



Dear Parent and Caregivers,

Welcome to Elliston Area School. We hope that your family will enjoy and benefit from becoming members of this school community.

As a school, we provide a high-quality education to students from Reception to Year 12 under the guidance of the Department for Education.

This booklet outlines the way this school works and opportunities for you to support and become involved in this exciting and rewarding period of your child's life. Please read this book carefully and retain it for your reference in the future.

Communication with the school is encouraged at all times. You are welcome to visit your child's classes and our teachers will also invite you to participate in a wide range of school activities.

If your child experiences any difficulties at school or if you are aware of any problems affecting his or her education, please let us know as soon as possible.

Elliston Area School is a highly successful school and we are all very proud of the quality of education, which has been provided here for many years. Your support and involvement will be very welcome in helping us to continue to develop the educational opportunities we provide to the children of this district.

A warm welcome on behalf of the Governing Council, Staff and Students of Elliston Area School.

Chad Fleming Principal

Elliston Area School engages students in open ended learning opportunities in a safe, supportive and harassment free environment, based on the core values of respect, responsibility, honesty, cooperation and caring. Powerful learning through high quality teaching.







# **Admission Information**

In line with other Australian states and the DfE policy change – '**same first day at school'**, from 2014 there will be changes to when students start preschool and school. All children will have four terms at preschool and four terms of Reception. Students who turn 5 before May 1<sup>st</sup> will start school on the first day of Term 1. If the child turns 5 after May 1<sup>st</sup>, then they will start school on the first day of the following year.

DfE Policy states that children enrolling in Government schools have twelve terms in junior primary classes that is Reception, Years 1 and 2. Children will progress one class level per year unless there are special circumstances around the child's learning needs.

• Children enrolled at five years of age at the beginning of the school year will have 12 terms, that is, three years in Junior Primary classes.

In exceptional cases, the length of time that particular children will spend in junior primary classes and the age at which they commence school, may be varied through discussions between parent caregivers, teachers and the Principal with the advice from other professionals, if appropriate. This might apply to children who have begun school with special social, emotional, physical or intellectual needs.

At the time of enrolment, the Principal will discuss this with parent caregivers. The decision about the length of time to be spent in junior primary classes by a particular child would not be made on entry but be the result of ongoing consultation between the child's parent caregivers, staff and other professionals, if appropriate over the first three years.

Children enrolled from age five at Elliston Area School are expected to attend every day. Often young children new in Reception become tired due to the comprehensive daily schedule of full time school. Parent caregivers can monitor their child's wellbeing and as an option, choose to have a rest day during the school week in the child's first term of school. Mid-week is an optimal time for a rest day, providing this addresses the child's learning needs.

# Uniform and Dress Code

The parent caregivers and students of the Elliston Area School support a combined school uniform and dress code policy. It is expected that all students attending this school will comply with either the school uniform or dress code policy.

The school uniform will consist of the approved items of dress as set down by the Governing Council following consultation with parent caregivers and students from time to time.

- The school uniform consists of:
  - **Girls:** Dark blue and white checked dress. White trim is acceptable. Navy shorts, skorts or skirt with navy or white polo shirt.

## All students:

Navy polo shirt with/without school logo

Navy blue shorts

Navy blue track pants (plain), trousers or navy jeans

- Navy blue rugby top or school "hoodie with/without school logo.
- A broad brimmed hat is to be worn by all students whilst outdoors during Terms 1 and 4 as set down in the School Hat policy.
- Students clothing is expected to be clean, tidy and worn neatly.
- Closed shoes are required to be worn in the Food and Hospitality, Science, Design and Technology rooms.
- Second hand items may be bought and sold through the school.
- Students who are unable to wear the uniform or follow the dress code are required to present a note to their class teachers on each occasion.
- School uniforms may be ordered through the school.
- Make up and piercings will be monitored by staff and followed up on an individual basis.









# Special Note on Footwear

Closed in shoes are required in the Design and Technology, Science Laboratory, and the Food and Hospitality rooms. Students wearing open shoes such as sandals may not be admitted to these rooms for safety reasons. The wearing of appropriate footwear is encouraged during physical education and sport. In general, students will not be permitted to participate in sport whilst barefooted. Crocs and thongs are inappropriate unless advised by parent note.

Staff will follow up with students about appropriate dress standards.

## School Times

| Duty of care begins      |  |  |
|--------------------------|--|--|
| Home Group               |  |  |
| Class Meeting            |  |  |
| Lesson 1                 |  |  |
| Lesson 2                 |  |  |
| Recess                   |  |  |
| Lesson 3                 |  |  |
| Lesson 4                 |  |  |
| Lunch (12.50pm R/1class) |  |  |
| Lesson 5                 |  |  |
| Lesson 6                 |  |  |
| Students dismissed       |  |  |
| Duty of Care finishes    |  |  |
|                          |  |  |

Our timetable is based on 50 minute lessons.

## **Behaviour Management**

All students have a right to learn and all teachers have the right to teach without disruption. Positive behaviour choices and student success will be acknowledged and rewarded. Where students make inappropriate behaviour choices or behave inappropriately, seriously or regularly, parent caregivers will be involved in discussions to determine the best strategies for changing the behaviour causing concern. It is essential for the school and the family to work together in a consistent and supportive manner in respect to behaviour management. The school is also able to involve the District Student Management Services, and if necessary make referrals to health and welfare services.

Good relationships within the school community give children a greater chance of success. It is hoped that Staff and Parent caregivers can work through issues and problems in a calm and productive way, which acknowledges and addresses the concerns of all parties.

## **Co-operation**

- Respect for the rights of others to learn
- Respect for the rights of teachers to teach
- Respect for the school's dress code
- Respect for the rules established for specific teaching areas
- Respect for the rights of others to play safely in the school yard

## **Consideration**

- Respect for all people regardless of their disability, sex, race, and age, whatever the religious or political beliefs
- Respect for all property
- Respect for the cleanliness of school work and play areas
- Respect for the speaker in the classroom, meeting assembly or excursion

## <u>Courtesy</u>

- Respect for punctuality, throughout the day
- Respect for the school's values addressing all people appropriately
- Respect for each subject area and it's teacher by bringing correct equipment to every lesson



Government of South Australia Department for Education





# Red Cards

Students who make inappropriate behaviour choices e.g not completing homework, swearing, physically hurting others or bullying will receive a Red Card. This will require the student to sit out during playtime for a minimum of 10 minutes in the library.

Three Red Cards in one week will require a letter in the diary notifying parent caregivers of the issues. Continuous Red Cards may mean students miss out on fun activities.

## Class Rules

Classroom rules and consequences are negotiated with each class group at the start of each year. Rules for the management of classroom behaviour are discussed and consequences for both positive and negative behaviour are decided.

In dealing with inappropriate behaviour, teachers and students adopt a step-by-step approach to consequences. Students are given a reminder of the negotiated rule, a clear warning if required and then the agreed consequence is applied for the inappropriate action. Refer to the behaviour code for more information.

# Harassment

In line with the Bullying and Harassment Policy, the school takes a strong stance on behaviours involving harassment, teasing or bullying including cyber bullying. Guidelines are provided to all classes to help students to deal with such behaviours and reporting is explicitly encouraged. There will be consequences for students behaving inappropriately.

# **Illegal Substances**

The school takes a "no tolerance" stance on illegal substances. If your child is deemed to be under the influence of an illegal substance, he/she will be sent home for the day or suspended as per the DfE Suspension, Exclusion and Expulsion guidelines. If they are found to have the substances for sale at school or with substances in their school bags, the police will be notified and it is a reportable offence.

# **Homework**

Students in upper primary and secondary classes are set homework. Their class teachers will organise homework timetables and subject teachers will ensure that homework is noted in diaries. For these classes homework is compulsory. If your child cannot complete the homework for any reason, please inform the teacher by writing a note in the diary. Younger students may also have small amounts of homework each day, usually reading or spelling practice or a maths drill. This work promotes the development of basic skills and also provides an opportunity for parent caregivers to become involved in the child's learning. A regular effort will make a difference to the child's progress at school. If your child repeatedly states "they have no homework". **PLEASE** contact the class/home group teacher to clarify.

## Assessment and Reporting

Written reports are sent home at the end of Term 2 and Term 4.

Parent/teacher interviews are held at the start of Term 2 and near the end of third term. Discussions on a student's progress may, of course, be initiated at other times by a parent or teacher.

Student Assessment Portfolios are maintained throughout the year and shared with parent caregivers at Interviews.

Students studying Open Access subjects receive an interim report at the end of Term 2 and a full report at the end of Term 4 from the Open Access College

# **NAPLAN Tests (Literacy and Numeracy)**

Students in Year 3, 5, 7 and 9 are required to sit a NAPLAN test in May each year and individual reports on the tests are provided to parent caregivers later in the year.









## Problem Solving

If you are concerned about anything affecting your child's happiness or progress at school, please contact a teacher or the principal as soon as possible so that we can work together to find a solution.

## **Child Protection**

All staff at the school are required by law to report instances of child abuse. Training in the requirements of the relevant legislation is mandatory for all staff. All instances of physical, emotional and sexual abuse coming to the attention of staff members will be reported in a confidential manner.

# **Grievance Procedures**

To help with this process the following information will be helpful.

Everyone should be treated with respect. Meetings to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner.

| STUDENTS with a grievance  | PARENT CAREGIVERS with   | TEACHERS with a grievance   |
|--|--|---|
| could  | a grievance could  | could   |
| STEPS  | 1. STEPS   | STEPS   |
| 1. Talk to the person about the problem  | <ol> <li>Arrange a time to speak to<br/>the relevant teacher(s)</li> </ol>   | 1. Arrange a time to speak to the person concerned.   |
| 2. Talk to the teacher or an   | about the problem  | 2. Allow reasonable time for  |
| SSO at the appropriate time  | <ol> <li>Please do not enter the<br/>school classrooms or</li> </ol>   | the issue to be addressed<br>3. If the grievance is not   |
| <ol> <li>If you feel uncomfortable,<br/>speak to someone, "who<br/>you feel comfortable with"</li> </ol> | offices with a major<br>grievance without prior  | resolved speak to the<br>Principal<br>A nominated grievance contact   |
| <ul> <li>4. If the issue is unresolved<br/>speak to your parent(s) or<br/>care giver</li> </ul>          | <ul> <li>arrangement</li> <li>4. 3.Let the teacher know<br/>what you consider to be<br/>the issue</li> </ul>   | such as Human Services<br>contact, Union Rep or PAC if<br>appropriate.  |
| <ol> <li>Be persistent and don't give up</li> </ol>  | <ol> <li>Allow a reasonable<br/>timeframe for the issue to<br/>be addressed</li> </ol>   | <ul> <li>Ask for their support in</li> <li>speaking to person<br/>involved on your behalf</li> </ul>                  |
|  | <ol> <li>If the grievance is not<br/>addressed arrange a time<br/>to speak with the Principal</li> </ol>   | <ul> <li>Monitoring the situation</li> <li>Investigating your concern</li> <li>Acting as a mediator</li> </ul>        |
|  | <ol> <li>If you are still unhappy,<br/>please arrange a time to<br/>discus the issue with the<br/>Education Director<br/>Rowena Fox ph:<br/>8688 3488</li> </ol> | <ul> <li>If the issue is not resolved<br/>speak to the Education<br/>Director Rowena Fox ph:<br/>8688 3488</li> </ul> |

Communication is the key and we hope that this guide gives students, parent caregivers, and staff extra support to address issues and concerns.

## School Fees

The Governing Council in line with Government legislation sets these fees covering a basic stationery allocation, Materials and Services charges, book levy and the costs associated with the delivery of the curriculum. It may also be necessary to pay additional fees for some subjects, excursions, camps and visiting performances during the year.









## School Card

Families who may experience difficulties financially meeting the cost of school fees may wish to apply for School Card. Information about how to apply for school Card will be distributed to families through the School newsletter. Please direct any enquiries to our front office.

#### **Student Details**

We are required to collect a certain amount of personal information about each student at the time of enrolment. If important details change such as phone numbers, address, medical information, custody arrangements etc, please let us know without delay. This information is stored securely and regarded as confidential.

#### **Books and Equipment**

At the beginning of each year, students are issued with a supply of stationery and materials to ensure they learn at their optimum. The school is extremely well resourced throughout each curriculum area and it is expected that students will treat the school equipment with respect.

#### Receipt of Money

Any money sent to school should be sent in a sealed envelope with the child's name and class clearly marked on the front and with the purpose of the money clearly indicated. Receipts will be issued on request for amounts over \$10.00

#### **Consent Forms**

Local excursions within our community are encouraged to support learning outcomes in curriculum areas. At the beginning of the year, you will receive a general consent form requesting your permission for your children to participate in these local excursions. Separate consent forms will be required for excursions outside the local community, camps and aquatic activities.

## **Camps and Excursions**

School camps, excursions and sleepovers are considered a part of the school curriculum and are negotiated with students and parent caregivers each year. The destination of each event is chosen with consideration of the age of the children and the learning opportunities available. From time to time our students will also have the opportunity to be involved in local environmental activities such as re-vegetation, Natural Resource Management and Greening Australia on the Native Mint endangered species propagation programme and Samphire Flats.

## Aquatics

Swimming lessons take place during term 1. Students are required to wear bathers, a t-shirt or 'rashy', a hat, sun block and to bring a towel. A swimming consent form has been included for this program. Senior students complete Surf Safety Certificates.

#### **Sporting Activities**

SAPSASA competitions are available to year 6 and 7 students. Other extra curricular sporting opportunities include the annual Tcharkulda Rock run, Surfing competitions, golf and inter school athletic competitions.

We are also involved in the Far West Hub - WCIAC which is held in Term 1 each year. This can lead onto WASSAC and students being able to compete at state level in athletics.

## **Library**

The school has an excellent library of fiction, non-fiction resources, extensive video, DVD and music CDs available for student and teacher loan. We also stock a comprehensive amount of adult fiction and non-fiction which members of the community are able to access.

Community members using the library are requested to use the library entrance and ensure that students working in the library are not disturbed and that pre-school children are closely supervised. While the library is a free service, a fee may be levied for the repair or replacement of damaged or lost resources.









## **Assemblies**

Whole school assemblies will be held twice per term, as well as on special occasions ie Remembrance Day. The focus will be to showcase student learning and acknowledge student achievements. Families and friends are welcome to attend.

#### Mobile Phones

Students can bring their mobile phones to school but these need to be turned off during lessons. Students may access messages during breaks. Any communication between school and home should be made via the front office. Students who use their phone inappropriately will have them taken away for the remainder of the school day.

#### Lost Property

Please make sure that your children's clothing and equipment are clearly labelled. Lost property is kept in the front office area and should be checked from time to time. Unclaimed clothing will be donated to charity. Whilst all care is taken, the school is unable to take responsibility for any items lost or stolen from the school – this includes toys or games, mobile phones or electronic gadgets that students may bring to school.

#### Lunches

Sandwiches will be toasted prior to lunch by staff, providing the food is in paper bag and clearly labelled with child's name. If for some reason your child is without lunch then a toasted sandwich will be made for them and the parent caregivers will receive an account for the sandwich.

#### Road Safety

Parent caregivers are encouraged to drive into the school driveway in a clockwise direction to drop-off their children. Parking is provided on the right hand side for parent caregivers who are leaving their cars. Vehicles stopping briefly should park parallel on the left hand side in order to eliminate the need to reverse while other cars are dropping off students. Please ensure school buses are not obstructed when parking your car.

The crossing on Flinders Highway is supervised from 8.40am to 9.00am and from 3.20pm to 3.40pm. Students must not cross during these times unless accompanied by an adult.

## School Bus

A School bus is provided to cater for the majority of students living at least five km from the school. Where students have to travel more than five kilometres to access the bus route or the school, travel allowances are available. From time to time, the school bus run is reviewed and parent caregivers will have the opportunity to contribute their opinions. Students travelling on the buses are required to conform to the School Bus Behaviour Policy which will be sent home at the start of each year.

Bus travellers are expected to

- Be punctual
- Be courteous to the bus driver and each other
- Wait at a safe distance from the road to catch the bus
- Remain seated at all times during their journey
- Be able to eat and drink provided they take responsibility for their litter
- Store personal items out of the aisle
- Sit in their allocated seat
- Report any damage to seats or fittings to the bus driver

School bus currently runs to Bramfield/Mount Wedge/Sheringa.

# Casual use of School Buses

From time to time, it may be convenient for other students to travel on a school bus to visit another family. As seats are limited, it is essential to contact the principal for permission well in advance. Student movement in this area is recorded on a message board by the principal's door. Bus drivers check this board every night.









# **Communication**

We encourage parent caregivers to visit classrooms and develop partnerships with their child's teacher and the school.

Daily contact is maintained through a home book in the younger classes and a diary in upper primary and in secondary classes. These are to be checked daily by parent caregivers and class teachers and are used to provide communication of important messages.

| School phone:       | (08) 86 229100 |
|---------------------|----------------|
| School fax:         | (08) 86 879057 |
| Principal's mobile: | 0488 546 188   |

## **Illness and Accidents**

All staff has current Basic Casualty Care Certificates. Every possible effort will be made to contact parent caregivers immediately if an accident should occur. In any case, an injured child will be taken directly to the Elliston Hospital or the nearest hospital, if on camp or excursion, using an ambulance where necessary. All accidents occurring during school activities are documented as part of our WH and S policy. Students needing treatment as a result of an accident or injury that occurred at school are <u>not</u> covered by DfE insurance. Health insurance is available for children attending school through private insurance. Further enquiries can be made at the front office.

Any student requiring medication during the day, has to have written instructions from a parent/caregiver to the personnel in the front office. *If medication is to be given, it must be in the original bottle/package with the child's name clearly printed on label with dosage required.* All medications are to be stored in the front office and administered by the front office staff. Please be aware that staff is unable to administer any medication (including Panadol) without the written permission from parent caregivers.

# **Contagious Disease and Infections**

- 1. DfE determines minimum exclusion periods for children who have been ill with an infectious disease.
- 2. The following procedures are reprinted from the Administrative Instructions and Guidelines for the Education Department of South Australia (Section 71).

Recommended minimum exclusion of periods of infectious diseases cases and contacts **Important Notes** 

- Children who are unwell should not be allowed to attend school. These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced (see below).
- These recommended periods are issued as a guide to teaching staff and medical practitioners and may be modified in individual cases as circumstances warrant.
- In cases of doubt, or for guidance in cases of conditions not mentioned on the list, advice should be sought from the appropriate clinician. CAFHS Medical Officer or Medical Officer of Health. Similarly advice on possible preventative measures should be sought if cases occur in boarding institutions amongst children housed in dormitory-type accommodation.



# **Elliston Area School**



| Disease   | Patient   | Contacts   |
|---|---|--|
| Bronchitis  | Exclude until the person has been given appropriate treatment and feels well  | Not excluded   |
| Campylobacter<br>Infection  | Exclude until diarrhoea has ceased  | Not excluded   |
| Chickenpox &<br>Shingles  | Exclude until all lesions have crusted, there are no moist sores and the person feels well.   | Not excluded   |
| Common Cold   | Exclusion is not necessary  | Not excluded   |
| Conjunctivitis  | Exclude during the acute stage of the infection   | Not excluded   |
| Cryptosporidiosis   | Exclude until diarrhoea has ceased  | Not excluded   |
| Diphtheria  | Exclude until a medical certificate of recovery<br>following at least two negative throat swabs,<br>the first not less than 24 hours after cessation<br>of antimicrobial therapy and the other 48 hours<br>later. | Exclude<br>family/domiciliary<br>contacts until cleared to<br>return by appropriate<br>health authority  |
| Fifth Disease<br>(Erythema<br>Infectiosum,<br>Parvovirus Infection) | Exclusion is <i>not</i> necessary   | Not excluded   |
| Giardiasis  | Exclude until diarrhoea has ceased  | Not excluded   |
| Glandular Fever<br>(Mononucleosis)                                  | Exclusion is <i>not</i> necessary   | Not excluded   |
| Hand, Foot and<br>Mouth Disease                                     | Exclude until all blisters have dried   | Not excluded   |
| Head Lice<br>(Prediculosis)   | Excluded until day after appropriate treatment has commenced.   | Not excluded   |
| Hepatitis A (Infectious<br>Hepatitis)                               | Exclude for one week after the onset of jaundice or illness.  | Not excluded   |
| Hepatitis B & C   | Exclusion is <i>not</i> necessary   | Not excluded   |
| Herpes Simplex Type<br>1 (Cold Sores)                               | Exclusion is not necessary  | Not excluded   |
| Human Immuno-<br>deficiency Virus<br>Infection (HIV AIDS<br>Virus)  | Exclusion is not necessary unless the person has secondary infection  | Not excluded   |
| Hydatid Disease   | Exclusion is <i>not</i> necessary   | Not excluded   |
| Influenza   | Exclude until the person feels well   | Not excluded   |
| Legionnaires Disease  | Exclusion is <i>not</i> necessary   | Not excluded   |
| Leprosy   | Exclude until medical certificate is produced from appropriate health authority   | Not excluded   |
| Measles   | Exclude from unimmunized persons for at least 4 days after the onset of the rash.   | Immunized contacts not<br>excluded.<br>Non-immunized<br>contacts should be<br>excluded for 14 days<br>from the first day of<br>appearance of rash in<br>the last case of measles<br>reported. If non-<br>immunized contacts are<br>vaccinated within 72<br>hours of their contact<br>with the index case they<br>may then return to<br>school. |





# **Elliston Area School**

| Meningitis (Bacterial) | Exclude until well                               | Not excluded             |
|------------------------|--|--------------------------|
| Meningococcal          | Exclude until well                               | Not excluded             |
| Infection              |  |                          |
| Mumps                  | Exclude for 9 days or until swelling goes down   | Not excluded             |
| mampo                  | (whichever is sooner).                           |                          |
| Poliomyelitis          | Exclude for at least 14 days from onset. Re-     | Not excluded             |
|                        | admit on a medical certificate of recovery.      |                          |
| Psittacosis            | Exclusion is <i>not</i> necessary                | Not excluded             |
| (Ornithosis)           |  |                          |
| Ringworm/Tinea         | Exclude until the day after appropriate          | Not excluded             |
|                        | treatment has commenced                          |                          |
| Ross River Virus       | Exclusion is <i>not</i> necessary                | Not excluded             |
| Rotavirus Infection    | Exclude until diarrhoea and vomiting has         | Not excluded             |
|                        | ceased   |                          |
| Rubella (German        | Exclude until fully recovered or for at least 4  | Not excluded             |
| Measles)               | days after onset of rash                         |                          |
| Salmonella Infection   | Exclude until diarrhoea has ceased               | Not excluded             |
| Scabies                | Exclude until the day after appropriate          | Not excluded             |
|                        | treatment has commenced.                         |                          |
| School Sores           | Exclude until appropriate treatment has          | Not excluded             |
| (Impetigo)             | commenced. Any sore on exposed surfaces          |                          |
| ( 1 - 5 - 7            | should be covered with a dressing.               |                          |
| Streptococcal Sore     | Exclude until the person has received antibiotic | Not excluded             |
| Throat including       | treatment for a least 24 hours and the person    |                          |
| Scarlet Fever          | feels well.                                      |                          |
| Thrush (Candidiasis)   | Exclusion is not necessary                       | Not excluded             |
| Toxoplasmosis          | Exclusion is not necessary                       | Not excluded             |
| Tuberculosis (TB)      | Exclude until medical certificate is produced    | Not excluded             |
|                        | from appropriate health authority                |                          |
| Typhoid and            | Exclude until medical certificate of recovery is | Not excluded             |
| Paratyphoid            | produced   |                          |
| Viral Gastroenteritis  | Exclude until diarrhoea ceases                   | Not excluded             |
| (Viral Diarrhoea)      |  |                          |
| Warts (Common,         | Exclusion is <i>not</i> necessary                | Not excluded             |
| Plane & Plantar)       |  |                          |
| Whooping Cough         | Exclude until they have taken 5 days of a 14     | Exclude unimmunized      |
| (Pertussis)            | day course of erythromycin or, if not treated,   | household contacts       |
|                        | for three weeks from the onset of cough.         | aged less than seven     |
|                        |  | years from school for 14 |
|                        |  | days, or until they have |
|                        |  | been on anti- biotic     |
|                        |  | treatment for at least   |
|                        |  | five days of a minimum   |
|                        |  | 14 day course of         |
|                        |  | antibiotics              |
| Worms                  | Exclusion is not necessary                       | Not excluded             |
| Fifth Disease          | A person is most infectious before the onset of  | Not excluded             |
| (Slapped Face)         | the rash   |                          |
| Erythema Infectiosum   |  |                          |
| Human Parvovirus)      |  |                          |

Exclusion days refer to calendar days. Exclusion periods are minimum periods based on National Health and Medical Research Council recommendations. If children are well and a medical certificate can be produced showing earlier recovery, children should be allowed to return to school.









## Fire Safety

In the case of a fire within the school, the alarm is signalled by one continuous blast of the siren. Students, staff and visitors are to immediately assemble at the flag pole.

In the event of a bushfire in the vicinity, staff and students will follow our Bushfire Action Plan. If the school is under threat, staff and students will evacuate to the safety of the Sporstcentre.

#### Fund Raising

Students and parent caregivers may be involved in fund raising activities throughout the year. Governing Council supports the school by raising funds for resources. Their major fundraising event is the annual Wool show. This takes place in October every year. Other fundraising activities may be arranged throughout the year by classes or groups such as SRC. Some activities may generate monies for various Charities.

#### **Governing Council**

The Governing Council meets twice a term and includes representatives of parent caregivers, staff, students, the District Council and the Elliston Memorial RSL Children's Centre. This body provides advice and feedback to the Principal on the operations for the school. Elections are held annually, and council members have two-year terms. The Annual General Meeting is held in Term 1. All parent caregivers are invited to attend. More information is available through the front office and weekly newsletter.

#### Annual Report

The Annual Report is a public document that focuses on the school's achievements throughout the year. The report is based on quality information and data. It is a major contributor to fulfilling accountability obligations. Copies are available from the front office or on the website.

#### Site Improvement Plan

The Site Improvement Plan is prepared and published annually to provide detail about the school's core business and identified priorities for improvement. Copies are available from the front office website.

#### <u>WH&S</u>

As a school one of our primary concerns is to create a safe environment that cares for and supports the wellbeing of employees, other adults and children. We are Level 3 compliant, and strive to maintain this level.

#### Parent Caregiver Involvement

There are many opportunities to become directly involved in the life of the school. Here are some ideas:

Library volunteer Governing School councillor Swimming and aquatics volunteer support SAPSASA sport Camps and excursions Listening to children reading Type children's stories Help with computers Electives, such as: arts, crafts, dance, music, cultural studies etc. Parent caregivers are always extremely welcome at the school and if you are interested in any

of the above areas please enquire at the front office or to your child's class teacher. All volunteers are required to undertake a criminal History screening, paid for by the school.

## School Magazine

Every year the school produces a magazine. They are for printed at the end of the year, and showcase all the achievements of the school.









# School Newsletter

The newsletter is produced weekly and contains important information about the school as well as community news and notices. We'd appreciate your cooperation in reading it promptly when it arrives home. It is available on the school website, school stream and are emailed to families.

#### **Student Representative Council**

Students are able to express their opinions on school issues through the SRC. The SRC works on a participative model in which all year levels are represented and involved in decision making. The students are encouraged to take an active role in all aspects of school.

#### Visitors Book

All visitors to our school are required to sign our visitor's book as part of our WH&S compliance. You will find this located in the front office. It is not necessary to sign the book if only dropping off or collecting your child from school.



