

CURRAMULKA PRIMARY SCHOOL



Respect, Responsibility, Trust

Parent Handbook
2019

CURRAMULKA PRIMARY SCHOOL
EST. 1880

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Website: <https://curramulka.sa.edu.au>

OUR VISION and VALUES

“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 Education Department’s 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 2019:

Mrs Brooke Tilbrook	Principal (R-7)	Denise Rigby-Meth (Terms 1-3)
Mrs Lucy Tilbrook	Teacher (R-7)	
Mrs Gilli Procopis	Teacher (R-7)	
Mrs Sharron Kennedy	School Services Officer	
Mrs Janette Clarke	School Services Officer	
Mrs Patsy McBurney	School Services Officer (Term 1)	
Ms Odette Forrest	School Services Officer	
Mr Anthony Bates	Groundsperson	
Mrs Louise Lang	Pastoral Care Worker	

What does our school offer?

Our school offers a comprehensive curriculum covering all areas of learning. 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.

ADMISSION

There will only be ONE intake of reception students at the start of the year for all Department 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.

Transition to school is organised with Minlaton Preschool. Transition consists of four visits in term 4 where the children begin with a two hour session and finish with two whole day visits. A parent information session is held on the first visit. 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

Students **MUST have a brimmed hat available at all times at school.** Hats must be worn while outdoors, at all times. Staff will adopt a common sense approach during the winter months.

At the commencement of the 2018 school year every student enrolled at the school will receive a personally named school hat.

We keep a supply of sunscreen in the classrooms and children are encouraged to use it or bring their own.

BELL TIMES

School Starts	8:45am
Recess	11:00 - 11:20am
Lunch	1:00 - 1:40pm
Dismissal	3.15pm
Bus assembly	3.15pm

BEHAVIOUR POLICY

The Curramulka Primary School Behaviour Policy was updated in 2018 and appears on the school's website. A copy is available on request and is sent out annually with a newsletter to parents.

BUSES

Two school buses operate to and from Curramulka to Minlaton District School. One bus commences at Port Vincent. 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/EXCURSIONS

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

COMMUNICATIONS

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 fortnightly on Wednesdays and is available for community messages. Newsletters can be sent to you electronically.

We invite you to join our closed Curramulka Primary School Face Book page.

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.

FEES AND CHARGES

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.

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.

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.

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.

Please also note that in the event of no communication services being available as per the 2016 severe weather event, parents will assume that there will be no buses running the next day.

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

www.decd.sa.gov.au/parentcomplaint

(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 Department's Healthy Eating Guidelines.

From time to time, special lunch days are held at school. You will always receive prior notice of these. 1:00-1:10pm 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 2019:

- Chair: Emily Harris
- Deputy Chair: Tom Short
- Secretary: Gavin Reade
- Treasurer: Sarah Harris
- Craig Hickman
- Kim Hoskins

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

UNIFORM

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**
 - School Polo shirt
 - Black or grey shorts
- WINTER**
 - Grey or black skivvy under Polo Shirt
 - School Polar Fleece Windcheater
 - Black or Grey Track pants or pants

BOYS**SUMMER**

Black or Grey Shorts

School Polo Shirt

WINTER

Black or grey track pants or pants.

Grey or black 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

Year 7's have their own special top for their final year of primary schooling. The students help design these tops. **NB** School uniform items are available to order through the school. Hats are available for purchase at school.