Respect, Responsibility, Trust

Parent Handbook
2015

CURRAMULKA PRIMARY SCHOOL
EST. 1880

Phone (08) 88542102
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Website: www.curryps.sa.edu.au
“Curramulka Primary School aims to promote innovative thinking and positive partnerships.”

Our values are: RESPECT, RESPONSIBILITY and TRUST.

Dear Parents/ Caregivers,

This handbook provides information regarding commonly asked questions about our school, in particular, and Department of Education and Child Development (DECD) policies in general. The information is current and we will keep you informed of changes if they occur.

Please feel free to contact the school if you have any queries, concerns or if there is any additional information you require.

The Staff of Curramulka welcome you to our school.

STAFF 2015:
Ms Rosie Harden           Principal       (R - 7)
Ms Jenny Hansen         Teacher   (Yrs R - 7)
Mrs Lucy Tilbrook         Teacher  (Yrs R - 7)
Mrs Sharron Kennedy          School Services Officer
Mrs Janette Clarke              School Services Officer
Mr Anthony Bates               Groundsperson

What does our school offer?

Our school offers a comprehensive curriculum covering all areas of learning. Each student has their own Individual Learning Plan. This means that student learning is tailored to the explicit needs of each student. The school is particularly proud of its focus on sustainability. The Parklands Project is a key feature of this program as is the emerging Edible Kitchen Garden program which commenced in 2015. In 2015 the language of Indonesian was introduced to the school.
ADMISSION

There will only be ONE intake of reception students at the start of the year for all DECD schools. Children starting school must turn 5 on or before May 1st of that year. Those with birthdates between 1st May and 31st December, start school the year following their 5th birthday.

We recommend transition visits of half day duration prior to children starting school. We aim to make entry to school a positive experience and are always ready to discuss any difficulties with parents for their children beginning schooling.

ATTENDANCE

Regular attendance at school, as well as being a legal requirement, has enormous implications for children’s development. Irregular attendance and late arrival interferes with learning and can affect the children’s attitude later in life to commitment and responsibility. If your child is ABSENT, please advise us IN WRITING the reason for the absence. (Telephone calls must be followed up by a written note). If absences are unexplained we are legally bound to seek explanation. Our absence records are subject to audit every year and we are required not only to record absences but the reasons for them and maintain written explanations. A supply of absence notes is provided for your convenience.

Students who are LATE for school, MUST SIGN IN at the Office upon arrival at school and should bring a note with the reason for the lateness.

HATS and SUN SAFETY

Children MUST have a hat available at all times at school. Hats must be worn while outdoors, at all times during Term 1 and Term 4. Staff will adopt a common sense approach during the winter months.

The school has provided a hat for all students to use at school upon enrolment. If the hat is lost or needs replacing, parents will be asked to pay for a replacement. We keep a supply of sunscreen in the classrooms and children are encouraged to use it or bring their own.

BELL TIMES

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<tbody>
<tr>
<td>School Starts</td>
<td>8.45</td>
<td>Afternoon Recess</td>
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<tr>
<td>Recess</td>
<td>10.45 - 11.10</td>
<td>Dismissal</td>
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<tr>
<td>Lunch</td>
<td>12.45 - 1.20</td>
<td>Bus assembly</td>
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The Curramulka Primary School Behaviour Policy was updated in 2014 and appears on the school’s website. A copy of the 2014 version is provided with this handbook. These policies are reviewed annually.

Two school buses operate to and from Curramulka to Minlaton District School. Please call in to the school for more information with regard to the school bus routes. Benbow’s Bus Service from Minlaton are contracted to operate the school buses.

Camps are held on an annual basis. Students will engage in experiences appropriate to them to enhance their learning.

As our school is small it is quite easy to get messages to both children and staff. Don't hesitate to ring us and we'll always return your call if we're tied up at the time. The Newsletter is distributed on alternating Fridays and is available for community messages. Newsletters can be sent to you electronically.

We encourage communication through your child’s message book/diary for any school related purpose. The diary may be used for written communication about absences or notes can be written on the absence sheets provided to each family.

Teachers will provide an overview each term outlining their program, which will assist you in supporting your child’s learning.

School fees are set each year by the Governing Council. If you anticipate any difficulties with payment, please consult with the school Finance Officer or the Principal. Information about School Card and payment by instalments can be provided. School Fees in 2015 are $220.
EMERGENCY EVACUATION PROCEDURE

In the event of an approaching bush fire, all students and staff will remain in the stone building of the school unless otherwise instructed to do so by the CFS.

PLEASE NOTE: On days of CATASTROPHIC FIRE DANGER – NO BUSES WILL RUN. It will be parent’s responsibility to provide transport to and from the school.

If a Catastrophic Day is declared, the Principal at Minlaton District School will contact the Parent Team Leaders, who will in turn contact individual families about buses not running.

For any other emergency situation, evacuation procedures are displayed throughout the school and appropriate drills occur to strengthen these procedures.

GRIEVANCE PROCEDURES

The school has a stand-alone Grievance Procedures Policy which includes information about the Parent Complaint Unit. Please refer to the full document for more information. The Procedure for how to get help with a concern or complaint is summarised below:

STAGE 1 – Talk to the school
Classroom concern? (start here) _ _ _ Contact Teacher
Concern resolved?
If not, speak to the Principal
School-wide concern? (start here) _ _ _ Contact Principal
Concern resolved?
If not, contact the Educational Director.

STAGE 2 – Parent Complaint Unit
Parent Complaint Unit (Telephone 1800 677 435 – Freecall)
DECD.parentcomplaint@sa.gov.au
(N.B. Parents may contact the Parent Complaint Unit at any stage of the process for support and advice via the 1800 number or email above.)

HOT WEATHER

We do not have an early dismissal policy because of our shared bus transport arrangements with Minlaton District School. Air conditioning in the classrooms ensures that children have access to comfortable work places.
LUNCHES

There is no school canteen, but our local shop can provide lunches. Bags for this purpose are available from the office. Prices may vary during the year and will be advised and updated as necessary.

We encourage parents to follow the DECD Healthy Eating Guidelines.

From time to time, lunch days are held at school. You will always receive prior notice of these. 12.45-12.55 is designated as lunch eating time and children eat under supervision during this time.

MONEY SENT TO SCHOOL

If you are sending money to school PLEASE put it in an envelope with your child’s name on it, the amount enclosed and what the money is for. Seal the envelope and if possible make it completely secure with sticky tape. This saves frantic searches through school bags for escaped coins.

NAMING

Please ensure all personal items and clothing brought to school are clearly named. This includes ALL stationery items.

WELCOME POLICY

We always welcome parent help in our classrooms. Please let us know when you are able to help so that we can use your talents to the full.

Incidental visits by parents to our classrooms are also welcome, but we do appreciate advance notice to ensure staff availability. If the visit is in relation to a particular issue, experience tells us that an interview is much more effective and can be followed up by a classroom visit.

Parents/ Caregivers are asked to sign in via the Front Office when they visit the school.

The opinions of our Parent/Caregivers are important to us and each year we seek the views of families via our Parent Opinion Survey and other Surveys. If you have any suggestions of how we can improve the school, please contact us.

GOVERNING COUNCIL

Governing Council meets on Tuesdays twice each Term and notice of meetings is always given in the newsletter. The meetings are open and you are welcome to
attend. Please note however that only elected council members have voting rights. The Governing Council provides advice and represents our families.

GOVERNING COUNCIL MEMBERS 2015:
Matthew Pointon   (Chairperson) (Bus Committee Rep) (Holder Common Seal)
Gavin Rookce        (Deputy Chairperson)
Treasurer     (Kym Campion)
Gavin Reade          (Secretary)
Karen Parsons       (Assistant Secretary) (Community Club Rep)
Ashlynne Pointon   (G Councillor)

The AGM is held at the first Governing Council meeting of the current year.

UNIFORM 2015

We strongly support the wearing of uniform as ratified by the school’s Governing Council. The uniform requirements give students comfortable and practical items of clothing to wear. Students competing in Interschool sports wear the school Sports Shirt provided by the school.

CURRENT SCHOOL UNIFORM (as approved by Governing Council)

GIRLS  SUMMER
Navy/White Check Dress
School Polo Shirt
Black Shorts
Black or Grey Skorts

WINTER
Grey or White Skivvy under Polo Shirt
School Polar Fleece Windcheater
Black or Grey Track pants or Pant

BOYS  SUMMER
Black or Grey Shorts
School Polo Shirt

WINTER
Grey Trousers or Trackpants
Grey or White Skivvy under Polo Shirt
School Polar Fleece Windcheater

SPORTS UNIFORM
Black Basketball Shorts
Sports Shirt provided by school for special sports events e.g. Interschool

NB School shirts, Polo Shirts, Windcheaters, Polar Fleece and Skorts are available to order through the school and we carry a limited stock of uniform pieces ready for purchase.