



# Tarpeena Primary School



## Parent / Guardian Information Booklet

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Tarpeena Primary School

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**Government of South Australia**

Department of Education and  
Children's Services

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## **History of Tarpeena Primary School**

Tarpeena had numerous schools in the early history of the district. DECS records indicate the first school was opened in 1864, but little is known about this school. Another was opened in 1886, with Mr C.F. Shephard as the first teacher. Another school was opened about 1905, at the northern end of Tarpeena, in a room of a house owned by Mr and Mrs Orr.

After about 5 years at this location, the school venue changed to a place known as "Fields" which is now part of the property owned by the family of the late Thomas Little. This school was used for about 20 years and was later moved to Kalangadoo.

In 1929 the first Education Department School was established on the present site. The one-roomed building existed (with extensions and modifications) until it was demolished in 1982 to make way for the redeveloped school, which is now in operation.

Since then the school has gone through some upgrades eg, data cabling, reverse cycle air conditioning throughout, new carpet and refurbishments to ensure a quality-learning environment exists for our students.

Our school maintains a family atmosphere with an enrolment of approximately 30 students including Pre-School aged children.

Our school is set in picturesque grounds with plenty of space for children to play and for outdoor lessons to take place. Our classrooms have generous spaces and are all reverse cycle air-conditioned. We have an activity room for whole school gatherings, up to date technology in rooms and an extremely well stocked Resource Centre.

## **Absenteeism, lateness and leaving the school grounds**

Regular attendance at school is important. If students miss the basic skills introduced during primary school they can experience difficulties later in life. All children between 6 and 16 years are required by law to attend school regularly. Whenever possible dental and medical appointments should be made out of hours.

The daily program starts at 8.45 am. Please notify the school by 9.00am should your child be away or late for any reason. The telephone number is 87396 283. Please ensure that you send a note explaining the absence when your child returns to school.

Children are not permitted to leave the school grounds during the day unless they have a written note or a parent calls to collect them.

If your child is upset about attending or refusing to go to school, contact the class teacher or Principal for assistance.

## **Accidents and Ambulance**

All staff members are trained in Basic Emergency Life Support and one School Service Officer is designated as the First Aid Officer. In the case of minor injuries a decision will be made whether to return the student to class, or call the parent to collect the child. If a child is more seriously hurt then staff will call an ambulance whilst trying to contact the parents. Parents are encouraged to join an ambulance scheme, as the Department does not provide this coverage. In the case of financial hardship parents can fill out a statutory declaration and forward the ambulance account to DECS for possible payment. Accident Insurance (24 hour cover) is available to children from birth up to students of 25 years of age. Enrolment forms can be organised through the school for interested parents.

In the case of any head injury, however minor, parents are always informed either through phone contact or a note home.

## **Assemblies**

We love to share our learning at Tarpeena. Community Assemblies are held twice each term. You will be advised of the day and time in the school newsletter. Parents are encouraged to come along to enjoy the performances and sharing of learning by students. During the last week of every term and during special learning weeks, there are Celebration Assemblies, usually followed by shared community lunch.

## **Asthma**

Our staff members are trained in asthma procedures. Please inform the school immediately if your child suffers from asthma, even if it is only a mild form. You will need to complete the Asthma Plan forms enclosed in this folder.

## **Bikes**

A bike shed is provided for students to store their bikes during the day. In the interest of safety, bikes are to be pushed not ridden in the school grounds.

## **Book club**

Children are able to purchase books regularly through Scholastic Book Clubs. These books are very reasonable in price. Order forms are distributed for this scheme with the school newsletter. Should you wish to buy any listed books, please return the order form with the money by the due date.

## **Car parking**

You are encouraged to park in the Tarpeena Oval or along the sections of Edward Street not designated by yellow lines as no parking areas. Because of safety issues for students, we strongly discourage the use of Henry Street for parking during school hours. Parents are reminded of the school zone and traffic conditions surrounding the school eg. 25 km when children are present.

## **Collection of children during school hours**

Students are expected to attend school every day that school is open. We know however that sometimes appointments need to be made during the school day. If you need to collect your child during school hours please send a note to the class teacher and collect your child from their class at the required time.

## **Pre-School Centre**

The Tarpeena Pre-School is conducted in our Specialised Learning Centre. The school is engaging in the new early years reform project which means all preschool children will be required to participate in five sessions per week. Times are currently being revised.

Pre-school education is advantageous for young children, as it helps foster their social, physical, emotional and cognitive development. Children attend pre-entry transition from 9.00 - 11.30am, on Tuesdays for the term prior to their 4<sup>th</sup> birthday.

A close link is maintained with the Junior Primary class, by frequent visits and shared experiences, making the transition from the Centre to school much easier. Children attending the Pre-School Centre are also involved in many wider school activities such as assemblies, sports day and special lunches. The pre-school children are able to borrow from the school library each week. Organised visits take place once a week on a day decided by the teacher. The school supplies book bags.

A transition program is offered for children due to begin school. Weekly visits commence five weeks prior to them starting school. The day and times are negotiated between the Pre-School Centre and the Junior Primary Teacher.

Parents are asked to supply their children with fruit, recess and a nutritious packed lunch for each session as healthy eating is encouraged.

Parent involvement is strongly encouraged for helping during the daily activities and programming for the children.

Parents are also encouraged to join in school meetings and clubs, as the Centre is an integral part of the school.

## **Custody of children**

So that we can support your family, please advise the Principal about any custody orders and provide us with copies of any relevant documents. The school will need to be informed of any changes to custody arrangements. All information is confidential.

## **Dogs on School Grounds**

It is an offence for any person to allow a dog to be on school premises or school grounds unless the Principal has given permission. The only exception to this is guide dogs. If a dog is wandering on the school grounds, the local council will be contacted and asked to come and retrieve the dog.

We ask our community not to exercise their dogs on the school grounds due to the health and safety issues involved.

## **Emergency contact forms**

Emergency contact information is kept on the computerised information system at the school. Parents are asked to regularly update this information for their child.

Information includes:

- Name, address, home phone number, year level and class teacher.
- Names of parents or caregivers with work and home phone numbers
- Name of another contact person should parents be unable to collect a sick or injured child during school hours or to help contact the child's parents.
- Details of any medical condition, allergy etc and the appropriate treatments; the country of origin of parents and students and the main language spoken at home.
- It is important to include any updated custody information.

## **Emergency Evacuation Procedures**

The school has well rehearsed emergency evacuation procedures. The students and staff practise these drills during the year. We have two procedures - evacuation (eg internal threat) and invacuation (external threat)

All visitors to the school are asked to fill in the visitor's book at the front office. This enables us to locate everyone in the school in case of evacuation.

Please see the **Bushfire Policy** for detailed information about catastrophic fire days and emergency evacuation procedures.

## **Enrolments**

**Beginning School** - Parents are invited to contact the school before enrolling so that an appointment can be made with the Principal and teacher. This allows the Principal to welcome you to the school, complete the required documents with any necessary explanations, discuss philosophies and policies, look over the school and meet the teacher.

Reception children are accepted on the first day of each term. Children must have turned 5 years of age before they can begin school.

Children enrolling in Government schools have between 10 and 14 terms in Junior Primary classes, which is Reception, Year 1 and 2, depending on the date of admission. The progress of children may follow these patterns. Children who start school at the beginning of Term 1 will have 12 terms, which is 3 years in Junior Primary classes. Children admitted at the beginning of Term 2 will have 11 terms. Children admitted at the beginning of Term 3 will normally have 14 terms but depending on their educational and social need they may have 10 terms. This decision is made in consultation with the parents and class teacher. Children admitted at the beginning of Term 4 will have 13 terms.

**Early Dismissal** - Some children may find the change from Pre-School to school tiring. If this is so you may negotiate with the Principal and/or teacher to pick up your child a little earlier, or arrange a day at home. Please make an appointment if you feel this is necessary.

**Transition Program** - We offer a transition program for children who are about to start school and pre-entry for preschool in the term prior to them beginning. We contact parents with information about school and organise transition visits.

**Getting ready for High School** - The secondary schools contact us in Term 2 to outline the transition program. It usually follows this pattern:

### ***Term 2***

Year 7 parents complete a form to indicate their preferred secondary school.

### ***Term 3***

The Year 8 coordinator meets with year 7 students and talks with them about the subjects available.

### ***Term 4***

Year 7 students participate in visits to their chosen school. Tarpeena Primary School students generally attend Grant High School in Mount Gambier.

## **Excursions, Performances and Camps**

There are many learning experiences organised to complement the work done within the classroom. Parent support is sought in encouraging student participation in these activities. The events are chosen with great care and are an important part of the curriculum. As this learning is important for all children, we often subsidise travel to keep costs to a minimum.

Parents will be advised before any camp or major excursions where parent approval is required. For students to attend camps, excursions and school performances a consent form must be signed by a parent or caregiver. A "neighbourhood" note signed at the beginning of each year covers incidental visits within walking distance of the school. The school covers many of our visiting performance costs eg. Footsteps Dance, Music Is Fun etc. However, with ongoing increases in the price of such experiences parents/caregivers may be asked to contribute.

## **Governing Council**

- The Governing Council consists of interested parents or caregivers. They are elected at the Annual General Meeting, which is normally held in February/March each year. Council meetings are public meetings that any parent or interested party may attend. Only Council members, however, may vote. The role of Governing Council is to provide broad direction for the school.

Sub Committees of the Governing Council include Finance, and Uniform. These committees meet as the need arises. Interested parents may join the sub- committees even if they are not on Council.



## PARENT / CAREGIVER GRIEVANCE PROCEDURE

### PURPOSE

DECS and Tarpeena Primary School is committed to effective and equitable management practices and to developing a culture that achieves optimal educational outcomes.

Tarpeena Primary School's Grievance policy is designed to provide an efficient, fair and accessible mechanism for resolving complaints in accordance with the principles of natural justice, and to ensure that the school's complaint resolution process is impartial, transparent and supportive.

Our School's complaint resolution process focuses on:

- Inclusive practices
- Relationships &
- Clarifies responsibilities and expectations of the process

Emphasis is placed on:

- People taking responsibility for their actions;
- Clarifying reasons for, and expectation about, the complaint;
- Using resolution approaches that are most likely to support effective working relationships;
- Resolving issues promptly within the school boundaries where possible.

Developed: 1 / 2 / 2010  
To be Reviewed: Term 4 2011

Approved:  
Developed by: Stuart Miller

Scenario 1	Scenario 2	Scenario 3
<b>You have a concern about your child's learning</b>	<b>You have an issue or conflict with a staff member</b>	<b>You have an issue or conflict with a child or another parent</b>
Make an appointment to see your child's classroom teacher to resolve the matter.	Make an appointment to see that person.	Make an appointment to see the Principal.
Happy with the outcome make another appointment to see your child's classroom teacher, as a follow up.	If the matter is still not resolved, make another appointment to see them.	If you are still un-happy with the outcome, make another appointment with the Principal to give the conflict a full opportunity to be resolved.
If the matter is un-resolved, make an appointment to see the Principal.	If it remains unresolved make an appointment with the Principal.	If the issue is not resolved & you feel that it is affecting your wellbeing; repeat the process or contact Limestone Coast Regional Office
If you are still un-happy with the outcome, make another appointment with the Principal to give the conflict a full opportunity to be resolved.	If you are still un-happy with the outcome, make another appointment with the Principal to give the conflict a full opportunity to be resolved.	
If the issue is not resolved & you feel that it is affecting your wellbeing, repeat the process or contact Limestone Coast Regional Office.	If the issue is not resolved & you feel that it is affecting your wellbeing; repeat the process or contact Limestone Coast Regional Office	

## Head Lice

From time to time children may experience head lice. It is recommended that parents check their children's hair for head lice at least once a week. The only way to control this problem is through a diligent community. Staff may check children's hair if there is an outbreak or if we are suspicious that the child might have lice. When head lice are found at school all families are asked to check their children's hair daily, as new eggs are too small to be seen. Information is included in this pack.

As head lice are developing resistance to many of the treatments, we advise families to also:

- Buy a fine toothcomb to remove eggs (or the battery comb, which some people have found to be effective).
- Buy preventative lotions (some are available from chemists)
- Keep long hair tied up
- Brush hair vigorously
- Check weekly
- Use a variety of treatments to avoid developing resistance

We ask that parents inform us if there are head lice at home and to keep the children home until treatment has commenced and all eggs have been removed.

## Helping your child at home

We are often asked how parents can help their children at home. The answers are many but some key tips are:

- *TALK* with your child. Everyday conversations help them make sense of their world. Encourage them to talk about the things they have seen or done.
- *READ* to your child. Children who are read to are more likely to be keen readers. Set aside a regular time and place for reading and in later years, homework.
- *ENCOURAGE* your child. Let them know that they will learn new things and that their teachers are there to help them.
- *TRUST* your child. By taking on small challenges they learn to "have a go" and to be organised.

But most importantly *HAVE FUN WITH YOUR CHILD*. These precious days are so very short so use them wisely.

## Hot or Wet Weather

As all classrooms are air-conditioned we do not send children home on hot days. During wet weather students remain inside at breaks under the supervision of teachers.

## **Illness at School**

If ill, children are better to be kept at home. These children cannot concentrate and will pass their infections onto other students. A child who becomes ill at school will be sent to our School Support Officers trained in First Aid, who will assess the problem. Every effort is then made to contact parents if the child is too ill to stay at school. If a parent or contact person cannot be notified we will try to make the child as comfortable as possible in the sick room.

## **Infectious Viruses**

In the interest of public health children with infectious diseases may need to be excluded from school. Please contact your local GP and talk to the school in relation to infectious viruses.

## **Information Technology**

All students have access to computers in the school. There is a computer hub with 11 computers in the common area of the school and each classroom has between 3 and 5 class computers. Most computers are on the school network, which is linked to the Internet. The school Internet service has filters built in to protect children from unsuitable material. Students and Parents will be asked to sign a user agreement that outlines rules and protocols for using the system. Our school website contains information that is updated regularly. This can be found on the Internet at [www.tarpeenaps.sa.edu.au](http://www.tarpeenaps.sa.edu.au).

Families that have concerns about the use of computers or the Internet are invited to contact the Principal.

## **Learn to Swim**

Every year children participate in swimming. Dates are set when availability at the Aquatic Centre is confirmed.

This is an excellent opportunity for children to master water confidence and swimming skills. Professional swimming instructors give lessons, and the policy set by senior supervisors to maximise benefits to the children.

Medical and consent forms need to be completed and signed by parents prior to children commencing the program. Parents are responsible for covering the cost of the programme.

## **Library**

We have an extremely well stocked library that is available for student, staff and parent use. It includes a TV/Video and two computers. Children are encouraged to borrow regularly and recommend that a Library Book bag is used for books borrowed.

The Library is open between 8.30 am - 3.05 pm Monday to Friday during lesson time.

Our library uses Bookmark, which is an automated library system. All borrowers are issued with a borrowing card. The library card is kept near the borrowing desk. The length of time that books can be borrowed varies:

- Preschool students may borrow for up to a week
- Reception to Year 7 students may borrow for up to 2 weeks

We regularly remind children if they have an overdue library book and send reminder notes home if needed. Extension to loans can be made on request. During the last week of terms 1, 2, and 3 all library books must be returned.

We encourage children to develop good organisational skills and have a special place that library books are always placed while at home. Lost or damaged books will need to be relaced at the parent's cost.

## **Lost Property**

Lost property is located beside the computers in the Front Foyer. Every effort is made to ensure named articles are returned. Parents are encouraged to look for lost items of clothing whenever necessary. Twice per year unclaimed articles are washed and given to charity. Please limit the amount of lost property by ensuring all of your child's clothing is named.

## **Lunch ordering**

The school does not have a canteen. Students bring all their food items to school on a daily basis. The school follows and supports the DECS Rite Bite Policy.

## **Medication at school**

Please read carefully the enclosed information on Health Support Planning in schools, preschools and childcare services. Please pay special attention to letters and relevant medical forms enclosed, as they may be relevant to your child at some stage.

Staff cannot accept responsibility for the administration of medication at school; however we will assist wherever possible. The responsibility still rests with the parent. School staff are not allowed to give medication to children unless we have the appropriate permission. This includes painkillers such as Panadol and Aspro.

## **Newsletters**

The newsletter is the school's main written communication and goes home every third week to each family. It contains items on school and student activities. For a second copy of the school newsletter for interested neighbours and friends please inquire at the school office. Community information is posted on the noticeboard in the front foyer. Community members are welcome to add relevant notices once approved by the Principal. Our Newsletter can be found on our school website [www.tarpeenaps.sa.edu.au](http://www.tarpeenaps.sa.edu.au) by following the link to What's Happening.

## **Parent Involvement**

Research shows that students and schools perform better when there is strong support from parents. Your presence in the school has a positive influence upon your child, even when it is sharing a morning tea or being a spectator at assemblies. When joining us at the school you will be asked to sign our Visitors Book. This is a safety requirement and is especially important in the event of an emergency. Please use the front entrance of the school on Edward Street. The Henry Street entrance is reserved exclusively for staff and tradespeople due to occupational health and safety regulations. Listed below are some of the regular activities you may wish to be involved with.

### ***Other ways to help at the school***

Attending meetings may not be for you but you can still be part of your child's school. There are so many ways in which you as a parent can contribute.

- Join our working bees
- Help in the library
- Listen to reading in the classroom
- Provide transport for excursions where appropriate
- Work with a small group of students for electives
- Talk to children about your special knowledge, skills and achievements
- Come along to assemblies and other performances

If you are interested in helping out please contact the school.

## **Payment of Money**

Money for excursions, camps, fees etc may be paid at the Front Office. When paying money please enclose money or cheque and consent form in an envelope clearly marked with the student's name and class teacher's name and the amount. A receipt will be issued for all money received. Change will be given to your child, but we cannot accept responsibility for its safe delivery to you. If making payment by cheque, please make cheques payable to Tarpeena Primary School and mark "Not Negotiable".

## **Photographs**

School photographs are organised each year, usually in Term 4. Both class and individual

photographs are offered on a pre-paid basis through Frank Monger Photographers - Master School Portraits. Frank Monger Photographic Company has been chosen on value for money and services offered.

## **Reporting to parents**

We have a policy of continuous reporting to parents. This means that we give you information about your child's progress throughout the year.

We value your input and ask you to add some positive comments each time for your child and teacher to read. You might like to tell us about your child's interests and experiences so that we know your child better.

### ***Term One***

Three Way Interviews.

### ***Term Two***

Written Report in Week 10/11

### ***Term Three***

NAPLAN Test Results for Years 3, 5 and 7 students

### ***Term Four***

Written Report in Week 9

## **School Behaviour**

Positive classroom and schoolyard behaviour is expected at all times by students enrolled at Tarpeena Primary School. We aim to develop a cooperative attitude towards sharing and working with others.

Inappropriate behaviour is dealt with on a case by case basis. Un-safe and disrespectful behaviour is not tolerated.

The school has a behaviour policy, which can be accessed from the school website, or see the front office staff for a copy.

## School Day - bell times

8.30am	Staff members begin supervision at 8.30. Children should not be on the grounds before 8.30am.
8.45am	School lessons begin.
10.55am - 11.15am	Recess
11.15am - 12.50pm	Lessons
12.50pm - 1.00pm	Lunch in classrooms or outside supervised by class teachers
1.00pm - 1.30 pm	Lunch break
1.30pm - 3.05pm	Lessons
3.05pm	Home time
3.15pm	Supervision ceases

Dismissal on the last day of each term is 2.05pm.

## School Fees and School Card

The material and service fee for primary students is set by the Governing Council and is intended to cover the cost of stationery, duplicated materials, arts & craft, library resources, sports equipment, technology and associated materials. Stationery, textbooks and materials remain the property of the school. Since the implementation of the Goods and Services Tax (GST) additional supplies are not available from the school.

Children commencing school during the year will be charged a corresponding portion of the year's fee.

School fees, are due for payment by the end of first term. Any parents having trouble meeting this deadline may pay the fees by instalments once meeting with finance officer and Principal for approval.

If you are on a low income and have a Pension or Health Card you may qualify for financial support. School Card applications and information are available from the front office.

Pre-School and Pre-entry will be invoiced each term of a child's enrolment.

The school has a bad debt policy which will be followed for any unpaid school fees.

## **Special Programs**

### **Early Intervention**

Our aim is to ensure that all students reach their full potential. Students are regularly assessed and those experiencing difficulty are provided with support through our Early Intervention program. This can be in the form of individual or small group activities.

### **Special Education**

Some students need additional support to be successful. These students may receive some additional support; this will result after a series of tests. Parents are fully involved in the entire process.

### **Student Banking**

Students may participate in the Commonwealth Bank student banking program. Information and enrolment packs are in this folder. If you wish your child to begin a bank account please fill this in and return to the front office.

### **Student Records**

Any information collected about a student is filed in their student record folder and is kept in a locked filing cabinet in the front office. Folders contain information such as medical records, copies of student reports and attendance that is updated each year. Out of date information is removed before the child transfers to another school.

Parents may ask to see the student records. All requests must be in writing.

### **Student Executive Committee**

The Student Executive is the main way in which students can voice their opinions and share in the decision making at our school. Class meetings are held regularly. As enrolments are low all students are involved in decision making and developing student initiatives.

## **Student Valuables**

Children are discouraged from bringing valuable items to school. Whilst the school is security conscious and encourages students to respect others' property, the responsibility for any item ultimately rests with the child and parents.

Items such as mobile phones, ipods, mp3 players and handheld games are not permitted on school grounds.

## **Travelling to and from school**

Please discuss road safety with your child. Show your child how to cross roads and encourage them to use crossings where possible. Please caution your child against:

- Loitering on the way home
- Visiting friends without permission
- Talking to or going anywhere with strangers
- Taking a different route home

It is important that your children know their full name, address and phone number.

Staff members are on duty in Edward Street after school. They will direct children across that road when it is safe to do so. Please wait until the teacher indicates that is safe.

Any child not collected by 3.15pm, is brought to the front office and supervised until parents are contacted and able to collect them.

## Uniforms

Our Governing Council, in cooperation with the Principal and staff, support the School Dress Code. As permitted under the Education Act. Our school uniform is compulsory.

It is our belief that the Dress Code will:

- Promote pride in our school
- Promote self esteem (neatness promotes confidence)
- Eliminate inequality (due to fashion statements)
- Be a financial saving for our parents/guardians
- Promote readiness for learning

### Girls

Blue and white check dress  
Navy blue shorts  
Gold or navy polo shirt  
(School logo preferred)  
Navy broad brimmed hat  
(School logo preferred)  
Navy trackpants  
Navy windcheater  
(School logo preferred)  
Gold/yellow skivvy

### Boys

Navy Blue Shorts  
Gold or navy polo shirt  
(school logo preferred)  
Navy broad brimmed hat  
(school logo preferred)  
Navy trackpants  
Navy windcheater  
(school logo preferred)  
Gold/yellow skivvy  
Grey school trousers

Thongs are not permitted

The hat is part of the uniform and will be worn for all outside activities throughout the entire school year as stated in the sun smart policy.

Research has shown that most clothing and fabric stores in Mount Gambier cater at a variety of levels for the needs of our school.