



Government of South Australia
Department for Education



D R E A M
B E L I E V E
A C H I E V E



PARENT HANDBOOK 2018

Seaford Rise Primary School
Grand Boulevard, SEAFORD RISE SA 5169
Telephone: (08) 8327 0232 Fax: (08) 8327 0004
Email: dl.1855_admin@schools.sa.edu
Web site: seariseps.sa.edu.au

ENROLMENT & PARENT INFORMATION

Principals Welcome

Thank you for enquiring about the opportunity to become a part of the Seaford Rise community. As you browse this information hand book and/or explore the schools' website, I trust you feel that this is a school that would enhance your child's education in line with the schools motto.



'DREAM BELIEVE ACHIEVE'

You'll read about the school's vision and mission and values which underpin all that we do at Seaford Rise as we prepare students academically, socially, emotionally and physically for their future years.

Our dedicated staff works in partnership with parents/caregivers to provide an inclusive learning environment where high expectations are a part of daily life at Seaford Rise.

I warmly welcome you.

Andrew Messenger
Principal.

Please feel free to contact us for any further information.

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KEY SCHOOL STATEMENTS

VISION: Creating a community of lifelong learners who are empowered to live successfully in the 21st century

VALUES: Respect, Responsibility, Honesty, Learning, Cooperation, Friendliness

MOTTO: Dream Believe Achieve

AIM FOR STUDENTS

Promote high achievement and joy in learning by working with students to –

- Have positive self-esteem – respecting themselves, others and the environment
- Be persistent, adaptable, creative and responsible
- Develop an understanding of themselves as learners in order to build their learning capacity
- Develop inquiring minds
- Develop effective problem solving and social skills

MISSION FOR SCHOOL

We believe that each student will succeed through experiencing quality in:

- A safe, engaging and thinking orientated learning environment
- An ethos of encouragement, support, challenge and excellence
- A flexible, intellectually challenging and relevant curriculum
- A constructivist, self-managed approach to teaching and learning
- A learning partnership between school, home and the community

We demonstrate our commitment to working, as a thinking school, in a learning community, that promotes student achievement and wellbeing by:

- Planning for continuous improvement in all that we do
- Policies and strategies for teaching students to think, learn, work collaboratively and be problem solvers
- Being inclusive of all by valuing, acknowledging, promoting and catering for diversity
- Developing skills and behaviours for success in student learning
- Working as a team (parents/carers/staff/students) towards shared goals and vision
- Participating actively in local and global initiatives
- Promoting inclusivity, student voice and enterprise
- Supporting students to manage their own learning
- Promoting healthy lifestyle choices

LEADERSHIP STAFF:

Principal	Andrew Messenger
Deputy Principal	Chris Tippett
School Well-Being Coordinator	Michelle Currie
Business Manager	Deb McCann
Special Needs Coordinator	Louise Jaensch
Disability Unit Coordinator	Kimberly Spry

OTHER CONTACTS:

School Secretary	Cheryl Ellbourn
Governing Council Chairperson	Jackie McCormack
OSHC	Corey Veldemeyer
Telephone:	83270232
Facsimile:	83270004
Email:	dl.1855_admin@schools.sa.edu.au
Website:	www.seariseps.sa.edu.au

School day

8:30 am	Students may enter the school grounds to go to classroom
8:40 am	Class time
11.25 am – 11.35 am	Lunch Eating
11.35 am – 12:10 pm	Lunch play
12:10 pm – 1:50 pm	Class time
1.50 pm – 2.10 pm	Afternoon break
2.10 pm – 3.00 pm	Class time
3.:00 pm	Dismissal

After school all children are expected to go directly home, unless they are attending Out of School Hours Care (OSHC). Students are not permitted to play on the school playground equipment after school, as these areas are not supervised by staff. Children that have not been picked up by 3.15 will be taken to OSHC and will be billed by Camp Australia (refer to School Life section).

CURRICULUM

The Australian Curriculum ([link: www.australiancurriculum.edu.au/](http://www.australiancurriculum.edu.au/)) is foundational to the teaching and learning program of Seaford Rise. This curriculum is broad and holistic, whilst also recognizing that learning is developmental and built upon prior success. This curriculum is enhanced by the DECD 'Teaching for Effective Learning' framework.

Seaford Rise is committed in delivering an ongoing inquiry based learning program across all year levels which recognizes the inherent qualities and uniqueness of all students. Also, Seaford Rise views Literacy and Numeracy as priority learning areas as proficiency in these areas not only transfers across students' learning, but are essential for students to be active and compassionate citizens in an ever changing world.

The school values technology as a valuable tool for learning. Students are able to access ipads (R-2) and laptops (3-7), plus have the availability of a fully equipped computer suite. In addition all classes have access to interactive whiteboards. Currently, specialist teachers are responsible for Japanese, The Arts (media, music, drama, dance and visual arts) and Physical Education.

LEARNING SUPPORT STUDENTS

- a) Mainstream: Under the direction of the Special Needs Coordinator, students with learning needs are supported in various ways including
- Negotiated Education Plans
 - School Support Officers – within and outside the classroom.
 - DECD Support Services – including speech pathologist and occupational therapists.

b) Disability Unit (J suite)

The unit consists of two classes, junior primary supporting students from R-2 and primary supporting students from years 3 -7. Each class is staffed with a mix of teaching and support staff led by the Disability Unit Coordinator, who works across the unit to develop programs and practices designed to meet the individual needs of students.

We believe that all our students are extraordinary and display unique qualities and abilities, and therefore J Suite is a place of fun, trust, acceptance, respect and learning. This includes being involved in a rich excursion program including swimming. We strive to assist each individual to enjoy a full life by teaching them to be as independent as possible, to reach their own potential, to develop an internal focus of control and to get their needs met in socially appropriate ways.

PARENT INVOLVEMENT

There are many ways in which parents can become involved with the school. We believe that the quality of our educational program is enriched by encouraging parents to become actively involved. As well as involvement with the School Governing Council, parents currently assist in listening to students read, supporting teachers with the classroom programs, accompanying class groups on camps and excursions, helping in the library, being involved with school committees such as finance, curriculum, grounds development and fundraising. We appreciate all help and welcome more. All parents and caregivers who are volunteers at the school are required to undertake a Volunteer Training Workshop, which is held each term. You will be informed of dates for these workshops via the School Newsletter.

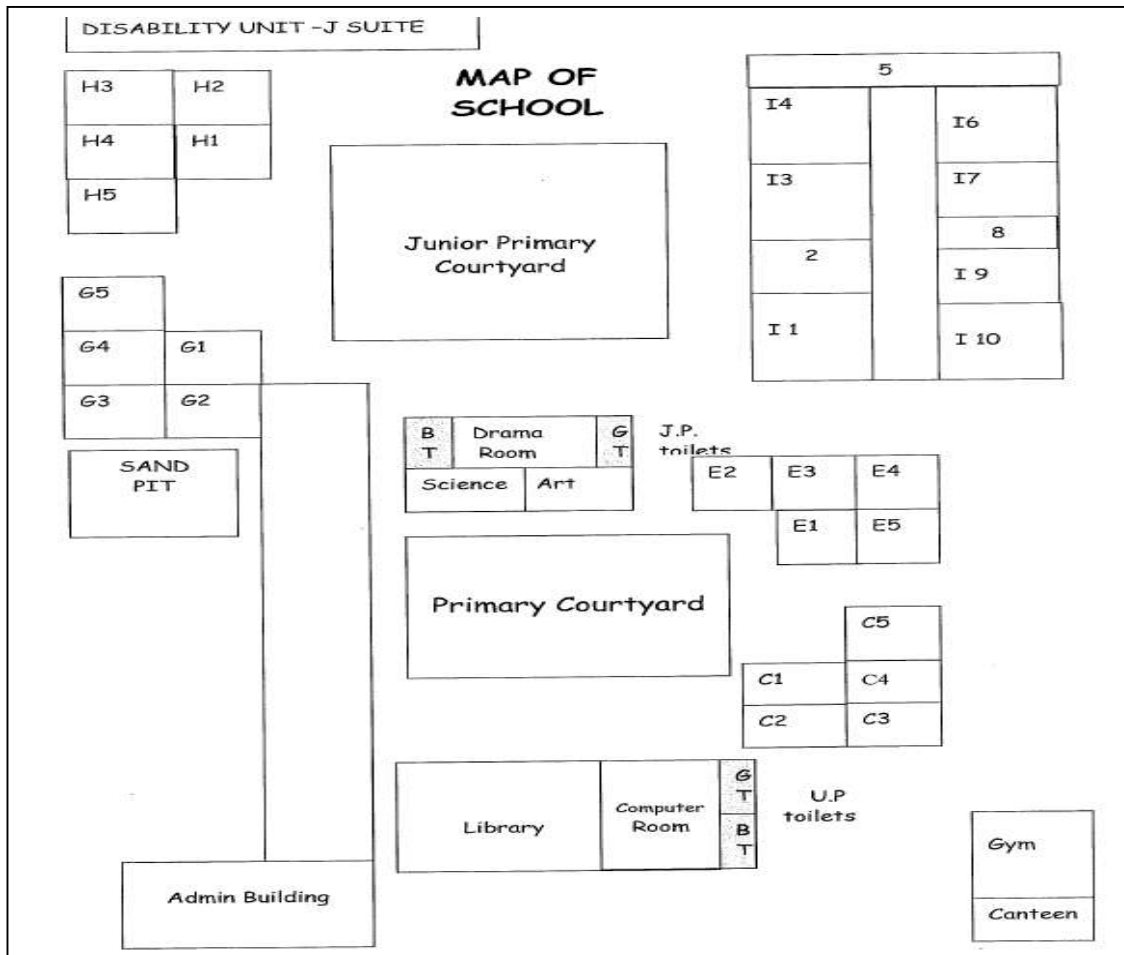
Governing Council

Governing Council welcomes community feedback and opinion. Members of the Governing Council are available for consultation. Parents are encouraged to interact with the Governing Council by presenting their views personally or in writing letters, responding to surveys and involvement in Governing Council’s itself. Being a member of the Governing Council is an effective way to get to know others and to learn about what is happening in the school. You can nominate yourself or someone else prior to, or at, the Annual General Meeting which is held in February each year.

Please contact the Governing Council Chairperson, School Principal or School Secretary for more information.

Newsletter

Information and notices are communicated through the fortnightly Newsletter. This is sent home every second Wednesday via the oldest child in the family. The school would prefer to have the newsletter emailed to you, therefore please let the front office know your email address. If this is not possible hard copies are provided on request. Notices for the Newsletter must be submitted to the front office by the Monday morning prior to its publication. The newsletter can be accessed via the school website www.searisepts.sa.edu.au and on skoolbag.



SKOOLBAG

Our School now has our own Skoolbag iPhone and Android App to help us communicate more effectively with our Parent/Student community. To install it, search for our school name Seaford Rise Primary School in either the Apple App Store or Google Play Store. This program can be used to notify us of absences or change of details. Communication of notices, events and alerts and our newsletter are also available on the app.



How To Install Skoolbag On Your Smartphone

For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 81 Phone and Windows 81 or 10 device users:

1. Go to the Windows Store on your 81 Windows Phone or Windows 81/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 81 version Windows Phones, or Windows 81 and 10 devices.



Find out more at www.skoolbag.com.au

Don't forget to like us on Facebook!

SCHOOL LIFE

Student Representative Council (SRC)

The SRC provides a positive avenue to hear the student voice at Seaford Rise. The SRC meet on a regular basis, where the ideas, opinions of students from all grades can be heard and where necessary genuinely impact on school life. An 'executive' is elected by the student body who in particular work closely with teachers and leadership.

Homework

Currently Seaford Rise expects students to complete homework Monday to Thursday on a regular basis. Homework needs to be purposeful and completed at a level of care that would reflect classroom expectation. Parents are encouraged to take an interest in their child's homework but not to do it. An enthusiastic approach to homework will be encouraged; it must remain the responsibility of teachers and parents to ensure that children maintain a healthy balance between work and leisure.

If you have queries about homework please raise them directly with your child's teacher.

Reception – Year 2 (10mins)

The homework program has few formal written expectations. At this age homework is perceived as essentially a sharing time between parents and children. Children are encouraged to talk about their day at school and share work that has been done in class. Teachers encourage all students to participate in daily reading activities at home to assist students attain an appropriate reading ability for their age.

Year 3-5 (20mins)

Students at this level will continue with all of the informal expectations mentioned above. Occasionally unfinished work may be sent home to be completed or small research tasks suggested which support topics programmed in class. Children may be encouraged to practice spelling or math's exercises. In a few cases, where there are special learning needs, individual homework programs may be established to assist children to consolidate their work.

Year 6-7 (30mins)

At this level homework tasks may be set on a more regular basis. A child may, by his/her own choice, on occasions, spend more time than required by the teacher, but all homework set will be written in the student's diary and followed up by the teacher.

Assembly

Whole school assemblies are held on a regular basis on a Friday morning commencing at 9.00am. At assembly, classes may overview what they have been focusing on in their studies, and it also provides an opportunity to recognize student's achievements and hear guest speakers from time to time. Parents are most welcome to attend.

Aquatics / Swimming

R-2 students have the opportunity to participate in swimming instruction with qualified instructors at the Noarlunga Leisure Centre, Noarlunga Centre.

Year 3-7 students participate in aquatics/beach safety instruction sessions with qualified instructors in activities such as sailing, surfing, kayaking and snorkeling. This occurs at the Port Noarlunga Aquatic Centre, Port Noarlunga Beach.

Resource Centre (Library)

The school doesn't employ a teacher librarian, however students are encouraged to borrow on a daily basis during the open borrowing periods in the mornings 8.30 – 9.00 am, during their class borrowing session or between 3.00 – 3.15 every day except Tuesdays. Class teachers use their sessions in the resource centre to help students develop research and independent study skills. Students also have access to computers and other technologies to enhance and add value to their learning.

SAPSASA

Throughout the year students in years 4-7 have the opportunity to represent the school in various sporting carnivals under the banner of SAPSASA. Sports available are athletics, basketball, cricket, cycling, football, netball, soccer and swimming.

Outside School Hours Care

OSHC is provided by an independent care provider, Camp Australia who works closely with the school to provide before and after school care for children. The OSHC program is not an extension of the school program, but does require compliance to school and Camp Australia procedures and regulations.

OSHC Hours

Before school care: 6.30 – 8.30am

After school care: 3.00 – 6.00pm

Contact details: Camp Australia 1300 105 343

Corey Veldmeyer (Director): 0450267719

FINANCE

MATERIALS AND SERVICES CHARGES

To adequately fund the education program at Seaford Rise it is essential that the compulsory fee of \$235.00 is paid by all eligible families in 2018 to ensure the quality of the education program is enhanced Payment can be made by cash, cheque or card to the finance office Monday through to Friday 8.30 to 10.00am or 2.00pm to 3.00pm.

There are three options available to pay fees. These are:

- By installments with a signed agreement that regular payments as discussed with the finance officer are met.
- Payment to Finance Officer – cash or EFTPOS
- Pay direct into the school bank account – contact the Business Manager for more information.

Here is a list of just some of the types of items that the Materials and Services Fee pays for:

- Library books/library needs (covering books, barcodes etc.)
- Internet access
- Classroom stationery (pens, pencils, exercise books etc)
- Art equipment (paints, paper etc)
- PE equipment (balls, hoops, nets etc)
- Science equipment
- Newsletters
- Photocopying
- Music/drama/activity equipment

Failure to pay the materials and service charge will result in the school engaging a third party to collect the outstanding monies.

School Card

School Card may be available for parents who receive Centerlink benefits. In line with the Australian Government's determination of an increased income threshold, it is advisable to make enquiries about your family's eligibility to receive School Card.

Please note that **School Card must be applied for each year.** Application forms are available from front office. We prefer all school card applications to be submitted by the end of term 1.

ADMINISTRATIVE PROCEDURES/REQUIREMENTS

Absences

We are required to keep accurate records of children's attendance at school. If a student is absent, a written explanation for the absence should be given to the class teacher when the student returns. There are absence forms in your child's diary/communication book. You can also notify the school using Skoolbag or by sending an email. In cases of prolonged absences, please contact the school. If you are planning a family holiday during term time, a formal application for leave of absence must be submitted. These are available at the front desk where you can also access the school's attendance policy.

Admission to School

Starting school

If your child turns five **before May 1**, they will start **school** on the first day of Term One in that year. If your child turns five **on or after May 1**, they will start **school** on the first day of Term One the following year.

Banking

School banking day is Wednesday. The school banking program gives children an opportunity to make deposits into their Commonwealth Bank Youthsaver account at school each week. The program is about encouraging your child to develop regular savings habits. Students receive a yellow Dollarmites token each time they make a deposit, once they've collected 10 tokens, these can be redeemed for a reward item.

To start school banking, your child will need a Youthsaver account. This is a savings account that has no monthly account fees. To open an account visit commbank.com.au/schoolbanking and click on the link to open a Youthsaver account. Alternatively, you can visit any Commonwealth Bank branch. You will need to bring identification for you and your child, e.g. a driver's licence and child's birth certificate. More information is available at the front office.

Canteen

The school operates an excellent canteen to meet the needs of the community on all five school days. Lunches can be ordered from our school canteen. Price lists and lunch bags are available from the classrooms. A current price list will be sent home with the eldest child at the beginning of each year, lists are also available from the front office. The price list is organized into food groups according to those foods recommended for healthy eating. Price lists are subject to change and an updated list will be issued reflecting price increases when they occur. Please ensure your child's name and classes are clearly printed and avoid using envelopes or scraps of paper. Orders are put in between 9am and 9:15am each morning in your child's classroom. Correct money should be in the bag - if there is not enough money an alternate item may be given. **Please be aware that the school does not permit a credit account to be established.**

The canteen is open each recess and lunchtime. To ensure the viability of the canteen, volunteers are always required. Please contact the school's front office if you could assist.

Car Parking/Access to School

Please observe the “No Parking” area in front of the School. The car park is for staff and official visitors only. Families are encouraged to use our school crossing on Grand Boulevard, which is monitored for your safety, before and after school. The Disability Unit car park is **strictly** for staff and parents of disability unit students only. In the interests of safety parents and children are respectfully requested not to access by foot the school via the Disability Unit entrance. Please use the gate entrance adjacent to G & H suites.

Emergency Contacts

At the time of enrolment - Emergency Contact Forms are handed out. These are an important means for the School to contact you (or a person nominated by you) in the case of sickness or emergency. It is important that these are returned promptly. The form also gives basic information of any medical problems that are known. Please notify the school if any of the information changes during the year.

First Aid

If children are ill, it is better that they remain at home, not only for their sake but also for others at school. In cases of sickness or accidents, parents are contacted and asked to collect their children. If parents are unable to be contacted, the people nominated on the emergency contact form are contacted. If an emergency arises, students will be taken by ambulance to hospital. Parents will be contacted, if possible before the student is transported. A staff member will follow the ambulance to the hospital.

Hot Weather/Wet Weather Routines

If the temperature measured at school at 11.35, is 35°C or above, students will remain in the classroom and teachers will organise appropriate, quiet activities. The temperature will then be checked at 1.50 before afternoon recess. When the weather is wet and play spaces become unsafe, the same routine applies and students remain in their classrooms until the rain has cleared.

Lost Property

Students often leave clothing and other property at school. Clothing or equipment, which is found, is placed in a container in the library. Parents are urged to name all equipment and removable items of clothing clearly and permanently. Unclaimed property is cleared at the end of each term.

<p>Smoking is not permitted in buildings and on school grounds at all.</p>

SCHOOL DRESS CODE

UNIFORM

The School dress code supports the following aims:

- A positive school image whereby all students identify as part of our school
- Equality of appearance exists between students
- Learning is undertaken in clothing suitable for the diversity of activities contained within the school day
- The safety of students whilst in the care of the school either on campus or outside

It is the expectation that all students will adhere to the dress code whilst at school. However, as people's circumstances differ, it is possible to seek a temporary exemption from the dress code for a period of time. It is the responsibility of the parent/caregiver to ensure that students adhere to the dress code.

Dress Code

The Seaford Rise Primary School Dress Code comprises of the following:

- Children may dress in the colours of Light (Sky) Blue tops and Navy Blue bottoms
- Tops to have no slogans or motifs other than the school logo
- All groups representing the school must be dressed in school colours e.g.: choir and sporting groups
- Navy blue hats are required (no alternatives permitted)

Girls (summer)

- Polo shirts, sky blue/navy, available through the school office
- T-Shirts, sky blue/navy
- Navy blue shorts available through the school office
- Blue / white checked school dress available from the school or K Mart, Target, etc
- Navy blue netball skirt or shorts of a reasonable length
- Hat – navy blue (available at school office)

Girls (winter)

- Polo shirts, sky blue/navy, available through the school office
- Navy track pants available through the school office
- Plain navy windcheaters available through the school office
- Hat – navy blue (available at school office)
- Plain, neat blue denim jeans (dark navy)

Boys (summer)

- Navy blue shorts, available through the school office
- Polo shirt, sky blue/navy, available through the school office
- Plain navy blue windcheaters available through school office
- Hats – navy blue (available at school office)

Boys (winter)

- Polo shirt, sky blue/navy, available through the school office
- Plain navy blue windcheaters available through school office
- Navy blue track pants available through the school office
- Hats – navy blue (available at school office)
- Plain, neat blue denim jeans (dark colour preferred)
- Plain navy windcheaters available through the school office
- Navy blue hooded windcheater – available through the school office

- Hats (navy blue) – available at the school office.

Non-permitted Clothing

- Slogan T-Shirts of any sort
- Midriff tops and tank tops with/without gaping armholes
- Thongs, slippers, boots and party shoes
- Mini skirts or brief shorts for girls, even if worn over leggings
- Track pants that are not plain blue (no stripes)
- Track pants or leggings under summer dresses
- No defacing or alterations to the school uniform are permitted.

Non-Compliance with the School Dress Code

A proforma letter will be sent home to advise parents when a child is wearing inappropriate clothing, with the expectation that the child's dress code will comply in the future.

Additional Information

Black Bike shorts: optional to be worn under school dresses/skirts, but not visible below the hem of the skirt or dress.

Hair: children are expected to have neatly groomed hair. If long, it is expected that the hair be kept off the face using plain white, navy or sky blue ties, clips, combs, bands or scrunchies. Parents are encouraged not to permit their children to have dramatic hair colouring or style arts as it does bring unnecessary and at times unwanted attention to the child.

Jewellery: children may wear a wrist watch. Children may wear no more than one pair of plain gold or silver studs or sleepers. No more than one earring in each ear lobe is permitted. A medic alert bracelet may be worn. Items that have religious significance are permitted in consultation with the Principal. No facial piercings are allowed.

Makeup and Nail Polish: The wearing of makeup and/or nail varnish is not permitted.

Sunglasses: Due to safety concerns in play situations, sun glasses are not permitted, unless in consultation with the Principal.

THE UNIFORM SHOP

Purchases from our uniform shop may be made Monday through to Friday at 8.30 am until 10.00 am and 2.00pm to 3pm.

Uniform Price List [Prices subject to change – updated list kept at front office]

Short sleeve sky/navy polo shirt with logo	\$20.00 incl. gst
Windcheater with logo	\$20.00 incl. gst
Windcheater – hooded – no logo	\$24.00 incl. gst
Track pants – fleece	\$20.00 incl. gst
Shorts – cargo	\$20.00 incl. gst
Shorts - rugby	\$15.00 incl. gst
Skorts – by order	\$18.00 incl. gst
Hats – navy blue surf	\$ 10.00 incl. gst
Netball skirt	\$18.00 incl. gst
Summer dress – blue & white check	\$20.00 incl. gst

FORMS

To ensure that all legal and safety requirements are met it is compulsory that the following forms are completed at the time of enrolment. Failure to complete one or more of the following will defer the starting date for your child's education at Seaford Rise Primary School.

- Student Enrolment
- Health Profile and General Consent
- DECD Consent Form – Children's images and work
- Cyber Safety and ICT Use Agreement



ANAPHYLAXIS AND ALLERGY AWARENESS POLICY

Context:

At Seaford Rise Primary School we promote and construct learning environments that are safe and supportive while acknowledging students and staff may have anaphylactic (severe allergic) conditions. This means that exposure at school to certain allergens/triggers may constitute a risk to their health and wellbeing.

Anaphylaxis, or anaphylactic shock, is a systemic allergic reaction that can be fatal within minutes: either through swelling that shuts off airways or through a dramatic drop in blood pressure. While there can be a range of triggers such as bee stings, shellfish and eggs, the most common trigger is tree nuts (including but not limited to peanuts, cashews, almonds and pistachio).

It is not possible to guarantee that the school environment will be completely free of potential hazards. However, compliance to reasonable guidelines will minimise the potential risks. The emphasis is therefore on raising awareness and adopting the reasonable procedures as outlined in this policy.

Purpose:

- to raise the awareness of anaphylactic conditions for all members of the Seaford Rise Primary School community.
- to provide a safe school environment for all members of the Seaford Rise Primary School community.

Management:

Parents/Caregivers:

- will provide an anaphylaxis care plan from the doctor if their child has a serious allergy
- will check with teachers before providing food to share with the class for information about students who may have severe allergic reactions to foods.
- will be requested NOT to send food to school that contains nuts for students in Reception to Year 2. This includes peanut butter, Nutella, all nuts and cooking oil containing peanut oil, as well as foods containing nuts such as pesto and some chocolate.
- will be requested to continue to educate their child about allergies and monitor food that contains nuts at all year levels.
- will be informed of this policy at the commencement of each new school year and at enrolment.
- will ensure the school has 'in date' current medication
- will provide 'in date' medication, including Epi-pen, to the school which will be safely stored in the front office.

Students:

- will be encouraged to wash hands after eating
- who bring food containing known triggers, will be required to eat that food away from other students and to wash their hands before going to play. (Year 3-7)

Staff:

- will be made aware of students who have anaphylactic responses and notify class parents of known triggers
- will be informed of the storage of student medication
- will supervise students during lunch eating time and will be vigilant in regard to this policy
- will educate students NOT to share food
- will educate students to wash their hands after eating
- as appropriate will educate students through Health and PE program
- will be offered training opportunities from St. John or Red Cross to understand procedures related to Anaphylaxis (severe allergic reactions) including the use of Epi-pen as the need arises.

Leadership/Administration staff will:

- support the familiarisation with the school's Anaphylaxis and Allergy Awareness policy
- request that the canteen and OSHC adhere to the 'Schools Anaphylaxis and Allergy Awareness Policy'
- inform the families, TRT staff and new staff to the school of the policy
- provide opportunities for staff information and training
- provide regular updates re students with food allergies to classroom teachers.

Canteen and OSHC:

- will not offer food containing nuts to be compliant with the 'Anaphylaxis and Allergy Awareness Policy'.

Promotion:

The policy will be promoted by:

- information via the school newsletter
- new families to the school community being informed via information in their enrolment package
- Governing Council being informed and giving approval and support to this policy
- staff being informed and offered training opportunities
- students being informed via teachers, through newsletters and other appropriate means as is necessary

Review

- staff and Governing Council will review this policy every three years.

For more information on food allergy call 1300728000 or visit www.allergy.org.au <http://www.org.au/health-professionals/papers/prevent-anaphylaxis-in-schools-childcareresource><http://www.allergy.org.au/schools-childcare>

<http://www.wch.sa.gov.au/services/as/divisions/paedm/allergy/index.html> and for Australian food labelling visit www.foodstandards.gov.au

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