



Principal: Mark Vincent
137 Main North Rd
Clare 5453
Ph: 8842 2433
Fax: 8842 2129
dl.0719.info@schools.sa.edu.au

We welcome you to Clare Primary School,

Clare Primary School is a Foundation 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 and our Facebook page is another good source of information.

Updated information is given out through fortnightly newsletters or special notice, via the preferred method of email. All our consent notices are emailed and completed electronically.

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

STARTING PRIMARY SCHOOL

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.

Start date for my child? Children who have a fifth birthday prior to the 1 May are able to begin school on the first day of Term 1 of that year. Children who have their fifth birthday on or after the 1 May will begin school on the first day of Term 1 in the following year. Please seek clarification of your child's start date should you have any concerns.

MOVING FROM PRESCHOOL TO SCHOOL

If you are undecided about the school you will choose for your child we strongly suggest to book in a tour to see the wonderful things Clare Primary School has to offer.

If Clare Primary School is the school of choice:

- A tour for all Parents of Foundation children is offered on day one of transition (see letter)
- Let the staff at your preschool or kindergarten know.
- With your permission, the preschool will give our foundation 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 attend their first transition morning with your child and engage in a school tour where you can become familiar with the school and its policies, meet some staff members and ask questions.

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.
- Tours around the school grounds and facilities to find out where things are, for example, the toilets, playground, front office.
- 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.

STARTING PRIMARY SCHOOL

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 and where they live.
- 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.

GENERAL INFORMATION

ABSENTEEISM

If your child is late to school they must be signed in through the front office by a parent. If your child is absent from school you must provide an explanation for their absence by contacting the school on the day they are away. If your child is away for more than two weeks you must complete an Exemption Form and have it approved by the Principal. If your child is absent without explanation you will receive a text message from the school asking for an explanation for the absence, please reply promptly to the message.

ACCIDENTS

Every injury to a child is individually assessed and a parent will be notified depending on the level of injury or if the child has a head injury (regardless of severity). 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 keep contact details up to date by contacting the front office when phone numbers or addresses change. 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 in and out at the Front Office.

ASSEMBLY

Assemblies are held on a Friday usually at 2:40pm, unless notified of a varied time. Dates of Assemblies and a roster for the classes leading assembly is printed in the first newsletter of each term. Assembly runs for about half an hour and we encourage parents / caregivers to attend.

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.

BELL TIMES

School Starts	8:55am
<i>(Students on site from 8:30am)</i>	
Recess	10:45 – 11:10am
Lunch Eating	12:50 – 1pm
Lunch Play	1:00 – 1:35pm
School Ends	3:15pm

BUSES

If you reside more than 5km from Clare Primary School your child may be eligible to catch a school bus. All school buses are managed by the High School and all students accessing a school bus must complete a bus application and have written consent to do so. Bus Application Forms can be collected from the front office and **you must apply every year for school bus access.**

CANTEEN

The Canteen is open Thursday and Friday of every week and lunches can be ordered and snacks purchased for recess. A lunchbox is provided in each class room where children place their orders on the day of ordering. Orders are made by filling in the brown paper bag. Alternatively you can purchase an insulated reusable lunch bag from the front office (\$12.50) A current price list is sent home each term.

BUDDY CLASSES

We believe that students benefit by working collaboratively in a Reception to Year 6 situation. Your child's class will be buddied with another class where they get to engage with different aged children once a fortnight on a variety of tasks and experiences.



CATASTRPOIC 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.

CHANGE OF CONTACT DETAILS

Should your contact details change after the completion of the enrolment form please notify the School Office, in writing of this change.

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 8-9am & 3-4pm Mon to Fri.

COMMUNICATIONS

Newsletters are sent home fortnightly on a Wednesday, in paper form or electronically. Hard copies of Newsletters are given to the eldest in each family. Most notices and consent forms are provided electronically via email. Parents are encouraged to communicate with teachers using the CLASSDOJO App. We use a text messaging service to communicate important information only and if your child is absent unexplained. Parents are encouraged to make contact with the front office if you have any concerns or wish to meet with a particular staff member and an appointment can be made, 882422433.



CLASSDOJO APP

This free app is the preferred method to communicate with your child's teacher. Please contact your child's class teacher for login details.

CONSENT FORMS & NOTICES

Where possible schools are moving toward a paperless society with the preferred method of communication being emails. A majority of school notices and consent forms will be emailed to families and consent forms completed electronically. These may include camp forms, excursions forms, and general bulletin announcements. Please make sure your email address is updated with the school.

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.

CONTACTING TEACHERS

Parents are encouraged to make contact with teachers to discuss any concerns or simply to share information they have about their child. This helps to prevent an issue from becoming something big. Often all that is needed is more information. A telephone call to the school, a note to the teacher, an email or contact via Dojo 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 free for all preschool and most school-aged children at the SA Dental Service Clinic. The Dental Clinic is situated on our school grounds, and can be accessed via Powell Place. The clinic can be contacted on 8842 2288 between

8:30am and 4:30pm (Monday to Wednesday).

UNIFORM REQUIREMENTS

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. Lost property is located in the Front Office foyer. Please refer to the 'Uniform Guidelines' page located in this booklet as well as uniform price list.

EMERGENCY PROCEDURES

In cases of emergency, (such as fire) there will be an emergency signal and recorded message played throughout the school and all people present on the school site will be directed to the designated 'Safe Refuse', until all is clear.

ENROLMENT FORMS

An Enrolment Form is included in this pack. Further forms can be obtained from the front office during school hours.

EXCURSIONS AND CAMPS

Excursions are an important part of the learning program 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), children will play until 1:15pm, 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 (50+). 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 (NO CAPS) are compulsory. Bucket hats are available from the front

office. Children without protection will be asked to play under the cola and will be limited to play in this area only.

If it is raining during recess or lunchtime, children will play on the courts under shelter.

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 and Fundraising.

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 mins 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 mins
- **Upper Primary** - approximately 20 to 40 mins

Children may negotiate extra homework tasks.

INFECTIOUS CONDITIONS

Head Lice - child stays home until effective medical treatment is carried out.

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 should be placed in the classroom pencil case with the consent note and clearly labelled who it is from and what it is for. Parents can pay for school fees, camps, uniforms etc. at the front office via EFTPOS.

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.



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 stock or (non Dress Code) the local Thrift Shop. Lost property is easily returned to the owner when it is clearly labelled.

MEDICAL

A 'Health Profile' form (yellow) is provided with the Enrolment Form and requires the parent to complete with initial basic information of any health issues your child may have. Once completed and return to the school the Front Office will contact you about specific medical requirements for your child.

MIDDLE SCHOOL TRANSITION

Year 6 Students take part in a series of visits to Clare High School for orientation and information about middle school and year 7. They also take part in lessons on two full consecutive days during Term 4. 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 and is offered to Year 4, 5 & 6 Students. Instruments may be hired from the school on a semester basis. All students are involved in music lessons as part of the Arts Curriculum. Private music lessons are available utilising school facilities.

ANTI BULLYING & HARRASSMENT 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. Governing Council
- reading activities
- excursions
- sports programmes

Please ask at the front office about ways in which you can help and become a Volunteer. To work in a school as a Volunteer you require a current Criminal History Check and you must complete the online 'Reporting Abuse and Neglect' training course.



REPORTING TO PARENTS

Information about your child's progress will be provided in the following ways.

TERM 1

Information / Acquaintance Nights
Parent / Teacher Interview – booking using an on-line system PTO

TERM 2

Mid-Year Formative Report

TERM 3

Teacher initiated Interview
NAPLAN report for year 3 & 5 students

TERM 4

End of Year 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 FEES

Parents are notified of fees for the following year, in Term 4. Payment is due by the end of Term 1. An instalment system is available.

Fees for 2023 are determined in Term 4. The fee's for 2022 are \$275 per year per child. This includes stationery but not extra school activities eg swimming, camps, excursions etc.

Failure to pay school fees will be placed with Debt Collectors in Term 3.

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.

Applications should be made in the first 2 or 3 weeks of Term 1. This assistance covers school fees.

SCHOOL BASED WELLBERING LEADER

Your child's wellbeing is important and at Clare Primary School we have a Student Wellbeing Leader, Mrs Aimee Goode who is available to speak with children on a daily basis.

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)**



SPORTING SCHOOLS SA

Clare Primary is a member of Sporting Schools SA. Children are invited to try out

for zone teams in swimming, cricket, hockey, golf, tennis, football, basketball, netball, softball, cross country and athletics.



SUPERVISION

The Principal and teachers are legally responsible for supervising children at the school during normal school hours; 8:30am to 3:35pm. Teachers are on duty during recess, lunchtime, before school starts and after school until the last bus leaves at approximately 3.45pm. 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, Behaviour Management, Special Education.

TERM DATES

2022

Term 1 – 31st January – 14th April 2022

Term 2 – 2nd May – 8th July

Term 3 – 25th July – 30th September

Term 4 – 17th October – 16th December

2023

Term 1 – 30th January – 14th April

Term 2 – 1st May – 7th July

Term 3 – 24th July – 29th September

Term 4 – 16th October – 15th Dec

2024

Term 1 – 29th January – 12th April

Term 2 – 29th April – 5th July

Term 3 – 22nd July – 27th September

Term 4 – 14th October – 13th Dec

UNIFORM SHOP

The Uniform Shop is located at the Front Office and is open from 8:30am to 4pm daily.

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 zones** 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.

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. **You must apply for bus access every year to seek approval to travel on the bus.**