Information Book

2012
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.
2012 INFORMATION

STAFFING

STAFF LIST
Josie McBain Principal
Angela Jordan 2/3/4
Chris Jordan/ NIT
Rhianna Woodbury R/1
Chris Long 5/6/7
Lauren Baudinette CPC
Lynn Fretwell Secretary / Finance
Christine Telford Admin / Classroom SSO
Tatum Ashcroft SSO - Classroom
Sally Romain Chaplain
Bill Dologhan Grounds
Jim Shaughnessy Bus Driver

GOVERNING COUNCIL
Chairperson Selena Modra
Secretary: TBA
Treasurer : Josie Manser

SCHOOL TERMS

2012
Term 1 30th January - 5th April
Term 2 23 April-29 June
Term 3 16 July-21 September
Term 4 8 October-14 December

2013
Term 1 29 January - 12 April
Term 2 29 April – 5 July
Term 3 22 July – 27 September
Term 4 14 October-13 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.
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**Enrolment**

**Playgroup** is for children from birth to preschool on Thursdays 9-11.00 am. This is supervised by a Coordinator, parents are required to stay with their children. There is a small charge per session. All parents and 0-4 year old children are welcome to attend.

**Child Parent Centre (CPC)**

Children may have 4 terms of preschool, attending on Mondays, Tuesdays and Wednesdays (5 day fortnight) from 9 am to 3.30 pm. It is important to establish the starting date for school to ensure the correct entry time to the CPC.

The term prior to beginning pre-school children may attend the pre-entry session on Wednesday mornings from 9am to 12noon.

Children are asked to bring a piece of fruit and a library bag. 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.

**Movement through year levels**

Children spend 10 to 14 terms in Junior Primary (Rec – Yr 2) as follows. Starting reception in

- term 1: 12 terms
- term 2: 11 terms
- term 3: 14 terms
- term 4: 13 terms

**Research**

Research shows that students who spend the least amount of time in reception are the most at risk of performing poorly in the later years. As a result term 3 starters will need to be closely monitored. During the first year a decision will be made about the best time for the transition from reception to year 1. This will be based on the child’s academic and social needs. The decision will be made in consultation with the parents, when sufficient information is available.

**School/CPC Hours**

- **8:30 am** Teachers On Duty
- **9:00 am** Work Begins
- **11:00 am** Recess
- **11:20 am** Classes Resume
- **1:00 pm** Lunch - Eating
- **1:10 pm** Lunch - Play
- **1:40 pm** Classes Resume
- **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 the student to sign in and out.

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

We are licensed to carry 66 passengers. 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 over 5 km from the school.

If space is available other families and pre school children may use the service. Continued access for these families, however, cannot be guaranteed. If you wish to use the bus service please contact the Principal

Please notify the bus driver if there are any changes to your normal routine. Children occasionally invite their friends to travel on the bus. Parents must advise the bus driver in writing if this is the case.

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 rules

1. Children will stay in their allocated seats
2. Children will be orderly and use quiet voices at all times
3. Children will not eat on the bus
4. Children will keep their shoes and socks on
5. Children will be at the bus stop on time
6. Children will wait, on the footpath, for the bus to stop
7. Children will help keep the bus tidy and in good condition
8. Children needing to cross the road will walk to the back of the bus, and wait for it to leave, before crossing.

The Principal and bus driver will inform children if they are allocated a specific seat. If children are persistently disruptive their parents will be required to arrange alternative transport. Ample warning will be given if students are misbehaving. Please advise the bus driver or the Principal if you have any concerns.
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 blue as the dominant colour. Grey trousers and shorts are acceptable. Low cost uniforms are available at Target and K Mart. Windcheaters are available from Jagga Jagga. For safety reasons thongs, slip-on sandals and “crocs” are not permitted. T Shirts and Jackets are for sale at school.

In terms one and four children are required to wear a hat outside. Children are supplied with a suitable hat. 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. 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 in the Junior Primary/CPC area starting at 2:45 pm. Parents are most welcome to attend.

**Banking**
Banking is provided by Bank SA every Thursday. Please send the money inside the bank cover. Forms are available from the front office if you wish to open an account for your child.

**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 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, Life Education, computing and library resources.

The account and money should be returned to school as quickly as possible so that books can be distributed. All items should be clearly covered and labelled. Children are more likely to take pride in their work when they have attractive books.

**Canteen**
Children may order lunch Mondays and Wednesdays. Price lists and parent helper roster will be distributed to children each term. Lunch orders for both days are to be written on the same bag and handed in Monday morning.

Parents will be asked to assist on a roster system that will involve preparing lunches on either a Monday or 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 9.45am 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. Notice of meetings will appear in the school newsletter. Any interested person may attend. 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.

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
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.
PARENT GRIEVANCE PROCEDURE

Confidentially raise all personal matters directly with the person concerned, (ie the class teacher or Principal). Such issues are not appropriate for Governing Council or Parent Club meetings.

General school matters (such as timing of Sports Day or comments about school camps etc) may be raised with School Councillors, Staff, the Principal or at Council or Parent Club meetings.

When dealing with a grievance use the following guidelines:

1. Contact the school to make an appointment to talk to the person directly concerned. This will make the best use of the time available. Always bear in mind that you only have one side of an issue. Be prepared to talk about specifics, that is, be prepared to talk about your own child and a particular incident.

2. If the issue is not resolved make an appointment with the Principal. Telephone 87389231. Let the Principal know what the subject is, as this will help save time.

   Meet with the Principal to discuss the matter. Develop an ‘Action Plan’. Follow up by phone or discussion if the situation requires monitoring.

   Eventually follow up might include using outside support for the family or school (e.g. Guidance Officer, Social Worker, Behaviour Management etc).

3. If you still feel unsettled, phone, visit or write to the Principal again to discuss concerns. The Principal will continue to follow up until the matter is resolved between all parties concerned.

   If the Principal does not hear from you again it will be assumed that the matter has been settled.

4. If after steps 1-3, you still feel dissatisfied, approach the Limestone Coast Regional Director at the DECS Regional Office, 64 Commercial Street West, Mount Gambier, to help resolve the situation.

   Telephone 87 245 300
**Behaviour Code**

The code is a statement of our school’s values and expectations relating to student behaviour.

We aim to promote responsible behaviour through showing:

- **Care**
  - Follow all yard and class rules
  - Move in a safe way (not through buildings)
  - Stay within the school boundaries
  - Wear a hat in terms 1 and 4
  - Keep our environment free from violence, harassment and discrimination
  - Respect all property
  - Care for the school environment
  - Respect others and their rights

- **Courtesy**
  - Treat others fairly and with decency
  - Be polite and friendly (knock, please, etc).
  - Ensure that only one person talks at a time
  - Listen while others are speaking
  - Use our grievance procedures
  - Support the school’s anti harassment policy

- **Cooperation**
  - Arrive on time with all learning materials
  - Respect the rights of others to learn
  - Respect the rights of teachers to teach
  - Uphold the school’s dress code
  - Aim to achieve a personal best
  - Follow directions given by staff

**PLAYGROUND PROCEDURES**

Children are expected to obey all teachers’ instructions, to play safely, consider the needs of others and to play in the correct areas. Sit out, restricted play, and loss of play licences are consequences for inappropriate behaviour.

The teachers record any yard infringements to identify those individuals who are interfering with the playtime of their friends and who will need to practice their social skills.

When children break the game rules, their licences are removed for a period of time. The length of time is decided by the teacher on duty, who takes into account the child’s age, the severity of the incident, previous yard problems and the manner in which the student responded to the teachers’ direction.

**GAME RULES**

- No tackling or physical assault
- No verbal abuse or swearing
- Go along with the Umpire’s call
- No tantrums

**Responses To Irresponsible Behaviour In Class 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.

**Sports Shed**
Upper Primary students are the sports shed monitors.

**Presentation Night**
During the last week of school year we farewell our year sevens. Parents will be informed which evening this will be. 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.
**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. 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.

- Student work will be sent home at least once a term. This is intended as a three-way communication process between the teachers, parents and students. We value your input and ask you to add comments for your child and teacher to read. Please sign the work so we know it has arrived home.
- A parent/teacher acquaintance night is held in Term 1.
- 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 Literacy and Numeracy Tests in Term 2.
- Written reports will be handed out on Thursday of the last week of term 2.
- Annotated Literacy and Numeracy samples will be sent home in the last week of term 3.
- 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 be provided with a waterproof library bag.

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.
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 your contact person 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

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza</td>
<td>Until 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:

- Year One health assessments
- vision and hearing tests
- review of children as requested
- health advice and information

**Emergencies**

Please familiarise yourself with the emergency procedures outlined below:

The school has three levels of alert days

- Level 1 TOTAL ban in South East
- Level 2 Emergency in district
- Level 3 Emergency threatening school

**Important points for all alert days at all three levels**

The CFS regards the safety of the school as the highest priority. Children are safe at school. It is unnecessary for you to collect them. If you wish to remove your children from school you must collect them personally, or give WRITTEN authority to another person. NO STUDENT WILL BE RELEASED WITHOUT SUCH A NOTE. When collecting children you must report to the front office (not the classroom). This will enable an accurate record to be kept of the whereabouts of every child.

**The bus will not be released** from the school when an emergency threatens the school or the bus run. If the bus encounters an emergency on the way home it will return to school if appropriate. The bus will wait for clearance from the CFS.

**If a fire is threatening** the school all children will be assembled in the Library and remain there until the all clear is given by the CFS. The CFS has assured us that the main building is a safe refuge.

**Teachers will stay** with the children until it is safe for them to go home, or until they are billeted out in the case of the district being burnt out. If billeted out the Police and Community Agencies will be advised of the students’ whereabouts.

**The school is a community refuge.** Those seeking refuge may park their cars on the football oval. Access to the school must be kept clear for emergency vehicles.

**All children will be adequately cared for.** Radio messages will keep the community informed. DO NOT phone the school for details, as phones must be kept free.

**On days of Total Fire Bans, planned excursions may be cancelled** at the discretion of the Principal. If children have already left on an excursion and a fire occurs, children will be kept in an area considered safe until the CFS gives the all clear.

**BUS PARENTS’ RESPONSIBILITIES**

On **days of Total Fire Bans** the bus driver will not drop off children unless a parent or authorised person is at the usual stop, or unless a signed permission note for unsupervised drop-off has been received by the school. Children not collected will be taken to a safe refuge and parents will be notified.