



**Karcultaby Area School**

# **INFORMATION HANDBOOK**

# Contents

1. Welcome/ school contact details
2. Curriculum/ support services
3. Assessment and reporting
4. Camps and excursions
5. Behaviour
6. Anti-bullying
7. Student awards
8. Student leadership
9. Sports
10. School events
11. School community library
12. Technology/ Cybersafety
13. Parental involvement
14. General school information
  - Enrolment
  - Start of the school year
  - School fees/ financial support
  - School times/ student free days/ school closure day
  - Bus travel
  - Communication
  - Attendance/ absence/ exemption
  - Uniform
  - Canteen
  - Lost property/ Book room/ School year book
15. Health and safety
  - Bushfire catastrophic rating
  - Allergy aware/ medication
  - Mandatory reporting
  - Sunsmart policy
  - Illness/ injury/ Infection control

# 1. Welcome

We welcome you to Karcultaby Area School!

We recognise parents as their child's first educator and feel privileged to share your child's ongoing learning journey. The success of each student's learning journey depends on parents/carers, staff, community and the Department for Education working together to provide a positive, caring, happy, secure and stimulating environment that promotes the social emotional, physical and cognitive development of each student. We look forward to forming a positive working partnership with you. Please feel free to discuss any aspect concerning your child's learning and development with us.

Our staff work together to embed a culture of equity, collaboration, openness, honesty, innovation and cohesion towards our shared goals and vision. We are very proud of the quality education we offer here and are pleased to say our student graduates over the years have gone on to great successes as adults. Due to the individualised nature of our work with students, we have graduates in a wide variety of professions as well as being respectful and active members of society. It is always a pleasure to reflect back on their school journey that helped them work towards their future pathway.

We must be doing something right here at Karcultaby Area School!!

This handbook outlines some information about the school and how it operates. To assist us in creating the best possible learning environment for your child, please read this handbook carefully. If you have any comments or questions, please do not hesitate to contact our staff.

## Our aim:

**As a result of what happens at our site, students will be happy, respectful and resilient people who contribute positively to the world. They will communicate effectively, work collaboratively and be critical and creative thinkers.**

## Our improvement directions are

- 1. Plan, implement and evaluate a coherent school-wide approach to building teacher capacity in quality teaching practices**
- 2. Ensure parents and families are fully engaged as partners in the school's full range of pedagogies that deliver high levels of student interest and motivation for all groups of students.**
- 3. Use data to measure teacher and school performance at class and site levels, to identify areas for improvement, inform strategies and monitor progress towards and achievement of stated growth targets.**

## Our values

- RESPECT
- RESPONSIBILITY
- PERSEVERANCE

## Our motto

Developing life-long learners

## Our context

Karcultaby Area School opened in 1977 as a result of the amalgamation of Minnipa Area School and Poochera Special Rural School. It is located on 300 acres of farm land which is owned by the school.

Our school has a school based preschool on site and our primary section includes students from reception to year 5 and the secondary section is from year 6 to 12. Our school is well equipped with a range of facilities including a swimming pool, Ag area, large oval area and playground, specialist rooms for Science, Art, Home Economics, Digital Technology and Design and Technology. The community library is the central hub of the teaching areas. A restoration area reflecting the history of the area and including the original Karcultaby school building and a fully functional blacksmith shop, is a feature of the grounds.

## School contact details

Phone:	08 86263 077
Fax:	08 86263 009
Front office mobile:	0427 200 574
Principal's school mobile:	0419 467 540
Bushfire safe refuge phone:	08 86263097
Address:	PMB 9, Minnipa SA 5654
Email:	<a href="mailto:dl.1123.info@schools.sa.edu.au">dl.1123.info@schools.sa.edu.au</a>
Website:	<a href="http://www.karcultas.sa.edu.au">www.karcultas.sa.edu.au</a>

**Karcultaby Area School is part of the Far West Partnership** which consists of other DECD sites who work together to improve services and learning for children and families within our region. The Far West Partnership membership constitutes the following sites: Karcultaby Area School and preschool, Miltaburra Area School and preschool, Streaky Bay Area School, Streaky Bay Children's Centre, Ngura Yadurirn Child and Family Centre, Ceduna Area School, Penong Primary School and Preschool, Koonibba School and preschool. Leaders and staff of these sites meet throughout the year and share training and development opportunities.

## 2. Curriculum

The Australian Curriculum sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whichever school they attend.

All Reception to year 10 students complete the Australian Curriculum including the following curriculum areas;

- English
- Mathematics
- Science
- Health and Physical Education
- Humanities and Social Sciences (History, Geography, Civics & Citizenship, Economics & Business)
- The Arts
- Technologies (Design and Technology, Digital Technology)
- Languages (Spanish)

In the teaching and learning activities designed for each curriculum area, we aim to challenge and build student's creative and critical thinking skills, independence, initiative and enjoyment of learning. Developing each child's literacy and numeracy abilities is also a major focus in everything we do. Building knowledge, understanding, learning dispositions and skills will be developed through encouraging growth mindsets, high quality and engaging sequential teaching and learning including, at times, STE(A)M (Science, Technology, Arts, Mathematics) thinking. The mandatory Child Protection curriculum is taught every year.

We actively seek student input and feedback into our teaching and learning programs for authentic student involvement. Extra curricula activities are organised to enrich student's learning, which include excursions, guest visitors, performances and activities within or outside of the school.

Students in year 10, 11 and 12 complete their South Australian Certificate of Education (SACE) by choosing stage 1 or 2 subjects or Vocational Education training (VET) options. Subjects and training certificates can be delivered face to face, by the Open Access College or by another school via local delivery. Many of our students complete their SACE by doing an Australian School Based Apprenticeship (ASBA). Students are able to complete an industry standard certificate training course which is credited towards their SACE completion, while also gaining valuable work experience with an employer as a paid apprentice.

Subject counselling ensures as far as possible, choices are individualised for student's pathways.

## Support services

The following support services are available through the Department of Education:

- Bi-lingual support
- Speech and Language
- Special Education
- Psychology
- Social Work

If staff believe a referral for a child may be required, they will discuss this with families and only with permission, will it be submitted.

# 3. Assessment & reporting

## Student learning plan meetings

Research demonstrates that effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour (DECD, 2015).

Student learning plan meetings aim to build a partnership around each student to understand and discuss their strengths and areas needing improvement. SMART goals are set by each child from Reception to year 10 to maximise their learning and growth in a particular area throughout the school year.

Meetings with all students, their parents/caregivers and teacher are conducted in term 1 to discuss strategies for all to help the students achieve their goals. A review meeting is conducted early term 4. Attendance at these meetings is expected by all families.

## Reports and feedback

As part of our commitment to monitoring and assessing individual student's progress, we use a range of strategies including:

- Observations
- Samples of work
- Student learning plans
- Feedback
- Collaborative moderation on-site and with partnership schools.

You will be informed about your child's progress through:

- Informal discussions
- R-10 Student Learning plan meetings in term 1 and early term 4.
- Year 6-12- Progress reports at the end of term 1 and 3.  
Written semester reports at the end of term 2 and 4 (no term 4 report for year 12s).
- R-5- Written semester reports at the end of term 2 and 4

Contact can be made with teaching staff at any time by parents/caregivers about your child's learning.

## 4. Camps and excursions

Camps and excursions are an opportunity to enhance and broaden student's knowledge, skills and understanding of the world.

Camps and excursions					
<b>Preschool</b>	Visits to children's homes –Poochera & Minnipa Visit Miltaburra School Based Preschool at least once a year and invite them once a year. Possible excursion to Kondoolka Station and/or other places to fit with learning activities.				
<b>R/1</b>	<b>Venue/destination:</b> Day excursion twice a year to either- Kimba, Ceduna, Port Lincoln  <b>Curriculum areas:</b> HASS/ The Arts				
<b>Year 2/3</b>	<b>Venue/destination:</b> East of the school  <b>Curriculum areas:</b> HASS		<b>Venue/destination:</b> West of the school  <b>Curriculum areas:</b> The Arts		
<b>Year 4/5</b>	<b>Venue/destination:</b> Erappa –Iron Knob  <b>Curriculums:</b> Health/ PE/Geography		<b>Venue/destination:</b> Whyalla/ Aquatics at Penong  <b>Curriculums:</b> HASS/ Health/PE		
<b>Year 6-12</b>	2017  <b>Venue;</b> Year 6-9 Aquatics  <b>Curriculum:</b> Health/PE	2018  <b>Venue;</b> Year 6-9 Adelaide  <b>Curriculum:</b> Arts/ HASS Cross curricular	2019  No camp	2020  No camp	2021  <b>Venue;</b> Year 6-9 Aquatics  <b>Curriculum:</b> Health/PE
	Year 10-12 No camp	Year 10-12 Careers Trip Adelaide			<b>Venue:</b> Year 10-12 Careers Trip Adelaide

**Led Wether** team to the Adelaide Show in term 3: team of 10 selected by criteria from Yr 6-10 Ag.

**Pedal Prix** team to Murray Bridge term 3: team of 10 riders and 2 support students selected by riding achievement during training from Yr 6-10 PE.

**Year 7-12 Canberra:** once every 6 years. The next trip is in 2022.

There are often excursions throughout the year to events at neighbouring schools or towns. Excursions held within 100km of Karcultaby are covered under the general consent forms issued at the start of each year.

## 5. Behaviour

### Our expectation;

- the school will be a happy, safe and caring environment that promotes learning for all,
- everyone has a right to be accepted and treated with fairness,
- everyone will show respect for themselves, others and the environment,
- everyone is responsible for their actions and words,
- a culture of positive behaviour is best built through active collaboration with families, students and staff.

### Supporting positive behaviour;

#### *Responsibilities of teachers;*

- Develop an engaging learning environment for all students.
- Encourage mutual respect and responsibility within the school community.
- Be consistent in applying the procedure and consequences in a positive and firm manner.
- Communicate promptly with parents early in the process.
- Model successful strategies for resolving conflict eg problem-solving steps.

#### *Responsibilities of students;*

- Be role models of positive behaviour.
- Help to maintain a success oriented classroom in which the rights of others are respected.
- Be responsible and accept the consequences of their actions.
- Develop strategies to resolve conflicts appropriately.
- Seek support for solving problems they are not able to resolve for themselves.
- Be involved in the evaluation of the positive behaviour review.

#### *Responsibilities of families;*

- Become familiar with the school's expectations of positive behaviour.
  - Work collaboratively in the use of positive strategies to resolve issues.
- Provide input in the development, implementation and review of the positive behaviour

**Procedure**  
for learning & yard



Exceptional

Star



Starting point

Reminder

Second chance

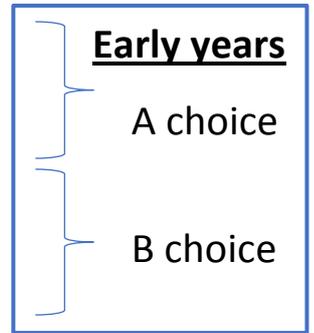
} 2 chances

Consequence –eg. community service, isolation, sitting out

Buddy class/ Behaviour contract meeting

Time out

Suspension



## 6. Anti-bullying

### **Karcultaby Area School expectations;**

- school will be a happy, safe and caring environment which is free from bullying, harassment and violence
- everyone has a right to be accepted and treated with fairness,
- everyone will show respect for themselves and others,
- everyone is responsible for their actions and words,
- a culture of positive behaviour will be built through active collaboration with families, students and staff.

### **Preventative strategies;**

#### *Staff will:*

- Openly talk about bullying and harassment – what it is, how it affects us and what we can do about it.
- Teach students the skills which will build their self-esteem and empower them to resolve conflict situations and give them opportunities to practise these skills. This will involve the use of the Child Protection Curriculum.
- Manage and supervise classrooms and outdoor areas effectively and encourage respectful behaviour.
- Encourage and support students to understand the importance of speaking out against bullying and give them strategies to do this confidentially using the student 'I need help' forms.

### **Intervention strategies;**

#### *Leaders and staff will:*

- Respond promptly to all incidents initially by listening to the person being bullied, seeking further information from others when required and discussing appropriate problem-solving strategies and speaking with parents/ families,
- Speak with the student who has done the bullying and use appropriate strategies and consequences including warnings, social skills programs, mediation, disciplinary action, counselling, suspension, exclusion, parental/ family involvement and support from other agencies if required, including the police.

Resolutions and/ or consequences will be determined depending on;

- severity of the behaviour,
- frequency of the behaviour and/or history of previous behaviour,
- age, disability, trauma and mental health.

### **Post-intervention strategies**

*Staff and leaders will:*

- Monitor the situation between the students to ensure that their safety and wellbeing is maintained.
- Follow up support for students who are victims or perpetrators of bullying to ensure they feel safe at school and remain connected to the school following an incident.
- Talk with parents or caregivers about strategies.
- Review and evaluate behaviour codes, procedures and policies to make sure they are effective.
- Continual professional learning to support staff in effectively implementing this policy.

## **7. Student awards**

### **House shields**

There are two houses into which students are allocated at their enrolment at Karcultaby. They are gold and green. Members of a family are not always placed in the same house. Team placements are made in an effort to keep team numbers and abilities as even as possible. Teams are reviewed as students enrol and at the beginning of each year to accommodate this.

Throughout the year, student awards, achievements and participation in school events are calculated towards the sporting house shield and academic house shield with a presentation to the winning house captains at presentation night.

### **End of year awards**

The student awards will be presented at the school presentation night.

If there are no suitable recipients, an award may not be presented.

Students receiving prizes must have attended at least one full semester.

<b>Primary R-5</b>	One student per year level	<b>High Achievement</b>	<i>Criteria:</i> <i>Reception:</i> <ul style="list-style-type: none"> <li>- Beyond level 20 reader</li> <li>- Recognise the first 50 Oxford Sight Words</li> <li>- Achieve highly in all curriculum areas.</li> </ul> <i>Yr 1-5 Highest graded student, at least 4 Bs and no Ds.</i>
	One student per year level	<b>Effort &amp; Improvement</b>	<i>Criteria:</i> <i>Effort rating of 1 or 2 across all subjects</i>

	<b>The District Council of Streaky Bay Aiden McCormack Award PRIMARY VALUES AWARD</b>		<i>Awarded to a primary student who consistently displays our school values and others to an exemplary standard.</i>
<b>Secondary year 6-10</b>	For all students who meet the criteria.	<b>High Achievement</b>	<i>In their overall grades, must have minimum of - 6 x 'A's -no more than 1 x 'C' -no 'D's Only grades for subjects where students are working in their standard achievement year level will be eligible.</i>
<b>Year 11/12</b>	For all students who meet the criteria.	<b>High Achievement</b>	<i>An average of B+ or better.</i>
<b>Secondary year 6-12</b>	Up to 2 per year level	<b>Effort &amp; Improvement</b>	<i>Effort ratings a majority of 'excellent (1)' and no 'satisfactory (3)' or 'unsatisfactory' (4).</i>
	<b>District Council of Wudinna SECONDARY ALL ROUNDER AWARD</b>		<i>Awarded to a student for a high level of academic achievement, attitude, conduct, leadership, service and sporting achievements. The student is generally one who always does their best, sets outstanding examples and is willing to assist others. A point system will be used.</i>
	<b>Peter Treloar SECONDARY VALUES AWARD</b>		<i>Awarded to a secondary student who consistently displays our school values and others to an exemplary standard.</i>
	<b>Australian Defence Force LONG TAN LEADERSHIP AND TEAM WORK AWARD</b>		<i>Presented to a Year 10 &amp; 12 student. Selection criteria includes consistently showing some of the following; leadership, teamwork, values, problem solving, resourcefulness, communication skills, cooperation and community involvement. A point system will be used.</i>
<b>Students from 8 years old +</b>	<b>SPORTS AWARDS</b>		<i>Awarded to students who record the most points in their age division for sporting achievements. Junior=U11/U10/U9/U8 Intermediate=U14/U13/U12 Senior=15+ A girl &amp; boy winner for each division</i>

# 8. Student leadership

## Primary Action Team (PAT) & Student Action Team (SAT)

The PAT is a group of students from Years R-5.

The SAT is made up of students from years 6-12.

Involvement in these teams are optional but if students commit, they need to continue for the whole school year. The student teams provide a communication link between staff and students about a range of school based decisions and aim to make student life at school better. Staff support is provided to encourage these groups to work in a collaborative and productive manner.

## House captains

Students in each school house vote for two house leaders for each year.

### Role

- To coordinate teams for our school swimming and athletics carnivals.
- To be a good role model in the school and to apply the school values throughout the school year.
- To model positive participation in school activities (having a go and doing their best for their team).
- Encourage house team members to try their best and to participate in the various events.
- If their team wins a shield, accept the shield with an acceptance speech.
- To participate in and encourage others to compete in interschool sporting events if selected.

## School captains

This position is open to any male and female student attending Karcultaby in Year 10 or above.

### Expectation of our school captains:

- Show respect – treat all members of the school community with care and respect.
- Lead by example – set a positive example by willingly undertaking all school involvement tasks, showing the necessary initiative and responsibility.
- Work as a team – cooperate and work together with a willingness to step outside of their comfort zone.
- Support and be involved in school events.

### Role description and duties

The Karcultaby school captain role is a privilege and carries with it a range of responsibilities and duties. These will change in response to perceived needs. There will also be times when initiative and executive decision making will be required. The female and male student chosen in a captain position are considered by staff and students to be able to fulfil this mandate.

### Election Process

All students and staff will vote on nominated school captains to establish a male and female school captain for the upcoming year.

## 9. Sports

The school encourages participation in sport and there are many opportunities for students to be involved.

- A swimming carnival is held early in term 1. This carnival is for years 2-12 students. Reception/year 1 students are not involved in this and attend school as usual.
- Following the Karcultaby swimming carnival a combined Lock/Karcultaby team is selected to compete at the Interschool Swimming Carnival against Wudinna and Streaky Bay. The ages for this team start at Under 11.
- A sports day is also held in the first term with Miltaburra. All students participate in a continuous program of athletic events throughout the day. Junior Primary students are included in this program. The location of the event alternates between the two schools.
- Our students are selected in a team to compete at Interschool Sports Day (WCIAC) against Streaky Bay, Miltaburra, Ceduna, Crossways Lutheran and Elliston schools (Under 8 to Open age groups). The host school for the day is on a rotation basis. Karcultaby school remains open for those students not competing.
- A combined team is then selected to compete as 'Far West' in the Western Areas Secondary Schools Athletics Carnival (WASSAC) (U14 U15 U16 and Open).
- The Western Eyre Peninsula Athletics SAPSASA team is also selected from the Interschool Athletics Carnival (U10 U11 U12).
- From the WASSAC competition another combined team (Far West and Port Lincoln) is selected to compete in the Secondary School Sports SA Athletics carnival (SSSSA Athletics) held in Adelaide, usually in Week 11 Term 1.
- The school swimming pool is available for use by classes during weeks in term 1 and 4. Swimming and aquatics activities are conducted during lesson time.
- An annual school cross country run is held for all students in R-12 during term 2 around the school grounds. Selection for the West Coast Cross Country run at Tcharkuldu is made from these results. (Primary Years 3-6, Junior Years 7-9 and Senior Years 10-12).

- Karcultaby host the West Coast Cross Country at Tcharkuldu Rock each year. Runners compete with nearly all secondary schools on Eyre Peninsula represented.
- From time to time other sporting exchanges with neighbouring schools are organised.
- The school is a member of the Western Eyre Peninsula zone (WEP) for SAPSASA (South Australian Primary Schools Amateur Sports Association).  
We encourage student participation in all zone activities (Cricket, Netball, Football, (Yrs 6 & 7) Swimming and Athletics Yrs 4-7). Our school zone includes Miltaburra, Streaky Bay, Ceduna, Crossways, Koonibba, Penong and Yalata. Try-out days are held for all sports except athletics.

## 10. School events

### School assemblies

School assemblies are held once a term and have the purpose of:

- celebrating the success of student's achievements (academic, sporting, extra-curricular),
  - sharing some of the learning that is occurring in our classes with the school community.
- Families are invited to attend the assemblies.

### Presentation night

At the conclusion of each year a presentation night is held at the school.

It is an enjoyable evening which is focussed around a theme and is a celebration of the year. The preschool and primary classes provide a (usually entertaining!) item and student awards are presented. The school captains are the announcers and a report of the year's activities is given by the principal and student representatives. The photo presentation which finishes the formalities of the night is always one which is avidly watched. A shared supper enables the school community to mix socially and view the display of student work in the activity room. The school year book is available for sale.

**The Rowan Ramsey Award SCHOOL COMMUNITY AWARD** is presented to an individual who has made a particular special contribution to school life – whether it be a staff member, parent, student or member of the wider community. Nominations are made in term 3 via a newsletter notice and the principal and Governing Council chairperson determine the recipient. This award is presented on the night.

### Other school events

There may be other school events throughout the year which parents can be involved with. These will be advertised through the school newsletters and Facebook page. Families and community members are reminded that permission is required from all students' parents before posting photographs of students taken at school events online.

# 11. School community library

Our community library on-site is well equipped with fiction, non-fiction, reference, magazines, audio-visual equipment, CDs, Health issue pamphlets and booklets. Our library is a part of South Australia's Public Libraries One Card system.

Patrons are able to become members of our library for free and have access to over 3 million items from throughout the state. The ease of searching for items and being able to place holds via the web is an excellent service. Material can be borrowed online from home and it will be delivered to the Karcultaby library. It can be returned to any community library. Library staff can help with this.

Families are encouraged to borrow books from the centre, as reading to children helps them learn about their world as well as being a vital part of language and literacy development.

Parents and wider community members are welcome to use the facilities at any time, including two computers for free online use.

The library is open at lunchtimes and has games and activities for students of all ages to enjoy.

Students are able to borrow materials during lunch or when their class visits the library. There is a limit of 4 borrowed items (3 books and 1 movie).

## Book Week fair

Book Week usually happens in the middle of term 3 and there is a different theme each year. Often there are fun activities organised to celebrate the week including a book fair. Families and students can purchase books, posters or novelty stationery available for sale during this week.

## Premier's Reading Challenge

All Reception to year 5 students are encouraged to be involved in the Premier's Reading Challenge each year. They need to read 8 recognised Premier's Reading Challenge books and 4 free choice books within a designated time frame. Parents can ask the librarian for support in choosing appropriate levels of books for their free choice books. The student's teacher signs off their record sheet and if they complete the requirements, they will receive a medal presented at the term 4 assembly.

# 12. Technology

To enhance and complement the teaching and learning which happens at our site and to ensure our students can be successful global citizens in our ever-increasing technological world, our school aims to provide staff and students with the best technology equipment within our means.

We have enough computers for each child in the school and the year 6-12 students are provided with a school laptop for which they are responsible and can take home to use. The laptop and bag remains the school's property and needs to be returned to the school if the student leaves the school. Students will sign a contract to ensure they use the laptop responsibly and on the understanding if it is damaged, they will be paying for it.

Our internet connection is with optic fibre so it is generally very good.

We are continually reviewing our technology needs and opportunities, as new technologies become available. The school has committed funding to continually upgrade technology as required. We have a suite of iPads which all classes can use, interactive TVs in primary classes and projectors in secondary learning spaces. A 3D printer and GoPro is also used within curriculums.

The school uses Learnlink Office 365 which is a customised package of Microsoft Office 365 tailored for public schools and is offered at no charge to families while their student is at school. The package provides students with an email address, Microsoft Office at home and school (up to 5 personal computers and 5 mobile devices) and includes Word, Excel, PowerPoint, OneNote, Publisher and Outlook as well as other collaboration platform apps and 'cloud' storage. Families need to give permission for their child's use of Learnlink Office 365.

Students sign a 'Technology conditions of use agreement' every year. There are different rules for primary and secondary students about the use of personal or school technological devices at school and on the bus. Please read it carefully and if you have any questions, please contact the school.

## Cybersafety

Students need to learn how to use technology respectfully and responsibly. Students have the right to be safe at school and a right to have their privacy respected. Cybersafety is taught within the digital technology curriculum and cyberbullying is part of the Anti-bullying policy.

No photographs or recordings are to be taken of staff or other students on any device without their permission and they are definitely not to be shared online (text, email, internet based app, social media, etc.).

Students who do not comply with these guidelines will have their device confiscated for a period not exceeding a day. Any subsequent misuse will result in contact with the parent/ caregiver being made and the student losing their right to bring their device to school. In cases of cyberbullying support from other agencies, including the police will be sought if required.

## 13. Parental involvement

There are many ways to be involved in your child's learning during the school year.

- Encouraging oral language skills, listening to reading, discussing things of interest, listening uninterrupted, questioning, helping develop curiosity, helping to research etc.

More ideas at <https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/helping-children-learn/helping-children-learn-what-you-can-do-primary-school> and <https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/helping-children-learn/helping-young-people-learn-what-you-can-do-secondary-school>

- Being a guest visitor, in negotiation with staff, to share a skill or help with an activity;

- Being an active member of a school committee;
- Consider taking on the chairperson or secretary roles in a committee;
- Participate in fundraising activities;
- Volunteer for canteen duty;
- Attend school events as a helper or supporter;
- Offer to help as a volunteer for a designated program (depending on the activity this may involve completing a criminal history screening check and online volunteer short course);
- Respond to school surveys /giving feedback on specific/general matters.

## Parents and Friends committee

The committee has been an institution since the early years of the school opening and integral to the success of parent involvement with the school. The committee aims to “support the involvement of the school community in the school.”

It does this in many ways, here are just a few;

- Providing a means of contact between home and school,
- Forming a liaison between parents, students and staff,
- Assisting parents to gain skills to participate in the decision-making of our school,
- Being interested in the welfare of all children at our school,
- Advising and assisting the Governing Council on ways to consult with the parents of our school,
- Raising funds for school related purposes,
- and encouraging parents to become involved in our school.

In more recent years, the parents and friends committee has had input into the running of the canteen committee.

The committee meets at least once per term including a Christmas lunch meeting in term 4. The roles of chairperson and secretary are elected from within the committee for the year. There is a representative from the committee who attends Governing Council meetings and gives a report of the committee’s actions.

Minutes are kept of all meetings and parents are welcome to read them at any time. All parents and friends are encouraged to join this committee!

## Governing Council

Governing councils work with the principal to help set and monitor the direction of a site.

The role of a governing council is to;

- involve the local community
- develop and approve local policies
- set the broad direction and vision of the site
- monitor and review the site improvement plan

The council consists of twelve members, six are elected to two-year terms. Nomination forms will be in the school newsletter in the first weeks of the school year, ready for the annual general meeting which is held in February. The committee for the year is formed at the AGM which could include voting for

members. The Principal is a member ex officio.

The governing council meets twice per term and hears reports from the principal including an explanation of the progress of the site improvement plan and budget, as well as from representatives from the early years committee, parents and friends, staff, Ag and the student action team.

The governing council oversees the organisation of the cropping program on the school's land every year. The funds are kept by the governing council and the committee determines where the funds will be spent.

## **14. General school information**

### **Enrolment**

When children are enrolled at our school, families receive an enrolment pack of forms and information. Some of the forms need to be signed and sent back to school promptly; front office staff can assist if required. If any of this information changes throughout the year, particularly emergency contacts, student health conditions and medication, please let the school know so that our records are always up to date.

Parents and their children will have the opportunity to talk to the principal about the school, the children's classes and for secondary students, the subjects to be studied. If requested a tour of the school can be conducted. Where possible the parents will also be introduced to the child's class teacher.

### **Start of the school year**

Students are allocated an initial pack of stationery.

Parents are able to pick up the pack for labelling at the end of the week before school starts if they wish. Please ring the school during that week to arrange a suitable time.

### **School fees**

The school charges Materials and Services fees which are approved by Governing Council. An invoice will be issued at the start of the year. If parents require a payment plan to be set up to pay school fees throughout the year, please contact the front office.

School fees are used to help fund printed and electronic materials relating to the educational program, stationery items, curriculum supplies and materials to enable access to the library. When the allocation is depleted, students may be required to pay for their excess internet access and printing costs.

## Financial support

### Government assistance for parents is available in the following areas:

- Youth Allowance: Contact Centrelink for more information.
- School Card: a state funded scheme to assist eligible families with education costs.
- Car Allowance: for parents living more than 5 kms from the school bus stop.

Further information on all the above schemes can be obtained from the school.

## School times

8.45am	School buses arrive
9- 11am	Lessons
11-11.20am	Recess
11.20-1pm	Lessons
1-1.40pm	Lunch
1.40- 3.20pm	Lessons
3.25pm	Students are dismissed
3.30pm	School buses leave

Secondary classes are 6 x 50minutes per day.

There is an early dismissal on the last day of each term will be advised via newsletters (usually one hour earlier at 2.30pm).

Karcultaby Area School is a Government school in an isolated area, therefore school breaks up one day earlier in term 4.

## Student free days/ school closure day

Throughout the year, staff are required to further their professional knowledge and skills by attending training and development sessions. These may be within the site or with partnership school in the Far West region. There are four student free days in the year where students will not come to school on these days.

There is also a school closure day within the year when no staff or students attend school. It is placed on a day when a large proportion of the community will be absent due to an event outside of school. All of these days must be approved by Governing Council.

## Bus travel

We have three buses that bring children to school. All buses have student safety representatives who can help children when required.

The following are the bus route names and the regular drivers.

• Chilpuddie/Minnipa	Claire Gosling	86 805 136/ 0427705136
• Cungenena/Emerald Rise	Brian Moroney	86 263 093/ 0428348902
• Chandada	Sandra Horgan	86 263 027/ 0447080506

All of the buses operate on the UHF channel 11.

Pick up and drop off times and locations will be part of the enrolment pack. Children need to be at bus stops at least 5 minutes before the bus is due in the mornings. Buses will only wait 3 minutes for late students.

Families are required to supply a booster seat for children aged from 4 to 7 years old, which meets 'Australian Design Rules'. Students may bring a technological device to use on the bus. No other child is allowed to use it on the bus.

Parents are to notify bus drivers when children are not on buses. Permission is required from school when students need to travel on a different bus e.g. birthday parties, etc.

Children will be allowed to travel on other buses to attend sports practice if seating is available. If demand is too high for the number of spare seats, parents may need to organise private transport.

All children are required to follow the bus rules and the 'School Bus Use Code of Practice'.

## Communication

**We believe good communication is vital in sharing information and encouraging good relationships with families.**

### Confidentiality

Staff respect the confidentiality of all matters relating to your child and family unless we have written or verbal consent.

### Newsletters

Families will receive a newsletter each week. A community fortnightly notes is alternated with a full newsletter incorporating more comprehensive information about learning activities, school events, DECD news and other reports. Families are able to receive the newsletter via email or hard copy. The fortnightly newsletter will also be put up on the school website and Facebook page.

## **Visitors sign-in**

If you are visiting the school or picking up/ dropping off your child, please go through the school front office and sign in on the book in the foyer.

## **Diaries/ communication book**

Reception/ year1 students have a communication book and students from year 2-12 have diaries. They are used to enter homework and other important school dates as well as notes to and from home, particularly notes giving reasons of student absences.

Students' diaries must be signed by a parent each week.

## **Phone contact to staff**

If you need to contact staff by phone you can leave a message with front office staff or ring during break times.

## **Emails or text**

School staff may communicate relevant information via email or text messages.

## **Change of details**

Please inform the school if there are any changes in your contact details as current records are important in an emergency.

## **How to deal with issues and concerns**

From time to time issues may arise that need addressing. If you feel you are unable to discuss them with staff, there is a parent complaint policy which provides the process to be followed. This can be found on the school website.

## **School and preschool Facebook page**

Families and students from year 8 up can ask to join a closed Facebook page which is used to;

- Promote school news and events,
- Share school highlights,
- Celebrate student success and achievement,
- Inform families of relevant educational articles and information.

## **Attendance/ absences/ exemption**

Regular attendance and participation in school is an important factor in setting up educational and life success. The DECD and school target attendance rate is 95%. It is compulsory for children to attend school from age of 6 until they turn 17.

We understand that at times, student absences are unavoidable due to illness, injury, appointments or unavoidable family events. All absences need to be communicated to the school via text, phone call or diary note before or soon after the absence. The school aims to have all absences accounted for to meet DECD requirements.

Principals have the authority to approve temporary exemptions from 3 days up to 1 month for family travel/holidays, participation in elite sport, medical disability and behavioural reasons. If the exemption is for more than a month, approval needs to be sought from DECD. Please contact the front

office for the exemption forms or for more information.

Concerns are raised if students are absent for 10 or more days per term (not including approved exemptions and illness with a medical certificate) and will be followed up further.

Students who meet the 95% target for each semester (half a year) receive a certificate at an assembly and earn points for their school house towards the academic house shield.

## Uniform

It is policy of this school that students undertake to wear the uniform at all times. The following is a list of suitable articles of clothing to be worn as our school uniform:

### General uniform

- The school uniform colours are bottle green, gold, grey and black.
- Jumpers - Green with official K.A.S. emblem (available from the front office), or plain bottle green.
- Shirts/T-shirts - with official school emblem (available from the front office), or plain bottle green, gold or grey.
- Summer dresses: Green check summer fabric with or without sleeves.
- Shorts/Trousers/Skirts: Plain black, bottle green or grey.
- Shoes/Sandals - Shoes must be closed
- Sandals must have a back strap.
- No thongs.
- Minimal jewellery is acceptable for eg. sleepers and studs.
- No nail polish.

### Sports clothes

Reversible Bottle Green/Gold singlets are available for purchase from the front office which can be worn for our Intraschool Athletics Carnival.

### Physical Education Lessons

- Suitable attire for the current activity is expected.
- Secondary students are encouraged to change before and after PE lessons.
- Students should change into appropriate shoes for sports activities.

### Interschool Athletics carnival

Students are expected to wear appropriate sports shorts and shoes. It is compulsory for all students competing in the Interschool Athletics carnival to wear appropriate sports shoes. Governing Council and Parents and Friends have purchased athletics singlets for competitors to wear for the Interschool Athletics carnival. They must be returned when the day is over and are then washed by a parent.

### Sunsmart

At all times the school strongly encourages all students to take appropriate pre-cautions against skin cancer (eg. clear sun screen lotion and hats). Broad brimmed hats are available from the front office. It is compulsory that broad brimmed hats be worn during all outside activities during Term 1,3 and Term 4.

Students not wearing hats are required to move to the library, verandah or the shade of the pergola area.

### School uniform and safety

- All school workshops and laboratories are covered by WHS Regulations.
- In Design & Technology students with long hair will be required to tie their hair back and all

- students are to wear enclosed shoes.
- In Agricultural Studies students are encouraged to change into appropriate clothing for safety and personal hygiene reasons.

### **School camps and excursions**

Students are to wear appropriate clothing for excursion as advised by the teacher.

### **School photographs**

For class and individual school photographs, students are expected to wear school uniform.

The school uniform is reviewed from time to time by members of the Governing Council, parents, staff and SAT.

PLEASE NOTE:

Hats, jumpers, bags, & T-shirts available for purchase from the front office of the school.

Second hand uniform articles are often available at Second Hand Rose located at the corner of Ballantyne Street and Naylor Terrace in Wudinna.

## **Canteen**

The Canteen is run under the SA “Right Bite Easy Guide” to ensure that healthy food and drink choices are provided in SA schools. The canteen is open for ordering lunch on Wednesdays and Fridays. It is also open for 10 minutes at the start of every day for students to purchase snacks.

The school canteen is run by parent volunteers and volunteers will be asked for through the school newsletter at the beginning of each year. You are encouraged to help out if possible, particularly if your child uses the service. Lunch bags are available from the school @ 5c each. Price changes are advertised in the school newsletter.

Special lunch days may be held on Mondays, Tuesdays or Thursdays.

The canteen is an important source of funds for school improvement through its contributions to the Student Action Team and the Parents and Friends committee.

## **Lost property**

Throughout the year, quite a collection of clothing accumulates in the lost property box. Parents are welcome to check this box at any time but by clearly labelling all clothing, articles can be returned to students when found. Parents and Friends give any long term items to Second Hand Rose at Wudinna.

## **Book room**

Additional stationery required by students is available for purchase from the book room before school or at recess times. Large and small KAS monogrammed school bags/backpacks are also available from the book room.

## School year book

Each year a school year book is published as a celebration and piece of memorabilia of the school year. The book is printed in full colour by the school and includes the important events of the year, class reports, student work and school photos. They can be purchased at our presentation night or after the event at the school.

# 15. Health and safety

## Bushfire ‘catastrophic’ fire rating

If a catastrophic fire rating has been notified prior to the school day, our school and preschool will not open and buses will not run.

If a fire rating has been upgraded to catastrophic during a school day, school and buses will operate as normal unless exceptional circumstances apply.

If a bus route is cancelled, students will be supervised at school until it is safe to resume the travel or families collect them. Staff will contact families.

Bus drivers will make decisions to ensure the safety of the children if an emergency emerges en-route.



## Allergy Aware

If we have children who have severe allergies to nuts, we will let you know and therefore our school will be nut free. If this happens, all food, which contain nuts or may have traces of nut products are prohibited from being consumed at school and will be sent home.

## Medication

Educators must be notified of any allergies your child has. A health support plan must be completed and signed by the doctor before staff can administer any medication.

Any asthma and severe allergy medications are to be given to staff on arrival.

## Mandatory reporting

Staff are legally obliged to report any indications or incidence of child abuse that comes to our attention.

Child Protection Curriculum (CPC) is a mandated program implemented in all schools.

## Smoke Free Zone

Please be aware that the preschool and school premises, buildings and grounds, are a SMOKE FREE ZONE.

## Sunsmart policy

At all times the school strongly encourages all students to take appropriate precautions against skin cancer (eg: clear sun screen and hats). Wearing of broadbrim hats that meet the Cancer Council guidelines, is compulsory during terms 1, 3 and 4 whilst students are out in the sun. For more details or information about purchasing hats, contact the school. Baseball style caps are not suitable.

## Illness or injury

If your child is unwell prior to coming to school, it is in the best interests of the other children to keep them home until they are well.

Please inform the staff when your child has an infectious illness so the spreading of it can be minimised. A number of contagious illnesses require children to be exempt from attending school for a time period. Please contact staff if unsure.

Minor injuries will be treated by school staff, recorded and reported to parents. In the event of your child becoming ill or having an accident at school, we will contact you or your emergency contact person. In an emergency, staff will call an ambulance, which will be at the parent's expense.

## Infection control

If a child is not feeling well at home it is far more beneficial for all concerned if he/she is kept at home. This speeds up recovery rate and lessens the chance of spread of infection. Health Department regulations require isolation periods for infectious diseases. Please use this information as a guide:

### **German Measles:**

- To be excluded from school until fully recovered or for at least 4 days after the appearances of the rash.

### **Infective Hepatitis:**

- To be excluded for 1 week after the onset of jaundice or illness.

### **Conjunctivitis:**

- To be excluded until there is no discharge from the eyes. If the eyes are covered with glasses which have close fitting eye pieces, the sufferer need not be excluded.

### **Scarlet fever:**

- To be excluded until the sufferer has received antibiotic treatment for at least 24 hours and the person feels well.

### **Chicken Pox:**

- To be excluded until all lesions have crusted, there are no moist sores and the person feels well.

### **School sores:**

- To be excluded until appropriate treatment has commenced. Any sore on exposed surfaces should be

covered with a dressing.

**Measles:**

- To be excluded from unimmunised persons for at least 4 days after the onset of the rash.

**Mumps:**

- To be excluded for 9 nine days or until the swelling goes down, whichever is sooner.

**Ringworm:**

- To be excluded until the day after appropriate treatment has commenced.

**Whooping cough:**

- To be excluded until the person has taken 5 days of a 14 day course erythromycin or, if not treated, for 3 weeks from the onset of the cough.

**Head lice:**

- To be excluded from school until effective treatment has been carried out.

**Hand, Foot & Mouth disease:**

- To be excluded from school until blisters have dried up.

**Gastro**

- To be excluded from school until 24 hours after the last symptoms (vomiting, diarrhoea).