“Curramulka Primary School aims to promote innovative thinking and positive partnerships.”

Our values are: RESPECT, RESPONSIBILITY and TRUST.

Dear Parents/ Caregivers,

This handbook provides information regarding commonly asked questions about our school, in particular, and Department of Education and Child Development (DECD) policies in general. The information is current and we will keep you informed of changes if they occur.

Please feel free to contact the school if you have any queries, concerns or if there is any additional information you require.

The Staff of Curramulka welcome you to our school.

STAFF 2016:
Ms Rosie Harden            Principal       (R - 7)
Mrs Lucy Tilbrook          Teacher        (R - 7)
Mrs Sharron Kennedy           School Services Officer
Mrs Janette Clarke               School Services Officer
Ms Naomi Simmons  School Service Officer
Mr Anthony Bates               Groundsperson
**ADMISSION**

There will only be ONE intake of reception students at the start of the year for all DECD schools. Children starting school must turn 5 on or before May 1st of that year. Those with birth dates between 1st May and 31st December, start school the year following their 5th birthday.

We recommend transition visits of half day duration prior to children starting school.

We aim to make entry to school a positive experience and are always ready to discuss any difficulties with parents for their children beginning schooling.

**ATTENDANCE**

Regular attendance at school, as well as being a legal requirement, has enormous implications for children’s development. Irregular attendance and late arrival interferes with learning and can affect the children’s attitude later in life to commitment and responsibility. **If your child is ABSENT, please advise us IN WRITING the reason for the absence.** (Telephone calls must be followed up by a written note). If absences are unexplained we are legally bound to seek explanation. Our absence records are subject to audit every year and we are required not only to record absences but the reasons for them and maintain written explanations. A supply of absence notes is provided for your convenience.

Students who are **LATE** for school, **MUST SIGN IN** at the Office upon arrival at school and should **bring a note** with the reason for the lateness.

**HATS and SUN SAFETY**

Children **MUST have a hat available at all times at school**. Hats must be worn while outdoors, at all times during Term 1 and Term 4. Staff will adopt a common sense approach during the winter months.

The school has provided a hat for all students to use at school upon enrolment. If the hat is lost or needs replacing, parents will be asked to pay for a replacement. We keep a supply of sunscreen in the classrooms and children are encouraged to use it or bring their own.
We strongly support the wearing of uniform as ratified by the school’s Governing Council. The uniform requirements (updated 2016) give the students comfortable and practical items of clothing to wear. Students competing in Interschool sports wear the school Sports Shirt provided by the school.

CURRENT SCHOOL UNIFORM (as approved by Governing Council)

**GIRLS**  **SUMMER**
School Black & Gray Polo Shirt  
Black Shorts  
Black or Grey Skorts  
**WINTER**  
School Polar Fleece Full Zip Jacket  
Black or Grey Track pants or Pant

**BOYS**  **SUMMER**
Black or Grey Shorts  
School Black & Gray Polo Shirt  
**WINTER**  
Grey Trousers or Trackpants  
School Polar Fleece Full Zip Jacket

**SPORTS UNIFORM**
Black Basketball Shorts  
Sports Shirt provided by school for special sports events e.g. Interschool

**NB** School Polo Shirts, Full Zip Polar Fleece Jackets, are available to order through the school. Order sent home once per term.
The Curramulka Primary School Behaviour Policy was updated in 2014 and appears on the school’s website. A copy of the school rules will go home to all families early in 2016. Policies are reviewed annually.

Camps are held on an annual basis. Students will engage in experiences appropriate to them to enhance their learning.

As our school is small it is quite easy to get messages to both children and staff. Don’t hesitate to ring us and we’ll always return your call if we’re tied up at the time. The Newsletter is distributed on alternating Fridays and is available for community messages.

We encourage communication through your child’s message book/diary for any school related purpose. The diary may be used for written communication about absences or notes can be written on the absence sheets provided to each family.

Teachers will provide an overview each term outlining their program, which will assist you in supporting your child’s learning.

School fees are set each year by the Governing Council. If you anticipate any difficulties with payment, please consult with the school Finance Officer or the Principal. Information about School Card and payment by instalments can be provided. School Fees in 2016 are $229.00.

The Governing Council passed a motion in Term 1 2010 that, “If an evacuation of the school was required in the event of an emergency that the school seek shelter at the Curramulka Institute as part of the
School Emergency Action plan where the school will remain under the direction of the authorities." Parents would then be able to collect their child(ren) from the institute once any danger has passed.

PLEASE NOTE: On days of CATASTROPHIC FIRE DANGER – NO BUSES WILL RUN. It will be parent’s responsibility to provide transport to and from the school.
If a Catastrophic Day is declared, the Principal at Minlaton District School will contact the Parent Team Leaders, who will in turn contact individual families about buses not running.

GRIEVANCE PROCEDURES

The school has a stand alone Grievance Procedures Policy which includes information about the Parent Complaint Unit. Please refer to the full document for more information. The Procedure for how to get help with a concern or complaint is summarised below:

STAGE 1 – Talk to the school
1. Classroom concern? (start here) _ _ _ Contact Teacher
   Concern resolved?
   If not, speak to the Principal
2. School-wide concern? (start here) _ _ _ Contact Principal
   Concern resolved?
   If not, contact the Regional Office

STAGE 2 – Contact your Regional Office
3. Contact the Regional Office (Telephone 88212555)
   Concern resolved?
   If not, contact the Parent Complaint Unit

STAGE 3 – Parent Complaint Unit
4. Parent Complaint Unit (Telephone 1800 677 435 – Freecall)
   DECD.parentcomplaint@sa.gov.au
   (N.B. Parents may contact the Parent Complaint Unit at any stage of the process for support and advice via the 1800 number or email above.)
HOT WEATHER

We do not have an early dismissal policy because of our shared bus transport arrangements with Minlaton District School. Air conditioning in the classrooms ensures that children have access to comfortable work places.

LUNCHES

There is no school canteen, but our local shop can provide lunches. Bags for this purpose are available from the office. Prices may vary during the year and will be advised and updated as necessary.

We encourage parents to follow the DECD Healthy Eating Guidelines.

From time to time, lunch days are held at school. You will always receive prior notice of these. 12.45-12.55 is designated as lunch eating time and children eat under supervision during this time.

MONEY SENT TO SCHOOL

If you are sending money to school **PLEASE** put it in an envelope with your child’s name on it, the amount enclosed and what the money is for. Seal the envelope and if possible make it completely secure with sticky tape. This saves frantic searches through school bags for escaped coins.

NAMING

**Please** ensure all personal items and clothing brought to school are clearly named. This includes ALL stationery items.
WELCOME POLICY

We always welcome parent help in our classrooms. Please let us know when you are able to help so that we can use your talents to the full.

Incidental visits by parents to our classrooms are also welcome, but we do appreciate advance notice to ensure staff availability. If the visit is in relation to a particular issue, experience tells us that an interview is much more effective and can be followed up by a classroom visit.

Parents/ Caregivers are asked to sign in via the Front Office when they visit the school.

The opinions of our Parent/Caregivers are important to us and each year we seek the views of families via our Parent Opinion Survey and other Surveys. If you have any suggestions of how we can improve the school, please contact us.

PARENT BODY

Governing Council meets on Tuesdays twice each Term and notice of meetings is always given in the newsletter. The meetings are open and you are welcome to attend. Please note however that only elected council members have voting rights. The Governing Council provides advice and represents our families.

Current members are listed below:

GOVERNING COUNCIL MEMBERS 2016:
Matthew Pointon (Chairperson) (Bus Committee Rep) (Holder Common Seal)
TBA (Deputy Chairperson)
Treasurer (Kym Campion)
Gavin Reade (Secretary)
Ashlynne Pointon (G Councillor)
Emily Harris (G Councillor)
Odette Forrest (G Councillor)

(The AGM is held at the first Governing Council meeting of the current year.)