



ALLENBY GARDENS

Primary School

Our school, our community, our future

Parent Information

Welcome

Allenby Gardens Primary School operates as a Preschool to Year 6 School, incorporating a Preschool as well as a before and after school hours program (OSHC). It is situated in the West Torrens catchment area.

There are currently around 500 students attending our Preschool and School.

At Allenby Gardens Primary School, our vision underpins our teaching and learning goals:

“In partnership with the community, Allenby Gardens Primary School strives to empower all learners to achieve excellence and develop the skills knowledge and dispositions to embrace future challenges.”

Our school values of Commitment, Honesty, Excellence and Responsibility support all students to develop life-long learner skills, knowledge, and abilities to be positive members of the school and community.

We are fortunate to have a vibrant family community, working in partnership to support all students. We continue to value this partnership and welcome families to play an active role in our school community and their child’s learning. Research highlights that parents who are active participants in their child’s learning are more satisfied with the learning achieved.

Vision Statement

“In partnership with the community, Allenby Gardens Primary School strives to empower all learners to achieve excellence and develop the skills, knowledge and dispositions to embrace future challenges.”

School Values

Confidence, Honesty, Excellence and Responsibility

School Office Hours

Monday: 8.00am - 4.00pm

Tuesday: 8.00am - 4.00pm

Wednesday: 8.00am - 4.00pm

Thursday: 8.00am - 4.00pm

Friday: 8.00am - 3.30pm

School staff can be contacted via email on dl.0473.info@schools.sa.edu.au.

Front office staff will be available between 8.00am and 4.00pm to assist families with enquiries and payments.

Visitors

All visitors must report to the front office on arrival and sign in.

Enrolment

Expression of interest for enrolment in preschool and school (Foundation) will commence in term 1 the year prior to the child starting.

Year 6 students will apply for high school through the state-wide transition process. This online transition process is managed by the primary school and will commence at the beginning of term 2. You will have the opportunity to nominate your child for up to 3 non-local high schools, as well as your local (zoned) school. You must apply by the due date.

For further information regarding enrolment please email dl.0473.info@schools.sa.edu.au

After you have accepted an offer of placement at preschool or school, you will be invited to a pre-enrolment interview or information session. At this time, you will be given an enrolment form to complete.

On the enrolment form you must provide your child's: name, date of birth and place of residence.

You must also provide:

- immunisation evidence for preschool enrolments
- any family law or court orders
- relevant visa information
- documents about health, disability, or other support needs.
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The information you provide about your child must be true and factual. The school or preschool will ask for documentary evidence, or proof, before finalising the enrolment.

The principal can withdraw an offer to enrol if parents give false information or intentionally mislead the school or preschool to gain entry.

Proof of name and date of birth

You must use one of these documents to prove your child's full legal name and date of birth:

- an official birth certificate or extract
- A passport or other travel document such as a visa, citizenship certificate or ImmiCard or other official government documents with the child's name and birth date.

If you cannot provide one of these documents, contact the school or preschool.

Proof of residence

If you own your home, you need to show both a contract of sale for the property or a recent council rates notice and recent gas or electricity bill for the property.

If you rent a home, you need to show both a rental agreement and a bond receipt lodged with Consumer and Business Services showing the current place of residence. The rental agreement should cover at least the first 12 months at the school and a recent gas or electricity bill for that property.

You must give your child's primary permanent home address, not a commercial, postal, or mailing one.

For students applying to start school for the next school year, the rental agreement must be current and also cover the entire next school year.

The rental agreement must be for the entire property. The renting of a room or rooms is not considered a primary place of residence.

If your child is living with a relative or friend, the school will ask for supporting documents such as a parenting order from the family court confirming that the relative or friend is the child's legal guardian.

The school or preschool might ask you for other supporting documents to verify your child's address, such as a driver's licence.

All schools and preschools will ask for residential documentation when they make an offer to enrol, or when the family is changing an address at the school.

If you cannot provide the requested documents, the school or preschool will decide about the legitimacy of the application. This might include asking you for other documents, to come to an interview, or to sign a statutory declaration.

Eligibility for preschool

Fifteen hours per week of preschool is available to children in the year prior to starting school. At Allenby Gardens Preschool we distribute these hours across a fortnight with children attending 30 hours per fortnight.

Children who turn 4 on or before 30th April 2023 are eligible to commence preschool at the beginning of the school year (January 2023). Children who turn 4 between 1st May and 31st October are eligible to commence preschool mid-year (term 3).

Early Entry is available under specific circumstances. Children of Aboriginal and Torres Strait Islander background can access preschool from the age of 3 years for 12 hours each week.

Requests for early entry will be assessed on a case-by case basis by the Assistant Principal: Early Years and the Principal. Early entry to preschool may be offered to children:

- with additional needs or a disability
- with significant extenuating family or individual circumstances
- with minimal English
- who are at significant risk due to family circumstances.

Children accessing early entry will attend 12 hours per week and enrolment is dependent on the availability of positions within the capacity of the preschool. If you believe your child may qualify for extra time at preschool, please feel free to discuss this with the Assistant Principal – Early Years.

In 2023 Session times will be at follows:

Group 1: Monday and Tuesday 8:30am-3:00pm and alternate Wednesdays 8:30am-12:30pm

Group 2: Thursday and Friday 8:30am-3:00pm and alternate Wednesdays 8:30am-12:30pm

Immunisation requirements

After changes to the South Australian Public Health Act 2011 (the Act), from 7 August 2020, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met (No Jab, No Play).

Starting primary school or reception

If your child turns 5 before 1 May, they can start primary school at the beginning of the year (the first year is known as reception). If your child turns 5 on or after 1 May, they can start the next year. Mid-year intake will commence in 2024.

All children must be enrolled at school by 6 years of age, which is the compulsory school starting age.

Preschool Fees

Allenby Gardens Preschool operates within the management of Allenby Gardens Primary School and therefore fees are determined by the School Governing Council. Fees are charged for all children attending Allenby Gardens Preschool to assist with the purchase of materials and service.

Preschool fees are \$180 per term or \$ 720 per year.

The Business Manager is available to discuss individual requirements in person, by email, dl.0473.finance@schools.sa.edu.au or phone on 8346 1541.

School Fees

The prescribed charge for 2022 Materials Services is \$350.00 - reception to year 6. This may vary slightly from year to year.

Additional charges may apply for items and excursions/activities that are not considered necessary for students to complete the curriculum activities, e.g. optional resources, project materials.

The governing council believes the charges are reasonable and represent excellent value for money. They are affordable for families and reflect the outstanding facilities, equipment and learning opportunities at Allenby Gardens Primary School. These funds will allow the school to continually enhance the learning experiences of our students.

Invoices will be sent home early February. Full payment is required by the last day of term 1 unless an instalment plan is approved. Allenby Gardens Primary School offers confidential discussions about payments and wants to support families the best way we can. Please contact the Financial Services Manager for more information about payment plans and other support.

The governing council conducts annual online polling to determine the legally recoverable amount of the materials and services charges. Parents and caregivers will be notified about this process and outcomes.

The materials and services charges include:

- Stationary items including books and photocopied resources
- access to student information technology and equipment materials for curriculum use
- access to library resources and a library card

School card

The school card allowance for primary students in 2023 is \$263.00. There is no school card allowance for preschool children.

Government eligibility criteria is available online at www.sa.gov.au.

All students from the same family, reception to year 6 who attend any government school should be included on one application. You can do this by listing individual students and schools attended.

Please visit the Department for Education website, www.education.sa.gov.au/department to lodge your application. The Department for Education automatically informs the school of your application and will inform you of your eligibility. Finance and reception staff can help you apply for school card if you need assistance.

Payment Options

The Business Manager is available to discuss individual requirements in person, by email, dl.0473.finance@schools.sa.edu.au or by calling 8346 1541.

Fees and other payments can be made by:

- cash, credit card, EFTPOS (no withdrawal facility), cheque
- credit card over the telephone
- Qkr! app – online payment
- Parents and caregivers can make payments in person at reception during office hours. Phone payments can be made during office hours.



Communication

Here are some ways we can share information together:

- The School Newsletter is published twice a term, Fridays Week 3 and Week 8 and distributed to families via Seesaw (unless families request paper copies) and on the school's website
- Seesaw is a free app that provides a way to communicate privately with messages, photos, and information about your child. Information about this app will be provided at the beginning of their first term
- Email – dl.0473.info@schools.sa.edu.au
- Facebook Allenby Gardens Primary School
- Talking with us

How can I find out what / how my child is doing at school?

- Ask your child directly
- Quick chat with the classroom teacher making sure to not do this at busy times like the beginning or end of the day. It is better to arrange a time to talk if the conversation is going to be more than a few minutes.
- Meet and Greet Night, held in Term 1 where we showcase our school and what is happening in the classroom
- Seesaw, a classroom app that will keep you up to date with specific details of what your child is doing in class
- Should you need to raise more of a concern and the above methods have not been helpful then the school has a grievance procedure that can be found on the website www.allenbyps.sa.edu.au

Parent participation/volunteers

Allenby Gardens Primary encourages all parents to be actively involved in their child's education.

The Department for Education requires all volunteers to have a valid Working with Children's check and a Reporting of Abuse and Neglect certificate which is available online at <https://www.plink.sa.edu.au/pages/signup.jsf>

If you require any further information regarding these documents, please contact the Front Office on 8346 1541.

Families can also get involved by:

- Helping on excursions
- Helping at family events
- Volunteering in classrooms with tasks such as reading with children or specialist projects
- Volunteering in the canteen or as a sports coach
- Working bees and BBQs
- Governing Council and/or Preschool Parent Committee

School photos

School photos are organised during Term 2. These are done separately from the preschool.

Information will be given to families from the school and preschool closer to the date.

Student Absence

If your child is sick or cannot come to school, you must call the school as soon as possible and before 9.15am, send a message on Seesaw or leave a message the school mobile phone.

When advising about absence, government legislation requires a reason be given by the parent about why the student cannot attend school, is late, or leaves early.

Should your child need to leave school early or come in late they must present to the front office of the primary school office to have their attendance and reason recorded. Parents must provide the reason in person or by phone.

Habitual or chronic non-attendance may result in a meeting to complete an attendance Improvement Plan.

If your child will be absent from school for an extended length of time, the principal must be advised and an exemption form completed. Please contact the school office for more information.

School Times and Timetable

Time	Monday – Friday
8:30-8:45am	Before school
8:55 – 9:45am	Lesson 1
9:45 – 10:35am	Lesson 2
10:35 – 10:55am	Recess
10:55 – 11:45am	Lesson 3
11:45-12:35pm	Lesson 4
12:35 – 12:45pm	Lunch Eating
12:45 – 1:25pm	Lunch Play
1:25 – 2:15pm	Lesson 5
2:15 – 3:05pm	Lesson 6
3:05 – 3:20pm	After school

Break times across the school include recess and lunch play. Most students will have the opportunity to have a 'healthy snack', in their classroom as part of the morning routine.

The learning consists of six 50 minute lessons. At times, this includes a double lesson for Specialist classes.

Yard duty / before and after school supervision

Staff will be on duty to supervise students from 8.30am until 3.20pm. Outside these times, children must be booked into the OSHC service. For more information or to make a booking contact OSHC.

Out of School Hours Care

Before School Care	7:00am - 8.30am (Monday to Friday)
After School Care	3.05pm - 6.00pm (Monday to Friday)
Pupil Free Day	7:00am - 6.00pm
Early Closure	2:05pm – 6:00pm

Refer to OSHC Service Family Handbook for further information.

School Uniform

The school uniform can be purchased through Emmsee Sportswear – 779A Port Road, Woodville.

It is an expectation that all Allenby Gardens Primary School students are in uniform while attending school, traveling to and from school, excursions and representing the school at events.

Wide brimmed hats, take home reader bags (blue), school logos (iron-on and sew-on) can be purchased at the school.

Hat and Sunscreen Information

In accordance with our policy regarding wearing sun-safe hats, children are to wear their hats all year round. Your child will be given a school hat on their first day of school. Please ensure your child brings their school hat every time they attend.

Sunscreen is available all year round for children to apply.

Canteen

The school canteen is managed by the school and parent volunteers.

The school canteen is open Monday, Wednesday and Fridays during recess and lunch play. Lunch can be ordered through the Qkr! app. The canteen is not open on the last Friday of the term.

Emergency Procedures

The school has an emergency evacuation and invacuation (lock down) procedure. These procedures are displayed around the school and preschool and are practised with the children twice a year.

All incidents are managed by the school. In the event of an incident or emergency, staff and students will be alerted by siren tones and directions from emergency wardens. The community will be notified before we run emergency drills and be advised about any necessary actions in the case of a real emergency.

Car Parking – Drop off and pick up

Car parking is limited and signposted around the school. Street parking is limited to 5 minutes between the hours of 8-9am and 2.30-3.30pm. Please be mindful that Charles Sturt Council do patrol these areas.

We have established a “Kiss and Drop” zone adjacent to the school on Knight Street. Between 8:00 and 9:00 am and 2:30 and 3:30 pm this is a NO PARKING ZONE. Vehicles are permitted a 2 minute wait for pick up and drop off only. Leaving of vehicles is prohibited and creates frustration. To make the kiss and drop successful and convenient please keep moving forward.

We operate a school crossing on Barham Street and we encourage families to use this to cross the road safely. Please check and abide by the parking guidelines on either side of the crossing. This area can get very busy and it is important that it remains a safe zone for our families.

Specialist Subjects

At Allenby we offer a range of Specialist subjects. These subjects are aligned to the Australian Curriculum:

- Language – Greek
- The Arts – Music, Drama, Dance and Media Studies
- Physical Education
- Science
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Initialit Foundation – Year 2

Initialit is an evidence-based whole-class literacy program providing all students with the essential core knowledge and strong foundations to become successful readers and writers. Initialit is a three-year program, covering the first three years of school (Foundation to Year 2).

For Foundation and Year 1, the program focusses on phonological awareness, teaching letters and sounds, blending, handwriting and early spelling. In Year 2, the Initialit program shifts to the teaching of comprehension skills, spelling, reading fluency, and vocabulary.

The students bring home texts to practice their reading skills. In foundation and year 1 students mainly read Initialit decodable books. These books only include letter sounds that they have been taught. After year 1 many students have progressed beyond decodable text and can read a wider range of books.

Child Protection Curriculum

The Keeping Safe: Child Protection Curriculum (KS: CPC) is a respectful relationships and child safety curriculum for children and young people from age 3 to year 12.

It teaches children to:

- recognise abuse and tell a trusted adult about it
- understand what is appropriate and inappropriate touching
- understand ways of keeping themselves safe.

The KS: CPC is mandated in all public preschools and schools and is taught every year by teachers who have completed a full day KS:CPC training course. It is a world-class, evidence-based child safety program that is used by a range of other Australian and international schools.

Wellbeing: Reconnection Space

Behaviour Education

Our school follows the Berry Street Education Model, which incorporates the latest research in brain development and trauma informed practice. We use this as our framework to teach, track and monitor wellbeing for learning across all classrooms.

Berry Street is an Australian resource that is made up of five domains, body, relationships, stamina, engagement and character (strengths). It also includes morning circles and 'brain breaks' throughout the day. These are student centred regulatory activities to get brains ready for learning or to refocus after lesson transitions.

Reconnect Space

Our *Reconnect Space* is available to all students at any time of the day, when accompanied by an adult. Students can choose to take themselves to the office and get a leadership member to assist them through the room or teachers can encourage children to take a break if they are not 'ready for learning' or in the 'green zone'. The *Reconnect Space* is located in the learning hub and has been developed using current research in regulation/co-regulation, interoception and trauma-sensitive practice such as the Berry Street Education Model. Its intention is to reconnect students back with themselves, their bodies, others and their learning. Each station in the room helps children to understand and feel what is going on inside their bodies and brains. The stations in the room include:

Step 1: Check in and check my pulse

Step 2: Which Zone am I in?

Step 3: Body check in – breathing or movement activity

Step 4: Mindful or calming activity

Step 5: Check my pulse

Step 6: Check out/check my pulse

Premier's Reading Challenge

The Premier's Reading Challenge is an annual State-wide initiative aiming to improve literacy and encourage children to read for pleasure and learning.

Students need to read 12 books during the Challenge (8 PRC listed books and 4 free choice books) between the beginning of the school year and mid-September.

All Participants will be awarded with either a Certificate or Medal, usually presented at the end of November. Foundation and Year One students are submitted as a Class; therefore, all students will receive an Award. Years 2-6 students are encouraged to complete the Challenge independently, with assistance from their class Teacher, the Learning Hub Manager, or from a Parent/Guardian.

Festival of Music

The Primary Schools Music Festival (PSMF) is a school-based music education program involving thousands of public-school students. Students have performance opportunities as soloists, hosts, dance troupe, orchestra or as part of the South Australian Primary Schools (SAPPS) Choir.

Our schools choir rehearse together with an accompanist once per week to prepare for our annual September concert, held at the Adelaide Festival Theatre. This is a memorable opportunity for students to be a part of as they are able to showcase their hard work and dedication.

Years 4-6 After School Sports Program

Students have the opportunity to play school cricket, basketball, and soccer. Students have also have the opportunity to participate in SAPSASA sports such as athletics, football, basketball and soccer.

The Intra-School Sports Program takes place in Term 2 and 3, every Friday afternoon from 1-3pm.

Sports includes:

- Boys and Girls Soccer
- Boys and Girls Netball

SAPSASA Sports Carnivals

In harmony with the expectations outlined in the ACARA framework, DfE values that children be given the opportunity to develop a range of physical competencies. At Allenby Gardens Primary, we aim to enhance their choices and help them connect with the importance of regular physical activity in daily routines.

Allenby Gardens Primary offers opportunities for children to participate in sports programs to develop knowledge, skills and take action to enhance their own and others' health, wellbeing, safety, and physical activity participation.

SAPSASA State-wide Competitions include:

- Boys and Girls Soccer
- Boys and Girls netball
- Boys and Girls Football
- Boys and Girls Softball
- Boys and Girls Basketball
- Boys and Girls Swimming
- Boys and Girls Golf
- Boys and Girls Tennis

Western District Carnivals

- Underdale High School Soccer Championships Term 1
- Inner-West Basketball Championship Term 2
- Brompton Primary School Soccer Championship Term 4

R-5 Swimming

At Allenby Gardens Primary (and in conjunction with DfE directions), we value survival of our students and others in the water as a priority and provide our students with a week-long swimming program at Thebarton Aquatic Centre.

The swimming program includes:

- Acquisition and application of specific swimming strokes e.g., freestyle, survival strokes, conserving energy.
- Refine, extend and practise swimming stroke, becoming confident and independent in deep water.
- Instruction in basic water safety, survival and sun safe strategies, safe rescue of others, clothes survival, distance swimming, safe diving entry.

Year 6 Aquatics

Each year, students from Allenby Gardens Primary attend West Lakes Aquatics Centre. Their staff promote physical activity to students while teaching water safety through a variety of aquatic activities.

West Lakes Aquatic Centre offers students the following activities: Sailing, kayaking, canoeing, windsurfing, snorkelling and double skis (which are conducted on the lake) and a beach awareness program using surfboards.

Pupil Free Days

The Department for Education recommends three pupil free days and one school closure day each year. The school's governing council approves the date of these days early term 1 of each school year.

At the end of each school term, students will be dismissed from school 1 hour earlier than the usual time.

Governing council

The successful management and improvement of our school relies on contributions from our parent community. The following terms of reference provide information as to the purpose, membership, and number of meetings each term.

- General oversight and governance for the wellbeing and development of the school.
- To advise on the work of the school and the local educational needs of the community and district.
- To consider the educational policies of the school.
- Provide advice on buildings, equipment, and grounds development.
- To be responsible for the financial management of the school.

Membership: 12 elected parent members, 2 staff representatives, Leadership, 2 community member/s.

Office Bearers: Elections are held after the AGM to appoint chairperson, treasurer and secretary.

Meetings: Twice per term – Week 3 and week 8

Medication

From time to time some children require medication at school. If this is the case, a parent/ guardian **MUST** have a care plan from their doctor. Medication must be kept and administered in the Front Office at all times. If any changes to medication or care plan are made by your doctor, the front office must be notified.

School Contact Details

School address: Barham Street, Allenby Gardens SA 5009

Phone: (08) 8346 1541
0427 812 743

Email: dl.0473.info@schools.sa.edu.au

Web address: [Allenby Gardens Primary School \(allenbygs.sa.edu.au\)](http://allenbygs.sa.edu.au)

Socials: Facebook: Allenby Gardens Primary
Instagram: allenbygardensps
linktr.ee/allenbygardensps

Barham Street

Main entry

SCHOOL MAP

Entrance
Bridges St

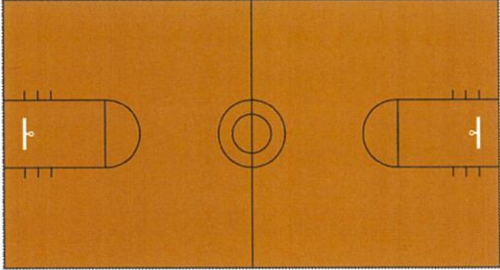
Area 8	Pre-school
Area 9	

	The Arts/ Music Room	Area 10
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STEM	Learning Hub	Greek	OSHC
DOWNSTAIRS			
Area 17	Area 18	Area 19	Area 20
UPSTAIRS			

Area 1	Area 2	Area 3	Area 4	Area 5
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Area 6



Area 13	Area 14	Area 15
Area 16		

CANTEEN	FRONT OFFICE (JP Science, Intervention room)
GYM	

Entrance Knight St – 'Kiss and Drop'

Coombe Road