



# **Glencoe Central Primary School**

## **Parent Information Booklet**



**PRINCIPAL – Sam Leane**  
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Glencoe Central Primary School staff welcomes you and your child to our school. We are pleased to have the opportunity to share with you the responsibility of teaching your child.

As a parent/caregiver, you are an important part of our school community. We invite you to participate in any of the programs or activities within the school. We see the partnership between families, the teacher and the school as vital to the development of your child.

At Glencoe Central Primary School, we aim to ensure each child reaches their full potential. We strive for excellence in curriculum and also to provide our students with the skills and attitudes needed to succeed in life.

#### Expectations of students attending Glencoe Central Primary School

At Glencoe Central Primary School, we work to create an atmosphere, which is positive and supportive, and in which each child feels valued as an individual. We think it's important that all children learn the importance of respecting people, their rights and feelings, and their own and others property.

As teachers we believe that it is important that children leave Glencoe Central Primary School with the necessary social skills and values to allow them to participate within the wider community. We provide a well-balanced curriculum incorporating different strategies and methodologies to ensure that each student has the opportunity to be successful. Our aim is for each child to maximise the education opportunities offered.

We therefore have expectations of our students in the following areas:

#### SPEAKING AND WORKING WITH ADULTS

1. All adults are to be treated with respect
2. Adults names are to be used
3. Speak respectfully always
4. Manners are to be used and these will be taught explicitly through social learning programs

#### SPEAKING AND WORKING WITH OTHER STUDENTS

1. Speak respectfully and use your manners with other students
2. Teasing others or using 'bully' tactics is not acceptable
3. Listen when others are speaking
4. Respect others and treat them as you would like to be treated
5. Respect your own, others and school property
6. All teachers have the right to teaching and students to learn

## TEACHING STAFF

|                         |                                      |
|-------------------------|--------------------------------------|
| <i>Sam Leane</i>        | Principal                            |
| <i>Angela Hann</i>      | Rec / 1 / NIT (Mon – Thurs)          |
| <i>Melissa Little</i>   | Rec / 1 (Wed – Frid)                 |
| <i>Halaena Hogg</i>     | Year 2 / 3                           |
| <i>Rebecca Langford</i> | Year 4 / 5                           |
| <i>Tim Biggins</i>      | Year 6 / 7                           |
| <i>Beth Warren</i>      | Non Instructional Time (NIT) release |

## SCHOOL SUPPORT STAFF

|                       |   |
|-----------------------|---|
| <i>Jacqui Cocks</i>   | Finance Officer, Reception & Administration                           |
| <i>Julie Childs</i>   | Classroom Support, Special Education, Library                         |
| <i>Terina Weaver</i>  | Classroom Support & Administration, Learning Assistance Program (LAP) |
| <i>Krystal Redden</i> | Classroom Support   |
| <i>Daryl Smith</i>    | Groundskeeper   |
| <i>Greg Armstrong</i> | Cleaner   |

## TERM DATES

|        | 2017   |
|--------|--|
| Term 1 | January 30 <sup>th</sup> – April 13 <sup>th</sup>    |
| Term 2 | May 1 <sup>st</sup> – July 7 <sup>th</sup>           |
| Term 3 | July 24 <sup>th</sup> – September 29 <sup>th</sup>   |
| Term 4 | October 16 <sup>th</sup> – December 15 <sup>th</sup> |

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## ACCIDENTS, INJURIES & SICKNESS

*Sickness:*

If students become ill during the school day, the class teacher will send them to the Front Office with a

Sickness Note. The SSOs will provide care and follow up contact with parents if required.

#### *Medication at school:*

From time to time it may be necessary for your child to take medication of some kind at school. To assist us in ensuring that the correct dosage is taken at the correct time we require a Medication Plan from the prescribing doctor with details of the dosage. **Under no circumstances will staff dispense medication to children unless we have a Medication Plan.** All medication should be stored in the Front Office.

For long term medication the class teacher must be consulted and a letter from the doctor outlining the dose and the frequency of the medication obtained. Again, written permission must accompany the medication. A form for this can be obtained from the Front Office if required.

It is requested that Asthma sufferers using 'puffers' supply the school with a Asthma plan and a spare 'puffer' which is kept in the first aid cupboard in the Front Office. These are **always** accessible by the student when required.

While it remains the responsibility of Parents and Guardians to administer medication, we will continue to assist when your child(ren) need medication at school, but we do ask that it be in its own container with the student's name clearly marked. All medication is kept at the Front Office and administered from there. With the exception of puffers, one day's medication only should be sent to the school.

Cough lollies and sore throat lozenges will be treated as medication.

#### *First Aid*

First aid is administered by Jacqui. When necessary parents are contacted to organise further treatment or if a child is better off at home. There is no 'Sick Room' at the school, as such, so parents will need to make arrangements for their child to be collected from the school.

#### *Accidents*

In cases where a child has received a bump to the head we will also send home a note to parents explaining where they were hit, what time, etc. In an emergency staff will contact an ambulance and inform parents as soon as possible.

#### *Ambulance Cover*

Parents can organise a school cover with St John's Ambulance for their child. Parents may wish to consider providing cover for their children / families.

#### *Life threatening illness*

Students with Asthma or serious allergies are required to have a medication plan from their doctor. Please see Jacqui at the Front Office to assist you with the required documentation.

These plans should be updated and renewed at the beginning of each school year. However if your child has for example, reoccurring bouts of bronchitis, it would be helpful to have a medical plan in place for your child.

Children are not to be excluded from any activity unless it has been specifically recommended by the child's doctor, or the injury is apparent. Any requests for children to remain inside during lunch and recess time will be reviewed daily.

#### *Sickness*

If your child is unwell or there are several cases of flu, colds or gastro going around the school, we ask that you keep your child home until they are completely better. **If your child requires Panadol to come to school, they shouldn't be here.** Children attending school when unwell put fellow students and staff at risk of contracting their sickness.

### **ADMISSION POLICY**

#### *School Entry:*

Children are not under compulsion to attend school until they are six years old, under the Same First Day Policy children turning 5 before May 1<sup>st</sup> are able to begin school on the first day of Term 1 of that year. Children who have their fifth birthday on or after the 1<sup>st</sup> May will begin school on the first day of Term 1 in the following year. This brings South Australia into line with other states and territories that have had single school intake for some time. A child transferring from another school may be enrolled at any time.

#### *Kindergarten → School Transition:*

The school has developed a preschool to school transition program, which provides a smooth and successful introduction to school for beginning children. The transition sessions commence in the term prior to students beginning school.

Parents are encouraged to meet with the Principal and Teacher before their child starts school to ensure they are fully conversant with our program. An induction meeting with the Principal will be offered during the Transition period.

#### *Transferring Students:*

On enrolment, parents and students are given a tour of the school, meet their new teacher, receive an

Enrolment Pack and generally start the following school day. Class placement depends on class numbers and information received from parents.

### ASSEMBLY

The school holds assemblies three times a term on a Tuesday afternoon. Dates will be published in the School Newsletter in the week prior. Assemblies are an opportunity for students to showcase their work and are run by a class with students acting as hosts.

Assemblies start at 2.50pm and last for 30 minutes. Parents and Caregivers are always welcome to attend, as it is great for our students to be able to present to an audience.

### ASSESSMENT AND REPORTING

We use a variety of methods to assess student learning: observation and anecdotal evidence, standardised test materials, individual conferencing of students and NAPLAN results.

#### Reports and interviews:

Term 1: Parent/Teacher interviews

Term 2: Mid Year Report

Term 3: Optional Interviews (teacher and/or parent request)

Term 4: End of Year Reports

### ATTENDANCE POLICY

Attendance is compulsory for children aged between 6 and 17. The Department's Policy now requires all absences to be explained. A copy of our School Attendance Policy is available on request.

*1-2 days:* Parents are asked call the school each morning or send along a note with the child upon his/her return to school.

*3+ days for illness:* For absences of 3 days or more for sickness, a sick certificate from the doctor along with a note to the teacher will be required.

*3+ days and less than a month for reasons other than illness:* A request for the child to be exempted from school should be made to the Principal.

*More than 1 month:* Applications for exemption for more than one calendar month need to be approved by the Regional Director.

All unexplained absences will be followed up by the teacher first and then by the Principal.

### AUSTRALIAN CURRICULUM

The DECD Australian Curriculum has been developed to guide teachers in planning and programming a

developmentally appropriate curriculum that meets the needs of individual students and classrooms.

### BAG RACKS

Our bag racks are one of the most challenging areas of the school. Please ensure children keep their bags closed and belongings off the ground, as these areas are a major attractor of mice.

### BELL TIMES

8.30 Teachers on duty

8.50 Lessons begin

11.00 Recess (play)

11.25 Lessons begin again

1:20 Lunch (play)

1.45 Lessons begin again

3.20 End of School Day

Children are required to be at School before the bell each morning **but not before 8.30 am**. They need to be organised for learning with all of their equipment. Students who are often late for school not only interrupt the rest of the class, which has settled, but also miss out on important morning notices and directions. ***Five minutes late each morning adds up to one week of missed learning over the whole School year.***

### BIKE SAFETY

We take bike and road safety seriously as many of our children ride to school from quite a long distance. Bike safety is talked about at school on a regular basis and information and reminders are often mentioned in the Newsletter.

Any community members who notice students riding in an unsafe manner are asked to report the incident to a staff member. These incidents are followed up with the children and if they continue, parents are notified.

### CANTEEN – Healthy Eating

The Canteen is organised by the Canteen Committee and Parent & Carers Association and is run on a voluntary basis. A roster is drawn up at the commencement of the school term and is advertised in the School Newsletter each week. Helpers are rostered for one day per month and only approximately two hours of your time is involved.

A detailed price list is published at the beginning of each term and updated when necessary. Lunch bags must be purchased, with orders placed in the lunch box in each classroom.

**CAMPS**

In recent years we have run whole school camps. All students are encouraged to attend camps as part of the curriculum.

Camps assist students to develop relationships with others, learn independence and valuable social skills.

**CLEAN UP AREAS**

Each class is allocated a yard / garden area to keep litter free and attractive.

**COMMUNICATION**

Parents / caregivers are encouraged to regularly communicate with their child’s class teacher. Teachers like to hear the good as well but if there is a concern please make an appointment to talk to your child’s teacher. At Glencoe we use various forms of communication: weekly school newsletter, facebook page, Seesaw app, posters. We ask parents to make sure they are informed of what is happening around the school.

**COMPUTER ROOM**

Information Communication and Technology is embedded into the teaching and learning programs everyday. The School has a high quality Computer Room with 28 computers networked and online with the Internet. Each classroom also has an Interactive Whiteboard (IWB).

All classes have access to the Computer Room. Skill development lessons are explicitly taught including lessons on Cyber Safety. Our Internet Service Provider (ISP) is the Department of Education and Children’s Services.

No USB’s or programs from home are to be used in the school’s Computer Room to ensure we are protected from dangerous viruses.

**CONCERT**

The School Concert is held in the last Week of Term 4 each year. All children are involved in class performances on this enjoyable evening.

**CONFIDENTIALITY**

As a small community school, we encourage families to be involved with the school on as many levels as possible. Confidentiality is an important issue, as the rights of our students need to be protected at all times.

The Staff Room area is not to be entered by parents and caregivers unless invited due to the nature of the materials that maybe on computer screens or on bench tops. On occasion, the Staff Room is utilised by members of our school community for parent club and

other community purposes. However it is important that all non-staff members ask for permission by checking with Front Office staff before entering. Please note, the School’s Day Book and Staff Meeting Minutes are strictly for reading by Staff Only due to confidentiality.

**CURRICULUM** (See Aust Curriculum)

**DENTAL CLINIC**

All children in this Primary School have access to dental attention through the School Dental Service. Parents may choose whether their children attend the Dental Clinic in Mount Gambier or Millicent. Children are entitled to this service through to Year 11.

**DRESS CODE**

Our Governing Council has endorsed the wearing of school uniform and expects that within the Education Department Guidelines it will be worn. Part of the uniform is a hat, to protect against the sun and is compulsory in Term 1 and Term 4. Children without a hat are required to play in a shaded area.

|   |   |
|---|---|
| <b>Unisex Clothing</b><br>Windcheater, t/shirts, skivvies etc.                                | Maroon or Yellow                            |
| Shorts, track pants, trousers, skirts etc.  | Maroon, Black or Grey                       |
| <b>Jackets and Coats</b>  | Maroon, Black or Grey                       |
| <b>Girls Clothing</b><br>Girls’ School Dresses<br><u>Check traditional style School Check</u> | Predominantly Maroon and White              |
| Other Dresses   | Maroon                                      |
| <b>School Hats</b><br>Broad Brimmed<br>Bucket   | Maroon                                      |
| <b>Sports Uniforms</b><br>Glencoe Sports Day  | House Colour<br>T/shirts –<br>Yellow or Red |
| Interschool Sports Day  | Maroon School<br>T/shirt                    |
|   | Own Maroon<br>Shorts or Skirt               |

Jumpers can be purchased from Hip Pocket in Mount Gambier with the school logo embroidered on them. Thongs are not acceptable footwear for school (all footwear must have a back on them).

Tank tops, that don't offer much sun protection and garments with coarse logos, are not permitted.

### **EARLY ARRIVALS**

Although teachers are at school prior to 8.30 am, they are not officially on duty until that time. Therefore we ask where possible, that children do not arrive until 8.30am. It would be appreciated if all children leave the school premises no later than 3.45pm unless arrangements have been previously made with the school.

Although staffs are usually in the school until later, on occasions we are required to attend meetings in other schools.

### **EMERGENCY CONTACTS**

For children's safety, we ask that parents nominate at least 2 emergency contacts who are able to be contacted if we are unable to contact either parent, particularly regarding sickness or injury.

Please keep your phone contacts and addresses updated with our records. Families who have new mobile phones are asked to forward these numbers to the school as soon as possible.

### **EXCURSIONS**

The entire school will participate in a performance type activity each term which may be part funded by the school. Students are encouraged to attend all performances as part of the curriculum.

If the excursion is out of the Glencoe District, an individual consent form will be sent home for each excursion. This consent form and any money MUST be returned prior to the excursion, otherwise the child will not be allowed to attend.

At the beginning of every school year a 'local consent form' is signed by families enabling students to leave the school with their class teacher and travel by foot to local destinations. This may be for the purpose of sports or the gathering of materials for activities in science or art.

### **FEES 2017**

The 2017 School Fees are: \$231. An instalment plan is provided for those who wish to pay the fees off. See Jacqui or Sam about this process.

### **Fees Breakdown**

- ◆ \$36- Stationery pack of books and material

- ◆ \$27 - Library support
- ◆ \$68 - Access to printed and electronic material
- ◆ \$100 - Curriculum Support and Resources

### **FIRE ACTION POLICY**

#### ***INFORMATION FOR PARENTS***

The school has three levels of bush fire alert:

- ◆ **RED ALERT DAYS** (Level 1)
- ◆ **FIRE IN THE DISTRICT** (Level 2)
- ◆ **FIRE THREATENING THE SCHOOL** (Level 3)

The procedures we have are to ensure that your children are kept safe, calm and supervised in the event of a bushfire threatening the school.

#### ***MAJOR POINTS FOR BUSHFIRE ALERT DAYS AT EVERY LEVEL:***

It is unnecessary for you to remove your child from school. The C.F.S. regard the safety of the children as the highest priority. **INSIDE THE BUILDING IS CONSIDERED THE SAFEST PLACE.**

On Total Fire Ban days there will be a red spot displayed in the Front Office window of the Main Building. **No excursions will occur on a Total Fire Ban.**

If for some reason you feel your child/children must be removed from the school, you must come for them personally, or give WRITTEN permission for any other person to take them (dated the particular day of the fire). No students will be released without these conditions being met.

To remove children you must report to the **FRONT OFFICE (NOT THE CLASS AREA)**. This is to enable an accurate central record to be kept of the whereabouts of every child.

If a fire is threatening the school, children will be assembled in the main building and will remain there until the all clear is given by C.F.S. supervisors. The C.F.S. have assured us that the main building would be a safe refuge, even if a fire burnt through the school area.

Teachers will remain with children until it is safe for the children to go home, or be billeted in the case of the district being burnt out. If billeted out, the Police and Community Welfare Department will know their whereabouts. Children will be given a snack and/or meal/s if a long stay at school is necessary.

The school is a safe refuge and parents may wish to come for refuge. Please, on those days, park your car

on the oval, leaving access in and out for other vehicles.

You are assured that your children will be adequately cared for and no action will be taken to put them in a dangerous situation. Radio messages will inform you of the situation.

**PLEASE DO NOT PHONE THE SCHOOL FOR DETAILS.**

**The school phone must be kept free of incoming calls.**

Information regarding fires will be sought from the Millicent Group Officer on 87333103 or general information on 87332975.

**FIRST AID** (See Accidents, Injuries and Sickness)

**FOOD SNACKS**

Through our learning about the brain and the energy supplements needed to keep children concentrating in class, we have learnt that children may need food well before recess. We have also found that some students have an early breakfast and may become hungry prior to recess time.

All students are encouraged to bring extra fruit or vegetables to school for a 10am energy boost which is often needed to get through a busy morning. These snacks do not replace the importance of recess and lunch.

Please endorse a healthy snack for mid morning by providing your child with a fresh fruit or vegetable snack.

**FRONT ENTRANCE OF THE SCHOOL**

The use of the front entrance of the school by students is discouraged as our displays are often blown down if traffic is too frequent. We also ask that parents not use this space as a meeting area to ensure the office area's limited work space remains uncongested.

**GOVERNING COUNCIL**

The Annual General Meeting of the Governing Council is held in February where a range of written reports and verbal reports are delivered on topics that include facilities, curriculum, and finance and school improvement.

The school AGM is an important meeting as this meeting is where the Governing Council is elected for the following year.

Governing Council meetings are held twice a term usually on a Monday night. These meetings are advertised in the school newsletter.

**GRADUATING STUDENTS**

Year 7 students will be involved in a range of special activities during their last year of Primary School.

Some of these are managed by the High Schools as students participate in transition visits to familiarise themselves ready for Year 8.

Our school holds a Graduation Dinner at the end of the year, followed by a Graduation Ceremony held in conjunction with the School Concert where awards and certificates are presented.

**GRIEVANCE PROCEDURE**

The Grievance Procedure was reviewed and updated in July 2014.

**HEAD LICE**

Children who are found to have head lice eggs will be removed from class and parents will be contacted to pick up their child from school. Lice are to be treated with a recommended shampoo.

On arrival back at school these children may return to class if no lice or lice eggs are present in the children's hair. If lice or lice eggs are still present in the child/children, they will not be able to return to class.

In some cases children may be required to stay home for several days until their head is deemed to be 'clear'. All children returning to school will need to be dressed in fresh clothing, not those worn on the previous day.

During outbreaks and the colder, wet months of the year, regular head checks will be performed by school staff. Please notify Jacqui or myself if your attendance is required at these checks. Parents finding head lice or lice eggs at any time through the school year should contact the school immediately to help prevent future outbreaks and spread.

**HOT DAYS**

(in Line with the Limestone Coast District Policy)

In the event of hot weather, where the officially advertised weather forecast will be 35 C or more, schools in the district will remain open for lessons to continue as usual, but where appropriate, with some modification.

On days where the forecast temperature exceeds 38° C parents have the discretion to take their children home if they feel they can be more comfortable there. Our rooms have air conditioning.

Children will only be released to their parents or to a friend or neighbour if they have written permission from the parent to collect their child. Children

generally will be discouraged from the practice of ringing home for parents to collect them, as we believe it is the parents who should make the decision and not the child.

On these hot days teachers will ask students to bring their recess and lunch into class for cooler storage and quite often we stay inside out of the heat.

### **INFECTIOUS DISEASES**

There are some Infectious Diseases, Eg. Mumps, Chicken Pox, Measles, Rubella, etc, that require the child to be excluded from school for a period of time. Parents are asked to contact the school regarding the Department's recommended time for exclusion.

The Department's Policy on Infectious diseases and illnesses is available from the school. A reference manual called 'You've Got What?' is available at the office to assist with recognition of infectious illnesses.

**INJURY** (See Accidents, Injuries and Sickness)

### **LAP (LEARNING ASSISTANCE POLICY)**

The Learning Assistance Program has been set up to support students in their learning, to further develop skills and interest that a student may have or provide a 'special' time that some students may need to gain more self confidence.

Teachers select students to go onto the program for a variety of reasons and a waiting list may apply.

Each student has a LAP friend who is either a parent or community volunteer who comes into the school at the same time each week and spends one hour with the student. The program is worked out in consultation with the teacher, the student and the LAP volunteer. If any parents have a spare hour a week and would like to know more about the program or become a volunteer, please see Deb or Julie. There are many students waiting to go on the program and not enough volunteers.

### **LIBRARY RESOURCE CENTRE**

We have no Teacher Librarian. Our Librarian is Julie Childs. The Library Resource Centre aims to provide a collection of materials that will satisfy the independent reading interests of the students, encourage them to broaden their interests and create an atmosphere of enjoyment in reading and learning. The Library is an integral part of the school and is accessible to children not only at set times for lessons with class teachers, but every day for research and reading.

### **LOST PROPERTY, MONEY & VALUABLES**

All children's clothing should be clearly named (very important with our school uniform as it is all basically the same). Unclaimed items are placed in a lost property cupboard. This cupboard is located in the main building. Lost property will be displayed at the last Assembly of each term. Remaining unclaimed articles will be donated to charity. Unclaimed items, which display the school logo, will be kept for emergency spare clothing.

All drink bottles, lunch boxes and student personal items should be clearly labelled to reduce lost items.

We ask that students do not bring valuable items or money to school other than money for lunch or excursions and camps. On occasion, students bring items that are valuable or of personal significance to share with the class. We encourage children to take these items to the office straight after sharing them to avoid them being broken or lost. However, we are unable to accept responsibility for lost or damaged items and it remains the child's responsibility if they are brought to school.

**MEDICATION** (See Accidents, Injuries & Sickness)

### **NAPLAN**

All Year 3, 5 and 7 students participate in the National Assessment Program in Literacy and Numeracy (NAPLAN) each year. These tests provide both parents and teachers with a snap shot against the State and National average of each child's achievements. They also provide diagnostic information that may be used by the school and classroom teachers to identify areas of growth for individual students.

The results of these tests are distributed to parents and caregivers late in Term 3.

### **NEWSLETTERS**

Newsletters will be sent home each Monday. It will be given to the eldest child of each family. All notices, information and community news, etc., are published in the Newsletter. Reading this will keep you informed of all school activities, events and changes to important processes.

School Newsletters are the major source of information from school to home and to the community.

Space is available for community organisations to publish their activities. All such articles should reach the Front Office by Friday of the previous week for inclusion in the following Newsletter.

### **WHS – Parents arriving during the day**

As part of our Workplace Health and Safety requirements (WHS), we are responsible for visitors to our site. This includes parents/caregivers who may enter the site during the day.

All parents/caregivers and visitors who may visit the school between morning and afternoon pickup times are required to sign in and out at the Front Office. In an emergency, this will assist our WHS representative to account for all persons on site and ensure the safety of students, staff and community members.

### **OPEN DAYS**

Each year the school holds an Open Day (or morning) for parents and community members to visit the classrooms and see the children working.

Open days are run so students showcase specific learning activities and work samples.

Parents and Caregivers are encouraged to attend Open Days as they are a great way to see how the Teachers and Students interact and lessons are taught.

### **PARENT BODIES**

This school has two hard working parent bodies that assist with financing and maintaining our school and its resources.

1. **Governing Council** is made up of 12 members that include a Staff Rep, a PCA Rep and the Principal. Council members are elected for a two-year term at our Annual General Meeting that is held in Term 1 each year.

**Our Governing Council Chairperson is Adam Price.**

Council generally meets on the 3<sup>rd</sup> and 8<sup>th</sup> Monday of each term. Several Sub-committees exist and parents and caregivers who have special interest in these areas are most welcome to attend.

#### ***Sub committees include***

- ◆ ***Curriculum / Policy***
- ◆ ***Ground / Facilities / Finance***
- ◆ ***Canteen***

All interested parents or caregivers are more than welcome to join a sub-committee and are not required to be part of the Council to do so.

2. **PCA** is open to any parent who wishes to come along to any meeting. This Association works very

hard to raise money that is then used to purchase resources for the school. They also help to run the School Canteen on a voluntary rostered basis. Meetings are held twice each term.

**The Parent Club President is Angela Twedde.**

### **PARKING**

Parking at the school becomes quite hectic at school dismissal time. Please follow the guidelines below and help keep all students safe.

- ◆ You are asked to park a metre back from the fence to allow the children to walk in front rather than behind cars.
- ◆ 4WD vehicles and People -movers are asked to park at the far ends of the pick up area to again help with visibility to all students.
- ◆ ***Parents and caregivers are asked to cross the road with students at all times rather than calling them across the road.***
- ◆ The area directly in front of the gates is to be kept clear at all times as these are the major crossing area for all families.
- ◆ Extreme caution is needed when backing out.
- ◆ The school zone is strictly 25km per hour area while students are present.

Please pass this information on to those people who regularly pick up or drop off your children at the school.

### **PHOTOGRAPHS**

The School arranges for photographs to be taken during the year, usually during Term 3 or 4. Economical, local quality photographers are chosen on merit. Parents are welcome to exempt their child from photos.

### **SAPSASA SPORTS**

SAPSASA Sports is offered to all students in Years 6 and 7. Trials are held each year in a variety of sports. Primary school students are asked to try out and make teams that will represent the South East at Local and State wide competitions. SAPSASA trials and information is always distributed through the Upper Primary teacher.

### **SCHOOL CARD**

Parents who have a Health Care Card or Sole Parent Card may be eligible for School Card. You must present your card to the Front Office where details while be taken and then forwarded to the Department

of Education and Children's Services who then submit these details to Centrelink for final approval.

Pension Card holders and Aboriginal students are no longer automatically approved and must lodge an application form and be means tested.

Other parents who feel they may be eligible can apply to the Education Department for approval. Application forms are available at the Front Office. Please feel free to discuss this with Sam or Jacqui.

All applications MUST be made within 4 weeks of the child commencing the school year or in the case of a child beginning school for the first time during the year.

**SCHOOL HATS** (see Sun Safe Policy)

### **SHOES OFF**

The school has a policy of 'shoes off' inside the buildings during Terms 2 and 3 each year. The aim of this policy is to protect our carpets from dirt and water damage. Precautions are taken within the school to ensure foot safety, however students are encouraged to bring a pair of slippers, ugg boots or second pair of shoes for wearing inside of the buildings.

Exemptions for medical or other reasons may be negotiated with the Principal.

### **SHOW DAY / PUPIL FREE DAY**

Each year the school's Governing Council agree on one day for a school closure for events of local significance. This day will be for the Mount Gambier Show (Friday). Enabling all students to have the day off and participate in this local event.

Similarly, the staff will propose to Governing Council four pupil free days each year for staff training and curriculum development. These days are usually decided early in the year and published ahead for families planning. The purpose of these days is for the school to bring people with expertise in Curriculum Development and participate in conferences that could not be offered out of hours.

Where possible Pupil Free Days will be scheduled on a Monday or a Friday. However, at times, they do fall mid-week due to the availability of busy presenters.

**SICKNESS** (See Accidents, Injuries and Sickness)

### **SPORTS DAY – GLENCOE**

In the middle of Term 1 we hold our own school Sports Day for all students R – 7. Our day begins with a march onto the oval in our two house teams.

Students participate in tabloid events, team games and championship events wearing team colours. Many of the winners then participate at the Pines Sports Day representing the School.

PCA arranges a BBQ lunch, with drinks and cakes available on the day. Families are encouraged to support this event and even participate in several of the fun events if time permits.

### **SPORTS DAY – PINES**

This school is involved in the Pines Schools Sports Day. This will be held late in Term one each year. Pines Sports Day is for all R – 7 Students and is for a full day. Students participate in a team march, tabloid events, team games and championship events as a whole school team.

Parents will need to arrange transport for their child to and from the chosen venue on that day as Glencoe Central Primary School will be closed (unless we are hosting).

Other schools involved include; Mount Burr, Kalangadoo and Nangwarry. Food and drinks are available on the day.

Please speak to your child's teacher if you will have difficulty arranging transport for your child.

A Sports Shirt will be supplied from the school and these are provided by the PCA for our interschool day. Students are expected to wear the maroon polo shirts and black or maroon shorts/pants or netball skirts on this day.

### **STUDENT BEHAVIOUR DEVELOPMENT (SBD)**

This policy is currently under review

### **STUDENT REPRESENTATIVE COMMITTEE**

Our students are represented by a Student Representative Committee in school decision making. The role of the SRC is to suggest improvements for the school, provide a student opinion on relevant matters and generally look after the interests of the children.

The SRC consists of a group of children elected by their peers. The members then run class meetings in their own classes and report back to the SRC. They conduct one charity fundraiser for the year for an outside organisation. Other fundraising each term is for its own use.

Each year school captains, a deputy captain and environmental officers are nominated from our Year 7 students.

### **SUNSAFE**

Our Sun Safe Policy requires students to wear maroon broad brimmed hats at all break times and in the yard. Broad brimmed hats offer the best protection. The school works strictly on 'No Hat, No Play' policy during the year. School hats are available from the Front Office.

Sunscreen 30+ cream is provided to students during P.E. lessons and break times if required, but parents are well advised to provide sunscreen for their own child's use.

### **SUPPORT SERVICES**

The school is able to access, through Mount Gambier, a range of both long term and one off services to support students and families with special needs.

These include speech pathology, behaviour assessments, hearing impairment services, grief counselling and special education. These services may at times be suggested to parents if teachers believe that some additional help from consultants may be beneficial to a student. Families may also negotiate with the school to involve these services on request.

At no time will any services / consultants visit the school until consent forms and parent approval has been granted.

### **SWIMMING PROGRAM**

In the fourth term of each year the entire school participates in a swimming program that is held at the Aquatic Swimming Centre in Mount Gambier. The children travel by bus. The cost of bus travel is kept to a reasonable minimum and the excess cost is subsidised by the school. Dates and student consent / medical forms will come home prior to the program beginning.

Students with 'puffers' will need to bring a spare for the pool. Medication also needs to be sent along if your doctor had identified your child as having an allergy. This will be kept in a bag with the teacher, and administered if required.

Rec – Year 2 students are entitled to 5 lessons and Year 3 – 7 students have 10 lessons. 5 double lessons are undertaken to again keep travel costs to a minimum.

### **TISSUES PLEASE**

We ask that all families supply a box of tissues to their child's classroom as all students do use them frequently. Teachers will mark the students name off a class list.

### **TRAVEL ALLOWANCE**

A travelling allowance is payable to the parents/guardians where the student's usual place of residence is 5km or more from the nearest

Government School or School Bus Service provided by the Education Department.

Application for Travel Claims must be made on Form ED 227. Once approval has been received, no further applications are required to be submitted for subsequent years unless the circumstances of approval change. If, however, additional children in the family commence school, a new application must be submitted and details of each child being conveyed at the time must also be re-stated.

At the end of each term a claim for payment (Form ED 228) is forwarded to the Education Department.

### **VISITOR REGISTER**

All visitors to the school must sign in and out at the Front Office in the Visitor Register and if required obtain a visitor badge. This is for security and safety purposes. If staff members see anyone wandering around the school without a badge, it will be assumed that they have not been to the Front Office and they will be directed accordingly.

### **YEAR 7 COMMEMORATIVE WINDCHEATER**

Each year our Year 7's design and purchase a Commemorative Windcheater. These are designed to make this group of children feel special in their last year of school. These windcheaters become part of the school uniform.