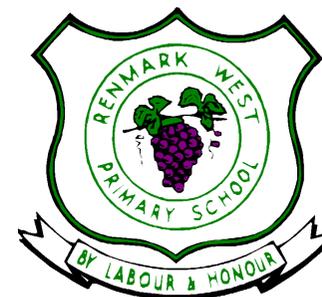


RENMARK WEST PRIMARY SCHOOL

[www.rnmkwestps.sa.edu.au](http://www.rnmkwestps.sa.edu.au)

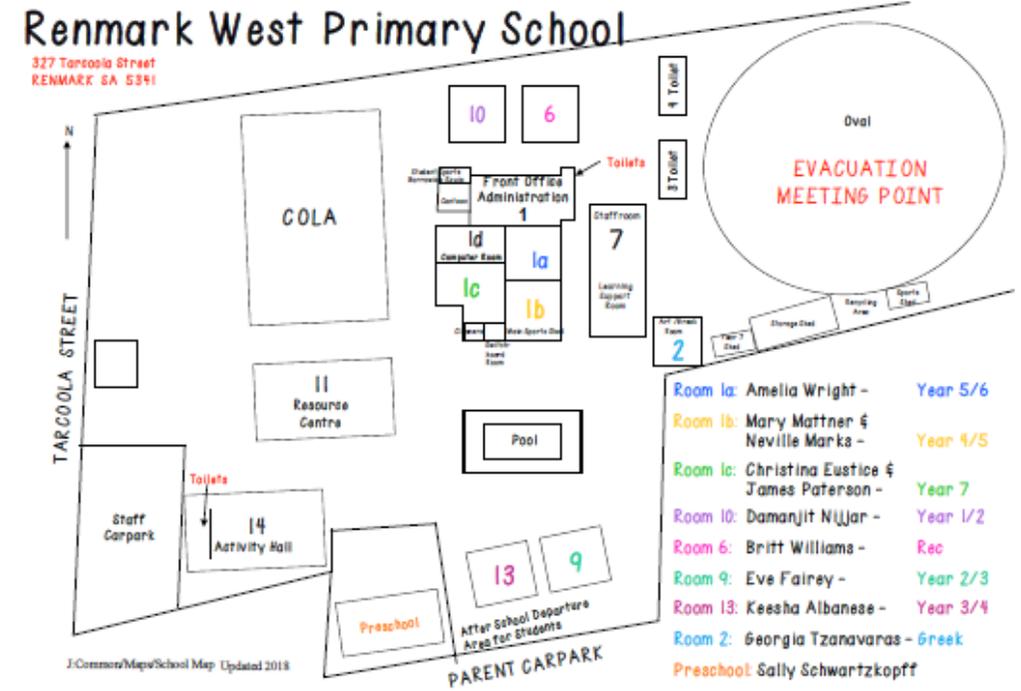


**PARENT/CAREGIVER  
INFORMATION**

**BOOKLET**

**'Welcome to your new school'**

# SCHOOL MAP



## UNIFORMS

Wearing of school uniform is actively encouraged. Parents may choose to dress their children from any of the following .....

### GIRLS SUMMER SUGGESTIONS

- A simple green and white checked dress.
- Bottle green, gold or white or contrast green and gold polo shirt, bottle green or black skort or shorts

### WINTER SUGGESTIONS

- Bottle green, grey or black skort or track pants
- Bottle green or gold windcheaters, skivvies, full or  $\frac{1}{4}$  zip jacket, bottle green or gold scarves or gloves

### BOYS SUMMER SUGGESTION

- Bottle green, gold or white polo, contrast bottle green and gold polo, bottle green or black shorts

### WINTER SUGGESTION

- Bottle green, grey or black track pants
- Bottle green or gold windcheaters, skivvies, full or  $\frac{1}{4}$  zip jacket, bottle green or gold scarves or gloves

These items can be purchased locally from Tri State Graphics or Dave's Work'N'Safety on Renmark Avenue.

A school broad-brimmed or bucket hat **MUST** be worn all year round. Children should wear suitable sandals or covered in shoes.

We usually have a wide range of good quality second-hand uniforms for which a small donation only can be made.

## From the Principal



Judy Cottam  
Principal

Welcome to *Renmark West Primary School*. We trust that your child and you will be very happy with what we have to offer as an educational institution. We hope too, that you will feel welcome and quite at ease, in your dealings with the school and it's staff.

If at any time, your child experiences difficulty, do not hesitate to contact the school so that we can discuss the matter. Our policy is to care about children in our school, both educationally and in their social development.

It is most important for your child's education that the staff and parents work very closely together and I ask that you accept this invitation.

This booklet has been prepared for all parents who enrol their children at our school. It gives information which we hope, will assist you and your child to quickly feel 'at home'.

Judy Cottam  
PRINCIPAL

## GENERAL INFORMATION ABOUT THE SCHOOL



School Address 327 Tarcoola Street, Renmark, SA 5341  
or P.M.B. 4, Renmark, SA 5341

Telephone no. (08) 8595 1340

Email: dl.0378\_info@schools.sa.edu.au

Fax no. (08) 8595 1226

<u>School Hours</u>	8.45 am	to	10.50 am	Lessons
	10.50 am	to	11.10 am	Recess
	11.10 am	to	1.00 pm	Lessons
	1.00 pm	to	1.50 pm	Lunch
	1.50 pm	to	3.05 pm	Lessons
			3.05 pm	Dismissal

No student should be in the school grounds **before 8.30 am** from which time, teacher supervision is provided. Stationery sales are available from the front office 8.30 - 9.00 am Monday to Friday .

Any variation on these times will be communicated to parents through newsletters or a circular.

**Please note** that prior to school term vacations, the school will dismiss at **2.05 pm**.  
**On this day students are permitted to dress casually.**

## RESOURCE CENTRE

The Library is open each day for children to select a book and borrow from. It is also open some lunch times to give children an opportunity for different activities. Parents are welcome to borrow before and after school if the Librarian or Assistant is present.

## REVIEW OF STUDENT LEARNING MATERIALS

If you have concerns about the suitability of books or other materials students are using at school, you are able to ask for them to be reviewed.

Please contact the Principal for further information. A special committee is then convened to conduct the review.

## STUDENT INVOLVEMENT IN THE SCHOOL

### STUDENT REPRESENTATIVE COUNCIL

We believe students should be actively involved in the welfare and development of the school. In keeping with this policy a School Representative Council (SRC) consisting of student representatives from Reception to Year 7 are elected twice each year.

The SRC, under the guidance of the School Counsellor, works towards a number of projects during the year. These could include the organisation of 'Special Fun Days' or fundraising efforts donating to a worthy charity eg. Guide Dogs for the Blind or Renmark Nursing Home. The Governing Council gives the SRC its full support.

# THE SRC

classes, again in turn, during the year at appropriate times. As part of encouraging healthy lifestyles all classes have a 'Crunch & Sip' time. Students are encouraged to bring fruit or vegetables to snack on during this designated time.

## SUNSMART POLICY

The aims of the Sunsmart Policy are to promote sun safety among students and from an early age, a positive attitude towards sun protection.

All year round, students will wear wide brimmed, bucket or legionnaire style hats whenever they are outside during the school day (8.50 - 3.10 pm). This includes play time, PE lessons, sports carnivals, outdoor excursions and activities.

*Parents are advised that school particularly favours (named) wide brimmed hats, which provide a good level of protection.*



## REPORTS, INTERVIEWS and OPENDAYS / NIGHTS

**Term 1** - Interviews are held with all parents. The focus is on literacy, numeracy and social development. Interviews are usually held towards the end of Term. A Summary Report sheet is provided.

**Term 2** - A detailed written report of your child's progress during the first half of the year is issued to all parents on the last day of term. Comparative Reports are issued on request to parents.

Children in Years 3, 5 and 7 participate in the National Assessment Program Literacy and Numeracy (NAPLAN) test. An individual report is issued to parents later in the year. This is a national initiative.

**Term 3** - Early in the term teachers/parents may request an interview to discuss issues arising from reports.

**Term 4** - A detailed written report is provided to parents at the end of the school year. Comparative Reports are issued on request to parents.

## SCHOOL HOURS / BELL TIMES

**8.15 am** Teachers arrive at school and prepare for their teaching day. Parents may organise a "Before school meeting" to discuss issues by ringing the school and making an appointment with the class teacher

**8.30 am** Children arriving before 8.30 am need to sit in the designated area (outside front office). When school yard duty commences students are provided with equipment to play in the front yard area of the school. The resource centre is open for students who prefer to borrow or return library books.

**8.40 am** Teachers are in their classrooms finalising the setup of class activities for the day  
Parents are welcome to drop in for a quick chat with the class teacher. Students remain outside until the bell

**8.45 am Bell** - Students return their equipment and move directly to their classrooms.  
Parents are welcome to stay for the first 15 minutes of the day. Parents may listen to reading or assist their child with an activity to help the child settle in the morning

**10.50 am - 11.10 am Recess**

**11.10 am - 1.00 pm School lessons**

1.00 pm - 1.10 pm Lunch commences - students eat lunch in class rooms  
Students are not dismissed before 1.10pm, as there are no teachers on duty.

**1.10 pm - 1.50 pm Lunch Play time**

**1.50 pm - 3.05 pm School lessons**

3.05 pm Students are dismissed.  
Teachers are available after school to discuss issues or concerns that parents may have. Please ring to make an appointment time with your child's class teacher



## PURPOSE

Our purpose at Renmark West Primary School is to create a learner-centred ethos with high expectations for all learners and to create a learning environment in which beliefs and understandings about learning are shared and drive policy, pedagogy and performance.

## VISION

Our vision is of a site where students attain increasing standards of learning achievement and outcomes through confident and meaningful curriculum delivery which is supported by effective leadership.

## WE VALUE

- ◇ Respect ◇ Responsibility ◇ Honesty ◇ Tolerance and Understanding
- ◇ Self-Worth ◇ Success and Striving to do your Best ◇

## VISION STATEMENT

The education of students, staff and parents is such that all should:

- Be happy
- Feel safe and valued
- Show pride in self and school
- Consider and serve others
- Have equality of opportunity

Strive for excellence

## SCHOOL PROFILE

Renmark West Primary School opened in 1912. It was rebuilt completely in 1973. We have a unit which comprises three classrooms and a Computer Room. We also have an Art Room, four portable classrooms, Resource Centre, Hall, COLA (Covered Outdoor Learning Centre), Swimming Pool and Pre-School (refer to map).

If you ever want to visit the school to watch your child at work, please do so. We encourage parents to become involved in the life of the school. This can happen in many ways:

All behaviour is guided and promoted by our school's values:

- Tolerance and Understanding
- Respect
- Responsibility
- Success and Striving to Do Your Best
- Self Worth
- Honesty

### Restorative Justice

When dealing with inappropriate or unacceptable behaviour the focus is on the harm that has been done and the obligation this brings on the part of those responsible to 'right the wrong' as much as possible. It's an approach that aims to develop in the wrongdoer an understanding of the harm their behaviour has caused to others so that they can best try to make amends to those most affected. In this way, it's an educative approach.

For further details on how we teach and manage student behaviour refer to the school Behaviour Code pamphlet or inquire at the school for the complete policy.

Rita Modlinski

School Counsellor

## HEALTHY EATING POLICY AT RENMARK WEST PRIMARY SCHOOL

In line with current thinking about the importance of a healthy diet in children's development, our school happily complies with Right Bite dietary legislation.

Children should not bring super-spiked sugary soft drinks, or caffeine loaded drinks that spark hyperactive behaviours; often in children who can least afford to stray off-task.

For information too, red and green cordials are especially thought to *gee-up* excitable children.

Further, the school often conducts *Healthy Eating* competitions for

## PLAYGROUP

A playgroup session is held in the pre-school building every 2<sup>nd</sup> Friday. Please contact the pre-school on 8595 1036 for more information.

## PRE-SCHOOL

We have a pre-school adjacent to the school. The pre-school operates on designated days from 8.45 am to 3.00 pm for children 4 years of age. Contact the pre-school (8595 1036) to find out about these arrangements.



## POLICIES

### SCHOOL BEHAVIOUR LEARNING AND BEHAVIOUR EXPECTATIONS

At Renmark West Primary School we believe that wellbeing is central to learning and learning is central to wellbeing. **We aim to....**

- ✓ Create a culture of wellbeing through the positive relationships established and maintained with the learners.
- ✓ Work together with the community to teach, support and model appropriate behaviour.
- ✓ Develop in students an acceptance of responsibility for their own behaviour.

- By joining the Governing Council or any of its sub-committees
- Supporting family gatherings or fundraising activities
- As a parent helper in some aspects of the curriculum
- Attending open days or nights
- Helping in working bees e.g.. grounds improvements or assistance in classrooms/Resource Centre
- Attending information and interview evenings
- Visiting the school now and again to talk with the teachers. They are available between 8.30 am - 8.50 am and 3.10 - 3.45 pm on any day that they work at the school. Please arrange a suitable time first.

## SCHOOL COMMUNITY VALUES

Our fundamental belief is that the school should be an extension of the family, where your beliefs, attitudes and values can be carried over.

Renmark West Primary School has six values as part of the curriculum and school activities. They are:

- **Tolerance and understanding**  
This means accepting other people's differences and being aware of others
- **Respect**  
This means treating others with care and consideration
- **Responsibility**  
This means being accountable for and in charge of your actions
- **Success and striving to do your best**  
This means working at and completing tasks, achieving your own goals and expectations and those of others
- **Self worth**  
This means understanding and belief in your own abilities
- **Honesty**

This means being truthful and sincere and expecting it from others

We believe that these values are an important part of our school.

Therefore we will:

Be good role models for our whole school community

## ACTION STATEMENT

We believe children learn through a wide variety of situations and environments which are positive, secure and stimulating.

It is important that each child should develop competence in:

- The basic skills of numeracy and literacy
- Communication skills
- Social skills
- Problem solving skills

Therefore it is our responsibility to help students develop the following:

- Lively inquiring minds, a love of learning and a desire to strive for excellence
- The ability to think rationally
- Powers of creative self expression
- Decision making and problem solving skills
- Conflict resolution skills
- The ability to work cooperatively with others
- Physical and mental well being
- Self confidence and a sense of worth
- Respect and consideration for others
- A coherent set of personal and social values and a commitment to them

Skills relevant to adult life and employment

classes are participating in excursions and camps.

The additional supervision and assistance is most valuable. We would like to encourage as many parents as possible to take part in this type of activity.

## PARKING

Tarcoola Street is an extremely busy road and carries a high volume of traffic. Road safety is therefore of prime importance to us.

The School provides an off-street car park adjacent to the school grounds. Parents are to use this car park for dropping off and picking up their children. **Children must NOT be dropped off at the front gate on Tarcoola Street.** Only students riding bicycles, travelling by bus and walking to and from school are permitted to use the front gate on Tarcoola Street.

We also ask that parents who collect their children for dental/doctor appointments or music tuition to use the car park.

Staff are on duty until 3.40 pm each day. After this time students must wait inside the office.

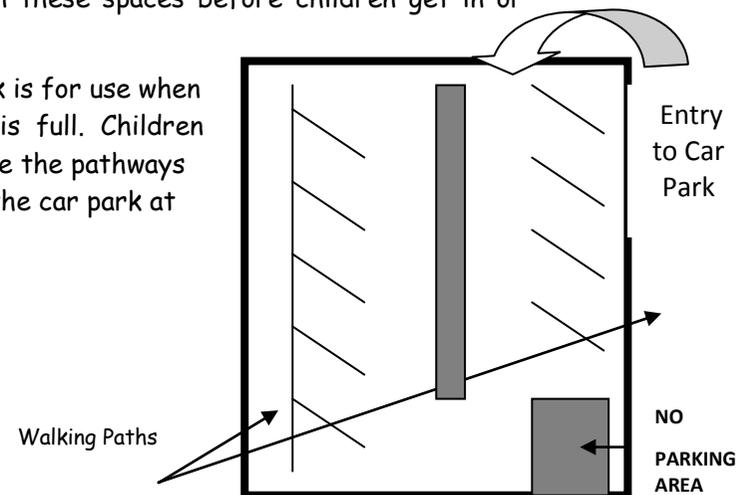
Parents are asked to be punctual when collecting their child/children.

## CAR PARK

Parents are to use this car park when dropping off and collecting their children.

The car park is a ONE WAY traffic area. Angle parking is marked and cars should be parked in these spaces before children get in or out of the car.

The church car park is for use when the school car park is full. Children and adults are to use the pathways and not cut across the car park at any time.



## FUNDRAISING

This Committee considers and plans the school's various fundraising efforts.

## FACILITIES

This sub-committee monitors the need for further upgrading of school facilities (either buildings, grounds, play space) and attends to this by consulting with the Principal. The Committee prepares budget submissions to be considered in the school's annual budget. They also co-ordinate parent working bees when the need arises.

## SPORTS DAY

This committee comprises of interested parents who organise Sports Day and assist with running it on the day. Sports Day is held at the Renmark High School oval and also at Renmark West Primary School.

## HEALTHY EATING

This Committee considers products sold to students during lunch times in the Canteen using the *Healthy Eating Policy* guidelines.

This Committee takes a leading role in encouraging healthy eating practices at this school.

*From time to time Council may form other Sub-Committees as it sees fit.*

*If you are interested in joining any one of these committees, a more detailed role statement is available from the office.*

## CLASSROOM ASSISTANCE BY PARENTS

Assistance in the classroom is always a great help to teachers, at the same time being a very worthwhile experience for students and parents alike. Grandparents are always welcome too!

Calls for classroom assistance are made from time to time by classroom teachers. Such work also provides excellent opportunities for parents with special skills to assist with small groups.

## EXCURSIONS AND CAMPS ASSISTANCE

Similarly, teachers often call for extra assistance from parents when their

**We believe in involving the school in community life. Therefore we will:**

- Make the school facilities available for community activities
- Participate in community activities
- Help with promoting community activities

**We believe in involving the community in school life. Therefore we will provide opportunities for:**

- Involvement in student activities
- Membership of the Governing Council
- Membership of Governing Council sub-committees
- Attendance at or helping with school functions
- Contributing to changes in educational and administrative direction



**We believe that the staff have a pivotal role in providing improved learning outcomes for students.**

**They will be achieved by:**

- Providing exemplary role models
- Actively participating in all facets of learning
- Assisting with school administration
- Engaging in on-going training and development
- Being pro-active to changes in education and administrative direction
- Implementing school policies

## ADMISSION TO SCHOOL

The admission of children shall be provided for once per year at the beginning of Term 1.

If a child has a birthday up to and including the 30<sup>th</sup> April, they will begin Reception on the first day of Term 1 of the year they turn five, (but they are not under compulsion to attend school until the following year).

If a child has a birthday 1<sup>st</sup> May or after, they will begin Reception in Term 1 of the following year when they turn five.

## LENGTH OF TIME IN JUNIOR PRIMARY CLASSES

- \* All children will **usually** have 12 terms, that is three years in Junior Primary classes.

In exceptional cases and depending on individual development, competence and maturity, children may have their length of Junior Primary time varied from the above.

This enrolment procedure is applied in line with Pre-School constraints, as children are only entitled to a maximum of four terms in Pre-School, prior to beginning in Reception.

## ACCIDENT INSURANCE for STUDENTS

Parents should note that neither the school nor the Department of Education and Child Development is liable for the payment of any costs arising from emergency medical treatment administered to a student.

## ART SMOCKS / LIBRARY BAGS

Children must have an art smock before they can participate in art lessons. An old shirt makes a good art smock.

To protect Library books it is school policy that children have a library bag before they are allowed to borrow from the school library.



## OTHER SUPPORT SERVICES

### GUIDANCE OFFICER

From time to time, parents may need guidance or counselling with problems relating to a child's academic or social development.

A School Guidance Officer, based at the Murray & Mallee District Education Office in Berri, is available via school staff, after the appropriate forms have been filled out, to assist in assessing and providing support for these students.

This officer can also offer advice to parents or teachers of students with severe anti-social behavioural problems.

## PARENT INVOLVEMENT IN THE SCHOOL

### GOVERNING COUNCIL

The Governing Council has many important functions. It is the representative body of the school community and is the avenue through which parents can be involved in the decision making of the school.

It meets twice a term and holds its Annual General Meeting in February/ March of each year. Councillors are elected for a two-year term. The Council consists of a maximum of 14 elected parents, one community nominated representative, one staff representative and the Principal. Cont...The Governing Council has several sub-committees, each convened by a member of Council but with its membership open to the general school community. You may well enjoy serving on one of these sub-committees without the full commitment of being a member of Governing Council.

### SUB-COMMITTEES

### BUDGET AND FINANCE

The school operates on a single fund basis, which means global budget funding, parent's fees and fundraising is held in one account.

The Budget and Finance Committee prepares an annual budget for the school and monitors its progress through the year.

Finance Committee meetings are held immediately prior to the Governing Council Meetings.

## LEAVING SCHOOL GROUNDS

Legally, the school is responsible for students between 8.30 am - 3.10 pm. No student will be dismissed from school or will be permitted to leave the school grounds unattended during school hours. Students who need to attend medical/dental appointments etc., or leave school early will require a note (or verbal communication), indicating the need to leave during school hours. On arrival at school, parents/caregivers are to report to the front office to sign the student out.

## LOST PROPERTY

A lost property box is located in the Front Office. Please check this regularly. At the end of each term any uncollected clothing is washed and either given to charity or placed in our second-hand uniform storage.

## FRIDAY LUNCHES

Friday Lunches from Paringa Bakery may be ordered on Thursday. Orders need to be placed in the box in the front office **before 9 am**.

## LUNCHES – Special Lunch Days

Special lunch days are generally held in Terms 2 & 3 every Wednesday if there is enough support from students ordering and parents volunteering their time for cooking and serving the lunch. You will be notified about these in the school's newsletter.



## NEWSLETTERS

Newsletters are sent home each fortnight on a Wednesday to keep parents aware of happenings within the school. This is our main means of communication between the school and home.

Other circulars and class newsletters will be sent home from the school by class teachers at periodic intervals.

Renmark West also has a Facebook page. Please like us on Facebook



## ATTENDANCE AND ABSENCE FROM SCHOOL

All children are expected to attend every day the school is open unless they are ill.

It is a Departmental (DECD) requirement that a reason is given for all student absences. Therefore, would you please inform either the front office in person OR by phone, or your child's teacher of the reason for your child's absence before 9 am on the morning of the absence. When a child is absent for three days without a reason, the school will make contact with you.



While at times absences for reasons other than illness cannot be avoided, these should be kept to a minimum. A child may not be removed from the school during the day without the knowledge of the Principal and/or the class teacher. Children leaving early must be signed out at the front office.

In the case of *custody disputes*, the child will only be released to the parent authorized by the courts, or in the absence of a court order, to the parent who signed the admission form when the child was enrolled initially in the school. Any parent in these circumstances should keep the school well informed.

If parents wish to take their child/ren out of school for a family holiday for 1 week or longer, you **MUST** ask for a 'Exemption for School Attendance' form (ED179) which needs to be filled in before the holiday dates and kept on file at the school.

## ASSEMBLIES

School assemblies are held fortnightly on Thursday mornings on 'odd' school weeks, Week 3,5,7,9,11. Assemblies are held at 9am in the Hall for approx. 20 minutes.

Again, in keeping with our policy of student participation, they are organised and run by the students. The primary aim of the assemblies is the display or performance of work completed by students in the previous week. This takes many forms, eg. reading of language work, performance of music, dance or drama or display of art work, projects, etc. Parents are welcome to come along to the assemblies. Value Certificates and Principal Awards are also presented at this time.

## CANTEEN

The school canteen opens Mondays & Thursdays at 1.10 pm for ice creams, drinks, snacks etc. This is manned by rostered parents volunteering their time. Assistance is required from 1.10 - 1.30 pm.

## COLLECTION OF CHILDREN

Parents or nominated carers need to sign children out at the front office before leaving the school during school hours, and sign children in upon their return. This is an important security procedure. Please keep class teachers informed about any 'new' people who you may have arranged to pick up your children.

## CURRICULUM

The 3R's such as **Reading, Spelling, Writing** and **Mathematics**, always receive important attention at this school. Class teachers are only too pleased to discuss these programmes with parents by arrangement.

The Australian Curriculum is the planning document used by teachers to plan and assess student learning

## LEARNING TECHNOLOGIES

Students at Renmark West Primary have the opportunity to use a range of technology in their learning. Students have access to a state of the art computer room, which provides software programmes that can extend and reinforce literacy and numeracy skills taught in class. Students also develop research and presentation skills using various software programmes. A hub of computers are also situated in the Resource Centre.

All classrooms and the Resource Centre have inter-active Smartboards installed.



## HEALTH

### DENTAL

Your child may be enrolled in the School Dental Service. The Dental Clinic is in the grounds of the Renmark Town School and will be open every Monday and Wednesday.

Reception children are screened by the school dentist. Parents are responsible for transport. The contact telephone number for the School Dentist is 85866403.

### COMMON DISEASES

Recommended minimum exclusion periods from schools, of infectious disease cases are ...

#### DISEASE

#### Exclusion period for Patient

Chicken Pox

10 days from the appearance of spots or until crabs are dry

Hepatitis A

**Notifiable.** Excluded until medical certificate of recovery is produced.  
If this is not available, re-admit once symptoms have subsided

Measles

7 days from appearance of rash

Mumps

10 days from onset of symptoms

Rubella (German Measles)

5 days from appearance of the rash

Scarlet Fever

Excluded until appropriate medical treatment is given and a medical certificate of recovery is produced

Whooping Cough

4 weeks unless medical certificate of recovery is produced

Head Lice or Scabies

Excluded until effective treatment has been carried out

Ringworm

Excluded until effective treatment has been carried out

Impetigo (School Sores)

Excluded until effective treatment has been carried out

Conjunctivitis

Excluded during the acute stage of the infection

*Exclusion days refer to calendar days and contacts are not excluded. A medical certificate may be produced showing earlier recovery.*

## FEES - SCHOOL

At the beginning of each year, you will be charged a Material & Services Fee. This covers the cost of materials used in Art, PE, Library, photocopying, internet use, special projects, e.g. books, computers etc.

The school has a payment plan available to parents. Please ask at the Front Office for the appropriate form.

## CONSUMABLES for STUDENTS

Books and stationery are issued at the beginning of each school year. Material and Services charge cover this initial allocation of stationery, but it **will not** cover **all** of the year's requirements.



## SCHOOL CARD SCHEME

Government assistance, for school fee paying use is available for parents experiencing financial difficulties. Application forms are available upon request from the office, or alternatively by contacting the DECD office in Adelaide.

It should be noted that approval given to a student to receive government assistance, **does not** mean that **all** aspects of a student's education is covered.

Some materials, and excursions may require payment by parents of these students.

## HALL

The Hall is open during lunch times twice a week, with teacher supervision. Monitors help out with the activities by unpacking and packing games.

## LITERACY

All classes have Literacy blocks during the week. During this time, all aspects of literacy, including reading, writing, spelling, grammar, comprehension, handwriting and oral language are covered. Children work in ability groups within their own class. At specified times, a School Services Officer (SSO) is in the classroom to assist the teacher.



The school uses several approaches in the teaching of reading depending on the needs of the student.

It is important to remember that, like most things eg. talking, teething, walking etc., some children are ready to read later than others. This is a very normal state of development. Please support your child by reading every night at home.

Our school uses the WRAP approach to learning the phonemes that make up spelling and decoding of words. WRAP is taught in every classroom.

## LOTE - Greek

The school teaches Greek as a second language and a teacher takes all classes for Greek language.

## MUSIC

DECD runs a group tuition programme during school time for Years 5-7 students.

Programmes are available for a limited number of students in brass, woodwind, guitar and drums (Year 5 and above). A selection process occurs at the end of each year. Parents are responsible for organising student instruments. Lessons are held in Renmark and parents are responsible also, for transporting students to and from lessons. These students are able to perform at the school concert. Renmark West Primary School has its own school Choir and this is open for all children in Years 5-7. Choir students participate in the Combined Riverland Music Festival, which is held each year.



## PHYSICAL EDUCATION

### Daily Fitness

Time is set aside daily for fitness, involving all children.

Classes also play 'Play is the Way' games to develop co-operation skills.



### Swimming

The school has a swimming pool and we are able to offer water confidence and recreational swimming for students over an extended period. In the swimming season, classes will only be held if the estimated maximum temperature for the day is 25°C or hotter.

In addition, students receive swimming lessons by qualified instructors once a year. The students in Year 3-6 attend the Renmark Swimming Centre for their lessons. Year 7 students access an Aquatics program..

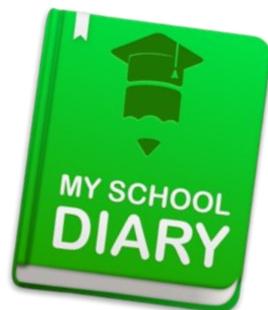
## DIARIES

Children in Reception-Year 3 use a communication book.

Children in Years 4-7 use school diaries.

They are an excellent method of communication between parents and school. Besides homework, other items could be entered, e.g. notes for student absence, short comments by teachers on a child's progress, reminders for things children need to bring for social studies, swimming, any curriculum area, excursions etc.

We ask that diaries be checked and signed by parents each week.



## EMERGENCY INFORMATION

When your child is enrolled, you will be asked to complete, as part of the enrolment form, emergency information. If any of this information changes, it is important that parents advise the school office without delay, so that we can update our student records. Where known medical problems exist, a Medical Plan Form/Asthma Plan Form etc. **must** be filled in which is kept in the office.

A lot of distress to parents of an injured child can be avoided, if we can contact the parent promptly when needed.

## EMERGENCIES / ACCIDENTS AT SCHOOL

Occasionally, students are injured or take ill at school. If this happens, we endeavour to contact a parent or contact person to come and collect the child. Failing this, we care for the child in our sick room, or arrange for emergency attention if this is considered necessary.

The following procedure is carried out ....

- If the accident is minor then first aid will be administered
- In the event of a major accident we will first seek medical attention eg. ambulance, doctor, dental clinic etc.
- Parents will then be contacted as soon as possible
- Staff are trained in First Aid and this is updated regularly

