



# Kersbrook Primary School

## Parent Information Handbook



small school, big family

Bowden St

Kersbrook SA 5231

Ph: 08 8389 3068

Email: [dl.0204.info@schools.sa.edu.au](mailto:dl.0204.info@schools.sa.edu.au)

[www.kersbrookps.sa.edu.au](http://www.kersbrookps.sa.edu.au)

## Welcome to Kersbrook Primary School

Our school community is fortunate to have superb grounds and facilities, and our teachers and staff are caring, experienced and dedicated professionals.

We are a welcoming school and have our students' wellbeing at the centre of everything we do. We know each of our students individually and always celebrate each and every student's unique contribution to school life.

### Berry Street Education Model

As a school, we are always looking for ways to improve and provide richer and more responsive learning experiences for our students. One of the ways that we are doing this is through the Berry Street Education Model. Shaped by 140 years of experience, decades of research and thousands of dedicated teachers, the Berry Street Education Model helps educators gain new perspectives, strategies and skills to build safer, healthier and more engaging classrooms for all students. For more information: <https://www.youtube.com/watch?v=VuPEEsPb8mY&t=273s>

### Attendance and Punctuality

Please notify us if your child is absent and the reason via text: 0419 862 579; phone 8389 3068; or ClassDojo. If arriving late or leaving early please sign your child in or out at the front office. It is a legal requirement and our professional responsibility and duty of care, to account for all students each day.

School attendance is important because students are more likely to succeed when they attend school consistently. Teachers build on learning each day and if students are not attending they may miss out on learning and social opportunities and can feel out of the loop. If absences are required for more than 3 days, such as a family holiday, please apply for an exemption. Exemption Forms are available at the front office.

### School Hours

Normal school hours:	8.45am to 3.00pm
Recess time:	10.30am to 10.50am
Lunch time play:	12.40pm and finishes at 1.20pm
End of each Term (early dismissal)	2pm

### Health Issues

Students with signs of an infectious disease such as fever, cold or flu, vomiting or diarrhoea should stay at home and seek medical attention. Exclusion periods apply for some infectious diseases. We are all extra cautious due to COVID 19 and should students exhibit symptoms they will need to be collected promptly and can return to school when they are symptom free. Please speak to your doctor for further information and advise school to help prevent spread of illnesses.

Head lice is a common issue in all schools. Persistent regular wet combing treatment with conditioner and a nit comb can usually alleviate the problem. Please ask for a pamphlet. Students can return to school immediately after treatment.

## Medication

Please advise staff if your child has any medical conditions including allergies or asthma. If your child requires medication we may need to ask you to provide us with a medical plan from a medical practitioner.

Please do not send students to school with medications in their bags - even paracetamol. If your child self-administers asthma medication and you want them to carry it in their bag, please ask for the necessary forms from the front office. Please contact us to discuss medical needs at any time.

## First Aid

Our trained staff will administer First Aid when students become ill or have an accident. If students receive a head bump, their hand will be stamped. Decisions regarding whether a child needs to be sent home are made in consultation with the class teacher and parents. At any time, if necessary, an ambulance will be called.

## School Uniform

Kersbrook Primary School students take pride in their appearance wearing the school uniform and/or school colours. Students look neat and smart, and their uniform enables movement and play in comfort. The school uniform creates a unified school community and reduces competition amongst students. Uniforms also enable easy identification of our students at school and on excursions.

Make-up, nail polish, hair dyes, false nails, body art and jewellery are not part of our uniform and are not considered appropriate for primary school students. Simple sleepers or studs are safe and acceptable as are items of religious significance.

Please ensure that all clothing is labelled. Unnamed clothing can be claimed from lost property.

Uniforms are available for purchase or order from school as follows:

- Hat – wide brimmed, bucket or legionnaires. Strings not permitted for safety reasons.
- Navy blue track pants, trousers or cargo shorts/pants - no jeans
- Sports Jacket (soft microfiber) or Bomber Jacket, both with logo
- Hoodie with logo
- Polo shirt with logo, blue shirt or skivvy
- Navy blue skirt in any style or fabric or navy shorts or skort
- Polo Dress with Logo and zip pocket (or blue and white checked dress from Kmart or Target)
- Enclosed shoes, sneakers or sandals – no thongs or ugg boots. Rubber boots are required for sandpit play and can be sent/bought to school in a named plastic bag.

## Library

We value our library which is well resourced. All students can borrow books each week and return them. If books need repairs or are lost, students can let us know. Our library is supported with credits we receive from Scholastic Book Club. We will regularly send out catalogues if you wish to order books. A percentage of all purchases help us buy books for our library.

The Adelaide Hills Mobile Library visits specifically for our students regularly. We encourage all our students to join our public library for life long reading.

## **Sun Smart Policy**

Children are required to wear sun hats (either wide brimmed, bucket or legionnaire) for all outdoor activities throughout the year. Our school is a Sun Smart school and complies with Department for Education and Sun Smart policies. If children do not have a hat they may be required to play in the shade.

## **Governing Council**

Governing Council works with the Principal to help set and monitor the direction of the school. Governing Council is elected at the beginning of each school year and meets twice a term. Our Governing Council work within specified guidelines to ensure the school is professionally and collaboratively governed. Governing Council approve school policies, fundraising activities and may elect sub-committees such as Fundraising Committees.

## **Student Representative Council**

Every semester each class elects students to represent them on the Student Representative Council (SRC). SRC meet regularly and meetings are run in a professional manner with teacher guidance. Students have the opportunity to contribute to their school on behalf of their respective classes.

SRC provides students with experience of governance and democratic principles. Students are able to develop leadership skills and begin to understand how decisions are made collaboratively.

## **Playgroup**

The Kersbrook Primary School Playgroup meets Thursdays term time from 9am – 11am in the Old School Building. All pre-school children and parents are welcome to attend.

## **Out of School Hours Care (OSHC)**

Happy Haven runs an Out of School Hours Care before school 6.30am to 8.30am and after school 3.00pm to 6.00pm on school days. For all enquiries please visit: <https://www.happyhaven.sa.edu.au/> or Happy Haven on 81555444. We encourage all families to fill out an enrolment form for OSHC in case of emergency.

## **School Closures**

If a school day is declared Catastrophic by the Bureau of Meteorology and CFS, school will be closed to students and staff. Catastrophic days may be declared due to bushfire risk or flooding and inclement weather. No-one is permitted to be on-site on Catastrophic Days.

School is closed for one day a year during the Royal Show week.

Pupil Free Days for staff training and professional development are normally 4 days per year. OSHC is normally offered on Pupil Free Days and School Closure Days.

## Money Matters

Materials and Service Charges and accounts can be paid for via EFT, EFTPOS at the front office, or cash.

School Account: Kersbrook Primary School

BSB: 105-117

Account: 427275340

## Lunches

We are a nut free school. On Wednesdays, lunches are prepared for a gold coin donation. Lunch includes a range of hot or cold dishes prepared with our Pastoral Care Worker and student in accordance with right bite standards. On Fridays lunch orders are provided by GG's Café, in conjunction with Lovell's Bakery.

## Lunch Clubs

Staff led lunch clubs give students a structured activity if they choose to participate.

Mondays: Reading and drawing in the Zen Den

Tuesdays: Gardening

Wednesdays: Minecraft in the Zen Den

Thursdays: Art and Craft in the Zen Den

## Website and Communication

Please visit our website at: [www.kersbrookps.sa.edu.au](http://www.kersbrookps.sa.edu.au) for information, links, calendar and newsletters. Our mobile phone 0419 862 579 is used for texts and calls to you for administrative issues or keeping you informed about first aid. Teachers use Class Dojo to keep you up to date with classroom activities. Please download those apps for your convenience. Further information is on our Kersbrook Primary Facebook page. If you have any concerns about communication, please let our staff know so that we can assist.

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ClassDojo

Principal: Tara Sheehy

Teachers:

Lianne Zalac and Alisha Archer – Room 1

Holly Kramer-Thompson – Room 2

Jamie Horne – Room 3

Support Staff:

Karen Ferguson – student support

Kathy Jonath – student support and administration

Andrea Wilson – finance and administration

Dean Moss - grounds

Happy Haven OSHC: Sarah