



BOOBOROWIE PRIMARY SCHOOL

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Information for Parents 2016



Achieving & Learning for Life



Government of South Australia
Department for Education and
Child Development

INFORMATION FOR PARENTS 2016

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*

*Jayne Mainprize-Potter
Principal*

STAFF FOR 2016

Jayne Mainprize-Potter

Principal

Julia Daniel

Teacher

Jayne Mainprize-Potter

Teacher

Sarah Ramsdall

Teacher

Charlotte Burmester

Finance Officer/ IT support

Fiona Fitzgerald

Administration/Special Education Support Officer

Melanie Walker

Special Education Support Officer/ WHS

Paula Gill

Play Centre Leader

Kevin Cousins

Grounds person

SCHOOL HOURS

Teachers are on yard duty from 8.30am until 3.20pm.

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.

LESSON TIMES:

8:55 – 11.00am

Fruit Time: 10.00am in class

RECESS: 11:00 - 11:20am

11:20am– 12:50pm

LUNCH: 12.50 -1.00pm (Eat lunch)

1.00 -1:30pm (Lunch)

1:30 - 3.10pm

DISMISSAL: 3.10pm

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

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 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 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 1st January -30th June 2016 start school Term 1 2016

Children turning 5 between 1st May- 31st December 2016 start school Term 1 2017

Children turning 5 between 1st January -30th June 2017 start school Term 1 2017

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

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

CLASS STRUCTURE

The school is organised into one class but is separated into Junior and Upper Primary groups for the Literacy and Numeracy curriculum. All other subjects are taught within one group with activities planned to meet the needs of the students' individual, academic, social and physical needs as well as the demands of the Australian Curriculum.

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 2016 are:

Chairman: Ian Walker

Secretary: Samantha Muller

Treasurer: Paul Wedding

Council Members: Jayne Mainprize-Potter (Principal), Laura Wedding, Rick Muller
Mel Walker, Samantha Savage, Adrian Hill (Community Member)

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 over sight 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 South Australian Curriculum Standards, and 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
- History
- Technology / Digital technologies
- Geography

WATER BOTTLE

Children need to have their own water bottle at school. Please no cordial.

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.

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. The class 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 pre processed 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 or assisting on camps or excursions. 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 an Early Childhood Worker (Mrs Paula Gill) This is open to all pre-school children 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

Blyth Primary

Koolunga Primary

STATIONERY

A pack is provided at the commencement of each year as part of the Material and Services Charge. Some purchases may be required during the year. Student's replacement resources are recorded and families are invoiced. Assistance for payment is available through the school card scheme. Information is available from the office. Please contact the school if there is any difficulty in meeting the charges, as flexible payments can be arranged.

SUN PROTECTION

The school is a registered "Sun Smart School." Hats must be worn during term 1 and term 4. 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 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

*New Booborowie Primary School Polo Shirts available for purchase from Logo Embroidery and Apparel, Clare Tel: 88421573

Iron-on school badges are available for \$3 from the Front Office or embroidered badges are available from Logo Embroidery and Apparel, Clare
Please see the Front Office staff if you require more information.

WEATHER

Hot: 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.