



# Kersbrook Primary School

## Parent Information Handbook



Respect, Responsibility,  
Confidence and Resilience

Bowden St  
Kersbrook SA 5231  
Ph: 08 8389 3068  
Email: [dl.0204.Admin@schools.sa.edu.au](mailto:dl.0204.Admin@schools.sa.edu.au)

# WELCOME TO KERSBROOK PRIMARY SCHOOL

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

Our school community is fortunate to have superb facilities for the children of our district.

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

Our management of students focuses on the positive aspects of learning, on the need for all children to learn in a safe environment, on the needs for teachers to teach in a positive learning environment and on the need for parents to be involved in the learning partnerships.

Being a small school, fundraising, careful budgeting and parent involvement are very important aspects of school life, which support 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.**

## KERSBROOK PRIMARY SCHOOL

Our school is an educational community which demonstrates strong, effective leadership, dedicated teachers and team-work. Students, parents and staff are informed and eager to participate in creating a positive learning environment. Our school promotes a spirit of excellence in all that it undertakes.

Kersbrook Primary School is where:

- Relationships between people are valued and children enjoy being at school.
- Children develop respect for themselves and others and confidence to tackle educational programs relevant to their intellectual, physical, social and emotional needs. This is preparing them for effective participation in our changing society.
- Children work productively in a secure learning environment free from physical, emotional, racial and sexual harassment.
- A high value is placed on the intellectual and academic development of every student.
- Emphasis is given to the process of learning for every individual.
- Parents participate in school decision making and are involved in their children's learning.
- Everyone values the benefits of being in a small school, having classrooms supportive of learning and working in a fantastic environment.

## ENROLMENTS

It is necessary to fill in an enrolment form at the office when your child commences school. All Children will start school on the 1<sup>st</sup> day of Term 1 if they have turned five years old before 30<sup>th</sup> April. Please present a birth certificate (or copy) or some proof of age when presenting the enrolment form. This is a Department for Education requirement.

Prior to starting school, new students will be invited to transition sessions. Each visit will increase in length to allow for different experiences.

## ATTENDANCE AND PUNCTUALITY

It is a legal requirement for you to notify us about children's absences. The most convenient way to do this is to send a note or make a phone call. The reason for absences or lateness is also a significant factor, particularly when this relates to an illness which may be contagious or which will affect the child's performance at school.

It is a requirement of the Department of Education and Children's Services for lateness to be officially recorded.

## ATTENDANCE AND FAMILY HOLIDAYS

Parents and caregivers often have to take their leave out of the school holiday period resulting in students being absent during the school term. Parents are asked to submit an exemption form if they know that their children will be away from school for extended periods of time (more than 3 days). The forms are available from the Front Office and are available at any time.

## 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

Governing Council encourage the dressing of children in school uniform or alternatively following our school's colour code. The uniform or colour coding is as follows:

Hat: Navy blue bucket hat with logo or wide brimmed or legionnaire hat. Hats are compulsory for Terms 1, 3 and 4.

Tops: Navy blue polo tops with logo; hoodies with logo.

Bottoms: Navy blue track pants; trousers; cargo pants; cargo shorts; shorts or skorts.

Dresses: Polo dress with logo; blue and white checked uniforms (available from Kmart and Target).

Footwear: Enclosed shoes or sandals are required for safe and active play.

Please ensure that all clothing is labelled.

## FIRST AID

Children who become ill or have an accident at school are treated according to our first aid policy, by the teacher or school support officer on first aid duty. Decisions regarding whether a child needs to be sent home are made in consultation with the class teacher. Parents or people listed as emergency caregivers, will be contacted as soon as possible.

In any case where a child has lost consciousness, or concussion is suspected, or a child is not well enough to transport to medical attention without an observer, an ambulance is to be called. If your child needs ambulance transport you will be notified as soon as possible. If it is not possible for you to meet the ambulance at the hospital a staff member will go to the hospital to be with your child until you get there, or until the child is admitted to the ward.

## INFECTIOUS DISEASES

Parents are requested to pass on to the school promptly, any information related to infectious diseases. This allows us to take appropriate measures. No doubt your doctor will inform you of procedures to take, but generally the following is expected:

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

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

## COMMON AILMENTS

<b>Headlice</b>	A common problem in all schools – children may return immediately after having treatment.
<b>Allergies</b>	Please notify the school if your child is allergic to <b>anything</b> or has a specific health problem eg. asthma, epilepsy, diabetes.

## MEDICATION

School staff are not permitted to dispense medication to children. If it is necessary for your child to take prescribed medication it is suggested it be taken before school, after school and at bedtime or the parent may wish to come to school and administer the medication at the prescribed time. This medication must be handed into the front office.

**Non prescription drugs eg. Panadol cannot be administered by school staff under any circumstances.**

These are departmental regulations with which we must comply. Parents should consider whether children on medication are well enough to be at school.

Asthma medication needs to be provided with an asthma plan.

## LIBRARY

The library staff and class teacher are in charge of book borrowing and the general maintenance of the library. Please ensure books are returned in a timely manner. If books need any repairs please let us know. The school library is a resource in which parent involvement is welcome.

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. Each term we will send out catalogues and you may wish to purchase books. 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.

Failure to do this means children must remain in a shaded area during playtime. This has been implemented as part of our Skin Cancer Awareness program.

## HOMEWORK

Homework may be given to children at any year level when necessary. Whilst it is often difficult to estimate the length of time which a homework exercise will take, efforts will be made by teachers to see that the compulsory exercises are appropriate to student needs.

## 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 usually meets twice a term.

We have a very professional Governing Council who take shared responsibility with the Principal for certain aspects of school governance.

Governing Council approve school policies, fundraising activities and may elect sub-committees such as Parents and Friends.

## STUDENT REPRESENTATIVE COUNCIL

Every term each class elects students to represent them on the Student Representative Council. SRC meet regularly and run meeting in a professional manner. Every class in the school is represented at the meetings.

SRC has input into school decisions and may make suggestions for changes or new ideas. SRC Members represent their peers and other students. They are able to make recommendations and help with fundraising and distribution of funds to charities.

The S.R.C. is consulted in regard to school rules, policies, curriculum and special events. This process allows students to have input into the ethos curriculum, tone of the school and is a valuable way of developing leadership in our school.



## **PLAYGROUP**

The Kersbrook Playgroup meets every Wednesday during Term time from 9.30am – 11.30am in the Main 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. The service is very popular so bookings are essential. Any queries 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.

## **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 KINDEGARTENS**

Contact is made as often as is necessary with staff from the Torrens Valley Children's Centre at Gumeracha (our local Kindergarten) and parents of prospective students to ensure smooth transition from kindergarten to Reception.

## **MONEY MATTERS**

Materials and Service Charges and excursions, uniforms and other accounts can be paid for via EFT.

School Account:

BSB: 105-117

Account: 427275340

Please ensure you put your name and a description of fees eg. NAME SWIMMING

## **Website**

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.