



31st January 2017

Dear Families,

Welcome to Ingle Farm Primary for the 2017 school year. Welcome to our new families and welcome back to returning families. I hope you have had a restful break and enjoyed some family time.

As a staff team we are keen to work in partnership with you to achieve success for all members of our learning community!

An update on staff for 2017, classes and Term 1 events will be in our Week 3 newsletter (Thursday). Newsletters will be Weeks 3, 6 and 9 each term. These will be emailed to families and posted on the school Website <http://www.ifps.sa.edu.au/>. Please make sure we have your current email address or record on your contact details if you would like a hard copy of the newsletter.

This letter provides updated information to ensure that all families are aware of our routines and procedures. During this first week of the new school year you will receive:

- **a class teacher introductory letter**
- **contact details** to confirm or update
- **consent forms** for; Library use, Internet use, sunblock use, headlice checks, photograph / filming publications etc. Please return these forms to the Front Office.
- **an updated Canteen Pricelist.**

Weeks 1 and 2

A strong focus in all classes will be building relationships and setting up class routines. Staff will ensure that students have an opportunity to develop a class identity and a clear understanding of respectful ways of interacting with others. This supports students to be well prepared for the year ahead and builds an understanding of our school culture, expectations, procedures and a strong sense of belonging.

Our values are:

- **Respect**
- **Honesty**
- **Persistence**

Many learning activities during the first two weeks will relate to these values. Formal curriculum structures such as spelling/ sight words, reading groups, homework etc. will be established over the coming weeks.

Morning and Afternoon Routines

Our beginning weeks encourage students to develop independent organisational skills by ensuring they are all familiar with classroom and school routines. Please encourage your child/ren to be responsible and organised with their belongings. Labelled clothes and equipment really supports us at school. Our school day begins at 8:35 am finishes at 3:05 pm. OSHC is available to families outside of these times. Please contact Karen Willis our OSHC Director for bookings on 8262 7208. Enrolment forms are also available on our Website.

Volunteers

Volunteers are an integral part of our school. Family participation at any level is greatly appreciated and valued. Our school's Volunteer Policy requires that all volunteers complete a DSCI screening and undertake an induction training session (approx. 1.5 hours) and those volunteers sign in and out at **the Front Office** before working in their chosen area. Our next induction session for Volunteers will be advertised through the newsletter. Volunteers require a site training update every three years. Please see Leadership staff if you require further information.



Assembly

We value family attendance at our assemblies. Regular assemblies are held Weeks 3, 6 and 9 each Term. Additional assemblies and reminders of key dates are published in the site newsletter including the classes presenting. Our students benefit from presenting to an audience and enjoy sharing their learning achievements.

Communication

All students are issued with a communication book (Reception - Year 2) or diary (Year 3 – 7) at the beginning of the school year. We appreciate family support to ensure the diary or communication book is signed and checked with relevant communication entered at home and at school (good news stories too!!! ☺).

Homework

It is recognised that homework routines can be an integral part of a child's schooling. Teachers will provide information about individual classroom programs through class newsletters.

School Dress Code

The school colours are red and blue. Uniform items are available for purchase in the Front Office.

Our Dress Code requires all pants, skirts and shorts to be plain blue. (Without patterns/ stripes/ logos)

We recommend closed-in shoes (preferably school shoes) or sandals. Thongs, dress-up shoes and surf sandals are not suitable. Plain white or plain black socks are preferred. For safety reasons, jewellery should be kept to minimum - studs or sleepers are fine for earrings but no bracelets or necklaces. Make-up and nail polish are not permitted. This ensures students can participate in all physical and play activities safely.

Students at Ingle Farm are requested to wear school hats (which are in good condition) in Term 1 and Term 4. Students need hats during recess, lunch and relevant outdoor activities. Please ensure that all items are named.

Grievance Procedures and Relevant School Policies

Our school has a set of Grievance Procedures on our website for use by families, staff and students who may have concerns or queries at any time during the year. For classroom based concerns or queries, your child's classroom teacher is the best person to contact first. The DECD website is also available for additional policy information. <https://www.decd.sa.gov.au/>

Attendance Procedures

As per DECD regulations, teachers are required to enter a code or reason each time a child is absent or late. We therefore ask families to write a note in their child(ren)'s diary/communication book, phone the school (or SMS 0416906278) or speak to the class teacher following any period of absence. If you require your child/ren to have an extended time away (3 days or more) e.g. family holiday, an exemption application form can be completed for approval. This is available from the front office.

Families who need to collect their child earlier than 3:05pm are asked to request an 'Early Dismissal' form from the Front Office before collecting their child(ren) from the classroom/s. If your child arrives late (after 8:55am) please sign them in via the Front Office so attendance codes can be updated.



The school day begins at 8:55am. Students benefit greatly from being part of the morning routine and should be present from this time. A yard duty teacher is on duty from 8:35am.

School Materials & Services (Fees)

Materials and Services Invoices were posted last week for 2017. School Fees need to be PAID IN FULL or a signed and completed "Payment by Instalment" form can be returned to the Front Office by the above date.

If you are unable to complete payment as required, please discuss with our Business Manager in the Front Office to make alternate arrangements.

School Card applications also need to be returned as soon as possible (extra forms available in the Front Office or the school website).

Please chat to us if you have any questions. Have a great Term 1!

Kind Regards,

Vanessa Mortimer
Principal

