

Highgate School

4 Hampstead Avenue

Highgate 5063

+61 8 8271 9622

Email: dl.1063_info@schools.sa.edu.au

Information booklet for families



Attendance

Schooling age

In Australia, it is compulsory for children to be enrolled by their 6th birthday. All people under the age of 17 are required to participate in full-time education.

Timetable

The school day is from 8.55am until 3.15pm Monday to Friday

8.30am – the first bell rings indicating that the yard is supervised. **No student is to be left on school grounds unsupervised prior to this time.**

8.55am – the second bell rings indicating students can go in the classroom. The teaching begins at 9.00am.

Brain snack - Time varies in each class - a break from learning for students to have a stretch and eat low GI foods such as fruit, veggies, and cheese. Please note that not every class takes this break.

Recess: 10.40am – 11.10am

Lunch: 12.50pm – 1.05pm

Lunch break – 1.05pm – 1.35pm

Dismissal: 3.15pm

Students have three breaks requiring food: brain snack, recess and lunch. Most families send students with a lunchbox. Please note Highgate School prefers Nude Food i.e. food not creating rubbish.

The Canteen is not like a European cafeteria, they offer a range of food including snacks such as frozen fruit, sandwiches, and hot food such as pasta. Orders have to be received prior to 9.00am on the desired order day using the app Qkr! – by Mastercard, it is a mobile phone payment app designed for Australian schools.



Absences

You must contact the school by phone, Se ntral Parent Portal on the morning of theabsence with a reason for the absence.

Long-term absences (i.e. 3 consecutive days or more):

Family / Holidays – You need to fill out an exemption form available at the Front Office before you go.

Illness – Please provide a doctor’s certificate when possible for absences of more than 3 days.

Lateness

When arriving late i.e. after 9.00am, parents / caregivers must go to the Front Office to sign in the late student. A reason for the lateness should be provided.

Early departure (occasional)

If early departure is required i.e. prior to 3.15pm, please go to the Front Office to sign out the student and provide a reason for the early departure. Repeated early departures must be approved by Leadership and discussed with the classroom teacher.

School Calendar

The South Australian school year consists of 4 terms with 2 weeks of holidays between terms 2, 3, and 4. School terms vary from 9 to 11 weeks.

	Term 1	Term 2	Term 3	Term 4
2023	30 January to 14 April	1 May to 7 July	24 July to 29 September	16 October to 15 December
2024	29 January to 12 April	29 April to 5 July	22 July to 27 September	14 October to 13 December
2025	28 January to 11 April	28 April to 4 July	21 July to 26 September	13 October to 12 December

Site Leadership Team

Current as at 28/3/2023

Please contact the school if you wish to have more information about individual roles of members of leadership.

Principal	Nicola Brelsford
Deputy Principal (Curriculum and pedagogical improvement)	Emily Roberts
Coordinator (Innovative technologies – design and digital technology)	Lucy Jachacy
Assistant Principal (Director of the French Program)	Genevieve Papineau
Assistant Principal (Wellbeing and engagement)	Sarah Cole
Coordinator (PYP, Inquiry and Effective Pedagogy)	Wendy Harris

Medical conditions, illness and incidents at school

Medical conditions

If a child suffers from a condition which requires medication or monitoring at school (e.g. asthma, diabetes, food allergies...), a health care plan and medication must be handed in at the Front Office where it will be kept. An exception to this is personal inhalers, which can be kept by students who are in Year 4 (CM1) and above when a health care plan has been received by the school.

Please note, only prescription medication in original box can be administered at school. We suggest that antibiotics be administered at home, but if this is not possible, please request to fill out the appropriate form.

Painkillers, such as paracetamol, cannot be administered by school staff. If required, parents / caregivers must come in to administer the medicine. Students cannot keep medication in their classroom.

Illness

If children show signs of an illness, please keep them at home. Similarly, if children show signs of an illness while at school, parents / caregivers will be contacted to arrange for an early departure. [Here](#) is an easy reference guide from SA Health for common infectious diseases.

Accidents

Minor incidents will be treated on site at the Front Office.

In the case of an incident requiring urgent care, Highgate staff will contact emergency services and parents / caregivers.

Your participation in the schooling of your child and school life

Assemblies

Assemblies are a time for students to share and celebrate the learning that they have done in class. It is also a great practice of life-long skills for the class organising and hosting. Parents of hosting classes are invited to attend.

Early Years (Reception to Year 2) are on weeks 4 and 8 (usually).

Primary Years (Yr 3 – Yr 7) are on weeks 3 and 7 (usually).

Whole School Assemblies are on weeks 5 and the last week of each term.

Governing Council

<https://www.highgates.sa.edu.au/parent-information/governing-council/>

Volunteering at school

[Volunteers | Highgate School](#)

If you wish to be a volunteer at the school, you will need to complete a site induction session and have a current Working With Children Check and RAN training. Please ask at the Front Office for more information.

Parent Information Night

There is a scheduled Parent Information Night at the beginning of term 1 (usually in week 3). On the night, teachers will share information such as an overview of the term's learning, excursion information, a timetable for the class, etc.

Parent/teacher interviews

Teachers meet parents at the end of term 1 to discuss the progress of each individual student. This is a scheduled meeting via Sentral with an allocated 15 minutes.

Other meetings

Meetings can be arranged throughout the year upon request and in negotiation with the student's classroom teacher. Please indicate clearly the purpose of the meeting in your request.

Reports

Reports are distributed via the Sentral parent portal twice a year in terms 2 and 4. You will be notified when reports are available for your perusal.

Sentral parent portal is a school and student management app. It is also available online. Please visit <https://www.highgates.sa.edu.au/parents/sentral/> for more information on how to access students' information.



Parent complaints



For more information, visit <https://www.education.sa.gov.au/department/about-department/contact-department/feedback-and-complaints-about-school-or-preschool>

Languages

Chinese

At Highgate, the language learnt is Modern Chinese. This is a compulsory learning area for all students.

EAL/D (English as an Additional Language / Dialect)

This is for students born overseas or children of parents born overseas. Some students need extra resources and support to access the curriculum. This support is in small-groups twice a week (90 minutes in total). Parental consent is required for students to participate in this program.

This program may not be sufficient for newly arrived students with no or limited knowledge of English. Please visit <https://www.sa.gov.au/topics/education-and-learning/international-students/english-language-support/learning-english> for more information regarding the intensive English schools in South Australia.

French

French is the language of schooling for students participating in the French bilingual and binational program.

Reception to Yr 2

FRENCH 80% French, Mathematics History and Geography Sciences, Visual / Media Arts	ENGLISH 20% English, Technologies Performing Arts, PE
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Yr 3 to Yr 6

FRENCH 50% French, Mathematics Sciences, Health Visual / Media Arts	ENGLISH 50% English, Technologies Performing Arts, PE Mathematics Humanities and Social Sciences
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School Policies

All school policies and procedures are available on the school website.

Curriculum

Information about the Australian curriculum can be found at:

<https://www.australiancurriculum.edu.au/>

Information about the Australian curriculum – Reception

https://docs.acara.edu.au/resources/Information_for_parents_Foundation_year.pdf

Information about the Australian curriculum – Years 1 and 2

https://docs.acara.edu.au/resources/Information_for_parents_years_1_-_2.pdf

Information about the Australian curriculum – Years 3 and 4

https://docs.acara.edu.au/resources/Information_for_parents_years_3_-_4.pdf

Information about the Australian curriculum – Year 5 and 6

https://docs.acara.edu.au/resources/Information_for_parents_years_5_-_6.pdf

Information about the French curriculum can be found at:

<https://eduscol.education.fr/>

The harmonised curriculum is currently not in the public domain and as such cannot be shared.

Whom to address?

- ☞ If your question concerns the class, contact the teacher first. This can be done via email or by contacting the Front Office. Appointments must be made at an agreeable time.
Ex : student's progress and learning, outings, student relationships, etc.
- ☞ If your question concerns the school, contact the Front Office - dl.1063_info@schools.sa.edu.au.
- ☞ If your question concerns after-school activities, contact the appropriate service.
- ☞ For general enquiries or to communicate with your child, please contact the school's Front Office via phone or email.
- ☞ For enquiries about the French program, please contact the Director of the program.
- ☞ Whole School communication
 - School website <https://www.highgates.sa.edu.au/>
 - Sentral Parent Portal (publishing of students' reports in terms 2 and 4, booking term 1 interviews, reminders and messages as well as school newsletters – Highgate Happenings)
 - EdSmart - communications sent to parent emails
- ☞ Classroom Communication
 - Sent through Sentral Parent Portal
 - Term overviews (sent at the beginning of each term)
 - Class Newsletters
 - Email (used as necessary to communicate with parents about individual students)

Contacts

Canteen

Phone number: + 61 8 8271 7580

Email: canteen.highgate446@schools.sa.edu.au

Website: <https://www.highgates.sa.edu.au/parent-information/canteen/>

Opening hours: 8.30am – 1.30pm

French Program

Phone number: +61 8 8271 9622

Email: French.Highgates153@schools.sa.edu.au

Website: <https://www.highgates.sa.edu.au/french-bilingual-binational-program/presentation/>

Highgate School

Phone number: +61 8 8271 9622

Email: dl.1063_info@schools.sa.edu.au

Website: <https://www.highgates.sa.edu.au/>

Music

Instrumental Music Administrator: Adriana Tsesmelis

Email: adriana.tsesmelis161@schools.sa.edu.au

Website: <https://www.highgates.sa.edu.au/student-activities/music/>

OSHC (Before and After School Care)

Phone number: +61 8 8357 9207

Email: oshc.highgates336@schools.sa.edu.au

Website: <https://www.highgates.sa.edu.au/oshc/oshc-contact/>

Opening hours: 7am – 6.15pm

Sports

Highgate School After-School Sports Coordinator: Ben Beazley

Website: <https://www.highgates.sa.edu.au/student-activities/sport/>

Email: Ben.Beazley939@schools.sa.edu.au

Disclaimer

Please be aware that the school does not endorse the external activities and organisations below – information is shared in good faith. Parents should exercise due diligence when determining their needs.

You may find pertinent information

Agence Consulaire de France a Adélaïde

Email : consuladelaide@ambafrance.com.au

Adelaide Pratique (Practical guide to settle in Adelaide)

Email : adelaideaccueil@gmail.com

Site : <http://adelaidepratique.com/>

Adelaide Accueil (Association linking Francophones and Francophiles through activities)

Email : adelaideaccueil@gmail.com

Site : <https://adelaideaccueil.org.au>

Alliance Française d'Adélaïde (Organisation promoting the French language and culture)

Email : adelaide@af.org.au

Site : <https://www.af.org.au/>

Age	France	Australia
PRESCHOOL IN AUSTRALIA		
3 / 4	PS	
4 / 5	MS	Kindy (must be 4 yrs old before 1 st May)
PRIMARY SCHOOL IN AUSTRALIA		
5 / 6	GS	Reception (must be 5 yrs old before 1 st May) <i>In 2024, there will be a mid-year intake.</i>
6 / 7	CP	Year 1
7 / 8	CE1	Year 2
8 / 9	CE2	Year 3
9 / 10	CM1	Year 4
10 / 11	CM2	Year 5
11 / 12	6ème	Year 6
12 / 13	5ème	Year 7 (moving to High School in 2022)
HIGH SCHOOL IN AUSTRALIA		
13 / 14	4ème	Year 8
14 / 15	3ème	Year 9
15 / 16	Seconde	Year 10
16 / 17	Première	Year 11
17 / 18	Terminale	Year 12