ON BEHALF OF STAFF, PARENTS AND CHILDREN
WELCOME TO TEA TREE GULLY PRIMARY SCHOOL.

We are pleased to welcome you and your child to our school community and hope that the years your family spends with us will be enjoyable and rewarding.

Our School has a well developed ethos of success and achievement. Our teaching staff are committed to the educational progress of each and every child and we seek to challenge those who are more able, and to support and nurture those who need extra help.

Please feel free to come in and talk about any concerns you may have with regard to your child’s schooling. Quite often, a quick chat either before school or at the end of the day is all that is necessary but if you feel more time may be needed, please do make an appointment to see either your child’s teacher or the Principal.

Newsletters, which are sent home with the youngest child in the family every second Thursday, will provide you with most information you will need about what is happening in the school. Please ask your child if they have received one. We will endeavour to email a copy of the Newsletter and any other relevant events to you. Newsletters are also available on our school website at www.ttgps.sa.edu.au

The Parent Teacher Acquaintance Night held by your child’s teacher early in the year will provide you with the necessary details of the year’s programme. It may include information about classroom procedures, homework requirements, class excursions or camps and the school reporting system.

A copy of our Practices for Developing a Success Oriented School document which pertains to our values, successful practices, health support policy and the behaviour of students at school will be given to parents for their information at enrolment (also available on our website). This policy is consistent with the requirements for all State Schools in South Australia.

The school utilises the services of Education Department Support Staff. We have access to a Speech Pathologist, Guidance Officer, Hearing Impairment Coordinator, Disabilities Coordinator, Interagency Student Behaviour Management Coordinator, the Learning Difficulties team and the Language Disorder Unit.

Parents, students and staff all have an important role to play in developing an atmosphere of trust, cooperation, enthusiasm and friendship so that all children can develop to their full potential.

Grant Dolejs
TEA TREE GULLY PRIMARY SCHOOL ADMISSION POLICY

All Reception students will commence school in term 1 and have four terms of Reception. Children who turn 5 before 30 April will start school in the year they turn 5. Children who turn 5 on or after 1 May will start school at the beginning of the year after they have turned 5.

Parents who are negotiating a Kindy commencement date need to be aware that children who turn 4 years of age by the 30th of April start preschool in Term 1. Please see Kathleen Mellor Kindergarten, or the Kindergarten where you plan to enrol your child, to arrange the details of Kindy commencement.

The normal school day begins at 8:55am and finishes at 3:15pm. If your Reception child is very tired in their first few weeks at school, please talk to the class teacher.

At the time of enrolment, we will discuss this policy with you.

ADMINISTRATION

Telephone: 8264 2677
Fax: 8396 1718
Address: 7-9 Neale Street, Tea Tree Gully, S.A. 5091
Email: dl.0432_info@schools.sa.edu.au
Website: www.ttgps.sa.edu.au

When your child commences school we require you to complete details and permissions on the Emergency Contact Form. This enables us to contact you in the event of illness or accident. You need to have completed an enrolment form before your child’s first transition visit. You also need to complete the medical details on the contact form and see the front office staff for additional forms if your child has a medical condition (including asthma). Our Health Support Policy is included in the Practices for Developing a Success Oriented School document.

Please ensure that the information provided on this card is updated regularly and that you advise the school of any changes that occur. If there is a custody order please provide the school with a copy.

Attendance

Children are under compulsion to attend school between the ages of 6 and 17 years. We require a note from parents when a child is ill and absent from school. If it is convenient, a telephone call to the school between 8.30am and 9.15am when a child is ill confirms the absence. Our Student Attendance Policy is included in the Practices for Developing a Success Oriented School document on our website.

Fees

Governing Council in accordance with the School Budget Committee set an annual school fee. The Fundraising Committee also raises money for the school. Money raised is used for such diverse areas as teaching resources and equipment, grounds development, new and replacement furniture, sports equipment, library purchases (books and equipment), first aid requirements, special programmes, art and craft materials, school improvement, photocopying, newsletters, curriculum and teaching documents, internet usage and computing equipment.

Payment of fees can be made in instalments. Please see front office staff to make arrangements. We have Credit card facilities.
School Card (Government Assisted Students)

The School Card scheme is designed for low income families. Approval for School Card will be dependent on proof of family income not exceeding certain limits. School Card information and Application forms can be obtained from the front office.

When your child starts school you should receive:

- Emergency Contact Form and permissions
- Map of the School
- Practices for Developing a Success Oriented School document including
  - School Values
  - Signs of Success
  - Successful Practices
  - Classroom Management
  - Yard Management
  - Rethink Room Procedures
  - Anti Bullying and Harassment Policy
  - Anti Bullying and Harassment Brochure
  - Grievance Procedures
  - Student Attendance Policy
  - Health Support Policy
  - Allergies Policy
- Beginning School Transition Policy
- Annual Report
- Tea Tree Gully Out of School Hours Care information
- Resource Centre information
- Health Support Planning Pamphlet
- School Dentist Forms
- School Uniform Order Forms
- Canteen Price List
- Account for School Fees (sent in the post)

Non-Smoking Zones

It is South Australian Government policy that smoking does not occur inside school buildings or on school grounds as they are designated SMOKE FREE ZONES.

SCHOOL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00 am</td>
<td>Out of School Hours Care available.</td>
</tr>
<tr>
<td>8.30 am</td>
<td>School yard is supervised.</td>
</tr>
<tr>
<td>8.55 am</td>
<td>Classrooms open.</td>
</tr>
<tr>
<td>9.00 am</td>
<td>Lessons commence.</td>
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<tr>
<td>10.00 am</td>
<td>R/1 classes healthy snack.</td>
</tr>
<tr>
<td>11.10 am</td>
<td>Recess. Yard is supervised.</td>
</tr>
<tr>
<td>11.32 am</td>
<td>Warning bell to finish Recess.</td>
</tr>
<tr>
<td>11.35 am</td>
<td>Lessons resume.</td>
</tr>
<tr>
<td>1.00 pm</td>
<td>Supervised lunch in classrooms.</td>
</tr>
<tr>
<td>1.10 pm</td>
<td>Children go out to play. Library or computer room open.</td>
</tr>
<tr>
<td>1.37 pm</td>
<td>Warning bell to finish lunch.</td>
</tr>
<tr>
<td>1.40 pm</td>
<td>Afternoon lessons begin.</td>
</tr>
<tr>
<td>3.15 pm</td>
<td>Dismissal time. Yard is supervised until 3.30 pm.</td>
</tr>
<tr>
<td>3.15 pm - 6.15 pm</td>
<td>Out of School Hours Care Programme.</td>
</tr>
</tbody>
</table>
Please allow enough time for your child to be in class by 8.55am ready to commence the day’s programme at 9.00 am. The school office is open from 8.30 am.

Please be punctual collecting your child after school. If you vary your arrangements, please inform us as soon as possible to ensure your child’s safety. Where we believe parents are delayed but on their way the children will be sent to the Front Office.

If parents find they are regularly delayed in collecting their child/children after school, the Out of School Hours Care Programme operating in the top transportable building must be used as staff cannot be responsible for children after 3.30pm. Please contact the school office for details.

FOR YOUR INFORMATION

**Things your child will require at School**

- School bag
- Handkerchief or tissues
- Library bag - books must be carried in a cloth/plastic bag for protection. We suggest a minimum size of 300mm x 300mm.
- Art Smock - to protect clothing, all children will need a long sleeved art smock, which they can put on themselves. We suggest elasticised cuffs and either elastic or velcro at the neck.
- Named lunch box
- Named drink bottle (with water)
- School uniform (named)
- School hat (named)

**Library**

Open daily from 8.50am to 9:10am for returning and borrowing materials. Parents are welcome to help their children and to borrow for themselves. If you require some training to use the computer, please contact the teacher librarian. Library lessons are held weekly for each class where children participate in inquiry based learning and further borrowing.

**Lost Property**

Lost property is kept in each unit as well as in the Sick Room. Please assist us by clearly labelling all clothing, bags, lunch boxes, drink bottles, smocks and other belongings. Check regularly to see if these names are still clearly visible.

**Excursions**

These may be organised by your child’s teacher throughout the year. During the year there are a number of performances and events and families are urged to budget for this. Where possible, children will attend performances at the school.

**Money**

If your child brings spending money to school, please check with their teacher for current arrangements.
Canteen

Our Canteen only supplies snacks, drinks and iceblocks. A price list is available from the school office.

Lunch orders are outsourced to Rorys’ School Lunches on Monday, Wednesday and Friday. A price list is available from the school office. Lunch bags with the child’s name, class, food required and money must be placed in the class lunch box first thing in the morning. On Tuesday and Thursday students must bring a packed lunch from home.

The canteen operates on a voluntary basis. We are extremely grateful for assistance given by parents.

Toys and Equipment

Children should be encouraged not to bring precious or dangerous belongings to school. It is very difficult for teachers to supervise the safety of these objects. Skateboards are not permitted at school.

Cycle Racks

Children who ride a bicycle to school should padlock one wheel to the rack. Children must walk their bike in the school grounds. They must also wear a helmet for their safety.

Safety House Scheme

This scheme operates so that children can identify houses they could go to if they are in distress or being followed. It is run in conjunction with the Police Department and children are instructed in how they should use the Safety House Scheme.

SCHOOL UNIFORM

The school colours are bottle green and gold combined with black as a base. Trousers, skirts, tracksuit bottoms and shorts are black. T-shirts, skivvies, windcheaters, cardigans and jackets are in bottle green or gold or a combination of bottle green and gold.

In addition the following items are acceptable:

- Track suits - black bottoms and green or gold top
- Netball skirts for summer uniform - black
- Runners (sports knickers under a skirt) - black
- Trousers - black
- Pleated skirts - black
- Shorts - black
- 'T' shirts - bottle green or gold
- Culottes - black
- Gingham dress - green and white
- Legionnaire or slouch hat

Many of the above items are available new or second-hand at the school. Please enquire at the School Office.

Suitability of clothing for school

Parents are reminded that the following are not acceptable school clothing:

- Court or heeled shoes
- Tank tops
- Board shorts or extremely short shorts
- Long dangly earrings
- Thongs
- Any item prominently featuring a company logo
- Baseball caps

The school has a fitness programme in which all children must participate. This programme involves running, climbing, dancing and exercising. All children should be suitably attired in comfortable, practical clothing and footwear. We recommend trousers that are made from stretch material, shorts, sneakers and layered clothing so that jumpers can be removed.
SAFE TRAVEL TO SCHOOL

- Try to adopt a circuitous route from either the Main North East Road or Perseverance Road, travelling in an anti-clockwise direction around the school. The Parking Zones are adjacent to the school fence.
- DO NOT stop or park in a ‘NO STANDING ZONE’ because you create a hazard for other children.
- Observe the speed limits.
- We are allowed to use the R.S.L. car park. Please park in the marked parks and avoid congestion at the entrance and near the cannon, to enable a safe flow of traffic.
- Do not park in front of the driveways of the school (including the Canteen) or those of our neighbours.
- Please DO NOT use the school car park.
- Please use the school crossing safely with your child. Stop and wait for the crossing monitors to raise the lollipops to stop the traffic. When the traffic has stopped and the lollipops are raised you may WALK across.

OUR HERITAGE

Our school has a long history. The first school at Tea Tree Gully, then known as Steventon, was opened in 1870. The original stone building, together with the additional 1930’s brick classroom and former Principal’s residence are still standing on the southern side of our property fronting Dowding Terrace. For about 90 years the original school served the small country community.

The school grew as the urban sprawl stretched out. Transportable classrooms were brought in to cope with the enrolments that came with housing development.

In 1963, prior to the opening of Banksia Park Primary, the numbers peaked. Enrolments declined with the building of Banksia and later St. Agnes Primary Schools.

The present school – the first new open space school built – was opened in 1973. The school is proud of its environment and the children are encouraged to care for the school grounds. We have received Commendations in KESAB Awards.

There were four houses involved in Sports Day. They were named in 1964 after local residents and House captains are elected each year to lead their teams. The houses were:

- ANGOVE - Yellow
- HAINES - Red
- BOWEN - Green
- HANCOCK - Blue

In 2003 we reverted to 3 houses (Angove, Haines and Hancock).

GOVERNING COUNCIL

Governing Council is the main consultative body within the school. Parent members are elected at an Annual General Meeting and serve for two years before being eligible for re-election. Governing Council is made up of elected parent representatives, the Principal, two staff representatives and an OSHC representative.

Council has various sub-committees - Education, Finance, OSHC, Social/ Fundraising and Grounds sub-committees which meet as required (at least once per term). Dates of meetings are published in the Newsletter.

All parents are able to attend any meeting - particularly Education where the agenda often includes topics of broad interest.

KIDS’ COUNCIL

The students who have been selected to be members of Kids’ Council have been voted in by their class peers and have been recognised for having good leadership qualities.

It is important to have Kids’ Council so that students can be an active part of the decision making process at our school.

From this main group of leaders, sub groups are formed to look at areas of our school that needs improving in some way. Examples of this may be:

- Grounds improvement sub-group
- Students involved in purchasing decisions
- Newsletter publicity sub-group

At every Governing Council meeting a Kids’ Council report will be presented. The parents and staff on Governing Council value their ideas and views and look forward to hearing their report.

OUT OF SCHOOL HOURS CARE

Out of School Hours Care (OSHC) operates in the transportable building at the top of the school before school from 7:00am to 8:30am and after school from 3:15pm to 6:15pm. OSHC also operates during the school holidays. Further information is available from the front office or on 82640413.
PARENT PARTICIPATION

There are a variety of ways that you can be involved in the school. Once you get to know your child’s teacher, you will find ways to be involved that suit you.

Parents and teachers will choose to have different levels of involvement.

In the classroom
- listening to children read
- cooking sessions
- helping in activity sessions
- electives
- art and craft
- typing stories
- supervising group work
- sharpening pencils

In and around the school
- working in the library
- making teaching aids
- working in the canteen
- helping in the computer room
- painting
- assisting with sports teams and Sports Day
- attending working bees
- serving on Governing Council or a Sub-committee such as Grounds, Fundraising, Finance or Education.

PLEASE NOTE: To become a volunteer, parents must complete a volunteer agreement form (available from the school). There are three categories of volunteers depending on the level of involvement with children. The Volunteer Policy is given to families on enrolment.

WAYS YOU CAN HELP YOUR CHILD

- Talk to them about starting school, where they will meet new friends, play new games, sing and make things.
- Send them to school on time.
- Give them little duties to perform around the home which require one or two directions and this will give them confidence to complete tasks.
- Encourage them to collect their own belongings from their lockers and pack their own bags.
- Encourage Library borrowing and returning.
- Encourage them by admiring their work when they bring it home. Give their paintings and models a place of honour for a few days at least.
- Show patience and wait for them to finish speaking and give an interested response.
- Answer annoying questions gladly, promptly and honestly.
- Speak clearly and carefully at all times.
- Correct speech errors - without nagging.
- Use the correct name for things.
- Encourage them to read by:-
  - modelling reading yourself
  - reading to them
  - sharing the book they bring home. Read it together, you read it, they read it
  - talking about the book as they may not be able to read every word
  - looking for words around the home
  - making the whole reading experience ENJOYABLE AND SUCCESSFUL.
* Remember it must never become a chore or competitive
  - giving positive praise whenever possible

- Teach them to carry out certain simple tasks:
  - using the toilets properly (urinal)
  - removing and replacing outer clothing independently, e.g. shoes, jumpers, socks and coats
  - knowing their full name writing
  - recognising their name
  - blowing their nose
  - recognising their belongings
  - listening to a story
  - following simple instructions
  - caring for books, i.e. clean hands, turn pages carefully, read flat and put books away when read.

**SPORT**

All classes are regularly involved in fitness activities and Physical Education lessons. We have a yearly Sports Day. Occasional lunch time sport coaching is also provided.

School teams are entered in the SAPSASA competitions for both boys and girls in the Primary years in softball, netball, soccer, tennis, football, athletics, swimming, cross-country and hockey.

**DANCE SCHOOL**

The Avant Ballet Studio runs classes in the school activity room after school and on weekends. These include Kinderballet, Classical, Jazz—Hiphop and Contemporary—tap.

Please phone 84312594 or 0412956328 for information.

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**Tea Tree Gully Primary School**

*Our School Values:*  
Responsibility  
Respect  
Collaboration  
Excellence

**Our Contact Details:**

Principal: Grant Dolejs
Deputy Principal: Robyn Gibbes
School Address: 7-9 Neale Street  
TEA TREE GULLY SA 5091
Phone No: 82642677
Fax No: 83961718
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