Dear Parent/Caregiver,

On behalf of the staff, I welcome you and your family to the Stirling North Primary School community. I hope that your involvement with this school will be enjoyable and rewarding for both you and your child.

At Stirling North Primary School we believe the education of your child is the most important aspect of their life outside of their family. We strive to provide the best education we can in our school, and we always endeavour to focus on ways of improving the quality of education for our students.

Students should be exposed to a wide range of experiences both within and beyond the classroom. They need to experience success in a range of activities. They should feel good about themselves and be concerned for the needs of others—to be part of a caring, supportive social group. Students should be encouraged to pursue excellence in whatever they do, and to accept that others may be better at doing some things than they are.

The partnership between parents/caregivers and teachers is vital to a child’s success at school. When parents/caregivers and teachers work together, we are able to provide an encouraging, safe, caring, warm and consistent environment which mirrors what happens at home.

If you have any concerns or issues, please contact the school so that an appointment can be made for you to discuss them with the appropriate person.

We look forward to developing a positive relationship with you as parents/caregivers and working together to provide the best quality education that your child can receive.

Adam Wilson

Adam Wilson
PRINCIPAL
Dear Parents/Caregivers,

I would like to take this opportunity, on behalf of the Governing Council, to welcome you to Stirling North Primary School. Stirling North Primary School is a wonderful community based school that sees itself as a leader in urban/rural fringe education delivery. Our quiet country lifestyle is fiercely protected and finely balanced with the hustle and bustle of rural city living up the road at Port Augusta.

Significant change based upon rapid economic growth is going to pose significant challenges to the school and community in the coming years. How we capitalise on those changes and minimise the associated risks is the challenge for Governing Council.

The School Governing Council is mindful of the fact that we represent you, the parents and caregivers. One of our concerns has been the need to increase parents'/caregivers' awareness of the function and purpose of the Governing Council.

Governing Council meetings are generally held on Monday of week 4 & 8 each term at 7.00pm, with notice given in the school newsletter. Changes are made to fit in with school and public holidays. You are particularly welcome if Council is to discuss specific areas of concern/interest.

Parents can obtain copies of the agenda and minutes of Council meetings from the Front Office.

I encourage you to voice your opinion through your elected Councillors.

Remember that Council can only represent you if they know your thoughts, concerns and interests.

Helen Cox
On behalf of Governing Council Members
Stirling North Primary School
Stirling North Primary School opened in 1981 and is located approximately 300km north of Adelaide and 10km south east of Port Augusta.

The majority of our students live in the Stirling North area, although a small number come from Port Augusta. Our Aboriginal student numbers are maintained at approximately 50, with Aboriginal Community Education Officer and Aboriginal Education Teacher support. We also offer an Adnyamathanha language program.

There are approximately 300 students currently enrolled at Stirling North Primary School, who are divided into 12 classes ranging from Reception to Year 7. The Site Development Plan currently focuses on Reading and Numeracy. Additional support is provided for students with special needs.

We currently have about 36 staff members, including teaching staff, School Service Officers, a Groundsperson, Aboriginal Community Education Officer and an Aboriginal Education Teacher. The Leadership team comprises the Principal, Deputy Principal, School Well-Being Co-ordinator, Teaching and Learning Coordinator & Business Manager.

The school receives some funding as a disadvantaged school and continues to maintain a focus on raising student literacy and numeracy standards.

Unfortunately, for a variety of reasons, we have experienced a decline in the number of parent volunteers, so we are always looking for willing workers to help by: working in the Canteen, listening to reading, attending busy bees and involvement in other school activities.

The Canteen is run by a Canteen Manageress and parent/caregiver volunteers 4 days a week. The Manageress coordinates a roster to keep the canteen running smoothly.

The school community values its extensive grounds and has a joint agreement with the City Council on oval usage and care. Members of the public use the grounds extensively after hours and on weekends. The oval is a full sized Australian Rules Football/Cricket oval and has an adjoining soccer field. We have an extensive adventure playground and a BMX track.

More detailed information is available on the School’s website: www.stirlingnorth.sa.edu.au
At Stirling North Primary School we strive to develop successful learners. All members of the school community are committed to the values of:

- **RESPECT**
- **RESILIENCE**
- **ACHIEVEMENT**
- **RESPONSIBILITY**
- **HONESTY**

We believe learning is maximised when …

- there is a nurturing, enjoyable, interesting and success-orientated learning environment for all school community members, encouraging life-long learning and risk-taking.
- positive self-concept and responsible citizenship are developed and maintained.
- the diversity of experiences, abilities and learning styles is utilised to build positive learning experiences.
- quality relationships exist between student, staff, families and community, valuing school activities, supporting and promoting school events.

“Stirling North Primary School Community is committed to providing a solid foundation for life-long learning through a constant focus on quality, standards, continuous improvement and performance.”
### 4. Staff Members - 2015

#### Leadership Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Wilson</td>
<td>Principal</td>
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<tr>
<td>David Ward</td>
<td>Deputy Principal/AET</td>
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<tr>
<td>Rob Thornton</td>
<td>Well-Being Coordinator</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Barnes</td>
<td>Business Manager/First Aid/WH&amp;S Rep/Fire Warden</td>
</tr>
<tr>
<td>Kylie Brazell</td>
<td>Finance Officer</td>
</tr>
<tr>
<td>Kathryn Brown</td>
<td>Special Needs/Class Support SSO</td>
</tr>
<tr>
<td>Kirsty Dawson</td>
<td>Year 3 Teacher</td>
</tr>
<tr>
<td>Chris Deslandes</td>
<td>ICT / Class Support SSO / Canteen Finance Officer</td>
</tr>
<tr>
<td>Sabrina Dumont</td>
<td>Year 1/2 teacher</td>
</tr>
<tr>
<td>Robyn French</td>
<td>Special Needs/Class Support Admin SSO/First Aid</td>
</tr>
<tr>
<td>Congetina Glover</td>
<td>Class Support SSO</td>
</tr>
<tr>
<td>Cheryl Goode</td>
<td>Class Support/Library SSO</td>
</tr>
<tr>
<td>Lisa Hardbottle</td>
<td>Year 1/2 Teacher</td>
</tr>
<tr>
<td>Kirin Hoffmann</td>
<td>Special Needs/Class Support SSO</td>
</tr>
<tr>
<td>Deanna Johnstone</td>
<td>Science NIT Teacher</td>
</tr>
<tr>
<td>Colleen Langdon</td>
<td>Year 6/7 Teacher</td>
</tr>
<tr>
<td>Dianne Linton</td>
<td>ACEO</td>
</tr>
<tr>
<td>Lesley Martin</td>
<td>Year 6/7 Teacher</td>
</tr>
<tr>
<td>Belinda McInerney</td>
<td>Reception Teacher</td>
</tr>
<tr>
<td>Ben McInnes</td>
<td>Year 5/6 Teacher</td>
</tr>
<tr>
<td>Kaelene McMillan</td>
<td>HPI – Adnyamathana Language</td>
</tr>
<tr>
<td>Leah Morgan</td>
<td>Special Needs Support SSO</td>
</tr>
<tr>
<td>Shani Orr</td>
<td>Special Needs/Class Support SSO</td>
</tr>
<tr>
<td>Graeme Ramke</td>
<td>Groundsperson</td>
</tr>
<tr>
<td>Norman Ramos</td>
<td>Class Support SSO</td>
</tr>
<tr>
<td>Ann Rasheed</td>
<td>Permanent Relief Teacher based at SNPS</td>
</tr>
<tr>
<td>Pauline Robinson</td>
<td>Year 1/2 Teacher</td>
</tr>
<tr>
<td>Simon Robinson</td>
<td>PE NIT Teacher</td>
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<tr>
<td>Liz Searle</td>
<td>Art NIT Teacher</td>
</tr>
<tr>
<td>Mandy Shalley</td>
<td>Year R/1 Teacher</td>
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<tr>
<td>Amy Sparks</td>
<td>Reception Teacher</td>
</tr>
<tr>
<td>Stefan van Geisen</td>
<td>Year 3/4 Teacher</td>
</tr>
<tr>
<td>Jess Winter</td>
<td>4/5 Teacher</td>
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5. Absences

It is a legal requirement that all student absences from school be accounted for. If your child is going to be away please phone the school to provide a reason.

(Please refer to the School’s Attendance Policy and Procedures information in the Appendix.)

If your child is late/absent you may: phone the school on 86436020, text the school on: 0416906264 or email the school: dl.1481.info@schools.sa.edu.au

All unexplained absences or late arrivals will be followed up by a text message home.

6. Adverse Weather

If Leadership deem that weather conditions are adverse while the children are in the schoolyard at break times, the siren will be blown three times. This is the signal for children to move quickly to their classrooms or designated areas. If conditions improve, an All Clear siren will sound (one blast), and children will resume normal play.

Adverse weather conditions include both rain and excessive high temperatures. On days when the temperature is 37 degrees or above, students will remain indoors at lunchtime.

7. Assemblies

Whole school assemblies are held each fortnight at 1:50pm on Monday afternoons in the gymnasium. Special assembly times will be provided via the School Newsletter.

8. Banking

The School bank days are Tuesday, Wednesday and Thursday. Students can bank with BankSA on Tuesdays, Commonwealth Bank Wednesdays & Beyond Bank Thursdays. 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 the banks will come to school and process them. The books are then returned to the relevant teacher’s pigeonhole, to be returned to the children. Please see one of the banks listed above if you wish your child to become a member.
10. Bell Times

8:15am - Children allowed onto school grounds on/near the Basketball courts
8:30am - Classrooms are open for set up and morning routine
8:42am - Go into classroom to be ready to start
8:45am - School begins
10:45am - Recess
11:02am - 1st bell - go to toilet/drink/line up
11:05am - 2nd bell - end of recess
12:45pm - Supervised lunch eating
12:55pm - Lunch - play bell
1:32pm - 1st bell - toilet, drinks, return sports equipment, and line up
1:35pm - 2nd bell – end of lunch
3:15pm - Dismissal

A final bell will sound at 3.30pm when ALL students are to have left the school grounds.

Mondays – Early finish at 2:25pm

Special Bells
Evacuation - one continuous blast.
Adverse Weather - three blasts will sound.

11. Bicycles & Scooters

We have two areas which have bike racks for children who ride bikes to school. One is located near the gym and the other at the back of the school near the primary classrooms. All bikes/scooters should be secured. Bicycles/scooters 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.
Stirling North Primary School Canteen operates under a Canteen Manageress. The canteen is NOT open on Mondays because of a lack of parent/community volunteers. Lunches are ordered through a classroom system. Each classroom has a lunch order bucket and orders are written on lunch bags and placed, with money, in this bucket.

The buckets are then taken to the canteen before 9.30am. Monitors collect lunches from the Canteen just prior to lunchtime. Any change (money) will be sent to the classroom with the lunches. A supply of lunch bags can be obtained from the Canteen.

An updated Canteen Price List will be sent home early in the term. Parents are urged to check the current price list to ensure that correct money is sent to the Canteen.

Late requests, after 11:00am, will be supplied with a vegemite or jam sandwich.

Counter sales are available at recess and lunch times.

Help is always much needed in the Canteen. Denise Riding, Canteen Manager, coordinates the Canteen roster for helpers and is keen to hear from people willing to help, whether on a regular or a relief basis. Please call Denise (8643 6639) or leave a message at the School’s Front Office (8643 6020) if you are able to help.
13. Communication

Class teachers send out a class newsletter at the beginning of each term, outlining the term’s activities and any relevant information. Notes are sent home via class diaries/communication books, individual students or through the youngest child in each family.

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

Write in your child’s diary/communication book.

Write a note to the class teacher.

Make an appointment to see the class teacher or one of the Leadership team.

Approach a Governing Council member and voice your concerns.

Email the school on dl.1481.info@schools.sa.edu.au

The most convenient times to ring staff are 8.15 – 8.30am, 10.45 – 11.00am, 12.55 – 1.30pm and 3.15 – 4.00pm. However, all teachers have yard duty commitments, so be aware that it may not be possible to speak to them during some of these times.

Parents are to avoid contacting staff during lesson times. If necessary, a message can be left with Front Office staff who will relay it to class teachers. Please avoid ringing with messages for your child/ren during school times, unless it is an emergency.

Permission Notes

A note is also required if you wish your child to leave the school during school hours.

14. Classrooms / Yard Supervision

Children will be supervised at school between the hours of 8.15am and 3.30pm. Teachers will not be on yard duty before and after these times.

No children are to be on the school grounds before 8.15am and after 3.30pm.

Teachers will open classrooms at 8.30am and children may enter only if the teacher is present.
15. Custody and Access

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

16. Dental Service

The Dental Service is situated on 36 Flinders Terrace in Port Augusta (8648 5840) and is available for check-ups and treatment. The Dental Service will post an appointment card with a time and date on it after parents/caregivers have made contact with them. It is the responsibility of parents/caregivers to contact the Dental Service in the first instance.

18. Emergency Procedures

Incursion: We practise this drill once a term. When students hear 2 lots of 3 bells (stay – in – side, stay – in – side) they are to go under desks in classrooms and stay there quietly until any danger has passed. Staff lock all doors, and admin staff ring all classrooms/areas to make sure that students are all accounted for. When everything is deemed safe once more, an all clear bell is rung allowing staff & students to return to their normal programme.

Fire Evacuation: When staff & students hear one long bell they are to move in an orderly fashion to the ditch in the oval. Once there they line up in class rows and names are checked off roll books to ensure that everyone is accounted for.

We practise our drills once per term, and let students know when they are occurring so that they don’t panic. All volunteers on site are expected to partake in our emergency drills as well. If you would like a more detailed copy of any of our emergency procedures, please ask at the front office.
19. Kindergarten Transition Program

Due to the Preschool joining the school grounds, we are at the moment updating our policy.

20. Excursions and Camps

When signing the General Permission Form (on enrolment or at the beginning of each year), parents/caregivers provide the school staff with permission to take their child(ren) on excursions within walking distance of the school. All other outings/excursions will need specific 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 or regional venues, and are undertaken to reinforce students’ learning at school.

School camps may include sleep-overs, bus tours or camps under canvas. Camps and excursions can provide

shared learning for a whole class which is most beneficial to social development
an enrichment of language development by activities both prior to and following such outings and/or
an opportunity to develop independence and self-discipline.

Parent/caregivers will be given sufficient prior notice of an intended camp or excursion. Information regarding objectives, cost (if any) and an itinerary will be supplied by the teacher. Keeping costs to a minimum is a major consideration at all times, and arrangements can be made with the Finance Officer to pay by instalments if required. As with excursions, consent forms must be signed by the parent/caregiver, or children will not be allowed to participate.
22. Governing Council

<table>
<thead>
<tr>
<th>2015 Governing Council Members</th>
<th>Governing Council Committees</th>
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<tbody>
<tr>
<td>Helen Cox</td>
<td>Chairperson</td>
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<tr>
<td>Shelley Reed</td>
<td>Deputy Chairperson</td>
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<tr>
<td>Shelley Reed</td>
<td>Treasurer</td>
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<tr>
<td>Naomi Eisen</td>
<td>Secretary</td>
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<tr>
<td>Lesley Martin</td>
<td>Staff Rep</td>
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<tr>
<td>Jason Spencer</td>
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<tr>
<td>Jess Rabig</td>
<td>Indigenous Rep</td>
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<tr>
<td>Jason Chesson</td>
<td></td>
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<tr>
<td>Kristy Kuhn</td>
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<tr>
<td>Tracey Davis</td>
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<td>Olivia Tobin</td>
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<td>Roylene Noll</td>
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<td>Lia Kuhn</td>
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<td>Principal</td>
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23. Music

Students in Years 5 - 7 are given the opportunity to learn a musical instrument as part of a DECD Regional program. All costs involved with the hire of instruments, books etc are the responsibility of the parents. Travel to and from Port Augusta for music instruction (if required) is also the responsibility of the parents. For further information please contact the Front Office.
24. Newsletter & Information

The school Newsletter *Saltia Scene* is distributed to each family fortnightly on Tuesdays. Please check your youngest child’s bag. If you wish to receive the newsletter by e-mail, please let staff in the Front Office know, or email dl.1481.info@schools.sa.edu.au to request this.

We have a Facebook Page which is regularly updated with notes, events & photos. Our Stirling North Webpage can be found at www.stirlingnorth.sa.edu.au - this has copies of our newsletters and policies.

25. Physical Education

Children are required by the Department of Education and Child Development (DECD) to participate in regular physical activities. Children are required to wear suitable clothing and footwear to enable them to participate fully. NO thongs, slip-on shoes or high heels are to be worn. Only students with an illness or injury who have a note from parents/caregivers will be exempt from participation.
26. Reporting to Parents

Reporting to parents currently includes:
- Term 1: Parent/Teacher Interviews
- Term 2: Written Report
- Term 3: Parent/Teacher Interviews
- Term 4: Written Report

Parents may request a meeting with their child’s class teacher to discuss any issues or concerns about their child’s progress outside of this formal reporting structure.

27. Resource Centre

The Resource Centre is open at 8.30am each morning for borrowing.
- Reception students can borrow 1 book for 1 week.
- Year 1 students can borrow 1 book for 1 week.
- Year 2 students can borrow 2 books for 2 weeks.
- Year 3 students can borrow 3 books for 2 weeks.
- Year 4 students can borrow 4 books for 2 weeks.
- Year 5 – 7 students can borrow 5 books for 2 weeks.
The School Card Scheme is administered by the Department for Education & Child Development and provides financial assistance towards the cost of educational expenses for full-time students of low-income families. It is not meant to cover all costs incurred for approved students.

To qualify, applicants will need to demonstrate they fall within the School Card income limits as determined by DECD and make application each year by completing an Income Assessment form obtainable from the School Office.

Further information regarding the School Card Scheme can be obtained by contacting the Finance Officer.

29. Sick Children

A sick room is provided at school, however school policy is to contact the parents/caregivers if staff deem it necessary. Contact numbers are to be provided on the Emergency Information Card.

We are unable to provide pain relief to children unless parental permission is given in writing, and medication supplied in original packaging with concise instructions for dispensing. Staff generally will not administer medication, and in some instances parents/caregivers may need to come to school for this purpose.

Minor first aid treatment will be handled by School Services Officers, who have had considerable training in this area.

Any injury or illness beyond basic first aid is referred to parents. In the event of a serious emergency, an ambulance may be called to transport your child to hospital.
30. Swimming and Aquatics Instruction

Swimming
Formal swimming lessons are conducted during Term 1 or Term 4, over a 2 week period, at the Port Augusta (formerly ETSA) Swimming Pool. Instructors are employed by DECD and are fully qualified. Children are generally transported by bus to the pool and parents are responsible for pool admission fees and transport costs. Parents/caregivers will be notified of these costs once they have been determined. Junior Primary children only attend for one week.

Aquatics
Students in Years 6 and 7 have the opportunity to do Aquatics in Term 1 each year. This program is run by qualified instructors at the Port Augusta Aquatic Centre. Activities may include canoeing, kayaking and sailing. All equipment, including life jackets, is provided. As Aquatics is part of the Health and Physical Education curriculum, students are encouraged to attend. If students choose to do Aquatics, they are not able to participate in the swimming program.
Car Park Areas
An ongoing concern of both staff and the School Governing Council is the issue of the safety of children before and immediately after school. Children moving to and from the grounds while cars are parking, dropping off children, or moving out of school grounds are always at risk. For this reason the staff car park and gym car park are OUT OF BOUNDS to ALL STUDENTS at ALL TIMES!

To help us ensure the safety of your child, please do not use the staff car park or the area by the Front Office to drop off or collect your children OR allow children to walk through the car park, accompanied by an adult or otherwise.

Road Safety
Wait for your child/ren near the school gate and then walk them safely across the road USING THE SCHOOL CROSSINGS. Do not let them run across the road by themselves. Teach children to get in/out of the car on the side away from the road. Remember the 25kph speed limit applies whenever children are between the signs, even out of school hours.

Please help us to keep your children safe!
32. **Student Voice**

The Student Voice at Stirling North Primary School aims to involve children in the decision making processes of the school. It also provides children with an opportunity to see the structure of the decision making process, and engenders in them a sense of worth regarding their opinions. Stirling North Primary School have a Year 7 Student Leaders Group who meet fortnightly.

33. **Travel Allowance**

If you live more than 5 kilometres from your nearest school or school bus route, you may be eligible for a government allowance to assist with travel costs. If you live in Port Augusta however, and choose to send your child to Stirling North Primary School, you are NOT eligible to apply for this allowance. For more information, please contact Front Office staff.

34. **Volunteering**

Stirling North Primary School appreciates that parents/caregivers lead extremely busy lives these days. But, if you do have some time to spare we would love to have you come in and help around the school. Areas in which you could help are: Canteen, Listening to students read, helping with special class activities, transporting students, being a helper on class camps & gardening. If you think this is something you may be interested in; please call into the front office and collect our Volunteering Policy and also a DECD criminal clearance form.

Port Augusta/Stirling North Community information is available online via the Port Augusta Council webpage, on the link below.

http://sacommunity.org/search?s=&location=48
Thank you for taking the time to read this Welcome pack. This pack provides a snapshot on how the school operates and some of the vital information that needs to be passed on to parents/caregivers.

On our website there are a list of policies that direct how we approach certain attributes of running an efficient school. These are -

- Student Behaviour policy
- ICT policy
- Student Wellbeing and Bully Policy
- Attendance policy
- Photography Policy
- Sunsmart policy
- Uniform policy
- Site Improvement Plan