



Diary Dates

Weeks 9-11
Parent-teacher
conferences

Friday March 22nd

Ride2School Day
Volunteers Afternoon
Tea 2.00pm Staffroom

Thursday

28th March

Pupil Free Day

**(OSHC is open on
this day)**

Thursday 4th April

Sports Day
Parents & Friends
Sausage Sizzle



Friday 5th April

Parents & Friends
Ladies Evening
7pm
Gymnasium

Sunday 7th April

School Working Bee

Friday 12th April

Last day of Term 1
Early Dismissal
2.15pm

Monday 29th April

First day of Term 2

**Tuesday 7th &
Wednesday 8th May**
School & CPC
Photographs



Introducing Our Governing Council

Andrew Thompson

Skye McClelland

Pip Williams

Sarah Hart

Val Bubner

Dale Schmidt

Mark Lucas

Peter Galettis

Sonia Kyambadde

Shelley Rowan

Sam Gray

Caroline Nesbitt

Jess Szilassy

Catherine Carter

Brianna McAvaney

Jason Warhurst

Dylan Riddle

Amelia Hayes



On Monday our Governing Council met for the second time this year. In this meeting school and OSHC budgets were approved, policies were endorsed, pupil free days were approved, issues were discussed and reports were given from different sectors of the school. (SAKG, grounds and facilities, staff and classes, Parents and Friends, Finance Committee and a report from Littlehampton Community Association). The Governing Council is an incorporated body, and membership of this brings special obligations. You will notice that our membership includes a mix of men and women, and parents who have children in different sectors of the school. Our Preschool is represented with Amelia Hayes, whose eldest child is in Preschool, and 6 other parents. Six members have a child in year 6/7, and 15 members have children in classes between Reception and Year 5. We thank these members for their contribution. We encourage you to get to know your Governing Council members. Chances are that one of them is a parent in your child's class.

New Governing Council Chairperson

Mark Lucas has been our Governing Council Chairperson since 2006. During his 8 years as chairperson, our school community has been well served. Well connected with our parent community, knowledgeable about education, and with a clear vision for our community, his vision has guided our school through a period of growth and change. Some of his achievements have been establishing a strong and viable OSHC program as a service for parents and children, and guiding us through the establishment of the SAKG program. Both programs are in line with his vision for a strong and supportive school community. We are pleased that Mark will be continuing as a Governing Council member, and will continue to bring his wisdom and perspective to our school.

Andrew Thompson



Andrew Thompson has been elected our new Governing Council Chairperson. Andrew has been a member since 2008 and has three children at Littlehampton, Joshua in Year 7, Emily in Year 4 and Katie in Year 1.

Procedure Approved– Complaints Procedure

Parents would be aware that our school, in line with DECD, has a new complaints policy. A copy of the brochure Parent Guide to raising a concern or complaint was mailed to all parents in December 2012, and copies are available at the front office, and on the school website.

Schools are also required to have and follow an agreed procedure for dealing with complaints, and our procedure was approved by Governing Council on 18 March. Please note that a copy of the complaint form and procedure are on our school website. Parents can print and fill in the two lines “Name of person raising the complaint” and “Overview of the Complaint” themselves if they wish, and hand to a teacher or to staff at the front office, who will ensure the complaint resolution process is completed. Most times, staff will ask parents, “Would you like to make a complaint?” and assist parents in writing the complaint. Therefore the procedure gives advice to teachers about when to use the form.

Site Procedures for Dealing with Parent Complaints

Please read in conjunction with *Parent Guide to raising a concern or complaint* leaflet (copies kept in Front Office).

All aspects of the concern/complaint must be clearly documented. This procedure begins with the person who is the *FIRST POINT OF CONTACT* and the attached pro-forma should be used.

All documentation should be kept in the PARENT CONCERNS AND COMPLAINTS folder in the Principal’s office.

Parents often come to the class teacher as a first port of call when they are unhappy about something. Often the issue can be resolved with a simple conversation. In this case no documentation is required.

Please Use the Complaint form when:

- the issue is not resolved in the meeting (one way to clarify this is to ask the parent “Are you happy that we’ve resolved this, is there anything you would like me to do?”);
- if you have concerns about the issue (eg note in the diary, emotional issue) please involve the Principal or Deputy and begin the complaint form;
- if it is a repeat concern even about a minor issue.

All concerns/complaints must be actioned within a reasonable timeframe and the parent must be made aware of when they can expect a response. Ordinarily, contact should be made within 24 hours. This does not mean that the issue will necessarily be resolved within 24 hours, but that the parent has been informed of the next stage in the process. The following guidelines are in the DECD Parent concerns and complaint procedures:

- Class teacher makes a time within 5 working days to meet with parent.
- For complaints brought to Principal or Deputy Principal, acknowledgement of receipt of complaint in writing (this can be via email) within 5 working days or meet within 5 working days. The teacher, principal or deputy principal will write a summary of the outcome on the form during discussion with the parent and will sign and date to show finalisation.

These procedures to be published in school newsletter on 21 March 2013 and there will be a reminder each term thereafter. This document will also be available on our website at www.littlehaps.sa.edu.au

What to do with the form.

When the teacher has met with the parent, note agreements on the form and sign, pass on to the principal. Complaint forms are stored in the Principal’s office.

This document was ratified at a Governing Council meeting on 18 March 2013.

Note: This is a copy of the complaint form used to record parent complaints. This form is available on our website, and from the front office.

Record of Parent Complaint **Littlehampton School, Preschool and OSHC 2013**

Date of first contact:
Name of persons raising concern/complaint:
Overview of concern/complaint:

Who is dealing with the concern/complaint?	Date
<u>First point of contact:</u>	
<u>Type of documentation:</u>	
<u>Forwarded to: Date of Follow up Meeting:</u>	
<u>Type of documentation:</u>	
<u>Forwarded to:</u>	
<u>Type of documentation:</u>	
Summary of outcome Signed _____ Date _____	

- Examples of documentation include:
- **Logbook**
 - **Minutes of meetings** – ideally signed by all participants at the end of the meeting and copies given to both parties
 - **Notes from telephone conversations** – this method is preferred – if paper copies would be more effective in this case.

No Policy on Hugs at School

Littlehampton Primary School does not have a policy on hugs at school. Some confusion arose when staff were dealing with issues of inappropriate hugging with the Year 6/7 classes, and a letter has been sent to all Year 6/7 parents clarifying the situation. Teachers have talked to students in all classes R-7 clarifying the situation.

All children throughout the school will be learning about trust as part of the Child Protection curriculum. In this context teachers will talk to children about levels of people for physical contact. For example hugs may be appropriate for immediate family members, aunts and uncles and close friends but not for strangers or acquaintances. Kisses may be appropriate for immediate family members, aunts and uncles and very close family friends, but not for school mates or more distant friends. When this is taught in school, information will be sent home to parents and we will encourage parents to talk to their children about it, as views on exactly when a kiss or hug is appropriate will vary between families.

Parents & Friends



Don't forget to keep a look out for our Ladies' Evening coming up. Next Wednesday presale tickets will be available for \$5.00 in the lunch shed after school. Tickets will also be available from the door for \$7. This will be a great 'girls night' out where lots of local businesses will be showcasing their products or services on the night. Raffles and Auctions will be held throughout the evening as well. So come along and have a fun filled evening with your friends. Further information about the event can be obtained by emailing Karin on karins@internode.on.net.

Sports Day Sausage Sizzle Helpers Thursday 4th April

This year our sports day will be held on Thursday 4th April and Parents and Friends are looking for volunteers to assist with their Sausage Sizzle on this day.

We need some volunteers to help cook the BBQ ready for lunch, sell drinks during recess time (approx 10.30 to 11.30am), sell sausages, drinks and ice blocks at lunch time (approx 12.00 to 1.30pm).

It would be for a 30 minute block. If you think you can volunteer at any of these times please leave your name and contact number with Debbie at reception and the Parents and Friends team will be in contact with you. Thank you for your support.

Sports Day Helpers

If you are able (and prepared) to help us put up the tents on Sports Day morning from 8.00am or to help us pack them up after the day has finished, could you please advise us via the tear off slip below. Thank you

I am able to help with the tents on Sports Day:

1. From 8.00am setting them up
2. From the 'end of play' packing them up

Name: _____

Contact Number: _____

School Photos



Tuesday 7th (School) & Wednesday 8th May (CPC)

Today with this newsletter you should have received a School Photo Envelope. Please read the information on the package carefully and return the envelope to the school no later than the first day back of Term 2 (Monday April 29th) with the correct payment sealed in the envelope as no change will be available on Photo day. If you would like a family photo taken the please call in or ring the office to request one.

Any questions please call the school on 8391 1194.

Principal's Awards



At our Week 6 School Assembly the following students received a Principal's Award. Congratulations to all of them:

TRUSTWORTHY: Amber Barrow, Mitchell Hawke, Ash White and Matilda Schmidt

FAIRNESS: Riley Lucas

POSITIVE ATTITUDE: Toby Graham, Judd French, Jesse Kyambadde, Max Culp, Talon Hart, Sophie Nesbitt, Harry Eades, Tahnee Adams, Isaac Warhurst, Jess Duffield, Angus Schmidt, Katie Watts and Luke Bradey

RESPECT: Aleesha Proeve, Karli Roberts, Henry Hinks, Jesse Amos, Clodagh Riley and William Lanes

KINDNESS: Cooper O'Neil, Caitlin Batge, Imogen Cherry, William Forbes, Abbey Carmen, Sophie Jeitner

VALUING OTHERS: Cameron Moults-Smith

INCLUDING OTHERS: Jordan Hunter and Emma Thomas

School Finance News

If you are paying your school fees by instalments the second payment of \$90 per student is due prior to 28th March. All Term 1 charges are now overdue and payment in full is requested by 28th March to avoid further action being pursued in line with our fees policy.

Charges that maybe outstanding include:
\$275 M&S Fees, \$36 SAKG, \$100 Aquatics 6/7, \$30/\$35 Swimming R-5, \$100 CPC and \$100/\$70 Gym Building Donation.

Please contact Judi Daniel if you need clarification on any outstanding charges.

Volunteers Afternoon Tea

Please come and enjoy an informal chat and afternoon tea with other volunteers and Pauline this Friday 22nd March in the staff room between 2.00pm and 3.00pm



The Premier's Reading Challenge

The Premier's Reading Challenge for 2013 started at the beginning of the Term and we have already had some very eager students complete the Challenge. Congratulations to the following students who have successfully completed the Challenge so far:

Nyah Gaff	Amy Jocks
Sophie Dvorak	Claudia Hambon
Cody Gooden	Chelsea Witt
Mason Selby	Sarah Westerholm
Noah Rose	Caitlin Neller
Georgina Calderwood	Annika Hall
Chloe Caire	India Gautier
Lucy McAvaney	Nicola Davis
Sophie Nesbitt	Asha Marshall
Sarah Scholz	Matthew Davis
Ali Turner	Ben Gautier
Imogen Shute	Talon Hart
Holly Hutchinson	Evelyn Gill
Jade Marshall	Charlotte McAvaney
Taylah Collingwood	Caleb Griggs
Zachary Hart	Isaac Warhurst
Natalia Prokopowicz	Sophie Schultz
Ben Barrow	Zachary Hart
Emma Thomas	Alayna Hawke
Carla Gore	Paige Lambe
Sophie Barrow	Cailen Caire
Xavier Carbray-Tann	Sanuka Fernando

Dogs on School Ground

At Parents and Friends and Governing Council the issue of dogs on the school grounds was raised. At busy times of the day when parents are gathering around entrances to buildings to drop or collect their children, some parents had felt they and their toddlers were frightened or intimidated by dogs in these crowded areas.

Governing Council has taken a balanced point of view to this issue. We endorse the community –friendly activity of families walking to school (with their dogs). We would ask parents who bring dogs into the school to please follow the following guidelines:

- The dog owner is responsible for their dog at all times. Ensure your dog is on a leash and not left unattended. (Please don't tie up your dogs and leave them).
- Please do not bring your dog to entrances and exits where large numbers of parents gather, and children walk by as they leave/enter school. Consider waving your children goodbye from a less busy section of the school yard, or agreeing to meet them there.
- Please do not allow your dog to interact with other dogs. If your dog is barking or showing aggression to another dog please move them out of the school grounds.
- No dogs at school events, for example Sports Day.
- If your child would like to bring their pet to show and tell, please arrange with the classroom teacher well in advance, so that children can be settled and interact with the dog in a safe manner.

At all times we encourage students to talk to the dog owner and ask permission before patting a dog.



Adelaide Thunderbirds Netball Clinic

Sam Pullman and Steph Popoulo from the Adelaide Thunderbirds worked with our students from Reception to Year 3 and students in Ms Chatfields' Year 6/7 class.

These two elite players gave feedback that this is by far the best school they have visited because the children were so well behaved, listened so well and had such good ball skills. Congratulations to our students for their excellent skills!

Mount Barker District Show

The Mount Barker District Show will be on this weekend Saturday 23rd March at the Mount Barker Show Grounds.

Opening times are 9am to 4pm. The school will have a display of "Harmony Day Hands" created by our students at the show. Look for the orange hands!



Urrbrae Agricultural High School Open Day 26th March 2013

Urrbrae Agricultural High School will be holding their Open day on Tuesday 26th March. Sessions commence at 2pm and 6pm with Farm Tours departing at 1pm, 4pm and 5pm. Applications for Year 8 2014 will close at 5pm on Wednesday 1st May 2013. For more information collect a brochure from your school office.

Netball Players required

Littlehampton Netball Club is seeking 4 more players for their Under 9's Division for the winter season.

If your child is 8 years of age or is turning 8 years old this year, they qualify to play in this age group.

Please register your interest to our Club Secretary Wendy Chapman at WLC.3@bigpond.com. Any enquiries please phone Jo Hopkins on 0410 502 616.



**Look who
came to visit
our school**