



**FRASER PARK  
PRESCHOOL -7 SCHOOL**

**FAMILIES AND CHILDREN COME FIRST**

# Information Booklet

**Address:** Burdekin Avenue  
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**Principal:** Ms Michelle Kamma

**Wellbeing Coordinator:** Mr Russell Gilbert

**Preschool (Pulyeri):** Mr Brad Hill

**Accelerated Literacy:** Ms Paula Fahey

**Learning Together  
Program Coordinator:** Ms Adele Greer



*"We acknowledge that the lands on which the Fraser Park Preschool-7 School are located on are the traditional lands for the Ngarrindjeri people. We respect their spiritual relationship with their country and acknowledge that their cultural and heritage beliefs are still as important to the living Ngarrindjeri people today."* Nguldi Arndu (Welcome)

# Vision Statement

At Fraser Park Preschool-7, we are committed to developing positive relationships between individuals, families, school staff and community support agencies.

We aim to provide a safe, secure and supportive environment for students and to promote our school Values (Respect, Caring, Enthusiasm and Fun). We embrace cultural diversity, recognise and accept difference and cater for individual needs. We use student centred and student initiated learning programs to engage our students and to provide opportunities for students to be positively and actively engaged in all aspects of school life in order to maximise learning outcomes.

## SCHOOL MOTTO:

“Together we are learning for the future.”

## SCHOOL VALUES:

Caring Respect Enthusiasm Fun

## **ACCELERATED LITERACY PRESCHOOL TO YEAR 7**

Accelerated Literacy is a site learning initiative. Paula Fahey is the Accelerated Literacy coordinator on site.

### **ACCIDENTS**

If an accident occurs at school, basic first aid will be provided as all staff are trained on a regular basis. It is particularly important that we know where to contact families in an emergency. Please notify us if these details have changed.

In any cases of injury that we consider serious, such as a suspected fracture, we call the ambulance, and advise the family immediately.

### **ADMISSION POLICY**

Starting Preschool-

If your child turns four before May 1st, they will start preschool on the first day of Term one in that year.

If your child turns four on or after May 1st, they will start preschool on the first day of Term one the following year.

Starting School-

If your child turns five before May 1st, they will start school on the first day of Term One in that year. If your child turns five on or after May 1st, they will start school on the first day of Term One of the following year.

### **AFTER SCHOOL CLUBS**

After School Clubs operate Monday, Tuesday and Thursday from 3-4pm, and can include Sport, Library, ICT, Pulyeri club, movies and popcorn. There are no After School Clubs on Wednesdays due to Staff Training from 3.30pm to 5pm.

### **ATTENDANCE**

We believe it is important that your child's education is not interrupted by absences, although we accept that sometimes illness will make attendance inappropriate. In such cases please ring or write a brief explanation note, and give it to the student's Teacher.

Where your student is away from school it is customary for the school to contact you regarding their well being, by a phone call or visit.

As part of the school's Attendance Policy children who arrive after 11:00am are required to come to the Front Office and sign the Late Book. This is important because it is necessary to know who is in the school in case of an emergency such as a fire.

### **BEHAVIOUR MANAGEMENT**

We use a consistent approach to student management across the school. We believe that everyone in our school has the right:

- To feel safe
- To learn
- To be treated with respect
- To solve conflicts in a restorative way
- To communicate with others effectively

We use pro-active methodologies (Values Education, Restorative Justice) and encourage positive behaviours in students. Students are explicitly taught social skills to reduce bullying and harassment and to develop their skills in anger management, non-violent conflict resolution and the use of appropriate grievance procedures and restorative practice to resolve issues. Our aim is to help students accept responsibility for their actions, we therefore stress the consequences of behaviours rather than imposing punishments as such.

Classroom “Codes of Conduct” need to reflect our school values of Respect, Caring, Enthusiasm and Fun, and need to be couched in the positive language associated with Values and Positive Education.

Students are reminded about the benefits of a safe school environment. Our Safe School Policy supports our Behaviour Management policy, giving a clear guideline for inappropriate behaviours and possible consequences. Consequences for students that are violent or who display extreme behaviours (total non-compliance, harassment or bullying) at school can include: removal from class, removal from the yard, take-home or suspension.

Please refer to our ‘Safe School Policy’ for more details or make a time to speak with the Wellbeing Coordinator.

### **BIKES**

We encourage students to ride bikes to school. Bikes need to be safe and students must wear helmets. Bikes will be locked away for the day in the Hall storeroom. Bikes are not to be ridden in the school grounds.

### **BOOK CLUB**

Twice each term children are given the opportunity to purchase one or more paperback novels through book clubs that the school supports. Order forms and catalogues are sent home with the students. Anne Hein manages this process.

### **CANTEEN**

The canteen is organised and staffed by volunteer help. If you would like to help please talk to the Front Office Staff. Volunteer working hours are between 9:30 am - 2:00 pm. Volunteers are not required to handle money. Morning tea and lunch is provided for workers.

Lunch order bags are available from the canteen. **Families of younger children are asked to fill out their orders at home.** Price lists are sent home periodically, and are available from the Front Office. The school canteen is run as a service to the students. Our canteen is a not for profit canteen to support families.

**There is no credit available in the Canteen, however there are always fruit and wellbeing lunches available for all students.**

### **CUSTODY**

Please tell us if there are any custody arrangements involving your child. It is important that we know if there are any access or other custody issues. A copy of your court order would assist us greatly if there is restricted access to your child. Please see the Principal or the Wellbeing coordinator if you have any problems in this area.

### **DENTAL CLINIC**

Children at this school have access to the South Australian Community Dental Clinic situated at 45 Beatty Terrace Murray Bridge. After consent has been given by parents for their child to participate in the School Dental Scheme, an appointment notice will be sent home. If this appointment is inconvenient you can change it by phoning the Community Dental Clinic on 85319300. Parents are asked to accompany their children to the Clinic so they can participate in their child’s education and treatment.

Unfortunately we do not have the resources to allow us to accompany children to the Clinic.

## **DRESS CODE**

Our school colours are:

Yellow

Black

Green

All students are expected to comply with the school's dress code. Clothing which is in school colours, safe, practical and not offensive meets the school's dress code. The wearing of prominent logos or slogans is not permitted. Students who are not in the school dress code will be asked to wear a school colour T-shirt provided at the Front Office. Students refusing will have their family called to collect them. Students who are not in full dress code will be directed to indoor play areas. Students must wear a sun safe green hat.

## **FIRE DRILL / EVACUATION**

Fire drill involving rapid orderly evacuation or invacuation of classrooms is practised once per term.

## **GOVERNING COUNCIL**

The Fraser Park Preschool-7 Governing Council is an active and enthusiastic group of families and staff who work co-operatively with the community and school staff to provide the best education possible for the school's students. The council has many important roles including:

- Exercising a general oversight over the well-being of the school.
- Advising the Principal, as necessary, of the concerns of the school community.
- Advising and making recommendations concerning buildings, grounds and equipment.
- Carrying out duties as prescribed by the Department of Education, Training and Employment regulations and circulars.

## **HEALTH**

- Medicine can only be given with family consent with correct dosages on the label. Medicines will be locked away in the Sick Room cupboard and a note made of the time and dose given.
- If any child requires special medication, families should notify the class teacher, and the Front Office staff. Although every attempt will be made to assist in reminding the student to take their medication the responsibility remains with the child and families.
- Children who have severe allergies need to be identified. The Front Office keeps records and medicine for such children.

## **HOT WEATHER POLICY**

Students are expected to wear their school hat in Term 4 and Term 1 in the yard. On days of extreme heat that is 36°C degrees or more, students will have inside and under cover options with adult supervision.

## **INFECTIOUS DISEASES**

Children generally “catch” a variety of infectious diseases during their years in school. The following information is taken from the Education Department Regulations and indicates the period a child should be excluded from school after contracting particular illness. There are exclusion times for other infections but these are the more common ones.

<i><b>Fifth Disease: (slapped Cheek)</b></i>	Not infectious once rash appears
<i><b>Measles: (including Rubella)</b></i>	Four days from appearance of rash.
<i><b>Mumps:</b></i>	Nine days or until swelling goes down.
<i><b>Chicken Pox:</b></i>	Five days from appearance of the rash.
<i><b>School Sores: (Impetigo)</b></i>	These occur frequently in schools, and can be rapidly transmitted. No child may attend school with these sores unless they are covered. Medical attention is usually necessary.
<i><b>Ringworm:</b></i>	Until 1 day after treatment commences. Must also be covered while the child is in school.
<i><b>Head Lice:</b></i>	Families can collect medication from school (free for School Card) and providing treatment is commenced students can return to school.
<i><b>Influenza: (colds)</b></i>	Until well.
<i><b>Conjunctivitis:</b></i>	Until eye discharge is not present.

**Please do not send sick children to school as they may spread the illness to others.**

## **LEAVING SCHOOL GROUNDS**

All children are expected to remain in the school yard from their arrival at school until dismissed by the class teacher. If you wish that your child go home to lunch regularly, could you please send a permission note, signed by a responsible family member, to the class teacher. Students must sign out at the Front Office before leaving and back in when they return. Children are not permitted to leave the school grounds to go to local shops.

Permission must be obtained from the leadership team before any student leaves the school for any purpose. Students are then required to sign the in/out book.

## **LIBRARY / RESOURCE CENTRE (Piwingi)**

Piwingi is open to individuals, small groups and whole classes each school day, including during lunch.

There are materials for projects, general knowledge books, access to information technology and the internet, as well as books for pleasure. Students may borrow a set number of books. Families are welcome to borrow books to read to younger children. Please provide your child with a plastic protective carrying bag for borrowed books. We expect good care to be taken of borrowed books and ask families for partial replacement cost of damaged or lost books. Anne Hein is the School Librarian.

## **LOST PROPERTY**

Lost property is kept in the Front Office at school for a period of at least 5 weeks. It is then taken to each classroom and articles not claimed are given to charity at the end of each term.

Please ensure your student’s belongings are clearly marked with their name.

## **MONEY**

Please limit your student's spending money at school. Staff will look after money if the child requests it. Money should be sent to school in a named envelope or purse. Envelopes need taping or stapling on corners to prevent coins slipping out.

## **NEWSLETTERS**

A newsletter is sent home fortnightly on Tuesdays, commencing Week 3 of each term.

Class teachers may at times send home class newsletters with further news more relevant to a particular class. Generally newsletters notify parents of the dates of particular happenings, provide information on coming events and a comment on some aspect of the school curriculum. We also offer a service to community organisations in promoting their cause.

## **NGARRINDJERI**

Ngarrindjeri, the local Aboriginal language is taught at this school to all students, by Glenys Wilson.

## **FAMILY AFTERNOON**

Family Afternoons are held during:-

Term One	Week 6	2pm to 3pm
Term Three	Week 9	2pm to 3pm

These afternoons allow the students to share their work and learning with their families.

## **FAMILY VISITING**

Families are welcome visitors to the school. Please call at the Front Office to sign in first. We believe that we have so much to learn from families that it is essential we meet frequently to enable us to discuss your student and his/her achievements.

There are obviously many occasions during the day when the teacher can not leave class to discuss particular issues with families, but all teachers will be pleased to arrange a mutually convenient time to discuss such matters.

Please feel free to call in to the school - perhaps join us for tea or coffee during breaks.

## **PHOTOGRAPHS**

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

Please advise the school if there is any reason for not including your student in class photographs.

At times photos with your child in them will be taken at school. Please complete the permission form for the publication of these photos at enrolment

## **PERSONAL PROPERTY**

- Please label clearly all school clothing.
- Cases, school bags, lunch and drinking containers should also be labelled.
- Please don't allow children to bring precious articles (electronic games, toys, CDs etc.) to school, these items will be locked away until the end of the day.

## **PLAY GROUP**

The Preschool has a family run Play Group supported by staff every Monday, 11.30am – 1.30pm.  
All Welcome.



## **PRESCHOOL**

The Fraser Park Preschool offers the following sessions:

Monday – Thursday	8.50am – 3.00pm
Play Group – Mondays	11.30am – 1.30pm

The following children may commence pre-school, for 4 terms prior to school entry plus one pre-entry term.

- Indigenous students from 3 years of age
- Non-Indigenous students from 3½years

For 4 terms prior to school entry plus one pre-entry term.

## **PREMIERS READING CHALLENGE**

Whole school participates in the Premiers Reading Challenge every year, coordinated by Anne Hein.

## **REPORTING TO FAMILIES**

(ASSESSMENT RECORDING AND REPORTING)

Students complete portfolios of work samples. Reports of progress, behaviour and attendance are also included.

Students are not to graffiti or write on the covers of the portfolios, they are to be neat and well presented.

Term One - Week 6 – Family Afternoon 2pm to 3pm  
Term Two - Week 9 – Portfolios- Common Report  
Term Three - Week 9 – Family Afternoon 2pm to 3pm  
Term Four - Week 8 – Portfolios-Common Report

Portfolios are to have 1 sample of English, one sample of Math, and one sample of Values Education each time. Plus 2 samples from any other area of the curriculum. Work samples should be “polished” products representative of student’s best efforts. Work samples should also include National Curriculum outcomes.

## **RESTORATIVE JUSTICE**

Restorative Justice is a whole school focus Preschool-7. Restorative approaches are used to manage conflicts and tensions between stake holders, by focusing upon repairing harm and strengthening relationships. A Restorative Approach means: “what happened, what harm has resulted and what needs to happen to make things right.”

## **SHARING CIRCLES**

Sharing Circles are used in classes to facilitate discussions and share feelings, giving students the opportunity to have their issues heard in a respectful way.



## **SAFETY**

In the interest of safety we request that your child should not arrive at school before 8:30 am or remain after 3:45 pm (unless involved in organised after school programmes or sports practice). If calling for your child by car, please observe the “No Parking” signs outside the school and the Bus turn around area. Car numbers are taken from time to time and fines imposed by the Murray Bridge Council. Although road safety is taught at school, it is very important that parents reinforce this, especially for children who ride bikes. Bikes must be locked in the “lock up area” in the Hall. Please warn your child against loitering on the way home, visiting friends without permission, or going anywhere with strangers.

## **S.A.P.S.A.S.A.**

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

## **SCHOOL CARD SCHEME**

Some families are eligible for government assistance to offset expenses of books and other school fees. Families who hold a Pensioner Concession Card, Health Care Card or a Health Benefit Card may be automatically approved. Government assistance provides credit for each approved student, the actual amount determined by the Department of Education, Training and Employment each year. People wishing to be considered for the School Card Scheme should fill out an application form as early as possible after commencing school. The school regards information regarding which students are in the School Card Scheme as strictly confidential.

If you would like further information please contact the front office staff.

## **WELLBEING COORDINATOR**

Russell Gilbert is the current Wellbeing Coordinator. Russell is available to assist students, staff and families experiencing difficulties in relation to school community issues. Russell has contacts with many agencies and is able to utilise these resources, as well as his own extensive background experience, to assist any members of our school community.

## **SCHOOL TIMES**

School bells ring at:

- ◆ 8.45 Students to class
- ◆ 8.45 Teachers must be in classes at this time
- ◆ 11.15 Recess starts
- ◆ 11.32 1<sup>st</sup> Bell
- ◆ 11.35 2<sup>nd</sup> Bell End of Recess
- ◆ 12.15 Numeracy bell
- ◆ 1.05 Lunch eating starts
- ◆ 1.15 Lunch eating ends, students go out to play
- ◆ 1.38 Lunch play ends (line up at front of Resource Centre)
- ◆ 1.40 Lunch ending 2<sup>nd</sup> Bell
- ◆ 3.00pm End of School

## **SMOKING**

The school is a non-smoking area; so, smoking within the boundaries is not permitted (including the Car Park), at any time.

## **SPORTS DAY**

Sports Day is held in Term 1. There are 2 House teams. We have named them after local birds and each has a Ngarrindjeri (local Aboriginal group) name.

- **Ibis**                    **Tloppere**            **Yellow**
- **Pelicans**            **Nori**                    **Green**

## **STARTING SCHOOL**

If your child turns five before May 1<sup>st</sup>, they will start school on the first day of Term One in that year. If your child turns five on or after May 1<sup>st</sup>, they will start school on the first day of Term One of the following year.

## **SWIMMING/AQUATICS**

Swimming instruction is an integral component of our curriculum and is held at the Murray Bridge Olympic Pool under the guidance of registered Education Department Instructors. Details of swimming transport and costs are sent home when the time nears. Aquatics at the Murraylands Aquatic Centre are available for Year 7.

## **TAKING CHILDREN FROM SCHOOL DURING THE DAY**

Please tell the class teacher or the office staff if you intend to take your child from school early for any reason e.g. appointment etc. and who will be collecting them. Students/families are then required to sign the in/out book and be issued with a red leave pass, which is to be returned to the Front Office when students return to school.

## **USE OF SCHOOL BUILDING AND GROUNDS**

Families, children and family groups may use the sporting facilities at the school except when they are required for organised practises and matches. It is expected that reasonable care be taken of school facilities. **The riding of bicycles is not permitted at any time.**

# School Improvement Plan 2019

Goal 1 To explicitly teach Oral language and Vocabulary through intentional play and play boxes/tables.  
Preschool-7. Target group Receptions.

## Success Criteria

Demonstrated improvement in the use of Tier 2 and Tier 3 vocabulary at the end of each term.

Reception students to read and know 50 Oxford Sight Words by the end of Term 4.

Reception students to read and know their 6 Accelerated Literacy words at the end of each term.

Goal 2 To explicitly teach sentence structure and punctuation using the Language and Literacy Levels as an assessment and feedback tool.

Reception—7. Target group Year 4 students.

## Success Criteria

Students demonstrate an improvement in writing as per the Language and Literacy Levels. Students showing an increase in the use of complex and compound sentences.

Focus group is year 4 students.





The Learning Together program is an exciting program for families with children birth to three years old. There are fun opportunities for both children and adults to learn about literacy and communication.

Meet new people, have a cuppa, borrow toys and books.

Learning Together Playgroup times:

Monday	9:30-11:30am
Tuesday	9:30-11:30am
Wednesday	9:30-11:30am
Thursday	9:30-11:30am
Friday	9:30-11:30am

Learning Together supports

- Child engagement
- Adult Child interactions
- Adult learning

Learning Together Co-ordinator Ms Adele Greer is available through Fraser Park Preschool-7 School on 8531 3090, Mobile 0423 020 991

# **FRASER PARK PRESCHOOL-7 SCHOOL**

## **FAMILY HANDBOOK**

### **POLICIES**

1. Safe School Policy
2. Safe School ( We Value Policy)
3. Anti-Racism Policy
4. Grievance Procedure
5. Anti-Bullying Policy
6. Attendance Policy
7. Mobile Phone Policy
8. Referral Process
9. Computer and Internet Policy
10. Volunteer and Practicum Student Policy
11. Code of Practice for Volunteers



## **Fraser Park Preschool-7 School**



Government of South Australia  
Department for Education

**25-27 Burdekin Avenue  
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[michelle.kamma750@schools.sa.edu.au](mailto:michelle.kamma750@schools.sa.edu.au)

**Principal: Michelle Kamma**

At Fraser Park Preschool - 7 we have a **Safe School Policy**, which has been established in consultation with the whole school community and endorsed by the Governing Council. The policy clearly outlines the schools response to unacceptable behaviours.

Please take some time to talk with your student about the **Safe School Policy**. When students are using unacceptable behaviour at school, teachers are not able to teach and students are not able to learn.

At Fraser Park Preschool-7 school we value a safe learning and working environment. Students, who are violent towards each other, swear at adults and continually refuse reasonable instructions will be suspended from school. If the student's behaviour is of a minor nature they will receive a focus at lunch or recess. Focus is removal from the yard for 15 minutes or redirection to another area.

Students who are not following the school code of conduct and refusing to follow reasonable instructions during lesson time may be sent to, or given a referral to the principal or counsellor.

At Fraser Park Preschool-7 School we value a safe learning environment. We need all families to support us in getting students to solve their problems in a sensible way. Please focus your student on getting support from adults at school to help solve their problems before there is an incident which results in a restricted play, take home or suspension.

The staff are supporting students at school by providing all classes with social skills lessons, where students are taught social skills. Students are further supported, by having a whole school focus on the teaching of Values. The Values Project is an initiative for teaching students solid moral principles by which to live. The goal of teaching virtues is to build and create a character of kindness, courage and justice for all students.

At Fraser Park Preschool-7 School we value RESPECT, CARE, FUN, ENTHUSIASM while we are learning.

The Safe School Policy supports everyone to be Safe at school and to learn with RESPECT, CARE, FUN and ENTHUSIASM.

If you wish to discuss these issues further please make an appointment to see Ms Kamma or Mr Gilbert.

Regards,

Ms Michelle Kamma  
Principal

Mr Russell Gilbert  
Wellbeing Coordinator

# SAFE SCHOOL POLICY

## WE VALUE

Learning with respect, fun, enthusiasm and care.

Some behaviours that may result in **FOCUS/RESTRICTED PLAY**

- Out of bounds
- Swearing at other students
- Name calling
- No hat
- Playing in toilets
- Play fighting
- Climbing trees
- Not following adults' instructions
- Not returning to class
- Minor vandalism
- Being silly at assembly
- Late to recess/lunch assembly



Some behaviours that result in **TAKE HOME/FAMILIES CONTACTED**



- Refusing adults instructions
- Climbing on the roof
- Bullying
- Gang like behaviour
- Spitting on others
- Racism
- Refusal to attend focus
- Push and shove
- Inappropriate language towards adults
- Swearing at adults



Some behaviours that result in **SUSPENSION**



- Bullying repeatedly
- Bringing weapons to school
- Climbing on roof
- Fighting
- Vandalism
- Smoking
- Violence

Wilful persistent behaviours will result in a  
**TAKE HOME**





# **Fraser Park Preschool-7 School**



Government of South Australia  
Department for Education

25-27 Burdekin Avenue  
Murray Bridge SA 5253  
Phone: 08 85313090  
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[michelle.kamma750@schools.sa.edu.au](mailto:michelle.kamma750@schools.sa.edu.au)

Principal: Michelle Kamma

## **FRASER PARK PRESCHOOL-7 SCHOOL – ANTI-RACISM POLICY**

### **1. Our School's Belief Statement - a clear philosophy about racism.**

At Fraser Park we believe that all members of our community should exist harmoniously in an inclusive, consistent, positive, respectful environment, free of racism.

### **2. A statement regarding our school's stand on racism, i.e. what we want for our students.**

Fraser Park Primary encourages students to accept differences and to believe that everyone is equal and that every student has the same rights as each other. We support a zero tolerance stand on racist behaviour to ensure that students feel safe and happy at school and actively encourage discussion of issues associated with racism to develop awareness and understanding of how racism affects others.

### **3. A definition of racism**

Racism involves discrimination of one group of individuals by another because of colour, appearance, abilities, differences, family opportunities, resulting in unpleasant, inappropriate or violent behaviour/harassment towards members of another race or culture.

### **4. What can students do about racism.**

Students can: - not join in; ignore poor behaviour; notify immediately teachers/adults about incidences so that appropriate processes can be applied.

Be accepting of and interact (mixing, socialising, experiencing, visiting) with those of us who are 'different'.

### **5. What do we do about incidents of racism.**

Investigate and clarify all reported incidents of racism.

Consistent documented responses - suspension (notify parents).

Counselling, using Restorative Process.

### **6. What do we do to reduce racism (pro-active strategies).**

#### **Prevention:**

Promote inclusivity, acceptance and understanding through active teaching of societal values, e.g. Values Education, 'Virtues', 'Program Achieve', in order to share, understand, and aim to breakdown in some cases generations of beliefs, with respect for people's own opinions.

Promote whole school approach to counter racism.

Be vigilant and consistent in our approach to racist behaviour.

Involve all stakeholders in the development of a policy.



# Grievance Procedure

## Grievance Procedure

Good relationships within the school community give children a greater chance of success. However, in the event of a grievance, the following guidelines may be used. For further detail refer to the Department's documents – "Grievance Procedures for Employees" and the "Grievance Resolution Policy".

### Principles of our policy.

- ❖ Everyone should be treated with respect.
- ❖ Meetings to discuss grievances will be suspended if any person behaves in an insulting or offensive manner.

STUDENTS With a grievance could	FAMILIES With a grievance could	STAFF With a grievance could
<p>STEPS:</p> <ol style="list-style-type: none"> <li>1. Talk to the person about the problem.</li> <li>2. Talk to a staff member about the problem at an appropriate time.</li> <li>3. If you feel uncomfortable, speak to someone, 'who you feel comfortable with'.</li> <li>4. If issue is unresolved, speak to your family.</li> </ol>	<p>STEPS:</p> <p>Arrange a time to speak to the relevant staff about the issue.</p> <p><b>Please do not</b> enter school classrooms or offices about a major grievance without <b>prior</b> arrangement.</p> <p>Let the staff member know what you consider to be the issue.</p> <p>Allow a reasonable timeframe for the issue to be addressed.</p> <p>If the grievance is not addressed arrange a time to speak with the Principal or Counsellor.</p> <p>If you are still unhappy, please arrange a time to discuss the issue with the Education Director.</p>	<p>STEPS:</p> <ol style="list-style-type: none"> <li>1. Arrange a time to speak to the person concerned.</li> <li>2. Allow reasonable time for the issue to be addressed.</li> <li>3. <b>If the grievance is not resolved, speak to:</b> <ul style="list-style-type: none"> <li>❖ Your Principal</li> <li>❖ A nominated grievance contact:               <ul style="list-style-type: none"> <li>- H &amp; S Representative</li> <li>- Racist/Sexual harassment contact</li> <li>- Union Representative</li> <li>- PAC (where appropriate)</li> </ul> </li> </ul> <p><i>Ask for their support in addressing the grievance by:</i></p> <ul style="list-style-type: none"> <li>- Speaking to the person involved on your behalf</li> <li>- Monitoring the situation</li> <li>- Investigating your concern</li> <li>- Acting as a mediator</li> </ul> </li> <li>4. If the issue is not resolved within a reasonable time arrange a time to speak to the Education Director.</li> </ol>

Note: Families with a grievance about School Policy should:

- Arrange a meeting time with the Principal to discuss your concern.
- Allow reasonable time frame for issue to be addressed.
- If you are still unhappy arrange a time to resolve the issue with the Education Director.

# ANTI-BULLYING POLICY



## **We want Fraser Park to be:**

A safe place for everyone where bullying will not be tolerated.

## **Bullying is:**

The systematic abuse of power. It involves physical, verbal or social behaviour and includes cyber bullying. It is behaviour that is unjust, deliberately hurtful and is **REPEATED** over time, e.g. repeatedly:

- being teased
- being left out of games
- being hit or kicked.

Cyber bullying is carried out through the internet via emails, chat rooms, discussion groups or instant SMS. It can involve:

- teasing and being made fun of by capturing unwanted images/videos on mobile phones, internet websites or chat rooms
- spreading of rumours online
- sending unwanted messages/defamation via phones, emails, websites.

## **What we do at Fraser Park to reduce bullying:**

### **Prevention strategies include:**

Building resilience and strengthening students by incorporating into our curriculum the following programs/strategies to explicitly teach appropriate behaviour, social skills, assertiveness, protective behaviours, anger management and conflict resolution:

- Program Achieve (Re-think model in W6)
- Restorative Justice
- Circle Time/Forum
- Family conferences
- Values Education
- Drama in Action
- Clear policies on mobile phone and computer use

Focus students on preventing and stopping bullying through involvement of students in visual representations in class and yard (signs, posters, newsletter, local press murals, values based code of conduct).

### **Intervention Strategies include:**

- Counselling students to identify issues and behaviours.
- Use Re-think & restorative practices to develop alternative strategies for all parties (bullies, victims & bystanders) and to minimise harm.
- Involve families regarding behaviours and strategies.
- Using 'Forum/Circle Time' (Student Voice)/Family Partnerships forum.

### **What we do about incidents of bullying:**

- Listen to all individuals involved to identify behaviour (bullies and victims).
- Use Re-think and Restorative Practices.
- Use W6 (Re-think Room).
- Use appropriate consequences. These may include 'focus', 'time-in', 'take home', suspension.
- Contact families as required.
- Family Conferences
- Work with the Police Community Liaison Officer.

### **What can students do about bullying?**

If you are bullied or you know someone who is being bullied, try the steps on the 'If Someone Bullies You' poster (Walk Away, Tell, Say 'Stop It' In A Loud Voice, Go To A Safe Place, Find Someone To Play With). If behaviour is **REPEATED** you need to report it.

**Report it to:** A school adult, the Front Office, your family.

**How to report it:** Tell a school adult what is happening and say who are the people involved.

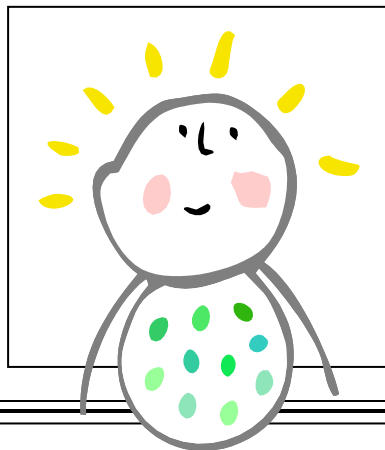
**When to report:** Straight Away; or report something as bullying after it has happened more than once.

**Phone support:** NetAlert Helpline - 1800880176  
Kids Help Line - 1800551100

## IF SOMEONE BULLIES YOU

### THINK SMART NO BULLYING IN THIS SCHOOL

- WALK AWAY
- TELL AN ADULT WHO CAN HELP
- SAY 'STOP IT' IN A LOUD VOICE
- GO TO A SAFE PLACE
- FIND SOMEONE TO PLAY WITH





# **Fraser Park Preschool-7 School**



Government of South Australia  
Department for Education

25-27 Burdekin Avenue  
Murray Bridge SA 5253  
Phone: 08 85313090  
Fax: 08 85310001

[michelle.kamma750@schools.sa.edu.au](mailto:michelle.kamma750@schools.sa.edu.au)

Principal: Michelle Kamma

## **Attendance/ Roll Book Procedures**

1. Staff collect roll books from the classrooms at 10:00 am.
2. Front Office staff call the families of any students that are absent from school.  
Any reasons given for absences are noted down in attendance book and roll books.
3. A list of all families that are not able to be reached by phone will be given to the ACEO who will visit families to check why students are not at school.
4. Any students that are still not able to be contacted by the ACEO will be given to the School Counsellor to follow up through the Schools Attendance Policy.
5. Front Office staff record student attendances and work out percentages for the whole school, each class and Aboriginal attendance.

## MONITORING OF ATTENDANCE PROCESS

Attendance will be checked daily by the Counsellor, Front Office Staff and absences followed up by phone call, family contact, ACEO or other staff

Class teacher is to complete roll book that is collected at 10am and taken to the front office. Front Office Staff write a list of students that are away for 1 day

Counsellor or Front Office Staff will try contact family (phone), ACEO will make contact with family via home visits.

IF SUCCESSFUL CONTACT MADE

If unsuccessful, the Counsellor will send an attendance letter to the family. The ACEO will take attendance letters to families of Aboriginal students.

If reasons are provided by family, the Counsellor will inform teachers and highlight changes in roll book

IF STILL UNSUCCESSFUL - no contact with family after repeated attempts (10 days)

These reasons will be altered on EDSAS

Referral will be made to the Education Departments Attendance Officer

This can result in Court Action if the child continues to be absent from school  
**NOT COMING TO SCHOOL IS NOT OK!**



# **Attendance Policy**

## **Philosophy:**

At Fraser Park Preschool-7 we believe in providing opportunities for students to achieve academic excellence in a safe and caring environment. We believe that students need to attend school regularly in order to achieve quality education outcomes from schooling.

Students attendance is everyone's business and all members of our community are expected to meet the departments attendance requirements.

## **Promoting Attendance:**

We provide organisational structures which support student's needs.

- Daily morning fitness.
- Fruit available for all students and wellbeing lunches.
- Rewards and acknowledgment for classes with high levels of attendance.
- Positive and supportive learning environment.
- Visual evidence in classes of students attendance.
- Regular communication with families regarding their students attendance.
- ACEO visits with Aboriginal families.
- Monitoring and documenting students attendance accurately and making appropriate referrals.
- Reviewing processes and progress as necessary.
- Breakfast club

### **Compulsory Enrolment and Attendance at School:**

The Education Act of South Australia requires all children aged between 6 and 15 years of age to be enrolled in and attend a school regularly. Families and guardians are held responsible for regular attendance of the children in their care.

### **Fraser Park Preschool-7 School Expectations of Students Attendance:**

- Classrooms open at 8.45am
- Lesson times are 8.50am-3.00pm
- If a student is going to be away please ring the school or Aunty Trish and notify the Front Office of the students absence.
- If a student is late to school please go to the Front Office and sign the late book.
- The school will contact you if your student has unexplained absences.



### **Absences from School:**

We all have genuine reasons for not being able to attend school at various times, such as:

- When a student is sick.
- When a student has an infectious disease.
- When a student has an incapacitating injury.
- When the student accompanies their family on a holiday.
- Death in the family.

### **Infectious Diseases:**

The recommended minimum exclusion periods from school of infectious disease cases and contacts is as follows:

<b>Chicken Pox</b>	Exclude until fully recovered. (Some remaining dry scabs are not an indication for continued exclusion.)
Mumps	Exclude for 9 days or until swelling goes down whichever is first.
<b>Rubella (German measles)</b>	Exclude until fully recovered.
Measles	Exclude for 4 days from the appearance of the rash or until a medical certificate is produced.
Hepatitis A	Exclude for 7 days after jaundice appears or until a medical certificate is produced.
Whooping Cough	Exclude for 7 days after starting treatment with Erythromycin or until a medical certificate of recovery is produced.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Head Lice	Exclude until appropriate treatment has been started.
Ringworm & Scabies	Exclude until appropriate treatment has started, supported when requested by a medical certificate.
School Sores <b>(Impetigo)</b>	Cover sores. Exclude until appropriate treatment has started.

These absences should be explained to and arranged with school staff. We are always happy to listen to and support families who have acceptable reasons, which prevent their student from attending school. Regular attendance supports students to reach their full potential.

Ms Michelle Kamma

Principal

Mr Russell Gilbert

School Counsellor



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Principal: Michelle Kamma

## **FRASER PARK PRESCHOOL-7 SCHOOL**

### **MOBILE PHONE POLICY**

**Mobile phones at school cause disruption to students learning and teachers teaching.**

**Students, staff, families and visitors use mobile phones to communicate for a variety of reasons including safety, general conversation and business.**

#### **Students:**

- We respect the right of students to own and use a mobile phone. However we recommend that students do not bring their mobile phone to school. If mobile phones are to be at school for safety reasons the phones must be turned off during school time 8:50am to 3:00pm. The school will not be responsible for the theft or loss of mobile phones.
- Families are asked to contact their students by phoning the Front Office who will then ensure the message is passed on to the student. Students wanting to phone home must use the Front Office and not their mobiles.
- If the phone policy is not followed, the student's phone will be removed and held at the Front Office until the end of the day.

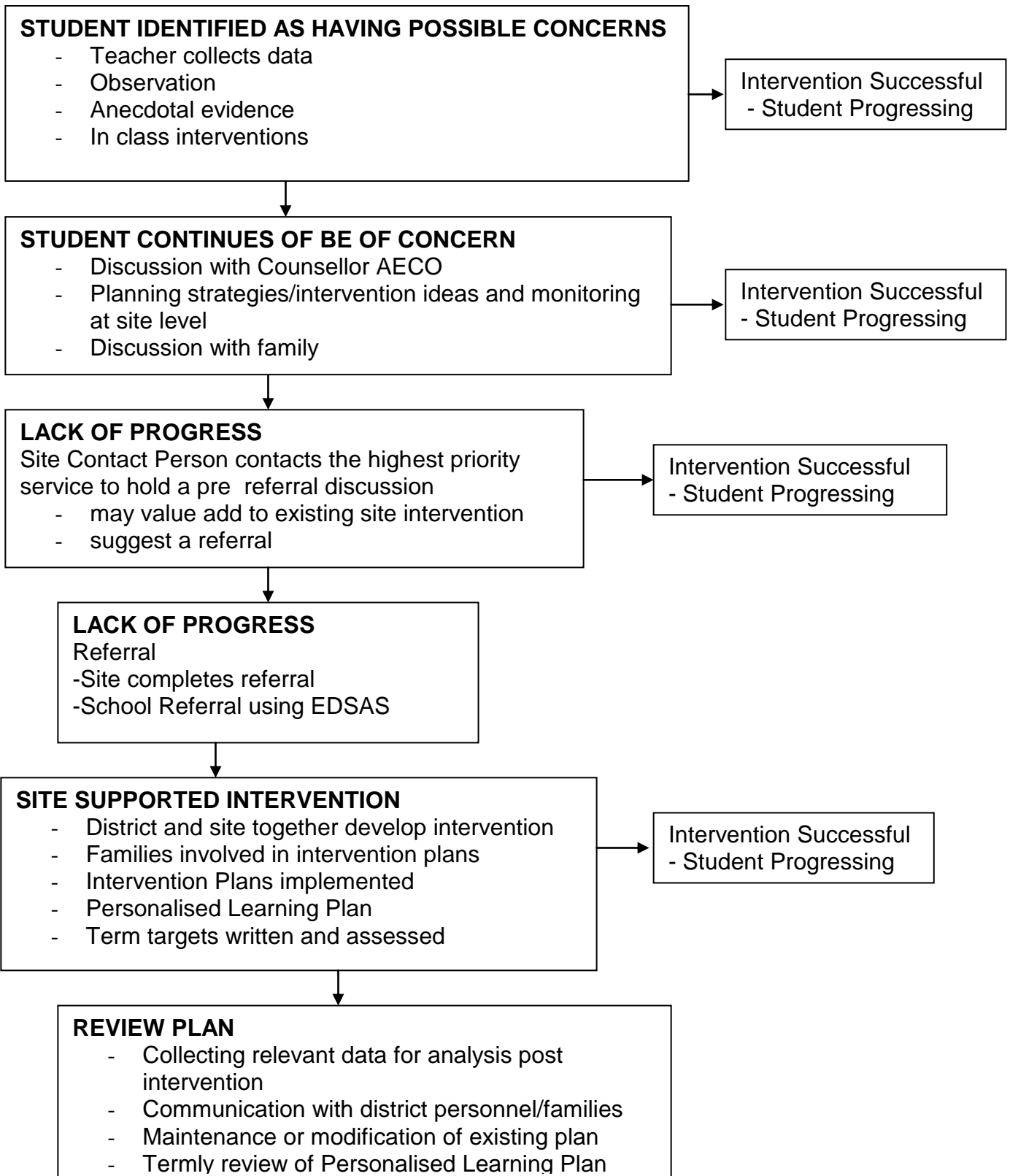
#### **Staff:**

- Staff will have access to a mobile phone when required for excursions, camps, and yard supervision. The mobiles will be used as needed to communicate and support student's safety.
- Personal mobiles for staff are to be on mute and should not disrupt lesson time.

#### **Families and Visitors:**

- All users are to put their mobile phones on mute when in public areas including meetings, interviews and classrooms.
- Please go through this policy with your student and support them to understand the appropriate use of mobile phones at school.

# FRASER PARK REFERRAL PROCESS



## **Acceptable use of Computers at Fraser Park Preschool-7 School**

All classrooms and the Computer Room have Internet Access. With this letter is our School Policy on **Acceptable use of Computers and the Internet**

This policy will be discussed in all classes. It is Government and now school policy.

All Users and their parents/caregivers will need to discuss and sign the access agreement.

### **Some words that you will come across:**

#### Internet

The Internet provides Users with access to information on just about any topic in the world. It is a recognised form of information for research and interest. There are certain sites on the Internet that are considered offensive. Where possible these sites are blocked.

#### E-Mail

Electronic Mail is a way of writing letters to people using the phone lines and a computer. It sends letters instantly allowing for immediate responses. Some students in the Barn and all staff have an individual e-mail address. It is **yourname@fraserpkps.sa.edu.au**. – "yourname is the Users name e.g. jbloggs.

#### Web Page

A Web Page is a site on the Internet that contains information and pictures about a topic. Any person that has access to a computer and the Internet can get that information.

### **Download.**

This is the term used to bring material from another computer onto your computer.

### **What you need to do.**

- **Read through and discuss this letter with your children.**
- **Read and sign the Acceptable Use of Computers and Internet Form and return it to school.**

If you have any questions about the computers and the Internet, or if you would like to see how the system works, please contact me at school.

Yours sincerely,

**Ms Michelle Kamma  
Principal**



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Principal: Michelle Kamma

We value volunteer support and encourage the development of students on practicum placements at Fraser Park Preschool-7 School.

A volunteer is any person who is not employed by DECD, including family members, Workskil volunteers, students on practicum and interested community members, who spend time on Fraser Park Preschool-7 School site to work.

Throughout the school year there are many tasks in which volunteers can be involved. These tasks include working: in classrooms, in the library, in the yard, on excursions, in administration and in the canteen.

At times secondary and tertiary students visit Fraser Park to complete practicum requirements of a particular course. Fraser Park encourages staff to mentor students who need to fulfil these requirements.

All volunteers must have a current Criminal History Check and be eligible to work in DECD sites.

### Students on Practicum and Classroom Volunteers

These volunteers work under the supervision of the class teacher and work in the immediate vicinity of the classroom. The classroom teacher will want to make best use of the volunteer time and may use a roster to ensure the support is timetabled across a week. Volunteers are to adhere to the agreed roster should the teacher choose to use one.

### Yard

These volunteers work under the supervision of the teacher on yard duty and support school and preschool programs as negotiated with the principal or delegate.

### Ground Keeping

These volunteers work under the supervision of the ground keeping staff and are directly answerable to the Principal.

### Excursion

Volunteers on excursions are at all times under the supervision of the excursion teachers. Teachers may choose to use the volunteers in small groups depending on the excursion type.

## Administration, Library and General

Volunteers are welcome to assist in general office and administration duties. Volunteers are under the supervision of the relevant office/library supervisor. Supervisors may choose relevant tasks. Volunteers will complete the tasks assigned to them.

### Canteen

Canteen volunteers are under the supervision of the Canteen supervisor. There are a set of canteen duties and because canteen workers are working with food handling there is a defined hygiene standard that must be maintained. There is a separate set of guidelines for canteen workers.

### Induction

Each volunteer will undergo an induction process which will determine the nature of the work they will be involved. This process may include meeting with the principal or delegate who will provide the volunteer with the Volunteer Handbook.

### Registration

All volunteers will sign in at the front office and wear a badge to signify they are a volunteer in the school.  
Volunteers will agree to having a register at school with their name, address, contact number and any illness or medical condition.

# Code of practice for volunteers

Volunteers work in the school at the discretion and direction of the Principal. The Principal will determine, in consultation with staff, the duties and roles of volunteer workers.

A volunteer code of practice will need to be signed by each volunteer to show that all volunteers are familiar with and agree to abide by the code while volunteering in the Fraser Park Preschool–7 school.

The code of practice for volunteers.

Volunteers:

- Are under the supervision of a staff member.
- Work independently as directed by a staff member, with that staff member's full knowledge and consent.
- Attend an induction meeting and/or read the Volunteer Handbook.
- Follow school Occupational Health and Safety procedures – report all accidents, and incidents to the Principal or supervising teacher.
- Treat all students/children with equity and fairness.
- Do not become directly involved in conflict issues around their own children unless under direction from a staff member.
- Use the site grievance processes to pursue concerns.
- Report any student/child concerns to relevant staff in the area they are working.
- Seek support from relevant staff if students/children cause disruption or concern before approaching the student/child.
- Do not approach students/children unless under direction from a staff member.
- Abide by the rules and regulations of the class, preschool, library, canteen or other areas of the school if specific rules for that area operate.
- Agree to follow timetables and directions as set out by staff members.
- Do not enter or stay in a room or area without a staff member's knowledge and consent.
- Treat any information read, overheard, or told, in confidence.
- Be an advocate for Fraser Park Preschool-7 school in the community
- Be a role model for all Fraser Park families
- At no time are volunteers or students on practicum allowed to photograph children without written consent from families.
- Posting children's photos onto any electronic media by volunteers or students on practicum is prohibited.
- At no time should students on practicum or volunteers gossip about children who attend Fraser Park Preschool – 7 School, neither in conversation or via electronic media.