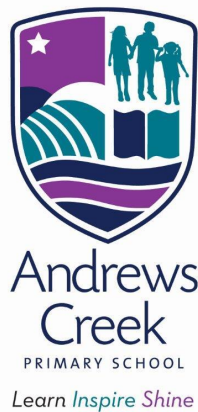




Andrews
Creek
PRIMARY SCHOOL

Parent Information Handbook





Our 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 an Andrews Creek shining STAR:



INTRODUCTION

Welcome to Andrews Creek Primary School. We are a rural school situated on the beautiful Northwest Coast of Tasmania. We pride ourselves in our commitment to excellence, both within and outside the classroom. All teachers deliver a high-quality 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 184 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



Andrews
Creek

PRIMARY SCHOOL

Learn Inspire Shine

SCHOOL TIMES

Students are welcomed into their classrooms at 8.30am. Playground supervision commences at 8.30am.

School Starts	8:55am
Morning Block	8.55am - 10:45am
Recess Break	10:45am - 11:10am
Middle Block	11:10am - 12:40pm
Daily Fitness (P-6)	12.40pm - 12.55pm
Lunch Eating Time	12:55pm - 1.05pm
Lunch Break	1.05pm - 1:35pm
Afternoon Block	1:35pm - 2.55pm
School Finishes	2:55pm

TERM DATES FOR 2026

Term 1 Thursday 5 February - Friday 17 April
(Easter Break) Friday 3 April - Tuesday 7 April

Term 2 Monday 4 May - Friday 10 July

Term 3 Monday 27 July - Friday 2 October

Term 4 Monday 19 October - Friday 18 December

Student Free Days

Friday 5 June

Friday 30 October

AFTER SCHOOL CARE

We do not have on-site Out of School Hours Care at ACPS however our school buses travel to and from Latrobe each day. To arrange Before and After School Care for your child in the Latrobe area please contact:

- [Latrobe St Patrick's | CatholicCare Tasmania](#)
- [Home - Lady Gowrie Tasmania](#)

ASSEMBLIES

Whole school Merit Assemblies are held twice a term in the school hall. These assemblies give us the opportunity to share and celebrate various achievements and awards. Special assemblies are held for events such as ANZAC Day, Remembrance Day and End of Year. All parents and family members are welcome to attend. Families of students receiving an award at assembly will be notified by the class teacher via Seesaw prior to the event.

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 require parents/carers to phone or email the school office or send a Seesaw notification before 8.30am if your child is sick or away from school for any reason.** Please be mindful when sending teachers a Seesaw that they may not see the message after 8.30am.

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 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 can order books for their children from the Scholastic Book Club through their LOOP online ordering system. Only students with ACPS Book Vouchers are to bring their orders to the office for ordering.

<https://mybookclubs.scholastic.com.au/Parent/Login.aspx>



Catalogues are sent home twice a term.

BUS SERVICE & CODE OF BEHAVIOUR

Our school is serviced by two Kinetic buses. For any enquiries, please call Kinetic on 6427 7626 or by checking: <https://www.wearekinetic.com/au/devonport-north-west/schools/andrews-creek-primary-school>

Bus No 9 – Squeaking Point, Thirlstane and Port Sorell with an interchange to Shearwater and Hawley.

Bus No 66 – Wesley Vale, Frankford Hwy, Beer Street, Northdown, Sassafras, Harford, Bakers Beach, LPS, Latrobe High School and Moriarty.

Buses arrive at school between 8:40am and 8:50am.

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' through drive through or courtyard. If your child's transport plans change throughout the day, please contact our school office so that your child can be advised and our records updated.

A Bus Code of Behaviour form will need to be signed by students travelling on school buses early in Term 1. It is our expectation that all students adhere to the Bus Code of Conduct while travelling on the bus.

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 Seesaw message or calling the school on 6428 4088.

Parents/carers are required to **collect their child from the front office** and **NOT** go to the classrooms. This helps to ensure there are no unnecessary disruptions to the teaching and learning environment. Please sign students in if they are late, or out if leaving early, using the computer kiosk located outside the school office.

COMMUNICATION

- **Fortnightly Newsletter**

Each alternate Thursday a newsletter is created and uploaded to our ACPS web page. You are encouraged to read these carefully as the newsletter is the 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.

- **Website**

The school has a website, [Andrews Creek Primary | Department of Education](#), to provide information for both families of current and prospective students. This will also have other link for parents/carers, such as our Facebook page and newsletters.

- **Facebook**

The school has a Facebook page that we use to share and celebrate various activities.



- **Seesaw**

Seesaw is used in each class to share learning, celebrate student achievements, and serve as a communication tool between parents and teachers. At the start of the year, class teachers will send a letter home with details on how to download the app and access your child's learning portfolio.



CULTURAL VISITS

Students have the opportunity to experience a number of visiting drama 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 a range of learning areas from the Australian Curriculum.

Our commitment is to inspire and engage all learners to learn more, every day in all curriculum areas. We do this through both explicit instruction and inquiry units with an emphasis on sustainability. Our teachers have an extensive range of teaching and learning resources they can use to support their classroom programs, including our Andrews Creek outdoor classroom with adjoining creek and 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 Andrews Creek Shining **STARS** – Safe, Thoughtful, Always be your best, Respectful, Super Attender.

DIGITAL TECHNOLOGY

We are very fortunate to have a range of technological opportunities available for teaching and learning. All classrooms have either a large screen Smart TV or Interactive Whiteboard. All students from Grades 3 to 6 have a laptop allocated to them at the start of the school year. We also have Blue-Bots, Dash-Bots and Micro-Bits.

Andrews Creek Primary School is an eSmart accredited school and has a strict Acceptable User Agreement, which all students must agree to and sign before accessing any technology at school. After these agreements have been read over and signed by students, they are sent home for parents to sign and to ensure both they and their child are aware of the expected safe behaviours for children while using technology. Cyber safety and anti-bullying education are embedded as part of our regular teaching program with Mrs Hinds in Digital Technologies, an Australian Curriculum subject for students in Years 1-6. In Year 1, students begin by recognising the importance of being safe online. By the end of Year 6, students are expected to achieve standards including understanding how to use digital systems safely, responsibly, and ethically; protecting personal information; and recognising and responding to online risks.

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 31 December, 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 a need to make contact. 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.

ENVIRONMENTAL PROGRAM

We are very fortunate to have such a wonderful natural resource with the creek running through part of our school grounds. Throughout the year, students participate in a range of learning activities under the guidance of a science teacher, where they can observe, explore, and engage with the natural world through an authentic, "hands on" approach. The area has a structured path that surrounds the creek, as well as an outdoor interactive classroom. The creek is also home to burrowing crayfish which provides a unique learning opportunity for our students.

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. **ACPS sun smart broad brim or legionnaire hats must be worn by all students when they are outside from September 1 – April 30.** These are available at the school office for the cost of \$8 - \$14. Kindergarten children will be given a hat, free of charge, on the first day of school. For health reasons, we do not allow 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. Parents/carers of younger students are encouraged to apply sunscreen to their child before school.

HEALTH AND WELLBEING

Our Health and Wellbeing teacher spends time with each class from Prep to Grade 6 on a timetabled basis. Classes consist of a combination of Physical Education (PE) and Health/Wellbeing lessons. 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 Health and Wellbeing teacher and led by Student Sports Leaders, under the supervision of class teachers. It runs for 15 minutes each afternoon starting at 12.40pm.

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**

Our Athletic Carnival is usually held in Term 4 and our Cross Country event is usually held in Term 2. It is our expectation that all students participate in these fun days. Student representatives are selected from Grades 3 to 6 to participate in Northwest Primary Schools Cross Country and Athletic Carnivals, which are usually held a few weeks after our school event. We welcome parents, carers, and other family members 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 and local sports rosters are available in several sports and information from individual clubs is advertised through our newsletter.

- **Sports Leaders**

Grade 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 Fitness programs and assist in preparing carnivals.

- **Swimming and Water Safety Program**

The school participates in the Department of Education's mandatory Swimming and Water Safety program for all students in Grades 3 to 5. There is also a school-based program for Prep to Grade 2 and Grade 6 students. These programs are part of the curriculum, and the costs are included in levies. This will be occurring in Term 4 in 2026.

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.

Students in Prep to Year 2 are encouraged to take decodable books home to practise their reading skills. Alongside this, they may bring home activities aligned to UFLI (University of Florida Literacy Institute) to reinforce phonics and foundational reading skills.

Once students have developed strong phoneme-grapheme knowledge and understand the code, they are encouraged to choose books they enjoy to foster a deeper love of reading.

Children who are developing their reading skills will be regularly bringing home books to read to their parent/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:

- Supporting UFLI practice activities sent home to reinforce phonics and foundational reading skills.
- Reading to or listening to children read regularly, involving them in conversation and questions about the books they read.
- Encouraging children to practice their reading words from memory.
- 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.

KITCHEN GARDEN PROGRAM

The Kitchen Garden program formalises our teaching of the importance of food production and preparation and develops close links with our school community. Throughout the year, students from Kinder to Grade 6 have the opportunity to work in our garden and use the seasonal produce to create a variety of dishes. 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.



KINDERGARTEN

Children starting Kindergarten in 2026 must have turned 4 by 31 December 2025. Our Kindergarten days for 2026 are: Tuesday, Wednesday and Friday 8:55am – 2:55pm.

Kindergarten is a very important year of schooling as it often forms the basis of the child's future 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.

LAUNCHING INTO LEARNING PLAYGROUP

In 2026, our Launching into Learning is having a playgroup session on Thursday mornings. We hope that all local families with children aged birth to 4 years will come along and join our Launching into Learning program. We will advertise our start date for 2026 in Term 1.

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 Swimming and Water Safety 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/>

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.

All students are required to use a library bag to help protect books. Library bags are available for sale from the school office for \$5.00 (cash only please.)

LOST PROPERTY

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

LUNCHES – MOVE WELL EAT WELL

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. Please do not bring foods that need to be heated up as students do not have access to microwaves or toasted sandwich makers.

We are also a "water only" school so please only send water to school in your child's drink bottle.

As we have students with anaphylaxis at our school, we encourage you to speak with your child about the importance of not sharing foods and using proper hand hygiene after eating. Sharing of foods is strongly discouraged at ACPS. Class teachers will discuss with their students any concerns they have at the beginning of the year.

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 are 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. Medication needs to be bought to school in the original packaging. 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. Parents/carers need to let us know in the event of their child contracting an infectious disease.

MOBILE PHONES AND DEVICES

We discourage students from bring a mobile phone or other electronic devices to school. Messages for students can be communicated through a Seesaw message to the teacher or the office.

If children must bring a mobile phone or device to school for before and after school safety reasons, they must leave it at the office for safe keeping, helping ensure our teaching and learning environment is not unnecessarily interrupted. If you would like your child to have a mobile phone or device at school, please discuss your request with our Principal. There will also be a form to complete by the parent/carer and student.

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 to be left in students' bags during the day.

ORIENTATION: GRADE 6 TO 7

Grade 6 students are provided with an orientation program at the high school they will be attending. An extensive orientation program is provided for our local Latrobe High School and will run in Term 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 staff 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, Seesaw, email or formal and 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 and visitors to the school **MUST** use the main entrance, show their current RWVP card, sign in and out using the kiosk station at the office. In the event of an emergency, we will then be able to locate any person within the school quickly.

As of February 2024, all parent volunteers will be required to complete the DECYP Safeguarding Training each year to volunteer at a DECYP site. This training is available by following this link and only takes approximately 15 minutes to complete. Visitors will need to show their certificate of completion at their first visit of the year, and it will then be recorded at the office for future visits. The training will then need to be completed at the beginning of the following year.

[Safeguarding Training - Department for Education, Children and Young People \(decyp.tas.gov.au\)](https://decyp.tas.gov.au)

- **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 five (5) years – this is done by completing an online form on the Tasmanian Justice website – www.justice.tas.gov.au/workingwithchildren
Parents/carers are required to enter their RWVP card each time they sign in at the office Kiosk. If you need any help with this, please contact the office.

PARKING and TRAFFIC

The space available for car parking at the school is *limited*. 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. We will also have the option again of “drive through pick up” at the end of the day through the bus gates and exiting via the school oval.

Please do not park in the no parking zones outside the main bus gate or over driveways in Westwind Drive. Buses will be unable to enter the gate if cars are parked in these zones.

When exiting the school, please turn right and follow the cul-de-sac to the boom gate. Exit via this gate, turn left onto Mill Road, and then right or left onto Port Sorell Road. This helps keep traffic flowing smoothly along Port Sorell Road and makes access to the school easier before and after school. During school hours, this effectively turns Westwind Drive into a one-way street.

PLAYGROUND SUPERVISION

The playground is supervised by staff before school from 8:30am, at recess, lunch and at bus times.

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 to help with their transition to Prep. On wet days, class teachers share supervision of the students in their own classrooms.

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 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.

READING CLUB

At the start of Term 1, selected students receive an invitation from their teachers to join the Reading Club. This club offers students additional reading practice with a teacher, parent volunteer, or reading buddy to help improve their skills. Reading Club sessions are held in the library on Monday, Wednesday, and Friday from 8:30 to 8:55am. ***Students are encouraged to go directly to Reading Club before heading to class.*** Bags can be left outside the library while they practise. During each session, students select a text at their reading level and read to a buddy or adult for a few minutes before class.

Teachers at Andrews Creek Primary School consider Reading Club a vital part of our whole school reading program, which aims to support and enhance reading improvement. Families are encouraged to support their child’s attendance and foster daily reading habits at home.

RESPECTFUL SCHOOLS POLICIES

At Andrews Creek Primary, we have high expectations for learning and behaviour. We strive to be Andrews Creek Shining Stars in everything we do, in all locations and at all times: staff, students and our whole school community.

We believe everyone needs to take responsibility for their behaviour and actions.

Students

Positive and respectful behaviour is critical for student engagement and wellbeing and encourages learning and attainment. Developing this in our students is the collective responsibility of school staff, parents/carers and the wider community.

Acknowledging and celebrating positive behaviour is an important aspect of our school ethos. STARS cards are used to acknowledge students displaying outstanding Andrews Creek **STARS qualities** (**S**afe, **T**houghtful, **A**lways be your best, **R**espectful, and **S**uper Attender). We also present Learn, Inspire and Shine merit awards at each assembly.

Students who make the choice not to be an Andrews Creek Shining Star are expected to take responsibility for their actions and will face consequences, which will be determined by the severity and frequency of the action. Physical violence and bullying are **not** acceptable at any time and will not be tolerated.

We use restorative practices and principles to support our students to reflect on their behaviour, build and repair affected relationships, and to address unacceptable behaviour between students that occurs outside of school or school activities if we become aware of such behaviour.

There is a copy of the Respectful Student Behaviour Policy on our website under the “Our School, School Policies tab”.

Volunteers and Visitors

You are welcomed as a valued school member and role model for our school. While on school grounds or at a school activity, everyone has the right to be safe and be treated fairly and respectfully. Volunteers and visitors are expected to behave in a way that supports a safe school environment, in line with the school’s policy for volunteers and visitors. This means that everyone at our school agrees:

- We behave in a safe and respectful manner.
- We use constructive and appropriate language.
- We treat school property with respect.
- We work together to support learning.
- We cooperate with staff instructions and school procedures.
- We drive slowly and carefully on school property.
- We behave in line with our school’s Behaviour Policy.

If unacceptable behaviour is displayed on school grounds or at a school activity, the Principal (or their delegate) may ask the person displaying the unacceptable behaviour to leave.

REPORTING

- During Term 1, parents/carers of students in Prep to Grade 6 will receive a Progress Statement to let them know how their child is settling into their school year.
- A Mid-Year Report will be issued by the end of July in Term 2, along with the offer of a parent/carer/teacher meeting. 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.

- Also, throughout the year, teachers will share with parents/carers *Evidence of Student Learning (EoL)* in some of the Australian Curriculum areas.

These EoL will show examples of student progress against the Achievement Standard for their year of the Australian Curriculum. They will also show next steps of improvement for students in that curriculum area.

We encourage parents/carers to discuss their child's progress with teachers anytime throughout the school year. Please phone the school or contact the teacher to arrange an appointment.

SCHOOL SUPPORT SERVICES

The school has access to the following support personnel:

- School Psychologist
- Social Worker
- Speech Pathologist
- School Health Nurse

Referrals to these services are coordinated by the Support Teacher, Mrs. Serena Hinds, following consultation with the class teacher. The Support Teacher's role is to assist in the teaching and learning of students who have additional learning needs and/or a diagnosed learning disability.

SCHOOL NURSE

Our school health nurse, Debbie Knightley, is on-site every Friday. In addition to conducting Kinder health checks, Debbie will be delivering our Growth and Development Program K-6 and the Peaceful Kids program. Debbie is available for individual family or student support, so please contact the school for more information.

SCHOOL UNIFORM

Our school community expects all students to wear full school uniform every day. We take great pride in our vibrant and neat uniform. Our Uniform Policy is endorsed by our School Association Committee.

We strongly believe that all students wearing full school uniform is paramount because:

- It communicates high standards and expectation.
- It helps develop a sense of personal pride, self-discipline and feeling of belonging.
- It helps us to be identified as Andrews Creek Primary in the wider community and when representing the school.
- It helps prepare us for our future where uniforms are required, such as in high school, employment and sport.

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 for sale, cash payments only please. 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/>

UNIFORM ITEMS

School dress
Winter skirt
Navy shorts
Navy trousers
Navy skort
Short/long sleeve polo top
Rugby top
Soft shell jacket
Navy hat – legionnaire or wide brimmed style
ACPS Beanie
Plain black shoes
Navy or black socks

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

SCHOOL VALUES

At Andrews Creek Primary, we have high expectations for learning and behaviour. We strive to be Andrews Creek Shining Stars in everything we do, in all locations and at all times: staff, students and our whole school community. Students who make the choice not to be an Andrews Creek Shining Star are expected to take responsibility for their actions and will face consequences, which will be determined by the severity and frequency of the action. Some examples of what being an Andrews Creek Shining Star include:

Safe:

- * Keeping our hands and feet off others in all interactions.
- * Being aware of our surroundings.
- * Using kind and calm words to solve social problems.
- * Walking in the classrooms, courtyard and corridors.

Thoughtful:

- * Helping others.
- * Using kind words and being nice to everyone.
- * Greeting people by using their name.
- * Including others in your play or conversation.

Always Be Your Best:

- * Giving things a go even if we think it might be really hard.
- * Asking for help if you need it.
- * Taking pride in our work and doing it neatly.
- * Looking for ways to improve, learn and grow.

Respectful:

- * Using good manners by saying please, thank you, good morning and good afternoon.
- * Keeping our classroom and workspace tidy.
- * Putting our rubbish in the bin and recycling.
- * Taking turns and waiting patiently.

Super Attender:

- * Coming to school every day (and only missing days for illness or family emergencies).
- * Arriving on time and ready to learn.
- * Showing improvement in attendance.
- * Being a positive role model for attendance.

STARS cards are used to acknowledge students displaying outstanding Andrews Creek STARS qualities. When students receive a STARS card, they share it with our Principal, it is communicated in the next newsletter and it is displayed on the wall in the corridor. We have a STARS card draw each assembly, where one STARS card from each value is randomly drawn, with the winning students receiving a \$10 Scholastic Book Club voucher.

STUDENT ASSISTANCE (STAS)

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 opened in early Term 4 2025. More information can be found at:

[Student Assistance Scheme \(STAS\) \(education.tas.gov.au\)](https://www.education.tas.gov.au/stas)

STUDENT LEADERSHIP

We have many leadership opportunities in our school, at both a classroom and school level. Developing leadership skills in all students is an important part of helping them learn and grow. Leadership is a skill for life, and we ensure all students have regular opportunities to strengthen their skills. The more leadership is encouraged, the more it flourishes.

It's important for students to experience leadership opportunities during their schooling, to learn the art of building relationships, planning, problem solving and decision making. It also provides an opportunity to strengthen communication and interpersonal skills.

Some examples of student leadership at a school level include Sports Leaders, House Captains, Student Council, and Library Monitors.

THE RESILIENCE PROJECT

At Andrews Creek Primary School, we are committed to fostering the wellbeing of our students. As part of this commitment, we have implemented *The Resilience Project* as our whole-school wellbeing program.

The Resilience Project is a nationally recognised program that focuses on building emotional resilience and mental health through three key pillars (we call them GEM):

1. **Gratitude:** Encouraging students to focus on the positives in their lives, big or small, which helps cultivate a mindset of appreciation and optimism.
2. **Empathy:** Teaching students to understand and share the feelings of others, promoting kindness, compassion, and stronger interpersonal relationships.
3. **Mindfulness:** Equipping students with tools to be present in the moment, helping them manage stress, improve focus, and enhance emotional regulation.

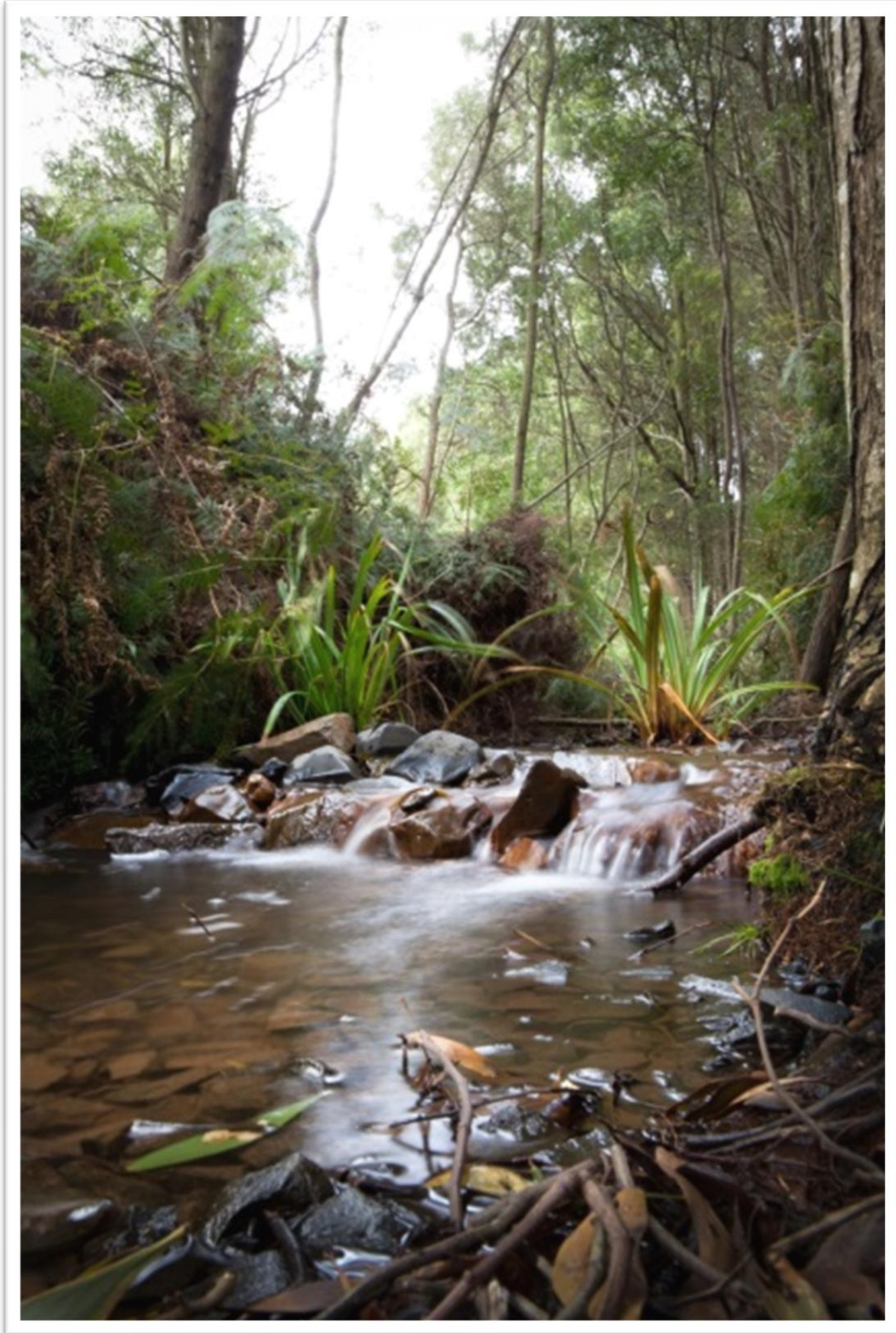
Through interactive lessons, activities, and reflections, students are empowered with strategies to develop resilience, which is essential for their mental health and wellbeing. Our aim is to help students thrive emotionally, socially, and academically.

We encourage families to get involved and practice these principles at home. For more information, or for resources to support wellbeing beyond the classroom, feel free to visit <https://theresilienceproject.com.au/at-home>.

VISITORS / VOLUNTEERS

All visitors and volunteers must sign in and out at the “computer kiosk” outside the front office. This is a security and liability issue, and the procedures are designed to protect the safety of our children and staff. In the event of an emergency, we will also 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 have completed the Department’s safeguarding need to show the office a copy of their and a copy needs to be held at the office.



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