



BERRI PRIMARY SCHOOL



PARENT INFORMATION BOOKET

INFORMATION BOOK

This information book is a combination of general and curriculum information and one copy is distributed to each family. Keep this book in a safe place at home and refer to it when the need arises.

VISION

We seek to protect, nurture and provide windows of opportunity for students, helping them to maximise their potential, build a high self-esteem and a strong sense of community, so they can become independent and valued members of an ever changing society.

LEADERSHIP TEAM

Principal:	Greg Platt
Deputy Principal:	Maria Rivera
School Counsellor:	Faye North

GOVERNING COUNCIL

The Governing Council meets on Wednesday of week 4 and week 8. Unless advertised otherwise, all meetings are open meetings and therefore anyone is welcome to attend. If a visitor wants the opportunity to speak at a meeting then the Chairperson or the Principal must be contacted so that the matter can be placed on the agenda.

The Annual General Meeting is held in February each year.

PROCEDURES FOR ENROLMENT OF STUDENTS

The compulsory age at which children are expected to be enrolled in school is 6 years of age. Once a child is enrolled at school, they are expected to attend everyday. This includes children who start school when they are under 6 years of age.

Department for Education and Child Development Policy is intended to provide all children with 4 terms as a Reception student.

If your child turns 5 years of age BEFORE May 1st, they may start on the first day of Term 1 that year.

If your child turns 5 years of age ON or AFTER May 1st, they may start on the first day of Term 1 the following year.

For students who arrive to be enrolled at any time we do everything in our power to make the families feel welcome.

The students begin generally within 24 to 48hrs after that initial visit and depending on when all necessary enrolment forms have been completed and returned.

SCHOOL FEES

These assist the school to conduct every day programs. We rely heavily on school fees and appreciate prompt payment. If you are having difficulties, please contact the Principal for special arrangements.

LUNCH

Lunch can be ordered through the local bakery on Thursday and Friday. This must be done by 9am. The orders from each class are brought to the office each morning. There has been a Governing Council decision that foods high in fat, salt, sugar such as chocolate donuts and carbonated drinks will not be allowed to be ordered in accordance with the Governments Healthy Eating guidelines.

NEWSLETTERS

These are printed and distributed to the youngest child in the family, fortnightly.

Notices of a general nature, which we deem relevant from the community are often included. Students will be encouraged to also provide information for the newsletter.

We strongly encourage parents to return the surveys or response forms which are included regularly in the newsletter. This is one way we can maintain two-way communication.

SWIMMING

Swimming is an essential part of our curriculum and all students are expected to attend lessons when they are held.

GUIDELINES FOR STUDENT DRESS

- Berri Primary School tries to promote a school identity through a set of guidelines for student dress based on school colours.

CLOTHING ITEMS WHICH FIT OUR DRESS GUIDELINES

- T-Shirts, Skivvy or Polo Shirt Red or Navy
- Jumpers/Jackets Red or Navy
- Shorts/Skirts Red or Navy
- Long Pants, Track'n'Field, Jeans, Parachute Pants Red or Navy
- Girls Red, Navy & White Checked uniform
- Hats (Wide brimmed or bucket) Red or Navy
- Suitable footwear for active play

Bike Helmets are required by law for all children who ride to school.

CLOTHING WHICH IS UNSUITABLE FOR SCHOOL WEAR

- SHOES:** Thongs Bare Feet
High heeled Shoes Strapless Sandals
Clogs Ugg Boots

- CLOTHING:** Tank tops Sleeveless T-Shirts
Bathers Open Weave (net) Tops
Very Brief Shorts/ Skirts Strapless and Halter Tops
Shoe String Straps Very Short Dresses/Skirts/ shorts
Clothing with offensive messages printed on

- PIERCINGS:** Facial piercings/ hooped or large earrings

UNIFORM SHOP

The school operates a uniform shop which sells some second hand clothing and new material to make things easier for parents. Uniform shop opening times are: Mondays and Wednesdays from 8.40 a.m.

ASSEMBLIES

Assemblies are held fortnightly. All family members are welcome to attend. Days and times will be advertised through the newsletter.

ACCIDENTS

For minor accidents such as cuts, grazes, bites etc, children receive on the spot treatment.

For serious accidents, parents are immediately notified. If parents are unable to be contacted or if it is considered necessary an ambulance will be called. Parents/caregivers may be responsible for their own ambulance insurance but DECD does have ambulance cover.

SICKNESS

You are encouraged to keep your child at home until he/she has fully recovered. If your child becomes ill at school, parents are notified to collect the child.

At the beginning of each year and/or at time of enrolment, parents are asked to advise staff of telephone contact numbers and medical information that might be required. Please update the school if they change.

INFECTIOUS DISEASES

A child suffering from an infectious disease is not permitted to attend school. Exclusion periods are minimum periods based on Health Commission recommendations. Please contact the school for further information.

Chicken Pox, Measles, Rubella	7 days
Mumps	10 days
School sores, Ringworm -	until the affected part is covered with a proper dressing
Viral Hepatitis	7 days after onset of jaundice
Conjunctivitis	Until there is no discharge from the eyes
Head lice	Until an effective treatment has been carried out

HEADLICE

Headlice is a problem faced by all schools and at Berri Primary we endeavour to be as vigilant as possible in order to keep outbreaks to a minimum. The detection, treatment and management of head lice remains the primary responsibility and duty of parents and carers.

CHILDREN'S MEDICATION

Each child with medication **MUST** have a medical health plan from the Doctor. Teachers will not accept responsibility for the administration of medication.

Antibiotics: It is assumed that children remain at home until the course is finished.

Allergy Tablets: Children allergic to stings can leave their special tablets, sealed and labelled with name and dosage, in the front office.

Puffers: Children must be able to use the puffer without instruction from the teacher. Children who have Asthma plans **must** have a spare puffer kept at school in the front office.

Analgesics: It is illegal for staff to administer analgesics (Panadol etc). Special conditions can be negotiated with staff.

TRANSITION TO HIGH SCHOOL

Year 7 students are invited to Glossop High School on at least two occasions to enable them to feel more comfortable when they transfer. High School enrolment forms are delivered to Berri Primary School in Term 3. They are distributed to Year 7 students. They must be returned to our school by the end of Term 3. A parent information night is also arranged at the High School in Term 4.

PHOTOGRAPHY

We often take photos of children as they work. We celebrate achievement regularly at Berri Primary School. If you do not wish your child to have their photo taken and published, please notify the school immediately at the time of enrolment.

CAMPS

School Camps are seen as an important part of the Curriculum. Camps will be discussed in class meetings and parents will be notified at least 1 term in advance if a camp is to occur.

EXCURSIONS

Excursions are considered to be an important part of the educational program offered to students.

All students are therefore encouraged to attend. Consideration will be given to cost factors so that no student is excluded on these grounds.

At the beginning of each year, all parents will be asked to sign a consent form for 'local excursions' that will cover the student for the whole year. 'Local' refers to the Berri area and can include those excursions where transport by car is necessary. Departmental Guidelines will be followed in the use of private cars. Parents will be informed of any excursions via the Newsletter and/or class teachers.

REPORTING PROCEDURES

Term 1	Parent /Teacher Interviews
Term 2	Written report
Term 4	Written report

HOT/ WET WEATHER

As the school is air conditioned, normal bell times apply at all times. Children are able to remain indoors when it is raining. The school enforces a 'No Hat, No Play' policy during Terms 1 & 4. In Terms 2 & 3, the UV rating will be monitored daily and options for hats to be worn will be based on: **UV rating 8+ (red): Hats worn at all times.** **UV rating 3-7 (orange): Hats to be worn during playtimes and outside activities during 10 a.m.-2.25 p.m.** **UV rating below 3 (green): Hats are optional.** Only wide brimmed or bucket (Sun Smart) hats are allowed. Children without these hats will be asked to stay near the buildings and remain in the shade.

ABSENCES

A written note or phone call from a parent/caregiver is required for all child absences. This is a legal requirement.

The school is quite concerned about the level of attendance and uses the District Attendance Officer regularly. Parents receive a phone call and/or letter from the school if a child has unexplained absenteeism of 3 days or more.

SCHOOL CARD SCHEME

Parents experiencing financial difficulty are invited to make application to this scheme. Forms and information are available from the office.

STUDENT REQUIREMENTS

On payment of Materials and Services Charge, all children will be provided with an initial basic issue stationery pack containing books, pens, pencils, coloured pencils, ruler and eraser.

Stationery requirements will vary with each teacher.

THE ROLE OF THE GOVERNING COUNCIL

The role of the Governing Council is to exercise a general oversight for the well-being of the school. In its advisory capacity it can make suggestions about the educational needs of the school.

Through the work of the Council and sub committees parents can become directly involved in the decision making at the school.

Parents on Council represent the community so they can be approached to raise an issue on behalf of any person. Issues raised at council are of a general nature. Issues concerning individual children are to be raised with the class teacher in the first instance, then the principal.

SUB-COMMITTEES

Much of the Council's work is done through sub-committees. Both members of the council and parents outside of the council are welcome to join these committees.

FINANCE COMMITTEE

Its brief is to share in the responsibility for controlling the income and expenditure of the school's money. It sets a budget annually, reviews its progress throughout the year, and is involved with short and long term planning. It is not required to become involved with the day to day operations of the school. This sub-committee is comprised of the Principal, Chairperson and Treasurer of the Governing Council, a Governing Council representative and a Staff representative.

FUNDRAISING COMMITTEE

This committee is made up from the school council plus volunteers. We would appreciate your support. The Chairperson is to report back to Governing Council on its activities.

TIMES

8:25 – 8:40

Morning Yard Duty

8:40 – 8:55

Teachers in class at 8:40

8:55

LESSONS

11:25

LUNCH

12:15

LESSONS

2:00

AFTERNOON RECESS

2:20

LESSONS

3:15

DISMISS STUDENTS

3:15 – 3:30

After school duty

AFTER SCHOOL DUTY OF CARE

When the bell rings at 3.15pm, students are required to leave the school grounds as quickly as possible. Yard duty teachers are stationed at exit points such as the car park crossing, Sultana St and Ovals from 3.15 to 3.30pm.

Yard duty teachers are in place to supervise students until the arrival of parents and to ensure the safe exit of students walking or riding home.

Yard duty teachers are not able to supervise students on the playgrounds while supervising students at the exits. **To ensure the safety of all students as they leave the school, play equipment will be out of bounds after school.**

If, after 3.30pm parents wish to supervise their own children on play equipment they do so at their own risk.

Greg Platt
Principal

OUT OF SCHOOL HOURS CARE (OSHC)

Berri Primary School is fortunate to have Out of School Hours care facilities on site. This provides parents with a convenient way of caring for children before school, after school and during the holidays. This service attracts many government subsidies. Further information can be gathered from the staff at OSHC. Phone 85823995.

SCHOOL HOURS

The school is open and supervision is provided from 8:25am to 3:30pm. Instruction begins at 8:55am and ends at 3:15pm. Teachers are available in their class from 8:40am. There are two breaks, lunch for 40 minutes from 11:25am and recess for 20 minutes from 2:00pm. Supervision is provided whilst students eat their lunch from 11:25 until 11:35am.

Two bells are rung at the end of recess and at the end of lunch. This is to ensure lessons begin on time.

We do not expect students to arrive before 8:25am and if we find children at school before that time they are sent to OSHC and parents will be billed for that session.