



EVANSTON PRIMARY SCHOOL

Branch Out, Grow Together

Welcome to Evanston Primary School. We look forward to working with you and your child/children during your time at Evanston Primary School. We value and appreciate your participation in our school community.

This booklet has been designed to provide parent/carers with general information about policies and procedures that operate at Evanston Primary School. The entries are organised alphabetically for ease of reference.

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GENERAL INFORMATION

Evanston Primary School is situated in Gawler. Gawler offers the best of town and country and is considered the gateway to the Barossa Valley. It is a public primary school catering for students from Reception to Yr 7.

At the end of 2012 Evanston Primary School, Gawler High School and Evanston Pre School will become a new Birth – Year 12 School on the Gawler High School site. We are currently well resourced with adequate facilities including activity room, resource centre and gymnasium. At the beginning of 2013 we will move into new facilities with modern classroom spaces, a redeveloped resource centre and covered outside learning areas. Plans for the new school are on display in the front office.

Building of the new school facilities has commenced and we are hopeful they will be completed by the end of 2012. A new school name is awaiting government approval and should be announced early in 2012. A new Principal for the Birth – year 12 school will be appointed early in 2012. Other leadership positions which will have responsibility for various sections of the new school i.e. Primary, Middle Schooling, etc will be appointed to commence at the beginning of 2013 school year.

More information in relation to the new school can be obtained from Gawler High School, Evanston Primary or Evanston Pre-School.

We have a strong teaching focus on numeracy and literacy with all teachers trained in Accelerated Literacy and 'Big Ideas in Number'. Although we are still using SACSA as a curriculum framework in many subject areas staff are exploring the new Australian Curriculum and we are currently using it as a basis for our Science and Maths programs. We have a very active Physical Education and sports program delivered by a specialist teacher who also provides supervised sport and PE activities during most lunchtimes. Aspects of the Arts are taught by specialist teachers. Programs are planned to meet students' individual needs.

Our school values are respect, excellence and cooperation. The school motto is 'Branch Out and Grow Together'. We offer many opportunities for students to develop their academic, sporting and artistic potential. Students are also encouraged to develop their leadership qualities.

The school builds strong relationships with students, parents and the local community. Many volunteers are involved in a wide range of programs which support student learning and an onsite Children's Centre offers a broad range of programs aimed at supporting families.

Respect, Excellence, Cooperation

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Respect, Excellence, Cooperation

SCHOOL ORGANISATION

School Times

8.30am	Grounds open. Teacher on duty
8.45am	Teachers in rooms
8.50am	Classes commence
11.00am	Supervised eating of recess
11.10am	Recess play
11.30am	Classes recommence
1.30pm	Supervised eating lunch
1.40pm	Lunch Play
2.10pm	Classes recommence
3.10pm	Students dismissed
3.25pm	Teacher supervision finishes

No student is permitted to be in the school grounds prior to 8:30am unless attending before school care (OSHC). Any student not collected at the end of the duty at 3.25pm will be taken to the front office.

On the last day of each term, school is dismissed at 2:10pm. The last day of each term is a non uniform day to raise money for our World Vision sponsor child.

Absences

Parents/carers are requested to contact the school before 9.30am when their child is absent or send a note explaining absence the next day back at school. Telephone messages about student absences are recorded and the teacher notified.

Accurate maintenance of the class roll is a legal requirement for teachers and we ask Parents/carers to notify us of absences as soon as possible.

Absences for Holidays etc

If you wish to take your child from school for a period of up to one-month (e.g. for holidays) please complete the appropriate form which is available from the front office and must be signed by the Principal. For any absence lasting more than one month, application must be made to the Department of Education and Child Development. This can be arranged through the front office of the school.

Assemblies

Assemblies are held regularly in the hall. A list of assembly dates and times will be in the school newsletter. Assemblies are opportunities to celebrate students' achievement and share their work. Families are welcome to attend.

Bank

School banking is available at Evanston Primary School with Bank SA. Please see front office staff for more information.

Book Club

Scholastic Book Club order forms are sent home two times a term. If you wish to make a purchase, fill out the order form and return it and the money, in an envelope, to the front office. It usually takes two or three weeks for an order to arrive.

Buildings

Buildings on the current site have been named after the varieties of bottlebrush, which forms part of our school logo. See the Map in the appendix for more information.

Christian Pastoral Support Worker

We have a Christian Pastoral Support Worker (Chaplain) Kathryn Soar who works weekly in our school. Parents/carers can make appointments to see her through front office staff or principal.

Children's Centre / Family Services Coordinator

Amber Oest works within the school and Evanston Preschool as a Family Services Coordinator and is available to support families and students from birth – 8years of age. She has an office in the school. More information can be obtained from teachers, front office staff or site leaders.

Amber is attached to the Virtual Children's Centre which operates out of the Carmina Building which is situated on the school site. The Children's Centre is linked to the school, Preschool and the Department of Health. They run a wide range of programs, including playgroups, which may be of interest to families. More information is available from the front office.

Library

The Library is open every morning from 8.30am for borrowing. Books may be returned/exchanged before school and during the day. The Library is open at lunch times for students. The library is managed by a trained teacher librarian with SSO support.



Lost Property

Please label all students' clothing and other belongings. All lost clothing is kept at the front office in the Harkness building. Any unclaimed property at the end of each term is sent to a recognised charitable institution or washed and sold as second hand in the uniform shop.

Music

School Choir

The school choir trainer is Mrs Pauline Knight. All year 6/7 students participate in weekly choir lessons. Some students have the opportunity to perform at the Festival Centre in the SA Public Primary Schools Festival of Music.

Mobile Phones

We are aware that for safety reasons some students do bring mobile phones to school. These need to be handed to the class teacher in the morning for safe keeping. Mobile phones **are not to be used by students** during the school day. Parents can contact students during the day by ringing the school number, 85222622. If students need to contact parents they need to talk to class teachers or come to the front office.

Non-Instructional Time (NIT)

As part of their industrial award all teachers are entitled to non-instructional time (NIT). This time is used by teachers for:

- Parent/carer meetings
- Training and development
- Preparation of lessons
- Classroom organization and cooperative planning
- Planning camps, excursions, school events
- Meetings with other staff

Students attend specialist programs during this time including Physical Education.

Out of School Hours Care (OSHC)

Care is available at OSCAR which is our name for the OSHC Service from 7.00 am to 8.30 am each morning and from 3.20 to 6.00 pm in the evening. Evanston Primary School's Governing Council manages this community service and students from St Brigid's School also access the program. An information pack is available at the front office. OSHC Phone number: 08 8523 1011

School Support Officers (SSOs)

School Support Officer Roles include:

- Front office reception duties
- Finance - responsible for all monies, ordering and accounting within the school
- Student support, which includes Literacy Programs, Numeracy Programs, Early Assistance Programs, general classroom support.
- Library support
- IT Support

Stationery

Each student is issued with stationery at the beginning of each year. The Materials and Services Charges cover the costs of the majority of stationery items used by students in classroom programs. Some families may be eligible for government assistance (school card) in paying these charges. Please talk to the finance officer in the front office if you require further information.

Student Placement

Parent/carers are asked early in Term 4 to notify the principal of requests or issues that they would like considered regarding class placement for the following year. Students are also asked to identify friends they wish to be placed with in the next year. Requests for particular teachers cannot be considered. Staff consider all factors carefully when developing classes.

Temporary Relieving Teachers (TRT)

When teachers are away sick or attending training and development, a temporary relief teacher (TRT) is employed to teach the class. All temporary relief teachers are fully qualified teachers and must be approved for employment by the Department of Education and Children's Services before they are employed by the school to take classes. Evanston Primary School manages a TRT Scheme for the schools in the Gawler and Barossa area.

Training and Development (T & D)

The school has an active Training and Development program in which all staff participate. The program addresses personal development, the school's SMART Goals, and occurs during staff meetings, on pupil free days, at district meetings, after school hours and in school holidays. The government has now granted us 4 pupil free days a year until 2017.

Transition

The Assistant Principal and R - 2 staff liaise with Evanston Preschool and other preschools to provide an extensive Transition Program for students beginning school. Currently students can commence their schooling at the beginning of the term following their 5th birthday. If their birthday falls in the first 6 school days they can start on the day of their fifth birthday.

From 2014 the same first day of school for all children will be the beginning of the school year. If your child turns four before May 1, they will start school on the first day of Term One in that year. If your child turns four on or after May 1, they will start school on the first day of Term One the following year. This program will commence in 2013 in Preschools.

The same first day of preschool and school means that every child will have four terms of preschool and then four terms of Reception when they go to school. It will also mean a more stable environment for children with fewer changes to classes throughout the year. More information in relation to these changes is available from the site leaders and the Department of Education and Child Development web site.

A range of programs are organised to support students' transition from Primary to Secondary School.

Uniform

The dress code requires students to wear school uniform at all times. The school colours are jade and black. Denim jeans are not acceptable. Writing, patterns or pictures other than school logo are not acceptable on clothing. Year 6/7 students are able to wear special senior tops. The new school will have a new school uniform which is currently being developed. Families will be given assistance in purchasing new uniforms.

Jewellery

For safety reasons only studs and smaller hoops e.g. sleepers are acceptable. Dangling or large protruding earrings, face rings/studs e.g. nose, lips or eyebrows are unacceptable. Bracelets and necklaces should be kept to a minimum.

A copy of the School Uniform Policy & Sun Smart Policy can be obtained from the Front Office. Items are available for purchase at the school uniform outlet on Tuesday and Friday mornings 8.30 am – 9.00 am for the first three weeks of each term then for weeks 4 – 10 of term Tuesday mornings only 8.30 am – 9.00 am. A price list is included in the school enrolment pack and is available on request from the front office. Orders can also be left at the front office. The uniform shop is starting to allow stock to run down prior to the establishment of the new school. From time to time the uniform shop has a sale. Second hand items are also available.

To protect against sun damage students are required to wear approved School Hats whenever they are outside after 10am i.e. recess, lunch, sports activities or excursions in Term 1 & 4. In Term 2 & 3 School Hats will not need to be worn if UVR is under 3. Hats must be bottle green broad brimmed style and hats with graffiti, cut or torn are not acceptable.

Use of Buildings by Outside Organisations

School buildings can be hired by outside bodies. Please contact front office staff for more information.

Videos

DVDs shown, as part of school programs, will be G rated videos. PG videos will only be shown if written permission has been obtained from parent/carers.

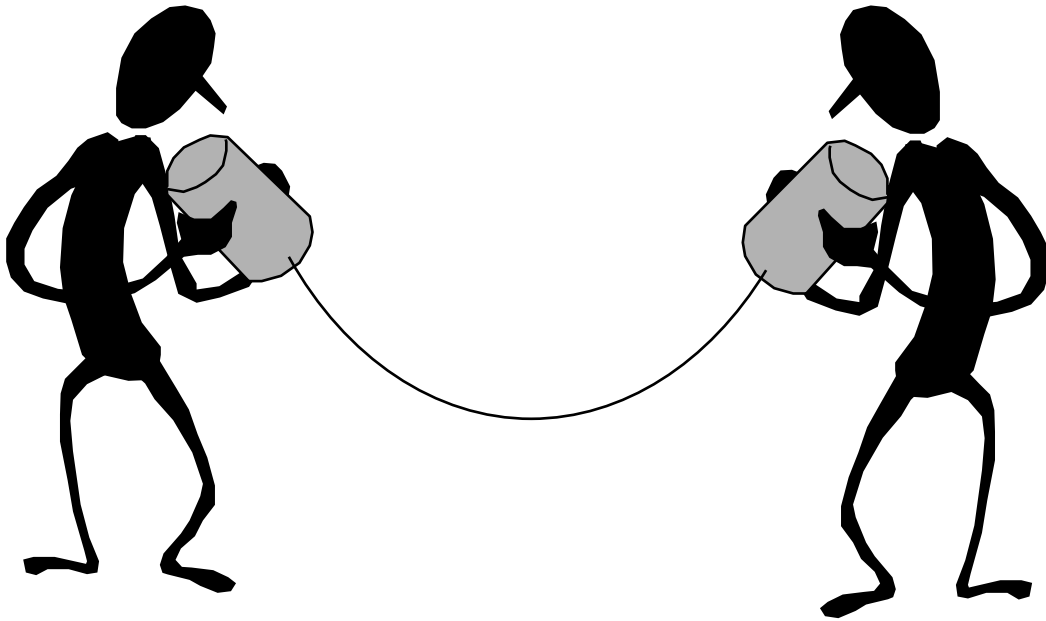
Visitors to the School

All visitors must sign the visitor's book. This does not include Parent/carers picking up and dropping off students at the normal time, or calling into the office, but does include Parent/carers who visit classrooms to assist teachers or attend excursions. A visitor's badge is available from the front office.



All workers visiting the school must report to the front office and sign the Log Book.

COMMUNICATION



Annual Report

The Annual Report is published at the end of each year. The format for this report is directed by the Department of Education and Children's Services. The purpose of the Annual Report is to report to the community about the achievements that the school has made over the previous year. The focus of the report is the achievements associated with the targets that are established as part of the School's Site Improvement Plans. A copy of the Annual Report is on the school's website.

Diaries/Communication Book

Diaries are used to note homework, special activities, reminders etc. and for teachers notes to Parents/carers and vice versa. Junior Primary teachers use a Communication Book in place of a diary. It provides an opportunity for teachers and Parents/carers to communicate with each other on a variety of matters – educational, social, and family – which impact upon each child's learning.

Emergencies

Medical information is kept in front office. It is very important that emergency contact numbers are included. Information is updated early each school year. However, if further information needs to be included during the year or information changes, please notify the student's teacher and the front office. Please let us know if your child/children are subject to a current custody or parenting order.

Open Days

A range of Open Days are held throughout the year. Early in first term, parents/carers are invited to meet the class teacher. Class expectations and routines information is sent home early Term 1.

Newsletters

Newsletters are sent home regularly normally every second Wednesday with the youngest child in the family. These contain important information in relation to school programs and special events. It is important that parents and caregivers read the newsletters carefully. Non custodial parents may also receive copies. This can be organized through the front office. If your child does not bring home a newsletter please speak to your child's class teacher or the front office.

Class teachers will also send home newsletters. These contain information relevant to your specific class.

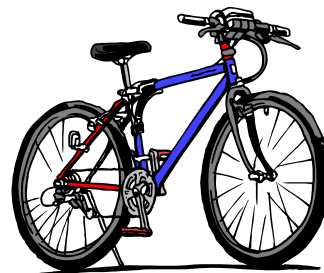
HEALTH AND SAFETY

Allergy Aware School

We are adopting an Allergy Aware approach to the management of food allergies. An increasing number of students do have life threatening allergies particularly to specific foods ie nuts and nut products.

Bikes

In the interests of everyone's safety, students are asked not to ride their bicycles or scooters in the school grounds. During the day, they are to be parked in the bike racks on the southern side of the Harness building. Locks are advisable. Bicycle riders must wear protective headgear.



Car Park

There are two car park areas reserved for staff use. For safety reasons, students are not permitted in the car parking areas. Due to some near misses the gates of the southern staff car park near the Dental Clinic are locked from 9.00am.

Bus Zone

8.00 – 9.30am and 2.00 – 4.00pm Monday – Friday (From main gate between Anzac and Harkness buildings north to the start of the No Parking Any Time Zone) This is a Bus Zone during these specified times.

No Parking Any Time

8.00 – 9.30am and 2.00 – 4.00pm Monday – Friday (From the end of the Bus Zone to the northern staff car park driveway) The No Parking Any Time symbol means you may stop for a maximum of two minutes. The driver must be in attendance and not more than three metres from the vehicle. This zone is strictly a pick up and drop off zone.

You may park and leave your vehicle in the Bus Zone and No Parking Any Time Zone, outside of the specified restriction times indicated on the signs.

Please familiarise yourself and anyone else who is responsible for dropping off and picking up your child/children, with the Town of Gawler Parking Rules and Regulations. More information is available from the front office on request. Anyone not complying with the Parking Rules and Regulations can expect to receive a Parking Fine, which will be issued by the Town of Gawler. The Town of Gawler is responsible for parking rules and regulations on Para Road in front of Evanston Primary School.

Collecting Students Early

For safety reasons parent/carers collecting students early must report to the front office to complete the early release register and collect an Early Release note. This note is then taken to the class teacher by the adult.

Custody

The school must be informed about any custody orders. Documents pertaining to custody orders need to be sighted by the Principal and copies filed at the school. These are confidential documents.

Dental Care

All students are able to access dental care through our onsite Dental Clinic. Parents need to ring the clinic to make appointments and must accompany their child to the appointment. A fee applies to children and students who are not dependants of a Centrelink Concession Card or School Card Holders, or who do not have their own Centrelink Concession Card. The fee applies per child for each general course of dental care provided at School Dental Clinics. For an appointment or more information contact the:

Evanston Primary School Dental Clinic Phone No. (08) 8522 3575

Fire Drill / Evacuation / Lock In

The school has a detailed fire drill, evacuation and lock in procedures. There are practice sessions to ensure staff and students are clear about what to do in case of an emergency.

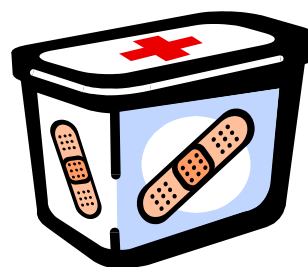
First Aid

All staff have regularly updated training in First Aid.

Whilst on duty every effort is made by staff to ensure the safety and welfare of the students. Teachers on yard duty are identified by orange vests and carry a first aid waist bag.

The class or yard duty teachers treat minor injuries of students. During class time, if a student is injured or unwell, they are accompanied to the front office with a note from the class teacher. In break times students who are injured or unwell are asked firstly to see the teacher on duty or send another student to get assistance. After an initial assessment the students may be sent to the front office. Front office staff administer first aid, record the action taken, and parents/carers are notified by a note sent home or by a phone call.

If the injury or illness warrants further action, families are notified immediately and asked to collect their child. An ambulance will be called if required and parent/carers informed immediately.



Health Care

Parent/carers are asked to advise the school upon enrolment if their child/children have any serious medical conditions and/or allergies. Parent/carers will then be asked to complete a Health Care Plan to ensure the child has appropriate care. Copies of these forms will be kept in the First Aid cupboard in front office and with the class teacher.

Please note some students have severe allergies to certain foods. We ask that your child not to share their food with other students.

Hot Weather Policy

If the expected temperature is (36 degrees or above) students play outside from 1.40-1.55pm for (first 15 minutes only at lunchtime). In cases of extreme hot weather Senior Staff will decide if students will go outside or not. All students must wear the School Hat after 10am for all outside activities. Students are encouraged to wear sunscreen *however staff will not apply sunscreen.*

Infectious Diseases

The table below gives the recommended minimum exclusion periods from school for infectious disease cases and contacts. Parent/carers must notify the school should their students contact any of the following diseases.

Chicken Pox:	Excluded until blisters have all dried
Infective Hepatitis:	Excluded until medical certificate of recovery is produced
Measles:	7 days from appearance of rash
Mumps:	10 days from the onset of the symptoms
Rubella/German Measles:	5 days from appearance of rash
Scarlet Fever:	Excluded until a medical certificate of recovery is produced
Whooping Cough:	4 weeks unless medical certificate of recovery is produced
Impetigo:	Excluded until effective medical treatment has been carried out
Head Lice:	Excluded until effective medical treatment has been carried out (students can return to school once their hair has been washed with the Head Lice Shampoo.) All class members receive a note if head lice are found in a student's hair. Please check your child's hair regularly and let the school know if head lice are found. Approved School Card families can collect free Head Lice shampoo from the front office.
Scabies	Excluded until effective treatment has been carried out

Medication

Parent/carers of relevant students are requested to review Health Care Plans each school year or whenever there is a change in the child's condition. Students with asthma require a medical plan which will identify the appropriate storage of puffers. Children with severe allergies will also have medical plans and epi-pens will be kept readily available.

Teachers are not able to accept responsibility for administering or storing any other medication including panadol. Medication, other than puffers, must not be kept in students' bags. Where there is no practical alternative parents need to discuss the issue with front office staff. If medication must be administered at school, the Parent/carer must ensure that the preparation is clearly marked with the child's name, and that it is accompanied by a letter from the doctor outlining the dose and frequency of the medication.

Under no circumstances will school staff dispense medication to students unless the doctor has completed the medication permission form (available from the front office). Antibiotics can generally be given before school, at the end of the school day and before bed and do not need to be dispensed at school. Please discuss medical issues with the Principal.

OHS&W

The Departmental Occupational Health Safety and Welfare (OHS&W) Policy set guidelines to be followed by all schools. An OHS&W Committee operates at this worksite.

Smoking

Smoking is prohibited on school grounds at all times.

Sun Safe Policy

Students are required to wear approved School Hats whenever they are outside after 10am i.e. Recess, lunch, sports activities or excursions in Term 1 & 4. In Term 2 & 3 School Hats will not need to be worn if UVR is under 3. For further information see the Uniform Policy & Sun Smart Policy. (Available from the front office)

Truancy

If a student leaves the school grounds or is thought to have left the grounds during school hours without permission, the matter will be reported to the Principal or Assistant Principal immediately. Such matters are of great concern and accorded absolute priority by all staff, so an immediate investigation will be made in the interests of the student's safety.

If the student cannot be found within a reasonable time, the police will be contacted.

Wet Weather Policy

On days when wet weather prevents outside play, students will remain indoors. If the wet weather occurs during play periods, the siren will be sounded to indicate to the students they are to return to their classroom area. Students are supervised inside during wet weather play.



MONEY MATTERS

Classroom Consumables

All classroom teachers have a budget allocation to cover classroom purchases. This includes basic classroom stationery, art supplies, printing, science and technology consumables etc. These consumables are covered by the school materials and services charge/school card and are supplied for the student's use. Parents are encouraged to keep all receipts as these can be used to claim their Education Tax Refund.

Excursions

Teachers organise school excursions to complement their learning programs. Information is always sent home to Parent/carers to explain the purpose and cost associated with any planned excursion. Cost is always a consideration when planning excursions and every effort is made to make sure Parent/carers are given enough warning so they can budget for any payments that may be requested. Teachers may request Parent/carer help on the day.

Late payments cannot be accepted after the due date of an excursion unless prior arrangement has been made with the Principal or Assistant Principal.

Financial Management

Financial Management at Evanston Primary School is based on the guidelines of the Department of Education and Child Development "The Gold Book". The Finance Committee, which consists of the Principal, staff and Parent/carer representation, under the guidance of the school's Governing Council, oversees the school budget.

Materials and Services Charges

Materials and Services Charges are set each year by the Governing Council in line with the Department of Education and Child Development recommendations. Parent/carers are asked to pay the charges by the end of the first term. Installment payments can be organised through the Finance Officer or Principal. Our policy states that names of families who do not pay their Materials and Services Charges within the required time (unless negotiated before the due date) will be given to a Debt Collection Agency.

Money Collection

The Cash Register is open daily from 8.30am to 9.00am Monday to Friday. Students are expected to bring all money payments to the front office in envelopes clearly stating student's name, class teacher's name, amount enclosed and reason for the payment. A receipt will then be given.

Late and part payments are to be negotiated with the Principal or Assistant Principal.

We have EFTPOS facilities for money collection and a minimum transaction of \$10.00 applies.

School Card

The school card scheme provides financial assistance towards the cost of educational expenses for students. At the beginning of each year, information is sent home about this scheme. All queries about School Card should be directed to the front office staff or Principal. School Card must be applied for each year. (Information included in the enrolment pack).

Sponsorship

Our school sponsors a World Vision child, his name is Mussa – John Bukanu. Fundraising events through the year support our sponsorship.



PARENT INPUT

Governing Council

Evanston Primary School Governing Council:

- Is involved in the development of the new birth – yr 12 school on the Gawler High school site.
- Is accountable to the Minister for developing, negotiating and meeting the objectives and targets of the school's Site Improvement Plans
- Approves and monitors the school budget.
- Is responsible for local policy development within broad Department of Education and Child Development's frameworks (eg. curriculum and program initiatives)
- Participates in the selection process for principal positions
- Has employer responsibility for staff employed by the Governing Council of OSHC staff

The majority of members are parent/carers. The Council also includes community and staff representation.

Governing Council Sub-Committees

The Governing Council Finance includes the following sub committees Grounds, Uniform, Information Technologies, OSHC Management Committee, Curriculum and Fundraising. Members of the Governing Council Sub-committee do not need to be members of Governing Council, however a representative from Governing Council is a member of each committee.

Each group is expected to include at least one staff representative.

Birth – 12 School Steering and Education and Care Brief Committees

These 2 committees are involved in the planning and development for the new B – 12 School. They have representation from Gawler High, Evanston Primary and Evanston Preschool.

Raising Concerns

A copy of the Raising Concerns (Grievance Procedures) Pamphlet is included in the Appendix.

Volunteers

Volunteers are very welcome and appreciated at Evanston Primary School. All volunteers must fill out a declaration prior to participating in any capacity at the school. Volunteers are required to sign in and out in the Visitors and Volunteers register at the front office, collect and wear a Volunteers badge whilst volunteering in the school. Among the tasks that volunteers may take on are:

- Governing Council Representatives
- Governing Council Sub-committees
- Working in the uniform shop
- Classroom assistance
- Sports coaching and administration
- Learning Assistance Program (LAP)
- Attending camps and excursions
- Breakfast Program
- Hearing reading

Please see class teacher, Principal or Assistant Principal if you have some time to spare. Training and support can be provided. We encourage parents/carers to be involved in our school.

As per Departmental directives volunteers may be required to have a Police Check.

STUDENT LEARNING

Assessment and Reporting

All new students are assessed in their first couple of weeks at Evanston Primary School.

Student progress is assessed on a regular basis in a variety of ways, including reviews and tests, rubrics, self-assessment, project evaluations, and National Assessment Program - Literacy and Numeracy (NAPLAN) testing for Years 3, 5 and 7 in Term 2. Information is collected each year at our school on individual student progression at the end of Term 3 in English and Maths.

Reporting to Parent/carers occurs through the written reports twice a year in Term 2 and 4. These reports are easy to understand and include A – E achievement levels for all learning areas. Teachers use informal notes and discussions, workbooks, communication books and diaries to communicate student progress to parents/carers. In Term 1, interviews are held involving parent/carers, students and teachers. Interviews are held again in Term 2, when reports are given out.

Currently there are eight areas of learning. They include English, Mathematics, Society and Environment, Science, Technology, Health and Physical Education and The Arts however this will change as we move to the new National Curriculum. Currently teachers mainly use South Australian Curriculum, Standards and Accountability (SACSA) Framework for their assessment and classroom teaching, and learning program however they are beginning to adopt the new National Curriculum in some areas. We will keep parents informed as we make required changes.

Parents/carers can request a meeting to discuss their child/children at any time. These meetings will be arranged at mutually convenient times.

Homework

Homework is a valuable activity for students and plays an important part in their learning.

At Evanston Primary School we give homework to students in Years 3 –7. Homework will only be given Monday – Thursday.

The recommended maximum times are:-

Year 3 – 15 mins per night

Year 4 – 20 mins per night

Year 5 – 25 mins per night

Year 6 – 30 mins per night

Year 7 – 30 mins per night

Each class teacher will however, have their own policy, which will cover: -

- How often it is set
- The type of work given
- Marking procedure
- Communication with parents

It is important to note that homework should be seen as a continuation of work already commenced. It is not new work, which requires excessive parent help.

Some children may wish to spend more time on follow-up work or with an interest area, eg. Reading, computers, art, etc. This should be encouraged.

Finally, all children should be given the best conditions possible to complete their homework.

Junior Primary student are expected to read and practise their spelling words each night.

The tasks set for homework should fit into one of the following categories:

- Completion of work
- Researching a topic
- Reading

Homework should be seen as a continuum from Year 3 – 7, with more challenging activities being set as students get older and good study habits being developed by Year 7 in preparation for High School.

Information and Communication Technologies

We have Interactive Whiteboards (SmartBoards) in all classrooms. Computers are an integral part of the total curriculum program offered to students at Evanston Primary School. Computers are available for staff and student use in classrooms and the library. All computers across the school are networked and have access to the Internet. Students have access to high quality multimedia software, digital cameras, scanners and video cameras to support their learning with information technology. Staff are continually upgrading their skills in the use of technology.

Literacy and Maths Blocks

All classes have Literacy and Maths Blocks. During this time students are engaged in a range of learning activities.

Accelerated Literacy

All Classes are involved in an Accelerated Literacy (AL) Program. It involves a very explicit and intensive teaching and learning of literacy strategies based around a specific text.

Sports Day

School Sports Day is held each year at a time negotiated by school staff. Families are invited to attend this special community event.



Guidance and Speech Referrals

Students with special needs have access to the services of these support personnel. Requests for support are coordinated through the Assistant Principal.

Student Intervention Programs

We provide a range of intervention programs to support student learning these include:

- Reading Recovery
This program is delivered within the school by a qualified Reading Recovery Teacher. All students are screened after their sixth birthday. Students who are experiencing delays in reading are considered for early intervention and/or inclusion in the Reading Recovery Program. Once selected a student attends Reading Recovery lessons every day for ten weeks. Parents/carers are notified if their child is considered eligible for the program.
- Rainbow Reading (a small group program for primary students)
- Co-ordination (a program to develop gross motor skills of students in junior primary and lower primary)
- Special Education Programs - students who have been identified with disabilities receive additional support with their learning. Viv co-ordinates this support.
- Learning Assistance Program (LAP). One on one program building self esteem. This program is run weekly by volunteers.
- Maths support (for identified students)
- Theme Room (a special playroom for junior primary students)
- Reading Support Teacher
We have a teacher who is a mentor for junior primary teachers.

“Tree”-mendous Learners Program

The “Tree”-mendous Learners Program (TLP) was developed by the school community to recognise and acknowledge our tremendous students who exemplify the school values of Respect Excellence and Co-operation. The title was selected in keeping with our school motto **Branch Out Grow Together**, hence the play on words tree and tremendous.

All classes are given a TLP voucher box and all staff given vouchers to distribute to students. Any staff member at any time in any place can give vouchers to any students who demonstrate positive behaviour. The students then post their vouchers into the box in their own classroom. Classroom teachers then tally the vouchers and students are awarded certificates at the next assembly and have their name printed in the next newsletter.

Total 25 Vouchers Jade
Total 50 Vouchers Bronze
Total 100 Vouchers Silver
Total 200 vouchers Gold
Total 400 Vouchers Red (The Bottle Brush Award)

A large tree is in the foyer to display names and photos of award winners. As the year progresses you will be able to admire the tree as it gradually becomes festooned with leaves and photos of our “Tree”-mendous students.

Throughout the year there are 3 “Tree”-mendous Treat Days to acknowledge our tremendous students.

Student Management

Our school values of Respect, Excellence and Cooperation underpin our Student Management Programs. Our school behaviour code is based on building respectful relationships between students, Parent/carers and teachers. All classes develop a Code for Success and students have processes for raising concerns. Copies of Class Codes for Success are sent home at the beginning of each year and can be obtained from class teachers.

Student Voice

Teachers hold class meetings regularly. At the beginning of the year, class members vote for peers to represent them on the Student Representative Council (SRC) and as House Leaders. SRC and House Leaders are opportunities that the school offers for students to have a voice in the affairs of their school.

Swimming/Aquatics

Swimming lessons are held at the Trevor Bellchambers Swimming Centre in Gawler each year for students. Every second year the Year 6/7 students attend an Aquatics Camp.



SCHOOL JARGON

(Some of the words and letters used around schools)

AEU	Australian Education Union
AET	Aboriginal Education Teacher
ACEO	Aboriginal Community Education Officer
AGM	Annual General Meeting
AL	Accelerated Literacy
FamSA	Families SA
DECD	Department of Education and Child Development
EO	Equal Opportunities
EPS	Evanston Primary School
ESL	English as a Second Language
HPI	Hourly Paid Instructor
LAP	Learning Assistant Program
LOTE	Language Other Than English
NAPLAN	National Assessment Program – Literacy and Numeracy
NIT	Non-Instructional Time
OHS&W	Occupational Health Safety and Welfare
PALS	Play and Learning for Success
PE	Physical Education
RBL	Resource Based Learning
SSO	School Support Officer
T & D	Training and Development
TLP	“Tree”-mendous Learners Program
TRT	Temporary Relieving Teacher
Vertical Groups	Combination of year levels
SACSA	South Australian Curriculum, Standards and Accountability