



BOOBOROWIE PRIMARY SCHOOL

South Terrace
Booborowie 5417

Ph: 08 8893 2241
Fax: 08 8893 2234

Email: dl.0600_info@schools.s.edu.au

School Handbook 2021



1892

Achieving & Learning for Life



Government of South Australia
Department for Education and
Child Development

INFORMATION FOR PARENTS 2021

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 2021

Anne Heinrich	Principal & teacher
Julia Daniel	Teacher
Leonie Thomas	Teacher
Fiona Fitzgerald	Administration/Special Education Support /Librarian
Melanie Walker	Special Education Support / WHS/ Finance
Erin Booth	Pastoral Care Worker
Ronnie Willis	Playcentre Leader
Andrew Shepley	Grounds person

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.

<u>LESSON TIMES:</u>	8:45 – 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 (Play)
	1:30 - 3.10pm	DISMISSAL: 3.10pm

ATTENDANCE AND ABSENCES

It is important to establish good attendance routines early for your children and we strongly encourage children to attend every single day of school unless they are ill or you have urgent appointments or business that cannot be done after school hours or in school holidays. Please check with school if you would like more information regarding common illnesses etc that may mean your child needs to stay at home because they can pass on their illness to others. Children who are not immunised, are required to stay at home when there is an outbreak of declarable diseases (measles, etc).

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 when your child has been absent.

A signed note or a personal verbal message from the child's parent/caregiver must be provided if your child is absent during school hours (this includes late arrivals or leaving during the day) you need to formally notify the school. .

(L) Late will marked for a student arriving between roll 10am.

(M) Morning absence will be marked for students absent up until 12 noon

(A) Afternoon absence will be marked for students absent between 12.00-3pm

(E) Early departure will be marked for students departing from 3pm.

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

FIRST AID

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).

All staff have First Aid training and provide treatment for minor mishaps. When students are injured in the yard we request that they report immediately to the teacher on yard duty to assess the injury. If treatment is required the teacher will instruct the student to go to the office.

Notifications will be placed in diaries/ communication books or if deemed necessary, parents will be contacted by phone.

If a serious accident occurs:

- A staff member will remain with the student
- Appropriate assistance will be summoned.
- Medical treatment deemed necessary will be obtained.
- Parent/caregiver or emergency contacts will be notified, if not available a doctor will be consulted if required, this will be at the Parents expense.
- An Ambulance will be called for all serious injuries. The costs may be paid by Department of Education if ambulance cover is not held by the family.
- Follow up will be attended to by principal and a report will be filed with the Department.

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.

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.

School Starters

Where a child turns 5 before May 1st, they will start school on the first day of term of that year.

Where a child turns 5 on or after May 1st they will start school on the first day of term 1 the following year.

ASSEMBLIES

Whole school assemblies are held regularly during the term to celebrate student achievements, share information and to help with whole school planning and consultation. Dates are published in our calendar planner in our regular newsletter. All welcome.

BEHAVIOUR MANAGEMENT

The Student Behaviour Management Policy at Booborowie Primary is based on the following beliefs and expectations which are underpinned by a restorative behaviour approach

- All students have a right to learn and develop in a safe, supportive and harassment free environment.
- All students have the right to be successful and that may mean putting in place very different structures for some students.
- All teachers have a right to teach without continual interruptions, in a safe, supportive harassment free environment.
- Parents have a right to be involved and informed in relation to behaviours at school.
- Students have a right to be acknowledged for appropriate behaviours.

It is our intention that students take responsibility for their own behaviour, which is based on care and respect for others and the school environment –Restorative Justice. We encourage students to behave appropriately through acknowledgments of achievements and expected behaviours.

To support these beliefs the following structures are in place and may be used when required:

- Class rules, responsibilities and consequences.
- Class planning / counselling.
- Yard rules, responsibilities and consequences.
- Acknowledgment for responsible behaviour in the yard and class.
- 1st occasion- Verbal Warning
- 2nd occasion-Time Out,
- 3rd occasion Focus Time with principal
And parents advised.
- Harassment policies and steps.
- School planning, counselling and values education
- Accessing support from the Behaviour Support Staff
- Suspension / re-entry meeting / student development plan / exclusion.
- Active student involvement in school decision making processes at class meetings and Assemblies.

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.***

BUSHFIRE AND EMERGENCY MANAGEMENT

Booborowie Primary School is rated R2 Bushfire Risk so we prepare for the bushfire season and in the event of a Catastrophic Bushfire Risk Day being declared in the Mid North, the site is closed and no staff or students are allowed on site.

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.

COLLECTION OF MONEY

Families are encouraged to place all cash money coming into the school in an envelope, clearly marked with their name, the amount and purpose of payment. Cheques must be made payable to Booborowie Primary School and direct Electronic Fund Transfer payments can be made. When making EFT payments, please include your name/purpose in the payment details. Receipts will be issued to students to take home. Please check these and keep for reference should queries arise.

COMPUTERS

A computer user agreement is signed at the commencement of schooling at Booborowie Primary School which aims to ensure the protection of individual computers and the school's network system and help provide cyber-safety.

Dental Clinic

In 2021, Mobile Dental Clinic provided a FREE Dental Service at Booborowie Primary School for all children aged 2 to 18 years. Bookings and forms will be sent home early term 1 and are available at school in the front office.

The Dental Service, a branch of the Dental Health Services of the S.A. Health Commission, provides dental care to school children free of charge. The clinic operates from Clare Primary School. Telephone 8842 2288, please phone to make an appointment.

EARLY DISMISSAL

Students are dismissed at 2.30pm on the last day of each term. Please make appropriate arrangements to ensure your child is picked up at this earlier time on those days. Reminders are provided in school newsletters

EARLY INTERVENTION PROGRAM

The school has access a wide range of additional support agencies to ensure that we are best meeting the learning needs of all children. Referral can be requested by parents and is often at the request of both teacher and parents. Students who receive support at Kindergarten will have a transition meeting prior to starting school to ensure a smooth transition. Teachers and SSOs provide in class and withdrawal support for literacy and numeracy and additional support can include

- Behaviour Management Support
- Social Workers
- Speech Pathologists
- CAHMS
- School Psychologists
- Special Education Support

EMERGENCY CONTACTS

Up to date contact information is important for us to contact an adult in an emergency. This information is requested upon enrolment and at the beginning of each year. Please notify us of any changes during the year.

GOVERNING COUNCIL

Governing Council Members of the Governing Council are elected at the Annual General Meeting held early in Term One.

The Governing Council works with the school principal to guide the management and development of the school. In particular, the Governing Council will work to:

- Guide the development of some policies for the school
- Assess the needs of the school in relation to the provision of facilities, resources and funds
- Support the management of the school's finances, particularly in regard to developing the annual budget
- Develop relationships between the school and the community It has a number of sub-committees that support its work including Finance, Fundraising, Grounds and Facilities, and Sports.

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.

The Governing Council "Annual General Meeting" will be held in term 1 and Governing Council members for 2019 will be published in the newsletter.

Parents are encouraged to join committees according to their interest.

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.

FEES

The Material Services Charge is a composite fee covering general resources including text books, library books, physical education equipment and materials required for Society and Environment, Maths, Reading, Art/Craft, Science and Technology, Computing etc. In addition each child is provided with a package of stationery.

Payment of school fees for each child is essential in ensuring the provision of a high quality learning program in our school.

Payment Options include cash, cheque, or direct deposit (**Booborowie Primary School Council Inc Consolidated Account, BSB 105 017 Account No. 094055240**), please include name and invoice number in the reference field) The Governing Council has set the school fees for 2020 at \$244.00 per child.

Families are expected to pay their fees; arrangements can be made for payment by instalment. If you have a low income, are unemployed, in possession of certain social security health and benefit cards, you may be eligible to apply for the School Card subsidy. This form is to be completed each new year to confirm your eligibility. Please see the Front Office for details of eligibility. Applications for the School Card subsidy need be completed each year.

FIRE DRILL AND EVACUATION PROCEDURES

The school has a detailed fire drill and evacuation procedure and we practise evacuation and invacuation drills in terms 1 and 4 each year.

Evacuation: Continuous ringing of the school bell signals the procedure. Everyone on the school site is then required to move in a calm and orderly manner to the lawn area behind the library.

Invacuation: (aggressive dog on the premises etc),go to library (Bushfire Refuge).

FUNDRAISING

Fundraising helps provide essential resources for the children. Therefore all families are asked to help by participating in fundraising if possible 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'.

HEALTH CARE PLANS

Parents should discuss any health issues their child has with their child's teacher or the Principal at enrolment or upon diagnosis. If appropriate the parent will be requested to provide a Health Care Plan completed by the child's medical practitioner and kept up-to-date. The information

provided is then used to outline the steps and actions staff will take in the event of an emergency for the child.

HOMEWORK

Teachers at Booborowie Primary School appreciate that children may participate in out of school sports, assist with chores and play games with family members after school.

Teachers will set homework according to the year level and classroom program.

Children have diaries or message books for the recording of set homework and notes to parents. Parents are encouraged to also use these diaries and message books for short notes.

Teachers will explain about their homework procedures at the beginning of the year. All students are encouraged to read to parents / caregivers each night for a minimum of 10 minutes; to practise their spelling words and basic number facts regularly.

INFECTIOUS DISEASES

The information provided below is from DECD's Infectious Diseases guidelines and outlines the minimum recommended times a child should stay away from school if they come into contact with or contract one of the diseases listed.

Disease	Exclusion Period
Chicken Pox	Excluded until all blisters have dried
Cold Sores	Exclusion not necessary
Conjunctivitis	Exclude until discharge from the eyes has ceased
Glandular Fever	Exclusion not necessary
Head Lice	Excluded until after effective medical treatment has been carried out
Human Immune-deficiency Virus (HIV)	Exclusion not necessary unless the person has a secondary infection
Impetigo (School Sores)	Excluded until effective medical treatment has been carried out
Infective Hepatitis	Excluded until an appropriate medical certificate signifying recovery is provided
Influenza	Exclude until the person feels well
Measles	Seven days from the appearance of the rash
Mumps	Ten days from the onset of symptoms
Rubella (German Measles)	Five days from the appearance of the rash
Scarlet Fever	Excluded until an appropriate medical certificate signifying recovery is provided
Whooping Cough	Four weeks unless an appropriate medical certificate signifying recovery is provided

You will be informed either by class letter, SMS or newsletter, if there is a case of an Infectious Disease in the school.

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 digital technology skills. Learning to be safe using the internet is part of our everyday practice and using digital technology is embedded in our learning program.

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.

***Please wait in the front office while a staff member retrieves your child from their classroom, this reduces any interruptions to all students learning time.**

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.

We have a range of Oral Language packs that contain a book and activities or toys to help you engage young children with books, talking and playing. Parents including Playcentre parents are welcome to borrow these for use at home.

Each child is issued with a borrowing barcode to enable them to access the borrowing system on the library' computer.

Children are asked to return all books to the Book Monster for processing (not put books directly back on shelves).

Early Years students are encouraged to use a library bag. This ensures books are kept clean and can be found easily.

LUNCH ORDERS

Lunch orders for the shop 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.

Heating Left-overs, toasting sandwiches etc: Children are welcome to bring leftovers to school to be heated in the microwave or we can toast sandwiches. Please send 'heat-ups or toasties' to the Front Office at the start of the school day with 50 cents heat-up fee. Tomato sauce is available @ 20 cents per serve. This money is counted as student fundraising for Canberra camp etc.

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.

LOST PROPERTY

Student' clothing, lunch boxes, drink bottles and hats should be clearly named so that items can be returned to their owner.

The lost property box is located in the Front Office. Items left at the end of each term are donated to either the uniform shop or charity.

Our lost property box fills rapidly each term and parents are encouraged to check it when students misplace their belongings.

MEDICATION

Notification of prescribed medication that children need to take at school 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 dosage and doctor's instructions and must not be 'out of date'.

MOBILE PHONES

If students bring mobile phones to school it must be handed in to the classroom teacher upon arrival at school and can be collected prior to leaving school.

Please understand we do not encourage children to bring mobile phones.

Students are not permitted to use mobile phones at any time during the day without supervision of a staff member. The school is unable to accept responsibility for replacement or repair should a mobile phone be misused, damaged or taken whilst at school.

Students who need to contact parents may direct their request to the class teacher or the front office and they may use the school's phone.

NEWSLETTERS

The School Newsletter will be sent home each fortnight usually on Mondays even weeks (week 2, 4, 6 etc.) and is sent home with the eldest child in the family.

Newsletters are also emailed to parents providing email addresses. Please provide email address for family members who would like to receive a copy of the school's newsletter.

Teachers also provide regular class notices to keep parents up to date with current learning in classrooms.

Please check your child's bag and diary regularly and contact your classroom teacher or the front office if spare newsletters are required.

NUT AND ALLERGENS

Policy Context: DofE schools are required to provide learning environments that are safe and supportive of all students. This includes providing for the needs of students and staff who may have anaphylactic (severe allergic) conditions including nut allergies. For these individuals exposure to allergens at school may constitute a risk to their health and wellbeing. While it is not possible to guarantee that the school environment will be completely free of potential hazards, risks can be minimized by compliance with reasonable guidelines.

To help keep our children safe, this school is a **NUT FREE environment.** Please do not send items containing nuts or nut based ingredients to school (includes food, lotions, creams, toiletries, cleaning products, plants and gardening products etc).

Purpose:

- To raise the awareness of anaphylactic conditions for all members of the school community.
- To provide a safe school environment for all members of the school community.

Management

Parents:

- Are requested NOT to send food to school that contains nuts, especially peanuts. This includes products such as peanut paste and or 'Nutella'.
 - Will be informed of this policy at the commencement of each new school year and at enrolment.
- Students:

- Are encouraged to wash hands before and after eating.
- Are informed not to bring food containing nuts.

Staff:

- Will be made aware of students who have anaphylactic responses, including nut allergy. • Will supervise students during lunch eating time and will be vigilant in regard to this policy.
- Will participate in training to understand procedures related to Anaphylaxis (severe allergic reactions).
- Learning programs and special events such as the Kitchen Garden, cooking, special school lunches and so on are required to comply with this policy.

The school acknowledges that due to current food processing practices, it is impractical to eliminate nuts and nut products entirely from an environment where there is food. The emphasis is therefore on raising awareness and adopting the reasonable procedures.

OPEN DOOR POLICY

Parents are always welcome to observe and participate in the classes.

Parental assistance and involvement in our school is highly valued, and we'd appreciate your help in a variety of ways.

'Help' includes 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.

Parents wanting to provide regular help in classrooms with students other than their own, or who wish to help on camps and excursions require a Working with Children Check WWCC (previously known as Criminal History Screening). As a volunteer at school, there is no charge for these.

OUT OF SCHOOL HOURS CARE

Whilst we are unable to provide OSHC at Booborowie Primary School, when possible, staff are happy to assist you should you be held up collecting your child from school or would like to bring you child to school early so you can get to appointments etc. Because staff have meetings, training, family commitments etc. on some days, it is important to speak to a staff member when the need arises so we can make sure someone is available at school to assist.

PASTORAL CARE PROGRAM

Booborowie Primary School has a Pastoral Care Worker available at the school. Brochures are available at the front office.

The role of the Pastoral Care Worker is:

- To support students in their learning and assist with any problem they may be experiencing. On-going support can be provided with parental consent.
- To support the staff and the school community in its aim to be a safe and supportive learning environment.
- To support families as required by linking them to community resources and services and by providing information about support and services provided through community groups, including church groups.

The role of the Pastoral Care Worker is not to promote or discriminate on the grounds of any particular religion, but to work to enable a supportive, inclusive and caring environment within the school for all students. A brochure containing more detailed information about the Pastoral Care Program is available from the front office

PAYMENT OPTIONS

Invoices can be paid by any of the following methods.

Cash, cheque or direct deposit –

Booborowie Primary School Council Inc Consolidated Account,
BSB 105 017

Account No. 094 055 240

Please include name and invoice number in the reference field.

PUPIL FREE AND SCHOOL CLOSURE DAYS

All public schools in South Australia are entitled to four Pupil Free Days for staff training and development, and a school closure day for a day of local significance. These days are approved by Governing Council and Department of Education and advertised in advance to the school community.

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 with our Playcentre Leader, Mrs Ronnie Willis. 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.

SCHOOL IMPROVEMENT PLAN

Booborowie Primary School's Improvement Plan is reviewed regularly to monitor our progress towards achieving our goals for improvement. It is available on request from the front office and is on display in the staff room.

SMOKING

In accordance with Department of Education regulations, Booborowie Primary School is a smoke free environment at all times. This also applies to any school function or event at another venue such as concerts, excursions, sports days.

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 encouraged to model this practice at school and school' events.

The parent must provide a school hat while the child is at school or when taking part in excursions. "No hat, play in the shade"

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 6 or 7 to Secondary School.

UNIFORMS

The wearing of school uniforms is strongly supported by Governing Council and whilst not compulsory, it is actively encouraged especially on special days or while on excursions:

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

Uniform tops, jumpers and hats are available for purchase from the front office.

Visitors

Visitors to the school must sign in and out at the Front Office.

YARD SUPERVISION AND YARD DUTY

Yard Supervision begins each day at 8.15am – Children should not be at school before this time as there is no yard supervision UNLESS you have made prior arrangements with a teacher or the principal for out of hour's supervision to ensure that appropriate duty of care is provided.

After school, students must be collected or have left the grounds by 3.30pm. Yard supervision finishes at this time.

WEATHER

Extreme: As the school is air-conditioned, the children will not be dismissed early unless an extreme weather event were to be forecast such as severe thunderstorm with large hail and heavy rain at home time. If this were ever to occur, we would contact you directly by phone recommending children be collected 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.**