

Welcome to our School

Dear Parent,

This booklet is designed to inform you of the policies adopted by the Morgan Primary School and the day-to-day workings of the school.

Hopefully it will answer any questions you may have about your child's school, but if it does not, please do not hesitate to telephone or come in and see us with any queries, concerns or questions that your family may have. Alternatively, all information for families of updated policies, parenting articles, term planners, photo pages and weekly newsletters are uploaded on our website on a weekly basis.

You will be able to keep this booklet up-to-date by retaining copies of the weekly newsletter through which parents are informed of happenings / curriculum / policies in our school.

Yours faithfully,

Kellie Zadow
Principal



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OUR STAFF

Principal / R-7 NIT
Lower Primary R/1/2 class
Middle Primary 3/4
Upper Primary 5/6/7 class
Front Office
Groundsman / Pool Operator
Classroom SSO /Library / Admin
Classroom SSO / Mentor
Classroom SSO Japanese
Pastoral Support Worker
Cleaner

Kellie Goodrich
Leah Michalanney
Sharon Miller
Laura Taylor
Ali Kearvell
Rod Zerner
Julie Seton / Jo Jericho
Tom Waterson / Richard Steadman
Rie Uchida
Renee Floyd
Jodii Harriss

Welcome to our School!

You are now a part of Morgan Primary School and I hope that in the future you will be well satisfied with your decision to enrol your child/children here.

Morgan Primary School has a number of very positive features, which will play an important role in your child's learning and development.

- It is a small school. There is greater opportunity for children to receive individual attention.
- It is open – Everyone is approachable. There are no barriers. Everyone is valued and welcome.
- It is safe – We have an excellent Behaviour Management Policy. Inappropriate behaviour is attended to effectively and support given.
- It is exciting – There is always something happening!
- It is effective – We strive for high standards in all that we do!
- It is positive – We work from a success – oriented culture and strive for continual improvement!

Your children can rightly expect to receive a good education. They will receive quality education here. We look forward to working together with you as a partnership and a team for your child/ren's benefit.

This booklet is designed to provide you with information on how our school operates and how you can involve yourself in your child's education.

Yours sincerely,

Kellie Zadow
PRINCIPAL

ACCIDENTS

In the case of an accident, the school will endeavour to contact the parents as soon as possible. If a parent cannot be reached or the child's well being is endangered by any delay, the most senior teacher available has the power, under regulations, to obtain the services of a doctor and/or ambulance and the parent will be charged accordingly.

The school maintains computer records on each child, detailing any special treatments required and the names, addresses and telephone numbers of emergency contact people.

Please ensure that the school is made aware of any changes, even temporary ones.

AFTER HOURS USE OF SCHOOL FACILITIES

The playground is available for children, and others, at all times under the following conditions:

- the school is not responsible for any accidents
- parents are responsible for any damage caused to school installations
- only fixed playground equipment is available for use
- parents are aware that their child is in the playground area.

ARRIVAL AND DEPARTURE OF STUDENTS ON SCHOOL DAYS

Parents should make every effort to avoid their children's arrival before 8.30am and to collect them by 3.45pm. Parents should note that teachers are on duty after 8.30am and up to 3.45pm for yard supervision. Any child in the school yard outside these times must be considered as using the facilities after hours and parents must be aware of the specific conditions applying in these circumstances.

ASSESSMENT AND REPORTING

Term 1 - Early in Term 1 an Open Night is held to enable parents to meet teachers.

A 3 way interview (Student – Parents – Teacher) is held towards the end of Term 1.

Term 2 - At the end of Term 2, parents receive a written report outlining each child's progress.

Term 3 – An optional parent teacher interview is held.

Term 4 – An end of year written report is given.

Parents are reminded that an interview can be arranged at any mutually convenient time with staff, if the need arises.

Take Home / Home Folders are sent home at the end of each term and are used as a 3 way communication process between child, teachers and parents. Folders will contain samples of work, self-assessments, teacher assessments and curriculum information. Please respond to your children's work and our comments by talking about this information with your child. We encourage parents to make written comments as well. Whenever we send the folders home we would appreciate it being returned to school promptly with your signature to show that you have seen it.

ASSISTANCE IN THE CLASSROOM

Staff are keen to have parent helpers assist in their rooms.

We have a whole school morning reading program with all staff and many parents are involved with this on a regular basis.

Others help when assistance is needed for special occasions eg. cooking, physical education, excursions etc.

We welcome your support. If you are interested in helping with planned activities, please contact the teacher or Principal.

ATTENDANCE

Please note that the Department of Children's Services has significantly tightened procedures for attendance. Absences and lateness is recorded, so if your child has a legitimate reason for being late, please write a short note to the teacher or phone the office. Students should report to the front office to sign in and out.

All children are expected to attend every day the school is open unless they are ill. While at times absences for reasons other than illness cannot be avoided, these should be kept to a minimum.

Absences should be reported to the school verbally, by phone call or by letter on the child's return to school.

A child may not be removed from the school during the day without the knowledge of the Principal and/or the class teacher. In the case of custody disputes, the child will only be released to the parent/ guardian authorised by the courts or in the absence of a court order, to the parents who signed the admission form when the child was enrolled initially at the school. Any parent in these circumstances should keep the school well informed.

BANKING

We actively encourage children to bank on a regular basis. Children may bank with the Commonwealth Bank / BANK SA through the school. New children are given an application form to bank as soon as possible after enrolling. Application forms are available at the front office. Bank money in bank book folders is collected before 10am every MONDAY, sent to the office and then the Post Office. Bank folders are returned to school by lunch time the next day and are given back to the children by the end of the day.

BELL TIMES

To overcome climate extremes and as part of the Sun Smart Policy, we have the following lesson times:

8.50am	School starts
10.40am	Recess
11.00am	Lessons begin
1.00pm	Lunch begins – Children start eating lunch
1.10pm	Play time begins
1.40pm	Afternoon lessons begin
3.15pm	End of the school day

BOOKROOM SALES

Class teachers have ordered the children's materials in the Booklist. The Material and Services Charges at the beginning of the year covers most children's stationery, but the school keeps extra supplies and children can purchase these from the front office. It is unlikely that children will need more material as this is monitored by the class teacher.

BREAKAGES

Students are expected to report breakages immediately as they occur. In the case of obvious vandalism, the parents will be expected to finance the repairs if this is refused by Facilities Management.

BREAKFAST

The school has made a commitment to Healthy Eating and Living and provides students with an opportunity to come to school on Friday mornings (fortnightly) at 8.15am to have a shared breakfast with staff, students and parents.

CAMPS

DECD Policy states that it is not mandatory for teachers to take children on school camps and excursions.

When camps are planned, every effort is made to keep costs to a minimum and arrangements can be made for parents with financial difficulty to pay by instalments upon application to the school.

CODE OF BEHAVIOUR

Student Behaviour Management Practices

School Discipline is a DECD Policy. All schools are guided by its contents. There are copies available in schools for anyone wishing to read them. All schools are required to establish a Code of Behaviour for students which highlights

- a) the school's beliefs about learning***
- b) expectations placed on children***
- c) the values our school is trying to promote***
- d) explicitly, action taken in the course of irresponsible behaviour.***

BELIEF STATEMENT

We believe that our School's Student Behaviour Management Policy should aim to support and foster a success-oriented environment where:-

- We have an obligation to provide support for the academic and social education of the children in our care.
- We support and encourage the development of the following values Cooperation Care Courtesy Consideration Communication and Compliance.
- A sound success-orientated learning environment is dependent upon a co-operative and consistent approach to behaviour management across the school.
- We must encourage children to become responsible for their own behaviour and decisions and develop an understanding of related consequences.
- Each individual child has the right to work and play in a safe, happy and friendly school environment without disruption or harassment from others.
- The students sense of belonging in the school is increased by involvement in extra-curricular activities and decision making.
- We have a responsibility to provide appropriate social models within the school.
- School and home interaction is strengthened.

Therefore to achieve this, we:-

- Need a co-operative, consistent approach to behaviour management across the school community.
- Will implement programs and learning experiences, the purpose of which is to encourage children in responsible behaviour and reward acceptable behaviour.
- Will provide opportunities and support for students to increase their experience of academic, social and physical successes.
- Will involve staff, students and families in formulating, reviewing and supporting this School's Behaviour Management Policy.

STUDENT BEHAVIOUR MANAGEMENT

CONSEQUENCES OF RESPONSIBLE BEHAVIOUR

In fostering a total environment conducive to responsible behaviour, it is vital that the staff, students and parents respond positively to each child's efforts and successes.

Ways in which staff may encourage such behaviour include:

- o awards
- o special activities
- o point systems
- o whole school special recess
- o extra curricular activities
- o smiles
- o stamps & stickers
- o student of the week
- o acknowledgment through School assemblies and responsible yard play.
- o special day person
- o notes to parents
- o verbal encouragement and reinforcement
- o home book
- o use of school newsletter
- o special privileges
- o acknowledgment in the school
- o acknowledgment through S.R.C.

CHILDREN'S RIGHTS

1. All children attending this school have the right to feel safe and secure at all times.

2. All children have the right to work without disruption and according to their ability and be given the opportunity to develop to their full potential.
3. All children have the right to be free from discrimination, bias, prejudice and harassment regardless of gender, nationality, physical impairment of socio-economic background.
4. All children have the right to education, fair treatment, affection, care and understanding.
5. All children have the right to their own opinions and to express them in a polite responsible manner.
6. All children have the right to be respected.
7. All children have the right to have a "say" in the management of the classroom.
8. All children have the right to adequate resources to assist their learning.
9. All children have the right to achieve equality of outcomes and opportunities from their educational program.

STAFF RIGHTS

1. All staff have the right to feel safe at all times.
2. All staff have the right to be respected.
3. All staff have the right to express themselves.
4. All staff have the right to expect assistance from appropriate resources.
5. All staff have the right to expect that their property will be safe.

RESPONSIBILITIES OF ALL WITHIN THE SCHOOL ENVIRONMENT

- * To be aware of the processes of the development, implementation, and review of this school's Student Behaviour Management Policy.
- * To adhere to the set code of behaviour as set out by the school community - teachers, parents and students.
- * To provide and maintain a safe, orderly and caring environment.
- * To behave in a courteous and respectful manner to all others.
- * To respect and care for school property and the property of others.

IN ADDITION THE SCHOOL STAFF WILL

- * Provide opportunities for the community to be aware of and involved in the processes of development, implementation and review of this Student Behaviour Management Policy
- * Ensure that all students have clear understanding (at their level) of the expectations of the child's code of behaviour and related consequences. To be written and posted in each class in Term 1 of each year.
- * To model and teach grievance procedures.
- * Keep informed of change and participate in activities to improve skills and understanding in dealing with student behaviour.
- * Provide opportunities for students to take on responsibilities, develop decision making skills and apply these skills.
- * Acknowledge responsible behaviour.

PARENT OR CARE GIVER CONCERNS

Whenever concerns arise, we ask that you let the class teacher and principal know so that together we can resolve issues before they become a problem.

Occasionally issues arise which are of such concern that discussions/interviews need to be held.

- o We will be considerate of people's feelings, beliefs and cultures.
 - o We respect people's privacy.
 - o We are quiet in the classroom and around the school, so that people can work without being disturbed.
 - o We show courtesy and good manners.
3. OUR RESPONSIBILITY IS TO RESPECT PROPERTY. SO:-
- o We only use other people's property with their permission.
 - o We put rubbish in the bins.
 - o We leave chewies and bubblegum at home.
 - o We use equipment properly.
 - o We write on appropriate material, eg. paper. No on desks, walls, books or rulers.

Examples of positive expectations / responsibilities

OUR RESPONSIBILITY IS TO BE SAFE AND TO HELP EACH OTHER BE SAFE. SO:-

IN THE YARD

- * We are only in the school grounds between 8.30am and 3.40pm
- * We walk bikes in the yard.
- * We don't use sticks or stones in a dangerous way.
- * We play with equipment safely.
- * We don't fight, play fight or grab people.
- * We play in areas meant for playing, which are not off bounds.
- * We are sensible on play equipment.
- * We move around the school sensibly and safely.
- * We play running games (eg. red rover, chasey) on the oval.
- * We walk around corners of buildings.
- * We play extra carefully with balls near buildings with windows.
- * We use the verandah and grassed area behind the double unit only for quiet activities and only if we have asked the teacher on duty.
- * We use the tennis court only for sensible play and only if we have asked permission from the teacher on duty.
- * We stay in the school grounds at break times unless we have permission from the teacher on duty or if the ball goes out of the yard we ask the teacher if we can get it.

Monitoring

- Classroom timeout monitored and recorded by teacher.
- When level of serious infringement reached teacher notifies Coordinator and/or Principal.
- Issues relating to or leading to suspension must be documented in conjunction with Coordinator and/or Principal.
- All levels of time out need to be recorded for monitoring purposes. Could simply be a dated class list with child's name and the inappropriate behaviour.
- Before plans are sent home they need to be photocopied, kept secure and confidential.
- 3 similar, continuous, minor infringements in a week would result in a level 1 serious infringement.
- Coordinator and Principal to manage on site monitoring of records.

Regional Service Consultants

Berri District Education Office - 8595 2323 SBM & Attendance - CAMHS 8582 4290

Minor infringements

These usually occur spontaneously.

Incidence which may need only a warning could be classified as when a child acts irresponsibly without affecting other people or property.

Children may need a short period of time out when they act irresponsibly in a way which interferes with, or could interfere with others and/or property.

Major infringements

These may also occur spontaneously and are actions that are likely to cause harm or distress to others in the schoolroom or playground, or cause damage to property. These issues include violence, vandalism, defiance, obscene behaviour, smoking, running away, stealing or harassment.

This Code of Behaviour has been negotiated and agreed upon, between students, staff and parents of the Morgan Primary School and fits into the framework of DETE School Discipline Policy.

COMPULSORY NOTIFICATION OF CHILD ABUSE

The Community Welfare Act (1972 – 75) obliges all School Staff to notify cases of physical maltreatment or suspected maltreatment of children to the Department of Community Welfare.

DENTAL SERVICE

The School Dental Service, a branch of the Dental Health Services of the S.A. Health Commission, provides general dental care to school and pre-school children through a clinic located at Waikerie Primary School or Nuriootpa Primary School. Enrolment in this service is done through the school and 'recommendation of time to make an appointment' sent direct to the parent.

Appointments must be made with the Clinic staff. This service is free of charge and aims to provide high quality care at a personal level.

Wherever possible, clinic staff discuss children's individual needs with their parents. Parents are invited to visit the clinic when their child is being examined. Clinic staff welcome contact with parents in person, or by telephone at any time, so that they can be fully informed of their child's dental development.

For further information, please contact: Dental Clinic at W.P.S. on 85412434, Dental Clinic at Nuriootpa PS on 85622217 or Dental Health Services Head Officer, 55 Hindmarsh Square, Adelaide (08) 82233080.

EARLY DISMISSALS

Prior to the school term vacations the school will dismiss at 2.15pm.

Governing Council has approved two early closures / term on the Wednesday of Week 3/ 8. The purpose is for staff to attend Training and Development sessions with staff from the Riverland West Small Schools Network – to enable quality professional development focussing on site priorities.

On approval half holidays we dismiss at noon.

ENROLMENT

Children may start school at the following times:

- the commencement of terms 1,2,3 or 4

Refer to Morgan Primary School Admission's Policy.

When your child is enrolled at the school, you will receive an enrolment package consisting of this information booklet and several forms to complete and return to school. These include a School Dental Service Enrolment form, a Swimming Consent form, a Pupil Enrolment form and a Student Information form, plus a Banking Kit, and a whole school General Consent form (excursions etc).

EXCURSIONS

No child may leave the school without written permission of a parent.

To cover local walks, off school property, each parent is asked to sign a consent form at the time of enrolment. Any excursion involving a cost to the parent and/or transport will not be covered by this consent. These trips require a specific consent form. In the event of a child not being allowed to go on a trip with their class, they may be accommodated at the school with work and supervision by a staff member if possible.

Parents are reminded that the only excursions approved are those which are considered to have educational and/or sporting value to the students and these trips are considered to be an integral part of the teaching programme.

FEATURES

Some of the special features of our school include a comprehensive Swimming program, Computer Education and an automated Resource Centre where borrowing and cataloguing are on computer programs.

From time to time we are able to access special programs through funding provided by State and Federal grants.

FIRE DRILL

In the event of a fire or other similar emergency in the school, the children's safety will be the prime objective.

To ensure that everyone is familiar with the correct procedure for evacuating / invacuating buildings, fire drills are conducted periodically. We have a fire warden and an OHSW officer.

Morgan Primary School has a Bushfire Action Plan that is available to parents with procedures and actions to follow in the event of an emergency. Morgan PS is in a high / moderate risk zone and on days of catastrophic warning in the Murray and Mallee the school will be CLOSED.

GOVERNING COUNCIL

Governing Council is the governing body for the school and meet twice per term.

The Principal and one staff member are members of this group.

The Governing Council, in conjunction with staff, oversee the financial management and physical development of the school.

Our Governing Council can:

Co-opt or invite members and non members to join its various sub committees i.e. grounds, finance, fundraising, curriculum, parent participation and other groups as required.

Consult with parents to gather their view points through questionnaires, surveys and meetings before decisions are made.

Approach and seek to involve new parents on a personal basis.

Initiate its own programmes to increase members knowledge of educational issues.

Councillors for 2010 are:

Chairperson	Sharon Hankins
Dep. Chairperson	Megan Brooks
Secretary	Jo Jericho
Treasurer	Wendy Crabb
Grounds	Rod Zerner
Parent Rep	Robyn Barty
Committee Members	Richard Steadman

Finance Committee Kellie Zadow, Ali Kearvell and Treasurer

This committee meets twice per term, a week prior to the next Governing Council meeting.

GRIEVANCE PROCEDURE

Grievances can arise from the outcome of decisions in two key areas:

1). The PROCESS by which the decision making occurs.

2) The INFORMATION upon which a decision is made.

Grievances therefore must be based upon one or both of these areas and should therefore contain specific detail about the nature of the decision.

In the first instance:

The grievance should be directed to the person or group responsible for making the decision – eg if this is a classroom issue, where the person responsible is known, the teacher should be the first contact.

If the person or group is not readily identifiable, the principal should be contacted to facilitate this process.

In the second instance.

In the event of the grievance not being resolved, contact either:

- (a) the principal – if the issue relates to school operation
- (b) the chairperson of school council if the issue relates to matters of “community” concern.

In the third instance.

If the issue is not resolved in either the first or second instance contact either:

- (a) the District Director of Education located in the Murray Mallee District Education Office, Murray Bridge currently Mr. Peter Chislett (phone 85952323).

In the fourth instance.

Contact the Minister of Education and Children's Services
9th Floor
31 Flinders Street
Adelaide SA 5000
Fax 08 84105690 or 08 82261118

And lastly.

Contact the Ombudsman
Fax 08 82310559

GUIDANCE AND SPECIAL SERVICES

The services of a Guidance Officer and Speech Therapist are available through the school. Contact may be made through the Principal and/or The District Education Office, Berri. Phone: 85952323

HEALTH SERVICES

The School Health Branch of the South Australian Health Commission has a staff of Doctors and Nurses responsible for the Health and Welfare of South Australian School Children. School Health Branch provides a Diagnostic, Assessment and Resource Service. It does not undertake treatment.

Specialised Services available from School Health Branch are:-

DEAFNESS GUIDANCE CLINIC for the diagnosis, assessment and review of children with hearing problems.

DIAGNOSTIC AND ASSESSMENT CLINIC conducted by a paediatrician, for children with physical and psychological problems.

DIAGNOSTIC AND ASSESSMENT SERVICE for children with developmental and behavioural problems.

Recommended minimum exclusion periods from schools of infectious disease cases:

Chicken Pox

5 days from the appearance of spots

Infective Hepatitis	Excluded until medical certificate of recover is produced. If this is not available, re-admit once symptoms have subsided.
Measles	7 days from the appearance of the rash.
Mumps	10 days from onset of symptoms.
Rubella	5 days from the appearance of rash
Scarlet Fever	Excluded until appropriate medical treatment given and a medical certificate of recovery is produced.
Whooping Cough	4 weeks unless medical certificate of recovery is produced.
Impetigo (School Sores)	Excluded until effective medical treatment has been carried out.
Ringworm	Excluded until effective medical treatment has been carried out.
Head lice	Excluded until effective medical treatment has been carried out.
Scabies	Excluded until effective medical treatment has been carried out.

HIRE OF SCHOOL PREMISES

The school facilities are available for hire out of school hours. Persons who intend hiring facilities should complete the appropriate form which is available from the Principal.

INJURIES

When a child is taken ill or is injured she/he is sent to the First Aid staff, who, in the case of a minor injury, treat the student and send them back to class. Where the injury is more serious, the child's parents are contacted and arrangements made for the child to be taken home, attend the Medical Centre or be attended by SA Ambulance. Where an ambulance is required, our duty of care requires us to ensure the child is safely in the hands of trained medical staff after which the parents will be contacted immediately.

L.A.P. (LEARNING ASSISTANCE PROGRAMME)

A Learning Assistance programme operates in the school. The aim of this programme is to assist children socially and/or academically either by having them work with helpers on a one to one basis or in small group situations. Parents interested in helping with this scheme would be warmly welcomed.

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds without being given consent by a teacher. Permission may not be granted without a prior note from the parents. If your child needs to leave the school grounds during the school day, please write a note to the teacher. Your child must sign out at the front office prior to leaving the school.

LIBRARY

Children may borrow when someone is available to help them.

Times are between 8.30am and 9.00am.

Children are issued with a borrowing card which is kept in a box in the library.

A scanner is used on children's borrower cards and then scans the barcodes on library books. To protect the books, a library bag is preferred. If books are lost or damaged parents will be invoiced to cover the costs of the book.

Please help us maintain children's interests in books by talking to your child about his/her books.

LOST PROPERTY

Parents are requested to ensure all items of clothing a child may remove during the course of the day are clearly marked. Any clothing found is placed in the Lost Property Box situated in the First Aid Room.

If you are missing clothing, you are welcome to come to school and look through the lost property box and try and find it.

LUNCHES

Monday, Tuesday and Wednesday is healthy lunch days at the school. Students are able to come in to the kitchen and make their lunch

Classes have fridges and students are encouraged to place their lunch boxes in the fridge to keep food cool and fresh.

MEETINGS

* *Governing Council* – Held twice a term

* *Parents & Friends Association* – Once / twice a term.

* *Annual Parents Meeting* – Held in mid February

All parents are eligible to vote at this meeting. The prime task is to hear reports from all school bodies and elect half the School Council for a term of two years.

* *Staff Meetings* – These are conducted on Wednesdays from 8.00am –8.30am and 3.30pm to 5.00pm

* *Riverland West Small Schools Network Meetings* – Wednesday, Weeks 3 & 8

MID MURRAY SPORTS DAY

A combined Sports Day including our school, together with Blanchetown, Cadell, Ramco and Waikerie Lutheran School is held at the end of Term One. The School Newsletter will provide further details each year.

MONEY

All class related monies are collected by the class teacher by 9.30am. eg. Excursions, lunches, donations etc

All children must ensure that they hand monies to the class teacher who is responsible for its collection and recording into a finance book.

Money for uniforms, fees, camps, book club etc should be taken to the front office prior to the bell.

Receipts as required are issued the same or next day and given to the children to take home.

NON PARTICIPATION IN LESSONS

All children are expected to join in every lesson. Teachers take into account the various abilities of children and plan activities accordingly. If a child is unable to join in an activity for health reasons, a note should be supplied by the parent explaining this.

Often the school receives notes asking children to be excluded from sport lessons due to a cold, and while your wishes are always respected in these cases, I draw your attention to the following medical advice:

"A normal child can expect between 4 and 10 colds each year. Many people think that exposure to the cold air and rain causes these infections. In fact, the cold is spread by being indoors, cross infection is common, but not usually infectious."

Exercise will not only improve your child's fitness and thus the probability of shrugging off a cold, it will reduce the period of time spent in close contact with other's in the classroom.

Unless your child is obviously sick and should not be at school, I would encourage you to allow continued participation in the physical activity programme at school."

PARENTS & FRIENDS

Parents & Friends meet once a Term, as a support group to the staff and children.

They provide Tuckshops, Sports Day support, Easter Goodies, Book Week donations and arrange other items and activities. We discuss fundraising issues, Christmas gifts and Camp preparations among other Agenda items at meetings.

Everyone is most welcome to attend and meetings are notified in the weekly newsletter. Everyone is welcome. Please feel free to join them.

PARENT HELPERS

A positive way parents can obtain an insight into the workings of the school and help with the development of school programmes is by making themselves, if at all possible, available to help in the many programmes and schemes conducted by the school.

These could include such varied activities as: assisting with lunches, attending parent meetings, attending on open days and sporting functions, assisting with excursions, hearing children read, helping in the library and assisting with computing lessons. See also '*Learning Assistance Programme*'.

PARENT/TEACHER INTERVIEWS

The school regards Parent/Teacher/Student Interviews as the most important communication link it has with individual parents. Formal interviews are held at the end of Term 1, but parents can request an interview with the class teacher at any time throughout the year.

Information will be given in the School Newsletter and in notices to parents regarding the holding of these interviews.

PHOTOGRAPHS

School photographs are taken once a term. In addition to a class photograph, students can also have an individual or family portrait. Prices are kept as low as possible. We do request that children wear their school uniform.

POLICIES

The school has the following:

Site Plan

Operational Plans – Site Priorities

Early Years Policy

Behaviour Management Policy

Anti Bullying Policy

SACSA Framework in the 8 curriculum areas

Administration Policy Folder

Grievance Policy

Sun Smart Policy

Climate Extremes Policy

Communication Policy

Reporting and Assessment Policy

Decision Making Policy

Drug Policy

Admission Policy

As these documents are frequently updated, parents are able to read them but not take them from the school. The Principal or staff are happy to arrange a time to discuss issues that may arise from time to time with you, should this be necessary.

REGULAR SCHOOL ACTIVITIES

TERM 1

Open Night

Swimming Lessons (depending on availability of an instructor)

Splash Carnival

Mid Murray Sports day

Morgan Sports Day

Interviews

TERM 2

School Mid Year Reports

Jump Rope For Heart

Riverland Music Festival

TERM 3

Book Week

Morgan PS Parent Information Booklet2016.doc

Literacy and Numeracy Week
Japanese Sports Day
Japanese Quiz Day
Science Week
Interviews (optional)

TERM 4
PE Week
School End of Year Reports
End of Year Christmas Concert / Year 7 Graduation

RELIGION

Once a term a 1-2 hour seminar is held to present religious instruction using different resources.

If you do not wish your child to attend these seminars please send a letter stating this.

SCHOOL CARD SCHEME

Parents may be eligible for Government Assistance each year.

This scheme is administered by DECS and provides financial assistance towards the cost of educational expenses for full-time school students of low income families.

You can collect the necessary forms from the front office.

An allowance for each approved student will be paid directly to the school.

The allowance will help pay for books, materials and equipment necessary for classroom activities, school fees and amenities. It is not meant to cover all costs concerning approved students.

Please enquire at the office for further information or contact an Education Department *School Card officer* on (08) 82260931 or Free call 1800672758.

SCHOOL NEWSLETTERS

The school publishes a newsletter every Monday. Through the newsletter, the school Principal reports on broad issues affecting education and in particular highlights activities associated with school, its students and staff. Important dates and activities are highlighted and parents are reminded of forthcoming events. The newsletter is also a forum for promoting student achievement and recognising excellence both in and out of the classroom.

Items for the newsletter will be included if they are of general interest to the community served by the school.

They are one of the most important forms of communication between the school and the parent body.

If a child is absent, that family's copy will be sent home with a younger child or may be held back until the child returns to school.

Back issues of the newsletter are kept on file at the school.

SCHOOL HAT POLICY

Parents are reminded that the effects of harmful radiation are not only painful, but can also be dangerous. It is the parents' responsibility to ensure children are adequately protected against UV Radiation when they come to school. This may be done quite simply by providing appropriate clothing and a hat for their children. In addition, a tube of sunscreen in the school bag is encouraged, particularly on excursion days and camps.

Our school is a Sun Smart School. Our Governing Council approves this policy. Students and staff are encouraged to wear either a wide brimmed or legionnaires hat because we recognise the lethal effects of the sun's rays all year round. We urge parents to support this policy in ensuring their child wears a suitable hat. Being Sun Smart is taught as part of the Health curriculum.

"No Hat, No Play in the Sun "

This applies all year round.

SPORTING ACTIVITIES

Students are encouraged to participate in all sporting activities.

To this end we actively promote:

Participation in SAPSASA Sports (Years 4-7), numerous sporting and coaching clinics visit the school for coaching and skill development purposes.

SPORTING SCHOOLS SPORTS PROGRAM

Students are able to participate in an after school sports program held on Thursday nights from 3.30pm-4.30pm. This is free as the program is funded by the Australian Sports Commission. Parents and staff have been trained to assist with the program. Students participate in a range of activities for enjoyment, to learn new skills and to have fun. Parents are most welcome to join in.

SPORTS DAY

Our Sports Day is held the week before the Mid Murray Sports Day. The events are the similar and the children are divided into the two houses. The day begins at 1pm and is followed by the parents having a chance to compete in The Old Noddies section. A barbeque tea follows the completion of the sports events.

S.R.C. (Student Representative Council)

All students serve as representatives on various committees. Meetings are held regularly to discuss issues, plan activities and to make improvements around the school and within the community.

SWIMMING LESSONS

These are held in Term 1/ or 4 for a 1-2 week period in the school pool. Reception – Year 2 students will complete lessons at the Morgan pool. Year 3-7 students travel to an alternative pool for extension activities during that time.

SWIMMING POOL

If the predicted temperature is over 30°C in first and fourth terms the children can bring their bathers to school for a swim in the pool to cool down at lunchtime or as part of daily fitness activities.

STUDENT RECORDS

Each teacher keeps a record of each child's progress. These records form the basis of the material teachers use for preparing Parent/Teacher/ Student Interviews and for written reports. They are handed on from teacher to teacher or to the next school. Basically they consist of records indicating the child's academic achievements, examples of child's work and any special report that have been compiled by teachers, on the particular child. These files are treated confidentially. Any information contained in these records is shown to parents throughout the year.

TELEPHONE

The school telephone is not normally available for student use, however, is made available to students in the case of an emergency.

TRAFFIC CONTROL

Within School Ground

- No vehicle may travel on school property at a speed exceeding 10km/hr.

Speed Restrictions

- Parents are asked to follow speed zone signs and give way to pedestrians using the crossing.

TRANSITION

Kindergarten children are able to avail themselves to transition periods between kindy and school during the term prior to their school entry. Children are able to begin school in the term after they turn 5. (see Early Years Policy)

Year 7 students are involved in a Transition program with Waikerie High School.

UNIFORM

We strongly encourage the wearing of the Morgan Primary School Uniform.

School polo shirts, windcheaters, shorts, dresses and hats are available for purchase at the school.

Students should wear sneakers for sport / daily fitness. Thongs are not to be worn. Tank tops are not to be worn as this does not comply with our Sun Smart Policy.

Sports Day Uniforms

Blue or Yellow T-shirts, blue skirt or shorts, sneakers and socks.



MORGAN PRIMARY SCHOOL



PARENT INFORMATION BOOKLET

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