



# Kersbrook Primary School

## Parent Information Handbook



Respect, Responsibility,  
Confidence and Resilience

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# Welcome to Kersbrook Primary School

Welcome to our school – in fact, to your school.

Our school community is fortunate to have superb grounds and facilities, and our teachers are experienced and dedicated professional educators.

Your child's learning is our prime concern. We run programs to enable students to learn the skills they need for living in today's complex society. That learning, we believe, is greatly enhanced by the establishment of positive relationships between students, parents, school staff and the wider community.

Kersbrook Primary School focuses on the positive aspects of learning, on the need for all students to learn in a safe environment, on the ability for teachers to teach in a positive learning environment, while encouraging parents to be involved in the learning partnerships.

Being a small school, parent involvement is an important aspect of school life, which supports the classroom learning programs.

We trust that your relationship with our school will be enjoyable and productive and invite you to take part in the wide range of opportunities that you will have to support the school and the students.

We hope your time here will be successful and enjoyable.

## Enrolments

Government schools have one intake per year for children starting in reception in Term 1. Please fill in an enrolment form at the office before your child commences school. The parents/guardians of a child under the age of 6 years can enrol at school if:

- the child has turned 5 years of age before 1 May; the child can start school the first day of Term 1 of that school year.
- the child has turned 5 years of age on or after 1 May; the child can start school the first day of Term 1 of the following school year.

A child must be enrolled at a school by their sixth birthday. It is recommended a child who will turn 6 years of age during the school year start school on the first day of Term 1 of that school year.

Prior to starting school, new students will be invited to transition sessions which are run in Term 4 of the previous year. Each visit will increase in length to allow for different experiences.

## Attendance and Punctuality

It is a legal requirement for you to notify us if your child is absent, and if arriving late or leaving early, for the parent or caregiver to sign in or out at the front office. Please advise of absences and the reason, in person or via a note, by phone, Class Dojo or School Stream.

## Attendance and Family Holidays

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

## 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, reduces competition amongst students and improves school unity. 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 acceptable as are items of religious significance such as a cross or Star of David.

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 in school colours - compulsory in Terms 1,3 and 4. Strings are no longer permitted on hats 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, ugg boots or rubber boots

## First Aid

Our staff are First Aid trained and 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.



## Medication

Please advise staff if your child has any medical conditions including allergies or asthma. Student wellbeing is our primary concern. If your child requires medication, please let us know. We may need to ask you to provide us with a medical plan certified by the doctor. Medical plans are normally updated every year.

Medication must be lodged at the front office. 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.

## Health Issues

Please notify us if any infectious illness is suspected or has been diagnosed by a doctor. Student must be excluded if they have an illness which is contagious. Below is a guideline:

Measles	Stay home for 7 days from the time the rash appears.
German Measles (Rubella)	Stay home until fully recovered.
Chicken Pox	Stay home for 5 days from the time the spots appear.
Mumps	Stay home for 10 days from the onset of symptoms.
School sores (Impetigo)	Stay home until the sores heal or they are able to be covered completely with a dressing.
Ringworm	Stay home until the sores heal or they are able to be covered with a dressing.
Conjunctivitis	Stay home until there is no discharge from the eyes, or cleared with the doctor.

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.

We suggest that children be kept home when there is doubt about their health.

## Library

We value our library which is well resourced. Students can borrow books for up to two weeks. If books need repairs, please send them back to a staff member.

The Adelaide Hills Mobile Library visits us every second Thursday morning and we encourage all students to be members. We aim for all students to be life-long readers.

The library is also supported with credits we receive from Scholastic Book Club. We will regularly send out catalogues and you may wish to order books from the catalogue or on-line. A percentage of all purchases help buy books for our library.

## Sun Smart Policy

Children are required to wear sun hats (either wide brimmed, bucket or legionnaire) for all outdoor activities during terms 1, 3 and 4. 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.

## **Homework**

Homework may be required by teachers. Homework may consist of reading, problem solving, spelling, writing or assignments. The purpose of homework includes helping reinforce what has been taught in class or gathering information on a student's progress and understanding. Homework helps develop independent learning, good study habits and life skills.

## **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 year each class elects students to represent them on the Student Representative Council (SRC). SRC meet regularly and meetings are run in a professional manner. 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 every Wednesday during Term time from 9am – 11am in the Old School Building. All pre-school children and parents are welcome to attend. For further information please contact the school.

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

Happy Haven runs an Out of School Hours Care service from 3.00pm – 6.00pm Monday – Friday during school terms. All enquiries can be addressed by contacting the current director or Happy Haven on 81555444. We encourage all families to fill out an enrolment form for OSHC in case of emergency.

## **Liaison with Birdwood High School**

Contact is made as often as possible with High School staff to ensure smooth transition for the children from primary school to secondary school.

## **Liaison with Kindergartens**

Torrens Valley Children's Centre at Gumeracha is one of our local Kindergartens. We work collaboratively with TVCC staff, and parents of prospective students to ensure smooth transition from Kindergarten to Reception at school.

## Money Matters

Materials and Service Charges and accounts can be paid for via EFT or cash.

School Account: Kersbrook Primary School  
BSB: 105-117  
Account: 427275340

Please ensure you enter your name and a description for monies paid.

## 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.

## Website and Communication

Please visit our website at: [www.kersbrookps.sa.edu.au](http://www.kersbrookps.sa.edu.au) for up to date information, our calendar and newsletters. If you are not on our e-mail list, please let us know. We send emails to let you know that newsletters have been published. The mobile phone 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. School Stream is used to publish the newsletter, some alerts, and you can fill in a form for absences. Please download those apps for your convenience. If you have any concerns about communication, please let our staff know so that we can assist.

Phone: 8389 3068  
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Website: [www.kersbrookps.sa.edu.au](http://www.kersbrookps.sa.edu.au)

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ClassDojo