



BERRI PRIMARY

School Information

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.





TIMES

8:25 – 8:45

8:45

8:55

11:25

12:20

2:00

2:20

3:15

DAILY ORGANISATION

MORNING YARD DUTY

HOME GROUP

LESSONS 1 - 3

LUNCH

LESSONS 4 - 5

AFTERNOON RECESS

LESSON 6

DISMISS STUDENTS

2:30 DISMISS STUDENTS - THURSDAYS ONLY

3:15 – 3:30

AFTER SCHOOL DUTY

SCHOOL HOURS

The school is open and supervision is provided from 8:25am to 3:30pm. Instruction begins at 8:45am and ends at 3:15pm and 2:30pm on Thursdays. 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.

We do not expect students to arrive before 8:25am or remain after 3:30pm. If we find children at school before or after these times they are sent to OSHC and parents will be billed for that session.

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.**

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.

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.

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.

REPORTING PROCEDURES

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

NEWSLETTERS

These sent families via the communication App or hardcopy. They are also accessible on the Berri Primary school website.

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 or respond to forms which are included regularly in the newsletter. This is one way we can maintain two-way communication.

ASSEMBLIES

Assemblies are held 3/4 per term. All family members are welcome to attend. Days and times will be communicated to families.

UNIFORMS

School Uniforms are available for purchase from the front office during school times.

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. 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.

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 school for special arrangements.

SCHOOL CARD

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

SWIMMING

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

LUNCH

Lunch can be ordered through Grab and Go - QKR App on Thursdays and Fridays. This must be done by 8am. A how to guide is provided with this information.

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, Cargo, Tracksuit, Tights | Red or Navy |
| • 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, ugg boots
- **CLOTHING:** Tank tops (shirts with no sleeves) , bathers, very brief shorts/skirts/skorts/dresses, clothing with offensive messages
- **PIERCINGS:** Facial piercings/hooped or large earrings



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.

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.

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 a medical condition **MUST** have a medical health plan from the Doctor.

Medication: Will be kept in the front office. Children requiring medication at school will need a Health Care Plan and Medication agreement.

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.

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 DfE does have ambulance cover.

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.

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.

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.

TRANSITION TO HIGH SCHOOL

Year 6 students are invited to Berri Regional Secondary College on at least two occasions to enable them to feel more comfortable when they transfer. Enrolment forms are delivered to Berri Primary School in Term 3. They are distributed to Year 6 students. A parent information night is also arranged at the Secondary College.

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.

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 see the staff at OSHC. Phone 85823995.

UNIFORM PRICES

Polo Shirt	\$20	Red/ Navy	4 -14
Polo Shirt	\$24	Red/ Navy	16
Jacket	\$32	Navy	4 -16
Trackpants	\$15	Navy	4-16

Dress	\$30	Navy/Red	4-16
Shorts	\$16	Navy	4-16
Skort	\$16	Navy	4-18

Hat	\$10	Navy	S/M/L
School Bag	\$30	Navy/Red	
BEANIE	\$10	Navy	

Grab & Go Food Express Menu Thursdays & Fridays



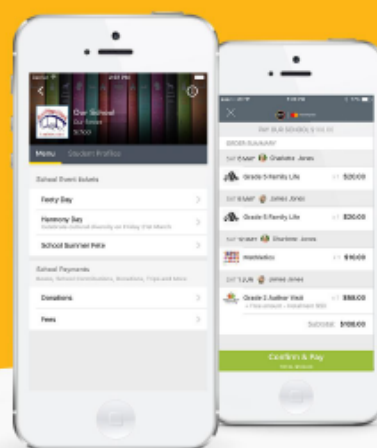
masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

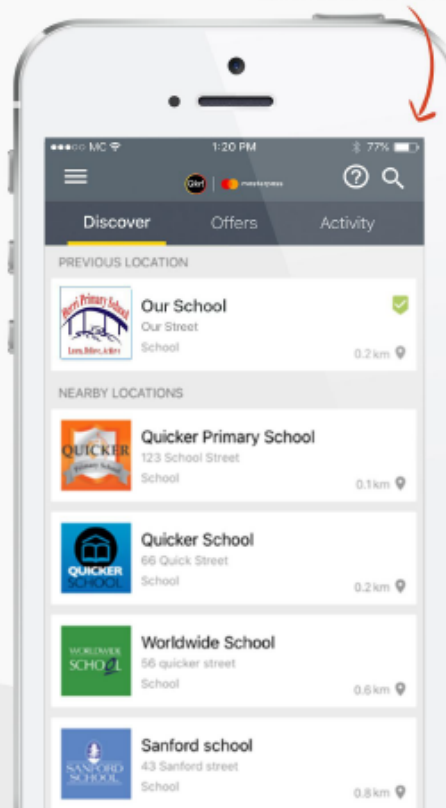
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



Add your children's details in Student Profiles

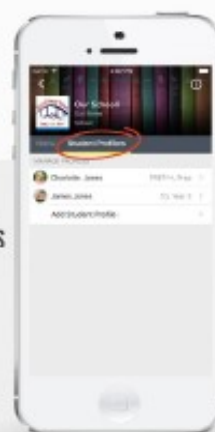
Select
'Add student profile'



Add each
child's details



Manage each
child's details in
Student Profiles



Order meals

Select a menu
from our canteen



Tap the green
box to view
your receipt
or to cancel
an order



Select a date
for a child and
order a meal

Tap 'Repeat
order' to
copy all paid
orders from
one week to
the next



Tap to change
the date you
are ordering for

Tap to change
the child you are
ordering for

Tap 'Checkout'
then confirm and pay

Making payments

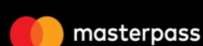
Add up to 5 cards to your wallet



At checkout select which card to
pay with.

Pay with any cards accepted
by the school.

Once your payment is approved you
can continue to the home page, or
view your receipt.



TIP OF THE WEEK

Q. How do I cancel food orders that have already been paid for?

- A. To cancel a food order from your itemized eReceipt:**
1. Open Qkr! and tap Activity.
 2. Scroll down to 'Order History' and sign in with your password.
 3. Tap the red circle with a minus symbol on the order to be cancelled. Select the entire order or individual items to cancel and tap 'OK'.
 4. If your eReceipt contains food orders for more than one child, you will need to cancel one by one.
- OR**
- To cancel a food order from the calendar view:**
1. Open Qkr! and select the relevant menu.
 2. Tap on the tick icon on the date for which you want to cancel the order.
 3. Tap the red circle with a minus symbol on the order to be cancelled. Select the entire order or individual items to cancel and tap 'OK'.

Cancelled items are shown in red on your eReceipt confirming they have been cancelled and a credit is available for future food orders. The value of any credits will be automatically deducted from your next Qkr! food order.

Please contact your school office to cancel any other (non-food) school payments according to school policy.

