



**THE HEIGHTS**  
**SCHOOL**  
Preschool - Year 12

THE HEIGHTS SCHOOL

# School REFERENCE GUIDE

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a program for gifted and talented children



Government of South Australia  
Department for Education



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## FRONT OFFICE HOURS

The Front office is open between 8.00am and 4.00pm Monday to Friday during school term. Times will vary during school holidays please call before visiting.

## STUDENT ABSENCES

### REPORTING A STUDENT ABSENT

Student Absences from school can be reported by any of the following options This also includes late arrivals and early departures from school.

- By phoning the school before 9am on the day of the absence if possible on 8242 8900
- Via the Parent Portal on Daymap
- Emailing Student Services at [dl.1430.studentservices@schools.sa.edu.au](mailto:dl.1430.studentservices@schools.sa.edu.au)
- A note in the students diary signed if a known absence by a parent/caregiver which is to be shown to your child's Home Group Teacher and signed.

Please ensure the students Full Name, Year Level and Home Group are included with a reason as to why they will be absent, late or early departure - (please provide an estimated time if late or early departure).

### LATE ARRIVALS

On arrival to school students must sign in at student services. Students are to sign in unexplained unless a note or phone call from the parent/caregiver has been provided, if a reason has been provided students are to sign in via the student services desk so that a reason and code can be marked for the late arrival.

### LATE TO LESSONS DURING THE DAY

**If a student has been delayed for some reason between lessons they should see the teacher on arrival to lesson and explain their reason for lateness. They may be kept in for a short period of time at the end of the lesson to clarify reason for their lateness, in particular for lessons occurring before recess, lunch breaks and the end of the day.**

### EARLY DEPARTURES

Students are to sign out via the student services counter. A note or phone call is required from the parent/caregiver before the student can depart.

**Students are unable to make or receive phone calls or messages on their mobile phones due to the departmental "phones off while schools on policy".**

### ABSENT SMS MESSAGES TO PARENTS/CAREGIVERS

The school will send an SMS to a Parent/Caregiver if your child/ren are recorded as being absent or late to school without an explanation.

### REPLYING TO SMS MESSAGES

When replying to an absent message please provide a reason for the absence so Daymap can be updated with the correct code.

***Please provide a Medical Certificate from your doctor if your child is absent 3 or more days and give a copy to the Home Group teacher or Student Services on their return to school.***

# ASSESSMENT AND REPORTING

## TASK ASSESSMENTS

In Secondary Years, each subject teacher places an outline of the assessment requirements of the subject on Daymap. If applicable, due dates are indicated. Each assessment result is recorded on Daymap for the student and parent to access.

## REPORTS

Students in Primary Years receive reports at the end of Terms 2 and 4. Students in Secondary Years receive reports at the end of every term. Year 12 students do not receive a school report in Term 4 as they receive their SACE report.

School Reports are published electronically through our web-based parent portal, Daymap Connect. Parents/Caregivers are able to obtain printed copies of school reports, by contacting the Primary Office for years R-6, or Student Services for years 7-12.

## PARENT/TEACHER/STUDENT INTERVIEWS

R-12 conduct interviews in Term 2.

# YARD SUPERVISION

Yard duty supervision begins at 8.25am Monday-Friday. **There is no supervision for students before this time.** Yard duty supervision in play areas finishes at 2.50pm on Mondays and 3.25pm on Tuesdays to Fridays. The **Resource Centre will close and students will be asked to leave at the conclusion of the day** with the exception of students participating in scheduled supervised after school activities.

# LESSON TIMES

| LESSON TIMES            |                          |                   |
|-------------------------|--------------------------|-------------------|
| LESSONS                 | MONDAY                   | TUESDAY - FRIDAY  |
| Lesson 0 (Stage 2 Only) | 8:15am - 8:45            | 8:15am - 8:45am   |
| Home Group              | 8:45am - 8:55am          | 8:45am - 8:55am   |
| Lesson 1                | 8:55am - 9:35am (PC)     | 8:55am - 9:47am   |
| Lesson 2                | 9:35am - 10:35am         | 9:47am - 10:40am  |
| Recess                  | 10:35am - 10:55am        | 10:40am - 11:00   |
| Lesson 3                | 10:55am - 11:55am        | 11:00am - 11:52am |
| Lesson 4                | 11:55am - 12:55pm        | 11:52am - 12:45pm |
| Lunch 1                 | 12:55pm - 1:15pm         | 12:45pm - 1:05pm  |
| Lunch 2                 | 1:10pm - 1:30pm          | 1:00pm to 1:20pm  |
| Lesson 5                | 1:30pm - 2:30pm          | 1:20pm - 2:15pm   |
| Lesson 6                | 2:30pm (Early Dismissal) | 2:15pm - 3:05pm   |
| Lesson 7 (Stage 2 Only) |                          | 3:05pm to 3:35pm  |

# SIRENS

## INCLEMENT WEATHER (RAIN OR EXTREME HEAT)

Three short blasts. Primary students go indoors. Secondary students have access to specified indoor areas.

## EVACUATION / FIRE DRILL

Continuous long blast. Students to follow their teacher to their designated meeting area.

## INVACUATION

Continuous short blasts. Students follow teacher's instructions.

## ALL CLEAR FOR EMERGENCIES

Continuous siren blast. Students follow teacher's instructions.

# CANTEEN

The Canteen is open before school, recess and lunchtimes.

Canteen is located in the middle of the school next to the courtyard area. Primary School sales southern side or Secondary School sales northern side.

## PRIMARY

Primary School students order lunches via a class lunch box monitor in their classrooms or on the online ordering app - QKR. Primary School lunches are collected by their monitor and distributed in their classroom.

## SECONDARY

Secondary School students can order online with the QKR ordering app or from the Canteen before 8.45am. Secondary School students collect their orders from the Canteen at lunch time.

# COMMUNICATION BETWEEN SCHOOL AND HOME

## RECEPTION - YEAR 2 STUDENTS

Are issued with a Communication Book.

## YEAR 3 - 6 STUDENTS

Students are issued with a Diary. All R-6 classes are encouraged to use the school Diary to communicate between teachers, parents and students.

## YEAR 7 – 12 STUDENTS

Are issued with a School Diary. Year 12 students however are required to self-manage. Parents can use student Communication Books /Diaries for notes and comments. The Daymap parent portal and student services email is also additional communication tools.

## NEWSLETTER

The school publishes a newsletter 3 times per term in weeks 3,6 and 9. Parents will be emailed the Newsletter when it is published on the school website.

# COMMUNICATION BETWEEN SCHOOL AND HOME continued

## SCHOOL COMMUNICATION

The majority of school communication is sent to families via email, with additional SMS messages sent on occasion. Please ensure the school is provided with up to date parent/caregiver email addresses and mobile phone numbers, to ensure families receive important information from the school. Parent/ Caregiver email addresses are also required to access the Daymap Parent Portal.

- To update parent/caregiver email addresses, mobile phone numbers or any other details, please contact the school reception or download the update form via the School Website.

## LAPTOPS AND COMPUTERS

### BRING YOUR OWN DEVICE (BYOD)

All students enrolled in Years 6-12 are expected to have access to and bring their own laptop to school every day for use in the classroom. More information, including the ability to purchase a school-recommended device, is available on the school website.

### LOAN DEVICES

In extenuating circumstances for families who are unable to provide a laptop for students, basic laptops are currently reserved for a day-use loan program run by the school. This enables qualifying students to obtain access to a device that is collected from and returned to the school each day. Parent / Caregivers need to sign a loan agreement form which is available from the ICT office at school.

### IT SUPPORT

ICT support staff are available and are located off the library computer area. Your subject teacher should be informed that you are contacting ICT support.

## DAYMAP

Daymap is the Learning Management System used at The Heights School. Students access Daymap on computers at school and home to see lesson plans, homework, assessment tasks, work set, submit work and receive results.

### PARENT PORTAL

Parents can access the Daymap Parent Portal by following the instructions located under Home Access - Daymap on our website. The Parent Portal for all students provides parent/caregiver access to student reports & attendance information. For students in years 6-12 parents/caregivers can also access assessment tasks, results and the ability to contact teachers

## FINANCE OPEN DAILY 8.30 -3.30PM

The Finance Office is where you make payment for excursions, fees, printing credits or any invoiced items. The Finance Office is located in the main building the other side of the Student Services office. Payments can also be made online via the School website using BPOINT. Please make sure when making payments that consent forms have the students full name.

# WELLBEING SERVICES

## WELLBEING LEADERS


The School wellbeing leaders are:

- Suzanne Ierace – **Reception to year 6** located upstairs in Primary School
- Ashli Richards – **Year 7-12** located upstairs in B Block

Parents / Caregivers are also welcome to contact any of the School wellbeing leaders and can do so by phoning the front office.

## MAKING A MEETING TIME SECONDARY STUDENTS

Students wanting to make a meeting time with a Wellbeing Leader or Year Level Leaders can now do so by filling in a form available at student services and various other locations throughout the secondary school. The form is to be handed into student services and the form will be passed on to the staff member being requested for a meeting .

|   |  |  |   |
|---|--|--|---|
|  |  | <h2>Student Meeting Request</h2> <p>(Return this form to Student Services)</p> |   |
| I would like a meeting with:  |  |  |   |
| Leadership  | <input type="checkbox"/> Ms Fay<br><input type="checkbox"/> Mr Elliott | YLL  | <input type="checkbox"/> Mr Markou (7)<br><input type="checkbox"/> Mr Osborn (8)<br><input type="checkbox"/> Ms Richards (9)<br><input type="checkbox"/> Mr Utting (10)<br><input type="checkbox"/> Mrs Rogers (11/NEVO/VET)<br><input type="checkbox"/> Mr Roubanis (12)<br><input type="checkbox"/> Mr Benjafield (SACE Info) |
| Wellbeing   | <input type="checkbox"/> Mr Brzezinski                                 |  |   |
| Leaders   | <input type="checkbox"/> Mrs Ierace                                    |  |   |
| Ab Ed Team  | <input type="checkbox"/> Mr Miles                                      | PSW  | <input type="checkbox"/> Lauren Archer  |
|   | <input type="checkbox"/> Mr Raschella (Aaron)                          |  |   |
|   | <input type="checkbox"/> Mr Barmby                                     |  |   |
| I need to see someone   | <input type="checkbox"/> Urgently                                      | <input type="checkbox"/> As soon as possible                                   | <input type="checkbox"/> Not urgently   |
| Name: _____   |  |  |   |
| Date: _____   |  | Home Group:  | _____   |

To have a friend  
First you must  
Be one!

In a world where you can be anything.

“BE KIND”

Quick Reference Guide

# MOBILE PHONES ELECTRONIC ENTERTAINMENT DEVICES

More information about the mobile phone policy and other devices can be found in the ICT Acceptable Use and Mobile Phone Policies on the school website.

[Microsoft Word - ICT Acceptable Use Policy - Students.docx \(theheights.sa.edu.au\)](#)

## STUDENT MOBILE PHONE GUIDELINES (YEARS 7-12)

The Heights School has chosen to support the successful implementation of The Department's mobile phone policy through the provision and use of Yondr Pouches. Replacement cost of lost pouches is \$15. Loan Pouches are available for students if they have left their pouch home, this is done through Student Services.

[THS-Guidelines-June-29th-1.pdf \(theheights.sa.edu.au\)](#)

### PURPOSE

The Heights School acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways. **Mobile phones are not to be used during school hours.**

## ID CARDS

ID cards are used for borrowing books, photocopying, identification for public transport, signing in late and signing out early from school. ID cards should be brought to school every day.

If students ID Card is lost a new one can be ordered by paying \$10 to the Finance Office during opening times then take the receipt to the Resource Centre to order a replacement card.

## HATS

Primary School Hat Policy is in operation all year.

Hats are encouraged when students are outside at all times across the whole school. Some programs e.g. Physical Education require students to wear a hat when outside.

## LIFT

The school has a lift located adjacent to M Block building. The lift is provided for students, staff and visitors who have a short term or long term injury or disability. Students who have approval to use the lift because of injury or disability will be provided with a lanyard and key which is collected daily from the Front Office when arriving and returned when leaving school for the day. No other student should use the lift.

## LOCKERS AND PADLOCKS

### YEARS RECEPTION TO YEAR 6

Have named cubby holes in their classrooms to store their school bags. These are not locked.

### YEARS 7 TO YEAR 12

Are expected to use a school allocated locker. Each locker is large enough to store their bag, books/digital devices. They are not permitted to carry their bags around with them during the school day. Access to lockers for secondary students is before HG, at recess and lunch times to collect and return books.

Years 7 to 12 Students are provided with a combination lock at start of year which is handed out on the first day during Home Group.

## LOCKERS AND PADLOCKS continued

### ISSUES WITH LOCKS OR LOCKERS

Issues with locks or lockers are to be taken to the students HG Teacher/Year Level Leader. If parents need to discuss issues with locks or lockers they can contact the Assistant Principal Student Support to discuss any concerns.

Lockers are to be cleaned out at the end each term. Please refer to Locker Agreement document for an in-depth description of what is expected.

## PERSONAL DEVELOPMENT AND HOME GROUP

All students are part of a Home Group. Teachers monitor attendance and reinforce school procedures and policy in Home Group. Notices and information is communicated to students and Parents/Caregivers via Home Group, Daymap and Email.

### PRE SCHOOL- 6 PRIMARY YEARS

All students learn about child protection through the Department for Education program that is taught P-6 by class teachers. Children learn about acceptable behaviour between children and adults and are taught about bullying and harassment and how to get help with problems.

### SECONDARY YEARS

The Personal Development program focuses on personal goal setting, career & pathway planning, engagement and wellbeing.

## ASSEMBLIES

Promote positive school culture and acknowledge and encourage achievement and effort.

### PRIMARY YEARS

Assemblies are held in Gym 1; each class being rostered to manage an assembly program. Assembly rosters are updated each year.

### SECONDARY YEARS

Assemblies are conducted at various times throughout the year.

## OUT OF SCHOOL HOURS CARE (OSHC)

Out of School Hours Care is available at The Heights School. If you require this service please contact the OSHC service via phone or email below:

**Telephone:** 8242 8940

**Email:** [theheights.oshc167@schools.sa.edu.au](mailto:theheights.oshc167@schools.sa.edu.au)

## PRESCHOOL OSHC SERVICE

This service is run by the OSHC staff in The Heights Preschool facility. Preschool children interact with Junior Primary children for some Preschool OSHC activities, including the use of the Gym, the Junior Primary Playground and the Oval spaces.

**Before-school Care:** By negotiation with OSHC Director

**After-school Care:** Monday 2.30pm-5.30pm, Tuesday – Friday 3.05pm – 5.30pm

**Early Finishes:** The service will begin from the schools published closure time – 5.30pm

**Pupil Free Days:** 9.00am-5.30pm \*when operating

**School Closure Day:** Not available

**Vacation Care:** 9.00am-5.30pm two days per week only: Wednesday & Thursday unless otherwise advised.

## PRIMARY YEARS OSHC SERVICE

**Before-school Care:** 7.00am -8.45am

**After-school Care:** Monday 2.30pm-6.00pm, Tuesday – Friday 3.05pm -6.00pm

**Early Finishes:** The service will begin from the schools published closure time – 6.00pm

**Pupil Free Days:** 7.00am-6.00pm \*when operating

**School Closure Day:** 7.00am-6.00pm

**Vacation care:** 7.00am-6.00pm

## PUPIL FREE DAYS OSHC SERVICE

The Heights School has 4 Pupil Free Days (PFDs) annually for staff professional learning. OSHC will run a service for families on the second, third and fourth of these days. On the first of the days **OSHC will be closed** in order to run professional learning with OSHC staff. Please refer to the school's published dates on the parent calendar accessed via the website..

If you are seeking to use the OSHC service for a student in Year 7, please contact the OSHC service directly.

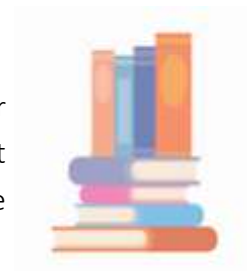
## PRINTING CREDITS

Printing Credits for students in years 7-12 can be purchased from the Finance Office each day between 8.30-3.30pm.

## RESOURCE CENTRE

### LOST OR DAMAGED BOOKS

The Resource Centre will need to be notified and an invoice will be issued for replacement. Payment is to be paid at the Finance Office. After payment show receipt to Resource Centre staff. If your book is returned at a later date, you will be reimbursed if it is in good condition.



### HOURS OF OPERATION

The Resource Centre is open to students from 8:25am to 2:35pm Monday and 8:15am to 3.25pm Tuesday to Friday.

## SICK / FIRST AID / TREATMENT ROOM

### RECEPTION TO YEAR 3

During lesson time students needing minor first aid go to the Primary Years Office. During break times students are to speak to the yard duty teacher who decides whether the student needs to go to the Treatment Room or whether or not they can deal with the issue. Reception to year 3 students may be transferred to the treatment room if required.

### YEARS 4 TO YEAR 12

During lesson time students need to have a note signed by a teacher to go to the Treatment Room otherwise they will be sent back to class except in emergencies. In break times students go directly to the Treatment Room and staff in the Treatment Room will determine the appropriate course of action. If it is at the end of recess or lunch you must first report to your next lesson and get a signed note by your teacher before going to the Treatment Room.



Students needing to leave school due to illness or injury do so by one of the following options

Years 4 – 6 in the Primary Years Student Services Office

Years 7 – 12 in the treatment room

**This allows for details/symptoms to be recorded, parents consulted and student to be signed out correctly.**

Students in Years 7 – 12 that present at The Secondary Student Services office with an injury or illness will be redirected to the treatment room. All students must report to the Treatment/Sick Room.

## SICK / FIRST AID / TREATMENT ROOM continued

### INJURIES OUT OF LESSON TIME

- Reception to Year 3 must report to a teacher/Yard duty teacher who will refer to the Treatment room if required.
- Students Year 4 - 12 injured at any time during the day out of class time whether before/after school, at recess or lunch **must** report to the Treatment Room.

### MEDICATION

Medication cannot be administered or self administered in an education or care service without written advice from a parent/caregiver on a medication agreement. Please contact the school if you need support completing a medication agreement or a medical plan.

## SMOKING/VAPING ON SCHOOL GROUNDS

There is to be NO smoking on the school grounds at any time, by anyone (staff, students, parents, visitors) anywhere.

## STAIRS

All students, Parents/Caregivers are to access classrooms via external stairs and external doors located on all two storey buildings and enter rooms via external doors. The internal stairs located in M block are for staff only.

## STUDENT MOVEMENT

All Primary and Secondary Years students are expected to wait or line up outside of classrooms or at the allocated meeting point at the beginning of the day, during lesson change over and after break times. Students should not enter classrooms before the teacher/s are present.



### MOVEMENT DURING LESSONS

Students must have a note in their diary, communication book, or on paper signed by their class teacher to move around the school to explain why they are out of class during lesson times. Different arrangements may be negotiated with Secondary Year teachers. All students should have a written note. Primary Years In the Secondary Years students are expected to have a note in their diary signed by their teacher and to carry it with them.

## STUDENT SERVICES

Open every day between 8:15 am and 3:15pm Monday to Friday during the school term.

Primary Years Student Services Years R to 6 is located in C Block next to the uniform shop.

Secondary Student Services Years 7 to 12 is located between the Front Office and Finance Office.

Student services is for:

- Student and parent enquiries.
- Secondary Years Programs.
- Student late or early departure. For students to sign in or out, students need to have their ID card or know their student ID number. A note in the student's diary, phone call/email/SMS or parent guardian in-person with an explanation is an expectation if a student is late to school or required to leave early.
- Parents can inform Student Services of an absence/late arrival or early departure by either the Student Services email [dl.1430.studentservices@schools.sa.edu.au](mailto:dl.1430.studentservices@schools.sa.edu.au) or via the Parent Portal on Daymap.

## SUPERVISED STUDY

Supervised study is assigned to Year 11 students and is a lesson all students must attend. It is **NOT** a free lesson. If a Year 12 student requires additional support, they may be placed in supervised study lessons.

## TRANSPORT

### BIKE STORAGE

The school has a bicycle parking enclosure located between M Block and E block. Students must walk their bikes once on school grounds. The bike enclosure is out of bounds during school time and a lock should be placed on all bikes.

### SCHOOL BUSES

There are two school buses. Details about each one can be found on the school website or by contacting Southlink or Torrens Transit Newton.

### PUBLIC BUS

The public bus M44 route drops off and picks up on Ladywood Drive directly outside the school.



Phone 08 8366 8300  
<https://www.transitsystems.com.au>



Phone 08 8339 7544  
<https://www.southlink.com.au>



Phone: 1300 311 108  
<https://www.adelaidemetro.com.au>

# UNIFORM

The Heights School has an enforceable school uniform determined by Governing Council to be worn by all students.

## UNIFORM SHOP

Uniforms can be purchased either in person from our uniform shop or online via the school website. The uniform shop is located next to the Primary years Office and adjacent to the school rotunda.

### Opening Times

#### Tuesday

8.30am - 9.30am

#### Thursday

8.30am - 9.30am

2.30pm to 3.30pm

#### Friday

8.30am to 9.30am

Uniform Shop Email: [dl.1430.uniformshop@schools.sa.edu.au](mailto:dl.1430.uniformshop@schools.sa.edu.au)

## STUDENT NOT IN UNIFORM

Secondary students not in uniform, Home Group/Class teachers will report the non-compliance to be followed up for future conversation with a Year Level Leader and may also send the student to the Assistant Principal office in M Block where they will have issued loan uniform to change into - depending on availability.

For the second occasion a communication will occur between the home group teacher and Parents/ Caregivers informing that the student is out of uniform. Continuing non-compliant students will be sent to work in the Thinking Room as per standard process for students refusing to follow instructions.

Parents/Caregivers must send a note with your child explaining why they are out of uniform. By doing this they will be allowed to be exempt on the first occasion. They must carry the note with them throughout the day. On the second occasion students will be required to change into loan clothing, where items are available.

**Not open on Public Holidays, Pupil Free Days or School Closure Days**



Quick Reference Guide

# PARKING FOR PARENTS/CAREGIVERS

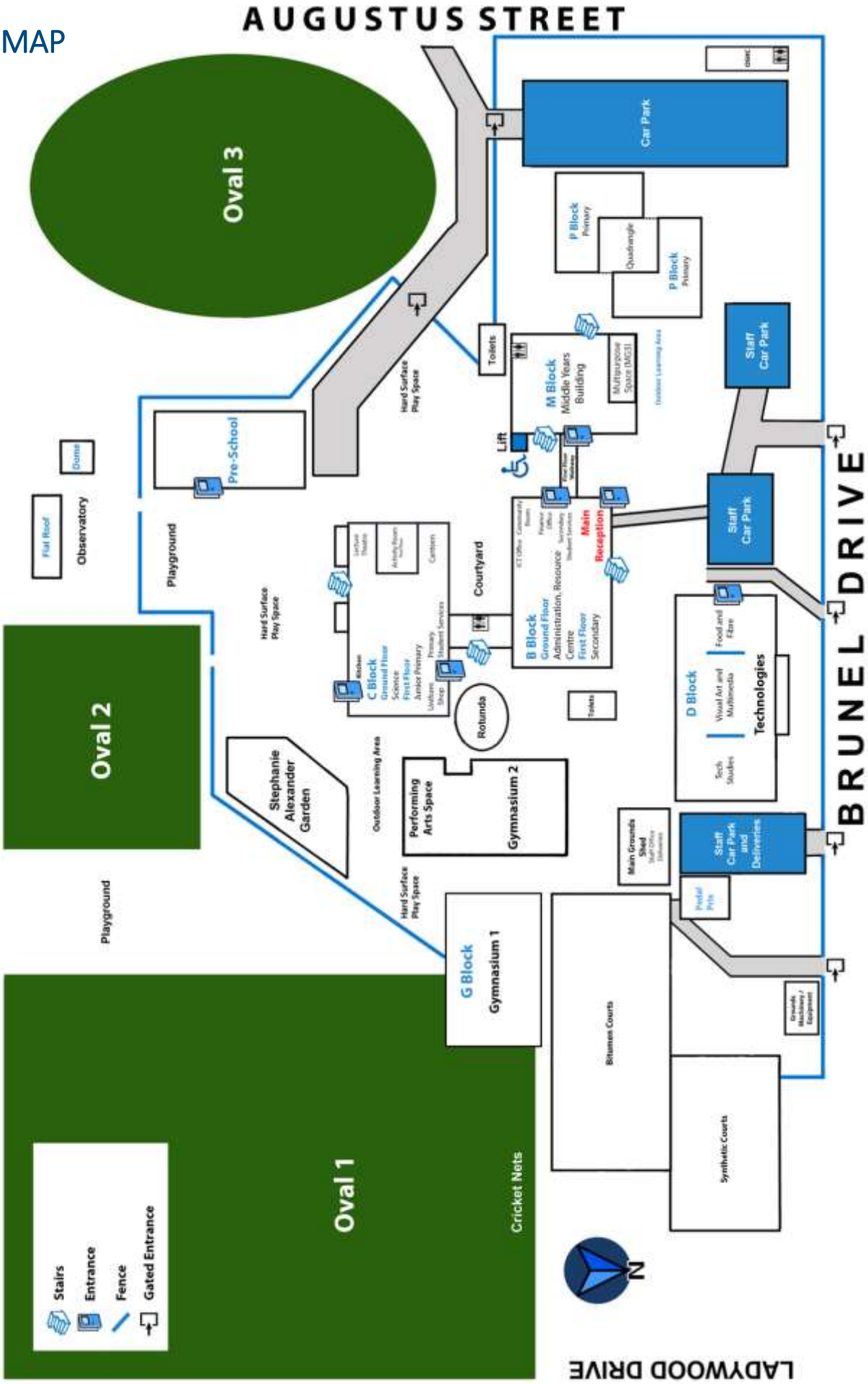
Please note that there is no parent parking on school grounds, please use the kiss & drop on Brunel Drive or use the map to park in surrounding streets and walk to the school grounds. Boom gates have been installed to the entry of the main carpark on Brunel Drive and Augustus Street Carpark.

Parents and caregivers with questions concerning vehicle access to the carpark for families with a disability parking permit for their child or any driver that holds a disability parking permit and who needs to park and exit their car to drop off their child(ren) should contact the Principal’s Assistant.

Thank you for your ongoing vigilance and support of our students in regards to car park safety

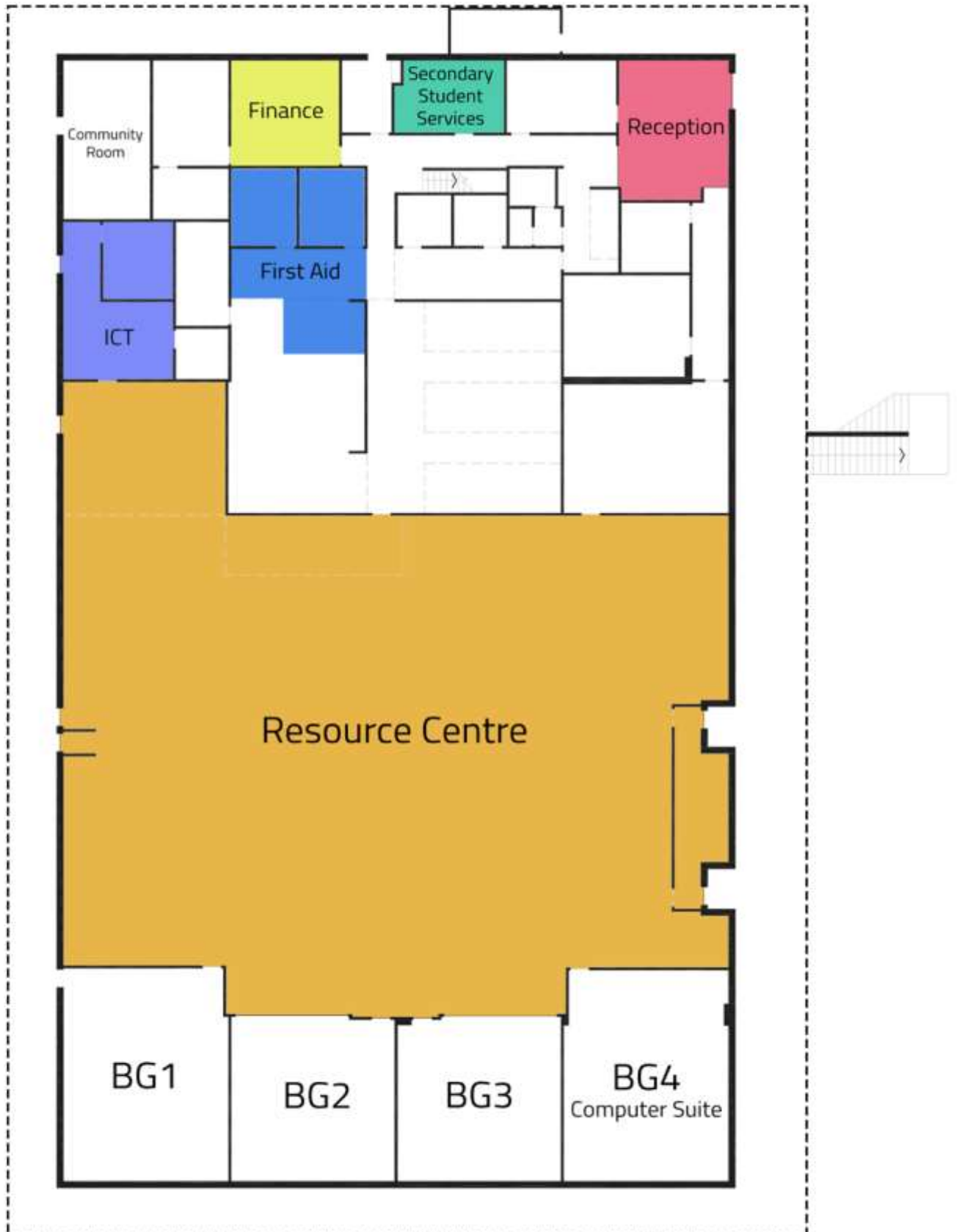


SCHOOL  
MAP

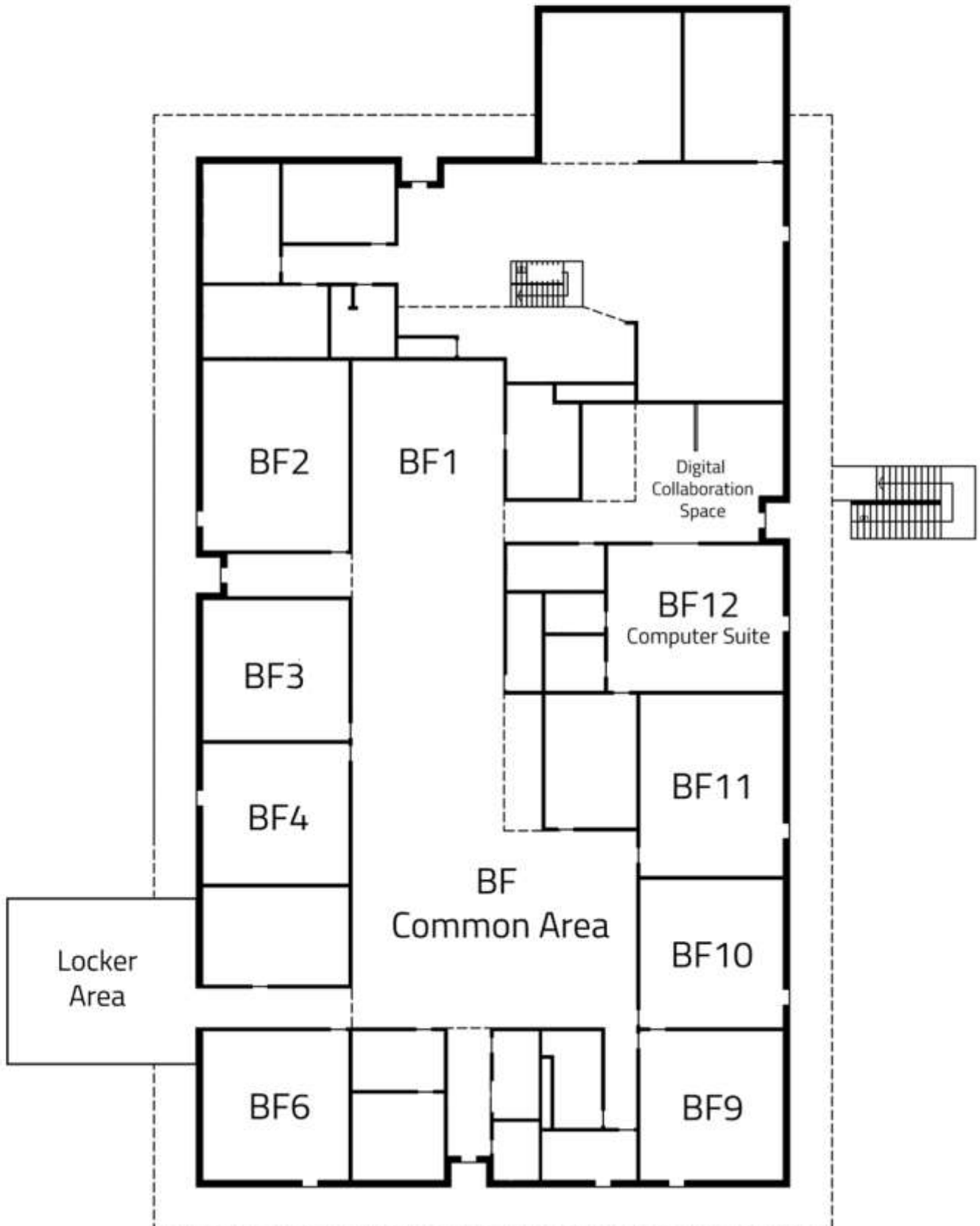


## B BLOCK

### GROUND FLOOR



## B BLOCK FIRST FLOOR



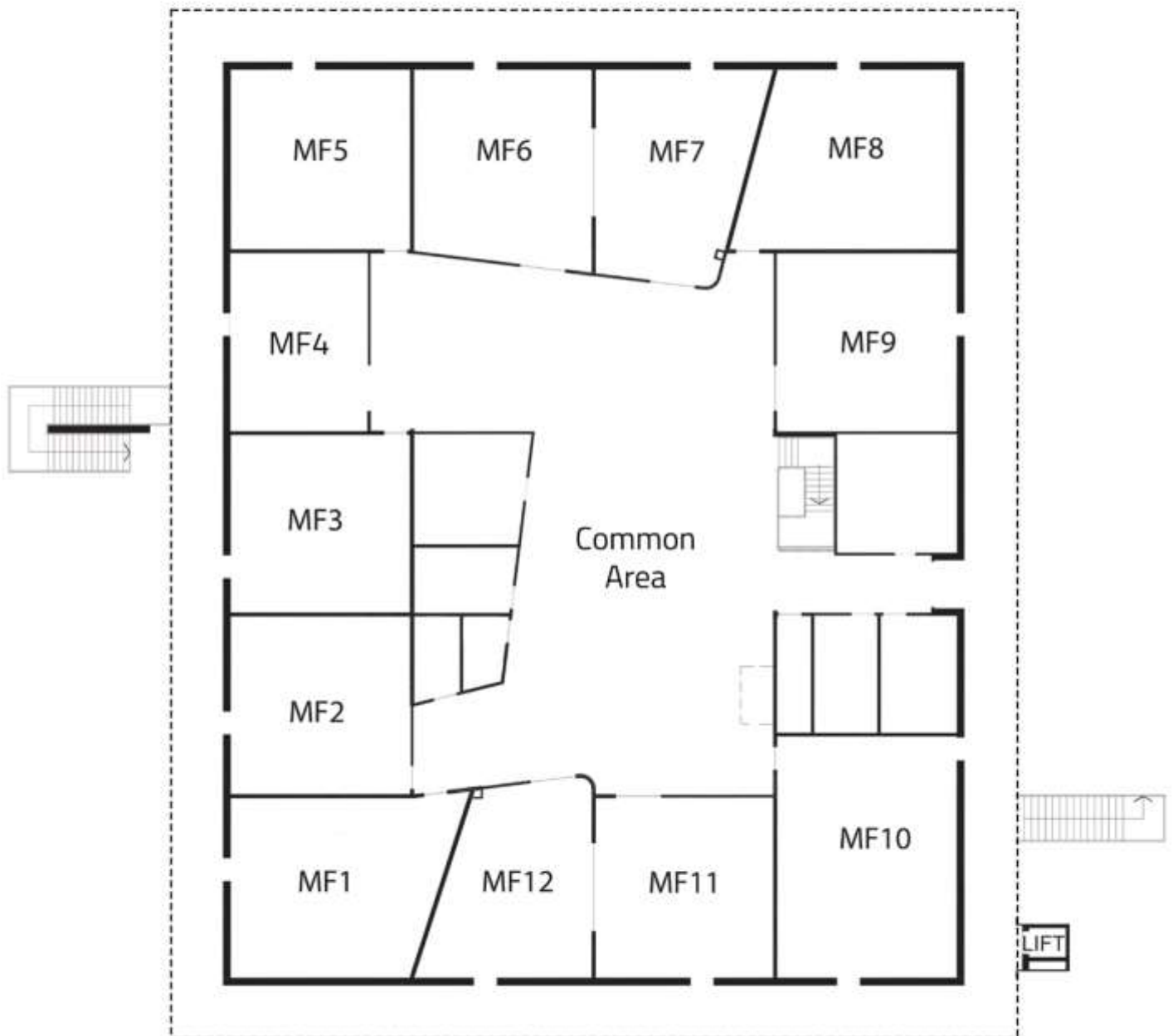
## M BLOCK

### GROUND FLOOR



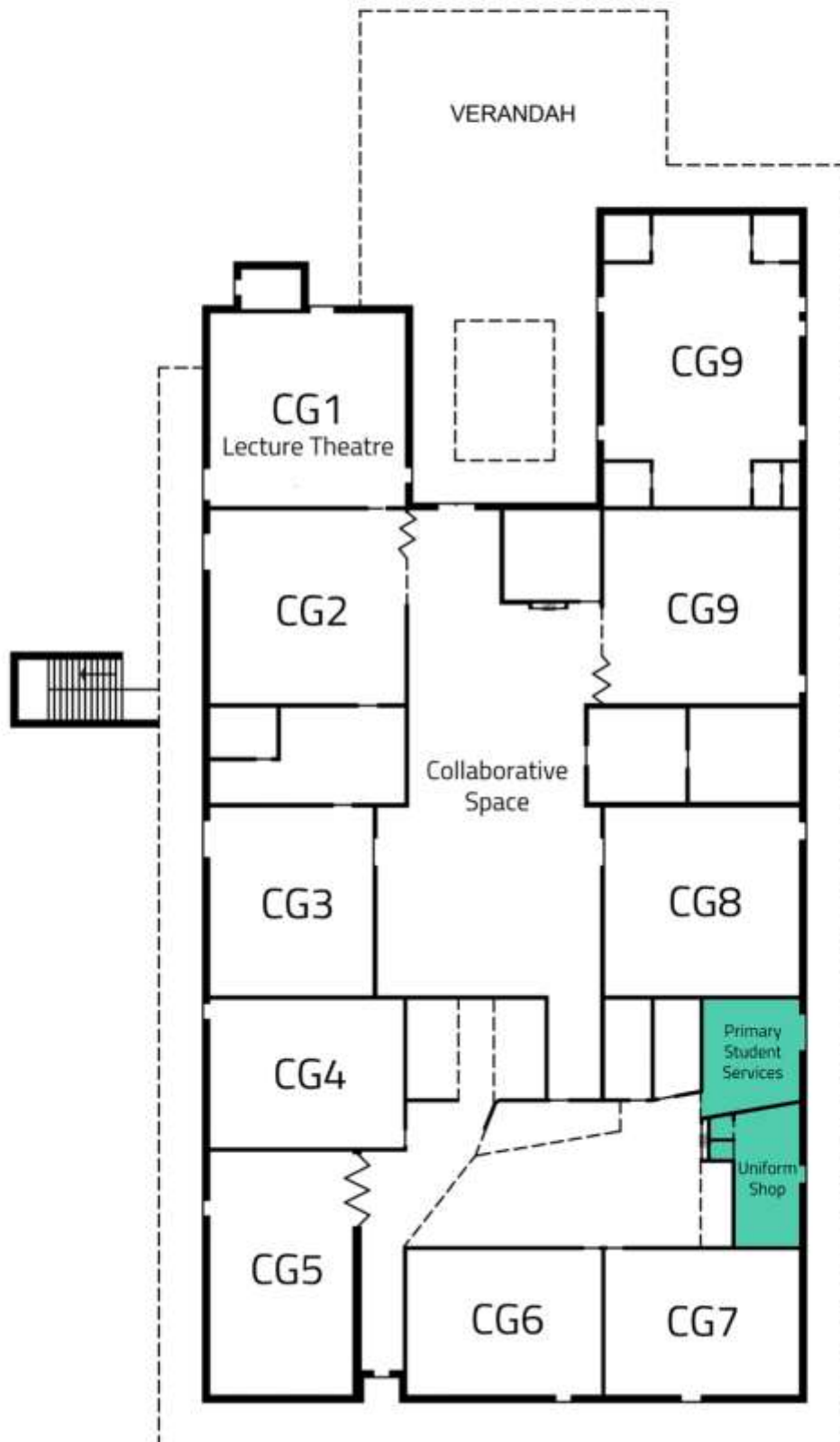
## M BLOCK

### FIRST FLOOR

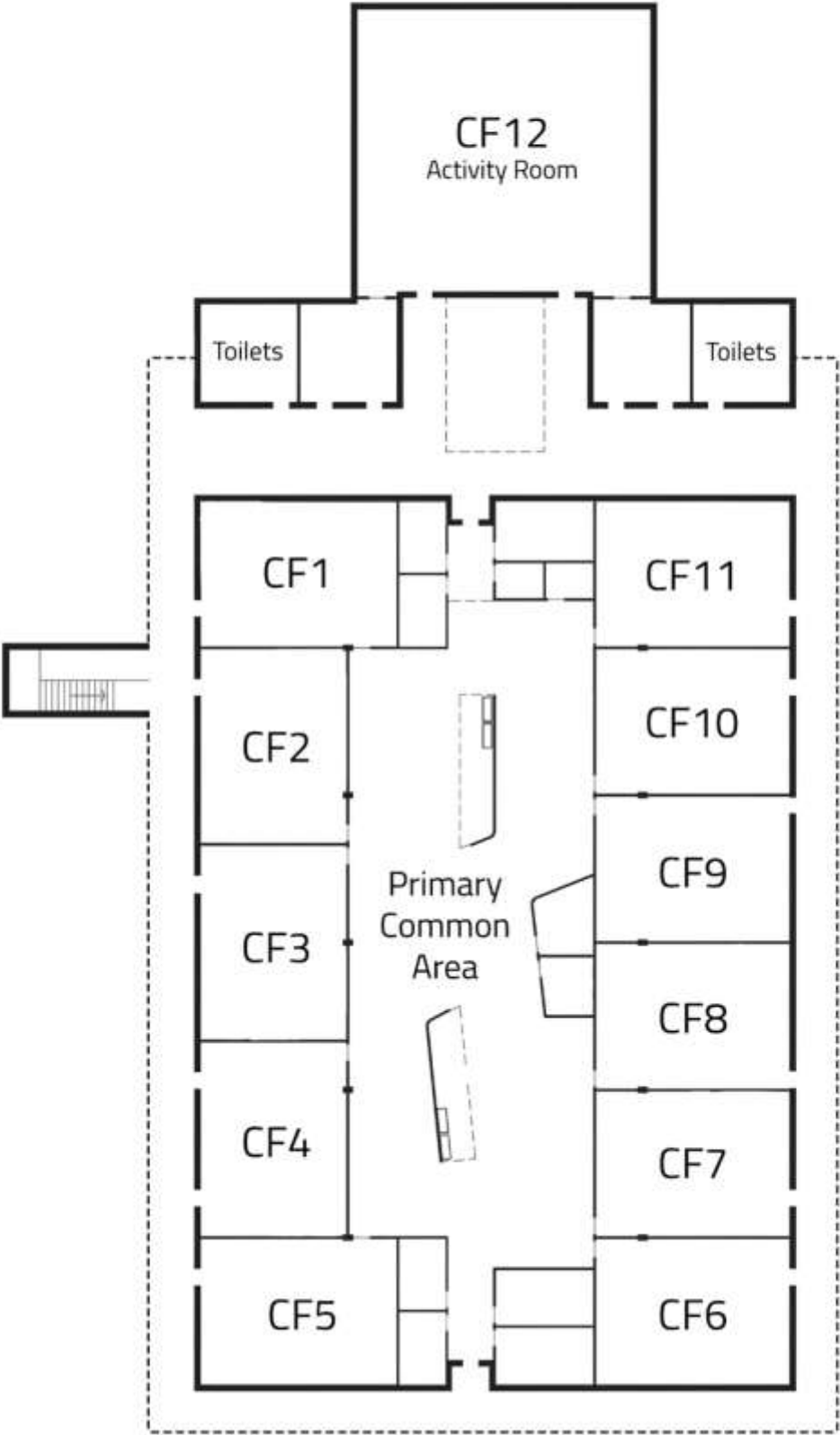


## C BLOCK

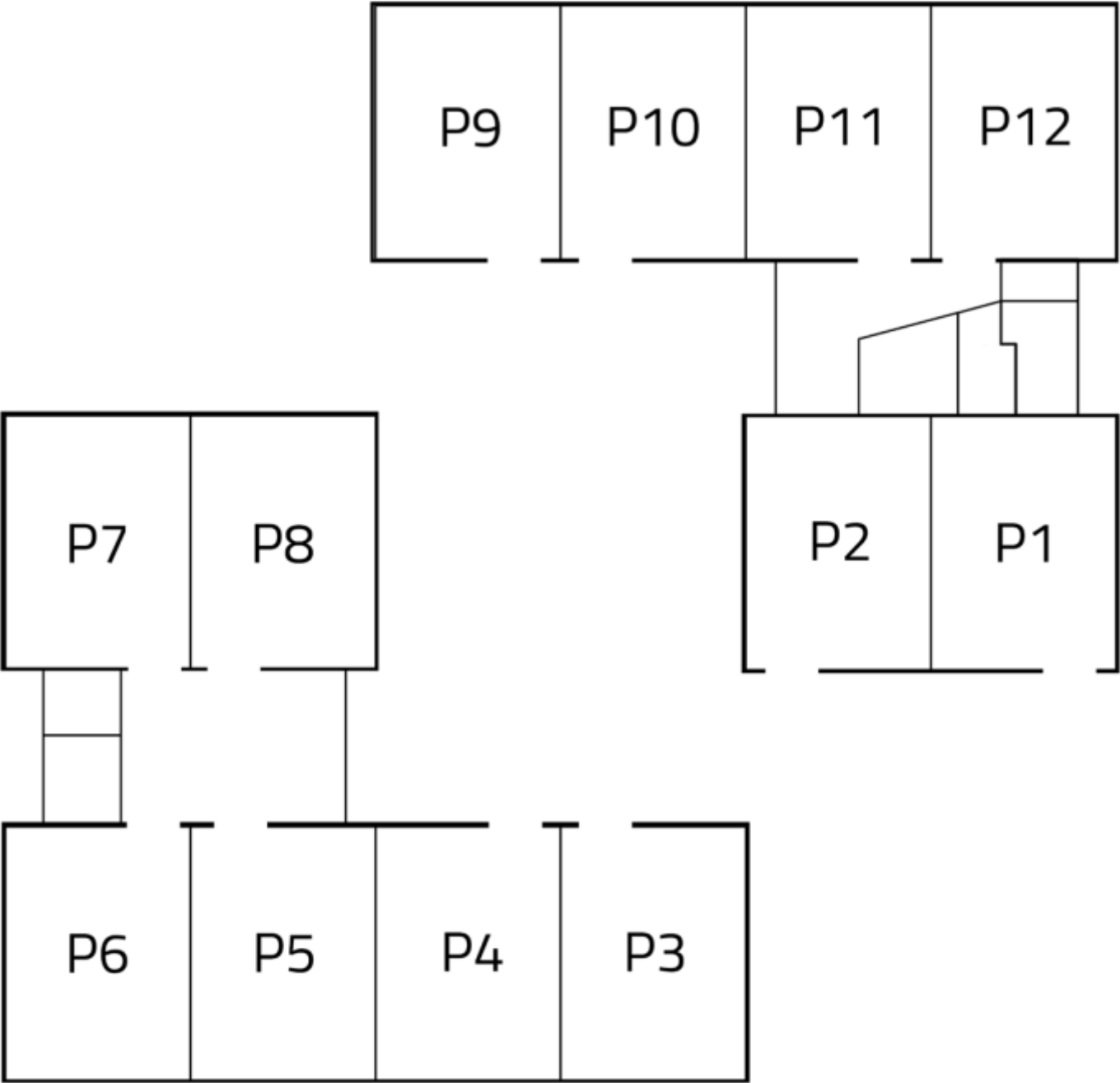
### GROUND FLOOR



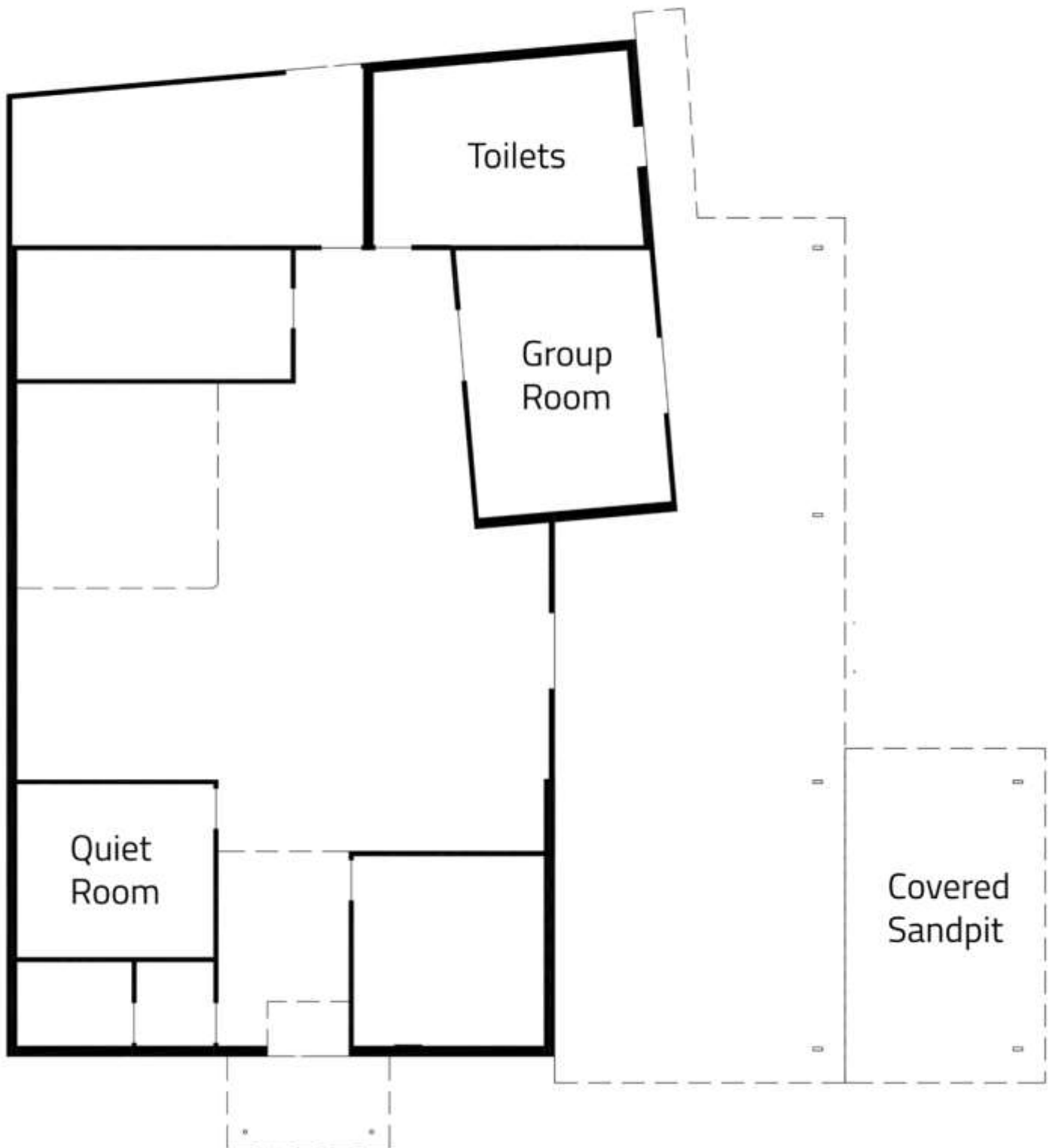
C BLOCK  
FIRST FLOOR



P BLOCK

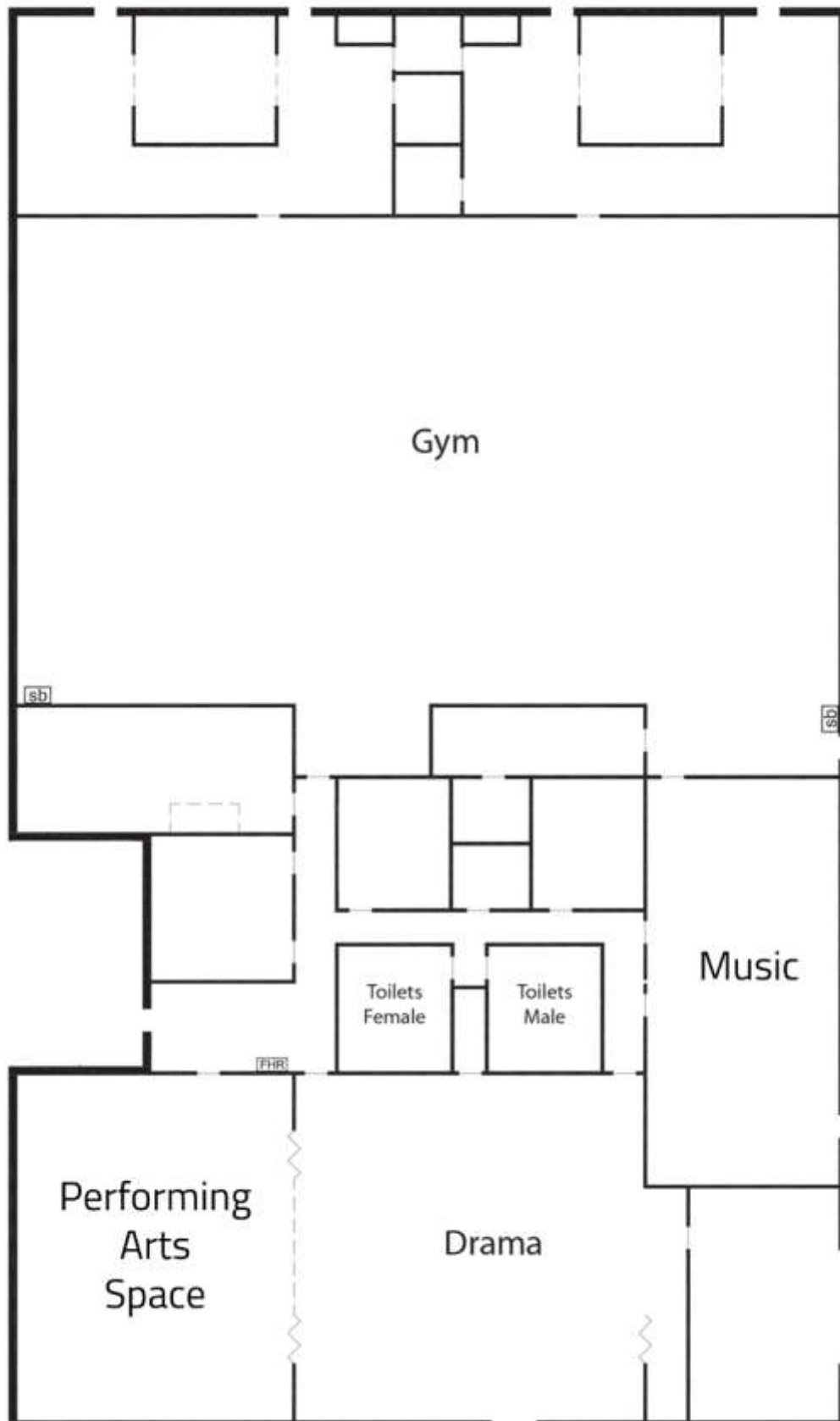


## PRESCHOOL

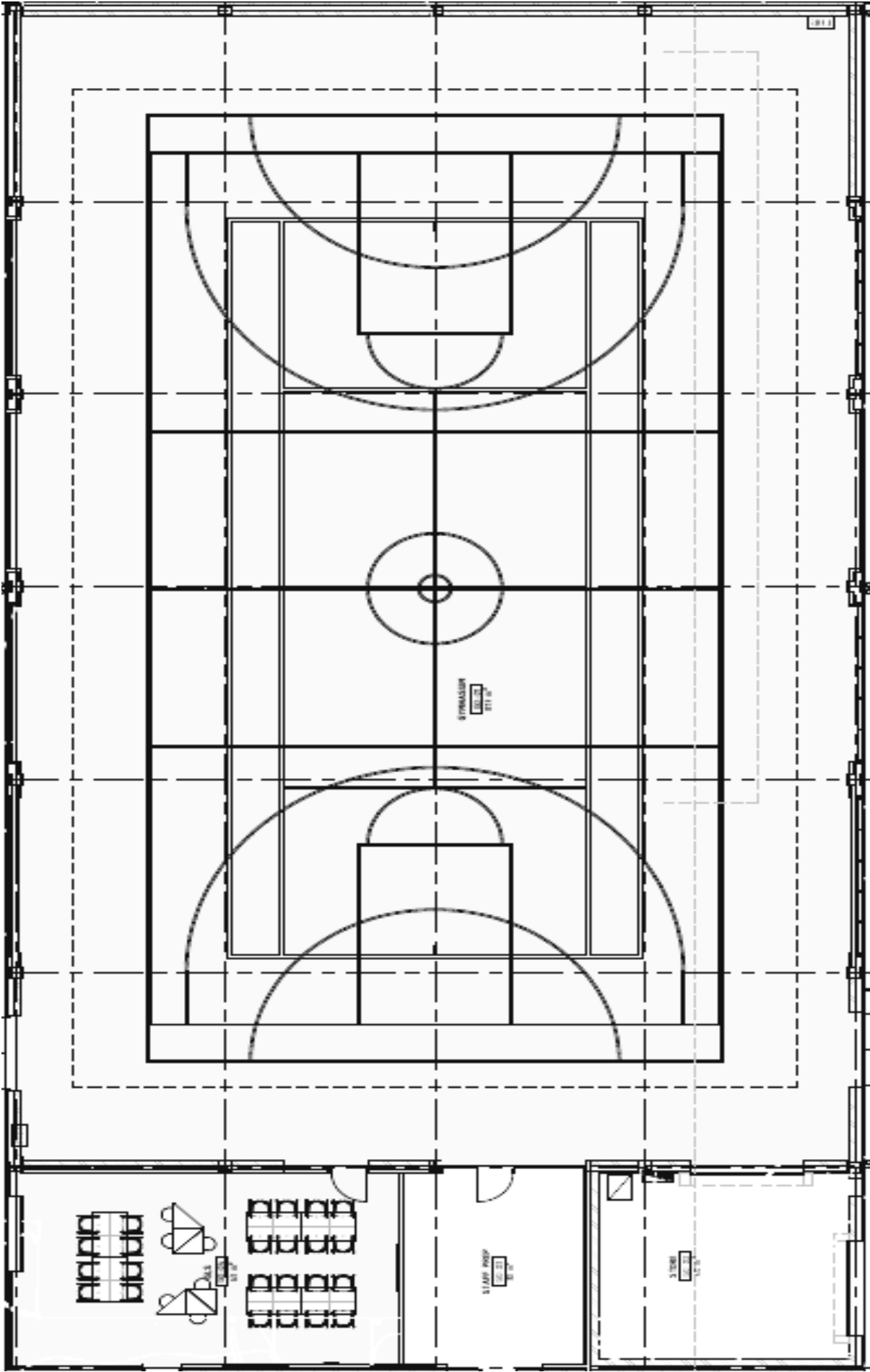




## DRAMA/MUSIC/GYM



G BLOCK GYM



# THE HEIGHTS SCHOOL

PRESCHOOL to YEAR 12

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