

This General Information leaflet has been prepared with advice and suggestions from Leadership, teaching staff, school service officers and parents. We hope it makes your association with Stirling North Primary School as informed and rewarding as possible. The information below should answer most of the questions you may have about our school. If you have any other questions, please don't hesitate to contact the school.

### **GENERAL INFORMATION FOR PARENTS**

AN ALPHABETICAL LIST as of February 2004

#### **ASSEMBLIES**

Junior Primary ~ held weekly.

Upper Primary ~ 3 per term.

Whole school ~ two per term.

#### **ABSENCES**

It is a DECS requirement that a reason is given for all student absences. Therefore, please inform your child's teacher if your child is absent (via a note in child's diary/communication book or a phone call and state reason why child is absent). Then let Wendy in the front office know either in person, or by phone. If your child has an illness or there is a family reason for being absent over a long period of time, please inform the school as soon as possible.

When a child is absent for three days without a reason, the school will make contact. If your child has been absent without an explanation, you will receive an Education Department form on which to provide the reason for the absence to return to the school.

#### **ATTENDANCE**

Once a child turns 6 it is compulsory for them to attend school. Parents are expected to send a note to explain **all** absences. Staff also appreciates it if parents can ring the school to let us know if their child will be absent on the day or for a particular period of time. Messages can be left at any time with the Front Office staff and they will pass it on to the relevant teacher. Teachers are obliged to monitor student absence and lateness through their roll books. When concerns or patterns emerge parents are contacted.

Children who arrive after 8:45am are required to sign in at the front office and pick up a blue card to give to their class teacher to show they have signed in. Parents are required to give a written explanation for all lateness.

#### **BELL TIMES**

The school day begins at 8:45am. All students should be in their classrooms and ready to start lessons by this time. If children are late to school they miss roll call, morning routines and other activities that set the context for the day.

Children are able to enter school yard ~ Yard Opens ~ 8:30am

Lessons Start ~ 8:45 to 10:50

Recess ~ 10:50 to 11:10

Lessons Continue ~ 11:10 to 12:40

Lunch - Eating Bell ~ 12:40 to 12:50

Play ~ 12:50 to 1:25

Toilet/Line up ~ 1:25 to 1:30

Lessons Continue ~ 1:30 to 3:15

School Ends ~ 3:15

Yard Supervision Closes ~ 3:25

#### **BANKING**

The school bank day is Tuesday. Students can bank with BankSA. All bank money should be sent with your child and given to the teacher as soon as your child arrives at school. The bank boxes are then sent to the front office where a member of BankSA will process them. The books are then returned to the relevant

teachers' pigeonhole, to be returned to the children. Please ask at the front office for the necessary forms if you would like your child to develop good saving habits through the use of the school banking service.

### **BICYCLES**

We have two areas, which have bike racks for children who ride bikes to school. All bikes should be locked with a chain. Bicycles are stored at the owner's risk. Children are allowed to ride their own bikes on the BMX track at break times, but care must be taken. Any dangerous or rough riding will not be tolerated. Helmets must be worn.

### **CHARITABLE APPEALS**

We support one charity per year. The SRC usually determines which charity they wish to support and then organise a fundraising activity.

### **COMMUNICATION**

Class teachers send out a class newsletter at the beginning of each term, outlining the term's activities and any relevant information.

The school newsletter is sent out every Tuesday. If you wish to receive the newsletter via e-mail, please give your email address to Wendy in the front office.

Notes are sent home via class diaries, or individual students, or through the oldest child in each family.

If you wish to communicate with the school, you may:

Write in your child's diary

Write a note to the class teacher

Make an appointment to see class teacher/Counsellor/Deputy Principal/ Principal

Approach a Governing Council Member with your concerns

Enclosed with this folder is a copy of our school Policies.

### **CONTACTING STAFF/CHILDREN**

The most convenient times to ring staff are...8:15 - 8:30 a.m, 10:50 - 11:10a.m, 12:50 - 1:25p.m and 3:15 - 3:30p.m. Parents are to avoid trying to contact staff during lessons times.

Please try to avoid ringing with messages for your child/ren during school times, unless it is an emergency.

### **CUSTODY and ACCESS**

Custodial parents are expected to provide the principal with information about custody and access. This is important to ensure the safety and well being of all involved.

### **DAILY FITNESS**

Children are required by DECS to have Daily Fitness sessions. Children are required to wear suitable clothing and footwear to enable them to participate fully. (No thongs, slip on shoes, high heels) Only those with an illness or injury who a note from parents/caregivers will not be made to participate.

### **DOGS**

**No dogs allowed on the school grounds, (even on a leash) due to health hazards from droppings, and children's safety.**

### **DECS**

The education department is now called DECS - the Department for Education and Children Services. Along with the acronym 'DECS', staff at the school uses many other acronyms. If we use "educational jargon" that you have never heard of please let us know so we can use the full titles. We are aware of this habit and make every effort to ensure parents understand what we mean!

### **DENTAL SERVICE**

An application form is available from the front office for the school dental service. When you collect your child's enrolment forms from school you will be given an application form. The Dental Service is situated on

Flinders Terrace in Port Augusta and is available for check ups and treatment. The Dental Service will post you an appointment card with a time and date on it.

### **ELECTRONIC GAMES, TAZO'S, ETC**

All electronic games, e.g. Pokemon, Digimon, Gameboy, etc are banned from being brought to school. If a student is found to have one at school, it will be confiscated by a staff member, labelled and taken to the front office - where it can only be collected after school by a parent/caregiver. This rule also applies to Tazo's/spinning tops.

### **EMERGENCY CONTACT INFORMATION**

Parents must complete and return the Student Emergency Cards during the first week of each year, or upon enrolment. The information provided enables us to make contact with a parent or caregiver if students are hurt or ill. Please let us know as soon as any of your contact information changes.

### **ENROLLING at STIRLING NORTH PRIMARY SCHOOL**

Please let the school office know as soon as you decide to enrol your child/ or if you know of another family that wishes to enrol at Stirling North Primary. All DECS schools are staffed on current and estimated enrolments so it is important that we are able to keep our registers up to date. When you enrol the Principal or Deputy Principal would like to meet you to discuss your child's needs as a learner. Children may attend school the day after they enrol.

If you do not reside in the Stirling North area, then you must write a letter to Bill Parker (District Superintendent) seeking his permission to attend the Stirling North Primary School. Address the letter to:- Bill Parker, 115 Nicholson Avenue, Whyalla Norrie, 5608.

### **Transition Program**

A transition program is provided as pre-entry to school. Information about the Transition program is given to parents via the Stirling North Kindergarten.

The first visit occurs when the Reception class visits the Kindy for a Reverse Transition visit, which usually takes place in week 5 (Week 6 in Term1). The following week the Kindy Children (who are starting school the following term) visit the school and a parent information meeting is held in the staffroom. The transition visits gradually increase in time until the child stays all day.

### **Reception**

Stirling North Governing Council recommends that children beginning reception for the first time do not attend on Wednesday of the 1<sup>st</sup> five weeks to enable them to adjust to school routines more easily. However, parents may choose for their child to attend each day.

Whichever options parents choose, they must advise the school prior to their child commencing. If there needs to be a change to their option, this needs to be discussed with the class teacher concerned.

### **Length of time in Junior Primary (Reception - Year 2)**

Children will generally have from between 10 and 14 school terms in Reception - Year 2.

### **Transferring to Stirling North Primary from another school**

Whenever relevant and possible, we will contact your child's previous school to speak with teachers so we can support continuity in your child's education.

### **Transition to High School**

The Highschool runs a transition programme for Year 7 students. Around the middle of the year, students will be given a tour of the high school. Towards the end of the year they will participate in 2 days of lessons at the high school and will be given a ride on the high school bus to see where all the stops are.

### **EXCURSIONS/CAMPS**

When signing your child's emergency contact card/permission forms, you give the school permission to take your child/children on excursions within walking distance of the school. All other outings/excursions will need additional parental permission slips signed. Aquatic Consent and Medical Forms must be completed for any activities involving swimming.

There is great value in camps and excursions. School or class excursions may include whole or part day visits to local venues, which reinforce study undertaken at school.

School camps may include sleep-ins, bus tours or camps under canvas. Camps and excursions can provide: shared learning for a whole class which is most beneficial to social development; first hand experiences which are the most powerful forms of learning; an enrichment of language development by activities both prior to and following such outings; an opportunity for children to develop independence and self discipline.

Parents will be given ample prior notice of an intended camp or excursion.

Objectives and itinerary will be supplied by the teacher for parents' information.

Keeping costs to a minimum is a major consideration at all times, and arrangements can be made with the Schools' Finance Officer to pay by instalments.

Consent forms must be signed by parents/guardians before a child is allowed to attend a camp or excursion.

Children not attending camps or excursions with their class groups **MUST** attend school. They will be relocated in another classroom for that period of time.

### **GOVERNING COUNCIL**

As the school is a P21 school, it is run by a Governing Council in conjunction with Judy Woolcock - Principal. Meetings are held on the third Monday of each month (unless it falls during school holidays) at 7:30pm. Visitors are welcome. Lee Heron is the Chairperson & Irene Hedley - secretary. We have a number of committees and new members are always welcome. E.g. Canteen, Fundraising, Road Safety, Finance, Education, Grounds & I.T.

### **HATS**

The School's Sun Protection Policy requires children to wear a broad brimmed or bucket hat of no less than 6cm. All children are required to wear a hat of this type throughout the school year. The School's Sun Protection Policy and the Yard Behaviour Management Policy includes a 'No hat -be in specified areas undercover. Bench time out is given to those who play without a hat in the yard. Hats may be purchased from the Front Office.

### **HOMEWORK**

See Homework Policy included in this folder.

### **HOT WEATHER and WET WEATHER**

The school is air-conditioned and therefore we do not dismiss early on hot days. The school does have an "Extremely Hot or Windy Weather" policy. This allows for a shorter lunch break and restricted play areas. On wet days, when it is raining at recess or lunchtime, the rain bell will ring and students are to remain in the buildings.

### **LEAVING THE SCHOOL EARLY OR DURING THE DAY**

No child may leave the schoolyard during school time unless accompanied by a staff member, parent or guardian.

When this is necessary, a note must be sent to notify your child will be picked up by the appropriate adult. Once a child has arrived in the school grounds they will not be allowed to leave without written permission. When a parent/caregiver is collecting a child - they must report to the front office and the child will meet you there for collection and the sign out book will be filled out.

The consequence for leaving the school grounds without permission is to spend time in the Time-Out Room. Parents will be notified. If they are unavailable, the police will be contacted.

### **LIBRARY BORROWING**

Children may borrow books from the Library during library lessons or at other times when the Library is open. The children require some form of plastic or material bag to protect the books in transit to and from school.

### **LOST PROPERTY**

All lost property is taken to the front office and placed in a green plastic garbage bin, which is kept in the small bathroom between the Time-Out room and the Sickroom. It is advised that

hats/jumpers/jackets/lunchboxes/water bottles, etc be clearly labelled with the child's name. Parents are asked to check for any lost property regularly as at the end of each term all remaining items are given to a local charity. Valuables, which are found and brought to the front office, are kept in a safe place and can be claimed when the owner identifies their lost property.

### **LUNCH ORDERS**

The school canteen operates only four days per week, Tuesday to Friday. **THE CANTEEN IS CLOSED EVERY MONDAY!** Children are to place their lunch order in the bucket provided in their classroom. Monitors will then take it to the canteen. At lunchtime, monitors pick up the ordered lunches and take them back to class. A canteen price list is available from the front office, and lunch order bags are available from the canteen. The canteen is always on the lookout for more volunteers so if you have any free time, please don't hesitate to let the school know.

### **MEDICATIONS**

If at any time your child needs to take medication at school, please contact Wendy in the front office and she will administer the medication at the correct time. Written instructions must be given to the school with the correct dosage and other relevant information supplied. We cannot dispense medications that are not clearly labelled with the name of the medication, the times, dosage and name of the child.

This is very important so please contact the school for further information. On enrolment, if your child has a medical condition that requires treatment at school, you will be asked to fill in the relevant Health Management Plan. It is your child's responsibility to come to the front office for his/her medication.

### **MESSAGES**

Messages to teachers can be sent through the student diary or communication books or in any note form. Telephone messages through the school office to your children during the day should only be requested on an emergency basis.

### **MONEY**

All money paid to the school for fees; class activities or school programs must be sent in a sealed envelope clearly marked with the child's name, class, amount and purpose. This can be paid directly to the front office or placed by the child into the moneybox kept in each classroom. This is then sent to the front office via monitors. Receipts will be sent home via the child as soon as the money is processed.

### **INSTRUMENTAL MUSIC TUITION**

Some music lessons are available to children in Years 5,6 & 7. Depending on the instrument chosen lessons will either be held at the school or at the Port Augusta High School. All fees and costs associated with Music Lessons are the responsibility of the parent/caregiver. Transport is also the responsibility of the parent/caregiver.

### **NEWSLETTER**

The school newsletter is sent home every Tuesday via the eldest child in a family. It is edited by the Principal and contains information about the school's activities and policies. A diary dates section is included to remind parents of upcoming events. To ensure that school-home communication is at its best, parents are asked to check their child's bag each Tuesday and to then read the newsletter. Class teachers also send home class newsletters at the start of each term. If you would like to receive your newsletter via E-mail, please let Wendy know your E-mail address at the front office.

### **OFFICE ROUTINE**

The school office (front desk) operates between 8:15a.m and 4:00p.m. Daily  
The School's Finance Officer (Roma Masters) starts work at approx. 9:00 each morning.

### **PARENT PARTICIPATION**

The school actively promotes and supports parent involvement and parent participation. If you are willing to help with anything, please contact the school. Some areas where parents can volunteer to help are: canteen, listening to reading in class, transport, success room, fundraising, catering, busy bees. You will be made to feel welcome in whichever way you choose to help.

## **PARENT RESPONSIBILITY**

Ensure that your child/ren attend school and encourage them to be involved in school and class activities and curriculum.

Know that students must have permission from a teacher as well as parents to leave the school grounds.

Support students to wear appropriate clothing - a broad brimmed hat or bucket hat, covered shoes or sandals - no thongs, high heels, slip on shoes, etc. No singlet tops - shirts/dresses must cover shoulders.

**Remind students to bring the equipment they require to do school work each day.**

**Provide students with a healthy lunch & recess and water to drink for the day.**

**Support the School Behaviour Management Policy. Discuss any concerns with the class teachers and the Principal.**

**Make an appointment to discuss any concerns with your child's teacher as soon as the concern arises.**

**Negative comments you make about the school and the staff may pass onto your child and possibly affect the way he or she approaches the school/staff member.**

## **PICKING YOUR CHILD UP FROM SCHOOL**

Please make your child's teacher aware of any arrangements if anyone other than you, or a regular caregiver, collects your children. It is best for written authorisation to be given if any changes occur.

## **SCHOOL FEES and the SCHOOL CARD SCHEME**

Roma Masters, our school Finance Officer, is able to advise you regarding these matters. Please drop in and see her if you have any concerns. Arrangements can be made to pay school fees by instalments.

## **SCHOOL WATCH**

All State Schools are in School Watch. Please report any suspicious activity to the Port Augusta Police Station on: **86 48 5020**.

## **SCHOOL UNIFORM and DRESS CODE**

The school colours are brown, bone, yellow, light & navy blue. We encourage all students to wear clothes of these colours. We are also able to provide you with the number of a dressmaker who is willing to make school uniforms and stocks the material required. We have a small number of windcheaters available for sale, just call in to the front office and Roma or Wendy will be willing to help you. We also have a small number of second hand uniform items for sale. If your child has outgrown his/her uniform and it is no longer required - we are always trying to replenish our stocks.

## **SICKNESS, ACCIDENTS and HEALTH**

When you enrol your child at school, you will be asked for the following information:

- ❖ The name of two people, besides yourself & partner, who are generally available for us to contact in the case of an emergency.
- ❖ Your Doctor's name and phone number and your Medicare Number.
- ❖ Any medical condition or allergy that may affect your child at school

This information is vitally important to us.

If your child is sick, please do not send them to school. They often become distressed and would be more comfortable at home or with a friend or relative. Colds and flu are very easily spread when children come to school sick.

In general, if your child is unwell or has an infection, you or your emergency contact will be required to take him/her home. Therefore it is important that current phone numbers for home, work and your emergency support are accurate. We will ask for these to be checked periodically.

In the case of injury, accident or illness at school, an authorised member of staff will take the following action:

- ❖ Administer the necessary first aid. If follow up is needed, inform the parents by phone or in writing,
- ❖ Contact parent or emergency contact person to collect the child or negotiate appropriate action,
- ❖ If no contact can be made, check the child's medical record, then arrange for appropriate treatment -  
**Note: parents are liable for any cost incurred,**
- ❖ Complete an Accident Report Form as soon as possible after an accident.

- ❖ Asthmatics should keep their own 'puffer' with them at all times. A 'labelled spare' should be given to Wendy to keep in the First Aid Cupboard.
- ❖ If an ambulance is needed, costs incurred will be the responsibility of the parents.

Please keep the school updated with your current work, home and mobile phone numbers and let us know of any changes to your emergency contact numbers. This enables us to keep up to date records of important information affecting your child's welfare. (Please only write emergency contact numbers of those who live close to the school, e.g. The Port Augusta and Stirling North area. It is no use to your child if you put down a contact that lives in Adelaide or the like, as they will be unable to assist us.)

### Infectious Diseases

Measles, Mumps, Chicken Pox, etc:- We also need to know if your child has caught any childhood diseases. Because these diseases are quite contagious they carry with them exclusion periods from school. Family members may also be excluded for a period of time if a brother or sister is infected. Please check with the Front Office.

### Disease Recovery Period

Chicken Pox ~ 7 days from the appearance of the spots

Hepatitis A ~ Notifiable! Minimum exclusion: 5 days after treatment begun

Measles ~ 7 days from the appearance of the rash

Mumps ~ 10 days from the onset of the symptoms

Rubella (German Measles) ~ 7 days from the appearance of the rash

Whooping Cough ~ Excluded for 4 weeks unless medical certificate of recovery is produced

Head Lice or Scabies ~ Absent until effective treatment is carried out

Ringworm, School Sores, Tinea ~ Excluded until effective treatment has been carried out

Conjunctivitis ~ Excluded during the acute stage of the infection

### Headlice

If your child contracts head lice please contact the school for information about how to treat it. Do not send your child to school until they have been treated. You will also need to wash all bed linen, towels, toys, and hairbrushes, etc in the home in hot soapy water. It is a time consuming process to get rid of lice in a school and therefore head lice are best treated early before more children get them and the cycle continues. The school will inform you of any occurrence of head lice in your child's class.

### SAPSASA

SAPSASA - South Australian Primary Schools Amateur sports Association - is a unit of the Department of Education and Children's Services. SAPSASA is committed to improving the quality and quantity of sporting opportunities available to primary school students in South Australia. SAPSASA Sport is characterised by fun, enjoyment, participation, competition, challenge, character development and social interaction.

Friday afternoon sports runs for 8 weeks of each term. One sport is chosen for the term and competitions are with Port Augusta Schools. Parents are asked to provide transport when the Stirling North teams play away. The Area Coordinator selects which sports the children will play each term. Years 4-7 do athletics and swimming. Years 5-7 participate in everything else.

### SCHOOL SPORTS & SWIMMING

Children are offered swimming lessons in term four of each year. Junior Primary Students go for one week, Primary Students have two weeks. Children in years 5, 6 & 7 have the opportunity to choose between swimming and aquatics. Aquatics are held in Term 1.

Sports Day is usually held in term 3. The students are divided into four houses (Teams), Minchin, Brown, Saltia and Elder. At the end of the day the team with the most points wins the Shield. Junior Primary children participate in modified games whilst Upper Primary children participate in discus, shotput, long jump, high jump, etc in the morning. Running races and relays are held during the afternoon.

### SMOKING

All DECS schools are SMOKE FREE ZONES, which means NO ONE is allowed to smoke on school grounds. All parents are asked to respect this policy by not smoking when visiting the school and participating in a school activity.

## **SPECIAL EDUCATION**

Teachers constantly monitor student's progress. Each year students are assessed in aspects of Literacy and Numeracy. Students who the teacher considers are not progressing are identified and given extra support. Parents are informed if this is happening and are often involved in providing extra support at home as well. When student progress is cause for serious concern, support from the DECS Special Education Unit is requested by teacher (or parent through the Principal). The Student is assessed by a Guidance Officer. This assessment is followed up by a parent/teacher/Guidance Officer meeting, where an educational plan that is best for the individual child is developed.

If you have any concerns - please make an appointment to see Anna Nayda - Deputy Principal.

## **STUDENT RECORDS**

As required by DECS, class teachers maintain a Pupil Record Folder for each child. The folders contain enrolment information; copies of student assessments and reports; any relevant documentation related to a student's learning needs and special education programs; and any medical information provided to the school by you or your child's practitioners. The Pupil Record Folder serves as a cumulative record of your child's schooling. The contents of the folder are only used on a 'need to know' basis. If your child transfers to another school the folders are passed on. In line with Privacy Principles, upon written request, the folders are made available for your and your child to look through.

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

The SRC meets regularly to discuss issues raised by students through their class meetings. Two representatives are elected from each class for two terms each. Reps are changed in the middle of the year. The voices of students are important at Stirling North Primary School and their opinions and ideas are listened to by the staff and Governing Council and taken seriously. The SRC is an important decision making group in the school.

## **TRAFFIC**

Parents, Caregivers, Relatives and Friends are asked to abide by the following guidelines when dropping off and picking up children.

- Dropping Off and Picking Up: please do not allow your children to exit or enter your car from the roadside. Insist they use the other side. Please ensure that you stand and wait for your child on the school side of the road so that they do not run across the road by themselves. If you take the time to walk just a little further, they will be so much safer.
- Do not park in the Staff Carpark or let your children walk through this area. It is very hard to see a child in amongst the cars and for this reason walking through and parking in the carpark is banned.
- Please do not park on the school side of Railway Station Road, between the NO PARKING signs. We have this no parking area for a reason, and it is to keep your children safe.
- Cars are not allowed to park in the area in front of the Front Office, as this is a flow through area and must not be blocked.

## **TERM DATES**

DECS provides a 24hour recorded message service for term dates. Phone 8226 1650.

## **VALUABLES AT SCHOOL**

Parents should ensure that valuables and large amounts of money are not brought to school. Any money should be carried on the child's person and not left in school bags or on desks, or alternatively given to the teacher for safekeeping.