OUR SCHOOL VALUES

RESPECT is demonstrated through respect for ourselves, our belongings, others and the community.

RESPONSIBILITY is focussed on us all having responsibilities as part of a family, class, school and members of the wider community.

RESILIENCE is based on the fact that our world is always changing. We need to assist children to be able to “bounce back” from the challenges that life presents.
Congratulations on your choice of school!

Starting at a new school is a very important time for both you and your child and we are pleased that you have chosen to share this experience with us. We believe it is very important for us to be “working together in partnership” in meeting your child’s needs and so we are looking for a close relationship with you. The most important aspect of that relationship is communication and so we believe it is of paramount importance that we have a strong communication link with you so that we can clarify any concern or question that arises during your child’s time here at this school. This Information Handbook contains a lot of information relating to the school and it is important that you read through it carefully as it will answer some of your questions and give you enough information to ask other questions.

Before your child commences school you will be given both enrolment and permission forms to complete. It is important that all sections are answered. First time enrolments will need to provide proof of date of birth. Please feel free to ask for assistance if needed.

Yours sincerely,

Riley Smitheram, Principal.

NEWSLETTER
In order to become more environmentally aware and to conserve paper and costs, we publish our newsletter on the school’s website three times each term in weeks 3, 6 and 9. Information of an urgent nature will continue to be sent home in a printed version or by SMS.

ENROLMENT POLICY
If your child turns 5 before the 1st of May they will start school on the first day of term one in that year. If your child turns 5 on or after the 1st of May they will start school on the first day of term one in the following year.

STARTING SCHOOL PROGRAM
Preschool children are involved in a transition program which involves visits to the school and the classroom in the term prior to commencing school, as well as a Parent Meeting and Tour of the school.

SCHOOL MATERIAL AND SERVICES CHARGE (FEES)
School fees are determined by the Governing Council and in 2014 were $250 per year. School Card (Government Assistance for parents on a low income) may be applied for on enrolment and then annually.
THE SCHOOL DAY
School commences at 8:50 am and concludes at 3:10 pm. Lunch is from 12:50 to 1:30 pm. Students may arrive from 8.30am and must depart by 3.30pm. Out of school hours care (OSHC) is available. Please advise the school of all student absences (ph 8391 1241). In the case of late arrivals and early departures please sign your child in / out at the office.

ALLERGY ALERT
A number of children at school have food/drink allergies and all are very aware of keeping themselves safe. Your child is encouraged to eat whatever you provide for them and to bring any leftovers home. Parents are asked to assist us by talking to their children about why we do not share food and drink at school. Please do not send nut products to school.
On special occasions (birthdays) some parents like to offer cakes/treats to their child’s classmates. Please discuss this with your child’s teacher in advance of that special occasion so that an alternative to food can be arranged.

WHEN VISITING SCHOOL
If parents/caregivers need to come to school other than to drop off or pick up children please remember to come to the office so that staff know you are on site. If you have a concern about your child the office can assist you in arranging a time to meet with the teacher. Some times social issues arise. These are best addressed by the teacher and direct contact with other students by parents is not the best way to resolve these. Parents are also reminded that the Out of School Hours Care program runs before and after school. This means that school grounds are not available for public use both during school hours or OSHC hours.

SCHOOL DRESS CODE
All students are encouraged to adhere to the school’s dress code. Details about the dress code are available from the website and front office. School colours are navy blue, and white. The school has a Sun Smart policy which requires all children to wear an appropriate hat in Terms 1 and 4. Iron on logos are available to purchase at the office. Uniforms are available from The Uniform Shop, The Homemaker Centre, 6 Dutton Road, Mt Barker, phone 83983983.

CURRICULUM
Australia is currently moving towards a National Curriculum. Please see the ACARA website www.acara.edu.au for further information.

LEARNING IN A POSITIVE ENVIRONMENT
The aim of our Student Behaviour Development Code is to ensure acceptable and positive behaviours throughout the school environment. Children are encouraged to make responsible decisions about their own behaviour, leading to self discipline. Parents and students are required to read and sign the Student Behaviour Development Code agreement annually.

REPORTING STUDENT PROGRESS TO PARENTS
Interviews are held in Term 1 and Term 3 (optional) and written reports are sent out in Terms 2 and 4. Additional interviews can be arranged on request.

PARENTAL INVOLVEMENT AND PARTICIPATION
Parents are encouraged to become involved in the school and their child’s education in any of the following ways:
- as a classroom helper
- as a school volunteer
- on Governing Council or any of its sub-committees.
Please register your interest with the Deputy Principal as you will need a DCSI Criminal History Check and attend to a Responding to Abuse and Neglect Induction session for volunteers. Information about school events and activities is published in the school’s newsletter on our website.

LUNCH SERVICE
As there is no canteen / lunch service on site your child will need to bring a water bottle, fruit, recess and lunch daily.
**SCHOOL BANK**
Children can bank with Bank SA. Banking is on Wednesdays and commences week 2 of the school year. Please ensure the folder is clearly labelled, the deposit form is completed and the money is secure.

**SCHOOL DENTAL SERVICE**
There is a Dental Clinic in the school grounds. An enrolment form is available at the clinic. Most work is done by dental therapists under the supervision of a dentist. No work is carried out before consulting parents. When you collect your children for a dental visit you will need to sign them out at the office before going and in again on return. Phone 8391 0858.

**DOGS ON SCHOOL GROUNDS**
Please note that dogs are not allowed on school grounds without prior permission. The relevant legislation is the *Dog & Cat Management Act 1995 (SA)* (2).

**OUT OF SCHOOL HOURS CARE**
Out of school hours care (i.e. before, after and vacation) is available at the Mount Barker Primary School. Hours are before school from 6.45 to 8.30am and after school from 3.10 to 6pm. Call 0417 837298.

**SCHOOL BUS**
A school bus serves the Wistow / Mount Barker Springs area. Children who live more than 5 kilometres from the school are eligible for bus travel. The bus also carries High School students who are dropped at the High School in the morning and picked up in the afternoon. Please contact the school regarding bus use. An application is required annually. A bus pass will be issued.

**PARKING**
Parents are asked to take extreme care when leaving or collecting students. Please observe the road rules. Note that making U turns in front of the school is illegal and dangerous as it requires crossing an unbroken white line. A Kiss and Drop zone is located on Apollo Street. The Staff Car Park is for staff ONLY. Please do not drive through it between 8am and 5pm.

**INSTRUMENTAL MUSIC PROGRAM**
Private lessons in Keyboard and Guitar are available on site. Applications will be available at the beginning of the year.

**HEALTH SUPPORT**
Staff members can help with medication prescribed by a doctor. Staff can help with oral and puffer medication. Other medication such as ointment, ear or eye drops and Epipens require special planning. Please allow time for this to happen. Analgesics or pharmacy medications also require a doctors authority. Under no circumstances should children be given medications in their bag or lunchbox as this may pose a danger to other students. If your child becomes unexpectedly unwell or injured staff will administer basic first aid and call an ambulance if necessary. Ongoing Health Support Plans can be developed with the support of your doctor or health care professional. These plans should be reviewed annually.

**HEADLICE**
Head lice are a social pest and many parents spend endless hours removing lice and their eggs, only to have their child reinfected a few days or weeks later. In order to eradicate them EVERY parent/ caregiver needs to be vigilant. Please check your child’s hair at least once a week. If your child or children have head lice (this includes eggs) they must be treated with an appropriate product (school card holders can ask for some KP24 at the front office) and all **lice and eggs must be removed** before returning to school. Remember to wash all bed linen, combs, brushes etc to help prevent reinfestation. If your child is sent home with head lice on more than one occasion we may require a doctor’s certificate stating they no longer have head lice before they return to school. A brochure containing advice on how to remove lice and eggs is available at the front office. Further information is available on the government website www.chess.sa.edu.au.
**BUSHFIRE ACTION PLAN (BAP)**
The school's BAP brochure is provided on enrolment and can be found on the school website. Please familiarise yourself with this important document. It is important to advise the school if any of your child's details change especially emergency contact numbers and medical details.

**PERMISSIONS NOTE**
With your enrolment form you will receive a permissions form covering walks, excursions, photography, videos, head lice and acceptable use of ICT. An extract from the ICT policy will be printed on the reverse of this form. Please ensure you discuss the ICT policy with your child before signing. The policy is available on the school website.

**FURTHER INFORMATION**
For further information please see our school website or request information from the office.

www.mtbarkerps.sa.edu.au 8391 1241

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**MATERIALS AND SERVICES CHARGE 2014**

The School Council has set the Materials and Services Charge for the 2014 school year at $250.00 per student.

In 2014 charges can be paid in the following ways:

- Cash or cheque (made payable to Mt Barker Primary School)
- Eftpos
- In instalments by arrangement with office staff
- School card can be applied for by those families who are eligible. Details on eligibility may be obtained from the office.

  **Approval is not automatic from last year. You must apply each year.**
### Notice of Materials and Services Charges for 2014

#### Notice of Charges for Reception To Year 7

<table>
<thead>
<tr>
<th>HEADING</th>
<th>ITEMS AND SERVICES</th>
<th>COST ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed and electronic materials</td>
<td>Workbooks</td>
<td>$10.00</td>
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<tr>
<td>related to the educational program and which are provided for the</td>
<td>Text Book Hire / E-Book Access</td>
<td>$0.00</td>
</tr>
<tr>
<td>student</td>
<td>Photocopied Material</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZPREM)</strong></td>
<td><strong>$40.00</strong></td>
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<tr>
<td>Stationery items that are provided for the student</td>
<td>Stationery Items</td>
<td>$60.00</td>
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<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZSTAT)</strong></td>
<td><strong>$60.00</strong></td>
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<tr>
<td>Materials and Services that are provided by the school for the</td>
<td>Access to Student Information</td>
<td>$71.00</td>
</tr>
<tr>
<td>student to consume or use the materials or take ownership of a</td>
<td>Technology</td>
<td></td>
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<tr>
<td>finished article produced by the student with the materials</td>
<td>Access to Machinery</td>
<td>$0.00</td>
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<tr>
<td></td>
<td>Access to Equipment</td>
<td>$22.00</td>
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<tr>
<td></td>
<td>Curriculum/Subject Supplies and Services</td>
<td>$31.00</td>
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<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
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<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZACMS)</strong></td>
<td><strong>$124.00</strong></td>
</tr>
<tr>
<td>Materials for inclusion in the school library and to enable use by</td>
<td>Library resources including access</td>
<td>$26.00</td>
</tr>
<tr>
<td>the student</td>
<td>to borrowing library resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZACLI)</strong></td>
<td><strong>$26.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Materials and Services Charge (excluding Subject Charges)</strong></td>
<td><strong>$250.00</strong></td>
</tr>
</tbody>
</table>

These subject charges are in addition to the Materials and Services Charge above for those students undertaking the following subjects.

<table>
<thead>
<tr>
<th>Subject Description</th>
<th>Cost ($)</th>
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<tr>
<td></td>
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<td>$0.00</td>
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ENROLMENT
Enrolment of students with disabilities is managed by the Education Office located at the Homemaker Centre, Dutton Road, Mount Barker. Once a place is offered and accepted, the school will provide the enrolment forms and assist in setting up a successful transition to school, including planning for special needs and health support planning. Additional support from agencies such as Novita and Autism SA can be discussed with the Co-ordinator of the Unit.

CURRICULUM
In the Unit we recognize that each student is an individual and in turn has individual needs and abilities. The environment and the curriculum are tailored to suit the individual student and to actively encourage learning. The Australian Curriculum is used as a guide for planning and individual goals are set for all students to work towards. Progress and achievement are mapped on a developmental basis. Sensory Integration gives all students the opportunity to explore, experiment and understand concepts through a variety of media. Many of our students have complex communication needs and the development of functional communication skills is a major focus in the Unit.

The students in the Unit may be entitled to attend swimming lessons at the local pool and these can be provided weekly at a small cost to parents.

INTEGRATION
Several times during the school week children from mainstream classes are invited into the Unit on an informal basis to engage with the students. Also, Unit students are integrated into the mainstream school for playtimes, music lessons, assemblies and performances hosted by the school. When students integrate with the mainstream school they are supported by a School Support Officer.

SCHOOL TIMES
Students are allowed to arrive at the Unit from 8.45am onwards, this is the time when the Unit is fully staffed. Please negotiate arrivals before 8.45am with the class teacher. School finishes at 3.10pm. Recording of late arrival and early departure can be managed by the Unit staff. Student absence may be phoned through to the school office 83911241 and the Unit staff will be advised.

TRAVEL
Students who have been enrolled at the Unit may be eligible for transport assistance. This may be in the form of taxi transport or a termly payment towards the cost of petrol.