Parent Information Book 2018
Welcome to Kongorong Primary School and Child Parent Centre. We hope your time with us is both enjoyable and productive. This handbook provides information about how our school operates. We have endeavoured to cover all possible areas. Please contact us if you have any queries.

**Our School’s History**

Kongorong is an area 27 km south west of Mount Gambier and 7 km from the coast. Kongorong Primary School and Child Parent Centre (CPC) caters for the educational needs of children from the Kongorong, Carpenter Rocks and Blackfellow Caves districts. Enrolments are usually between 50 and 60.

**Address:** PO Box 9494, Mount Gambier West 5291
**Telephone number:** (08) 87389231
**Facsimile number:** (08) 87389217

The original school building at Kongorong was shipped to Port MacDonnell by steamer and officially opened on the 4th June 1912. In 1925 a new school was opened on the present site and in July 1981 the CPC was established in a transportable building on the present site.

The Kongorong Primary School was redeveloped in 1981 and now has modern facilities centred round a library resource area, featuring a mezzanine floor and a wet area for craft activities. The school has four teaching areas. Three of the teaching areas are flexible: sliding walls allow the areas to be opened up into an open space teaching area or closed to provide separate class areas.

The school has access to and use of the local town oval through a perpetual use agreement between the Department for Education and Children’s Services and the Grant District Council. The Kongorong Cricket Club has helped to develop the school oval. They have an annual lease agreement with the school council.
STAFFING

STAFF LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Michelle Hunt</td>
<td>Principal</td>
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<tr>
<td>Angela Jordan</td>
<td>R/1/2</td>
</tr>
<tr>
<td>Letitia Clarke</td>
<td>3/4/5</td>
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<tr>
<td>Janita Galloway</td>
<td>6/7</td>
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<tr>
<td>Breanna Ransom/Beth Mahony</td>
<td>NIT</td>
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<tr>
<td>Kathryn Facey</td>
<td>CPC</td>
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<tr>
<td>Chris Telford</td>
<td>Secretary / Finance</td>
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<tr>
<td>Stacey Wright</td>
<td>SSO</td>
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<td>Josie Manser</td>
<td>SSO</td>
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<td>Marilyn Gordon</td>
<td>SSO</td>
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<tr>
<td>Matt Lucas</td>
<td>Grounds</td>
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<td>Jock Chambers</td>
<td>Bus Driver</td>
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COUNCIL

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chairperson</td>
<td>Graham Dowie</td>
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<tr>
<td>Secretary</td>
<td>Michelle McKinnon</td>
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<tr>
<td>Treasurer</td>
<td>Stacey Wright</td>
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SCHOOL TERMS

2018

Term 1  29 January – 13 April
Term 2  30 April – 06 July
Term 3  23 July – 28 September
Term 4  15 October – 14 December

Contacting the school

The office is staffed during the following times.

- Monday  8:30am - 4:00pm
- Tuesday  8:30am - 4:00pm
- Wednesday  8:30am - 4:00pm
- Thursday  8:30am - 4:00pm
- Friday  8:30am - 4:00pm

Please try to keep phone calls to these hours. Teaching Staff will take messages during breaks times but prefer that classes are not disrupted. Your cooperation in this matter is appreciated.
School Plan
The map below details our present class arrangements. The allocation of classes to available spaces changes according to the pressure of numbers and student needs at the time.
**GENERAL**

Playgroup is for children from birth to preschool age on Tuesdays 9-11.00 am during term times. Playgroup is coordinated by an SSO and is held during a preschool session time. Parents are required to stay with children attending playgroup sessions. There is a no charge per session. All parents and children are welcome to attend.

**Child Parent Centre (Preschool) (CPC)**
Children may have 4 terms of preschool, attending on Mondays, Tuesdays and Wednesdays (5 day fortnight) from 9:00am to 3.15 pm. It is important to establish the starting date for school to ensure the correct entry time to the CPC. All children who turn 4 before May 1 may start preschool at the start of Term 1. All children who turn 4 on or after May 1 will start preschool in Term 1 of the following year. All DECD preschools are required to sight proof of identification which states the child’s birthdate before enrolling students. This may be in the form of a Centrelink Card, Birth Certificate or Passport.

The term prior to beginning pre-school children may attend the transition sessions, held one morning per week from 9am to 11:45am.

Suitable clothing for playing and outdoor activities should be worn. Painting smocks are provided.

Parents are encouraged to join the roster to help with special learning activities during the morning sessions.

**Reception - Starting School**
Children begin school on the first day of the term following their fifth birthday. All children who turn five years of age may attend school, but once a child turns six years they are required by law to attend.

From 2014, all children in South Australia will start school on the same day, depending on when their birth date falls. Children who turn 5 prior to May 1st, may start school at the start of Term 1. Children who turn 5 on or after May 1st will start school in the January of the following year. Schools are required to sight identification which states the child’s birthdate before enrolling students. This may be in the form of a Centrelink Card, Birth Certificate or Passport.

**School/CPC Hours**
- 8:30 am  Teachers On Duty
- 9:00 am  Classes begin
- 11:00 am  Recess
- 11:30 am  Classes Resume
- 1:00 pm  Lunch - Eating
- 1:10 pm  Lunch - Play
- 1:40 pm  Classes Resume
- 3.15 pm  CPC Session Ends
- 3:20 pm  School Ends
- 3:25 pm  Bus Departs

**Secondary school**
In term 2 we will be contacted by the high schools to outline their transition programmes. Year 7 parents will be asked to complete the year 8 forms indicating their preferred school.

In term 3 the year 8 coordinators meet with the year 7 students and advise them of the subjects available.

In term 4 students participate in visits to their chosen high school. During these visits students familiarise themselves with classmates, teachers and routines.

**Late Arrivals**
Classes commence at 9 am. Children are expected to be present a little before this time. It is unsettling for everyone when one child arrives late. There is not enough time for this student to get organised, and the whole class has to retrace instructions already given. At times a critical part of a lesson is missed. Similarly students who leave before the end of the day do not do their fair share of cleaning up and often miss vital instructions for the following day. Late arrivals and early departures require parents to sign the student sign in and out at the front office.

In your child’s interest, and to minimise class disruption please ensure punctual arrival at and departure from school.

**Absences**
It is important that children attend school every day unless sick. Whenever possible dental and medical appointments should be made out of school hours. Students who are frequently absent miss basic skills and often experience difficulties in their later school years. Irregular attendance in the primary
years often leads to poor attendance at high school.

When your child is absent please send a note to school the next day. If you know your child is going to be absent for any length of time, contact the class teacher who may provide work. It is not always possible for parents to arrange holidays to coincide with school vacation. When this occurs please contact the Principal.

If your child is refusing to go to school contact the Principal or class teacher and seek assistance immediately.

**Bus**

The school bus arrives by 8:45 am and departs at 3:25 pm. Children are eligible to travel on the bus if their home is on the Kongorong School Bus Route and it is over 5 km from the school. All eligible families apply to the principal for travel on the school bus. If space is available preschool children may access the school bus – this is to be negotiated with the school principal.

Families that are zoned to a different school or school bus route may apply to use the school bus through an application that must be submitted to their zoned school. Please note that approval is usually only granted where exceptional circumstances apply.

If you wish to use the bus service please contact the Principal. While children are on the bus they are in the control of the bus driver. Please go through the rules below with your children so they understand them fully and know you support them.

**Bus Safety Procedures**

The safety and welfare of students travelling on school buses is the responsibility of the school. This responsibility is delegated to the bus drivers. To assist parents, students and the driver to work together for the safety and well being of the students, the following rules will apply at all times.

1. The driver will be in charge of the bus at all times – this is a DECD requirement and the law.
2. All students will require a parent or nominated adult to meet the bus and collect them from the bus. All families will be required to nominate the adults who may collect their child from the bus.
3. If a parent/nominated adult is not at the bus stop, the bus will stop and wait for a few minutes for an adult to arrive. In the event that no adult arrives, the child/ren will remain on the bus and be returned to school.
4. If a parent knows in good time that they or any nominated adults will not be able to collect their child from the bus stop, please let the school know what alternative has been arranged BEFORE 3.20pm so that the bus driver can be informed.
5. Parents of Upper Primary Students (Years 6/7) may negotiate with the Principal regarding the need for an adult to meet their child, however this will only be granted if there are no safety concerns.
6. Upper Primary Students who are granted permission to leave the bus without an adult will not be able to take responsibility for younger siblings. An adult will be required to meet the bus for ALL students CPC – Year 5.
7. Students should get on and off the bus in a quiet and orderly manner.
8. Students are to remain seated throughout the journey.
9. On arrival at their destination, students are to wait until the bus has stopped before getting out of their seat.
10. The noise level should be restricted to talking in a quiet manner (ie to a neighbour)
11. Students are expected to cooperate immediately with requests or directions made by the bus driver.
12. Food must not be consumed on the bus.
13. Water is the only drink able to be consumed on the bus.
14. All litter is to be removed and disposed off at school or home.
15. Objects are not to be thrown in the bus or out of the windows at any time.
16. Students are to respect the rights of others and not interfere with any property (including the bus)
17. Any damage to the bus is to be reported to the driver before disembarking. (Students involved in damaging bus property will be billed to cover the cost of repairs or replacement)
18. Mobile phones are to be silent and only used for texting. The camera function is not to be used at any time.
19. Students should be at their stop 5 minutes in advance of the due time in case the bus is running early. If no-one is at the bus stop, the driver will wait for 1 minute and then continue with their journey.
20. Students who wish to vary their usual travel arrangements must show the front office a note signed by parents. Variations can also be made through a phone call to the school.
Travel allowance
If you live more than 5 km from the bus route or the school you may be entitled to financial assistance. If this is the case contact the school secretary.

Child Information
When your child begins school we ask you to supply us with medical and contact information. This is necessary in the case of emergency. Please keep us informed of any changes to this information, especially changes of address, phone number or contact people.

Money sent to school
Money sent to school needs to be in a clearly labelled envelope with name, activity and amount. Please provide correct change if possible.

Uniforms
Our school colours are navy blue and gold, with navy as the dominant colour. Navy trousers and shorts are acceptable. The school is currently transitioning to a new school t-shirt and jumper. These can be ordered from the local business, Hip Pocket. Low cost uniforms are available at Target and K Mart. For safety reasons thongs, slip-on sandals and “crocs” are not permitted. In terms one and four children are required to wear a hat outside. All students must wear a school hat. The school supplies each child with their first hat upon enrolment. Future hats can be purchased from the front office for $5.00. Those who do not have hats will be asked to play in the shade. Students wearing singlet tops or shorts that offer little sun protection will also be asked to play in the shade.

Although the school uniform is not compulsory the staff, School Council and Parent Club support its use. Please ensure that young children are dressed so they can toilet themselves independently, (eg no difficult belts, fasteners or straps under jumpers). Wearers of T-shirts with suggestive slogans and pictures will be asked to change.

Sports Uniform
Our sports uniform includes a yellow top, black shorts and a yellow wide brimmed hat. The school provides uniforms for all children for the Small School District Sports Day and school sponsored events.

Lost Property
We ask you to clearly label all clothing or personal property. Teachers are not able to be responsible for children’s clothing or personal items. Lost property is stored at school for a limited time. Please feel free to check this box for missing items. Unclaimed items will be disposed of at the end of each term.

Children are discouraged from bringing toys from home. Although all care is taken the school cannot accept responsibility for personal items brought from home.

Leaving the Grounds
Students are not to leave the grounds at any time without permission. If you wish your child to leave the grounds for any reason, please provide a written note on each occasion.

Photographs
Once a year, a photographic firm visits our school to take school, class, individual and family photos. Prepaid order forms are sent home. Photographs are then sent home when received at school. Payments are made directly to the Photographer, the school does not give change or make payments on behalf of parents.

Art Smocks
All children will be involved in art and craft lessons. Class teachers will advise you if an art smock is required. From time to time these will be sent home to be cleaned.

Assemblies
Assemblies are held twice a term starting at 2:45 pm. Parents are most welcome to attend.

Book Clubs
Scholastic Book Club distributes order forms to schools throughout the year. Please pay online or return the form and payment (cheque to Scholastic Aust only) to the school as quickly as possible.

Stationery
To comply with Sales Tax regulations we provide an initial allocation of stationery that is usually sufficient for one year. This stationery remains the property of the school.

School Charges
An account covering school materials and services will be sent home with your child. The fees include amounts for a range of things including art and science materials, sports equipment, photocopying, computing and library resources. The account and money should be returned to school as quickly as possible. Payment is
able to be made through direct deposit or by cash or cheque at the front office. Please contact the front office for the direct deposit details.

Canteen
Children may order lunch for Wednesdays. All orders and money are collected on Mondays for distribution on Wednesday. Price lists and parent helper roster will be distributed to children each term. Lunch Bags can be purchased from supermarkets in town. Orders are to be written on the bag and handed in, with the correct change if possible, on Monday morning. Parents will be asked to assist on a roster system that will involve preparing lunches on a Wednesday once per term. A list of procedures will be found in the cooking area. The school secretary will be pleased to explain the system to you.

School Card Scheme
The School Card Scheme provides assistance for full time students for families with low incomes. Inquiries may be made to the school secretary to determine if your family is eligible for assistance.

Photocopier
Our photocopier is available for use by parents or local groups at a cost of 10 cents per copy. If you require some copying, contact our secretary. Community copying cannot be done between 8.45 and 9.45 am or when the copier is being used for school requirements.

Use Of School Grounds
The school grounds are generally available for use by members of the community, upon request to the Principal. It is emphasised that the school cannot accept responsibility for people who use the grounds out of school hours. Children are not to play in the grounds without prior approval.

PARENT MATTERS
A school functions most effectively with strong support from parents. Your presence in the school has a very positive effect upon your child, even if it is as a spectator, or for a cup of tea. Parent support has been, and will continue to be, valued by both staff and students. We provide a variety of opportunities for those who would like to be involved in the school.

Governing Council
Promotes a partnership between parents, staff and students. The Governing Council is composed of elected parents and a representative from the Parent Club, the Child Parent Centre and Staff. The Council exercises an oversight over the well being of the school. Being part of this group is one way that you can have a say in how our school functions. Meetings are held in the staffroom twice a term at 7:30 pm. The Annual General Meeting is held in Term 1.

Parent Club
The Parent Club provides advice and support to the school. It is open to any parent or caregiver. The Parent Club works hard to raise funds and support student activities. Notice of these meetings will appear in the school newsletter.

Other ways to help
You may not be interested in attending meetings, but would like to help the school in other ways.

In the classroom volunteers hear children read, join in excursions, and take groups of students for electives. Other parents attend working bees, support fundraising, and help with the canteen. All volunteers and visitors to the school will be asked to sign our visitors’ book. This ensures that everyone knows our evacuation and first aid procedures in the event of an emergency. It is a DECD policy that all volunteers to the school have an up-to-date police check. This can be organised through the school.

Helping your child
We are often asked how parents can help at home. The answers are many, but could be summed up as follows:
- talk to your child
- listen to your child
- read to your child
- encourage your child
- Have fun with your child

Newsletters
The school produces a newsletter every fortnight. Newsletters will be sent home with the oldest child in each family. If you have an item for the newsletter, please hand it to our secretary by Monday. Newsletters can be emailed to you, please give the secretary your email address.
Please check bags regularly to clear out notes and newsletters that have not been passed on. It is very easy to miss important information.

Solving Problems & Raising Concerns
From time to time in our work and personal lives we will disagree with decisions that have been made. The school has developed grievance procedures for parents and students to follow. We can only deal with issues that are raised; if we do not hear your concerns we assume that all is well.

Our school has an established Grievance Procedure for raising concerns. This can be found on our school website under Policies.

PARENT & VOLUNTEERS CODE OF CONDUCT

Kongorong Primary School & CPC requires all volunteers and visitors in the school to operate in the following manner:

- Please report to the front office and sign the visitor’s book when arriving and departing the school if your stay will be longer than 20 minutes.
- Accidents and First Aid requirements must be reported to the Front Office and dealt with by the school Senior First Aid Officer(s).
- Smoking and/or drugs are not permitted on the school grounds at any time. Any visitors under the influence of alcohol or drugs are not permitted on school grounds.
- Vehicles, other than those with prior permission, are not to be driven in the yard when children are present.
- Use appropriate language and dress accordingly to being in a workplace where students of a primary age are present.
- Report immediately to the Principal any unsafe practices, conditions or equipment which may be hazardous to you or to others.
- A continuous bell requires all students and adults to congregate on the school oval.
- A series of 3 short blasts of the bell requires all students and adults to congregate in the Teacher Preparation Area (Last Resort Refuge).
- All animals are prohibited from school sites without prior arrangement.
- Prior arrangements with the teacher need to be made before collecting children from the school. We ask that a note in your child’s diary or communication book, a phone message to the school or discussion with the class teacher take place as well as signing the collection book before collecting students from one of two places only:
  1. The child’s classroom or
  2. The front office.
They will not be permitted to wait at the school gate, as our duty of care requires us to know who children leave the school with.
- If you wish to collect children other than your own during school hours we require a note from that child’s parent/carer before we will allow them to leave. (This does not apply to current car pool arrangements).
- If transporting children other than their own, drivers are required to:
  1. Obtain permission from that child’s parent/carer
  2. Hold a current drivers licence,
  3. Have comprehensive Motor Insurance and
  4. Be able to seat all passengers in a seat belt and any required child safety seats
- Become familiar with and utilise the School Grievance procedure to ensure problems and concerns are dealt with appropriately.
- Teachers and SSO staff are available during school hours to answer any questions you may have. Please make an appointment to see staff during these hours. In the case of an emergency the Principal may be contacted at home.

Other issues for all volunteers and visitors to make part of their daily practice while on school grounds are:

Student Discipline
Behaviour Management is the responsibility of the staff at our school. We ask that you respect the Behaviour Policy and the right of the staff to place students in Time Out. (Time Out is a thinking area for students where the only people they are to communicate with are members of the staff).

Confidentiality
Confidentiality is expected from any volunteer or visitor to our school. We ask that you:
- Respect that all children are at different stages of their learning. They learn at different rates and comparisons can often be detrimental to successful learning.
- Our staff have their own work space where often there are confidential documents. Please ask before accessing anything from teacher or SSO desks, filing cabinets or resource areas, staff room and office.
- If you observe a student experiencing difficulty, please allow the teacher to
make contact with that child’s parent. It is part of the Behaviour Code that parents are contacted at certain stages of the discipline process.

We strongly encourage you to discuss any problems with your child’s teacher or the principal. However, during school time our priority is with the children and we appreciate you making an appointment to discuss issues.

Collection of School Books
We strongly encourage you to regularly look through your child’s workbooks. They may be collected and taken overnight or alternatively you can look at them at school. However, before removing books we will require a note in the student’s diary or a phone call from you.

STUDENT MATTERS

STUDENT CODE OF CONDUCT

At Kongorong Primary School & CPC it is expected that students are responsible for actively participating in their own learning, observing school expectations and accepting responsibility for their own behaviour and actions.

These qualities are achieved and maintained when students:

Work:
• Are considerate of the learning needs of others
• Listen carefully and follow instructions
• Complete work to the best of their ability in the time given
• Stay on task
• Move safely and sensibly
• Keep the work area neat and tidy
• Ask for assistance when necessary
• Put their hand up in class to speak
• Respect the teachers’ right to teach.

Play:
• Are considerate of other’s abilities and efforts
• Use equipment in a safe and appropriate manner
• Stay within the designated boundaries
• Keep the school grounds clean and litter free
• Share equipment and play areas with others
• Act responsibly and sensibly in the yard
• Maintain a positive and cooperative environment for all.

Dealing With Others
• Use courtesy and show respect to fellow students, teachers and visitors
• Are positive and friendly
• Cooperate with staff, parents and peers
• Ask before using other people’s belongings
• Take care of own, others and school property
• Use appropriate language and manners
• Respect the rights, feelings and thoughts of others.

Using the Internet and Email
• Emails you send must always be polite and friendly.
• Should you receive an email that is unfriendly or hurtful, do not answer it, but immediately inform a teacher.
• Never use material from a website, including text, sounds, pictures (photos and drawings) and moving images, without first obtaining the permission from the author. All information used must have it’s source correctly referenced.
• Only use your first name in e-mails.
• Never give out personal information such as your surname, address or phone number or that of your parents.
• Never send a photo of yourself to anyone you have met on the Internet unless you have permission from a parent/guardian or teacher.
• Never publish a photo of yourself on the Internet without teacher permission.
• Do not arrange real life meetings with anyone you have met through the Internet outside our school. Any such meetings must only be arranged by a teacher or parent/guardian.
• Should you encounter any web page that you believe is inappropriate or makes you feel uncomfortable, inform a teacher and/or parent immediately.
• You may not download (copy to a school computer) any file from the Internet without teacher permission.
• Disregarding email and Internet rules can be a safety risk and/or reflect badly on you and our school. It is regarded as serious misbehaviour.

Responses To Irresponsible Behaviour In Class
May include:
• Practice the correct behaviour
• Play restrictions
• Apology
• Time Out or Class Sit Out
• Non participation in lessons or play
• Make up time/work missed
• Communication with parents
• Harassment grievance procedures
• Parents asked to take child home
• Suspension, exclusion, expulsion

**SRC**

We have an active **Student Representative Council**, through which the students participate in the decision making processes of the school. They have an impact on matters of curriculum, facilities and the social life of the school.

Each class elects a representative from each year level, while the whole school votes for the School Captains from the year seven class. Class meetings will be held regularly.

**Bikes**

A bike rack is provided at the front of the school. Children planning to ride to school need an adequate knowledge of road rules and a suitable helmet. Bikes are not to be ridden in the school grounds. We ask that children do not lend their bikes.

**Presentation Night**

During the last week of school year we farewell our year sevens at the annual School Concert. This is followed by the arrival of Father Christmas.

**Student Grievance Procedures**

We support the students to deal with conflict in an effective manner. Most often there are simple solutions to what might otherwise seem like major concerns.

1. Children will be encouraged to talk directly to the person concerned, whether this is another student or an adult. At times simply letting the other person know that something is upsetting you solves an issue. The hardest skill for students to learn is to genuinely listen to the other person’s point of view.

   Students will learn that along with their right to be heard comes a responsibility to deal with an issue honestly and in a confidential way.

2. If a matter cannot be resolved directly students have a number of avenues to use. They may raise it with their class teacher, the Principal, SRC or a friend. If they have tried but cannot resolve the issue they may involve their parents.

   Parents play an important part in the support network for children. It will help the students to learn effective ways of dealing with grievances when you listen to their concerns, and encourage them to deal with it through the appropriate channels. Please remember when an issue is shared you are only receiving one point of view on the problem.

3. If the issue is one affecting children’s health and safety we will need to be contacted directly.

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**CURRICULUM**

**Homework**

As part of the curriculum children will be expected to do some work at home. Junior Primary children will not be set formal homework but will be asked to read regularly or to complete work not finished.

Your support will allow your child to progress as far as possible. It would be helpful if children choose a suitable time and place to do their work.

The suggested time per night for formal written homework is 15 minutes for students in the Middle Primary and 25 minutes in the Upper Primary.

**Sports Day**

Our school participates in the Mount Gambier District Schools’ Association Sports Day. This event is held in the first term. Details will be provided in the newsletter. All children are expected to attend.

It is the responsibility of the parents to deliver children to the Cave Gardens by 8.45 am and collect them at the end of sports day. Parents are encouraged to come along and watch the events, as well as helping to supervise the competition.

The school war cry is:

- We are the kids
- From Kongorong
- We are the ones
- Who are strong
- From Kongorong
- We run and jump and leap
- We’re very hard to beat
- We never admit defeat
- We are the kids from Kongorong
- K-O-N-G-O-R-O-N-G.
**Swimming**
Swimming is offered to all children (Reception to Year 7). Lessons are held at the Mt Gambier Aquatic Centre during term 4.

**Reporting**
Parents need to be informed about student progress. The reporting procedures are outlined below. Parents are invited to seek additional information at any time.

- A parent/teacher acquaintance night is held in Term 1 or 2.
- Parent/student/teacher interviews will be held at the end of term 1 or the start of Term 2.
- Year three, five, and seven students will sit the National Literacy and Numeracy Tests in Term 2.
- Written reports will be handed out on Thursday of the last week of Term 2.
- Written reports will be handed out on Thursday of the last week of Term 4.

**Early Intervention**
From time to time some students require additional help. We have a range of avenues available including providing individual support, small group work and developing individual programs.

The Department provides specialist help in the areas of speech pathology, educational assessment and programming, hearing impairment, behaviour management, and Social Work. Referral is through the school with parental consent. If you would like to discuss the use of this service please contact your child’s teacher.

**Daily Diaries**
Children in the middle and upper years will keep a diary as a link between home and school.

The students are responsible for their diaries - not their teachers or their parents. Parents are encouraged to read the diary and to use it for notes to and from school. Please sign the diary regularly. Diaries must be at school each day.

Where homework is set the information will usually be in the diary.

**Library**
We hope that each child will borrow extensively from the Library and will take books home.

Younger children will need a library bag to be able to borrow books.

Children may keep their books for up to two weeks but are encouraged to change them as soon as they have finished. Parents are invited to visit the library at any time to help their child to select a book or for their own reading.

It is expected that children will take great care of these resources. If they are lost or damaged they need to be replaced, often at great expense. Families will be charged if a damaged or lost book needs to be replaced. The last week of every term all library books must be returned.

**Camps and Excursions**
Outdoor education aims to give children those experiences that cannot be had inside the walls of a classroom. Outdoor education covers any activity, which uses the natural environment including camps and excursions. We hope to develop tolerance, understanding and appreciation of both people and the environment in our outdoor education programs.

During the year teachers will plan excursions. Such activities are chosen with great care. Excursions are an important part of our educational program and are followed up by class activities. We encourage all students to participate.

Information sheets and consent forms will be sent home as these events occur. If consent forms are not returned these students will not be allowed to participate. Permission to attend excursions cannot be accepted over the telephone.

To keep costs down parents may be asked to assist with transport or supervision.

Students in Year 6 and 7 are offered the opportunity to participate in the bi-annual camp to Canberra with students from other small schools.
HEALTH

Accidents
If your child is involved in an accident you will be advised of any action taken. Children who seem ill will rest under observation. If they do not improve we will ring you or the emergency contact person nominated on your child’s enrolment form and ask that the child be collected.

Infectious Diseases
At some time students are likely to contract an infectious disease. Here is a brief summary of the exclusion times for the most common diseases

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<tr>
<th>Disease</th>
<th>Exclusion Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza</td>
<td>Until after the symptoms have disappeared (usually within 7 days)</td>
</tr>
<tr>
<td>German Measles</td>
<td>7 days after the appearance of the rash</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>Until a medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>When all pox are dry</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Until the sores have healed or are properly covered with a dressing</td>
</tr>
<tr>
<td>Measles</td>
<td>Not less than 7 days after the appearance of the rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>Not less than 14 days, or at least one week after the complete subsidence of all glandular swelling</td>
</tr>
<tr>
<td>Ringworm</td>
<td>If the ringworm is confined to a part that is kept covered no exclusion. If elsewhere, until a medical certificate is produced</td>
</tr>
<tr>
<td>Head Lice</td>
<td>If evidence of head lice is found students are excluded from school until they have received the appropriate treatment</td>
</tr>
</tbody>
</table>

No Smoking
There is strict enforcement of the no smoking policy within the boundary fence.

Dental
The School Dental Service provides general dental care to our students at the Mt Gambier Hospital. Enrolment forms are available at the front office.

A dental therapist provides preventative care. Limited orthodontist treatment is provided but specialist care, such as full orthodontic banding, is not available.

Parents are welcome to visit the clinic, especially when their child is being examined. In this way they can be fully informed about their child’s dental development.

Insurance
During the school year you will have the opportunity to insure your child against expenses that may arise from an accident. Policies are offered by C.G.A, Hibernian Society and S.A.A.S.S.O. Inc. Forms will be sent home with the school newsletter.

Hot Weather Policy
In the event of hot weather we will remain open as usual. All classrooms have air-conditioning and so regular classroom activities can continue. We will monitor the weather and restrict outside play if necessary.

Medication
Teachers cannot officially accept responsibility for administering medication. Generally, older students can accept responsibility for their own medication. Younger children, however, are not always able to do this. Due to the distance from the school of many families we are willing to support these students. In these circumstances we require a letter from the doctor outlining the dose and frequency of medication (or if it is clearly typed on the medicine bottle). Medicine or tablets should be provided as a single dose only. Staff cannot accept responsibility for measuring quantities. If the medication is a serious requirement we suggest a phone call to the school at the time it is to be taken. Any medication brought to school (including aspirin etc.) must be handed to the class teacher.

CYH
CHILD & YOUTH HEALTH (CYH) nurses provide a diagnostic, assessment and reporting service to our children. They do not undertake treatment. Services include:
- Preschool health assessments
- vision and hearing tests
- review of children as requested
- health advice and information
BUSHFIRE INFORMATION FOR FAMILIES

Bushfire season can be an anxious time for children and families.

Our school and preschools is in a high risk bushfire area. We have emergency plans, called Bushfire Action Plans, to keep everybody as safe as possible in the event of a bushfire.

BEFORE THE BUSHFIRE SEASON

Bushfire Action Plans set out the actions our schools and preschools will take to, prepare for the bushfire season and, if necessary, protect your children in a bushfire situation. We work with emergency services authorities (Country Fire Service and SA Police) to ensure that we are well prepared and in the best possible position to protect your child’s safety during a bushfire. Our schools and preschools in high risk areas must:

- Complete a Bushfire Safety Audit and checklist.
- Prepare buildings and grounds including clearing gutters, and removing vegetation
- Update their Bushfire Action Plan and inform families of changes.
- Practice bushfire safety drills.
- Ensure power-fail telephone handsets and battery powered radios are in working order.
- Ask parents and carers to update their emergency contact details.

HOW YOU CAN HELP

We ask parents and carers to:

- Read all bushfire information provided.
- Talk to your children about what will happen if a bushfire occurs when they are at school or preschool.
- Make sure your emergency contact details are up-to-date with our school or preschool.

FORECAST CATASTROPHIC FIRE DANGER RATING

Catastrophic fire danger rating days are days when the weather conditions mean a fire is more likely to start and be more difficult to control.

When a catastrophic fire danger rating is forecast for the following day by the Bureau of Meteorology, all ‘high risk’ schools and preschools in the declared Fire Ban District will be closed. School buses and taxis services will not operate within the Fire Ban District.

Parents and carers will need to make alternative arrangements for their children on these days.

Schools and preschools will make every attempt to contact parents and carers to inform them that their school or preschool will be closed.

Please make sure your emergency contact details are updated before the bushfire season starts.

APPROACHING BUSHFIRE

If our school or preschool is open and a bushfire is approaching, the safety of children is our highest priority.

The South Australian Police (SAPOL) and the Country Fire Service (CFS) will take charge if a bushfire is approaching. They recommend that in such an event, everybody should remain at their school or preschool unless instructed to do otherwise.

Principals and preschool directors must comply with SAPOL and CFS instructions.

If the police have not advised the school or preschool to evacuate then everyone will remain inside a designated building (Bushfire refuge) and emergency procedures will be activated. These will include:

- Moving everybody inside, closing windows, doors, and turning off the air-conditioning.
- Filling available containers with water.
- If it is safe to do so and time permits turning on all sprinklers and irrigation systems.
- Remaining inside and activating fire drill procedures with the children until the main fire-front passes.
- Listening to local ABC Radio Station for bushfire updates and information.
- If possible, communicating to parents that students are moving into the Bushfire refuge.

We hope that we will never have to enact our fire drill procedures. However we are working with our school and preschool communities to be bushfire ready in the event of a bushfire emergency and trust that parents and carers will add their support.

KONGORONG PRIMARY SCHOOL & CPC has a ‘high risk’ bushfire rating.

This means on days of a forecast catastrophic fire danger rating, our school/preschool will be closed.
School buses and taxis will not operate within the Fire Ban District.

**BUSHFIRE EMERGENCY CONTACTS**

School/Preschool number: 8738 9231

Please note that this number may be engaged during an emergency situation and you may not be able to get through immediately.

Regional Office, Bushfire Coordinator: 8724 5300

**FOR MORE INFORMATION**

DECD Emergency and Crisis Management Website
Department for Education and Child Development
www.crisis.sa.edu.au

SA Country Fire Service (CFS) Website
www.cfs.org.au
CFS Bushfire Information Line
1300 362 361

During days of forecast catastrophic fire danger ratings or an actual bushfire, the Parent Bushfire Information Hotline will be activated.

**PARENT BUSHFIRE INFORMATION HOTLINE**
Ph: 1800 000 279