



Government of South Australia
Department for Education



Morgan Primary School Family / Staff Information Booklet



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Welcome to our School

Dear Parents/Caregivers,

This booklet is designed to inform you of the policies and procedures adopted by the Morgan primary School for the day-to-day working of the school.

Hopefully it will answer any questions you may have about your child's school, but please do not hesitate to telephone, write or come in and see me with any queries or problems.

You will be kept up-to-date through fortnightly newsletters and assemblies informing parents of student learning and upcoming events.

Yours faithfully,

Sue Billett
Principal

Our staff for 2019

Principal:	Sue Billett
Preschool Teacher:	Trish Zerner
Teacher R/1 class:	Leah Michalanney
Teachers 2/3/4class:	Sharon Miller & Shayne Stevens
Teacher 5/6/7 class:	Amanda Ebert
Admin/Finance Officer:	Jo Jericho
Groundsperson:	Rod Zerner
Classroom SSOs:	Julie Seton & Megan Johnson
Library/IT/WHS SSO:	Julie Seton
ECW/Occasional Care Worker:	Rie Uchida
Pastoral Care Worker:	Renee Floyd
Cleaner:	Joddi Harriss

**CARE & COMPASSION ~ RESPONSIBILITY ~ RESPECT ~ DOING YOUR
BEST ~ UNDERSTANDING TOLERANCE & INCLUSION**

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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 wellbeing 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 digital records on each child, detailing any medical information 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 community, at all times under the following conditions:

- parents are directly supervising their child/ren in the playground area
- 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

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 3.20pm. Teachers are on duty from 8.30am and up until 3.30pm 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 a 'Meet and Greet' Night is held to enable parents to meet teachers and see their child's learning environment

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

Traffic Lights of progress go out at the end of term.

Preschool term 1 reflection

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

Preschool term 2 reflection

Term 3 – An optional parent teacher interview is available.

Traffic Lights of progress go out at the end of term.

Preschool term 3 reflection

Term 4 – An end of year written report
Preschool statement of learning

Parents can request an interview with the class teacher at any time.

ASSISTANCE IN THE CLASSROOM

We are keen to have helpers assist in rooms and with jobs around the school.

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

If you are interested in helping with planned activities, please contact the classroom teacher or front office.

ATTENDANCE

All children are expected to attend every day that 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. This will enable the student's educational program to proceed smoothly.

However, children should not attend school if they are feeling unwell, especially if there is a highly contagious sickness in the community. 'Infectious Diseases' section has relevant information.

Absences should be reported to the school verbally, by phone call, text message or by note to the classroom teacher. A doctor's certificate is needed for absences of 3 days or more.

The Administration Officer will text families of students absent to ensure the child's safety.

This is a vital part of your legal obligation for children enrolled at 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 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 of any changes

For absences of over one week an exemption form needs to be completed prior to the student being away and needs to be approved by the Principal. Teachers are able to set work, which can be done by the students during the absence.

Our school day commences at 8:50am (preschool starts at 9am) and it is important that all students are at school before that time. Students need to be signed in (lateness) or out (early) through the front office by an adult.

BELL TIMES

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

8.50am School begins
11.00am Recess
11.20am Lessons begin
1.00pm Lunch – eat lunch
1.10pm Play time
1.40pm Afternoon lessons begin
3.20pm End of the school day

Early Dismissal every Thursday – 2.30 p m.

BUSHFIRE ACTION PLAN

Morgan Primary School is a category R2 school - 'High Risk' fire danger.

This is a brief outline of the school's action plan in the event of a:

-Total Fire Ban

- The school will display 'Total Fire Ban' signs on entrance gates
- Staff will remind students and visitors of the emergency procedures
- Staff will monitor the weather, ABC Radio and CFS website for up-to-date information

-Catastrophic Fire Danger Rating

- The school will be notified that a catastrophic fire danger day has been forecast.
- Staff will notify parents that the school will be closed on the day of the Catastrophic Fire Danger Rating.

-Bushfire (Shelter in Place)

- The library building (building 7) is the designated bushfire refuge
- Students, staff and other adults on site will move to building 7.
- Parents will be notified and students will be supervised at school until parents are authorised to collect their children.

During a bushfire, emergency services communicate as much information as possible through a number of different channels. Including:

- www.cfs.sa.gov.au
- www.alert.sa.gov.au
- www.sapolicenews.com.au
- twitter @cfsalerts
- www.facebook.com/countryfireservice
- www.abc.net.au/news/emergency/sate/sa

CAMPS

DfE 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

We have a very detailed Student Code of Behaviour which has been developed in consultation with all stakeholders and based on our school values. The emphasis is on encouraging success and responsibility in children so that discipline problems are minimised.

Children respond very well to the reasonable levels of discipline used in the school. However, if there is a continuing problem, parents may be called in to discuss possible courses of action.

Minor infringements are recorded by teachers and may form the basis for a meeting with parents/carers.

Morgan Primary School does not tolerate bullying and our Anti-bullying Policy and Behaviour Code are available on the school website.

Parents/Carers are to sign acknowledgment of school's behaviour code as part of the enrolment procedure and at the beginning of each school year.

COMPULSORY NOTIFICATION OF CHILD ABUSE

All School Staff are obliged to notify cases of physical/emotional maltreatment, suspected maltreatment or neglect of children to the appropriate authorities.

DENTAL SERVICE

The Child Dental Benefits program provides **most** children aged 2-17 who are eligible to receive up to \$1000 in Medicare benefits over two years for dental treatment. To be eligible families need to receive Family Tax benefit Part A for their children.

Children who do not qualify for the Child Dental Benefits Schedule can still attend – a small fee may apply.

There are no waiting times at the School Dental Service. Families will need to contact their School Dental Service clinic to make an appointment.

To locate your local School Dental Clinic and for more information visit www.sadental.sa.gov.au or contact Nuriootpa School Dental Clinic on 85621544 (M, Th, Fri) or Riverland Mobile Van on 85412434 (M, W, (alt F))

EMERGENCY DRILLS

'Shelter in Place' (Bushfire) drills are held twice in terms 1 & 4. The 'Precautionary Building Confinement / Lockdown' (Invacuations) and Evacuations are carried out once each term.

ENROLMENT

On enquiry new parents/carers will be taken on a tour of the school/early years centre and given the Morgan Primary School/Preschool Enrolment Pack which will include special permissions. Enrolment forms can be found on the school website.

Preschool Enrolment

There is only one enrolment opportunity per year for children to be admitted to the preschool. They must turn four before 1st May of that year. Prior to admission, parents/carers will be asked to provide evidence of their child's immunisation status and age. Transition into the Early Years Centre will occur in term 4 the year before.

Reception Enrolment

Enrolment in Reception occurs once per year. They need to turn five before 1st May of that year. The minimum age for starting school will be four years and eight months.

Transition will occur in term 4 in the year prior to the child commencing school. Parents/carers will meet with the Principal during term 4, receiving an enrolment pack. Parents/carers will need to provide the child's birth certificate or visa documents, proof of place of residence, and any court orders if applicable.

Enrolments during the year

A parent/carer needs to accompany the student at the time of enrolment to speak with school/preschool staff, provide the necessary documents and complete the necessary forms.

EXCURSIONS

To cover local walks off school site, every parent/carer needs to sign a consent form at the time of enrolment or at the beginning of each school year. Any excursion which are further afield, a 'camps and excursions' form will need to be completed. Any child not taking part in an event may be accommodated at the school with work and supervision by a staff member if possible.

FEES & CHARGES (*School Materials and Services Charge*)

The school is dependent upon the payment of fees by parents for the

purchase of equipment and the maintenance of our school curriculum.

The amount charged for 2019 is \$210. When it is spread across the whole year, and considering that it covers the purchase of curriculum materials such as art and craft, physical education, library, computing, stationery and photocopying the fee is very low.

Preschool fees are paid each term and are set by the School Governing Council. For 2019 the fee is \$30/term.

If financial difficulty is being experienced, arrangements can be made for payment by instalments upon application to the school.

Parents of school age children may be eligible for Government Assistance (School Card Scheme) each year. This scheme is administered by Department for Education and provides financial assistance towards the cost of educational expenses for full-time school students of low income families. This allowance for each approved student will be paid directly to the school.

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

FIRST AID

Staff members will, as a part of our duty of care, administer minor first aid to students. Should this happen, a form explaining the treatment that was administered, will be sent home. Any child not well enough to be in a classroom setting will have the parent/carer or one of their emergency contacts called so that the child can be given proper attention, either at home or under the supervision of the emergency contact.

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 authority, under regulations, to obtain the services of a doctor and/or ambulance.

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

Schools cannot administer medications including Panadol unless stated on a medical plan completed by a medical practitioner.

Often, however, arrangements can be made for children to self-administer asthma medications, and the school needs to have a copy of the Asthma Care Plan.

Should your child's medical needs change, it is vital that the school is notified so that we can give the best possible care to your children.

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 etc
- 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.

Councillors for 2019 are:

Chairperson - Jignesh Patel

Vice Chairperson- Tania Seaford

Secretary- Jo Jericho

Treasurer- Rhiannon Seres

Parent Rep- Robyn Martin

Community Members

Staff Rep – Trish Zerner

Finance Committee- Sue Billett, Jo Jericho and Treasurer Rhiannon Seres.

This committee meets twice per term, 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.

Please refer to the school website for the full Grievance Procedure.

HEALTHY EATING

The school has made a commitment to Healthy Eating and provides students with an opportunity to have breakfast on Friday mornings at 8.15am organised by the Pastoral Care Worker. Please refer to the policy on the school website.

INCLEMENT WEATHER

If the predicted temperature for the day is 38 degrees or more, the Principal or nominee will declare a 'Hot Weather Day'. Days less than 38° may also be declared as hot weather as designated by the Bureau of Meteorology. Children will be kept indoors during lunch and recess on these days. This also applies to wet weather days. Preschool children will be able to play in shade areas in the morning and remain indoors in the afternoon.

INFECTIOUS DISEASES

Children who are ill with infectious diseases must not attend school. The recommended minimum exclusion periods from school are as follows:

Chicken Pox - 5 days from the appearance of spots

Infective Hepatitis - Excluded until medical certificate of recovery 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 the 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

Hand, Foot and Mouth – Excluded until

blisters are dry

Respiratory Syncytial Virus (RSV) – Exclusion is not necessary

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds without being given consent by a teacher. If your child needs to leave the school grounds during the school day, please write a note to the teacher. Your child must be signed out by an adult family member 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.

To protect the books, a library bag is preferred.

Please help us maintain children's interests in books by talking to your child about his/her books. Students also have access to the Morgan Town Library.

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

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

MEETINGS

- School Council – Held twice a term
- Annual General 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 – Wednesdays from 3.45pm to 5pm
- Professional Learning – Thursdays 3pm-4.30pm

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

MOBILE PHONE POLICY

The school mobile phone policy is available on the school website, but students are to leave their mobile phones at the front office for the day and visitors are asked to 'mute' the phone to minimise disruption to classes.

MONEY

Students need to bring any money for excursions, lunches etc to the front office in the morning before school.

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

OUTDOOR CLASSROOM

In terms 2 & 3 all students K-7 participate in the Outdoor Classroom on Monday afternoons at the 'Gully'. Through spending time in nature, children not only engage all of their senses, but learn to better regulate emotions, collaborate, socialise, gain self-confidence and build their resilience – a quality that will follow them into adulthood.

PASTORAL CARE WORKER (PCW)

The PCW, Renee Floyd, is at school on Fridays 8am-3.00pm and alternate Tuesdays 9am-3.30pm. Renee works with staff to ensure a safe and supportive learning environment, supports the well-being of students, staff and families, and link families to community resources and services. Parent/carer consent is required for students to meet with the PCW.

PHOTOGRAPHS

School photographs are taken once a year. In addition to a class photograph, students can also have an individual or family portrait. Prices are kept as low as possible and set by the photographer/

We ask that children wear their school uniforms.

Early Year Centre photos are taken separately.

PRESCHOOL TIMES

Preschool operating times are:

Monday and Tuesday 9am-3pm in odd weeks, Monday-Wednesday even weeks.

Occasional Care Mondays and Tuesdays 9am-12pm

Playgroup Wednesdays 9.30-11

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 by providing appropriate clothing, a hat for their children, and a tube of sunscreen if they have sensitive skin, particularly on excursion days and camps.

We are a Sunsmart site. Our Governing Council approves this policy. Students and staff are encouraged to wear either a wide brimmed or legionnaire's hat. The school also provides sunscreen for students to use. 'Sun Smart' is taught as part of the Health curriculum.

"No Hat, No Play in the Sun"

SCHOOL NEWSLETTERS

The school publishes a newsletter fortnightly on Wednesdays. 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.

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.

SPORTS DAY

Our Sports Day is held prior to Mid Murray Sports Day. The events are similar and the children are divided into the two houses. The day begins at 9am and is followed by the parents having a chance to compete in The 'Old Noddies' section.

A barbeque lunch follows the completion of the sports events.

STUDENT VOICE

Student Voice is a strong feature of our school as active and authentic involvement of students in decision making and responsibility for their own learning has been identified as a key factor in creating safe, motivating and supportive schools.

All students are actively involved in making decisions about their learning and knowing their progress based on their data, and their impressions and observations of their progress.

Morgan Primary School runs a comprehensive interaction and leadership program for our Year 7 students through camps, Young Environmental Leaders Program and transition with Cadell, Morgan and Ramco Primary and to high school. The role of the school leaders is to

represent the school at both school and out of school functions.

SWIMMING LESSONS

These are held in Term 1 or 4 for a 1-2 week period in the school pool. Reception–Yr2 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 as part of PE lessons.

TRAFFIC CONTROL

Parents are asked to follow speed zone signs, including 10km/hr in the school yard when necessary, give way to pedestrians using the crossing, and parallel at the back of the school.

TRANSITION

Transition to School Based Preschool occurs in term 4.

Kindergarten children are able to avail themselves to transition periods between kindy and school during term 4.

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

UNIFORMS

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

School polo shirts, windcheaters, shorts, dresses and hats are available for purchase from the front office.

Students should wear sneakers for sport and daily fitness appropriate shoes for the Outdoor classroom in terms 2 & 3 at the 'Gully'. Thongs are not to be worn. Tank tops are not to be worn as this does not comply with our Sun Smart Policy.

Preschool children wear brightly
coloured polos (available from Early

Years Centre) and a blue school hat.