



# School Handbook

## 2018

**Our Vision: Inspiring isolated students to  
recognise and realise their potential**

## Contents

<b>WELCOME</b> .....	<b>3</b>
<b>SCHOOL VISION</b> .....	<b>4</b>
<b>SCHOOL MISSION</b> .....	<b>4</b>
<b>SCHOOL VALUES</b> .....	<b>4</b>
<b>DoE STRATEGIC PLAN</b> .....	<b>5</b>
<b>FOCUS AREAS</b> .....	<b>5</b>
<b>ASSOA Effective Learner Qualities</b> .....	<b>5</b>
<b>STAFF</b> .....	<b>6</b>
<b>TERM DATES</b> .....	<b>7</b>
<b>AGE OF ENTRY POLICY</b> .....	<b>8</b>
<b>ALLOWANCES AND FINANCIAL ASSISTANCE/INCENTIVES</b> .....	<b>8</b>
<b>ANNUAL AWARDS</b> .....	<b>11</b>
<b>ART AND STATIONERY SUPPLIES</b> .....	<b>12</b>
<b>ASSEMBLY</b> .....	<b>12</b>
<b>ASSESSMENT</b> .....	<b>12</b>
<b>COMMUNICATION</b> .....	<b>13</b>
<b>CURRICULUM/LEARNING MATERIALS</b> .....	<b>13</b>
<b>DENTAL TREATMENT</b> .....	<b>14</b>
<b>DUAL ENROLMENTS</b> .....	<b>14</b>
<b>END OF YEAR PROCEDURES</b> .....	<b>14</b>
<b>EXCURSION POLICY</b> .....	<b>14</b>
<b>FIRE ALARM AND BOMB THREAT PROCEDURE</b> .....	<b>15</b>
<b>HOME TUTORS (HTs)</b> .....	<b>16</b>
<b>HOME VISITS</b> .....	<b>16</b>
<b>INDIGENOUS FAMILIES SUPPORT GROUP</b> .....	<b>17</b>
<b>ISOLATED CHILDREN’S PARENTS ASSOCIATION (ICPA)</b> .....	<b>17</b>
<b>ICPA HOME TUTOR REGISTER</b> .....	<b>18</b>
<b>INFORMATION TECHNOLOGY</b> .....	<b>18</b>
<b>INTERACTIVE DISTANCE LEARNING (IDL) LESSONS</b> .....	<b>19</b>
<b>INSCHOOL WEEKS</b> .....	<b>19</b>
<b>IN TOWN VISITS</b> .....	<b>20</b>
<b>LEARNING SUPPORT</b> .....	<b>20</b>
<b>LIBRARY</b> .....	<b>21</b>
<b>MAIL</b> .....	<b>21</b>
<b>MEDIA PROTOCOLS</b> .....	<b>22</b>

<b>MIDDLE YEARS.....</b>	<b>22</b>
<b>PRESCHOOL &amp; TRANSITION ENROLMENT .....</b>	<b>22</b>
<b>PRIVATE LEARNING TIME .....</b>	<b>22</b>
<b>SCHOOL COUNCIL .....</b>	<b>23</b>
<b>SCHOOL HOUSE.....</b>	<b>24</b>
<b>SMOKING.....</b>	<b>24</b>
<b>SOCIAL MEDIA.....</b>	<b>24</b>
<b>STAFF MEETINGS.....</b>	<b>25</b>
<b>START OF YEAR PROCEDURES.....</b>	<b>25</b>
<b>STUDENT SUPPORT SERVICES AND REFERRALS .....</b>	<b>25</b>
<b>STUDENT LEADERS.....</b>	<b>25</b>
<b>UNIFORM .....</b>	<b>26</b>
<b>VOLUNTEERS FOR ISOLATED STUDENTS' EDUCATION (AHVISE).....</b>	<b>26</b>
<b>VISITS TO SCHOOL OF THE AIR (ALSO SEE IN TOWN VISITS).....</b>	<b>26</b>
<b>VISITOR CENTRE.....</b>	<b>26</b>
<b>VOLUNTARY FINANCIAL CONTRIBUTIONS.....</b>	<b>27</b>
<b>WEEKLY MESSAGES .....</b>	<b>28</b>

**Appendix – Communication Flowchart**

## Welcome to Alice Springs School of the Air

Alice Springs School of the Air is one of three Schools of the Air in the Northern Territory operated by the Department of Education (DoE) and funded by the Northern Territory Government.

Our School offers a wide range of educational services and activities to Preschool, Primary and Middle Years students in the southern and Barkly regions of the Northern Territory, the northern area of South Australia, the mid south-east of Western Australia and the far western area of Queensland.

At ASSOA we are committed to deliver the highest quality distance education service using the Australian Curriculum. Some learning materials are commercially produced and some are designed by our teachers. Teachers are responsible for planning, teaching and assessing a learning program for your child that addresses all 8 learning areas, however our unique context means that not all learning areas will be delivered via Interactive Distance Learning (IDL) each term. Parents and Home Tutors are vital partners in education and we look forward to working with you to ensure your child's educational experience is rich and rewarding.

At ASSOA we appreciate the extreme isolation experienced by some of our students and their families. This handbook is intended to provide our community with information and resources that will assist us to work together to ensure that our students receive every educational opportunity possible.

Please contact our school staff for further information:

Telephone:	(08) 89 516800
Free phone:	1800 309412 (Australian calls only)
Fax:	(08) 89 516835
Email:	<a href="mailto:assoa@assoa.nt.edu.au">assoa@assoa.nt.edu.au</a>
Internet:	<a href="http://www.assoa.nt.edu.au">www.assoa.nt.edu.au</a>
Postal:	PO Box 1220 Alice Springs NT 0871

The School is located at 80 Head Street, Alice Springs.

Kerrie Russell  
PRINCIPAL

## OUR VISION

Inspiring isolated students to recognise and realise their potential.

## OUR MISSION

We educate isolated and diverse students to recognise and realise their potential through world leading educational approaches

- Interactive technologies
- Engaging teaching practices
- Strong partnership with families
- Fostering independent learners

## SCHOOL VALUES

Values underpin our organisational culture and behaviour. They guide staff at ASSOA to deliver quality services to our students, and to achieve our best performance at work.

Our values are:

### **Education**

We are a community committed to developing a love of learning by providing a positive and inspiring environment that incorporates contemporary learning approaches and allows children to take risks and learn from their mistakes. We provide opportunities for each person to maximise his/her learning experiences and strive for excellence by providing a high quality education for remote and isolated students, using professional staff and the most appropriate resources.

### **Communication**

We believe high quality communication using a variety of methods is vital to maintaining relationships and sustaining and progressing our school community.

### **Support**

To achieve common goals, all members of our school community are willing to assist each other with clear, consistent and accessible leadership to promote the educational, emotional and social wellbeing of our whole school community.

### **Respect**

We appreciate that each person is an individual with differing beliefs, needs and learning styles.

### **Professionalism**

We promote excellence in teaching by showing dedication to continued learning, personal development, confidentiality and provision of support to fellow educators and community members.

## DEPARTMENT OF EDUCATION STRATEGIC PLAN 2018 - 2022

All children and students engage and grow to achieve.

### FOCUS AREAS

#### School Leadership

- leaders lift performance

#### Quality Teaching

- Children and students engaged and learning

#### Community Engagement

- Strong partnerships with children, students, families, the community and industry inform our decisions

#### Data and Accountability

- Systems inform and improve practice

#### Differentiated support for schools

- Tailored evidence-based strategies support our schools

### ASSOA Effective Learner Qualities

These align to the You Can Do It! Characters:

Ricky Resilience - resilient to reach, rise and strive!

Gabby Get Along – talks and listens!

Pete Persistence – persists to think hard!

Oscar Organisation – organised for success!

Connie Confidence – confident to reflect, think and plan!

## STAFF 2018

Mrs Kerrie Russell	Principal
Ms Anthea Frossinakis	Assistant Principal
Dr William Newman	Middle Years Team Leader
Miss Rebecca Moar	Middle Years
Mrs Karen Eglinton	Middle Years
Mrs Caterina Wilkinson	Year 5/6
Mrs Joanne Moar	Year 3/4
Mrs Sally Anderson	Year 2
Miss Stephanie Whitelum	Year 1
Mrs Amanda Richmond	Transition
Mrs Vicki Skoss	Preschool
Ms Ursula Dobbe	Student Support/ Yr3 and Yr5 Maths
Ms Marisa Boscato	Curriculum Specialist
Mrs Shirley Young	Admin Manager
Mrs Dorothy Crennan	Admin Officer
Mrs Lorraine Ellis	Library Admin Officer
<b>Corella Creek Annexe</b>	
Mr Ben Hollands	Teaching Principal
Mrs Suse Hollands	Primary Teacher
Ms Donna Green	Assistant Teacher
Ms Nadine Wallace	Classroom Support
<b>IT</b>	
Mr Jake Nethery	IT Admin Officer
<b>Visitor Centre</b>	
Ms Merrilyn Spencer	Manager

## TERM DATES

### **Semester 1 2018**

**Term 1 ..... Monday 29 January to Friday 13 April**  
**(Students resume Monday 29 Jan)**

Mid Semester break: Monday 16 April to Friday 20 April.

**Term 2 ..... Tuesday 23 April to Friday 29 June**

Australia Day	Friday 26 January
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
ANZAC Day	Wednesday 25 April
May Day	Monday 7 May
Queen's Birthday	Monday 11 June

Semester break: Monday 2 July to Friday 20 July

### **Semester 2 2018**

**Term 3 ..... Monday 23 July to Friday 28 September**

Picnic Day Monday 6 August

Mid Semester break: Monday 1 October to Friday 12 October

**Term 4 ..... Monday 15 October to Thursday 14 December**

### Important Dates

#### **Term 1 5 March - 9 March 2018**

In-School & Home Tutor Conference Week 6 (x5 days)

#### **Term 2 14 May - 18 May 2018**

NAPLAN Testing and Sports Week Week 4 (x5 days)

#### **Term 3 10 Sept – 14 Sept 2018**

Get Together Week Week 8 (x5 days)

#### **Term 4 3 Dec – 7 Dec 2018**

Swim Week Week 8 (x5 days)

### School Council Meetings (subject to change)

#### **Term 1**

7 March (AGM-In-school/HT Conference)  
11 April

#### **Term 2**

16 May (Sports Week / NAPLAN)

#### **Term 3**

8 August  
12 Sept (Get Together Week)

#### **Term 4**

7 November  
5 December (Swim Week)



## **AGE OF ENTRY POLICY**

Children turning the age of 4 years on or before 30 June of the school year are eligible to enrol in a regular preschool program at the commencement of the school year. Children turning the age of 4 years after 30 June of the school year are eligible to enrol in a preschool program after their birthday. This is dependent on the preschool's capacity to enrol the student and the understanding that the child will access more than 12 months of preschool by re-enrolling the following school year.

Children turning 5 on or before June 30 are eligible to enrol in a transition program at the commencement of the school year. Children who turn five after June 30 are eligible to enrol in a transition program from the commencement of the following school year.

School of the Air requires proof of date of birth and a copy of a student's Medicare details on enrolment.

## **ALLOWANCES AND FINANCIAL ASSISTANCE / INCENTIVES**

The following allowances are available on application for students enrolled at School of the Air upon entering Transition (some may also be applicable to pre-school aged children).

### Allowances and Financial Assistance managed by the school

#### **Back to School Payment 2018**

The NT Government's Back to School Payment Scheme provides financial assistance to parents or guardians, who have children enrolled in a NT school or are registered for home-schooling. You are entitled to receive \$150 of educational goods and services for each child enrolled in a government or non government Territory school or preschool. The school will provide a list of the items for parents to decide items they would like to select. The payment can only be used to purchase goods or services from the school.

If your child is in transition to Year 12 you will receive the payment in Term 1 each year and the entitlement must be used in Term 1.

If your child is in preschool the entitlement is available throughout the year, but is only valid to the end of the first term in which they first enrol.

You can claim this entitlement by completing the Back to School Payment Scheme Record of Payment form which is forwarded to families and available from the school at the beginning of each year.

#### **NT Department of Sport and Recreation (DSR) Remote Sport Voucher Scheme**

The scheme is targeted at reducing the cost of a child's participation in sport by providing two \$100 payments for each student per year. In 2018 ASSOA will receive funding directly from DSR to support student participation in sporting programs we provide. This funding will be paid directly to parents, distributed by the school, to offset their costs of travel to attend the InSchool events of Sports Week and Swim Week.

Entitlement will apply after completion and participation in the applicable InSchool week. Claim forms for reimbursement of the \$100 per student entitlement will be forwarded and funds processed to families bank accounts.

## **Connellan Airways Trust Grant Accommodation Assistance**

This Trust was set up by E.J. Connellan in 1980 to help alleviate problems of isolation in the outback. Its particular focus is aiding the provision of education, communication, transport and health services to people in the Northern Territory.

The school applies to Connellan Airways Trust annually for a grant to assist ASSOA families with funding toward accommodation expenses. The funding relates to families who incur an accommodation cost to attend three of the Inschool events.

Details are forwarded to families at the beginning of Term 1 to submit their applications to the school and to qualify for this grant. On provision of accommodation receipts, a payment towards these accommodation costs during the year is then payable. This payment is generally \$45-00 per night and is processed at the end of the school year following the final Inschool event for the year.

Further information about gaining financial assistance can be obtained from the Executive Officer, Mrs Kaye Clapin, by writing to PO Box 749, Williamstown, SA 5351, emailing: [executiveofficer@connellanairwaystrust.org.au](mailto:executiveofficer@connellanairwaystrust.org.au), or from the website [www.connellanairwaystrust.org.au](http://www.connellanairwaystrust.org.au)

### Allowances and Financial Assistance managed by Centrelink

#### **Commonwealth Government Allowance: Assistance for Isolated Children (AIC)**

The Commonwealth provides a non-means tested Distance Education Allowance under the AIC scheme (Assistance for Isolated Children).

The payment is paid in quarterly instalments. Application forms are available from the Centrelink office in Alice Springs or online. Copies of the relevant forms are also available from the school.

Centrelink requires the school to report whether 75% of student work, for each student receiving AIC, has been returned each term and require school certification of appropriate attendance. Should 75% of work not be returned completed the school will advise Centrelink and an adjustment of allowances may result.

Centrelink AIC: Phone 132 318

<https://www.humanservices.gov.au/individuals/services/centrelink/assistance-for-isolated-children-scheme>

Families must apply for this allowance and receive notification of eligibility of entitlement before applying for the Northern Territory allowances managed through the Department of Education, outlined below. As the Commonwealth requests detailed information for eligibility assessment prior to approval of application, the NT **Department of Education** (DOE) deem the Commonwealth eligibility sufficient for approval under the Territory schemes. Once AIC approval is received, you can proceed with your application for financial assistance under the Territory schemes. (Under the Distance Education Enrolment Guidelines the school may accept interstate based enrolments, but the NT allowances only apply to NT residents.)

### Allowances and Financial Assistance managed by the Department of Education

#### **Northern Territory Distance Education Allowances**

Full details can be accessed on the website using the following link-

<https://nt.gov.au/learning/student-financial-help-and-scholarships/financial-help-for-isolated-students/distance-education-allowances>

Once AIC approval is received, you need to obtain an application form from the Student Assistance Section (see link below, email or contact at the address following)-

Student Assistance Section

Department of Education  
PO Box 4821  
Darwin NT 0801  
Telephone: 1800 019 157

[https://nt.gov.au/\\_data/assets/pdf\\_file/0008/208979/student-assistance-schemes-application-form.pdf](https://nt.gov.au/_data/assets/pdf_file/0008/208979/student-assistance-schemes-application-form.pdf)

There are four NT allowances that may be accessed by eligible families:

1. Correspondence Site Allowance
2. Correspondence Site Allowance for Preschool
3. Schools of the Air Student Functions
4. Correspondence Materials Delivery Assistance Scheme

**Correspondence Site Allowance:**

The correspondence site allowance scheme assists students approved for distance education allowances under the AIC scheme by providing a one off payment towards the cost associated with education through a school of the air. Please see the website for further details.

**Correspondence Site Allowance for Preschool:**

This payment is based on half the amount of full enrolment payment. The minimum age requirement for this allowance is four years. Further information about this allowance can be obtained using the contact information above.

**Schools of the Air Student Functions:**

The functions allowance will be paid for attendance at a maximum of **two** approved school functions during the year (e.g. In-School, Sports Week, Get Together or Swim Week). The allowance is based on calculations for a family that has children attending approved school of the air functions, not on a per student basis.

**Correspondence Materials Delivery Assistance Scheme:**

Provides assistance towards the cost associated with the delivery and pick up of ASSOA materials. Claim forms are to be lodged each month and signed by the Principal. This assistance is provided for travel of more than 5 kms for the sole purpose of picking up or delivering school materials and is calculated on an allowance per km.

## ANNUAL AWARDS

Our end of year awards **may** include:

### **Citizen of the Year Award:**

This is associated with the Australia Day Council and is awarded to a Year 6 and a Year 9 student. The award recognises students who show a sense of fair play, generosity of spirit, concern for others, positive attitude, cultural understanding and involvement with the school and community

Nominated by teachers/Senior Staff

### **Board of Studies:**

This award is presented to a Year 6 and a Year 9 student who has shown academic excellence. The student is nominated and selected by the teachers in conjunction with senior staff.

### **Chief Minister's Literacy Awards**

Each teacher nominates one student from their class who has met one of the 8 criteria in Speaking, Reading or Writing.

### **Class Numeracy Awards**

Each teacher nominates a student in their Maths group who has demonstrated outstanding achievement in mathematics or a student who has made consistent and good improvement throughout the whole year.

### **Helen Fuller Incentive Award:**

Helen Fuller was a 22 year old home tutor for the Kelly family at Ayers Rock when she was tragically killed at the Inland Motel in 1983. Her family instigated this award which is given to a student in the school who has worked consistently throughout the year and has shown diligence in his/her studies.

### **Graduation Certificates:**

All students completing Year 6 and 9 will be awarded a graduation certificate.

### **ICPA Bursary:**

An award presented by the ICPA for a Year 6/7/8/9 student leaving from ASSOA and who has contributed positively to the school. The recipient is selected by teachers and senior staff. The family of the student receiving this award must be a member of the ICPA.

### **The Arts Award:**

This award is presented to three students, one from the Junior Primary, one from the Upper Primary and one from Middle Years who have demonstrated an enthusiasm for the arts and participated in the art program continuously throughout the year. Nominated by the Art teacher/s.

### **Billy Hayes Memorial Award:**

Billy Hayes from Deep Well Station attended ASSOA as did his siblings and children. Billy died tragically in 2016 doing what he loved. This award and \$500 (from money donated to ASSOA in lieu of flowers) is awarded to a student who displays the passion for life that reflects Billy's adventurous spirit.

## **ART AND STATIONERY SUPPLIES**

ASSOA primary students are supplied with an art pack on enrolment. Towards the end of each year, families are asked to complete a form requesting additional supplies for the following year. Throughout the year, families may need to top up their own resources. A stationery pack is issued to students at the beginning of each year. Families may need to purchase additional art or stationery supplies as the year progresses and to suit the individual needs of their classroom and students.

## **ASSEMBLY**

Whole school assemblies occur every Friday at 10.30am via REACT on IDL. They aim to develop the concept of the 'whole school'. At assembly, the children are recognised for their achievements and progress across a range of areas. Birthdays or any other special occasions are also mentioned. All teaching staff will attend assemblies and contribute where appropriate. Students with IDL access are expected to attend. Special guests are invited when appropriate.

Class Awards are presented each fortnight. Students from each class will have their efforts recognised and special or outstanding work showcased. Work that receives an Award may be put on display in the School's Visitor Centre and awards are published in the Principal weekly emails.

## **ASSESSMENT**

Assessment of student learning will be undertaken continuously throughout the year both on-line and face to face. Teachers will utilise every available opportunity to measure progress via:

- Targeted assessment, eg: reading assessment running record
- Assessment of units of work
- IDL and PLTs
- student assessment/observation during In-town weeks and on Home Visits
- PAT Reading and Maths

## **NAPLAN**

Students in Year 3, 5, 7 and 9 are required to participate in the National Assessment Program (NAPLAN) each year. Children attending the May NAPLAN/Sports Week will undertake the assessments in school based testing conditions. NAPLAN is an opportunity for students to demonstrate their learning in an independent situation where teachers are able to provide the same level of support to each participating student. NAPLAN provides the school with reliable data about student performance in Writing, Reading, Spelling, Grammar and Punctuation and Numeracy.

### **Daily Work Assessment**

It is the responsibility of the Home Tutors to mark student work as it is completed (unless specified otherwise in the materials or by the teacher) so that student receive feedback immediately. Areas for improvement and/or errors can be pointed out and corrected as a means to assist students to progress with their learning. Student work, marked by home tutors, is then assessed by teachers.

Suggestions for future learning may be incorporated in the work returned to students. This will specify what actions the teacher and the home tutor will undertake. It is the responsibility of the tutor to ensure they go through the returned work with students/parents and implement the follow-up advice from teachers. Clarification or elaboration of the recommendations in the feedback can be sought from the teacher when necessary.

Teachers provide appropriate feedback to the students when work is uploaded to Google Drive or mailed in.

## COMMUNICATION

The school uses a variety of communication systems and it is essential that communication between school and home is maintained. The key tools that are used include;

- **Email:** Email is used as the most common form of communication and is used for such things as special notes, meeting notifications, School Council Minutes and general communication.
- **Phone:** All teachers have a direct line and there is also an ASSOA toll free number for your convenience.  
(1800 309 412 Australia use only)
- **Fax:** There are times when the school may need to fax materials as well as families needing to fax the school.
- **Extranet:** this is where you can access class websites [www.assoa.nt.edu.au](http://www.assoa.nt.edu.au). You will need your ASSOA account username and password to access the school extranet. If you are logged into Google Drive using your ASSOA account you will have automatic access to the extranet.
- **Website:** [www.assoa.nt.edu.au](http://www.assoa.nt.edu.au)

Following enrolment, our Admin Team will provide students, families and Home Tutors with their username and password information to access REACT, websites and Google Drive.

If you have a concern about the school please refer to the Communication Flow Chart at the back of this booklet.

## CURRICULUM / LEARNING MATERIALS

Curriculum/learning material refers to the material sent to each child to enable them to participate in the education program. This material comes in a variety of forms- printed or online and is generally accompanied by guidelines or instructions for the tutor. Children return that portion of the material which will enable the teacher to make an appropriate assessment of his/her progress. Curriculum or learning material is designed for use with ongoing preparation and support from a home tutor. Material is not intended or designed for students to teach themselves.

**Teachers will specify which work should be returned or uploaded to student's individual Google Drive folders and when.**

If teachers become aware that a student has not met the requirements of the education program, or work is not returned within a reasonable timeframe, the following procedure will occur:

1. Teachers will contact families (phone or written contact) and negotiate support strategies or receive advice to explain the non-submission of work.
2. If subsequent returned work or quality of completed work remains unacceptable the Principal/ Assistant Principal and class teacher will meet to discuss a broader range of strategies and support that families may adopt to meet an acceptable standard and/or level of completion and return of student work.
3. If there continues to be no significant improvement the Principal will contact the family to seek explanations about problems and concerns. If there is still no resolution, the Principal will advise in writing that work requirements are not being met and the child is not receiving an adequate education. This information will be reported to Centrelink as part of the AIC compliance reporting procedures.
4. Attendance issues may be addressed via the DoE Truancy Officer and support may be sought via Inclusion Support or through the Regional Director.

## DENTAL TREATMENT

Dental treatment for all students enrolled at ASSOA is available from the Department of Health School Dental Therapist. The closest School Dental Clinic is located at Braiuling School, adjacent to School of the Air, as well as on other school sites and at Flynn Drive Community Health Centre. As all the schools are on a roster, please contact the dentist well ahead of your visit to town to co-ordinate with the clinics. There is no fee for this service. ALL bookings must be made through Flynn Drive Community Health. Please phone 8951 6713.

## DUAL ENROLMENTS

Dual enrolment describes the situation where a student's needs are best met by inclusion in the programs offered at ASSOA and their local community school or another urban school. Dual enrolment is an option for those students whose needs cannot be met solely by one school due to social, academic or access diversity. ASSOA encourages students' participation at the local school wherever it is possible and educationally or socially advantageous. Dual enrolments are negotiated between the Principals of both schools. Where dual enrolment is agreed, the student will be provided with ASSOA course materials which are completed with the assistance of a tutor, arranged by the family. Course work must be marked by the tutor as completed and returned to ASSOA for assessment.

Students participate in suitable programs at the community school, as agreed between the Principals and the family. This may vary according to individual circumstances.

Where the local school has IDL access, dual enrolled students are encouraged to participate in ASSOA lessons. Student access to ICT will form part of the enrolment negotiations between Principals.

Student Record Files should be held at each school where the student is enrolled and combined when the student transfers.

Middle years students in remote schools for whom ASSOA provides curriculum material in designated curriculum areas will also be dual enrolled.

## END OF YEAR PROCEDURES

Students continue their formal learning program, including IDL lessons until the end of each term. This includes attendance at Swim Week in Week 8 of Term 4. In Week 9 an Orientation program will prepare students for the next year of schooling.

Completed work received by Monday of Week 7 Term 4, will be fully assessed by teachers. Work received after that date will be assessed, however this will not be included in their end of year report.

Families are asked to return materials no longer needed, e.g. Maths kits at the end of Year 2 and Year 6, dictionaries, texts so that they can be allocated to other students, ready for the new school year.

## EXCURSION POLICY

The following guidelines are in place for camps and excursions for ASSOA.

<b>Preschool to Year 2</b>	In town excursion/local area within school hours
<b>Year 3 and 4</b>	Overnight excursion incorporating local area excursion
<b>Year 5 and 6</b>	Extended Excursion (2 nights or more)
<b>Middle Years</b>	Residentials

Excursion activities and locations are to be decided by the class teacher and approved by senior school management. Camp and excursion destinations may vary each year dependent upon class programs. All camps and excursions are planned to meet the requirements of the Australian Curriculum. All camps and excursions will adhere to DoE policies, procedures and guidelines.

Camps and excursions are highly valued by the ASSOA school community and form a significant part of the learning for students. These events will occur in Get Together week in Term 3. Excursions may be planned by teachers or the school during other In School weeks based upon programs or opportunities that may arise outside Get Together week. These may or may not be undertaken in subsequent years.

Additional Information:

1. Funding for excursions and camps will be from parent and school contributions; fundraising, donations, grants and annual DoE core funding. All camp and excursion costs are to be included in the camp/excursion budget. The ASSOA Staff and School Council will liaise in order to provide funding support for camps and excursions.
2. The ASSOA Uniform Policy will apply to school camps and excursions. At the discretion of the organising team and in response to excursion-specific factors, this may be varied.
3. Parents and caregivers will be advised of all excursion details in the lead up to departure.

## **FIRE ALARM AND BOMB THREAT PROCEDURE**

If there is a fire alarm while you are at ASSOA, you must follow the procedure as detailed below:

- Assess situation and decide on most appropriate exit. (Check map displayed on wall in your area)
- Move quickly, in an orderly manner, DO NOT RUN, to the designated area, taking any students, parents and guests with you.
- A designated staff member in the teaching area checks the teachers' area, teachers' storeroom, studios, classroom and ICT room before moving out and closing all doors.
- The Visitor Centre Manager checks the Visitor Centre and the Visitor Centre toilets and leads everyone to the designated assembly area then leaves, closing all doors. Manager confirms all clear and reports to Principal.
- The Admin Officer phones the Fire Station 000 to check that they have received the call, collects all unsecured back up discs, staff list and checks foyer then leaves, closing all doors.
- The Assistant Principal checks the Conference Room, Staffroom and Principal's Office and then leaves, closing all doors.
- The Administration Officer checks Library, Library Workroom, Rolling Stock room, New Classroom, Toilets and Mailroom and leaves, closing all doors.
- The Administration Manager is advised of the cause of the fire, meets at designated area and checks with above mentioned staff that all areas are clear. The Admin Manager reports to the Principal that areas are clear, all staff are in designated area and the whereabouts of the fire.
- The Principal meets the Fire Brigade and advises that the building is clear and the location of the fire.
- All personnel must remain out of the building until cleared by the Fire Brigade and until notified by the Principal to return.

### **Bomb Threats**

**If you receive a bomb threat DO NOT HANG UP THE PHONE.**

Evacuation as above except that **ALL DOORS ARE LEFT OPEN.**



## HOME TUTORS (HTs)

Home tutor is a term applied to both employed (Governess) and other tutors (usually parent/guardians) of students on School of the Air.

**All ASSOA primary students (including dual enrolled students) must have an identified tutor** as an essential member of the teaching team who support students at ASSOA. The Govie or Tutor, in conjunction with the family and teacher works towards appropriate preparation, interpretation and understanding of the material. The tutor facilitates student engagement in the learning program, both with IDL and with the learning materials provided. In effect, tutors are the teacher's eyes and ears in the child's classroom. Tutors are responsible for marking student work and providing feedback to the student before uploading if applicable. Teachers will assess and report on student progress and will seek input from tutors as part of their assessment process.

Tutors can be either a parent/guardian or an employed person. It is the responsibility of the family to appoint/employ a tutor to facilitate the learning program. In the event that a Home Tutor is working with students within the school environment it is a requirement the tutor holds a current Working with Children Clearance –volunteer. ([www.workingwithchildren.nt.gov.au](http://www.workingwithchildren.nt.gov.au))

### Govie's Muster

The Govie's Muster is an annual event organised by ASSOA Govies and Home Tutors, traditionally held on the Friday night of the Alice Springs Show weekend. All monies raised go to the students of the Alice Springs School of the Air via the School Council. A dedicated committee works throughout Semester 1 to plan and implement the Muster.

### Professional Development sessions

These sessions are available to all home tutors and are used to share ideas and valuable teaching and classroom organisation tips to assist with tutoring. These are held on Thursday between 3.15 and 3.45pm. Session dates and topics will be advised each week via email and on the HT facebook page. They are held in the HT venue on REACT.

## HOME VISITS

Once a year the class teacher will visit each student from Transition to Year 6. Dates, duration and format of visits, including social activities are negotiated with families. The visits are generally in Terms 2 and 3. A survey setting out all home visit options will be sent out in Term 1. It is advisable for tutors to attend the classroom during the home visit and observe the work the teacher is doing with the student. Any issues, concerns or challenges can be discussed with the teacher at this time.

Questions and queries relating to the role as a tutor may be discussed during a visit.

There are a number of objectives of any Home Visit including:

- To enable the teacher to build the relationship with the student based on an appreciation of the child's unique context and learning environment
- To give the teacher first-hand experience and understanding of the physical and social environment in which the child is working
- To provide the parents and tutors with the opportunity to discuss matters of importance
- To provide the teacher with an additional opportunity to assess the ability and progress of the student
- To provide the teacher with opportunities to work with the tutor and/or families in establishing work patterns, productive classroom management strategies and incentives and rewards for appropriate engagement in classroom learning activities

Students requiring extra support may receive more than one visit per year.

Exceptions include:

- Travellers.
- Preschoolers, unless there are other children in the family to be visited or within close vicinity to another family.
- Students who are known to be leaving or short term enrolments
- Families that choose to have an In-town visit.

### **Home Visit Procedures**

Families receiving a visit will usually be hosting a minimum of two members of our school staff. All meals are expected to be provided by the family. It is essential that contact is made between both parties to determine all necessary accommodation and meal requirements and other special needs.

**For duty of care reasons, staff sleeping areas must be separate to those of the students.** Please ask staff to bring a swag or bedding if this is needed although room in the vehicle is limited.

#### **Before the Home Visit the teacher will:**

- Liaise with the family about the visit, availability of accommodation (if necessary), special needs, shopping requirements and up to date information on the state of the roads.
- Advise the family of expected arrival time and ask them to ring school if staff have not arrived within an acceptable period (one hour after ETA)
- Provide the tutor with details of the visit, e.g. expectations and involvement of the tutor
- Collect a Mud Map from ASSOA (teaching area) and check the accuracy with the family.

#### **During the Home Visit the teacher will:**

- Advise ASSOA immediately of their safe arrival at the destination
- Provide some activities for the student, assessments if necessary
- Discuss with the tutor/parents any problems, suggestions for classroom management, teaching strategies etc.
- Spend time with the tutor, student and family.
- Provide feedback to the tutor and parents prior regarding student progress and other pertinent aspects of the child's learning program.

#### **After the Home Visit the teacher will:**

- Advise the Assistant Principal of their progress and their safe return home. If the teacher has not called 2 hours after the expected time, the Assistant Principal will begin investigating.
- Clean vehicle. Report any problems with the vehicle to the Assistant Principal.

**Where teachers are travelling together, nominate one teacher who has overall responsibility for the above procedures.**

## **INDIGENOUS FAMILIES SUPPORT GROUP**

Indigenous communities, parents and schools are encouraged to work together to implement local strategies to break down the barriers to educational success. The IFSG Meetings for indigenous families are called as needed via IDL. Feedback is brought to School Council via the invited Indigenous support position on council or through P&F. Face to face meetings are scheduled during In-school weeks.

## **ISOLATED CHILDREN'S PARENTS ASSOCIATION (ICPA)**

ICPA (Aust) is a voluntary, non-profit, apolitical parent body dedicated to ensuring that all rural and remote students have equity of access to a continuing and appropriate education. It seeks to make all elements of education available for all children regardless of their home location.

ICPA represents its members to the government, through its local branches; any issues are brought forward and discussed with a view to providing the best possible educational opportunities for isolated students.

Alice Springs ICPA Branch meetings are held approximately every two months. One at every "In School Week" (4 times a year) and others via teleconferences. These meetings are notified by email and in Weekly Messages via the school network.

The main fundraising event of the year is the Harts Range Amateur Race Meeting on the Plenty Highway. The money that is raised is used for scholarship and bursaries for Members' children. In addition the funds are also used to cover travel and accommodation expenses of parents, to attend conferences or to meet with relevant politicians or Department of Education personnel.

ASSOA families are invited to join the Alice Springs Branch of the Isolated Children's Parent's Association (ICPA). Membership is \$50 for twelve months. Membership is due on the 1<sup>st</sup> January each year.

Included in your membership, you will receive four editions of our magazine, "PEDALS". This magazine contains information on education, allowances, parent/ tutor articles, children's activities and more. In addition the NT State Council of ICPA produces a quarterly newsletter "DOWN THE TRACK", with information relevant to the Northern Territory.

The educational opportunities of isolated students are unique and with your help the ICPA can minimise the disadvantages. Should you have any questions regarding the education of your child/ren due to isolation, or if you are not sure of your entitlements, please do not hesitate to make contact with the Alice Springs ICPA Branch.

Please contact Amber Driver, BRANCH PRESIDENT on 08 8956 9889 or [elkedrastation@gmail.com](mailto:elkedrastation@gmail.com) or Lisa Goldsworthy, BRANCH SECRETARY on 08 8956 9228 or [secretaryasicpa@gmail.com](mailto:secretaryasicpa@gmail.com)

## ICPA HOME TUTOR REGISTER

The NTICPA provides to its membership free access to a Home Tutor Register which is run by one of its volunteer members. The aim of the register is to streamline advertising for Home Tutors thereby reducing the costs and the initial interview time for parents. This service is also open to ICPA members outside of the NT; however a fee of \$100/year applies.

More information on this service can be found on the NT page of the ICPA website at [www.icpa.com.au](http://www.icpa.com.au). Short term assistance for tutoring can also be sourced through AHVISE (see Volunteers for Isolated Students Education section).

## INFORMATION TECHNOLOGY

Our school uses a vast range of technologies to facilitate student learning and as our primary communication tool with families and our broader school community. We seek new and innovative opportunities to enable students to learn, interact and collaborate on-line. Families are encouraged to purchase a memory stick for their students to use throughout their schooling. E-mail and the internet are major forms of communication with those families who have computers.

Teaching programs aim to introduce and develop skills in problem solving, communication, operations and information technology in society. Student skills and competencies are developed continuously throughout the primary and middle years, according to the Australian Curriculum.

While in town, children are able to use the computers set up for them and teachers are encouraged to begin introducing children to the computers as early as possible.

Internet access for parents and tutors is available any time you are visiting the school.

**Internet usage is monitored and families will be contacted should usage be excessive.**

## **INTERACTIVE DISTANCE LEARNING (IDL) LESSONS**

IDL provides audio and visual access for students via satellite systems. It exists as the primary tool for delivery of learning alongside other tools including Google Drive, class websites, phone, email and fax.

Interactive Distance Learning is a face-to-face delivery via video conferencing, using REACT (Remote Education and Conferencing Tool) software. Lessons are delivered from our 3 studios at ASSOA. Students have lessons with their teachers via IDL. Students may have additional IDL lessons including LOTE, the Arts and Design and Technology

Students are expected to attend all IDL lessons including the Arts and Design and Technology and LOTE (Yr5-9). Attendance at whole school IDL sessions such as Assembly is also expected. Families/tutors are asked to advise class teachers in advance if students are unable to attend.

The majority of ASSOA families have been provided with a satellite dish, computer and peripherals to enable them to have 24 hour access to the internet, depending on their own home circumstances.

New families are placed on a waiting list and discussions are held between the IT Admin Officer and the Principal to determine when access can be provided.

Where families are living in a community, it may be possible to use IDL at the local school when and if available. Negotiations for such use are undertaken by the Principal of ASSOA and the local school Principal.

When teachers are absent from the school, IDL lessons may be taken by Principal or Assistant Principal or another teacher at times. When staff are on home visits, IDL sessions are not held. This information is to be up on the website. If possible, teachers may negotiate with each other and their classes to use available studio time. e.g: when another teacher is on a home visit.

Teacher absences will be advised via email at the start of each school day.

The School Council has endorsed a family contribution of \$300 per annum per computer. Subject to availability, an additional IDL computer may be issued when a need is identified e.g. siblings enrolled at ASSOA generating increased demand for use of ICT.

## **INSCHOOL WEEKS**

There are 4 In School weeks each year. Each week provides students with unique learning opportunities and teachers and families with the chance to discuss issues pertinent to each child's learning and progress.

### **TERM 1**

#### **In-school Week / Home Tutors Conference**

Inschool is held in Term 1, while a Home Tutor Conference is being held. All children are encouraged to come into town and participate in class activities. It is an excellent opportunity for children to work together and for the teacher to get to know the class as a group.

The Home Tutor Conference is held to develop the skills and knowledge of new and continuing home tutors. All tutors are encouraged to attend as this is a time when workshops are held, teachers show how courses and materials are used, visiting speakers are in attendance and teachers are available for advice and to meet with you to discuss your ideas

and challenges specific to classroom issues. It is also a good opportunity to meet with other home tutors and share ideas. Childcare is provided for children whose parents are attending the conference and is funded by the School Council.

## **TERM 2**

### **NAPLAN / Sports**

Sports Day is held in Term 2 and coincides with NAPLAN tests for students in years 3, 5, 7 and 9. All students participate in a variety of assessments, sporting activities and team games with an emphasis on participation and skill development. The week finishes with a Sports Day.

## **TERM 3**

### **Get Together**

Get Together is held in Term 3 for primary students. Children in Pre - 2 will work in a classroom situation and may travel to places of interest relevant to the curriculum. Years 3 and 4 will attend or travel on various excursions related to the curriculum focus of their learning program including an overnight local excursion, Year 5/6 and Middle Years students may have an excursion intrastate or interstate each year.

## **TERM 4**

### **Swim Week and end of year celebrations**

Swim Week is held for all students in Week 8 of Term 4. Children participate in swimming lessons, activities at the town pool, learning activities and prepare for the end of year Award/Concert Night.

## **IN TOWN VISITS**

Whenever the children come into Alice Springs, we encourage them to spend time with their teacher. It is important that you **advise the teacher 2-3 working days prior** to your intended visit into town and they will let you know if/when they have time available to work with your child. It would be appreciated if families could contact teachers by email and cc the front office Admin Officer when planning an in town visit. The school visit will usually coincide with an IDL lesson.

If the town visit is only short, the teacher usually spends some time with your child. It is also an opportunity to talk to the tutor and provide further assistance if needed.

On arrival at the school, at your pre-arranged time, please let the front office staff know that you are here. The front office will inform teachers that you have arrived. We request that students, tutors and parents wait in the reception area for teachers to come and meet them.

Please check your mail anytime you call in. Students are always welcome to visit the school library and to join in their class lesson in the studio.

If you are coming to Alice Springs at the weekend, you can arrange for mail to be left at or collected from the Visitor Centre. Families do not have access to the main school building at the weekends.

### **Preschool Visits**

Visits to Braitling Preschool or other town preschools must be arranged in advance through ASSOA's Assistant Principal, not by directly contacting the Pre-school.

## **LEARNING SUPPORT**

Teachers work with tutors to adapt programs to ensure the individual learning needs of students are met. Some children are referred to Student Support Services for assessment by specialists in various fields. An Educational Adjustment Plan (EAP) is written so all specialist programs are coordinated. The child's progress is monitored and programs are reviewed regularly. Queries should be referred to your child's teacher or to the Assistant Principal. Additional learning support or intervention may be arranged to support children for specific learning needs and for varying periods of time.

## LIBRARY

The School library has an excellent selection of resources for students and parents/tutors. Book selection can be made on behalf of each borrower by the class teacher. Children, tutors and parents can help by keeping the teacher up to date on each child's interests and reading abilities. If children are in town, try to fit in a visit to our school library so they can make a personal selection of their books.

There is no strict time limit for the return of borrowed books but it is suggested that approximately two months is an adequate borrowing time period. Library books can be exchanged as often as the borrower wishes.

We trust that the greatest care will be taken with the use, storage, transportation and posting of library books. Please package books carefully (preferably sealing them inside their plastic bags) before returning them to the school. If damage does occur, please do not attempt 'home repairs'. The library is equipped to deal with such problems. Simply return the damaged article, together with a note, describing the damage.

You may be asked to pay for the replacement of items which have been lost or damaged. Resources for parents and tutors cover many topics and are also available for loan.

## MAIL

Student work that is not uploaded to Google Drive must be returned in the green School of the Air mail bags. If posted through the normal postal service, the cost is paid by ASSOA and is free of charge to you.

Middle Year students will have self-addressed envelopes when it is necessary to send work to teachers.

Pack the school work inside a plastic bag marked with the teacher's name. Work may be sent in ring binders. **Please do not send work in Lever Arch folders.** They add considerably to postage costs and damage the green mail bags. Library books and other materials should be clearly marked to indicate the sender's name. Please ensure that all work is labelled with the child's name.

When returning work to ASSOA, please reverse the address label on the plastic bag and write the teacher's name on this. Zip up and lock the zip with the yellow plastic token supplied.

Should you have a post box in town, it is preferred that you collect your mail from school when you are in town. Further information on mail run entitlements can be obtained from Australia Post, School Council or ICPA.

Permanent holds are available and encouraged for families who come into town on a weekly or fortnightly basis. Families are encouraged to call into school whenever you are in town to collect any mail that is there. Arrangements can also be made to collect mail at weekends through the Visitor Centre. Please contact the school to arrange this.

## **MEDIA PROTOCOLS**

The Department of Education (DoE) has guidelines for media releases which the school must follow. Upon enrolment you will be asked to sign a media release form that gives the school permission to use photos of your child in any media outlet when requested.

Families may be asked to do interviews with the media from time to time. The school may have to provide details for publication and for this reason it is requested that you ensure your contact information is accurate and up to date. Please feel free to contact the school if you are asked for information you are unsure of.

Commercial media companies are encouraged to make a donation to the family or school to cover costs incurred and the time involved.

## **MIDDLE YEARS**

Our Middle Years program extends from Year 7 to 9 students. The Middle Years program includes traditional distance education students as well as students in remote NT schools and students located in Alice Springs who may access our program for a range of reasons.

## **PRESCHOOL & TRANSITION ENROLMENT**

### **PRESCHOOL**

ASSOA offers a Preschool program that contains modules children may access prior to commencing the Transition program. In line with current NT DoE policy, children may commence Preschool PRIOR to commencing Transition.

Preschool children may access the following resources as part of the program:

- IDL lessons and paper based modules
- Toy Boxes (a selection of challenging, motivational concrete materials which stimulate language and develop fine and gross motor co-ordination).
- School Library (up to 20 library books may be borrowed). Families change these on a needs basis when required.
- Ideas and advice (parents may contact preschool teacher for ideas on creative activities, early childhood development and management).

Children who turn 5 on or before the 30<sup>th</sup> June may be enrolled in Transition at the commencement of the school year, irrespective of previous attendance at a Preschool.

### **Allowances**

Students become eligible for allowances from both the NT and Commonwealth Government when they enter Transition. Application forms are available from the school and are included in your enrolment package. Preschoolers are eligible for an NT Allowance.

## **PRIVATE LEARNING TIME**

All students from Preschool to Year 4 will be allocated a weekly 10 - 15 minute time slot using either the phone or IDL. Some classes may have occasional group support sessions. PLTs are targeted teaching/assessment time. Students are encouraged to call their teachers for assistance when needed rather than waiting for their allocated PLT time. Emails are also encouraged.

The PLT is a very important time when the teacher is available to work with a student on an individual or small group basis. These lessons may include a specific instructional focus, follow-up of the child's work, additional support or activities related to the Australian Curriculum that are not covered in the learning materials. Attendance is compulsory. Teachers appreciate being notified if a student cannot attend a PLT for any reason.

When teachers are on a home visit or undertaking Professional Learning offsite/away from the school during a scheduled PLT time, the PLT will not occur. The teacher will resume normal PLTs upon their return from any home visit or other absence.

## **SCHOOL COUNCIL**

The Council has a responsibility to manage and may provide input into:

- approving the budget, generating funds, overseeing expenditure of finances
- employment of school council staff as required eg: Visitor Centre
- use of school buildings
- the conduct of work associated with maintaining school facilities and grounds

Other functions generally are to advise, assist, and assess areas of school operation such as:

- implementing departmental policy
- serving school community needs
- initiatives in improving links between the school and community
- providing appropriate facilities and equipment
- selection panels for the Principal

The Council follows recommended guidelines and forms a structure which best serves all areas of school operation. The Council operates to ensure the good order of the school as its priority.

The Council may consist of:

### **Parents**

Chairperson  
Vice Chairperson  
Eight parents

### **Staff**

Principal - Executive Officer  
Assistant Principal  
Admin Manager (if appointed as Treasurer)  
Primary/Middle Years Representative

The Council has a number of sub committees and/or working groups convened by parents or council members. They include Visitor Centre, Education, Parents and Friends and Finance. The Council hears regular reports from staff and the Student Leaders. The three invited council members represent Home Tutors, Indigenous Support Group and NTCOGSO. Further information about School Council operations can be found at <http://www.ntcogso.org.au/pages/School-Council-Resources.html>

Between School Council meetings these committees meet on IDL or teleconference to discuss issues raised by the School Council and make recommendations to Council. Parents are encouraged to join subcommittees. Recommendations from subcommittees are taken to Council for discussion, consideration and council makes decisions on behalf of the school community. Dates of meetings and agenda items are emailed and are included in the Weekly Messages.

The School Council meets 8 times a year on a **Wednesday at 3:15 pm on IDL**. A number of In Town meetings are also held throughout the year. While meetings are open to all parents, voting is limited to elected Council members.

### **Subcommittee Roles**

#### **Education**

The Education subcommittee supports the Principal and School Council on educational matters particular to our school and is a forum for discussion. This committee, in conjunction with P&F, welcome new families who join the school.

#### **Finance**



Continually assess the expenditure of the school and make recommendations to council based on the school's action plan and budget.

### **Visitor Centre**

The subcommittee reports on activities and plans for the VC. Recommendations are made to council based on the Visitor Centre business/action plan and budget.

Other reports to School Council may include:

- The NT COGSO (NT Council of Government School Organisations) representative reports on COGSO business. This organisation encourages and supports parent participation to promote high quality educational outcomes for all children in public education.
- The Student Leaders report on activities undertaken and make recommendations to Council on behalf of the student body.

### **School Community Groups**

#### **Parents and Friends (P&F)**

The P&F's role is to encourage social interaction and facilitate events throughout the year. Every parent/tutor is welcome to attend and participate. All ASSOA families are automatically members of P&F.

The purpose of this group is to keep you informed of school events, particularly related to In school events.

A report is tabled at School Council meetings.

## **SCHOOL HOUSE**

The school house, obtained in 1981 through a Commonwealth grant, is for the use of students, tutors and families of School of the Air. A payment of \$40.00 per night is required for the maintenance of bedding, furniture etc. The school house has three bedrooms and can accommodate six comfortably. Bookings are essential and can be made through the school office. Priority will be given to families who come to town for a specific purpose at the request of the school.

The school house is not available for use during Inschool weeks as it is used for child care and/or Pre-school. During school holidays the school house may not be available to allow for annual cleaning and maintenance. Any variation on this will be at the discretion of the Principal.

An STD telephone line is available for your convenience. The number is 08 8953 0648. This works on an honour system and payment should be made to the Administration Manager.

Under no circumstances are pets allowed **inside** the school house. **Smoking** inside the school house is also **prohibited**.

## **SMOKING**

SMOKING- There is no smoking on the school grounds however we do have an allocated smoking area which is on the far side of the staff car park near the footpath.

## **SOCIAL MEDIA**

The Home Tutors have a Facebook page called *ASSOA Home Tutor Ideas*. This is a closed group and you can ask to join.

Please seek consent from staff members before adding photos of them to social media, e.g. Facebook or Instagram following a Home Visit.

Teachers will not post photos of any ASSOA students on their Facebook page also.

Please be mindful of requesting teachers to be Facebook friends.

## **STAFF MEETINGS**

Time is allocated every Monday at 3:15pm for staff meetings and for professional learning. Additional staff meetings may be scheduled and families will be advised of any variation in this schedule.

## **START OF YEAR PROCEDURES**

Students begin their learning program as soon as the school year begins. All students will begin to work on learning programs in Week 1 and will commence IDL lessons on Tuesday of Week 1. Lesson times for Week 1 will be a variation on the regular IDL timetable which will commence in full in Week 2 of Term 1. If your child will be absent or you are unable to commence please ensure you have discussed this with the class teacher and the Principal.

A Home Tutor and Class Meeting is held in Week 1. This session enables teachers and tutors to clarify any issues that affect the whole class and plan for a smooth start to the year. During these sessions the teachers will also clarify class routines and procedures such as, uploading work.

In Week 1 of Term 1, teachers will make contact with all families. The IDL timetable is released and families and teachers will notify the Assistant Principal of any clashes.

## **STUDENT SUPPORT SERVICES AND REFERRALS**

Student referrals are made via the Assistant Principal to School Support Services when the class teacher or parent identifies a concern. A child may need assessment for additional support by outside agencies. The Assistant Principal coordinates this process.

### **Procedure:**

- Parental consent is required by the school before a referral can proceed. A parental consent form is sent to the child's parents.
- Parents organise hearing test (Flynn Drive) and eye test (optometrist of choice)
- Teachers complete the background information form required by the DoE that outlines initial concerns and discusses this with the Assistant Principal.
- The Assistant Principal will be responsible for contacting the relevant officers and maintaining communication between all parties.
- Following assessments, reports will be discussed with teachers and parents to include future recommendations and a Support Program for the student.

There are allocated IDL Student Support times each week where the Student Support teacher or Assistant Principal work with individual students on specific programs.

## **STUDENT LEADERS**

A Student Leaders (SL) group is elected from Years 4 to 9. Each year level may have two representatives and from these an executive committee is elected. Elections are usually held during the Term 1 In-school. Names of Student Leaders are recorded on the honour board.

The Student Leaders meet to discuss issues relevant to the students and recommendations are put to the Principal or the School Council. All Year 4 to 9 students are eligible to stand for election.

Meetings are held regularly and will be negotiated with the group and the teacher coordinating the group each year. While all students are welcome to participate, only SL members have voting rights.

## UNIFORM

School uniforms are compulsory in all NT DoE schools. At ASSOA, students are expected to wear a uniform during all In-school functions. Students are expected to wear school uniform when representing the school, on excursions and at other In school functions. ASSOA has a "no hat no play" policy and children will be excluded from the playground during In school weeks if they do not have a hat.

**The uniform** consists of a navy blue polo shirt with a white trim and a navy bucket hat both with the school logo, comfortable long pants, shorts or skirts and covered footwear (no thongs). Polo shirts and hats are available for purchase through the school. School uniforms can be also be purchased through the Back to School voucher scheme in Term 1 only.

Item	Cost
Pre School T Shirt	\$20
School Polo Shirt	\$40
School Hat	\$20

Students travelling to cooler climates will wear a common design school jumper/jacket provided as part of their excursion fee.

Parents are encouraged to donate uniforms they no longer need and the school will sell these items at a reduced cost.

*\*Please note that no child will be excluded from representing the school if they do not have a school uniform. Where purchase of a uniform places an unreasonable financial burden on the family please discuss with the Principal so alternative arrangements can be made.*

## VOLUNTEERS FOR ISOLATED STUDENTS' EDUCATION (AHVISE)

AHVISE is a volunteer tutor scheme, designed to provide assistance to isolated families needing special help. Retired teachers and other suitable volunteers assist a family in the education of their children for short periods (usually six weeks) on a volunteer basis.

An application form is available through the AHVISE website: [www.ahvise.org.au](http://www.ahvise.org.au)

## VISITS TO SCHOOL OF THE AIR (ALSO SEE IN TOWN VISITS)

You are very welcome to visit the school whenever you are in Alice Springs. Our front office staff will let teachers know you have arrived and teachers will greet you in the front office. Please check your mail anytime you call in. Students are always welcome to visit the school library and to join in their class lesson in the studio.

If you are coming to Alice Springs at the weekend, you can arrange for mail to be left at or collected from the Visitor Centre. Families do not have access to the main school building at the weekends.

## VISITOR CENTRE

Alice Springs School of the Air Visitor Centre is a very popular tourist destination for both national and international tourists to Alice Springs. Up to 40,000 visitors per year come into our Visitor Centre.

The Visitor Centre provides tourists with a view of lessons in action and background information on the school, how it operates and the lifestyle of the students enrolled. The Centre is operated by the School Council as a fundraiser for our school.

The opening hours are:

Monday - Saturday                      8:30am - 4:30pm  
Sundays & Public Holidays            1:30pm - 4:30pm

The Visitor Centre will be closed between Christmas Day and New Year's Day and on Good Friday.

Funds raised through the Visitor Centre directly support our students and is used to fund excursions, in town activities and provides funds for the purchase of expensive IT equipment amongst other things. Families of School of the Air are encouraged to call into the Visitor Centre any time when they are in town. A 20% discount on all merchandise (excluding already discounted products) is available to school families.

## **VOLUNTARY FINANCIAL CONTRIBUTIONS.**

The Alice Springs School of the Air School Council greatly appreciates the contributions that our families make to the school. This money assists us in purchasing further resources, computer equipment and consumables for students so that we can provide the best educational and learning opportunities possible.

It is the support of families making a voluntary contribution that enables us to do this.

The School Council has endorsed the following guide for contributions based on the year level and requirements of students.

	<b>Initial Contribution (per student – on enrolment)</b>	<b>Consumables (per student – per year)</b>	<b>IDL Contribution (per computer – per year)</b>
<b>Preschool / Primary</b>	\$100	\$110	\$300
<b>Middle Years</b>	\$100	\$200	\$300

An initial contribution of \$100 per student is requested on enrolment and this goes towards the resources supplied. The Preschool/Primary and Middle Years consumable categories are annual payments that cover the additional materials supplied throughout the year. The annual IDL contribution goes towards provision and upkeep of a computer, printer, headphones, microphone, speakers and software licensing.

Travellers are requested to contribute \$100 per student to cover the initial contribution and \$300 per family for consumables.

Payments can be made by electronic transfer direct to the school bank account or at the school by cash, cheque or Eftpos.

Bank details: Westpac, Alice Springs Branch  
B/S/B 035-303 Account number 104018,  
(please include your child's name as a reference)

Any partial contribution or contributions made in instalments will be greatly appreciated. Our School Council thanks you for your support in assisting us to achieve great educational outcomes

## **WEEKLY MESSAGES**

Messages will be sent via email to families throughout the week from teachers and school staff. Please check your email regularly to ensure you don't miss any important notices.