

Peterborough Primary School
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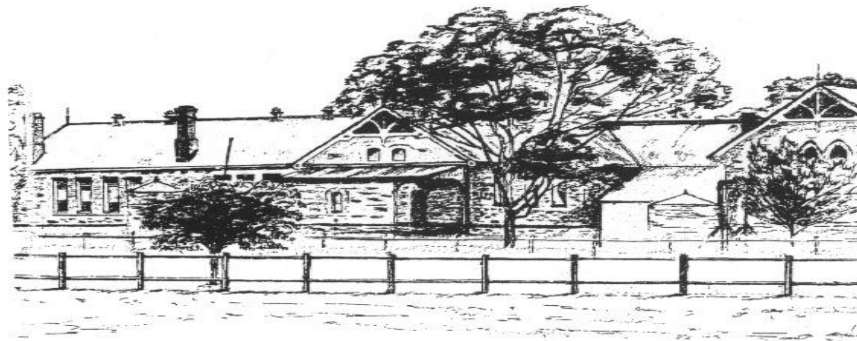
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PETERBOROUGH PRIMARY SCHOOL

PARENT HANDBOOK



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PRINCIPAL'S MESSAGE
Welcome to Peterborough Primary School

This booklet provides information about our school, its programs, student learning and how you can be involved.

Peterborough Primary School opened in 1883 and some of our classes operate in the original building. The school was upgraded in 1976 and today our buildings, resources and programs offer outstanding learning opportunities for our students from Reception to Year 7. Peterborough Primary School has a long history of parent involvement and it is a tradition that we continue with pride. We value the roles that parents play in education and in the work of our school. We encourage open communication between home and school so that teachers and parents are supporting each other to meet the needs of each student.

Our school provides quality learning for our students because we have:

- ◆ staff who are caring and dedicated to the best possible education of each child.
- ◆ spacious and well equipped classrooms and learning areas.
- ◆ large grounds for PE (Physical Education), and playtime.
- ◆ a supportive parent community.
- ◆ values that promote a happy and safe learning environment.

Our learning programs meet DECD (Department for Education and Child Development), curriculum requirements and our staff use up to date practices and resources. Our programs include

- ◆ ICT (Information and Communication Technology), that is part of the learning for each student.
- ◆ Choir Year 6 and 7.
- ◆ Intervention programs to support students with learning needs.
- ◆ A special Class for students requiring intensive learning support.
- ◆ Student Voice – SRC (Student Representative Council).
- ◆ Curriculum programs such as Guided Reading that run throughout the school.
- ◆ The teaching of social skills through our values - RESPECT, RESPONSIBILITY, KINDNESS, EXCELLENCE and HONESTY. These are taught in every class so that our students can learn in an environment that best supports their learning.
- ◆ Developing relationships to increase well-being and engagement.

I welcome you to our school and invite you to make a positive contribution to our school community.

Helyn Strokowsky
Principal

The Peterborough Primary School Community believes that we all have the right to teach and learn in a safe and vibrant environment. By valuing respect, responsibility, honesty and kindness to all, we will be excellent learners.

At Peterborough Primary School we have a whole school policy of core values:

Respect

Respect means being considerate of others' feelings as well as our own.

Therefore we will:

- act kindly and thoughtfully
- take time to know, understand and care for each other
- respect and value differences between people
- care for our own, others' and the schools property

Responsibility

Responsibility means recognising that we choose our own actions and the consequences that they bring.

Therefore we will:

- stop and think before we act
- reflect and learn from our experiences
- make choices that are good for ourselves and others

Excellence

Excellence means doing the best we can do and celebrating our achievements, big and small.

Therefore we will

- strive to learn, work and act to achieve our goals to our full potential
- initiate and take up opportunities to contribute and make a difference
- face our frustrations and never give up

Kindness

Kindness means caring for and demonstrating compassion to others.

Therefore we will:

- listen to and respect the beliefs and ideas of others
- communicate respectfully to others
- help others in the quest to achieve

Honesty

Honesty is having the courage and strength to be truthful, sincere and trustworthy, even if it isn't in your favour.

Therefore we will

- Understand the difference between right and wrong
- Treat everyone the way we would like to be treated.
- Be trustworthy with property and information
- Returning property that doesn't belong to you (doing the right thing with others property). Caring for and returning property.

PETERBOROUGH PRIMARY SCHOOL COMMUNITY SAFETY AND WELLBEING STATEMENT

The safety and wellbeing of staff, students, parents, volunteers, visitors and contractors at our school is very important and every effort will be made to maintain this basic right at all times.

We expect our values of RESPECT, RESPONSIBILITY, KINDNESS, HONESTY and EXCELLENCE to be supported and demonstrated by all members of the school community so that our school is a happy, safe and welcoming place for everybody.

We know that sometimes people can be upset or distressed about events concerning their children. However, the best and only acceptable way that such issues can be sorted out is by talking about them in a calm manner and showing people respect.

In the interests of the safety and wellbeing of everyone and to achieve good outcomes, we will not tolerate any abusive, aggressive, violent or offensive behaviour on our school grounds.

Should this type of behaviour happen at school, the following process will commence immediately.

- The person will be asked to leave – if an offence has been committed we will make a report to the Police. We are also required to notify DECD of the incident. This may result in action being taken by DECD and or the Police.
- If the person refuses to leave, we will contact the Police and request that the person is removed by Police. This may result in the person not being able to be on the school grounds for a set period of time.

There are several laws that can be broken by a person behaving in an aggressive way at school.

In addition to the law being broken, people may be traumatized, the issues may become more difficult to resolve and the school's reputation as being a happy and safe place may be damaged.

As a school we have the very best interests of our students at heart and work hard to provide them with a great education in a happy and safe environment. As a school community we must work together and support each other to maintain that environment.

ENROLMENT INFORMATION

RECEPTION CHILDREN

You will need to fill in an enrolment form and provide proof of your child's date of birth. This can be done at any time prior to your child beginning school, by calling at the front office.

All schools have one admission date for children beginning school for the first time. This is at the beginning of Term 1 each year. A child will need to turn 5 before 30 April of the year of the Term 1 intake.

It is now Department for Education and Child Development policy that Receptions are dismissed at normal dismissal time of 3.10pm unless early dismissal is requested by the parent. Please consult your child's teacher if your child is unable to cope with the full day.

STUDENTS WITH DISABILITIES

When enrolling students with disabilities, it is important to ensure that adequate support is provided to enable the child to have access to the seven areas of the curriculum. For that reason, schools are required to develop a Negotiated Education Plan at the entry stage.

This plan is developed during a meeting between the parents; our Special Education teacher and/or the Principal; and the Disabilities Services Coordinator from Regional Services. All parties must reach agreement on what can, and will be provided to support the child.

Support can be provided in a number of ways:

- Outside agencies – eg Autism Association
- Extra School Services Officer hours
- Some Special Education teacher support
- Visiting consultants – eg Guidance Officer, Speech Pathologist, Occupational Therapist

It is therefore important to inform the Principal about your child's disabilities before the time of enrolment, so that this support can be negotiated with the Disabilities section of Regional Services.

ROLE OF STUDENT COUNSELLOR

Our school has a Student Counsellor, who supports students and staff and provides an important link between the school and family. Specifically, the Counsellor

- provides a counseling service to students
- supports teachers in their work with students
- develops and presents training and development programs on a range of behaviour management issues.
- assists in the review of school discipline policy and procedures.
- organises meetings with the family and school to help plan and develop strategies to support students and their achievement.
- identifies and accesses community resources and services.
- supports the implementation of the Student Wellbeing Policy and "Our Values".
- supports students who have behavioural issues.
- works collaboratively with parents and caregivers
- accesses support from other government agencies for identified students.

Parents are encouraged to access these services or to discuss issues or concerns by contacting the school and requesting a meeting time with the Student Counsellor.

DAILY TIME TABLE

8.45am	First bell, students allowed to enter school grounds. Yard supervision
9.00am	Morning lessons
11.00am	Recess
11.20am	Morning lessons
12.50pm	Lunch is eaten – classes supervised
1.00pm	Lunch play begins
1.30pm	Afternoon lessons
3.10pm	Children dismissed

YEARLY TIMETABLE

There are events that happen in the school yearly. Please use this as a guide.

TERM 1

Sports Day
Adelaide Cup Holiday
Parent Teacher Interview

TERM 2

Queen's Birthday Holiday
NAPLAN
Written Reports

TERM 3

Book Week
National Literacy & Numeracy

TERM 4

Written Reports
Swimming
Concert
Year 7 Graduation

BEFORE SCHOOL

Supervision by staff commences at 8.45am. For safety reasons children are not permitted to enter the school yard until 8.45am when the first bell goes.

DURING SCHOOL

Children are not permitted to leave the school without permission from a parent/caregiver. If it is necessary for a student to attend an appointment (eg Dentist or Doctor), a note needs to be given to the class teacher. Parents collecting students should report to the Office before picking up the child and complete the sign in/out book.

AFTER SCHOOL

For fire safety reasons, parents of Junior Primary children are requested to wait outside the buildings to collect children on dismissal. Parents are requested not to enter buildings during class time and to wait outside. Parents are not to walk through classrooms at beginning and end of day, please walk around to classrooms doors on the outside.

Staff supervision ends at 3.25pm. Therefore all children must leave the school grounds by 3.25pm.

Children are advised if they have not been collected by the usual time to report to the office and parents/caregivers will be contacted. Children are advised by their teachers to report to the front office if they have not been collected at the usual time. Playing on the equipment is not allowed after school.

EARLY DISMISSAL on the last day of term.

Peterborough Primary School has a policy of finishing one hour early ie. 2.10pm, on the last day of each term. This is so we fall in line with other schools in the area for buses and parent collection. Supervision is available for children who are unable to be collected at this time.

PUPIL FREE DAYS

Our Governing Council can grant up to three Pupil Free Days per year. One of which may be a School Closure where all staff and students do not attend. The Minister has approved two additional pupil free days from 2012 – 2017 for the implementation of the new Australian Curriculum.

The Pupil-Free days enable Staff Training and Development in school priority areas for that year.

OCCASIONAL CARE

Please contact the Peterborough Rural Care (Peterborough Community Preschool) on 8651 2550 for details.

EMERGENCY CONTACT FORMS

There are times at school when children have accidents or are sick. In these cases parents will be contacted as soon as possible.

To ensure the school has the most up to date information concerning newly diagnosed illnesses and allergies, changes of address and telephone numbers and change in parents places of work, please advise us promptly, should this information change at any time during the year.

STUDENT PERSONAL RECORDS

The school keeps a student file for every student who is enrolled at the school. The student files consist of a Pupil Record Folder in which copies of every Student Report, personal details of every student (e.g. full name, date of birth, names of parents, home address, contact phone numbers, date when enrolled at the school and days attended school in every term).

Pupil Record Folders also contain copies of reports which are issued to parents in Term 2 and Term 4 each year. Interagency reports including guidance reports, health records are also held.

Students and parents have the right to request access to their own records and to request amendments to those records.

SCHOOL DRESS CODE

We do have an official school dress code which we encourage all students to follow. Should a student arrive at school in clothing which is considered unsuitable or inappropriate by the Principal, parents will be contacted requesting that the student be provided with suitable clothing for that day. Examples of unsuitable clothing include: thongs, tank tops, clothes with messages relating to violence or illegal substances, alcohol logos and product logos.

The School Governing Council and staff support this policy.

Windcheaters, polo shirts and hats with our school emblem are available for purchase from the front office.

Girls

Summer Blue & white check "A" line uniform (material available through local fabric retailer), navy shorts, royal blue and gold school polo shirt.

Winter Jeans/Track suit pants royal blue
School windcheater, Blue shirt/skivvy

Boys

Summer Navy shorts, royal blue and gold school polo shirt.

Winter School windcheater, jeans/track suit pants/cords, blue/gold skivvy.

All students are required to wear a broad brimmed hat in Terms 1 and 4.

MATERIAL & SERVICES CHARGES AND ACCOUNT PAYMENTS

Our fees are set by the School Governing Council each year and cover the cost of services and a basic supply of materials for the year, ie, books, stationery, art, materials, etc.

Students also get to experience swimming, excursions and in-school performances. We ask students to pay for each event as it happens. Payments can be made in the Front Office, between 8.30am and 9.30am. Students are encouraged to take on the responsibility of this task.

For information on current fees, as outlined above, please enquire at the Front Office.

Some parents may be eligible to apply for Government Assistance called 'School Card'. Current application forms are available from Front Office.

SENDING MONEY TO SCHOOL

When money needs to be sent to school for any reason please secure it in an envelope or plastic bag with your child's name and the reason for the payment clearly printed on the front and hand in to staff at the front office between 8.30am – 9.30am, or after school.

Some class teachers may collect spending money, disco or fundraising event money on a daily needs basis.

AREAS OF LEARNING FOR STUDENTS AT PETERBOROUGH PRIMARY

Our curriculum is guided by The Australian Curriculum.

While we place a strong emphasis on the development of Literacy and Numeracy in particular, we strive to provide a well-rounded curriculum that meets the needs of all students and prepares them for a rapidly changing world.

English

The Australian Curriculum: English aims to ensure that students:

- learn to listen to, read, view, speak, write, create and reflect on texts across a range of contexts with accuracy, fluency and purpose. Students will appreciate, enjoy and use the English language in all its variations.

Mathematics

The Australian Curriculum: Mathematics aims to ensure that students:

- are confident, creative users and communicators of mathematics, able to investigate, represent and interpret situations in their personal and work lives and as active citizens.

Science

The Australian Curriculum: Science aims to ensure that students develop:

- an interest in science as a means of expanding their curiosity and willingness to explore, ask questions about and speculate on the changing world in which they live.

Humanities and Social Sciences (HASS)

History

The Australian Curriculum: History aims to ensure that students develop:

- interest in, and enjoyment of, historical study for lifelong learning and work, including their capacity and willingness to be informed and active citizens.

Geography

Australian Curriculum: Geography aims to ensure that students develop:

- a sense of wonder, curiosity and respect about places, people, cultures and environments throughout the world.

Civics and Citizenship

The Year 3-7 Australian Curriculum: Civics and Citizenship aims to ensure students develop:

- a lifelong sense of belonging to and engagement with civic life as an active and informed citizen in the context of Australia as a secular democratic nation with a dynamic, multicultural and multi-faith society.

Economics and Business

The Year 5–10 Australian Curriculum: Economics and Business aims to develop students':

- enterprising behaviours and capabilities that can be transferable into life, work and business opportunities and will contribute to the development and prosperity of individuals and society.

The Arts

Visual - Media - Dance - Drama - Music

The Australian Curriculum: The Arts aims to develop students':

- creativity, critical thinking, aesthetic knowledge and understanding about arts practices, through making and responding to artworks with increasing self-confidence.

Technologies

Digital Technologies - Design and Technologies

The Australian Curriculum: Technologies aims to develop the knowledge, understanding and skills to ensure that, individually and collaboratively, students:

- engage confidently with and responsibly select and manipulate appropriate technologies – materials, data, systems, components, tools and equipment – when designing and creating solutions. They will investigate, design, plan, manage, create and evaluate solutions.

Health and Physical Education

The Australian Curriculum: Health and Physical Education aims to develop the knowledge, understanding and skills to enable students to:

- access, evaluate and synthesise information to take positive action to protect, enhance and advocate for their own and others' health, wellbeing, safety and physical activity participation across their lifespan.

Languages

The Australian Curriculum: Languages aims to develop the knowledge, understanding and skills to ensure students:

- understand language, culture, and learning and their relationship, and thereby develop an intercultural capability in communication.

REPORTING TO PARENTS

Assessment and Reporting provides the most significant information when it occurs continuously and simultaneously. At Peterborough Primary School assessment and reporting is an ongoing process. Your child's learning is monitored continuously as they progress through developmental learning experiences

This means that information aimed at encouraging and improving learning outcomes for students, is constantly collected and regularly communicated to students, parents and teachers in the most effective ways. Teachers, students and parents are all involved in the assessment and reporting process.

Teachers will use the information gathered from the assessment and reporting process to plan appropriately for individuals and groups. They will be looking at skills, behaviours, attitudes, knowledge and processes to gain an overview of what children know, understand and can achieve.

Information will be gathered using a number of methods including:

- anecdotal observations
- observations of growth points
- descriptive assessment addressing specific learning outcomes
- seeking information from parents and care-givers
- testing – pen and paper tests.
- use of technology, photos, videos
- analysis of dated work samples
- student self assessment/reflections
- student-teacher interaction through conferencing, questioning, talking
- sharing circles – noting growth points
- peer assessment
- assignments

The main reporting process is as follows

- | | |
|--------|--|
| Term 1 | Parent/Teacher Acquaintance Meeting
Interviews – Teachers invite parents to meet at least once to discuss student learning goals. |
| Term 2 | Half yearly report in seven areas of learning
Teacher will provide a written report to explain student learning and achievements. An interview may be requested by either teacher or parent. The report shows progress towards the achievement.
A – E will be allocated. |
| Term 3 | Interviews requested by teacher or parent – ongoing on a needs basis. |
| Term 4 | Final report – Reports will be against the full year's achievement level. |

Other methods of reporting information to parents may include – class newsletters, communication books/diaries, informal discussions, telephone calls, learning logs/journals and school assemblies.

Ongoing school entry assessments for Junior Primary students

NAPLAN results – Years 3, 5 and 7 only.

We look forward to hearing your feedback throughout the year. We feel confident that this process will provide comprehensive, relevant and meaningful information for parents, teachers and students and will establish clear pointers and indicators for future growth.

EXCURSIONS

At times teachers need to take their classes outside of the school so that students can make sense of their learning and to have experiences not possible within the school.

The excursion note signed on enrolment provides permission for students to go on trips within the town. For trips out of the town, a special Consent Note is sent home. This form must be signed and returned for students to participate in the activity.

SAPSASA SELECTION

There is a special selection criteria for students who wish to try out for SAPSASA sports throughout the year. This is to ensure that we have good role models representing our school and our state.

To select students for SAPSASA, the following criteria is established:

- Year 7 students must have first priority over Year 6 or Year 5 students (Year 5's will only be chosen if there are insufficient numbers for the teams unless they prove to be outstanding in a particular sport)
- selection will be based on ability
- students must demonstrate the ability to follow the rules in PE/Health lessons, normal class lessons and during recess and lunch
- students must demonstrate a positive attitude to represent out school
- it is the responsibility of parents/caregivers to get their child/children to practices and actual events.

LIBRARY/RESOURCE CENTRE

Our Library/Resource Centre is an important part of the school's program. It provides resources and facilities such as videos, posters, maps and kits for staff use and supports a range of teaching and learning programs run by teachers. Students may borrow from a wide range of books and magazines and use computers under teacher supervision.

Students are able to borrow during class Library/Resource Centre lessons.

All materials are barcoded and may be borrowed as follows

- R – 4 three items for one week
- 5 – 7 five items for two weeks

Overdue notices are issued once per term, but borrowing is restricted to one item whilst students have overdue resources. Families may be invoiced for damaged resources.

An SSO is available to assist in the Library/Resource Centre.

GOVERNING COUNCIL

Role Statement

The Governing Council at Peterborough Primary School is responsible for the governance of the school as directed by the constitution and code of practice. The School Governing Council meets monthly with elected representation from staff, parents and the community. The Governing Council:

- Sets broad direction
- Develops broad directional policy
- Initiates and approves recommendations and strategies
- Monitors progress
- Reports progress through the Annual Report

We invite parents to join our Governing Council or one of our many committees. It is one way to be involved in your child's education and participate in the decision making at the school. The Annual General Meeting is held in February.

PARENTS AND FRIENDS COMMITTEE

Parents and Friends is a volunteer group of parents, caregivers, grandparents and community members that works to improve the resources and facilities at our school. They organise fundraising, help with school activities, cover books and assist where asked by staff.

The group meets monthly on Friday afternoons for approximately one hour to plan the month ahead. New members are always welcome.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Representation on the SRC is usually one boy and one girl elected from each class.

The SRC meets regularly – usually fortnightly – and then in a class meeting the class representatives report back to their class outcomes, concerns and needs which were discussed in the meeting. Concerns, which are discussed at class meetings, are then brought back by the representatives to the SRC meeting for further discussion and action.

The SRC representatives are encouraged to take an active role at the school assemblies.

Fundraisers are held throughout the year to raise money for new equipment, library resources and other materials to help our students have the best possible education.

PARENT PARTICIPATION

Parent Participation is welcomed and valued at Peterborough Primary School. All volunteers must hold or apply for a current Police Criminal History Clearance. You are invited and welcome to be involved in one or more of the following areas:

- Parents and Friends
- Governing Council
- School committees
- Teacher helper (eg reading, excursions)
- Helping at home with homework

ASSEMBLY

A whole school assembly is held every second Friday at 9.00am. Classes take turns running the assembly. This is another great way of seeing the work produced by children's classes. Everyone is welcome to attend.

NEWSLETTERS

A school newsletter is sent out weekly on Tuesdays. The newsletter is sent with the oldest child in the family attending the school. Important dates, school and local news is published in the newsletter, so please keep an eye out for it.

Notices will also be sent home at other times. Class notes can be found in your child's communications book or diary. Please check in your child's school bag for notices, as they sometimes lay forgotten for days.

We encourage children to be responsible with communications sent home and feel it is important they become the communicators between the home and school.

BANKING

Tuesday is our School Bank Day. The money and coupon books need to be into the front office by 10.00am at the latest. Forms are available from the Bank SA on Main Street in Peterborough. School banking is a fantastic way to teach children about budgeting and saving.

DENTAL CLINIC

Peterborough Dental Clinic is located in the Peterborough Memorial Hospital, 23 Hurlstone Street Peterborough. All health cards and government schemes accepted.
Phone No. 08 86513007

In an emergency the Clare or Pt Pirie clinics are also available.

Clare Dental Clinic	8842 2288
Pt Pirie Dental Clinic	8632 1926
After hours emergency only	8232 2651

LOST PROPERTY

We recommend that all clothing and every personal article be labeled with your child's name. This helps lost property to be returned to the owner promptly.

Personal unnamed items will be sent to the front office. Unclaimed items will be displayed at an assembly at the end of term, and if not claimed will be disposed of, usually to a charity.

LUNCH PASSES

Parents who would like their child/ren to go home for lunch on a daily basis will need to notify the class teacher through a written note giving this permission. Children will need to go directly home and return to school by the end of lunch time and must complete the sign in/out book in the Front Office.

When you would like your child to go home for lunch a written note is required.

PARKING/DROP OFF POINTS

The following rules are made for the safety of all children in our school

- Government Road may be used to drop children off and pick up students. Please be aware that some of this road is a NO PARKING ZONE.
- Chinner Street Car Park is a drop off and pick up point for parents.
- Choose one of the parking areas on the streets to drop off or wait to pick up your children. Be careful not to choose one of the NO PARKING areas.

SCHOOL ZONE SPEED

In designated and signed areas, the speed limit for all vehicles is 25km/h whenever children are present on the street, oval or playground 24 hours a day 7 days a week.

This limit also applies to the pedestrian crossing on the main road when the lights are flashing.

HEALTH – ABSENCE FROM SCHOOL

Children are legally required to be at school from the age of 6 to 16. Short-term absence for sickness must be reported in writing or telephone message to the teacher, which we must keep as a legal record.

We now have to identify late arrivals so please ensure that your child is here by 9.00am.

Education excursions are part of our curriculum and are considered as a normal day. Children not going on an excursion are expected to still attend school and they will be assigned to another class for that time.

Good health is vital to school progress. If your child is not well please keep him/her home until he/she is better. We suggest that you consult your doctor concerning protection against diphtheria, whooping cough, poliomyelitis, tetanus, measles and mumps.

It is probable that at some time during your child's school career he/she will contact one of the common diseases listed below. Please observe the following Education Department regulations:

Measles	Sufferers excluded for not less than 7 days.
Mumps	Sufferers excluded for not less than 14 days or 7 days after the subsidence of swelling
German Measles	Sufferers excluded for 7 days.
Chicken Pox	Sufferers excluded for not less than 7 days. Suspect sufferers for 3 days
Impetigo (School Sores)	Exclude sufferers until sores have healed or are properly covered with a dressing.
Head Lice	It is Education Department policy to exclude any children with head lice from school until effective treatment has been carried out. Please notify the school of head lice infection. Pamphlets about this infection and recommended treatment are available from the school.
Whooping Cough	Exclude sufferers until they have taken 5 days of a 14 day course of erythromycin or, if not treated, for three weeks from the onset of a cough. Exclude non-immunised household contacts aged less than seven years from school for 14 days, or until they have been on antibiotics treatment for at least five days of a minimum 14 day course of antibiotics.

SUN-SCREEN

Teachers will demonstrate, encourage children in the application of sun-screen and verbally check that children have applied it on these occasions. The onus is on the parents to supply sun-screen for their child.

AMBULANCE COVER

When a parent or emergency contact cannot be reached and ambulance transportation is required, the school will make this arrangement. All parents are encouraged to have Ambulance cover either directly or through their private medical insurance.

DRUG POLICY

The school has a detailed written policy, which is in line with the Department for Education and Child Development. Teachers include drug education in the Health program. This teaches children about the three main types of drugs and aims to promote a positive and healthy lifestyle.

The three main types of drugs are:

- Socially approved drugs – eg. caffeine, alcohol
- Prescribed medications – by doctors
- Prohibited drugs (illegal)

If any child were to be found in possession of illegal drugs or related objects, the school and/or the Police would take action.

MEDICATION

Some of the obligations will vary with the age and responsibility of the student

- When students are carrying prescribed medication to be taken during the day the school must be notified in writing by the parent.
- Where long term medical or allergic conditions, requiring medication exist, the family doctor should provide directions in writing, through the parents, per the appropriate form, as to the nature of the drug and its appropriate use.
- Teachers don't administer medication, however, specific daily medication needs can be discussed with the principal. We encourage you to manage your child's medications times so that all doses are given at home.
- Use of aerosol puffers, eg asthmatics
As part of the school's policy and the use of prescribed medications at school, the school and class teacher(s) should be notified of this need, in writing, by the child's care-giver. Whilst the duty of care requires affirmative action in an emergency, staff members are not obliged to accept responsibility for the administration of medication. However, the parent/caregiver should be actively encouraged to provide the school/teacher with information, in writing, for the good care of the asthmatic child. Teachers are expected to give sympathetic consideration to any requests for support in this case.

As part of this support and care, the school asks the parent to:

- Clearly mark the aerosol puffer with the student's name.
- The student leaves puffer in the teachers care during the school day (rather than in pockets or in bags in the corridor) to minimize the risk of damage or misuse by others.
- A second puffer also needs to be supplied to the school office for emergencies.

ANALGESICS

Staff members are not permitted to administer pain-killers to any child.

MANDATORY REPORTING (Child Abuse)

All staff have been trained in their responsibilities under the Community Welfare Act 1992 to notify the relevant authorities of any suspect physical, emotional or sexual maltreatment or neglect of any child. These requirements are obligatory and there are penalties for non-compliance.

PLEASE NOTE: The above matters have clearly defined procedures to be implemented whenever the need arises and are the formal framework which ensures an harassment free working/learning environment.

Please always feel free to contact the Principal or any staff member whenever you have a concern. All of the above matters will be treated in the strictest confidence and appropriate action will occur.

IMMUNISATION

As immunisation requirements are constantly being updated please contact the Immunisation Infoline on 1800 671 811 or look up the latest information on <http://immunise.health.gov.au>.

HEALTH & SAFETY

Please feel free to contact the Principal, any staff member or our Safety Officer if you have any concerns regarding safety within the school. This covers a wide range of issues – type and condition of facilities and equipment, potentially dangerous behaviour and practices, lighting, etc.

PARENT GRIEVANCE PROCEDURE

Peterborough Primary School supports the right of any member of the school community who believes that our Student and Staff Wellbeing Policy is not being supported or enforced appropriately to have their grievance addressed. It is important that these grievances remain confidential. We all have the right to hear and answer any grievances concerning us. We all have the right to fairness and respect.

DO WE HAVE A PROBLEM?

Students, staff and parents may at times have a grievance with class activities, a staff member, a child's behavior or the school's policies or procedures.

Please remember that both parties, the family and the school, need to work together to achieve the best possible outcome.

WHAT CAN WE DO?

People should be able to discuss issues and concerns openly. Everybody is expected to be fair, calm and honest. Issues can be raised either in writing or by arranging appointments to meet with the person involved. Both parties have a support person present if they feel necessary.

WHO DO WE SPEAK TO?

Please speak to the person involved first ... it may be just a simple misunderstanding and may be resolved very simply. If this does not resolve your grievance please feel free to make another appointment or you may follow the procedure as outlined below.

The educational, social and emotional well being of your child is the first priority for both parents and the school community.

HARASSMENT

The Department for Education and Child Development and our school community believes that all persons working and learning in educational institutions have the right to work and study in an environment free of harassment.

The most common types of harassment are: Sexual, racial, physical, verbal.

Grievance Procedure

1. Speak to the person involved by appointment

- Contact the school to make a mutually convenient time to meet with the person
- Be fair, calm and honest.
Ph. 8651 2102

If this does not resolve your grievance you may...

2. Speak to the Principal by appointment

- Contact the school to make a mutually convenient time to meet with the Principal.
Ph. 8651 2102

If this does not resolve your grievance you may...

3. Seek advice from the Education Director for Pirie, Upper Mid North & Flinders

- Contact the District Director in Port Pirie.
Ph. 86320600

If this does not resolve your grievance you may...

4. Seek advice from DECD in Adelaide

- Contact Department for Education and Child Development, Adelaide Office
- Ph. 8226 1000

Please remember that we all have your child's best interest at heart and every effort will be made to resolve any grievances in a fair, calm and respectful manner!