



# ALLENBY GARDENS PRIMARY SCHOOL

## Family Information Booklet

Welcome to Allenby Gardens Primary School where we believe  
in the values of

CONFIDENCE, HONESTY, EXCELLENCE and RESPONSIBILITY

Allenby Gardens Primary School is a Preschool to Year 7 School with around 580 students currently attending our school/preschool.

We are a caring, happy, friendly and educationally successful school with a family and community based focus.

All families are welcome to become active members of our school community. Research shows that parents who become active partners in their child's education are more satisfied with the learning achieved.

Many of the visitors who have passed through our school have noticed and remarked on the friendly and welcoming atmosphere of our school.

As a community we feel this is very important, as we believe our children learn best when they are happy, content and feel safe and valued. Allenby is an effective working and learning environment for both our students and our staff. We have an emphasis on "Excellence" and being the best person you can be in every facet of life.

We trust that your family's association with the school will be a happy one.

Our vision statement for the school is that "In partnership with the community, Allenby Gardens Primary School strives to empower all learners to achieve excellence, and develop the skills, knowledge and dispositions to embrace future challenges."

**"Our school, our community, our future."**



### How can I find out what / how my child is doing at school?

- Ask your child directly
- Quick chats with the classroom teacher taking care not to do this at busy times like the beginning or end of the day, it is better to arrange a time to talk
- Meet and Greet Night usually held in week three of term one where we showcase our school and what is happening in the classroom
- Seesaw, a classroom app that will keep you up to date with specific details of what your child is doing in class
- TIQBIZ, you can contact us via tiqbiz if you need more concrete information
- Should you need to raise more of a concern and the above methods have not been helpful then the school has a grievance procedure that can be found on the website [www.allenbyps.sa.edu.au](http://www.allenbyps.sa.edu.au)

### Medication

- From time to time children require medication. If this is the case, a guardian MUST complete a medication permission form at the Front Office. ALL medication is to be administered at the Front Office and not via a classroom teacher.
- Certain students require ongoing medication (such as asthma and anaphylaxis). This medication requires a medical plan from the Doctor and again must be kept and administered at the Front Office, not via classroom teachers.

### Additional onsite services

- Allenby Gardens also has an affiliated Preschool attached, which offers the required 15 hours of preschool per week. Enrolments to the preschool are dealt with individually by the preschool team but you can contact the main office for further information on 8346 1541
- OSHC Facilities are also available at Allenby operating from 7.00 am – 8.30 am and afterschool from 3.05 pm – 6.00 pm. We also offer a service on Pupil Free Days and ½ Day School Closure. Again further information can be found by contacting the main office on 8346 1541
- Any families requesting non DECD service providers to work with their children onsite will need to seek formal approval from the Principal

### Our expectations of families / caregivers

As a school we expect our families and caregivers to:

- Always act respectfully to all staff and other members of the school community

## Parking

As our school has continued to grow, it has brought with it an increase of traffic on the roads surrounding the school.

Primarily in the interest of the safety of all our students and families we request that all motorists obey the 25 km speed limit and to be respectful when parking. Our neighbours are very understanding but it becomes frustrating for them when they cannot enter and exit their own property. Yellow lines are marked on the roads, please pay attention to them.

We have established a "Kiss and Drop" zone adjacent to the school on Knight Street. Between 8.00 am and 9.00 am and 2.30 pm and 3.30 pm this is a NO PARKING ZONE. Vehicles are permitted a 2 minute wait for pick up and drop off only. Leaving of vehicles is prohibited. To make this kiss and drop successful and convenient please abide by these rules.

We operate a School Crossing on Barham Street and we encourage families to use this to cross the road safely. Parking either side of the crossing has different parking rules so please check and abide by the requirements. This area can get very busy and we need it to remain a safe zone for our families.



## How families can get involved

- Helping on excursions
- Helping at family events
- Volunteering in classrooms with task such as reading with children or specialist projects
- Working bees and BBQs
- Governing Council (meetings are usually held twice a term in the evenings)

In order to volunteer at the school you must hold a valid Criminal Record Search and a Report of Abuse and Neglect certificate. Report of Abuse and Neglect training is available online. For more information visit <https://rantrainingvolunteers.e3learning.com.au/>

If you require any further information regarding this please contact the Front Office on 8346 1541