



**BLANCHETOWN
PRIMARY SCHOOL**

Information Booklet



2020

WELCOME TO OUR ~SCHOOL~

Dear Parents/Carers,

This booklet is designed to inform you of the policies and procedures adopted by the Blanchetown Primary School for the day to day working of the school.

Hopefully it will answer any questions you may have about your child's school, but please do not hesitate to phone, write or come in and see me with any queries or problems.

You will be kept up-to-date through fortnightly newsletters, assemblies and online via our website informing parents of student learning and upcoming events. Please visit our website at your leisure: <https://blanchtnps.sa.edu.au/>

Yours faithfully,

Mrs Ashlee Salter
Principal

Our staff for 2020

Principal:	Ashlee Salter with Sue Billett
Teacher R to Yr 2 class:	Kiah Payne
Teacher Yr 3 to 7 class:	Laura Giles
Admin/Finance Officer:	Ros Hahn
Groundsperson/Maintenance:	Bryan Johnson
Classroom SSO	Michelle Payne
Playcentre Leader	Ina Reynolds
Pastoral Care Worker:	Jolie Zadow

RESPECT ~ RESILIENCE ~ RESPONSIBILITY ~ EXCELLENCE ~ HONESTY

~ Together we Learn ~

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ATTENDANCE

All children are expected to attend every day that the school is open, unless they are ill. While at times absences for reasons other than illness cannot be avoided, these should be kept to a minimum. This will enable the student's educational program to proceed smoothly.

However, children should not attend school if they are feeling unwell, especially if there is a highly contagious sickness in the community. 'Infectious Diseases' section has relevant information.

Absences should be reported to the school verbally, by phone call, text message or by note to the classroom teacher on the child's return to school. A doctor's certificate is needed for absences of 3 days or more.

This is a vital part of your legal obligation for children enrolled at school.

A child may not be removed from the school during the day without the knowledge of the Principal and/or the class teacher. In the case of custody disputes, the child will only be released to the parent authorised by the courts or in the absence of a court order, to the parents who signed the admission form when the child was enrolled initially at the school. Any parent in these circumstances should keep the school well informed of any changes

For absences of over one week an exemption form needs to be completed prior to the student being away and needs to be approved by the Principal. Teachers are able to set work, which can be completed by the student/s during the absence.

Our school day commences at 8:50am and it is important that all students are at school before that time. Students need to be signed in (lateness) or out (early) through the front office by an adult.

AFTER HOURS USE OF SCHOOL FACILITIES

The playground is available for children, and community, at all times under the following conditions:

- the school is not responsible for any accidents
- parents are responsible for any damage caused to school installations
- only fixed playground equipment is available for use
- parents are directly supervising their child/ren in the playground area.

ARRIVAL AND DEPARTURE OF STUDENTS ON SCHOOL DAYS

Parents should make every effort to avoid their children's arrival before **8.30am** and to collect them by 3.20pm. Teachers are on duty after 8.30am and up until 3.30pm for yard supervision. Any child in the school yard outside these times must be considered as using the facilities after hours and parents must be aware of the specific conditions applying in these circumstances.

BREAKAGES

Students are expected to report breakages immediately when they occur. In the case of obvious vandalism, the parents will be expected to finance the repairs if this is refused by the Department of Transport, Energy & Infrastructure.

BUSHFIRE ACTION PLAN

Blanchetown Primary School is a category R2 school. This means that we have a 'High Risk' fire danger. The following information is a brief outline of the schools action plan in the event of a:

-Total Fire Ban

- The school will display 'Total Fire Ban' signs in windows
- Staff will remind students and visitors of the emergency procedures
- Staff will monitor the weather, ABC Radio and CFS website for up-to-date information

-Catastrophic Fire Danger Rating

- The school will be notified that a catastrophic fire danger day has been forecast.
- Staff will notify parents that the school will be closed on the day of the Catastrophic Fire Danger Rating.

-Bushfire

- The admin/classroom building (building 1) is the designated bushfire building.
- Students, staff and other adults on site will move to building 1.
- Parents will be notified and students will be supervised at school until parents are able to collect their children.

During a bushfire, emergency services communicate as much information as possible through a number of different channels. Including:

- www.cfs.sa.gov.au
- www.alert.sa.gov.au
- www.ses.sa.gov.au
- www.sapolicenews.com.au
- twitter @cfsalerts
- www.facebook.com/countryfireservice
- www.abc.net.au/news/emergency/state/sa

CODE OF BEHAVIOUR

We have a very detailed Student Behaviour Management Flow Chart which has been developed with input from school staff, students and parents/carers based on our school values. The emphasis is on encouraging success and responsibilities in children so that discipline problems are minimised. Children respond very well to the reasonable levels of discipline used in the school. However, if there is a continuing problem, parents may be called in to discuss possible courses of action.

All classes have class rules, which have been developed with the children and are displayed so children are aware of expected behaviour. Minor infringements are recorded by teachers and are checked regularly so that meetings with parents/carers may be organised.

The school fosters positive self-concept, cooperation and good conflict resolution skills so that other children's learning is not adversely affected. Blanchetown Primary School does not tolerate bullying and our Anti-bullying Policy and Behaviour Flowchart are available from our front office.

COMPULSORY NOTIFICATION OF CHILD ABUSE

All School Staff are obliged to notify cases of physical/emotional maltreatment, suspected maltreatment or neglect of children to the appropriate authorities.

EMERGENCY DRILLS

Bushfire drills are held twice in terms 1 & 4, and Invacuations and Evacuations are carried out once each term.

ENROLMENT OF STUDENTS

On enquiry new parents/carers will be taken on a tour of the school and given the Blanchetown Primary School Information/Enrolment Package which can also be found on the school website: www.blanchtnps.sa.edu.au

Reception Enrolment

In South Australia, there is only one enrolment opportunity per year for children to enrol in Reception. They need to turn five before 1st May of that year. The minimum age for starting school will be four years and eight months.

Transition will occur in term 4 in the year prior to the child commencing school. In 2020, Blanchetown Primary are offering a Starting School Programme for 4 Year olds. This runs on a Wednesday afternoon from 12-3:20pm in our Junior Primary classroom. Parents/carers will meet with the Principal during term 4, receiving an enrolment package. Parents/carers will need to provide the child's birth certificate or visa documents, and any court orders if applicable.

Non Reception Students

New students in Year 1 – 7 may be enrolled at any time. A parent/carer needs to come with the student at the time of enrolment to speak with school staff, provide the necessary documents and to complete the necessary forms.

EXCURSIONS

To cover local walks off school site, every parent /carer needs to sign a consent form at the time of enrolment or at the beginning of each school year. Any excursion which is further afield, a 'camps and excursions' form will need to be completed. Any child not taking part in an event may be accommodated at the school with work and supervision by a staff member if possible.

FAMILY CHARTER

Our Families can expect:

- Staff to model and reinforce: Respect, Resilience, Responsibility, Honesty & Excellence
- High expectations of students
- Inclusion
- Access to support
- Care and compassion
- Confidentiality
- Relevant and timely information
- A safe and challenging learning environment
- Differentiated curriculum
- Clear grievance procedures
- Personalised learning
- Empathy
- Cooperation
- Open communication

We will fulfil this by:

- Valuing families opinion and knowledge of their child/ren
- Acting on Feedback
- Listening to families
- Making regular and timely contact
- Supporting families with transport
- Being available to parents and caregivers
- Working together with families to meet the needs of children
- Supporting families and children with access to learning programs for academic and social development

Our Practical support of the Family Charter:

- An up-to-date website
- Access to the resource centre
- Reports on your child's progress (4 per year)- a meet and greet/interview in term 1, spotlight feedback in term 3 and written reports in term 2 and 4
- Evidence based feedback and communication
- The availability of staff to help access outside services and agencies
- Opportunities for families to participate in the decision making of the school
- A fortnightly newsletter
- Invitations to School Assemblies and Events

FIRST AID

Staff members will, as a part of our duty of care, administer minor first aid to students. Should this happen, a form explaining the treatment that was administered, will be sent home. Any child not well enough to be in a classroom setting will have the parent/carer or one of their emergency contacts called so that the child can be given proper attention, either at home or under the supervision of the emergency contact.

In the case of an accident, the school will endeavour to contact the parents as soon as possible. If a parent cannot be reached or the child's well-being is endangered by any delay, the most senior

teacher available has the authority, under regulations, to obtain the services of a doctor and/or ambulance. Please ensure that the school is made aware of any changes, even temporary ones, for such emergencies.

INCLEMENT WEATHER

If the predicted temperature for the day is 38 degrees or more, the Principal or nominee will declare a 'Hot Weather Day'. Days less than 38° may also be declared as hot weather as designated by the Bureau of Meteorology. Children will be kept in classrooms or in the library building during lunch and recess on these days. This also applies to wet weather days.

INFECTIOUS DISEASES

Children who are ill with infectious diseases must not attend school. The recommended minimum exclusion periods from school are as follows:

Chicken Pox	5 days from the appearance of spots
Infective Hepatitis	Excluded until medical certificate of recover is produced. If this is not available, re-admit once symptoms have subsided.
Measles	7 days from the appearance of the rash.
Mumps	10 days from onset of symptoms.
Rubella	5 days from the appearance of rash
Scarlet Fever	Excluded until appropriate medical treatment given and a medical certificate of recovery is produced.
Whooping Cough	4 weeks unless medical certificate of recovery is produced.
Impetigo (School Sores)	Excluded until effective medical treatment has been carried out.
Ringworm	Excluded until effective medical treatment has been carried out.
Head lice	Excluded until effective medical treatment has been carried out.
Scabies	Excluded until effective medical treatment has been carried out.

HAT POLICY

Our hat policy requires all students to wear a broad-brimmed/legionnaires hat while outside. Children not wearing appropriate hats must play under the veranda area. School hats are available for purchase from the front office. This applies when the UV rating is 3 and above and/or during Terms 1 and 4.

HOMEWORK

We believe homework should:-

- Be relevant to the needs of the individual, group or class,
- Be appropriate to the age of students
- Be supportive of class work
- Be varied AND
- Take into account students' out of school activities

Studies have shown there are no proven benefits of students doing homework other than reading at the primary school level. Reading for 10 to 15 minutes per night is expected by all students as research has found that this is a crucial component of reading success.

LIBRARY

Our library is well stocked and continually in use by students who keenly participate in the Premier's Reading Challenge. There is a wall mounted large screen television and computer for class use. Classes have their own library times, and we encourage Play Centre and Preschool families to borrow for their children. Reading to your child is a huge factor in student readiness to learn to read. Borrowing can occur when Ros is available to do this for you. All community members are welcome to access this service.

LOST PROPERTY

Parents are requested to ensure all items of clothing a child may remove during the course of the day are clearly marked. Any clothing found is placed in the Lost Property Box situated in the Art Room.

LUNCHES

Monday is shop lunch day at our school. When a Public Holiday falls on a Monday, the next day – Tuesday – will be a shop lunch day.

A variety of lunches are prepared by the Blanchetown Deli and details of these items and current prices are available at the school in accordance with the Healthy Eating Policy. To order please send an envelope with your child's name, their order and money. Envelopes should be placed in the lunch box at the Front Desk.

Parents and Friends Healthy Lunches are available every even week on Thursdays. These lunches are free for students.

In terms 2 and 3 students can bring food such as pies, pasties, sausage rolls, or any left-overs to be reheated by staff on a Friday. All warm up lunches should be named, placed in a microwave proof dish or alfoil and placed on the staffroom table before school.

MEDICATIONS

It is vital that parents/carers record all known medical conditions on the Student Information Form. Schools cannot administer medications unless stated on a medical plan completed by a medical practitioner. Please do not send medications assuming that we will be able to administer them because there are legal ramifications around incorrect administration and we must not administer any medicine including Panadol without a medical plan. Often, however, arrangements can be made for children to self-administer asthma medications, but we need to be kept informed.

Should your child's medical needs change, it is vital that the school is notified so that we can give the best possible care to your children.

MID MURRAY SPORTS DAY

A combined Sports Day including our school, together with Morgan, Cadell, Ramco and Waikerie Lutheran School is held at the end of Term One. The School Newsletter will provide further details each year. It is greatly appreciated if you can transport your child/ren to this special event.

MOBILE PHONE POLICY

The school mobile phone policy is available on the school website, but students are to leave their mobile phones at the front office for the day and visitors are asked to 'mute' the phone to minimise disruption to classes.

MONEY

All money brought to school must be handed in by the child or parents to the Front Office. Receipts are issued and sent home with children.

NON PARTICIPATION IN LESSONS

All children are expected to join in every lesson. Teachers take into account the various abilities of children and plan activities accordingly. If a child is unable to join in an activity for health reasons, a note should be supplied by the parent/carer explaining this.

Often the school receives notes asking children to be excluded from sport lessons due to a cold, and while your wishes are always respected in these cases, I draw your attention to the following medical advice:

"A normal child can expect between 4 and 10 colds each year. Many people think that exposure to the cold air and rain causes these infections. In fact, the cold is spread by being indoors, cross infection is common, but not usually infectious."

Exercise will not only improve your child's fitness and thus the probability of shrugging off a cold, it will reduce the period of time spent in close contact with other's in the classroom.

Unless your child is obviously sick and should not be at school, I would encourage you to allow continued participation in the physical activity programme at school.

PARENT/CARER HELPERS

A positive way parents can obtain an insight into the workings of the school and help with the development of school programmes is by volunteering to help in the many programmes and schemes conducted by the school.

These could include such varied activities as: assisting with healthy lunches, attending parent meetings, open days and sporting functions, assisting with excursions, hearing children read, helping in the library and assisting with computing lessons.

Volunteer 'Working with Children Checks' can be initiated by our Administration staff.

Parent Concerns and Complaints Procedure

At Blanchetown Primary School we welcome feedback from parents and caregivers. We understand that there are times when concerns or complaints may be raised. This procedure is designed to assist in resolving any concerns or complaints.

At Blanchetown Primary School:

- All Blanchetown staff will respect the right of parents/caregivers to make a complaint.
- All Blanchetown staff will manage complaints in a respectful, confidential, impartial and timely manner.
- All participants in a concern or complaint process will be treated fairly and with mutual respect.

Contact the Classroom Teacher

Make an appointment with the classroom teacher to discuss a concern or complaint. The classroom teacher will:

- Listen to the complaint.
- Identify and discuss possible solutions and timelines to resolve the concern or complaint.
- Follow up on actions and ensure that the parent/caregiver is satisfied with the outcome.

Resolved

Not Resolved

Contact the Principal

If a concern or complaint is unresolved please make an appointment to discuss this with the Principal.

The Principal will:

- Investigate the concern or complaint and gather relevant information from the staff, students and parents involved.
- Determine the most appropriate way to fairly and promptly solve the concern or complaint.
- Document the process and outcome.
- Communicate the outcome to all parties concerned within 15 days of receipt of the complaint.

Resolved

Not Resolved

Contact the Education Complaint Unit (ECU)

If your concern or complaint has not been resolved contact the Education Complaint Unit.

Email: DECD.EducationComplaint@sa.gov.au

Phone: 1800 677 435 (standard call rates apply for calls from mobile phones).

The ECU on behalf of the Chief Executive will:

- Assess your complaint
- Decide what action is needed
- Let you know what has been done and when you can expect to hear about the outcome.

In most cases you can expect to hear of a decision within 35 working days.

PLAYCENTRE

The Blanchetown Play Centre provides one session on Wednesday mornings, 9am-12noon. Ina Reynolds, the Play Centre Leader, organises activities for 3 to 5 year old children between 9am and 10am. To ensure the safety of children and staff, a parent/carer roster of support during sessions will be organised at the beginning of each term.

Playgroup which caters for birth to 3 year old children is supervised by parents/carers between 10am-11.45am. All parents/carers are expected to help clean up the Play Centre room.

Twice per term the Play Centre and Playgroup children visit the JP class for Creative Play activities. This aids the transition process. The cost per session is \$2 per child or \$3 per family.

SCHOOL ASSEMBLIES

The school will hold an assembly twice per term. Parents/Carers and Community members are invited to attend to celebrate in students learning programs and achievements. Times will be on the school calendar and reminders in Newsletters.

SCHOOL CARD SCHEME

This scheme is administered by the Education Department and provides financial assistance towards the cost of educational expenses for full-time school students of low income families.

Apply at the school office or online with your Health Care Card / Pension Card in January of each year.

An allowance for each approved student will be paid directly to the school which will help pay for books, materials and equipment necessary for classroom activities, school fees and amenities. It is not meant to cover all costs.

Please enquire at the office for further information or contact an Education Department *School Card officer* on (08) 82260931 or Free call 1800672758.

SCHOOL NEWSLETTERS

The school publishes a newsletter every fortnight. Items for the newsletter will be included if they are of general interest to the community served by the school. Let Ros know if you would like to receive your newsletter via email.

If a child is absent, that family's copy will be sent home with a younger child or may be held back until the child returns to school.

Back issues of the newsletter are kept on file at the school or are available on the schools' website; www.blanchtnps.sa.edu.au

SIREN TIMES

The bell is rung at the beginning of the day and at the end of each break.

School times are as follows:

School begins	8.50am
Recess begins	10.45am
Recess ends	11.05am
Lunch begins	12.45pm (all children are seated for 10 minutes)
Lunch ends	1.25pm
School ends	3.20pm

On Thursday school finishes at 2.30pm.

SPORTS DAY

Our Sports Day is held (usually) on the Thursday before the Mid Murray Sports Day. The events are similar and the children are divided into the two houses of Eyre (yellow) and Sturt (red). The day begins at 9am and is followed by the parents having a chance to compete in The Old Noddies section. Parents and Friends committee help to organise lunch for a small fee.

STUDENT VOICE

Student Voice is a strong feature of our school as active and authentic involvement of students in decision making and responsibility for their own learning has been identified as a key factor in creating safe, motivating and supportive schools.

Whole school circle time occurs every morning so students may discuss concerns or share ideas to enable school improvement and within the community.

All students are actively involved in making decisions about their learning and knowing their progress based on their data, and their impressions and observations of their progress.

SWIMMING LESSONS

These are held in Term 1 or 4 for a one week period.

STUDENT RECORDS

Each teacher keeps a record of each child's progress. These records form the basis of the material teachers use for preparing Parent/Teacher/Student Interviews and for written reports. They are handed on from teacher to teacher or to the next school. They consist of records indicating the child's academic achievements, examples of child's work and any special reports that have been compiled by teachers, on the particular child. These files are treated confidentially. Any information contained in these records is shown to parents throughout the year.

TELEPHONE

The school telephone is not normally available for student use but a staff member can make a call for a student. The school's mobile phone number is 0412 635 880.

TRAFFIC CONTROL

Within School Grounds The speed limit within the school grounds is 10km/hr
In & Out Signs Everyone is asked to comply with the In and Out Signs at each gate
Bikes Students are to enter and exit via the side gate

TERM DATES

	2020
Term 1	28/01-9/04
Term 2	27/04-03/07
Term 3	20/07-25/09
Term 4	12/10-11/12

UNIFORM

School polo shirts, skirts, windcheaters and hats are available for purchase at the school. Prices vary from year to year so an updated order form can be accessed at the beginning of Term 1.