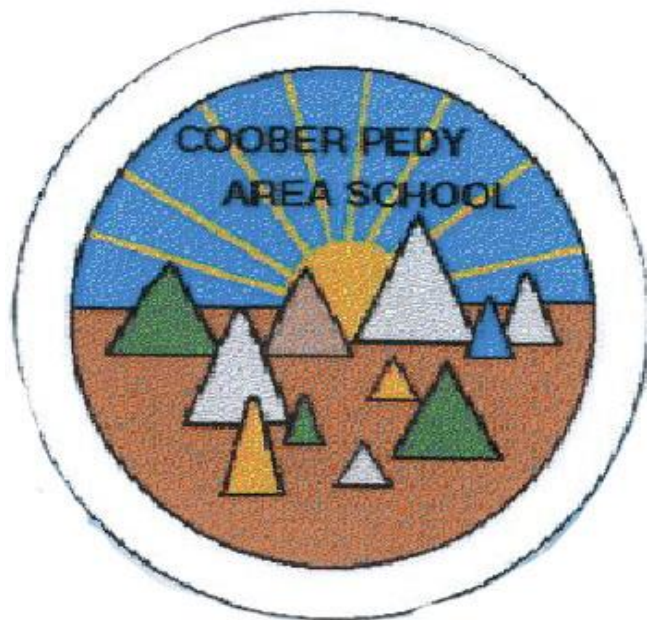


**COOBER PEDY
AREA SCHOOL
FAMILY
INFORMATION
BOOKLET**



WELCOME

We are pleased to welcome students and their families to the Coober Pedy Area School.

I firmly believe that it is crucial that parents, staff and students in our school community work together to provide the best possible educational opportunities for our students.

We encourage you to visit the school whenever you are able. Most people comment on the friendly atmosphere, the varied curriculum and the learning environment we have created.

We hope your experience at this school will be positive and rewarding.

This information booklet contains a summary of information, rules and practices which will help you understand our school. Please contact the school if you have any questions.

*John Sutton
Principal*

Overview of Responsibilities for Parents at Coober Pedy

1. Provide child with hat, appropriate clothing and footwear.
2. Read all notes, newsletters and communication books/diaries taken home, and return them within the time guidelines.
3. Provide either written or verbal explanation for ALL lateness or absence.
4. Update contact details and medical concerns immediately when a change occurs.
 1. ALWAYS report to front office before entering the school for any reason other than student drop offs and pick ups..
 2. Smoking is not permitted on school grounds.
 3. Follow school's Grievance Procedure when raising concerns.
 4. Parents to drop off young children.
 5. Provide adequate/sustainable food for children everyday (healthy options from canteen or home).
 6. Respect guidelines for appropriate and inappropriate behaviours.
 7. Take an active role in your child's education.
 8. Ensure any homework given is completed each night.
 9. Listen to your child read nightly/regularly.

PHILOSOPHY AND VISION

To develop the best possible student - teacher relationship with each student in our care and together strive for continuous improvements in learning outcomes. Therefore:

Our School Community Values:

- individual and cultural diversity
- honest and effective communication
- sharing, cooperation and support for each other
- participatory decision-making
- striving for excellence

All Members of Our School Community will have:

- individual needs met
- the opportunity to participate
- pride in our school
- a shared responsibility in school planning and management
- a fair deal for all

Our School Provides:

- a safe, secure, caring environment
- an attractive and supportive learning atmosphere
- effective support networks
- comprehensive, relevant and purposeful curriculum
- a variety of learning experiences
- regular and ongoing training and development
- maximum learning opportunities through relevant, accessible resources.

The learning environment is:

- positive and enjoyable
- of high quality
- shared by the whole community
- success oriented
- harassment free

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STAFFING 2013 – Teachers

NAME	Title	Main Role
Austin, Pearl	ACEO	Aboriginal Education Worker Level 3
Beelitz, Natalie	SSO	Front office Reception
Beelitz, Michael	Teacher	Tech Studies/Outdoor Ed
Bird, Daniel	Teacher	Science / chemistry
Boland, Leroy	SSO	Deadly Centre
Bootle, Anna	SSO	Classroom Support
Borrett Melissa	SSO	Classroom
Botten, Daniel	Counsellor	Primary Counsellor
Buller, Ben	SSO	Classroom
Butler, Chris	SSO1	Library
Comer, Chris	SSO1	Secretary/Administration
Costi, Elyse		Teacher R/1
Daniell, Barry	Relief Teacher	Swimming Instructor/Relief Teacher
De Silva, Naomi	SSO	Classroom Pre school
Dodd, Clayton	SSO	Deadly Centre
Elliot, Mandy	SSO	Classroom / QuickSmart
Greiner Beth	Teacher	Home Ec / ESL
Griffiths, Judy	Teacher	Tear 6/7 Homegroup
Harnal, Roma	Teacher	Contract
Jayaweera, Jeewani	SSO2	Finance Officer
Jeffree, Sharlene	SSO	Garden Specialist
Johansen, Karen Lee	Teacher	Year 2/3
Jones, Belinda	Teacher	Reception Teacher (term 2)
Jones, Jessie Lee	Teacher	PE
Jones, Karen	SSO1 OSHC	Classroom Support/Hearing/Speech Director - OSHC
Kenny, Adele	Senior Leader	Early Years
Kenny, Luke	Senior Leader	Senior Leader Senior Secondary
Key Matthew	Teacher	Humanities
Korbetis, Effie	SSO1	Bilingual Assistant CPC
Lange, Susan	Teacher	Year 3/4
Lesue, Broni	Manager	CPAS Canteen
Lesue, Peter	Teacher	Tech Studies Yr 3 - 12
Lewis, Nadine	SSO	Classroom
Marjanovic,	Teacher	Librarian RBL Yr 3 - 9

Leanne		
Ness David	Teacher	Lit Num Coordinator
Newton, Robert	Teacher	IT teacher
Padayachi, Ravi	Teacher	Science and Maths
Pagoda, Nilupa	SSO	Classroom
Piggot, Tracey	SSO	Secondary classrooms
Prizzi Anthony	Teacher	Science NIT
Prizzi, Geri	Counsellor	Secondary Counsellor
Pryce, Bob	Teacher	Humanities
Pryce, Lyndal	Teacher	NIT
Ravichandran, Santhi	Teacher	Year 5/6
Riley, Angela	Senior Leader	Middle Years
Rose, Chanelle	Teacher	Reception Teacher
Runge, Nichole	Teacher	Music NIT
Saah, Maurice	Teacher	Maths/Science
Sutton Coralie	SSO1	Classroom Support
Sutton, John	Principal	
Sutton, Tamara	Teacher	Aboriginal Education
Tuionetoa, lolani	SSO	Deadly Centre
Turner, Sarah	Teacher	Legal studies / Deadly Centre
Vermeeren, Lisa	Teacher	Pre School Teacher
Underwood, Judy	SSO1	Library Support
Walsh, Kimberley	Teacher	1/2
Warren, Sandra	ACEO1	Aboriginal Community Education Officer
Winen, Megan	Teacher	Year 4/5 Homegroup
Wooden Andrew	Teacher	English / SAASTA
Zelenko, Amanda	SSO	Classroom SSO

Leadership

- | | | |
|----|---|--------------------------|
| 1. | Principal: | Mr John Sutton |
| 2. | Senior Leader: Early Years | Mrs Adele Kenny |
| | Senior Leader: Middle Years | Miss Angela Riley |
| | Senior Leader: Senior Secondary | Mr Luke Kenny |
| 3. | School Counsellor : Secondary | Mrs Geri Prizzi |
| 4. | School Counsellor: Primary | Mr Daniel Botten |
| 5. | Literacy and Numeracy Coach | Mr David Ness |
| 6. | Aboriginal Education Coordinator | Ms Tamara Sutton |
| 7. | SAASTA Coordinator: | |

Front Office: **Mrs Chris Comer**

Mrs Natalie Beelitz

Finance Officer **Ms Jeewani Jayaweera**

COOBER PEDY AREA SCHOOL GOVERNING COUNCIL MEMBERS

NAME	POSITION	EMAIL
Sonia Mazzone	Chairperson	soniascott@bigpond.com
Kylie Hay	Deputy Chairperson	
Kath Mitchell	Treasurer	res@mudhutmotel.com.au
Tanya Lauder	Secretary	tlauder@cpcouncil.sa.gov.au
John Sutton	Principal	john.sutton@cooberpedy.sa.edu.au
Luke Kenny	Staff Member	luke.kenny@cooberpedy.sa.edu.au
Broni Lesue	Community Rep	broni.lesue@cooberpedy.sa.edu.au
Carmelo Crisa	DCCP Rep	ccrisa@cpcouncil.sa.gov.au

12. THE ROLE OF GOVERNING COUNCIL

The Council is made up of parents, teacher representatives and the Principal who give their time and support to provide guidance and directions for future school development. Input from parents is an essential part of the Council and parents are encouraged to be involved.

The council meets approximately 8 times per year (at present on weeks 2 and 7 of each term) commencing at 5.30 pm in the Library Board room and usually continuing until approximately 7.30 pm. The council follows a set agenda and members of Council can discuss topics of concern or inquires at the meeting. It's a great opportunity to hear what is happening within the whole school and how it functions.

SCHOOL TERM DATES

	2014	2015	2016
Term 1	23 rd Jan -11 th April	22 nd Jan – 10 th April	28 th Jan – 15 th April
Term 2	28 th April – 4 th July	27 th April – 3 rd July	2 nd May – 8 th July
Term 3	21 st July – 26 th Sept	20 th July – 25 th Sept	25 th July - 30 th Sept
Term 4	13 th Oct -5 th Dec	12 th Oct – 4 th Dec	17 th Oct – 9 th Dec

GENERAL INFORMATION

1. Aboriginal Education Team

Our Aboriginal Education Team consisting of an Aboriginal Education Coordinator (AET), Mrs Geraldine Prizzi and least two Aboriginal Education Workers (ACEO's) Ms Pearl Austin and Ms Sandra Warren are available to support student learning, support teachers in working with Aboriginal students and understanding culture, communication with Aboriginal families and building parental involvement in school.

2. Accidents/Sickness

All teaching staff and SSO's are trained in First Aid. Details of student accidents and sickness are entered into a Sickroom Book. Parents/caregivers are notified immediately of any serious injuries or illnesses or when it is necessary to send unwell students home. In the case of serious accidents needing hospital treatment and we are unable to contact parents an ambulance is called to take the child to hospital. The cost of which is born by the Department. **Please keep sick children at home to prevent cross-infection. It is vitally important you notify the school of address and phone number changes in the interests of child safety.** If your child is required to use a puffer they need to bring it with them to school each day. If you indicate your child has a health care issue then a Health Care Plan must be produced. This is done in consultation with your Doctor.

Common Illnesses

Your child may contract one of the following common contagious diseases. If they do so, please contact the school immediately so that, where appropriate, other parents can be notified.

Please observe the following regulations with regard to treatment and exclusion from school. (These regulations should be considered a firm guide although on receipt of a certificate from your child's doctor, the times may be varied).

Chicken Pox	Until fully recovered or at least 1 week after the eruption first appears (some remaining scabs are not a reason for continued exclusion).
Conjunctivitis	Until there is no discharge from the eyes.
Head Lice	Until treatment has rid hair of all nits and lice.
Impetigo (School sores)	Until the sores are healed or are properly covered with a dressing.
Influenza	Until the symptoms have disappeared, usually 7 days.
Measles	Not less than 7 days after appearance of rash, 2 days for suspected sufferers.
Mumps	Until fully recovered.
Ringworm	If the ringworm is covered there is no exclusion. If exposed a medical certificate is required.
Rubella (German Measles)	Until fully recovered or 5 days after onset of rash.
Whooping Cough	For 5 days after a beginning a 14-day course of Erythromycin or if untreated, for 3 weeks from onset of cough.
Worms	For 3 days after the commencement of treatment. Worms are very common and contagious.

Information about treatment and exclusion of students with contagious diseases is available on request. If your child has a specific health problem the school should be informed.

3. Assemblies

Whole school assemblies are usually held in Lesson 1 Wednesday weeks 4 and 8 of each term and for special events in the Gym. Primary assemblies are held every even week on the Wednesday in lesson 1 in the gym. Parents are encouraged to attend. Certificates of achievement are presented, important messages and information shared along with class work displays. These are run by our Classes, and celebrations of their achievements are highlighted.

4. Assessment & Reporting

Formal written reports are sent home at the end of terms 2 and 4 with teachers reporting on subject areas. Interviews and Open Nights are held in Term 1 and parents are encouraged to organise a time to meet with the classroom teachers. A second round of interviews is held at the end of term 3 to support student learning. Senior secondary students have career counselling sessions to support them in the decision making around subject choices.

Attendance / Lateness

Attendance at school is compulsory between the ages of 6 and 17. Children under six years of age, once enrolled, are required to attend school for the entire day that school is open for instruction.

Students over 17 years who are enrolled are expected to attend for the entire program for which they are enrolled.

Parents are required by law to contact the school when their child is absent or late.

Class teachers record student lateness and absences. Teachers and SSO's attempt to make contact with families where children are absent without explanation. The Aboriginal Education Team and Counsellors are available for attendance support.

Unexplained absences of 3 or more days are followed up by letter, phone or home visit.

We must notify and report DECS for continual unexplained absences.

- **Early Leavers** – Parents/caregivers need to fill in the Early Dismissal Book at the Front Office, before taking their child home
- Students will only be released into an adults care when this procedure has been followed, including sickness and behavioural reasons. (a phone call from a parent/caregiver giving permission for student to leave without an adult present, must be given before the child is allowed to leave)

Students removed from school during the school term – Parents wishing to take their children out of school for an extended period such as holidays, must make an application for exemption from the Principal.

To achieve 90 % attendance students must attend at least 9 days a fortnight and be away for no more than 5 days from school each term.



5. Bell Times

8:00am	Breakfast Club open
8:30am	Teachers on duty
8:45am	School day begins
8.55am - 9:50am	Lesson 1
9:50am - 10:45am	Lesson 2
10:45am - 11:05am	Recess
11:05am - 11:55am	Lesson 3
11:55am - 12:45pm	Lesson 4
12:45pm - 12:55pm	Eating time
12:55pm - 1:15pm	Play time
1:15pm - 2:05pm	Lesson 5
2:05pm – 2:55pm	Lesson 6
2:55pm - 3:00pm	Home Group
3:00pm	School day ends

6. BICYCLES

The school has a bike shed where student's bikes can be locked during the school day. The shed is opened at 8.20 am and unlocked at 3.00pm. It is located at the side of the Gym near the Office. Whilst the school will also do everything to secure bikes in the bike shed, the bike shed is used at the owner's risk. Bikes, skateboards or scooters are not to be ridden in the school yard at any stage during the day.

7. Camps and Excursions

It is expected that all children will have the opportunity to go on a camp at least once during their Upper Primary Years and participate in at least one out of school excursion per year, although this not mandatory.

Junior Primary students may be involved in a sleepover in preference to a camp. Consent from parents / caregivers is necessary before any student leaves the school grounds.

Teachers need to send out notes to parents regarding needs and costs between 5 and 10 weeks prior to the first date of the camp.

8. Canteen

Our Canteen is open for recess and lunchtime. Broni Lesue manages the canteen and she is assisted by volunteers. .

The Canteen operates during:

- Recess 10.55 - 11.15
- Lunch 12.45 - 01.10

As a Health Promoting School and in line with recent Education Department Guidelines, we are constantly reviewing our menu to ensure we are supporting students' healthy eating.

Lunches need to be ordered by 8.50 am in bags supplied. All students place orders in their

class/home group box which is delivered to the canteen. A price list for the canteen is sent home regularly. Late orders must be accessed directly from the canteen.

Students from Pre school to 9 eat their lunch in their classrooms from 12:45pm to 12:55pm. Students from Years 10 to 12 are allowed with parental permission lunch passes to go down the street for lunch. They must be back and eaten their lunch prior to lunch ending at 1:15 pm of the lunch or the pass will be revoked. Students must not get in other students' cars without written parental approval from the driver's or the passenger parents, which must be handed into the office

Students must have written permission from their parents to leave the school grounds for lunch.

Going to the shop is not encouraged. **We welcome parent involvement in our canteen.** You may like to offer suggestions for our healthy food menu or help with food preparation. Emergency lunches are available in the Aboriginal Education Room.

9. Car Parking

Short term car parking is available at the front of the school. Longer term parking is available at the rear of the school. Car parks are available either side of the school entrance for cars displaying a disability permit.

10. Class Selection Procedures

At the end of each year classes are determined on the numbers of students we have in each year level. These may vary from year to year. Often two year levels are placed in the one class due to our numbers. These are called composite classes. Where possible we try for straight year levels. Some classes may be shared by two teachers, this is called 'Tandem Teaching'.

Parents are notified of the class composition for the next year through the newsletter. Students are placed in those classes depending on their emotional, academic and social needs by the teachers. Parents are invited to also write to the Principal requesting child placements dependent on social, academic and emotional needs.

11. Communication Book / Diaries

Some primary and all secondary students are issued with a communication book / diary for recording homework and to communicate with home. Please use and sign the book regularly to help with the communication process between teachers and parent / caregivers.

All class teachers are expected to send home a welcome letter to families at the beginning of the year and an outline of work to be covered in each term.

12. COMMUNITY LIBRARY

This is a School Community Library servicing people on isolated station properties as well as Coober Pedy residents and students.

Library rules are displayed in the library. These are enforced strongly to allow both community and school members to use the facilities at the same time. Please request that students using the library observe these rules at all times.

Adult Fiction section is only open to Year 11 and 12 students. Younger students must have permission from a parent or carer before being allowed to borrow from this section.

Number of items borrowed by students depends on Year level:

Pre school	1 item only
R-2	2 items
Yr 3-5	4 library + 2 resource items (6 items)
Yr 6 -7	4 library + 4 resource (8 items)
Yr 8 -10	6 library + 6 resource (12 items)
Yr 11 -13	6 library + 6 resource (12 items)

Students from Year 4 can volunteer to be monitors in their own time. Training will be provided.

Ashton Book Club (8 issues) and 3 Book Fairs are organised each year through the library.

Please encourage students to work quietly, to return their books correctly to the shelves and to put their chairs in before moving out quietly.

Student borrowing can be done during class lesson time or library lessons). Parents are encouraged to help children look after the books and return books when finished. Please respond to overdue reminders that are issued regularly.

13. Computers / Information Technology

Each class has access to an interactive whiteboard & a number of laptop computers for classroom support. All secondary students have a dedicated laptop to help them with their work. The school operates on wireless and hard connections in terms of internet connections. We also have two computer suites and access to computers and the internet through the Community Library. Staff use Information Technology including Digital Cameras, Video Cameras and Scanners across the curriculum and support the development of student ICT skills across all year levels.

14. CUSTODY MATTERS

Sensitive situations can arise involving children whose parents are either divorced or separated.

The Family Court is empowered to make orders concerning custody of, and access to, children of a marriage. Such orders must be sighted by the Principal. If there is no order a custodial parent will be informed when there is a request for information about that child.

The interests of the child are uppermost at all times.

No child will be released into the hands of any other adult without the consent of the custodial parents.

15. Duty of Care

Every teacher has a “duty of care” towards all students under his or her supervision during the school day. We appreciate parental support explaining to their children the importance of listening carefully and following teacher instructions about rules and practices which are designed for the safety of all students.

16. EMERGENCY PROCEDURES (eg; Fire Drill)

The school has an emergency evacuation procedure which is practiced and reviewed during the year. All teachers and students are made aware of those procedures.



17. Emergency Contact numbers

We ask all parents/caregivers to **please keep us updated with your latest emergency contact details**. This is extremely important in the event of accident or when following up school behaviour incidents. We also like to contact you with positive information about your child's learning and behaviour as we work together to support their learning.

18. Fridges

There are fridges in each wet area of a classroom block, for students to keep drinks and food cool.

19. Governing Council

We encourage you to consider becoming a member of our Governing Council to be directly involved in decisions about your child's education. Meetings are held twice a term in weeks 2 and 7 from 5.30 til 7.30pm on a Monday night in the library.

20. Harassment / Bullying

This is not tolerated at CPAS. Class teachers include social skills learning throughout the curriculum. Our school's value system is based on the Gems to success. Where a student is exited due to harassment or bullying, parents are informed about the reason for exit and action taken to help the student make positive behaviour changes. When a student is suspended, the child is sent home with work to do, and a re-entry meeting is held involving a member of the schools leadership team, the child and their caregiver to plan strategies to assist the child in a successful re-entry to class.

21. Hat/Sun smart Policy

CPAS strongly encourages all students to wear hats to prevent skin cancers later in life. It is the parents' responsibility to ensure their child wears sun safe clothing to school which appropriately covers the body. Students are required to wear a broad brimmed, legionnaires or school approved bucket hat. These are to be worn when outside at all times. Students should wear clothing which covers the shoulders and midribs. Students are not permitted to wear singlets to school and are strongly encouraged to wear covered in shoes. Not having shoes though is not a reason not to come to school.

22. Homework

Homework is not compulsory but where set by teachers is expected to be marked. Homework setting is up to individual class teachers in negotiation with parents. All secondary students should be developing organisational skills in doing homework to prepare themselves for Years 11 and 12 where out of school hours work is a must.

23. Lost Property

Please encourage your students to have equipment, hats and clothing clearly labelled. Any lost property is stored in the front office.



24. Lunch Passes

Lunch passes may be obtained from the Administration Office and must be renewed each year. They are strictly for Year 10 students and upwards. Prior to being issued a lunch pass students will need to gain written permission from their parents. Lunch passes are not available at recess times. If students arrive back from lunch late they will lose the privilege of the lunch pass for a set period. Parents will be notified.

If the parent / caregiver has a business residence at a place other than home, the student may go there if the parent nominates that venue as the lunch site.

All lunch passes are subject to approval by the Principal. On approval, the student will receive a laminated pass, which will be carried when leaving the school grounds at lunchtime.

25. Mandatory Reporting

All employees of DECD have a legal obligation to report suspected cases of child abuse to FAMILIES S.A. All staff and volunteers are required to participate in the necessary training related to the reporting of child abuse, with refresher sessions conducted at least once per year.

26. Medicines

Staff check information about students requiring medicine or special treatment. Medicines brought to school must be in the container dispensed from the Pharmacy and are stored in a locked medicine cabinet at the front office. Instructions on the label for correct dosage or any doctor's instructions will be strictly adhered to. Teachers cannot issue aspirin or panadol for students with headaches. This is the responsibility of parents. In the case of a head knock medical assistance will be sought. Students with Management Plans have information including a photo displayed in the staffroom. Class Teachers are also issued with Management Plans.

27. Mini Blues

Teachers recognise students who constantly try hard with their behaviour and learning by selecting 2 students a week as "Mini Blue Stars". They attend a session on Fridays with Mr Kenny and Ms Riley involving a choice of fun learning activities.

28. Money Collection

Money for School Fees, visiting performances, fundraising, camps, excursions etc. should be handed in to the front office by students between 8:30am and 9:30am. Forms should be collected by the class teacher.

29. Music

Currently the school offers choir and recorder for interested students. Primary choir students attend Port Augusta each year to take part in the Crossroads Music Festival

30. Newsletter

A newsletter, is published for the school community and is distributed once a fortnight on a Thursday, to the youngest member of each family. Should your child be absent or unable to collect their newsletter, please pick one up from the front office. The newsletter is also reprinted in the Coober Pedy times and is placed on the school website at www.cooberpedy.sa.edu.au.

31. No Relief Teacher / Class Splits

If a Relief Teacher is not available to cover a teacher absence, the class may be split for all or part of the day across the other classes or be covered by different teachers from school throughout the day. This is not ideal, but is the best we can offer due to a lack of relief teachers. We try to split classes in the fairest possible way in consultation with staff and students. Absent teachers leave work for the students to continue with in their absence and follow it up on their return. When 3 or more classes are to be split due to teacher illness and no replacements are available it may be necessary to send some students home.

32. Non-Instruction Time for Teachers (NIT)

Class teachers receive 5 lessons of release time every week. NIT is designed to provide teachers with planning and preparation time and to attend to work related issues including meetings that cannot be dealt with at other times. At times it is also used to cover teachers who are sick or on leave.

33. Nut Free school

We are a Nut Free school due to some students suffering severe allergies to Nut Products. These students only have to come in contact with someone who has eaten the nut product to suffer an attack. These attacks are life threatening. As a result we don't serve Nut related products in the canteen or use in Food and Hospitality lessons. We ask that parents don't send their children with Nut related foods including Nutella, Peanut Paste and food bars containing nuts. We thank everyone for their vigilance in this matter.

34. Parent Concerns

If you have a concern, we ask that you;

- Try to arrange a meeting to discuss your concern and possible solutions with the most appropriate staff member i.e. your child's class teacher etc.
- If necessary meet with the most appropriate support staff member (i.e. Special Needs, Counsellor, ACEO etc) to possibly go along with you when you meet with the teacher.
- If necessary a meeting with the Principal, Senior Leaders or Counsellor will be arranged.
- As a last resort, staff from the District Office may be involved to help reach a satisfactory outcome.

35. Physical Education

As a Health Promoting School we involve all students in fitness and PE lessons. Please encourage your child's involvement and ensure they have appropriate clothing to wear. i.e. no thongs etc



36. Pre School

Our Pre School operates Monday to Thursday from 8:30am - 3:00pm.

There are 2 sessions daily. The AM session is 8.45 - 11.30. The PM session is 12.15 - 3.00.

Families need to book regular sessions and they are asked to attend these sessions only, this is to allow for staffing and learning to be planned around these booked attendances. **Families must talk to the Pre school teacher first regarding early entry conditions.** 4 year old children are eligible to attend 5 sessions (15 Hours) per week and eligible 3 year olds may attend 4 morning sessions per week. A transition program (pre entry) happens on Tuesday mornings the term before the children turn 5. This is to support students moving into the Reception classes. An Early Years Transition Policy has been developed to support your child's success in starting school.

Same First Day Policy regarding student enrolments in Pre schools.

From 2014 Students who turn 4 prior to the 1st of May in any year may begin Pre school at the beginning of that year to enable them to start school at the beginning of the following year.

Children who turn 4 on or after that date cannot start Pre school until the following year.

37. School Card

For parents where financial circumstances warrant it, application can be made to become part of the School Card Scheme. Applicants need to be able to demonstrate that they are in receipt of the Maximum Family Payment from Centrelink during the current year.

Assistance to apply for School Card is provided at the School.

If approved the school receives a once only grant towards school fees and for 2013 the amount of school card granted covers the school fees set.

38. SCHOOL PHOTOGRAPHS

Each year a commercial photographer is invited to the school to take class and sporting photographs. Parental consent is required for class photographs to be taken and parents are under no obligation to purchase. Individual and family photographs are not taken unless pre-paid.

39. SPECIAL EVENTS

- **Sport's day**
Sport's Day is usually held in Term 3. For school competition students are placed in one of three teams, these are Red, Green or Blue.
- **Swimming Carnivals**
These may be held in Terms 1 or 4. Information is given closer to the date of the event.



40. Staff Meetings

Staff meetings are held each Tuesday after school. Some professional Training and Developments are held on Wednesday nights or as the need arises.

41. Student Behaviour and Learning

Please refer to our CPAS School Behaviour Code for an outline of Staff, Student and Parent responsibilities for behaviour and learning. Teachers create a positive classroom environment to support student success as they develop positive behaviour and learning. Student Certificates are awarded by staff each week at assembly for outstanding achievements.

We encourage parents and teachers to work closely together to help their child make responsible choices about their behaviour and learning. Please notify your teacher of any issues or problems your child is having that may affect their learning such as grief, medical conditions or changes in family living arrangements.

The Principal, Senior Leaders and Counsellor work as a team to support students, parents and staff to solve any problems through counselling, mediation and logical consequences.

STUDENT BEHAVIOUR MANAGEMENT

Effective Student Behaviour Management ***is important*** to ensure students effectively learn both social skills and their formal curriculum. It is the responsibility of teachers, parents and the wider school community to make students aware of appropriate responses to situations.

Each individual (teachers, ancillary staff, parents, students, and community members) who enters the classroom has rights. To protect rights, people need to be responsible. These are:
The right to:

- learn
- safety
- movement
- communication
- treatment/fair treatment
- resolve conflict

Levels of school Discipline

The 'breaking' of a rule leads to consequences and these can take the following form:

- 1st warning
- 2nd time out, thinking time (5-10 minutes in own class) teacher to negotiate re-entry to class activity.
- 3rd Time out Buddy Class (10-20 minutes)
- 4th Withdrawal from the classroom for discussion with teacher. Parents to be notified.
- 5th Removal from class, possible internal suspension/take home. Parents informed.

Students are expected to stay in class during class times, but may receive permission to go to the toilet. Lunch time detention may be administered to students who skip classes. Parents to be notified. The student will be returned to class as soon as possible.

Individual Behaviour Management - Re-entry to class, behaviour goals to be set.
Suspension - By Principal or Senior Leaders. Re-entry to be organised with parents/ caregivers.

42. Student Free Days / School Closure

All schools have at least **4 student free days per year** for staff training and development. Currently the Minister for Education has granted 2 additional days to enable school staffs to meet their commitment of introducing the Australian Curriculum. There is usually **1 school closure** each year which ties in with the Adelaide Show.

43. Swimming Lessons

Swimming lessons are held in term 4 each year. Reception to Year 2 students have 5 lessons and Year 3 to 5 students have 10 lessons. Year 6 and 7 students have the choice to do an aquatics program **or** the swimming lessons. (but not both)
The school subsidises the cost to encourage full student participation.

44. Toilets

The Pre school has toilets for its students inside the building. The JP and Primary toilets are incorporated in the Primary building. The senior toilets are in the secondary section of the school. There is a Disabled toilet facility in the the Library. We encourage all children to follow hygiene processes including using the toilets in a sensible manner and washing their hands afterwards.

45. Uniforms

We encourage students to wear school uniform and hats as much as possible. Health and Safety Regulations are applied by the Education Department and state that covered footwear is required in Science Laboratories, Technical Studies workshops and Home Economics areas. This doesn't exclude students from attending school in bare feet.

46. Uniform Policy

Principles

The Coober Pedy Area School Governing Council supports a uniform because:

Uniform reflects pride in the school.

Uniform provides a sense of identity & belonging.

Uniform contributes to student safety by enabling staff to easily identify any outsider who might come into the school grounds.

Wearing uniform supports students to develop attitudes and habits that they will use in life after school and at work.

Students are required to wear the specific school uniform when engaged in school activities out the school unless otherwise specified.

The Uniform Committee comprises representatives of staff, students and parents/caregivers.

Dress Code Regulations

Education Regulations 1997 (part 5 – 77) on school dress code, provides as follows:

- The right for School Councils to determine school dress policy.
- Consultation entitlements and processes.
- Enforcement obligations and exemption conditions.

All students are encouraged to wear the school uniform. Due to seasonal variations, students may dress in either summer or winter uniform depending on their own needs.

Uniform Items:

TOPS in Royal Blue

- Polo T-shirt with school emblem
- Round neck T-Shirt with school emblem
- Polar Fleece Windcheater

PANTS in Grey, Black or Blue

- Trousers plain, cargo or jeans
- Shorts plain cargo or denim worn just above the knee
- Track Pants straight legged, no stripes

SKORT (skirt/short combination) in black

Hats no logo in blue

- Bucket style, must have a minimum 5cm brim

Girl's School Dress

- Royal blue check (white collar) – Primary School
- Royal Blue & Gold – Senior School

Jackets

- Royal blue zip-up jacket with school emblem
- Jackets in non School colours may only be worn outside

Year 12 students may arrange for the production of a special windcheater &/or polo top provided the design and colours are approved by the School Council and the Principal.

Students are free to choose which items they wish to wear from this list. All school clothing must be plain, no logos showing, other than the school emblem. Shoulders and midriff section must remain covered at all times.

Footwear:

- Footwear should be appropriate for school, eg: sneakers, plain shoes, boots and sandals (with a back strap). Shoes must be plain colours, eg: black, white, blue or brown.
- No high heels or thongs.

School Dress and Safety:

- All school workshops are covered by Government Regulations.

- Students will wear appropriate clothing and footwear as well as protective equipment as directed by staff when working in Technical Studies, Science Laboratories, Art and Home Economics classrooms.

Jewellery and Make-Up:

The only acceptable jewellery is:

- A watch.
- A medical bracelet or necklace (school must be notified of the reason).
- Sleepers or small studs
- A ring
- Make-Up is NOT appropriate with the school uniform

Sports Clothes:

- Suitable clothing for the current activity is expected. Students should change into appropriate shoes for all sporting activities.
- For Interschool Sports students are to wear appropriate sports clothes in school colours as defined by their coaches.

School Excursions:

- Full school uniform at all times unless approved by Principal for special circumstances.
- Students who are out of uniform may not be able to participate.

47. Visitors

All visitors are required to sign in and out at the front office in line with Occupational Health and Safety regulations.

48. Wet / Hot / Extreme Weather Policy

Wet weather during recess and lunch breaks – students play under the covered areas.

Classrooms will be opened if it is extreme wet weather.

Hot weather - an advertised temperature predicted to be 40 deg C or above – then there is **no play on the Oval or Playground at lunchtimes**. The buildings area and air conditioned rooms including Library, Computer Room and Gymnasium are used.

Excursions such as **SAPSASA, Aquatics and Swimming are also cancelled**.

All classrooms are air conditioned to 19 C

Suggestions: If you feel this document can be improved with the inclusion of additional information of interest to parents, please contact the school on 8672 5077 with your suggestion.

Thank you

John Sutton

Principal

On behalf of CPAS Governing Council

2014