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

Dear Parents/ Caregivers,

This handbook attempts to provide answers to some commonly asked questions about our school, in particular, and Department of Education and Children’s Services policies in general. The information is as up to date as we can make it and we will try to keep you informed of changes as 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 Term 1 2011:**
- Kaye Fitton             Principal
- Jenny Hansen           Teacher   (Yrs 5 - 7)
- Lucy Tilbrook           Teacher  (Yrs R - 4)
- Wendy Rushbrook   Teacher  (R - 7)
- Sharron Kennedy          School Services Officer
- Janette Clarke              School Services Officer
- Karen Parsons              School Services Officer
- Michele Short   School Services Officer
**ADMISSION**

The Law in S.A. requires that children aged 6 must attend school but they may be admitted at age 5. Our school currently has intakes at the beginning of each term after the child has turned 5. We recommend transition visits of half day and full 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.

(It should be noted that from the 2013 school year there will only be ONE intake of reception students at the start of the year for all DECS schools.)

**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 could affect the child’s attitude later in life to commitment to responsibilities. 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 continue to be 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.

**BELL TIMES**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45</td>
<td>School Starts</td>
</tr>
<tr>
<td>10.45 – 11.10</td>
<td>Recess</td>
</tr>
<tr>
<td>12.45 - 1.20</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.10 – 2.20</td>
<td>Afternoon Recess</td>
</tr>
<tr>
<td>3.25</td>
<td>Dismissal</td>
</tr>
<tr>
<td>3.30</td>
<td>Bus assembly</td>
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</tbody>
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**SUN SAFETY**
Children **must** wear hats for outdoor activities at all times. The school has provided a bucket hat for all students to use at school. 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.

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**UNIFORM 2011**

We strongly support the wearing of uniform as ratified by the school’s Governing Council. The uniform requirements were updated last year giving 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**
- Navy/White Check Dress
- School Polo Shirt
- Black Shorts
- Black or Grey Skorts

**WINTER**
- Grey or White Skivvy under Polo Shirt
- School Polar Fleece Windcheater
- Black or Grey Track pants or Pant

**BOYS**

**SUMMER**
- Black or Grey Shorts
- School Polo Shirt

**WINTER**
- Grey Trousers or Trackpants
- Grey or White Skivvy under Polo Shirt
- School Polar Fleece Windcheater

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

**NB** School shirts, Polo Shirts, Windcheaters, Polar Fleece and Skorts are available to order through the school and we carry a limited stock of uniform pieces ready for purchase.
BEHAVIOUR CODE

School Rules – apply to yard & classroom

Respect everything in our school
Respect and care for people
Pay attention to others and wait your turn
Behave sensibly and safely

Consequences for inappropriate behaviour

Step 0 → Warning

Step 1 → Principal’s Office @ Afternoon Recess (time out).
   Step Pro-forma sent home.
   Friday “Bonus Play” forfeited.

Step 2 → Principal’s Office @ Afternoon Recess (time out).
   Step Pro-forma sent home.
   Friday “Bonus Play” forfeited.
   Principal’s Office @ next lunchtime (time out).

Step 3 → Principal’s Office @ Afternoon Recess (time out).
   Step Pro-forma sent home.
   Friday “Bonus Play” forfeited.
   Principal’s Office @ next lunchtime (time out).
   ½ day withdrawal (at school, in Principal’s Office 12:00 → home time)
   Principal to contact parents personally to arrange an interview.

Step 4 → Take Home with (formal) “Suspension” to follow.
   (DECS guidelines will be followed when suspension and exclusion procedures are required)

NB Principal reserves the right to contact parents of students to negotiate immediate Take Home at any stage of the Step System. Take Home prior to Step 4 will not necessarily result in a (formal) Suspension. Students who seriously endanger other students physically or emotionally or who are involved in destructive graffiti or vandalism, at school, will be placed immediately on Step 3.

This policy is being reviewed in 2011
Extended camps are held in “odd” years (2011, 2013 etc.) for senior students. Depending on the nature of the camp younger students may be involved for shorter periods of time. Alternatively in “odd” years, younger students will engage in experiences appropriate to them to enhance their learning.
In “even” years (2010, 2012, etc.) all students will be involved in excursions /overnight stays to enhance the learning programme.

**COMMUNICATIONS**

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. Students publish “Curry Kids” twice per term.

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.

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

**FEES AND CHARGES**

These are set each year by the Governing Council. If you anticipate any difficulties with payment, please consult with front office staff who will advise you about School Card or arrange payment by instalments. School Fees in 2011 are $175.

**EMERGENCY EVACUATION PROCEDURE**

The Governing Council passed a motion in Term1 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.”
A grievance is a complaint which describes a personnel or management conflict.
At times parents/students and staff have concerns about what happens at school. When this happens we need to know the correct way to satisfactorily have our concerns heard and acted upon. The grievance procedures outlined (below) are how to go about dealing with your grievances.

### Student Procedures
1. Speak to the person involved
   *If the issue remains unresolved*
2. Speak to an adult/peer mediator
   *If the issue remains unresolved*
3. Speak to the Principal

### Parent / Staff Procedures
1. Speak to the person involved
   *If the issue remains unresolved*
2. Speak to an adult/peer mediator
to mediate between parent and person involved (optional for parents)
   *If the issue remains unresolved*
3. Speak to the Principal

If the grievance remains unresolved after following the above procedures, the Regional Director can be contacted to mediate.

### 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 DECS 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 stationary items.

**OPEN DOOR 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. We also welcome incidental visits by parents to our classrooms 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.

**PARENT BODIES**

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.

Current members are listed below:

**GOVERNING COUNCIL MEMBERS 2011:**

Kym Campion  (Chairperson)
Matthew Pointon  (Deputy Chairperson)
Kirsty Short  (Secretary)
Gavine Reade  (Assistant Secretary)
Greg Agnew  (Community Club Delegate)
Simon Pointon  (Bus Committee Representative)
Sally Emery  (Councillor)
Karen Parsons  (Councillor)