

COLONEL LIGHT GARDENS PRIMARY SCHOOL FAMILY INFORMATION BOOKLET 2024



TABLE OF CONTENT

Welcome to Colonel Light Gardens1
School History 1
School Values & Expert Learner Qualities1
School Map2
School Day Structure3
Staff List3
Allergy Awareness5
Assemblies 5
Attendance5
Behaviour Management6
Bike & Scooter Storage6
Canteen / Healthy eating6
Communication7
Concerns
Complaints / Feedback8
Curriculum
Choirs11
Class Placement 11
Class Placement 11
Class Placement
Class Placement
Class Placement
Class Placement
Class Placement11Excursions / Incursions / Camps12Evacuationc / Emergency Lockdowns12Facilities12Governing Council16Homework Agreement16
Class Placement11Excursions / Incursions / Camps12Evacuationc / Emergency Lockdowns12Facilities12Governing Council16Homework Agreement16Hot Weather / Wet Weather Procedures16
Class Placement11Excursions / Incursions / Camps12Evacuationc / Emergency Lockdowns12Facilities12Governing Council16Homework Agreement16Hot Weather / Wet Weather Procedures16Information Technology17
Class Placement11Excursions / Incursions / Camps12Evacuationc / Emergency Lockdowns12Facilities12Governing Council16Homework Agreement16Hot Weather / Wet Weather Procedures16Information Technology17Instrumental Music17
Class Placement11Excursions / Incursions / Camps12Evacuationc / Emergency Lockdowns12Facilities12Governing Council16Homework Agreement16Hot Weather / Wet Weather Procedures16Information Technology17Instrumental Music17Learning SUPPORT17
Class Placement11Excursions / Incursions / Camps12Evacuationc / Emergency Lockdowns12Facilities12Governing Council16Homework Agreement16Hot Weather / Wet Weather Procedures16Information Technology17Instrumental Music17Learning SUPPORT17Library18
Class Placement11Excursions / Incursions / Camps12Evacuationc / Emergency Lockdowns12Facilities12Governing Council16Homework Agreement16Hot Weather / Wet Weather Procedures16Information Technology17Instrumental Music17Learning SUPPORT17Library18Lost Property19

Parking & Collection of Children21
Payments & Finance21
Pets on School Grounds22
Policies & Procedures22
School Security23
Starting School23
Sports23
Student Assessment & Reporting to Parents24
Student Leaders & SRC25
Student Wellbeing25
Sun Smart Policy26
Teaching Methods26
Term Dates
Uniform
Volunteering27
Water safety & Aquatics27
Whole School Events27
Working Bees28
Year 6 Graduation28

ELCOME TO COLONEL LIGHT GARDENS

WELCOME TO OUR WONDERFUL SCHOOL COMMUNITY.



Colonel Light Gardens Primary School is highly regarded as a school of excellence. Our high standard of achievement is the result of a very professional and dedicated staff who strive to provide an engaging learning programme, catering for the needs of all learners. We challenge every student to be their best and celebrate their success.

Our school culture is underpinned by a set of enduring values and expert learner qualities that have been shaped by the community. These are evident in all that we undertake as a school. They guide our learners to develop resilience, actively participate, consider others, and continually reflect, in order to grow.

Liz Pelling Principal

SCHOOL HISTORY

Colonel Light Gardens Primary School was opened in 1926. It was built on the site of the Mitcham Camp, an extensive World War 1 training ground that extended through the majority of present-day Colonel Light Gardens.



SCHOOL VALUES AND EXPERT LEARNER QUALITIES

At Colonel Light Gardens Primary School, we are committed to nurturing a community of engaged learners in a supportive environment, valuing all members. We strive to provide a stimulating educational program that provides opportunities for all children to grow and thrive. The Colonel Light Gardens Primary School community is united in providing the best possible educational environment for our students.

Our school values the active participation of all members of the school community: students, parents/carers, volunteers, staff, local community members and organisation.

Our school promotes RESPECT, CARE & SAFETY as the basis for all we do at Colonel Light Gardens Primary:



These values are underpinned by a set of nine Expert Learner Qualities, which we aim to develop in our students. These qualities will provide the building blocks for success as lifelong learner.



ORGANISED: We manage time effectively, and efficiently access appropriate resources and plan for our own learning. *This means we will be prepared, on task and on time with our learning.*

REFLECTIVE: We understand and articulate the purpose of our learning and how it applies to our lives. *This means we think about our learning and can explain it to ourselves and others.*

RESILIENT: We accept challenges, aiming to do our best. We use strategies and resources to persist when things do not go as planned. *This means we either bounce back or move on and we keep trying to be successful, no matter what happens.*

COMMUNICATORS: We use effective communication skills to support and articulate learning and to build positive relationships. *This means we respectfully listen to others and can make ourselves understood using many ways to express ourselves.*

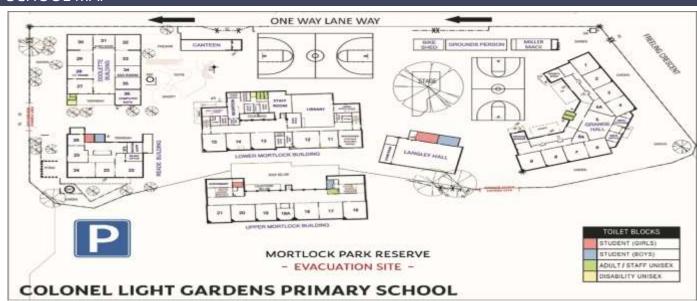
INDEPENDENT: We are actively responsible for our learning and our learning environment. We demonstrate initiative and make appropriate decisions. *This means we can work independently as well as in a team.*

ACTIVE THINKERS: We show initiative in applying thinking and questioning skills critically and creatively to approach complex problems. We are innovative and make reasoned decisions. *This means we ask questions and use different ways to make decisions or find answers.*

TEAM WORKERS: We include others and are respectful of their contributions. We cooperate and contribute ideas and effort to work towards a common goal. *This means we can work well with others to achieve our goals.*

RISK TAKERS: We have the courage to participate in learning activities. We are prepared to make mistakes and understand that mistakes are part of a successful learning journey. *This means we are not afraid to have a go. We know mistakes are a part of learning.*

OPEN MINDED: Through an understanding and appreciation of our own culture, we are open to the perspectives, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view. *This means we respect the views of everyone, and we are willing to learn from each other's experiences.*



SCHOOL MAP

SCHOOL DAY STRUCTU	RE	
8:30 am	-	Teacher begin yard duty
8:45 am	-	First siren: Students head to classrooms
8:50 am	-	Second siren: Students commence lesson 1, 2 & 3
11:20 am	-	Eating in class
11:30 am	-	Gozen (Lunch time play period)
12:00 pm	-	Lessons 4 & 5 commence
1:40 pm	-	Gogo (Afternoon play period)
2:10 pm	-	Lesson 6 commences
3:10 pm	-	Home time / dismissal
3:25 pm	-	Teacher yard duty ends

Children should be in class ready to start by 8:50 am

Staff supervise all play periods and wear pink high visibility vests to ensure children can find help as needed.

Staff are rostered for after school yard duty until **3:25 pm**. A siren will sound at **3:20 pm** to ask students to leave the school grounds. Any child not collected by this time, must report to the office to await pick up.

School will be dismissed at 2:10 pm on the last day of each term and prior to the Easter break.

STAFF LIST

LEADERSHIP TEAM			
Principal	Liz Pelling		
Deputy Principal	Brianna Frahn (Tue, Wed, Fri)		
Deputy Principal	Penny Rowe (Mon, Tue, Thu, Fri)		
Assistant Principal - Curriculum & Pedagogy	Stew Nancarrow		
Coordinator	Jessica Roberts (Mon, Tue, Wed, Fri)		
Wellbeing Coordinator	Michelle Bawden (Tue, Wed, Thu, Fri)		
Business Manager	Donna Richards-Stone		

YEAR	TEACHER/S	BUILDING / ROOM		
JUNIOR PRIM	JUNIOR PRIMARY - RECEPTION TO YEAR 2			
REC	Rachel Palmer (Mon, Tues, Wed & Fri) / Meagan Fitzpatrick (Thu)	Doolette / 29		
REC	Bianca Radovanovic	Doolette / 30		
REC	Marie Pytharoulis (Mon, Tue, Wed) / Megan Warren (Thu, Fri)	Doolette / 32		
REC	Hannah Lace	Doolette / 33		
REC	Milly Sharp	Doolette / 35		
YR 1	Gabby De Pierro (Mon, Tue, Thu, Fri) / Meagan Fitzpatrick (Wed)	Reade / 22		
YR 1	Eddie Allen	Reade / 23		
YR 1	Kathy Ellidge	Reade / 24		
YR 1	Karen Hawkes	Reade / 25		
YR 2	Steph Goodall	Upr.Mortlock / 20		
YR 2	Kat Butler (Mon, Tue, Wed) / Becky Cassin (Thu, Fri)	Upr.Mortlock / 21		

MIDDLE PRIMARY - YEAR 3 TO YEAR 4				
YR 3	Suzy Matthews	Lwr Mortlock / 13		
YR 3	Tamra Waye	Lwr Mortlock / 12		
YR 3	Krista Gill	Lwr Mortlock / 11		
YR 4	Nikki Gooden	Upr Mortlock / 17		
YR 4	Chloe Jones	Upr Mortlock / 18		
YR 3/4	Nick Fox (Mon, Tue, Wed, Thu) / Karen van Hattem (Fri)	Upr Mortlock / 16		
	UPPER PRIMARY - YEAR 5 TO YEAR 6			
YR 5	Emma Bishop	Grange / 6		
YR 5	Danielle Fisk (Mon, Tue, Wed, Fri) / Erin Moncrieff (Thu)	Grange / 7		
YR 4/5	David Peters	Grange / 8		
YR 5	Viki Georgiou (Mon, Tue, Wed) / Belle Taylor (Thu, Fri)	Grange / 9		
YR 6	James Simmons	Grange / 3		
YR 6	Stewart Allen (Mon, Tue, Wed, Thu) / Erin Moncrieff (Fri)	Grange / 2		
YR 6	Meg Wright (Odd Wed, Thu, Fri) / Lisa Roberts (Mon, Tue, Even Wed)	Grange / 1		

SPECIALIST TEACHERS			
Teacher Librarian / EALD	Kristy Noble	Library	
Japanese	Juno Oka	Grange / 4	
Technologies	Karen Pilgrim	Doolette / 36	
Visual Arts	Sarah Ward (Mon, Tue) / Nardene Manna (Wed, Thu, Fri)	Doolette / 27	
Performing Arts	Emily Adamson	Grange / 5	
SAPSASA/P.E.	Jack Dale (Mon, Tue, Thu, Fri)	Grange / Annexe	
Health & P.E.	Lee Tremaine (Mon, Tue, Wed)	Grange / Annexe	
Health	Laura Jeffries (Mon, Tue)	Doolette / 33	

SUPPORT STAFF		
Executive Assistant	Adele Egarr	
Administration / Finance Officer	Megan Lang	
Administration Officer / After Hours Sports Coordinator	Tash Withers	
ICT Support	Alex Smallwood / Henry Grant	
Library Support / Classroom Support	Amy Giles	
Classroom Support / Intervention / Reception	Jan-Marie Shaw	
Classroom Support	Bev Watton	
Classroom Support	Marg Lannan	
Classroom Support	Gayle Irwin	
Classroom Support	Darcy Bald	
Classroom Support	Ashlee Pedrick	
Classroom Support / Reception	Rachel Bakes	
Classroom support	Tyson Dyer	

SUPPORT STAFF CONT			
Classroom support / Reception	Brooke Coulls		
AECO	Kylie Kamikamica		
Pastoral Support Worker (PSW)	Pamela Hansen (Thur)		
Groundsperson	Bruce Ford (Mon, Wed & Fri)		

ALLERGY AWARENESS

Colonel Light Gardens Primary is an Allergy Aware School. We have several students who have a lifethreatening reaction if exposed to nuts, peanut butter or Nutella paste. Please do not send any nut paste or whole nut products to school or include them in lunches.

Your child's teacher will make parents aware of allergies at the start of each year. Please see them for any concerns you might have.

ASSEMBLIES

We have three different types of Assembly held on Fridays in even weeks.

10:40 am - Reception - Year 2 Assembly

12:10 pm - Year 3 - Year 6 Assembly

12:10 pm - Whole school assembly under the COLA

Assemblies are held regularly. Parents of the classes hosting have an open invitation and are most welcome to attend year level assemblies. Parents are also very welcome to attend our whole school assemblies. Assemblies are coordinated and presented by students. All classes accept this student leadership responsibility across the year. We record our Assemblies which are made available to the school community to view.

ATTENDANCE

At Colonel Light Gardens Primary School our attendance practices align with the department's attendance policy.

We support student attendance when we:

- promote the importance of education from the earliest years of life and throughout school
- assess patterns of non-attendance and develop ways to address this
- actively engage and include all children, young people and their families
- provide support to address the barriers to attendance, learning and wellbeing
- monitor attendance to make sure progress is documented and supports are in place
- evaluate the need for further or ongoing support and referral for additional support

We use data to create our attendance improvement plans. This is in partnership with our community. Our plan includes the actions we will take to make sure all students can attend school.

COLONEL LIGHT GARDENS PRIMARY'S ATTENDANCE EXPECTATIONS:

School starts at 8:50 am each day and finishes at 3:10 pm.

A parent or carer must provide an explanation if their child is late or has to leave early. All students must report to the front office when they sign in late or sign out early.

Parents are asked to notify the school via **phone:** 08 8276 1523, **email:** <u>dl.0723.admin@schools.sa.edu.au</u> or on **SZapp** via absence notification form if their child is absent.

Principals of government and non-government schools, and heads of approved learning programs must notify the Chief Executive if a child is failing to attend school or participate in an approved learning program, without reasonable excuse, for ten or more days in a school term.

The Act includes provision for family conferences to be convened to address a child's regular nonattendance at school.

EARLY PICK UP:

For early pick-ups, please come to the office & sign your child out.

APPOINTMENTS DURING SCHOOL HOURS:

If your child has a doctor's appointment or similar, please communicate the arrangements you have made with the class teacher. You will still need to come to the school office to sign out your child.

If the student is returning to school after the appointment, he / she will need to first present themselves at front office first to sign in before returning to the classroom. This is most important for evacuation purposes.

PERMISSION TO LEAVE SCHOOL GROUNDS:

Children may not leave the school grounds during school hours without an adult who has signed them out.

BEHAVIOUR MANAGEMENT

At Colonel Light Gardens Primary School, we endeavour to provide a school climate that is safe, caring, success oriented and enables all students to maximise their leaning opportunities. The responsibility for behaviour belongs to the student and their parents. The teacher's role and the school's role are to reinforce, support and develop appropriate choices of behaviour and respect for the rights of others.

Colonel Light Gardens Primary School has a consistent whole school approach to effectively manage students' behaviour. Consequences for appropriate and inappropriate behaviour have been established by negotiation between staff, students and the school community. In most situations we are able to work alongside students in a restorative manner to support resolution.

Link to policies: https://clgps.sa.edu.au/policies/

BIKE AND SCOOTER STORAGE

Children may ride their bikes and scooters to school and store them in the racks situated near to the Miller Mack Building (Year 3-6) and the Grounds Shed (Rec-Year 2).

The bike sheds are locked during school hours, but bikes remain the responsibility of students. Riders must dismount upon reaching the school grounds.

No skateboarding is allowed in the school yard.

Bike and scooter riders are reminded that the wearing of protective helmets is required by law.

CANTEEN / HEALTHY EATING

The Canteen is managed by the Canteen Committee, which is responsible to the Governing Council. The manager is employed, and volunteer helpers are needed to serve and prepare lunches. The Canteen aims to provide a nutritional menu at a reasonable price. The menu reflects the National Healthy Food Guidelines.

The canteen is open Monday - Friday and students may purchase over the counter between **11:30 am** - **12:00 pm** at Gozen (lunch) and between **1:40 pm - 2:10 pm** at Gogo. Staff members on yard duty supervise this procedure.

Parents/carers can order lunches on the **FLEXISCHOOLS APP** (your Flexischools account is also accessible via the Schoolzine app (SZapp) home screen, or you may send money in a brown paper lunch bag with the order.

Flexischools orders must be completed by 8:00 am.

Lunch bags are available from the Canteen. Lunch orders are sent to the Canteen by 9:15 am in Canteen boxes from the classroom.

Emergency lunches may be requested by the classroom teacher.

Any offers of volunteer assistance will be appreciated, and volunteer helpers are encouraged to contact the Canteen Manager, **Kelly Gilbert** (<u>clgpscanteen@gmail.com</u>).



COMMUNICATION

Our Friends of Colonel Light Gardens Primary school Facebook page allows parents to connect. We encourage regular two-way communication between teachers and families, both informally and via any of the following school digital communication platforms:

- Parents find our school website content which includes hyperlinks to further information to be useful.
- Seesaw is used to share learning with families and messages between the classroom teacher and parents/ career.
- Email is used for whole school, year group messages and by classroom teachers to communicate with families.
- Schoolzine app (SZapp), a whole school platform used to notify parents of communication coming from the school including updates and the school newsletter (published in weeks 1, 3, 6 and 9).
- Informal communication: in the yard and when visiting the classroom is always welcomed.

SCHOOLZINE APP (SZAPP)



To minimise access points to the range of app used around the school from many to a single access point, Schoolzine App (SZapp) home page tiles have been created for:

- access the school term calendar
- Flexischools App for canteen lunch orders
- BPoint payments portal
- Devon Uniforms online store
- OSHC bookings via Fully Booked
- Scholastic book club

•

and another to notify the school of student absences.

Link to installation information sheet:

https://clgps.sa.edu.au/wp-content/uploads/2023/08/2023-printable_SZapp_Installation_Guide_july2023.pdf

We ask parent/caregivers to:

- register your Schoolzine App ensuring that email details used are same as subscription email details.
- read the communications when you are sent a notification or email.
- communicate with the class teacher about any issues of uncertainty or concern.

CONCERNS

On occasions particular concerns may need to be discussed. Working together will give us the best chance of solving any problem that may arise during your child's years at Colonel Light Gardens Primary School.

If you have a concern, we want you to let us know. It's important to learn from mistakes or misunderstandings so that we can improve your child's experience and learning and improve our processes where possible.

The first step in working through a concern is to talk to your child's teacher or the teacher concerned. Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

COMPLAINTS / FEEDBACK

It is important to work together to find solutions in a polite and respectful manner, so we can improve our services. Open and respectful communication is welcome. Please share feedback on:

- the type, level or quality of service
- staff behaviour and decisions
- a policy, procedure or practice

Link to policies: https://clgps.sa.edu.au/policies/

If you would like more information, visit the Department's website at:

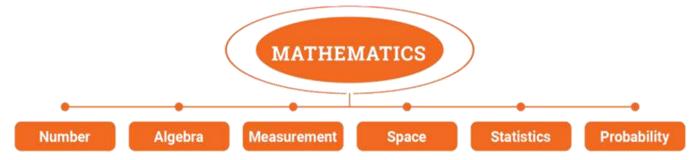
https://www.education.sa.gov.au/department/feedback-and-complaints/make-complaint-aboutschool-or-preschool

CURRICULUM

The curriculum of our school is based on Version 9 of the Australian Curriculum. Often, we integrate subjects to ensure learning is meaningful (e.g. students may develop in the language area whilst writing and reading about health topics). All students learn in the following curriculum are as:

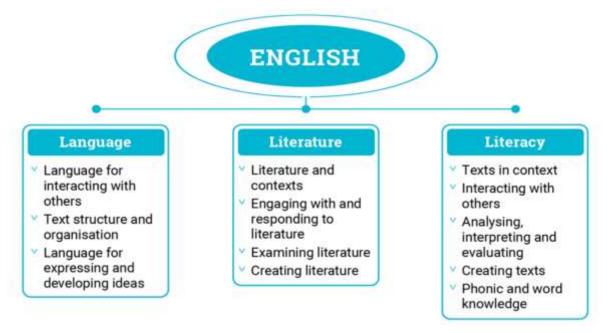
MATHEMATICS:

The mathematics curriculum at CLG aim to develop students' confidence and proficiency in using and communicating mathematics, as well as their ability to investigate, interpret, and reason with mathematical concepts. It also aims to foster a positive attitude towards mathematics, make connections between different areas of mathematics, and apply mathematics to model situations in various fields and disciplines.



ENGLISH:

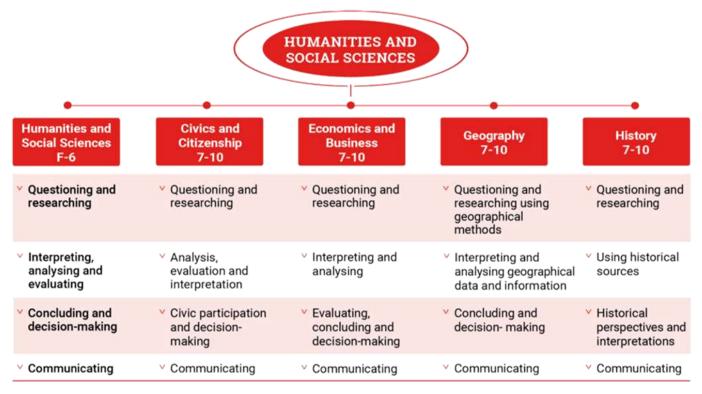
The English curriculum at CLG aims to develop students' abilities to read, write, speak, listen, create, and reflect on complex texts in various contexts. It also aims to teach students how to use Standard Australian English in combination with non-linguistic forms of communication to create meaning, and to develop an appreciation for literature and the aesthetic aspects of texts. Additionally, the curriculum aims to help students use the English language in all its variations to communicate effectively with others.



HISTORY & SOCIAL STUDIES (HASS):

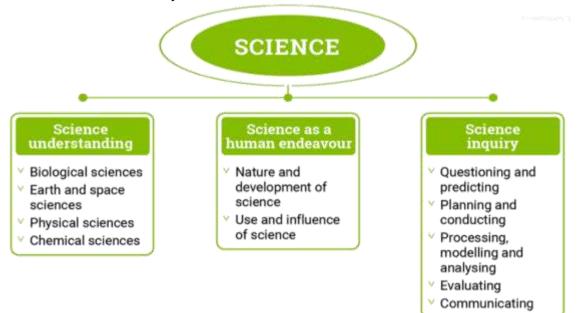
The HASS curriculum at CLG we aim to develop students' curiosity and respect for people, cultures, and systems throughout the world, past and present. We also provide students with historical, geographical, civic, business, and economic knowledge in local to global contexts, and to help them understand the factors that shape society and influence sustainability.

Additionally, we develop students' disciplinary skills, including questioning, researching, analysing, evaluating, and communicating, and to foster dispositions required for effective participation in everyday life, such as problem-solving, critical and creative thinking, responsible citizenship, informed decision-making, and ethical reflection.



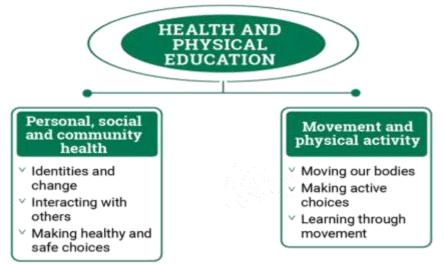
SCIENCE:

Science at CLG aims to develop students' interest in science and provide them with a solid foundation of knowledge in biological, Earth and space, physical, and chemical sciences. It also aims to teach students scientific inquiry practices, communication skills, problem-solving abilities, and an understanding of the relationship between science and society.



HEALTH & PHYSICAL EDUCATION:

Health and Physical Education at CLG aims to develop students' abilities to make informed choices and advocate for their own and others' health, wellbeing, safety, and physical activity participation. It also aims to teach students personal, social, and cognitive skills to promote self-identity and wellbeing, movement skills to respond confidently in physical activity settings, and to analyse how personal and contextual factors shape opportunities for health and physical activity.



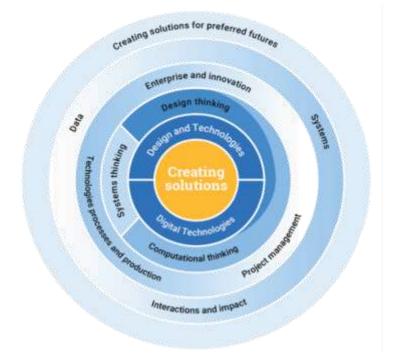
THE ARTS:

The Arts curriculum at CLG aims to develop students' creativity, critical thinking, aesthetic knowledge, and understanding of arts practices. It also aims to teach students how to express, respond to, and communicate ideas and perspectives in meaningful ways, and to engage with diverse cultures and traditions through the arts.



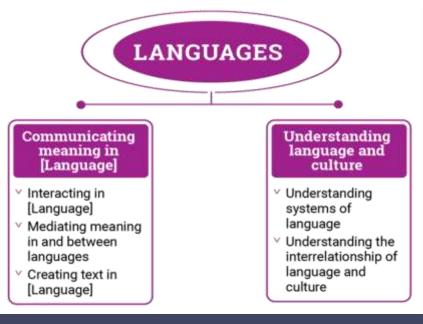
TECHNOLOGY:

The Technologies curriculum at CLG aims to develop students' knowledge, understanding, and skills to investigate, design, plan, manage, create, and evaluate solutions using traditional, contemporary, and emerging technologies. It also aims to teach students to make informed and ethical decisions about the role, impact, and use of technologies for a sustainable future, and to confidently select and manipulate appropriate technologies when designing and creating solutions.



LANGUAGES:

Japanese at CLG aims to develop students' linguistic competence, intercultural capability, and self-awareness as communicators. This is achieved through the development of knowledge, understanding, and skills related to language and culture.



CHOIRS

Students from year 2 onwards can be involved in a choir. We have the Junior Singers, Middle primary choir, Boys group and the Festival of Music upper primary choir. Our performing arts teacher, Emily Adamson trains these choirs, and we employ an accompanist.

CLASS PLACEMENT

The principal and teaching staff make decisions about the number and structure of classes for the forthcoming year, within the staffing formula allocated by DFE.

Class lists are prepared considering the gender, academic, social, emotional and physical needs of individual children. Parents are invited to provide written information via a student survey to communicate the needs of individual children (e.g. specific areas of need, learning styles). This information is considered when developing class groups.

Decisions are made with a view to establishing balanced, equitable class groups that will work well together.

The ultimate decision on class placement rests with the principal. Children/families are consulted re friendships and placed in new classes with a friend.

EXCURSIONS / INCURSIONS / CAMPS

These activities are valuable and enhance learning in the educational program. They provide first-hand experience and shared learning for the whole class. The experiences reinforce and relate to activities in the classroom. Social learning and language enrichment are fostered through participation in these activities.

INCURSIONS;

Performances and incursions are arranged for the whole school or particular year levels of classes at various times. These enable our students to experience a range of presentations at school.

EXCURSIONS:

School class excursions may include full or part day visits, usually to local venues. The children participate in class activities prior to and following the excursion to increase their learning from this shared experience.

Children involved in school activities travel by public or private bus. Parents are responsible for the cost of this transport.

CAMPS:

Camps are organised at the discretion of classroom teachers and organised annually.

EVACUATONS / EMERGENCY LOCKDOWNS

The Department for Education and all schools have developed emergency evacuation guidelines.

Our new system provides a clear spoken message to inform us of the emergency and subsequent procedures. Please follow the teacher's instructions if you are in the school at this time.

All parents MUST evacuate with children in a drill or emergency procedure.

FACILITIES

DOOLETTE:

The Doolette building, built in 2012, hosts our reception classes, as well as technologies and visual arts rooms.





READE:

The Reade building is host to the school meeting room, Pastoral Care Worker (PCW) and our year 1 classes.



LANGLEY HALL:

Langley Hall is our indoor P.E. space, students also assemble here for events such as incursion performances, SRC discos and school assemblies. The hall also has toilet blocks for boys & girls and a recently upgraded kitchen space.



MORTLOCK:

The Mortlock building hosts our middle primary (years 2 to 4), as well as the staff facilities, office and our library.



GRANGE:

The Grange building is our oldest building and hosts the upper primary years 4 - 6, as well as OSHC and vacation care program, and our performing arts space.



CANTEEN:



COLA:



BIKE SHEDS:





MILLER MACK:

Formerly renamed **The Loovre** after the building was retired from its original purpose as a toilet block, into a storage area for school resources. In term four of 2018 the building was renovated again to become a kitchen/science laboratory space and was renamed the **Miller Mack building**.



MORTLOCK OVAL & PLAYGROUND:



JUNIOR PRIMARY PLAYGROUND:



NATURE GARDEN:





GOVERNING COUNCIL

The role of the Governing Council is to exercise a general oversight over the well-being of the school and to ratify the policies and strategic directions of the school. Governing councils work with the site leader to help set and monitor the direction of a site.

The Governing Councils are comprised of twelve parents elected for two years, one leadership representative and up to three staff representatives also attend.

The following Council appointed sub-committees are open to all parents, and we welcome support and participation.

Canteen Committee	Fundraising Committee		
Education Committee	Grounds & Facilities Committee		
Finance Advisory Committee	OSHC Committee		

Calls for nominations to Governing Council are requested through the CLG Newsletter, with new members elected at the Council's Annual General Meeting (AGM), which convenes in term one of the school year.

Parents are welcome to attend Council meetings, held in the staffroom on Monday evenings of week three and week eight of each term.

HOMEWORK AGREEMENT

We believe that homework can help:

Develop good study habits.

Show parents what is happening in school.

Students utilize time effectively.

Reinforce work done in the classroom.

With transition between primary and secondary school

It is the professional responsibility of each teacher to establish and communicate their homework arrangements to parents early in the school year. Parents are asked to let the teacher know if the homework is too difficult, taking too long or is unable to be completed for any reason.

Regulations under the Education Act No. 164:

Teachers may require that homework, appropriate to the age and ability of a child shall be done by a child attending a Government school.

Every teacher shall give a sympathetic consideration to any objection from a parent regarding the amount of homework expected by the teacher from a child of that parent.

HOT WEATHER / WET WEATHER PROCEDURES

HOT WEATHER

On days where the estimated temperature is 36 degrees or above, children will remain in classrooms for the play period. They are then able to have a ten-minute break at the coolest part of the day.

WET WEATHER

Before school, children are expected to wait under cover, until the wet weather bell rings. Children may go inside their class area only if a teacher is present to supervise. Teachers are usually in classrooms by 8.30 am. Wet weather routine is indicated by an announcement over the sound system. Teachers will then supervise children indoors.

INFORMATION TECHNOLOGY

CLG supports the belief that through digital technologies we equip students to participate in a rapidly changing world where technology enables students to do things that weren't previously possible. We focus on developing the skills necessary for students to create and use information in an effective, safe and creative manner.

All students have access to technology, including secure access the wireless internet infrastructure, which is monitored and filtered with a department provided product called Swift.

This ensures the safety of all students. The school employs two part-time IT technical staff to support everyone with the use of technology and to resolve any problems. Technology is used in all classrooms to extend and enhance learning opportunities for all students including the use of assistive technology for students with specific learning needs.

Each year level has access to technology including:

- Reception-Year 2 shared iPads
- Years 3-4 shared iPads and laptops
- Years 5-6 BYOD iPad program and shared laptops

All staff and students are supported to develop skills for life-long learning with the use of technology. At the start of each year students and their parents are asked to sign an acceptable use agreement form to acknowledge their responsibility to use technology appropriately. Digital safety concepts are taught by classroom teachers and during technology lessons.

All students are participating in Technology specialist lessons, which develop students understanding and skills in **'how computers work'**. We incorporate the use of robotics, coding, programming, 3D printing and learning games.

INSTRUMENTAL MUSIC

Colonel Light Gardens are fortunate to have DfE music teachers available to teach instruments - brass, woodwind, and percussion - to children in years 4, 5 & 6. This occurs during class time.

LEARNING SUPPORT

At Colonel Light Gardens we work collaboratively to meet the learning needs of all students. For students requiring additional support, the school accesses supports ranging from assistive tools to intervention programs. Student Support Officers (SSOs) have allocated time to work across all year levels.

Student Support Services (SSS) staff are there to work collaboratively with schools on a case-by-case basis. The school will discuss your child's identified needs with SSS staff, and they will in turn provide recommendations, and where necessary, involve a member of their team. Please see the Support Services Overview for parents, available here.

On occasion, families seek the support of **Private (non-DfE) Service Providers** to support the needs of their child, such as Speech Pathologists, Psychologists, and Occupational Therapists. Facilitating these sessions during school time are at the digression of the school and subject to available times, space and supervision. Approval from the school's leadership team for student support, must be obtained before arranging these sessions. Please note, these services are at the expense of parents/carers and are not funded by the DfE.

For any additional information, please contact Brianna Frahn: brianna.fidler858@schools.sa.edu.au

LIBRARY

The Colonel Light Gardens Primary School Library provides a well-resourced, exciting and inclusive environment that promotes a love of literacy and passion for reading.

We deliver a safe and engaging space, where children are warmly welcomed and encouraged to come and explore a wide variety of literature. We strive to offer a broad range of appealing and challenging texts, working together to find 'good fit books' for every child's unique requirements.

Developing sound literacy skills and the love of reading is encouraged through all our passionate staff; modelling and sharing the love of literature.

Our team endeavours to engage students and develop curriculum connections to texts through cultural activities and events along with the celebration of significant days within our school and wider community.

Our Teacher Librarian Miss Noble works throughout the week in the library and is available after Gozen. She works to support students and teachers with accessing resources with great connections to the curriculum as well as delivering lessons about significant events.

Our SSO Amy works in the Library Monday to Thursday and her knowledge of books and the library space in general means she can answer about any question a student might have.

Students visit the library weekly, and in this time may partake in a range of experiences including borrowing, listening to a book being read, learning about significant days or events or developing information literacy skills for life-long learning.

Students can also come to the Library at the Gogo break to quietly read, draw, colour or do a game or activity. Each year level has an allocated maximum borrowing capacity:

- **Reception:** 1 book per child
- Year 1 & 2: 2 books per child
- Year 3: 3 books per child
- Year 4: 4 books per child
- Year 5: 5 books per child
- Year 6: 6 books per child

Students may borrow books for 2 weeks at a time, but then can also re-borrow a book if they have not yet completed it. If your child has a lost or damaged book, please contact the library staff to discuss.



We strongly encourage families to spend time at home reading with their children.

Reading aloud is a wonderful opportunity to support your child's literacy development, build lifetime memories and foster relationships. Make some time throughout the week to read aloud and enjoy the books your child has chosen. We know from experience that the students absolutely treasure this time.

Our Year 6 students have the opportunity each year to contribute to the school as our Library Leaders. This group of students collaborate closely with Miss Noble and Amy to assist with everyday Library management such as:

- Returning and re-shelving of books and resources
- Assistance with book club brochures & distribution
- Book week & book fair support; including setting up, displays etc.
- Other duties as required from time to time.

At the CLG Library, we will continue to develop curiosity, innovation and problem-solving. Our Library is a space that is integral to the cultural and social life of the school. We aim for it to be a central point for all kinds of reading, cultural activities, access to information, knowledge building, deep thinking and lively discussion.

For any additional information, please contact Kristy Noble: Kristy.noble364@schools.sa.edu.au

LOST PROPERTY

Lost Property is brought to the front office. If your child is missing an item please email the classroom teacher who can support by looking in the classroom. You may visit the front office to look through the Lost Property collection.

MEDICAL EMERGENCY CONTACT INFORMATION

Parents are asked to appoint emergency contacts at enrolment and regularly update these contacts for their child/ren.

MEDICATION / FIRST AID

FIRST AID

Administration staff are on first aid duty in the office throughout the day. Children must first see a teacher on yard duty if hurt in any way. Students will be sent to the office for first aid when necessary. Each teacher has a basic first aid kit for minor injuries. Office staff have senior first aid training.

In the event of minor accidents or illnesses children will be cared for at the front office where the first aid facilities are provided. If children are hurt or unwell and it is felt that they should not remain at school, all endeavours will be made to contact a parent. Emergency contacts may be contacted if parents are not responding to contact attempts.

Should emergency contacts also not be contactable, the school will take whatever action is deemed appropriate for the safety of the child. It is, therefore, imperative that parents ensure that the Medical/Emergency contact information held at school is up to date.

AMBULANCE

If a child requires an ambulance, parents are asked to claim the cost from their Health Fund. If you do not have ambulance insurance, requests for payment can be forwarded to the Department for Education.

MEDICATION

All medications administered/applied at school should be done so under supervision of staff members. Medications to be administered at school should be submitted to and stored in the front office and not left in students school bag.

Medications, both prescribed and over the counter can only be administered to students by staff members if the medication bears a pharmacy label and is accompanied by a signed Medication Agreement bearing identical instructions to the pharmacy label.

To assist with safe medication management, we ask parents to ensure that medication is only be administered by staff at school when absolutely necessary. (e.g. medication prescribed to be taken three times per day can be taken before school, after school and before bedtime, and not come to school at all.

Medication that is required to be administered within school hours should:

- Be delivered in the original container (you can ask your pharmacist for a second, labelled container to keep the extra medication at home.)
- Bear a pharmacy label clearly showing child's name, date of birth and dosage/application details.
- Be well within the use-by-date.
- Be accompanied by a Medication Agreement (parental permission) and/or Medical Action Plan (ref: DfE Health Support Plans

It remains the responsibility of the parent to ensure that their child/ren's Medical Action Plans, Medication Agreements are up to date and that medications stored onsite are well within their use by dates.

N.B. Medications that are past their use by dates CAN NOT be administered by staff members.

STAYING HEALTHY

Every child in our school is unique in their needs, interests and skills and some have special medical requirements. Often children with severe medical conditions are very vulnerable to childhood diseases such as measles, chickenpox, and gastroenteritis. We also have students with asthma and students with anaphylactic reactions to nuts, eggs and other common foods.

To include all these children safely in our school community we need to take extra care:

- Please notify the school if your child contracts diseases such as measles, chickenpox, etc.
- Please keep your child home for 24 hours after last episode of vomiting/diarrhoea, **i.e. if your child** is unwell repeatedly during the night but not in the morning, it is still not appropriate to send them to school that day.
- Please do not send lunches that contain nuts including nutella, peanut paste and whole nuts.
- Teach your children not to share food.

Parents are asked to contact the class teacher or administration staff in cases where children contract communicable diseases. Recommended minimum exclusion periods from school can be found here:

https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectio us+diseases/exclusion+from+childcare+preschool+school+and+work

For further information about infectious conditions please visit:

https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/healthy+living/prot ecting+your+health/preventing+disease+and+infection/youve+got+what

OUT OF SCHOOL HOURS CARE (OSHC)

The before and after school hours program provides a safe, caring environment for children of school age whose parents working commitments require this facility. The school also operates a Vacation Care program during term breaks.

- The before school care program operates from 7:15 am to 8:30 am.
- The after school care program operates from 3:10 pm to 6:00 pm.
- The Vacation Care program operates from 7:15 am to 6:00 pm on pupil free days and term breaks.

Places in these programs are limited and bookings are essential. Standard fees apply, and fee relief is available through Centrelink.

More Information is available via our school website: <u>http://www.clgps.sa.edu.au/oshc</u>

PARKING & COLLECTION OF CHILDREN

Parents must observe signs indicating parking restrictions in streets bordering the school. These car parking facilities are provided by Mitcham Council and as such, council fines can apply.

PARKING IS AVAILABLE IN:

- some roadside areas along West Parkway.
- the car park off Freeling Crescent please do not block access for cars.
- the lane at the back of The Strand is predominantly a **'kiss and drop'** zone and no parking is permitted in designated areas.
- parking bay off West Parkway for permit parking only between 8:00 am 9:00 am and 3:00 pm 4:00 pm
- these permits must be displayed.

We have two very effective 'kiss and drop' zones for our school that make dropping off and picking up your children effective.

Along West Parkway on the eastern side adjacent to the school and in the section of the laneway where the court is, there are **'No Parking 8-9am and 3-4pm'** signs. This means you can stop there to pick up or drop off your children but must not leave your car.

In the lane way there is also a section from the rubbish bins and near the pedestrian crossing which is **'No Standing'**. This means you cannot stop there at all. Further along each end of the laneway there are 30-minute parking spots. At particular times all facilities become very busy.

WE URGE PARENTS TO:

- use common sense.
- take extreme care to ensure the safety of children.
- observe school signs and parking signs.

Parents should make suitable arrangements for the safe collection of children after school. Consider using the Baseball/Football club carpark on Sturt Avenue.

PAYMENTS & FINANCE

MATERIALS AND SERVICES CHARGE

The Materials and Services charge, together with grants provided by the government, is used to provide your child with access to the materials and equipment needed for a quality education program. It provides:

- Stationery, art and craft materials, textbooks, library books and teaching resources
- Equipment for physical education, science, technology and information technology, including internet access.
- Swimming/aquatics lessons and two other in-school performances (excluding transport)
- Other materials that are needed to deliver the curriculum and to ensure a safe and challenging environment.

SCHOOL POLLING OF CHARGES

At the end of each year a poll of all parents regarding the Materials and Services Charges for the following year is conducted by the school. If over 50% of respondents to the survey vote in favour of the charge (currently at time of writing: \$420.00 a year), the fees become a legally recoverable charge.

PAYMENT OF FEES

Please note that the terms of payment are 30 days from date on invoice. You may elect to pay via direct debit in which case payments are spread over 10 fortnights.

EXCURSION LEVY

The excursion levy is a payment each year towards excursion costs to help eliminate the need to pay for most excursions throughout the year. It is not an essential payment, and you are welcome to pay for excursions as they occur. This is invoiced at the same time as the school fees. You may also include this amount with any direct debit you set up to spread the costs over a 10 fortnight period. The cost of the levy is currently \$75.00 a year.

PAYMENT OPTIONS

• Payment in full

- Finance window is inside the front office and opening times are between 8:30 am 10:00 am each day
- Payment by phone using Visa or MasterCard.
- Online payment with a credit card and your family ID (found at the bottom left-hand corner of your invoice): <u>https://www.bpoint.com.au/payments/colonellightgardensprimaryschool</u>

• Direct Debit by Instalment

Complete a Direct Debit Instalment Agreement with the school that allows for payments to be spread across ten fortnights. You can find the most recent form here: Fees and payments - Colonel Light Gardens Primary School (clgps.sa.edu.au) or phone/email admin staff to have one sent to you. Please contact finance office to discuss on **8276 1523** or **dl.0723.finance@schools.sa.edu.au**

• Money sent to school with student

When you send money to school with your child we ask that you please ensure that it is placed in a sealed envelope clearly marked with your child's name and room number. This can then be handed into the class teacher or front office.

• School Card Scheme (Government Financial Assistance)

The School Card Scheme is provided and administered by Department for Education. Subject to eligibility criteria, the Scheme provides financial relief to low-income families in relation to the cost of education expenses incurred at Government Schools.

Applications for School Card are available online and can be filled in and submitted electronically:

https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme

N.B. Applicants need to reapply for the school card scheme every year.

OTHER EXPENSES

Other costs that will arise during the year are camps, participation in after-hours school sports, Sapsasa, year 6 graduation, and some whole school student initiated SRC activities that are not part of the excursion levy.

DEBT COLLECTION

Colonel Light Gardens Primary School utilises the DfE Debt Collection service as per the Colonel Light Gardens Primary School Governing Council Debt Collection Policy.

PETS ON SCHOOL GROUNDS

Pets are not permitted on school grounds during school hours without permission from the principal.

POLICIES & PROCEDURES

Please visit our website to view current policies and procedures:

https://clgps.sa.edu.au/policies-and-procedures/

SCHOOL SECURITY

The school is alarmed and frequently monitored by after-hours security and police patrols.

Parents witnessing any infringement on school premises should phone the Police on **11444**. If you notice damage to the school, please call Police security on **8116 9230**. Please also report the matter to the principal when possible.

Liz Pelling (principal) - Contact number: 0428 811 594

STARTING SCHOOL

RECEPTION STUDENTS - when does your child begin school?

The movement from the DfE 'single intake' policy to a double intake will begin in primary schools in 2024.

From 2024, there will be two major intakes for children enrolling in primary school (reception) - intake one for children stating at the beginning of the year (term one), and intake two for children starting mid-year (term three).

The first year of primary school is known as reception. If your child turns five before 1 May, they can start primary school at the beginning of the year.

From 2024, if your child turns five years between 1 May and 31 October, they can start school in either: term three of the same year or term one the following year.

N.B. Students enrolled through a mid-year intake will complete six terms of reception.

For further enquiries please contact DfE one intake date enquiries:

https://www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/school-enrolment/starting-school

SPORTS

SCHOOL SPORT

Fitness and skill development lessons are undertaken in our Physical Education program, conducted by class teachers and our PE specialist teachers.

SAPSASA

School Sport SA is part of the Curriculum Programs directorate of the Curriculum and Learning Division. School sport can and does make a significant contribution to students' learning. School Sport SA coordinates the development of quality school sport programs that align with the Australian Health and Physical Education Curriculum, SACE and VET to support the learning needs of all students.

Students in Years 5 and 6 will have the opportunity to nominate and try out for for a range of Sapsasa sport teams. These teams represent our school and compete against other schools or within a carnival competition.

SPORTS DAY

Sports Day is held annually. All students are allocated a house team at time of enrolment for the duration of their time at CLGPS and compete for the School Trophy. All students gain house points through their participation.

Students are placed in the same team as their siblings and can request placement in a particular team for historical and family reasons.

The four house teams at CLG are:

JACKSON - RED	STURT - BLUE	MITCHELL - GOLD	LIGHT - GREEN	
This is a great community event and families are encouraged to attend. Students appreciate the support				

This is a great community event and families are encouraged to attend. Students appreciate the support. Food and drinks are available as well as a fundraising cake stall and BBQ.

AFTER HOURS SPORT

We all want our children to enjoy and benefit from their school experience and for many children, participating in sport is an important part of that experience. Student involvement in sport helps them to develop sporting skills, self-esteem, fitness and friendship.

The National Junior Sports Policy states that participation in competitive sports commence when children are in their eighth year.

The After Hours Sports program at Colonel Light Gardens Primary School strives to provide a range of sports for students to participate in and relies on the commitment of volunteers and sporting associations to assist with organising our program.

Tash Withers (Administration Officer) coordinates all student registrations and supports parent volunteers, creating functional teams for following seasonal sports:

TERM 1	TERM 2	TERM 3	TERM 4
Cricket Basketball	Netball Soccer Basketball	Netball Soccer Basketball	Cricket Basketball

Without the commitment and dedication of our parent volunteers students would not be able to enjoy their sporting activities. Parent volunteers are always in heavy demand for the roles and responsibilities of coaching and team managers to assist with scoring and practices.

We firmly believe our children will benefit greatly from a comprehensive understanding of the rules, expectations and requirements of playing sport at primary school. Above all, this will lead to a greater enjoyment of sport by everyone involved and a strengthening and development of our school's community.

STUDENT ASSESSMENT & REPORTING TO PARENTS

ASSESSMENT OF CHILDREN'S PROGRESS

Children are continually assessed by teachers in order to monitor progress and provide a basis for designing the educational programme which will assist your child to reach their full potential.

Various assessment methods are used including:-

- Regular testing of skills.
- Recording of work covered, knowledge, skills and attitudes developed, and problems encountered.
- Examining work samples.
- Teacher observation.
- Reflection on activities to support learning.
- Self, peer and teacher assessment.

REPORTING TO PARENTS

Reporting of student learning to families includes the following formal practices as well as the ongoing informal and digital reporting of class programs, events, and work samples. Our aim is to give students and their parents / carers honest, constructive and useful information about learning progress so that students can set realistic goals for future learning.

- **TERM 1** Interview (three-way or parent/teacher) to share information and set goal, discuss strengths and challenges and discuss goals.
- **TERM 2** Comprehensive written report on learning outcomes, providing a grade for academic achievement, an effort rating and comments on strengths and areas for development.
- **TERM 3** Student-led conference learning conversations, where students present examples of their learning and progress towards achieving their goals.

TERM 4 - Term 4 Report: a summative written report of the year's achievements providing a grade for academic achievement, an effort rating, and comments on learning achievements.

STUDENT LEADERS & SRC

At Colonel Light Gardens Primary School, we value student voice and seek to consult with and obtain feedback from our students to empower them to become co-creators of a safe, productive, and rigorous learning community. We provide students with opportunities to develop and practise leadership skills in meaningful and purposeful contexts.

The SRC is comprised of students from Years 2-6, with four representatives elected from each class.

Each representative will serve two consecutive terms throughout the year (Terms 1 & 2 or Terms 3 & 4). This allows for every representative to be involved in a special event such as discos and to see projects through to completion.

Student voice and leadership development in Reception and Year 1 are practised and experienced through regular class meetings, Star of the Day and other similar classroom initiatives.

The SRC Executives (8 elected Year 6 students) are each assigned a Reception / Year 1 class and are responsible for sharing news, information and collecting ideas and feedback regarding SRC Initiatives.

STUDENT WELLBEING

At Colonel Light Gardens Primary School we pride ourselves on the delivery of Wellbeing Programs and Support to students, families and the wider community. Our school is committed to support each student to achieve their potential and where social and emotional learning needs are supported to ensure growth in their learning and development.

We have many staff in our Wellbeing Team including Wellbeing coordinator, Michelle Bawden, Pamela Hansen, Wellbeing Support and Becky Cassin our Autism Inclusion Teacher who are active in providing positive wellbeing strategies across our school context, including, but not limited to:

- Building and developing strong relationships with students, staff and families,
- Supporting students to develop resilience and wellbeing,
- Provide students, their families and staff with support and/or appropriate referrals to internal/external services as needed,
- Organising / facilitating one to one or group sessions with students, parents, staff and other members of the school community as requested.
- Facilitating community partnerships programs between school and wider community.
- Community wellbeing mentors
- Social and emotional small group programs including What's the Buzz, Art Therapy, Drumbeats, Compassion Circle and small meditation groups.
- Heart Hub, an all-inclusive play space for students in breaks with large games and activities.
- Individual and small group sessions
- Active participation in Harmony Week and National Day of Action against bullying and violence
- Incursions
- Wellbeing Room to promote self and co-regulation

Our school is involved in a National Schools Wellbeing Program, with funding provided by the Federal Government through ASK Wellbeing Services, Your Dream Schools, to support the wellbeing of our students, families and school community. Pamela Hansen, who is funded by this program and part of our Student Wellbeing Team, holds qualifications in counselling, Art Therapy and community development. Pamela

strives to support others to have a voice and develop what a healthy sense of wellbeing looks like and is involved in many of the wellbeing strategies across our school.

SUN SMART POLICY



As part of our Sun Protection Program, ALL students are expected to wear appropriate school hats (not baseball caps) when outdoors at Colonel Light Gardens Primary School when the UV rating is 3 or higher.

Student without a hat will be asked to play in the specific shaded area designated by staff on yard duty. Please ensure that your child brings a CLG uniform hat to school each day.

A range of School Dress Code hats are available from Devon Clothing.

Please refer to the Sunsmart Policy on the school website.

TEACHING METHODS

Colonel Light Gardens Primary School provides a learning environment that instils the desire, skills and capacities for everyone to be successful lifelong learners. We want learners to actively engage in processes that enable them to reflect on and recognize how they learn, develop skills to connect their learning to their own context and apply it in the world.

This means learners can work effectively in groups or independently because they are conscious learners who know how to inquire and have the research skills to do so. They use technology efficiently and ethically to research, communicate and create. They express themselves using a variety of modes of communication including the physical and artistic modes.

Our learners engage with "big ideas" through their inquiries and then act on their learning. They generate questions to inquire into. They experience personalised learning, based on their questions, abilities and on a continual cycle of assessment and feedback between students and teachers.

Teaching will facilitate the gradual transition of responsibility for learning and provide flexibility for learners to extend their own capacities for learning in a changing world. There is a focus on the use of ICT (information and communication technologies) to support learning.

TERM DATES

TERM DATES FOR SOUTH AUSTRALIAN STATE SCHOOLS

https://www.education.sa.gov.au/students/term-dates-south-australian-state-schools

UNIFORM

Governing Council supports the wearing of school uniform by all students at all times. The wearing of a school uniform promotes pride in our school, enhances our public image, reduces peer pressure, encourages appropriate clothing for school activities and promotes a sense of equal opportunity.

N.B. Denim is not a part of the school uniform.

Footwear that is suitable for physical activity is required (thongs of any description are not permitted). Schoolbags bearing our school logo are available for purchase from Devon Clothing. All uniform items can be purchased through:



DEVON CLOTHING

84 Daws Road, DAW PARK, SA 5041. Ph: (08) 8373 1776

Open Hours:

Monday - Friday: 9:00 am - 5:00 pm | Saturday: 9:00 am - 12:00 pm

Online Orders:

https://onlinestore.devonclothing.com.au/shop-by-school/colonel-light-gardens-primary-school/

VOLUNTEERING

Parents have much to offer! Their involvement in the school can be an enriching experience for all concerned and the kids love it! Areas of involvement are:

Canteen	Excursion	Specific support programs (LAP)	
Maintenance	School administration	Support for classroom specialist	
Governing Council	The Resource Centre	programs	

To be involved with any of the above, interested parents, carers, family and community members need to must attain a CLG Accredited Volunteer status by:

- Attending a 1-hour Volunteer Training Session run by the school's leadership. Complete, sign and return the following forms:
 - Volunteer application form
 - Volunteer agreement
 - Volunteer induction checklist
- Obtaining a **Working with children check (WWCC)** from Department of Human Services
- Completing online training at PLINK website, print certificates on completion for:
 - Responding to Harm Abuse and Neglect Education and Care (RHANN-EC)
 - Online Volunteer induction

Submit all documents to the school's administration team, who keep up-to-date lists of all accredited volunteers.

WATER SAFETY & AQUATICS

All students from Reception to Year 5 will have the opportunity to participate in Water Safety lessons at Westminster and Unley outdoor pool. Year 6 students attend Aquatics at West Lakes.

WHOLE SCHOOL EVENTS

Whole school events are conducted as follows:

TERM	ODD YEARS	EVEN YEARS
1	Acquaintance Night Harmony Day	Acquaintance Night Harmony Day
2	Spotlight on CLG Reconciliation Week	Special Person's Day Reconciliation Week
3	Book Week parade Japan Day Student Led Conferences	Book Week parade SALA Festival Student Led Conferences
4	Sports Day End of Year Concert	Sports Day End of Year Concert

WORKING BEES

The Governing Council has a large property to maintain. A grounds person is employed part-time to do essential tasks and urgent minor repairs. It is therefore necessary to periodically conduct working bees to keep the school looking at its best. Parents are encouraged to support the Governing Council's efforts and encourage a pride in the school surroundings. The date of these working bees are announced in the School Newsletter.

YEAR 6 GRADUATION

Each year we celebrate the achievement of our exiting students. We hold a formal graduation ceremony for all year six students who will be attending high school the following year. This important event focusses on the way the students demonstrate our school values and the Expert Learner Qualities.

Children and their teachers attend a formal dinner and then are joined by parents and invited guests for a graduation ceremony and dance. Specific awards are presented, with nominations for these awards put forward by both Year 6 students and teaching staff.

We hope you enjoy your time at colonel light gardens primary. Please don't hestitate to contact us for any further information.