



CURRAMULKA PRIMARY SCHOOL PARENT HANDBOOK 2024



Respect, Responsibility, Trust

Phone - (08) 8854 2102
curramulka.sa.edu.au

OUR VISION

Our Vision is:

“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 the Education Department’s policies in general. The information is current and we will keep you informed of changes as 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 2024:

Mrs Robyn Hering	Principal (R-6)
Mrs Lucy Tilbrook	Teacher (R-6)
Miss Lilly Premrl	Teacher (R-6)
Mrs Sharron Kennedy	School Services Officer
Mrs Emily Harris	School Services Officer
Ms Michele Short	School Services Officer
Mrs Cathy Jackman	Pastoral Care Worker
Mr Peter Harris	Grounds Person

What does our school offer?

Our school offers a comprehensive curriculum covering all areas of learning. We offer small class sizes which are able to provide twice the amount of explicit teaching time for each student than a large school. As a result, our students have high levels of literacy and numeracy skills and we are able to supply students with learning that is tailored to their precise needs. We offer Auslan, Digital Technologies including 3D printing, and focus on sustainability with Cooking using our own school grown produce, and our Parklands Project.

ADMISSION

In 2024, a mid-year intake in Term 3 will start in schools. Students who start school through a mid-year intake complete 6 terms of reception.

5 th birthdate	School Starting Date
Before 1 st May	Term 1
Between 1 st May to 31 st of October	Term 3

Transition to school is organised with your Preschool. A parent information session and school tour is held on your child's first transition day. If you would like an earlier tour, please don't hesitate to contact the school so it can be arranged.

For those students commencing at the beginning of 2025 the transition consists of four visits in term 4 of 2024, (Wednesdays from week 4 to 7). Those students starting as part of the 2024 mid-year enrolment, the transition consists of four visits in term 2 of 2024, (Wednesdays from week 7 to 10). Students start with a visit in the morning and increase their time each week to full days. A letter to each potential student's family will be sent out prior with the dates. We also invite our future Reception students and their family to our annual Cook-Out. (See Concerts, Assemblies and other Activities for more details) 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.

School starts at 8.45 am each day and finishes at 3.15 pm. A parent or carer must provide an explanation to the school if their child is absent, late or leaving early. A diary note, phone call or email is required for each day of absence (The same day if possible). A medical certificate or written explanation if your child is ill for 3 or more days in a row is also required.

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.

Our school requires an exemption for absences more than 5 school days in a row. This does not include illness. In some circumstances, the Principal has authority to approve an exemption from school. This can be for up to 1 month. It can also be for up to 12 months for a family holiday. Before asking for an exemption, families should talk to the site leader. Once approval is given a form needs to be completed and will be filed at school.

For more information, please consult our Attendance Policy which is kept in our Front Office.

BELL TIMES

School Starts	8:45am
Recess	11.00am – 11.20am
Lunch	12.50pm – 1.30pm
Dismissal	3.15pm
Bus assembly	3.15pm

BUSES

Two school buses operate to and from Curramulka to Minlaton District School. The buses service the Port Vincent and Port Julia townships and in-between. 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 Department for Education school buses.

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 or accessed online.

CAMPS/EXCURSIONS

Camps/Excursions are held on an annual basis. Students will engage in experiences appropriate to them to enhance their learning. The school camps will alternate each year between a whole school (R-6) camp and individual class camps.

Notes regarding camps will be sent out a term prior to the camp occurring. Generally, the camps are subsidised through the school, and costs are kept to a minimum.

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 twice a term and is available for community messages. Newsletters can be sent to you electronically and are uploaded to our Website and Facebook Page. A hard copy can be provided on request.

We invite you to join our closed Curramulka Primary School Parents Facebook page. We also have a page for the Curramulka 'Active Kids' Playgroup.

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. *Messages to personal phones are not preferred and contact should be made directly to the school regarding absenteeism.*

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.

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. Inclement weather policy is that students will remain indoors during break times.

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 2024:

Chair: Lyndall Short

Secretary: Mel Eccles

Treasurer: Joanna Short

Kim Hoskins

Emily Breaden

Brooke Tilbrook

Emily Leong

The AGM is held at the first Governing Council meeting of the current year. Meetings generally occur in Week 2 and 8 of each term.

CONCERTS, ASSEMBLIES and OTHER ACTIVITIES

There are two assemblies each term. Generally, these will be on the Friday of Week 5 and the last week of school (Term 1 Week 11, Term 2 and 3 Week 10). These are an opportunity for students to share and celebrate the work they have been doing within the classroom.

A yearly Open Day (Cook-Out) at the Parklands is held in Term 3 and potential and current students and their families are invited to attend. More information will be provided closer to the event but please feel free to contact the school if you wish to know earlier.

Our end of year Concert/Presentation is always held on Wednesday of Week 9 Term 4. This is an evening performance generally beginning at 7.00pm.

Throughout the school year there are opportunities for the students to engage in community programs and events. There are a few of our school community events that require parent assistance and any help is truly appreciated at that time.

There are also multiple sporting and excursions that occur each term. Notes and information regarding these will be sent out at the earliest convenience.

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:



HATS and SUN SAFETY

Students **MUST have a brimmed hat available at all times at school.** Hats must be worn while outdoors, during Term 1, and 4 and on days the UV rating level is above 3 during Term 2. The UV rating level will be monitored by staff.

In their first year our Reception students will receive a free personally named school hat.

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

For more information, please consult our Sun Safe Policy which is kept in our Front Office.

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.

LUNCHES

There is no school canteen, but our local shop can provide lunches. Students will need to bring their order and money to the Front Office upon arriving at school. We will ring in their order in the morning and collect them prior to lunch time. 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. We have a traffic light system. Monday to Thursday are set as green. Whilst Friday is a day where students may choose from the Amber and Red sections on the menu.

12:50pm-1:00pm is a supervised eating time where students sit down together to eat before playing.

NAMING

Please ensure all personal items and clothing brought to school are clearly named. This includes any extra stationery items they may bring to school.

Lost property will be held in the office for collection. This will be cleared out at the end of each term.

SCHOOL POLICIES

All the following policies can be accessed on our school website and at the front office or be requested in hard copy or emailed.

- Attendance Policy
- Behaviour Policy
- Bullying Prevention Policy
- Debt Collection Policy
- Grievance Procedure Policy
- Mobile Phone and Personal Devices Policy
- Sun Safe Policy
- Volunteer Policy

STATIONERY

The school purchases all the stationery required by students for the year (E.g., books, pencils, rulers, erasers.) The money for this comes from the student's school fees.

VOLUNTEERING OPPORTUNITIES

We are always looking for people to volunteer their time at Curramulka Primary School. If in 2024 you have a few moments we are in particular looking for people to listen to reading, assist with our gardening program and help with cooking on a Friday. If you have a particular skill and a passion for working with children, please make contact with the school. Grandparents are more than welcome.

** A Working with Children Check and a certificate of 'Responding to Risks of Harm, Abuse and Neglect -Education and Care' training is required before volunteering at Curramulka and to be a member of the Governing Council. The school supports potential volunteers in obtaining both of these. Please note a Working with Children Check takes some time to process.

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 or skirt

WINTER

Grey or black long sleeves under Polo Shirt
Black or Grey Track pants or pants
School Polar Fleece Windcheater

BOYS

SUMMER

Black or Grey Shorts
School Polo Shirt

WINTER

Grey or black long sleeves under Polo Shirt
Black or Grey Track pants or pants
School Polar Fleece Windcheater

SPORTS UNIFORM

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

Year 6'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. Please contact our front office if you require an ordering form.