

Keller Road School



Salisbury East

Knowledge Respect Success

We trust that the time you and your family spend at Keller Road Primary School will be enjoyable and educationally rewarding.
We look forward to working with you and your family during your child's Primary years.
We welcome your participation in our school



Welcome to our school!

STARTING SCHOOL

Starting school will be a very significant milestone in your child's life and therefore it is very important that you prepare adequately together for it. Your encouragement in the weeks prior to starting school about

- Being able to get dressed
- Putting away play things and materials after using them
- Knowing how and when to use a tissue and dispose of it
- Helping them to be independent

will greatly assist them to settle into their school life.

We strongly urge parents to spend a lot of time talking together discussing shared experiences to help develop language skills. We hope you have been reading to them from birth, sharing favourite stories because this will be a huge support for language development. All children will stay at school until 3.00 pm but if in the first days of school it is felt that a shorter time would assist with transition then this can be negotiated.

ADMISSION POLICY

DECD have a "Same First Day" policy. This means that there is ONE intake of new Reception students per year. All children who turn five on or before 30th April will start school on the first day of Term 1. Children who turn five AFTER April 30th will start school the following year.

TRANSITION FROM PRE-SCHOOL

Prior to commencing school, all children take part in the Preschool to Reception Transition Program which operates to promote a smooth start to school life.

By spending time with the class prior to starting school, the children settle in and become familiar with the new teacher routines, expectations and the school environment. Parents of newly enrolled students will be advised by letter of Transition times. Transition days in our district are Wednesdays.

ENROLMENTS FOR OTHER STUDENTS

Enrolment Forms are available at the Front Office and appointments to view the school and talk to the principal can be made by phone or in person. Ideally enrolments will be made with several days' notice. This allows time

- For the student and family to visit the school
- To share information about the student's learning
- To complete all relevant forms

Teachers can be consulted about the new enrolment and prepare to receive them. This is in the best interests of the child and contributes towards a smooth transition to the new school.

GENERAL ROUTINES

STARTING TIMES

Children are supervised in the school yard between 8.30am and 3.15pm
Please be aware that students should not be on school grounds outside of these times.

- 8.30 Student supervision starts in yard
- 8.50 Students move to class/Learning Block
- 10.50 First break
- 11.10 Return to learning/Learning Block 2
- 12.50 Second Break
- 1.20 Return to learning/Learning Block 3
- 3.00 School finishes
- 3.20 End of Supervision

Parents are asked to exit teaching units by 8:50 am to enable the days learning program to start. Parents are also asked not to enter the units until the bell rings at 3.00pm.

ATTENDANCE

DECD requires that all children between the ages of 6 /17 attend school regularly. Our school attendance plan provides for this and can be viewed at school.

Late arrivals must enter school through the Courtyard to the Student Services Area in the Front Office. Early departures must also leave through this way.

We ask that you notify the school by telephone or letter each time your child is absent. The school is required by law to enter a reason for each absence and you will be contacted if we do not know the reason.

If your child will be absent from school on a family holiday – please come and see the Front Office staff to complete and exemption form or a letter advising the school of your child's whereabouts.

If your child has a medical appointment, please send a note to advise the teacher. You must sign your child out in Student Services.

Once a child is at school they cannot leave unless in charge of a parent or attending an authorised school activity.

BICYCLES SKATEBOARDS

Student bicycles etc are kept in the courtyard area near the Canteen in the bike rack. Bikes and skate boards must be walked or carried in school grounds for WHS reasons.

UNIFORM

Our school is a uniform school and we are proud of our school colours of navy and white. Our school polo top incorporates gold in the design, as does our zip up jacket. Children are expected to wear, shorts, t-shirts, track pants windcheaters, polo shirts or dresses in the school colours. Clothing should have sleeves, and longer style shorts/skirts/dresses. All school community members are required to wear suitable sun smart hats, either a bucket or broad brimmed hat when outside from the **1st of September to the 30th of April** or when outside for long periods.

Polo shirts, jackets and hats can be ordered from the Front Office – a limited stock is kept on site – orders should be filled within two weeks.

The Governing Council has as one of its roles the power to develop a school dress code and we ask that parents support us in keeping to it.

Eye make up, lipstick and dangling jewellery are not part of our school dress code. Children should wear suitable footwear so that they are not hampered in play activities or P E and fitness lessons.

All school community members are required to wear suitable sun smart hats, either a bucket or broad brimmed quick release hat in the school colours from Sept 1st – April 30. We provide all new students with a hat (this hat is to be kept at school).

Members of staff, DECD employees and visitors to our school can be identified by name tags.

EXTREME WEATHER POLICY

We do not dismiss early for hot weather as the school is air conditioned. In the event of extreme weather conditions such as steady rain or heat waves students are supervised indoors by staff at break times.

LOST PROPERTY

We ask that all clothing and equipment is named to avoid the large numbers of clothing that are lost each term.

Parents are welcome to look through the lost property baskets in the class areas. Twice a year the clothing is sorted and what is not claimed is sent on to charity.

LUNCHES

The school does not operate a canteen so lunch and recess will need to be sent from home each day.

On occasion an enthusiastic band of volunteers provide special lunches – in line with the Government's "Healthy Eating Policy". You will be notified of these events in the school newsletter and with special order forms.

PARENT VOLUNTEERS

Parents are always welcome to help at school in many ways- supporting students in the classroom, on Governing Council, Fundraising Committee and helping on excursions or special occasions. In this way parents become familiar with the school and understand better what is happening. Please see Front Office staff if you are interested in Volunteering and an induction will be organised.

Criminal History Checks are required by DECD for all people working with Children and Young People.

WHS policy requires you to sign in when you enter the site and out when you leave.

SCHOOL SMOKE FREE ENVIRONMENT

All DECD school sites are by law smoke free environments. Smoking is not permitted within any school buildings or anywhere on the school grounds.

SOLE CUSTODY/ACCESS

Parents who have sole custody or specific access restraints concerning their child should make this known to the Principal, who will need to sight Family Court documents and orders. This information is kept in strictest confidence.

Non custodial parents are welcome to request that reports and newsletters be sent home for their information. Please see Front Office staff about this.

FINANCIAL MATTERS

SCHOOL FEES

The School sets fees for each school through discussion with the Principal, Finance Officer and the Governing Council. This is called the Materials and Services Charge and is set at a level in accordance with DECD requirements.

The fee covers all student's needs for the year including curriculum requirements the purchase of resources like computers and some special projects. Along with Government Funding, fees meet most stationery needs for the year.

The fees however do not cover the cost of camps, excursions or incursions or special programs such as Aquatics or Swimming for the students. Fees do not cover uniform items.

Parents are invoiced at the beginning of the school year with details about possible methods of payment. Parents are encouraged to meet with the Finance Officer or the Principal to discuss payment options.

Outstanding school fee amounts are referred to the schools debt collection services.

SCHOOL CARD

Some families may be eligible for financial assistance from the school card program, depending on levels of income. Please discuss this with the Finance Officer as early applications are essential.

MONEY COLLECTION

All money for excursions, school events, school fees are to be paid in the Student Services area of the Front Office if possible during the hours of 9.00 and 10.00am and 2.30 and 3.00pm daily. Money can also be handed in to your child's teacher and sent up to the front office for processing.

A tax receipt is issued upon payment. Credit card, correct cash amounts (limited change is kept on site), cheques, EFTPOS and Electronic Funds Transfer are all acceptable (cheques made out to Keller Road Primary School).

SCHOOL COMMUNITY DECISION MAKING AND COMMUNICATION

GOVERNING COUNCIL

This group is the executive body of the school. Its members take part in representing the school community assisting the decision making process with the principal in matters of finance policy and curriculum.

Parent members are elected for terms of 2 years at the AGM held in term 1 of each year. The Chairperson of the Council is elected from the group of councillors each year. Parents are welcome to attend meetings as visitors.

We urge parents to be involved in the council; it is a great way to participate in school life.

FUNDRAISING

The Fundraising Group of Keller Road Primary School works towards a specific objective each year. Activities include organising sausage sizzles and hot food days, raffles at Christmas and Easter, Mother's and Father's Day stalls etc. The contribution of this group is valued and parent assistance is always welcome.

STUDENT VOICE

Students have the opportunity to participate in the decision making processes of the school through regular class meetings. Each class has two elected members of the student voice council who meet monthly with the Principal/teacher to report on issues raised at class meetings and contribute towards the school activities such as casual days fundraising for charities and school equipment for the students.

ASSEMBLIES

Assemblies are an important part of communication at Keller Road. These are held four times a term. (This may change at times. At these assemblies we present awards, celebrate good work, inform students and parents about events and learn what classes are doing in their learning program. Presented by the students, parents and friends are invited to attend. Dates of assemblies are advertised in the newsletter and via the outside sign.

SCHOOL NEWSLETTER/WEBSITE

The school newsletter is the major form of communication to parents and the community. It is published five times a term. We have made our newsletter format attractive and easy to read so that all school information is available to you. It informs about school activities, important dates and up-coming events, student success, Governing Council matters and

community information. Our website holds recent Newsletters as well as updated information on events at the school.

GRIEVANCE PROCEDURES

We ask that all members of the school community follow the schools Grievance Procedures to settle any contentious issues that may arise, working as a team supporting and communicating with each other and being flexible to accommodate the needs of everyone. In most cases a discussion between the individuals involved can sort out any issues or problems. Here at Keller Road we are proud of our open communication and encourage everyone to work together.

The grievance procedures policy is sent home in the newsletter at the beginning of each year and can always be viewed in the Front Office.

Teachers are available before and after school (except on Staff Meeting nights, Tuesdays). Please make an appointment to see the class teacher. If necessary an appointment can be made with the Principal.

TEACHING AND LEARNING

The staff at Keller Road Primary School is committed to helping each student become an independent lifelong learner. The core business of Keller Road Primary School is teaching and Learning in a supportive caring learning environment

We provide education based on the principles of high expectations, social justice, community participation, future orientation and accountability.

ESL: ENGLISH AS A SECOND LANGUAGE

This program helps students from non English speaking backgrounds to become fluent speakers, listeners, writers and readers of English.

Support is given in small groups or individually to support these learners. A School Support Officer is also employed to give short term support throughout the year.

INFORMATION LITERACY / COMPUTERS

Every classroom area has an Interactive Whiteboard, as well as banks of networked computers per Teaching Unit. We currently have 18 laptops connected to the network. Digital cameras and scanners support research and record special projects and activities. The digital projection screens are stationed in each unit, and a projector and big screen is in the activity hall for use in assemblies.

ASSESSMENT AND REPORTING

Assessment and Reports are presented in a variety of ways.

- Acquaintance Night
- Written reports
- Parent teacher student interviews
- Other meetings as required
- Work sent home
- Informal discussions

Staff follows DECD reporting requirements presenting written reports in plain English with clear indications of student achievement and effort as well as social skills summary.

Written reports are presented to parents at a round table conference including Parent/Teacher and student to discuss Mid-Year results. Reports are sent home to parents at the end of the year. Interviews may be requested by both parents and teachers if deemed necessary throughout the year. twice per year.

The school supports its continuous curriculum planning and improvement by analysing data from external testing such as the NapLan, which all students in year 3/5/7 sit, as well as "in house" standardised testing twice per year.

The Australian Curriculum provides the guides for assessing and reporting.

RESOURCE CENTRE

The Resource Centre is an integral part of our school and is a vibrant and colourful focus for student learning.

It provides for student borrowing, reading programs such as Lexiles, Rainbow Reading and the Premiers Reading Challenge.

Students are expected to care for books reporting any damaged or lost books quickly.

Our library has an adult reading section, where all members of the school community are welcome to borrow, donate and share books informally.

SPECIAL PROGRAMS

Throughout the learning year special programs and activities support the classroom learning program in the Arts, Sport and Physical Activity, Culture and Health and Wellbeing Literacy and Numeracy;

Notice about these activities is sent home on special flyers and in the newsletter.

STUDENT SUPPORT PROGRAMS

Students at risk in their learning are identified through the assessment programs that DECD provide and supported with special planning and individual support especially in the areas of Numeracy and Literacy. Learning Plans are developed for these students. Parents are informed and included in meetings with the classroom teachers, DECD support staff and SSO's. Programs including Multi-Lit, Mini-Lit and Quicksmart Maths are used.

HEALTH AND SAFETY

The school meets all DECD and state government requirements of the WH&S policies, providing and monitoring a safe workplace environment for all.

The schools Health Support Policy has been reviewed in 2012 and is available in the Front Office.

ASTHMA

Students with asthma require a health care plan completed and signed by the treating doctor.

Asthma medication is stored at the Front Office and puffers must be clearly labelled.

EMERGENCY CONTACT

For the well being and safety of your child it is very important that every parent completes Contact Information, Consent and Health Care forms at the beginning of enrolment. Also it is essential that any changes, especially to contact numbers are updated.

FIRST AID

All staff is trained in First Aid and students report to the Front Office for minor first aid.

In the event of more serious injury or sickness, the school will endeavour to contact home or emergency contacts. If no contact is made the school will make the decision about what action is appropriate for the wellbeing of the child. This may include calling for an Ambulance. Parents please be aware that if you are not contactable and an ambulance is called, you will be liable for payment not the school.

We ask that students are not sent to school if unwell but are cared for at home in the hope they will improve.

A notice will be sent home with your child upon each visit to the First Aid room, outlining their injury/illness. In the event of a head injury or bump to the head, parents will be notified by a phone call.

MEDICATION MANAGEMENT

As much as possible students are encouraged to take medicine outside of school hours. If medication needs to be taken at school students will be supervised by Front Office staff. DECD Policy states that staff are not able to measure doses medication to children. Any medication sent to school must be already measured in the dosage required. Please ask staff for directions about this or refer to the school health support policy.

MEDICAL CARE PLANS

Students who require help with their routine or emergency health and personal care needs are provided with a health care plan drawn up in consultation with the school parent and health care professional. Please see the school for more information.

HEAD LICE

Schools don't get head lice – people do! In the event of a reported case of head lice within the school, the school notifies parents of an outbreak and provides information about treatment. If your child has head lice, please notify the school and commence treatment immediately.

INFECTIOUS DISEASES

Parents are asked to contact the Front Office in cases where children contract communicable diseases. Children who are ill with an infectious disease must not attend school until they have completely recovered. Below is a brief summary of the exclusion times for children with various common diseases.

Disease	Excluded from School
Chicken Pox	One week after the first eruption or until fully recovered
Conjunctivitis	Until discharge from the eyes has ceased
Headlice	Until treatment has commenced
Ringworm	Until treatment has commenced
Scabies	Until treatment has commenced
Impetigo (School sores)	Until the sores have healed or are properly covered with an occlusive (absorbent) dressing
Infectious Hepatitis	Until subsidence of symptoms or until receipt of medical Hepatitis (A) certificate of recovery
Measles	For at least five days from appearance of rash or until receipt of medical certificate of recovery
Mumps	Until fully recovered, at least one week after complete subsidence of all glandular swelling
Rubella (German Measles)	Until fully recovered or five days after onset of rash
Whooping Cough	Two weeks from onset of illness and until medical certificate of recovery received
Slap Face (5 th disease)	Until rash has subsided



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