

# **CRAIGBURN PRIMARY SCHOOL**



## **PARENT HANDBOOK 2018**

Craigburn Primary School  
15 Murrays Hill Rd, Flagstaff Hill, SA, 5159  
Phone: 8270 4144 Fax: 8370 5745  
Principal: Mr Paul Luke  
School Website: [www.craigburn.sa.edu.au](http://www.craigburn.sa.edu.au)  
Email: [dl.1226.admin@schools.sa.edu.au](mailto:dl.1226.admin@schools.sa.edu.au)

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## PRINCIPAL'S WELCOME

Craigburn Primary School was established in 1982 and provides a comprehensive education for children from Reception to Year 7. The school has a wide catchment area with families generally residing in the suburbs of Flagstaff Hill, Aberfoyle Park and Coromandel Valley. A school zone exists to allow local children first right of enrolment. We are proudly a school of choice in our community.

We have high expectations of student learning outcomes and this is very much supported by an enthusiastic and dedicated teaching staff. These highly skilled staff bring a blend of expertise and experience, including our specialist teachers in the areas of Music / Performing Arts, German and Physical Education. Other aspects of school life are supported and managed by our very competent school services officers, and departmental support personnel are invited to contribute as required.

Students are accommodated in a combination of brick buildings and transportable classrooms, some offering flexible teaching spaces. Two playgrounds, two netball / basketball courts, an indoor multipurpose hall / gymnasium and a large oval provide play and sporting areas for students during school time and for after-hours school sports. We also offer an Out of School Hours Care program which provides a valued service for our parent community.

The school curriculum is based on the Australian Curriculum and covers eight learning areas. Teachers work collaboratively to plan and program a rich learning experience with an emphasis on the development of literacy and numeracy skills, personal wellbeing, and encouragement for all students to achieve their absolute personal best in learning. There is a whole school approach to using Inquiry Learning Units and developing the skills of 21st century learners. We are certainly proud of our "Professional Learning Community" ethos. We consider our school to be at the "leading edge" with our focus on "Learning with Digital Technologies" that enhance and augment the learning experiences of children. Our Bring Your Own iPad program is well received by the community.

Support and intervention programs are also offered from Reception to Year 7. Each and every child deserves to be in the most supportive learning environment possible, and we ensure that working together with parents, we aim to build and foster a deep "love of learning" in all children.

Craigburn Primary School has a Governing Council with a number of active sub-committees supporting key school priorities. Our school actively encourages parental involvement and community support. Our "community spirit" is alive and well at Craigburn and parents are welcome to participate in many, many different ways.

I believe Craigburn Primary School is a really great school and I certainly look forward to working with you as a member of our school community now and in the future.

Paul Luke - Principal - 2018

## SCHOOL CONTACT DETAILS

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### LEADERSHIP & ADMINISTRATION

Principal:	Paul Luke
Deputy Principal:	Rob Warncken
Senior Leader:	Hazel Robertson
Finance Officer:	Vivienne Menere
Front Office Manager:	Heather McLean

## 2018 – THE YEAR AT A GLANCE

Term 1	Monday 29 January – Friday 13th April (11 weeks)
Term 2	Monday 30th April – Friday 6th July (10 weeks)
Term 3	Monday 23rd July – Friday 28th September (10 weeks)
Term 4	Monday 15th October – Friday 14th December (9 weeks)

### Public holidays occurring within school terms in 2018 include:

Adelaide Cup, Monday 12th March  
Good Friday 30th March - Easter Monday 2nd April  
Queen's Birthday, Monday 11th June

### Pupil Free Days for 2018

Friday 9th March - Monday 3rd September - 2 x TBC

### School Closure Day

Friday 31st October

## VISION AND VALUES

The Craigburn Primary School vision.

Craigburn Primary School is a learning community sustained by quality relationships. We aim to empower all students to become successful learners, confident and creative individuals, and active and informed citizens. Students have a strong sense of identity and wellbeing, are connected and contribute to their world.

We are committed to providing a learning environment which focusses on essential 21st century learning skills - in literacy, numeracy, information and communication technology (ICT), creative and critical thinking, collaboration and communication.

Students and teachers leverage the use of ICT to create engaging and personalised learning experiences.

The school values of 'Self Worth, Caring and Responsibility' are continually reinforced and embedded within the school community.

The Craigburn Primary School learning community values:

- Self Worth - To value yourself as a person.
- Caring - To show care towards others and the environment.
- Responsibility - To take charge of your words and actions.
- Respect - To show regard for others. Be honest, fair and considerate.
- Optimism - To be the best and see the best in all things.
- Resilience - To bounce back when things get tough.

All members of our learning community are encouraged to achieve their personal best.

### **Australian Curriculum**

We are transitioning to the use of the Australian Curriculum to plan and report against Maths, Science, English and History. Other areas of the South Australian Curriculum Standards and Accountability (SACSA) Framework are used. Please visit [www.acara.edu.au](http://www.acara.edu.au) for further details regarding the Australian Curriculum.

### **Inquiry Learning and the Integrated Curriculum**

Craigburn has developed a two-year cycle of inquiry based integrated curriculum units. Teachers use the Australian Curriculum for the integration of Design and Technology, Health, Science and Society and Environment - with the focus on delivering integrated units of work using the inquiry learning process.

### **21st Century Learning Skills**

Craigburn has adopted a model of 21st Century Learning which guides teachers to focus on the specific skills that students need to develop and acquire as they progress through their years of schooling. These 21st Century Learning Skills are described as:

- Learning and Innovation Skills
- Information, Media and Technology Skills
- Life and Career Skills

Teachers work to embed these skills within the core curriculum and through 21st century themes of: Global Awareness, Financial, Civic and Health Literacies.

### **Learning Improvement Plan**

The Site Improvement Plan helps us achieve our key objectives in the areas of:

- Australian Curriculum Implementation - Maths and Literacy
- Effective Teaching and Learning - Program of Inquiry
- Teaching and Learning with Digital Technologies

### **Digital Technologies**

The use of digital technologies at Craigburn reflects and supports our focus on the needs of 21st Century learners. Teachers aim to integrate information communication technologies (ICTs) into the curriculum and their teaching practices including emerging Web 2.0 technologies. Teachers are increasingly using ICTs to motivate and engage students in their learning through more varied approaches and resources, leading to active and interactive experiences. Students and teachers have access to contemporary ICT tools including interactive whiteboards and desktop / laptop computers (dual operating systems, Apple Mac and Windows PC) as well as mobile learning devices such as iPads and iPod Touches. A wireless network provides valuable internet access to all learning spaces / classrooms. The development and acquisition of ICT capabilities as described in the Australian Curriculum is a focus.

### **Library and Resource Centre**

Our Resource Centre plays a vital and continuing role in your child's education. Not only does it provide curriculum materials but, in conjunction with the Teacher Librarian, supports the development of information skills, which includes Internet usage and the nurturing of reading for pleasure and learning. Parents are encouraged to visit the Resource Centre and be involved in their child's reading requirements. Children can borrow as frequently as they wish - with a limit of four items for Junior Primary students and six for Upper Primary. Items can be kept for a fortnight. The Resource Centre is open between 8.30 am and 4.00 pm and during the second half of the lunch break. The Resource Centre operates an Amlib automated system. Students can access the on-line public access catalogue from any computer on the curriculum network.

Students are encouraged to be responsible for items in their care and lost or damaged articles need to be paid for or replaced. Any offers of parent help in the Resource Centre are warmly received. Help is always welcomed with the re-shelving of the many items returned each day and covering of books purchased.

## **Specialist Areas**

Music - Music is taught throughout the school from Reception to Year 7 by a specialist teacher. All children learn to play percussion and participate in dance / movement and vocal activities in these lessons. Drama is also linked with this program. The school has a band (mainly brass / woodwind) for Year 5/6/7 students. There is a Junior Choir and a Senior Choir which participates in the annual Primary Schools Music Festival. Instrumental music lessons are taught in a range instruments: flute, drum, guitar, recorder, clarinet, saxophone, percussion and keyboard by private tutors. Please contact the music teacher for further details.

German - Is our Language Other Than English (LOTE) subject and is taught from Reception to Year 7.

Physical Education - At Craighburn all classes participate in daily fitness activities & other aspects of the PE curriculum, including games, dance, gymnastics and swimming/aquatics. A specialist PE teacher works in the school.

## **Extra Curricular Activities**

Sapsasa - Students in Years 6 & 7, and in some cases Year 5, have the opportunity to participate in a variety of Sapsasa sports as part of school based teams or via District representation. This involvement is over and above the required classroom curriculum and is seen as an extra-curricular activity. All students are encouraged to participate in some form throughout the course of the year. Students who participate in Sapsasa events represent Craighburn Primary School. For this reason, students must be able to demonstrate an acceptable standard of behaviour during normal school times in order to be given the honour of representing the school.

### Sports - After School Hours

At Craighburn, children in Year 2 become eligible to participate in after-hours competitive school sports, in accordance with the age-eligibility criteria of the various junior sporting associations affiliated with DECS. Depending on the availability of coaches, the following sport opportunities are available for children in Year 2 onwards:

- Terms 1 and 4: Kanga Cricket, Cricket, and Kids Sport
- Terms 2 and 3: Football (pending interest), Netball, Soccer
- All Year or Set Dates: Basketball, Cross Country, Swimming

Practices are held after school under the supervision of volunteer coaches. Parent assistance with coaching / supervision is always greatly appreciated. The list of school sports is updated annually and available from the front office upon request or accessed from the school website.

### Pedal Prix

Pedal Prix is a three event series for single seat wheeled Human Powered Vehicles (HPV). The HPV series provides an environment in which young people can demonstrate innovation, risk taking, collaborative learning, confidence, appreciation and behaviour appropriate to the spirit of the event.

Year 6/7 students are able to nominate an expression of interest for participation in a school team. A requirement is that parents / caregivers support the program.

### Tournament of Minds

Tournament of Minds (ToM) is a creative problem solving program for teams of students in the primary and secondary years of schooling. Teams solve challenges from a choice of disciplines including - Applied Technology, Language Literature, Maths Engineering and Social Sciences. ToM aims to enhance the potential of our youth by developing diverse skills, enterprise, time management and the discipline to work collaboratively within a competitive environment.

Students in Years 6/7 are able to nominate for the school's ToM's team/s in Term 2 where they undertake training in preparation for their six-week challenge in Term 3 leading to a presentation on ToM day at Flinders University in early September.

## **Student Support Services - Special Needs**

In addition to providing specialist staff support for some areas of study, students are given additional support where required which includes Special Needs Program, Literacy Intervention Support Program (LISP), Negotiated Education Plans and Learning Pals Program. There is an emphasis on early

assistance for students who require additional support in the first few years of schooling. Teachers regularly assess students using diagnostic assessment tools to assist them in this area. Parents are informed if their child requires extra assistance and are invited to attend planning meetings.

### **Literacy Intervention Support Program (LISP)**

This is a multisensory and structured program designed for Year 1 and 2 students who are 'at risk' of slipping behind the class normal developmental rate in literacy. The program is designed in consultation with the classroom teacher, special education coordinator and school support officer, so that the individual needs of students are met. Students are given intensive one-to-one tuition for two sessions per week over a period of 10-12 weeks. Through this intervention program students gain confidence, increase their self-esteem and skills and strategies in reading and writing.

### **Negotiated Education Plans**

At Craighburn Primary we have several students on Negotiated Education Plans. These students have been identified by Guidance Officers or Speech pathologists as having a physical, intellectual or sensory impairment and / or disabilities in communication and language. Significant support is required in order for them to benefit from their learning experiences at school. The students are withdrawn in a one-to-one situation to work on a specific program. This program has been specially designed after a process of discussions and decision making on curriculum priorities by support staff and teachers.

### **Differentiation / Catering for All Learners**

Staff at Craighburn are committed to all students achieving to their highest potential. Teachers extend all students by offering a rich and challenging curriculum, utilising higher order thinking skills and also encouraging creativity. As well, students have the opportunity to expand their skills in providing leadership or supporting others with their learning. Differentiating the curriculum through extension activities and encouraging extra-curricular involvement is also important.

### **Swimming and Aquatics**

All Reception to Year 5 students participate in one week of swimming lessons, which are run by qualified instructors at the Marion Swimming Centre. All Year 6/7 students participate in an aquatics program at Port Noarlunga in Term 1. The students travel by bus under the supervision of their teacher and qualified instructors run the sessions.

### **Transition to Primary School - Early Years**

Parents are invited to bring along their child / children for a tour of the school prior to making a decision to enrol. In an effort to support a child's transition to primary school the Reception Teachers, special needs staff, along with a member of the leadership team work closely with the local kindergartens and preschools to welcome children and parents to the school community and ensure they feel secure in and familiar with the school environment before starting school. This includes staff visiting the kindergarten and getting to know the kindergarten children. Children are provided with several transition visits to school to become acquainted with other students, teachers, the school environment and general routines. Transition visits occur in Term 4, with specific dates and times communicated to new families by letter.

At the first transition meeting, parents / caregivers are provided with current school information and are given a brief school tour. At subsequent transition meetings, parents / caregivers meet with parents and friends of the school for a welcoming morning tea. There is also an opportunity to meet with Reception teachers to learn about the Reception learning program.

### Starting School

At Craighburn we recognise that all children begin school with different experiences, needs and energy levels. Children will develop skills in:

- interacting in a larger group
- concentrating on set tasks
- being part of, understanding and complying with classroom and yard rules

- listening, sharing and taking a turn
- general classroom routines and organisation

Parents are encouraged to help their children become as independent as possible with their belongings and classroom routines.

### First Week

In the first week of the school year, all Reception students have shortened days and stay at school up until 12.00pm. Teachers use the afternoon to meet with families at set times for the sharing of information and building of relationships, helping to establish a welcoming environment for all.

### Transition to Secondary School

Programs are in place to support students' transition to secondary school. Craighburn supports and recommends that students participate in the transition program of their chosen school. Liaison with secondary schools is an important part, with links being made with the main two feeder high schools, in Blackwood and Aberfoyle Park. Key information is provided from schools where students are zoned to attend. School staff at Craighburn are unable to advise on the quality of programs offered at specific secondary schools, however, are able to support students and parents in applying for special interest schools providing they are notified early.

## **ORGANISATIONAL MATTERS**

### **Absences**

For unplanned student absences, please contact the front office on 8270 4144 as early as possible in the school day. For planned absences, communicate with your child's classroom teacher. For extended absences longer than one week, exemption is needed – contact the front office.

### **Achievements**

The Annual Report contains information about student achievement across the school. The Annual Report can be viewed on the school website [www.craighburn.sa.edu.au](http://www.craighburn.sa.edu.au) & copies available from the school upon request.

### **Animals Ethics**

The Code of Practice for the Use and Care of Animals in Schools and Early Childhood Settings is referenced to guide and promote the proper use and care of animals in education programs. At all times, speak with your child's class teacher before bringing animals on to the school grounds.

### **Annual Report**

The Annual Report is prepared each year and reports the school's achievements to the school community. Copies are available at the Annual General Meeting and can be viewed on the school website.

### **Acquaintance Night**

In the first part of Term 1 each year, parents will be invited by their child's class teacher/s to attend an 'acquaintance night'. The purpose of this forum is to enable parents to meet teachers and to have access to information about procedures and plans for the year.

### **Assemblies**

Whole school assemblies are held at least twice a term. Classes also participate in section / team assemblies coordinated by teacher teams, with dates and times advertised through class and school newsletters. Parents are encouraged to attend and celebrate student learning and achievements.

### **Assessment and Reporting**

Teachers assess children's development through informal and formal means. This includes observation of learning, and collecting and analysing student work samples over time. By keeping records of student learning teachers can judge what progress is occurring over the year. Student learning is shared at forums such as 3-way learning conferences, at open nights and informally as the need arises.

Reporting to you about your child's progress will occur in both formal and informal ways. This may include information being shared through a communication book / student diary and through class newsletters. You will be invited to attend a 3 way conference, and you will also receive written reports twice per year. For students in Years 3, 5 and 7, Literacy and Numeracy tests results form part of the reporting process. It is important that parents make contact with class teachers to discuss their child's progress if needed.

### **Attendance Procedures**

We want all of our students to come to school each and every day. We know there is a strong correlation between positive attendance and achievement. If students do miss school regularly, they can miss out on learning the basic skills that will set them up for success in the later years of school. We do know that there are times when a student is not able to attend school, including sickness, family reasons, and for other reasons, including exemptions from school for family holidays. We remind parents / caregivers of their responsibilities:

1. Parents to cooperate with the school procedure of student arrival and departure (details below).
2. Parents to notify the school of student absences, with a specific reason eg illness, injury, special family event, etc. This may be communicated via a phone call to the school, an email dl. [1226.admin@schools.sa.edu.au](mailto:1226.admin@schools.sa.edu.au) or via a written note to the class teachers.
3. If a family holiday has been arranged during a school term, an exemption form must be filled out and signed by the Principal. These are available upon request from the front office.

At Craighburn we have procedures in place to manage, monitor and support attendance – as per below.

#### Arriving at School

Children have a better opportunity to perform well if they arrive at school on time and are able to prepare for the school day. For this reason we ask all parents / caregivers to ensure that their children arrive at school and are in class ready to start by 8.50am. Children are not expected to arrive at school before 8.30am as supervision of children is not provided until this time. Teachers will generally be in their classrooms from 8.40am each day and are available for a quick chat if necessary. Making appointments with teachers is the preferred process for further teacher / parent dialogue. Children are supervised from 8.30am until 3.30pm.

#### Arriving Late

If children are arriving late at school, they are required to report to the front office and record their arrival. Office staff will guide younger students through this process.

#### Collecting Children Early

If you wish your child to be released early from school, it is essential that you inform the teacher or front office staff as early as possible prior to the time early collection is to occur. Parents / caregivers need to sign children out at the front office. Students will not be permitted to walk unaccompanied out of our care to make their own way home independently during school time. If a person other than a parent / caregiver is collecting a child from school early, they will require a note from the parent / caregiver and may need to be identified on the child's file as an emergency contact.

#### Departure From School

Parents / caregivers are requested to wait outside classrooms until school finishes. This procedure minimises class distraction for the children and anxiety for individuals who cannot see their parent / caregiver waiting nearby. Students are dismissed at 3.10pm. Once dismissed, students are to proceed home as directed by their parents / caregivers. For safety reasons, children are not permitted to remain on school grounds unless supervised by a parent / caregiver. Parents / caregivers who collect students each afternoon are asked to ensure that their children are not left waiting for long periods of time after school. Children who have not been collected by parents / caregivers by 3.30pm, will be sent to the Front Office and emergency contacts may be contacted. It is essential for the safety of our students that parents park in designated areas close to the school and adhere to parking and traffic rules.

#### Visiting During the School Day

If and when parents / caregivers / emergency contacts need to visit school and see their child / children



during the school day (eg to bring lunch), they must do so via the front office and identify their reason for visiting.

### **Bicycles / Scooters**

In the interests of everyone's safety, students are asked to wheel their bikes / scooters in the school grounds. Bike racks are available near the front office. Bicycles / scooters should always be locked / secured in the bike racks.

### **Bins and Recycling**

Craigburn is an environmentally friendly school, and students are encouraged to keep the school environment clean and tidy. Each class accepts the responsibility for keeping one area of the yard clean on a weekly basis. General waste, recycling and compost bins are provided.

### **Bushfire Ready Procedures**

As Craigburn is located in a bushfire prone area, as part of the Mt Lofty Ranges District, we have in place procedures in the event of the following declarations: a Catastrophic (Code Red) Level and a total fire ban. Detailed procedures are outlined in the Bushfire Ready Procedures are in the [Policies section](#) of this handbook and can be found on the school website.

### **Calendar**

Key school events, meeting times and programs are communicated via the school news blog [blogs.craigburn.sa.edu.au](https://blogs.craigburn.sa.edu.au) and promoted via our official Facebook Page.

### **Camps**

Camps are seen as a privilege and not an entitlement. Teachers may choose to conduct a camp where the program and the venue complements the classroom learning program. Parents are advised as early as possible in the year if a camp is being organised with information related to program, venue and costs being communicated.

### **Canteen**

The Canteen provides an important service to the school community by supplying nutritious and attractive food at affordable prices. The QKR! App is the preferred ordering option. It is currently open five days a week. The DECD Healthy Eating Guidelines are referenced when reviewing and updating menu items. We encourage you to discuss the range of food offered with your child/children and help them to make healthy choices and encourage them to try new foods. As you would expect, the Canteen needs volunteer helpers. The work is enjoyable, among pleasant company, and is an ideal opportunity to meet other school parents. Our volunteers are made to feel very welcome and there is a range of tasks available. The Canteen also acts as a fundraiser for the school and profits contribute towards specific projects.

### **Car Park**

Parents are reminded to follow local council parking rules and to be in consideration of local residents, when deciding to park adjacent to the school for any length of time. Parents are not permitted to park within the staff car park, unless attending after-hours meetings. Parents are able to access the staff car park up to the front office for disability and / or emergency access. There is no parking for parents via the access near the water tanks.

### **Celebration Night**

This is an annual event held within the last two school weeks of the school year, where the school celebrates the end of the year with the school community. Parents and friends are invited to attend.

### **Composite / Multi-age Classes**

Composite / multi-age classes comprise of students in two or more consecutive year levels. Composite / multi-age classes are a common feature of schools and are structured and balanced according to factors such as academic and social needs, gender, special needs etc.

## **Crossing**

Year 6/7 students are given the opportunity to be trained in being crossing monitors and with parent consent and police authorisation, can take on the role of crossing monitor. Teachers in the Middle Years classes roster students accordingly. Crossing monitors are rostered for morning and afternoon duties and are accompanied by a member of school staff. Children and parents are strongly encouraged to use the crossing on Murrays Hill Road.

## **Custody**

To ensure students are safe at school, it is important that the school Principal is advised of any custody orders or other issues. It is important that the custodian of the child discuss any issues confidentially with the Principal. Documents pertaining to custody must be sighted by the Principal and a copy kept with the student's records.

## **Dogs**

As per the Dog and Cat Management Act, dogs are not permitted on school grounds. Dogs are not permitted on the school grounds at any time, without prior approval from the Principal. This is for everyone's protection and safety.

## **Drop off Zones - School Entrances**

To ensure the safety of the school community, parents, staff & students are asked to observe the following rules:

- use the paths at all times
- do not use the staff car park as a walkway
- do not use the staff car park or driveways as a drop off or pick up point for children
- do not drive into school grounds while children are present unless specifically authorised

## **Early Dismissal**

The Governing Council determines early dismissal times, which are communicated via the school news blog.

## **Enrolments**

A child turning five before May 1, can enrol and start school on the first day of Term One in that year. A child turning five on or after May 1, will enrol and start school on the first day of Term One the following year. This means that all children will have four terms of preschool and four terms of Reception.

Children who are older than 5 can enrol and begin school upon enrolment or as arranged with the Principal. To confirm dates for your child's enrolment please contact the school. Parents are welcome to attend Open Days and School Tours held on Wednesday mornings of school week 4 of each school term and / or to make an appointment to meet with the Principal, and to discuss the school and obtain information regarding school policies and programs. Parents and Caregivers are encouraged to enrol their child / children at school as early as possible. Enrolment forms are included in the school enrolment pack available upon enrolment. The school is now zoned to allow local children first right of enrolment.

## **Excursions and Incursions**

School excursions / incursions are organised to complement student learning programs. Teachers carefully consider factors such as suitability, venue / location / cost, with applications to proceed requiring endorsement from the Principal. Every effort is made to minimise costs and to notify parents early. Children cannot be taken outside school grounds without the written consent of a parent / caregiver.

## **Evacuation and Invacuation Procedures**

The school has a dedicated evacuation and invacuation procedure. This is practised so that staff and students know what to do in an emergency.

## **Homework**

Class teachers may set homework, which caters for a range of purposes including:

- extension and enrichment of learning
- practice of key learning concepts, especially in literacy and numeracy
- family interaction - fun and enjoyment

Homework expectations progressively increase as students move towards Year 6/7. Parents are strongly encouraged to support their children with homework. Parents can speak directly with class teachers for issues related to homework.

## **House Teams - Sports Day**

The school has four Houses for Sports Day - Bradman (Blue), Riley (Red), Woodforde (Yellow) and Fraser (Green) with senior leaders for each. When students enrol at Craighburn, they are allocated to a House, and remain there for the time they attend the school. House Teams compete annually for the Sports Day Shield.

## **Hot and Wet Weather Procedures**

All classrooms are adequately air-conditioned for cooling in summer and heating in winter. In days of extreme heat or wet weather, students are supervised indoors during play periods. Physical education lessons are modified and conducted indoors.

## **International Assessments and Competitions**

ICAS stands for the International Competitions and Assessments for Schools, developed by Educational Assessment Australia (EAA) of the University of New South Wales (UNSW). The competitions are conducted during school hours and require no special preparation over and above the class work students cover with their teachers each day. The content of the papers is developed with reference to the state and territory syllabus documents used by schools across Australia. However ICAS doesn't test content knowledge, rather each question tests students' understanding and application of the skills they learn. Information is published via the school newsletter at the start of the year. For further information visit the ICAS website <http://www.eaa.unsw.edu.au/>

## **Leaving School Grounds**

To ensure their safety, children are not permitted to leave the school grounds during the school day unless they are collected by a parent / caregiver or an adult member of their extended family. Parents collecting children early must report to the Front Office upon arrival and sign them out. This involves signing the child out at the front office and taking an early leaving card (yellow) to the classroom.

## **Levels of Schooling**

### Early Years

The Early Years refers to students in Reception through to Year 2.

### Primary Years

The Primary Years refers to students in Years 3 to 5.

### Middle Years

This Middle Years refers to students in Years 6 and 7.

## **Literacy and Numeracy Tests (NAPLAN)**

Literacy and Numeracy tests are scheduled for students in Years 3, 5 and 7 each year. These tests are conducted in May. Parents and the school receive detailed printouts of student achievement in both of these areas.

## **Lost Property**

Lost property is managed from the front office. Providing items are named, they will be returned to students before they go home. Un-named items are stored in an area adjacent to the second-hand uniform shop, in the hope that they will be identified. If they haven't been claimed within a few weeks, clothing in good condition is handed on to the second hand uniform shop at which point it will be sold and the profit will go to the school. The drink bottles, lunch box lids etc are disposed of every few weeks. Please label all items to help us return them to their rightful owners.

## **Messages**

During the day urgent messages for students can be left with the front office and are relayed to students as needed. Students with an urgent need to contact their parents should approach their classroom teacher as a first step. This may be referred to the Principal if required.

## **Out of School Hours (OSHC) / Vacation Care**

This service provides a safe, secure and stimulating environment for children from Reception to Year 7 for before and after school hours care. It is organised by trained, friendly and caring staff that provide an appropriate child to staff ratio for safe supervision. The program is meaningful and balanced, fostering initiative, curiosity and self esteem as well as a range of social learning experiences. Activities include art and craft, indoor games, outdoor games, homework, cooking and reading. Parents are expected to book their children into sessions and to make cancellations for sickness or injury. Contact the Director for more information and bookings, including information on Vacation Care, on 0427 271 768.

## **Pupil-free Days and School Closures**

Governing Council currently approves a total of four days per year for training and development for staff, as well as a school closure as a day of local significance. Dates are advertised as early as possible to enable families to make alternate care provisions for their children.

### School Times

7.00am	Out of School Hours Care commences
8.30am	Grounds open for students
8.50am	Lessons commence
10.50am	Recess
11.20am	Lessons resume
12.50pm	Lunches eaten with teacher supervision
1.00pm	Lunchtime Play
1.30pm	Afternoon lessons resume
3.10pm	Dismissal
6.15pm	After School Hours Care closes

Please note: Children are not allowed on school grounds until 8.30am unless supervised by a parent or attending an early morning school activity.

## **Smoking**

Craigburn Primary School is a smoke free environment.

## **Sports Day**

A Sports Day is held annually towards the end of Term 1. Children participate in a series of age appropriate tabloid events up until lunch which are coordinated by teachers. The afternoon events involve championship sprints and relays with the day culminating in a presentation to the successful house team who have accumulated the most points on the day.

## **Stationery**

Students are supplied with basic stationery items (eg pens, pencils, rulers, & exercise books) each year.

## **Student Information Records**

All students enrolled in DECD schools in South Australia have a Student Record Folder which is created when a student commences at school. This folder contains personal and confidential information. Access to these folders is restricted to authorised school staff. These files include students' attendance records, copies of students' reports, requests for specialist support and other key documentation.

## **Student Placement**

Consideration is given to ensure students are placed in a class setting that will nurture and encourage

successful learning. When class placements are determined for the following year, your child / children's academic and social attributes, friendship groups, current class placement and parent information, are all taken into consideration. In Term 4 each year, parents have the opportunity to inform the school about issues they would like to be considered. The school staff works over several weeks with the leadership team to ensure the best balance of class groups for the following year.

### **Sun Smart Policy**

Craigburn Primary School is a recognised Sun Smart School. The Sun Smart Policy is reviewed every two years in consultation with Cancer SA who endorse the school policy. To ensure students are protected from the sun, all students must wear a legionnaire style or broad brimmed hat when outdoors during the months of September through to May. Students do not need to wear a hat during the winter months of June, July and August. Students are encouraged to bring sun screen to school which they can apply before outdoor activities and lunch times.

### **Temporary Relieving Teachers (TRTs)**

When teachers are away sick or are attending training and development during school hours, a temporary relief teacher (TRT) is employed to teach the class during the teacher's absence. All temporary relief teachers are fully qualified and registered teachers who are approved to teach by DECD.

### **Time Out**

Time Out is used for inappropriate classroom or yard behaviour. Teachers and the leadership team may work with a student on a plan to overcome the behaviour so that they, he / she can return safely to the classroom or yard. When necessary, parents are contacted and are informed of the situation and are encouraged to work with their child and reinforce the class and / or school's rules.

### **Training and Development**

All staff participate in ongoing training and development to ensure students at Craigburn Primary School receive the best teaching and learning practices. Training programs include curriculum development (e.g. Literacy / Numeracy) as well as in government mandated programs, such as Mandatory Notification.

### **Uniform / Dress Code**

In State schools in South Australia the wearing of a uniform is a decision of the Governing Council. Craigburn Primary School Governing Council supports and recommends that all students wear uniform. Our Dress Code is based on DECD guidelines. Craigburn Primary School positively endorses the wearing of a school uniform / dress code. A Dress Code provides a common ground for all parents and students, eliminates possible conflict over what to wear or buy and assists in the prevention of discrimination based on dress. Elements of the Dress Code are also incorporated for reasons of safety (e.g. no dangling earrings) and respectability. The Dress Code is designed to provide some flexibility and appeal for our school, the students and their parents. Students representing their school on excursions, in school photographs and at sporting events are expected to ensure they wear Dress Code.

#### Second Hand Uniform Shop

Second-hand uniform items are available for sale in the Second Hand Uniform Shop. The shop operates from the room near the main entrance to the Hall and is open on:  
Tuesdays and Thursdays 2.45pm to 3.30pm and Wednesdays and Fridays 8.45am to 9.15am.

#### Other Uniform Items

School bags, iron on logos and hats are available direct from the school at the cashier's office window.

### **Visitors to the School**

All visitors to the school must sign in the visitors' book at the front office. This does not include parents picking up or dropping off children, or calling in to the front office, but includes parents who volunteer to assist classroom teachers, or attend excursions. Visitor / volunteer badges are issued.

## **Yard Duty**

Teachers are rostered on for duty at recess and lunch breaks as well as before and after school. Teachers have a duty of care for the management of student behaviour and every effort is made to ensure the safety of students is maintained. All teachers on duty are equipped with a fluorescent vest for easy identification, a walkie-talkie and bag of basic first aid requirements. Most teachers are rostered on for three or four x 20 minute duties per week.

## **Zone**

The school is zoned to allow local children first right of enrolment.

# **STUDENT HEALTH INFORMATION**

## **Allergies**

Parents are asked upon enrolment if their child has any specific allergies or serious medical conditions. If a child develops a severe allergy after enrolment, the school should be advised immediately. Parents will be asked to complete a Health Care Management form if the allergies require an urgent response. Copies of these forms are kept in the first aid room, class rollbook and in temporary relief teacher folders.

## **Communicable Diseases**

To ensure the wellbeing of all students the school follows the South Australia Public Health Department guidelines regarding communicable disease.

The list of notifiable diseases requiring immediate notification can be found on the Communicable Diseases Index on the Health SA website at:

<http://www.health.sa.gov.au/pehs/communicable-diseases-index.htm>

To protect both the sick student and other school students please do not send unwell children to school. Parents must notify the school should their children contract any notifiable disease.

## **First Aid**

Every staff member holds a current First Aid Certificate in Basic Casualty Care. The school has identified staff who hold a senior first aid certificate with procedures in place if a child is unwell or injured.

## **Head Lice**

Anyone can catch head lice. It is not a sign of poor personal hygiene. It is important to treat them properly and safely when they occur. There is an abundance of information regarding head lice on the web, or alternatively, visit your chemist who will advise you on the various treatments available. Please inform the class teacher when head lice are detected so that all members of the class can be notified.

## **Health Forms**

It is important that parents / caregivers complete a student health care form when their child begins school, ensuring action can be taken quickly in case of an emergency. These forms are updated annually and entered on the school student information database. Please notify the school if there are any changes to this information during the school year as it is vital that records are kept up to date.

# **STUDENT WELLBEING**

## **Behaviour Management**

Craigburn Primary School promotes a safe, caring and orderly learning environment in which the rights of students to learn and teachers to teach are supported and protected. School routines and expectations need to be clearly understood and reinforced by teachers, students and parents. We focus on promoting and recognising appropriate behaviour and are committed to providing students with a sequential consequence system for their behaviour in the classroom and in the school yard. Promotion of a safe play and learning environment is a shared responsibility between home and school. Our policy is supported by the 'School Discipline Policy' published by DECD.

## **Bullying and Harassment**

At Craighburn every person has a right to feel safe. Any person who bullies another is denying them that right. To ignore bullying behaviour is to condone the actions of bullies by tacit approval and undermines a person's right to feel safe. Bullying, harassment, violence and discrimination are harmful to both victims and perpetrators. To counteract and minimise the incidence of Bullying the school's behaviour code sets out rules, consequences and strategies to be used when children behave inappropriately.

## **Pastoral Care Worker**

A Pastoral Care Worker (PCW) is appointed to our school and works part time across the week. The role of the PCW is to provide an additional support link to students, families and staff as appropriate and also to link the school with local community activities.

## **SCHOOL FEES & FINANCE INFORMATION**

### Cash Window / Collection of Monies

#### Payment Options

- Cash window open between 8.40am – 10.30am on Monday, Wednesday and Friday.
- Place the invoice/form and payment in an envelope and place in deposit box at the Cash Window.
- Place the invoice/form and payment in an envelope and place in the locked deposit box located in the front office area. This is locked at all times; therefore payments can be made after school hours. This is checked daily.
- Place the invoice/form and payment in an envelope with student's name and class. Students can place this in the class finance box which monitors deliver to the Cash Office for processing each morning.
- OSHC Fees - pay by EFT into the OSHC bank account or EFTPOS at OSHC.

After monies have been collected through the cash register, receipts are then sent back to classrooms for students to take home. Where possible if payment is made for more than one child in the family, then place all monies in the one envelope.

### School Card - Government Assistance

This is a government managed means tested scheme, aimed at helping families with assistance towards School Fees. Application forms are available for Pension/Health Care, Hardship/Change of Circumstances/Self Employed, Migrants/New Arrivals or Foster/Guardianship - where parents may eligible for Government assistance. Applications forms are available from the Finance/Cash Office. New applications have to be made every school year. All queries about School Card should be directed to the Finance Officer and/or the Principal.

### School Fees - Materials and Services

The Material and Services Charge (School Fees) are set each year by the Governing Council based on the recommendations of the Finance Subcommittee.

The Material and Services Charge for the year 2018 is set at \$400. This Fee is used together with other income, to provide your child with books, stationery, art and craft materials, printing, resources and equipment in all subjects.

Payments can be made by instalments and an early payment attracts a discount.

A \$25 book levy applies to all new students. This is a once off fee and goes towards the repair and replacement of books in the Library.

Excursions, camps and performances are billed on an individual basis as they occur.

The school community relies on everyone making a fair and equitable contribution to school expenses.

## COMMUNICATION

### **News Blog - Craighburn Connections**

The Craighburn Connections News Blog <http://blogs.craighburn.sa.edu.au> is an important communication link between the school and families. It contains information about activities within the school and the wider school community. Class news, sporting results & samples of children's work are also posted.

### **Facebook**

Craighburn has an official school Facebook Page which is used to share and promote school news.

### **Email, Class Blogs and Online Services**

Email, class blogs and other online services are increasingly being used by teachers as a means to share their classes' learning journeys with a global audience as well as communicating directly with parents.

### **Website**

The school website at [www.craighburn.sa.edu.au](http://www.craighburn.sa.edu.au) provides new & current information about the school.

## PARENT INVOLVEMENT

### **Governing Council**

The School Governing Council is made up of parents who are elected by the school community at the Annual General Meeting. The Principal and two other staff members are also part of the Governing Council. The Governing Council is responsible to determine the overall vision and priorities of the school. This includes strategic planning and priority setting. Governing Council works in collaboration with the Principal and staff to support best practice in the achievement of agreed school goals.

Governing Council is also directly responsible for the administration of the Canteen and the OSHC Service.

A number of sub-committees are established to support the work of Governing Council. They include: Uniform, Sports, OSHC, Finance and Environment. These committees are responsible to the Governing Council and have a direct role in the development, implementation and administration of key policies. Membership of these committees comprises members of the Governing Council along with interested parents and members of the staff as appropriate.

### **Parent and Community Support Committee**

The Parent and Community Support Committee (includes Fundraising) assists with the organisation and management of school community activities and events, some involving whole school fundraising. All parents and caregivers are welcome to join and support these enterprises. Please contact the front office to offer your support.

### **Parent Complaints Policy - Feedback and Complaints**

The Parent Complaints Policy and associated procedures have been developed by DECD to provide parents and schools with a framework and detailed procedural information, for managing concerns and complaints made by parents of children attending DECD schools.

We recognise that at times things may go wrong and if you have a concern or a complaint, we want you to let us know. The first step in working through a complaint is to talk to your child's teacher if it is classroom based or to a member of the leadership team if it is school based.

Ask at the front office for a copy of the school's Parent Guide to Raising a Concern or Complaint



brochure. A link to the brochure has also been added to our website . Steps guiding how complaints should be made are explained in the brochure.

Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

About complaints or concerns. This information may be helpful in explaining what a complaint is:

A complaint may be made by a parent if they think that the school has, for example:

- done something wrong
- failed to do something it should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of services
- the behaviour and decisions of staff
- a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or Federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

If you'd like more information, please contact the school or visit the department's website at [www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint) or email [DECD.parentcomplaint@sa.gov.au](mailto:DECD.parentcomplaint@sa.gov.au). There is also a Freecall number 1800 677 435

We also value positive parent feedback.

### **Parent Involvement**

We encourage parents to be involved in the school and with their children's education as much as possible. Areas of involvement include:

- Governing Council membership and Sub Committee membership
- Canteen assistance
- Parent fundraising
- Sports teams coaches and team managers
- Working Bee help
- Classroom assistance - hearing reading, working with small groups of children, helping on excursions / camps, assisting with computers, helping in Developmental Activity, typing children's stories, etc.
- Resource Centre – re-shelving books, book covering, Scholastic Book Club

### **Volunteers**

Volunteers can make a significant contribution to the school community by giving their time and sharing their skills with others. Volunteers possess a wide range of interests and abilities that complement school programs, thus providing rich interactions and experiences for students.

The participation of volunteers at Craighburn Primary School is highly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure that volunteers are provided with the necessary support to ensure their involvement is rich and rewarding.

The Craighburn Volunteer Policy provides information relating to the requirements and procedures for volunteering at Craighburn.

## POLICIES

Behaviour Code

Mobile Phones / Devices

Bullying and Harassment

Sun Smart - Skin Protection Policy

Bushfire Procedures

Uniform - Student Dress Code

Cybersafety Use Agreement

### **Responsible Learning Plan / Behaviour Code**

At Craigburn School we value caring, self-worth and responsibility, where all students have the right to learn and play in a safe, orderly environment. We are committed to:

- Teaching and modelling the necessary social skills, attitudes and strategies essential for active participation in a democratic society.
- Empowering students to develop and apply these skills and strategies to manage their own behaviours.
- Providing students with fair and consistent consequences for their behaviour based around restorative justice.

To assist in providing a safe and supportive environment the school routines and expectations need to be clearly understood and reinforced by staff, students and parents. Promotion of a safe play/learning environment is a shared responsibility and requires a whole school approach.

The school community is bound by the school's policy, which operates within DECD policy and guidelines

### School Rules

At Craigburn we are responsible for showing care and respect for:-

1. Ourselves and others.
2. Property and the environment
3. Creating a safe learning and play environment.

A Craigburn student will demonstrate the following habits of mind necessary for getting along:

- Think before they act
- Show tolerance
- Play by the rules.

Students are expected to model appropriate school behaviour at all times but especially when involved in special in school activities, on excursions or camps, and when representing the school, District or DECD in various sporting and academic activities.

All members of the school community are responsible for ensuring that the Code of Behaviour is implemented, however, there are individual responsibilities, which must be undertaken.

The Formula. In order to assist students to take responsibility for their behaviour and to give them a sense of control, we teach students a Formula for dealing with the inappropriate behaviour of others. If someone is bothering you:

1. Tell them to stop and why.
2. Warn them if they continue, you will go to the teacher.
3. Go to the teacher on duty.

Yard duty teachers ask students if The Formula has been used.

When a student has displayed an inability/unwillingness to contribute to a safe, caring class or play environment, the class teacher or member of the leadership team will contact parents to further discuss the inappropriate behaviour. Outside agencies may be accessed if appropriate.

### **Bullying and Harassment**

We aim to establish a community in which everybody feels valued, respected and safe, and where

individual differences are appreciated, understood and accepted. Everybody has a right to enjoy their time at school.

This community does not tolerate bullying or harassment.

Bullying is:

- a repeated unjustifiable behaviour that may be physical, verbal and/or psychological
- intended to cause fear, distress, or harm to another
- conducted by a more powerful individual or group
- against a less powerful individual who is unable to effectively resist

All members of the school community need to follow these simple steps to provide a friendly, safe environment.

If you are bullied you can:

- tell them to stop
- ignore them
- walk away
- tell someone who will help you

If you see someone being bullied you can:

- tell the person bullying to stop
- be a friend to the person being bullied
- seek help

The School Community will:

- promote students' sense of concern and responsibility
- provide positive role models
- build self-esteem
- develop skills and strategies to deal with bullying
- keep the lines of communication open
- disseminate information

Various processes and methods of intervention are used to address bullying at Craighburn. Each of the following approaches are considered to be appropriate depending on the situation. (as adapted from Rigby 2010)

- The traditional disciplinary approach. Consequences are applied to a person identified as having engaged in bullying someone
- Strengthening the victim. The person being targeted is instructed or trained so as to cope more effectively with bullying behaviour; for example, through assertiveness training.
- Mediation. Individuals involved in bully/victim problems are invited to meet with a trained mediator (adult or student) to explore ways of resolving the situation in a way that is acceptable to all parties.
- Restorative practice. A meeting is arranged at which the person/s engaged in bullying are instructed to listen to how their 'target' feels about the treatment. They are required to reflect upon what has been happening and to act restoratively (eg by making an acceptable apology to those offended).
- The support group method. The targeted person is interviewed and an account of the distress that has been experienced is communicated to those identified as the bullies. This is done at a meeting of the bullies attended also by selected students who are supportive of the target person. All present at the meeting are required to say how they will help to resolve the problem. The outcome is then carefully monitored.
- The method of shared concern. The teacher / leader meets individually with the person/s suspected of the bullying and shares a concern over what has been happening to the target person. Each of the suspected perpetrators is asked to suggest ways in which they can help, and to agree to act accordingly. After discussing the situation with the target person, the teacher /

leader convenes a meeting of all the suspected bullies to formulate an agreed plan to resolve the problem. At a final meeting, a solution is negotiated between the suspected bullies and the target person who has now been invited to join them.

#### As Students You Can:

- Tell the person doing the bullying to stop. State quite clearly that the behaviour is unwelcome and offensive
- Seek help. Talk to someone you can trust.
- Report to a member of the school staff or a buddy. Feel confident that any incident can

#### As Staff You Can:

- Adopt positive classroom management strategies and incorporate anti-bullying messages in the curriculum
- Provide positive role models for students
- Actively counteract bullying behaviour

#### As Parents You Can:

- Be aware of signs of distress in your child
- Assist your child to discuss the problem with a teacher
- Discourage any planned retaliation, either physical or verbal if your child is bullied by

#### Relevant Documents / Support Programs / Policies

- Safer DECD Schools
- DECD - Anti-Bullying and Harassment Policy
- DECD School Discipline Policy Statement
- Friendly Schools and Family Program
- DECD Learner Wellbeing Framework for Birth to Year 12

be resolved.

- Respect yourself and others and try to uphold the school values of self-worth caring and responsibility.
- Show that you and your friends disapprove of bullying

- Respond appropriately to any reported incidents of bullying
- Be obviously present during recess and lunchtimes, as a deterrent to possible incidents of bullying.

discussing positive strategies they can use

- Be positive about your child's qualities and encourage your child to be tolerant and caring

- National Safe Schools Framework
- Bill Cossey Report
- Craigburn - School Vision and Values statements
- Child Protection Curriculum
- Restorative Practice

## **Bushfire Ready Procedures for Parents**

As Craigburn is located in the Mt Lofty Ranges District, we have in place procedures in the event of the following declarations: a Catastrophic (Code Red) Level or a total fire ban

### School Procedures - Catastrophic (Code Red)

The State Government will close high-risk public schools in specific fire ban districts on days where the fire danger index is forecast at 100 or more - Catastrophic (Code Red). This means that Craigburn will close when the bushfire level is forecast as Catastrophic (Code Red). No staff or students will attend Craigburn PS on this day.

Parents should make provision for the care of their child/ren on days forecast at a Catastrophic Level, within their family's personal bushfire action plan.

An advance warning will be provided to school principals two days before a possible school closure. A confirmation of the school closure will be provided the day before the school is to close (after 4.00pm following CFS advice).

Multiple forms of communication are in place to ensure all parents / carers receive and obtain information regarding school closures including:

- letters handed out to all students on the days when the alert is received
- information via the school website - [www.craigburn.sa.edu.au](http://www.craigburn.sa.edu.au)
- the Bureau of Meteorology - [www.bom.gov.au/weather/sa](http://www.bom.gov.au/weather/sa)
- message left on the school answering machine
- information provided by the evening television and radio news services - please note this is for the Mt Lofty Ranges District

If unsure, you may contact the front office via the phone, however, we ask that families network with

each other where possible to minimise the congestion on school phone lines.

We will endeavour to make information available to families as early as possible.

Please note, it is your responsibility to know when a Catastrophic Level day is declared for the Mt Lofty Ranges District. The School will not be able to individually contact all parents.

Further information is available at [www.bushfirereadyschools.sa.gov.au](http://www.bushfirereadyschools.sa.gov.au)

#### School Procedures - Total Fire Ban

Total fire ban days are days of extreme fire danger. All persons on the school site must obey the instructions given by the Principal. Attending school on a total fire ban day is a parental decision.

The school's Bushfire Action Plan (BAP) outlines specific procedures to be undertaken by staff and students at the different levels of emergency on days of a total fire ban:

- Total fire ban day alert - Level 1
- Fire reported in the local district - Level 2
- Fire in the immediate vicinity or impacting on the site - Level 3

School staff are aware of these procedures. Emphasis is on communication, controlled action and frequent checking on the presence and safety of students and adults.

All students are required to keep a named bath towel and water bottle at school. Water bottles are filled and all towels will be specially stored so that they will be readily available for use in case of a fire. A dampened towel is placed on the head and neck for comfort purposes in the event of fire approaching.

#### Parent Action

Families living in the Mt Lofty Ranges District should prepare their own bushfire action plan. On total fire ban days students may be collected by a parent or authorised person if this is in line with your family's bushfire action plan. Students remaining at school will be dismissed at the normal time if there is no bushfire reported in the district. In the event of a bushfire reported in the district, students will not be dismissed from school until collected by parents or an authorised adult.

#### **Cybersafety Use Agreement**

The measures to ensure the cyber-safety of Craighburn Primary School are based on our core values of Self-Worth, Caring and Responsibility. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and complete the Cybersafety Use Agreement section of the Parent Consents & Agreement Form.

Cyber-safety practices are in place, which include Cyber-Safety Use Agreements for staff and students. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at Craighburn, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

At Craighburn we aim to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Cybersafety Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment. Material sent and received using the network may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

While every reasonable effort is made by schools, preschools and DECD administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECD recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the Principal, if you have any concerns about your child's safety in using the internet and digital equipment/devices.

#### **Important terms:**

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'School and preschool ICT'** refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help your child stay safe when using ICT at school and after formal school hours.

# Strategies to help keep Craighburn Primary School Cyber-safe

## Reception to Year 4 Children

1. I will use school ICT equipment responsibly.
2. My parents/caregivers have signed my Use Agreement form and the completed form has been returned to school.
3. I will use the computers and other ICT equipment only for my learning and only with my teacher's permission.
4. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
5. If there is something I'm not sure about, I will ask my teacher.
6. I will use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes.
7. Therefore, I will not be mean, rude or unkind to or about other people.
8. I will keep my password private.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - not show others
  - turn off the screen
  - get a teacher straight away.
10. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, iPads, games, cameras, and USB/portable drives.
11. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - my full name
  - my address
  - my e-mail address
  - my phone numbers
  - photos of me and/or people close to me.
12. I will be careful and will look after all our school ICT equipment by:
  - not being silly and playing around with it
  - following our school cyber-safety strategies
  - telling a teacher about anything wrong or damaged.
13. If I'm not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.

## Years 5 - 7 Children

1. I will use school ICT equipment responsibly.
2. My parents/caregivers have signed my Use Agreement form and the completed form has been returned to school.
3. I will use the computers and other ICT equipment only for my learning.
4. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
5. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
6. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
7. I will keep my password private.
8. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
9. While at school, I will:
  - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
10. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - not show others
  - turn off the screen
  - get a teacher straight away.
11. Only with permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, iPads, games, cameras, and USB/portable drives.
12. Only with permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
13. The school cyber-safety strategies apply to any ICTs brought to school.
14. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
15. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
  - my full name
  - my address
  - my e-mail address
  - my phone numbers
  - photos of me and/or people close to me.
16. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
  - not intentionally disrupting the smooth running of any school ICT systems
  - not attempting to hack or gain unauthorised access to any system
  - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible
  - reporting any breakages/damage to a staff member.
17. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

## **Permission to Publish Children's Images or Work**

I request your permission for video and/or photographic images of your child to be taken during school activities. They would be used for the purpose of educating children, promoting the school, or promoting public education. I am also seeking your permission for the school to publish images and/or samples of your child's work. This permission is in addition to permissions associated with the Cyber-safety Use Agreements in place for your child.

If you give your permission, the school may publish images of your child and/or samples of work done by your child in a variety of ways, such as online and hard copy school newsletters, Department of Education and Child Development (DECD) Internet or intranet websites, school annual magazines, and local newspapers. If published, people outside the school community would also be able to view the videos, photographs and/or other images.

If you sign the attached form it means that you agree to the following:

- The school is able to publish images of your child and samples of your child's work as many times as it requires in the ways mentioned above. Your child's image may be reproduced either in colour or in black and white. The school will not use your child's image or samples of your child's work for any purpose other than for the education of children or for the general promotion of public education and the school.
- The school will publish only the first given name of the child. Family names will not be revealed.
- Any images captured by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, DECD cannot guarantee that your child will not be able to be identified from the image or work.
- If you agree to permit the school to capture images of your child, and to publish images of your child, or samples of your child's work, in the manner detailed above, please complete the Permission to Publish Children's Images or Work section of the Parent Consents & Agreement Form.
- If you agree to permit the school to capture images of your child and such an image is used on the school website or on class blogs, you can request the removal of the specific image at any time.
- This consent, if signed, will remain effective until such time as you advise the school otherwise.

Paul Luke - Principal 2018

## **Student Mobile Devices Policy**

Introduction - The Governing Council and Staff of Craighburn Primary School acknowledge the importance parents place on the safety of their children. The ability for children to be able to contact parents in cases of emergency or danger is essential. Access to mobile phones and devices by children has become a useful tool for families to keep in contact with each other in such circumstances.

The Staff and Governing Council also acknowledge, that the use of mobile phones for communication while children are at school during the hours of 8.30am and 3.30pm, and in situations where they are cared for in the OSHC programme, is not necessary. In these circumstances both parents and students have access to each other through the normal communication channels at school.

Parents are able to ring and get messages to children to alter plans or to ensure their safety in cases of family emergency. Children can be called to the phone if it is essential that the parent speak with the child directly. Similarly, children are able to use the school phone to contact parents if required.

Staff also acknowledges the use of personal devices within the classroom context as deemed appropriate by classroom teachers. As part of our Digital Learning focus at the school we value the use of mobile devices as tools to enhance student learning. This however does not provide students with added access to phone features of these devices if they are present.

It is up to parents to determine when it is appropriate for the child to bring a mobile phone / device to school.



### Mobile Phone/Device Procedures

The following process will apply for students who require a mobile phones/devices while at school:

- Students who use phones/device during the day, without teacher supervision will have them confiscated by the principal/deputy, parents notified.
- The school accepts no responsibility for the theft, breakage or loss of phones / devices.
- Students who attend school camps or excursions may be able to take phones with them at the teachers' discretion. Teachers carry phones, which can be used in cases of emergency; in a camp situation, contact details will be made available to parents prior to departure.

### **SunSmart - Skin Protection Policy**

Australia has the highest incidence of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 70.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure in the first 10 years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life.

Cancer Council SA advises people to protect their skin at times when the ultraviolet (UV) radiation level is 3 and above—this is when it is strong enough to cause damage to unprotected skin. For much of South Australia, UV radiation levels are 3 and above everyday from September to April and it is during these months that sun protection is necessary.

Cancer Council SA recommends that a skin protection policy be in place from 1 September until 30 April when UV radiation levels are 3 and above. It is highly recommended that UV radiation levels are monitored, particularly during May and August as they still may be 3 or above depending on your location. Cancer Council SA also recommends that particular care should be taken between 10 am – 3.00 pm, when the UV radiation levels are at their highest.

It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. During May to August, at times when the UV radiation level is below 3, sun protection for most people is not necessary.

The aims of the Craighburn Primary School skin protection policy are to promote among children, staff and parents:

- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision making about skin protection.
- Awareness of the need for environmental changes in our school to reduce the level of exposure to the sun.

### Implementation Strategies for Skin Protection

This policy is for implementation from the 1st September to the 30th April. Outside of this time care should also be taken when the ultraviolet radiation level is 3 (moderate) and above.

The purpose of the policy is to ensure that all members of our primary school, including Out of School Hours Care (OSHC) programs, are protected from skin damage caused by the harmful rays of the sun.

It is an expectation that all staff, students and parents of Craighburn Primary School, inclusive of the Out of School Hours Care Program (where applicable) will use the following skin protection strategies:

#### At School

- Students, staff and parents will be expected to wear an approved broad-brimmed hat, legionnaire style hat or bucket hat whenever they are involved in outside activities (except during the winter months of June, July and August) including PE lessons.
- Students who do not wear hats must sit in a shady spot during play and games. 'No hat, no play.'

- Students are encouraged to wear appropriate clothing which protects the skin, eg shirts with collars, elbow length sleeves, hats to shade face, neck and ears, longer style shorts and skirts to protect legs.
- Teachers will recognise good sun safe practices throughout the year.
- Extended time in direct sun will be avoided wherever possible between 10.00am and 3.00pm or 11.00am and 4.00pm daylight saving time.
- Outdoor activities will be held in areas of shade whenever possible (at teacher's discretion).
- Incorporate programs on skin cancer prevention in the curriculum and reinforce the sun safe policy positively.
- Students will be encouraged to apply a broad-spectrum, water resistant sunscreen with an SPF of 30+ to clean, dry skin, 15-20 minutes before going outdoors for lunch or on curriculum activities. Sunscreen should be reapplied every two hours if outdoors for a prolonged period of time (eg Sports Days, excursions, camps), or more frequently if involved in water activities or perspiring.
- Teachers will provide adequate time for students to apply sunscreen before going outdoors.
- Sunscreen application will be encouraged before going out to lunch or any outdoor activity between 10am and 3pm and 11am and 4.00pm in daylight saving time.
- Shortened recess / lunch time will operate on extremely hot days and during periods of extended heat.
- Students attending Vacation Care programs at the school will be instructed to wear clothing that protects the skin and appropriate hats. Parents are to be advised of this prior to the program commencing.
- The SunSmart message will be reinforced in all school activities and in general school procedures.
- Staff will be encouraged to actively role-model SunSmart procedures in all school activities.
- Skin Cancer protection will be covered in the curriculum.
- Staff will be encouraged to keep up to date with information and resources through Cancer SA.
- The Craighburn SunSmart Policy will be reviewed on a two-yearly basis with staff, SRC, OSHC and School Governing Council input.

#### Excursions / Camps

- Students should apply sunscreen before going on an excursion. Teachers ensure re-application by students hourly and also after swimming.
- Students will be encouraged to wear shirts with collars and at least elbow length sleeves, longer style shorts/skirts and rash vests or t-shirts for swimming, if using an outside pool.
- Teachers will reinforce SunSmart procedures.
- Outdoor activities to be held in areas of shade whenever possible.

#### Sports

- All school SunSmart Policy rules to apply and documented in the Sports Policy.

#### Parents

- When enrolling a child, parents will be informed of the SunSmart Policy.
- Parents will be requested to purchase an approved school hat for their child.
- Parents will be encouraged to apply and provide SPF 30+ broad spectrum, water resistant sunscreen to and for their child's use as needed.
- Parents will be encouraged to model and practise skin protective behaviours especially the wearing of hats.

### **Uniform and Student Dress Code**

In State schools in South Australia the wearing of a uniform is a decision of the Governing Council. The Craighburn Primary School Governing Council supports and recommends that all students wear uniform. Our code is based on DECD guidelines.

## General Information

- Parents of Craighburn Primary School positively endorse the wearing of a school uniform / dress code
- A Dress Code provides a common ground for all parents and students, eliminates possible conflict over what to wear or buy and assists in the prevention of discrimination based on dress.
- Elements of the Dress Code are also incorporated for reasons of safety (e.g. no dangling earrings) and respectability.
- The Dress Code is designed to provide some flexibility and appeal for our school, the students and their parents.
- Students representing their school on excursions, in school photographs and at sporting events are expected to adopt the Dress Code.
- It is preferred that all shirts, windcheaters etc. have the school logo on the upper left hand side. Iron-on logos can be purchased from the School Cash Office.
- For reasons of respectability and to be Sun Smart, girls are not permitted to wear tops that show their midriff or stomach, or short shorts. Chunky shoes or ones with heels are not permitted.
- Jeans are not part of the dress code for either boys or girls.
- Bike shorts and netball skirts are not part of our daily school uniform, however, bike shorts may be worn under a school dress/skirt. Basketball style mesh shorts are not part of our daily school uniform.

## Hats

As we are a recognised Sun Smart School, all students are required to wear a Legionnaire or broad brimmed hat (Navy blue) at all times, during any outdoor activities and at recess and lunch time (except during the months of June, July and August).

## Hair

Hair ties, scrunchies etc. are to be in school colours. Coloured hair spray is only to be worn on sports day or for special school events.

### Girls Dress Code

Dress - Blue/White/Yellow check material – Cleolene 8268  
Skirts / Pinafore -Navy Gaberdine OR Navy blue check material Cleoron 9009  
Shorts – Navy blue  
Skivvy – Navy blue  
Polo Shirt (Long or short sleeve) - Blue  
Windcheater (Fleecy) - Navy Blue  
Cardigan / Jacket (Fleecy) -Navy blue  
Long Pants (Gaberdine, Track & Field, boot leg) - Navy blue  
Track Pants (Fleecy or parachute) - Navy blue  
Socks - Navy blue or white  
Tights - Navy blue  
Shoes - Shoes or sandals (sneakers are fine – though bright colours are not appropriate)

### Boys Dress Code

Polo Shirt (Long or short sleeve) - Navy blue  
Skivvy - Navy blue or Gold  
Windcheater (Fleecy) - Navy blue  
Shorts - Navy blue  
Track Pants (Fleecy or parachute) - Navy blue  
Long Pants (Gaberdine or Track and Field) Navy blue  
Socks - Navy blue or White  
Shoes - Shoes or sandals (sneakers are fine)

## Make-Up

Make-up and nail polish are not to be worn to school.

## Jewellery

- Earrings can be worn – either one stud or one sleeper in each ear.
- Multiple or dangling earrings are not permitted, for safety reasons.
- One thin chain can be worn around the neck or wrist. Thick chunky ones with tags or large attachments are not permitted.
- Watches are appropriate to wear.

### Uniform Availability

Generic windcheaters, pants, shorts etc. can be obtained from Target, Big W, Kmart etc.

### Uniform Supplier

The school's preferred uniform supplier is DLC Australia. The preferred method of ordering is via email and there are sample sizes of uniform items available in the schools second hand uniform shop adjacent to the main hall. Current opening times are available from the Front Office or displayed on the shop door.

Orders are delivered to school for collection or can be collected from DLC or sent direct to your home for standard postage fees. (Note postage costs as at April 2012 are standard Australia Post charges <500gms \$6.35, >500gms \$9.75.)

If you wish to place an order by fax or email you will find the order form on the school website or you can pick one up at the front office on the uniform display board. Families are also able to place completed orders in the secure box at the Front Office if they do not have fax/email available. Please complete your order clearly and fully and note that any queries regarding your order must be directed to the staff at DLC, as the school's Front Office staff will not be able to assist with queries regarding ordering, deliveries or returns/exchanges.

### Notes on Delivery:

If you would like your order delivered to school for your collection please write 'to school' in the 'Delivery Address' field. There are no postage charges for deliveries to the school.

Orders received by lunchtime Friday will be delivered to school on the following Monday and can be collected from the Front Office.

If you are having your order delivered to home and are unsure of the postage cost please call DZ to confirm and add to your order before sending it in.

### Other Uniform Items

School bags, iron on logos and hats are available direct from the school at the cashier's office window.

### Second Hand Uniform Shop

Second-hand uniform items are available for sale in the Second Hand Uniform Shop. The shop operates from the room near the main entrance to the Hall and is open on:

Tuesdays and Thursdays 2.45pm to 3.30pm and Wednesdays and Fridays 8.45am to 9.15am.