



2025

Wangka Hackham Piipawardli

PARENT HANDBOOK



Government of South Australia
Department for Education





(08) 8382 0955



hackwestschool.sa.edu.au



dl.1131.info@schools.sa.edu.au



50 Glynville Drive Hackham West 5163



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Be Present, Be Kind, Be Your Best

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WELCOME INFORMATION 2025

Welcome to Hackham West School
Niina Marni Wangka Hackham Piipawardli
We look forward to your family being part of our school community. At Hackham West, we have a strong sense of connection to our families, and we aim to provide opportunities for all students to access support for their learning needs.

At Hackham West School we stand out for our small and supportive classrooms, SSO supports, connection with our local Aboriginal culture and our collaborations to local services. We have a unique class structure designed to provide opportunities for all students and ability levels to develop in a nurturing environment. All students and families are welcomed at Hackham West and quickly become a welcome part of our community. Please call or pop in to organise a time and see what we have to offer.

Our current programs are;

- ⦿ Heggerty
- ⦿ Walker Learning
- ⦿ InitialLit
- ⦿ Kimochi's
- ⦿ Cows Create Careers
- ⦿ Aquatics
- ⦿ Cooking
- ⦿ Drum Beat
- ⦿ Swimming
- ⦿ Zones of Regulation
- ⦿ What's the Buzz

These programs are implemented across the school to ensure all student learning is targeted to their individual developmental needs.

We also have many outdoor learning areas which the students can access to learn life skills and enjoy being outdoors.

We welcome parent involvement through assemblies, volunteering, parent groups, community events and open days.

We encourage students to share their learning at home through various forms of media and take-home packs.

Hackham West is a hidden treasure . . . there is more than you expect when you come through the door.

2025 TERM DATES

TERM ONE:

26th January – 11th April

TERM TWO:

28th April – 4th July

TERM THREE:

21 July – 26 September

TERM FOUR:

13th October – 12th December

PUBLIC HOLIDAYS

AUSTRALIA DAY

Monday the 27th January

ADELAIDE CUP

Monday the 10th March

EASTER LONG WEEKEND

Friday 18th April – Monday 21st April

ANZAC DAY

Friday 25th April

KINGS BIRTHDAY

Monday 9th June

LABOUR DAY

Monday 6th October

CHRISTMAS LONG WEEKEND

Wednesday 24th December – Friday 26th December

HACKHAM WEST SCHOOL STAFF

LEADERSHIP TEAM

Principal: Shannon Little

Deputy Principal: Jason Masters

Senior Leader/Special Education Coordinator: Bek Willoughby

ADMINISTRATION

Front Office: Britney Duffus / Brooke Chaplin

Finance: Britney Duffus

IT Support & Library Management: Mark Courage

SPECIALIST CONSULTANTS

Speech Therapy: Vikki Chave

TEACHING TEAM

Jennifer Wallace

Jenn Kniepp

Emilie Grose

Ellie Morgan-Baveystock

Georgia Mackay

Brad Penrose

Tom Bowen

Jess Masters

Chloe Camporeale

CO-EDUCATORS/CLASSROOM SUPPORT

Kim Edwards

Brooke Chaplin

Kellie Petersen

Lyndall Skogstad

Gypsy Hefferan

Danielle Gottfried-Wilson

**Staffing shown are accurate as of January 2025*

SCHOOL TIMES



OFFICE HOURS

Weekdays: **8:00am - 4:00pm**

SCHOOL TIMES:

| | |
|------------------------------------|-------------------|
| Children are expected at school by | 8.45am |
| Lessons begin | 9.00am |
| Recess | 10.50am – 11.10am |
| Lunch play | 12.50pm – 1.10pm |
| Lunch eating | 1.10pm – 1.20pm |
| School finishes | 3.00pm |

If your child arrives late, please make sure they are dropped by the front office to sign in.

SCHOOL GATES

School gates are open from **8.30am- 9.15am**

Afternoon school pickup, gates are open from **2.45pm- 3.15pm**

Gates are locked at all other times of the school day. The only entrance to school grounds during school hours is through the front gates and office.

EARLY DEPARTURE

All children are to be collected and 'signed-out' from the front office during school hours.

The adult must be listed on the student's file to pick them up we will not let your child leave school grounds with an adult that is not filled in as an emergency contact UNELSS we have verbal contact from you and the person picking up the student can show government approved Identification.

BREAKFAST CLUB

Breakfast Club starts from 8:30am and runs until 8.55am

Our School Breakfast Club aims to ensure students start the day with a healthy meal in a warm and welcoming environment that assists with social connections. Breakfast is provided to students which helps improve focus and participation in their education.

Breakfast Club is accessible by all students.

CHILDREN ARE NOT ALLOWED TO BE ON SCHOOL GROUNDS UNSUPERVISED OUTSIDE SCHOOL HOURS.

CURRICULUM INFORMATION

We are committed to providing a quality teaching and learning environment and continuous improvement culture with our programs and practices. We have high expectations for all our students at Hackham West School. The Australian National Curriculum forms the basis of our curriculum with a strong commitment to Literacy and Numeracy.

INITIAL-LIT

Initial-Lit instruction is an evidence-based whole-class literacy program providing all children with the essential core knowledge and strong foundations to become successful readers and writers. InitialLit is a three-year program, covering the first three years of school

SPECIAL EDUCATION SUPPORT

We have a dedicated Special Education Co-ordinator who works with teachers, parents and students to ensure students with disabilities are accessing all levels of support needed at school and home. This role also provides 1:1 and small group support during the day to ensure student learning is progressing.

ON-SITE SPEECH PATHOLOGIST

We have a two day per week on-site Speech Pathologist to work with teachers and observe students to offer the best possible practice for learners with speech and language difficulties.

CELF-5 SCREENING

All students have access to speech and language screening when they enter our school. This is used to support their academic growth and ensure programs are adapted to their current developmental needs.

EXPLICIT DIRECT INSTRUCTION - EDI

Explicit direct instructions is an approach to learning based on the best research available, it helps teachers deliver effective lessons that can significantly improve achievement for all learners, including Aboriginal learners, children with trauma and students with special needs. This pedagogy is used in all classrooms.

WALKER LEARNING

Walker Learning is a holistic teaching and learning approach that is developmentally and culturally appropriate for children. It provides time for children to actively investigate a range of skills and experiences for life, either through planned play or projects, depending upon their age and stage of maturity.

P.E. HEALTH / SCIENCE

A specialist teacher runs P.E. and Science five days per week. This involves a variety of games, skill development, social learning and healthy lifestyle components. This is also an opportunity to link students into after school sports and other sporting clubs. Science is a hands-on learning experience for all students.

THE ARTS

An arts-rich education from an early age develops individual creativity and self-expression. School-based arts participation can increase learners' confidence and motivation, thereby improving academic outcomes, the well-being and life skills of children and young people.

LOTE STUDIES

At HWS, we integrate the Kurna language into our daily routine as a school-wide strategy to enhance our understanding of the traditional language of Kurna land.

SOCIAL AND EMOTIONAL LEARNING

NURTURE CLASSROOMS

The concept of nurture highlights the importance of social environments - who you're with and its significant influence on behaviour and cognitive ability. Nurture classrooms offer explicit educational experiences children need to give them the skills to do well at school, make friends and deal more confidently and calmly with the trials and tribulations of life, for life. This philosophy is embedded in all classrooms at Hackham West.

DRUM BEAT

The DRUMBEAT program uses social learning theory and cognitive behaviour therapy to deliver a range of social and emotional learning. Participants explore social topics and build resilience as well as managing emotions, identity and strength, tolerance, valuing diversity, risk-taking, bullying and social responsibility. Groups of up to 12 students work with trained facilitators to explore these topics while learning rhythm and drumming for an end of program performance.

KIMOCHI'S

Japanese for "feelings", Kimochis are a vital part of our social-emotional learning program. They are a range of seven charming, tactile, interactive plush toys, each representing a different personalities. One of the increasing challenges in society at present is to assist children in expressing their emotions constructively. When children can communicate their feelings, they cultivate confidence, kindness, self-awareness, self-control, resilience and most importantly, gratitude.

ZONES OF REGULATION

Zones of Regulation is a framework and curriculum that develops awareness of feelings, energy and alertness levels while exploring a variety of tools and strategies for regulation, prosocial skills, self-care, and overall wellness.

COOKING

Cooking can help young kids learn and practice some basic math concepts and build language skills. The experience of creating meals with peers can help build their self- confidence and lay the foundation for healthy eating habits. Cooking classes run in small groups and the children learn a variety of meals and techniques during the course of their cooking lessons.

WHAT'S THE BUZZ?

What's the Buzz? is an evidence-based program used to teach young people social and emotional intelligence. At Hackham West the program is run in small groups once per week for selection of students and whole classes once per week to support all students social and emotional learning.

WELLBEING/HEALTH LESSONS

Supporting wellbeing not only helps children and young people to feel happier and less anxious, it will also help them to have positive interactions with their peers, families and to learn more effectively. Wellbeing has a significant impact on students' academic outcomes, students with a greater level of wellbeing are more likely to experience improved academic outcomes. In 2025 we have established specialised lessons with Mrs Masters to further support students with understanding their emotions and appropriate strategies for managing them.

ATTENDANCE

IF A STUDENT IS ABSENT

- ⦿ Parents/Caregivers must notify the school by phone, in person, text message or by sending a note to school.
- ⦿ If planning to be away for an extended period, apply for an exemption through the front office.
- ⦿ Hackham West School SMS: 0428 610 245
- ⦿ Arriving Late or Leaving Early
- ⦿ If arriving late, enter through the front office to inform admin staff
- ⦿ If leaving early collect your child from the front office

Should I notify the school if my child refuses to go to school?

- ⦿ Yes: You should notify the class teacher or a leadership member as soon as possible to enable support for your child

Should I notify the school if my child is unwell?

- ⦿ Yes: You should notify the school if your child is unwell

How can I help my child be a regular attendee at school?

- ✓ Teaching your child that school is fun and learning is fun
- ✓ Visit the school and your child's class to get to know their teacher
- ✓ Ensure your child has had a good night sleep
- ✓ Have a morning routine which your child understands
- ✓ Find time each day to discuss what your child has been doing at school
- ✓ Ensure your child has a uniform ready to wear to school
- ✓ Make sure your child has had breakfast or attends the Breakfast Program

NOTIFICATION OF STUDENT ABSENCES

- ⦿ The school notifies parents and caregivers by SMS when students are absent or late to school without reason. Messages are sent each day, starting at approximately 9:45 am
- ⦿ Parents and caregivers are required to respond to SMS promptly and provide a reason for absence or late arrival
- ⦿ It is parents' and caregivers' responsibility to provide current mobile numbers to the school, for communication purposes

HACKHAM WEST BUS SERVICE

SCHOOL BUS

The school offers a morning bus service to help families who are experiencing difficulties getting their children to school.

- ⦿ The bus travels only in Hackham West and the surrounding suburbs
- ⦿ Students need to be ready for collection by 8am
- ⦿ Please note there is a limited number of places for this service and access to supports is based on the needs of each individual family

If you feel this service would benefit you and would like some support, please make a time to discuss this with Jason Masters.

OSHC

OUTSIDE SCHOOL HOURS CARE

Hackham West School is pleased to announce that OSHC has commenced onsite as of April 2024 with YMCA as our service provider.

Bookings can be completed online, on the App or over the phone. In addition to utilising the latest technology to manage bookings, our friendly OSHC Support Team is available over the phone Monday through Friday, 9am-5pm.

| | |
|---|---|
| Before School Care 6:45am – 8:30am | After School Care 3:00pm – 6:00pm |
| Vacation Care and Pupil Free Days 6:45am – 6:00pm | Early School Finish 2:00pm – 6:00pm |

Centre Details

Director: Kylie

Phone: 0428 865 616

Email: hackhamwest.oshc@ymcasa.org.au

Bookings & Administration

Phone: 08 8200 2516

Email: oshc@ymcasa.org.au

SCHOOL UNIFORM

Our school colours are black and gold, and we offer a smart Polo shirt, Polar Fleece Jacket, Hoodie, beanie and bucket hats for purchase in the front office. All items are available year-round and can be purchased with cash or EFPTOS.

- ☉ The preference for pants, shorts and skirts are plain and black in colour
- ☉ Sensible footwear to be worn at all times
- ☉ Hats are required in terms 1 and 4 for all outdoor play

☉ NO CHILD WILL EVER BE DENIED SCHOOLING FOR BEING OUT OF UNIFORM



\$45.00

\$38.00

\$30.00



\$8.00

\$20.00

CANTEEN

Our canteen is open Monday to Friday for lunches and over the counter sales. All lunch orders are to be placed at the canteen by 10am each day.

The canteen is a Healthy Options canteen and complies with the healthy eating guidelines for schools. Volunteers run our canteen, and all parents are invited to register their interest in being a canteen volunteer.

The canteen offers Friday specials of food not regularly available on the menu. These are also homemade and healthy meal choices. Friday specials are advertised in the newsletter and at the canteen each week.

Weekly 'Meal Deals' are available at the canteen that include a weekly water bottle, lunch, recess and a piece of fruit every school day for only \$30 a week!

Students who are utilising the meal deal have the option to order the Friday special at no additional cost. Weekly payments have to be made on Mondays or in advance by either:

- cash or EFT
- cash to Danielle at the canteen
- reoccurring Centrepay payments set up in advance

The purpose of the 'Meal Deal' is to reduce cost and stress of food for our families and to encourage daily attendance for our students, however if a student is absent no credit/ refund will be issued for the missed day.

| Snack Options | Lunch Options |
|---|--|
| Can be purchased at the window during recess and lunch or pre-ordered | Must be pre-ordered and available at lunch time only |
| Homemade Mini Sausage Rolls | Meat and Salad Roll (Chicken, ham or tuna) |
| Yoghurt (strawberry, blueberry or vanilla) | Meat and Salad Wrap (Chicken, ham or tuna) |
| Cheese and Crackers | Meat and Salad Sandwich (Chicken, ham or tuna) |
| Grainwaves | Toasted Ham and Cheese Sandwiches |
| Biscuits | Sushi Rolls (certain days only) |
| Milo Balls | Beef Burger |
| Cupcakes | Chicken Burger |
| Fresh Fruit | Baked Potato |
| Popcorn | Salad |

ALLERGIES

An allergic reaction happens when the immune system reacts to substances in the environment that are harmless to most people. These are known as allergens. They are found in foods, insects, pollen, mould, dust mites and some medications.

Most allergic reactions are mild and do not involve the airways or circulation. If your child has an allergy please make sure the school is aware to limit and where possible avoid exposure.

NUT ALLERGIES

Our school is a 'nut aware' site as we have people on site with known, documented allergy to nuts (anaphylaxis). Our families are asked not to send food to school that contains nuts. This includes peanut butter and Nutella.

COMMUNICATIONS

Office Phone – (08) 8382 0955

Community is a valued trait of Hackham West School and to continue with this into the future we endeavour to have very open and supportive lines of communication with our families. We aim for information to be accessible as possible with the use of phone, SMS, secure apps and social media all playing a part.

SEESAW APP



Seesaw is an app utilised by schools all over the world, it provides an easy use form of communication between schools and families. Seesaw is Hackham Wests preferred method of communication and there is an expectation that parents will regularly monitor Seesaw for any updates.

The app allows for direct communication with your child's teacher and gives teachers the ability to share student work with families. Seesaw is fantastic for staying in the loop about what your child is learning each week.

Seesaw also offers an easy use platform for at home learning and has been utilised by our school during Covid-19 lockdowns, becoming familiar with the app will assist with a simpler transition if a lockdown happens to occur in the future.

At the beginning of the year your child will bring home a QR Code to link your profile with their class. Once this notification is received if you would like support with set up please contact the school.

FACEBOOK & INSTAGRAM

Please check out our Hackham West School Social pages. The school has a Facebook page and an Instagram page. We use them to provide families with information about events, activities and positive achievements within our school, as well as promoting a sense of community.

The page doesn't replace regular communication modes such as notes home, text messaging, and the newsletter; instead, it communicates through social media many of the enjoyable, exciting, fun and terrific learning of our students!



SMS

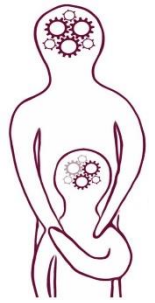
On occasion the school may communicate with our families via personalised SMS text messages sent directly to your mobile phone. We have found this to be the best solution for the communication of student attendances however calling the office is also an acceptable method.

SUPPORTING POSITIVE BEHAVIOUR

USING NURTURE PHILOSOPHY TO CHANGE BEHAVIOUR

At Hackham West School we believe in providing a safe learning space for staff and students. We are aware that students come to school with different lived experiences, which lead to varying behaviours throughout their school day. In order to support all of our community, we strive to repair relationships and build deeper, more positive connections.

Through our nurture philosophy we actively teach positive behaviour strategies and self-regulation as part of our daily learning and social skills programs at Hackham West. This supports students to value each other and express their concerns about behaviours they see at school.



ANTI-BULLYING

DEFINITION OF BULLYING

Often children confuse someone making a mistake and being mean with an act of bullying. These misconceptions can have a big impact on how your child feels at school. Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

MANAGING BULLYING

Bullying is dealt with through Restorative Practice, which enables students to take responsibility for their own behaviour and make decisions about what steps need to be taken to solve the problem.

At Hackham West School, bullying in any form is not tolerated. This is not to say that bullying does not occur because research shows that between 10 to 15% of children are harassed per week in any Australian school. When an instance of bullying is reported the following measures may include:

- ⦿ A Restorative conference between the bully and the victim.
- ⦿ Meetings between leadership staff, classroom teacher and students involved to explore in-class strategies to prevent future instances of bullying.
- ⦿ Communication with parents/caregivers of bully and victim explaining what happened and the school's response.
- ⦿ Removal of the bully from classroom or yard until it is deemed appropriate for them to return.
- ⦿ Re-think, Suspension or Exclusion based on the severity of bullying at the discretion of leadership staff.

STUDENT DETAILS

STUDENT WELFARE

It is important that the school has access to all necessary information to ensure the safety of students. Parents/caregivers can assist the school by:

- ⦿ Updating information as required, including addresses, phone numbers, contact people
- ⦿ Supplying relevant information, e.g. custody orders
- ⦿ Consulting with the principal and school counsellor if there are any concerns about children's safety
- ⦿ Updated emergency contacts

CUSTODY ORDERS

Parents/caregivers must provide the school with a copy of any legal documentation relating to custody, guardianship, restraining orders, injunctions, etc. Additionally, Parents/caregivers must ensure that the principal, deputy principal and class teacher are made fully aware of any implications for the student and the school.

FIRST AID



For minor accidents such as cuts, grazes, bites, etc., children receive on the spot treatment, carried out in the front office by trained first aid staff. A record is kept in the school of all injury and illness treated in the front office. Teachers on duty carry first aid supplies to deal with minor playground injuries.

When a serious injury occurs, parents/caregivers or emergency contacts are immediately notified. If no connection can be made, an ambulance will be called.

Please ensure all contact details are kept up to date in case of an emergency

MEDICATION

Children who need to take medication during the school day may do so under the supervision of office staff. **Parents must supply all medication clearly named and labelled with full instructions.** A Health Care plan must also be documented, this is generally required to be completed by a doctor.

STUDENT VOICE

We are committed to authentic Student Voice and have a range of opportunities for students to have a say and demonstrate their leadership skills. These include class meetings, Student Representative Council meetings, peer tutoring, peer yard mentors and house captains.

REPORTING

Term 1 Parent, Student & Teacher Learning Conferences

Term 2 Written Report

Term 3 Parent, Student & Teacher Learning Conferences

Term 4 Written Report

FURTHER INFORMATION

GOVERNING COUNCIL

Parents are invited to become members of our Governing Council. Meetings are held at 2.30pm on Mondays of weeks 4 and 8 each term, younger children are welcome to come and play during the session.

The Governing Council is an excellent opportunity for parents to participate in providing resolutions for issues affecting the school, contribute to the direction for children's education and help develop relationships with the broader community in collaboration with the whole school.

GRIEVANCE PROCEDURES

Discuss concerns with your classroom teacher by making time to meet after school. If the matter is not resolved, please see front office staff to make an appointment with Leadership.

FURTHER INFORMATION

More information can be found on the school's website, www.hackwestschool.sa.edu.au