



Government of South Australia

Department for Education and
Child Development

Moorak Primary & Preschool



Parent Information Book 2014



MOORAK PRIMARY & PRESCHOOL
BOX 961, MOUNT GAMBIER

SA 5290

PHONE 8726 6261

FAX 8726 6225

e-mail: dl.0279@schools.sa.edu.au

Principal's e-mail – di.doman134@schools.sa.edu.au

2014 STAFF

TEACHING STAFF

- | | |
|---------------------|----------------------------------|
| • Di Doman | Principal |
| • Lauren Baudinette | Preschool |
| • Helen Baron | Reception |
| • Jodie Doll | Year 1/2 |
| • Alice Hamilton | Year 3/4 |
| • Viv Everson | Year 5/6/7 |
| • Kylie Marlow | Non Instructional Time / Italian |
| • Harinder Kaur | Non Instructional Time |

STUDENT SUPPORT OFFICERS

- | | |
|-------------------|---|
| • Judy Hunter | Finance & Administration |
| • Tracey Henley | Class support, library & administration |
| • Christy Wallace | Class support |
| • Linda Hamilton | Class support |
| • Alison Rowley | Preschool support |
| • Steven Gosevnor | ICT |
| • Gary Trahar | Groundsperson |
| • Cleaners | Menzies International |

ATTENDANCE and PUNCTUALITY (Please refer to Attendance Policy for detailed information)

Parents have a legal responsibility to ensure that their child/children attend school between the ages of 6 - 17.

It is important for students to attend school regularly and to be punctual. If a student is absent, parents are asked to write a note stating the reason. The school grounds are supervised between 8.15am and 3.50. Students require parent supervision outside of these hours. It is expected that students who are not travelling by bus leave the school promptly on dismissal.

During Sport practices it is not the responsibility of team coaches / managers or school staff to supervise siblings of team members.

Roll Books at School

Roll Books will keep detailed information about students' school attendance and absences. Some specific details to be recorded are:

Illness with a Doctor's certificate is required after an absence of 3 or more days.

Illness without a Doctor's certificate

Social / Family reasons

Unexplained

Late arrival at school.

School contact with home - if, on the third consecutive day of absence no advice for the reason has been received, then the school will contact the home to ascertain the reason for absence.

Other details to be recorded include **suspension, exclusion, exemption and take home.** D.E.C.D [Department of Education, Child Development] regularly monitors and audits student attendance at school.

* Please send a written note to cover your child's absence. Please contact the school about exemption when taking family holidays in excess of 1 week during school term.

BANKING

A banking service is operated by Bank SA. Students are to put the money into their class bank bag, a monitor will take the bag to the Front Office for collection by the Bank Officer. Vouchers come in the following amounts: 50c; \$1-00; \$2-00 and \$5-00. Banking forms are available upon Student Enrolment OR may be obtained from the Front Office.

Bank Day is each **Tuesday**.

BEHAVIOUR

Our Behaviour Code is based on the school values:-

Respect

Growth

Individuality

Community

These principles of respect form the basis of our Student Behaviour Management Policy. Classrooms will develop their own Codes of Conduct. A comprehensive recording system for behaviour ensures that monitoring and analysis of behaviour patterns can easily occur. The usual progression of consequences following inappropriate behaviour, includes warnings, time out, separate play, buddy class, front office, suspension and exclusion. Major violation of the behaviour code may result in take home or stages being missed. Positive behaviours are acknowledged and rewarded through a variety of means.

BICYCLES A covered bicycle parking area is available at the school. When leaving the school, riders must walk their bikes across the oval or yard and only begin riding when the road traffic has been checked. The wearing of a helmet is required by law.

B USHFIRE SAFETY

If there is any indication that there are Bush Fires in the district, the only children allowed to go home will be those collected by their own parents **OR** by adults acting on behalf of other parents, **but only when AUTHORITY from the parent is available.** During these circumstances students will need to be signed out.

BUSH FIRE PLAN

1. Our Policy below will be printed in the last newsletter in October and again in the first newsletter of the school year.
2. The Moorak Primary School does not close early on HOT days. When weather conditions are forecasted at 35° or higher, students will spend lunch breaks in air conditioned buildings. All rooms have air conditioning.
3. If there is an indication that there are Bushfires in the area, then the **ONLY** children allowed collected by parents will be able to go home. Adults will need to sign the extreme weather log book located in the front office, when taking children to and from the school.
4. Bus children, as well as those walking or riding home will be kept under our care until the school is given information that it is safe to let the children go home.
5. The children will be kept in the school building or moved to the school oval. The key issue will be to stay together so that we know where your child is.
6. Camps and excursions will be cancelled on days of high risk.

C AMPS AND EXCURSIONS

Parents will be advised prior to any Camp and most Excursions. Excursions are linked to curriculum requirements and outcomes. While all students are encouraged to participate, parent approval is required. Parents may also be asked asked to assist.

See also notes in CONSENT FORMS. We retain the right to cancel camps and excursions should conditions make such a decision necessary.

Consent Forms.

Parent permission is needed for all excursions. There are three types of consent forms used:-

[a] An all in one consent form

[b] Standard forms for specific excursions.

[c] Special forms for Aquatic activities and Camps when additional information is sought. If we do not receive signed consent forms, permission to attend is refused. Students will be transported by bus and therefore permission to travel forms will also be required.

Excursions will be cancelled if it is considered to be a safety risk.

C HANGE OF ADDRESS or TELEPHONE NUMBER

Any alteration to a student's address or telephone contact should be notified to the school as soon as possible.

C HEQUES PAID TO THE SCHOOL

All cheques paid to the school should be made payable to the "Moorak Primary School Council Inc." and crossed "Not Negotiable". Individual receipts for amounts in excess of \$10-00 will be provided.

C OMMON ILLNESSES

Here is a brief summary of the exclusion times for children with various common diseases.

Disease

Excluded from school

Conjunctivitis	During the acute stages of the infection.
Influenza	Until after the symptoms have disappeared.
German Measles	4 days after the appearance of the rash.
Infective Hepatitis	Until a medical certificate of recovery is produced.
Chicken Pox	Not less than 7 days.
School Sores	Until the sores have healed or are properly covered with a dressing.
Measles	Not less than 7 days from the appearance of the rash.
Mumps	Not less than 14 days or at least 1 week after the complete subsidence of all glandular swelling.
Ringworm	If the ringworm is confined to a part which is kept covered, no exclusion. If elsewhere, until a medical certificate is produced.

Head Lice [Pediculosis]	Occurs occasionally in schools and other close knit communities and can be spread quickly to anyone who is closely associated with the affected person. The head louse is found only in humans and draws attention to its presence by the intense itching of the scalp. Eggs, commonly called nits are laid on <u>and</u> stick firmly to the hair close to the scalp and appear as white specks.
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The school will contact the parent to arrange for the child to be checked and treated as soon as possible. Parents are not required to collect their children if they are infested with (suspected) live lice before the end of the school day children can stay in their classroom but not to participate in head to head and hair to hair activities. The school will offer advice and explain the requirement to treat the child before he/she returns to school. The school will then notify parents of other children in the class/school that there is a suspected case(s) of head lice in the community

CUSTODY OF CHILDREN

Please advise the Principal of any change in legal custody arrangements so that staff are aware of safety needs of children. All information is confidential.

DENTAL CLINIC

The School Dental Service has a clinic at Mt. Gambier Hospital. This clinic makes regular checks and provides dental treatment for primary school children.

Enrolment forms will be sent home or can be obtained from the school office.

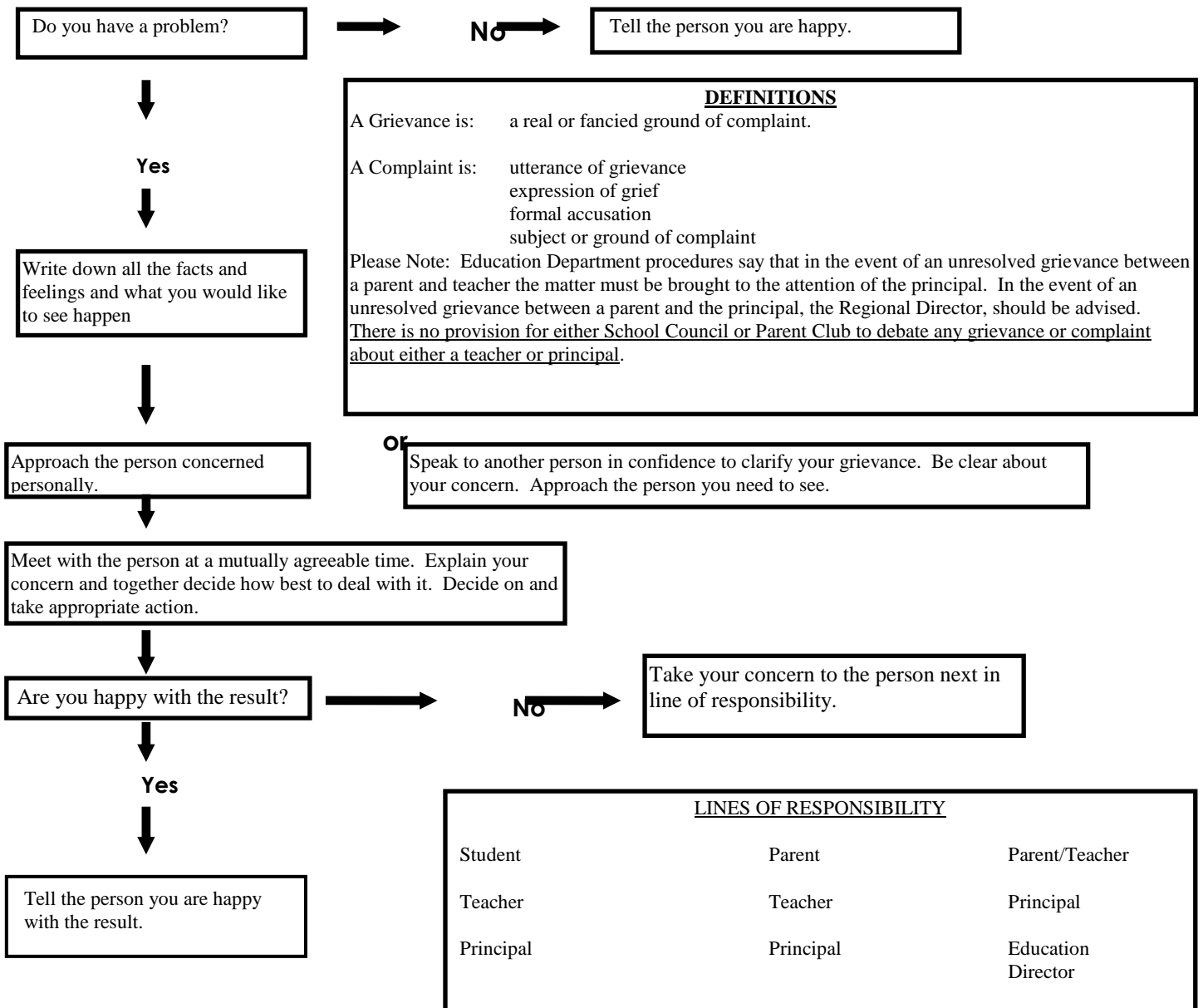
Parents can elect not to enrol their children in the clinic's service. Students are reminded of a check at least once per year.

Parents usually collect their children from the school prior to their appointments and take them to the clinic. Depending on the nature of any work performed by the dentist, or if the time of day permits, students are expected to return to school to continue lessons.

GRIEVANCE POLICY

We can expect within our school community that things will happen from time to time that cause personal concern. When this occurs it is important that the person with the concern does something about it. We have detailed in diagram form, a pathway to follow to have a concern dealt with.

All are encouraged to use this process.



HATS

All students **must** wear school broad brimmed hats during term 1 & 4 for recess, lunch and all outdoor activities. Those without hats are required to be in a nominated area.

LIBRARY

Students will be given regular opportunities to borrow books. Once borrowed, the care of the books rest with the students. A library bag will not only offer protection but will provide a place to keep books while they are at home. Books can be borrowed for a period of up to 2 weeks. We may expect compensation for books that are lost or damaged.

LITERACY AND NUMERACY TESTING (NAPLAN)

Year 3, year 5 and year 7 students are tested each year in aspects of literacy and numeracy. The tests are set and marked by an independent body, the setting of the test, completion and marking is completed on a national level. Student's results are placed in the context of the rest of year 3's, 5's and 7's in the district, state and nation. Results are sent to the parent / care giver in November of that year.

LOST PROPERTY

Lost property is stored in the library, if not claimed by the end of each term will be offered to sale or given to charity. Feel free to come in and check for lost articles at any time. Clear labelling of articles will prevent clothing from becoming lost.

LUNCHESES

There is no school canteen at Moorak. Children are expected to bring their lunch from home. Parent Club will offer special lunches throughout the year. Parents will read of these offers in the Newsletter. A pie warmer is available for heating lunches daily. These must be wrapped in alfoil, clearly marked with a permanent texta showing the child's name and class. Only food suitable for warming in the pie warmer is acceptable (please note – frozen food does not heat through). Cup of soup, noodles etc to be heated are not suitable for use at school. Lunches are collected from class rooms and heated by monitors.

MEDICATION

If a student requires medication, it is Departmental policy that the school has a medical authority & a medication information form signed by the Doctor or Pharmacist to allow us to administer medication. Policy and medical forms can be downloaded from our school website.

It is important that we have knowledge of all medication that students currently take. All medication is stored in a secure area

NEWSLETTERS

These are an important communication link between home and school. They inform parents of school events and at times seek information from parents. They are sent home on Fridays and uploaded on the school website. Reply slips may also be provided for return to school for the collection of information. Teachers send out class newsletter regularly throughout each term. Please check your child's bag for notices.

PARENT HELP

Perhaps you would like to help the students and teachers at school. Teachers will appreciate your involvement and will be pleased to accept your time and talents in the classroom. The Principal and class teachers will be happy to discuss this with you.

PARENT GOVERNANCE

**** Parent Club** This club serves the parents of children attending the school, and provides an opportunity for them to meet each other once a month.

Parent Club supports the school in fundraising activities with money raised going towards, schools resources & camps.

****Governing Council** The Governing Council consists of parents elected at the Annual General Meeting, a representative of Parent Club, a Staff member elected by the Staff, and the school Principal. The Governing Council meets twice a term on set dates outlined at the AGM.

All parents are invited to participate. It often happens that people are prepared to join committees but we are unaware of their willingness. If you are interested or if you require further information, please let any member of Parent Club or Governing Council know.

PRESCHOOL

The Preschool is currently open at the following times:

Monday – Tuesdays and alternate Wednesdays 8.45am – 3.15pm

If your child turns 4 before 1st May, then they will start preschool at the beginning of the school year. Children

born on or after 1st May will begin preschool the following year.

Pre-Entry: Pre-entry is offered to all children in term 4, the year before they start preschool. Further details regarding pre-entry session times and dates will be mailed to enrolled families early in term 4.

The Preschool offers a Transition programme to familiarise students with the Reception Class.

SITE LEARNING PLAN

DECD (The Department for Education and Child Development) of South Australia requires each State School to develop a three year plan. The plan seeks to reflect the needs of the Department, Staff, Students, Parents and the wider school community. A copy of the plan needs to be approved by the school community and the Department. Copies of the Plan and regular reports will be made available upon request and at appropriate times and can be found on our website.

SAME DAY POLICY

All public preschools and schools now only have one intake at the beginning of term 1 each year. If your child turns 4 before 1st May, then they will start preschool at the beginning of the school year.

Children

born on or after 1st May will begin preschool the following year.

Pre-Entry: Pre-entry is offered to all children in term 4, the year before they start preschool. Further details regarding pre-entry session times and dates will be mailed to enrolled families early in term 4.

PLAYGROUP

A parent led playgroup is held in the Preschool once a week on Friday mornings for children between the ages of birth -5 years of age. The school provides the facility but the group is dependent on parent organisation.

A \$1.00 donation is requested to cover the cost of materials. All interested parents and toddlers are welcome.

R EPORTING

Some of our forms of reporting include

1. Acquaintance Night – held early in term 1.
2. Interviews (formal and informal) Terms 1 and 3

Interviews regarding your child's progress may be conducted at anytime during the during the year. Arrangements for interviews with the Principal or Teacher will need to will need to be made when mutually convenient and preferably with prior consultation.

3. Assemblies – Learning journeys
4. Student self evaluation / Work samples
5. Formal written report on curriculum, work habits and attitude in line with Australian Curriculum & SACSA Framework -this will occur in Term 2 and Term 4.
6. Class and school newsletters.

S CHOO L BUS

The Education Department provides a bus service for eligible students who live more than 5 kilometres from the school. Information regarding bus stops can be obtained from the Principal, via Mount Gambier High School. Applications must be approved by the High School or Education Office which is responsible for this particular bus run.

S CHOO L TIMES

First Bell (Organisation)	8.50am
<u>Lessons commence</u>	<u>9.00am</u>
<u>Recess</u>	<u>11.00am - 11.20am</u>
Eat lunch with teacher	1.10pm - 1.20pm
<u>Lunch playtime</u>	<u>1.20pm - 2.00pm</u>
Lessons end Dismissal	3.30pm.

* Children eat their lunches from 1.10pm - 1.20pm in their classroom with their class teacher. At dismissal children are expected to go straight home unless prior arrangements with parental consent have been made with either the Principal, the class teacher or the teacher on duty.

* All students are supervised from 8.15am to 3.50pm.

S CHOO L CARD - GOVERNMENT FINANCIAL SUPPORT

This is available to those parents whose financial circumstances warrant it. For further information and annual application forms, contact the school Front Office.

S TUDENT ACCIDENT INSURANCE

During the school year, you will have the opportunity to insure your child against expenses arising from accidents. Policies are offered by a variety of companies. Information will be made available when we receive it.

SPORTS

The following sports are available to students in Years 3-5:

Cricket, Football, Hockey, Minkey, Netball, Soccer, Softball, Auskick and T-Ball.

The availability of these sports change from year to year. At times the school will have its own team and at others will combine with another school to form a team.

(Children must be 8 years of age before they can participate in these).

SPORTS DAYS

*****Internal** The school holds an annual sports day usually in Term 1. All children will be allocated to a Sports Team. All members of the family will be in the same team. On Sports Day, students usually dress in shorts, running shoes and a T-shirt of appropriate team colour.

*****District**

We also participate in the District Sports Day. Details for this event will be advised as information is made available to the school. All students must be in full school uniform, which is provided by the school, including broad brimmed hats.

STUDENT REQUIREMENTS

*****Personal**

Students require a number of personal items: Handkerchiefs or Tissues, Library Bag, Painting Smock, Slippers for wet days.

Please label all your child's clothes clearly. Lost handkerchiefs are usually destroyed.

STUDENT SICKNESS and ACCIDENTS

Students who are ill.

The school has a record of each student's details - telephone numbers, contacts, family doctor etc. A child who is not well at school will be sent home after contact has been made with the parent or agent. A child should be kept home until he/she has recovered or on a doctor's recommendation. Upon returning to school a note explaining the absence is required for school records. If your child is unwell before school, please keep them at home to avoid other children being exposed to this illness.

Children who have accidents.

Very minor injuries will be treated by staff members. A note will be sent home informing parents of the injury/sickness. In an emergency the school will contact an ambulance and inform the parent as soon as possible.

SWIMMING

This is part of the school Health & Physical Education curriculum and usually occurs in first term.

The Reception to year 2 students attend for five lessons. Years 3-7 usually have ten 45 minute lessons. These are at the Mount Gambier Aquatic Centre. Travel to and from the centre is by bus. Swimming costs are additional to the Material and Services Charges.

TOYS

Loss / disappearance, distraction, sharing / not sharing, competitiveness, damage, manipulation of other students.

We would ask that you consider the above. Only allow toys to come to school for a special occasion, for example birthday & morning talks.

TRANSITION

1. **Pre-entry** is available for in term 4 you will receive a letter informing of session times.

2. Preschool to School.

Preschool students have the opportunity to work collaboratively with the Reception class.

This happens regularly while the students are at Preschool.

The students get to know the Reception teacher and the class during these sessions of planned activities.

By attending a preschool on school grounds they learn routines such as school rules, bells, and when to eat recess and lunch.

They are involved in school activities such as assemblies, concerts and sports days.

The teachers are constantly interacting and so information sharing is easily facilitated.

Formal records of progress are also exchanged.

3. Year 7 – 8 Transition

Year 7's have an induction visit by a year 8 coordinator.

Visiting days are set up for parents and students.

Students attend for 2 days of lessons at the end of the year.

Consultation occurs between the teacher and the high school about placement in home groups.

UNIFORM

Moorak Primary School Governing Council endorses the dress code policy for the following reasons. Application to enrol at Moorak Primary School is taken as taken as acceptance to wear appropriate dress code.

- Signifies that we are part of the Moorak school community
- Uniquely identifies our school
- Reduces peer group pressure and competition regarding brand names and expensive clothing
- Clothes are readily available at retail places, colours are popular and serviceable
- No arguments /debates during morning routine
- Good clothes are kept in good condition for out of school and special occasions

Essentially our dress code consists of navy (jumpers, trousers etc) and blue (polo tops, stripes etc) supplied from Hyland Fox orders can be made from the school in the second and second to last week of every term

Dress code components

Blue and white checked dress (girls)

Navy pants, shorts, skirts or skorts (including mid to dark blue denim – with minimal or no decoration and navy tracksuit pants)

Navy blue polo top / skivvy

Navy windcheater plain / with pale blue stripes

It is school policy that school broad brimmed hats must be worn. Hats are available for purchase from the front office.

Scarves and beanies should also be in navy and / or pale blue colourings

- **Additional considerations**

For safety reasons thongs, high heels and large ear rings are not permitted. Consideration should be given to the variety of activities that students at primary school are engaged in and therefore clothing should be appropriate to these needs. Skirt and shorts lengths should also be considered regarding practicality and suitability – skirts above the knee may not be suitable.

Jewellery While we are not in favour of a 'no jewellery' policy a minimalist approach is preferred for both aesthetic and learning purposes.

- Maximum of 2 necklaces
- Maximum of 4 bracelets
- Maximum of 2 rings
- 1 watch
- Earrings – studs or small sleepers (not negotiable)

Jumpers and polo tops can be ordered at the school twice per term

For safety reasons no thongs or high heels are allowed.

We would like to request that even if clothes are being washed or your student is in year 7 that a minimum standard is a plain navy (small or no brand name) windcheater and blue pants.

Cheaper brands can be obtained from the Op shops, Target or K-Mart. Navy is also a serviceable colour which can be used in other situations.

The Governing Council ratifies this policy.

The Principal may take disciplinary action in relation to wilful and persistent breach of the dress code.

Please name all articles of clothing your child wears to school.

Art Smocks – Art, Craft and Activity form an integral part of the educational programme. To protect school clothing during these activities, it is most desirable that children wear some sort of protective clothing. This need not be elaborate [an old shirt, collar removed, sewn through the front and elastic in cuffs] is required by students in Years R – 7.

It is an expectation of Moorak Primary School Governing Council, Principal and Staff that all students abide by the school dress code policy. A parent's / care giver's application to enrol at Moorak Primary School is taken as an acceptance of this policy.

VALUES

RESPECT: To show care and consideration towards others & property

COMMUNITY: To achieve common goals by working together.

GROWTH: To creatively solve problems, achieve goals and learn from everything we do.

INDIVIDUALITY: To recognise each others worth and grow in responsibility.

WEATHER

All classrooms are air conditioned / heated. In extreme conditions hot / wet students will remain inside during lunch. Therefore it is anticipated that students will not miss school as a result of the weather. In the event that students are collected before the school day ends class teachers must be notified BEFORE the child leaves the school. **On a catastrophic fire ban day, when children are removed from school for any reason, the log out book must also be signed by the parent/caregiver.** During wet or inclement weather, students will be advised to stay inside under supervision. Students may wear rubber boots during wet weather. However, some other form of footwear should be supplied for wearing in the classroom, e.g. slippers. Slippers are encouraged to protect feet and carpets.

