

BRIEF HISTORY OF MOONTA AREA SCHOOL

Schooling commenced in the Moonta Township with the opening of the Moonta Primary School on October 10th 1877, with the official opening occurring on February 1st 1878.

Moonta High School began in 1907 as a “Contin-Watson” class at the primary school. It was one of the first batch of such classes to be established. This class continued until 1910 when the Moonta District High School was founded (enrolment 50) under the charge of W. T. Martin.

Both the Moonta Primary School and the Moonta District High School were officially closed on December 31st 1977 with the foundation of our current Moonta Area School on January 1st 1978.



SCHOOL CONTACT DETAILS

Address	Moonta Area School Blanche Terrace Moonta SA 5558
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Fax	(08) 8825 2609
Attendance SMS Number	0427 861 937
Courier Round	Moonta
email	dl.1488.info@schools.sa.edu.au
website	http://www.moontaas.sa.edu.au

WELCOME TO MOONTA AREA SCHOOL

It is my pleasure to welcome you to the Moonta Area School

We are a truly dynamic, friendly, vibrant and community oriented school located at the top of Yorke Peninsula. This parent booklet will provide you with information about the school, its programs, newsletters, activities and other relevant information. It won't however be able to answer all your questions. I encourage you to contact the school and arrange a meeting at a mutually convenient time, so we are able to more fully attend to your questions.

Our school has a long and successful tradition of supporting students from Reception to Year 12, using innovative learning practices to empower students to achieve their full potential as successful and valued members of their community.

The staff take great pride in providing a safe and secure learning environment, whilst at the same time providing a full range of dynamic and challenging academic and extracurricular programs.

The school's vision is that Moonta Area School will deliver flexible learning to reflect individual needs in a changing world.

Because of this at Moonta Area School you will see:

- ◆ A focus on lifelong learning
- ◆ Teams of committed professional adults
- ◆ Well resourced and environmentally responsible learning areas
- ◆ Individual needs being met through flexible learning
- ◆ Curriculum that is responsive to a changing world
- ◆ Physical, social and emotional well being is actively fostered
- ◆ Positive school, community and industry partnerships in place
- ◆ Acknowledgement of our heritage.



KIRSTY AMOS
Principal

We welcome you to our school and encourage you to make contact with us directly.

Kirsty Amos

Principal

GENERAL CONTEXT INFORMATION

Moonta Area School is situated in the Copper Coast on Yorke Peninsula. It caters for students from Reception to Year 12.

At Moonta Area School we work together to empower students to achieve their full potential as successful and valued members of their community.

The most basic aim of education is to prepare students for the world beyond school. That is for the world of work or for further study. This is often described as 'Earning or Learning'.

In this context we measure our school's success by the number of students who leave our school for pathways that we deem as successful.

This includes:

- ◆ securing a sustainable job
- ◆ securing an apprenticeship or traineeship
- ◆ acceptance into a course at TAFE or University

The partnership between school, parents and students is vital in achieving successful outcomes and we invite you to work with us in aiming for success for your child.

As a parent you can start the pathway to success by encouraging your child

- ◆ to attend school every day unless if they are sick
- ◆ to talk with their teachers or relevant school leaders if they have any problems
- ◆ to respect the rights of teachers to teach and other students to learn
- ◆ to complete all set tasks including homework
- ◆ be organized, having the equipment and books required
- ◆ to be positive and do the best you can - *determination* and *persistence*

WHO CAN I TALK TO?

Throughout a students' schooling, young people can experience a range of experiences hopefully many more positive than negative. Parents and students sometimes need a staff member to talk to, who can assist them in their daily life at school. At Moonta Area School we have a great group of people who can assist you. I would encourage you to contact the relevant staff member with any questions or issues you may have.

In order to best meet the needs of staff and students from Reception to Year 12, the school is divided into teams. Each team has a leader in charge of the daily operations/curriculum for that part of the school.

The teams are as follows:

Team Name	Year Level	School Leader
Early Years,	Years R - 2	Brooke Wenzel
Primary Years	Years 3 - 6	Richard Hall
Senior School	Years 7 - 12	Wendy Williams

SIGNIFIGANT FEATURES OF OUR SCHOOL

- ◆ Picturesque grounds
- ◆ Heritage administration building
- ◆ Busy, well resourced Community Library
- ◆ Gymnasium available for community use
- ◆ Disabled access and facilities
- ◆ Student Voice
- ◆ Active parent involvement through Governing Council, Parent Group, Learning Assistance Program and classroom helpers.
- ◆ Well resourced computing rooms
- ◆ Support of students at local sporting and academic competitions
- ◆ Biennial involvement in the local Kernewek Lowender
- ◆ Strongly established links between Kindy, Primary and Secondary school, enabling stress free transition from Kindy to Year 12
- ◆ Music Programs, VET Options, TAFE links, Individual Case Management.

GRIEVANCE PROCEDURES

We acknowledge the right of any member of the school community to have their concerns addressed. Using the Grievance Procedures gives all parties concerned the best chance of arriving at a satisfactory result for all concerned.

For ethical and legal reasons it is important that these concerns remain confidential.

Step 1

Arrange a time to speak to the relevant member of staff, letting them know what you consider unjust or unfair

Step 2

If the concern is not addressed arrange a time to speak to someone in the school community that you trust or speak to someone in the school leadership team

Step 3

If the concern is still not addressed speak to the School Principal, Kirsty Amos

Step 4

If you are still dissatisfied contact the Regional Director or their assistant and discuss the concerns

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DAILY ORGANISATION

Daily Times

LESSONS	TIMES
HOME GROUP	8.45 – 8.55
LESSON 1	8.55 – 9.45
LESSON 2	9.45 – 10.35
Recess	10.35 – 10.55
LESSON 3	11.00 – 11.50
LESSON 4	11.50 – 12.40
Supervised Eating	12:40- 12:50
Lunch	12.50 – 1.20
LESSON 5	1.20 – 2.10
LESSON 6	2.10 – 3.00
HOME GROUP	3.00 – 3.05

SOUTH AUSTRALIAN TERM DATES

2017	30 Jan - 13 Apr	1 May - 7 Jul	24 Jul - 29 Sep	16 Oct - 15 Dec
2018	29 Jan - 13 Apr	30 Apr - 6 Jul	23 Jul - 28 Sep	15 Oct - 14 Dec
2019	19 Jan - 12 Apr	29 Apr - 5 Jul	22 Jul - 27 Sept	14 Oct - 13 Dec

SCHOOL COMMENCES 2017

The school year commences on Monday 30 January. Students are asked to go straight to their new class to commence the new school year.

CLASS ALLOCATIONS 2017

The Principal makes the final decisions in class placement. If you have a grievance concerning your child's class please note all communication needs to be directed to the Principal.

SCHOOL OFFICE HOLIDAY OPENING HOURS

Our School Office will be open to pick up secondary books and for payment of school fees the week before school starts. The dates and times will be advertised at the beginning of each year.

Parents of Secondary Students will need to do one of the following, prior to collecting their books:

- ◆ Pay their school fees.
- ◆ Complete a school card application.
- ◆ Discuss and agree to an Instalment Plan with the Business Manager.

We happily accept payment for Primary school fees at the above times. Primary books are given to your child's teacher and will be distributed early in the new school year.

SCHOOL FEES

One of your first bills for the new-year will be our school fees. An invoice will be posted home early January.

Payment by Instalments

Any families wishing to pay their school fees by instalment will need to come into the office and fill in an instalment plan with our Business Manager and be approved by the Principal.

School Card Applications 2017

If you wish to apply for school card a new application must be completed each year. At Moonta Area School we require you to come to the front office with your Customer Reference number and fill in the application form. This must be completed as soon as possible in term one. If you are unsure if you are eligible, please come and discuss it with our Business Manager.

What are my School Fees used for?

School Fees contribute to the total school budget, in particular they are used for:

- ◆ All students R-12 are allocated with \$30 of books or consumables including a diary. In the younger years teachers often opt not to use \$30 on books only but use the funds to purchase other consumables such as paint, glue, scissors, coloured paper etc
- ◆ Funds are allocated to all students for Printing and internet usage
- ◆ Tech Studies, Art, Home Ec, IT, PE and Outdoor Ed consumables and hardware.
- ◆ Access to all textbooks and library resources
- ◆ Art & craft supplies
- ◆ Photocopied materials and worksheets

Additional Curriculum items

All families are asked to pay \$25 per student for additional items provided by the school. In the primary years the \$25 covers your child's participation in the swimming and performance program. Please note the total cost for these programs is as follows:

- ◆ Four Performances @ \$8 per performance which equals \$32

This is in total a \$32 program of which you are asked to pay \$25 per student. Where your contribution towards these programs is not forthcoming, students will not be able to participate in the programs. For your child to participate in the swimming program we therefore expect full payment or a discussion re future payment with our Business Manager.

In the Secondary Years (Year 7 – 12) the \$25 covers:

- ◆ An ID card - \$5.00 for each child
- ◆ Printing and internet costs of up to \$35.00 per student depending on year level
- ◆ Seminars - \$5 for each child

ATTENDANCE

To enable good learning to occur all students are expected to attend school unless they are ill, have emergency family business to attend or the absence has been negotiated with the school.

All absences must be explained by a written note or phone call from a parent/caregiver, and where the absence is longer than three days a medical certificate will be required.

Where a student may be absent for periods longer than 5 days eg. a family holiday, approval for an exemption from school is a requirement. Exemptions can be applied for via an exemption form to the Principal.

If a message has not reached the school before 10:00 am on the day of absence, an SMS message is automatically sent to parents, who are asked to respond either by a reply SMS (0427 861 937), phone call or a diary note.

DAILY ORGANISATION

BANKING

Each class/home group makes use of this service for those students who wish to bank. Monies to be banked and passbooks are brought to school by students on Tuesday morning, and given to their teachers who will organise for them to be passed on to be processed.

Application forms are available from the school office.

Passbooks are returned to students later in the week.

BUS

One privately owned bus services the school.

To be eligible to travel on the bus, students must live 5km or more from Moonta Area School, with Moonta being their closest school.

If you live 5km or more from the school, but the bus does not service your area, you are eligible for a travelling allowance.

CANTEEN

The Moonta Area School Governing Council operates the canteen. Its purpose is to provide nutritious food for students at economical prices. A committee of the Governing Council oversees the running of the canteen that is managed by a paid manager.

The profits from the canteen are shared by the school and used to develop and improve school facilities.

Students are expected to behave in a quiet, orderly manner at the canteen and to show courtesy to the people working there.

We rely on daily voluntary help from parents to operate the canteen.

If you are able to offer voluntary help in the canteen please telephone the school on 88252088 or respond to the appropriate circulars that are sent home four times per year. Noeleen Cope is our Canteen Manager.

Ordering lunches

- ◆ R-9 students are to order their lunch during home group and place in the class basket.
- ◆ Students in Year 10-12 will be asked to order their lunch directly from the canteen each morning
- ◆ R-9 lunches will be delivered to their class while Year 10-12 are asked to collect their lunch from the canteen

DAILY ORGANISATION

Buying at recess and lunch times

- ◆ Students are able to purchase snacks at recess and lunch times from the canteen
- ◆ The canteen will promote healthy eating which we hope will impact positively on student health.
- ◆ All schools have a duty of care for all students – as a result of students staying within the grounds at breaks we will be able to monitor the activities of all students at all times.
- ◆ The profits from the canteen will be reinvested into school facilities.

COMMUNITY LIBRARY

Moonta Community Library is a joint use facility located in the stone admin building of the school. The staff, two teacher/librarians a community library assistant and a school library assistant, provide a full range of library services for the school and wider community.

It is free to join the library and besides books we also provide free Internet access (including wireless) and computer use, DVDs and CDs, magazines, newspapers, photocopying, a special area for parent resources and much more.

The library is open for school use each day of the school term and the following community hours apply all year round:

Sunday	1.30pm - 4pm
Monday	Closed
Tuesday	9am - 4pm
Wednesday	9am - 4pm
Thursday	9am - 6pm
Friday	9am - 4pm
Saturday	Closed

The library is closed on Sundays of long weekends and from December 25th to January 1st inclusive.

To renew your resources or for more information call us on 88 251511.

COUNSELLORS

The counsellor service is open to all students, parents and staff.

Several programs are run in conjunction with class teachers. They help students and staff address concerns about teasing and bullying, personal safety, anger management and personal development.

Students are assisted with concerns regarding school, family and community relationships and with health and career issues.

Counselling is based on a two way relationship built on trust and respect. Each person in the counselling situation has responsibilities and actions to undertake in order to resolve issues.

Counsellors are available to work with members of the school community on learning and behaviour matters. They can arrange to meet you at school or at your home.

EMERGENCY CONTACT

At the time of enrolment and at the start of each school year, parents/caregivers are asked to provide a telephone number through which they may be contacted during the day. We may need to contact parents if a student becomes ill, has an accident or if there are behavioral concerns

Emergency Contact for Sickness or Accidents

In the case of illnesses or an accident, a School Services Officer trained in First Aid assesses whether a student can be treated at school and return to class or needs to go home. Given that we only have limited facilities, we will attempt to make arrangements to send a student home if they need ongoing monitoring.

In extreme emergencies, an ambulance will be called and we endeavour to contact parents immediately.

Emergency Contact for Inappropriate Behaviour

Moonta Area School strives to provide a safe, orderly and productive environment for learning. Behaviour which respects the rights of all students to learn and teachers to teach is fundamental to all students' success at school.

Students may be sent home from school if their behaviour crosses the boundaries of what is considered reasonable and acceptable.

DAILY ORGANISATION

Please inform the school if there is any change in the health status of your child or your emergency details change (phone number, address etc).

HEALTH/MEDICATION

Asthma

Parents/Caregivers of children who suffer Asthma need to provide a Health Care Plan for their child's Asthma management which has been completed by their doctor.

It should be noted that this is a legal requirement of DECD.

Infectious Diseases

For information about infectious conditions, please contact the school office, your doctor or the Public Health Department.

Medication

Our procedures are for the protection of all children and staff.

All medication brought to school is to be kept in the First Aid area for Reception to Year 6 students. Year 7 – 12 students may be kept by student except Epi-pens. When sending medication to school, parents must supply it in packaging that has the prescription label on it, stating:

- ◆ Name and class
- ◆ Name of medication
- ◆ Dosage – when and how much
- ◆ Expiry Date

Any other medication ie those that are not prescribed by a doctor eg Panadol, cannot be kept at the school. Parents/caregivers are required to come to school to administer non-prescribed medication themselves.

If you have any queries, please don't hesitate to contact us.

HOUSE COMPETITION

There are three houses – Eyre (green), Flinders (red) and Monterra (blue). They compete at our Annual Sports Day held in Term 1.

Students are allocated to House early in the year they enrol and usually stay with that House for the whole of their schooling. Students from the same family are placed in the same school house.

Sports house shirts are available to be ordered and purchased from the front office.

INDEPENDENT STUDENT STATUS

An enrolled student at Moonta Area School is regarded as an independent student if they are beyond school leaving age and:

- ◆ are living separately from their recognised legal parents/caregivers and written confirmation from the guardians indicates this or Centrelink recognises them as independent
- ◆ over the age of 18 years and living independently of their recognised and legal parents/caregivers
- ◆ over the age of 18 years, living at home and written confirmation from the legal parent/caregiver indicates the student is to be regarded as independent.

An Independent student will be required to:

- ◆ enter into a formal agreement with the school to follow the policies and procedures of the school as stated on the agreement
- ◆ attendance to lessons and events are able to be negotiated where possible but procedures for entering and leaving the school will be strictly followed
- ◆ full time independent students will be part of a regular Home Group, or if part time enter and leave the school as procedures indicated
- ◆ complete required tasks, pay fees where appropriate, and be responsible for fulfilling the obligations of an adult student at Moonta Area School

INTERNET USAGE

The Internet is available to students at Moonta Area School to support their research and learning activities. Students are permitted to use the Internet for research, educational activities, sending and receiving E-mail. Only material relevant to educational outcomes may be accessed/downloaded.

The Internet is not centrally managed. Information is not regulated and the school does not have control over information available on the Internet. Whilst staff will oversee student use of the Internet, it is the student's responsibility to adhere to the school's "Acceptable Use" policy and use the Internet in an appropriate manner.

It is not possible to supervise all students all the time while they are using this resource. Therefore, students are expected to follow this policy sensibly and responsibly.

DAILY ORGANISATION

Moonta Area School does not accept any liability, which may result from any student's unacceptable or unethical use of the Internet.

When you enrol your child/ren you are given a copy of our Internet Use Agreement and you are asked to sign the agreement acceptance with the enrolment form.

LAP

The Learning Assistance Program is a program in which identified children receive quality time with an adult. In this time, the adult may help the child with their schoolwork, read to them, and play games or do one of many activities negotiated between the adult/child and the child's teacher.

We welcome interested parents, or caregivers, grandparents, or community members who could devote a couple of hours each week to an individual child.

LOCKERS

All secondary students are required to have a sturdy lock for their locker. Locks are available at a reasonable cost from the front office. A "spare key" is to be given to their home group teacher.

Where a student loses both keys and is unable to access their books and equipment for the day, the lock will be snapped using bolt cutters to avoid disruption to the learning program.

LOST PROPERTY

Lost property is kept in a box in the front office. If you have lost something, please check in this box, as many things are left unclaimed.

MONEY AND VALUABLES

It cannot be guaranteed that money and valuables are completely secure within the school community.

Any valuable items or money is brought to school at the student's own risk.

Therefore it is strongly recommended that:

- ◆ Students carry only an amount of money necessary for within the school day eg lunch money.
- ◆ Money for camps/excursions should be paid into the school office before school.
- ◆ No money or valuables should be left in lockers and bags
- ◆ Where it is unavoidable that an item be brought to school, that it is left at the school office for safekeeping.

NEWSLETTER

The school Newsletter is published three times a term (Weeks 2, 6 and 10) on Thursdays and sent home with the youngest child in the family for families that have requested a hard copy. You may also request a copy to be emailed to you. The newsletter is also posted on the school web site, www.moontaas.sa.edu.au in the 'Latest Newsletter' section.

PARENT INVOLVEMENT

If you would like to get actively involved in our school, there are a number of ways in which to do this. You could:

- ◆ Help in your child's classroom – please see your child's teacher
- ◆ Join Parent Group– please see the office staff for contact details
- ◆ Be a LAP volunteer
- ◆ Join Governing Council – nominations are called each year in March through the Newsletter
- ◆ Help in the Library – please see Library staff
- ◆ Talk to a staff member if you have skills/talents you would like to use in other ways at the school.

Helping in Your Child's classroom

Help in the classrooms is appreciated. Please contact your child's teacher about how you could be involved. This may include-

- ◆ Listening to children read
- ◆ Teaching children how to make craft items
- ◆ Helping with cooking
- ◆ As a helper on excursions or camps

PURCHASES

We have the following items that can be purchased through our School office:

- ◆ School hats
- ◆ School jumpers & school tops
- ◆ School Dresses (Orders taken term 3 each year)
- ◆ House sports tops (Orders taken term 3 each year)
- ◆ Stationery items, eg pens, pencils, exercise books.
- ◆ Library bags

RELIGIOUS EDUCATION

Each term, classes from Years R to 6 participate in Religious Education lessons. These lessons are organised through the Interchurch Council of Northern Yorke Peninsula.

Parents are able to withdraw their children from these lessons by contacting their child's class teacher.

STARTING SCHOOL

Starting school is an exciting time for families and children as our youngest citizens take early steps on their journey through education and on to the rest of their lives. From 2014, Moonta and the rest of South Australia will have the same first day of school for all children. This will be the first day of Term one.

If your child turns five before 1st May, they will start school on the first day of term one in that year.

If your child turns five after 1st May, they will start school on the first day of term one the following year.

The minimum age for starting school will be four years and eight months from 2014. Having the same first day of school means that every child is guaranteed four terms of reception before they go on to the rest of their primary schooling.

It will also mean a more stable environment for children with fewer changes to classes throughout the year.

STUDENT DIARIES/COMMUNICATION BOOKS

Regular communication is encouraged between school and home. All students will be issued with a communication book or diary.

As such all students are required to keep an official school diary that provides a day-by-day record for student, parent and teacher use.

School Diaries have many purposes including the following:

- ◆ assist students to organise their homework and assignments by developing good time management
- ◆ remind students of due dates for projects and assignments
- ◆ allow students to record marks for tests, assignments and projects
- ◆ aid communication between home and school
- ◆ keep a record of out of class movement and absences from school

Students are expected to maintain their diary in a neat and tidy manner free of graffiti and other inappropriate material.

Students will be expected to replace diaries that do not conform to required standards.

STUDENTS DRIVING TO AND FROM SCHOOL

As our students are young and inexperienced drivers, Moonta Area School does not encourage the transport of other students, apart from siblings, to and from school as passengers. Where parents wish to approve of such a situation, the student driver is to seek signed permission from both their parent/s and the parent/s of the proposed passenger in writing.

Students drive to and from school at their own risk and the school accepts no responsibility for the manner in which a student drives. If it becomes clear that a student is not driving in a responsible manner, the school will then seek to contact parents and communicate concerns.

All notes giving students written permission to leave early or carry passengers are to be written in the student diary and shown to the Senior School leader.

STUDENT REPORTS

Achievement

A student's achievement in each area of study will be recorded as:

- A** – Your child is demonstrating **Excellent** achievement of what is expected at this year level.
- B** - Your child is demonstrating **Good** achievement of what is expected at this year level.
- C** - Your child is demonstrating **Satisfactory** achievement of what is expected at this year level.
- D** - Your child is demonstrating **Partial** achievement of what is expected at this year level
- E** - Your child is demonstrating **Minimal** achievement of what is expected at this year level

The reports are available during an afternoon home group on the last day of each term.

Where a student is not at school to receive their report, it can be collected from the Community Library during the holidays.

REPORTING SCHEDULE YEARS R - 12

Term 1 – Parent/Teacher/Student Interviews
End of Term 2 – Mid Year written reports
Term 3 - Parent/Teacher/Student Interviews
End of Term 4 – End of Year written reports

DAILY ORGANISATION

At the end of Terms 2 and 3, students have interviews. This is designed to give students and parents an indication of how the student is progressing at the mid-way point of the semester. At this mid-way point, students can still impact on their end of semester grade by either maintaining their effort or by realising that more effort is required.

At the end of Terms 2 and 4, students receive an end of semester report. This report is a grade that reflects their level of achievement for that semester in each Area of Study. The grades in the end of semester report are used to determine end of year achievement awards.

For students at risk of not meeting standard, a mid term letter is sent home to advise parents.

We welcome opportunities to talk to parents and students about student achievement and encourage parents to ring to make an appointment to discuss any issues they may have. We have found that these interviews achieve the best outcomes when parents, teacher/s and the student all meet together.

STUDENT VOICE

Student Voice is an active and vital component of the school. It endeavors to promote leadership skills amongst the students and encourages students to be active participants in the policy making and school decision making processes.

There are two main student voice teams. The Student Voice executive, consisting of Years six to twelve students and the R-6 Action Group, consisting of Reception to Year six students.

The Student Voice Executive selection is decided by an application process. Students submit an application to a panel, consisting of a Parent Club Representative, Governing Council Representative, 1 staff member, 2 students and one past student. (a past SVE member or a School Captain) Nine students are selected from the applications.

The R-6 Action Group selection is completed in classes. Two students (One boy, one girl) are selected, per class, on the skills required to be a member of the committee. Each semester a new committee is elected by their class. All leadership positions are announced at the term one, week 5 assembly.

STUDENT LEARNING

YEAR R-6 SWIMMING

The annual swimming program will be held in Weeks 6, 7, and 8 of Term 4 at the Moonta Bay Jetty.

INSTRUMENTAL MUSIC

Students have the opportunity to participate in a number of instrumental music programs:

DECD provides tuition for interested students in a number of instruments eg flute, clarinet, saxophone. To participate in this program, students need to be in Year 5 or older and be prepared to commit to a minimum of two terms.

The tuition is free but families are required to provide the instrument or pay hire fees. Expressions of interest are circulated at the end of each year.

Mr Ivens teaches guitar to interested students from Year 7 to 12.

SECONDARY CURRICULUM

2017 SUBJECT SELECTION

The school's curriculum is divided into full year courses, semester courses that are two terms or term courses.

Core/Compulsory Subjects - Full Year Courses

Year 7	Year 8	Year 9	Year 10
English	English	English	English
Maths	Maths	Maths	Maths
Science	Science	Science	Science
History	History	History	History
Geography	Geography	Geography	Personal Learning Plan
Technology Studies	Technology Studies	Technology Studies	Physical Education
Art	Home Economics	Home Economics	
Health	Art	Art	
PE	Health	Health	
Digital Technologies embedded across	Physical Education	Physical Education	

Year 10 Choice Subjects

In addition to the compulsory subjects Year 10 students also need to study two choice subjects in each semester. Choice subjects include:

Art, Hospitality, Information & Communication Technology, Technology Studies, Outdoor Education and Physical Education opportunities to specialise in nominated subjects.

This includes subjects that can lead to further study at University or into the world of work.

The school delivers a wide range of subjects face to face, but can also access other subjects through Open Access or through local delivery from neighbouring schools

Year 11, students must study a Literacy subject for a whole year – English, English Essentials and a Numeracy subject for a minimum of a semester – Mathematics, General Mathematics and Essential Mathematics In addition they must choose five other subjects from the Arts, Business, Enterprise and Technology, cross-disciplinary, Health and Physical Education, Humanities and Social Sciences, Languages, Sciences or VET learning areas.

Year 12 students must undertake the Research Project and choose four other subjects if they wish to gain ATAR score in order to apply for a university position, or three other subjects if they don't wish to apply for a university position. The choice subjects come from the same learning areas available to Year 11's and may include VET courses at Certificate III level or higher.

A list of possible subjects for Year 11 (SACE Stage 1), and Year 12 (SACE stage 2), can be found on the SACE website – www.sace.sa.edu.au

Vocational Education & Training (VET)

Moonta Area School is part of a cluster of schools working with Kadina Memorial School which is the 'Lead School' of the DECD Trade School Strategy.

The school will offer Certificate I & II courses in Hospitality and Automotive as well as have access to a wide variety of VET courses through the Trade School. The school will increase learning opportunities for students interested in the world of work by increasing opportunities for students to:

- ◆ Become School-based Apprentices
- ◆ Participate in structured work placements
- ◆ Study certificate courses

In all cases we aim to blend school opportunities with work opportunities, ensuring that work opportunities can be credited towards students school assessment.

STUDENT LEARNING

What Is A School Based Apprenticeship?

A School Based Apprenticeship or ASBA is an apprenticeship that takes place for 1 or 2 days a week enabling students to both work in the workplace and continue their school studies. Moonta Area School has the services of an Apprenticeship Broker assistant who can assist students explore this possibility

If you are a student interested in a School Based Apprenticeship or are an employer who may be prepared to host a School Based Apprentice please contact the Wakefield Apprenticeship Broker assistant based at Kadina Memorial School Hannah Dayman on 88210 0100 or email hannah.dayman461@schools.sa.edu.au

SPECIAL EDUCATION

Class teachers (in consultation with parents) refer students who have specific difficulties with learning to the Guidance Officer who will discuss, observe and assess the student's ability with regard to learning. Students can also be referred to agencies supporting those with physical impairment and/or visual or hearing impairment.

If a student meets the criteria of the *Students with Disabilities Policy* they may be allocated varying degrees of support to assist the student to access and participate in a curriculum more appropriate to his/her needs.

For these students a Negotiated Education Plan is developed with parents, teachers and agency staff. This plan is reviewed annually. Class teachers use these to develop specific programs that may in part be supported by SSO's in the mainstream classroom/a special class or in a withdrawal situation.

Programs may include:

- ◆ Modified curriculum in mainstream
- ◆ Part time programs
- ◆ Community based activities
- ◆ Individual life skills programs

SCHOOL SUPPORT SERVICES

The school has limited access to the services of:

- ◆ Speech Pathologists
- ◆ Social Workers
- ◆ Guidance Officers and Special Education Teachers
- ◆ Behaviour Management and Interagency Support.

Where additional support is considered necessary, parents will be consulted. Every effort will be made to provide the support considered necessary for children.

STUDENT LEARNING

STUDENT INTERVENTION

Intervention programs at Moonta Area School are used to support students either needing extension or experiencing difficulties with learning



Programs include:

- ◆ Specific SSO support in Classroom Literacy times
- ◆ Specific purpose small groups (Reading, Writing, Spelling and Maths)
- ◆ Phonemic awareness
- ◆ Coordination programs
- ◆ Speech and Communication: Specific individually designed programs for students identified by Speech Pathologists
- ◆ Rainbow Reading: - A tape-facilitated program aimed at developing independence and self-monitoring with fluent and expressive reading.
- ◆ LAP: - A program to develop social behavioural and academic aspects of children's development. Volunteers from the community run this program.
- ◆ Developing modified curriculum
- ◆ Accessing specific tutoring for subject areas.

DECISION MAKING BODIES

GOVERNING COUNCIL

The Governing Council consists of representatives of parents, teachers, students and community representatives with the majority of members being parents.

Governing Council shares the responsibility with the principal and staff for educational and management issues in the school including the Site Improvement Plan.

The Council currently meets first Wednesday of the month; observers can attend any meeting of the Governing Council.

DECISION MAKING COUNCIL

Our School Decision-Making Policy respects the rights of every individual to be part of the school decision making.

Any member of the school community can initiate changes or make suggestions. The process to start this process is to:

- ◆ Write a proposal (the proposal forms are available at the school office)
- ◆ Submit your proposal to the school office
- ◆ It will then be processed so that it can be submitted to the Decision Making Committee which meets each week
- ◆ Alternatively if you are concerned about a proposal you see displayed in front office – you are most welcome to attend the meetings to listen and/or voice your opinion.

POLICIES

Behaviour Policy

Rationale

Moonta Area School encourages success for all students by supporting and providing many opportunities for academic, social and physical learning experiences.

We continually strive to develop partnerships between staff, students, and their families, friends and community in order to maintain acceptable expectations and consequences for student behaviour.

Our school exists to provide a balanced curriculum in a caring community where differences in people are valued and respected and where striving for excellence is encouraged.

We believe that every person has the following rights and responsibilities.

Every person has the right to:	Every person has the responsibility to:
A teaching and a learning environment free from disruption.	Ensure a teaching and learning environment free from disruption.
Be respected	Show respect for themselves and others
Have a feeling of self-worth	Encourage and support others to achieve personal success
Be trusted	Be trustworthy and honest
Achieve personal success	Strive for his or her personal best
Be included in the group	Include others in the group
Negotiate guidelines for behaviour	Accept and work within established guidelines for behaviour
Choose how he or she will behave	Own and accept the logical consequences of his or her behaviour
Express and discuss personal opinions	Allow others to express and discuss personal opinions
Feel safe	Provide an environment free from physical violence, verbal abuse, or harassment.
Feel his or her property is safe	Respect the property of others.
Be supported	Encourage others

We expect **all** people on school grounds to behave appropriately – this means staff, students and other adults are required to follow the guidelines as outlined in this policy.

Aims

The purpose of our Behaviour Management Process is to enable optimal growth and success for all students.

The process:

- encourages ownership of individual behaviour and learning
- facilitates consistency, communication and cohesion
- sets out clear and consistent expectations and consequences
- ensures a safe, orderly and productive learning environment where students can learn, teachers can teach and SSO's can be effective in their roles
- supports students to understand and then change inappropriate and unacceptable behaviours.

School Motto

Learning, Caring, Sharing: the Future is in Our Hands

Vision Statement

Moonta Area School will deliver flexible learning to reflect individual needs in a changing world.

Guidelines

CONSEQUENCES FOR RESPONSIBLE BEHAVIOUR

Students:

- Actively participate in their learning
- Progress in learning
- Increase self-esteem
- Receive positive recognition
 - Assembly awards for curriculum success
 - Whole class awards
 - success time
 - small group reward activities
 - participation in extra-curricular activities
- Share successes with other classes
- Enjoy in class incentives
- Feel safe and secure

DEFINITIONS

Appropriate Behaviour is defined at Moonta Area School as behaviour that suits the learning activity and environment. The behaviour will be respectful of all present and ensures a safe, orderly and productive learning environment where students can learn, teachers can teach and SSOs can be effective in their roles.

POLICIES

Inappropriate Behaviour is defined at Moonta Area School as behaviour that has a negative impact on others. The class or yard duty teacher usually manages inappropriate behaviour. If it continues and disrupts teaching, learning or play, then it becomes unacceptable.

Unacceptable Behaviour is defined at Moonta Area School as breaching the Cyber Safety Agreement, bullying, ongoing harassment, physical violence, abuse (verbal and nonverbal), stealing, vandalism, persistent disruption and any illegal activity.

NB. There are several degrees of physical violence. School staff will assess each incident in context including age of student(s) involved, place of incident and degree of violence.

SOME GENERAL GUIDELINES FOR BEHAVIOUR

Attendance: Regular attendance is a key factor in success at school. Absences should only occur for illness or for important reasons. A parent/guardian note, sms or phone call is required to explain any lateness or absences from school. Each day a student is away without notification, a text message will be sent to the main caregiver or nominated parent. If after three days the absence is still unexplained, the school will contact the parent/guardian.

Punctuality: Students are expected to arrive at school between 8.30am and 8.45am unless otherwise prearranged. Students are to move promptly to and from all classes including home group and at the end of each break.

Organisation: Students are to arrive at lessons with all the required books and equipment.

Bus and taxi travel: When travelling by bus or taxi, students are to remain seated at all times, behave in a quiet, responsible manner and not interfere with the driver or any other passenger or their property. No food or drink is to be consumed without the permission of the driver.

Bullying and harassment, abusive, offensive, and threatening language, violent or dangerous behaviour: These behaviours are unacceptable. Firm action will be taken immediately to prevent or deal with these types of behaviours. Parents will be informed of the behaviour and action taken by a member of school management as soon as possible.

Illegal behaviour: This includes theft, graffiti, vandalism, Internet misuse, and possession, use and selling of drugs and pornography. Serious school consequences will result. Police will be informed of all illegal behaviour.

Smoking: Smoking on school property is an offence for everyone. Smoking while in school uniform is unacceptable.

Eating: This is to be done at recess and lunchtime. Eating is not to occur in lesson time other than teacher sanctioned healthy food breaks. Chewing gum is not allowed.

Environment: It is each individual's responsibility to keep the class and yard environments clean and tidy by putting rubbish in a bin. Spitting is unacceptable and is a health issue.

Kissing and petting (this includes hand-holding couples): This is inappropriate when at school, whilst in school uniform or when representing the school. (This applies on all school days, including casual days).

Leaving class during lessons: Students are discouraged from leaving class during lesson time to reduce disruption to their own learning and the learning of others. Toilet visits should occur during breaks. Students may only leave class with staff permission and must carry an appropriate note with them whilst out of class.

Movement out of school: For safety and legal reasons students require parent and teacher permission to leave the school grounds. All students need to sign out before leaving and sign in when returning to school.

School uniform: All students are required to wear full school uniform including hats in Terms 1 and 4. Students in uniform are easily identified as belonging to the school, enhancing their self-esteem, community spirit and safety. Excessive jewellery and make up is discouraged.

POLICIES

BEHAVIOUR PROCESS FOR LEARNING AREAS AND YARD

CLASSROOM	YARD
Good teacher practice: Averting and Managing misbehaviours.	Good teacher practice: Averting and Managing misbehaviours
The off task student is told “This is your Final Warning”. The student is reminded of the behaviour guidelines for the classroom, their responsibility and given a choice to work or be separated from their peers.	“Walk & Talk with Me” strategy is used. The staff member may impose a consequence that matches the misbehaviour. The student is reminded of the behaviour guidelines for the yard, their responsibility, with the expectation that they will make a strong decision to work within the guidelines.
The student moves to the ‘In-Class Time Out’.	The student sits out of play with staff supervision. When the student is calm enough to return to yard play they are reminded of the behaviour guidelines for the yard, their responsibility and that they can return with the expectation that they will make a strong decision to do the right thing.
The student moves to an ‘Out of Class Time Out’. They are expected to use this time to calm and/or do their work.	The student is directed to the Yard Time Out room. The student will be required to fill in a Responsible Learning Form that has been designed at an age appropriate level. Failure to arrive = X2 in the Yard Time Out room.
The student is required to attend the Green Zone where they will speak with a leader and fill out a form. Failure to arrive in the Green Zone = Take Home	X3 Yard Time Out/term = Yard Plan. Discussion with a leader, student will be required to remain in a designated area of the yard. Student will check yard time out teacher at the start of each break. Student and teacher will discuss appropriate yard behaviour. Student will go out to the break.
X2 in the Green Zone in one day = Take Home, where student will remain under parental supervision. On return, there will be a re-entry meeting where a Responsible	X4 Yard Time Out/term, Separate Play on own in the yard, supervised by a leader. During break times will continue with work in Yard Time Out Room.

<p>Learning Plan will be written by the student with the support of their parent, school leader and staff member/s who sent the child to the Green Zone.</p> <p>The student will be responsible for using their Responsible Learning Plan to guide their behaviour. This includes self-assessment of goals achieved and asking teachers to assess their behaviour against their set goals. This monitoring process lasts for a minimum of 5 days and requires a parent signature daily.</p>	
<p>X3 Green Zone/term = Internal Suspension</p>	<p>X5 Yard Time Out/term = Supervised Play</p>
<p>X4 Green Zone/term = Suspension + Re-entry</p>	<p>X6 Yard TimeOut/term = Suspension +Re-entry</p>
<p>More than 1 suspension/term affects eligibility to attend extra curricular events planned for that term, such as Knock Out Sport, SAPSASA, Camps, Excursions etc.</p>	<p>More than 1 suspension/term affects eligibility to attend extra curricular events planned for that term, such as Knock Out Sport, SAPSASA Camps, Excursions etc.</p>

Any violent, abusive behaviour will automatically result in a 1 - 5 day Suspension.

Illegal behaviour will always be reported to the police.

Staff Responsibilities

Behaviour Management

- accept responsibility for learner behaviour management and employ strategies which ensure a safe, orderly and success-oriented learning environment
- be aware of individual needs that may need accommodations to avert misbehaviours
- establish explicit expectations for behaviour conducive to learning
- consistently maintain behavioural expectations
- respond positively to appropriate learner behaviour
- use a range of strategies to deal with inappropriate behaviour.

The Process

Staff members are to follow the agreed management processes when students do not respond to appropriate preventative and corrective strategies. Staff members are expected to set up a Class Time Out area in their learning areas. Staff are expected to follow the process. Staff are required to fill out the paperwork when sending a child to the Green Zone. Staff are required to attend Re-entry meetings and follow up with Responsible Learning Plans.

Relationships for Learning

Teachers and SSOs are responsible for developing and maintaining working relationships which support a cooperative, collaborative and congenial learning climate and foster links with the home and community.

Curriculum Accountability

The teacher is responsible for providing a balanced and challenging program relevant to the needs of learners and consistent with the ideals and aims of the Department for Education and Child Development.

The teacher is responsible for assessing, recording and reporting learner achievement to encourage and assist learning.

Teaching Methodology

The teacher is responsible for applying curriculum knowledge and teaching methods which facilitate successful learning.

Managing the Learning Environment

The teacher is responsible for establishing structures and processes to achieve a productive learning environment.

- establish and maintain a task-oriented learning environment
- establish and maintain an organised, stimulating and safe learning environment

POLICIES

- develop routine procedures to manage recurring activities efficiently
- encourage responsible use and care of equipment and resources.

Parent/Caregiver Responsibilities

Relationships for Learning

Parents and Caregivers are encouraged to communicate regularly with their child's teachers and other school staff. A strong partnership between school and home benefits students greatly.

Any important information that may affect how the student behaves in the school setting needs to be discussed with the school. Parents may choose to give permission for school staff to share information with medical professionals and outside agencies, who will support the school to develop appropriate behaviour plans, supportive of averting misbehaviours.

The Process

Parents/Caregivers will be required to collect their child in the event of continued inappropriate behaviour or unacceptable behaviour.

Parents/Caregivers will be required to support their child in behaviour change by attending re-entry meetings and helping the school monitor the Responsible Learning Plan.

Review Date

The Behaviour Policy will be tabled for discussion at one Whole Staff Meeting every 3 years. If, as a result, amendments are agreed upon, these shall be published for discussion by the school community, before formal adoption.

The Behaviour Management Policy will be formally reviewed in 2016 and then every 3 years.

Related Policies/Documents

School Discipline Policy

<http://www.decd.sa.gov.au/docs/documents/1/SchoolDisciplinePolicy.pdf>

Disability Discrimination Act 1992

<http://www.decd.sa.gov.au/speced/pages/specialneeds/>

Bullying and Harassment at School – Advice for Parents

<http://www.decd.sa.gov.au/speced2/pages/bullying/>

Learner Wellbeing Framework

<http://www.decd.sa.gov.au/learnerwellbeing/pages/wellbeing/>

Suspension and Disciplinary Matters

<http://www.decd.sa.gov.au/docs/documents/1/DisciplinaryMeasures.doc>

MOONTA AREA SCHOOL DRESS CODE

Moonta Area School Governing Council has determined the following dress code for our school. This policy is in line with the DECD Administrative Guidelines, 10 April 1997.

Exemption

The Principal may exempt students from the dress code (upon written request from parents) on the following grounds:

- religious
- cultural or ethnic
- new students (time to purchase, wear previous uniform)
- itinerant students
- financial hardship
- medical or family sickness
- any other grounds determined by the Governing Council

Non Compliance with the dress code

1. Uniform Stamp from a school leader is put in student's diary/communication book. It is recorded formally in a book and a conversation is had with the student regarding the non-wearing of uniform
2. Phone call is made to parent/care-giver
3. Formal letter is sent home
4. Student is given the option to go home or get changed at school into a uniform given to them for the day.

Costs of the dress code

We aim to keep the costs of the dress code as low as possible. This is achieved by:

- expecting students to wear colour rather than set brands.
- Second hand clothing service.
- bulk buying of clothing by the school eg school jumpers, hats, polo shirts.

Availability of approved clothing

- Approved items of clothing are available at local stores – YP Uniforms, Marshall's Menswear, Target Kadina, Sports Power Kadina
- School jumpers, bucket hats, polo shirts are available to purchase at the front office.

Expectations of all students

Pants, Shorts

Plain navy track pants (with no stripes)

Plain navy shorts – no jeans to be worn

Skirts, Dresses

Winter weight blue pleated skirt
Summer school uniform
Plain navy skirt

Shirts

Plain white cotton shirt to be worn only with school winter skirt
Plain navy polo shirt
Navy or light blue skivvy

Shirts or jumpers designed for other organisations eg sporting bodies are not to be worn unless they fit within the guidelines.

Special Interest Groups may be able to identify themselves by adding names and design only to existing navy blue polo shirts.

Year 12's only may be permitted to have own top as long as it keeps within the school colours.

Jumpers, Jackets

Plain navy woollen jumper or windcheater
School windcheater (new material slightly different design) or school jacket
Plain navy jacket
Any jacket may be worn to and from school and at break times during inclement weather.

Socks

Navy or white socks
Navy tights.

Shoes

Practical, sensible shoes worn with socks
Sandals with or without socks
No backless shoes to be worn.

Hats

As reflected in the sun smart policy – Term 1, 2, 3 and 4
No beanies or caps to be worn.

Sport's uniform (Years 8 to 12)

Sports Day house coloured tops may be purchased to wear for Physical Education lessons.

HOMEWORK PROCEDURES

All students from R-12 at Moonta Area School are set homework each school night Monday to Thursday.

YEARS R – 6

All students in R-6 should be reading (readers in the younger years) for homework every night.

Other appropriate activities could include:

- ◆ Learning their spelling words
- ◆ Work as set by the teacher
- ◆ Finishing off tasks
- ◆ Learning tables as they get older

Homework in Years R-5 may be up to 20 minutes per night but is not set on weekends.

YEARS 7-9

Homework will be a required part of most subjects. In these subjects, homework will be set twice per week.

For students in years 7 the class teacher will coordinate the homework expectations.

MOONTA AREA SCHOOL MOBILE PHONE POLICY

Moonta Area School – Electronic Communication Devices Policy (including mobile phones, ipods, iphones etc)

The following rules apply with respect to electronic communication devices (ECD)

- They are brought to and kept at school, and used entirely at their owner's risk. The school cannot accept any responsibility for theft, loss, damage or health affects (potential or actual) resulting from device use. Students and parent should recognise, however, that electronic communication devices are highly-prized target for theft and accordingly, phones should always be stored in a safe and secure place.
- Parents and students should ensure that such devices are properly and adequately insured as personal property.
- Electronic communication devices must be switched off during lessons, private study time or during examinations and when they are stored in locker or school bag. They should not be used in any manner or place that is disruptive to the normal routines of the school or to other people (and preferably kept out of sight). Usage includes the sending and receiving of text messages and data.
- Devices may only be used in class with the direct permission of the supervising teacher.
- Usage on camps & excursions is to be decided by the supervising teacher/s prior to departure and parents will be informed through camp letters (while on camp same rules apply).
- Any student that is feeling unwell at school and needs to go home must arrange this through the front office. Under no circumstances may a student use an ECD to contact home and make arrangements leave unless through the front office, where our normal sign out procedures need to be followed.

Any inappropriate usage will lead to confiscation.