



**BLANCHETOWN
PRIMARY SCHOOL**

Information Booklet 2023



WELCOME TO OUR ~SCHOOL~

Dear Parents/Carers,

Welcome to Blanchetown Primary School! We are dedicated to your child's learning and wellbeing and look forward to working with you to reach goals.

This booklet will inform you of the policies and procedures adopted by 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 about our events, student learning and policies/procedures through newsletters, assemblies and our Seesaw account. Please visit our website at your leisure:

<https://blanchtnps.sa.edu.au/>

Yours faithfully,

Ashlee Salter and Sue Billett
Principals

2023 staff

Principal:	Ashlee Salter / Sue Billett (Wednesdays)
Teacher R to Yr 3 class:	Ben de Courcy
Teacher Yr 3 to 6 class:	Laura Giles
0.2 Teacher:	Karen Bolt
Admin/Finance Officer:	Ros Hahn
Classroom SSOs:	Michelle Payne Karen Bolt
Student Wellbeing Officer:	Jacinta Bolt
Play Centre Leader:	Jacinta Bolt
Groundsperson/Maintenance:	Trish Zerner Bryan Johnson

BE KIND BE HONEST BE RESPECTFUL BE THE BEST YOU CAN BE

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. Consistent attendance is vital for 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 must be reported to the school verbally, by phone call, text message or by note to the classroom teacher before/on the child's return to school. A doctor's certificate is required for absences of three or more days.

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 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. If someone else is picking up the student, the school needs to be notified by phone, text or note of the change.

For absences of over one week, an exemption form needs to be completed prior to the student not attending. The exemption needs to be approved by the Principal. On request teachers can 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 use by families and community, 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 must directly supervise their child/ren in the school grounds.

ARRIVAL AND DEPARTURE OF STUDENTS ON SCHOOL DAYS

Students may arrive at school after **8.30am** and leave the grounds after **3.20pm (2.30pm Thursdays)**. Teachers are on duty after 8.30am and up until 3.30pm for yard supervision. Any student in the school yard outside of these times must be considered as using the facilities after hours and parents are responsible for them and must comply with 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 Planning, Transport, & Infrastructure.

BUSHFIRE ACTION PLAN

Blanchetown Primary School is a category R2 – ‘High Risk’ bushfire school. 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 through a note home, text messages and/or phone calls

-Bushfire

- The admin/classroom building (building 1) is the designated bushfire refuge building
- Students, staff and any other people on site will move to building 1
- Parents will be notified immediately, and students will be supervised at school until parents or nominated adults 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.sapolice.com.au
- twitter @cfsalerts
- www.facebook.com/countryfireservice
- www.abc.net.au/news/emergency/state/sa

STUDENT WELLBEING AND BEHAVIOUR

We are a Positive Behaviour for Learning (PBL) school which ensures we focus on student strength areas and focus on the positive choices students make. Our emphasis is on encouraging success and responsibilities in children so that behaviour issues are minimised. Our major focus is on building strong, educative relationships with our students and connect, before we correct. We have a strong focus on our School Values, the Blanchetown 4 B's- Be Kind, Be Honest, Be Respectful and Be the Best you can be, which were collaboratively formed with our students and school community. Students respond very well to the reasonable adjustments staff make for students at our 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 are developed with students and are displayed so children are aware of expected behaviour. Minor negative choices are recorded by teachers and are checked regularly so that meetings with parents/carers may be organised. Our school fosters positive self-concept, cooperation and good conflict resolution skills so that other students' learning is not adversely affected. Blanchetown Primary School does not tolerate bullying and our Anti-bullying Policy is available from our front office and uploaded to our school website.

Our Student Wellbeing Officer and Principals are well resourced to offer students extra support when required. Keeping staff informed of any personal concerns that may impact on children's schooling is pivotal to ensuring we can tailor specific plans for individual students.

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 DRILL

Bushfire drills are held in terms 1 & 4, and Invacuations and Evacuations are carried out on 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 by our front office staff.

Reception Enrolment

In South Australia for 2023, 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. 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 – 6 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.

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. Parent/carer or one of their emergency contacts will be called if a student is not well enough to be in a classroom setting so that the student 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/carers as soon as possible. If they cannot be reached or the child's health 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, to contact details 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 breaks on these days. This also applies to wet/windy weather days.

INFECTIOUS DISEASES

Children who are ill with infectious diseases must not attend school. The recommended minimum exclusion periods can be found on the SA Health website.

HOMEWORK

We believe home learning 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 by students and/or being read to by an adult is expected 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 families to borrow with 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 student may remove during the course of the day are clearly marked. Any clothing found is placed in the Lost Property Box situated in the front office.

LUNCHES

Students may order lunch on Mondays from the local Deli. 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 on Fridays and a roster will be developed and sent out as soon as possible in the term.

It is Toastie Tuesday on Tuesdays each week. A cheese or ham and cheese toastie can be purchased for \$1.

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 table in the Reset room before school. Please notify Ros if you have a heat up.

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 cannot administer any medicine including Panadol without a medical plan. Arrangements can be made for children to self-administer asthma medications, but we need to be kept informed. Parents are able to come to school and administer medications.

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. A form is available for 'once only' medicines

MID MURRAY SPORTS DAY

A combined sports day, which includes Blanchetown, Morgan, Ramco and Waikerie Lutheran Schools, is held at the end of Term One at the Waikerie Recreation Centre oval. The School Newsletter will provide further

details each year. Families will need to transport or make arrangements for their child/ren to be transported to Waikerie.

MOBILE PHONE POLICY

The school mobile phone policy is available on the school website. Students are to leave their mobile phones at the front office for the day and visitors are asked to 'mute' their phones to minimise disruption to classes. Photos of other students may not be taken and/or posted on social media.

MONEY

All money brought to school for payment of fees etc must be handed in by the child or parents/carers to the Front Office. Receipts are issued and sent home with students.

NON PARTICIPATION IN LESSONS

All children are expected to join in every lesson. Teachers take into account the various abilities and interests of students and plan lessons 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.

PARENT CONCERNS AND COMPLAINTS PROCEDURE

At Blanchetown Primary School we welcome feedback from parents/carers. 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 staff will respect the right of parents/carers to make a complaint.
- All 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.

The Parent/Carer Concerns and Complaints Procedure can be found on the school website: www.blanchtnps.sa.edu.au

PLAYCENTRE

The Blanchetown Playcentre provides one session on Thursday mornings from 9am-12noon. Trish Zerner, the Playcentre Leader, organises activities for children from 0-5yrs old. To ensure the safety of children and staff, a parent/carer needs to accompany their child/children for the whole session.

Parent/Carers need to ensure their child/children have snacks, water and a hat for each session.

REPORTING TO PARENTS/CARERS

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 (terms 1 and 3), Traffic Lights (terms 1 and 3) and for written reports (terms 2 and 4). Information is handed on from teacher to teacher or to the next school, and are confidential.

SCHOOL ASSEMBLIES

Parents/Carers and community members are invited to attend school assemblies which are held twice per term on Thursday afternoons at 2pm (usually Weeks 4 and 8.) Take the opportunity 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 (preferably) 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 three times per term on a Tuesday. Items for the newsletter will be included if they are of general interest to the local community. Let the Admin Officer know if you would like to receive your newsletter via email.

If a student is absent, that family's copy will be sent home with a sibling 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

School times are as follows:

School begins	8.50am
1 st Break	11.00am – 11.30am
2 nd Break	1.10pm – 1.40pm
School ends	3.20pm

On Thursday school finishes at 2.30pm.

SPORTS DAY

Our sports day is held sometime prior, on a Thursday, before the Mid Murray Sports Day in term one. 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 about their learning and progress based on their data and impressions. This fosters responsibility for their own learning and has been identified as a key factor in creating safe, motivating and supportive schools.

Whole school circle time occurs once per week so students can greet staff and each other. Concerns/ideas may be discussed to enable school and community improvement. This time gives us an opportunity to celebrate success and focus on gratitude.

SUNSMART POLICY

Our Sunsmart 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.

SWIMMING LESSONS

These are held in Term 1 or 4 for a one week period at Swan Reach Area School pool. The lessons are run by DfE approved instructors.

TELEPHONE

The school telephone is not available for student use but a staff member can make a call for a student if necessary. The school's mobile phone number is 0493 093 496

TRAFFIC CONTROL

We have a drop and pick up zone down the side of our school on Meade Street. Please watch your speed in this zone.

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 Meade Street gate

TERM DATES 2023

Term 1	30/01/2023 - 14/04/2023
Term 2	01/05/2023 – 07/07/2023
Term 3	24/07/2023 – 29/09/2023
Term 4	16/10/2023 – 15/12/2023

UNIFORM

School polo shirts, dresses, windcheaters, rugby jumpers, jackets 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.

VOLUNTEERS

A positive way parents/carers can gain an insight into the workings of the school and help with the development of school programmes, is by volunteering. This could include such varied activities as: assisting with healthy lunches, attending parent meetings, open days and sporting functions, assisting with excursions, hearing students read, and helping in the library.

It is essential for a volunteer to have a cleared 'Working with Children Check' and a 'Responding to Risks of Harm, Abuse and Neglect – Education and Care' certificate.