

# Paracombe Primary School



## Information Handbook

**Phone:** (08) 8380 5216 or 0401 121 588

**Email:** [dl.0327.info@schools.sa.edu.au](mailto:dl.0327.info@schools.sa.edu.au)

**Website:** <https://www.paracombps.sa.edu.au/>



**Government  
of South Australia**

Department for Education

# Paracombe Primary & Preschool School Staff

## Primary School Staff

Principal	Bianca Laister
Reception/Year 1	Emma Parfitt/Carolyn Bedding
Year 2/3	Matt Drader
Year 4/5/6	Katie Davey/Terina Levett
The Arts/STEM	Terina Levett
Pastoral Care Worker	Ben Taylor
Finance/Administration	Sarah Merritt
Curriculum Support/Library	Maddi Matthews
Curriculum Support	Jemma Larkin
Grounds person	David Harris
ICT Support	Scott Trengrove
Administration	Leonie Michael

## Preschool Staff

Principal	Bianca Laister
Preschool Teacher	Roxanne Wegener-Finch
Preschool Support	Leonie Michael
Preschool Support	Maddi Matthews

## **FROM THE PRINCIPAL**

I would like to warmly welcome you and your family to Paracombe Primary and Preschool. Our school works to provide a rich and rewarding education for our children from Preschool to Year 6.

Partnerships between parents, staff and children is paramount to provide the best possible educational opportunities for students. By working in partnership, we can best assist our children in their intellectual, physical, social and emotional development.

**Bianca Laister**

Principal

### **At Paracombe Primary & Preschool we strive to:**

- Provide a challenging and engaging education for all students for their present time of life as well as for their future benefit.
- Provide a happy, secure and safe environment.
- Provide a creative and stimulating programme which encourages children and teachers to strive for excellence.
- Provide successful experiences for each child.
- Ensure that students gain an understanding and appreciation of different cultures and ethnic groups with emphasis being placed on respect, responsibility and resilience.
- Provide students with the qualities and attributes of a lifelong learner.

### **We believe:**

- That the interaction between teacher and children is at the heart of schooling.
- Close cooperation between home and school is vital. Teachers compliment parents but do not take their place.
- All children should be encouraged to problem solve, challenge themselves, demonstrate resilience and work to the best of their ability.

## **ABSENCES**

If your child is absent for any reason, please notify the school either by **telephone** or **Class Dojo**. Children who are absent without an explanation are reported to a DfE attendance officer. If you are going on vacation, please fill in an exemption form and have this signed by the principal prior to departure.

## **APPOINTMENTS**

During the year, it is likely you will want to discuss your child's development with staff. Please contact teachers via **Class Dojo** to make an appointment at a mutually convenient time and avoid talking with teachers during teaching time. Suitable times to meet with teachers are between 8.15 and 8.30am and 3.15 and 4.00pm. Teachers are not available Tuesdays after school due to our **Staff Meeting**.

## **ASSEMBLIES**

Assemblies are usually held on Fridays of weeks 5 and 10. Parents will be notified of assembly dates and times through a term calendar and the **Class Dojo**. We strongly encourage parents and extended family to come along to be a part of our assemblies.

## **BEFORE SCHOOL SUPERVISION**

The school yard is not supervised until 8.30am. We request students not arrive at school until that time, as there is no teacher on yard duty to handle injuries or emergencies.

## **BOOK CLUB**

The Scholastic Book Club is offered within the school. Children are able to choose books of interest and purchase them at reasonable prices. All orders are placed online. A catalogue and details on how to order is regularly sent home with students.

## **BUSES**

Bus travel is reserved for students who meet the DfE guidelines and are attending their local school. If you do not meet these guidelines and choose to by-pass your local school, your child(ren) are **not** eligible to ride on a school bus. However, you can apply annually to the school for permission for your child(ren) to use the bus.

It is expected that students behave appropriately on the bus, sit on seats, and follow the behaviour expectations of the school. Students who consistently misbehave on the bus can be suspended from riding on it and families will be responsible for transporting students to and from school.

## **CANTEEN**

We do not have a canteen available onsite, however students are able to order their lunch on Tuesdays via a local café 'Pie Time'. All orders are made prior to the day via the **Qkr!** mobile app. Please contact the front office for information.

## **CAR PARKING**

Parents and caregivers are welcome to park along Harvey and Hurst Roads. Please be mindful of students crossing the road and don't park in our designated bus zone, indicated by yellow cones.

## **CARE OF PROPERTY**

We strongly encourage all personal property, including clothing, be clearly named. We suggest valuable toys and equipment are not brought to school, if so it is at the owner's risk.

## **CHEWING GUM**

Chewing gum and bubble gum are not permitted at school.

## **CHOIR**

Paracombe Primary School provide a choir to participate in South Australian Public Schools Music Festival held annually in September. Their performance is at the Festival Theatre. Mrs Terina Levett is the coordinator. Our choir also performs our national anthem at formal events throughout the year and often sing for parents at the end of some school days.

## **CLASS COMPOSITION**

Class composition changes each year depending on the number of children at each year level. Most classes will be made up of two year levels. Junior Primary classes are based on around 26 students and years 3-6 on 30 students.

## **COMMUNICATION**

Teachers regularly distribute class and school information via Class Dojo. Other forms of communication are email and phone calls. Please contact staff via the Dojo in the first instance, as this is our preferred method of communication. Please also ensure you have Class Dojo notifications switched on and you regularly read correspondence sent home by the school and preschool.

## **COMMUNITY INVOLVEMENT**

Presently, families and friends of the school are involved in:

- Governing Council
- Classroom assistance
- Camps and Excursions
- Parents and Friends group

## **CONTACTING THE SCHOOL**

The school telephone number is **8380 5216**. Parents are requested not to telephone with **messages for children** unless they are **urgent**. If you have any queries or concerns, please feel free to contact the Principal who will return your call. Children are **not** permitted to use a telephone unless the matter is a **serious** one. Mobile phones are definitely discouraged, they are **not** to be turned on during school hours and are to be handed in to the front office or class teacher in the morning and collected at the end of the day, in

accordance with our mobile phone policy. The general email address for the school is [dl.0547.info@schools.sa.edu.au](mailto:dl.0547.info@schools.sa.edu.au).

## **CURRICULUM**

Our school curriculum includes:-

- English
- Mathematics
- Science
- The Arts - Dance, Drama, Media Arts, Music, Visual Arts
- Technologies - Design & Technologies, Digital Technologies
- Health & Physical Education
- Humanities & Social Science
- Japanese (provided through Open Access)

## **CURRICULUM**

Our learning outcomes are guided by the Australian Curriculum. The school offers intervention programs such as MiniLit, MacLit Literacy and Bond Blocks Maths. Students have regular check ins to monitor learning progress by teachers and may be diverted into intervention, if required. One Plans are also used in classrooms to support student learning for students who have been identified with additional needs. iPads and laptops are used across the school.

## **CUSTODY**

Sensitive situations can arise involving children whose parents are either divorced or separated. The Family Court is empowered to make orders concerning custody. Such orders need to be on file. Where there is doubt, the Principal will abide by the guidelines of Crown Law. The interests of the child are our main concern at all times.

## **DENTAL CLINIC**

Each year, we engage a dental clinic to visit our school to provide dental care to our students. This is something parents can opt into and the initial consult is free of charge to families. If any follow up treatment is required, the dentist will provide further information to parents.

## **DISMISSAL TIMES**

We do not dismiss students until 3.15pm. There are occasions when students are dismissed early e.g. Last day of term students are dismissed at 2.15pm. When changes are made to dismissal time they will be advertised through the Class Dojo.

## **EARLY DISMISSALS / LATE ARRIVALS**

If your child(ren) arrive late (after 8:55am) they **need** to sign in the **Late Arrivals Book**. If you need to take your child(ren) out of school you will **need** to sign the **Early Dismissal Book**. If you return students from appointments you need to sign them back in to school in the Early Dismissal Book.

## **EMERGENCY PROCEDURES**

Each term, our site practises our emergency drills. This usually takes part in week 7. This is to ensure all staff and children on our site are clear on our procedures in case of emergency. After each drill, we review and improve processes to ensure our procedures are refined.

## **EXCURSIONS AND CAMPS**

Excursions and camps are an important part of our curriculum and we encourage all students to participate in these activities. Class teachers will organise camps/excursions which support and enhance the topics being taught.

### **Year 4/5/6 Camp**

We have a Year 4/5/ 6 camp each year and we go to Murraylands Aquatic Centre at Murray Bridge. A limited number of parents attend the camp and help with supervision and preparing meals. Plenty of warning is given to parents about the camp and they can pay by instalments.

### **Excursions**

Teachers may take students further afield on day excursions to suitable venues to enhance their learning with topics being covered in the classrooms. This may necessitate hire of a bus or a request for parents to help with transport. Charges may apply for this. Parents and Caregivers will be provided with all information in a timely manner, prior to an excursion taking place.

## **HOUGHTON FAIR**

This is a day of local significance for our community. The success of this day depends on the involvement of parents, students and staff. The money raised at Houghton Fair helps to buy additional equipment for the school and preschool for student use. We strongly encourage all families to be a part of this event.

## **FINANCE OFFICE**

Money for different purposes should be placed in sealed envelopes labelled with the child's name. **Consent forms need to be enclosed with the money.** Money is taken to the **Front Office** where a receipt is issued directly or sent home.

**The Front Office is staffed from 8.30am - 4.30pm Monday to Wednesday and 8:30am - 1:00pm on Thursdays. We don't have staff in the office on Friday.**

## **FIRST AID**

All minor injuries and sickness are managed by staff. If we feel a student is too ill to continue in class, we will contact the parent/caregiver or emergency contact by telephone. In emergencies where the family/emergency cannot be contacted the school will seek medical advice as necessary. In extreme cases, we may be required to call for an ambulance.

## **GOVERNING COUNCIL**

The Governing Council meets approximately eight times per year commencing at **7pm on Tuesdays weeks 3 and 8** and usually finishes by **approximately 8.30pm**.

The Council follows a set agenda with reports from all committees. Members of Governing Council can put forward topics they feel should be covered at the meeting.

**The Annual General Meeting (AGM) is held in Term 1** each year and all parents are invited to attend. Nominations are called and you may nominate yourself if you wish to be on the Governing Council. Members may be elected for only one year or two year terms. There are positions of President, Vice President, Secretary and Treasurer and parents are elected to these positions annually. The purpose of the Governing Council is to assist the governance of the school. It is not for raising grievances.

## **GRIEVANCES**

### **PARENTS/FAMILIES with grievance will:**

- Speak only to staff, do not approach families or other children.
- Talk to the teacher/staff member about the problem at a negotiated time.
- Seek to resolve it in a way that respects the needs of those involved.
- If a grievance is not resolved - arrange a time to speak to the Principal.
- If it is still unresolved discuss the issue with the Education Director.

If it is still unresolved contact the Parent Complaint Unit on 1800 677 435

## **HEALTH & COMMON ILLNESS**

### **Identified Medical Conditions:**

Students who suffer with allergic reactions, asthma and epilepsy are identified on the data base. Some are identified as high priority regarding treatment required in various situations. These students are provided with update forms regularly, to be completed by the medical practitioner and family. These forms are used to update data kept on file and make sure that the treatment provided by the school is correct.

### **Medication:**

If a child is to take medication at school, a Medical Authority Form must be completed by a doctor/pharmacist and the medication must be in the original container with clear labelling attached. This medication must be brought to the Front Office by an adult, where it will be securely stored. Front Office personnel will follow the administration of medication procedure.

### **Illness:**

**Children who are unwell should not attend school.** Please inform the school if your child will not be attending. If a student is too ill to continue in class, caregivers or emergency contact persons will be contacted to arrange to take him/her home.

**For more information about exclusion times for children with common illnesses check out the SA Health website - <https://www.sahealth.sa.gov.au>**

### **Vaccination:**

It is recommended that students are vaccinated against measles, mumps, whooping cough, tetanus and COVID 19.

### **Head Lice:**

Children are excluded until treatment with the prescribed lotion and shampoo. If you have treated your child/ren please advise the school office so other class families can be advised to check their child's head too. Head lice are very contagious and need to be checked for regularly, and the treatment must be completed.

### **HOMEWORK**

Teachers may give homework in various forms e.g. reading, completing work set in class, revising, editing, collection, organising material, interviewing or watching a special television programme.

### **INTERVIEWS AND REPORTING**

It is important for parents and teachers to communicate regularly about students and their progress. Staff welcome both formal and informal meetings with parents. Written reports are provided twice a year at the end of term 2 & 4. Formal interviews are offered in term 1.

### **LEAVING SCHOOL GROUNDS**

Once students arrive at school, they are not permitted to leave the grounds. If you need your child to leave school early or leave the grounds during the day, we require a written note stating student's name, date and reason for leaving the grounds. Parents/Caregivers will need to sign students out of school via the Front Office before they leave the school grounds.

### **LOST PROPERTY**

All belongings need to be **clearly named**. A Lost property basket is situated in the front office. At the end of each term unclaimed/unnamed items of school clothing added to our second-hand uniforms and will be sold. All proceeds from the sale of these uniforms are directed back to student resources.

### **MATERIALS & SERVICES CHARGES**

Materials and Services charges are set by the School Governing Council. Accounts are posted home at the beginning of the school year. The school relies on payment of these fees. The school fees for 2024 are \$290

### **MUSIC TEACHERS**

Instrumental music is offered to students at Paracombe, however children will need to be transported by their parents to the location where the lesson is held. This is usually

Lenswood or Lobethal Primary Schools. Contact the school for more information.

## **NEWSLETTERS**

In 2023, we moved to a model of sharing news with parents via electronic form on the Class Dojo. This allows us to provide parents with news as it happens or as it is required. It also allows parents to comment on the information, providing parents with an opportunity to interact and share their voice. A communication survey carried out with parents showed that this was a preferred way to share information. As a result, we no longer have a paper newsletter.

## **NUT AWARE SCHOOL**

Our school is a nut aware school. Please remember not to bring the following food products to avoid possible Allergies or Anaphylaxis.

- ❖ Peanut butter and peanut paste
- ❖ Nutella spread
- ❖ Other nut pastes e.g. almond paste
- ❖ Peanut flour
- ❖ Satay sauce

## **PHOTOGRAPHS**

Each year a commercial photographer is invited to the school by the Governing Council to take individual, class and family photographs. Parents will receive an envelope prior to photos day with the option to purchase photos. All children will be photographed, regardless of families purchasing photos.

## **RESOURCE CENTRE (Library)**

The Resource Centre is a vital part of Paracombe Primary and Preschool. The Centre provides resources for parents, staff and students (Preschool to Year 6).

Our school provides an environment that values:

- **Literature** and the enjoyment of reading
- **Information and research skills**
- **Personal borrowing** of books is encouraged during weekly library borrowing sessions, each morning before 8.55am, with their class throughout the week or as required.
- All students are encouraged to participate in the **Premier's Reading Challenge**.

Parent assistance is welcomed in the Resource Centre in a variety of ways e.g. book covering, re-shelving or repairs and assisting students on the computers.

## **SAPSASA**

We are affiliated with the Hills District - South Australian Primary Schools Amateur Sports Association (SAPSASA). Our senior students are encouraged to participate in various sports events including swimming, athletics, cricket, tennis, football, soccer, netball and cross country.

## **SCHOOL CARD SCHEME**

The School Card Scheme provides financial assistance towards the cost of materials and services charges for full-time school students of lower income families. You may be approved for School Card if your family is eligible for a **Centrelink** benefit. If approved the school receives funds towards school fees.

## **SCHOOL DAY**

8.30am	Yard supervision commences
8.55am	Classes begin
11:00am - 11.20am	Recess
11.20am - 12.50pm	Lessons
12.50pm - 1.00pm	Children eat lunch with teacher supervision
1:00pm - 1.35pm	Play time
1.35pm - 3.15pm	Lessons
3.15pm	Students dismissed
3.30pm	Yard supervision ends

There is no supervision **before 8.30am or after 3.30pm. Please don't leave students at school without supervision during these times.**

## **SPECIALIST TEACHERS**

The school has specialist teachers in Japanese, P.E and The Arts. All students have access to these lessons each week.

## **SPORTS DAY**

Each year the children participate in a sports day. The children take part in a "traditional" sports day where they are in two teams. They participate in both team games and individual events.

## **SPORTS TEAMS**

Students have the opportunity to be involved in quality programs in sport and physical activities to prepare them for a healthy fit lifestyle in the future.

In Physical Education, students have daily fitness lessons and a specialist sports skills lesson each week.

## **STUDENT VOICE (SRC)**

At the commencement of the school year all year 6 students are inducted as our school leaders. They attend a leadership conference in term 1 and are called upon to represent all students throughout the year, through a variety of leadership opportunities. Staff support student leaders with their ideas and endeavours, encouraging connections to the wider community.

## **STUDENT SUPPORT SERVICES**

Staff and families can access support for additional services through the Department for Education. Applications for assessment are made by the class teacher. Teachers request parent consent to engage SSS if they believe the student requires additional support for

speech and language, learning challenges, social and emotional challenges and behavioural challenges. Teachers will contact parents if they feel further support is required.

## **SUNSMART**

We are a SunSmart site and students and staff must wear hats at school when outside. In Winter (Terms 2 and 3) students are not expected to wear hats due to recent studies of vitamin D deficiency but must wear hats in Terms 1 and 4. Hats are available from the front office.

## **SWIMMING**

Swimming is held in term 1 at Waterworld in Ridgehaven.

Reception - Year 6 students participate. Costs are involved because we have to travel by bus and pay entrance to the pool. These lessons are designed to help students to develop their aquatic skills, confidence and safety and are part of the P.E. Curriculum.

## **UNIFORM**

Our school dress code is the documented standards of what's acceptable in relation to the clothing worn by students while attending our school.

The dress code adopted by our school, regardless of a student's gender identity, is flexible and allows the right of choice and gender expression. It includes the choice of clothing that considers the following:

- freedom of movement
- level of comfort
- safety
- climatic conditions
- other special circumstances (for example pregnancy or disability)

It is our belief that a dress code plays an important role in:

- promoting a positive image of the school
- creating a sense of belonging among students and the community
- supporting student safety
- ease of identification when participating in out of school activities
- making sure students are dressed appropriately for all school activities

## **DRESS CODE**

### **Footwear**

Footwear should offer support and flexibility for the child. Laced or fastened shoes are preferred. Thongs, Ugg boots and bare feet are not acceptable.

### **Hats**

Our uniform policy requires students to wear a sun smart approved school broad brimmed hat for Term 1 and Term 4. If students do not have a hat they will NOT be able to participate in outdoor activities whether that be recess/lunch play, Physical Education, excursions etc. Navy beanies are optional for winter.

### **Tops/Dresses**

Red polo shirts with school logo or windcheaters. No singlets or short tank tops. All tops must cover the abdomen and shoulders.

### **Bottoms**

Children are to wear bottoms that are navy in colour. The style of bottoms can be shorts, long pants, skirts and skorts. The length of shorts should be no higher than mid-thigh.

### **Outerwear**

During the cooler months, we encourage children to wear navy jackets where possible. Navy scarves and beanies are also encouraged to keep children warm in cooler weather.

### **Jewellery**

The wearing of jewellery to school by students is not encouraged for safety reasons. If students ears are pierced they may wear plain sleepers or studs to school. Facial and body piercings are not permitted as they pose too much of a risk to students when participating in physical activities. The school will take no responsibility for lost jewellery.

### **Make-up**

It is inappropriate for students to wear make-up to school. In unique circumstances, the wearing of makeup can be negotiated with the Principal.

### **Logos**

Clothing with logos (other than the school logo), are not to be worn to school.

### **Hair Colour**

We encourage natural hair colour and discourage the colouring of hair, except for medical/cultural reasons or special celebrations e.g., sports day, crazy hair day etc

## **VOLUNTEERING**

Volunteering opportunities are available in the following areas - Literacy and Numeracy support with students, library, gardening, Parents and Friends group. Please register at the Front Office. Volunteers are required to sign in at the Front Office each time they visit.

**If you would like to volunteer, a Working with Children Clearance (WWCC) and Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRHAN-EC) certificates are required. The school can support you in getting these.**