



Booborowie Primary School

2022 Parent Handbook



Government of South Australia
Department for Education

Achieving and Learning for Life

South Terrace, Booborowie, SA 5417 – Telephone 8893 2241 – Facsimile 8893 2234 – Email dl.0600_info@schools.sa.edu.au



INFORMATION FOR PARENTS 2022

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, students attitude to school and learning is enhanced and the students 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 wellbeing or education.

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

Kind Regards

Jess Bennett
Principal

STAFF 2022

Jess Bennett	Principal & Teacher
Julia Daniel	Teacher – Tuesday - Friday
Leonie Thomas	Teacher – Monday & Tuesday
Fiona Fitzgerald	Administration/Special Education Support/Librarian
Melanie Walker	Special Education Support /WHS/ Finance/Administration
Ronnie Willis	Playcentre Leader
Richard Mudge	Groundsperson

LESSON TIMES

The day begins at	Students can arrive from 8:30am
Morning Fitness Run	8:45am – 8:50am
Admin	8:50 – 9:00am
Lessons	9:00am – 10:00am
Fruit Time	10:00am
Lessons	10:00am – 11:00am
Recess	11:00am – 11:20am
Lessons	11:20am – 12:20pm
Lessons	12:20pm – 12:50pm
Lunch Eating Time	12:50pm – 1:00pm
Lunch	1:00pm – 1:30pm
Lessons	1:30pm – 2:30pm
Lessons	2:30pm – 3:20pm
Dismissal	3:20pm



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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. We ask you do not send children to school if they are showing symptoms which are highly infectious or contagious eg vomiting and diarrhoea. Please advise staff of anything infectious or contagious. In the event your child become ill at school staff will contact a child's parents/caregivers or emergency contacts to collect your child.

The Department for Education (DfE) require absences to be formally recorded and that you indicate the reason for the absence. 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 this includes late arrivals or leaving during the day.

(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 Jess for exemption from attendance application forms.

ADMISSIONS

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

Government schools have 1 intake per year for children starting school (first year is known as Reception) in term 1. A child must be enrolled at school by their sixth birthday.

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 termly planner in our fortnightly newsletter.



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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/caregivers 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

A bike rack is provided for students 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. You will be notified when this occurs.

CAMPS AND EXCURSIONS

These are planned in consultation with Governing Council and parents/caregivers. 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.

On some excursions students will travel by private car.

Department for Education (DfE) 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.



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COLLECTION OF MONEY AND PAYMENTS

Families are encouraged to place all cash money coming into the school in an envelope, clearly labelled with their name, the amount and purpose of payment. Cheques must be made payable to Booborowie Primary School and direct Electronic Fund Transfer (EFT) payments can be made.

Booborowie Primary School
BSB: 105 017
Account No: 094 055 240

When making EFT payments, please include your name and invoice number in the reference field. Receipts will be issued to students to take home. Please check these and keep for reference should queries arise.

DENTAL CLINIC

In 2022, 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 please phone 8842 2288 to make an appointment.

EARLY DISMISSAL

Students are dismissed at 2.20pm 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 to 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/caregivers and is often at the request of both the teacher and parent/caregivers. 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. Additional support services can include:

- Aboriginal Education Services
- Behaviour Support
- Psychology
- Social Work – Truancy
- Special Educator and Special Educator – Hearing
- Speech Pathology



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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 throughout the school year.

FIRST AID

At the commencement of each year, an emergency form is to be completed by all parents/caregivers for children attending school.

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.

Notification will be placed in diaries/communication books or if deemed necessary or parents/caregivers 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/caregivers expense.
- An Ambulance will be called for all serious injuries. The costs may be paid by Department for 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 for Education.

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.

Asthma/Allergy/Medical action plans need to be updated every 12 months and be completed and signed by the child's doctor as per SA Health and Department for Education requirements.





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 on weeks 3 and 8.

All parents/caregivers 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 2022 will be published in the newsletter.

Parents/caregivers 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 is based on the Australian Curriculum. The eight areas of study covered are:

- English
- Maths
- Science
- Health and Physical Education
- The Arts – Dance, Drama, Music, Media Arts and Visual Arts
- Humanities and Social Sciences – History, Geography, Civics & Citizenship, Economics & Business
- Technologies – Design and Technology, Digital Technology
- Languages – Japanese via Open Access College



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ENTERING AND LEAVING THE 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 all curriculum areas. 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, or direct EFT payment

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 2022 at \$253.00 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. Applications for the School Card subsidy need be completed each year online at <https://online.forms.sa.edu.au/content/forms/af/public/application-for-school-card.html>

FIRE DRILL AND EVACUATION PROCEDURES

The school has a detailed fire drill and evacuation procedure. These procedures are practised throughout the 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: Air horn signals the procedure. Everyone on the school site when outside is then required to move to the stone building (Bushfire Refuge).

Internal lockdown: Silent teacher notification signals the procedure. Everyone on school site lockdowns their building in a calm and orderly manner.



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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.

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.

Students 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.

INFORMATION TECHNOLOGY

The school is well equipped with laptops and iPads 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. Each year students and parents/caregivers will sign an ICT agreement and non-compliance with the agreement may result in loss of ICT privileges for a period of time.

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





LIBRARY

Students 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/caregivers including Playcentre parents are welcome to borrow these for use at home.

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

Students 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.

If your child loses a book, they have borrowed an invoice will be sent home at the end of the term to cover the cost to replace the book.

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. An updated menu will be sent home at the beginning of the year.

We encourage children to purchase healthy foods.

On Mondays the students are welcome to bring lunch to be heated up in the office. This might be noodles/soup needing hot water, leftovers/meals for heating in the microwave or a sandwich for the sandwich press. The lunches are prepared by a member of staff and delivered to the classroom at lunchtime.

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 camps etc.

No fast foods such as McDonalds, KFC or the like will be heated.

Lunch orders are available Tuesday to Friday.

LOST PROPERTY

Students 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/caregivers are encouraged to check it when students misplace their belongings.



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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 to be completed and signed by the child's doctor as per SA Health and Department for Education requirements. **Prescribed** medication provided to the school must be in original container from the pharmacist with dosage, 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.

Students are not permitted to use mobile phones at any time during the day. 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 on Thursdays even weeks (week 2, 4, 6 etc.) and is sent home with the eldest child in the family.

Newsletters are also emailed to parents/caregivers 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: Department for Education (DfE) 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.

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.

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.
- 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.

PASTORAL CARE PROGRAM

Booborowie Primary School has a Pastoral Care Worker (PCW) 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

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 advertised in advance to the school community.



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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/caregivers and provides an excellent programme within the school setting. Gold coin donation when attending this program.

REPORTING AND ASSESSMENT

The school uses a variety of ways to provide information on your child's progress and skills. National Assessment Program - Literacy and Numeracy (NAPLAN) testing is held for Year 3, 5 & 7. PAT-Rc and PAT-M tests as required by DfE will be administered to students in Year 1-7. Reports from these tests are available for parents/caregivers. More details are in the 'Assessment and Reporting Policy.' In Terms 1 and 3, parent/teacher interviews are conducted. 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 (SAPSASA) and encourages participation in athletics and sporting activities. This is not part of the school sports programme but is an excellent extension. It is at the discretion of the child's parents/caregivers as to whether the child attends the Mid North practices to try for selection. It is the parents' responsibility to transport their children to the event. Notices of tryouts and events will be in the newsletter or given to the interested children. SAPSASA sport is for students in years 5 – 6.

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 on the school website.

SPORTS DAY

The school participates in a combined Mid North Sports Day, which is usually held in September of each year which involves:

- Booborowie Primary
- Brinkworth Primary
- Spalding Primary
- Koolunga Primary



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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.

The parent/caregiver must provide a school hat while the child is at school or when taking part in excursions which can be purchased from the Front Office. "No hat, play in the shade"

Sunscreen is provided at school for students' protection.

TRANSITION

A transition programme is provided for pre-school to Reception, Junior Primary to Upper Primary and Year 6 to Secondary School.

UNIFORMS

GIRLS

Summer: Green & white check dress or navy shorts with school polo shirt.

Winter: Navy track pants, school polo shirt.

Sports: Navy shorts and school polo shirt.

BOYS

Summer: Navy shorts and school polo shirt.

Winter: Navy track pants with school polo shirt.

Sport: Navy shorts and school polo shirt.



ALL STUDENTS

Jumper: Rugby Top or Fleecy school jumper.

Polo shirts: School Polo shirt with school logo.

Footwear: During winter closed in shoes are to be worn.

During summer sandals or shoes are to be worn. As a safety precaution at no time are children allowed to walk around barefoot.

Jewellery: Only stud earrings and watches are to be worn.

Hair: Long hair is to be pulled back off the face at all times.

School Polo Shirts, Rugby Tops, Fleecy Jumpers and Hats are available at the Front Office.



YARD SUPERVISION AND YARD DUTY

Yard Supervision begins each day at 8.30am – Children should not be at school before this time as there is no yard supervision.

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. 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.



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