

**COONALPYN
PRIMARY SCHOOL**



2019

**Honesty
Responsibility
Respect
Resilience
Excellence**

PARENT INFORMATION BOOKLET

CONTENTS

A	
<u>Admission</u>	4
<u>After Hours</u>	4
<u>Assemblies</u>	4
<u>Attendance</u>	5
B	
<u>Bees</u>	5
<u>Behaviour Management</u>	5
<u>Book Club</u>	8
C	
<u>Community Library</u>	8
<u>Concert</u>	9
<u>Consents</u>	9
<u>Custody Issues</u>	9
D	
<u>Diaries/Messages</u>	9
<u>Diseases/Allergies</u>	9
E	
<u>Emergency Contact</u>	10
F	
<u>Fire</u>	10
<u>Form/Money Return</u>	10
G	
<u>General Information</u>	3
H	
<u>Head Lice</u>	10
<u>Homework</u>	10
I	
<u>ICT</u>	10
L	
<u>Leaving School Grounds</u>	10
<u>Library Procedures</u>	11
<u>Local Schools</u>	11
M	
<u>Murray & Mallee Interagency Support</u>	11
N	
<u>Newsletters/Notes</u>	11
O	
<u>Other Times</u>	11
P	
<u>Parent Bodies</u>	11
<u>Parent/Community Involvement</u>	12
<u>Playtime Boundaries</u>	12
<u>Pre-School</u>	12
S	
<u>SAPSASA</u>	12
<u>School Bus</u>	12
<u>School Card</u>	12
<u>School Fees</u>	13
<u>School Lunches</u>	13
<u>School Staff</u>	13
<u>School Times</u>	13
<u>Special Days</u>	13
<u>Stationery</u>	14
<u>Swimming</u>	14
T	
<u>Transition</u>	14
U	
<u>Uniform - School Dress Code</u>	15
V	
<u>Vision Statement</u>	3



General Information

Coonalpyn is a small rural community situated on the Dukes Highway, 160kms south east of Adelaide in the Coorong District Council area. The population of the township is approximately 260.

Post Office, Meningie Bakery and a Commonwealth Bank Agency service the town. We have various Agricultural Agencies in the town and a café. .

Other facilities include the Police Station, Health Centre (serviced by doctors on some Monday afternoons and Thursday afternoons), a Caravan Park and Swimming Pool.

The towns sporting activities include: football, netball, golf, lawn bowls and has a small community run gym.

Our regional centre is Murray Bridge.

Vision Statement

PURPOSE

The purpose of Coonalpyn Primary School is to facilitate a quality learning environment that results in high standards of learning and care for all members of our school community.

VISION

Coonalpyn Primary School is a community where all members of our community are provided with the opportunity to achieve their full potential.

WE VALUE

Honesty, Responsibility, Respect, Resilience, Excellence

The Coonalpyn Primary School will provide and manage quality educational programs which will meet the needs of our students in an efficient and responsive manner.

Statement of Purpose

The Coonalpyn Primary School will acknowledge and consult with students and their parents. The school community recognise that meeting children's educational needs is the central purpose of our activities.

To accomplish our purpose, requires us to:

- demonstrate that we value people by providing an accessible, caring and productive environment
- show that we value learning by creative positive learning environments that enable people in the community to share our commitment
- acknowledge that we value equity by providing structures and programs which ensure that all children have an equal opportunity to succeed at school

GOAL STATEMENT

Persons involved in the management of our school aim to provide an appropriate learning environment for the people in our school community.

For Children

1. To feel safe and secure in a caring environment free from harassment and discrimination
2. To feel comfortable to take risks
3. To experience a range of learning styles
4. To have levels of achievement catered for
5. To be challenged to reach the maximum level of their ability
6. To take responsibility for their own learning
7. To become positive citizens in the community



For Parents

1. To feel welcome to the school
2. To have the opportunity to take an active interest in their children's learning
3. To be informed
4. To participate in school activities
5. To participate in decision making
6. To be given the opportunity to expand their knowledge and skills

For Staff

1. To work in a safe, harassment free environment
2. To share in decision making
3. To provide learning opportunities that will maximise learning
4. To have the opportunity to train and develop their professional knowledge
5. To evaluate their performance
6. To expect support and encouragement from other staff

Admission

1. Parents must enrol their children at the school before the child may attend. SSO or Principal will provide the parent with a 'Parent Information Kit' which contain a booklet regarding school policy which relates to parents, organisational and administrative policies, an enrolment form, school dental form, a Library Enrolment Form and an Emergency Action Form. A Materials & Services Charges list is also supplied.
2. Children for 2019 on are able to commence school on the first day of the school year if they are 4 or will turn 4 before May for Preschool and 5 or will turn 5 before May 2019. New admissions may be negotiated for part time attendance for their first term at the request of a parent

After Hours

1. Children are not permitted in the school grounds after the last bus unless permission has been given by a staff member.
2. Children may enter the school grounds after 8:30 am with the exception of bus children who are required to be present prior to 8.30am.
3. Children are not permitted on the school grounds on weekends or holidays unless permission has been granted. E.g. Organised functions or by a staff member.

Assemblies

1. Assemblies are held fortnightly on some Friday afternoons at 2.30pm.
2. On the first day of the year there will be an assembly to start the day.
3. Assemblies will be held in the Computer Room or under the veranda.
4. Values and other Award certificates are presented at assemblies.
5. It is expected that each class present some work that they have completed.
6. Each class hosts the assembly on a rotational basis.



Attendance

1. If a child is absent from school or preschool, a written note or telephone call is required from the parent/guardian.
2. If a child is absent from the school or preschool and the teacher has reason to believe that the excuses are fictional, it is left to the teacher's discretion to deal with the matter.
3. Poor attendance patterns should be enquired into by the teacher in the first instance. Continued non-attendance should be reported to Principal for follow up and/or referral to the DE Attendance Officer.

Bees

Parents are asked to inform the school if their child is allergic to bees. Medication is to be given to the school with instructions and updated annually. Some staff have received training in Epi-Pen administration.

Behaviour Management

Coonalpyn Primary School Behaviour Management Policy 2017



We have rules in our school to protect the rights of everyone to learn, play and work in a safe, caring environment. These rules are designed to develop a sense of self responsibility and respect of other people and their rights.

<p style="text-align: center;"><u>Safety Rule</u></p> <p>We will use equipment safely and practice safe behaviours <i>Any behaviour which is likely to harm people is unacceptable.</i> <i>These include:</i></p> <ul style="list-style-type: none"> • <i>Fighting</i> • <i>Throwing objects</i> • <i>Sports Equipment being used inappropriately</i> • <i>Violent, uncontrolled games</i> • <i>Climbing in inappropriate places</i> 	<p style="text-align: center;"><u>Learning Rule</u></p> <p>We will help ourselves and others to learn in the best way we know. <i>Students will follow the negotiated class rules, such as listening, participating, following instructions and respecting other peoples' right to learn.</i></p> <hr/> <p style="text-align: center;"><u>Environment Rule</u></p> <p>We will take pride in our school environment and equipment.</p> <ul style="list-style-type: none"> • <i>Put litter in bins</i> • <i>No chewing gum on school property</i> • <i>No vandalism or graffiti</i> • <i>We will care for the school environment</i>
<p style="text-align: center;"><u>Treatment Rule</u></p> <p>We will respect our own and other people's feelings, differences and belongings. <i>Any behaviour which is likely to harm or upset other people is unwarranted.</i> <i>These behaviours include:</i></p> <ul style="list-style-type: none"> • <i>Name calling</i> • <i>Taunting and teasing</i> • <i>Bullying and threatening</i> • <i>Abusing</i> • <i>Harassing</i> • <i>Spitting</i> • <i>Swearing</i> • <i>Fighting and play fighting</i> • <i>Throwing objects</i> • <i>Using or moving other people's belongings without permission</i> 	<p style="text-align: center;"><u>Movement Rule</u></p> <p>We will move in and around the school sensibly. <i>People will walk:</i></p> <ul style="list-style-type: none"> • <i>Inside buildings, under verandas and sheltered areas</i> • <i>Around buildings</i> • <i>Entering and exiting buildings</i> • <i>While getting on and off the buses</i> <p><i>Out of bounds areas to the students:</i></p> <ul style="list-style-type: none"> • <i>Kindergarten</i> • <i>Behind the administration building</i> • <i>The western end of the oval</i> • <i>Behind the Sports / Grounds Shed</i> • <i>Behind the Shelter Shed</i>



<u>Communication Rule</u>	<u>Problem Solving Rule</u>
<p>We will speak positively to and about other people and use active listening skills.</p> <ul style="list-style-type: none"> • <i>Listen and respond in an appropriate manner to others</i> • <i>Follow staff instructions without arguing</i> • <i>The school diary is a communication tool and is to be used appropriately</i> 	<p>We will sort out our problems responsibly following the other rules and seek adult help if necessary.</p> <p><i>We will:</i></p> <ul style="list-style-type: none"> • <i>Solve problems using assertiveness rather than aggression</i> • <i>Listen and respond in an appropriate manner to others</i> • <i>Use the correct procedures e.g. POOCH, or Stop, think, react to solve problems</i>

Classroom Management Flow Chart

Teachers reserve the right to skip steps if required.

STEP 1 CLASSROOM STRATEGIES

Each class has a set of school rules displayed on the wall, along with the reminders about the MYTERN language MYTERN language is regularly discussed and used by adults and students as people make their day to day choices with reminders about TEPS (Take Extra Precaution) and PETS (Personal Emotional Tools) being given as required.

Each class room has an In-class Time Out Area.



Class room strategies are used by the teacher, such as asking the student to move, renegotiating task, reinforcing positives, eye contact, feedback, rule rehearsal, learning, contract sheets, yard duty etc.



STEP 2 IN CLASS TIME OUT

After trying a range of classroom strategies, the student continues to behave inappropriately, the teacher then asks the student to move to the “In Class Time Out” area.



Student reflects upon his/her behaviour and continues with class work



Teacher counsels student on his/her behaviour using the MYTERN language and strategies are decided upon that can be used to improve student behaviour.



Student returns to the main body of the classroom



Teacher records the notes in personal records.



STEP 3 OUT OF CLASS TIME OUT

Student again behaves inappropriately. Student is sent to the Principal’s Office to work and focus on the rules broken and actions to avoid re-offending. (If the principal is unavailable then student will be sent to Buddy class.) Student stays in Time Out at the discretion of the teacher and Principal. Formal verbal warning is also given, along with a discussion about MYTERN and the options that could have been used to avoid getting in this situation. If he/she reoffends once more, then they will be on Step 3.



STEP 4 PRINCIPAL'S OFFICE

Student behaves inappropriately and is sent to the Front Office Area / Principal's Office with an explanation of behaviours.



Teacher will inform Principal of behaviours. The Principal or delegate will discuss the behaviours with the student and a letter will be written to the parents telling them about the incident. A second copy is filed in Front Office Student Record.



Principal enters information into EDSAS.



Student stays in office until there has been a discussion between the Principal and the student about the situation, and outcomes and consequences have been resolved or work has been completed. The student may be required to stay in the office until the end of the day depending on the incident.



NOTE - If a student is sent to the Office in the last lesson, and there hasn't been time to complete the process, that student returns to the Office at 9.00 a.m. on the following day and stays there until the process is completed.

If a student is sent to the Principal's Office (Step 4) more than 3 times a term, a meeting will be held with the parents and a Student Development Plan agreement will be put into place.



NOTE: Verbal or physical abuse of a teacher - student starts at Step 5.

NB: The use of Take Home will be used at the Principal's discretion



STEP 5 SUSPENSION

A student sent to the office for serious incident or frequent inappropriate behaviours or breach of Student Development Plan may be suspended either internally or externally. They will receive alternate play times if internally suspended.



A re-entry process may occur prior to the student returning to the classroom and this involves parents / caregivers, the teacher and the Principal meeting together.

NOTE : Possession and use of drugs, physical violence and smoking - student starts at Step 5.



STEP 6 EXCLUSION

If a student is suspended a number of times (usually after the 5th suspension) he/she may then be excluded.



Interagency referral and involvement of the Student Management Team should occur well before this point.



STUDENT BEHAVIOUR MANAGEMENT

BUS

Travelling to and from school is part of the school day, and specific rules that apply are;

- appropriate movement on and off buses
- remaining seated
- objects are not to be thrown
- no littering or damage
- no physical or verbal harassment
- speak in a controlled manner

All bus issues are reported to the Class Teacher or the Principal.

If infringements of the rules occur the Principal will deal with them on an individual basis using a similar process,

1. Warning
2. Contact parents
3. Suspension of use of bus

Book Club

Children are able to order books from Scholastic Book Clubs throughout the year. Order forms are sent home with the children and are able to be returned to the office with money by the due date. There is no obligation by parents to buy these books.

Community Library

1. All books and resources form part of the Community Library, for which we are a depot of Tintinara Community Library.
2. Library maintenance is the responsibility of the Community Librarian and School Library Manager (SSO).
3. Hours of the library are as follows: Wednesday 10.00am to 4.00pm.
4. Any person with overdue books must return them immediately or ask for an extension. No books can be borrowed if a person has overdue books.
5. An extension of borrowing time may be granted if the books are not required by another borrower. The book is to be brought to the library and re-issued.
6. The library is closed on Public Holidays.
7. Borrowing time is 2 weeks. A maximum of 3 books may be borrowed.
8. A membership card must be completed by each person wishing to borrow from the library.
9. All children may borrow from the Community Library in which case a membership card must be completed by the parents.
10. Parents take full responsibility for the books borrowed by their children. If books are lost or irreparably damaged, they are liable for the cost of replacing the book. Children at Coonalpyn Primary School cannot borrow the Adult Fiction books that are available.
11. Videos and DVDs cannot be borrowed by students without parental permission each time.



Concert

1. This is to be held at the end of Term 4, in the Community Hall.
2. Each class is expected to prepare items which may last for a total of 15 minutes per class. Other items will also be arranged, such as choir, senior acts, staff items, I-movies etc.
3. The Year 7s are presented with a graduation certificate and a gift. The Pre-schoolers about to enter Reception are also presented with a gift and a graduation certificate.
4. Students are presented with a variety of awards.

Consents

At the commencement of the school year, families are required to complete a local excursion consent form included on the student information form. This allows a class teacher to take the children on walking and local community excursions. Where possible, teachers should inform parents of local walking excursions. Any other excursion, where transport is involved, requires a separate consent notice for each excursion. This can be done through the newsletter, diary, special note, etc. Any films watched in a class setting that have a rating higher than G need parent permission prior to being watched.

Custody Issues

If there are Custody issues with your child you must let the principal know and provide a copy of the Custody Order or Court order to the school.

Diaries/Messages

1. These act as an important means of communication between the teacher and the parent.
2. Every student has a diary/message book which is sent home daily.
3. Teachers are required to check them daily for messages.
4. Parents are encouraged to check them daily and see that they are returned to school daily.

Diseases/Allergies

1. Parents are to inform the school of any disease or allergy the child may have. The School is a Nut Aware Zone.
2. This information is readily available and must be consulted when planning activities.
3. Any medicines required for a child should be clearly labelled and in the original package. Parents must make prior arrangements regarding the administration of medicines.
4. If a student or teacher shows signs of, or is diagnosed with a communicable illness, information pertaining to recommended time away from school etc can be obtained from the Principal.

If a child contracts one of the notifiable diseases as listed below, parents are asked to:

- Inform the school as soon as the disease is confirmed.
- Contact the nurse at the Health Clinic when they feel the child is ready to return to school.



DISEASE

WHEN CHILD CAN RETURN

Chicken Pox	5 days from appearance of spots
Measles	7 days from appearance of rash
Mumps	10 days from onset of symptoms
Rubella	5 days from appearance of rash
Hepatitis	on advice from Health Clinic
Conjunctivitis	all discharge ceased
Whooping cough	4 weeks and Doctor's advice
School sores	treatment carried out
Ringworm	treatment carried out
Head lice	treatment carried out

Emergency Contact

1. Parents are required to give the school information relating to emergency contact at the beginning of each school year. These forms are available at the office when undertaking excursions.
2. If there is an accident :
 - If it is not serious - school staff attend to the student
 - If it is serious - staff ring an ambulance and parents

Fire

For a full and up-to-date account of the school procedures please refer to the Bushfire Action Plan.

Form/Money Return

Students are required to return forms and money to the Front Office SSO for receipting.

Head Lice

1. As a school we do not complete regular head checks. If you see live lice or eggs, please arrange removal of lice and / or eggs. Please notify the school, so families can be informed to check their children as well. (All such information is kept confidential.)
2. Treatment solutions for Head Lice are available from any chemist or the school in an emergency.

Homework

Please see the Homework Policy.

ICT

1. At present the school has over 24 computers in the UP area and several in the JP area. We also have a class digital camera, a video camera, and access to a data projector, 4 Smart boards, 6 i-pads and cameras in each class.

Leaving School Grounds

1. Parents must give written permission if a child is to leave the school grounds for any purpose and the parent is responsible for the children during this time. Students must be signed out (by an adult) in the Front Office if they are leaving before the end of the day or if they arrive late to school.



Parent/Community Involvement

Our school recognises the important part a parent plays in determining a child's attitude to education in general and to their school in particular. We hope that parents will do all in their power to develop positive attitudes to these things, in their children. It cannot be stressed enough the importance of open, honest communication between school and home. Where parents are suspicious of our motives and where they openly criticise the teachers or the school at home, in front of the children, we can hardly blame the children if they develop a negative attitude towards the school which will naturally prevent them from achieving anywhere near their capabilities at school.

Parents can help out in a variety of ways

This may include:

- Timetabled volunteer (listening to children read)
- Needs basis (Adult helper for an excursion)
- Informal classroom visits.

In this school, parents are welcome and encouraged to be involved. As well, our school recognises the importance of the school acting as an agency for the general community. This may include involvement activities such as:

- KESAB
- Community celebrations
- The school facilities being available for community use
- The Y-Cook Program at the Yurt, which is situated at the Snail Farm.

All regular volunteers must have a DCSI recognised Criminal History Clearance. Please see the Front Office Staff to obtain one of these.

Playtime Boundaries

1. The area south of the administration block and the toilets is out of bounds during play time.
2. Beyond the cricket pitch on the oval is out of bounds during play times.
3. Any area behind the Vegetable Garden and school sheds is out of bounds during play times.
4. Students must not enter a school shed or the vegetable Garden without staff supervision.

Preschool

Coonalpyn Primary School runs a school based Preschool which is integrated with the Junior Primary Class and the Occasional Care Program.

SAPSASA

1. Coonalpyn School is involved in Murray Mallee District SAPSASA activities.
2. It is customary that a representative (parent or staff) act as a co-ordinator or contact person for our school.
3. Please be aware that there is a new policy regarding the number of events students are able to participate in and that their behaviour has an impact on their availability for tryouts and events.

School Bus

The Coomandook bus departs at 8:20 am and arrives at 3.50 pm (To be confirmed for 2018).

School Card

The School Card Scheme, administered by the DECD provides assistance to low income families towards the cost of School Fees.

For more information, please contact the school office.

School Fees

School fees for 2019 are set at \$241.00 as recommended by DE. These are payable by the end of the first term. Families whose financial situations may qualify for government assistance are encouraged to apply for School Card. (Further information from Front Office.). Negotiation can also be made for payment by instalments by discussing with the school Finance Officer

School Lunches

1. Lunchtime is 12:50 - 1:30 pm
2. Children are supervised during the eating of recess from 10:30am to 10:50am and lunch from 12:50pm – 1.00 pm
3. Lunches may be ordered from the local bakery. Orders are rung through in the morning and collected by Staff for the children. If you require a Price List, please ask at the Front Office

School Staff

Coonalpyn Primary School Currently has the following Staff

Margret Elvey	Principal
Deni Berling	Upper Primary Teacher (1.0) (HPE Teacher R to 7 & Choir Teacher)
Penny McArdle	Junior Primary Teacher (0.4) (R to 7 LOTE – Japanese)
Fusi Kalauta	Junior Primary Teacher (0.8)
Ros Watts	Upper Primary (0.2) HASS and Science
Vicki Jacobs	Finance Officer/Front Office SSO (25 hours)
Nadene Jericho	Library, ICT, Classroom Support SSO (25 hours)
Cass Lutze	ICT, Student and Classroom Support SSO (25 hours)
Heather Wait	Classroom Support, Front Office Support (25 hours)
Fred Schilling	Groundsman (6.25 hours)

School Times

Siren Times -

8.50 am	Start of School
10:30 am	Start of Recess
10:50 am	End of Recess
12:50 pm	Lunch - eating time
1.00 pm	Lunch – play time
1:30 pm	End of Lunch
3:20 pm	Dismissal

Special Days

1. Special days Swimming Carnival etc. are decided upon mutually by the staff and organised accordingly.
2. An explanatory note is sent home to parents outlining procedures rules etc.
3. Consent forms are sent home if necessary.
4. Parental assistance is sought if necessary.
5. Special Days may include :
 - Interschool Swimming
 - Intraschool Athletics
 - Interschool Athletics
 - Book Week
 - Concert Night
 - Festival of Music
 - School Camp

Stationery

R to 7 Students are supplied with all necessary stationery items on day one of each year. This includes pencils, pens etc.

Swimming

1. Each child, unless there are extenuating circumstances, will partake in swimming lessons which will be held in the first and second weeks of the school year.
2. Teachers take their own classes for lessons under the control of a Swimming Instructor employed by the Education Department.
3. Teachers must wear non-restrictive clothing, preferably bathers in case of an emergency.
4. Ratio of teachers/instructors to children is as follows —
Junior Primary 1 : 10
Primary 1 : 15
5. Admission charges are set by the Swimming Pool Committee
6. Parents are notified of swimming times and must complete and Swimming-Aquatics Consent Form.
7. Children will travel to and from the pool in staff or parent cars if the weather is deemed too hot.
8. Swimming is seen as a time for the children to enjoy, gain confidence, improve skills and to cool off.

Transition

1. A transition programme to pre-school and from preschool to school exists at Coonalpyn for children who are to begin school for the first time. Children will have the opportunity to visit the class for several part days prior to attending school. This programme is very flexible.
2. Should a child not attend as a pre-schooler, they will still be strongly encouraged to visit the class to familiarise the child with the teacher/students and the school environment.
3. The Staff will also make themselves available to parents, at the time of enrolment, to discuss any aspects of this policy and the frequency of admission times. The Principal will hold an induction meeting with parents of new enrolments during the transition period.
4. Upon commencement of Primary School, the child will initially be termed as Reception. The term 'reception' simply refers to the first year of school.
5. As the name infers, Reception is the time provided for children -
 - to be accepted and received into the school community
 - establish a relationship between home and school through the exchange **of information and trust.**
 - for children to experience a learning programme which acknowledges and develops children's individuality and builds upon the skills and attitudes children have already acquired.
 - to allow children to grow and learn in confidence of their worth and ability with realistic goals and challenges.
6. There is also a transition program for our Year 7's who attend Coomandook Area School. Each year we are informed of the transition program and dates relevant to our students.

Uniforms – We have a Dress Code

SCHOOL DRESS CODE

We believe that a uniform dress code provides equity, school spirit, improved general behaviour and develops a sense of school pride and identity. It also eliminates peer competition. The committee has aimed to achieve a dress code which is practical, neat and fashionable (within reason). We have also considered the cost/quality of the clothing.

It is the responsibility of both teachers and parents to encourage the wearing of the official uniform, unless individual circumstances make this impossible. A written letter to the principal is requested for situations where uniform is not worn.

A school clothing pool is established in the Front Office. Depending on parent demand, this provides the opportunity for parents to sell second hand uniforms and for others to purchase them from the office.

UNIFORM

Girls – Summer

School dress
Green/navy polo top
Year 7 polo top
Navy shorts
Navy hats

Boys – Summer

Green/navy polo top
Year 7 polo top
Navy shorts
Navy Hats

Girls – Winter

Green/navy polo top or skivvy (navy or white)
Jade/white/navy striped rugby top or navy polar fleece
Year 7 polo top
Plain navy pants, including track pants (designs, brand names or logos are not to be worn)

Boys – Winter

Green/navy polo top or skivvy (navy or white)
Jade/white/navy striped rugby top or navy polar fleece
Year 7 polo top
Plain navy pants, including track pants (designs, brand names or logos are not to be worn)

Footwear

Sensible footwear appropriate to weather conditions is to be worn.
(School sandals or closed shoes)

Jewellery

Studs and sleepers only are to be worn in ears. Watches can be worn. No other jewellery is to be worn, except Medic Alert Bracelet or Necklace.

Hats

School hats are to be worn outside during Term 1 and Term 4. Hats are NOT to be worn inside.

Makeup and nail polish

Clear or pale nail polish may be worn. No makeup. No aerosol sprays to be brought to school.

NON-COMPLIANCE RULES

Students who do not comply with the uniform policy must have a note from home for that day.

Students who do not wear hats when outside, will need to be in a shaded area. Continued non-compliance will result in a letter home.

SECONDHAND CLOTHING

Anyone wishing to sell or donate a uniform is advised to bring it into the office, clean and folded with a price on it. When the item is sold the money will be forwarded to you.

Anyone wishing to purchase second hand clothing is advised to visit the front office and purchase whatever they may need.

WINTER COATS

When purchasing a parka/winter jacket, we urge you to consider navy as your colour option.

Inclement Weather Procedures

Before and After School

1. Children are to stay in Room 2 with the yard duty teacher, before the bell rings to start school.
2. After school, children going home on buses are to wait in the school library until their bus arrives.
3. During play times children will be supervised in Room 2. The teacher on duty will supervise students indoors.
4. If wet weather arrives during a recess or lunch break, the siren will be sounded with two short blasts. Students are required to go to Room 2, where they will be supervised by the yard duty teacher.
5. Hot Weather Policy is temperatures reported at 37°C or over.

Revised Nov 2018