HIGHGATE SCHOOL

Reception - Year 7

GENERAL INFORMATION

<table>
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<tr>
<th>School Name</th>
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<tbody>
<tr>
<td>School No.</td>
<td>1063</td>
</tr>
<tr>
<td>Principal</td>
<td>Mr Phil Johansen</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:phil.johansen@highgates.sa.edu.au">phil.johansen@highgates.sa.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Ms Heather Dunstan</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mr Peter Pagonis</td>
</tr>
<tr>
<td>Enrolments</td>
<td>600 – 660</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:info@highgates.sa.edu.au">info@highgates.sa.edu.au</a></td>
</tr>
<tr>
<td>Official Website:</td>
<td><a href="http://www.highgates.sa.edu.au">www.highgates.sa.edu.au</a></td>
</tr>
<tr>
<td>Local Website:</td>
<td><a href="http://web.highgates.sa.edu.au">http://web.highgates.sa.edu.au</a></td>
</tr>
<tr>
<td>Address</td>
<td>12 Hampstead Avenue, Highgate 5063</td>
</tr>
<tr>
<td>Phone</td>
<td>08 8 2719622</td>
</tr>
<tr>
<td>Fax</td>
<td>08 8 3736075</td>
</tr>
</tbody>
</table>

Term Dates

2012
30 January - 5 April (10 weeks)
23 April - 29 June (10 weeks)
16 July - 21 September (10 weeks)
8 October - 14 December (10 weeks)

School Times

8:50 School starts
11:05 Recess
11:25 Lessons resume
1:05 Lunch
1:45 Lessons resume
3:15 Dismissal

Out of School Hours Care

Director: Letetia Magrath
Times: Before School 7:30 - 8:30 am
After School 3:15 - 6:00 pm
Vacation Care - as advertised
Phone: 08 8 357 9207
Fax: 08 8 373 3087
Email: admin@highgates.sa.edu.au
Local Website: web.highgates.sa.edu.au
Official Website: www.highgates.sa.edu.au

Canteen

Manager: Jodi Van Reesema
Phone: 08 8 271 7580
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School Zone
INTRODUCTION

Welcome

The staff and parents welcome you to Highgate School.

Highgate School is a Reception to Year 7 School - an amalgamation of Highgate Junior Primary & Highgate Primary Schools in 2011.

We look forward to you and your family becoming part of our school community.

At Highgate School, we value positive parent teacher relationships that enable us to provide a safe, supportive, rigorous and inclusive learning environment for all children.

Brief History

There has been continuous schooling at Highgate since 1923. The doors opened on 9th July, 1923, with three teachers and a head teacher. These four had to cope with 228 children on the first day and the numbers rose to 253 (an average of 60 children per teacher). Due to overcrowding, the school was extended in 1925 to Rosefield Methodist Church Hall.

A separate Junior Primary facing Hampstead Avenue was erected and officially opened on the 22nd August, 1958. Both schools shared the same site.

Swimming was introduced very early into the life of the Highgate School. “Learn to Swim” campaigns were held each year. The children visited either the City Baths or the Crystal Pool at Unley.

Highgate School’s pool was opened on 25th November 1961 by Mr. Robin Millhouse MP.

Late in 1964 the property next door to the school in Avenue Road known as the ‘School Shop’ was purchased. This shop was continued as the school canteen until the new canteen was built. This new development was opened in 1967 at a cost of $4000, due to the combined efforts of the School Committee and Welfare Club. The removal of the old house and shop and the subsequent landscaping of the area resulted in a much-improved appearance to the school.

On the 23rd November 1983, The Hon. Lyn Arnold MP and Minister for Technology opened the new redevelopment which provided both the Junior Primary and Primary Schools with an activity hall, staff room, resource centre, computer room and in addition, the new seven teaching spaces along with the art/craft room and drama room. This was built on a subsidy basis to which parents provided approximately $65,000 of the total cost of $190,000.

In late 1989 the local member for Unley, Mark Brindal, Minister for Local Government and Youth Affairs, opened the Performing Arts building.

In 2004 the swimming pool was decommissioned and filled to create more playing space for our students.

The International Room was developed in 2005 with extensions in 2009. This was solely funded by the International Student Program.

In 2005 the old book rooms were renovated and converted to the Finance Office.

Opie House, which now accommodates the out of School Hours Care program, the Uniform Shop and some extra curricular activities (for example, Music) was renovated in 2007.

Since its inception in 1998 the Highgate School Foundation has been responsible for many improvements to our school. The Foundation’s first project was the erection of the pavilion near the playing fields. Other projects have been improving the teaching/learning areas within the school.

We are continuing to develop the school buildings and grounds with the ongoing support of the community.

2010 BER Statement

During 2010 (BER) Building Education Revolution, a Federal Government Initiative granted 6 million dollars to the Highgate School Community. The money was spent on a full size gym/hall after demolition of the Activity Hall burnt in December 2007. The Resource Centre was extended. A four teacher unit was built near the car park. Two of these classrooms are used as a Performing Arts area. The new buildings were officially opened on Friday the 8th April 2011.
SCHOOL PROCEDURES

SCHOOL HOURS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
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<tbody>
<tr>
<td>SCHOOL STARTS</td>
<td>8:50</td>
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<tr>
<td>RECESS</td>
<td>11:05 - 11:25</td>
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<tr>
<td>LESSONS</td>
<td>11:25 - 1:05</td>
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<tr>
<td>LUNCH BREAK</td>
<td>1:05 - 1:45</td>
</tr>
<tr>
<td>LESSONS / DISMISSAL</td>
<td>1:45 - 3:15</td>
</tr>
</tbody>
</table>

Before and After School Care

Out of school hours care is provided in Opie House from 7:30 - 8:30 in the morning and 3:15 - 6:00 in the afternoon. Early Years students are collected from their classroom by OSHC staff at 3:05pm.

Vacation Care

This is a separate program offered during school holidays and is advertised each term through the school newsletter.

Bookings

It is important to book your child into either of these services. This can be done through the school offices during school hours or by contacting the Director of the OSHC after 2:30 pm on 83579207 (direct line) or 82719622. A fee for these services applies.

SUPERVISION

The students are in our care from 8:30am to 3:15pm. The school grounds are supervised from 8:30am, and students may go into their classrooms to get organised for the day from this time. Before 8:30am teachers are getting ready for the day, so we ask that students and parents wait outside until the bell goes. Students should not be left unsupervised outside of these times.

The students are dismissed into your care at 3:15pm. If you are going to be late to collect your child, a phone call to the school is appreciated so that we can organise care for your child. Children are not permitted to use the play equipment after 3:15pm unless they are being closely supervised by a parent or carer.

On weekends and after 5pm on weekdays the school grounds are available for community use.

EMERGENCY EVACUATION PROCEDURES

The school rehearses evacuation procedures once a term. Each area has

- published a visible evacuation procedure which shows the designated exit route(s) to an assembly point.
- agreed roles for all staff and carers to deal with the emergency and ensure the safety of the students.

Staff are regularly trained in the use of fire extinguishers.

In the event of a major disaster, the students

- will assemble on the grassed area until all danger has passed or
- will be cared for in a safe area by staff until all danger has passed.
EMERGENCY CONTACT INFORMATION
When your child begins school it is crucial that the Student Enrolment Form is completed fully and accurately, including all details in the Emergency Contact Information.
It is vital you inform the school of any changes during the year to the original information supplied.

CONSENT FORMS
To allow students to participate in:

- walks in the local environs
- having their photograph taken and published online or printed copy for school activities
- having film of themselves included in videos about school activities
- curriculum based excursions
- Use of computers and the internet (Cyber Safety Use Agreement)
- Permission to publish online

Written permission is sought from parents on each occasion.

CUSTODY OF CHILDREN
Please notify School Leadership of current status or any changes to legal custody. All information is confidential.

ABSENCE FROM SCHOOL
Schools are required to keep accurate records of student absences including 'lateness'. Parents are expected to contact the school by phone or diary note outlining the reason for absence or lateness. All unexplained absences will be followed up by the school.

Arriving Late
Students arriving late and before 9.00am should go straight to class. Students arriving after 9.00am are required to sign in the Late Arrivals book at the front office.

Extended absences
If you intend to take your child out of school for more than a day, written notice is required. For absences of 4 weeks or more, an Application for Exemption from School Attendance must be completed and signed by the principal. This form is available from the front office.

Leaving school during school hours
Students are not permitted to leave the school grounds during school hours without parent supervision. Students leaving the school grounds must be signed in / out at the front office.
STUDENT ILLNESS AND ACCIDENTS

In the event of student illness or accident at school, students are brought to the first aid area at the front office for appropriate treatment. Records are kept of all treatment given for the illness or accident.

Illness at School

If students are unwell at school they will be cared for by a staff member. All staff hold a current Basic Emergency Life Support (BELS) certificate, and/or a Senior First Aid Certificate. If necessary, parents or carers will be contacted to collect the student from school.

Medication at School

Please note that medication will only be given with parent’s written permission and instructions for administering. A form “Consent for Administration of Medication – short term” must be completed and signed by the parent prior to administration/ supervision of prescribed medications during school hours. These forms are available from the front office. All medication must be taken to the office in the original container with the pharmaceutical instructions on the container. Older students may hold their own Ventolin puffer but it is advisable to have another kept at the front office.

In the event of an emergency staff will take such action as they deem necessary for the safety of the child including consulting a local doctor and/or calling an ambulance.

Schools are not permitted to give children analgesics without appropriate forms being completed by the parent and doctor.

Absence Due to Illness

In the interest of everyone’s well-being, ill children should not be attending school. Please advise the school if your child is away sick.

Student Accidents

Depending on the severity of the accident the child may be treated

1) by the yard duty teacher (all staff are trained in BELS)
2) by the office staff (trained in BELS/Senior First Aid)
3) by contacting the parents
4) by calling an ambulance

Asthma/Diabetes/Allergies, etc

All students with an ongoing medical condition must have a written ‘Medical Action Plan’ filled out by their doctor, in consultation with the parent. This information will be kept on file in the school office, along with the prescribed medication.

Asthma and Epi-pen training is undertaken by school staff.

AMBULANCE

The School will not hesitate to call an ambulance in an emergency situation. Parents will be expected to cover the cost either through their family Ambulance Cover or personally.

SUN SMART POLICY

Highgate School Governing Council has declared that we are a sun safe school. We aim to promote behaviours within our school community which develop positive attitudes to skin protection and encourage lifestyle practices which can reduce the incidence of skin cancer and associated illness.

Students at Highgate are required to wear a “sun safe” broad brimmed or legionnaire hat at all times when outside (except June and July).

SPF 30+ sunscreen is available from the front office for student use.
**Infectious Diseases**

Children who are ill with an infectious disease need to comply with the requirements from DECD “Administration Instructions and Guidelines”.

The following guidelines have been drawn up on the basis that children who have been unwell will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

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<thead>
<tr>
<th>Condition</th>
<th>Cases</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox/shingles</td>
<td>Exclude until all lesions have crusted, there are no moist sores and person feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude during the acute phase of infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Giardiasis</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head lice (Pediculosis)</td>
<td>Excluded until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude for one week after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B &amp; C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude from non-immunized persons for 4 days after the onset of rash</td>
<td>Immunized contacts are not excluded. Non immunized contacts should be excluded for 14 days from the first day of appearance of the rash in the last case of measles reported. If non immunized contacts are vaccinated within 72 hours of contact they may return to school</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is the sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude till fully recovered or at least 4 days from the onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing</td>
<td>Not excluded</td>
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<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude until they have taken 5 days of a 14 day course or if not treated, for 3 weeks from the onset of cough</td>
<td>Exclude unimmunized household contacts aged less than 7 from school for 14 days, or until they have been on antibiotic treatment for at least 5 days of a minimum 14 day course of antibiotics</td>
</tr>
<tr>
<td>Ring Worm/Tinea</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
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</table>
MONEY

School Fees
These are paid at the beginning of each year or on admission. The school fee includes all books, stationery, resources and consumables (e.g. art materials).
An excursion fee for the whole school year is invoiced along with the school fee. This can be paid in 2 instalments before the end of Term 1. If a student does not attend an excursion or performance for any reason, refunds will not be given.
School camps are invoiced separately as required.
Payment may be made in cash, by cheque or EFTPOS (we do not take Diners or American Express) at the Finance Office. If making payment by cheque, please make cheques payable to ‘Highgate School’ and mark ‘Not Negotiable’. You can now also pay any monies to the school on the internet using the Bizgate system. (Website address: www.highgates.sa.edu.au) Information regarding this process is distributed with the invoice. In the case of difficult financial circumstances, fees may be paid in instalments on application at the Finance Office.

School Card
Government assistance is available to assist low income families to pay school fees. Application forms are available at the Finance Office.

Banking
Student banking is collected from the front office on Tuesday mornings by Bank SA. Application forms are available at the front office.

Students’ spending money
Year 3 to 7 students can purchase food from the canteen at recess and lunchtime. Reception to Year 2 students can purchase food at lunch time.
A canteen price list is available from the canteen, front office and the school website.
We discourage students from bringing large amounts of money to spend.

Student valuables
Valuable items should not be brought to school.
While we are security conscious and encourage students to respect other’s property, ultimately students and parents are responsible for any items brought to school.

LOST PROPERTY

Please ensure all items of clothing and property are clearly marked with your child’s name.
The school lost property is kept in the Early Years corridor (near the ramp door) and in the Primary Years link way.
There is also a lost property box in the passage at Opie House.
Parents may check through lost property at any time.
A school representative regularly checks through lost property and returns any named items to their owners.
At the end of term any unclaimed items are donated to charity.
CLASS PLACEMENT POLICY

The Principal and Personnel Advisory Committee, in consultation with staff, make decisions about the number and structures of classes for the forthcoming year within DECD guidelines.

At the end of Term 3 parents are invited, through a notice in the school newsletter, to provide information to assist placement of their child. This information must be based on the educational or social needs of their child.

It is important this information be provided within the timeline identified. The information will be considered alongside school information when drafting class lists.

Parents and students will be informed of class placements before the end of the year.

Once class lists are finalised changes will only be made in exceptional circumstances where staff and/or parents provide information which was not previously known. The Principal has the final say in the placement of any individual student.

Staff in similar year levels prepare draft class lists taking into consideration the following factors when placing students:

- behaviour issues
- social maturity
- intellectual capabilities
- special abilities and needs
- needs of students for whom English is a second language
- other information supplied by parents

Decisions are made with a view to establishing the best learning group that will potentially work well together.

HOT WEATHER also see Sun Smart Policy

All class rooms in the school are air conditioned therefore students will not be dismissed early on hot days.

In the event of continued extreme heat, parents may choose to collect their child/children early.

On days of extreme heat 36 degrees Celsius and over students will have restricted outside play.

WET WEATHER

Students remain indoors under supervision during wet weather. If students are outside during recess/lunch a wet weather siren will be sounded to indicate to students to return to class.

WORKING BEES

The Governing Council Grounds sub committee organise regular working bees to maintain school grounds and facilities.

Parental support is vital to ensure our grounds remain safe and attractive and that our facilities are well maintained.
DOGS ON SCHOOL GROUNDS

In the interests of the health and safety of all students (and your dogs!), and in consultation with dog management personnel at Unley Council, we would ask that you observe the following:

• Dogs must be on a lead and with an adult at all times. Please do not tie dogs up outside classrooms and leave them unattended.

• No dogs are to be taken inside school buildings. Corridors especially do get crowded and noisy, and some students with allergies to dogs may be affected by close contact.

• Please do not bring your dog if you need to take your child into the corridor or classroom.

• If you have arranged with a teacher to bring a dog to visit as part of the teaching program, we ask that they are shown in an outdoor space (eg pavilion, behind JP classrooms, in the quadrangle or yard) after 8:50am, when other students are inside.

Outside of school hours dogs must be controlled on a leash and must be kept at least 3 metres from play equipment.

Owners of dogs found on the school premises outside of these guidelines are liable to a penalty under Section 39 of the Dog Control Act 1979.

BICYCLES

An area is provided for the students. Students are requested to lock their bicycles and take their crash helmets into school.
Currently the South Australian Curriculum Standards & Accountability Framework is the SA Government Schools Curriculum, along with the Australian Curriculum in English, Mathematics, Science and History. In 2012 all schools will implement 4 areas of the curriculum and report to parents in Maths and Science in 2012 and English & History in 2013. Minimum time allocations in Maths, English and Science are a requirement.

These requirements are:

Year 4 – 7
- 120 minutes of Science
- 300 minutes of Maths
- 300 minutes of English

R – 3
- 90 minutes of Science
- 300 minutes of Maths
- 300 minutes of English

**Languages**

Studies in languages encompass both First Language Development & Maintenance and the learning of Languages Other Than English (LOTE). At Highgate School, Chinese is the LOTE taught and Italian and Greek lessons support the language and cultural learning of children from those backgrounds including active participation in local festivals and celebrations.

(Studies in languages extend students’ proficiency in listening, speaking, reading, viewing and writing in a variety of contexts and situations).

**The Australian Curriculum: English** aims to ensure that students:

- learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken, written and multimodal texts across a growing range of contexts with accuracy, fluency and purpose
- appreciate, enjoy and use the English language in all its variations and develop a sense of its richness and power to evoke feelings, convey information, form ideas, facilitate interaction with others, entertain, persuade and argue
- understand how Standard Australian English works in its spoken and written forms and in combination with non-linguistic forms of communication to create meaning
- develop interest and skills in inquiring into the aesthetic aspects of texts and develop an informed appreciation of literature
The Australian Curriculum: Mathematics aims to ensure that students:

- are confident, creative users and communicators of mathematics, able to investigate, represent and interpret situations in their personal and work lives and as active citizens
- develop an increasingly sophisticated understanding of mathematical concepts and fluency with processes, and are able to pose and solve problems and reason in Number and Algebra, Measurement and Geometry and Statistics and Probability.
- recognise connections between the areas of mathematics and other disciplines and appreciate mathematics as an accessible and enjoyable discipline to study.

The Australian Curriculum: Science aims to ensure that students develop:

- an interest in science as a means of expanding their curiosity and willingness to explore, ask questions about and speculate on the changing world in which they live
- an understanding of the vision that science provides of the nature of living things, of the Earth and its place in the cosmos and of the physical and chemical processes that explain the behaviour of all material things
- an understanding of the nature of scientific inquiry and the ability to use a range of scientific inquiry methods, including questioning; planning and conducting experiments and investigations based on ethical principles; collecting and analysing data; evaluating results; and drawing critical, evidence-based conclusions
- an ability to communicate scientific understanding and findings to a range of audiences, to justify ideas on the basis of evidence and to evaluate and debate scientific arguments and claims
- an ability to solve problems and make informed, evidence-based decisions about current and future applications of science while taking into account ethical and social implications of decisions
- an understanding of historical and cultural contributions to science as well as contemporary science issues and activities and an understanding of the diversity of careers related to science
- a solid foundation of knowledge of the biological, chemical, physical, Earth and space sciences, including being able to select and integrate the scientific knowledge and methods needed to explain and predict phenomena, to apply that understanding to new situations and events and to appreciate the dynamic nature of science knowledge.

The Australian Curriculum: History aims to ensure that students develop:

- interest in and enjoyment of historical study for lifelong learning and work, including their capacity and willingness to be informed and active citizens
- knowledge, understanding and appreciation of the past and the forces that shape societies, including Australian society
- understanding and use of historical concepts, such as evidence, continuity and change, cause and effect, perspectives, empathy, significance and contestability
- capacity to undertake historical inquiry, including skills in the analysis and use of sources and in explanation and communication
Design and Technology
Studies in technology provide students with opportunities to develop technological capability through planning, developing and refining design concepts, selecting appropriate materials, tools and processes for particular design purposes, carrying designs through to completion and appraising the outcomes.

Health & Physical Education
At Highgate the Health and Physical Education program is organised around three key elements:
- physical activity and participation
- personal and social development
- health of individuals and communities
Through their study of these three elements, students develop an understanding of the following principles:
- the inter-related nature of the physical, social, emotional and spiritual dimensions of life
- making informed judgements about health and well being for themselves and others
- the importance of lifelong participation in regular physical activity
- the value of safe and respectful behaviours and responsibility to maintain safe environments.

Society and Environment
Studies in society and environment provide students with opportunities to develop the knowledge, skills and attitudes that will equip them for effective and critical participation in local, national and global communities.
Studies in society develop understandings of structures and systems; heritage and change; environments; cultures and beliefs; business and economics.

Studies in environment develop understandings of ecological processes, sustainable conservation, environmental ethics, aesthetics and decision making.

The Arts
Studies in the arts involve students in experiences of creating, presenting and appreciating. These studies will result in students acquiring arts knowledge and developing a range of artistic skills and other skills related to planning and design that will equip them for lifelong involvement in the appreciation of the arts. Such studies include the visual arts, craft, design, dance, drama, media studies and music.

Music
Music is a specialist subject at Highgate School
- classroom music lessons
- choral programs
- instrumental music
  - tuition for violin, viola and cello by DECS music teachers free of charge
  - tuition for flute, clarinet, saxophone, trumpet, trombone, French horn, piano, guitar and drums is offered by private providers who invoice families directly, not through the school.
INTERNET

Internet access is available on the currently networked system. An Internet acceptable User Policy has been developed with all students and parents having agreed to its contents.

NATIONAL ASSESSMENT PROGRAM
LITERACY & NUMERACY (NAPLAN) Testing

The Year 3, Year 5 and Year 7 students are involved in the National Assessment Program - Literacy and Numeracy which is held in Term 2.

The results of the NAPLAN tests are forwarded to the parents in the second half of the year.

HOMEWORK

The most important benefit from homework in the school is the opportunity it provides for children to share their learning with parents. It also provides a means for children to accept responsibility for some learning outside the classroom, particularly in the upper grades. It loses value when it becomes a tedious chore without relevance to the child, not shared with the parent or recognised by the teacher. Homework is not intended as an imposition but rather as an indication to children that learning is a whole-of-life process.

Throughout the year, teachers will gladly arrange interviews with any parent who wishes to discuss a child’s progress or any matter of concern.

RESOURCE CENTRE

Inquiry through Resource-based Learning : Rationale

To support our aim of children becoming successful, lifelong and independent learners, we have developed a resource-based learning methodology, with a focus on inquiry, which is integrated across the curriculum and which emphasises:

- relevant, purposeful learning experiences for each child
- the development of problem solving and higher order thinking skills
- the ability to access and process information.

The methodology provides opportunities for the learner’s active involvement in:

- a process approach to learning
- making decisions about, and taking increased responsibility for, their learning
- developing independent learning skills
- using a wide range of resources including print, visual, multi media and online material
- risk-taking and questioning
- comparing and critically analysing information.

In the Resource Centre teachers act as facilitators, guides, questioners, process modellers or leaders in ensuring Resource-Based Learning and teaching complements and underpins these learning outcomes.
Resource Centre borrowing
The Highgate School Resource Centre is open for community borrowing Monday to Friday from 8:30am - 8:50am and 3:15pm - 3:35pm (Tuesdays until 3:20pm due to staff meeting). Parents are very welcome to help their children select and borrow books at these times. Students also borrow with library passes during allocated times for borrowing. The Centre is also available to students during recess and lunch every day of the week. Students learn and develop library skills in the context of collaboratively planned units of work over the year. Some teachers arrange borrowing sessions on a needs basis.

Learning Technologies/Computing
At Highgate School, Learning Technologies/Computing is a current priority. The school is entirely networked from a central location extending to a computer suite and into every teaching area. Peripherals include digital cameras, laser printers and scanners attached to the network. Our focus at Highgate School is to embed the use of these technologies within the existing curriculum. All classrooms have an interactive whiteboard, teachers and students are supported through targeted training and development. Our online “moodle” is a communication tool being developed for staff, students and parents to have access to school information 24/7.
ENROLMENTS

ADMISSION POLICY

Highgate School is zoned and a map of the school zone is enclosed in this pack. The school accepts all students from inside the zone. Flexibility exists for students outside the zone, depending on class numbers.

We aim to ensure fairness and equity in our enrolment and admission procedures.

The Principal, by appointment, undertakes a tour of the school for any prospective parents interested in enrolling their child/children.

TRANSITION

Transition visits occur on a regular basis throughout the year. Teachers exchange information regarding student strengths, areas of concern and social interaction.

Year 7 to Year 8
Throughout the year transition programs operate between the school and the local Secondary Feeder Schools. The transition programs entail visits to Highgate by Senior Secondary staff and students, Open Days for parents and students and lessons/activities at the Secondary School.

Kindergarten to Reception
Four transition visits are held in the term prior to students starting school. Parents are notified of times and dates for these visits by letter.
SUPPORTIVE SCHOOL ENVIRONMENT

The whole school community is responsible for ensuring that our schools are a safe, orderly, productive and successful environment for all members of our community.

STUDENT BEHAVIOUR MANAGEMENT
Behaviour which supports the rights of all students to learn and teachers to teach creates a climate which values excellence, individual and group accountability and respect for oneself and others.

HIGHGATE SCHOOL DISCIPLINE POLICY
Highgate School’s Discipline Policy is based upon the Department of Education and Child Development’s School Discipline Policy, which has as its objective the establishment, and maintenance of positive learning communities, which increase student responsibility and student learning.

A Behaviour Management Policy outlining our beliefs and strategies guides our student behaviour management practices. The policy is underpinned by the “Play is the Way” program.

COMMUNICATION
We believe communication is a two way process and therefore encourage parents to contact teachers in the first instance if there are any queries or concerns. Refer to "Communication Pathways".

WRITTEN COMMUNICATION
The Highgate School Newsletter is compiled three times each term, and can be accessed online. Email reminders are sent to parents if we have your email address. A printed copy of the newsletter is available from the front office if required.

OTHER COMMUNICATION
All teachers have in place a means by which parents can communicate information or concerns eg: communication books, diaries, etc.

BULLYING AND HARASSMENT
Any form of harassment (racist, verbal, physical, emotional) and bullying is not tolerated at Highgate School. This is detailed in our Behaviour Management Policy.

ASSEMBLY
Assemblies are held at 9.00am on Fridays in the gymnasium. R–7 assemblies are in weeks 5 and 10. Rec–Yr 2 assemblies are in even weeks. Yr 3 – Yr 7 assemblies are in Weeks 3 and 7. Parents are welcome to attend.

CLASS MEETINGS
Class meetings provide an opportunity for all students to learn and practise the skills of democratic decision making as part of the school’s decision-making structures. Issues from class meetings can be taken to Student Representative Council (SRC) meetings.
COMMUNITY ACTION TEAMS

Students develop the skills required to be involved in community service, participate in meetings and to follow up issues.

Year 6/7 classes are involved in community service activities across the site each week.

Casual dress days and other activities are conducted by the SRC executive. Money raised is distributed to charities of their choice.

CROSS AGE TUTORING

Primary and Early Years students benefit from the relationships developed when children work together on a regular basis.

These “buddy classes” share learning and social activities eg excursions, hands-on technology, reading etc.

PROTECTIVE BEHAVIOURS PROGRAM

The Child Protection Curriculum is taught at Highgate School.

The Child Protection Curriculum aims to:
- provide simple, practical skills and strategies to keep students safe
- assist students in identifying and coping with situations in which they may be unsafe
- enable students to recognise their early warning signs
- encourage students to develop their communication and relationship skills
- create an atmosphere where students can discuss sensitive issues in a non-threatening manner
- assist students to increase their self-protection skills against all forms of abuse and assault
- encourage students to recognise, to network and to report

CLASS PARENT REPRESENTATIVES

The Role of a Class Parent Representative

Each class has a Class Parent Representative or a small group who share the role. They liaise between teacher and parents, organise helpers as requested by the teacher, organise social functions and enlist support for class and school fundraising events.

- Teacher Support - help organise classroom help eg reading
- Social Functions - various possibilities eg morning teas, lunches, class BBQ’s, dinners
- Encouragement - encourage parents to participate in the life of the school – this can be achieved in many possible areas eg canteen help, school social and fundraising functions

Class parent representatives also assist the Fundraising Committee by organising their class parents to support any planned fundraising activities.
VOLUNTEERS – Parent/Community

Parents are encouraged to be involved in the day to day activities in the class as well as specific programs/committees in the school.

Day to day activities may include:
- reading
- cooking
- technology
- craft
- guest speaking etc.

Special Activities may include:
- class excursions
- camps/sleep-overs

Special Programs include:
- Early Literacy Support
- Early Assistance
A number of special programs operate within the school.

**CO-CURRICULAR ACTIVITIES**
- Sport – football, netball, soccer, cricket, basketball
- SAPSASA Knockout Competitions
- Competitions – Maths, English, Science, Young Writers Award, Pedal Prix, Oliphant Science Awards
- School Choir
- Instrumental Music tuition/concert
- Year 7 Graduation
- School Band
- Junior Choir

**HIGHGATE SCHOOL SPECIAL PROGRAMS**
- International Students Program
- Computer education – taught across all the curriculum areas
- Cross Age tutoring – Primary and Junior Primary classes buddy-up for special lessons and activities
- ESL (English as a Second Language) teacher support
- LOTE (Languages Other than English) – all students at Highgate Schools learn Chinese as a LOTE subject
- Dance, Drama and Music – there is a well equipped Performing Arts room
- Oliphant Science Awards
- Special Education Support – Consultants and specialist teachers provide interagency support to students with special needs eg hearing, behaviour, gifted and talented……
- Book Week Activities
- Open Night
- Sports Clinics
- Facilitation of Work Experience (secondary students) and trainee teachers (University of SA)
- Language development and maintenance in Greek and Italian

**HIGHGATE SCHOOL COMMUNITY PROGRAMS**
Major Fundraising Events vary from year to year. Some examples of events are:
- Walkathon
- Community Dance
- Quiz Night
- Carols Night
- Class dinners

**EXCURSIONS, PERFORMANCES, CAMPS**
These activities support the class curriculum and provide first hand experience and shared learning for the whole class.
Social learning and language enrichment are also fostered through participation in these activities.
School class excursions may include full or half day visits. The students participate in class activities prior to and following excursions.
Performances enable students to see dramatic theatre presentations, music etc at school.
Camps may include school exchanges or camps at permanent sites. Parents will be informed of all details and where necessary parent/teacher meetings will be held.
**REPORTING TO PARENTS**

**Acquaintance night**
Early in the term when children begin school Primary Years & Early Years teachers will conduct an Acquaintance Night designed to provide parents with information about:
- the curriculum
- class routines
- student behaviour management
- involvement of parents
- Program Achieve
- code of co-operation for the class
- their child as a learner

**Early Years Statement**
Early years classes hold an open evening where students showcase their learning through the Quality Start Program. Students share their:
- class code of cooperation
- class values
- mission statement
- work in Program Achieve

**Reports**
Written reports are sent home twice each year in Terms 2 and 4. Interviews are conducted in Terms 1 and on request in Term 3.

Throughout the year parents are kept informed of their child's development in the following ways:

- **Term 1** Profile/Student Books with comments in English, Maths and two other areas of study are sent home. (Primary Students)
  - Week 9 - Teacher/Parent interviews
- **Term 2** Written Report sent home at end of term
- **Term 3** Profile/Student Books with comments in English, Maths and two other areas of study are sent home late in the term.
  - Week 9 (Primary Students)
- **Term 4** Written Report sent home at the end of term.

In association with this format, a diary system is used and interviews can be requested at any time. Students are also involved in the assessment, monitoring and reporting of their own progress.

Operating in the school are numerous sports programs as a result of the high level of expectation and involvement by the School community eg Saturday sport, SAPSASA participation, Sports clinics, Sports carnivals.
SCHOOL SPORTS

Sports Day
Sports Day is held late in Term 3 or early in Term 4 at the Unley Oval. Sports Day is a Team House event and is conducted on both class tabloid events and championship events.

Sports Teams
The school offers a wide variety of sports for its students. A list of the sports can be obtained from the Sports Administrator through the school office.

Swimming
Reception – Year 2 have swimming lessons at Burnside Pool for one week in Term 1.
Year 3-6 students have swimming lessons at the North Adelaide Aquatic Centre for one week in Term 2 each year.

Year 7 students have aquatic lessons at the Noarlunga Aquatics Centre in Term 1 each year.

Twice each year the school's best swimmers compete for the school at inter school carnivals.
COMMUNICATION AND INFORMATION

Highgate School Website:
Local website web.highgates.sa.edu.au runs our Virtual Learning Environment Moodle and contains:
School Calendar - this has the most up to date information regarding school events.
Quick Links: School Newsletters (there is a new school newsletter approximately every three weeks), Canteen Price List, Uniform Shop Price List.
Public Information for Parents: (Also access to Restricted Information for Parents)
Highgate School Contact Details, Zoning Information for Student Enrolment, School Dates and Lesson Times, Paying Your School Bills Online, Canteen Information, Parent Information Booklet, Resource Centre, Uniform Shop.
Public Information for Students:
Student Activities, Mobile Phone Policy, Student Harassment Flowchart.
This website also has access to our Official Website and lists information contained in that website.

Official website www.highgates.sa.edu.au contains:
Home Page with Contact Details, Location Map, Pay Your Invoice Online, Principal’s Welcome, Brief History, Mission & Vision, Site Improvement Plan, Context Statement, Annual Reports. Also information on Staff/Students/Parents/International Students and the Highgate School Foundation Brochure.

DECISION MAKING STRUCTURES

The school shares a participative decision making policy. Management is collaborative. Staff structures include staff meetings, joint leadership meetings, Personnel Advisory Committee, level of school meetings and curriculum teams & working parties. There is a high level of parent involvement/participation in all aspects of the school.
GOVERNING COUNCIL

The major focus of parent participation in management is through the Highgate School Governing Council. Parents and teachers from Reception-Year 7 meet regularly on a number of active Governing Council sub-committees, which include: Canteen, Education and Curriculum, Finance, Fundraising and Grounds (including Road Safety and School Watch). Each committee has clearly defined roles and responsibilities.

COMMUNITY ACTION TEAMS

Students participate in school decision making through class meetings, SRC representatives and Student Executive. Early Years students are involved in Community Action Teams. The aim of these teams is to allow all students to take a leadership role while building strong links with the local community.

SCHOOL FUNDING

Funding for the school comes primarily from:
- Government grants
- School fees
- Parent fundraising
- Grants for special projects

BUDGET PROCESS AT SCHOOL

The school financial year is from January to December.

The Finance Committee oversees budget submissions from staff in a range of curriculum and management areas. An annual budget is submitted to the Governing Council for approval. Monthly budget reports are presented to the Governing Council to keep the parent community representatives informed of the state of the school's financial situation.

HIGHGATE SCHOOL FOUNDATION

The Highgate School Foundation has been established to raise additional funds to support the continued maintenance of facilities and educational programs in the school. A brochure is available from the school and school website.

SITE IMPROVEMENT PLAN

The Site Improvement Plan outlines the school context, core business and annual priorities. Quality assurance processes are in place to monitor progress in making whole school change in the priority areas. These results are reported upon to the school community at the Annual General Meeting and to DECD through the Quality Assurance reporting format.
SCHOOL FACILITIES

Highgate School Facilities include:
- Resource Centre
- Gymnasium
- Staff Room
- Computer Rooms
- Performing Arts Room
- Canteen

There are access ramps to all main buildings. A disabled toilet facility is available.

All areas have heating and cooling and are well and regularly maintained.

FACILITIES GRANT

Each year DECD provides funding to the school to address Building/Facilities that need to be repaired, replaced or renovated.

CITY OF UNLEY COUNCIL LAND AGREEMENT

Highgate School Grounds are one of the few open spaces in the Fullarton Ward of the Unley Council; because of this a community use agreement exists between the School and Unley Council. This includes responsibility for the upkeep of the ovals, cricket nets, and play equipment.

UNIFORM

School uniform is compulsory for all school related activities. This can be achieved through the wearing of designated school uniform available from the uniform shop at school. General neat appearance in dress and hair is expected. Jewellery is restricted to watch, ring, earrings (stud or sleeper-style), medic alert bracelet/necklace. Please ensure all clothing items are named.

* The Principal may exempt students from the dress code on religious, cultural or medical grounds.

The Uniform Policy and uniform price list is available from the front office or online to enable parents to order uniforms. Uniforms ordered in this way are delivered to the child’s classroom, or to the office for collection, usually within 24 hours.

Hats

It is compulsory for students to wear broad brimmed or legionnaire hats for any outside activities all year round (except for June and July). Baseball caps do not provide adequate sun protection and are therefore not part of the school uniform.

Uniform Shop

The School Uniform Shop is located in Opie House. Opening time is Wednesday between 2:00 and 3:00 pm. The Uniform Shop is also open on the last Friday of each holiday break from 9:30 to 11:00am. Any changes to opening times will be advised
via the school newsletter.

**CAHNTEEN**

The canteen opens each day at 8:30 am and closes at 1:20 pm. The canteen phone number is 82717580.

The canteen is managed by the canteen sub committee which is responsible to the Governing Council. The Manager is employed and voluntary helpers are needed to serve and prepare lunches. Offers of assistance are much appreciated and if you are able to help, please notify the canteen or front office.

The canteen adheres to DECD healthy food guidelines and aims to provide a variety of food at reasonable cost. Current price lists are available from the canteen or can be downloaded from the school local website web.highgates.sa.edu.au. Lunch order bags are available from the canteen at a minimal cost. Please do not use envelopes.

The canteen is open at recess and lunch times for students.

Children place their lunch order bags in the classroom canteen container first thing in the morning.

**Forgotten lunches**

If a student has forgotten their lunch, an IOU can be issued after a teacher or office staff member has signed an IOU form. Your child is then given a buttered OR Vegemite OR cheese sandwich. The IOU slip is sent home to the Parent/Caregiver and payment should be made the next day.

**DENTAL CLINIC**

All children under the age of 18 are entitled to utilise the School Dental Service. All school dental service care is free for preschool children (general or emergency)/ A fee per child for each course of dental care applies to children or students who are not dependants of/or holders of Centrelink Concession Card or School Cards.

The nearest dental clinic is:

Mitcham Dental Clinic
Elphyn Road
Kingswood 5062
Phone: 82710371

For information about enrolment, contact the Mitcham School Dental Clinic.

The dental clinic will inform the parent of appointment times.
Parking restrictions exist around Highgate School. Please take note of the following signs. Local council intermittently monitor parking zones and fine motorists for breaches of these restrictions.

From Monday, 28 January 2008, there is “NO LEFT TURN” from Cross Road into Hampstead Avenue between 8:00 and 9:00am and again between 3:00 and 4:00pm.

"No Standing" Red symbol indicating a "No Standing" zone

No stopping here under any circumstances

“No Parking” Red Symbol indicating a “No Parking” zone

You must remain in your car while waiting in this zone

Time Limit Parking Green Symbol indicates that parking area has time limits

These signs will state the duration parking is permitted and also may state the days and times the duration applies, eg:

<table>
<thead>
<tr>
<th>Time Limit Parking</th>
<th>Time Limit Parking</th>
<th>Time Limit Parking</th>
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</thead>
<tbody>
<tr>
<td>8 - 9AM &amp; 3 - 4PM</td>
<td>8 - 10AM</td>
<td>9AM – 5PM</td>
</tr>
<tr>
<td>MON - FRI</td>
<td>MON-FRI</td>
<td>MON-FRI</td>
</tr>
</tbody>
</table>

Sign denoted this way indicates that a 2 hour parking time applies between the times and on the days mentioned.

Arrows on the signs will indicate the direction the parking controls apply.

THE STAFF CAR PARK IS STRICTLY FOR STAFF USE DURING SCHOOL TIMES.

THIS CAR PARK IS NOT TO BE USED AS A PICK UP OR DROP OFF ZONE BEFORE OR AFTER SCHOOL.