



**Keyneton Primary School**  
*'hand in hand'*



Best Primary School - 1<sup>st</sup> Place - The Barossa Scarecrow Competition 2021

**2021**

# Parent Information Booklet

Respect Responsibility Honesty Integrity Personal Excellence



Government of South Australia  
Department for Education



# Keyneton Primary School

*'hand in hand'*

Dear Parents/Carers,

This booklet is designed to inform you of the policies and procedures adopted by the Keyneton Primary School for the day to day working of the school.

Hopefully it will answer any questions you may have about your child's school, but please do not hesitate to phone, write or come in and see me with any queries.

You will be kept up-to-date with student learning and upcoming events through newsletters, seesaw, assemblies and our website. Please visit our website at your leisure [www.keynetonps.sa.edu.au](http://www.keynetonps.sa.edu.au)

Yours faithfully,

Peri Simpson  
Principal



## STAFFING FOR 2021

### Teaching Staff:

Peri Simpson	Principal
Shari Gonzalez	Teacher for year 3-7
Alice Howard	Teacher for Rec -2

### School Service Officers:

Leanne Boehm	Admin / Finance Officer
Robyn Knights	School Service Officer
Karin Bosomworth	School Service Officer



## WELCOME

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At Keyneton Primary School we are committed to providing the highest quality education in partnership with the school community. We believe that student progress is underpinned by the development of a positive approach to learning and a high level of wellbeing.

We pride ourselves on our ability to provide a quality, supportive learning environment, where student wellbeing is constantly maintained and enhanced in the line with our values of respect, responsibility, honesty, Integrity and personal excellence. We are continuously exploring ways to facilitate student improvement and education equity. Students are encouraged and supported to take on challenges, to take risks and learn from mistakes. As a small school, our class sizes are small enabling teachers to provide a comprehensive learning program which caters for the learning needs of all students.

## VALUES

The Keyneton Primary School Community supports and values:

Respect:

When you respect others you value their opinions, feelings and possessions.

Responsibility:

When you are responsible you are fair and accountable for your actions.

Honesty:

When you are honest you tell the truth and have a clear conscience.

Integrity:

When you have integrity, you can be trusted to do what's right.

Personal Excellence:

Personal Excellence is about always trying hard and giving your best.

## Term Dates for 2021

Term 1	Tuesday 29 January - Friday 12 April
Term 2	Monday 29 April - Friday 5 July
Term 3	Monday 22 July - Friday 27 September
Term 4	Monday 14 October - Friday 13 December

# School Information

## SCHOOL HOURS

School commences at 9.00am

9.00am - 10.50am                      Lesson time

**10.50am-11.20am                      Recess**

11.20am - 1.00pm                      Lesson time

1.00pm - 1.10pm                      Eating time

**1.10pm -1.40pm                      Lunch**

1.40pm - 3.20pm                      Lesson time

3.20pm                                      Dismissal

## YARD DUTY

### **Before School**

Staff are on duty from 8:30am each morning. Students are not permitted to enter the school grounds until 8.30am.

### **After School**

Students are dismissed from classes at 3:20pm

The school bell will ring to indicate end of the day.

Students must wait inside the fence and not leave the school grounds until the teacher on yard duty has arrived. This regulation is in place as we are located on a main road and wish to ensure road safety.

## ADMISSION

- Children can be enrolled at any time before they start school.
- Children will be admitted to the school at the beginning of the year.

In South Australia, most children start school the year they turn 5 or 6 years old.

When your child is eligible to begin school will depend on their date of birth, and whether you're applying to public or private school. Public primary schools in South Australia have one intake date.

- If your child turns 5 before 1 May, they can start school at the beginning of that year.
- If your child turns 5 on or after 1 May, they can start school the following year.

In South Australia, all children must be in school by their 6th birthday - this is the compulsory school age.

## **ENROLMENTS**

Enrolment and Information packs are available from the office.

Parents/caregivers of prospective students who are considering enrolling or transferring to Keyneton Primary School are able to phone the school and ask for an enrolment pack to be sent to them or they can drop into the school to collect it during school office hours. Office hours are between 8.30am to 3.30pm

Parents/caregivers are most welcome to come and check out our school. Contact the school to arrange a suitable time.

## **TRANSITION VISITS**

To help with the transition from Kindergarten to School, visits are arranged in Term 4 of each year. Parents/caregivers and their child/children have the opportunity to meet the Principal and other students as well as a chance to explore the school. Letters are sent to the families with the dates of transition visits.

Students enrolling from another school can visit the school with their parents/caregivers to also have an opportunity to meet the staff and explore the school environment. Please contact the school to arrange a suitable time.

A transition program also exists to support the year 7 students make a successful transition to Nuriootpa High School or Faith Secondary College. Visits to the secondary schools are organised in term 4 to access the school's classroom environment, meet teachers and begin understanding expectations in a secondary school setting.

## **SCHOOL DRESS CODE AND UNIFORM**

Uniforms are a requirement

- Students are encouraged to wear school dress code in the colours of bottle green, black & white.

Tops - Polo Shirts, windcheaters and jackets with the school logo

Bottoms - Black track pants, black shorts, black skirts or black skorts

Dress - Green and white checked

- Bottle green hats and black beanies with logo are available for purchase from the school.
- Only footwear suitable for school activities should be worn to school.
- Parents should ensure that all children's clothing is named.
- New clothing is available for purchase from the front office.
- Current Price list is available from the office.

## **LIBRARY**

Our students can borrow from the library each week. Please ensure that your child has a library bag dedicated for their books.

The library is open to the parents of the community and playgroup. Please come and see office staff if you would like a library borrowing card.

## **BOOK CLUB**

During the year children receive catalogues from Scholastic Book Club. Points are allocated to the school based on the number of items purchased. These points then translate into additional resources for our library. You can order books online.

## **PREMIERS BE ACTIVE & PREMIERS READING CHALLENGE**

All students are encouraged to participate in the Premiers Reading Challenge and Premiers Be Active Challenge. Every student who participated is awarded with a medallion. This is a great way to get exercise as well as reading more books.

## **ASSEMBLIES**

Assemblies are held twice a term. Each class runs the Assembly with guidance from their teacher. These are a great opportunity for the classes to showcase the work students have been doing and a valuable tool in developing public speaking. Birthdays are celebrated, sports reports are presented, merit awards are distributed. School values awards are presented at Assemblies.

Everyone is welcome and encouraged to attend our Assemblies.

## **NEWSLETTERS**

A form of communication between school community members is the School Newsletter. The newsletter is also posted on the school website.

Any community group wishing to advertise their events or have information to put in the newsletter can either drop it off at the office or email the school on [dl.0205.Info@schools.sa.edu.au](mailto:dl.0205.Info@schools.sa.edu.au).

## **VISITORS/VOLUNTEERS**

Any time visitors/volunteers come into the school you need to sign in the Visitors Book in the office. This book enables the school to account for people in times of emergency such as a fire. Visitors/volunteers are asked to sign in when they arrive and sign out when they leave. If you are in our school other than to drop off or pick up your child/children you will need to sign in. In order to volunteer you must have a DCSI clearance.

**COVID** sign in is a requirement when entering the school. When you come onto the school grounds you are required to either use the QR code or register on the paper form your name and phone number which is in the office.

## **POLICE CLEARANCE**

The department requires all volunteers and staff to have a DCSI Police Clearance completed. All Governing Council members and volunteers at school and on camps and excursions will be required to have this clearance. Application forms are completed on-line but first you need to contact the front office where we will start the process and explain the new system.

Further information is available in the DfE brochure "Volunteering in schools and preschools" available from the office or can be accessed via [www.screening.sa.gov.au](http://www.screening.sa.gov.au)

## **SUN PROTECTION**

Consistent with the Department for Education requirements and SunSmart guidelines, sun protection measures are in place **from 1 August to 30 April, and whenever the UV is 3 and above at other times**. Staff will access the daily sun protection times via the SunSmart widget on the school's website, SunSmart app, or at [www.myuv.com.au](http://www.myuv.com.au) or [www.bom.gov.au/weather/sa/au/](http://www.bom.gov.au/weather/sa/au/) to assist with implementing this policy. See Sun Protection Policy on our website.

A 'no hat', 'no play' policy exists for all students participating in outdoor activities.

## **EMERGENCY PROCEDURES**

In case of an emergency we have procedures in place to help protect our students and staff. The school has an established Bushfire and Emergency Policy and fire drills are practised several times a year. A Bushfire Action Plan is in place within the school. Updates of the Action Plan will be sent home to all families at the beginning of each school year. You can check our Bushfire Policy via our website. Also we have Evacuation and Invacuation Procedures in place.

## **MOBILE PHONE**

The school mobile phone policy is available on the school website. Students are to leave their mobile phone at the front office for the day and visitors are asked to 'mute' the phone to minimise disruption to classes.

## Admin Information

Our office staff undertake a range of roles to assist both staff and students in the general day to day running of the school. We are more than happy to provide information regarding routines and procedures to assist parents.

Office hours are from 8:30am to 3:30pm

### **MATERIALS AND SERVICES CHARGES**

The Governing Council determines the Material and Services charges each year following recommendations and guidelines set out by the Department for Education.

The fees pay for some of the resources used by students including exercise books, pens and pencils, the library books, computers and software, sports equipment, science and technology consumables and classroom resources. Prompt payment, early in the year is encouraged as the school by necessity, spends a large portion of this money in the first half of the school year.

Families experiencing difficulty in paying fees and other expenses are encouraged to see the Finance Officer or Principal to negotiate a personal payment schedule. All enquiries of this nature are kept strictly confidential.

Any outstanding debt which has not been negotiated with the Finance Officer or Principal will be referred to the DfE debt collectors.

Our fees for 2021 are \$246 in line with school card.

### **SCHOOL CARD SCHEME**

The school Card Scheme administered by the DfE provides assistance for low income families towards the cost of school fees. This allowance for each approved child will be paid directly to the school. School Card must be applied for every year.

Forms are available from the office or the DfE website. Parents/caregivers who are unsure about the eligibility should check out the website or make enquiries with DfE school card directly on 1800672758.

### **SCHOOL PAYMENT OPTIONS**

Students and or parents/caregivers are asked to pay accounts at the office. Please place all payments in an envelope or securely sealed bag with name, purpose and amount on the front. This money is then receipted. Payments can be made via CASH, CHEQUE or EFT.

Bank Details: BSB 105-021 Account No. 104053940

Unfortunately we are unable to accept payment by Credit Card.



## MEDICAL AND HEALTH INFORMATION

Parents are requested to complete a form containing relevant medical and health information for each child at the time of enrolment. Parents are asked to update the information at the start of each school year or whenever there is a change in their child's medical condition.

If children are unwell, **please keep them home until they are feeling better**. Please notify the school if your child is being kept home. If your child is unwell and absent for 3 consecutive days, it is a requirement by DfE that a doctor's certificate be received by the school.

School staff can only administer prescribed medications to children when they have been given the specific written instructions provided by the doctor prescribing the medication on a Medication Authority Form. In such cases, the medication should be clearly marked in the original container with the child's name and dosage on a pharmacist label. We do not keep analgesics at school for administration to children. Please contact the school if you require a Medication Authority Form.

However, if a student falls ill at school, they need to tell their class teacher or the teacher on yard duty. After any required first aid, if appropriate, the student is not well enough to return to class, the school staff will contact parents/caregivers or the nominated contact to collect them. Students waiting to be collected will be supervised by the staff in the office.

If a child needs urgent medical care, hospitalisation or an ambulance, these services will be arranged by school staff. We will attempt to contact parents or other persons nominated on the child's record.

### ILLNESS

If a doctor has diagnosed an infectious disease, you are obligated to contact the school as soon as possible. Children who have been ill with an infectious disease must stay home until they are fully recovered. The information regarding days of exclusion is also available from the office.

#### **General Infectious Diseases**

Chicken Pox (Varicella) and Herpes Zoster	Exclude until fully recovered or at least 1 week after the eruption first appears. (some remaining scabs not on indication for continued exclusion)
Rubella	Exclude until fully recovered or 5 days after onset of rash
Measles	Should be excluded for at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced.

#### **Common Local Diseases Affecting Skin, Hair & Eyes**

Ringworm/Scabies	Re-admit when appropriate treatment has been commenced, supported when requested by a doctor's certificate.
Head Lice	After appropriate treatment.
Conjunctivitis	Until discharge from eyes has ceased.
School Sores (Imetigo)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and sores and exposed surfaces are properly covered with occlusive dressings.
Head, Foot & Mouth	Until the child is well and all the blisters have dried up.

## **ACCIDENTS**

### **Minor Injuries**

These are dealt with by the staff and parents will be notified if appropriate eg: blood noses, grazed knees, headaches.

### **Major Injuries**

Every attempt will be made to contact the parents/caregiver to inform them of the injury. If a decision is made to seek emergency treatment and the parent/caregiver can't be contacted, staff will arrange suitable transport to a place for the appropriate treatment for the injury.

## **ATTENDANCE**

All children are expected to attend every day that the school is open, unless they are ill. Consistent attendance at school is a significant factor in achieving better academic and social outcomes. New concepts and skills are taught and reinforced each day by the teachers. If a child misses the introduction or the reinforcement of these concepts and skills, he/she is likely to have gaps in his/her learning.

If your child is absent, you are required to report to the school verbally, a note, text message or by phone call to the front office. We would appreciate your cooperation in phoning the school as early as possible to notify us of any absences. Phone 8564 8258 or mobile 0419 707 666.

For absences of over one week an Exemption Form needs to be completed prior to the student being away and needs to be approved by the Principal. Exemption forms are in the office. Teachers are able to set work, which can be completed by the student/s during the absence.

## **LATE ARRIVALS OR EARLY DEPARTURE**

Late arrivals and early departures must be signed in/out in the office by the parent/caregiver. Should they return the children to school after being out, eg: a dentist appointment, the student needs to be signed back into the school at the office.

## **PHOTOS**

School photos are done annually. Envelopes with the child/children's names will be sent home prior to the day. Payment is made directly to the photographers on the day the photos are taken. Alternatively online payment can be made. If for any reason you do not want your child to be part of the class photograph, please let us know.

# School Curriculum

Learning activities at Keyneton Primary School are guided by the Australian Curriculum.

Teaching programmes are developed to allow for the changing needs of all children and any topical events which may occur throughout the year. Children are encouraged to work to the best of their ability and lessons are structured to ensure individual developments.

There is a high ratio of computers and iPads per student across the school, which are used to enhance learning.

During their primary schooling, students from Reception to Year 7 will develop skills in the following curriculum areas:

- English/Literacy
- Maths/Numeracy
- Science
- Technologies (Digital Technologies and Design & Technologies)
- Health & Physical Education
- The Arts
- Language (Indonesian)
- Humanities & Social Sciences (History, Geography, Civics & Citizenship)

## **LEARNER SUPPORT**

We value each child and aim to support all learners. Students with learning difficulties are supported through speech and language groups and in class support. We have different intervention programs that can support with student learning depending on their needs MiniLit, MultiLit and Quicksmart. Students with severe difficulty may be referred to the Support Services for assessment.

## **REPORTING ON STUDENT PROGRESS**

The components of our approach to reporting on student progress is as follows:

- Formal reporting processes include a Parent/Teacher Interview late in term 1, a written report at the end of term 2, optional interviews in term 3 and a final written report at the end of term 4.
- Interviews are available at any time during the year. We ask that parents make an appointment if an important matter is to be discussed. This will give teachers a chance to prepare and set aside time to give parents undivided attention.
- Parents of Years 3 & 5 students will receive NAPLAN results later in the year.

In addition to the above, we will continue to:

- Invite interviews from parents AT ANY TIME - please make an appointment
- Approach you when we are concerned with you child/ren's progress
- Welcome informal discussions with you about your child/ren's progress whenever the opportunity arise.

## **HEALTHY EATING**

Our school aims to promote healthy eating and lifestyles in all facets of our daily routines. Children deserve a healthy breakfast to start the school morning right and a healthy school lunch to fuel their growing and learning.

To help their brains reach their full functioning ability our school encourages a "healthy" snack to be packed each day which is consumed during class time. Suggestions for this snack can be cut fruit, cheese, vegetable sticks and plain popcorn. Please ensure their snack has been cut into bit size pieces.

Many of our cooking programmes focus on healthy eating and our school garden encourages children to grow a wide range of vegetables and herbs which are used in these programmes.

## **GARDEN**

Our school garden enables all students to engage with their school environment in many different ways. From planting, propagating, building garden beds and cooking. This is to develop their knowledge about sustainable living and the connection of our natural resources. Our Stem Learning Garden in front of the Lodge has been supported by Woolworths Junior Landcare Grant (2021). This garden will grow over time and provide opportunities for our students to grow and learn together.

## **EXCURSIONS AND CAMPS**

Camps and excursions give the students an opportunity to experience "independent life" away from parents and is an important part of student learning.

Camps are normally conducted on a yearly basis.

Swimming Lessons are conducted at The Rex, Tanunda usually in Term 1 every year.

Sports Day is held in conjunction with other small schools in the area. Each of the schools take turns to host Sports Day. There is a combination of races, team games and fun activities. Parents are encouraged to attend the event and support their child/children.

Class excursions or whole school excursions happen termly.

## **S.A.P.S.A.S.A**

The South Australian Primary Schools Amateur Sports Association have various sporting functions and coaching schools (football, netball, basketball, tennis, rugby, swimming, and athletics day & cross country) during the year. If certain children have exceptional sporting ability they can be chosen to represent their zone. Barossa and Light, or perhaps even their state.



## **YOUNG ENVIRONMENTAL LEADERS'**

The Murraylands and Riverland Landscape Board's Education Program inspires and empowers young people to learn about, connect with, and actively manage our natural resources. Our Upper Primary students are part of termly hands-on activities where they meet other students in the region, work collaboratively to build knowledge and skills about our environment by being part of meaningful opportunities.

## **SRC**

Our School Representative Council (SRC) is a group of students representing the primary class. They meet regularly to give ideas and opinions on school matters and to consider fundraising for charity. A fundraising event for a charity is organised every term.

## **COMMUNICATION - SEESAW**

We use seesaw as the main communication tool between home and school. Parents are able to message the class teacher directly through the app and inform of any information pertinent to their child. Teachers will also message parents directly if required. Teachers are of course teaching through the day. Please allow a fair response time. Respectful communication is really important so that we can work together for best possible outcomes. The school also uses seesaw for urgent updates, reminders and whole school information.

## **STAFF AVAILABILITY**

The staff welcomes conversations with parents/caregivers. Each year the class teachers manage communication with families in a variety of ways including communication books, emails and seesaw. If you wish to discuss an issue or your child's progress with a staff member, we ask that you negotiate a mutually agreeable time to meet. If the matter is urgent, please don't hesitate to make contact.

## **PARENT CONCERNS AND COMPLAINTS**

Issues of concerns are best addressed with the person with whom you have the issue. If you have a concern relating to your child, please talk to the class teacher in the first instance. If the matter is not resolved or your complaint is about a teacher, please arrange to meet with or write to the Principal.

A copy of our Code of Conduct Policy is available on our school website or you can get a copy from the office. Advice and support may also be sought from the Parent Complaint Unit on 1800 677435 at any time should you have a concern which can't be resolved at the school level.

# Community

## PARENT PARTICIPATION

Our school welcomes parent involvement and participation. We ask that you consider assisting in one of the following ways:

- Governing Council
- Parents & Friends
- Working Bees
- In the classroom by negotiation with the class teacher

## GOVERNING COUNCIL

The Governing Council meet twice a term.

Governing Councils major role is in governance of the school which includes:

- Strategic planning - planning and overseeing finances
- Policy consultation
- Vision setting - establishing vision and direction
- Accountability - approving the annual budget, supporting the school program

The Principal's role is to oversee the provision of curriculum, staffing, student learning and the management of day-to-day operations. Governing Council does not have a role in educational leadership.

We would encourage parents to consider being involved in this important school organisation. The AGM is held early in the year and any parent/caregiver is welcome to attend and nominate to be on the Governing Council. Meetings are held twice per term on a day agreed by the committee.

## PARENTS & FRIENDS

Parents and Friends aim to involve the wider community in the successful development of Education at Keyneton Primary School by:

- Maintain and contributing to the infrastructure and resources of the school
- Responding to the specific needs of students, parents and staff by organising volunteers and fundraising activities.
- Positive collegiality amongst parents

Get togethers are held approximately twice a term. Details are advertised in the newsletter or seesaw. This is a great opportunity for parents and friends to meet other parents in a friendly, supportive environment and to help raise funds for specific classroom and wider school purposes.



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# Playgroup



*All pre-school ages are welcome (ages 0-5)*

Thursdays 9:00am – 11:00am  
Keyneton Primary School

Enquiries – Phone 8564 8258 or 0419 707 666

## **School Policy links**

### **Sun Protection**

[Sun Protection KEYNETON PRIMARY SCHOOL](#)

### **Code of Conduct**

[Parent-code-of-conduct-brochure KEYNETON PRIMARY SCHOOL](#)

### **Anti-bullying**

[Antibullying KEYNETON PRIMARY SCHOOL](#)

### **Mobile Phone and Personal Device**

[Student Mobile Phone KEYNETON PRIMARY SCHOOL](#)

### **Cyber Safety**

[Cyber-Safe KEYNETON PRIMARY SCHOOL](#)

### **Bush fire**

[Bushfire-Brochure KEYNTON PRIMARY SCHOOL](#)

# Keyneton Primary School

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Keyneton SA 5353

(PO Box 90)

Keyneton SA 5353

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Mobile: 0419 707 666

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