIOUR

Our school is serviced by three Merseylink Coaches. For any enquiries please call Merseylink Coaches on 6427 7626.

Our bus routes/time will be changing in 2021 and we will be communicating this information to our parents/carers as soon as it is made available.

Buses arrive at school between 8:25am and 8:45am.

Buses depart school between 3:00pm and 3:05pm.

To ensure the safety of our students, all students using a bus service are marked off a bus list. Students will be asked each day if they are 'bus' or 'pick up'. If your child is being picked up or needs to change buses, a note or phone call to the school is essential. If the student is unsure of their travel arrangements home, we will use the information provided by you at the beginning of the year on the "Student Travel Arrangement" form. Please see the office staff for more information. Students travelling on buses will need to sign an ACPS Bus Code of Behaviour form also. A Bus Code of Behaviour form will need to be signed by students travelling on school buses early in Term 1.

COLLECTING STUDENTS DURING SCHOOL HOURS

Parents / carers who need to collect students from school during the day, should arrange to do so by; seeing the classroom teacher beforehand, sending a note or via a telephone call to the school on 6428 4088.

Parents / carers are asked to **collect their child from the front office** and **NOT** go over to the classrooms. This helps to ensure our teaching and learning environment is not unnecessarily

interrupted. Please record the time and name of the person collecting the child in the “Students in and out book” located at the school office. Parents / carers are also required to sign the student back in, if they are returning back to school.

COMMUNICATION

- **Fortnightly Newsletter**

Each alternate Thursday a newsletter is created and uploaded onto Skoolbag and our internet web page. This newsletter is available as a paper copy on request. Spare copies are available from the office. You are encouraged to read these carefully as the newsletter is a most important avenue of communication between the school and home. Thursday is also the day when any other important notices will be sent home with your child.

- **Communication Diaries**

Each student has a communication diary which can be used to exchange notes between home and school. Please check your child’s communication diary every day, and parents / carers are encouraged to send any messages to the teacher via the diary.

- **Skoolbag App**

This is a mobile app for our school to communicate directly with parents / carers. It works on both smart phones and smart devices (such as iPads and Android tablets). It is used for school alerts, events, newsletters, documents, and school social media (Facebook, Twitter). The app can be downloaded from the “App Store” icon on your Apple device. For Android users, sign up with a Google account before installing the app. Contact the office if more information is required.

- **Web Site**

The school has a website, <https://andrewscreekprimary.education.tas.edu.au> to provide information for both families of current and prospective students. This will also have other interactive apps for parents / carers, such as Skoolbag and links to our Facebook page.

CULTURAL VISITS

Students have the opportunity to experience a number of visiting dramatic and musical productions during the year. The cost is covered in student levies at the beginning of the year.

CURRICULUM

Quality teaching and learning is our main priority at Andrews Creek Primary School. Our Kindergarten program is based on the Early Years Framework and our Prep - Grade 6 students are taught the eight learning areas of the Australian Curriculum.

Teaching our students to be Literate, Numerate and Work Scientifically are our teaching priorities. We do this through both explicit instruction and inquiry units with an emphasis on sustainability. Our teachers have a wonderful range of teaching and learning resources they can use to support their classroom programs, including our Andrews Creek outdoor classroom with adjoining creek and farm resources and extensive ICT resources. Teachers and Teacher

Assistants strive to provide engaging, purposeful learning programs that are personalised for each of our learners. Individual students are also supported through a range of intervention and extension programs coordinated by a dedicated Support Teacher. Embedded within our school way of working is learning to be an Andrews Creek Shining **STAR** – Safe, Thoughtful, Always try your best, Respectful.

ENROLMENT

The Department of Education determines the ages at which children are eligible to attend school. These are as follows with the age of admission taken from 31 December in the year prior to admission.

If children turn 4 by or on December 31, they attend Kindergarten the following year.

When children are first enrolled at school, a student Enrolment Application form is completed. An original birth certificate, proof of immunisation, and the enrolling parent / carer's proof of identification and address, is required when enrolling for the first time in a Tasmanian government school. The enrolment form includes name/s of contact people, should there be an emergency. It is vital that the school be notified of any change in circumstances or any information relevant to the child. This information is treated as confidential.

EXCURSIONS

Teachers organise class trips to enhance children's learning. These excursions may take the form of walks around the local area or bus trips. All are planned around a learning focus being studied in the classroom, and provide the firsthand experience which is considered an extremely valuable part of children's learning. The cost of local excursions is covered by the levies paid at the beginning of the year.

HATS

Our Sun Smart Policy has been developed to ensure that all students, staff and parents / carers attending this school, are protected from skin damage caused by the harmful ultra violet rays of the sun. Sun Smart broad brim or legionnaire hats must be worn by all students when they are outside during Terms 1 and 4. These are available at the school office for the cost of \$9.00 for wide brim hats and \$8.00 for legionnaire hats. Kindergarten children will be given a hat, free of charge, on the first day of school. For health reason we discourage the sharing of hats. Students without hats will be restricted to shade areas at recess and lunch times. Sunscreen lotion is available in each classroom for children to use or they may bring their own if they wish.

Parents / carers of younger students are encouraged to apply sunscreen to their child before school.

HOME READING PROGRAMS

One of the most important roles parents / carers can have in supporting their children at all stages of reading development, is to continue to read to them often! Our Home Reading program is an important way parents / carers can support their children's reading development. Our priorities are to support our children to develop a love for reading and to ensure they are reading for meaning and understanding.

Children who are developing their reading skills will be regularly bringing home books to read to their parents / carers. As children develop we encourage them to accept responsibility to regularly return and change their books.

All children are encouraged to borrow books weekly from our library to read and share with parents / carers at home.

Please always feel welcome to discuss with your child's teacher how we can support you and your child in their Home Reading program.

Ways Parents / Carers Can Support their Children's Learning at Home Include:

- Reading to or listening to children read regularly, involving them in conversation and questions about the books they read.
- Encouraging children to practice writing their spelling words from memory, (don't let them see the word just before they write it).
- Encouraging children to develop their vocabulary of words they know and when to use them in sentences and thinking of alternative words that mean the same thing.

Please always feel welcome to discuss with your child's teacher, how we can support you to support your child's learning at home.

KINDERGARTEN

Children starting Kindergarten in 2021 must have turned 4 by 31 December 2020. Our Kindergarten days for 2021 are: Monday, Tuesday, Thursday and Friday 8:55am – 2:55pm. Students only come 3 out of 4 of these days. You will be informed of your child's day prior to the end of 2020.

Kindergarten is a very important year of schooling as it often forms the basis of the child's attitude to school and learning. It is important for your child to enjoy coming to school and to be prepared to sample many new, exciting and challenging experiences. Play continues to be a very important part of a Kindergarten child's learning.

It helps them make sense of their world and develop essential understandings and skills that will support them to become lifelong learners and active participants in society. Andrews Creek Primary School offers a safe indoor and outdoor Kindergarten play space that provides for each child's learning and growth.

PRE-KINDER PROGRAM

Our Pre-Kinder program operates in Terms 3 and 4. Pre-Kinder children and their families are invited along for sessions of craft, indoor and outdoor play experiences, stories and songs. This is a valuable opportunity for children to become familiar with the Kindergarten environment and the faces of other people they are likely to be starting school with.

Please leave your name and contact details at the office if you have a Pre-Kinder aged child, so that you may receive information about dates of the sessions.

LAUNCHING INTO LEARNING PLAYGROUP

In 2021, our 'Launching into Learning' is a playgroup on Wednesday mornings. We hope that all local families with children aged birth to 4 years will come along and join into our 'Launching into Learning' program. Families are asked to bring along a piece of fruit for a shared morning tea break.

LIBRARY

All children are encouraged to borrow books and each class is allocated a library time each week. During that time the children are assisted in the correct use of library facilities, as well as studying authors and different genres. The use of a library bag, which will protect books, is encouraged. Library bags are available for sale from the school office for \$5.00.

LOST PROPERTY

Parents / carers are requested to ensure that all clothing and equipment which comes to school is suitably named. All attempts will be made to find the owner of lost property which is held at the office.

LUNCHES / CANTEEN

Here at Andrews Creek Primary School we teach students to develop an understanding of healthy foods and what is needed for a good balanced diet. As we are a Move Well Eat Well school we encourage parents / carers to consider this when organising children's lunch at school. Children may bring a cut lunch or order from our canteen on Wednesdays which is run by a parent volunteer. Canteen orders should be written on brown paper bags (that can be found in classrooms) along with correct money, name and class. Orders need to be at the office by 9:00am each Wednesday, and **NO LATE ORDERS WILL BE ACCEPTED**. Classrooms are equipped with microwaves to enable students to re-heat leftovers at lunch time. **For safety (using boiling water) and time reasons, we cannot make students 2 Minute Noodles.**

MEDICAL PROCEDURES

- **First Aid and Emergencies**

School staff attend to minor first aid situations. For more serious injuries or illness, parents / carers are notified and if necessary, an ambulance will be requested immediately.

- **Medication**

It may be necessary for children to take medication whilst at school. In this instance both doctor and parent / carer permission is necessary. Please contact the school office for more details. It is important that you inform the school of any changes to your child's medical condition as soon as possible.

Staff are not authorised to administer prescription medication to students without written permission from a doctor and a parent / carer. Non-prescription medication also needs parent / carer authorisation. This permission must detail the type of medication, the dosage and the times it is to be administered. Forms are available from the office.

- **Infectious / Contagious Diseases**

From time to time children come into contact with a range of contagious diseases. The highly contagious natures of conjunctivitis, head lice, slap cheek, foot and mouth, scabies, whooping cough and school sores require medical treatment and exclusion from school until treated.

Childhood diseases such as measles, mumps and chicken pox, require the child to be excluded from attending school for a period of time.

It is very helpful if parents / carers let us know in the event of their child contracting an infectious disease. Further information regarding infectious diseases is available for the school office.

MOBILE PHONES AND DEVICES

Where possible we ask that students do not bring mobile phones or devices to school. Messages for students can be communicated through our office. If children must bring a mobile phone or device to school for before and after school safety / security reasons, they must leave it at the office for safe keeping to help ensure our teaching and learning environment is not unnecessarily interrupted. There will be a form to complete by the parent/carer and student if a device is needed to be brought to school.

MONEY

When children bring money to school, it needs to be in an envelope with the child's name and class clearly written on the front along with the reason the money has been sent. Money is not left in students bags during the day.

ORIENTATION

Grade 6 students are provided with an orientation program at the school they will be attending. An extensive orientation program is provided for our local Latrobe High School and will run in Terms 3 and 4. Parents / carers wanting their child to attend a high school other than Latrobe High School, need to take responsibility for communicating with this high school.

PARENT / CARER INVOLVEMENT

The partnerships developed between teachers and parents / carers are vital in supporting the achievement of students' learning outcomes. Parents /carers are their child's first and most important teacher, and at Andrews Creek Primary School we provide many opportunities for parents / carers to have a continuing role in their children's education.

- **Andrews Creek Primary School Association:**

Our School Association is an active, supportive group that consists of representatives of parents / carers and staff. It is the legally constituted body that administers and manages the vast range of operations and activities that may be undertaken by our school community. One of the main purposes which guides the work of our School Association is supporting parent / carer engagement. Please contact the office if you would like to know more about this group.

- **Parent - Carer / Teacher Communication:**

Parents / carers are encouraged to keep in regular communication with their children's class teacher. This may occur through many ways, for example: newsletters, communication books, a phone call, parent – carer / teacher interviews, email or informal face to face discussions.

- **Parent / Carer Help:**

Parents / carers are encouraged to become involved in developing partnerships with the school to support student learning in a variety of ways. Involvement may be in the form of assistance in the classroom, on class excursions or at sports carnivals.

If you wish to participate in this helpful and rewarding opportunity, please contact your child's teacher.

All parents – carers / visitors to the school **MUST** use the main entrance, sign in and out the Visitor's Book and wear a visitor's badge. In the event of an emergency, we will then be able to locate any person within the school quickly.

- **Registration Working with Vulnerable People (RWVP):**

All Tasmanian Department of Education school-based employees, volunteers, adult age students and others such as contractors, who work or operate in government schools and/or libraries, are required to obtain a RWVP prior to commencement of their role. This forms part of the process of ensuring that the Department fulfils its duty of care responsibilities and provides a safe environment for students, staff and visitors.

All RWVP must be renewed every three (3) years – this is done by completing an online form on the Tasmanian Justice website – www.justice.tas.gov.au/workingwithchildren

Parents / carers are asked to bring their RWVP card to the office once it has been received to be copied and kept on file. If you need any help with this, please contact the office.

PARKING and TRAFFIC

The space available for car parking at the school is quite restricted. Parents / carers are asked not to park in the lay-by as this makes it difficult for other cars to move through. The drop off area is near the entrance to Kindergarten. Please encourage your children to walk in front of your car so that you know when they are safely at the front door of the school. Students are required to wait on the stairs at the end of the day until their ride arrives.

PLAYGROUND SUPERVISION

The playground is supervised by staff before school hours, at recess, at lunch and at bus times. In the morning, staff supervision does not commence until 8.25am.

Staff are on playground duty before school, recess and lunchtime. Our Kindergarten students play in the Kindergarten yard for Terms 1, 2 and 3. During Term 4, Kindergarten students are supported to play in the main playground. On wet days, class teachers share supervision of the students in their own classrooms.

POSITIVE BEHAVIOUR SUPPORT POLICY

At Andrews Creek Primary School we believe individuals are accountable for their behaviour and actions. They have the responsibility to act and behave in a manner which maintains the social, emotional and physical health and rights of all members of the school community.

Social and emotional competence is associated with greater wellbeing and improved school performance. Developing this in our students is the collective responsibility of school staff, parents / carers and the wider community.

Our School-Wide Positive Behaviour Support is based on the Values of being an Andrews Creek Shining STAR - Safe, Thoughtful, Always be your best, Respectful.

We use a "Traffic Light Card System":

- A green card is used when a positive incident occurs;
- An orange card is used when an incident occurs that requires exiting students from the classroom or playground; and
- A red card is used when a serious incident occurs that requires immediate assistance.

ACPS also uses a student STAR Post Card which is mailed home if the student is being recognised for outstanding behaviour.

PHYSICAL EDUCATION

A Physical Education teacher spends time with each class from Prep to Grade 6 on a timetabled basis. Children who are unable to participate in Physical Education on any particular day, should bring a note explaining why they are not able to participate.

- **Daily Fitness**

All classes take part in the Daily Fitness program which is designed by our Physical Education teacher and led by Student Sports Leaders, under the supervision of class teachers. It runs for 10 minutes each morning starting at 8.55am. This program is designed to get all students actively engaged in physical activity to improve cardio-vascular fitness, health and wellbeing.

- **Athletics and Cross Country Teams**

Student representatives are selected to participate in North West Primary Schools Cross Country and Athletic Carnivals. Our Athletic Carnival is usually held in Term 1 and our Cross Country event is usually held in Term 2.

All students are encouraged to participate in these fun days, and as with many other activities, parents / carers are very welcome to attend as helpers, spectators and participants in novelty events.

- **Out of Hours Sport**

Our students participate in a wide range of sports within our school, as well as with other primary schools. Sporting clinics are available in several sports and information from individual clubs is advertised through our newsletter.

- **Sports Leaders**

Grade 5/6 students are eligible to apply for a Sports Leader position at the beginning of each year and again halfway through the year. Sports Leaders lead Daily PE programs and assist in preparing carnivals.

- **Swimming and Water Safety Program**

The school participates in the Department of Education's Swimming and Water Safety program for all students in Grades 3 to 5. There is also a school based program for the Prep to Grade 2 and Grade 6 students. These programs are part of the curriculum and the costs are included in the levies.

REPORTING

- During Term 1, parents / carers receive a Progress Statement to let them know how their child is settling in and alert them to any concerns.
- A mid-year, full written report will be issued by the end of July in Term 2, along with the offer of a parent – carer / teacher interview. This is an ideal time for parents/ carers and teachers to discuss student goals for their learning.
- A summary of the year's results will be sent home in mid-December. This timing gives parents/ carers the chance to talk to teachers before the end of the school year.

At other times, parents / carers should feel free to discuss their child's progress with teachers. Please phone the school to arrange an appointment.

SCHOOL BANKING

- The Commonwealth Bank provides a school banking program at the school each Wednesday. To get started, parents / carers need to set up a Youthsaver account. This can be done in the following ways:
 - **Online** - Existing Commonwealth Bank customers log in to netbank.com.au;
 - **In Branch** – visit any Commonwealth Bank branch with identification for you and your child;
 - **Over the phone** – Call 13 2221 to open a Youthsaver account over the phone; or
 - **Application form** – Download an application form from commbank.com.au/schoolbanking and go to the 'For Parents' tab.

SCHOOL SUPPORT SERVICES

The school has access to the following support personnel:

- School Psychologist
- Social Worker
- Speech Pathologist

Referrals are made through the Principal after consultation with the class teacher.

STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM

Situated in the heart of prime agricultural land, Andrews Creek Primary School strives to develop and maintain close connections between its students and the natural environment; instilling a genuine appreciation for the important role sustainability plays in our lives.

All classes are involved in maintaining and celebrating our “creek area” throughout their time at Andrews Creek Primary School and students can participate during their Personal Interest class. Students can also choose to be involved in the Stephanie Alexander Kitchen Garden program (SAKG) during their Personal Interest classes for Grades 2-6 students. The program formalises our teaching of the importance of food production and preparation and develops close links with our school community. Come and walk around one of our many gardens and help us pull a weed or harvest the produce to be shared with our students, volunteers and staff.



SCHOOL UNIFORM

Andrews Creek Primary School prides itself on our vibrant and neat uniform. A number of options are available to all students. Uniform items are available for purchase through the office. Some second hand clothes are also available. Please ensure **all** articles of school uniform are clearly named. Lost property is stored at the office and we will endeavour to return these if the names are visible. There is a copy of the ACPS Uniform Policy on our website under the “Our School, School Policies tab”. <https://andrewscreekprimary.education.tas.edu.au/index.php/school-policies/>

<p style="text-align: center;">GIRLS - SUMMER UNIFORM</p> <ul style="list-style-type: none"> *School dress *Navy shorts *Short sleeve polo top *Rugby top *Navy hat – legionnaire or wide brimmed style *Plain black shoes *Navy ankle socks 	<p style="text-align: center;">BOYS – SUMMER UNIFORM</p> <ul style="list-style-type: none"> *Navy shorts *Short sleeved polo top *Rugby top *Navy hat – legionnaire or wide brimmed style *Plain black shoes *Navy ankle socks
<p style="text-align: center;">GIRLS – WINTER UNIFORM</p> <ul style="list-style-type: none"> *Winter skirt with navy stockings *Navy trousers *Long sleeved polo top *Rugby top *Soft shell jacket with hood *Plain black shoes *Navy ankle socks 	<p style="text-align: center;">BOYS – WINTER UNIFORM</p> <ul style="list-style-type: none"> *Navy trousers *Long sleeved polo top *Rugby top *Soft shell jacket with hood *Plain black shoes *Navy ankle socks

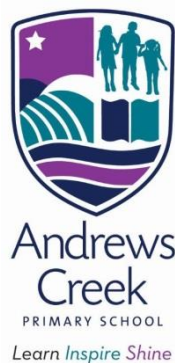
****Kindergarten students are all provided with a hat when they start school.**



VISITORS / VOLUNTEERS

All visitors and volunteers must sign the “Visitor’s Book” and collect a visitors badge from the school office. This is a security and liability issue and the procedures are designed to protect the safety of children. Also in the event of an emergency, we will then be able to locate any person within the school quickly.

All volunteers must also have a current “Registration to Work with Vulnerable People Card” and a copy needs to be held at the office.





Andrews Creek Primary School
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Phone: (03) 6428 4088
<http://andrewscreekprimary.education.tas.edu.au>



Tasmania
Explore the possibilities