



# **Mt Gambier North R-7 School**

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## ***Parent Information Booklet 2020***



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## **Mt Gambier North R – 7 School – Vision Statement**

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At Mount Gambier North R – 7 School, we pride ourselves on providing a high quality academic learning environment, which is both caring and supportive of individual students. We are committed to providing an educational program that meets the social, emotional and learning needs of students from all nations, serving, as we do, a diverse community.

### **About our School**

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Mt Gambier North is set in a complex and dynamic community, which includes three Special Classes for children with intellectual disabilities, and three classes for humanitarian refugees. We celebrate diversity and social awareness as our community includes aboriginal, special needs and second language learners. We offer a wealth of cultural and social experiences for our diverse community. With families and industries under pressure in recent years there are increasing levels of poverty and transience.

We provide specialist Physical Education, Science and Music Programs, in 2015 we were selected to be a Music Specialist School. In 2016 we became a Music Focus School with all Instrumental Music Service teachers based on site. All children R-3 learn music while children in Year 4-7 participate in instrumental music, which leads to an opportunity to participate in the High School advanced music classes. In 2018 this culminated in our highly successful participation in the Generations in Jazz program and the Choir performances in both Adelaide and Mt Gambier.

Through community partnerships and a belief that all children are capable of success, we commit to foster each child's unique potential towards lifelong learning. We aim for academic excellence through an ongoing Literacy and Numeracy focus, with a range of intervention opportunities to encourage children to experience success. We have many services that support families and children in the Community Hub. This operates alongside the playful learning and inquiry curriculum for our foundation students and the development and a variety of supportive play spaces both within and beyond the classroom. The wellbeing team support classes to be productive learning spaces through their support directly offered to children. In 2018, an interoception space was created and subsequent cooking and work spaces creating our nest. The programs began so we could offer proactive wellbeing support for students.

Whilst the school was a worksite and had large areas fenced off for 2018, the completed works have made for some exciting new learning spaces. In addition to the STEM learning areas, all Year 3 to 7 students were provided with a Chrome Book to support collaborative learning in the modern age.



## 2020 School Organisation

### Leadership

Paul Harmer	Principal
Lisa Tapp	Deputy Principal
Simone Badenoch	Student Wellbeing Leader
Leanne Clark	Curriculum Coordinator
Arm Puangpaka	Assistant Principal IELP

### Classrooms

Sue Shepherd	Spec Ed F & Year 1	Rm 1
Lisa O'Connor	Year 2	Rm 4
Ellie Cutting	Year 1	Rm 5
Meagan Baldwin (M, Tu, W, Th) Sarah Cameron (F)	Year 1 & 2	Rm 6
Trish Reppin Mandy Carpenter	Foundation	Rm 7
Judy Jenkin	Spec Ed Year 4 - 7	Rm 10
Chris Humphries	Spec Ed Year 2 - 4	Rm 11
Miechel Lusty	Year 3 & 4	Rm 12
Kym Hammond	Year 4 & 5	Rm 13
Lisa Stapleton & Jasmine Hurst (W & F) Chetna Rambani (M, T, Th)	Year 3 & 4	Rm 14
Rosy Mancuso	IELP Year 2 & 3	Rm 16
Camille Loveridge (M, T, Th, F) Arm Puangpaka (W)	IELP Year 4 - 7	Rm 17
Sophia Dunn (T, Th & F) Sarah Cameron (M & W)	IELP Rec - 1	Rm 18
Glenda Christian Leanne Clark	Year 6/7	Rm 19
Erin Ross	Year 5 - 7	Rm 20
Heath Masters	Year 6/7	Rm 21

### Support Staff

Clinton Meyer	IT Manager (M, F)
Gail Thompson	Business Manager
Geraldine Pluckhahn	Administration (W, Th, F)
Jacqui Templeton	Library Manager
Jasmine Hurst	Pastoral Care Worker (M, Tu & Th)
Jason Dunn	Wellbeing Support
Jo Hannan-Pink	Administration
John Lusty	Grounds & Maintenance (M, W, F)
Kathy Beck	ACEO (M, Tu)
Sally Work	ACEO (T, W, Th, F)
Steve Kastritis	IT / Admin Support (W, Th)
Toni Trabilisie	Student Administration (M, Tu, W & F)

Mandeep Kaur	Science
Melissa Russell	Physical Education
Narelle Ryan	Student Wellbeing

Angela Warburton	Performing Arts (W, Th)
Leeanne Higgs	Performing Arts
Cameron Horsborough	Music Support

### Intensive English Language Program

Camille Loveridge	PS Year 4 - 7 Teacher
Chanthol Davison	PS Support Staff
Moo Gay	PS & HS Karen BSSO
Patrick Wilondja	PS & HS Congolese SSO
Rosy Mancuso	PS Year 2 & 3 Teacher
Sophia Dunn	PS Rec - Year 1 Teacher
Vanessa Lassaline	HS Teacher

### Classroom Support Staff

Avin Anwer
Bianca Shepherd
Brock Egan
Bronwyn Clode
Bronwyn Johnston
Caryl Mansell
Danielle Casey
Denise Mitselburg
Helen Guthridge
Jackson Cook
Jen Medhurst
Jo Lindner
Karen Dawe
Kyle Tipene
Kylie Hann
Leonie Newton
Luke Foran
Luke Humphries
Maddi Peake
Meg Malseed
Miss Tilley
Mr Oakley
Nick Gabriel
Sharon Wilson
Sian French
Steve Kastritis
Susan Button
Sylvie Lasserre
Toni Trabilisie

### Instrumental Music Staff

Geoff Stephens	Woodwind/Percussion
Geoff Trevenen	Brass
Jane van Eyk	Strings
Neil Bensted	Rhythm Section
Sonja Gooding	Woodwind

### Intensive English Language Program

Camille Loveridge	PS Year 4 - 7 Teacher
Chanthol Davison	PS Support Staff
Moo Gay	PS & HS Karen BSSO
Patrick Wilondja	PS & HS Congolese SSO
Rosy Mancuso	PS Year 2 & 3 Teacher
Sophia Dunn	PS Rec - Year 1 Teacher
Vanessa Lassaline	HS Teacher



## Academic Reporting

We have a policy of continuous reporting to parents. This means that we give you information about your child's progress throughout the year. As well as interviews and reports we send work books home, which will provide a picture of your child's progress.

Term One	Class Newsletter/Term Overview Acquaintance Evening Testing for all students in Reading (Lexile, Benchmark, Spelling) Three Way Interviews
Term Two	Class Newsletter/Term Overview Mid – Year Academic Report
Term Three	Class Newsletter/Term Overview Three Way Interviews (at teacher or parent request)
Term Four	Class Newsletter/Term Overview End of Year Academic Report

## Ambulance

All staff are trained in Basic First Aid with two staff members trained as the First Aid Officer. In the case of minor injuries a decision will be made whether to return the student to class, or to call the parent. For more serious injuries staff will call an ambulance whilst trying to contact the parents. Parents are advised to join an ambulance scheme, as the Department will not guarantee this coverage.

## Anti-Bullying Policy

Mt Gambier North R – 7 School, the Governing Council, Principal, Staff and Student Representative Council support our Anti-Bullying Policy. Completing the application for to enrol at Mount Gambier North R – 7 School is taken as acceptance of the Anti-Bullying Policy.

### Definition of Bullying Behaviours

Bullying can be verbal, physical, psychological or social behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber-bullying refers to bullying through information and communication technologies. Bullying includes a wide range of conduct that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed, angry or afraid.

**Harassment** is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin: religion: physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; ability or disability and that offends, humiliates, intimidates or creates a hostile environment.

**Cyber bullying** uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies such as email, chat rooms, and discussion groups, instant messaging, web pages or SMS – with the intent of harming another person.

**Violence** is the intentional use of physical force or power, threatened or actual, against another person(s) that results in psychological harm or physical injury. Violence may involve provoked or unprovoked acts and can be a single incident, a random act or can occur over and over.

### What Can you do about Bullying?

If you are bullied or you know someone is being bullied, please report it. Report the bullying as soon as you become aware of it to a staff member, classroom teacher, a member of the leadership team or a trusted friend. Do not ignore it. When bullying is ignored it may get worse. Tell the trusted person what has happened, where the bullying happened, how often it has happened and what you have done to try to stop it happening. The school will keep classroom, yard and office records to address issues.

### Responsibilities of the Leadership Team, Staff, Students and Parents

#### Strategies the Leadership Team will utilise to minimise the likelihood of bullying and violence occurring in school:

- Develop, implement and review annually the school's anti bullying policy involving staff, parents and students.
- Survey students, parents and teachers, in line with the review schedule for the school's policy.
- Provide updates to the Governing Council in relation to school bullying data and trends and any anti bullying programs/initiatives in place or being considered.
- Manage the incidents of bullying consistent with the DECD School Discipline Policy.
- Ensure ongoing professional development of teachers, induction of students and the provision of information to parents.



- Manage a whole school change approach to ensure the Keeping Safe Child Protection Curriculum is implemented in all year levels.
- Ensure that all parents have access to the school's Anti Bullying Policy, the DECD Bullying and Harassment at School: Advice for Parents and Caregivers, Cyber bullying, e-crime and the protection of children and young people Advice for families and related documents via the school's website.

**Strategies staff will utilise to develop and maintain positive relationships with students and families:**

- Communicate and interact effectively with students and engage in collaborative problem solving to address issues of bullying.
- Critically reflect on practices and develop the knowledge and skills needed to manage incidents of bullying successfully.
- Establish, maintain, make explicit and model the school's expectations and values related to bullying.
- Adopt positive classroom management strategies and incorporate anti-bullying messages into curriculum delivery.
- Participate in professional development related to decreasing bullying and implement the Child Protection Curriculum to teach students about respectful relationships.
- Teach students appropriate grievance procedures, countering harassment strategies, conflict resolution and problem solving skills.
- Teach students how to respond appropriately if they witness bullying and to support students to be effective bystanders.

**Strategies students will utilise to support the school in maintaining a safe and supportive environment:**

- Respect self and other students, staff and members of the school community.
- Be an effective bystander and report the event and where possible provide support.
- Follow the school's behaviour expectations.

Tell the person doing the bullying to stop. Use 'I' statements to solve problems. State clearly that the behaviour is unwelcome and offensive

## Assemblies

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Assemblies are held 3 times a term on a Friday afternoon 2.30pm – 3.15pm. Parents are encouraged to come along to enjoy the performances and demonstrations by students.

## Asthma

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Our staff have been trained in asthma procedures. Please inform the school immediately if your child has been diagnosed with asthma even if it is only a mild form. These details will be kept on file and used if treatment needs to be given at school.

## Attendance

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Regular attendance at school is important. If students miss the basic skills introduced during primary school they often experience difficulties later in life. All children between 6 and 16 years are required by law to attend school regularly. Whenever possible dental and medical appointments should be made out of school hours.

The daily program starts at 9:00am. Please notify the school by 9:00am should your child be away or late for any reason. The telephone number is 8725 2824. If you are unable to do this please send a note with your child on returning to school. Students who arrive after 9:00am must sign in at the Front Office.

Children are not permitted to leave the school grounds during the day unless they have a written note or a parent calls to collect them from the Front Office. Students must be signed out and collected by a parent or caregiver from the Front Office.



## Bell Times

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8:30am	<i>Our Front Office and Finance Office is open</i>
8:40am	<i>Yard Duty begins. Classrooms open. Children are not to be on school grounds before 8:30am.</i>
9:00am - 9:50am	<i>Lesson 1</i>
9:50am – 10:40am	<i>Lesson 2</i>
10:40am – 11:30am	<i>Lesson 3</i>
11:30am – 12:10pm	<i>Play time</i>
12:10pm – 12:25pm	<i>Eating time</i>
12:25pm – 1:20pm	<i>Lesson 4</i>
1:20pm – 2:10pm	<i>Lesson 5</i>
2:10pm – 2:25pm	<i>Afternoon Recess</i>
2:25pm – 3:15pm	<i>Lesson 6</i>
3:15pm – 3:40pm	<i>Yard duty</i>

## Bikes & Scooters

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A bike shed is provided for security and is locked during the school day. In the interest of safety bikes & scooters are to be pushed not ridden in the school grounds. Children wishing to ride their bikes or scooters on the school grounds may do so after 4.00pm.

## Car Parking

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Cars may park in the Car Park on Wimmera Street or along Heath Street. Please observe the "No Standing" signs in both Heath and Bailey Streets. This means you cannot stop here to drop your children off. For safety reasons the carpark at the rear of the school (off Bailey St) is for staff and delivery vehicles only.

## Common Infections

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In the interest of public health children with infectious diseases may be excluded from school. The Department of Infectious Diseases advises us about responses to serious illness. Please notify the school as soon as possible should you child be diagnosed with one of the following:

Chickenpox & Shingles	Exclude until all lesions have crusted and feels well
Conjunctivitis	Exclude during the acute stage of the infection
Diarrhoea	Exclude until diarrhoea has ceased
Hand, Foot and Mouth	Exclude until all blisters have dried
Head Lice	Excluded until day after treatment commenced
Influenza & Cold	Exclude until the person feels well
Measles	Exclude from unimmunised persons for at least four days after the onset of the rash. Non immunised contacts (eg family) excluded for 14 days
Meningitis	Exclude until well
Meningococcal	Exclude until treatment has commenced and doctor advises on return to school
Ringworm/Tinea	Exclude until the day after treatment has commenced
School Sores (Impetigo)	Exclude until appropriate treatment has commenced. Any exposed sore should be covered
Whooping Cough (Pertussis)	Exclude for five days after starting antibiotic treatment. Immunized contacts (eg family) aged less than 7 excluded for 14 days

## Custody of children

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So that we can support your family please advise the Principal about any custody orders. The school will need to be informed of any changes to custody arrangements. All information is confidential.

# Dress Code Policy

## Purpose

We believe that wearing school uniform allows each student to identify with the school, builds group spirit, and helps prevent any discrimination, unhealthy competition and arguments at home.

## Dress Code Colours



**NAVY**

**WHITE**

**YELLOW**

**BLACK**

### Long Pants

Tracksuit pants in navy or black are acceptable as are blue denim jeans. Navy or black leggings are acceptable.

### Shorts

Navy, black or blue denim shorts are acceptable. They must be no shorter than mid length, measured by where the individual's fingertips meet the thigh.

### Dresses & Skirts

Navy or black skirts are acceptable. Blue and white checked dresses may also be worn. These must be no shorter than mid length, measured by where the individual's fingertips meet the thigh.

### T-Shirts & Polo Tops

Navy t-shirts and polo tops may be worn with long sleeves or short sleeves, with or without our school logo. Navy, white or yellow long sleeve tops may be worn under t-shirts and polo tops.

### Headwear

Inline with the Sun Smart School Policy is it a requirement for students to wear broad brimmed or bucket styled hats in terms 1 & 4. Navy beanies may be worn in the cooler months.

### Footwear

It is preferred that children wear black, white or navy socks. With plain coloured shoes, navy, black etc. Thongs, high heels and slip on shoes are not suitable for school.

### Jumpers

Navy jumpers can be worn, with or without the school logo. It is preferred that jumpers do not have hoods.

### Senior Jumpers

Each year our graduating students will have available to them an exclusive jumper at a reasonable price.

### Jewellery & Accessories

Watches, single necklaces; locket or chain and bracelets may be worn. Earrings; studs or sleepers are acceptable.

### Make Up & Nail Polish

Make up and nail polish does not form part of our school's dress code.

### Not Suitable

No dangling or excessive jewellery. For safety reasons children may be asked to remove jewellery when playing sport or working with certain equipment. It is recommended that long hair be tied back, put up or plaited.

## Excursions and Special Occasions

It is an expectation of our school that on school excursions and special occasions that students adhere to the Dress Code Policy.

## School Uniform Prices

Each of the following uniform pieces are available from our Front Office, Eftpos is available.



**Polo Shirts**  
Navy with logo  
\$25.00



**Jumpers**  
Navy with logo  
\$25.00



**Hats**  
Navy broad brimmed  
\$8.00

## Embroidery Services

Hip Pocket can embroider a school logo onto your own clothing, provided it is our uniform colour for a cost of \$9.95.



## Emergency Contact Information

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Emergency contact information is kept on the computerised information system at the school. Parents are asked to regularly update this information for their child.

Information includes:

- Name, address, home phone number, year level and class teacher.
- Names of parents or caregivers with work and home phone numbers including mobiles.
- Name of another contact person should parents be unable to collect a sick or injured child during school hours or to help contact the child's parents.
- Details of any medical condition, allergy etc and the appropriate treatments; the country of origin of parents and students and the main language spoken at home.
- It is important to include any updated custody information.

## Emergency Evacuation Procedures

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The school has well-rehearsed emergency evacuation and invacuation procedures. The students and staff practise these drills during the year. All visitors to the school are asked to fill in the visitors' book at the front office.

## Enrolment

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### Beginning School

If your child turns five before 1<sup>st</sup> May, they will start school on the first day of Term 1 in that year. If your child turns five on or after 1<sup>st</sup> May, they will start school on the first day of Term 1 the following year.

**Transition Program** - We offer a transition program for children who are about to start school. In the term prior to beginning school, we contact the parents with information about the class the child will be placed in and the time for these visits. During the first visit parents are given a conducted tour of the school, and the Principal holds a discussion time with parents so that any questions they may have can be answered

### Getting Ready for High School

The secondary schools contact us in Term 2 to outline their transition program. It usually follows this pattern:

#### Term 2

Year 7 parents complete a form to indicate their preferred secondary school.

#### Term 3

The Year 8 Coordinator meets with Year 7 students and talks with them about the subjects available.

#### Term 4

Year 7 students participate in visits to their chosen school.

## Excursion, Performances and Camps

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There are many learning experiences organised to complement the work done within the classroom. Parental support is sought in encouraging student participation in these activities. The events are chosen with great care and are an important part of the curriculum. As this learning is important for all children we often subsidise travel to keep costs to a minimum.

Parents will be advised before any camp or excursion. For students to attend camps or excursions where we are leaving the school grounds or money is required, a consent form must be signed by a parent.

All plans for school camps will be discussed with parents to gauge parents' approval prior to detailed planning.

## Governing Council

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The Governing Council is formed by interested parents elected at the Annual General Meeting which is normally held in February each year. We meet in Week 3 and Week 8 of each term at 7.00pm in the Staff Room. Council meetings are public meetings that any parent or interested party may attend. Only Council members, however, may vote.

The role of Governing Council includes:

- To keep an eye on the wellbeing of the school
- To inform the Principal about the needs of our community
- To keep an eye on the condition of our buildings and grounds
- To help decide the way to use monies coming into the school
- To keep an eye on the school budget

Sub Committees of the Governing Council include Finance, Asset Management, and Curriculum. These committees meet as the need arises. Interested parents may join the sub committees even if they are not on Council.

## Grievance Procedures

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# STUDENT GRIEVANCE PROCEDURE

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## TRY THESE STEPS:

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MY PROBLEM IS

I CAN FIX IT BY

*Talking to the person, ignore or walk away, say STOP, cool down talk to teacher on duty or talk to a friend*

DID I FIX IT?

I CAN TRY AGAIN OR GET HELP FROM

*Trusted adults, a friend, The Nest or mentor*

DID I FIX IT?

I CAN TRY AGAIN OR GET HELP FROM

*Deputy Principal, Principal, The Nest or wellbeing support*

DID I FIX IT?

I CAN TRY AGAIN OR GET HELP FROM

*Mum and Dad or a trusted adult*

DID I FIX IT?

YES? WELL DONE!

DID I FIX IT?

NO? KEEP TRYING

*Stay positive, you can do this!*



## Head Lice

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From time to time children may experience head lice. It is recommended that everyone check their children's hair for head lice at least once a week. When head lice are found at school all families with children in that class are advised.

## Illness at School

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Sick children are better off kept at home as they cannot concentrate and will pass their infections onto others. A child who becomes ill at school will be sent to the First Aid Officer who will assess the problem. Every effort is then made to contact parents if the child is too ill to stay at school. If contact cannot be made we will make the child as comfortable as possible.

## Library

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We have an extremely well stocked library which is available for students, staff and parent use. Children are encouraged to borrow regularly. The library is open between 9:00am – 3.30pm Monday to Friday. All borrowers are issued with a borrowing card, which is kept in the Resource Centre. The length of time that books can be borrowed varies:

- Preschool to Year 5 may borrow a book for up to 2 weeks
- Year 6/7 and parents may borrow a book for up to 3 weeks

We regularly remind children if they have an overdue library book and send reminder notes home if needed. Extension of loans can be made on request. During the last week of every term all library books must be returned.

Children are encouraged to bring a library bag to help protect the items they borrow. It is our experience that lost books are often found in unusual places like under beds, in the back of the car or mixed up with other books. We recommend that children develop good organisational skills and have a special place that library books are always placed while at home and that books are placed in the school bag as soon as they have been finished. Families will be charged for lost or damaged books that need to be replaced.

## Lost Property

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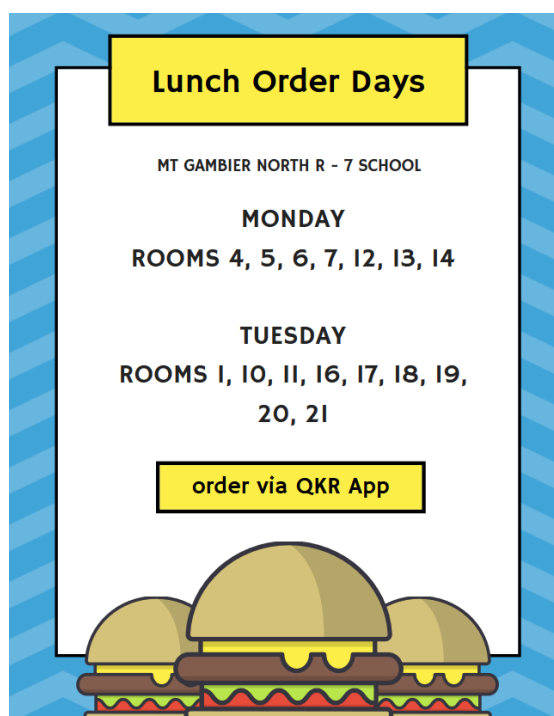
Lost property is located in the Nest which is near the doors to the Front Office. Every effort is made to ensure named articles are returned. In the first instance parents may look for lost items in this area. At the end of each term, unclaimed articles are washed and given to charity.

## Lunch Orders

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Classrooms are able to order on the day allocated below. Orders are to be made through the QKR app – instructions attached.

<u>Monday</u>	<u>Tuesday</u>
Room 4	Room 1
Room 5	Room 10
Room 6	Room 11
Room 7	Room 16
Room 12	Room 17
Room 14	Room 19
Room 13	Room 20
	Room 21



## Medication Management

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It is important that all families are aware of the guidelines surrounding the storage and administration of medications at school.

Department for Education First Aid and Medication Management Policies require schools to only store or supply medication to students if the following important conditions are met:

- a Medication Authority is completed by a Doctor and given to the school along with each and every separate medication supplied to the school (only one medication per Medication Authority)
- any medication requiring administration during school hours must be contained in its original pharmacy packaging, with the pharmacy label attached (including the student's name) and be accompanied by the aforementioned Medication Authority
- any medication provided has not passed the expiry date listed on the medication (under no circumstances will expired medication be administered)
- an Action Plan or Care Plan must be provided for any medical condition a student may have that affects them at school

This includes but is not limited to:

- Prescription medications such as Antibiotics, Epipens, Asthma medication, etc.
- 'Over the counter' medications such as analgesics (panadol, heron etc), anti-inflammatory medication (ibuprofen, nurofen etc), as well as vitamins, supplements, topical creams/lotions, etc.
- Student 'self-administered' medication, for example, Asthma puffers stored in student bags.

Please note: Except for diagnosed conditions that require regular medication (asthma, allergies etc), most medical conditions/complaints will not require the administration of medication during school hours. For example, medication that is required to be taken 3 times per day can be taken before school, after school and at bedtime.

Parents will be contacted if medication is delivered to school that does not meet with requirements and will be required to come in to school to administer the medication personally.

## Mobile Phones

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Whilst we discourage students from bringing a mobile phone, if parents/caregivers believe it is necessary for their child to bring their mobile phone to school, **they must be switched off at all times while on school grounds**. Students will need to hand their mobile phone to the Front Office before 8:45am and collect it after 3:15pm. Students will not be able to access messages during school hours. Phones will be stored in a safe place throughout the day and then placed in a container in the Front Office area for students to collect after 3:15pm.

We understand that at times parents/guardians may need to communicate with their child during the school day. If this is the case, you can contact the front office (8725 2824) and messages will be delivered to your child from our administration team.

## Newsletters

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We have a fortnightly newsletter to keep everyone informed of matters concerning the school. This is sent home fortnightly on Wednesdays starting on the first week of term. If you wish to contribute an article to the newsletter please email: [dl.0953\\_info@schools.sa.edu.au](mailto:dl.0953_info@schools.sa.edu.au).

## Parent Involvement

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Research shows that students and schools perform better when there is strong support from parents. Your presence in the school has a positive effect upon your child, even when it is sharing a morning tea or being a spectator at assemblies. When joining us at the school you will be asked to sign our Visitors Book. This is a safety requirement and is especially important in the event of an emergency.

## Payment of Money

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Money for fees, excursions, camps etc may be paid at the Front Office. When paying money please enclose money or cheque with the consent form in an envelope clearly marked with the student's name, Room number and the amount. We do have EFTPOS facilities at our school.

## School Fees and School Card

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The materials and service fee is set by the Governing Council and is intended to cover the cost of stationery, duplicated materials, arts & craft, library resources, sports equipment, technology and associated materials. Stationery, text books and materials remain the property of the school. Since the implementation of the Goods and Services Tax (GST) additional supplies are not available from the school.

Fees are due for payment in the first two weeks of school. Any parents having trouble meeting this deadline may pay the fee by instalments. The time line for such payments will be outlined to all families with the invoice for school fees. A payment plan is available to all families.

If you are on a low income and have a Pension or Health Card you may qualify for financial support. This scheme is called School Card. Please speak with our Finance Officer to check your eligibility.

## School Photographs

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The school organises school photographs usually in Term 1. Both class and individual photographs are offered on a pre-paid basis with a local photographer. The school uses MSP Photography, owned by Frank Monger.

## Special Programs

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### ***Early Intervention***

Our aim is to ensure that all students reach their full potential. Students are regularly assessed and those experiencing difficulty are provided with support through our Early Intervention program. This can be in the form of individual or small group activities, usually with a strong focus on reading and literacy skills but can also include Gross Motor Skill development (balance, bounce, skip etc) through our Bodyworkers Program.

### ***Special Education***

Some students need additional support to be successful. They are assessed as eligible under the Students with Disabilities Policy. Most of these students are placed in mainstream classes with additional support while some children are eligible for our Special Class. All eligible children have a "Negotiated Curriculum Plan" developed after discussion with their parents.

### ***Instrumental Music***

The District Instrumental Music teachers are located at our school and provide lessons to students throughout the South East District.

### ***Choir***

A Senior Choir of Year 5-7 students, performs at the Sir Robert Helpmann Theatre in Mt Gambier and the Adelaide Schools Music Festivals. They rehearse during school time.

## Sport

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Out of School Hours Sport includes T-Ball, Soccer, Football, and Netball for children in Years 3-5. Sport is played within the requirements of the State Sports Policy. Practice sessions are usually on a week night after school with games mostly on Saturday mornings. Each sport requires a parent to coach and coordinate the team. Parents are asked to assist with other related matters and are encouraged to attend matches and support their children to develop a positive attitude towards competitive sport.

## Student Banking

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Tuesday is "Bank Day". Please call at the local Bank SA office to collect an enrolment form if you wish your child to participate in school banking. Bank books are sent up from the classroom to the front office by 9.15am. Bank SA are not providing a pickup service therefore if bank books are handed into the Front Office they will be taken to the bank on the next banking day.

## Student Representative Council (SRC)

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The SRC is the main way in which students can voice their opinions and share in the decision making at our school. Meetings are held fortnightly in class time.

The SRC:

- Gives students the opportunity to influence changes at the school.
- Provides the opportunity to lead a group and develops self-confidence.
- Develops in individuals a sense of responsibility for their behaviour at school.
- Develops an understanding of the needs and concerns of others and encourages students to respect other points of view.
- Promotes pride in our school.

At the beginning of the year, each class selects two representatives to form the SRC. They meet regularly with a staff member who provides support and guidance for the students.

## Volunteers

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Parent participation in school life is valued. Our school's volunteers are involved in a wide range of programs and services including coaching sporting teams, helping children in class activities and membership of Governing Council. If you wish to become a volunteer at our school, please speak with your child's teacher or our Principal.

## YMCA Out of School Hours Care

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### FEES

Service (2018/19)	Fee
Before School Care	\$17.00
After School Care	\$27.00
Vacation Care (In House)	\$57.00
Vacation Care (Incursion / Excursion)	\$67.00
Pupil Free Day	\$57.00
Casual Fee (for bookings on the same day as care)	\$3.00
Transport Fee	\$5.00



### CANCELLATION POLICY

- Before and After School Care: 48 hours' notice – to cancel with no charge
- Vacation Care: up until 2 weeks prior to commencement of the Vacation Care period with no charge

### HAT FEE

- \$12 per hat
- A one off YMCA hat for all children in our services. This assists in our supervision of the children at school and on excursion and aids in the prevention of head lice. We will keep them on site at the centre to ensure the children have them at all times when needed.
- We do not charge an administration fee to enrol.

### OPERATING HOURS

- BSC – 6:30am-8:30am – includes breakfast
- ASC – 3:00pm-6:00pm – includes afternoon snack
- VAC – 6:30am-6:00pm – includes breakfast and afternoon snack

### CONTACT DETAILS

For **bookings/cancellations** and **enrolments** contact the Administration Officer:

Call: 08 8200 2516

Text: 0428 971 594

Email: [bookings.oshc@ymca.org.au](mailto:bookings.oshc@ymca.org.au)

(Please contact between 9:30am and 2:30pm)

To contact the **OSHC staff**:

Call/Text: 0437 596 320

Email: [reidyarkoshc@ymca.org.au](mailto:reidyarkoshc@ymca.org.au)

Website: [www.sa.ymca.org.au](http://www.sa.ymca.org.au)

Facebook: <https://www.facebook.com/YMCAChildrenServices>

