



Port Broughton Area School
12 East Terrace, Port Broughton SA 5522



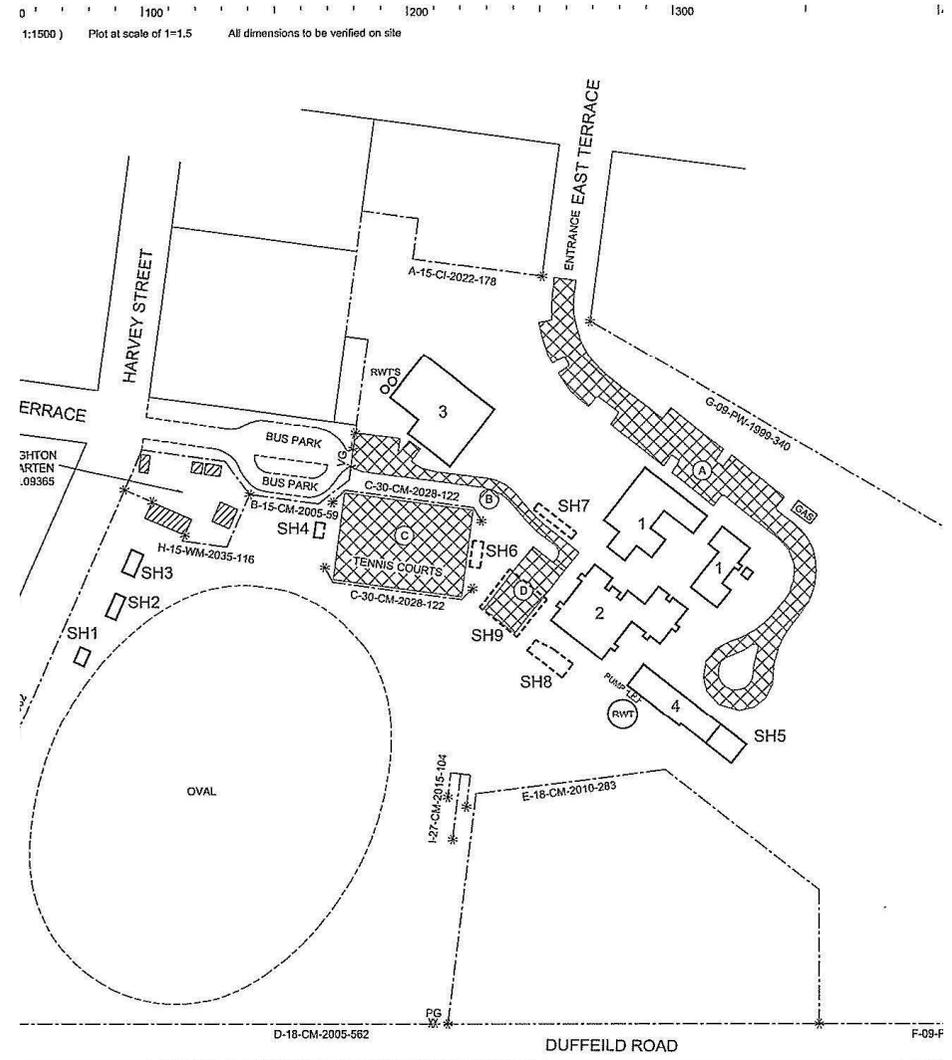
Parent Information Booklet

Updated May 2020



Port Broughton Area School

MAP OF SCHOOL



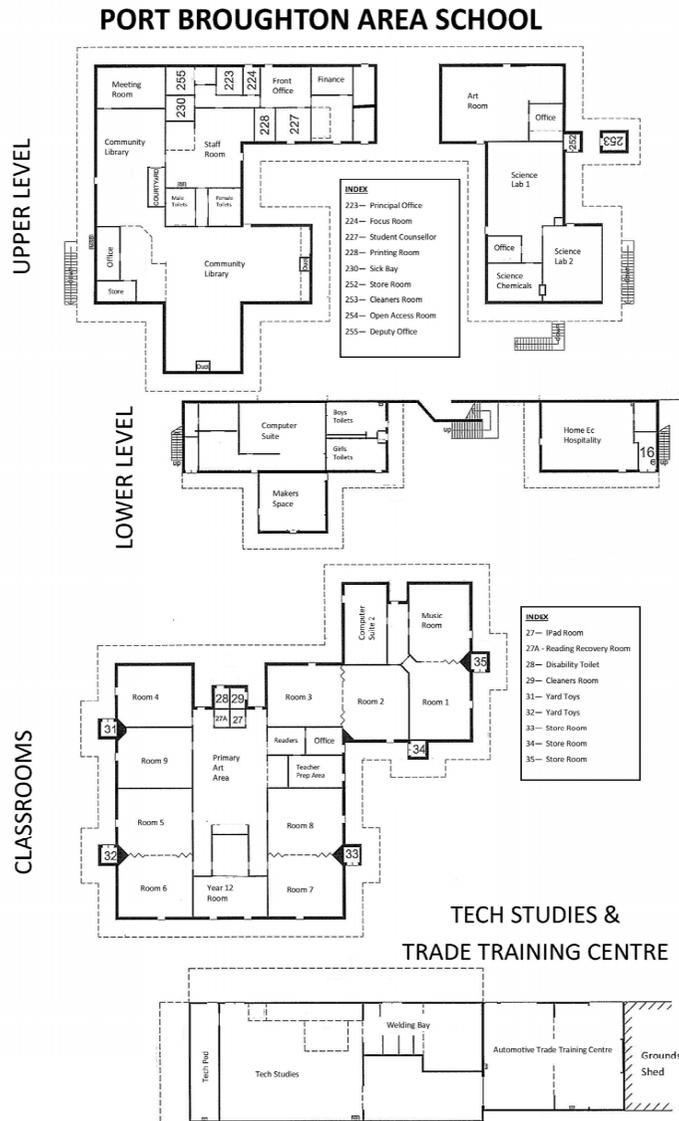
PRINCIPLES

We have:

- a strong focus on students wellbeing and learning
- good communication to foster shared understanding
- a fair, safe and harassment free environment that develops personal wellbeing and risk taking
- positive, effective relationships between staff, students, parents and the wider community
- quality and continuous improvement to strengthen performance
- success to sustain interest and motivation
- respect and pride in self and the school
- interest and engagement through enjoyment.

These principles are pivotal in the operation of our school.

MAP OF THE SCHOOL



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INTRODUCTION

The purpose of this document is to provide you with some basic information related to the school. It will answer many questions for those who are new to the school.

More detailed handbooks relevant to the senior years of schooling are available from the front office.

If you have any further enquires please do not hesitate to contact the school either personally or by phone - 8635 2105.

SCHOOL HISTORY

Education commenced in this district in 1879. By 1949 all the smaller district schools had closed and Port Broughton became the centre for education in the district. In 1960 it was reclassified as an Area School, catering for students up to year 11. Year 12 was offered for the first time in 1986.

Until 1984 the school was situated in Edmund Street. In February 1984 the new facilities were opened and the school moved to its present site. The school is now able to offer an educational programme using some of the best facilities available to schools of our size anywhere in South Australia.

As well as the normal class teaching areas we provide specialist rooms for art, science, technical studies, home economics and trade training centre (hospitality & auto diesel) the school has a large well equipped activity hall and an extremely well stocked and modern community library. School grounds are fully landscaped and include a turfed oval and tennis courts. Paved courtyards surround the buildings and generally add to the attractiveness of the school.

School population is relatively stable, fluctuating between 140-160, with a total teaching and ancillary staff of 29.

Welcome to our school, either as a student, parent, or staff member. We hope that your stay is an enjoyable one.



SCHOOL BUS POLICY

**BUS TRAVEL IS A RIGHT - RIGHTS CARRY RESPONSIBILITIES.
RESPONSIBILITIES ARE EXPRESSED IN THE FORM OF RULES.**

The driver, all passengers and other road users have the right to be safe and free from harassment.

At Port Broughton Area School we expect that our students follow the rules set down in this policy.

- All students are to remain seated at all times unless boarding or alighting.
- No part of the body, eg. arms, should be outside the windows.
- No rubbish is to be thrown from the bus or about in the bus.
- Students will sit in allocated seats at all times unless otherwise instructed by the driver.
- Refusal to obey a reasonable instruction from the driver will result in referral to detention.
- Students will not write on or damage the bus in any way.
- Students will behave in an appropriate manner so that the driver is not distracted from his/her job.
- Feet and bags should not be put on the seats.

CONSEQUENCES FOR BREACH OF RULES

Following a serious breach of rules the bus driver will refer the student to detention.

A continued breach of rules will result in suspension from bus travel.

The bus behaviour policy supports the school's behaviour management policy, therefore we aim to:

- provide a safe environment
- encourage students to accept responsibility for their own actions
- to promote respect and consideration for others, the school environment including the bus and facilities.

At Port Broughton Area School we see the management of student behaviour as a joint responsibility between parents, staff and students.

3 Bus routes operate for collection of students from outlying areas. They are:

- Mundoora
- Clements Gap/Fishermans Bay
- Wokurna/Wards Hill

Bus timetables and routes are available.

SUN SMART POLICY

With sun exposure during childhood and adolescence a critical factor in determining future skin cancer risk, the school recognises its responsibility to protect students as much as possible from skin damage while they are in our care, and to continue to educate them in the preventative measures that can be taken to minimise the harmful effects of over exposure to the sun.

Skin damage is result of cumulative exposure to the sun's ultra violet radiation (UVR) and is cumulative and irreversible. The considerations outlined in this policy will extend to all school settings including swimming lessons, sports days and school camps and excursions and will be in place from the start of term 3 to the end of term 1 and when UV is above 3 at other times. To assist with implementing this policy, staff are encouraged to access the daily sun protection times via the SunSmart app. on the central home page.

STUDENTS:

- To seek shaded areas when at recess and lunch breaks, especially during the peak UV radiation times of the day.
- Wear sun protective clothing; tops with collars and longer sleeves, shorts and skirts to cover as much skin as possible.
- To wear the school hat during recess and lunch breaks and during Health and Physical Educations lessons and any other outdoor activities.
- Apply SPF 30 or higher, broad spectrum, water resistant sunscreen. Clean, dry skin, 20 minutes prior to sun exposure, and re-apply every two hours if outdoors for an extended period.
- To wear sunglasses (close fitting, UV protection, wrap around which meet Australian from category 2,3,4, or Eye Protection Factor of 10(EPF), during recess and lunch breaks and Health and Physical Education lessons if safe and practicable

CONSEQUENCES FOR R-12 NOT WEARING HATS

During recess, lunch stay in the shade, if requested to move into shade and request is refused it is taken as refusing to do as a staff member asks and therefore becomes a breach of Yard Behaviour Rules, follow common steps - warnings, detention.

STAFF:

1. To encourage students to seek shaded areas during recess and lunch breaks.
2. To encourage students in the wearing of hats, sunscreen and sunglasses (with UVR protection) during these breaks.
3. To role model sun safe behaviour by wearing sun protective clothing, hats, sunglasses (with UVR protection) and sunscreen whilst on yard duty.
4. To seek shaded areas when possible whilst undertaking yard duties.
5. To include formal instruction on sun-care as part of the compulsory Health and Physical Education curriculum

ADMINISTRATION:

- To provide sunscreen 'pump-packs' (30+ SPF broad spectrum, water resistant) for each classroom.
- To avoid outdoor assemblies during peak UV radiation times of the day.
- To provide sunscreen (30+ SPF broad spectrum, water resistant), sunglasses (with UVR protection) and hats for staff required to spend a substantial amount of time outdoors.
- Ensure all staff and families are informed of the school's latest SunSmart policy.

GOVERNING COUNCIL:

To continue to develop shaded areas within the school grounds.

STAFF MEMBERS

PRINCIPAL

Joelene Anderson

DEPUTY PRINCIPAL

Jess Bawden

COORDINATORS

Student Wellbeing Coordinator

Dave Remfry

Secondary Pathways Coordinator

Nick Turra

Literacy and Numeracy Coach

Kelly Heading

TEACHER/LIBRARIAN

Sean Broughton-Wright

TEACHING STAFF

Tanya Hackett

Justin Brook

Tim Gilderson

Paul Townsend

Jackie McLoughlin

Angela Ingram

Shae Morrison

Jane Swan

Jenni Mulraney

Andrew Smith

Shane Ryan

SCHOOL SERVICE OFFICERS

Jodie Mackrill

Ros Harris

Jan Tod

Annette Perry

Sarah Wilson-Turra

Julie Stoeckel

Amanda Dalling

Suzanne Kerley

Terraise Davey

COMMUNITY LIBRARY OFFICER

Tresia Lenthall

GROUNDSMAN

Peter Button

IT TECHNICIAN

Peter Adams

PASTORAL CARE WORKER

Tracy Ireland

GOVERNING COUNCIL

GOVERNING COUNCILLORS

Chairperson	Carly Barnes
Deputy Chairperson	Jackie Ritter
Minutes/Agenda Secretary	Elise Bormann
Treasurer	Katie Harris
District Council Community Representative	Margaret McDonald
Port Broughton Kindergarten Representative	Cilla Mildren
Staff Representative	Tanya Hacket
Principal	Joelene Anderson
Student Rep	TBA
Other Elected Councillors	Terraise Davey
	Aaron Ward
	Beth Richardson
	Jarrad Barnes

Meetings are held twice a term in weeks 3 and 8, usually in the School/Community Library meeting room.

Governing council operates 1 sub committee.

- Finance Committee

The finance committee reports back and make recommendations to council. .



Resilience, Success and Respect

STARTING SCHOOL

The following information will be of value to parents who have children in reception, year 1 and year 2.

INTAKE OF STUDENTS

From 2015 there will be one single intake in term 1.

YEARS IN JUNIOR PRIMARY

In line with government policy, each child commencing school for the first time will spend up to 3 years in the "Junior Primary Grades".

The first year will be called the reception year.

The second year will be called year 1.

The third year will be called year 2.

WHAT YOUR CHILD WILL NEED

Art Shirt

All students must have a clearly named art shirt. The best type is one that fits easily over the child's clothes. An old shirt cut down with an elasticised neck and long sleeves is usually satisfactory.

Generally children are not allowed to do painting unless they have a protective shirt.

Library Bag

We like the younger children to have a suitable bag to carry their library books to and from school in. Generally the books are an odd size and do not fit easily in to the children's cases/bags/backpacks. A material bag about 40cm square is quite sufficient. A carry strap is a good idea.

Belongings Named

All your child's belongings should be clearly named. This is important with clothing, especially items of school uniform. Many young children are unable to recognise their belongings.



Resilience, Success and Respect

REPORTS/LOCKERS

REPORTING TO PARENTS

R-6 REPORTING

- Detailed written reports will be sent home at the end of each semester (terms 2 & 4).
- Home books or student portfolios will be sent home by teachers throughout the year at the conclusion of each term.
- Students will be involved in the reporting process by assessing their own goals.
- Parent /Teacher Interviews will be conducted early in semester 1.
- Parents are welcome to contact teachers and make an appointment to discuss their child's progress at any stage during the year.

7-12 REPORTING

- Interim written reports are provided mid semester (end term 1 and term 3).
- Parent/teacher interviews are coordinated on the basis of parent or teacher request and are conducted early in Semester 1.
- Detailed written reports are distributed at the end of each semester (term 2 and 4).

LOCKERS

Lockers are being used by the middle school and senior school students. Accounts are sent home at the beginning of the year. The charge is:

- **\$20 locker deposit.** This is a once off cost and will be refunded when leaving school or if locker is no longer required provided the locker is maintained in good condition.

Please note that in addition to this, if a student loses their lock a \$20 replacement fee will be charged.

A locker use agreement form will be given to each student. This explains the students responsibilities.



GENERAL SCHOOL INFORMATION

School Phone Number 8635 2105 **School Fax Number** 8635 2507
Library Phone / Fax 8635 2863 **School email:** dl.0741_info@schools.sa.edu.au
School website www.pbas.sa.edu.au

ENQUIRIES

All phone enquiries are channelled through the main switchboard. If a teacher is unavailable a message will be taken for the teacher to ring back if required. An answering machine records out of hours messages.

If you are visiting the school personally please attend and sign in at the front office first. From there you will be taken or directed to the appropriate place.

SCHOOL TIMES

Students are not permitted on school grounds before 8.30am when a yard duty staff member will be present. Lessons commence at 8.50am and children are expected to arrive at class by this time. We strongly encourage parents to ensure that their children arrive between 8.30am and 8.50am to allow time for organisation such as greeting their teacher, ordering lunch and visiting administration/office area if necessary. Children are dismissed at 3.10pm each day, except on the last day of each school term.

Children are dismissed at 2.10pm on the last day of each term.

The siren rings only at the beginning and the end of lesson breaks. There is no bell between lessons.

Bell times:	8.50am	School Commences
	10.40am	- 11.00am Recess
	12.45pm	- 1.25pm Lunch
	3.10pm	Dismiss
Lesson Times:	8.50am	- 9.00am Home group
	9.00am	- 9.50am Lesson 1
	9.50am	- 10.40am Lesson 2
	10.40am	- 11.00am Recess
	11.00am	- 11.50pm Lesson 3
	11.50pm	- 12.45pm Lesson 4
	12.45pm	- 1.25pm Lunch
	1.25pm	- 2.15pm Lesson 5
	2.15pm	- 3.05pm Lesson 6
	3.05pm	- 3.10pm Home group
	3.10pm	Dismiss

TERM DATES 2020

Term 1	28 January -	9 April
Term 2	27 April -	3 July
Term 3	20 July -	25 September
Term 4	12 October -	11 December

SCHOOL BUSES/PARKING/NEWSLETTERS

Three school buses operate to the following local communities; Clements Gap/Fishermans Bay, Mundoora, and Wokurna/Ward's Hill. Students living in these areas are eligible to travel by bus to and from school.

A map showing details of all routes is available for your perusal at school. Timetables are reviewed and sent home at the beginning of each year.

Students who travel by bus must make their way quickly to the Bus Park after school in order to avoid missing the bus.

TRAVELLING ALLOWANCE

The Department will pay families that live more than 7km from the school or bus route a car travel allowance. An application needs to be made and further information is available from the front office on request.

BICYCLES: All students who ride bicycles to school must enter through the gateway from the Bus Park on South Terrace. Students are to walk their bicycles along the pathway adjacent to the gymnasium and put them in the racks provided. This area is out of bounds to all students during the day. Similar procedures apply after school. Students collect their bike and walk it to the South Terrace exit.

CAR PARKING: Car parks are situated on both the top and lower levels of the school.

Staff Car Park: The northern side of the top level car park is reserved for staff. It is preferred that the area in front of the main office be reserved for short term parking and visitors etc. to the school.

Parent Parking: All parents visiting the school or bringing children to, or collecting children from school are asked to park in the southern side of the top level or, to alleviate congestion, in the parking area on the Kadina Road lower level.

Student Parking: Students driving their private vehicles to school are asked to use the southern parks just inside the school gate at the top level of the school.

COMMUNICATIONS WITH PARENTS

Newsletters commence in week 1 of each term and are emailed fortnightly, copies are also available on the school website, parents do have the option of having a paper copy sent home if they wish. The deadline for community inclusions are Wednesday prior to distribution on Thursdays.

Occasional notes or letters are sent home periodically advising parents of specific events at school. It is important that parents/caregivers return the tear-off slips to the school. The diary of students from Years 6-12 may be used to send home notes to parents/caregivers.

Newsletters and notices to parents are sent home with the youngest in the family.



Resilience, Success and Respect

SCHOOL UNIFORM

SCHOOL UNIFORM

Wearing of school uniform:

- Reflects the school value of respect of the school's culture
- Reflects excellence portrayed by the school
- Reduces competition between students around clothing and fashion
- Creates a culture of ownership and pride
- Provides an affordable option for day to day wear
- Prepares students for employment situations which may require wearing of uniform

School uniform must be worn to school on a daily basis and at functions where the students are representing the school eg. Assemblies, excursions

Dress Code - All Students

School Polo Top - Navy with gold inserts and school logo available from Kadina Sportspower.

Navy windcheater with school logo available from Kadina Sportspower. R-11. (Year 12 students design their own jumper)

Navy or white skivvies can be worn under school polo tops or dresses.

Sporting/Club tops are not deemed acceptable. Navy (No Denim) trousers, track pants or shorts. No large logos, stripes or brand names. Snap pants and/or football shorts are not considered satisfactory school clothing.

Shorts, skirts and dresses must be of an appropriate length.

Poly cotton check dress - White/Royal/Navy/Yellow Check - 8006

Navy blue tights can be worn under dresses (they are not to be worn on their own)

Footwear - Closed in shoes – sneakers are preferable. Black, brown or navy blue shoes are acceptable. Sandals (with a back strap) can be worn, but not suitable for students HPE, Science, Agriculture, Food Tech and Tech Studies.

Thongs/Masseur sandals or any footwear without a back strap is not acceptable. No Ugg boots or slippers.

Hats and Beanies - School bucket hats (available from the school) are required during term 1, 3 and 4 as part of the 'Sunsafe Policy'. These must be worn correctly. Plain navy (no logos) pony tail bucket hats are acceptable. In terms 2 and 3 navy or white/cream scarves and navy beanies with **no logos** are acceptable.

Jewellery, Hair Accessories and Make-Up - Only simple earrings e.g. sleepers, studs are acceptable jewellery. Hair accessories suitable to the school environment.

Light makeup suitable for a school environment.

Any variations from the above will be deemed unacceptable.

Year 10/11 Ski Trip jumpers can be worn by students at school, but is not considered full school uniform for camps/excursions/photo.

Consequences for Non-compliance

A text message will be sent home and if noncompliance continues we will follow our SBM guidelines.



Resilience, Success and Respect

STUDENT MATTERS

LATENESS/TRUANCY

The Education Act requires that all students between the ages of 6-17 attend school regularly. The school has a legal responsibility to promote positive attendance patterns and take action to address problems of non-attendance.

It is evident that consistent attendance at school can have a positive effect on learning opportunities/outcomes for student success. The community wishes to ensure every child has the right to a high quality education.

Therefore to enable students to gain the most from school, we should be actively encouraging them to participate in school through regular attendance. Regular attendance in the early school years is of great importance as it can set up a pattern of attendance in both primary and secondary school. Children who attend school regularly feel greater security and self-confidence within the school and have maximum opportunities for activities that foster friendships.

Truancy is not an offence for children. "Non-attendance at school or college is an offence for parents." (Agreement between SA Police and DETE November 1993).

Expectation of Parents:

We expect that all parents will actively ensure that their children will attend school and notify the school in advance if they are unable to attend, or after an absence has occurred, or if they are late. SMS messages will be issued to parents/guardians around 10.30am if no reason has been given for the absence.

DIARIES: YEAR 7-12

We believe the diary is an important aid to students; not only does it assist with day to day organization, but it facilitates easy, effective communication between the school and parents. It should be filled in daily with homework, tests, assignments grades and notices.

Parents will be able to show their interest in their child's progress by signing the diary each week.

The diary is required at each lesson.

We will be happy to answer queries relating to the diary or to your child's progress at anytime; please address these to the class teacher.

STUDENTS LEAVING THE SCHOOL

Students will not be permitted to leave the school grounds unless they have written permission. A note in the students' diaries will need to be supplied and students must have shown their home group teacher and then sign out through the front office.

Occasions where children can leave include;

- Regularly go home to lunch
- Occasionally go home to lunch
- Occasionally run a message for parents (farm students only)

Students are not permitted (even with written permission) to leave school during the school day to buy lunch or snacks in the town.



Resilience, Success and Respect

SCHOOL FEES/SCHOOL POLICIES/CANTEEN

The Governing Council establishes school fees for each student. Fees cover all students' needs, curriculum initiatives and purchases of resources, like computers and some special projects. Along with government funding, fees meet initial student stationery needs for the year, the purchase of art materials, as well as enabling us to undertake major projects in curricula and grounds development. The fees do not however, cover excursions or camp costs.

Accounts for school fees are sent to parents at the beginning of the year with details about possible methods of payment. Fees can be paid in full, or by arrangement with the principal.

SCHOOL CARD

Some families may be eligible for financial assistance from the government in the form of School Card. See the office for eligibility. Early application, if you are eligible, is essential.

HOT/WET WEATHER POLICY

The school does not dismiss early for hot weather. In the event of extreme weather conditions children will be supervised by teachers indoors during play breaks.

SOLE/CUSTODY ACCESS

Parents who have sole custody or specific access restraints concerning their child should make this known to the Principal. Any information will be kept in strict confidence.

SMOKING

In line with government legislation our school is a smoke free area 24 hours each day. Parents and visitors are asked to abide by this law and refrain from smoking on school grounds at any time.

CHOIR

Children from Years 5, 6 & 7 have the opportunity to participate in SA Public Primary Schools Music Festival. The culminating performance is held in the Festival Theatre in September. Choir is held once a week and students will need to purchase a choir book and CD and attend regularly. Selection for participation in the final performance at the Festival Theatre will be based on the following criteria:

- Knowing the words to the songs
- Effort and consistent practice
- Age - priority to Year 7 students, provided they have met the other criteria.

CANTEEN

Our school canteen operates Wednesday & Friday and is open at recess for drinks and/or snacks. Price lists with items available will be sent home in week 1 of each term. The canteen supports the school fundraising efforts. All families are asked to help if possible. Please notify the front office if you are able to assist.



Resilience, Success and Respect

MEDICATION/STUDENT CARE/ASSEMBLIES

Staff are not permitted to administer any form of medication to students unless the following requirements are in place. Antibiotics prescribed to be taken 3 x daily can be given before school, after school and at bed time, we are not allowed to administer antibiotic medication to any student. Other medication to be taken during school hours, can be delivered to the front office in a plastic bag:-

- **clearly labelled with the student's name**
- **clearly labelled with the dosage and times**
- **A medication plan completed by a doctor.**

With the possible exception of inhalers, the medication will be stored in a lockable cupboard.

STUDENT SICKNESS

The sick room is located in the administration area. Parents collecting sick students should park in the upper level car park and enquire at the front office to collect their child. If a student is absent from school or has to leave school during the day for dental or medical appointments a note is required from the parents explaining the reason for the absence. In the case of students in year 6-12 a note in the diary is satisfactory.

EMERGENCY CARE

For children who become ill, or are injured in a schoolyard accident, (other than minor incidents) parents or an emergency contact will be phoned by the school to:- advise parent/ caregiver and/or arrange for the child to be collected from school

Please ensure that the school office has your current phone numbers and those of your emergency contact person(s). It is important that we be notified of any change of address or phone number.

ASSEMBLIES

Whole school assemblies are held on the last Wednesday of each term. Assemblies are open to the community and families alike and present an excellent opportunity for students to practice formal oral presentation. Each assembly includes work samples and parents can view at first hand the work being done by children.

The term 4 assembly is our awards day. Awards day provides the school community with an opportunity to formally acknowledge students' outstanding effort and achievement during the year. It is held on the last Wednesday of school, commencing at 9.30am. This day sees students hard work celebrated and recognised. The general public and whole school community are encouraged to attend.



PARENT INVOLVEMENT POLICY

PARENT PARTICIPATION

Schooling takes a large part of the first seventeen to eighteen years of a person's life and it plays a major part in shaping the individual's future. Parents have the right and responsibility to support and have some influence over this important experience.

Parental participation may occur in any school-related activities which recognise the importance of the role of parents in children's education.

The Parent Participation Policy acknowledges that a partnership with parents is an opportunity to understand parents' needs, interests, goals and expectations and to provide them with the opportunity to share in the decision making, support staff and share in the direction and leadership of the school.

PRIORITIES

1. A **harmonious school environment** characterised by courtesy, friendliness, openness and teamwork, where parents feel welcome and valued.
2. **Good communication** channels that facilitate the flow of information and the sharing of ideas between all members of the school community.
3. **Enriching** of the school programme through the sharing of parents' skills, talents and energies with the school.
4. **Participation** in the decision making process and in the making of final decisions.

PARENTAL INVOLVEMENT

Parents can become involved with their child's education in a variety of ways but if you wish to volunteer in any capacity please visit the front office to get the latest requirements.

Governing Council

The governing council's role is to exercise a general oversight over the well being of the school. This includes the educational programme, the facilities, grounds, and equipment. Councillors are elected for 2 years. The annual general meeting is held in March each year.

Learning Assistance Programme (LAP)

The LAP programme recognises the importance of a one to one relationship, adult to child, and that parent involvement is a vital way of parents contributing to the life of the school and the success of students. If you are interested in becoming a LAP volunteer please contact the school.

Helping in the Classroom

This is an excellent way of finding out what is happening in your child's class or getting to know the teacher. Teachers often need help and parent help is always welcome. You can assist by listening to children read, helping with activity etc. Generally the teacher will send home a note asking for help at various times through the year.

