



**Nairne School**

Preschool - Year 7

PARENT INFORMATION

2016

# PREFACE

Welcome to the 2016 school year at Nairne School.

This booklet has been developed as a ready reference of school information. Suggestions for improvement and other topics for inclusion are most welcome. Please keep the booklet in a handy location.

## **Our Purpose:**

Nairne School is an active and diverse community, which focuses on learning in a co-operative, caring and non-punitive environment

*"Emotions are the key to the intellect"*

Robyn Fogerty

Please feel free to contact the school at any time.

'Phone: 8388 6116  
Fax: 8388 6931  
SMS Mobile: 0427 025 088 (to notify absences)  
Email: [dl.0306\\_info@schools.sa.edu.au](mailto:dl.0306_info@schools.sa.edu.au)  
Website: [www.nairneps.sa.edu.au](http://www.nairneps.sa.edu.au)

## **Contents**

Accident and Ambulance Cover	Money collection/payments
Admission of Reception Children	Performance Levy
Bicycles	Newsletters
Books	Pick up and drop off children
Buses	Playgroup
Car Parking	Preschool
Chewing Gum and Sweets	Reporting
Class Organization and Staffing	School Bank
Consent Forms	School Card Scheme
Custody Orders	School Day
Fees	School Governing Council 2013
Fires	Specialist Programs
Hats	Student Absences
Head lice	Student Health
Home contact numbers	Student Records
Hot weather	Student Voice
Infectious Diseases	Swimming
LAP	Term Dates
Library	Toys
Lost property	Tuck Days
Materials and Services Charge	Uniform
Mobile Phones	Volunteers

## **Accident and Ambulance Cover**

If you are a member of SA Ambulance, there will be NO CHARGE if an ambulance is called.

If you are not a member, but have private health cover, which includes ambulance cover, you will be billed and can claim it on your health cover.

You are liable for the cost.

In extenuating circumstances, there are special provisions for the Minister of Education to approve payment of costs associated with ambulance use.

## **Admission of Reception Children**

Reception students commence school on the first Wednesday of the year. Starting school can be exhausting so please talk with the teacher or a member of the leadership team if your child needs a shorter day or 'rest' day.

## **Bicycles**

Bike racks are available for children to store bikes. No bicycle is to be ridden in the school grounds. Helmets must be used when the bike is ridden on the road. The bike racks are 'out of bounds' during school hours.

## **Books**

Exercise books, pencils etc. are provided from the school Materials and Services charge and will be supplied to your child via the classroom teacher.

## **Buses**

Students may be eligible to access a Harrogate (Kanmantoo) or Brukunga bus if Nairne is their closest school. Application forms are available from the Front Office and approval must be sought from Mount Barker High School. Mount Barker High School charge a \$20.00 processing fee per student/per year for this service.

Buses are also used for excursions. If this is to occur you will complete a consent form. We always try to book buses with seatbelts but on occasion there may not be one with seatbelts available.

## **Car Parking**

Speed limits operate as follows:-

10 km/hour through the school grounds

25 km/hour between school signs on the main road

Please observe all traffic and speed restriction signs in and around the school grounds.

The "Kiss 'n' Drop" at the front of the school is available every morning and afternoon, and is designed as a drop off and pick up space. Please do not leave your car or park in this area as it is designed for maximum traffic flow and safety for children.

## **Chewing Gum and Sweets**

Chewing gum and bubble gum are not permitted at school.  
We also discourage children from bringing sweets to school.

### **Class Organisation and Staffing**

Bek Ashton	Year 6/7
Chris Pulford	Year 6/7
Helen Arbery-Smith	Year 6/7
Bec Peak	Year 4/5
Penny Stanforth	Year 4/5
Peter Barone	Year 4/5
Moyra Battersby/Giselle Pulford	Year 4/5
Abby Harris	Year 2/3
Rob Lees	Year 2/3
Yvonne Salt/Neil Slater	Year 2/3
Anne Bagshaw/Belinda Trowbridge	Year 2/3
Lynden Claridge	Year 1/2
Christina Rendina	Rec/1
Jo Sturrus	Rec/1
Kathy Fazakerley/Alex Feijen	Rec/1
Melinda Todd	Rec/1
Linda Ziaei	Rec/1

### **Preschool**

Jill Hardy	Coordinator
Mandy Cousins	Teacher
Irene O'Callaghan	Teacher
Hazel Moran	School Services Officer (SSO)
Judi Grant	School Services Officer (SSO)
Katie Harris	School Services Officer (SSO)

### **Other Staff**

Leesa Shepherd	Principal
Derek Miller	Deputy Principal
Belinda Trowbridge	Counsellor
Jenny Pascoe	Teacher/Librarian
Terrell Altmann	Art
Giselle Pulford	Art
Neil Slater	PE and Health
Renee Hanna	PE and Health

### **PSW (Chaplain)**

Kieran Smith

### **Groundsperson**

Wally Brunnbauer

### **School Services Officers**

Julie Lawson	Jean Runeckles	Karen Kasperski
Jane Cross	Craig Fischer (IT)	Karen Cloonan
Tania Franson	Libby Long	Nikki Applebee
Adrienne Jenkin	Karen Bastin	Leanne Stevens
Jen Ambagtsheer	Sally Bleckly	Tony Dawson
Jo Parkinson		

## **Consent Forms**

There is a general consent form in the enrolment pack which is designed to cover incidental local walks out of the school grounds. Separate consent forms will be sent home at the beginning of each year for swimming, excursions, camps etc.

## **Custody Orders**

A copy of custody orders and access arrangements must be kept with the Principal. For issues to do with custody, guardianship and parenting plans, please see the Principal so you understand your legal position.

## **Fees**

*Preschool* – see Preschool. *School* - see Materials & Services Charges .

## **Fires**

Nairne School is in a category 2 Bushfire Zone. The school practices both building and bushfire evacuation regularly. The gym is our nominated Fire Refuge. This is NOT a community fire refuge.

Please ensure we have updated contact details as messages will be sent via text if the school is to close on a day rated as ‘catastrophic’.

Our BUSHFIRE ACTION PLAN is available from the front office and is in the enrolment pack. Please keep this in a prominent position during the summer months.

## **Hats**

We have a “No hat, stay in the shade” policy. All children need to wear wide-brim, bucket or Legionnaire type hats while outdoors during Terms 1 and 4. These are available in the school colours from the office. If no hat, children must stay in the *undercover* areas. Parents are encouraged to educate their children to use sunscreens before and during school. Hats and sunscreen must be sent on excursions.

## **Head Lice**

When cases of head lice or ‘nits’ occur, the child or children involved should be kept at home until treatment has been carried out. Parents are requested to make every effort to remove all the dead eggs. This is effectively done using a ‘nit’ comb and conditioner. Various products are available for the treatment of lice, KP 24 being one of them. Varying treatments can help so that lice do not develop a resistance. It must be stressed that all members of the family should be treated at the same time, to prevent recurrence. Bed linen must be changed and blankets aired. Children may return to school after treatment. Please ensure that you inform the school.

## **Home Contact Numbers**

Information needs to be kept up to date by parents in case of emergencies. Details are requested in November of each year or upon enrolment. Forms should be returned to the office for filing.

## **Hot Weather**

All classrooms are air-conditioned.

On days of extreme heat students will play inside at lunch times.

## **Infectious Diseases**

If children have contracted diseases such as mumps, measles, whooping cough, rubella, chicken pox, etc., parents should be guided by the doctor's advice. Children suffering from common localised diseases such as school sores, ringworm, conjunctivitis etc., should be kept at home until sores have healed or discharge has ceased.

If in doubt, please feel free to contact the school.

## **Learning Assisted Program (LAP)**

The Learning Assisted Program (LAP) involves volunteers assisting students. If you are interested in volunteering, talk to your child's teacher or the front office staff.

## **Library**

Our Library caters for children from the Pre School - Year 7.

You are most welcome to visit the Library to share books with your child and also to borrow.

Opening hours - 8:30 a.m. each morning

Lunch - 1:05 p.m. – 1:30 p.m.

After school - until 3:30 p.m.

Borrowing - Children may borrow up to 6 books (according to their year level) for 2 weeks. Extensions are available.

Please encourage your child to care for our books by using a Library bag (material or plastic are appropriate). If a book is damaged, please show it to the Library staff. Do not attempt to repair it, as we have the appropriate materials at school for that purpose.

## **Lost Property**

A large yellow wheelie bin is located in the Wellbeing corridor outside the Counsellor's office. Please check this bin first. After two weeks if it is not labelled it will go into the cupboard next to the bin.

At the end of each term, unclaimed items are sold for \$1.

Second hand uniforms are now available from the school and the Nairne Market.

All children's clothing and equipment *MUST BE LABELLED*.

## **Materials and Services Charge**

This year our fees are \$255.00 for each child attending school.

If there is any difficulty in paying this charge, please contact the Principal or the Business Manager.

You may pay in full or by instalments. Payment can be made by cash/cheque/debit card/credit card/direct debit via internet/Centrepay/Payway. For information regarding School Card please refer to the "School Card" section of this booklet.

## **Mobile Phones**

There should be no reason for students to bring mobile phones to school as they can make calls from the front office if necessary, and front office staff are able to pass on urgent messages to students when required. If it is necessary for a student to bring a mobile phone to school it must be handed to the class teacher at the beginning of the day and then collected at the end of the day.

## **Money Collection/Payments**

All money can be paid at the front office.

## **Newsletters**

The School Newsletter is sent home in weeks 3, 6 and 9 each term with the eldest child in the family. The newsletter is also available on our website. An additional short newsletter often comes out in week 1.

## **Performance Levy**

The Governing Council has introduced a pre-payment system for performances of \$30.00 per child, which covers the whole year (see information sheet in fees package). This amount is not covered by School Card. This levy is only charged for the first two children in each family.

## **Pick up and Drop off Children**

Children may be picked up or dropped off in Market Place or Saleyard Road. Our "Kiss 'n' Drop" operates from the 'D' drive, off Saleyard Road. Parents must not leave their car in the Kiss 'n' Drop as the traffic queue is expected to be moving every minute or so.

## **Playgroup**

Nairne Playgroup invites children (0-4 years) and parents to their sessions every Monday and Friday between 8:45 a.m. and 10:45 a.m. Sessions are run in the Junior Primary Block (Room 5) and cost \$2.00. Please bring fruit to share.



Playgroup gives your child the opportunity to

- play with other children
- become more independent and confident
- learn to share and take turns
- experience and enjoy a variety of materials and activities
- watch, do and listen.

Playgroup is also a place where parents

- meet other adults
- spend time interacting, talking and listening to their children, supporting each other, sharing ideas and concerns.

Playgroup sessions are organised by a very small group of dedicated parents who are in charge of financing, cleaning the centre, leading the singing, etc. These parents need your support and co-operation to make Playgroup a happy and exciting place.

## **Preschool**

Session Times:- 8.30 a.m. – 4.00 p.m. Monday, Tuesday, Thursday, Friday  
Half days may be available on request

Children may access 15 hours of preschool each week.

### Transition to school and school starting dates

In addition to the many facilities and activities already shared with Nairne School, children also participate in a *transition to school* programme.

### Fees

An account for these fees will be placed in your child's named pocket just after the start of the school year.

All payments can be made at the school office.

## **Reporting**

During the year there will be a combination of formal and informal reporting. All families will receive 2 written reports during the year and also be invited to attend an Information Exchange meeting early in Term 1.

We encourage parents to approach their child's teacher at any stage during the year should they have any concerns or information to share.

## **School Bank**

Bank SA collects students' banking each Wednesday morning.

Commonwealth Bank will collect students' banking each Friday morning.

Applications to open a school bank account are available from the front office.



## **Student Absences**

To comply with attendance requirements a telephone call or written explanation must be given to the school when your child is absent explaining the nature of the absence e.g. sickness, family reasons or other.

The school will notify parents and caregivers by SMS texts if students are absent from school without a reason. This occurs each day starting at approximately 10:15 a.m. It is the responsibility of parents and caregivers at all times to provide current mobile numbers to the school.

If your child is going to be absent for a period of one week or more (e.g. on vacation or hospitalization) you will be required to complete an Exemption form. These forms are available from the front office.

## **Student Health**

The provision of first aid and emergency management for students in the school environment is carried out on a daily basis by School Services Officers (SSOs). If your child suffers from a condition that could require long term treatment at school, you must ensure that the preparation is marked with a pharmacy label. A Health Care Plan will need to be completed by a doctor. When medication is required only for a short term, e.g. a matter of days or weeks, then the SSOs may dispense medication for students relying upon directions typed on the bottle or packet by the pharmacy. All medication must be stored in the First Aid room.

## **Student Records**

The school maintains a file on each child that contains copies of reports, work samples, levels of achievement, etc. Under the “Information Privacy Principles” and “Access to Personal Records” Acts, parents or students may apply in writing to view any such records.

## **Student Voice**

We encourage students to take on a number of leadership positions within the school. We have a very active Student Voice group coordinated by our Counsellor and linked to our Pillars of Learning. Please contact our Counsellor or look at our website for more information. Year 7 students are also involved in “Community Spirit”.

## **Swimming**

Formal swimming instruction for Year R-2 will take place in the school pool in term 4. This year there will be a charge of \$10.00. During Term 4, Years 3/4/5 will travel to Woodside Pool where a charge of \$35.00 will be made to cover bus hire and pool use. Year 7's will attend the Murraylands Aquatics Centre in Term 1.

## **Term Dates**

Term 1 01/02/16 - 15/04/16

Term 2 02/05/16 - 08/07/16

Term 3 25/07/16 - 30/09/16

Term 4 17/10/16 - 16/12/16

## **Public Holidays**

Adelaide Cup 14/03/16

Easter Monday 28/03/16

Good Friday 25/03/16

Queen's Birthday 13/06/16

## **Toys**

Children are discouraged from bringing toys to school where they are easily broken, lost or a distraction in class. All Pokemon/Digimon toys and trading cards are banned from Nairne School.

## **Tuck Days**

Tuck is held on Mondays and Fridays except for the first Monday and last Friday of each term. Further information is available from the front office.

Ice-blocks are for sale on Wednesdays in Terms 1 & 4.

Healthy snacks will be for sale on Wednesdays in Terms 2 & 3.

## **Uniform**

School colours are maroon and navy. We offer a variety of school uniform items and we encourage parents to dress their children in uniform as it is practical and sunsafe. Suitable footwear is also encouraged. Shoes and/or sandals must be suitable for all school activities, including sport. The following items of footwear are not suitable: thongs, platform shoes and any footwear without back straps. Uniforms are available from the front office at any time. We sell uniform items at cost price to ensure they are affordable. Bags, beanies and jackets are also available.

## **Volunteers**

It is a DECD requirement that all regular volunteers at the school now need to have a Child Related Employment Screening. This applies to parents/helpers who work in the canteen, work with students, i.e. LAP, assist in the classroom or attend camps/excursions. An application form for this screening is available from the front office and, when approved, lasts for 3 years. The school will cover the initial cost of this assessment.