

Wudinna Area School



Parent Information Handbook



Government of South Australia
Department for Education

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INTRODUCTION

Welcome to Wudinna Area School which is part of the Eyre and Western Region of the South Australian Department for Education and Child Development. Our school has Quality Learning and Quality Teaching as its main priorities. We provide a caring and safe environment for all students and look forward to your association with our school being an enjoyable, rewarding and satisfying one.

We believe that quality education is best achieved when teachers, parents and learners work together in partnership to achieve best possible outcomes.

Wudinna Area School

Our Purpose:	Providing a supportive learning community where we achieve our personal best.
Our Vision:	Developing a community of lifelong learners in a complex and changing society.
Our Values:	Respect, Honesty, Responsibility
Our Motto:	"We reach for the Highest"

SITE PRIORITIES

1. Focus on Learning	Continuous improvement in literacy, numeracy and ICT
2. Student Wellbeing	Effective teaching practices that Engage Students in Learning
3. Pathways and Transitions	Student Retention (Reception to Year 12)
4. Organisational health and professional learning	All staff supported in the delivery of high quality teaching.

HISTORY OF WUDINNA AREA SCHOOL

The town of Wudinna was surveyed in 1915 and proclaimed on 9 March 1916. The first school opened on the 11th September 1919 and was housed in the Institute building with an enrolment of eleven pupils. On 13 June 1927 a new school was opened on the present site. In February 1946, following the closure of a number of smaller schools in the district, the Wudinna Area School was opened. Of the 152 students attending the opening day, 32 were in the Secondary school and 120 in the Primary. Enrolments were in the 400s in the 1970s and 1980s. Our current 2024 enrolment is 198 comprising 76 secondary and 122 primary students.

BELIEFS AND UNDERSTANDINGS

We believe and understand that:

- All people are capable of growth and responsible action if treated with consideration, respect and openness.
- We should strive for a balance between academic learning and other aspects of a student's educational development. In particular, we believe in the development of literacy, numeracy, communication skills for social living and problem solving as priorities for each student.

- Students who know that their teachers and parents care for them, and whose feelings of self worth are nurtured, protected and encouraged to grow, are more likely to be happy, well adjusted and effective learners.
- The education of the students in the school will be most effective when staff, parents and students share common goals and are working together towards the same ends.
- If students are to perform well, staff and parents will need to have a high expectation of them, and faith in them. They will need to be encouraged and not criticised.
- The more links there are between school, home and community, the greater will be the educational gain for all concerned.

How parents/care providers help nurture this partnership in learning:

These include:

- Getting to know the teacher of your child/children.
- Assisting in the life of the school at events (eg Swimming Carnival, Track & Field Carnivals, R-12 Presentation Night in Term 4, SRC events).
- Attending interviews with Class teachers (held in Term 1 or 2) or as requested by parent or teacher.
- Reading the fortnightly school Newsletter and other correspondence sent home from school as well as information on our school website (www.wudinnaas.sa.edu.au) and Facebook page.
- Helping in the classroom with listening to reading or assisting with other activities.
- Attending Assemblies held at the beginning of the school year, mid term and last week of all terms.
- Remembering to sign in at the Front Office when you are coming into the school as a visitor or volunteer, or even dropping lunch to students – this is an WH&S requirement.
- Contacting the school on 8680 2263 if you have any general enquiries.
- Expressing any concerns or issues you have by contacting the classroom teacher either by phone or by making an appointment for a meeting. (See Grievance Procedure/Policy to assist you with working through any issues – we encourage a ‘sooner rather than later’ approach as this enhances timely solutions.)

THE SCHOOL DAY

The yard is supervised from **8.30am until 3.30pm**.
 Students are not permitted on school grounds before 8.30am or after 3.35pm.
 No responsibility is taken for students on site before or after this time.

8.55-9.05am	Home Group
9.05-9.50am	Lesson 1
9.50-10.35am	Lesson 2
10.35-11.20am	Lesson 3
11.20-11.40am	Recess
11.40-12.25pm	Lesson 4
12.25-1.10pm	Lesson 5
1.10-1.50pm	Lunch
1.50-2.40pm	Lesson 6
2.40-3.25pm	Lesson 7
3.25-3.30pm	Home Group
3.35pm	Buses Leave

CURRICULUM

Students from Reception to Year 10 follow the Australian Curriculum in all subject areas. The aim of Junior Secondary education is to provide a broad general education where students study a wide range of subjects before more specialist choices are made in Senior Secondary.

Junior Secondary Subjects

English	Mathematics	Science
Home Ec	Humanities	Design & Tech
Agricultural Studies	Digital Technologies	Cert II in Engineering
Art	Pastoral Care	Health & Physical Education

Stage 1 & 2

Students begin their SACE (South Australian Certificate of Education) in Year 10 with the Personal Learning Plan. In Year 11 students do Stage 1 and in Year 12 students do Stage 2 of the SACE.

The SACE provides choices to Senior Secondary students. Subjects may change each year according to student demand, student numbers and teacher expertise.

Senior Secondary Subjects

English	Mathematics	Biology
Research Project	Personal Learning Plan	Design & Technology
Community Studies	Art	Physical Education
Workplace Practices	Business Studies	Biology
Information Processing & Publishing		

A handbook describing Senior Secondary curriculum choices and subjects is available.

OPEN ACCESS/LOCAL DELIVERY

Students can access subjects not offered face to face at this school via the Open Access College or by Video Conferencing from another school within the Partnership.

INSTRUMENTAL MUSIC

Music lessons are provided by the Instrumental Music teacher for students in Year 6 and above. Instruments offered are Guitar and Drums – no lesson fee is charged.

SPORT PROGRAMME

Wudinna Area School supports an extensive intra and inter school sports programme. It is built upon the philosophy of provision of opportunity for maximum numbers of students to involve themselves in an enjoyable way in the pursuit of achieving personal best.

Students are placed into one of three house teams

Eyre - Blue

Sturt - Green

Gawler - Yellow

All students from a family are placed in the same team. The initial allocation of a family to a team is based upon numbers and the aim of creating an even competition.

The teams take part in three regular intra school competitions: Swimming, Track & Field and Cross Country.



EXCURSIONS, CAMPS AND FIELD TRIPS

During the year we hold various one day (or shorter) excursions, and camps of more than a day's duration. Parent consent is obtained for all excursions. For excursions and camps of more than one day's duration, teachers organising the camp will provide you with information on:

- the purpose of the excursion or camp
- approximate cost
- a summary of the itinerary or main activities

If applicable, invoices will be distributed prior to the activity and full payment or a payment plan is required before departure. We encourage you to contact the school if you have any questions about a proposed field trip or excursion.

SCHOOL FEES

- Each year, Wudinna Area School in consultation with Governing Council determines school fees.
- Invoices are distributed to families at the start of each school year / upon enrolment (2024 fees – Primary \$287, Secondary \$379).
- Financial assistance for school fees is available to eligible low income families through the South Australian Government's School Card scheme. More information can be found at www.sa.gov.au or by contacting Cassie (Finance Officer) at the school.
- Payment plans are available on request to the Finance Officer.

STATIONERY

- A pack of stationery is distributed to each student at the start of each school year / upon enrolment.
- Payment for the aforementioned stationery is included on the school fees invoice.
- A limited selection of stationery is available to purchase from the Front Office during school hours, if students require.

ABSENCE FROM SCHOOL

- **All children are required to attend school from ages 6 to 17.**
- Students who are absent from school must either have an Absentee note, ring the school or have a note in their diaries from their parent/caregiver when they return giving a reason for the absence. This is a department requirement for attendance records.
- For 3 days or more absent or periods of long absence (eg family holiday) an exemption approved by the Principal is required.

Late arrival - Students who arrive late to school are to check in at the Front Office to have attendance recorded before heading to their classroom.

LUNCH AND EATING AREAS

- R-2 teachers supervise students during the eating of their lunch.
- Secondary students may sit in the quadrangle, pergola or lawns as appropriate.

SCHOOL BUSES

- Five school buses operate to deliver students to and from school from outside the township.
- Timetables are distributed to bus families annually or whenever a change occurs.
- Families living 5km or more from their place of residence to their bus stop are eligible to apply for financial assistance to support the use of a motor vehicle. Please see Front Office staff for an application form if this applies.

SCHOOL UNIFORM POLICY

The school community has determined the School Dress Code Policy.

The wearing of the school uniform is compulsory.

A General Procedure

- The school uniform colours are black, white and red
- Jumpers and Hoodies - Red with official WAS emblem (available from Front Office), or plain red
- Jacket – black/red with official WAS emblem (offered on order only)
- Shirts/T-shirts – red with black/white with official school emblem (available from Front Office)
- Summer Dresses: Red check summer fabric with or without sleeves (not available from the school).
- Shorts/Long pants/Skirts: Plain black
- Shoes/Sandals: shoes must be closed/Sandals must have a back strap/No thongs

It is acknowledged that at times it can be difficult to obtain unbadged clothing items.

A small discrete brand name, in school colours, on black shorts or trousers is satisfactory as long as it is minimal and is not a fashion statement. Common sense is required as it would be disappointing to purchase brand name items and then find they don't meet dress code requirements.

B Sports Clothes

Physical Education Lessons (Secondary):-

- Suitable attire for the current activity is expected.
- Students should change into appropriate shoes for sports activities.

Interschool Sports

- Students are provided with a school sports shirt/singlet/dress for school sporting events, to be worn with black pants/shorts. These need to be washed and returned to the school after use.

SAPSASA

- Students are permitted to wear SAPSASA clothing in years 5/6/7 only.

Pedal prix

- Students are permitted to wear Pedal Prix clothing during the year they are participating (ie. 2024 participation, 2024 clothing).

C Hot Weather Dress

- At all times the school strongly insists that all students take appropriate precautions against skin cancer (eg clear sun screen lotion and hats). It is compulsory that broad brimmed or approved bucket hats be worn during all outside activities (including recess and lunch breaks) during Term 1 and Term 4.
- Students not wearing hats are required to stay in class porches, move to the Library or the Pergola area.

D School Dress and Safety

- All school workshops and laboratories are covered by Government Regulation.
- In **Technical Studies** students with long hair may be required to wear caps or tie their hair back to prevent hair being entangled in machines.
- Safety glasses must be worn when operating machinery.
- Students will wear appropriate safety clothing and use safety equipment as directed by staff. The teacher will judge the suitability of footwear.
- In **Agricultural Studies** students are encouraged to change into appropriate clothing for safety and personal hygiene reasons.
- Correct use of safety clothing is required when operating machinery or handling pesticides.
- Students wear work boots for Ag and Design & Tech lessons.

E School Excursions

Students to wear appropriate clothing for excursion as advised by the teacher.

F School Photographs

Each year a school photographer visits the school (usually in Term 2). Parents have the option to purchase class, individual and family photographs. Dates/times are advised via the Newsletter.

G The School Dress Code is reviewed from time to time by Parents, Staff, SRC and Governing Council.

Personal devices at school

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

Storage of personal devices at school

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

- Students are required to keep all personal devices in their school bags along with any other belongings not required for class.

Responses to non-compliance

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

- If a student uses their device without permission, the teacher will ask the student to go to the Front Office to hand in their personal device(s) to be securely stored by staff. The student will be given a green slip to show their teacher on return to class and can collect their device(s) back from the Front Office at the end of the school day.
- Where a student repeatedly and intentionally breaches the requirements of this policy (3 green slips during one school term), or refuses to follow a staff member's direction to hand over a personal device that has been used inappropriately, a member of the school leadership team will contact home.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

Exemptions

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition

- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

Temporary exemptions for other agreed purposes

- A parent note requesting an exemption and the reasons why an exemption is required accompanied by a list of approved exemptions will be stored at the Front Office.
- Exemptions will be at the discretion of the Principal and Assistant Principals only on a case-by-case basis.
- The following temporary exemptions may be made available to students at the discretion of individual teachers.
- All exemptions are subject to the device being used appropriately and only for the purpose specifically permitted by the teacher. Personal devices must be put 'off and away' immediately after the exempted activity has concluded, and not brought to future lessons/activities without explicit teacher permission.
- Class teachers may give permission for students (on an individual or whole-class basis) to use personal devices in the classroom for a specified learning activity.
- Individual students can negotiate with their class teachers on an ad-hoc basis if they wish to access a personal device for a non-educational purpose (such as expected contact from a part-time employer or for a wellbeing reason).
- Students may be permitted to bring personal devices on a camp or excursion for learning purposes and/or to facilitate contact with their families at specified and supervised times. Expectations regarding student use of devices on the camp or excursion will be detailed in parent consent information.
- Students will be permitted to take their personal devices with them when signing out of the school, however they must be put 'off and away' immediately upon signing back in to the school.

Roles and responsibilities

Principal

- Make sure:
 - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
 - there is a process for regular review of the school's local policy
 - secure storage is provided for student personal devices that are handed in to school staff and individual lockers or locks that the school provides for students to store their belongings are appropriately secure
 - processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.

- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

School staff

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Consider and approve, at discretion, temporary exemptions in line with the conditions outlined in this policy.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent) by the end of the same school day.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.

Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass, or threaten another person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.

Parents

- Support the school's implementation of this policy, including the consequences for non-compliance.

- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department’s public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- Use the school’s formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

Supporting links

These documents can be accessed on the schools website.

- Anti-bullying pamphlet (parents)
- Anti-bullying policy (students)
- Cyber bullying policy
- Rights and responsibilities of students

Communication and review

The Student use of mobile phones and personal devices at Wudinna Area School policy can be accessed via the schools website.

- Consultation has been undertaken with students and the broader school community to make local decisions in line with this policy via discussion at Governing Council, staff meetings and student input has been sought at school.
- This policy will be reviewed by the start of the 2024 school year and amendments will be made if necessary. Feedback from students is welcome at any time and the broader school community can submit feedback in writing to the Front Office at any time. All feedback will be considered at time of review.

Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education’s ‘Student use of mobile phones and personal devices policy’. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department’s website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department’s policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an online feedback form

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.

GUIDELINES FOR GRIEVANCE PROCEDURES

STUDENTS

All students are encouraged to use grievance procedures for any personal concerns or issues that they may wish to raise. These are in line with the school's *Anti-Bullying Policy*.

- Speak to the person bothering you. You may wish to ask a friend or trusted peer to support you when you do this.
- Speak to a teacher (eg Yard Duty teacher or one you have identified as a contact teacher).
- Speak to your Home Group teacher or Class teacher.
- Speak to the Principal or one of the Senior Leaders.
- Speak to your parents.

General Matters

These can be raised at their regular class meetings or during Pastoral Care. Classes can put items onto the agenda of the Student Representative Council where it can be discussed.

Parents play an important part in the support network for their children. Guidance for students as to the most appropriate place to raise an issue is paramount.

PARENTS

Guidelines for raising a grievance

- Raise the issue with the school, bearing in mind that there are many perspectives to an issue.
- Be prepared to provide specific information. Be willing to talk about your own child and the particular incident.
- Parents can use an advocate to assist them in raising an issue.
- All grievances need to be kept confidential by all parties.
- On occasion, you may seek support and guidance from friends to gauge their reaction. Whilst this is a natural reaction, seek guidance wisely.
- At all times it is important that relationships between students and their teachers are protected. Criticising a teacher in front of the student is counterproductive and can ruin a positive working relationship within the classroom.
- When a grievance is discussed, the student involved needs to be confident and reassured that the issue can be resolved at a school level.
- The school can only deal with issues that are raised in this way – hearsay concerns coming from other community members cannot be dealt with effectively.

Personal Matters

Issues of this nature need to be raised in a confidential manner directly with the school. The first five steps should be actioned prior to moving on to Step 6.

Step 1 Make an appointment with the classroom teacher concerned. *This allows the staff member to give their full attention to the issue and discuss issues confidentially.*

Step 2 If the situation is not resolved, make an appointment with the Senior Leader, Primary (R-7) or Senior Leader, Secondary (8-12).

Step 3 Make an appointment with the Principal at school if you are not satisfied with the situation. *Ensure they know the subject matter of the meeting when making the appointment to allow for informed discussion.*

- Step 4** Meet with the Principal to discuss the issues. *Contact will be maintained after the meeting to monitor the situation; further meetings may need to be arranged with the parent, teacher and Principal to achieve resolution; outside support agencies may need to be contacted to gather advice and useful strategies (eg Social Worker, Behaviour Management, etc)*
- Step 5** If the problem is still apparent, a further meeting will be organised between parents, Principal and staff member involved.
- Step 6** If after Steps 1-5 parents feel the situation is not resolved, approach the Central Eyre Partnership in Port Lincoln (phone 8682 0700) who will consider the situation and implement steps to deal with the issues.

General Matters

Members of the Governing Council are prepared to raise general school matters as your representative. The Principal and staff can be contacted about general school matters during normal school hours. It may involve leaving a message.

WELLBEING

Our school values of **Respect, Honesty & Responsibility** form the basis on how we interact with each other at school and as a whole school community. This means that all students have the right to learn and play and teachers have the right to teach in a safe, secure and happy environment.

With these rights come responsibilities both in the classroom and yard times. This school has a School Behaviour Management policy which has its basis on the positive recognition of appropriate behaviour and consequences of inappropriate behaviours.

They are based on Treatment, Communication, Movement and Safety and are aligned with our 'anti bullying' policy, both inside and outside the classroom.

Whole school rules are reviewed regularly by staff, students and parents. Responsibilities and rules in classes are negotiated between students and Home Class Teachers at the beginning of each school year.

Parents are welcome to discuss Class Rules with teachers.

Consequences for inappropriate behaviour include reminders, time out and withdrawal. Student Counselling is an important part of our Student Behaviour Management process.

GOVERNING COUNCIL

The Role of the Governing Council

Our schools and preschools are at the heart of our communities and benefit from a long standing tradition of parental and community involvement in education and care. This experience forms the foundation for the continuing community participation in education and care in this state.

The primary role of the Governing Council is the enhancement of students' learning through the cooperative efforts of parents, students, staff, and others in the community.

SRC (Student Representative Council)

The Primary and Secondary SRC consists of two representatives from each Home Class. The Year 6 class has four representatives. Each member serves for the period of the school year.

Reception to Year 5 class have two representative per Semester.

The aims of the SRC are:

- to promote student voice and the interests and welfare of the students of the school
- to provide experience in democratic meeting procedures
- to provide an avenue for students to participate in the decision making in making the school a meaningful and enjoyable place to learn and socialise.

Parents & Friends – who are we and what do we get up to

Our goal is to “support the success of our school and students through parent and community involvement.”

Wudinna Area School Parents & Friends was established in 2016. The current Committee for 2024 is as follows:

President – Imogen Sampson

Secretary – Jess Parson

Treasurer – Alanna Barns

We work towards our goals using different strategies, for example:

- Having an interest in the welfare of all children at our school
- Assisting the Governing Council with ways to support our school
- Supporting classroom activities and events
- Encouraging and providing ways for parents to become involved in our school
- Creating Fundraisers to make money which is then put towards school related purposes

Parents & Friends generally hold meetings twice a term, and days/times are flexible to suit the majority of members. We would love to see some new faces at our meetings, with fresh ideas and suggestions of what other opportunities we can provide.