



Rapid Bay Primary School



PARENT INFORMATION 2015

...educating for the future of our children

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PRINCIPAL: Mark Shadiac

This information has been prepared to provide parents and students new to the school with some valuable information concerning the school's general organisation.

We hope that it will answer most of your questions. Please feel welcome to contact the school or visit if you need more details or clarification. Rapid Bay Primary School prides itself on maintaining a welcoming and safe learning environment. We encourage all parents to work with the school as partners in their children's learning. This can include participation in school activities whenever possible.

Enrolment forms supplied need to be completed by a parent/guardian and returned to school as soon as possible.



SCHOOL BUS

Children who live five kilometres or more (by the shortest route) from the school are eligible to travel on the school bus. Details about bus routes are available from the school. Behaviour on school buses is a shared responsibility between the driver and the school Principal. Continual misbehaviour may result in a suspension from bus travel after consultation between the parent and Principal.

A timetable is available from the school and any problems with it need to be discussed with the Principal. If you wish for your child to get on or off the bus at any stop other than that designated at the beginning of the school year please notify the school of these changes via a phone call or a note in the child's diary. A travel allowance may be payable to parents who live five kilometres or more from the nearest school or school bus route. Parents need to discuss their eligibility for this allowance with the Principal.



SCHOOL TIMETABLE

9.00am	Bus arrives and Supervision of yard by staff begins
9.10am	School begins
11.10-am - 11.30 am	Recess
1.10 pm - 1.20 pm.....	Children eat lunch under the supervision of teachers
1.20 pm - 1.50pm.....	Lunchtime play
3.30pm	School finishes - Bus children are supervised until bus departs

Children are not permitted to leave the school grounds during school time unless they have written permission from their parents, the parents call for them personally, or arrangements have been made by phone.

If there are irregularities to your child's normal after school arrangements please make sure that they are aware of the change and you notify the school via a diary note. We cannot guarantee that a phone message would be passed on to them.

ADMISSION POLICY

In January 2014 the DECD 'Same First Day Policy' was implemented for schools. Children born between the 1st May in one year and 30th April the following year will begin school in January. No other intakes of new Reception students will occur during the year.

TRANSITION to SCHOOL PROGRAM

The transition program is for students who are about to be enrolled. This will take the form of school visits during term 4. The program includes the days and times students will attend transition. Other days and times may be negotiable. Parents will be required to attend an interview with the Principal at the time of enrolment.

UPPER PRIMARY TRANSITION

Each year a program is put into place to ensure students a smooth transition from primary to secondary school. Year seven students are involved. The program involves liaison with and time spent at the local secondary school. The Upper Primary Class teacher can provide you with more information.

ATTENDANCE

Children under six years are not compelled by law to attend school. However, once enrolled children are required to attend school regularly.

If a student is absent from school **a written note or phone call** is required to inform the school of the reason for the absence. An explanation of any student absences is a requirement. Long-term absences or regular patterns of absences can adversely affect the educational progress of students.

CHRISTIAN PASTORAL SUPPORT WORKER

Rapid Bay Primary School has a Christian Pastoral Support Worker who attends two days a week. She participates in school events and can be accessed by students, parents and staff.

PARENT OBLIGATIONS

Once a child is enrolled at the school, parents have some obligations to the school.

Please notify the school of any changed circumstances which may affect your child's well being or place their safety in jeopardy.

Changes like:

- name
- address
- phone
- medical conditions
- bereavement
- custody or access arrangements
- religion
- marriage

The information you supply is kept in the strictest confidence.

REPORTING TO PARENTS

Early in the school year a 'meet the teacher' night is held to enable parents to hear the planned learning program and management of each classroom.

Parents of students enrolling during the year can request an interview to discuss the classroom practices.

Written reports on progress and achievements are sent home at the end of term 2 & 4.

PARENTAL CONCERNS OR QUERIES

If you have a concern or query regarding any matter involving the school, discuss it with the relevant staff member as soon as possible. If issues remain unresolved they should be raised with the principal.

BEHAVIOUR MANAGEMENT POLICY

The school policy on discipline is available from the school. Our discipline policy is informed by the guidelines set by the Department for education And Childrens' Services. The basic beliefs are;

1. Students are responsible for their own behaviour.
2. Each choice they make will affect their future choices, (there are consequences for any actions).
3. Consistent consequences will be applied to students who exhibit unacceptable behaviour.
4. Students are very clear on what is expected of them and of what the consequences are.
5. Parents have an important role in supporting the school discipline policy and its operation.

HOMEWORK

The school community believes that homework is desirable and the following times provide a guide to parents.

- Reception - Year 2 10 minutes / day - four nights/week
(normally reading)
- Year 3 - 4 15 minutes / day - four nights/week
(normally reading/completing work)
- Year 5 - 7 20 - 30 minutes / day - four nights/week
(normally completing work not finished, individual assignments,
reading)

Children are not expected to spend vast amounts of time completing tasks and doing homework.

MATERIALS & SERVICES CHARGES

The Materials & Services charge for 2015 is: \$226.00 per student

These fees provide the student with stationery and curriculum material for the entire year. Special events, ie cooking, electives etc may require extra fees during the year to offset the cost of consumables used.

Pro-rata fees are payable by reception students who enrol during the year.

- Beginning term 1 \$226.00
- Beginning term 2 \$169.50
- Beginning term 3 \$ 113.00
- Beginning term 4 \$ 56.50

The materials and services charge and levy are important components of the school budget and are necessary to support the educational programs planned for the year. These fees are GST free.

School card information is available from the school.



VOLUNTEERS AT SCHOOL

At Rapid Bay there are many ways in which parents can volunteer. In the classroom helping to hear children read, as a spare set of hands in art classes or cooking, jobs around the yard or in the garden are all ways we encourage parents to be part of the school program.

This is a rewarding experience for all students and the volunteer. Through good modelling by other adults children develop positive skills and attitudes to their learning.

To become a volunteer contact the principal. An interview will be arranged with a short induction and training session on child protection. The mandatory DECD criminal history clearance check is usually completed in eight weeks.

For further information contact the school 8598 4062

SCHOOL UNIFORM

The school colours are RED, BLACK and NAVY BLUE.

Following is the defined dress code:

NAVY BLUE/ BLACK

Tracksuit pants or trousers / Skirt / Shorts / Dress (blue and white check)

RED

T-shirt / Skivvy / Polo shirt (short or long sleeved) / Windcheater / Jumper

Importantly, the school emphasizes the following:

- Appropriate footwear should be worn at all times (thongs are not acceptable except when students go to the beach).
- All children must wear a suitable sun safe hat during outside activities from Sep 1st to April 30th. (These are available to purchase from the school office)
- Children must wear school uniforms for excursions and school photos.

Iron-On Logos

At this stage the school does not stock new uniforms for sale. We do have iron-on school logos, which can be affixed to most garments, available for a cost of \$3.30 (inc GST) each from the school office.

Name Tags

Lost garments can be returned to their owner when named in permanent ink.

New Uniform Sales

Periodically throughout the year a uniform order is organised. Watch the newsletter for the order form.

Resale Clothing Pool

All pre-loved, outgrown garments, in reasonable condition, are available for resale at school.

Items found within the schoolyard are stored in a lost property box.

Staff will try to identify the owner of the lost property but this is not always possible. Parents are welcome to check the lost property box in an attempt to recover missing items. To alleviate the problem, please clearly name all children's items with a permanent marker.

SCHOOL VALUES OF RESPECT, HONESTY, RESPONSIBILITY, TOLERANCE AND FRIENDLINESS GUIDE OUR BEHAVIOURS TOWARDS RESPECT, SAFETY, WORK, COMMUNICATION AND THE ENVIRONMENT WHEN AT SCHOOL.

Respect - You are showing our values when you follow the rules that cover the way we act towards each other....

- Be courteous and friendly
- Resolve conflicts peacefully
- No harassment
- Be fair and understanding
- Get permission to use other people's things
- Treat yourself and others with respect
- Take pride in our school and dress in the school dress code

Safety - You are showing our values when you work and play safely. This means....

- Stay in bounds
- Use equipment safely
- Follow the bus rules
- Follow the teacher's instructions
- Leave dangerous objects such as stones, sand, sticks or bark chips where they belong
- Leave valuable, non-essential items home
- Wear a sun safe hat.
- Wear appropriate footwear

Work - You are showing our values when you follow these rules....

- Be organised and prepared for lessons
- Be punctual
- Get tasks finished on time
- Follow the class rules
- Be on task and allow others to do the same
- Strive for personal best

Communication - You are showing our values when you follow the rules to cover the way we "speak" to each other. This means...

- Speak politely
- Use appropriate body language
- Use positive language
- Be an active listener
- Encourage people by the way we speak
- Put your hand up to speak when in a group

Environment - You are showing our values when you care for our school environment and school property. This means....

- Put rubbish in the bin
- Take responsibility for trees, gardens and grassed areas
- Eat in allocated areas
- Care for and return all borrowed materials or equipment



DRUGS AND MEDICINE

If a child is to take prescribed medication during school hours, a written note from a parent detailing the dosage is required. Medication should be provided in the original container with the doctor's instructions for administration clearly visible.

Under no circumstances will staff dispense medication to children without written parental consent. School staff (under the Administrative Guidelines) will not dispense analgesics (pain killer) to children.

Where practical, parents will be contacted to collect their injured/ill child.

Students who have a medical condition (such as asthma or bee sting allergy), which requires treatment by medication when the condition presents itself, will need to complete a health support plan and medication plan at the time of enrolment. Such plans need to be reviewed yearly and parents should advise the school immediately of any change to the student's medical information.

INFECTIOUS DISEASES

During their time at school children catch a variety of infections. The following list indicates the more common infectious diseases and the minimum periods for which a child must be excluded from school.

- Whooping Cough..... Doctor's discretion
- Chicken Pox 5 days from the appearance of spots
- Measles 7 days from the appearance of the rash
- Mumps..... 10 days from the onset of symptoms
- Rubella (German Measles)..... 5 days from the appearance of the rash
- School Sores (Impetigo)..... Excluded from school until effective
- Ring Worm..... Treatment has been carried out
- Head Lice..... Treatment has been carried out

It is important that these minimum periods be adhered to in order to protect other school children and staff from infection.

DENTAL HEALTH

The School Dental Service provides dental care to schoolchildren. The clinic is located at South Coast District Hospital in Victor Harbor. The phone number is 8551 0460. Parents are generally notified when their children are due for a checkup but the clinic should be called if there are problems in the interim.

SHOP LUNCHESES

On Thursdays lunches may be purchased and are delivered from the Delamere Store. Please ask at the front office for a current price list.

PARENT PARTICIPATION

Parents have much to offer schools and children. Your involvement in the school can be an enriching experience for all concerned. You could be involved in:

The library

- Helping to cover, repair, process and shelve books and resources

Classroom programmes

- Listening to reading, preparing displays, helping children with set work.

Excursions

- Provide transport and additional supervision on excursions

Governing Council

- As a councillor or member of a sub-committee

Special Events

- By attending special events and activities at the school

Responding to Requests

- By responding to circulars and surveys asking for your opinion

Working Bees

- Helping to provide a safe and attractive environment

There are many ways of becoming involved in your school and in helping it to progress and grow. While parents are always welcome to come into the school, the above list is suggestions of how you may wish to assist and participate.

GOVERNING COUNCIL

The Governing Council provides the opportunity for parents and members of the school community to have formal input into the management and directions of the school. The school council is a very important body for giving assistance and guidance to our school.

There are several sub-committees responsible for formulating policies and procedures for the school. These sub-committees are;

- Finance
- Grounds
- Fundraising

All families are eligible for school council membership. Governing council elections are held at the Annual General Meeting, representatives for the sub-committees are appointed at the following governing council meeting.

Council meetings are held twice a term, on Monday nights. The exact date and time is determined at the previous month's meeting and advertised through the newsletter.

Governing councillors receive minutes of each meeting whilst a general summary is placed in the newsletter. Parents can submit agenda items by contacting the Chairperson.

EXCURSIONS

Excursions play a very important part in the overall education of students. They are used to introduce or end topics being studied in the classroom. The school has a policy on excursions.

Parents will be given notice about proposed excursions, the costs and the perceived benefits. Students will be supervised at all times and where possible, we will travel by bus. If parent transport is required, the school will call for volunteers. A copy of the driver's current license and either third party property or comprehensive insurance policy is required as well as a criminal history check prior to a vehicle being used for transporting children.

Students will be given a consent form for parents to sign for each major excursion involving travel and/ or cost.

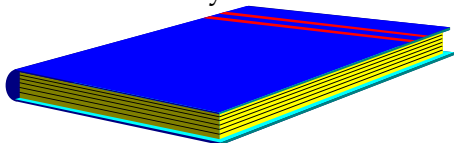
For minor walking excursions around the local town area, an annual consent form is sent home at the beginning of the year.

LIBRARY

We are continually working to improve the school library from which students may borrow books to take home. The library is also used for class lessons, lunchtime activity and private reading/study.

We request that each child has a **library bag** to protect books that have been borrowed to take home. These bags should measure approximately 40cm x 40cm. Suitable library bags can be purchased from school.

Students take responsibility for the books on loan in their name, so lost or badly damaged books will need to be replaced by parents. This can be very expensive, so please help your child to look after the library books.



BOOK CLUB

The school supports the Ashton Scholastic Book Club. Brochures are given to students each term to take home where the parents can see what is on offer. Parents wishing to order can return the order and money to school and the books will be distributed to the student.

NEWSLETTER

The school newsletter is printed and distributed on alternate Thursdays. The newsletter contains valuable information about happenings in and around the school and district. There is one newsletter per family. People are encouraged to submit items for the newsletter.

FIRE DRILL and INVACUATION PROCEDURES

During the year the school will have a series of emergency / bushfire and invacuation drills. We have fire and invacuation policies to detail the procedures in case of fire or outside threat and we will practice those procedures to ensure that students are familiar with them.