

# **GOVERNING COUNCIL HANDBOOK**

**Revised  
December 2013**



## CONTENTS

INTRODUCTION	3
HISTORY OF THE SCHOOL	3
OUR VALUES	3
OUR VISION	4
GOVERNING COUNCIL CONSISTS OF	5
ANNUAL GENERAL MEETING	5
EXPECTATIONS OF GOVERNING COUNCILLORS	5
POWERS AND FUNCTIONS OF GOVERNING COUNCILS	6
ROLE OF THE PRINCIPAL ON GOVERNING COUNCIL	6
MEETING PROCEDURES	6
SUB-COMMITTEES, PORTFOLIOS AND FACILITATORS	7
TALKING TO THE COMMUNITY	8
GOVERNING COUNCIL STRUCTURE	8
GUIDELINES FOR GOVERNING COUNCIL	9
CONTINGENCY FUND	9
CHILD MINDING SUBSIDY	9
S.A.A.S.S.O.	9
EDSPEAK / GLOSSARY	10
SPONSORSHIP & PROMOTION POLICY	11
PARENT GUIDE TO RAISING A CONCERN or COMPLAINT 'SHARING SUCSESSES AND GRIEVANCE PROCEDURES	12
DRESS CODE POLICY	15
Sports and Performing Arts Top	16
Recognition Day Policy	16
SPORTS TEAM POLICY	17
SPORTS POLICY	17
MOBILITY POLICY	21
HALL	21
ROLE AND RESPONSIBILITY STATEMENT for GOVERNING COUNCIL SUB-COMMITTEES	23
EXECUTIVE GROUP - GOVERNING COUNCIL	23
FINANCE COMMITTEE	24
GROUNDS COMMITTEE	25
OUT OF SCHOOL HOURS CARE MANAGEMENT COMMITTEE	25
SPORTS COMMITTEES	26
PARENTS' EVENTS COMMITTEE	27

## INTRODUCTION

Welcome to East Para Primary Governing Council. We trust you will find your involvement interesting, challenging and enjoyable. Please don't hesitate to ask should have any queries / concerns throughout your time in office.

This booklet provides on overview of the operation and functions of Governing Council. More detail can be obtained by reading the Constitution.

It also contains the role statements relevant to each of the subcommittees and a copy of policies appropriate to council for your interest. During your term as a councillor you should ensure this booklet is updated when these role statements and/or policies are changed and we suggest you add any other relevant documentation that becomes available.

## HISTORY OF THE SCHOOL

The school was first established as a Junior Primary School and Primary School in 1971. Ms Puckridge was the first Principal of the Junior Primary School and Mr R Wilkins of the Primary School.

During the late 1970's total numbers between the two schools was well in excess of one thousand students. Like many other schools in the state numbers declined in the eighties to our present level of 504 students at the end of 2013.

In late 1991 the Education Department moved towards amalgamating the two schools and this came into being on 23rd January, 1992.

In 2005 Para Hills East Primary School become formally known as East Para Primary School.

## OUR VALUES



<b>R</b>	Respect	Value yourself and others. Respect differences.
<b>I</b>	Integrity	Be the best person you can be.
<b>T</b>	Trust	Believe positively in others and they will believe in you.
<b>C</b>	Caring	Care for yourself, others and the environment.
<b>H</b>	Honesty	Be open and honest in all that you say and do.
<b>R</b>	Responsibility	Be responsible for your actions.

We make our school **RITCHR**  
by doing the **RIGHT THING** at the **RIGHT TIME**  
for the **RIGHT REASON**



# INTEGRITY

Be the best person you can be

**Respect**  
Value yourself and others.  
Respect differences.

**Trust**  
Believe positively in others and they will believe in you

**Caring**  
Care for yourself, others and the environment

**Honesty**  
Be open and honest in all that you do and say

**Responsibility**  
Be responsible for your actions





# Students at East Para Primary describe our values as



**Respect**

- Speaking in a friendly voice
- Giving everyone a fair turn
- Treating people fairly
- Using manners
- Listening to others' ideas and opinions
- Wearing the correct dress code
- Being patient
- Giving "build ups"

**Trust**

- Playing by the rules
- Following instructions
- Doing what you say you will do
- Going on the internet without going on inappropriate sites
- Being able to work unsupervised
- Meaning what you say
- Keeping your word

**Responsibility**

- Doing what you are asked to do
- Accepting the consequences for what you do
- Doing what you need to do on time
- Choosing appropriate behaviour
- Being a role model and showing others what to do
- Getting ready for learning
- Being organised

**Honesty**

- Owning up to something you have done
- Telling the truth
- Telling the truth when you are a bystander
- Giving back other people's property
- Owning up to mistakes

**Caring**

- Sharing
- Working together and getting along
- Reporting harassment or bullying
- Looking after equipment & buildings
- Thinking about people's feelings
- 'Slip, Slop, Slap' wearing a hat & caring for your skin
- Putting rubbish in the bin
- Being kind to people

**Integrity**

- Caring for others
- Supporting others
- Being sincere with others
- Being the best person you can be
- Not being fooled into doing the wrong thing
- Being confident
- Being persistent
- Always keep trying
- Being a good learner





## OUR VISION



Working with families to provide a challenging supportive environment that engages learners as a community of thinkers.

We believe everyone is a learner and that learning is a pathway through life. As a learning community, we are fostering self worth through a passion for learning that promotes autonomy and interdependence.

### Learning

- occurs in a culture of inquiry where there is purpose and relevance for the learner.
- is co-constructed in an environment of intellectual rigour.
- is enabled by critical and skilled self-reflection.
- happens when we give and respond to critical feedback.
- can be unsettling, messy and fun.

- occurs in a futures' oriented environment that stimulates wonder and awe.
- occurs when there is rigorous and relevant assessment processes.
- occurs in the context of a sustainable global world.
- occurs when questioning challenges current beliefs, knowledge and understandings.

### **Learners**

- are engaged in authentic and meaningful learning experiences.
- can express what they know, understand and do, in diverse contexts.
- are immersed in a challenging supportive environment that engages them as a community of thinkers.

## **GOVERNING COUNCIL CONSISTS OF**

### **MEMBERSHIP**

Consists of

- 9 elected Parent Members
- 1 Representative from Affiliated Committees
- 1 Community member
- 2 Teacher Representatives
- Principal
- The Bursar may be invited to attend nominated Governing Council meetings
  - Reimbursement at current salary level to be paid to the Bursar.
- Student Voice representatives to attend on a needs basis.
- Governing Council adopts an Executive Committee consisting of :  
Chairperson, Vice Chairperson, Secretary, Treasurer, Principal

## **ANNUAL GENERAL MEETING**

- The Annual General Meeting will be held early Term 1 followed by the first meeting of the newly elected Governing Council to elect office bearers.
- Elections of parents will be from
  - Nominations before the meeting
  - Nominations from the floor

## **EXPECTATIONS OF GOVERNING COUNCILLORS**

**East Para Primary School's Governing Council will observe the following principles.**

- The care and learning needs of all children are paramount in decision making.
- Diversity within the school community is acknowledged and encouraged.
- The Governing Council will develop processes to take into account student voice when making decisions.
- A Governing Councillor acts honestly, in good faith and in the best interests of East Para Primary School.

- A Governing Councillor will represent the views of a majority decision of East Para Primary School Governing Council.
- Governing Councillors, while having a personal viewpoint, will develop processes to ascertain the views of all community groups when making decisions.
- The Governing Council will develop a shared sense of purpose, mutual respect and a willingness to negotiate.
- Governing Council members share information, responsibility, decision making and accountability.
- The Governing Council will initiate and support school programs, policies and activities.
- A Governing Councillor will maintain confidentiality at all times.

**Our work as a Governing Council is underpinned by the following:**

- Constructive thought in the framing of motions and the debate that follows using the skills, knowledge and expertise of individual council members.
- Ensuring the Governing Council is a truly representative body, allowing for all members to have the opportunity to voice their opinions and to be heard.
- Having a genuine interest in advancing the quality of education at East Para Primary School.
- Being prepared to be a member of at least one sub-committee and to do the work involved both during and between meetings.
- By being punctual and regularly attending all meetings.
- Assisting at special days and/or events.
- Working towards the achievement of the School Values.

## **POWERS AND FUNCTIONS OF GOVERNING COUNCILS**

These are best described on pages 6 and 7 of your Constitution

## **ROLE OF THE PRINCIPAL ON GOVERNING COUNCIL**

Best described on page 8 of your Constitution.

## **MEETING PROCEDURES**

Meetings are at times to be set at the first meeting or on a meeting by meeting basis. Meetings commence at 7.30pm. Interested members of the school community, who are not elected members of Council, are welcome to attend but do not have voting rights.

The Governing Council Executive group present agenda items based on input from members of the School Community, as well as oversee the implementation of Governing Council decisions. The agenda, reports from Principal and teachers, minutes of all sub-committees and any relevant attachments are issued in the week prior to the meeting.

**Please ensure these reports are with the Governing Council Secretary or nominated person by Friday, one week before the meeting.**

To hold a meeting, we must have a quorum that consists of one half plus one of the total number of Governing Councillors.

When making decisions, it is important to remember a motion is carried where the majority of members present agree. As a consequence, an abstaining vote on a particular motion it is in effect a **NO** vote.

The Chairperson has a deliberative vote only. In the event of an equality of votes, the Chairperson **does not have a second or casting vote** and the motion must be taken to be defeated.

The secret of a good meeting is adequate preparation, teamwork and co-operation before and during the meeting and the effective follow up.

#### **Our usual agenda is as follows:**

- Open and Welcome
- Apologies
- Adoption of Minutes
- Correspondence
- Questions invited from Reports
- General Business
- Any Other Business
- Close of Meeting

More detail on available on page 18 of your constitution.

## **SUB-COMMITTEES, PORTFOLIOS AND FACILITATORS**

### **Sub-Committees**

To aid Governing Council in its role, Sub-committees, Portfolio Committees and Facilitators have been established. It is imperative Governing Council and Sub-committees, Portfolio Committees and Facilitators develop mutual trust and respect to enable an effective and efficient working relationship to be developed.

A standard Role and Responsibility Statement for Governing Council and Sub-Committees has been developed and is included in this booklet. Specific role statements for each committee are also included. These statements are to be reviewed annually.

Sub-Committees currently operating at East Para Primary School include:

- Finance
- Grounds
- Out of School Hours Care
- Parent Events Committee

### **Portfolios**

Portfolios consist of a group of interested people who come together to work on a specific project/policy. These are formed on an as needs basis and are generally of a short duration.

## Facilitators

A Facilitator is one person who will take on the responsibility for a specific program. This person will be approved by Council and provide reports of the programs/events progress to Council.

## Affiliated committees

Sporting Committees

## TALKING TO THE COMMUNITY

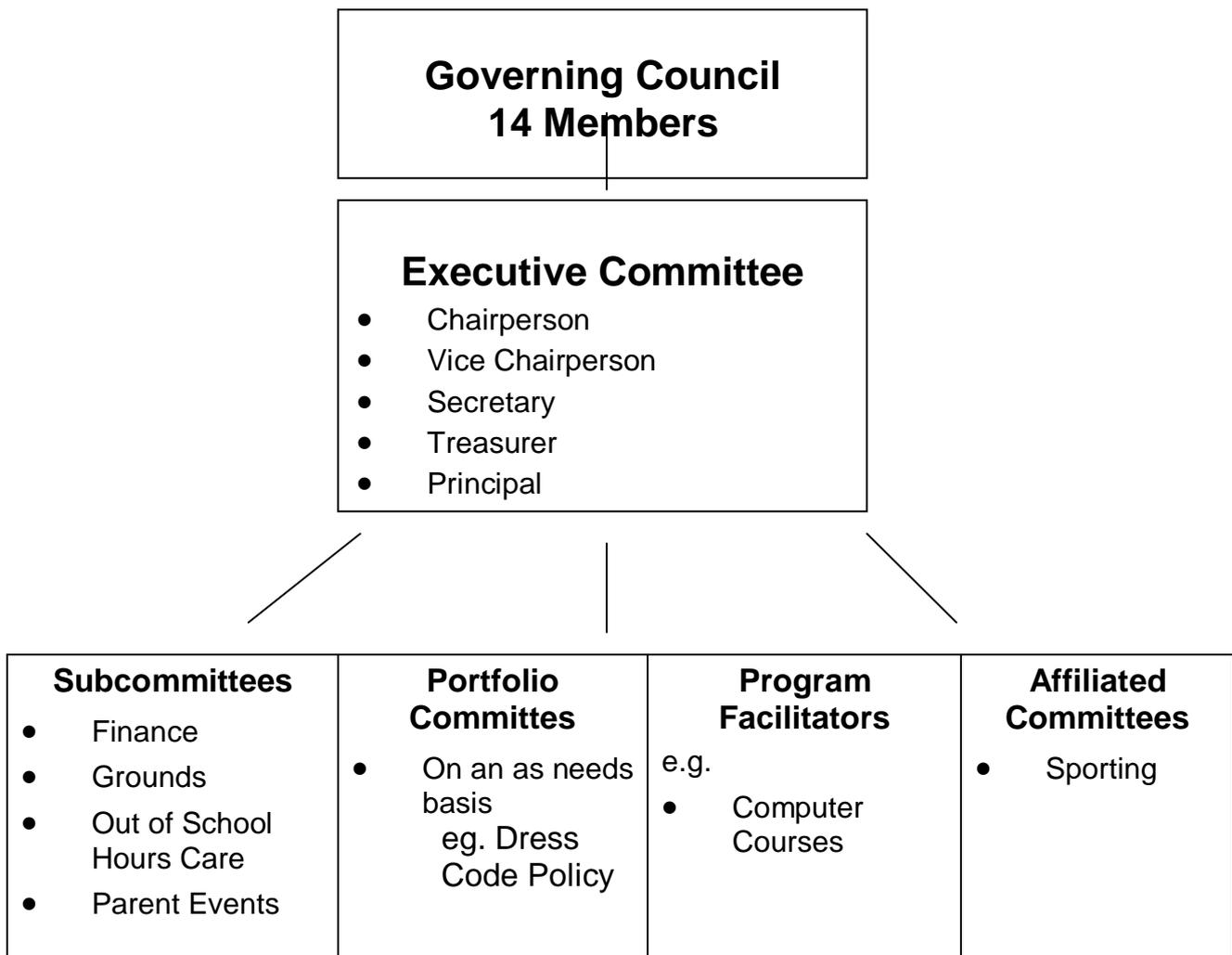
Governing Councillors have ideas and opinions of their own but also represent the School Community. It is imperative we remember this when discussing issues with members of the community.

**It is also imperative Councillors do not discuss school staff or other councillors with a parent requesting an opinion or lodging a complaint.**

Councillors should refer the person to the appropriate contact as per the

**Raising a Compliant Policy: A Guide to Raising a Concern or Complaint**

## GOVERNING COUNCIL STRUCTURE



- Reimburse out of pocket expenses of Governing Councillors
- Supply tea/coffee and eats for Council meetings as required.
- Support various sub-committees in showing appreciation for their voluntary efforts.
- Reimburse for postage and consumables
- Provide Professional Development for Councillors.
- Affiliation fee for S.A.A.S.S.O.
- Purchase of S.A.A.S.S.O. Handbooks and other relevant texts.
- Support Creche and child minding subsidy where applicable.
- Supply special morning teas for visiting dignitaries.
- Through the Parent Events committee induct parents of new reception children over coffee and nibbles

## **CHILD MINDING SUBSIDY**

This is to enable attendance of councillors through subsidising child care.

### **FRAMEWORK:**

- The subsidy will be made available to Governing Councillors, Sub- Committee Members, Portfolio Members and/or Facilitators attending organised events.
- The subsidy will cover the cost of paid childcare.
- The subsidy will be applied for using the form and envelope supplied and handed to the Bursar for payment.

## **S.A.A.S.S.O.**

S.A.A.S.S.O. stands for the South Australian Association of State Schools Organisation.

This group aims to provide very factual and reliable information to schools, councillors, parents and community members in the important role they play in their local school. It supplies very competitive insurance for our Canteen and another policy for volunteers working within the school.

Members of the S.A.A.S.S.O. Management Committee are often asked to sit on DECD committees giving you the parent a voice within the department. We receive a copy of 'School Post', an informative newspaper produced by the organisation, several times throughout the year.

S.A.A.S.S.O. makes available a Governing Councillor Training Program that is conducted at various schools across the State. Information regarding any courses being held in our vicinity is always made available through Governing Council correspondence.

For more detailed information, a copy of the, S.A.A.S.S.O; *"Handbook for Governing Councillors"* is available from the Governing Council Secretary.

## EDSPEAK / GLOSSARY

<b>AEU</b>	Australian Education Union
<b>BURSAR</b>	Finance Manger
<b>DECD</b>	Department of Education & Children's Development
<b>E.D.</b>	Education Director
<b>EDSAS</b>	Education Department School Administration System
<b>EPPS</b>	East Para Primary School
<b>EALL</b>	English as An Additional Language or Dialect
<b>FIR</b>	Flexible Initiative Resourcing
<b>Funtastics</b>	Co-ordination Program
<b>I.C.T's</b>	Information Communication Technology
<b>LAP</b>	Learning Assistance Program
<b>Ministerial</b>	The request for information or an explanation from the Minister usually arising from a parent complaint
<b>NIT</b>	Non Instructional Time. All full time staff are given pupil free time during the week, students are doing lessons within our two specialist areas during this time.
<b>OSHC</b>	Out of School Hours Care
<b>PAC</b>	Personnel Advisory Committee Role is to advise the Principal on matters of staffing, class make up, resolve disputes. Made up of Principal, Equal Opportunity Representative and AEU Representative.
<b>PAT</b>	Permanently Employed Teacher placed against a temporary vacancy.
<b>SAASSO</b>	South Australian Association of State School Organisation
<b>SAASPC</b>	South Australian Association of School Parents Club Inc.
<b>SAPSASA</b>	South Australian Primary School Amateur Sports Association
<b>SHIP</b>	Students with High Intellectual Potential
<b>SI</b>	Social Inclusion
<b>Site Learning Plan</b>	A one / three year plan of School Priorities.
<b>SSO</b>	School Services Officer
<b>TPT</b>	A permanent teacher who does not have a position.

## SPONSORSHIP & PROMOTION POLICY

### Policy Statement

In its educational, business and sponsorship interactions with the school community, East Para Primary School will ensure a high standard of ethical conduct, consistent with school's core values.

### Rationale

The educational program of East Para Primary School is resourced through the government grants and materials and services charges. Primary School offers a range of curriculum offerings that meet the requirements of DECDS and the National Standards in the 8 curriculum areas of learning. The Governing Council believes that well managed and responsible sponsorship and promotional activities can provide legitimate additional resources to the school.

### Definitions

**Sponsorship** is defined as *'the negotiated provision of funds, goods, or services ... in exchange for advertising, publicity or other benefits'*.

**Promotion** is a *'scheme or arrangement... Intended for commercial or other benefit, and which involves and rewards students, teachers, or schools for participating...'*

### Purpose of the Policy

This policy outlines the code of conduct that will underpin the school's interactions with the wider community, and in its dealing with suppliers, customers and business partners, including school sponsorship and promotion.

### Principles Guiding Sponsorship Agreements

- All sponsorship agreements should be reached through negotiation. The agreement must then be signed by the parties concerned and must clearly specify the roles and responsibilities of individual parties and the nature and level of acknowledgment to be given to the sponsor.
- Sponsorship and promotion should not involve endorsement of products or service by the school.
- Acceptance of a sponsor's product or service should not be a condition of an individual student's participation in sponsored activities.
- Any sponsorship or promotional agreement should have an agreed period of time for its currency.
- Any sponsorship or promotional agreement that involves resources to the value of more than \$5000 should be reviewed by the Finance Committee for approval. Any lesser amounts can be approved by the Principal within the guidelines specified and reported to the Finance Committee at a subsequent meeting. Any sponsorship or promotional agreement that raises significant ethical questions should be referred to the Governing Council for final approval.
- Sponsorship agreements should only be negotiated with organisations whose public image, products or services are consistent with the ethos and values of public education and the values of East Para Primary School.
- Sponsorship and promotional activities should be compatible with good educational practice. Time and resources allocated to these activities should be consistent with school priorities and the overall educational program of the school.

- Participation in sponsorship and promotions should not generate undue pressure on children, parents or schools to purchase particular products or services, or to adopt particular beliefs, attitudes or courses of action. As far as possible elements of choice by parents or children should be preserved in any sponsorship agreement.

### **Sponsorship at East Para Primary School**

The Governing Council agrees that East Para Primary School will ‘actively pursue sponsorship possibilities and that the Governing Council, Sub-Committees, Portfolio Committees, Facilitators, Student Voice Representatives and staff, each pursue possibilities as appropriate within their area of responsibility’.

All money raised by sponsorship belongs to the school, and must go through the school accounts.

Governing Council recognise instances of autonomous control of in kind sponsorship for all groups within the school community. These groups are required to provide written reports of such sponsorship in their minutes to the Governing Council.

Sporting Committees and other groups seeking sponsorship should include sponsorship in their Roles and Responsibility Statement in line with the school policy.

### **Process of sponsorship approval at East Para Primary**

The following details must be provided to the Finance Committee in order that a full analysis of the proposed sponsorship or promotions can be conducted, and to allow a recommendation to be made to the Governing Council.

- Details of the company providing sponsorship.
- Any related companies that may prejudice application (eg company issues).
- Full details of benefit to the sponsor.
- The time period of the sponsorship.
- Explanation of how the sponsorship meets the requirements of the Code of Practice.
- Contact name of person presenting Sponsorship to the Committee.
- Any other details that will support a favourable approval.

### **Sponsorship needs to add value by:**

- Supporting students in achieving their best possible learning outcomes.
- Promoting a school ethos that is focussed on maximising student learning opportunities.
- Promoting a framework that provides best practice for students.
- Supporting a learner centred community.
- Supporting students in maximising their learning pathways.
- Supporting the development of students as autonomous learners.

**PARENT GUIDE TO RAISING A CONCERN or COMPLAINT ‘SHARING SUCCESSES AND GRIEVANCE PROCEDURES**

**See following brochure.**

### Help with a concern or complaint

All department staff – teachers, principals, preschool directors, regional and Central Office staff – will help you to agree on a plan of action and a timeframe.

These people will help:

- explain and guide you through the resolution process
- gather information about policies and procedures and explain them to you
- clarify the problem and help you make your complaint
- follow up on the progress or outcome of your complaint.

We all want the best outcome for you and your child.

You can also call the Parent Complaint Unit hotline at any stage on 1800 677 435 for information, advice and support.

### Other options

Your complaint may require an independent review by an external agency. This will be determined by the circumstances of the complaint.

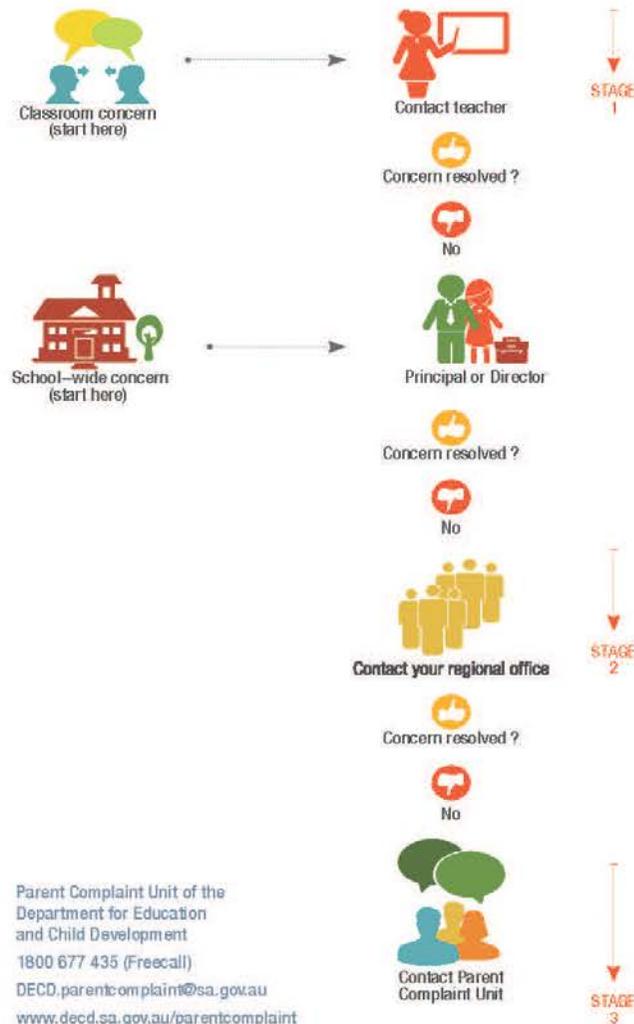
You also have the right to refer any educational and care concern to an external agency, such as the South Australian Ombudsman.

### The South Australian Ombudsman

You can make a complaint to the SA Ombudsman about any action or inaction by an agency within the Ombudsman's jurisdiction.

Further information is available at [www.ombudsman.sa.gov.au](http://www.ombudsman.sa.gov.au).

### How to get help with a concern or complaint



Parent Complaint Unit of the  
Department for Education  
and Child Development  
1800 677 435 (Freecall)  
DECD.parentcomplaint@sa.gov.au  
[www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint)

# Parent guide to raising a concern or complaint

Solving concerns in  
public education  
schools and preschools

East Para Primary School  
8264 3944  
Principal: Bob Greaves

Northern Adelaide Region  
8256 8111



Government of South Australia  
Department for Education and  
Child Development



## Education and quality care are vital for your child's success

We are committed to delivering high quality education and care. Working with you to resolve any concerns or complaints is a key part of how we will deliver on this commitment.

But we recognise that sometimes things go wrong and you may feel that your expectations for your child are not being met. If you have an unresolved issue or a complaint, then you are encouraged to raise it. It is important to work together, talk, listen **and find solutions so that we can improve your child's experience and learning**, and improve our services to the community.

While this guide aims to help you raise concerns, keep in mind that we also welcome your positive feedback and compliments, which can sometimes be overlooked in our busy lives.

Use this guide to help you think about what you are concerned about and how to resolve the matter respectfully and effectively.

### About concerns or complaints

A complaint may be made by a parent if they think that the school has, for example:

- done something wrong
- failed to do something it should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

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

Sometimes a complaint is about something we have to do because of state or federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

## What to do if you have a complaint

So that we can all work together to get the best outcome for your child, there are some simple steps to keep in mind if you have a complaint about public education and care.

### Stage 1 – Talk to the school

**The school or preschool should always be your first point of contact.** Find an appropriate time to talk to your child's class teacher or other relevant staff member (counsellor, year level coordinator) to discuss your concern or complaint. **The school front office may be able to arrange a time for you to meet with the teacher or have a discussion over the phone.**

The teacher will look into your concerns and get back to you. However, **if you are still not satisfied, you may choose to follow up your complaint with the principal or director.** They will work with you and the staff member to resolve the issue. To do this, you may choose to write to the principal or director (who will then acknowledge receipt of your complaint with a written response as soon as possible), or telephone the school to make a time to meet with the principal or director.

If your concern is about a teacher then you may prefer to talk to the principal or director. If your complaint involves the **principal or director then contact your local regional office of the Department for Education and Child Development.**

The school or preschool will aim to resolve your concern or complaint ideally within 15 working days.



### Stage 2 – Contact your regional office

**If you are not satisfied that your complaint has been resolved by the school – or if the principal is the subject of your complaint – you may choose to contact your regional office for help. The regional office will review your complaint.**

**The regional office will aim to resolve your concern or complaint within 20 working days.**

### Stage 3 – Parent Complaint Unit

This unit has a dual function:

- To provide advice and support to parents about their concern or complaint
- To objectively review complaints that have not been resolved at the school or regional level.

#### Advice and support

You can contact the unit's hotline (1800 677 435) at any time to discuss your concern or complaint or to seek advice about solving school problems. Staff will follow up with you at a later stage to check about progress.

#### Impartial review

If the complaint has not been able to be resolved by the school and **regional office, the unit will assess your complaint and decide what action is needed.** Staff will discuss what has been done with your complaint, and when you can expect to hear about the outcome.

The department's Head of Schools or the Head of Early Childhood Development and the Chief Executive's office will be advised by the Parent Complaint Unit of the outcome of the review. One of these senior leaders will make a decision about your complaint.

**You can expect that you will hear of a decision within 35 working days in most cases.**

## DRESS CODE POLICY

It is the policy of the school community that students attending East Para Primary School follow the Dress Code. It is important that students wear comfortable, hard wearing, easy to move in clothing so they are able to participate fully in the activities provided at the school.

**Navy Blue, White and Maroon are the designated school colours.** Maroon is only to be worn as a solid colour, exceptions being the tricolour windcheater and polo shirt and the maroon and white check school dress. The maroon is the shade of maroon available through local stores in the standard school range. A sample can be seen in the school office.

### THE SCHOOL DRESS CODE IS DEFINED BY ITEMS CHOSEN FROM:

- **Tri-colour** windcheater/rugby top and polo shirt in navy, white & maroon with Epps emblem.
- Plain Navy Blue or White or Maroon Long/short sleeved polo shirt, T shirt, cotton shirt or skivvy.
- Plain Navy Blue, or Maroon for Windcheaters, Jumpers, or Jackets.
- Plain Navy Blue or Maroon Trousers, Pants/Track Pants or Shorts **Not Denim**. A maximum of two white stripes, up to 1cm in width are acceptable on track pants.
- Plain Navy Blue or Maroon Skirts or Pinafores **Not Denim**
- Navy Blue & White check or Maroon and White Gingham dresses.
- Sports briefs are encouraged when girls are wearing skirts and dresses.
- **No Jewellery**, except Sleepers, Studs, Rubber Wrist Bands and Watches are allowed.
- **No Makeup** is permitted.

**School Logos** are to be embroidered onto fabric. Bulk orders are organised, through the Newsletter, once per term – see Lorraine Munro, (school bursar) for more information. Small commercial logos **NOT EXCEEDING 6 square centimetres are permissible**.

**Wide brimmed, Bucket or Legionnaire hats** as approved by the Anti-Cancer Foundation, are **compulsory** during all play periods and outdoor classroom activities. However, in accordance with the Anti-Cancer “Sun Safe” policy, hats are NOT required in Term 2 and Term 3.

**Footwear** – Strong firm fitting shoes suitable for physical activities must be worn..

**Students on school excursions/camps** will comply with the School Dress Code unless alternative arrangements have been made, between the **Teacher and the Principal**, because of the nature of the activity.

### TRANSFERRING STUDENTS

Students transferring from another school may wear that school's uniform until able to purchase clothing in line with the Epps Dress Code Policy.

**PLEASE NOTE** Parkas and hats are the only items accepted in non-school colours.

### EXEMPTIONS

Written requests for exemption can be submitted on the following grounds

Cultural or Ethnic

Itinerant students

Genuine medical or family sickness reasons

New Students (time to purchase, wear previous uniform)

Religious

Financial hardship

**YEAR 7'S** are given the opportunity each year to order a specific top either a windcheater and/or polo shirt using a student agreed design incorporating blue white and maroon or a combination of one or more of these colours.

**Students not wearing the appropriate top will have them replaced through the 'school store' for the day.**

## APPENDICES TO DRESS CODE POLICY

## APPENDIX 1 - UNIFORM SUPPLY

- All items of acceptable school wear in dress code colours (including the tri coloured polo shirt and windcheater) are available at Totally Schoolwear at Clovercrest Shopping Centre, Montague Road.
- Lost property is on display or stored in a container near the entrance to the Bursars Office. Uniforms not claimed are donated to charity.
- Sun Safe Hats are available from the Bursar's office at any time.

### Sports and Performing Arts Top

The Sporting / Performing Arts top is not part of the school Dress Code.

Students who are selected as a school representative in a school sporting team or a Performing Arts event are able to purchase the top. For children who do not own a top the school will loan one for the event.

The Sporting / Performing Arts top can be worn on the day of the event;

For full day events - to school, at the event and then home.

In the case of Performing Arts rehearsals where they are less than a full day - for the period of the rehearsal

- For am rehearsals wear to school and change after the rehearsal
- For pm rehearsals (eg J Rock) for the afternoon and then home

Sporting teams can adopt the top for their Sports uniform, to be worn at matches and practices at the discretion of the Coach. Each sport is to work out a policy of ownership and advise the Governing Council through their minutes

- Team coaches/officials can purchase/borrow a top.
- Teachers involved in organising/coaching/as officials can purchase/borrow a top.

Commemorative tops will be presented to;

Students who are acknowledged through selection in Sporting / Performing Arts events, at a higher level than the school team. (eg State representation in sport)

Additions to recipients for Commemorative Tops will be at the discretion of the Principal in the 'spirit of the policy'

### Recognition Day Policy

EACH FRIDAY students may wear a purchased top that signified that they have represented the school in an event or events.

Examples of tops include

- SAPSASA tops
- The school Performing Arts / Sports Top worn by our Netball teams
- Pedal Prix tops

It is important to remember:

This is about representing the school and NOT outside organisation such as club football, calisthenics.

Tops are only those purchased by parents not those loaned to students for specific events.

## **SPORTS TEAM POLICY**

It is the policy of East Para Primary School that all sporting teams in the first instance will consist of members presently attending East Para Primary School.

It is expected that coaches/team managers will strongly promote the sports and encourage all students to participate regardless of their ability.

If we are short of players after this process has been implemented, players can be involved from other schools on the understanding that should more students from Epps become available, they will receive priority.

When nominating student representatives for SAPSASA or Zone matches, we will nominate the allowed number from Epps students and then extras from students who attend other schools but play for Epps provided they have the necessary ability/skills. Where extra students are nominated, this will be negotiated by the Epps coach and the SAPSASA Zone coach.

## **SPORTS POLICY**

**East Para Primary School recognises organised sport as a legitimate and significant activity within the school environment, and it is positively supported.**

**All children are encouraged to participate in a variety of sporting activities.**

**As an over-riding influence, the significance and influence of the Junior Sports Policy is recognised, and the school's sporting programme will be conducted and organised in accordance with this policy.**

**OBJECTIVE 1: Teachers, coaches and supervising adults with knowledge and skills to provide an appropriate, structured sporting programme.**

**Policy 1.1** *All coaches should have at least a Level '1' Coaching Certificate or take a coaching course during the season.*

**Actions** The school will fund relevant coaching courses.

The school will encourage team managers and prospective coaches to undertake Level '1' Courses by publicising dates that they are held.

**Policy 1.2** *Sport in the school will be conducted in accordance with the Junior Sports Policy and in accordance with the Codes of Behaviour for students, coaches, parents, spectators, umpires and officials.*

**Actions** The school will provide to each club, copies of this Sports Policy and or the relevant pages from the Junior Sports Policy relevant to their sport.

Each club, when seeking and selecting coaches, should make them aware of the implications of the School Sports Policy and the Junior Sports Policy.

The school will inform coaches of the Australian School Sports Council and SAPSASA Codes of Behaviour and the school's approach to behaviour management, in order to assist in the management of children at practices and matches.

The school will provide a copy of the School Sports Policy, on request, to parents of children playing organised sport.

Only children who are eight during the year of competition may play competitive sport.

All team medical records are to travel with either the coach or Team Manager. The School will call for an ambulance whenever the need arises. Parents are expected to have their own private Ambulance Insurance cover. If families do not have Ambulance Insurance, the Education Department will meet the Ambulance cost provided parents sign a statutory declaration that they are unable to pay. All coaches and managers should make themselves aware of the basic medical skills relating to sporting injuries.

**Policy 1.3** *The nomination of coaches is the responsibility of the clubs, but each coach must be ratified by the Governing Council.*

**Actions** The clubs will notify the Governing Council of its selected coach(es).

**OBJECTIVE 2** **Involved and informed parents.**

**Policy 2.1** *Parents are strongly encouraged to support their child's participation in their selected sports(s).*

**Actions** Consent forms for participation in the particular sport will include a list of the duties involved with that sport and a clear indication that by agreeing for the child to play, there is a commitment on the part of the parent to assist in performing some of those duties.

Team managers and organisers need to establish rosters for the various duties associated with that sport.

**Policy 2.2** *Each club should establish a clear administrative structure and hold regular meetings to ensure that as many people as possible are aware of what is happening.*

**Actions** Each club should have an initial meeting with coaches and team managers to establish the season's programme, determine associated costs, outline their responsibilities and provide information regarding codes of behaviour and appropriate coaching techniques.

Minutes to be presented at each Governing Council Meeting.

**Policy 2.3** *Each club should publish results of games in the school newsletter, and may include a short report, eg Best Players, highlights. All results from teams should be collated by one nominated member for each club.*

**OBJECTIVE 3** **The provision of quality equipment and safety of all children.**

**Policy 3.1** *Each club is responsible for its equipment during the season.*

**Actions** Equipment is to be stored where it is safe from theft and deterioration by the weather.

At the end of each season, the equipment is to be stored at the school.

Each club will assess its equipment needs annually and submit its budget application to the Finance Committee by the end of November or in the case of new teams, when the team is established.

To assist with budget applications, each club should

- keep a list of current uniforms, the year of purchase, life expectancy and approximate replacement cost,

- the running costs of the club, including affiliation and registration fees, umpires' fees, equipment replacement, first aid and entrance fees,
- the number of children playing the sport and the approximate cost per child.

**Policy 3.2**

*Equipment of an appropriate quality and size shall be available for all children, so that it can be safely worn. Protective equipment shall be worn, as agreed by the club.*

Children engaged in outdoor sports or when out in the sun for long periods, are to wear approved caps / hats as per school policy, and put on sunscreen at training and matches.

School Policy - Each team will have a maintained first aid kit and asthma kit, which is to be on hand at training / practice and games. This kit should be checked, supplemented and returned to school at the end of each season.

Transport - All coaches, parents and managers must conform with the "Road Traffic Act" in transporting children to and from sport (in particular the seat belt regulation) **and no "P" or "L" plate drivers to transport children.**

Only registered, insured, roadworthy vehicles are to be used.

**OBJECTIVE 4**

**The provision of quality programs for both sexes.**

**Policy 4.1**

*Children of all skill levels should be provided the opportunity to participate in a wide range of sports.*

**Actions**

The school will take advantage of the introductory coaching offered by the different sporting bodies in school time.

The school will encourage the attendance at skills clinics for those children who are not eligible to compete in regular competition.

Children should generally play in their year level unless there are special exemptions granted by the zone,

To ensure that there are enough players for teams throughout the season, clubs should set a minimum number of confirmed players before entering a team or teams. The inclusion of children from other schools should always be considered an option. However, these children and their parents need to be aware of the School Sports Policy.

**OBJECTIVE 5**

**A high level of participation.**

**Policy 5.1**

*Each child shall be given equal opportunity to participate in sport and improve their skills.*

**Actions**

Coaches must ensure that all players, including players from other schools who are representing East Para Primary, are given reasonable amount of playing time and the opportunity to play in a variety of positions, with varying degrees of responsibility.

**Policy 5.2**

*All children at the school should be provided the opportunity to compete in SAPSASA competitions, both team and individual events.*

**Actions**

The school will nominate a SAPSASA representative. They will be responsible for publicising the SAPSASA program by forwarding a copy of the program to each committee and assisting with school-

based selection process and highlighting selection / achievement of participants in the newsletter and at Assembly.

The school should support all SAPSASA sports offered during the year. It will be up to parents to decide how many sports they wish their child to participate in.

As from 2001 a shield, to be kept in the Trophy cabinet in the Primary School foyer, will include the names of all students who have, while at East Para Primary School, been selected to represent South Australia or Australia at a recognised SAPSASA National event.

## **OBJECTIVE 6**

### **A clear administrative structure.**

#### **Policy 6.1**

*Each Sports Committee needs to review their role statement at their first meeting each year and adhere to the specific guidelines. (Ref attachment)*

#### **Actions**

The Governing Council will

- monitor and discuss development in junior sport

#### **Policy 6.2**

*Grievances should be settled by the particular club.*

#### **Actions**

Any matters relating to the running of each club or team should first be raised with the particular sub-committee.

Where the problem remains unresolved, it should be brought to the Principal and / or Governing Council. If the Principal has dealt with an issue, he/she should advise the Governing Council.

#### **Policy 6.3**

*The establishment of a new sport in the school needs the approval of the Governing Council.*

#### **Actions**

When introducing a new sport, the following needs to be considered.

- The canvassing of interest
- Awareness of Sports Policy
- Age levels
- Gender of teams
- Affiliation with established community clubs / associations
- Funding support

A request is then to be made to the Governing Council outlining support needed and structures already available (eg coaches, transport, interested numbers etc.)

## **OBJECTIVE 7**

### **School budgets framed from Government grants and Material and Service charges are used to provide resources for all students.**

#### **Policy 7.1**

*Sporting Committees are required to seek 'exemptions' and approval for all other fundraising.*

#### **Action**

The Governing Council provides exemptions for fundraising during sporting events (eg barbecue).

The Sports Sub-committees are to submit 'exemption' requests to the Governing Council after their first meeting and at any other relevant times.

The Canteen can be approached to support purchases.

All monies raised to be used for the benefit of the club and managed by the Bursar.

## **OBJECTIVE 8**

### **Social Events & Celebrations.**

#### **Policy 8.1**

*A range of activities are to be organised to celebrate participation in sport.*

**Action**

The Sports Committees are to seek approval on all incursion, excursions or camps. Sports Committees are to conduct all such events in line with the school and DECD policies. (Guidelines for Approval, Adventure Activities, Camps and Excursions).

A trophy/medallion can be awarded to children who play for the team. Cost of trophies is from Fundraising.

Individual Awards can be given for, Best Team Player, Coaches Award, Most Improved.

Gifts for volunteers to be paid for by monies collected for that purpose.

## MOBILITY POLICY

### CAROONA AVENUE CAR PARK

#### CAR PARKING FOR PARENTS/CAREGIVERS WITH SHORT/LONG TERM MOBILITY PROBLEMS

Parent/Caregiver is to contact the Principal who will need to sight an appropriate medical certificate outlining the disability.

The Parent/Caregiver will be issued with a **CAR PARK PASS** that allows access for the duration of the medical certificate.

## HALL

### POLICY FOR HIRE OF SCHOOL HALL / FACILITIES

#### GENERAL MATTERS

- The hall is available for sporting and community clubs for annual hire. Preference will give given to these clubs in subsequent years provided
  - All fees have been paid by the due dates.
  - The hall is left clean and tidy after hire.
- School use has priority and so the facilities will only be available when not required by the school community.
- Hiring may be approved by the Principal, through the Bursar in accordance with this policy.

#### CONDITIONS OF HIRE

- These are as per the 'Use of School Premises - Agreement Form'

#### CAR PARKING

- During the day available spaces in the visitors car park can be used. All other cars will need to use neighbouring streets.
- For evening events, not involving staff, the staff car park is available.
- Where agreement has been reached with the Bursar the asphalt area of the yard can be used for events beginning after 6.00pm.
- **Parking on the oval is prohibited but the oval can be used (in dry weather) for unloading equipment if prior arrangement is made with the Bursar**

## HALL FACILITIES

- Handicapped Toilet
- Toilets
- 150 Chairs
- 20 Trestle Tables
- Cutlery / Crockery for 150 people
- Stove
- Wall Oven
- Trays
- PA System - CD Player, Tape Player
- Cordless Microphone
- Air Conditioning / Gas Heating
- Glasses
- Kitchen Area
- Bain Marie

## APPLICATIONS FOR USE

All applications are to be forwarded to the Bursar on the form 'Application to Hire School Hall / Facility'

## CLEANING

- Two broom mops, one bucket, one mop and banister brush and dustpan will be supplied.
- Clean the floor with dry mops provided. Use a rag with water for cleaning spills. **Do not wash the whole floor area.**
- Users are to supply all cleaning equipment eg: dishwashing detergents, dish cloths, tea towels, table cloths, hand towels, extra bins and sponges.
- **The user is responsible for the removal of all rubbish.** The school's large waste bin may be utilised.

## SECURITY

- The security sensor is to be engaged when locking up the hall at the end of the session. In all other rooms - doors and windows to be locked.
- The cost of \$100 for a security call out will be deducted from the bond if the above security measures are not taken.
- Security patrols can be contacted on 81169230
- Education Department Policy states that people are not permitted on school grounds between the hours of midnight and 7.00am unless carrying authorisation.

**The signed 'Use of School Premises - Agreement Form' will provide this authorisation so it must be carried at all times the facility is being used.**

This authorisation must be presented upon request to:

- Security Patrols
- Members of Staff
- Members of Governing Council
- The Police

## HIRING RATES

### A. HALL

Casual use	\$20 + GST per hour or part thereof .	\$100 bond
Weekend use after 4.00pm for Social Functions	\$200 + GST per night.	\$150 bond
Long Term Hirer - 6 months - 1 year	\$15 + GST per hour or part thereof.	\$200 bond

**NOTE: THE HALL IS NOT AVAILABLE FOR HIRE FOR 18<sup>TH</sup> AND 21<sup>ST</sup> BIRTHDAYS EVEN IF IT IS SIBLINGS OF SCHOOL COMMUNITY MEMBERS**

**B. MISCELLANEOUS**

- No hirer may in any circular or advertisement, state or imply that their activity is supported by the school, unless written Governing Council approval has been received.
- No advertising is permitted on the school property, except within the hired space, for the duration of the hired times.

**ROLE AND RESPONSIBILITY STATEMENT  
for GOVERNING COUNCIL SUB-COMMITTEES**

**MEMBERSHIP OF COMMITTEE:**

- Representative(s) of Governing Council
- Representative(s) of the Parent Community (Optional)
- Representative(s) of Staff
- Representative(s) of other affiliated bodies (Optional)
- The School Principal or their nominee
- Any person co-opted by the Sub-Committee (Optional)

**ROLES AND RESPONSIBILITIES**

- Review the existing Role Statement within the first two meetings, so that it is relevant to the skills, ideas and direction that the committee wishes to follow.
- Elect or agree to rotate a Co-ordinator and Minute Taker.
- Consult with students, parent community and staff to ensure ownership of programs.
- Provide information to the School Community through a variety of forms including reports in the School Newsletter and school App.
- Provide a report for the Annual General Meeting.

**ORGANISATION AND MANAGEMENT**

- Set meeting dates and publish on staffroom whiteboard
- Maintain minutes of meetings and provide copies for each member of the sub-committee.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the minutes.

**EXECUTIVE GROUP - GOVERNING COUNCIL**

**MEMBERSHIP OF THE COMMITTEE**

- Chairperson of Governing Council
- Vice Chairperson of Governing Council
- Secretary of Governing Council

- Treasurer of Governing Council
- Principal or their nominee

## **ROLE STATEMENT**

- To set the agenda for the forthcoming Governing Council meeting
- To monitor the business from the last meeting
- To review correspondence and decide if copies of any incoming mail needs to be sent to Governing Council members with the agenda/minutes
- To receive minutes from Sub-Committees/Portfolio groups and present with the agenda.
- Through consultation with other members represent the council if an opinion is sought by the principal on an urgent matter
- To oversee the effective management of all sub-committees, portfolio committees and facilitators.
- To be represented on special/short term committees where appropriate
- To support school projects and work towards developing a high profile for the school
- To initiate and support professional development programs for governing council members, staff and the parent community
- To facilitate the distribution of information to parents/caregivers from Governing Council, Sub-Committees, Portfolio Committees and Facilitators.
- To be fully informed on systemic Issues to be addressed by Governing Council

## **FINANCE COMMITTEE**

The Finance Committee is responsible to the Governing Council for the overall Management of Finance and the Canteen.

## **MEMBERSHIP**

- The School Finance Manager/Bursar
- Representatives of the Governing Council
- Representatives of staff
- Representative of the Parent Community (where possible)
- School Principal or nominee

## **ROLE STATEMENT**

- Present the budget to the governing council for ratification.
- Consider additional requests for financial assistance.
- Review income and expenditure from the reports provided by the Bursar.
- Oversee the Management of the Canteen through a delegation of daily responsibilities to the Manager.

- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the meeting.

## **GROUNDS COMMITTEE**

### **MEMBERSHIP**

- Interested community members (Optional)
- Governing Council Representative
- Member of Staff
- Principal or their nominee

**MEETINGS** - As needed

### **ROLE STATEMENT**

- To oversee facility maintenance and improvement.
- To initiate, implement, evaluate school based projects.
- To oversee, through the Principal, day to day maintenance of the grounds.
- To apply for funding where grants are available.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the meeting.

## **OUT OF SCHOOL HOURS CARE MANAGEMENT COMMITTEE**

The Out of School Hours Care Management Committee is a sub-committee of the Governing Council and is responsible for the management of the OSHC Program, its policies, staffing and financial management.

### **MEMBERSHIP OF COMMITTEE**

- School Principal or nominee
- Director of OSHC Program
- Representative(s) from the OSHC Staff (voluntary)
- Representative of School Staff
- Representative(s) of Governing Council
- User Parent/caregiver representative(s)

Non OSHC staff members must make up more than 50% of the voting members when any decision is voted upon. Staff members entitled to vote are the Director and then subsequent permanent staff members nominated by the Management Committee.

### **ROLE STATEMENT**

- To consider, discuss and if required take action on reports submitted by the Director
- To have input into the development of broad policies on how the centre will operate.
- Provide support to the Director for the provision of a program that is interesting, instructive, balanced, fun, and is relevant to children participating.

- Promote the usage of the OSHC Program within the community.
- Review the budget generated by the Director presenting the final version to the Governing Council for ratification.
- Participate as per policy in resolving Grievances.
- Promote a supportive atmosphere and working environment for all staff.
- When a vacancy occurs
  - a) at Director Level, be responsible for the preparation of a Job and Specification, advertisement, the selection and nomination of a replacement and submitting a recommendation to the Governing Council for ratification.
  - b) at Child Care Worker Level, participate in the preparation of a Job and Person Specification, advertisement the selection and nomination of a replacement and submitting a recommendation to the Governing Council for ratification.
- Annually review the OSHC Management Booklet and pamphlet and ensure the School Website actively promotes the OSHC program.
- Provide appropriate reports to Governing Council and Parent/Caregivers and the Finance Committee as requested.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the minutes.

## SPORTS COMMITTEES

Each Sport Committee is responsible to the Governing Council for the overall management of their sport.

### **MEMBERSHIP OF COMMITTEE**

- School Principal or nominee
- Representative of the Governing Council
- Representatives of the school community
- Any seconded person deemed necessary by the subcommittee.

### **ROLE STATEMENT**

- Elect or agree to rotate a Secretary and Chairperson.
- Consider the option of a parent and student evening, before the season, to provide information on the sport.
- Provide a representative from the committee, as required, to the various officiating body/zone meetings and abide by their code of conduct.
- Be totally familiar and abide by guidelines as defined in the 'School Sports Policy.'
- Where relevant maintain a record of games played to acknowledge milestones for each child's achievement.
- Nominate a person to provide results for the Newsletter.
- Review this role statement at the first meeting each year.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the meeting.

## **PARENTS' EVENTS COMMITTEE**

### **MEMBERSHIP OF THE COMMITTEE**

- Parent representatives
- Member of Governing Council
- Staff Representative
- Principal or their Nominee

### **ROLE STATEMENT**

- To organise, non profit events that will interest the student and/or parent community
- Each term organise a welcome morning tea for parents of new Reception students
- Organise events as requested by the Governing Council