

Date: March 2017

KOOLUNGA PRIMARY SCHOOL



High quality education within the local community

Parent
HANDBOOK



Dear Parents/Carers,

Welcome to Koolunga Primary School. We are proud to present this booklet that will provide you with information about the structure of our school, its programmes and personnel. We are proud of the past achievements of our school and its ongoing role as an integral part of our community.

The community is very supportive of our school and provides a network of support services for our students.

We believe that the children will gain the greatest benefit from their schooling by parents, community and teachers working together as a team. We look forward to working with you to provide quality learning opportunities for all our children in a supportive safe environment.

We have provided information on a variety of aspects of our school. If you have any further questions please let us know.

On behalf of all Koolunga Staff we trust you will feel welcome and enjoy our School and Community partnerships.

Yours sincerely,

Ronnie Alderman
Principal

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GENERAL INFORMATION

Koolunga Primary School is located on a single campus on the northern boundary of the small town of Koolunga, about 170 kilometres from Adelaide.

The school community are very proud of the school's history and the achievements of its students. They are very active in supporting the school's current priorities and programmes. Strong and supportive links exist between the school and the local community. Koolunga Primary School works collaboratively with a cluster of neighbouring schools to provide wider learning opportunities to its students.

HISTORY OF KOOLUNGA PRIMARY SCHOOL

Koolunga was the name given to the district by the explorer Edward John Eyre.

Koolunga is the Ngadjuri Aboriginal word for the red banks of the River Broughton, east of Hope's Crossing.

On the 5th of March, 1846, John Hope applied for an occupation licence for land which roughly comprises the present Hundred of Koolunga.

The hundred of Koolunga was proclaimed on the 15th of July, 1869. On the 30th of August, 1875, the township was surveyed by W.G. Evans. Township blocks were offered for sale on the 7th of October, 1875.

The first mention of Koolunga School appears in the Report of the Council of Education for the year 1877. It was recommended that one large room be built to accommodate 80 pupils. A second room was added later.

Three other schools were established within the Hundred of Koolunga: Old Koolunga Station School (from about 1889-1897), the Koolunga Hills School (1901-1913), and Mallee Grove School (1920-1945).

The peak year for Koolunga Primary School was 1889, when 130 students attended the school.

FACILITIES

The two main classrooms are located in the original stone building. A small withdrawal area separates the rooms. A separate, new transportable activity/Library building sits next to the main building. We are lucky enough to have a well equipped Tech/Woodwork shed and outdoor activity/wet area. The office/staffroom building is an inviting first point of contact with the school. The school is situated in spacious, well-maintained and very attractive grounds.

The well-equipped playground has been landscaped, the large oval is watered by reticulation and surrounded by a stand of mature pine trees.

CURRICULUM

The school offers a comprehensive R-7 curriculum, including German, Woodwork and Kitchen Garden.

Excursions to local sites and nearby schools occur each term and full day excursions to Adelaide and regional centres are organised to supplement classroom programs. Upper Primary students take part in a Careers Camp each year and excursions to extend their leadership and curriculum opportunities. Whole school camps are held every second year. Year 7 students have a full week in Canberra each year.

TRANSITION PROGRAMS

A transition program is provided for pre-school to Reception, Junior Primary to Primary class and Year 7 to Secondary School. We aim to make the transition from one level of schooling to another as smooth as possible.

Transition:

At Koolunga Primary School our transition program aims to:

1. Ensure effective communication between parents/caregivers, children and staff.
2. Facilitate the smooth transition of children from Kindergarten/Preschool to School.
3. Provide opportunities for parents to understand and learn about school policies, procedures and the learning program.
4. Provide opportunities for staff from Kindergarten/Preschools to communicate with the school.

The transition program will be worked out in consultation with the teacher, parent and kindergarten. It will allow for visits spread over at least 3 weeks with increasing times spent in the classroom

Eg 1st week – visits until recess, 2nd week – visits until lunch, 3rd week – whole day visits.

Parents and teachers can negotiate changes to this program based on individual children's needs and circumstances.

Transition to secondary school

Programs for Year 7 students moving to middle or high school are developed with the schools concerned.

ADMISSIONS

Reception Intake:

Children will begin school at the beginning of the year if they **turn 5 on or before May 1st**. If they turn 5 after the 1st of May, they will begin the following year.

Admission will be the first day of the term, 4 day weeks may be negotiated for the child's first term at school based on each child's individual needs.

PLAYGROUP

The Koolunga playgroup is a coordinated approach to encourage positive interactions between parents, their children and Koolunga school staff prior to enrolment. The playgroup operates each Friday from 10am until 12pm. The playgroup is very financial and offers a wide variety of engaging activities.

STAFF

2017

Principal	Mr Ronnie Alderman
Whole School Teacher	Mrs Sarah-Jane Frances Mrs Megan Marshall
German Teacher	Mrs Judy Goss
School Services Officers	Mrs Deb Heinjus Mrs Sue Hunt Miss Kelly Shekle
Grounds person/SSO	Mr Wayne Lee

SCHOOL DAY

SCHOOL TIMES

8.30 a.m.	Children may arrive
9.00 a.m.	School begins
10.40 a.m. - 11.00 a.m.	Recess
12.30 p.m. – 12.40 p.m.	Supervised lunch eating period
12.40 – 1.15 pm	Lunch
3.20 p.m.	Dismissal

The School grounds are supervised from 8.30 am to 3.30 pm on school days.

On the last day of each term, school dismisses at 2:20 pm.

IMPORTANT INFORMATION

Parents/Caregivers are to report to the Office to complete the Sign In/Out Book if their child is late arriving at school or early to depart from school.

ASSESSMENT AND REPORTING

TERM 1

Weeks 2 Parent Information is provided through newsletter & diaries
Weeks 2-11 Student's diary. Acquaintance Night
Week 9 Parent Interviews

TERM 2

Weeks 1-10 Student's diary
Week 11 Formal written report

TERM 3

Weeks 1-10 Student's diary
Week 10 Assessment Books
Weeks 9-10 Parent Interviews if required by parent/caregiver or teacher

TERM 4

Weeks1-9 Student's diary
Week 9 Summative report

Interviews can be arranged at any time during the year if the parent/s or teacher/s feel the need.

HOME – SCHOOL COMMUNICATION

It is most important for us to have up to date information about your children. Please use diary notes, telephone calls, written notes, or speak to the teacher personally to share important information. Details about illness, emotional upset or any other concerns that may affect the way your children engage with their schoolwork are important for us to know.

All students enrolled at our school must attend daily, unless illness or another personal reason is given by a parent in writing, by phone or in person.

It is vital for us to have details of how to contact you should an emergency or sickness arise. Up-to-date contact names and telephone numbers for you and next of kin are most essential. Please ensure that your family information at school is current.

The school publishes and distributes a fortnightly newsletter to all parents every second Thursday. Newsletters contain information on curriculum, school events and meetings as well as community notices. It is the main way of communicating information to all families.

The student's diary will be used for written communications between parents and teachers and for recording homework. Parents are asked to read and sign diaries regularly.

HOMEWORK

All children are encouraged to read each night. Junior Primary children are also encouraged to practise sounds and to learn their spelling words. Homework will usually be set to reinforce the day's learning. Parents can help establish good study habits by keeping students to a consistent time and place for homework and being encouraging and positive about homework.

The following times are offered as a guide for homework.

Year 4/5 20 - 30 minutes

Year 6/7 30 - 40 minutes

Primary children will have daily diary notes regarding homework. If for some reason homework cannot be completed, a note in the diary would be appreciated.

LIBRARY

SCHOOL LIBRARY

R-3 may borrow up to 4 books

4-7 may borrow up to 5 books at one time, and keep them up to 21 days.

Parents - if registered, may borrow 10 books for 28 days

FLINDERS MOBILE LIBRARY

- visits the school every second Friday.

BOOK CLUB

Ashton Scholastic offers a "mail order" type of book club. Those families wishing to order from the following book clubs need to forward their order and money to the School by the advised due date.

Lucky Book Club Recommended Reading age 6-8 years

Arrow Book Club Recommended Reading age 8-11 years

Star Book Club Recommended Reading age 11+ years

Wombat and Busy Bee Book Clubs are also provided for pre-schoolers.

DENTAL TREATMENT

All children are eligible for free dental care at the Clare Primary School Dental Clinic. The Dental Clinic is notified of new enrolments.

For emergencies please contact the Clare Dental Clinic direct on Telephone Number: 08 88 422288.

LOST PROPERTY

Parents are asked to label and name all of their children's belongings.

If children choose to bring personal property to school they do so at their own risk.

PARENT PARTICIPATION AND INVOLVEMENT

In our school, parents are welcome and encouraged to be involved. Parents may like to volunteer their skills to listen to reading, scribe stories for younger children, teach craft skills, maintain the library, talk to children about their skills, supervise cooking sessions, help with excursions or share gardening expertise. The list is endless. Please talk to the class teacher to see how you can be involved in the day- to day activities.

The newsletter gives information about special events on at the school. Children love it when they have family support at these events. Watch the newsletter for this information.

GOVERNING COUNCIL

Parents can contribute greatly and be actively involved in decision making through our Governing Council. All parents are welcome to attend, voting on issues is valid only to elected members. Officers and council members are elected at the Annual General Meeting which is to be held in Term 1 of each year.

The Governing Council meets at school in Wk 3 & 8 of each term on Mondays at 7.00 p.m.

Parents are advised of forthcoming meetings through the newsletters.

The Governing Council 2017

Chairperson:	Caroline Weckert
Vice Chairperson:	Andrew Lange
Secretary:	Belinda Heard
Treasurer:	Simone Lawry
GC Members:	Ronnie Alderman (Principal)
	Sarah-Jane Frances (Staff Rep)
	Simone/Derek Lawry
	Shane Weckert
	Alison Jones
	Jason Zohs
	Andrew Whitehorn
	Paul Jones
	Daryl Vajda (Community Rep)

Executive Members of Governing Council:- Chairperson, Secretary, Principal

Grounds Committee: (Grounds person, Principal, GC Rep, Teacher Rep). Is responsible for overseeing of the grounds and grounds equipment. Arranges working bees as necessary. Reports to Governing Council.

Finance Committee: (Principal, Finance Officer, Treasurer) Is responsible for overseeing the budget and finances of the school. Helps to formulate the yearly budget. Reports to Governing Council.

STUDENT REPRESENTATIVE COUNCIL

This school has an SRC, which is an important part of the decision-making processes of this school. At the beginning of each year the SRC Executive is elected through a secret ballot. The executive consists of a Chairperson, Secretary, Treasurer and a Publicity Officer. The S.R.C. meets fortnightly

The role of this group is:-

- ◆ To discuss whole school issues from students perspectives
- ◆ To represent students in decision-making processes
- ◆ To ensure that visitors are welcomed to our school
- ◆ To provide support for other students and staff
- ◆ To participate in planning for improvements to our school, such as the yard and resources
- ◆ To provide leadership opportunities for students
- ◆ To represent our school in the wider community
- ◆ To plan whole school celebrations
- ◆ To report and promote the activities of the school through the newsletter, local papers etc.

SCHOOL FEES/BOOKLIST

A single fee is paid at the beginning of each year to help cover art/craft, library, duplicating, Physical Education and stationery costs. The amount of the fee is reviewed at each Governing Council Annual General Meeting.

Children will be issued with a set amount of stationery to begin the new school year.

New students will be given a free school polo shirt and hat.

SCHOOL CARD

Assistance with the payment of school fees is available from the Government subject to means testing. Please contact the school for information about how to apply.

SCHOOL LUNCHES

During the first ten minutes of the lunch break children will be seated and supervised while eating. A refrigerator has been provided in the Faktory to keep lunches cool.

Lunch orders are available on Fridays with food prepared by the UP students under guidance. Parents will be notified via the Newsletter of arrangements for these.

SCHOOL UNIFORMS

Children come to school to work and play. Therefore they need to be dressed in clothing that is suitable for all activities, is comfortable, hard-wearing and washable. We encourage students to dress in the school colours.

KOOLUNGA UNIFORM POLICY

Education Department Dress Policy

Option 2: Dress Code (Colour code) = Navy

STANDARD UNIFORM

(School Logo is optional)

Navy Polo Shirt / Long Sleeve Polo Shirt
Navy Shorts / Pants
Navy Windcheater
Navy & White Check Dress
Sunsmart Hat

Jewellery – Watches & sleepers/stud earrings only

SPORTS UNIFORM

Orange T-Shirt (supplied by school)
Black Shorts or Sports Skirt

SICKNESS/ACCIDENTS/INFECTIOUS DISEASES

In case of sickness, parents or nominated emergency persons will be contacted to collect their child. If unable to be contacted, children will be cared for at school.

In case of minor accidents, the child is attended to by our School Services Officer or Teacher on Yard Duty, who has attended a Basic Casualty Care Course conducted by the Red Cross Society or has a St. Johns Senior First Aid Certificate.

In the case of serious accidents or illnesses, parents or the designated person listed on the child's Health Form will be contacted. In the case of extremely serious accidents an ambulance will be called.

Exclusion periods for infectious diseases apply:

Infectious Diseases

Chicken Pox	exclude until all lesions have crusted, there are no moist sores and the person feels well.
Measles	exclude from non-immunised persons for at least four days after the onset of the rash.
Mumps	exclude for nine days or until swelling goes down (whichever is sooner)
Rubella	exclude till fully recovered or for at least 4 days after onset of rash

Common Local Diseases affecting Skin, Hair, Eyes

Conjunctivitis	exclude during the acute stage of the infection
Head Lice	excluded until hair free of all eggs & lice.
Ringworm	exclude until the day after appropriate treatment has commenced
School Sores (Impetigo)	exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.

There are other less common infectious diseases, which also have exclusion times from school, e.g. whooping cough, Headlice , Viral hepatitis.

Further information on these diseases may be obtained from school.

Parents are asked to inform the school if their child contracts an infectious disease.

SPORT

Sports Day

Children participate in the Mid North Sports Day which involves Blyth, Brinkworth, Booborowie, Spalding and Koolunga.

This is usually held on the Friday of Week 9 in the third term at each school site on a yearly roster. The day consists of Tabloid, Championship and Team games. In selecting teams for the championship events, preference is given to the older child.

Parents are required to help with the organising of the event.

S.A.P.S.A.S.A.

Our school is affiliated with S.A.P.S.A.S.A. and is part of the Clare Hub and Mid North District. It is at the discretion of a child's parents as to whether the child attends the Mid North practices to try for selection.

Notices of try-outs/events will be in the newsletter or given to the interested children.

Swimming

Swimming will be conducted during Term 1 at the Brinkworth Pool for one or two weeks' duration.

Parental assistance with transport may be required. R-2 students have 7.5 hours instruction while those in 3-7 have 10 hours instruction.

Koolunga Primary School

Student Behaviour Management Policy

At Koolunga Primary School we believe:

- Student Behaviour Management is a success oriented program where students are assisted to accept and develop responsibility for their own behaviour and learning.
- Teachers and home carers need to create an environment which is safe, stimulating and cooperative.
- Consequences of responsible and irresponsible behaviour need to be clearly defined and supported by the whole school community.
- Close relationships between staff, students and home carers need to be fostered to ensure responsible behaviour is developed and maintained.

At Koolunga Primary School we aim to create a positive environment which:

- Respects the rights of individuals.
- Develops social responsibility.
- Outlines consequences of responsible and irresponsible behaviour.
- Values student contributions.
- Creates a partnership between home and school.
- Supports students to be successful.

Behaviour Management Procedures

The following strategies and steps take place within the classroom and school yard by class, relieving and NIT teachers who have behaviour management strategies consistent with DECS policy.

By the end of week 2 each year teachers and students will have discussed their classroom rules, expectations and guidelines. Teachers will use appropriate curriculum and methodology to establish these. The class rules, expectations and guidelines will be published by each class by the end of term 1.

Yard rules, expectations and guidelines will be discussed at the first SRC meeting for the year and published by the SRC.

The following agreed procedures will be followed:

Level 1 Procedures: In class/yard management

Consequences:

- Reminder of rules
- Warning
- 5 minute Time-out within the classroom setting or yard area
- 10 minute Time-out within the classroom setting or yard area with behaviour reflection sheets to be filled in before returning to work or play

Level 1 behaviours include the following:

- ⇒ Not following agreed rules and guidelines (such as: calling out, excessive talking, misuse of equipment, disrupting others, inappropriate language, work refusal, littering, not following instructions, unsafe play)

Level 2 Procedures: Central Time-out

Consequences:

Time-out away from the work/play area with behaviour reflection sheets to be filled in before returning to work or play. Time out areas can be; another classroom, office or lunch shed. Length of

time-out at teacher's discretion.

- Parents/caregivers will be informed in writing after their child has received a second Central Time-out in any 1 term.
- Parents/caregivers will be invited to an interview when their child has received a third Central Time-out in any 1 term.

Level 2 behaviours include the following:

- ⇒ Continued unacceptable behaviour after all level 1 procedures have been followed
- ⇒ Abusive language
- ⇒ Physical violence
- ⇒ Wilful damage to property
- ⇒ Harassment/Bullying
- ⇒ Leaving school grounds without permission
- ⇒ Throwing objects to hurt someone

Level 3 Procedures: Take Home/Office

Consequences:

- Interview with parents to discuss behaviour and classroom re-entry requirements
- Whole day working in office with separate play times or
- Whole day working at home
- Work will be set for completion during the day
- Behaviour contract will be written
- School may seek guidance from DECS behaviour management personnel

Level 3 behaviours include the following:

- ⇒ Continued unacceptable behaviour after level 2 procedures have been followed (4th Central Time-out in 1 term)
- ⇒ Illegal behaviour
- ⇒ Sexual assault/harassment
- ⇒ Physical violence resulting in an injury

Level 4 Procedures: Suspension

Consequences:

- School will seek guidance from DECS behaviour management personnel
- Child does not attend school for up to 5 days
- Work will be sent home for the child to complete while under supervision
- Teachers and caregivers will meet to draw up a personal development plan for re-entry to the school

Level 4 behaviours include the following:

- ⇒ Continued unacceptable behaviour after three Level 3 consequences

Level 5 Procedures: Exclusion

Consequences:

- School will seek guidance from DECS behaviour management personnel
- Student is removed from the school for between 4 to 10 weeks and placed in an alternative situation to access an educational program

Level 5 behaviours include the following:

- ⇒ Continued unacceptable behaviour after three Level 4 consequences

KOOLUNGA PRIMARY SCHOOL PARENT GRIEVANCES POLICY

GUIDELINES

There are times when parents/caregivers have concerns about school matters. It is important that everyone in the school community knows and feels that they have a right to contact the school to raise matters of concern with appropriate people within the school. The school cannot do anything to address concerns if they do not know about them.

First Contact: With any concern it is usually best that the first person to contact is the person with whom you have the grievance.

If you still have a concern: If you believe that a concern of yours has not been dealt with appropriately then you can contact:

- ◆ The Principal –
- Or if matters are still not dealt with appropriately:-
- ◆ Education Director, Mid North Partnership, Clare Education Office

Summary

It is in the interests of parents/care-givers, students and the school that any concerns are dealt with as soon as possible.

Serious concerns, particularly confidential matters should be discussed with the people concerned. It is important that confidential matters concerning students are kept confidential.

It is important that everyone in the school community encourages others to contact the school directly if they have a concern.

Parents are also encouraged to speak to the schools Governing Council chairperson and or request a copy of the schools grievance procedure .

A copy can be found on the schools web site at www.koolungaps.sa.edu.au

DECISION MAKING

1. REASONS FOR THIS STATEMENT

- * It is important that the school community knows how decisions are made, by whom and how to become part of the process.
- * To ensure that opinions are gained from the School Community.
- * Decisions have a direct influence on student learning. The best decisions are made when there is appropriate involvement and ownership. Excellent decisions equals excellent education.
- * To provide names and personnel involved in the school decision making process.

2 UNDERLYING PRINCIPLES

- Anyone affected by a decision has a right to participate in making that decision.
- Decisions need to be made as efficiently as possible whilst involving those who need to contribute to the decision.
- Modes of decision making will alter according to the type of decision being made.
- Communication of the decision is very important.
- Consensus should be aimed at whenever possible as the most desirable method of arriving at a decision.
- Parents and students, as well as teachers need to be involved in the decision making process, where this is relevant.
- The Principal, by regulation, is ultimately responsible for decisions made in the school. This responsibility cannot be waived and the principal must ensure that all decisions are of high quality, do not contravene the law and comply with DETE policy.
- All decisions are binding, unless fresh evidence indicates that a review is necessary.

3. PROCEDURES

1 DECISION MAKING PROCESS

Staff (Teachers, School Services Officers, Principal) usually make a judgement as to who/which group is to make the decision.

2 INVOLVEMENT

Individuals will be involved in formal decision making through the various groups listed in this Statement. Individuals will take issues for decision to staff or one of the listed groups for action.

3 COMMUNICATION OF DECISIONS MADE

Decisions will be communicated to groups/community informally and formally via meetings, Communication Books, Weekly Bulletin to staff and Newsletters.

4 LACK OF CONSENSUS

Where consensus cannot be reached and a decision needs to be made, the Principal has the responsibility to make the decision, taking into account all the factors involved, particularly the welfare of all concerned.

5 GRIEVANCE PROCEDURE

When individuals or groups are dissatisfied with the **process** or **outcomes** of Decision Making, they are encouraged to follow the steps listed in the Grievance Procedures attached to this policy.

6 URGENT DECISIONS

Where normal processes of involvement cannot occur, the Principal (or other staff member making the decision), or School Council Executive, will explain circumstances and decision made to those involved. Such a decision may be reviewed later if necessary.

USE OF SCHOOL GROUNDS AND FACILITIES

The school grounds and facilities are available for appropriate community use.

All staff, council members and employees of the school are encouraged to be active in watching over the school grounds out of school hours.

Staff members, council members and employees are authorised to ask any people on school grounds, the reason for them being there. If they don't have a genuine reason, or are behaving in an inappropriate manner, they may be asked to leave immediately.

There is a standard 'curfew' set by the Department between 12 midnight and 7am when people are not permitted to be on school grounds.

If further information is required, please contact the Principal.

HIRE OF EQUIPMENT

School equipment may be borrowed from time to time by outside bodies or individuals, subject to negotiation with the Principal.

Such equipment must be covered by an appropriate insurance, or assurance of replacement, by the borrower.

Borrowers must meet the cost of an appropriate insurance/replacement arrangement for the period of the loan.