Welcome to our school – in fact, to your school.

Our school community is fortunate to have superb facilities for the children of our district.

Your child’s learning is our prime concern. We run programs to enable children to learn the skills they need for living in today’s (and tomorrow’s) complex and often difficult society. That learning, we believe, is greatly enhanced by the establishment of positive relationships between students, parents, school staff and the wider community.

Our management of students focuses on the positive aspects of learning, on the need for all children to learn in a safe environment, on the needs for teachers to teach in a positive learning environment and on the need for parents to be involved in the learning partnerships.

Being a small school; fundraising, careful budgeting and parent involvement are very important aspects of school life, which support the classroom learning programs.

We trust that your relationship with our school will be enjoyable and productive and invite you to take part in the wide range of opportunities that you will have to support the school and the students.

WE HOPE YOUR TIME HERE WILL BE SUCCESSFUL AND ENJOYABLE.

Our school is an educational community which demonstrates strong, effective leadership, dedicated teachers and team-work. Students, parents and staff are informed and eager to participate in creating a positive learning environment. Our school promotes a spirit of excellence in all that it undertakes.

Kersbrook Primary School is where:
- Relationships between people are valued and children enjoy being at school.
- Children develop respect for themselves and others and confidence to tackle educational programs relevant to their intellectual, physical, social and emotional needs. This is preparing them for effective participation in our changing society.
- Children work productively in a secure learning environment free from physical, emotional, racial and sexual harassment.
- A high value is placed on the intellectual and academic development of every student.
- Emphasis is given to the process of learning for every individual.
- Parents participate in school decision making and are involved in their children’s learning.
- Everyone values the benefits of being in a small school, having classrooms supportive of learning and working in a fantastic environment.
ENROLMENTS

It is necessary to fill in an enrolment form at the office when your child commences school. Please present a birth certificate (or copy) or some proof of age when presenting the enrolment form.

This is a Department of Education and Children’s Services requirement.

5th BIRTHDAY ADMISSIONS

All Children will start school on the 1st day of Term 1 if they have turned five years old before 30th April.

Prior to starting school, new students will be invited to 3 transition sessions. Each visit will increase in length to allow for different experiences.

ATTENDANCE AND PUNCTUALITY

It is a legal requirement for you to notify us about children’s absences. The most convenient way to do this is to send a note or make a phone call. The reason for absences or lateness is also a significant factor, particularly when this relates to an illness which may be contagious or which will affect the child’s performance at school.

It is a requirement of the Department of Education and Children’s Services for lateness to be officially recorded.

ATTENDANCE AND FAMILY HOLIDAYS

Parents and caregivers often have to take their leave out of the school holiday period resulting in students being absent during the school term. Parents are asked to submit an exemption form if they know that their children will be away from school for extended periods of time (more than 3 days). These forms are available from the Front Office and are available at any time.

If parents expect to be away for periods longer than 1 month then the application needs to be approved by the Regional Director well in advance of the leave dates. These forms are part of the way we monitor attendance at Kersbrook Primary School.

SCHOOL HOURS

Normal school hours are from 8.45am to 3.00pm.
Recess time is from 11.00am to 11.25am.
Lunch time play commences at 1.00pm and finishes at 1.30pm.
EMERGENCY CONTACT

Please return the completed Emergency Contact form to the school promptly. The information on this form is used in the event of serious illness, accident or other emergencies involving your child. The school will always endeavour to contact the parents first, but if unable to do so, the other emergency numbers will be used. Please inform the school if your phone number or caregivers’ details change.

FIRST AID

Children who become ill or have an accident at school are treated according to our first aid policy, by the teacher or school support officer on first aid duty. Decisions regarding whether a child needs to be sent home are made in consultation with the class teacher. Parents or people listed as emergency caregivers, will be contacted as soon as possible.

In any case where a child has lost consciousness, or concussion is suspected, or a child is not well enough to transport to medical attention without an observer, an ambulance is to be called. If your child needs ambulance transport you will be notified as soon as possible. If it is not possible for you to meet the ambulance at the hospital a staff member will go to the hospital to be with your child until you get there, or until the child is admitted to the ward.

The school does not subscribe to the St. John Ambulance fund. If a child needs the services of an ambulance, parents will need to be responsible for any costs incurred. (Ambulance cover is available through St John, Manchester Unity and other private medical insurers).

INFECTIOUS DISEASES

Parents are requested to pass on to the school promptly, any information related to infectious diseases. This allows us to take appropriate measures. No doubt your doctor will inform you of procedures to take, but generally the following is expected:

- **Measles** Stay home for 7 days from the time the rash appears.
- **German Measles (Rubella)** Stay at home until fully recovered.
- **Chicken Pox** Stay at home for 5 days from the time the spots appear.
- **Mumps** Stay at home for 10 days from the onset of symptoms.
- **School sores (Impetigo)** Stay at home until the sores heal or they are able to be covered completely with a dressing.
- **Ringworm** Stay at home until the sores heal or they are able to be covered with a dressing.
- **Conjunctivitis** Stay at home until there is no discharge from the eyes, or cleared with the doctor.

We suggest that children be kept home when there is doubt about their health.
**COMMON AILMENTS**

**Headlice**
A common problem in all schools – children may return immediately after having treatment.

**Allergies**
Please notify the school if your child is allergic to anything or has a specific health problem eg. asthma, epilepsy, diabetes.

**MEDICATION**

School staff are not permitted to dispense medication to children. If it is necessary for your child to take prescribed medication it is suggested it be taken before school, after school and at bedtime or the parent may wish to come to school and administer the medication at the prescribed time. This medication must be handed into the front office.

**Non prescription drugs eg. Panadol will not be administered by school staff under any circumstances.**

These are departmental regulations with which we must comply.

Parents should consider whether children on medication are well enough to be at school.

Asthma medication needs to be provided with an asthma plan.

**DENTAL CLINIC**

The Mobile Dental Clinic offers free dental treatment for primary school children. The Clinic operates from the following location:

Birdwood 08 85685058

Emphasis is placed on the prevention of dental disease through teaching the children how to care for their teeth, however, fillings and sometimes extractions are undertaken when necessary and only after consultation with the parents.

**LIBRARY**

The library staff and class teacher are in charge of book borrowing and the general maintenance of the library. The work is made easier if children and parents give their full cooperation in returning over-due books.

The school library is seen as a resource in which parent involvement is an excellent support. If you wish to help in this area, please let us know.

**CLASS MEETINGS**

All classes have organised structures within their room for regular, formal meetings for discussion, consultation and decision making.
SCHOOL UNIFORM

The school’s Parents and Friends Group and School Governing Council encourage the dressing of children in school uniform or, alternatively following a colour code (blue).

The uniform or colour coding is as follows:

Hat – Navy blue. Wide brimmed, bucket or legionnaires which are compulsory to wear in Terms 1 & 4. During Terms 2 & 3 it is at the discretion of parents/carers.

Pants/Shorts – Navy blue. Trousers, cargo pants or cargo shorts. Skorts are also available.

Jumpers/Jackets – Navy blue. Rugby tops, Bomber Jackets, ½ zip polar fleece tops, or vests. Microfibre Sports Jackets are also available.

Tops – Light blue. Polo shirt or skivvy. (No tank tops or sleeveless dresses are allowed.)

Blue and white checked dress style uniforms (available from Kmart and Target).

Enclosed shoes or sandals. (No thongs or ugg boots).

Most of these items are available for purchase from the school front office. Please ensure that all clothing is labelled.

SUN HAT POLICY

Children are required to wear sun hats (either wide brimmed, bucket or legionnaire) for all outdoor activities during terms 1 and 4.

Failure to do this means that children must remain in a shaded area during playtime. This has been implemented as part of our Skin Cancer Awareness program.

Hats and some uniform items are available at the school.

LOST PROPERTY

Please ensure that your children’s names are on all garments likely to be removed at school.

Un-named lost property is displayed periodically.

Unclaimed clothing is donated to local charities at regular intervals.

BOOK CLUB

From time to time the children will receive order forms from the Ashton Scholastic Book Club. Quality books suitable for each child’s age group can be ordered. Money needs to be sent with the order or you may pay on-line. The books are then delivered to the school and sent home with your child.
PARENT – TEACHER COMMUNICATION

You are welcome to approach the school teaching staff with any question which you may have about school procedures. Our school’s ‘Grievance Procedure’ brochure is a valuable resource in following through any areas of concern you would like to address.

HOMEWORK

Homework may be given to children at any year level when necessary. Whilst it is often difficult to estimate the length of time which a homework exercise will take, efforts will be made by teachers to see that the compulsory exercises are appropriate to student needs.

PARENTS AND FRIENDS LIAISON GROUP

The Parents and Friends Liaison Group:

This group promotes a positive attitude, enjoys interaction within the school community and is accessible. Interested parents are encouraged to join.

STUDENT REPRESENTATIVE COUNCIL

Every term each class elects students to represent them on the Student Representative Council. These representatives are chosen because the students in their class believe that they are fair and can speak well in front of both adults and students. A Chairperson and Secretary are elected from Upper Primary. They assist with running the meeting and organising the minutes. Every class in the school is represented at the meetings.

Issues discussed at the meetings come up in class meetings before being discussed by the S.R.C. Anything the S.R.C. recommends is taken back to all classes and to the various sub-committees. This ensures every student in the school has their say.

The S.R.C. is consulted in regard to school rules, policies, curriculum and special events. This process allows students to have input into the ethos curriculum, tone of the school and is a valuable way of developing leadership in our school. Assemblies are held twice a term. This is an opportunity for sharing information, promoting class learning and excellence across the school. Class awards are presented.

PLAYGROUP

The Kersbrook Playgroup meets every Wednesday during Term time from 9.30am – 11.30am in the Original School Building. All pre-school children and parents are welcome to attend. For further information please contact the school.
**OUT OF SCHOOL HOURS CARE (OSHC)**

Our school runs an Out of School Hours Care service from 3.00pm – 6.00pm Monday – Friday during school terms. The service is very popular so bookings are essential. Any queries can be addressed at the Front Office at school or by contacting the current director. The OSHC mobile number is 0403604716.

**SCHOOL CAMPS AND EXCURSIONS**

To assist with the organisation of camps and excursions parents should:

- *Name* equipment and clothing.
- *-arranged time.

**COMMUNICATION BAG**

Each student will be issued with a navy communication bag with the school logo and their name for sending home notes and newsletters etc. It is requested they be returned to school as soon as possible in case they are needed again. The loss or non return of this bag will incur a replacement fee of $6.

**LIAISON WITH BIRDWOOD HIGH SCHOOL**

Contact is made as often as possible with high school staff to ensure smooth transition for the children from Primary School to Secondary School.

**LIAISON WITH KINDERGARTENS**

Contact is made as often as is necessary with staff from the Torrens Valley Children’s Centre at Gumeracha (our local Kindergarten) and parents of prospective students to ensure smooth transition from kindergarten to Reception.
MONEY MATTERS

All money being sent to school should be enclosed in an envelope which is clearly labelled with the child’s name and what the money is for. Please make sure that it is handed in to the office first thing in the morning. If money is paid over the net into the school account please ensure there is a name and explanation for the payment.

BANK DAY

Bank SA runs a school banking service at the school on **Wednesdays**. Bank books and money are brought to the Front Office for processing Wednesday mornings. Any child can open a school savings account. Forms can be obtained and filled out at any branch of Bank SA.