FRASER PARK
PRESCHOOL -7 SCHOOL

INFORMATION BOOKLET

Address: Burdekin Avenue
Murray Bridge SA 5253

Phone: 8531 3090
Fax: 8531 0001
Email: michelle.kamma750@schools.sa.edu.au

Principal: Ms Michelle Kamma

School Counsellor: Mr Russell Gilbert

Child Parent Centre: Mr Brad Hill

Learning Together Program Co-ordinator: Ms Joan Fabbian
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-7
Accelerated Literacy is a site learning initiative. Kristen Baur 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 parents 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 parents 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 – Thursday from 3-4pm, and, include Sport, Library, ICT, Preschool club.

ASSEMBLIES
School assemblies are held on even weeks at 11:00am on Tuesdays. There is an Assembly roster and a clear expectation that all classes will have a values focused assembly time.

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, Program Achieve, 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 Program Achieve.

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 for speak with our School Counsellor or Principal.

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.

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. Canteen helpers appear to enjoy the time they spend in the canteen, and at the end of the year we invite all helpers to an end-of-year celebration to express in a very small way our appreciation of their support.
Lunch order bags are available from the canteen. Parents 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.
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 Dental Clinic situated at the South Primary School soon to move to a new location. 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 Dental Clinic on 8532 3051. 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:
- Gold
- 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 at recess, lunch and during sports, excursions and PE lessons during terms 1 and 4.

FIRE DRILL/EVACUATION
Fire drill involving rapid orderly evacuation of classrooms is practised at least 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.

- Being part of the school decision-making procedures by being on subcommittees; Fundraising, Preschool, Finance, Facilities, Education and General Services.

To help achieve these roles, the Council meets on Tuesday of weeks 3 & 9 in the Staffroom at the School.
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
This school does not dismiss early due to hot weather, as all classrooms have very effective cooling systems. When the forecast at 7.30am on Radio 5MU is 36º or above students will spend lunch in their classes, recess will be determined by the Principal or Counsellor at the time.

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.
- **Fifth Disease (slapped Cheek)** Not infectious once rash appears
- **Measles (including Rubella):** 4 days from appearance of rash.
- **Mumps:** 9 days or until swelling goes down.
- **Chicken Pox:** 5 days from appearance of the rash.
- **School Sores:** 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.
- **Ringworm:** Until 1 day after treatment commences. Must also be covered while the child is in school.
- **Head Lice:** Until 1 day after treatment has commenced. Families can collect medication from school (free for School Card) and providing treatment is commenced students can return to school.
- **Influenza (colds)** Until well.
- **Conjunctivitis** 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 and be issued with a red leave pass which is to be returned to the Front Office when students return to school.
LIBRARY / RESOURCE CENTRE
This centre of the school 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.

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 Wk 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, one of the local Aboriginal language is taught at this school to all students.

OPEN DAYS/NIGHTS
These events are held to encourage families to observe their children working in the school. Dates and times are determined each year and notified through the newsletter.

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 3½ years
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.

REPORTING TO PARENTS
(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 Evening 4-6
Term two - week 9 – portfolios- Common Report
Term three - week 9 – Family Evening 4-5
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.”
SAFETY
In the interest of safety we request that your child should not arrive at school before 8:30 am nor 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 int “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.

SCHOOL COUNSELLOR (Wellbeing Coordinator)
Russell Gilbert is the current Counsellor. 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 her 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 1st Bell
- 11.35 2nd 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 2nd 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 anytime.
SPORTS DAY
Sports Day is held in Term 1. There are 3 House teams. We have named them after local birds and each has a Ngarrindjeri (local Indigenous group) name.

- Wrens       Watji       Blue
- Ibis        Tloppere    Yellow
- Pelicans    Nori        Green

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.

STUDENT FORUM
Each class in the school elects two students to represent the class on the Student Forum. This group meets with the Counsellor and makes recommendations to the school administration on matters concerning student welfare.

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 practices and matches. It is expected that reasonable care be taken of school facilities. The riding of bicycles is not permitted at any time. School buildings and grounds may be used for meetings and/or fundraising activities. The school hall is available for hire to individuals or groups; conditions of hire are available from the Front Office.
VOLUNTEER POLICY.
We value and seek family and community volunteer support in our school. Throughout the school year there are many tasks where parents and other volunteers can carry out. Some are classroom tasks; some are in the library, some on excursions and others in administration. We are always in need of volunteer canteen workers. The achievements of our school are greatly enhanced through volunteer contribution.

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

Training
Each term the school will provide a training session for all volunteers.
All people wanting to work as a volunteer will complete a training session.

Excursions.
Families attending excursions are considered to be volunteers. They 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.

Canteen
Canteen volunteers are under the guidance of the Canteen supervisor. There is 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.

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 emergency contacts. We will also record any information considered necessary by the volunteer.

Police Check
All volunteers will be required to have a Police check.
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 Joan Fabbian is available through Fraser Park Preschool-7 School on 8531 3090.
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
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

Some behaviours that result in **SUSPENSION**

- Swearing at Adults
- Bullying repeatedly
- Bringing weapons to school
- Climbing on roof
- Fighting
- Vandalism
- Smoking

2 yellow slips per day results in an **internal suspension**
And families contacted

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

   **Intervention:**
   
   Apply Safe School Policy
   Counselling
   Re-think Process
   Restorative Process
# FRASER PARK PRESCHOOL-7

## 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(s) behave in an insulting or offensive manner.

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<tr>
<th>STUDENTS With a grievance could</th>
<th>FAMILIES With a grievance could</th>
<th>STAFF With a grievance could</th>
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<tbody>
<tr>
<td>STEPS:</td>
<td>STEPS:</td>
<td>STEPS:</td>
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<tr>
<td>1. Talk to the person about the problem.</td>
<td>Arrange a time to speak to the relevant staff about the issue.</td>
<td>1. Arrange a time to speak to the person concerned.</td>
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<tr>
<td>2. Talk to a staff member about the problem at an appropriate time.</td>
<td>Please do not enter school classrooms or offices about a major grievance without prior arrangement.</td>
<td>2. Allow reasonable time for the issue to be addressed.</td>
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<tr>
<td>3. If you feel uncomfortable, speak to someone, ‘who you feel comfortable with’.</td>
<td>Let the staff member know what you consider to be the issue.</td>
<td>3. If the grievance is not resolved, speak to:</td>
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<tr>
<td>4. If issue is unresolved, speak to your family.</td>
<td>Allow a reasonable timeframe for the issue to be addressed.</td>
<td>‣ Your Principal/Line Manager</td>
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<td></td>
<td>If the grievance is not addressed arrange a time to speak with the Principal or Counsellor.</td>
<td>‣ A nominated grievance contact:</td>
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<td></td>
<td>If you are still unhappy, please arrange a time to discuss the issue with the District Director.</td>
<td>‣ H &amp; S Representative</td>
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<td>‣ Racist/Sexual harassment contact</td>
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<td>‣ Union Representative</td>
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<td>‣ PAC (where appropriate)</td>
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<td>Ask for their support in addressing the grievance by:</td>
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<td>‣ Speaking to the person involved on your behalf</td>
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<td>‣ Monitoring the situation</td>
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<td>‣ Investigating your concern</td>
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<td>‣ Acting as a mediator</td>
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<td>4. If the issue is not resolved within a reasonable time arrange a time to speak to the District Director.</td>
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</table>

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 District Director.

J:\Common\Enrolment Forms\policies for handbook revised 2014
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
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.
- 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.

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. Parents 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:

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

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.

Michelle Kamma
Principal

Russell Gilbert
Wellbeing Coordinator
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

STUDENT IDENTIFIED AS HAVING POSSIBLE CONCERNS
- Teacher collects data
- Observation
- Anecdotal evidence
- In class interventions

STUDENT CONTINUES OF BE OF CONCERN
- Discussion with Counsellor AECO
- Planning strategies/intervention ideas and monitoring at site level
- Discussion with family

LACK OF PROGRESS
Site Contact Person contacts the highest priority service to hold a pre referral discussion
- may value add to existing site intervention
- suggest a referral

LACK OF PROGRESS
Referral
- Site completes referral
- School Referral using EDSAS

SITE SUPPORTED INTERVENTION
- District and site together develop intervention
- Families involved in intervention plans
- Intervention Plans implemented
- NEP for identified students
- Term targets written and assessed

REVIEW PLAN
- Collecting relevant data for analysis post intervention
- Communication with district personnel/families
- Maintenance or modification of existing plan
- Yearly review of NEP
MONITORING OF ATTENDANCE PROCESS - Reviewed 2014

Attendance will be checked daily by the Wellbeing Coordinator, Front Office Staff and absences followed up by phone call, family contact, ACEO

Class teacher is to complete an “ATTENDANCE CONCERN” form – and give to Wellbeing Coordinator.
If students are away for 2 consecutive days.

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

IF SUCCESSFUL CONTACT MADE

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

These reasons will be altered on EDSAS

IF STILL UNSUCCESSFUL - no contact with family after repeated attempts (3 days)

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 ACCEPTABLE