



# BOOBOROWIE PRIMARY SCHOOL

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## Information for Parents 2018



*Achieving & Learning for Life*



**Government of South Australia**  
Department for Education and  
Child Development

# **INFORMATION FOR PARENTS 2018**

*Dear Parents/Caregivers,*

*This booklet is a reference for the Parents and Caregivers at Booborowie Primary School. It is in alphabetical order to assist with finding information about our school.*

*You, the Parents and Caregivers are valued members of our School Community. At Booborowie we invite your participation into our school's life. It has been shown that when the home and school work together as a team, children's attitude to school and learning is enhanced and the children are happier and cope better. Good communication between the home and school is therefore crucial. We ask that the school be contacted regarding any matter relating to your child's well-being or education.*

*I hope that you and your children find this year exciting, challenging and rewarding.  
Kind regards*

**Anne Heinrich**  
**Principal**

## **STAFF FOR 2018**

<b>Anne Heinrich</b>	<b>Principal</b>
<b>Julia Daniel</b>	<b>Teacher</b>
<b>Penny Drew</b>	<b>Teacher</b>
<b>Sarah Ramsdall</b>	<b>Teacher</b>
<b>Charlotte Burmester</b>	<b>Finance Officer/ IT support</b>
<b>Fiona Fitzgerald</b>	<b>Administration/Special Education Support Officer</b>
<b>Melanie Walker</b>	<b>Special Education Support Officer/ WHS</b>
<b>Samatha Muller</b>	<b>Special Education Support Officer</b>
<b>Nicole Radford</b>	<b>Special Education Support Officer</b>
<b>Erin Booth</b>	<b>Pastoral Care Worker</b>
<b>Marie Noll</b>	<b>Playcentre Leader</b>
<b>Andrew Sheply</b>	<b>Grounds person</b>

## **SCHOOL HOURS**

Teachers are on yard duty from 8.15am until 3.30pm.

Children are not to be at school outside these times, as their safety cannot be guaranteed. Please contact the school if there is an occasion when an exception may be needed.

<b><u>LESSON TIMES:</u></b>	<b>8:45 – 11.00am</b>	<b>Fruit Time: 10.00am in class</b>
		<b>RECESS: 11:00 - 11:20am</b>
	<b>11:20am– 12:50pm</b>	<b>LUNCH: 12.50 -1.00pm (Eat lunch)</b>
		<b>1.00 -1:30pm (Lunch)</b>
	<b>1:30 - 3.10pm</b>	<b>DISMISSAL: 3.10pm</b>

## **ABSENCES**

The Department of Education and Child Development Services require absences to be formally recorded and that you indicate the reason for the absence, for example illness, family event or a visit to the dentist. Please complete a 'Reason for Absence Note', or put a note in your child's diary and send it to school after a child has been away.

If your child is absent during school hours (this includes late arrivals or leaving during the day) you need to formally notify the school. By formal notification, a signed note or a personal verbal message from the child's parent/caregiver is sufficient.

A note is needed if you wish for your child to leave the school grounds during school hours.

A (L) Late will marked for a student arriving between roll and 10.30am.

A (M) morning absence will be marked for students absent between 10.30am-12.00pm.

An (A) afternoon absence will be marked for students absent between 12.00-2.30pm.

An (E) early departure will be marked for students departing after 2.30pm.

Principal approval is required for extended absences such as family holidays. Please see Anne for exemption from attendance.

## **ACCIDENT/SICKNESS**

At the commencement of each year, an emergency form is to be completed by all parents for children attending school. (This will cover emergency phone numbers, use of medication, preferred doctor, allergies, etc).

**Asthma/Allergy Sufferers** - A separate form requesting information from a medical practitioner is required by the school. Due to the unique treatment required by asthma/allergy sufferers, school staff must be fully aware of a child's management plan especially in the event of an emergency.

Any medication required by a child will be held by staff or kept in the first aid cabinet, which must be clearly labelled by a pharmacist with your child's name and doctors instructions. If at any time the treatment/medication changes, parents must immediately notify the school in writing.

**Medication** - Notification of prescribed medication must be in writing. No changes to prescribed medication dosages will be made. Forms are available from the school.

***Prescribed*** medication must be in original container from the pharmacist with doctor's instructions and not be 'out of date'.

In case of sickness or an accident, the parents will be notified. If no parental contact can be made, the child will be made as comfortable as possible in a quiet area and the emergency contact will be notified.

Minor first aid is the responsibility of staff members. Notifications will be placed in diaries/ communication books.

In case of serious injury:

- First aid will be administered;
- Medical attention will be sought as per instructions on medical form;
- Parents will be contacted;
- An Accident Report will be completed by a staff member if required.

## **ADMISSION**

An admission form is to be completed for every child enrolling in the school.

The DECD policy states that children enrolling in government schools have 16 terms in junior primary classes.

Children turning 5 between 1<sup>st</sup> May- 31<sup>st</sup> December 2017 start school Term 1 2018

Children turning 5 between 1<sup>st</sup> January -30<sup>th</sup> June 2018 start school Term 1 2018

## **ASSEMBLIES**

Whole school assemblies are held fortnightly on Tuesdays at 3pm. All welcome.

## **BEHAVIOUR MANAGEMENT**

The School Discipline and Behaviour Code policy outlines the expectations and procedures which are followed.

Behaviour Management Policy for the classroom and playground is as follows;

### **Step 1 – Verbal Warning**

If behaviour continues:

### **Step 2 -Time out**

If behaviour escalates;

**Step 3 – “Focus Time” with Principal. This is a student friendly form filled out with the student and Principal to be sent home for parents to sign.**

## **BIKE RIDING STUDENTS**

A bike rack is provided for children who ride a bike to school. ***All bike riders must wear a helmet when riding.*** Children are not to ride bikes in the school grounds

## **CAMPS AND EXCURSIONS**

These are planned in consultation with Governing Council and parents.

Camps and excursions will be relevant to the learning programme.

Cost will be kept to a minimum to allow participation by all students. Isolated Rural Allowance and Disadvantaged School Grants will be used to subsidise transport or assist access where possible.

A school camp is usually held every year.

On some excursions students will travel by private car.

DECD require that:-

A vehicle may only be used to carry students if

- a) it is equipped with a seat belt/child seat for each child carried
- b) is registered and in a safe mechanical condition
- c) it is covered by a minimum third party property damage insurance policy
- d) the driver has a full licence and is believed to be safe and responsible driver
- e) Written parent consent is given
- f) Consent forms will state who the driver will be, and which students will be travelling with them when travelling via private vehicle.

NOTE: "L" plate drivers must not carry students.

## **CLASS STRUCTURE**

The school is organised into two classes Junior and Upper Primary groups for the Literacy and Numeracy curriculum. Some subjects are taught within one group with activities planned to meet students' individual, academic, social and physical needs as well as the demands of the Australian Curriculum. In 2018, children work in one class for Visual Arts, Design & Technology & PE.

## **GOVERNING COUNCIL**

The Governing Council meets twice a term in the evening, usually weeks 3 and 8.

All parents are welcome to attend as observers, but voting on issues is valid only to council members.

Governing Council members are elected as parent representatives. Please contact any Governing Council member to share your concerns or discuss ideas.

Governing Council Members for 2018 are:

Chairman: Bron Peart

Secretary: Rick Muller

Treasurer: Sheree Waters

Council Members: Anne Heinrich (Principal), Adrian Hill (Community Member), Ian Walker, Jemma Bilsborough, Fiona Sullivan, Nicole Edmunds (Playcentre Rep), Sarah Tohl, Laura Wedding.

## **COMMITTEES**

### ◆ FINANCE COMMITTEE

Oversees the budget and finances of the school  
Helps to formulate the yearly budget  
Reports to Governing Council

### ◆ GROUNDS COMMITTEE

This committee is responsible for oversight of the grounds and grounds equipment.  
The grounds committee arranges working bees where necessary.

## **COMMUNITY USE OF SCHOOL POOL**

The school is responsible for the management of the Booborowie Pool.

Please contact the school for information as to how your family can access the pool.

## **CURRICULUM**

The school curriculum will be based on the Australian Curriculum . The eight areas of study covered are:

- The Arts
- Health and Physical Education
- Music (offered by specialist teacher once a week)
- English
- Maths
- Science
- Hass- History, Geography, Civics & Citizenship, Enterprise.
- Design Technology
- Digital Technology
- Language – Japanese via Open Access College

## **WATER BOTTLE**

Children need to have their own named water bottle at school. (Water only, no cordial or juices).

## **ENTERING AND LEAVING SCHOOL**

Students who walk or ride their bikes to school are to use the path between the pine trees. (Parents please remind students not to walk or ride down the middle of the town roads.)

Adults delivering or picking up students may use the north boundary gate where parking is available. All drivers are reminded to use the utmost care (especially when reversing) and to **observe the speed limits.** The speed limit is 25/km/ph.

We ask all parents to accompany children and keep them close when in the carpark area to ensure child safety around moving vehicles.

## **FUNDRAISING**

Fundraising helps provide essential resources for the children. Therefore all families are asked to participate in fundraising as all the children benefit from the extra funds. Fundraising will be the responsibility of the Governing Council and staff in collaboration with the Principal. Students will fundraise with the approval of the Principal.

## **GRIEVANCE PROCEDURES**

In case of harassment, grievance or concerns relating to the school or students welfare, the procedures to be followed are outlined in the 'Grievance Procedure'.

## **INFECTIOUS DISEASES**

DECDS Instructions and Guidelines are included in this enrolment pack.

## **INFORMATION TECHNOLOGY**

The school is well equipped with computers with a ratio of 1:1. They are used as tools to enhance the curriculum and your child's technology skills.

## **INTERNET USE**

The students have access to the Internet and E-mail in accordance with the Internet Policy

## **LEAVING SCHOOL DURING SCHOOL HOURS**

Children are not permitted to leave the school grounds during school hours unless:

- a) a note has been received from parents/caregivers;
- b) parents call for the child/ren;
- c) arrangements have been made between parents and the school.
- d) Child/children have been signed out by parent or carer.

## **LIBRARY**

Children are encouraged to use the school library and may borrow two books at a time. The usual borrowing time is for two weeks, but books may be changed more frequently. A protective bag should be used to carry library books.

## **LUNCH ORDERS**

Lunch orders are to be put in the basket in the Front Office. To avoid confusion we request that lunch orders are sent from the school, not left at the shop by parents. We encourage children to purchase healthy foods. Food brought into the Front Office can also be heated in the oven or microwave by staff. No fast foods such as McDonalds, KFC or the like will be heated.

Lunch orders are available everyday. Lunch heat ups are available every day.

## **NEWSLETTERS**

The School Newsletter will be sent home each fortnight.

## **OPEN DOOR POLICY**

Parents are always welcome to observe and participate in the classes. Parental assistance and involvement in our school is valued. This may take many forms including participation on Governing Council or committees, working in the classroom, listening to reading or assisting on camps or excursions and attending Assembly. Please arrange a time with your child's' teacher if you wish to help in anyway in the classroom.

## **PHOTOGRAPHS**

After consultation with the Governing Council, school photographers are invited to photograph children in this school. There is no obligation on parents to purchase school photos.

## **PLAYCENTRE**

Playcentre is run on Friday morning from 9:00 - 11:30am by Playcentre Leader, Mrs Marie Noll. This is open to all pre-school aged children from birth to age 5 and their parents and caregivers and provides an excellent programme within the school setting.

The Playcentre is an integral part of Booborowie Primary School.

## **REPORTING STUDENTS PROGRESS**

The school uses a variety of ways to provide information on your child's progress and skills. National Literacy and Numeracy testing is held for Year 3, 5 & 7. PATR and PATM tests as required by DECD will be administered to students in Y1-7. Reports from these tests are available for parents. More details are in the 'Assessment and Reporting Policy.' In term 1 and 3, Parent/teacher interviews are conducted and in terms 1 and 3. You will receive a formal report on your Child's progress in terms 2 and 4.

## **SAPSASA**

The school is a member of the South Australian Primary School Amateur Sports Association and encourages participation in athletics and sporting activities. This is not part of the school sports programme but is an excellent extension. It is the parents' responsibility to transport their children to the event. SAPSASA sport is for students in years 5 – 7.

## **SPECIAL ASSISTANCE**

The school has access to personnel in a variety of special services through an inter-agency referral process. Staff or parents may ask for assistance in identifying areas requiring help. This may be in health, learning or behaviour areas. Extra staffing is allocated to provide individualised programmes where required.

## **SPORTS DAY**

The school participates in a combined Sports Day, which is usually held in September of each year.

Combined Schools consists of:

Booborowie Primary

Brinkworth Primary

Spalding Primary

Koolunga Primary

## **STATIONERY**

A pack is provided at the commencement of each year as part of the Material and Services Charge. We encourage children to look after their stationery and materials. Teachers will contact you if they are concerned about use and wastage.

## **SUN PROTECTION**

The school is a registered "Sun Smart School." Hats must be worn all year when UV radiation is 3 or above. Children must wear either a broad brimmed or bucket hat. Teachers and parents are expected to model this practice when on school grounds. The parent must provide a school hat while the child is at school or when taking part in

excursions. "No hat , no play" Sunscreen is provided at school for students' protection. (See Sun Protection Policy)

## **SWIMMING LESSONS**

The children are given lessons daily for 1 week per year by a qualified Swimming Instructor. These lessons are held at the Booborowie Primary School pool.

## **TRANSITION**

A transition programme is provided for pre-school to Reception, Junior Primary to Upper Primary and Year 7 to Secondary School.

## **UNIFORMS**

The wearing of school uniforms, while not compulsory is encouraged, especially on special days or while on excursions:

- Green and White check Dress
- Bottle Green or White Polo Shirt
- Bottle Green or Grey or Black Shorts
- Bottle Green, Grey or Black Track Pants
- Bottle Green Windcheater

Please check with front office for information about ordering and purchasing school shirts, hats and jumpers from local supplier.

## **WEATHER**

Extreme: As the school is air-conditioned, the children will not be dismissed early. When the weather prevents normal activities in the yard, children will remain indoors under teacher supervision. The children will be provided with a variety of indoor activities.

**If at any time you are uncertain of any school procedure, please contact a staff member for clarification.  
We are always happy to assist.**

**We hope that both you and your child/ren enjoy their learning at Booborowie Primary School.**