



PENOLA PRIMARY SCHOOL
PARENT INFORMATION BROCHURE
2016

STAFF 2016

Principal	Paul Harmer
Coordinator – Early Years Coach	Olivia Thomas
Coordinator - School Management	Tony O’Connell
Coordinator – Counsellor (Wellbeing and Intervention)	Anna Copping
Foundation / Year 1 A	/Anna Copping (0.4) Bonnie O’Brien (0.6)
Foundation / Year 1 B	Jamie Sheppard
Year 2/3A	Julie Hogg
Year 2/3B	Fiona Holberton/Stacey Walters
Year 4/5A	Julianne Williams
Year 4/5B	Nicole Lear
Year 6	Samuel McDougall
Year 7	Regan Wood (0.6) / Tony O’Connell (0.4)
NIT – Science (R-7)	Merran Jolley (0.8)
NIT– HASS / Library	Cathy Heyn
CPSW	Nathan McDuff
Finance / Front Office	Marcia Hunt / Kerry Dent
SSO – ICT Support	James Braddy
SSO – Admin / Class Support	Kerry Dent
SSO – Library / Class Support	Janet Brodie
SSO – Class Support	Dione McDonald
SSO – Class Support	Toni Cadzow
SSO – Class Support	Michelle Barry
SSO – Class Support	Brad Maney
Canteen Manager	Charmaine Moulton
Groundsman / SSO	Matt Crewe

PENOLA PRIMARY SCHOOL

P.O. Box 125

PENOLA SA 5277.

Telephone: 87372300

Principal's Home Number: 87373335

0418844936

Dear Parents,

On behalf of the staff at Penola Primary we extend to you a warm welcome.

At Penola Primary we will endeavour to provide the best possible teaching and learning environment for your children with student welfare and student learning as our highest priorities.

Our 2016 learning priorities are:

- Literacy: A whole school approach to **writing** incorporating spelling and grammar
- Playful Learning: Ensuring quality literacy and numeracy experiences through **play and inquiry learning**
- Personal and Social Capabilities: Developing **quality dispositions** for all students

In addition we shall continue to develop and improve our resources and facilities with increased ICT facilities and supporting the continued improvement of our Early Years learning areas.

With your support, 2016 promises to be another great year at Penola Primary.

We look forward to working with you.

Yours faithfully,

Paul Harmer

PRINCIPAL

ADMISSION

Starting school

If your child turns five before May 1, they will start school on the first day of Term One in that year.

If your child turns five on or after May 1, they will start school on the first day of Term One the following year.

Is there flexibility in the cut-off date?

Children with additional needs may be able to start preschool earlier than the eligible date. This can only occur within the centre's capacity and through consultation with the local preschool director/principal.

Aboriginal children and children under the Guardianship of the Minister can start preschool from three years of age.

Unless children meet the above criteria, their start date cannot be changed. Extended time in preschool is not available.

What is the compulsory age for school enrolment?

Children are expected to be enrolled in school at six years of age. From 2014, children who turn six on or after May 1st are able to start school on the first day of Term 1 of that year, or alternatively they may begin on their sixth birthday.

Is there a right time to begin preschool and school?

There is no straightforward answer to the question of a 'right time' as it is an individual consideration for each child and family.

Research conducted into the impact of beginning preschool and school earlier or later, has not provided a clear answer on the long term impact, if any at all, of delaying entry.

If consideration is being given to delaying entry to preschool and school, consultation should occur between the family, early years' educators and any other professionals involved with the child.

Children are **entitled to only one year of preschool**, that being in the year before they start school.

If any delay to school entry is being considered this needs to be planned well in advance to enable the child to transition straight from preschool to school without a gap between finishing the eligible year of preschool and beginning school.

ABSENT FROM SCHOOL

To assist us in recording children's attendance it is necessary for the school to be notified if your child is absent from school or going to be absent. This may be done in writing, through verbal contact with the school, email or via text message. Absences for a week or more require an exemption form to be completed. These are available from the front office.

Absences for more than 6 weeks will require exemption granted by the DECD central office.

All teachers are required by regulation to keep detailed records of all absences and explanations.

ALLERGIES

Parents are asked to advise the school of any medical problems or allergies their children may suffer. Details and information re treatment will be displayed prominently in the staff room.

ASSEMBLIES AND BELL TIMES

Assemblies - in the gymnasium. Times for assemblies are flexible but generally fortnightly on Fridays at 9am. See the newsletter for a term-by-term program. In Term 1, assemblies are generally on odd weeks.

Special assemblies will be held as the need arises.

School Hours - Teachers on duty 8.30 am (prior to this time the school yard is unsupervised).

First bell	8.45 am
School commences	8.50 am
Recess	10.45-11.10 am
Lunch	1.10 - 2 .00pm

(Children should bring a note when parents wish them to leave the school yard at lunchtime.)

School dismissal	3.15 pm
Yard cleared	3.30 pm

(Unless engaged in organised activity.)

TERM DATES

	Term 1	Term 2	Term 3	Term 4
2016	1 Feb - 15 Apr	2 May - 8 Jul	25 Jul - 30 Sep	17 Oct - 16 Dec
2017	30 Jan - 13 Apr	1 May - 7 Jul	24 Jul - 29 Sep	16 Oct - 15 Dec
2018	29 Jan - 13 Apr	30 Apr - 6 Jul	23 Jul - 28 Sep	15 Oct - 14 Dec

ASSESSMENT OF STUDENTS/REPORTING TO PARENTS

A Parent Information night will be held in Week 2, Term 1. (Tuesday February 9th) During the evening, the class teacher will refer to the school's Reporting and Assessment Policy, & inform parents of the reporting structure for that class.

There will be two formal parent interviews, one early to mid Term 1 to formally meet and set goals, and another at the end of term 2 to monitor progress.

Some classes use Take-Home Books as a way of keeping you informed about different areas of study.

The end-of-year report will be based on the 'Common Reporting' guidelines.

National Assessment Program Literacy and Numeracy (NAPLAN) tests will be conducted in May with reports sent home in Term 3.

BANKING

Student banking is available through Bendigo Bank and Bank S.A. (service pending) voucher savings system.

Banking days vary depending on the bank. Please check with the front office for verification.

BUSES

Where parents request it, children are allotted to school bus runs if they live 5kms or more from the school. Each afternoon, children are required to wait inside the school yard until the bus has stopped.

There is a Primary School bus monitor responsible for checking that all children are on the bus. Children or parents should inform the driver when they would **NOT BE ON**.

Bus operators are:

<u>Owner</u>	<u>Driver</u>	<u>Telephone</u>	<u>Destination</u>
D Searle	L Gillon	0457246700	Maaoupe
C&M Cram	C Dohnt	0887372687	Nangwarry
S&R Messenger	B Butler	0438004273	Casterton Road
C&M Cram	M Cram	0418838643	Monbulla 1 & 2
Bull's (Naracoorte)	G Hinze	0428816795	Coonawarra
PR & EA Copping	E.Copping	0887372585	Dorodong,Vic
Bull's (Naracoorte)	G Williams	0407542635	Kalangadoo

BUS POLICY

1. Parents are asked to discuss the following safety procedures with their children and to stress these.
 - a. While awaiting arrival of bus: stand on the bus side of the road well clear of the traffic and bus.
 - b. While travelling: sit in the allotted seat - moving around on bus while it is in motion is not permitted.
 - c. Alighting from bus: wait until bus has stopped - get off quickly & stand well clear of the bus & wait for bus to move away before attempting to cross the road.
2. Each student is to sit in an allotted seat as indicated on the plan displayed at the front of the bus. (The seating may be varied at the discretion of the bus monitor & driver)
3. The High School Monitor who is appointed Bus Monitor shall draw up a list of names, pick-up times and seating plan.
4. The children, teachers or parents shall inform the Primary School Monitor for each bus when students will not be catching the bus home on a particular day.
5. Senior Primary and High School students shall assist the bus monitors with supervision of students.
6. Bus drivers have complete control of all students on the bus. They shall report directly or via the appropriate monitor any conduct that they consider unacceptable to the Principal or Deputy Principal of the appropriate school. (Unacceptable behaviour includes rudeness, general lack of manners, unwillingness to obey instructions, etc.)
7. If a student's behaviour is such that it distracts the driver and hence endangers the well-being of other students, that student will be suspended from travelling on the bus until a parent, accompanied by the student, discusses the matter with the principal of the appropriate school.
8. Under State Regulations, students travelling on school buses are not permitted to leave the bus in the event of a break down. With the permission of the driver, students may get off the bus but must stay near it, off the road. Under no circumstances are students allowed to begin walking while waiting for the bus to be repaired or a replacement bus to be sent.
9. From time to time, temporary arrangements may be made by bus drivers, if seats are available, to allow students who live within the 5km limit to ride on the bus.

10. Students wishing to get off at bus stops other than their own require written approved consent.
11. Any non bus traveller wishing to use the service to visit a friend must have written approval to do so signed by the Principal or delegate.

PROCEDURE FOR SAFETY OF SCHOOL CHILDREN IN CASE OF WILDFIRE/BUSHFIRE

Bus Driver's Responsibilities

ON PARTICULARLY DANGEROUS DAYS ENSURE BUS ROLL IS UP TO DATE AND ALL CHILDRENS' ATTENDANCE IS NOTED.

1. Listen to AM 1161 to ascertain if there are any fires burning in the district

PRECAUTIONS

- Ensure the bus is kept in reliable mechanical condition. If there is any evidence of vaporisation of the fuel supply on hot days, carry out modifications to eliminate the problem. Check that fire extinguishers are working.
- Check fire exit areas from the bus are easily accessible and opened.
- Ensure that the bus is equipped with water and emergency provisions.

PROCEDURE WHEN AN ADVANCED WARNING OF A BUSHFIRE IS AVAILABLE

1. If the advice of the police or the District Fire Officer or school based personnel indicates that a fire may affect a bus route, students affected will remain at school. The required number of staff will remain on duty and act in loco parentis.
2. On confirmation by the Fire Officer that a bus route is now safe, the bus will transport children home. Parents should avoid contacting the school, as children will be delivered home safely after the danger has passed.
3. The high school communications person will contact the District Fire Officer on the state of the fire, the bus route affected and its location.
4. In extreme circumstances, the principal and/or assistant principal will arrange to house and/or billet students until relief organisations can take over under the state or local disaster plan.
5. If at all possible, normal ring through policy will be made to contact parents and inform them of the school's intended action.
6. The Regional Director to be informed of the school's intended action – either directly or through the police.

PROCEDURE WHEN AN ADVANCED WARNING OF A Catastrophic Day is given

1. The Bureau of Meteorology will issue advanced warnings of possible catastrophic fire day. If known, the school will offer an advance warning.
2. The ABC will announce any Catastrophic Day on AM 1161 after 4pm the day before, and at each subsequent news time, as soon as the rating is confirmed
3. Penola High School will SMS all bus student families to notify that buses will not be running and ask for a confirmation of receipt to be sent. Families who have not replied by 5:30pm will be contacted by phone.
4. The School will contact Bus Drivers to notify them that buses will not be running.

UNEXPECTED BUSHFIRE – BUS ALREADY DELIVERING OR PICKING UP CHILDREN

1. Where unexpected fire threatens a route and a driver approaches obvious signs of a fire, the driver is to carefully reverse the route and return to a safe refuge area. Contact is to be made as soon as possible with the high school, principal or police.
No attempt to continue on through a fire area will be undertaken unless a fire control officer gives a clear direction.

- In the event that homes to which children are being delivered by school bus are likely to be at risk of nearby fires, drivers must ensure that children can be delivered into the hands of parents **BEFORE** allowing them to be off loaded. If parents are not at the bus stop, the students must not be off loaded but kept on the bus and taken to a safe refuge.

IF A BUS IS IMMEDIATELY ENDANGERED BY FIRE:

- Park on the side of the road, on bare ground if possible, or against a high bank or in a cutting.
- Close all doors and windows, vents or other openings.
- Try to block up all cracks liable to allow entry of smoke, sparks or embers.
- Switch off the engine and leave parking and hazard lights operating.
- Stay inside the bus and ensure that all passengers stay with you.
YOU HAVE A RESPONSIBILITY FOR THEIR SAFETY.
- Lie down on the seats or floor, or under the seats to minimise the effects of the radiation from the fire.
- Cover as much exposed skin as possible.
- Wait for the fire to pass before leaving the bus. If forced to leave, wait until the last possible moment and then use the bulk of the bus as a shield against the heat of the main fire.
- If forced out and away from the bus, stay on the road, lie down and try to cover your head and exposed skin. **DO NOT RUN.**
- Drivers should try to keep the young passengers calm and free of panic.

IF YOU SEE A FIRE AHEAD.

- Do not enter smoke unless you see through it and **KNOW** it is a small fire **IF IN DOUBT, DO NOT ENTER.**
- If blinded by smoke pull to the side of the road and wait.
- If, when starting your run into school, you can see fire ahead and you have doubts about the safety of the students who may be with you or waiting for you on the other side of the road, or, if on your way home you have doubts about dropping off children who must walk or ride any distance through grass or bush, (stop and telephone for advice.) Remember, it may be possible to get parents to come and meet the children. If telephone lines are down or jammed, it is best that children stay in the bus until the danger has passed. You may decide to continue doing the route with the children still in the bus, making arrangements to return them later. If there is a nearby suitable turning place on the road you may decide to go back to the starting point.

DON'T LEAVE THE APPROVED ARRANGED ROUTE unless you are sure you have authority from the Police to do so.

If you don't know the alternative route, ask for a pilot car.

STAY CALM, OTHER LIVES DEPEND ON YOUR ABILITY TO COPE WITH THIS CRISIS SITUATION.

CANTEEN

A canteen is operated on the school premises and provides lunches and refreshments, which are ordered each morning. It is open for purchases at recess and lunch 5 days a week. However **lunches can only be ordered Wednesday to Friday.** (unless by special request via a phone call to the office on the day)

The canteen is administered by the Governing Council, which makes recommendations on all aspects of canteen operation. Ms Jessie Denton is the paid manager. Parents are encouraged to join rosters.

The school canteen is run as a service to the children with prices being adjusted to cover operating costs. Any profits are diverted to School Council and ultimately provide equipment or facilities for the children.

CHOIR

Students in Yr 4 – 7 may join the school choir. Approximately 20 one-hour sessions are held during the year, which culminates with the South East Music Festival. Depending on numbers and interest, children may also participate in the Adelaide Choir Festival.

COMPETITIVE SPORT

Children are encouraged to play sport in the following school and town teams.

Football	Auskick (Rec-Yr 3)	to be announced	Penola Football Club
	Snr Primary(Yr 4 -7)*	Sat mornings	School competition – Naracoorte / Penola
	U14 Club Comp	Sat mornings	Penola Football Club
Tennis		Sat. mornings	Town Courts
Netball	Junior Club teams	Sat. mornings	Penola Netball Club
Hockey		Sat. mornings	Riddoch Strikers – Mt Gambier / Penola
Cricket	Primary Comp.*	Sat. mornings	School competition – Naracoorte / Penola
Little Athletics	F – Yr 7	Fri. evenings	Penola
Soccer		Sat/Sun mornings	Mt Gambier / Naracoorte/Millicent
Swimming	F – Yr 7	Tue/Thu afternoons	Penola Amateur Swim Club

**These teams are run by the school*

A small levy is required to help defray costs of matches and equipment used.

Participation and enjoyment are regarded as the most important aspects of primary school sport. Winning is seen as being of secondary importance.

PARENTS' GUIDE

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organised sports for their enjoyment.
3. Encourage your child to always play by the rules.
4. Teach your child honest effort is as important as victory so the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement & good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember children learn best by example. Applaud good play by your team and by members of the opposing team.
7. Do not publicly question the officials' judgement and never their honesty.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognise the value and importance of volunteer coaches. They give their time and resources to provide recreation for your children.

COMPUTERS

The school has a computer suite with 30 networked computers within the computer room. Other computer 'hubs' have been installed in the library, in the JP rooms, outside the stone building rooms and shortly, in the middle classroom.

All homegroup classrooms have an interactive whiteboard and most have wireless networking.

'Stand Alone' PC computers, laptops and printers are used in some classrooms and the Library Resource Area.

The school also has 9 iPads and 5 netbooks for student use during school time, which will expand in 2016. Computers are used as a part of the classroom programme with all classes accessing the network weekly.

CURRICULUM

By the end of the primary years, the children will have progressed at an individual rate of development through the eight areas of the Curriculum, Mathematics, English, Health and Personal Development, The Arts, Science, Technology and History and Social Sciences and Languages (where available).

The Australian Curriculum has been implemented in most of these areas and Penola PS is using it in all areas that have been released. For further information please go to www.australiancurriculum.edu.au for details of each subject. As well as the subject areas, there will be a strong emphasis on playful and inquiry based learning.

CUSTODY

Please notify the Principal of the current arrangements or any changes in legal custody.

All information is confidential.

Unless the school sights a legal custody order, staff cannot refuse either parent access to their children.

DENTAL CLINIC

All students are eligible for free dental care at either:

Primary School Dental Service at the Mount Gambier Hospital.

Phone 87211633 or

Naracoorte Park Terrace Primary School Dental Clinic: Phone 87622614 - After hours 87623935.

There are now two dental clinics in Penola.

DISASTER POLICY - COMBINED PENOLA SCHOOLS

Emergency / Fire Drill Policy

Penola Primary School

In the event of hearing the Emergency / Fire Evacuation signal of a series of continuously repeated siren blows, all staff and students responsible for classes or groups of children at that time, are to take the following course of action when moving to the oval.

If an Invacuation signal of a continuous siren blows, all staff responsible for classes or groups of children at that time, are to take the following course of action when moving to the Open Space Unit Library Area.

If you are visiting the School at the time of a warning bell please follow the procedures outlined above.

Procedures- Bushfire

The safety of our children in the bushfire danger season is our first priority.

The State Government will close high-risk public schools and preschools in specific fire

Ban districts on days when the fire danger index is forecast at 100 or more - Catastrophic (Code Red) level. The reason behind this move is that most Education Department buildings were built to standards that will protect people in conditions below but not above this 100 point index level.

This means that high-risk schools and preschools will CLOSE when the bushfire weather is forecast at Catastrophic (Code Red) level. Preventative action to close schools and preschools will be taken to help keep our children and staff safe during the most serious fire danger weather.

How will you know when schools and preschools are to be closed?

A CATASTROPHIC WEATHER FORECAST ANNOUNCEMENT will be made on ABC radio Just before 6am, 6.30am, 7am, 7.30am and 8am

The following schools, **all in the Lower South East Fire Ban Region, will be closed:**

Beachport Primary School and CPC	Carpenter Rocks Play Centre
Glenburnie Primary School	Glencoe Primary School
Glencoe Kindergarten	Kalangadoo Primary School
Kangaroo Inn Area School	Kingston Community School
Kongorong Primary School and CPC	Naracoorte High School
Rendelsham Primary School	Rendelsham Kindergarten

All buses and taxis in the Lower South East Fire Ban area will be cancelled.

In the event that a prediction of catastrophic weather conditions is made we will warn parents that buses may be cancelled by sending the attached letter home with all bus students.

For this reason it is extremely important that any changes in mobile phone or other contact details are communicated with the school as soon as possible.

In the event of a local fire it is also necessary to listen to 1161AM to find out where the Safe Refuge will be – while some places have been the named refuge in the past, in the future the CFS will decide for each community where the refuge will be.

Further information is available at www.bushfirereadyschools.sa.gov.au including a full list of high-risk school and preschools.

When Catastrophic (Code Red) level bushfire weather is forecast a parent hotline (1800 000 279) will operate the day before and throughout schools/preschools closures.

Parents

Level 1 Alert (Severe or catastrophic day is declared):

Parents are asked to monitor these days and be alert for the possibility of changes to dismissal times and / or bus runs. Teachers must be informed if you take your child.

Level 2 Alert (bushfire in the district): Parents

If the fire occurs before school, parents of bus travellers are advised to assess the situation carefully. Impending danger may mean parents keep their children with them, and take action as a family.

If the fire occurs during school time, staff will maintain as much as possible normal routines until it becomes necessary to proceed with the Evacuation and Invacuation Policy. If parents wish to collect their child(ren), they must notify their child(ren's) teacher. Written consent will be required from parents, if the children are to be collected by another person.

On days declared CATASTROPHIC – school buses will NOT operate. Advice to this effect can be heard on the local radio after 4:30pm the previous day of working.

Level 3 Alert (Fire close by): Parents (School Safe Area)

It is anticipated, at this stage of alert, children will move into the Open Space Unit. Your child will only be dismissed when they are signed out in the Unit. Obviously parents will seek their children at the safest possible time.

DISCIPLINE

Each student and each family receives a copy of our Student Behaviour Code. Students and teachers work through school expectations at beginning of each year. A part of this process includes the negotiation of class rules which reflect the Schools Behaviour Management Code.

The Student Behaviour Code was updated in 2012 along with the Anti-bullying policy. Both are available on the school's website.

DRINKING WATER

Rainwater is available for drinking from the tank near the canteen and near the central classroom.

Other tanks are sited near the junior primary classrooms.

END-OF-YEAR CONCERT

Towards the end of the school year, each class prepares an item(s) to present to parents.

The end-of-year concert is an evening performance, which is approximately 2 hours long.

A Year 7 Graduation ceremony forms part of this evening.

EXCURSIONS / CAMPS

During the year, trips are undertaken to various places of interest. These trips relate to a phase of learning by those particular classes. Before a child leaves the school on such a trip, parents are asked to complete and sign a consent note and send it back to the school.

Children are encouraged to attend all excursions.

Parents sign a consent notice at the beginning of each year to cover local excursions of less than half a day's duration. However, classroom teachers will give advance notice to parents.

As a result of a School Camp Guidelines review in 2014, the following recommendations have been put into place:

- | | |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Costing: | It is intended to communicate costing at the earliest possible stage to make payment as flexible as possible. |
| Early Planning: | There will be an emphasis on keeping parents informed from a very early stage, and in involving parents in making decisions about appropriate forms of fund-raising. |
| Length of Camps: | It is felt that up to 5 days' duration is appropriate for senior students, 3-4 days for those in the middle primary- depending on location.
Younger students will have a sleepover or camp that can be negotiated with parents. Ultimately the decision to offer a camp will be the class teacher and Principal's choice. This reflects the level of responsibility and work required.
Bushfire warnings may impact on timing and camp attendance. |

See the Camp Guidelines for more information.

FIRE

Fire drill for evacuation of classrooms is carried out regularly.

See Disaster Policy in this Prospectus.

HOMEWORK

Children will be encouraged by their teachers to use their school time as efficiently and effectively as possible. It is up to each individual teacher to decide how much work the children are expected to do at home as homework.

Teachers are expected to inform parents of their homework policy at the beginning of the school year. This information should be provided on their parent information night or by letter.

Teachers may wish to provide extra homework for individual students who have special circumstances. Such situations will be worked out with parental co-operation.

HOT WEATHER

School will not dismiss early due to hot weather. All rooms have modern and effective cooling systems. On very hot days, lunchtimes may be shortened or inside play implemented.

HOUSE COMPETITIONS

Children are allocated to a House team on enrolling. Children with older brothers/sisters are allocated to the same House team.

Houses:	DICKSON	Yellow
	GORDON	Green
	RYMILL	Blue
	WOODS	Red

LIBRARY

This centre of the school is open to individuals, small groups and whole classes each school day, including during one lunch time and is supervised by a teacher. It offers to all children material for projects, general knowledge, and assignments, as well as for pleasure. We ask parents to assist by providing library bags & reminding children of due dates when they borrow books. Families will be expected to cover the replacement costs of damaged or lost books.

Parents may borrow books to read to younger children.

In 2016 Janet Brodie is the administrative assistant.

LOST (FOUND) PROPERTY

Lost property is kept in a cupboard in the Administration building for a term. Lost property is displayed at the end of each term for children to inspect. After notice is given via the newsletter, uncollected useable property is given to charity.

LUNCH TIME

Students eat lunch from 1.10 to 1.20 pm under teacher supervision. Playtime is 1:20-2:00pm.

MAGAZINE

A school magazine will be published at the end of each year, recording special events, class photos etc. Advice about ordering the magazine will be given in Term 4.

MEDICAL INFORMATION

At the beginning of each year parents are asked to outline any medical information about their child on the Student Information/Emergency Contact Form. Any changes to this information during the year should be passed on to the school.

A list of children with specific medical needs is set up in the staff room indicating action needed in case of an emergency.

MOBILE PHONES

*Please refer to the *Mobile Phone and Device policy* for full information

If brought to school mobile phones are to be left in their bags or given to the class teacher at the beginning of the school day, it is the child's responsibility to collect the phone at the end of the day. Should a child need to contact parents for any legitimate reason they can do so using a telephone in the office. At this stage provided children do not use/play with mobile phones during the school day (including bus travel) they can be brought to school to facilitate contact with parents after school. We ask parents to respect this guideline so their child(ren) is not placed in a difficult position.

If you wish to get a message to your son/daughter you can do so by telephoning the school 87372300.

MUSIC

In addition to class music lessons, Departmental Music Teachers provide specialist music instruction in Flute and Clarinet. (Usually Yr 4 upward)

Piano (Fridays) and guitar (Tuesdays) lessons (private) are also on offer currently.

Music instruments and books can be purchased by parents or hired from the school on a per term basis.

NEWSLETTER

A newsletter is sent home with the eldest child in each family on every second Thursday.

Class teachers may at times send class newsletters with further news more relevant to a particular class.

Generally newsletters notify parents of the dates of particular 'happenings', provide information of coming events and comment on some aspects of the school curriculum.

The most common option is for the newsletter to be e-mailed to parents. It is also posted on the school website. A weekly update is also emailed out for those wishing to receive it.

PARENT BODIES

These consist of the School Council and Parent Club which are elected at Annual General Meetings usually held in February.

Governing Council

The Governing Council meets monthly. Members are parents who are elected at Annual meetings and hold office for a two (2) year period, with half retiring each year. One (1) teacher is elected to Council by teaching staff.

The function of the Council is to determine the broad policies / directions of the school in association with DECS policies and regulations. Decisions relating to financial management, grounds and building maintenance and local influences on curriculum are significant elements of the Council's role.

The Council is always keen to recruit new members so if you require information or are interested in joining, please contact any current member.

You will be advised of the 2016 Governing Council through the newsletter after the AGM in February.

Parent Club

The Parents' Club members decide meeting arrangements at the AGM which is held in February.

Mothers, fathers and all local people are encouraged to attend and participate in discussing school activities or any topic concerning the well-being of our children.

PLACEMENT OF CHILDREN IN CLASSES.

Based on the predicted number of children enrolled, the school is given a staff target for the forthcoming year. The DECD formula used is based on 26 children per class maximum in Years F-2 and 30 children per class in Years 3-7.

However, over the past few years the school has funded an extra class to keep the numbers down. In 2016 we envisage that no class will start with more than 27 and the Foundation and Year 1 classes will start with 22.

Parents may give the Principal information that will assist in the placement of their child.

The Principal and staff are then able to make decisions about the number and structure of classes for the forthcoming year.

Staff in similar year levels prepare draft class lists, considering the academic, social, emotional and physical needs of individual children.

Decisions are made with a view to establishing balanced equitable class groups that will potentially work well together. The number of students in each year level group will also be a factor in determining class groups.

The Principal will make changes in class placings or groupings if it can be agreed that the child will benefit academically, socially and emotionally from the change. However, because careful consideration is given to each class grouping, this act will rarely be necessary.

SOUTH AUSTRALIAN PRIMARY SCHOOLS' AMATEUR SPORTS ASSOCIATION SELECTION.

Penola Primary School students are encouraged to try out for SAPSASA teams. SAPSASA is generally for students in Year 6/7, but some sports such as athletics and swimming start when they are 10 years of age. SAPSASA coaches undertake selection. Participation in SAPSASA teams is considered part of the School program with all accompanying rights & responsibilities.

SCHOOL CARD SCHEME – GOVERNMENT ASSISTANCE

Some families are eligible for free books depending on weekly income, number of children in the family and other factors. If you would like further information, please contact the Principal or Marcia.

A new application should be completed each year. The allowance provides for stationery items.

SCHOOL CLOSURE DAY AND STUDENT FREE DAYS

Governing Council has the right to approve one school closure day, for the purpose of local significance.

Up to three pupil free days for staff professional development can also be approved by Governing Council.

SCHOOL FEES – 2016

\$220 (includes performance levy)

SCHOOL UNIFORM

The wearing of the uniform is not compulsory. However, children are strongly encouraged to wear the uniform, especially for excursions / trips / special occasions etc.

Boys Polo shirts with school emblem

Rugby Tops with school emblem. (Available from School Office)

Girls Summer

Blue and white check (with gold stripe) dress

Polo shirts with school emblem

Rugby Tops with school emblem (Available from School Office)

Patterns are also available from the School Office.

Winter - material available from School Office

School Bags with emblem are available from the School Office.

Second Hand Uniforms are available from the school.

For special events the wearing of uniform is strongly encouraged. The SRC leaders when officiating at functions are expected to be wearing uniform. If they do not already have appropriate uniform available, the Parent Club has made available sets of uniform for the President, V/President and Secretary that can be borrowed for special events if needed.

WE ASK THAT PARENTS ENSURE THAT ALL ITEMS ARE CLEARLY LABELLED

SICKNESS

Basic First Aid can be given to children. Parents (or a family contact if parent is not available) will be asked to take sick children home.

If considered to be serious, the child is taken to the Penola Hospital and the parents advised.

Infectious Diseases

Measles, mumps, chicken pox, impetigo (school sores) and other infectious diseases occur at various times. Because of legislation surrounding infectious diseases, the school will forward the appropriate forms to parents and the authorities.

Head Lice

The school has pamphlets containing information regarding head lice and in particular -

- What to look for
- How to treat
- Precaution to prevent recurring

School procedures:

1. A staff member will inspect the hair of a child who is believed to have head lice.
2. If eggs or lice are found:
 - Parents are notified
 - The whole class checked
 - Brothers/sisters in other classes are also checked
 - Children with head-lice are discreetly withdrawn from their class
 - Any bedding, towels, combs, brushes etc, that may be infected will be washed & cleaned
3. Parents are responsible:
 - For treatment of their children.
 - For washing & cleaning any bedding, towels, combs, brushes etc. that maybe infected.
4. It is extremely difficult to comb out all of the eggs. Children can return to school when lice & eggs have been killed and removed. To help loosen the eggs rinse hair in equal quantities of warm water & vinegar DO NOT towel hair dry, comb or pull eggs off hair strands. It is a tedious but necessary job.

SPORTS DAY

A Sports Day is held each year in Term 4. In the morning session, all children participate in class tabloid events. After lunch, Yr 2-7 classes remain on the oval for a mixture of House team relays and Championship events. Participants in Championship events are determined before Sports Day.

Presentations are made to the captains of the winning house and also individuals winning Championship trophies.

START-OF-YEAR PROCEDURE

Stationery for all children will be delivered to classrooms before commencement of school.

Teachers may prefer to hold some of these materials in cupboards for distribution as required, rather than issue all items immediately.

A parent package will be sent home at the start of the year. This includes -

1. For continuing students
 - a. Local excursion form
 - b. Swimming consent form
 - c. Emergency contact form
 - d. General consent form
 - e. Canteen price list
 - f. Newsletter envelope in some classes
 - g. A canteen roster will be sent out soon after the start of the school year.
 - h. Internet acceptable use agreement
2. For newly enrolled students;
 - As above
 - Booklist/school fees
 - Bank voucher form.

STUDENTS' REPRESENTATIVE COUNCIL

This group is comprised of elected representatives from each class in the school from Yr 4-7 and organises children's functions eg. activities, assemblies, discos and charity fund raisers. The SRC also provides feedback on school related activities.

The SRC is consulted on relevant school issues as part of the decision making process.

Student suggestions, involvement and feedback on and in school organisation are valued.

SUN SAFE

As part of our Sun Safe policy students are expected to wear hats, protective clothing and where possible sunscreen on days of high ultra violet radiation (UVR). Sunscreen is available in all classrooms.

The school has a 'no hat- no play' policy for Term 1 and Term 4. All students must wear either a wide-brimmed or legionnaire style hat, broad brimmed hats can be purchased from the School Office.

'Bucket style' hats with narrow brims are not considered suitable for school wear.

SWIMMING

All children participate in swimming instruction lessons conducted at the Penola Pool during the weeks 2 and 3 of the school year. Parents are most welcome to attend on the nominated days.

Classes normally have a daily lesson for a two-week period.

A swimming carnival for children in Yr 3-7 is held after lessons have been completed.

Similarly, a 'Splash Carnival' is held for the Junior Primary.

SMOKING

The School grounds are a Smoke Free Zone.

TRAFFIC/PARKING

Speed limit on departmental property is 20 kph.

Parents are asked to drop off and pick up children on the school side of the road, keeping clear of the '**No Parking**' and '**Bus Zones**'.

It is suggested that Riddoch Street be used for after school pick-ups. Parents should not park in Young Street during arrival/dismissal periods because of the congestion created by buses.

Please be aware Scott Street is a **One Way Street** entering from Clarke Street.

USE OF SCHOOL GROUNDS AND BUILDINGS

Parents, children and family groups may use the sporting and oval facilities except when required for organised school practices and matches. It is expected that reasonable care be taken of school facilities. We also ask that children refrain from playing around school buildings in non-school hours.

School buildings and grounds may also be used for meetings or fund raising activities. School Council determines the scale of charges and conditions. See the front office for Hire fees.