



## Family Information Guide

## VISIBLE LEARNING

**“When teachers see learning through the eyes of the student and students see themselves as their own teachers”**

Our **vision for teaching and learning** is: **Collaboratively Improving Learning**

Our **learning process** we are committed to is the **SOLO taxonomy**.

**Our learning process describes how learning outcomes grow in complexity. It is based on a theory of teaching and learning.**

Our **learning dispositions** are: **CHALLENGE, REFLECTION, INDEPENDENCE and COLLABORATION.**

**Our learning dispositions describe the way in which learners engage in and relate to the learning process.**

**Our Learning Expectations:**

- 1. We expect all students, staff and families to develop a growth mindset.**
- 2. We expect all students, staff and families to show mutual respect.**
- 3. We expect all students, staff and families to attentively listen by tuning in.**
- 4. We expect all students, staff and families to communicate and receive feedback constructively.**

**Our learning expectations describe what we want our school members to be demonstrating all the time.**



# Welcome

Welcome to the Mount Barker South Primary School community. We have a lovely school and friendly caring children and staff. The school is recognised as a leading edge school and this year we will continue our work as a Science Focus school site.

In addition we will continue our priorities of:

- Creating a positive and supportive Learning Environment.
- Explicitly teaching skills of Literacy, Numeracy, History and Science.
- Providing real opportunities for implementing skills in real situations by closely linking with the wider community.
- Collecting data and reflecting on our work – being innovative in ways of continually improving.



Our school is very diverse which we see as a positive as all students learn about families and lifestyles which although positive, may be different from their own. The school hosts a Junior Primary and Primary Special Class with 20 students with Disabilities. We have several Aboriginal families.

In response we offer a wide range of programs – from music to sports, from Junior Service Clubs to every class having electronic Smartboards, laptops and ipads.

We are particularly keen to work in partnership with parents to ensure the highest level of success for all our students.

We welcome visits so please contact us if you would like to know more about our school.

Kind Regards,

**Cassie Manton**

*Principal*

## INCLUSIVE JUNIOR AND PRIMARY SPECIAL CLASS

Our school hosts two Regional Special classes that cater for a maximum of 8 students in Junior Primary and 12 in Primary with identified additional needs. The aim of the classes is to provide high quality teaching for particular students to access the full range of curriculum areas.

To achieve our goals the school works in partnership with the DECD Students Support and Disabilities Team which comprises speech pathologists, psychologists, hearing impairment coordinators and the disability coordinator. Through the One Plan Process, families and school staff work together to identify and negotiate individual programmes.

Access to this class is by an application process. Vacancies in the class vary from year to year.

Further information about provisions for students with Special Needs can be accessed from the DECD Special Needs Web site: [www.decd.sa.gov.au/speced](http://www.decd.sa.gov.au/speced)

## MOUNT BARKER SOUTH PRIMARY SCHOOL UNIFORM

The polo is a slick, urban fit sports polo bottle green in colour, featuring contrast bell panels, placket and piping features in gold. Podium cool moisture wicking designed to help keep students cool and dry. Complies with standard AS/NZS 4399.1996 for UPF sun protection. Easy care and quick drying. Our logo is embroidered for longer wear.

Please ring the front office for further information.

### The School Uniform is as follows:

**Tops:** Bell Polo with embroidered school logo.

**Bottoms:** Long pants, shorts, skirts or skorts, are to be **plain black**.

**Jumper:** Bottle Green with collar and embroidered logo.

**Dresses:** Green and white check Summer Dress.

**Shoes:** Sport shoes, sandals and lace-ups, are appropriate footwear.

**Hats:** Bottle Green Broad Brimmed Hat with logo, as they offer the best protection against damage from UV rays. Hats are to be worn during recess, lunch, PE lessons, excursions and Active after school programs for terms 1, 3, 4 and when the UV index is 3 or above.

All clothing worn at school (including footwear) should be sufficiently practical to enable students to move freely when playing or working, especially in Physical Education and Daily Fitness.

Fashion jewellery such as dangling ear-rings, necklaces and bangles are not permitted. All clothing and other student belongings are required to be named.

The School Uniform is available from WORKLOCKER (formerly 'The Uniform Shop') at **THE HOMEMAKER CENTRE**, Dutton Road, Mount Barker

Should you have any questions please do not hesitate in contacting Worklocker on 8398 3983.

## HAT POLICY

Students are required to wear a school designated hat at all times they are outside during terms 1, 3, 4 and when the UV index is 3 or above. Hats are broad brimmed with the school logo, and can be purchased from WORKLOCKER, The Homemaker Centre, Mt Barker.

For safety, students not wearing appropriate hats will need to sit in the designated, Sun Smart Seating area.

## LOST PROPERTY

Please name EVERYTHING! When items are found they will be returned to your child/ren.



## CURRICULUM IMPLEMENTATION

Our school aims to provide a rigorous educational program for students. We offer a curriculum based on the Australian Curriculum.

Areas covered are:

Literacy	Numeracy
Society and Environment	Mathematics
History	Geography
Health & Personal Development	The Arts
Science	Technology
Spanish	Physical Education

We also have lots of additional programs including a choir, several sports programs including swimming and aquatics, dance, gymnastics and more. Please ask at the school for more information about what is currently being offered.



## STUDENT BEHAVIOUR and DEVELOPMENT

We at this school believe that everyone has the right to feel safe all of the time. Most of our work in student management is positive and based around a respectful approach. Please refer to our Wellbeing Policies located on our website [www.mtbsouthps.sa.edu.au](http://www.mtbsouthps.sa.edu.au). Families are also issued with the policies at the beginning of each year.

## SCHOOL EXPECTATIONS

We do have whole school expectations. Our school expectations are that:

1. We will be polite to each other. This means saying: thank you, yes please, excuse me, may I, good morning, good afternoon and calling people by their proper names.
2. We never take part in behaviour which is likely to harm people, clothing or property. This means fighting, pushing, teasing, stealing, name calling, swearing, threatening others, throwing dangerous objects or deliberately damaging equipment belonging to the school or another student.
3. We take pride in our work and always do our best. We accept and respect others who do their best.
4. We never leave the school grounds during the day unless an appropriate person collects us from our class teacher or the office.
5. We play safely. This means we do not tackle or throw others to the ground. It also means we walk on the brick paved area and walk our bikes or scooters in the school grounds.
6. We look after shrubs, trees and plants.
7. We dispose of litter in bins.
8. We wear our broad brimmed hat with the school logo during designated times.

## ATTENDANCE

It is a Department for Education legal requirement that a phone call be made to the school by 9:00am to notify if your child will be absent. Records are kept, outlining student attendance and punctuality. This helps us to track down reasons why children's learning is not progressing as much as could be as attendance is an identified factor of a student at risk of not reaching their full learning potential. Please refer to our Attendance Policy located on our website.

In order to ensure student safety we ask that:

- Once a child has arrived at school they stay at school unless collected by a parent/caregiver.

It is a Department for Education legal requirement that:

- If your child is late you must sign them in through the front office, to receive a '**Late arrival slip**', before heading to the classroom.
- If you collect your child early please report to the office first to '**sign them out**', you will receive an '**Early departure slip**' to hand to the teacher at the time you collect your child.

## EMERGENCY CONTACT

Occasionally a child will get ill or have an accident at school. If we cannot contact a child's parents we need to have someone whom the child trusts and knows, to call on in an emergency. The Emergency Contact section is on your child's enrolment form and helps us to keep your child feeling calm and well. It is a Department for Education requirement all students have an emergency contact.

## GENERAL PERMISSION FORMS

For excursions, due notice is always given to parents and permission sought for the child to participate. However, there are some occasions when teachers wish to take children to a part of the town or immediate locality. Children would walk. In these cases it can save much inconvenience if specific permission does not have to be sought. For this reason parents are asked to sign a consent form which covers these situations while their child(ren) are attending this school. These situations only occur if authorised by the Principal.

## GOVERNING COUNCIL

The Governing Council is an association which governs the school and works with the Principal to develop future initiatives for the site. Parents can be elected to Governing Council at the Annual General Meeting which is held in February each year. The positions available on Governing Council are limited, and these are outlined in the Constitution. All interested parents are welcome to attend the council meetings which are typically held twice per term. A Governing Council endorses a number of Advisory Committees to be formed each year which inform the Governing Council on areas such as Finance, OSHC, Community & Events and School Improvement Plan.

## VOLUNTEERING

Mount Barker South Primary welcomes the involvement of families within the school community. There are a range of school-wide projects that volunteers can assist with, such as the vegetable garden, healthy snack platters, after school activities and drama productions. There are also volunteering opportunities within each classroom, such as reading, flash cards, quick maths, cooking, sharing a special skill, helping with art and craft projects or assisting with excursions & camps. Class teachers will be able to provide information on what opportunities are available within their classes, and can also assist by putting you in contact with members of the Governing Council.

Volunteer information packs are available from the Front Office. Current child protection legislation requires that all volunteers including parents & grandparents hold a Working With Children Check (or valid DHS clearance) and undergo a site induction and Mandatory Reporting Abuse and Neglect (RAN) training in order to volunteer in certain roles within the School.

## MANDATORY REPORTING ABUSE AND NEGLECT (RAN) TRAINING ONLINE

### What you need before you start

- A current individual email address. A computer or mobile with an internet connection.

### Register for a plink volunteer account

- Go to the website: <https://www.plink.sa.edu.au/pages/signup.jsf>
- Fill in your details:
  - in the field "Select Account type" select **Volunteer**
  - enter your email address (this will be your plink username), choose a password, and type in your name
- Select "I accept the terms of use and code of ethics"
- Select "Create Account"

### Start the training

- Select the course "Responding to Abuse and Neglect-Education and Care online induction session for volunteers"
- Select "Register"
- Select "Register" again
- Select "Open Module" when you're ready to start

The school require a copy of this certificate please forwarded via email: [dl.1539.info@schools.sa.edu.au](mailto:dl.1539.info@schools.sa.edu.au)

**Working with Children Checks can be obtained from Ursula Chapman in the Front Office.**

## AT HOME PARTICIPATION

Parents can support student learning at home by:

- ❖ Talking positively and in encouraging ways with their children
- ❖ Reading and filling in communication books
- ❖ Reading newsletters/notes
- ❖ Completing survey forms
- ❖ Commenting on children's progress (eg responding to return slips).

## SCHOOL HOURS

8:50am	Class administration	
8:55am	Lesson 1	
9:45am	Lesson 2	
10:35am – 10:55am	Recess	
11:00am	Lesson 3	
11:50am	Lesson 4	
12:40pm – 1:30pm	10 min eating time	1 <sup>st</sup> & 2 <sup>nd</sup> Lunch Play break
1:35pm	Lesson 5	
2:25pm	Lesson 6	
3:15pm	Class administration	
3:20pm	Dismissal	

## PUNCTUALITY

Parents are asked to co-operate by ensuring that children are on time for school, as coming late causes disruption to class routine and can be unsettling for the student. Students should arrive **no earlier than 8:30am (between 8.30am and 8:45am)** and be ready for classes to begin by 8.50am.

## PARKING

Cars and children are a potential safety risk so we ask that you **do not park in the car park or on school grounds at the front of the school**, this area is reserved for taxis and cars with special permits. There is ample street parking but please keep in mind to not use The Willow's Children's Centre car park for school drop off or pick up. **The staff car park entrance is not to be used as a drop off point as this is very dangerous for children.**

## OUT OF SCHOOL HOURS CARE/VACATION CARE

CAMP Australia runs the Out of School Hours Care at our school. For more information please contact CAMP Australia [www.campastralia.com.au](http://www.campastralia.com.au) Email: [email@campastralia.com.au](mailto:email@campastralia.com.au) Phone: 0424 596 362 or 1300 105 343

## STATIONERY AND BOOKS

Initial stationery for the year is supplied at the beginning of each school year. Diaries, exercise books, book covers, pens, pencils, erasers, rulers etc. Generally we give children the things that they need but if there is a pencil eating monster somewhere children may be asked to bring additional pencils, etc. These are usually purchased by parent.

## NEWSLETTERS

In 2019 Newsletters were distributed throughout the year via Seesaw, in 2020 you will be advised which communication we are using. Newsletters are also available on the Mount Barker South Primary School Website for viewing. This also includes a school calendar with important events. [www.mtbsouthps.sa.edu.au](http://www.mtbsouthps.sa.edu.au)

## RECEPTION STUDENTS

To make transition from pre-school to school as smooth as possible, school starters are invited to make several visits to school during term 4. Details about the Reception transition program will be given to you in Term 3 prior to your child starting school.

## LUNCH ORDERS

Lunch orders are available on Wednesday and Friday only. Write your order on a brown paper bag with money in it, place in your class lunch order box/bag first thing in the morning, they are then delivered by Hilly Billy Chicken at lunch time.

## OTHER SERVICES

The Willow's Children's Centre 8391 0506

Mount Barker Kindergarten

8391 0685

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### HOT WEATHER

On days when the temperature reaches **36°C** students will remain inside in air conditioned areas and alternate programs put in place for recess & lunch play breaks.

### EARLY DISMISSAL

On days when the **forecast maximum for Mt Barker is 38°C** or higher students may be dismissed at **12.40pm**.

On days when the **forecast maximum for Mt Barker is 36°C** or higher students may be dismissed at **2.20pm**.

Families will be informed via text message of an early dismissal; parents & carers can collect children on these days from the class or give written permission for children to walk home at early dismissal. Children that are unable to be collected will be supervised at school until 3.20pm with an alternate program.

**Mount Barker South Primary School is a "LOW RISK" school and remains OPEN on a "Catastrophic day".**

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## BUSHFIRE DANGER POLICY

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**On days when there is a catastrophic risk of Bushfire for the Mt Lofty Ranges, our school and OSHC facilities will remain OPEN.**

There are times of the year when we face the threat of bushfires. In the event of the school and surrounding areas being under serious threat from an approaching fire, a decision by CFS and / or Police may be made to hold students at the school.

The School Hall has been designated as a 'Bushfire Refuge' for the school and the community.

Students may have to remain in the Hall well after normal dismissal time.

Please note: There will be two ways to communicate with the school at such times:

- Ring the school on the mobile number: 0428 880 434
- Tune your radio to ABC 891 AM Band. General and specific information pertaining to the fire will be broadcast on this station.

In an extreme emergency case a text message will also be communicated to families re your child's safety and the schools dismissal arrangements.

For more information go to the website [www.bushfirereadyschool.sa.gov.au](http://www.bushfirereadyschool.sa.gov.au)



# The MOUNT BARKER COMMUNITY CARE and EDUCATION GROUP

## HEALTH SUPPORT POLICY

Our Early Childhood Care Centres, Pre-Schools, Primary Schools, Out of School Hours Care and High School in the Mt Barker District are committed to supporting the health and wellbeing of all students. An important part of this commitment is our Health Support Policy. We acknowledge that parents/guardians retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up-to-date, relevant information for staff regarding children's routine and emergency health care needs.



### FIRST AID

If a child becomes unexpectedly ill or injured onsite or offsite, staff will:

- Step 1: Administer basic first aid
- Step 2: Staff will call an ambulance if in any doubt and continue to administer basic first aid
- Step 3: Inform parent/guardian (or Emergency contact)

Basic First Aid will be administered by the teacher on duty and a First Aid note will be sent home with the child. If a child needs further aid, this will be given by staff in the Front Office and be recorded in first aid book. All head injuries will be reported to parent/guardian by text or phone call.

### ROUTINE HEALTH AND PERSONAL CARE SUPPORT

Some students may require assistance with their routine or emergency health and personal care needs. Before staff can assist with this, parent/guardians must provide written information **from their doctor**, which outlines specific care needs. Forms for care plans are available from the front office for a range of Health conditions and needs including:

- Asthma (even if only 'mild', 'seasonal' or 'occasional')
- Diabetes
- Mild Allergies
- Anaphylaxis (severe allergy)
- Continence
- Cystic Fibrosis
- Epilepsy
- Seizures
- Medication
- Medical information (for general health care or those without specific forms)
- General health information (to be completed by a general practitioner, psychiatrist or psychologist).

The purpose of these "CARE PLAN" forms is to ensure that the school has information from the treating health professional relevant to the child's health, wellbeing, attendance, learning and care at school.

## HEALTH SUPPORT PLAN

We can write a 'Health Support plan' for the child if deemed necessary by the school if any of the following are relevant:

- There are any individual first aid requirements, other than a basic first aid response
- The child needs additional supervision for health-related safety
- There is a predictable need for additional support with daily living tasks

Health support plans are written using the written information from the treating health professional, with discussion between the school and the parent/guardian.

It is the responsibility of the parent/guardian to:

- Request these forms
- Ensure all appropriate forms are completed and signed by the doctor
- Sign all appropriate forms as parent/guardian
- Return all forms to the Front Office
- Update all medical information on the appropriate forms as necessary

## MEDICATION MANAGEMENT

The DECD medication management guidelines encompass all medications: prescribed, over the counter and alternate therapies, vitamins, minerals and supplements. This includes (but not limited to) pain killers, antibiotics, eye drops and cough medicine. All of the above are required to have a written medication authority form to be filled out by a doctor, dentist, optometrist or pharmacists.

### If medication needs to be taken at school:

- **Children must have a Medication plan filled out by a doctor and the parent/carer**
- **A Medication Authority form must be filled out by a doctor, dentist, optometrist or pharmacists**
- **Medication must be provided in the original pharmacist container with directions on label**
- **The child's name must be on the original label**
- **Only a daily dose of Medication which has been ordered by a doctor/authorised prescriber is to be brought into the front office by the parent/carer**
- **Asthma Medication must be current and have the pharmacist label with child's name attached and can be kept in the class or the Front Office**

**ALL forms are available from the Front Office**

## DENTAL SERVICE

The School Dental Service is available to children aged from birth up until 18 at public dental clinics throughout South Australia. Dental care is provided by teams of dentists, dental therapists and dental assistant. Our local Dental Clinic is located on Dumas Street, Mt Barker. To make an appointment just ring the clinic directly and make a time that suits – Ph: 8391 0858