We welcome you to Clare Primary School.

Clare Primary School is a Reception to Year 6 School that strives to provide a rich and comprehensive education for all students offering high standards in behaviour and education, supported by up to date resources, in a safe and caring environment. To help families understand how the school operates we have produced this Information Pack.

We have tried to provide the answers to many of the most frequently asked questions about Clare Primary and starting Primary School.

I realise that there will be times that you require additional information and in such cases I ask that you contact the class teacher or the school using either phone or email. Our regular Newsletter on our website is another good source and also our Facebook page.

Updated information is given out through the regular newsletters or special notices sent to all families.

If you have suggestions for improvement or if you see that we have omitted any important aspect about the school, could you please let me know. Your feedback will be valued and considered in future editions of this information.

We hope that your association with Clare Primary School is a happy and rewarding one.

Mark Vincent
Principal
WHAT DAY WILL MY CHILD START SCHOOL

In South Australia, it’s compulsory for children to be enrolled in primary school by their sixth birthday.

Currently, most students in South Australia start school at age five. From 2014 all children will start school on the first day of the term one in that year.

Use the Same First Day calculator on www.earlyyears.sa.edu.au/pages/HOME/samefirstday to find out when your child will start primary school.

MOVING FROM PRESCHOOL TO SCHOOL

As soon as you’ve decided for your child to attend Clare Primary School:

- Contact us and make an appointment to enrol your child.
- Let the staff at your preschool or kindergarten know.
- With your permission, the preschool will give our reception teacher and school principal information about your child’s learning progress and needs to help with planning.
- If your child does not attend a preschool contact us directly to arrange for your child to be a part of our transition to school program.

TRANSITIONING TO PRIMARY SCHOOL

Before your child starts school we invite you to visit our school and attend a meet the Principal Morning Tea where you can become familiar with the school and its policies, meet some staff members, ask questions and get information about Out of School Hours Care (OSHC).

Your child will be invited to be part of a transition program in Term 4 of the previous year to attending.

Our school transition program includes:

- Regular visits to the school over a period of weeks
- Walks around the school grounds and find out where things are, for example, the toilets and playground
- Spending time in a classroom with a teacher and other students
- Going to school events such as assembly, library visits, or performances
- Opportunities to develop relationships with other children and teachers
PREPARING FOR THE FIRST DAY OF SCHOOL

To prepare your child for their first day at school:

- Talk to your child about school and share some positive stories about your primary school days.
- Take your child shopping when you buy their uniform, school bag, pencil case etc. Consider allowing them to choose their lunch box, water bottle and other items.
- Write your child’s name on all clothing, bag, lunch box or other personal items.
- Establish a routine at home around sleeping, breakfast, reading books and play time.
- Play act being at school.
- Allow your child to practice wearing the school uniform.
- Encourage your child to learn to dress and undress independently, and to use the toilet appropriately.
- Place extra underwear in their bag in case of an accident.
- Practice walking or travelling to school
- Arrange for your child to play with other children they know who will be starting school with.

Your child will feel more confident at school if they:

- Know their name, address and phone number
- Are used to putting play things and materials away after using them
- Know how to look after their belongings
- Know the appropriate use of toilet and related hygiene
- Know who will be taking them home after school
- Know how to socialise with other children, take turns and share their toys and books

Your child will feel more settled if they understand:

- Why they can’t play with friends in other classes when they want to
- Why they need to ask to go to the toilet
- Why they can’t go outside when they want to
- What the bell is for
- What recess means

THE FIRST FEW WEEKS OF PRIMARY SCHOOL

One of the most important things you can do to support your child during the first few weeks is to ensure that they go to bed early and eat well.

You can also support them by helping them understand that reception is an extension of preschool or kindergarten. Take time to ask them about their day, and find out if they are feeling happy and settled.

If your child is having problems with settling into school it may be helpful to speak to their teacher.
ABSENTEEISM
Children who are absent from school must provide a note to the class teacher explaining their absence on their return. We would appreciate a note or phone call if your child will be absent for a long period of time.

ACCIDENTS
If an accident happens to your child, every attempt will be made to contact you immediately. It is very important, therefore, that the school has up to date information about where you, or another person, who can care for the child can be contacted during the day. Please fill in the emergency contact form and return it to school as soon as possible. In the case of serious accidents, an ambulance will be called immediately.

APPOINTMENTS
If your child has a doctor's appointment or similar, please notify the class teacher and ensure they are signed out from the Front Office.

PERMISSION TO LEAVE SCHOOL GROUNDS
Children must not leave the school ground during school hours without getting permission from the Principal, or class teacher. Children must be signed out at the Front Office.

LUNCH
Children wishing to go home for lunch must provide a written note to their teacher from a parent.

ASSEMBLY
A weekly class led assembly is held on Friday usually at 2:40pm, unless notified of a varied time. It generally runs for half an hour and we encourage parents / caregivers attendance. A roster for the classes leading assembly is usually printed in the first newsletter of each term.

BANK
To encourage good savings habits, Bank SA provide a coupon book system for banking in our school. School Bank Day is TUESDAY MORNINGS. Information about this is enclosed in this pack.

BEHAVIOUR OF CHILDREN
We believe that children are responsible for their own behaviour and can be taught to choose acceptable behaviour and to solve their problems peacefully. Parents share the responsibility helping children to learn appropriate behaviour. You will need to be familiar with our Behaviour Code and our Behaviour Management Policy. A copy is included in this information pack.

CANTEEN
The Canteen is open every day except Monday's and lunches can be ordered and snacks purchased for recess. A lunch box is provided in each class room. A current price list is sent home each term. Parents are invited to become involved through helping in the canteen.

CaRe GROUPS
We believe that students benefit by working collaboratively in a Reception to Year 6 situation. Your child will be placed into such a CaRe Group when they start school and will continue in this group throughout their school life. Each Teacher is allocated a CaRe Group.
CATASTROPHIC BUSH FIRE DAYS
The school will be closed on Catastrophic Bush Fire Days. Parents need to keep themselves informed by either visiting the CFS website www.cfs.sa.gov.au or by calling a Parent Hotline 1800 000 279 or tune into the ABC radio station. Notification via email will be sent the day prior to declared catastrophic day. This measure has been put in place to protect students and staff.

COLLECTING CHILDREN FROM SCHOOL
The streets around the school become very congested at the end of the school day. Please drive carefully, observing the speed limits and the no parking zones. We encourage all road users to travel east off Main North Rd onto the side streets around the school to help ease congestion in these narrow streets. A “Kiss and drop” zone enables drivers to drive through the designated area to the north of the playground. Parking on the Main North Road in front of the school is a declared bus zone between 8am & 4pm Mon to Fri.

COMMUNICATIONS
Newsletters are sent home fortnightly, on FRIDAYS. They are given out to the eldest in each family or emailed upon request. Other notices, as required, are sent home by classroom teachers. Parents are invited to come to school to discuss any concerns or to obtain additional information, which can be done by appointment. Some classes use a diary or a special book for communication with parents. Parents are encouraged to provide information to teachers using their child’s diary.

COMMUNITY USE OF OUR SCHOOL
Community groups wishing to use school facilities are asked to contact the School office for further information. No person is to be on school grounds after night fall.

CONSENT FORMS
We have two types of consent forms. One general form is to be completed when enrolling, and covers all local beginning excursions, permission for photographs and involvement in Easter and Christmas activities. The other type is sent home, as required, for all other excursions.

CONTACTING TEACHERS
Parents are most welcome to talk to teachers to discuss any concerns they have. This will prevent an issue from becoming something big. Often all that is needed is more information. A telephone call to the school, or a note to the teacher, is the best way to make sure that a meeting can be arranged at a suitable time for all parties concerned.

CUSTODY
A current Custody order, if children are subject to custody restraints, must be seen by the Principal or Deputy Principal, when enrolling your child or when it takes effect. A copy will be taken and placed in the child’s file.

DENTAL CLINIC
Dental treatment is available to children of primary school age and a Government Dental Clinic is situated on our school grounds. The clinic can be contacted on 8842 4196 between 8:30am and 4:30pm. Treatment is also available during school vacations.

DRESS CODE
For your child's safety and well being sensible clothing and footwear is essential. Please NAME children's clothing to help us find the owner of lost property. Please refer to the Dress Code page later in this booklet for school uniform information.

EMERGENCY PROCEDURES
In cases of emergency, (such as fire) there will be one long continual siren blast and all people present on the school site will be directed to the designated safe refuse (SR), until all is clear.

ENROLMENT FORMS
An Enrolment Form is included in this pack. Further forms can be obtained from the reception desk during school hours.
EXCURSIONS AND CAMPS
Excursions are an important part of the learning programme and we aim to have all children participate. The school will subsidise activities where possible.

EXTREME WEATHER
Our school provides air-conditioned classrooms allowing for learning to continue in comfort. To restrict children's exposure to the sun, if the estimated temperature for the day is 36 degrees or more, as announced on Radio 5CS or Television weather reports for Clare, then the children will play until 1:00pm, then return to their classes. This allows them time to cool down before afternoon lessons.

Children active in the sun need to wear a broad brimmed, bucket, or legionnaire's style hat and sunscreen (15+). Each class provides sunblock for students to use and should be applied 20 minutes prior to outside activities. Children should come to school with sunscreen on.

Navy hats (either legionnaire, broad brim or bucket - NO caps) are compulsory. Bucket hats are available from the front office. Children without protection will be asked to sit under the pergola and will be limited to play in this area only.

If it is raining during recess or lunchtime, three consecutive siren blasts will sound to indicate that all children must return to or remain in their classroom to participate in quiet, supervised activities. During both extremes of weather children may go to the canteen.

GOVERNING COUNCIL
The Governing Council is an elected group of parents and staff who discuss issues and make decisions that affect the whole school.

Members of Council are elected at the start of each year and usually serve a two-year term, with half retiring each year.

The Council - exercises a general oversight or governance over the total wellbeing of the school through:
- giving advice to the Principal
- taking responsibility for facilities
- discussing educational policy
- School Canteen and OSHC service
- raising funds for school purposes

Sub committees have been formed to help share the responsibilities with a greater number of parents who are not members of the Council.

These are Finance, Facilities, Canteen, Fundraising and Grievance Procedures (refer to brochure in pack).

HOMEWORK
Homework is set at the discretion of the class teacher, but the following indicates the recommended amount of homework per night (over 5 nights) for each group:

- **Junior Primary** - approximately 15 minutes reading/sharing time (written work can be specifically requested by children to an easily achievable limit of 15 mins)
- **Middle Primary** - approximately 15 to 20 minutes
- **Upper Primary** - approximately 20 to 40 minutes
- Children may negotiate extra homework tasks.

INFECTIOUS CONDITIONS
- **Head Lice** - child stays home until effective medical treatment is carried out.
- **Ring Worm** - child stays home until appropriate treatment has commenced.
- **School Sores** - child stays home until appropriate treatment has commenced. Any exposed sore should be covered before return to school.

Further information about infectious conditions (ie. conjunctivitis, measles, chickenpox, whooping cough) please contact the School Office, your Doctor or the Public Health Department.

MONEY COLLECTION
All money paid into the school by children is by way of the money collection envelope:- one money collection envelope per child per event, with the correct money and details filled out clearly on the front cover. If paying for more than one child please attach all filled out envelopes together.
**LIBRARY / RESOURCE CENTRE**
The library is open every day from 8:30am. Children are encouraged to visit the library regularly to browse, read and borrow. Children have their own borrowing card. Parents wishing to borrow may acquire a card from our Library Manager.

**LOST PROPERTY**
This is located in the front office and can be claimed by children or parents. A display of all lost property is made in the last week of each term. Unclaimed clothing is recycled through the second hand sales or (non Dress Code) the local Thrift Shop. Lost property is easily returned to the owner when it is clearly labelled.

**MIDDLE SCHOOL TRANSITION**
Year Six students take part in a series of visits to Clare Middle School for orientation and information giving. They also take part in lessons on two full consecutive days during term four. Parents are responsible for taking them to and picking them up from these 2 days.

**MUSIC**
Instrumental music teachers visit the school to teach trumpet, saxophone, trombone, clarinet and flute. Instruments may be hired from the school on a semester basis.

**NO BULLYING POLICY**
(refer to brochure in pack)

**OUT OF SCHOOL HOURS CARE**
An Out of School Hours Care programme is managed by the Clare Primary School Governing Council and managed by a joint committee with St Joseph’s School and Vineyard Lutheran School. Care is provided for a fee on Pupil Free Days, before and after school and during school holidays.

**PARENT INVOLVEMENT**
Your involvement is valued and there are many areas where we can work together for the benefit of your child's education. eg. reading activities excursions covering books sports programmes Canteen & committee work Working bees
Please ask your child’s class teacher about ways in which you can help.

**REPORTING TO PARENTS**
Information about your child’s progress will be provided in the following ways.

**TERM 1**
First Impressions Reports Information / Acquaintance Nights Parent / Teacher Interview – booking using an on-line system

**TERM 2**
NAPLAN report for year 3 & 5 students Mid Year Formative Report

**TERM 3**
Teacher initiated Interview

**TERM 4**
Summative Report

Special Purpose Interviews
You are encouraged to come in and discuss your child’s progress by making an appointment time. Interviews must be avoided on Staff Meeting night (Tuesday). Parents may make an appointment at any stage to discuss their child’s progress.

**SCHOOL CARD**
Many families are eligible for Government Assistance. Low-income families are supported through the School Card scheme. As the eligibility for School Card varies from time to time please ask at the front office for current information.
Application must be made in the first 2 or 3 weeks of Term 1. This assistance can be used to pay the majority of initial school fees.
SCHOOL FEES
Parents are notified of fees for the following year, late in Term 4. Payment is due by the end of February. An instalment system is available as well as direct debit. Fees for 2014 are $250 per year per child. This includes stationery but not extra school activities eg swimming, camps, excursions, performances etc. Failure to pay school fees will be placed with Debt Collectors in Term 3.

SCHOOL BASED COUNSELLOR
(refer to brochure in pack)

SPORT
The school has a house system for our internal Sports Day and Swimming Carnival. Children are allocated on a family basis.
Houses are:
Ashton (red) Knappstein (yellow) Maynard (blue) Pink (green)

SUPERVISION
The Principal and teachers are legally responsible for supervising children at the school during normal school hours 8:30am to 3:50pm. Teachers are on duty during recess, lunchtime, before school starts and after school until the last bus leaves at approximately 3.50pm. Children at school out of these hours will be sent to the Out of School Hours Care Programme and an account sent home.

SUPPORT SERVICES
Support services available to our School Community are; Speech Pathologist, Social Workers, Guidance Officer, C.A.F.H.S. Nurse, Behaviour Management (Discipline), Special Education, Instrumental Music.

SUPPORT SERVICES
(refer to brochure in pack)

TERM DATES
2014
Term 1 – 28th January – 11th April
Term 2 – 28th April – 4th July
Term 3 – 21st July – 26th September
Term 4 – 13th October – 12th December

2015
Term 1 – 27th January – 10th April
Term 2 – 27th April – 3rd July
Term 3 – 20th July – 25th September
Term 4 – 12th October – 11th December

SAPSASA
Clare Primary is a member of SAPSASA (South Australian Primary School Amateur Sports Association). Children are invited to try out for zone teams in swimming, cricket, hockey, golf, tennis, football, basketball, netball, softball, cross country and athletics. Periodic exchanges with Adelaide zones occur during the year.
TRAVELLING TO AND FROM SCHOOL

TRAVELLING BY CAR

Children need to be dropped off promptly. Drivers need to observe Council parking signs and **avoid bus bays** when parking and leaving their cars. Parking spaces are in short supply and your caring for the needs of other parents/caregivers and children is greatly appreciated. A kiss and drop zone north of the playground is for traffic flow in a clockwise direction. No parking across drive areas please.

TRAVELLING BY BIKE & SKATEBOARD

Children riding to school are to dismount and walk their bikes (carry board) across the school crossing, if they need to cross Main North Road near the school.

Even though road rules allow children under 12 to ride on the footpath, it is much safer if bikes are walked along the footpaths near the school.

Bicycles are to be walked onto and across the schoolyard and placed in the bike racks. Skate boards to be stored in classrooms.

If living on the northern side of the school children are encouraged to use Jonathon Street where bike lanes are marked on the road.

SCHOOL CROSSING LIGHTS

For maximum safety, children are to cross at the lights whenever and wherever possible.

Adult road users are asked to set a good example by using the crossing, when it is operating.

Trained monitors are on duty at the crossing before and after school. Monitors are trained by and thus the official representatives of the SA Police and their instructions must be followed.

TRAVELLING BY BUS

Many buses service the school. If you wish to find out whether your child is able to travel on the bus please contact the school. It is important that your child knows clearly what bus is to be caught and from where. Seats are allocated on buses so accessing without permission is not possible.