



# Palmer Primary School

## Information Handbook - 2018



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## **VISION STATEMENT**

**To be powerful, life long learners who have the skills  
to thrive in and help shape the broader community.**

**We want memories of time spent at Palmer to  
be happy.**

## Palmer Primary School 2018 Staff List

Linda Fox (Term 1 & 2) Lauren Poole (Term 3 & 4)	-	Principal
Pascale Finlayson & Katrina Duits	-	Reception - Year 3
Meagan Schild	-	Year 4 - Year 7
Kellie Klose	-	Finance/Admin Officer
Katie Woollard	-	Admin & Classroom Support
Kris Hefford	-	Classroom Support
Marion Van Balen	-	Classroom Support
Robyn Lewis	-	Classroom Support
Faye Jenke	-	Pastoral Care Worker
Southern Cross Cleaning	-	Cleaners
Palmer General Store	-	Canteen

At Palmer the staff believe that quality teaching and learning is fundamental to all students reaching their full potential and experiencing success. Our balance of contemporary and traditional teaching in a genuine community school, provides a range of learning experiences for students, tailored to meet individual need and interest.

## FROM THE PRINCIPAL

Welcome to Palmer Primary School, we look forward to working with you and your child.

At Palmer, the staff believe that quality teaching and learning is fundamental to all students reaching their full potential and experiencing success. With this as our overarching philosophy, we have jointly developed our Site Improvement Plan on agreed values, vision and purpose, and identified priorities for establishing optimum learning conditions for all of our students.

The core learning at Palmer Primary School aims to:

- Provide all children with a broad and balanced curriculum, with particular emphasis on Literacy and Numeracy, within a supportive constructivist learning environment.
- Provide quality social skills and hands-on programs that develop the whole child.
- Educate children to be active and responsible citizens by explicit teaching of group skills and decision making.
- Develop home / school partnerships to achieve improved learning outcomes.
- Provide assessment and reporting practices that inform teaching and learning and also contribute to the partnership and sharing of knowledge of the child's development with families.
- Ensure quality teaching through comprehensive planning, programming and review.
- Challenge staff to continuously improve through a variety of professional development activities.

Please familiarize yourself with the contents of this information Handbook. Any additional information that you may require can be obtained by ringing the school directly.

Thank you again for choosing Palmer Primary School.

Yours Truly,

The Principal.

## **ABSENCES**

If your child is absent for any reason, you need to notify the school either by note or telephone. Unexplained absences, for an extended period are reported to a DECD Attendance Councillor. Students should be at school every day unless sick, or absent for family reasons.

Please advise the school if your child will be absent. This can be done either by telephoning the school on 85694050 or by a note to the classroom teacher.

### **Collecting / Dropping Off Children**

If you need to collect your child before 3.15pm on any day you will need to go to the office to sign your child in/out.

Please do not drop off your child/ren in the car parks as this is a safety risk.

So that classroom programs and routines are not interrupted, we ask that parents stay outside the classrooms until 3.15pm. It is very difficult for students and teachers to concentrate on what they are doing with noise from toddlers and adults talking in the entrance areas. Thank you for your support in this.

Staff will make time to talk to you if you wish to speak with them.

## **FAMILY HOLIDAYS**

If you are going on vacation please apply to the School Office. If the absence is for longer than four weeks a formal DECD exemption needs to be organised.

## **APPOINTMENTS**

During the year it is likely you will want to discuss issues with staff. Please contact teachers to make an appointment at a mutually convenient time so as to not interrupt teaching time.

Suitable times to meet with teachers are between 8.20am - 8.45am and between 3.30pm - 4.30pm. Teachers are not available after school on Wednesdays.

## **ASSEMBLIES**

Assemblies are held Friday afternoons from 2.00pm.

## **ART SMOCKS**

Many art lessons involve the use of glue and/or paint and we ask parents to support this by providing one art smock/shirt with sleeves no longer than the child's arms.

## **BEFORE SCHOOL SUPERVISION**

The school yard is not supervised until 8.30am. Students are not to arrive at school until that time as there is no teacher on yard duty to handle injuries or emergencies.

## **BANKING**

Weekly banking is provided by Bank SA. Bankbooks can be sent into the school on any day however they are only processed once a week. Application forms for Bank SA are available at the office.

## **BOOK CLUB**

Palmer Primary School supports Scholastic Book Clubs throughout the year. Children are able to choose books of interest and purchase them at reasonable prices. All orders are placed through the Front Office.

## **CANTEEN**

The Palmer General store provides lunches daily to students, adhering to the Right Bite Healthy eating guidelines. Children wishing to order lunch must do so by having an envelope clearly marked with their name, order and money enclosed. Orders can be placed in the Front Office in the red basket. Orders are taken to the General Store after 9.30am and collected by monitors at 12.45pm. A price list of items is available and will be sent to each family at the beginning of each term.

**Children are not permitted to leave the school grounds to buy their lunch.**

## **CARE OF PROPERTY**

We strongly encourage all personal property, including clothing, be clearly named. We suggest valuable toys and equipment are not brought to school, if so it is at the owner's risk.

## **CHEWING GUM**

Chewing gum and bubble gum are not permitted at school.

## **CHILDREN STARTING SCHOOL**

Children are not under compulsion to attend school until they are six years of age. A Transition policy is in place. Individual transition programs based on any specific needs of the student will be devised by the Principal in consultation with the family and relevant Kindergarten.

## **CLASS COMPOSITION**

There are currently two classes at Palmer. A Reception to year 3 and a Year 4 to 7. This composition is reviewed annually.

## **COMMUNICATION**

Teachers regularly distribute class and school information. Our aim is to keep parents fully informed. All students have a school diary with communication pages. Please regularly check.

Diaries are used for:

- notes to teachers
- absentee notes
- student comments
- homework instructions
- day to day reminders

## **COMMUNITY INVOLVEMENT**

Presently, families and friends of the school are involved in:

- Governing Council
- Library assistance
- Classroom assistance
- Camps and Excursions
- Book Week parade
- School Grounds development

## **CONTACTING THE SCHOOL**

The school telephone number is 85694050 (fax no. 85694124). The school also has a mobile which can be accessed in an emergency 0439437735. If you have any queries or concerns, please feel free to contact the Principal who will return your call. Mobile phones are discouraged, but if required, they are not to be turned on during school hours and are to be handed in to the front office in the morning and collected at the end of the day. The general email address for the school is [dl.0326\\_info@schools.sa.edu.au](mailto:dl.0326_info@schools.sa.edu.au)

## **CURRICULUM**

Our school curriculum includes:-

- The Arts
- Design and Technology
- English
- Health & Physical Education
- Mathematics
- Science
- History, Geography, Civics & Citizenship, Business & Economics
- Humanities & Social Sciences

Our learning outcomes are guided by the South Australian Curriculum Standards and Accountability Framework (SACSA) and A.C.A.R.A (The new Australian Curriculum)



## **CUSTODY**

Sensitive situations can arise involving children whose parents are either divorced or separated. The Family Court is empowered to make orders concerning custody. Such orders need to be on file. Where there is doubt the Principal will abide by the guidelines of Crown Law. The interests of the child are uppermost at all times.

## **DISMISSAL TIMES**

We do not dismiss students until 3:15pm. There are occasions when students are dismissed early eg. Last day of term students are dismissed at 2:15pm. When changes are made to dismissal time they will be advertised in the newsletter.

## **EARLY DISMISSALS / LATE ARRIVALS**

If your child(ren) arrive late or you need to take your child(ren) out of school or return students from appointments they need to sign in the Sign In/Sign Out sheet located in the Front Office.

## **EMERGENCY (FIRE DRILL OR LOCK IN)**

All personnel will be immediately evacuated to the school lawn (or inside), where a roll call will be made. When you enrol with Palmer Primary School there are 4 spaces for Emergency contacts... these will be used if required at the time your phone numbers are not reachable. These 4 are given automatic permission to collect your child/ren if an emergency is occurring and your child/ren need to be collected.

Lock-ins are practised in case of an emergency.

Please see attached both Invcuation & Evacuation for your records.

## **EXCURSIONS AND CAMPS**

Excursions and camps are an important part of our curriculum and we encourage all students to participate in these activities. Class teachers will organize camps / excursions which support and enhance the curriculum being studied. There is an as expectation that students will attend excursions which are directly linked to the school curriculum being taught.

### **Excursions**

Permission is updated each year for students to leave the school grounds for excursions within walking distance of the school (ie walking around the block for the Book Week parade). Teachers may take students further afield on day excursions to suitable venues to enhance their learning with topics being covered in the class rooms. This may necessitate hire of a bus or a request for parents to help with transport. Charges may apply for this. For all excursions (SAPSASA etc) the First Aid Kit must be taken.

## **FINANCE OFFICER**

Money for different purposes should be placed in sealed envelopes labelled with the child's name. Consent forms need to be enclosed with the money. Money is taken to the Front Office where a receipt is issued directly or sent home.

The Front Office is open from 8:30am until 3.30pm Monday to Friday.

## **FIRST AID**

All minor injuries and sickness are dealt with by the staff. If we feel a student is too ill to continue class, we will contact the parent/caregiver or emergency contact by telephone. In emergencies where the family/emergency cannot be contacted the school will see medical advice as necessary. In extreme cases we may be required to call for an ambulance. The ambulance service will send an account to caregivers. If the student is not a member of the Ambulance Service, or some other form of insurance, then a Statutory Declaration can be filled out requesting payment of the account by the Minister of Education.

## **GOVERNING COUNCIL**

The School Governing Council is considered to be the representative body of all parents of students at the school and works in partnership with staff and management. Meetings are held twice a term and these are advertised in the Newsletter sent home. Matters affecting the school are discussed and appropriate decisions made.

A list of School Council Members is available through the school.

## **GRIEVANCE**

It is inevitable that during the course of the year some students/families will have a grievance with another student/teacher or the school. In such case it is important for the concern to be raised with the other person involved in an appropriate manner. When issues are raised in a proper way with the people involved, in most cases the concerns are resolved. Our staff are committed to working with students and parents to resolve conflicts and find positive solutions which support all school community members.

Please see the school Grievance Procedure brochure available in the office or on the website.

## **HEALTH AND COMMON ILLNESS**

### **Identified Medical Conditions**

Students who suffer from allergic reactions, asthma and epilepsy are identified on the school database. These students are provided with update forms regularly, to be completed by the medical practitioner and family. If your child is diagnosed with a medical condition, please advise the school immediately to ensure appropriate action is taken in case of emergency.

## **Medication**

If a child is to take medication at school, then the medication must be in the original container with dosage instructions. This medication must be brought to the Front Office in the morning, where it will be stored for the day. Front Office personnel will supervise the taking of medication.

## **Illness**

Children who are unwell should not attend school. Please inform the school if your child will not be attending. If a student is too ill to continue in class, caregivers or emergency contact persons will be contacted to arrange to take him/her home.

## **Head Lice**

Children are excluded until treatment with the prescribed lotion and shampoo occurs. If you have treated your child/ren please advise the school office so other class families can be advised to check their child's head too. Head Lice are very contagious and need to be checked for regularly.

## **Common Illness**

Here is a brief summary of the exclusion times for children with various common diseases:

### **DISEASE**

### **EXCLUDE FROM SCHOOL**

Influenza

Until after the symptoms have disappeared (usually within 7 days)

Chicken Pox

Not less than 7 days or until scabs are formed

German Measles

Until 7 days after the appearance of the rash

Infective Hepatitis

Until medical certificate of recovery is produced.

Impetigo (school sores)

Until the sores have healed or are properly covered with a dressing

Measles

Not less than 7 days from the appearance of the rash

Mumps

Not less than 14 days or at least one week after the Complete subsidence of all glandular swelling

Ringworm

If the ringworm is confined to a part of the body which is kept covered, no exclusion. If elsewhere, until a medical certificate is produced.

## **HOME LEARNING**

Teachers will set homework within the following guidelines, using the Homework Grid:

Reception - Year 3

could be expected to spend no more than 30 minutes  
4 nights/week on homework

Years 4 - Year 7

could be expected to spend no more than 45 minutes  
4 nights/week on homework

Teachers may give homework in various forms eg reading, completing work set in class, revising, editing, collection, organising materials, interviewing or watching a special television programme. If the class has more than one teacher they will organise the management of homework.

### **INTERVIEWS AND REPORTING**

It is important for parents and teachers to communicate regularly about students and their progress. Staff welcome both formal and informal meetings with parents. Our current reporting practice is interviews in Term 1 and Term 3 and a written report in Term 2 and Term 4.

### **LEAVING SCHOOL GROUNDS**

Once students arrive at school, they are not permitted to leave the grounds. If you need your child to leave school early or leave the grounds during the day, we require a written note stating student's name, date and reason for leaving the grounds. Parents/Caregivers will need to sign students out of school via the Front Office before they leave school grounds.

### **LITERACY AND NUMERACY TESTS**

Literacy and Numeracy tests are administered to children in Years 3, 5 & 7 annually. A data base is maintained to track all student's progress, whilst at Palmer Primary School. Standardised testing for all students in spelling, reading and maths occurs regularly.

### **MATERIALS AND SERVICES CHARGES**

Materials and Services Charges are set by the Governing Council. Accounts are posted home at the beginning of the school year. The school relies on payment of these fees. The fees for 2018 are \$335.00.

### **INFORMATION BULLETIN**

A School Newsletter is sent home every Friday with the eldest in each family. It is the main form of communication between the school and families and should be read carefully so that notices about school closures, school events and information are not missed. Once per term the school produces a 'BEAR Essential' magazine celebrating the learning achievements of the whole school community.

### **PHOTOGRAPHS**

Each year a commercial photographer is invited to the school by the Governing Council to take individual, class and family photographs. Parental consent is required for individual and family photographs to be taken. These photos are prepaid to the photograph company.

## PUBLIC HOLIDAYS

Public Holiday	New Year	Aust Day	Adelaide Cup	Good Friday	Easter Monday	Anzac Day	Queen's B-day	Labour Day	Xmas Day	Proc Day
2018	1/1	26/1	12/3	30/3	2/4	25/4	11/6	1/10	25/12	26/12
2019	1/1	26/1	11/3	19/4	22/4	25/4	10/6	7/10	25/12	26/12

## RESOURCE CENTRE

The Resource Centre is a vital part of Palmer Primary School. The Centre provides resources for parents, staff and students (Reception to Year 7).

Resource teachers, provides an environment that values:

- Literature and the enjoyment of reading
- Information and research skills
- Personal borrowing of books is encouraged during Library sessions.
- All students are encouraged to participate in the Premier's Reading Challenge.

Parents can help encourage children by:

- sharing the borrowed books with their child(ren)
- discuss the selection of books
- encourage appropriate care of books
- notify Kellie or students' teachers of lost or damaged books.

Parent assistance is welcomed in the Resource Centre in a variety of ways eg book covering or re-shelving.

## RULES / REMINDERS

- \* Children are not permitted in the school grounds before 8:30am.
- \* Children are not to be in the school grounds after 3:30pm unless supervised by a parent.
- \* Bikes must not be ridden in the school grounds during school business hours (7:00am - 6:15pm) they must be left in the bike racks provided. It is suggested children lock their bikes to the rack.
- \* Chewing gum is not allowed.
- \* Children are not to leave the school grounds during school for any reason without the permission of the Principal and/or the written or verbal consent of a parent.
- \* No child is permitted to climb a fence, tree or on to a roof.
- \* Inappropriate language will have definite consequences. Children are expected to speak politely at all times, to all people.
- \* Children are not permitted to enter the school car park area. Access to the school is via the "pedestrian gates".
- \* Playing and eating in the toilets is unhygienic and unacceptable

- \* Students are not to wear thongs at school for safety reasons.
- \* Dangly earrings are dangerous and unacceptable.
- \* Children need to respect all property in the school - we expect families to replace or repair any item deliberately damaged.
- \* All forms of physical violence and bullying is considered unacceptable.

### **SAPSASA**

We are affiliated with the Murraylands District - South Australian Primary Schools Amateur Sports Association (SAPSASA). Our senior students are encouraged to participate in various sports events including swimming, athletics, cricket, tennis, football, soccer, netball and cross-country. Information on other sports is available from the school co-ordinator throughout the year.

### **SCHOOL CARD SCHEME**

The School Card Scheme provides financial assistance towards the cost of materials and services charges for full-time school students of lower income families. You may be approved for School Card if your family is eligible for a Centrelink benefit. Please see Kellie for appropriate paperwork.

### **SCHOOL DAY**

8.30am	Yard supervision commences
9.00am	Classes begin
10.40am - 11.00am	Recess
11.00am - 12.50pm	Lessons
12.50pm - 1.00pm	Students eat lunch with teacher supervision
1.00pm - 1.30pm	Lunch
1.30pm - 3.15pm	Lessons
3.15pm	Home time
3.30pm	Yard supervision ends

There is no supervision before 8:30am or after 3:30pm.

### **SPORTS DAY**

Each year the students participate in a sports day. The date will be announced in the weekly Newsletter, when it gets closer.

### **STUDENT LEADERSHIP**

All students meet weekly as a Palmer Student Council. This group makes decisions related to school improvements, fundraising and planning school activities.

## **STUDENT SUPPORT SERVICES**

Speech Therapists, Hearing Impaired Teacher Consultants, Occupational Therapists and Disability Services are provided to students. Referrals for assessment are made through the class teacher. Teacher's request parent consent for out of school assessments they believe the student requires. Parents are informed when assessments are scheduled.

## **STUDENT BEHAVIOUR CODE**

The Palmer Primary School Anti-Bullying Guidelines is a document that outlines the overall expectations of the school community towards behaviour. The Anti-Bullying and Behaviour Policies are continually reviewed and improved. This information is available in a brochure format in the Front Office and on our website.

## **SWIMMING**

Swimming is held in week 4 of term 1 at Onkaparinga Swimming Pool, Woodside.

Reception - Year 7 students participate. Costs are involved with invoices issued to parents.

These lessons are designed to help students to develop their aquatic skills, confidence and safety and are part of the P.E. Curriculum.

## **SCHOLASTIC BOOK CLUB**

From time to time the children will receive order forms from Scholastic Book Club. Quality books suitable for each child's age group can be ordered. Money needs to be sent with the order, in an envelope, clearly marked. The books are then delivered to the school and sent home with your child. Through parent orders the school receives bonus points that can be used to purchase more books for the library.

## **SITE IMPROVEMENT PLAN**

The Site Improvement Plan identifies the directions that the school will take over the next year in regards to student learning, staff development and resource management. This document is developed in consultation with staff, students and Governing Council and is available on the school website.

## **TERM DATES**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Term 1</b>	29/1 - 13/4	29/1 - 12/4	28/1 - 9/4
<b>Term 2</b>	30/4 - 6/7	29/4 - 5/7	27/4 - 3/7
<b>Term 3</b>	23/7 - 28/9	22/7 - 27/9	20/7 - 25/9
<b>Term 4</b>	15/10 - 14/12	14/10 - 13/12	12/10 - 11/12

## **UNIFORMS**

The Governing Council actively encourage the wearing of the uniform - to develop a sense of belonging and pride and to help promote the spirit of the school. Uniforms are purchased through the Front Office.

### **Footwear**

Footwear should offer support and flexibility for the child. Laced or fastened shoes are preferred. Thongs, ugg boots and bare feet are not acceptable.

### **Hats**

Our uniform policy requires students to wear navy blue bucket hats or wide brimmed hats when the UV index is 3 or more. This is checked daily on the Bureau of Meteorology website. Low UV index days only occur between April and September. A student monitor checks the UV index daily and it is displayed in the Shelter Shed. We recommend students keep a hat at school in case of higher UV days during the winter months.

### **Jewellery**

The wearing of jewellery to school by students is not encouraged. If student's ears are pierced they can wear sleepers or studs to school. The school will take no responsibility for lost jewellery. We ask that students do not wear necklaces to school for safety reasons.

### **Tops/Dresses**

All tops and dresses must cover the abdomen and shoulders. We are a Sun Smart school.

### **Make-up**

It is inappropriate for students to wear make-up to school.

### **Logos**

Clothing with socially offensive, racial or drug related logos, are not to be worn to school.

## **UNIFORM**

### **Tops**

- Navy Blue polo shirts, t-shirts or windcheaters
- No singlets or short tank tops

### **Pants/Shorts/Skirts/Skorts**

- Black, Navy, Grey shorts



- Plain - not printed or patterned
- Plain blue denim jeans are acceptable

### **Dresses**

- Blue and white check

### **Shoes**

- No thongs, platform or highheels
- Must be suitable for PE
- Sandals are acceptable but need to be changed for PE lessons

### **Hats**

- bucket or broad brimmed navy hats

## **WHOLE SCHOOL PERFORMANCE**

Once a year the whole school combines to put on a concert / performance to celebrate student achievements. The whole school community looks forward to this event.

# Palmer Primary School Evacuation Policy

Evacuation siren – long continual blast



Proceed to evacuation area

1. Staff and students, are to move quickly and in an orderly manner to the **school oval** and form into **class groups**.  
In the event of **bush-fire**, all persons are to assemble in **Tech. Room**.
2. Teachers will take their roll with them if possible.  
**(Do not go back into an unsafe building)**
3. Teachers will close the classroom door when all persons are out of the room.
4. Check off names of their children. Send message to Principal when complete.
5. Activity shed, grounds persons, visitors or any persons on the school site should also move to the school oval in the same manner. Close any doors to building when you are sure all persons are safely out of the building. Send message to Principal when complete.
6. Principal to check with staff that buildings are clear and check any that have not been confirmed as clear, and will close all doors.



7. Administration staff will ring **EMERGENCY 000** number or
8. Administration staff will obtain financial back up disk from computer, if safe to do so
9. Administration staff or other delegated staff member will check toilets.



Advise District Office Ph: 85320700



All persons to remain in evacuation area until notified that emergency is over.

Review Date: 15/11/2017

# Palmer Primary School Invacuation Policy

## Invacuation siren – Short blasts



### Proceed to invacuation area

1. Staff and students, who are inside any of the main buildings 1-5, are to remain inside.
2. Activity Shed, grounds persons, visitors or any persons on the school site are to move quickly to the nearest building, 1-5 and



### “Lock-in”

Students will take refuge under tables.

In the event of **Bush-fire**, all persons are to assemble in **Tech. Room**.  
A staff member, adult or responsible student will call **Reception 221** on the internal phone system from each secure building and report lock-in status.



The Principal or nominee will call the Police emergency number

Call the **Police 000** (or use speed dial option above all phones)

**Mannum Police: 85 692 221**



Advise District Office Ph: 85320700



All persons to remain in “Locked-in” until notified that emergency is over.