



Spalding Primary School

At Spalding Primary School we value:

* RESPECT * EXCELLENCE * SAFETY

2015

Parent Information Handbook



Government
of South Australia
Department for Education
and Child Development

Welcome to Spalding Primary School.

We aim to provide opportunities for learning that will challenge all students and encourage them to reach their full potential.

We believe that successful learning is best achieved when a strong and positive partnership exists between home and school. Therefore parents are encouraged to make regular contact with their child's teachers and vice versa and we encourage you to take advantage of opportunities to become involved in the activities at the school.

The following pages contain information relating to the organisation of the school. If you are unclear about anything please contact me or one of the staff. We will be only to pleased to help you.

Dianna Jarman
Principal

We hope that this booklet answers most of your queries, but again we are more than happy to address any other questions or concerns that you may have.

Contact telephone number: 88452139
Facsimile number: 88452039

School's web address:
www.spaldingps.sa.edu.au

Principal's email: Dianna.Jarman740@schools.sa.edu.au

ATTENDANCE

Regular attendance is an essential component of successful learning. We encourage you to keep all absences other than for illness to a minimum. Absences when accumulated can mean a significant time away from school, e.g. five days per term equates to one whole year missed by year ten.

When a child is ill, it is in the interests of the child and other children at the school that the child stays at home.

A phone call or written explanation for all absences is required. If the absence is likely to be lengthy, telephone contact would be appreciated.

MINIMUM ABSENCE REQUIREMENTS

There are certain illnesses for which statutory periods of minimum absence from school is required. The most common of these are:-

Chicken Pox - exclude until fully recovered,
Rubella - usually at least 7 school days.
Mumps - usually at least 7 school days
Measles - usually at least 7 school days



Ringworm - when appropriate return to School
Head Lice - treatment has commenced, supported by a medical certificate (if requested)

Conjunctivitis - until discharge from eyes has ceased.

School Sores - until sores have fully healed. The child may return provided that appropriate treatment is being applied and exposed sores are covered.

ACCIDENT / ILLNESS

Injuries of a minor nature will be treated at school.

Parents will be contacted for consultation if the accident is more serious.

In cases of an emergency when parents or a nominated person cannot be contacted appropriate medical help (doctor, hospital or ambulance) will be sought at the parent's expense.

In serious cases medical aid will be sought before parents are contacted.

AMBULANCE

When an ambulance is called the cost is covered in the following order.

- 1] Private membership of St. John
- 2] Private Health Insurance
- 3] DECD (Depart. of Education and Child Development)



ASSEMBLY

Student assemblies or specific parent days are held once per term.

These are run by the children and provide opportunities for the sharing of work and to enhance public speaking and listening skills.

Parents, friends and relatives are most welcome. One week's notice will be given via the newsletter or student diaries.

BELL TIMES

8:30	Children may enter grounds
8:50	School commences
11:00 - 11:20	Recess
1:00 - 1:40	Lunch
3:25	Dismissal

N.B. Dismissal at 3:00 p.m. on Thursdays for staff meetings.

CAMPS AND EXCURSIONS

Teachers are encouraged to make use of appropriate activities outside of the classroom. Teachers may take local excursions with your initial consent given at the time of enrolment. Children may have the opportunity to participate in a whole school camp every second year. Any queries concerning education excursions should be firstly taken up with the teacher.

LUNCH ORDERS

Lunch order day is every Friday. The lunches are prepared and delivered to the School by the Spalding General Store. Price lists and lunch bags are available on request. Lunch orders should be in by 9:00 a.m.

The school does stock ice creams for the warmer weather. Students can purchase ice blocks every lunch time from our supply at the school.



COMPUTERS

Each class has computers which all have Internet access. These computers are used to enhance student learning.

An Internet Users Policy has been developed. Parents and students must read and sign the Policy before accessing the World Wide Web (WWW).

CONFIDENTIAL INFORMATION

All information gathered from parents is confidential.

It is essential that much of this information is kept up to date so that in the event of an emergency, parents may be contacted quickly.

CURRICULUM

The following curriculum areas are covered at school:

- English
- Mathematics
- History
- LOTE - German
- Science
- Health and Physical Education
- The Arts (Drama, Music, Art & Craft)
- Design and Technology
- Geography
- ICT



Within these, a number of subjects are taught throughout the year.

These are often not presented as separate items, but may be integrated into a theme. This assists students to gain a more thorough understanding of a concept.

Special events are used to cover some aspects of the curriculum. These include:

- Book Week
- Sports Day
- Significant Local Events
- Sleep-Ins
- Camps
- Excursions
- School Concert



CUSTODY

Where access is sought by a parent, the school will always protect the welfare of the student. Only those parents with legal access are able to be in contact with students while they are at school.

DECISION MAKING

A policy document which fully outlines the procedures for having a decision made by one of the school's bodies, i.e. Staff, Governing Council and its various committees, Student Representative Council, Personnel Advisory Committee, Principal, can be obtained from the office.

DENTAL CLINIC

A free dental service is available to all Primary School and pre-school children, through the Clare Dental Clinic. The clinic is in the grounds of the Clare Primary School. Their telephone number is (08) 8842 2288.

MID NORTH CLARE PARTNERSHIP

Spalding Primary is part of the Mid North Clare partnership.

The District Office is on 157 Main North Road, Clare. Their telephone number is (08) 88412000.

ENROLMENT

Children are able to begin school at the beginning of the year if they will turn five on or before 30th May of that year. There is no compulsion to attend until their sixth birthday.

Meetings are arranged for parents of new students to familiarise them with the school and to complete the necessary forms.

A transition program allows new students to attend up to four sessions prior to starting school. An 'Admission Policy for Reception Children' is available on request.

CHILD AND YOUTH HEALTH

CAYH offers a range of support services for families and communities.
Parent Helpline 1300364100

FEES

Each year a statement of fees is sent home for every child.

These fees cover:

- an initial stationery distribution
 - general items such as:
 - text books
 - library
 - art/craft
 - Phys. Ed.
 - curriculum support materials
 - teaching aids
 - photocopying
 - computers
 - Internet

FIRE

The school has an established fire safety policy and fire drills are practised several times a year. A Bushfire Action Plan is in place within the school. Updates of the action plan will be sent home to all families at the beginning of each school year.



GOVERNING COUNCIL

The Role of the Governing Council

- a] Exercise a general oversight over the well being of the school.
- b] Advise the Principal on the correlation between the work of the school and the educational needs of the district.
- c] Advise the Principal on community views of overall educational needs of the district.
- d] Decide by agreement with the Principal on the usage of government grants.
- e] Note accommodation, grounds and equipment and advise the Department of Education and Children's Services of changes needed.
- f] Maintain and improve grounds.
- g] Through the Finance Committee decide on expenditure of monies raised.

Meetings

Governing Council members are elected annually from an Annual School Meeting usually held in February.

Regular meetings are held each term at 7:30 p.m. in the school's Resource Centre.

Members serve a two year term.

Sub Committees

The Council has sub committees which provide recommendations to the council on various issues. Present committees are:

- Finance, Facilities, Policy and Planning,
Fundraising and Sports Day.

INTERAGENCY SERVICES

The school has access to bodies that provide assistance to students who may have

- hearing problems
- speech problems
- behavioural problems
- learning difficulties.

Referrals are made by the school after consultation with parents. Parents may also initiate requests through the school.

HARASSMENT

This school has policies addressing harassment and bullying, whether it be racial, sexual or any other form. Students and staff know that harassment should not be any part of school life at Spalding. No form of harassment will be tolerated by the school as it can be a huge block to the learning process and the well being of individuals.

HATS

Spalding Primary School is a sun smart school. Our school policy requires children to wear a hat with a suitable brim while outside from 1st September to 30th April every year. Children without a hat will be required to play in the shade or under a covered play area.



HOMEWORK

Homework plays a regular part of a student's life.

Time needed to be spent on homework will depend on a variety of factors.

Details can be obtained from class teachers.

LOST PROPERTY

Many articles of clothing are collected throughout the year. Please label all articles clearly. These include lunch boxes, water bottles, and toys brought to school. Periodically unnamed clothing will be forwarded to a suitable charity.

MANDATORY REPORTING

It is the legal requirement of each registered teacher, volunteer and ancillary staff in a school to report any suspicion of maltreatment or neglect of a child. Not to do so is an offence and punishable by law.

Training in mandatory reporting is held annually in each district.

MEDICATION

All medication must be clearly labelled with the doctor's instructions on the front of a chemist's container. A 'pink' medication slip must accompany any medication the child needs to take. Staff are not permitted to administer medication without a doctor's/chemist's instructions and parent consent.

Inhalers are to be with students.

It is the responsibility of parents to be sure that their child/children can manage their inhalers.

MONEY AND VALUABLES

The school takes no responsibility for the loss of money or valuables brought by students. Money for payment of excursions, books, etc, should be taken to the front office when students arrive at school. Valuables are best left with parents or at home.

NEWSLETTER

This is distributed every second Thursday. It is published in an attempt to keep you informed. Please read it carefully and keep for reference. The newsletter can also be emailed to you if you like. Please give your details to the front office.

Newsletters are also available on the schools website. www.spadingps.sa.edu.au

Items from the community are welcome. They must be handed to the Administration Officer by Thursday morning 10:00 a.m.

PHOTOGRAPHS

Each year the school arranges for a professional photographer to photograph all students. Copies are then purchased from the company. Information is always sent home prior to this day.



REPORTING TO PARENTS

Compulsory interviews are held in term 1 and are optional in term 3.

Written reports are sent home at the end of terms 2 & 4.

Interviews are also available with your child's teacher at any time by appointment.

Procedures will be reviewed each year so that students and parents have the right balance of written reports and interviews.

RESOURCE CENTRE/LIBRARY

We have some excellent resources in our Resource Centre and children are encouraged to use and enjoy them. Children are able to borrow two books at a time for personal reading and additional resources for research as required.

It is helpful for young children if parents encourage them to return their books on the day of their library lesson so that they may borrow new ones. Library borrowing day is Friday for the whole school and at teacher's discretion

We also seek parents' support in returning overdue items at the end of each term. Borrowing time is two weeks.



Junior Primary children need a bag in which to carry and protect their books. Bags are to be made from sturdy fabric, are approximately 45 cm. x 35 cm. closed with a draw string or Velcro and named.

Parents are also welcome to borrow items and children can arrange to borrow extra books for term time holiday reading.

MOBILE LIBRARY

Students can also borrow from the **Mobile Library**, which visits the school on alternate Wednesdays. Resources available include books, DVDs and sports equipment.

SCHOOL CARD

Government Assistance, known as School Card, is available to any family whose personal circumstances make it difficult for them to pay fees. Application forms are available from the school.

SCHOOL DISCIPLINE POLICY

Behaviour Management and Procedures

Positive encouragement and the development of self-discipline are very much fostered at Spalding.

In order for all children to feel safe and happy at school, there must be respect for self, property and others.

The rights of students to learn and teachers to teach, is part of the School culture.

Behaviour that does not reflect this attitude is not acceptable.

A School Code of Behaviour outlining procedures is available for all parents.

The Discipline Policy is supported by Governing Council.



SMOKE FREE

The school follows South Australian Government Policy in that the school is a Smoke Free Zone.

SPORT

Spalding participates in a Combined Schools Sports Day with Blyth, Brinkworth, Koolunga and Booborowie. Sports Day location is rotated between the schools during the third term every year.

S.A.P.S.A.S.A. (South Australian Primary Schools Amateur Sports Association)

Children have the opportunity to try out for Hub and District teams in various sports. This may result in trips to Adelaide.

It is the responsibility of parents to arrange transport to and from Hub and District practice and matches.

SWIMMING

Children partake in term-time swimming lessons at the local pool. This is usually in Term 1 or 4.

UNIFORM

School uniforms are strongly encouraged, but not compulsory.

Students are encouraged to wear clothing in the school's colours (gold and/or royal or navy blue).

Clothing needs to suit the school situation and conform to safety standards.

School polo shirts, jackets and hats are available for purchase from the front office.

