



Fly high - See far

Parent Information Handbook

Responsibility Relationships
Respect



A BRIEF ACCOUNT OF POONINDIE'S HISTORY

For a short time after the closing down of the Mission Station in 1896, the old building, known as the 'Sunday School' on Mission property, was used as a school for children of the white settlers.

Mr. George Dorward [great-great-grandfather of both Kym Dorward and Adam Hage] was one of the parents instrumental in having the Poonindie School built. Another probably involved would have been Mr. Bruce, former manager of the Mission Station - who, when the Mission property was sold, bought the old homestead and a portion of the land. The school would have been built on his land.

The school building was the front portion of the existing wood and iron building at the school today. The material was carted on Mr. George Dorward's wagon from Port Lincoln, and the school was built by him and other voluntary workers.

The first teacher at the school was a Mr. Schmitz, followed by a Mr. Kleemann. Some of the students to attend on that first day as I recall from the original Register, which was on view on a visiting day in Education Week 1961, were Stewart, Jessie and Sue Dorward, Walter and Syd Watherston and Alfred King. Other names would have been Newell, Howard, Sawyer and more from what I have been told. The children came from as far as White Flat, White's Rivers and North Shields - some walking up to five miles or more.

The Register and other records were unfortunately destroyed during a 'clean up' some time after this. On the visiting day some of the original scholars attended. Jessie Hage [Dorward] was one of them. She was able to tell the children about her first day at school in 1897.

In August, 1929, a new stone building was erected and the original school was converted to a teacher's residence, by the addition of several rooms. Mr. Les Dodd was the first teacher to teach in the new school. In 1960 a new teacher's residence was built and the former residence was converted to an activity centre and was used for Welfare Meetings, school gatherings, the Library and at times a classroom.

In Mr. Neville Dinning's time [1979-81] the building was updated by removing partitions, relining walls and lowering ceilings, into the building it is today.

Mrs. Grace Hage

Teacher 1969-1982

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Administration

Enrolment Information

Included in your enrolment pack, are forms seeking information regarding your child's personal and medical history, as well as consent for many other routine activities.

These forms need to be filled out and returned prior to your child/ren commencing school.

Student Information

In order to have **current** information about each child attending the learning centre, it is requested that parents complete a confidential information sheet. This information is kept on file with the student's other Departmental records and is invaluable in times of accident or other emergencies. If contact details change please notify the school at your earliest convenience.

Lunches

As the learning centre has no canteen, children will need to bring lunch from home. Children have the opportunity to bring warm ups on Monday and Friday. Food needs to be wrapped in alfoil and clearly labelled (not frozen please) with students name.



The school has a Healthy Eating Policy and encourages healthy food choices.

Lost Property

A collection of lost property is kept at the learning centre and every effort will be made to ensure named articles are returned. Please ensure that **all personal articles belonging to your child/ren are clearly named.**

At the end of each term unnamed items will be washed and donated to a charitable organisation. Parents knowing their child[ren] have lost an article, are invited to check the collection.



Student Banking

School banking is conducted weekly on Wednesdays. Children should take bank money to the office where voucher books will be stamped and dated.

Application forms to start a school bank account are also available from the office.

Money and Valuables

Children who bring either valuables [including toys and games] or money to school will be responsible for their safety.

All money sent to the school should be placed in an envelope and clearly labelled, eg excursion, book club, camp, fees etc. Please include child's name and class.

Curriculum

Excursions

Excursions are seen as a means of extending the learning occurring in classrooms. The Education Act requires that parents/caregivers give written consent before a child goes on any school excursion. A student consent form will be sent out prior to excursion.

A general excursion form will be issued at the beginning of the year to cover all local excursions within 5km of the school. Information regarding all excursions will be sent home prior to the activity.

S.A.P.S.A.S.A.

The school is affiliated with the South Australian Primary Schools Amateur Sports Association and children in years six and seven have the opportunity to represent Lower Eyre Peninsula in the S.A.P.S.A.S.A. competition in a wide variety of sports. The school has an excellent record in S.A.P.S.A.S.A. with many students representing the school in a variety of sports over the years. The year 6/7 classroom teacher will keep students and their families updated with relevant information

Swimming Lessons/Aquatics

The school conducts a Learn to Swim program annually at the Port Lincoln Leisure Centre for children in Reception to Year 4, and an Aquatics Program at Coffin Bay for Years 5 to 7. These sessions are run by qualified instructors. Specific costs associated with these activities may be passed onto the parents and are determined each year.

Sports Day

The annual Sports Day is generally held during third term. The format for the day is based on a tabloid programme and some individual events. Details will be advised prior to the event in newsletter.



Library

Students access the library regularly. They are encouraged to take books home but we do ask that all children have a library bag to protect their books. This can be just a plastic bag or a cloth drawstring type bag. Parents are welcome to use the library any time during school hours.

School Concert



At the end of the school year the school holds its Annual Concert. The Concert is held at night in the Nautilus Theatre and involves all children, who perform various items.

On the evening, awards and presentations are made and it is a great finale to the end of the school year

Homework

Homework may be given to children in Years 3-7. Junior Primary children are encouraged to read regularly at home.

Work given will usually be reading, a revision of work already covered in class or of a 'problem solving' nature involving thought and logic.

If there is a genuine reason for Homework not being done, parents are asked to send a note of explanation to the teacher.

Children are encouraged to include homework in the learning plans endeavouring to pursue learning in all aspects of their life.

Children are expected to be responsible for taking home the necessary equipment, **and** for bringing it back to school when it is due.

Transition Education

As children progress from the Kindergarten to Reception or from Year 7 to Year 8 a series of activities/visits occur. These are planned, advertised and often involve parents.



Finance/Fees/Payments

School Fees

Material & Services Fees are set at the DECD rate each year and cover a range of items such as stationery, classroom consumables and classroom resources. This rate is normally set towards the end of term 4, and parents are invited to attend the Governing Council meeting where the recommended M&S Fees are adopted..

We would appreciate all fees and levies be paid as soon as possible at the office.

If you have difficulty in meeting this commitment please discuss the matter with the Principal as alternative arrangements [e.g. payment by instalments, Centrepay] can be made.

The Governing Council has a 'Debt Policy' which is implemented annually to collect unpaid fees in the latter half of the year.

School Card

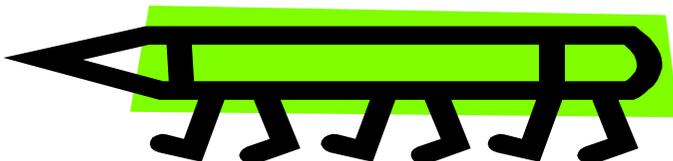
The Government Assisted Student Scheme (School Card) is a means tested scheme to provide assistance for low income families towards the cost of school books, fees and other school charges.

If you are unsure whether you qualify for this scheme please contact the office for information regarding procedures to apply.

General

Daily Timetable

| | | |
|---------------|---|----------------------------|
| 8:50am | - | Lessons commence |
| 11:00am | - | Recess |
| 11:30am | - | Lessons commence |
| 1:00pm-1.10pm | - | Lunch eating |
| 1.10pm-1:40pm | - | Play |
| 1.40pm | - | Afternoon lessons commence |
| 3:20pm | - | Dismissal |



SunSmart Policy

In Summer, Spring and Autumn, children must wear a hat when in school yard.. There is a “no hat no play” policy for these seasons. SPF30+ sunscreen is available at school or children may bring their own sunscreen.

School Photographs

The school organises a commercial photographer to take photographs of the children enrolled. Parents are advised when this is to occur.

The photos can be individual, family groups, class or whole school photos depending on the options chosen. It is not compulsory to purchase them.

Book Club / Book Week



Our school offers children and parents a range of appropriate books for purchase at reasonable costs. On occasions these offers will be associated with a special function ie. Book Week or as a regular offering of Book Club.

These are offered on a totally voluntary basis and parents are not under any obligation to purchase any items.

Home/School Communication

Parent/Teacher Contact

Our policy is to develop a meaningful relationship as soon as possible, so that we can best educate your children. The staff and Principal welcome the opportunity to discuss any queries/problems with you. Often, unless parents make the first approach, we may not even be aware that a 'situation' exists.

The school has a Grievance Procedure incorporated in the Bullying Policy for parents, students and staff, which should be used if there is a concern that needs to be discussed. Parents are encouraged to make a suitable time to meet with class teachers to discuss any concerns. If the matter isn't resolved at this level then parents can approach the Principal as a follow up measure.

Throughout the year there will be many times that parents are able to meet with/work with teachers.

We offer a wide range of whole school activities that parents are invited to attend.

We often ask for parent help in the classroom.

There will be many opportunities provided during the year for both formal and informal parent/teacher contact. This forms an important part of our children's education.

In fairness to all the children and teachers, it is reasonable to make an appointment at a mutually agreeable time.

Student Absences/Attendance

Parents must inform the school of their child's absence and the reason for the child's absence. This may be done by either a note in the child's diary, a letter to the child's teacher, phoning the school, personal approach to the teacher or via the Skoolbag App. Messages via children are not a reliable form of communication.

Contact with teachers prior to a known absence certainly helps classroom planning.

Parents are asked to make medical appointments etc. for their children out of school hours if at all possible.

Please ensure that your child attends school unless there is a compelling reason for them not to, as it is important to maximise the available instruction time for each student

There is an application for exemption form (ED175) from school attendance that is to be completed before children are going on holidays in term time.

Newsletter

A school newsletter is published in weeks 1, 4, 7 & 10 each term. Newsletter information could include:-

- Details about School Council and parent meetings and activities.
- Information about various coming events.
- Children's work
- Community information/details.
- 'Classified Advertisements'.

Assessment and Reporting

The purpose of our school is to provide a supportive and stimulating learning environment in which students are challenged to achieve their personal best. Therefore, our assessment and reporting practices should encourage, assist and enhance the learning of our students. This is best done through a working relationship between parents, teachers and students based on open honest and constructive communication.

Reporting between home and school may include the following communications:

1. Acquaintance Night

A school acquaintance night may be held early in the first term, preferably within the first three weeks.

During the evening, teachers will include information about, and allow discussion of learning programs and classroom procedures.

2. Parent - Teacher Interviews— late Term 1, early Term 2 and Term 3

- Interviews are between fifteen and twenty minutes and are made by appointment through the front office/classroom teachers.
- Samples of children's work, reflecting significant stages of learning across the curriculum throughout the year, will be available to parents during this interview.

3. Written Reports

- These are available twice a year at the end of term 2 and 4.



4. Tracking Student Achievement

- Classrooms conduct diagnostic tests to help guide the learning program each year.
- Years 3, 5 and 7 students complete a NAPLAN Test in early May. NAPLAN reports are sent home to parents in term 3.
- Running Records of Reading are formally collected for all years 1 and 2 students by DECD, in term 1 and term 3, from which a report is compiled for school use.
- All students yr 3-7 will sit a PAT-R, PAT-M, PAT-S and PAT-VOCAB test annually

Governing Council

This group represents the Learning Centre community and plays an important role. It oversees local school management. Meetings are held twice a term as advertised in the newsletter. Parents/caregivers are encouraged to join this important group.

Philosophy

We at the Poonindie Community Learning Centre believe that the personal, educational and social development of our children is best served by a co-operative partnership between the teaching staff, the parents and the wider community.

Parent participation is encouraged because:-

- parents have a unique knowledge and understanding of their own children, being their first and most influential educators.
- parents have the right, through their responsibility to and for their children to be informed about their children's learning and to participate in reaching decisions which affect their children.
- parents have talents, interest and skills which can be used to enrich the life and program of the school.

Therefore our aims are:

1. To encourage the schools' parents and community members to work together to achieve the best possible educational environment and educational program for our children.
2. To utilise parents and community members' knowledge, interests and skills to enhance the educational program of this school.
3. To encourage every parent/guardian of our school community to participate in the school's decision-making process in relation to matters affecting their children in the school environment.
4. To provide opportunities for parents and community members to become involved in the education of the children at this school. The nature and level of this involvement being their own choice.
5. To provide a welcoming and non-threatening atmosphere for the parent and school community.
6. To ensure that parents are kept informed of the educational programs provided, the welfare and progress of their children at this school.

Objectives

To achieve our aims, we will:

- acknowledge the parent's role in the education of their children, encourage greater parent participation in decision making.
- provide a welcoming atmosphere in which parents and community members feel confident in being able to participate in all aspects of the school environment.
- provide workshops to enable people who would like to participate in the school's activities, including curriculum areas, to become familiar with educational procedures and acquire the confidence to take those first steps toward working in the classrooms.
- provide support and back-up for people working with groups of children in the classroom.
- encourage social interaction between parents and staff and children in a variety of ways, eg. newsletters, meetings, posters, social functions.

Objectives (Continued)

- try to keep up to date with the establishment of new resources and give this information to people.
- encourage the participation of a wide range of people in the community, eg. elderly people, parents whose children have grown up, other cultural groups, local business, other schools.
- as teachers, encourage parents to approach us with any concerns they have on the progress of their children, eg. maths, reading, behaviour.
- make the school grounds and buildings available to community groups.
- taking up opportunities offered to participate in or be informed of the school decision making process.
- taking up opportunities offered to participate in or be informed of school activities.

Role of Principal

Principals have an especially important role. Their task is to:

- consult with parents to organise a school-based policy and plan to promote parent involvement and participation.
- foster the interest, knowledge and skills of parents who have not previously been involved.
- ensure that information is made available to parents, establishing new channels where necessary.
- identify staff and/or others within the school community to be responsible for increasing parent involvement and participation.
- involve staff in programs on parent participation.



Role of Teachers

Teachers will continue to work with parents to:

- help parents feel welcome in the classroom, for example, through activities including class parents' meetings.
- build good relationships with parents and students.
- ensure that parents have all relevant information about their children's education.
- seek the views of all parents on matters relating to their children's education.
- promote the idea of their parent's participation among students.
- create a welcoming environment for all members of the school community.

Role of Parents

Parents should assist their students' learning by:

- taking an active interest in their child's/children's learning.
- reinforcing the school aims.
- establishing a co-operative relationship with their child's/children's teachers.
- keeping the school informed.

Emergency / Disaster Plan

This school site falls under the category of R2 according to CFS guidelines. This means that the school will be closed on catastrophic days. We also have a Bushfire Action Plan and emergency procedures.

A brief summary:-

- In case of **FIRE**: **ALARM** raised. All **EVACUATE** to Admin building.
CONTACT C.F.S. [8682 4411].
- In case of **SIEGE / HOSTAGE**: **INVACUATE** to nearest building lock doors and windows and stay out of sight
CONTACT POLICE [131444].

Infectious Diseases and your child/ren

- **Stomach and Gastric Complaints** - the child is to be excluded from school for the duration of the complaint, and for at least a further 24 hours after the cessation of diarrhoea or vomiting.
- **School Sores** (Impetago) - exclude from School until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.
- **Ringworms/Tinea** - exclude until the day after appropriate treatment has commenced. Must be covered at all times.
- **Head Lice** (Pediculosos Capitis) — Return to school after appropriate treatment has commenced.
- **Conjunctivitis**—exclude until discharge from eyes has stopped.
- **Chicken pox**—exclude until all blisters have dried, there are no moist sores and the person feels well.
- **Mumps**—exclude for nine days after onset of swelling.
- **Measles** - exclude for 4 days after rash appears.
- **Hand, foot, mouth**—exclude until all blisters are dry.
- **Whooping cough**—exclude until 5 days after starting antibiotic treatment or 21 days from onset of coughing.

Student Safety and Health

Medication at School

Should a child need to have medication administered at school, it remains the parent's responsibility to ensure that the medication is administered. Teachers are not permitted to administer 'Panadol' or any other medication to children.



If medication is required to be administered in a school day it should be clearly marked with the child's name, details re expiry date, frequency/dosage and the doctor's name on all containers. It must be handed to front office staff. Parents should talk with staff about medications.

Sick Children:



Every effort is made to contact parents if a child falls ill. If a parent [or contact person] cannot be notified, the school endeavours to make the child as comfortable as possible.

In case of emergency treatment, the school will use its discretion to make the most suitable arrangements for the welfare of the child.

Yard Duty

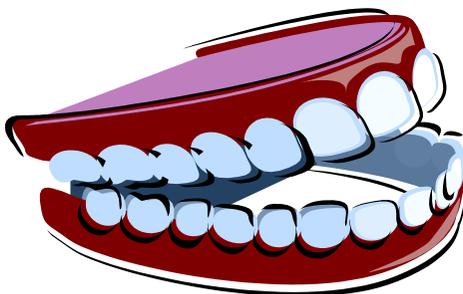
Teachers are rostered to be on duty before and after school as well as all breaks. A teacher is on duty between 8:10am and 4:00pm each day. Parents are asked to ensure that children do not arrive before 8:10am and are not left later than 4:00pm.

8.30 is the suggested earliest arrival time for those students not travelling on the buses.

Dental Clinic

All students attending Poonindie Community Learning Centre are eligible to be enrolled at the Dental Clinic situated at the Port Lincoln Hospital.

Notices will be sent out at regular intervals by the Clinic and published in newsletter.



School Buses

Poonindie is involved with four bus runs. These are:

[1] The DECD bus that runs from the Tod River to Port Lincoln . This bus collects both primary and secondary, dropping off primary children at Poonindie, then continuing to Port Lincoln.

| | | | | | |
|---------------|------------------|---|---------------------|---|--------|
| Times: | Morning | - | Leave Tod River | - | 7:45am |
| | | - | Leave Poonindie | - | 8:10am |
| | | - | Arrive Port Lincoln | - | 8:40am |
| | Afternoon | - | Leave Port Lincoln | - | 3:35pm |
| | | - | Arrive Poonindie | - | 3:55pm |
| | | - | Arrive Tod River | - | 4:20pm |

[2] The DECD bus that travels from Louth Bay to Poonindie. This bus collects both secondary and primary children along the route. Secondary children transfer to the Tod bus at Poonindie.

| | | | | | |
|---------------|------------------|---|------------------|---|--------|
| Times: | Morning | - | Leave Louth Bay | - | 8.00am |
| | | - | Arrive Poonindie | - | 8:25am |
| | Afternoon | - | Leave Poonindie | - | 3:35pm |
| | | - | Arrive Louth Bay | - | 4:10pm |

[3] The DECD bus that travels from Poonindie to North Shields and back. This bus collects primary children living at North Shields, and along the route, and returns them to Poonindie.

| | | | | | |
|---------------|------------------|---|----------------------|---|--------|
| Times: | Morning | - | Arrive North Shields | - | 8:08am |
| | | - | Arrive Poonindie | - | 8:25am |
| | Afternoon | - | Leave Poonindie | - | 3:35pm |
| | | - | Arrive North Shield | - | 3:45pm |

[4] There is a privately owned bus that brings children from the Charlton Gully area. This bus connects with the DECD bus at North Shields [8:08am / 3:45pm] and allows children to change buses and continue to Poonindie. This private bus then continues south to Port Lincoln.

It is to be noted that primary children living in North Shields and north to Poonindie and further North cannot use the Tod bus for transport into Port Lincoln schools, unless approved by the relevant Buss Committee aligned to the Port Lincoln Primary School.



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