



Keyneton Primary School

'hand in hand'



2026

Parent Information Booklet

Respect Include Grow



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, Class Dojo app, assemblies and our website. Please visit our website at your leisure www.keynetonps.sa.edu.au

Yours faithfully,

Alice Howard

Principal



STAFFING FOR 2026

Teaching Staff:

Alice Howard
Sarah Bailey
Bianca Gauci

Principal/Teacher
Teacher (Wednesday)
Teacher (Monday, Tuesday, Thursday, Friday)

School Service Officers:

Leanne Boehm
Ella Smith

Admin / Finance Officer
Wellbeing/Curriculum Support (Wednesday/Friday)

WELCOME

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, include and grow. 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.

OUR SCHOOL VALUES

The Keyneton Primary School Community supports and values:

Respect

Respect, represents a positive feeling or action shown towards someone or something considered important

Include

Include, represents to be part of a whole (school community) everyone is together

Grow

Grow, represents learning for achievement, personal growth and our connection to the land

TERM DATES FOR 2026

Term 1	Tuesday 27 January - Friday 10 April
Term 2	Monday 27 April – Friday 3 July
Term 3	Monday 20 July – Friday 25 September
Term 4	Monday 12 October – Friday 11 December

School Information

SCHOOL HOURS

School commences at 8:50am

8.50am – 11.10am

Lesson time (including a short break)

11.10am – 11.20am

Eating time

11.20am-11.50am

Play Break

11.50am – 1.30pm

Lesson time

1.30pm – 1.40pm

Eating time

1.40pm -2.10pm

Play Break

2.10pm – 3.10pm

Lesson time

3.10pm

Dismissal

OFFICE HOURS

Our front office will be open Monday to Friday 8.30am to 3.30pm. You are welcome to call or drop into the office anytime during these hours.

YARD DUTY

Before School

A staff member will be on duty from **8:30am** each morning. Students should not enter the school grounds until this time. They will be supervised in the yard until the bell is rung for the beginning of lessons.

After School

Students are dismissed from school at **3:10pm** when the bell will ring to indicate the end of the day.

As we are located on a main road and wish to ensure road safety, students will be escorted to the gate by a staff member and must not leave the school grounds until they are instructed.

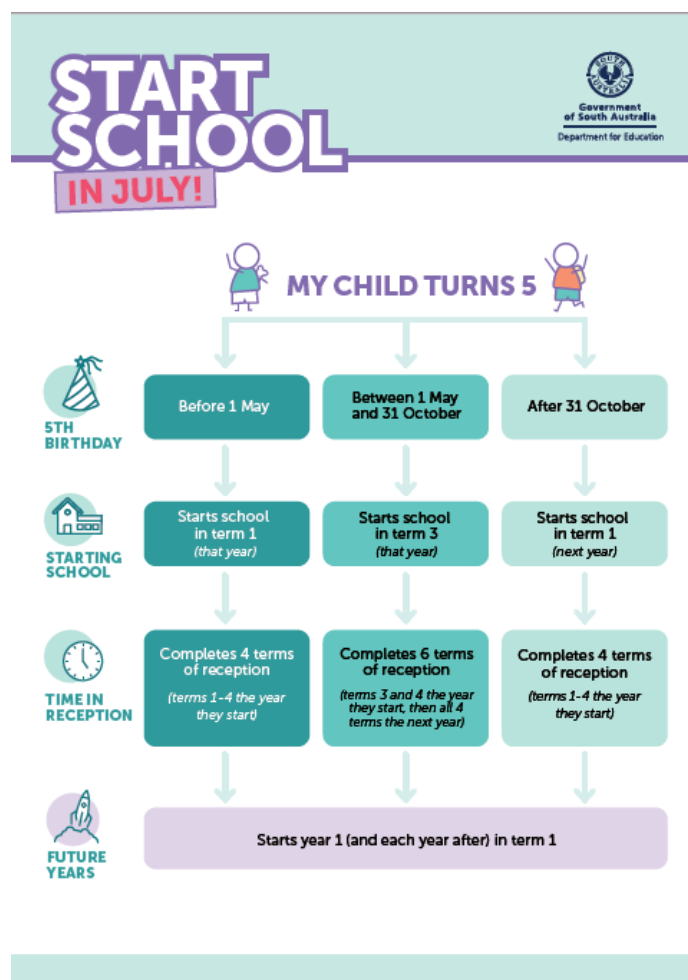
LATE ARRIVALS OR EARLY DEPARTURE

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, e.g. a dentist appointment, the student needs to be signed back into the school at the office.

ADMISSION

Children can be enrolled at any time before they start school. In South Australia, all children must be in school by their 6th birthday – this is the compulsory school age.

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 now have two intakes per year, the following chart will help you work out when your child is eligible to start school.



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 have a tour of 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 2 & 4 of each year, personalised transition visits can be arranged with the Principal by appointment to cater for students individual needs.

Parents/caregivers and their child/children have the opportunity to meet the teachers 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 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 6 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 at Keyneton Primary School. 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 (A wide brim hat must be worn while outside, during Term 1 and 4, as per our sun protection policy)
- Footwear suitable for school activities should be worn to school ie: runners, boots, buckled up sandals.
- Parents should ensure that all children's clothing is named.
- New clothing and current price list is available for purchase from the front office.

LIBRARY

Our students will have an opportunity to borrow from our school library each week. We encourage students to have library bag dedicated for their books.

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

ASSEMBLIES

Assemblies are held twice a term. The students run the Assembly with guidance from their teacher. These are a great opportunity for the students to showcase their work and a valuable tool in developing public speaking. Achievements are celebrated and awards are given out.

Family as well as community members are welcome and encouraged to attend our Assemblies.

NEWSLETTERS

School newsletters will be sent out once a term. These are a form of communication between the school and the community and will showcase student work and achievements as well as keep the community up to date with events and important school information.

Any community groups 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.

VISITORS/VOLUNTEERS

Any time visitors/volunteers come into the school they will 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.

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 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

SUN PROTECTION

Consistent with the Department for Education requirements and SunSmart guidelines, sun protection measures are in place in **Term 1 and term 4**. See Sun Protection Policy on our website.

A 'no hat', 'no play' policy exists for all students during this time when participating in outdoor activities. A wide brim hat must be worn during these times. School hats are available in the front office.

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 any mobile phone or electronic devices 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 2026 are \$300 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 e.g.: 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.

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 6 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 (Auslan)
- 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. 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 bite size pieces.

Please also provide a suitable lunch and recess for your child. They are given 10 minutes before each play break to eat their packed food.

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 conducted on a bi-annual basis, the next being in 2027.

Swimming Lessons are conducted at The Rex, Tanunda every year. This year it will be in the last week of the 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. More information will be sent out as soon as it is available.

Whole school excursions happen throughout the year.

SAPSASA

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.

We encourage our students to join in other partnership tournaments and “Come and Try” events as much as possible. Any information about these will be passed on when available.

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 may be organised during the year.

COMMUNICATION -CLASS DOJO

We use "Class Dojo" as a 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 Class Dojo for urgent updates, reminders and whole school information.

You will receive log in details about this in the first few weeks of the year.

STAFF AVAILABILITY

The staff welcomes conversations with parents/caregivers. Each year the class teachers manage communication with families in a variety of ways including emails and the Class Dojo app. 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.

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

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.

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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