



ESTD 1977

# Parent Information 2019

PO BOX 108 Balaklava SA 5461 PH: 08 88621660 Fax: 08 88621009 [DL.0477\\_info@schools.sa.edu.au](mailto:DL.0477_info@schools.sa.edu.au)

Principal: Dianna Jarman

Deputy: Kym Palka

Administrator: Diane Gregor

## Believe



## Participate



## Succeed



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## ASSEMBLIES

Regular Assemblies are held at school once a fortnight on a Friday afternoon at 2:30pm. Assemblies are designed to provide students, primarily on a class basis, with opportunities to share their learning with the school community. Students are also recognised for their learning successes through the presentation of individual certificates. Both the French and Music Curriculum are celebrated when individual or small groups of students present aspects of their learning. Assembly times are advertised in the Newsletter.

## ATTENDANCE

Regular attendance at school maximizes student learning and supports children to form positive relationships with others.

Student absences and explanations (both on the day and prior to types) can be notified to the school by phone, our FlexiBuzz app (see COMMUNICATION) or in person to the front office. *Absence Notification* forms are available from the Front Office for your convenience. Retrospectively on their return, children who have been absent from school must provide a note to the class teacher, which explains their absence. If you are expecting your child to be absent for longer than two days due to illness (see INFECTIOUS CONDITIONS), injury or family reasons contact with the school would be much appreciated.

NB: If you are planning a *family holiday*, for example, and your child will be absent for **more than 4 days**, the Principal must approve an Attendance Exemption. Our office staff can get you started on this process.

### **Appointments during school time:**

If your child has a doctor's appointment or similar, please notify the class teacher. All students must be collected through the Front Office, where you will be asked to sign the '*Sign In/Out Register*'.

### **Permission to leave the School Grounds:**

Children must not leave the school grounds during school hours without

obtaining permission from the Principal or Deputy Principal.

### **Lunch:**

Children wishing to go home for lunch must provide a written note to their teacher from a parent/care giver. All students leaving the school grounds must do so through the Front Office and sign the '*Sign In/Out Register*'. (Please refer to *Parent Consents*, also included the *Enrolment package*).

## BAND

Instrumental students may have the opportunity to join the School Band. Please direct enquiries to our Music Teacher.

## BEHAVIOUR OF CHILDREN

Our School Behaviour Code pamphlet outlines our Behaviour Management process, which is included in this package. Please talk to a staff member if you require more information.

## BICYCLES

Children who ride bikes to school are asked to place them in the bike racks under the verandah of room 1. During school hours the bicycle racks are out-of-bounds.

Children are not permitted to ride their bikes or scooters in the school grounds at any time. Helmets must be worn when riding.

Cyclists are expected to walk bicycles across the Crossings.

## BUS

Our school is serviced by 11 buses daily. Students eligible for bus travel must live at least 5 kilometres from the school, or the nearest bus route must be closer than a school. Applications to travel or to join a waiting list are available from our Front Office. (*Bus Passenger Application forms are available if students are eligible to travel to school by bus*).

A policy outlining expected behaviour and guidelines is distributed to all new passengers.

To arrange for **occasional travel** on school buses eg sleepovers, please forward your written, signed and dated requests with an emergency contact number to Front Office for approval prior to date of travel. The school will confirm with the driver that space is available, and then will counter sign your note, return it to the student, who then gives it to the Bus Driver as they board the bus.

### **CANTEEN**

Lunches can be ordered every day from the Canteen through the lunch bag system or via QKR (see QKR). A lunch box is provided in each classroom. Current price lists are sent home each year, as are updates as they become available. Please note Primary School students do not buy directly from the canteen. Refrigerators are available in class areas for student use.

Parents are strongly encouraged to become involved by helping in the canteen at least once per term as a volunteer. Please contact the Balaklava High School and ask for the Canteen for further information (*or refer to the note included in the Enrolment package*).

### **CHOIR**

Years 5-7 students are welcome to join our school choir. Please see our music teacher for further information. Our school is part of the South Australian Public Schools' Festival of Music Choirs.

### **COMMUNICATIONS**

Newsletters are sent out fortnightly on THURSDAYS. They are given out to the youngest child in each family and are accessible on the school website: [www.balacr7.sa.edu.au](http://www.balacr7.sa.edu.au) and FlexiBuzz app.

FlexiBuzz is the schools choice of communication app and is available to download for free from Google & Apple stores. (*Information and instructions are included in the Enrolment package*). This app is regularly updated with school events, class newsletters, bus notifications, canteen pricelist and calendar reminders. It can be used to notify school of students absences or

request contact by staff, and make payments via Qkr. (see QKR)

Balaklava Primary has a Facebook page and we encourage parents to 'like' us on Facebook and share the information

As required, classroom teachers send other notices home. Some classes use a diary or a special book for communication with parents. Parents are encouraged to provide information to teachers using their child's diary or communication book.

### **COMMUNITY USE OF OUR SCHOOL**

Community groups wishing to use school facilities are asked to contact the School Office for a hire agreement form.

### **CONTACTING TEACHERS**

Parents are encouraged to talk to teachers to discuss any concerns they have.

A telephone call to the school, contact via FlexiBuzz (see *Communications*), email to [dl.0477\\_info@schools.sa.edu.au](mailto:dl.0477_info@schools.sa.edu.au) or a note to the teacher to arrange a meeting at a suitable time for all parties concerned is recommended

### **COORDINATION PROGRAMME**

It is a weekly programme run by staff to assist a small group of children with coordination difficulties. This programme is designed to help children with their physical skills and to build confidence in their own abilities.

### **CURRICULUM**

At BPS we provide a broad balanced curriculum- which includes planning and reporting from the new Australian Curriculum. We also offer a wide range of enrichment opportunities for our students. The learning areas of the Australian curriculum are: Humanities and Social Sciences, The Arts, Health & PE, Technologies, English, Mathematics, Languages and Science.

### **CUSTODY**

If children are subject to custody restraints, please bring this to the attention of the Principal. Legal documentation eg Custody Orders will

need to be photocopied and housed at the school.

### **DENTAL SERVICE**

A free School Dentist Service is available through our school. Enrolment in this service is optional and a parent decision. Parents are notified regarding check ups approximately every 18 months. Parents will be notified of any follow up treatment required which is then the responsibility of the parents. (*Dental enrolment forms are included in this package*).

### **EMERGENCY CONTACT DETAILS**

It is very important that the school has **current** emergency contact details. Your home phone number, mobile number/s, along with at least two other contact people, are necessary in case of an emergency. Please notify the Front Office of any change of details.

### **EMERGENCY PROCEDURES**

In cases of emergency, (such as fire), the siren will sound continuously for an evacuation and children will be moved to safe areas until all is clear. If an invacuation is necessary, the siren will sound with continuous short blasts and students will report to the nearest building until all is clear.

### **END OF YEAR EVENT**

As a school community celebration students participate in an end of year event.

### **ENROLMENT FORMS**

Enrolment forms can be obtained from the reception desk during school hours. (*An Enrolment Form is included in this package*).

### **EXCURSIONS AND CAMPS**

Excursions are an important part of the learning program and we aim to have all children participate, so where possible prior notice will be given of up and coming events.

If payment within the time provided is a problem, please contact the Principal to

discuss alternative arrangements. Our Social Justice Policy supports families in times of financial difficulty and families with more than 3 children attending BPS. Students are generally required to wear school uniform for excursions.

### **EXTREME WEATHER**

In extremes of weather eg heat, rain, thunderstorms, lightning or dust storms, staff will supervise students indoors. Our school provides air-conditioned classrooms.

If it is raining during recess or lunchtime, three consecutive siren blasts will sound to indicate that all children must return to or remain in their classroom to participate in supervised activities.

### **FACEBOOK**

Regular updates of school activities and news is placed on our Facebook page. We encourage parents to 'like' us on Facebook and spread the information

### **FIRST AID**

On occasion, children sustain injuries at school. The school has identified First Aid personnel, with all teaching staff having Basic First Aid training. When necessary every attempt will be made to contact you. It is very important, therefore, that the school has current information regarding your address/contact phone number. In the case of serious accidents, an ambulance will be called immediately. Generally if students sustain significant injuries, parents will be contacted via a phone call or note.

### **FLEXIBUZZ formerly TIQBIZ**

FlexiBuzz is the schools choice of communication app and is available to app is regularly updated with school events, class newsletters, bus notifications, canteen pricelist and calendar reminders. It can be used to notify school of students absences or request contact by staff, and make payments via Qkr. (see QKR)

Front Office staff are happy to help with any queries or downloading of the app.

Download for free from Google & Apple stores. (*Information and instructions are included in the Enrolment package*).

### **GOVERNING COUNCIL**

The Governing Council is an elected group of parents and teachers who discuss issues and make decisions, which affect the total school.

Members of Governing Council are elected at the school Annual General Meeting at the beginning of each year and usually serve a two-year term.

Governing Council –

- exercises a general oversight over the total well being of the school.
- gives advice to the Principal
- supports the development and monitoring of our Site Learning Plan
- discusses educational policy

Committees help share the responsibilities and enable a greater number of parents who are not members of the Governing Council, to participate in their child's schooling.

The Committees are Finance, Fundraising, Grounds and Facilities, Canteen, Parent Co-ordinating Committee and Bus.

### **GRIEVANCE PROCEDURES**

A sheet outlining the procedures to follow should you have a complaint or issue is included with this package. For general enquiries please speak with your child's teacher.

### **HATS**

Children are required to wear uniform BPS hats (full brim or hybrid) at break times and during lessons outdoors. School hats are available from the front office for purchase. Children without the appropriate hat or no hat at all, will have to stay under the Sandpit shelter near the Adventure Playground or Gazebo at break times.

A *Low UV Hat Optional Period* operates from May till the end of August. The UV reading being below 3 determines this period.

Students are required to have a sun smart school hat at school each day, including during the Low UV period.

### **HOMEWORK**

Homework is set at the discretion of class teachers, with a maximum of 40 minutes per night. Please contact your child's class teacher for more information.

### **INFECTIOUS CONDITIONS**

You are required to notify the school if your child has/is being treated for any infectious condition, including those listed below. We will treat information confidentially.

*Head lice* - child stays home until effective medical treatment is carried out (*a Head Lice Check consent form is included in this package*).

*Ring Worm* - child stays home until appropriate treatment has commenced. Any exposed sore should be covered before returning to school.

Further information about infectious conditions (i.e. conjunctivitis, measles, chicken pox, whooping cough) can be obtained by contacting the Front Office, your chemist, Doctor or the Public Health Department.

### **INSTRUMENTAL MUSIC**

Instrumental Music teachers visit the school to teach Year 5-7 students trumpet, saxophone, clarinet and flute. Instruments may be hired from the school.

Private tutors use school facilities to teach guitar, piano, voice and drums. Lessons are available to students in year 2-7. Our music teacher will be happy to answer your questions (*registration forms are available on request*).

### **L.A.P - LEARNING ASSISTANCE PROGRAMME**

The LAP Programme needs the commitment of caring people from the school or local community who are prepared to spend 30 to 60 minutes per week helping a student or small group.

The program has many benefits in that it helps build a student's self-esteem and



confidence. Often a close relationship develops between the volunteer and the child. The teachers prepare the programs for LAP students.

Please contact the Deputy Principal, if you would like further information.

### LIBRARY / RESOURCE CENTRE

The library is open each day from 8.40am. Children are able to visit the library regularly to browse, read and borrow. Students have their own borrower's bar code. Children are encouraged to have a strong fabric or plastic bag, to use as a library bag.

We use a fully automated Book Mark Computing Cataloguing and Loaning System. C.D-Rom Programmes are available.

Generally the Library is opened for student use at lunchtimes eg book borrowing and activities, such as board games and computer use (except internet access).

### LOST PROPERTY

This is located in the foyer of the Administration Building and can be claimed by children or parents. **Please clearly label all of your child's belongings.** Please note smaller items and electronic devices may be housed with the Front Office Staff.

### LUNCHTIME

Classroom teachers supervise students during recess and lunch eating times.

### MONEY COLLECTION

All money is paid into the school's Front Office by students using the money collection envelopes provided. Adults may make payments directly to the front office. If paying for more than one child, please include all necessary forms and information inside the envelope. Student name, class, event and amount must be included on the outside of the envelope to allow for correct processing and the return of receipts.

Banking is done each morning and change is not kept on site so correct money is preferred where possible.

### OUT OF SCHOOL HOURS CARE

Out of school hours care is available at the Balaklava Community Children's Centre. Phone 88621 251.

### PARENT PARTICIPATION

Your involvement in our school is valued and there are many areas where we can work together for the benefit of your child's education.

- Assemblies
- Behaviour Management
- Camps and excursions
- Canteen Volunteer
- Class Parent Representative
- Classroom/Resource-Centre volunteer
- Committees eg Finance, Fundraising, Grounds and Facilities, Canteen or Bus
- Electives program
- Governing Council
- Listening to Reading
- Parent Co-ordinating Committee
- Parent Information Night & Interviews
- Parent Information sessions
- Reading the Newsletter
- Responding to the Annual Parent Survey
- Signing student Diaries or Communication Folders
- Sports Activities including SAPSASA, Sports Day and Swimming Carnival
- Year 7 Graduation Night

Please ask your child's class teacher about ways in which you can help. Volunteers will need to have attended a 'Volunteers Training' session and may need to complete and been cleared with a current police check.

### PARENT COORDINATING COMMITTEE

This committee promotes a closer liaison between the home and school by:

- holding open parent meetings each term. Usually on a Friday before assembly.
- offering morning tea and sharing general information and morning tea



on the first morning to welcome new families to our school or chat with those families who have a child starting in the Reception class.

- fund-raising in order to present graduation gifts to the Year 7 students at the end of each year.
- assist with the Music Uniform Loan System.

### PASTORAL CARE WORKER

Our school community currently has the services of a Pastoral Care Worker (PCW.) Ryan Bernhardt is available to support students, staff and parents on Monday and Friday each week and has an office in the Open Space Unit. If you would like to make contact with Ryan, please phone the school, send a note to your child's teacher or contact the Principal. The PCW is supported by the local Minister's Fraternal, School's Ministry Group and our Chaplaincy Support Group.

### PAYMENTS

Payments for Materials & Services Charges, levies, fees, excursions, camps, uniform items etc. can be made by a variety of means.

- Cash
- Cheque (made payable to Balaklava Primary School)
- Payment app Qkr. (see QKR)
- Eftpos (in person or via phone)
- Direct Debit to: BSB: 065 000 Account: 12133346
- In instalments by arrangement with office staff. (Must be signed)

### PHOTOGRAPHS

Students may be photographed at anytime during the year with BPS digital cameras. Photographs may then be used for such things as learning activities, noticeboard displays around the school or in our Newsletter. We also provide articles and photos to the Plains Producer. Please note the Newsletter is uploaded onto the school website. Official school photos are generally taken in Term 2 (*please see the Student Consent Form*).

### QKR

Qkr is a mobile phone payment app and is already incorporated in our communication app FlexiBuzz or can be used as a stand-alone app. It can be downloaded for free from Google or Apple stores. All fees, plus excursions, camps, special events, instrument hire charges etc. are itemised in the Qkr app. Electronic consent forms are also connected to various activities making it a one stop shop.

Front Office staff are happy to help with any queries or downloading of the app.

### RELIGIOUS EDUCATION SEMINARS

Parents may give consent for their child to attend a Religious Education Seminar, once per term. These are conducted by the Balaklava Ministers Fraternal with assistance from adults from all the Christian Denominations in Balaklava. These seminars may include singing, stories, quizzes, art/craft work and discussions which present a Christian option to children. Our Pastoral Care Worker may participate in the planning of these sessions (*please see the Student Consent Form*).

### REPORTING TO PARENTS

Information about your child's progress will be provided in the following formal ways.

#### TERM 1

Information Night (early Term 1)  
Parent/Teacher/Student Interviews (late Term 1)

#### TERM 2

Mid Year Written Reports (late Term 2)

#### TERM 3

Interviews (as requested by staff or families)

#### TERM 4

End of Year Written Reports (late Term 4)

Parents are welcome to make an appointment with their child's class

teacher or specialist teachers at any stage during the year.

### SCHOOL CARD

Many families are eligible for Government Assistance. As the eligibility for School Card varies from time to time, please ask at the Front Office for current information.

### SCHOOL CROSSINGS

The Crossing situated on Wallace St. operates with trained student volunteers and a Yard Duty teacher between 8.25am & 8.45am and between 3.10pm & 3.25pm. The Crossing on Gwy Tce is only active when the lights are flashing.

In the interest of student and parent safety we ask that the crossings be used. Cyclists are expected to walk bicycles across the crossings.

Please note that there is no parking on the school side of Wallace St. between 8.15am to 9.15am and 3pm to 4pm.

The school Bus Road **is not** be used as a drop off or pick up point or used as a pedestrian access gate during school hours. The movement of 11 buses in and out of the school grounds makes this a significant danger.

### SCHOOL FEES

#### (Materials & Services Charge)

Parents are notified of the Materials & Services charges for the following year, late in Term 4 and posted out in early January. An instalment system is available. Credit Card & electronic facilities are available.

Copies of our Governing Council Policy for the collection of accounts, which includes the use of debt collectors as needed, is available upon request.

### SCHOOL HOURS

Staff members are on Yard Duty from 8.25am. Lessons commence at 8.45am and finish at 3.10pm. Recess eating time commences 10.40am and Lunch eating time at 12.40pm. After school staff are on duty from 3:10pm and conclude at 3:30pm.

### SIGNING IN AND OUT

Students or their parents/caregivers must sign the '*Sign In/Out Register*' in the Front Office if they are leaving the school grounds during the day. When students are returned the register must also be signed.

### SPORT

Internal Sports

*All students* have a House System for sporting events eg Swimming Carnival and Sports Day. Children are allocated to Houses on a family basis. If families have a strong affiliation with a particular House, requests to allocate children to the same House will be considered, if requests are forwarded in writing at the commencement of a school year.

*Houses are :-* Preston (red), Cameron (yellow), Dalkey (blue) and Brightwood (green).

*Lower Primary Students* participate in a tabloid Sports Day.

The students for each House elect House Captains and Vice Captains after the presentation of speeches.

Balaklava Primary is a member of the **SAPSASA** (South Australian Primary School Amateur Sports Association) enabling Upper Primary students access to a range of sports as offered.

### STUDENT REPRESENTATIVE COUNCIL (SRC)

Two students are elected from each class to participate in the SRC. The group meets regularly and discuss school ideas and/or issues. They may run events at school and be involved in fundraising activities.

The SAC (Student Advisory Committee) comprises senior students who meet regularly to organise and implement the actions decided upon by SRC.

### SUPERVISION

The Principal and teachers are legally responsible for supervising students at the school during normal school hours 8.25am. to 3.30pm. Students on school grounds outside of those hours are the responsibility of parents / caregivers.

### **SUPPORT SERVICES**

Support services available to our School Community include: Aboriginal Education, Attendance, Speech Pathologist, Social Workers, Educational psychologist, Behaviour Coach, Hearing Impairment, Special Educator and Instrumental Music. For further information please contact the school

### **SWIMMING**

Swimming programmes are conducted once a year, usually in term 1. A signed swimming or aquatics form is required before students can participate (*a form is included in our Enrolment Package*)

### **TRANSITION**

Children commencing school will be involved in regular activities, which support their transition to Balaklava Primary School.

Year 7 students take part in a series of orientation and information visits to Balaklava High School.

### **TRANSPORTING CHILDREN TO AND FROM SCHOOL**

The streets around the school become very congested. Please drive carefully observing the speed limits, parallel parking signs and no parking zones.

Please do not drive or park inside the school grounds. The Bus Road is not available as a drop off or pick up zone.

### **UNIFORM**

Our school uniform is predominantly maroon, matched with black or grey. A broad brim or hybrid hat is included in our uniform. (*The Uniform Policy is included in this package*).

### **VISITORS**

All visitors (including parents / caregivers, contractors) to school between 8:45am and 3:10pm are required to report to the front office and sign on as part of WHS

procedures. In the interest of safety, a visitors badge will be issued to people moving around the grounds. The badge is to be returned to the front office when signing out.

### **VOLUNTEERS**

Balaklava Primary welcomes and values volunteers into the school. (*refer to note included in the Enrolment Package*).

### **YEAR 7 EVENTS**

Yr 7 Graduation is celebrated with a formal ceremony, usually on the last Thursday night of the year.

A Community Spirit Award is presented by the Balaklava Owen Masonic Lodge at the Graduation Ceremony

The Steve Griffiths MP Award is presented to the Yr7 student with the highest academic achievement throughout the year

A 2 day transition programme is held at Balaklava High School towards the end of Term