Murray Bridge South Primary School
Parent - Caregiver Information Book

2010
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PRINCIPAL'S WELCOME

The staff and I welcome you and your child to Murray Bridge South Primary School.

We hope that you and your family will enjoy your time with us.

We aim to provide the best quality education for your children by providing programmes and conditions that will assist your children to learn, develop confidence and feel good about themselves.

Your role as parents-caregivers is vital. We regard you as partners in your children's learning and therefore extend to you an invitation to become involved in all areas of school.

I hope that you will always feel free to call at the school to see your child's teacher or me to discuss any issues.

I look forward to having a close and rewarding relationship with you.

Dr Kevin Lee
Principal

SCHOOL DIRECTORY

Principal:
Dr Kevin Lee

Deputy Principal (Acting)
Anne Green

Counsellor:
Rosemary Rowley

Information Technology Coordinator:
Jenny Crossley

Phone: (08)85 322155
FAX: (08)85 310083

VISION STATEMENT

Murray Bridge South Primary School prepares students for effective participation in society by providing a broad and balanced education in a safe, supportive and stimulating environment.
Murray Bridge South Primary School has developed a Learning Behaviour Policy based on Rights, Rules and Responsibilities.

Educational Research shows that the single most significant factor in stopping children learning at school is the misbehaviour of other students in their class.

Disruptive, unsafe, rude or offensive behaviour WILL NOT BE TOLERATED in our school.

Parents and Caregivers are expected to support the Learning Behaviours Policy.

Learning Behaviour Policy
(Key points)

**RIGHTS, RESPONSIBILITIES AND RULES**

ALL Staff and students at this school are entitled to the following rights:

- **A Safety right:** the right to be free from intimidation at school and while engaged in school activities, to be safe and secure, and to have property protected.

- **A Learning right:** the right to learn without interference, at an individual pace and in a conducive working environment.

- **A Treatment right:** the right to be treated fairly and equally, regardless of religious, cultural, sexual, intellectual, racial or physical differences.

- **A Movement right:** the right to move about the school in an acceptable manner.

- **A Communication right:** the right to express oneself, share ideas and ask questions.

- **A Problem solving right:** the right to rational settlement of problems and to be able to tell all sides of the story in a dispute.

**CLASSROOM MANAGEMENT**

Examples of classroom rules are:

Our **MOVEMENT RULE** covers...
- Movement in and around the room.
- Chairs/equipment

Therefore in our room when we get out of our seat and move around we must do so without disturbing others.
Our **COMMUNICATION RULE** covers...
- Hands up
- Working noise
- Hurtful language

Our **TREATMENT RULE** covers...
- The way we treat one another (no racism, no put-downs)
- Manners
- Equipment

Our **SAFETY RULE** covers...
- Use of equipment
- Safe behaviour

Our **PROBLEM SOLVING RULE** covers...
The way we fix up problems between each other, students and adults.

Our **LEARNING RULE** covers...
- The way we learn in our room
- How to get the teacher's attention/assistance
- Co-operation between students and adults. We will aim to do our best to learn.

**Inappropriate Behaviour** - at Murray Bridge South Primary School is behaviour that is annoying or disruptive to others.

**Unacceptable Behaviour** - at Murray Bridge South Primary School includes bullying, harassment, physical violence, verbal abuse, stealing, vandalism, persistent disruption and refusal to follow teacher instructions. The possession and/or use of any illegal substance, alcohol or smoking are also Unacceptable Behaviours. The school regards these behaviours seriously.

<table>
<thead>
<tr>
<th>Strategies used to manage inappropriate behaviours</th>
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<td><strong>Stage 1</strong> Warning – the student is given a warning about inappropriate behaviour. This is recorded by the teacher and will be the result of the student having received a number of ‘informal’ warnings.</td>
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| **Stage 2** Class Time Out - the student is sat aside from the class to continue work. |

| **Stage 3** Buddy Class Time Out – the student is sent to another class to continue working. |

| **Stage 4** Take Home – parents / caregiver is called for the student to go home. |
| 1. Take Home is used when there has been no evidence of behaviour change after the previous stages have been tried. The class teacher makes the decision for the student to go home and the class teacher will call the parents. |
| 2. Student returns to school the following day. A **Student Development Plan** will be used. |
3. Students who are sent home after the start of lunchtime, are not to return to school until 12.00 noon the following day.

4. Where parents cannot be contacted for a take home, the student is confined to the office for the remainder of the day. No recess time or lunchtime is provided. The student does not return to school until 12.00 noon the following day.

5. Students who are ‘repeatedly’ sent home, may be suspended from school at the discretion of the Principal and/or the Deputy Principal.

**Stage 5**

**Suspension**

2. Used when there has been no evidence of behaviour change after the previous stages have been tried including counselling from the Leadership Team.

3. A re-entry meeting will be held before the child returns to school where a Student Development

**OR**

4. Suspension is used in the management of unacceptable behaviour.

A student will be suspended if they have:

- Violence, or threaten violence
- Acted in a manner which threatens the good order of the school
- Uses offensive language in the presence of a teacher or staff member
- Acted illegally
- Interfered with the rights of teachers to teach and students to learn
- Shown persistent and wilful inattention or indifference to school work

**Yard Time Out**

In **Yard Time Out** the student is confined to the ‘Time Out’ room for 10 minutes, commencing from the time they arrive in the Time Out room.

Yard duty teachers send students to Time Out, for any of the following reasons:

- Out of Bounds
- No hat
- Verbal abuse
- Damaging property
- Stealing
- Threatening behaviour
- Playing roughly
- Other (to be specified on the Yard Time Out Slip)

The student must serve 10 minutes in the Time Out room. If the bell rings before the Time Out is finished, the remaining time must be completed.
Improved Learning

In 2009-2010 Murray Bridge South primary School is focused on improvement in Literacy.

We ask that EVERY students reads aloud, every day. This is monitored by staff and readers are provided.

GENERAL INFORMATION

School Hours

Teachers commence supervision of children at 8.30am and also supervise children until 3.45pm.

Times:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Details</th>
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<tr>
<td>8.55 am</td>
<td>School begins</td>
<td></td>
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<tr>
<td>10.55 am – 11.20 am</td>
<td>Recess time</td>
<td>Students are given 5 minutes Eating Time in their room</td>
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<tr>
<td>12.50 pm - 1.30 pm</td>
<td>Lunch time</td>
<td>Students are given 10 minutes Eating Time in their room</td>
</tr>
<tr>
<td>3.20 pm</td>
<td>Home time</td>
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All children are expected to remain in the school yard from their arrival at school until dismissed by the class teacher. Children are not permitted to leave the school grounds without prior permission.

If children use school equipment or grounds outside of these hours, the Principal, Staff or Education Department cannot accept any responsibility in the case of an accident.

If your child regularly uses the school grounds outside of the hours 8.30am and 3.45pm, it may be wise to have your child insured against accidental injury.
Accidents and Emergencies
Children, who become ill or are injured at school, are cared for by staff who have had basic first aid training. A sick-bed and first-aid materials are located in A block. Should medical attention be needed or we feel that the child would be best served by being at home, every effort will be made to contact you to make suitable arrangements. Please provide us with an emergency contact number where we can contact you at any time.

Acknowledgement and Consent Forms
When students are enrolled, parents and caregivers are asked to sign an ‘Acknowledgment Form’ which acknowledges the aspects of school life which we need to monitor, or which we need to enforce during the year for the benefit of all children, staff and parents-givers.

Active After-School Sports
This Australian government initiative offers a variety of sports on Tuesdays and Thursdays free of charge from 3.20pm – 4.45 pm. A signed consent form needs to be completed before participating. These are available from the front office. Children are supervised and provided with snacks. Please check for details in the newsletter.

Aquatics (Year 7)
Year 7 students undertake Aquatics at the Murraylands Aquatic Centre at Swanport in Term 4.

Attendance
Children are expected to be on time every day. Late arrivals are noted in the Roll Book and followed up by staff. When your child has been absent from school, a note giving the reason for absence is required on the child's return. If you know that your child is going to be absent for several days or longer, please advise the school as soon as possible. Absence of a child from school without a legitimate excuse is regarded as truancy and treated accordingly.

Banking
Bank day is Tuesday
A school banking service is provided by both Bank SA and the Commonwealth Bank.

Bikes and Scooters
Children with bikes must dismount and WALK their bike across the road if crossing at the traffic lights.

The bicycle rack area is locked during normal school hours to prevent interference and damage to bicycles. Bicycles and Scooters are not to be ridden in the school grounds.

Scooters are to be left in a nominated office area during school hours.
Canteen  
**Manager: Mrs Lee-Anne Becker**

The canteen operates on a Healthy Food Policy.

Our school is served very well by a canteen which is open every day for recess and lunches. The Manager is assisted by volunteer helpers. If you can assist, please contact the school canteen. It is a good way to meet other parents-caregivers and at the same time, help the school.

Lunch orders are to be given to the child’s class teacher by 9am. Lunch bags can be purchased from the canteen. Correct money in the bag is always appreciated. Please make sure money is wrapped for hygiene reasons.

Car Parking
Parents-caregivers are asked not to drive cars into the school yard at any time. Parking is available in the Lerwin Car Park opposite the school.

Parents-caregivers are advised to observe the street signs in relation to parking.

Choir
Students from Year 5-7 have the opportunity to join the school choir. This is part of the Primary Schools Festival of Music Programme. The choir practices a set of designated songs each week and then performs them at the Adelaide Festival Theatre in September, with about 500 students from all other schools. This experience is a wonderful opportunity for students who enjoy singing to perform on the big stage in front of a huge audience.

Dental Clinic
There is a Dental Service based at this school. Open every day from 8.45am – 4.15pm.  
**South School Dental Clinic Phone: 85 323051.**

**After Hours Emergency: Phone 85 323530.**

Eating Time
Students are given time to eat before they go outside for recess or lunchtime. The siren will sound for 5 minutes eating time before recess, and 10 minutes eating time before lunch.

Students who do not finish their food, must then eat in the areas between A-block and B-block. This area is marked by lines on the pavement. There is no eating or drinking on the oval or in any other area of the school.
Excursions
At our school, your child will have the opportunity to attend school organised excursions and trips. These programmes are all part of your child's learning and social development. As a staff we see these as valuable in the educational development of your child and encourage you to allow your child to participate.

A general excursion consent form to cover all local walking trips to places in the near vicinity of the school will be sought at the beginning of the year and will cover all such excursions for that year.

For each excursion requiring transport by car or bus a separate consent form will be required. Details and consent forms will be sent home after the excursion arrangements have been approved by senior staff.

Hat Policy
Children must wear a hat outside all year round. If they do not have a hat they will be removed from the yard.

Health
It is school policy not to administer any medicine without consent.

If a child requires special medication, parents should notify staff at the front office.

Children who have high allergies need to be identified. The front office keeps records and medicine for such children. Health Care Plans need to be completed and signed by your child's doctor and must be updated each year.

Asthma plans need to be completed for asthmatic students and updated every year. This is essential, especially for any swimming or aquatics program.

In the event of any changes to the information supplied for the records, please inform the class teacher concerned so that the relevant data can be added to the original form.

Some infectious diseases, eg, head lice, mumps, measles, chicken pox, German measles, conjunctivitis, require children to be excluded from school. Parents should consult the school and ask your Doctor for further details.

A list of the more common notifiable diseases and the requirements involved are included at the end of this booklet for your general information.
Library / Resource Centre
In lesson times, students use the Resource Centre individually, in groups or as a class to access books and computers. Students have the opportunity to work with the Teacher-Librarian on Literature or Research based activities.

At recess and lunch times, students are able to use the Resource Centre for a variety of activities.

Please encourage your child/children to care for the books they borrow and return them regularly.

Lost Property
Please label all items, particularly clothing, with a clear label. Every effort is made to return items to their owners. Please check your child's classroom area thoroughly. If you fail to recover the missing articles, inquiries can then be made at the front office.

Lunch
Children going home to lunch will be dismissed at 12.50pm (they must have a written permission note from parents-caregivers).

Children having lunch at school eat their lunch in the classrooms where they are supervised by the class teacher from 12.50 until 1.00pm.

Newsletters
A weekly Newsletter is sent home on Tuesdays to keep parents-caregivers informed of school matters. They are given to the youngest in the family to take home.

Out of Bounds
Students are not allowed at the front of the school during recess and lunchtime.

Out Of School Hours Care
The school operates before school, after school and vacation care programmes. The cost is subsidised via child care benefits. Times are 6.45am to 8.30am and again after school from 3.30pm to 6pm. Please contact Donna on 85 322155 after 3.00pm daily for further information. Bookings are essential.

Payments
All payments of money for fees, excursions, performances or special events are to be paid at the front office A1 between 8.30am and 2pm.

Red Cross Good Start Breakfast Club
A free breakfast programme sponsored by the Red Cross runs daily in B Block from 8.15am to 8.45am. Toast and spreads or cereal and fruit are available. This activity is supervised by staff and RED CROSS VOLUNTEERS.
Reports
Written reports are sent home once during the year. Interviews are held during 2nd term and may also be requested by the teacher or the parent at any time during the school year.

Safety
An Emu Crossing in Joyce Street provides safe crossing to the car park. Please use this crossing at all times.

Our school is surrounded by very busy roads and we seek your support in stressing the importance of road safety to your children. All children who cross the Swanport Road MUST use the pedestrian crossing.

S.A.P.S.A.S.A.
During the year students are given the opportunity to try out for the Murraylands District Sporting teams in many different sports. These sports include swimming, cricket, tennis, softball, netball, football, soccer, basketball and athletics. This can also lead to possible state coaching clinics and trips interstate.

School Council
The Murray Bridge South Primary School Council is an active group of parents-caregivers who work cooperatively with the community and school staff to provide the best education for the school's students.

The Council has many important roles including:
- Exercising a general oversight over the well-being of the school
- Advising the Principal, as necessary, of the concerns of the school community.
- Advising and making recommendations concerning accommodation, buildings, grounds and equipment
- Carrying out duties as prescribed by the Education Department's regulations and circulars.
- Advising the school on matters concerning canteen, fundraising, finance, environment and curriculum through subcommittees of council.

To help achieve these roles, the Council meets twice each term.

Observers are most welcome to attend any Council meeting as outside advice may be sought and guest speakers may be engaged - but only School Council members hold voting rights at any meeting.

School Photos
Individual, family and class photographs are taken by a professional photographic company each year. Parents-caregivers will be advised at the time and there is no obligation for them to purchase any photographs.

Please advise the school if there is any reason for not including your child in class photographs.
School Services Charge and School Card
An invoice is issued for Materials & Services charges. These are due within 14 days.

If you think you are eligible for School Card, an application form is available from the front office. If eligible, there is no cost for the school fees.

Payments by instalments are welcome and can be arranged with the finance officer as soon as possible. We accept EFTPOS, cash, cheque, credit cards or we can automatically deduct payment from a credit card each month if more convenient. Direct credits into our bank account can also be arranged.

School Uniform
We encourage all children to wear the school uniform.
Our basic school colour is maroon. A selection of garments is available. The School Uniform is:

- Polo Shirt – Maroon (with or without emblem)
- Polar Fleece Jumpers / Jackets – Maroon
- Hats – Bucket Hats / Broad Brimmed Hats - Maroon
- For safety reasons, strappy tops and thongs are not allowed to be worn.

We do have a selection of second hand uniforms at $2.00/each. The Uniform Shop (located near the front office) is open on Tuesdays and Thursdays from 3.00pm – 3.30pm.

Sports Day
An annual Sports Day is usually held in third or fourth term, with the emphasis on child participation. This is achieved through a variety of tabloid events, involving many different skills. The children are divided into 4 different colour groups and are encouraged to earn points for their team.

Student Representative Council (SRC)
There is a Student Representative Council at the school. It consists of representatives from each class.

The SRC meets every week to discuss issues that affect the students. There is a Junior Primary SRC and Primary SRC.

Some of the important contributions that the SRC has made over the years have included: tournaments, discos, painting the giant mural, locks on toilet doors, "Aussie of the Month," “Teacher of the Month” and “Behaviour” awards.
Swimming (Year 1-6)
Classes are held for 2 weeks in Term 1 at the Olympic Pool in Murray Bridge. The children go with their teacher by bus to these lessons.

Volunteers and Parent-Caregiver Participation
Within the school there are many parents-caregivers involved in providing support for teachers and students. Some of the ways support has been shown is in:

- Hearing children read - Reading Post or individual classrooms
- Assisting in elective programmes
- Helping in the Canteen
- Being part of the Parent Network Group
- Fundraising
- School Council membership

If you are able to assist in any of these areas, or have a skill that you would like to share with us, just let us know.

We feel your child gains from your participation in their school life.

Participation refers to parent-caregivers sharing in the making of decisions about school aims, policies and programs with staff and students.

Zoo Crew
Monarto Zoological Park is about 17 kilometres from MBSPS. This is a fabulous place to learn about animals, the environment and community service. For the last few years small groups of Year 6 and 7 students have been making weekly visits to the zoo to help out with zoo care. Tasks have included: erecting animal enclosures, growing animal food, maintaining gardens and equipment, recycling and planting trees. The students love being involved in this programme and there is always a very keen list of volunteers.