



# KAURNA PLAINS SCHOOL

STRENGTH THROUGH LEARNING · WILTA TIRRKANDIARRA



## PARENT INFORMATION BOOKLET

COOPERATION ORGANISATION RESPECT KINDNESS ACCEPTANCE



Government of South Australia  
Department for Education

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# NA MARNI - WELCOME TO KAURNA PLAINS SCHOOL

## CONTENTS

- 2 Welcome  
Term Dates  
Bell Times
- 3 School Information
- 4 School Uniform  
Weather Policy
- 5 School Uniform Prices  
SunSmart Policy
- 6 Nut-Aware Policy
- 7 Anti-Bullying Policy
- 8-9 Grievance Procedure
- 10 Mobile Communication  
Devices Policy
- 11 Media Consent
- 13 Consent for local  
excursion



## Na Marni

Marni ngadlu tampendi Kurna meyunna-ko ea  
Yerta  
Ngaitalya

## Hello

I welcome you to Kurna Plains School

It is important to acknowledge that we meet here

Today on Kurna Land

Thank You

## Term Dates 2019

Term 1	Tuesday 29 January	Friday 12 April	11 Weeks
Term 2	Monday 29 April	Friday 5 July	10 Weeks
Term 3	Monday 22 July	Friday 27 September	10 Weeks
Term 4	Monday 14 October	Friday 13 December	9 Weeks

## Bell Times

Gates Open to the wetlands ....8:40am

Lesson 1 .....8:50 - 9:50am

Lesson 2 .....9:50 - 10:50am

RECESS..... 10:50 - 11:10am

Lesson 3 ..... 11:10 - 12pm

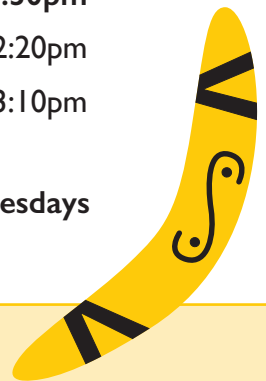
Lesson 4 ..... 12pm - 1pm

LUNCH..... 1pm - 1:30pm

Lesson 5 ..... 1:30 - 2:20pm

Lesson 6 ..... 2:20 - 3:10pm

Early dismissal 2:20pm on Wednesdays



# SCHOOL INFORMATION

## Positive Education School Behaviour Management CORKA Wellbeing Steps

Each student receives a Corka Wellbeing business card – students can use 2 chills in a day.

**Step 1** – Check in. The student or teacher checks in on how they are feeling.

**Step 2** – Chill Classroom, student quietly has a chill time in a specially located area in the classroom, all classrooms have a designated chill out area.

**Step 3** – 10 minute Chill Visit, student chooses or teacher suggests a visit to the students chosen person on their card

**Step 4** – 15 minute Chill Visit, student chooses or teacher suggests a visit to the students chosen person on their card

**Step 5** - Check in with school counsellor

*Passed through SRC 2017 and endorsed by all students & staff.*

## Absences

For the safety of students, parents/carers are requested to contact the school before 9.00am when their child is absent or send a note explaining absence when their child returns to school. The classroom teacher will make a phone call home when your child is absent and then after 3 consecutive days of absence it will then be passed over to the attendance team to follow up.

## Collecting Students Early

For safety reasons parent/carers collecting students early must report to the front office to sign the early dismissal book. We normally ring the class and get the child to come to the office.

## Custody

The school must be informed about any custody orders. Documents pertaining to custody orders need to be sighted by the Principal and copied filed to the school. These are confidential documents.

## Leaving School Grounds

If a student leaves the school grounds or is thought to have left the grounds during school hours without permission, the matter will be reported to the Principal or another school leader immediately. Such matters are of great concern and accorded absolute priority by all staff, so an immediate investigation will be made in the interests of the student's safety.

If the student cannot be found within a reasonable time, the police will be called.

## Parent Input - Governing Council

Governing Councils have a joint responsibility with the site leader to:

- involve the local site community
- develop and approve local site policies
- set the broad direction and vision of the site
- monitor and review the site improvement plan
- be an employing authority of some non-teaching services, including OHS&C and canteen
- Report to the site community and minister on council business and budgets.

The majority of members are parent/carers. The council also includes staff representation. Any parent/carer is welcome to attend any meeting but will not be able to vote.

## Medication

If medication must be administered at school, the parent/carer must ensure that the medication is in the original packaging and is clearly marked with the child's name, and that it is accompanied by a letter from the doctor outlining the dose and the frequency of the medication.

Under no circumstances will school staff dispense medication to students unless the doctor has completed a medication permission form (available from the front office). Antibiotics can generally be given before school, at the end of the school day and before bed and do not need to be dispensed at school. Please discuss any relevant medical issues with the Principal.

All medication is to be handed into the front office. Analgesics should only be given on medical advice and must not be brought to school unless guidelines above are followed.

## School Card

The school card scheme provides financial assistance towards the cost of educational expenses for students. At the beginning of each year, information is sent home about this scheme. All queries about school card should be directed to the Finance Officer or Principal. School card must be applied for each year.

## Sports Day

A Sports Day is held in Term 3. Families are invited to attend this special community event.

**Tarnda - RED**

**Kardi - YELLOW**

**Ilya - BLACK**

## Visitors to the School

All visitors must sign in at the front office. This includes parent/carers picking up or dropping off students, calling into the office or visiting classrooms to assist teachers or attending excursions. Visitor stickers are available from the front office. Schools are required to ensure that all parent and community volunteers are required to have a child-related screening before working with students. Please see front office staff for a DCSI child-related screening form.

# SCHOOL UNIFORM & WEATHER POLICY

## Uniform/ Dress Code

Kaurna Plains School is committed to creating a safe and culturally connected learning environment within our Community. We expect all students enrolled at Kaurna Plains School to wear the full school uniform in a respectful manner. Our uniform signifies pride and strengthens our identity across all communities.

We believe that our school uniform:

- \* Encourages a sense of school pride & presents a positive image
- \* Identifies us from outsiders who enter the school grounds
- \* Promotes student safety & security.

The School's Dress Code, endorsed by Student Representative Council (SRC) and Governing Council, requires students to wear school uniform at all times. The summer uniform is to be worn for terms 1 & 4, and the winter uniform in 2 & 3. Uniforms are available for purchase at the school through front office staff. Please refer to the Uniform List on the previous page. Students are not to wear makeup. Sensible Shoes are required e.g. no thongs.

Please label items of your child's clothing.

## JUNIOR PRIMARY & PRIMARY (RECEPTION—YEAR 7)

### SUMMER UNIFORM

KPS polo top  
Summer dress  
Black shorts & KPS polo  
Skirt & plain polo  
Boss top  
Hat (mandatory every day)

### WINTER UNIFORM

KPS polo top  
Pinafore & plain polo  
Shorts  
Boss top  
Full zip jacket

## SECONDARY (YEAR 8—YEAR 12)

### SUMMER UNIFORM

KPS polo top  
Summer dress  
Black shorts  
Skirt  
Short sleeved white shirt  
Hat (mandatory every day)  
Boss top

### WINTER UNIFORM

KPS polo top  
Skirt  
Black cargo shorts  
Long sleeved white shirt  
Full zip jacket  
Boss top  
Full zip jacket

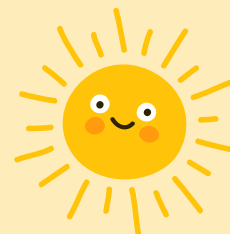
## Weather Policy

### Hot Weather

If the expected temperature is (36 degrees or above) students play inside.

### Wet Weather

On days when wet weather prevents outside play, students will remain indoors. If wet weather occurs during play periods the siren will be sounded to indicate to students they are to return to their classroom area. Students are supervised inside during wet weather play.





# SCHOOL UNIFORMS

## PRICES AS AT TERM 1, 2019

**IMPORTANT NOTE:**  
 We don't have cash or EFTPOS facilities.  
 Please bring in the correct money for your purchases,  
 as we are unable to provide change.

**HATS:**



RED

YELLOW BRIM

RED BRIM

All Hats  
\$5

**UNIFORM ITEMS:**



Polo Shirts  
\$20



White S/S Shirt  
\$18



White L/S Shirt  
\$18



Sport Shorts  
\$10



Boss Jumper  
\$25



Knitted Jumper  
\$35



Full Zip Jacket  
\$35



**ALSO AVAILABLE:**



Book bag  
\$4



Library bag  
\$4



Winter Pinafore  
\$25

Dresses  
\$30



Skirts  
\$25



Pencil Case  
\$3



Socks  
\$4



School Bags  
\$25

### SunSmart Policy

We expect that children will come to school with sunscreen already applied. However, should they need a further application a broad spectrum SPF30+ SUNSCREEN will be provided at school.

I give permission for my child/children to receive an application of SPF30+ SUNSCREEN during the day as required.

As part of our SunSmart Policy students must wear a slouch hat in terms 1 & 4 for school activities. Students will need to wear a hat in the yard. Students without hats will be required to sit or play in the shady areas. Hats will be provided at school.

Signed (Parent/Caregiver):..... Date: .....

# NUT-AWARE SCHOOL POLICY

## Nut-Aware School Policy

Our aim is to provide a safe learning environment for all people in our school community. To support this, Kaurna Plains School is a 'Nut Aware School'. This policy aims to increase our community awareness, in order to minimise the risk to children with documented allergies to nut products. Many schools in South Australia are also "Nut-Aware" schools.

### Why?

The policy was implemented because a number of students at Kaurna Plains School have a **severe peanut/nut allergy**.

These students cannot be exposed to nuts in **ANY** form as this will trigger an anaphylactic reaction.

Anaphylaxis is a severe form of allergic reaction and can be potentially life threatening.

Anaphylaxis is preventable. Avoidance of specific triggers is by far the best option. Treatment is an injection of adrenaline and emergency transfer to hospital.

It is our aim to provide a safe learning environment for **ALL** people in our community.

**We have made the decision to ban all peanut / nuts and food containing nuts within the school.**

### Which foods are banned?

The following foods are **NOT** permitted at school:

- Peanut butter sandwiches, dips or crackers;
- Nutella sandwiches or dips;
- Biscuits and cakes containing nuts;
- Muesli bars containing nuts;
- Chocolate containing nuts e.g. 'Snickers';
- Dried fruit & nut mixes;
- Any other products that have nuts listed in the ingredients.

This nut-aware school policy applies to those ingredients SPECIFICALLY LISTED on the product label. However, a lot of products have listed on their packaging; "may contain traces of nuts" and the school acknowledges that it is not practical to ban all these foods.



### Your Role:

Parents/caregivers are asked to support the school's Nut-Aware policy by:

- **Notify** the class teacher **if your child has food containing nuts** to ensure appropriate measures can be put into place;
- Being sensitive and supportive to the needs of anaphylactic students;
- Providing children with healthy food options that do not contain nuts;
- Applying our Nut-Aware policy when sending food to school for a birthday or a class party;
- If your child eats nuts for breakfast (e.g. nutella on toast) please ensure your child washes their hands and cleans their teeth before coming to school.

### Promotion:

This policy is promoted by:

- Regular reinforcement in the classroom;
- Regular reminders in the school newsletter;
- Inclusion of this policy in the Enrolment Information Package.



# ANTI-BULLYING POLICY

## KAURNAWAMA PIIPAWARDLI

### Anti-Bullying Policy

All programs at Kaurna Plains School are linked to our school values. We believe that the safety and wellbeing of students, staff and parents of our school community is vitally important. We take incidents of bullying very seriously.

**This policy explains what bullying is, how you can report it and what we will do about it.**

#### What is Bullying?

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more person. Conflict or fights between equals and single incidents are not defined as bullying.

Bullying of any form or for any reason can have long-term effects on those including bystanders.

Examples of bullying are:

- **Verbal:** name calling, making offensive remarks, taunting, teasing and put-downs, messages sent by phone, email or chat-lines.
- **Emotional:** spreading rumours, gossiping or embarrassing someone, excluding and threatening looks
- **Physical:** hitting, punching, pushing, pinching, tripping, slapping, kicking, strangling, spitting, getting other people to hurt someone else, throwing things at others or damaging property.
- **Social Bullying and sexual harassment:** racial harassment, not respecting personal space, teasing about boyfriend/girlfriend, unacceptable sexual comments, touching someone when they don't want to be touched.
- **Cyber-bullying:** bullying through information and communication technologies such as the Internet and mobile phones. eg Facebook, Twitter.

#### What can you do about bullying?

Use Positive strategies such as:

- Using a strong assertive voice when telling the person doing the bullying to stop and go away
- Don't react, just walk away with your head held high
- Report bullying to a trusted adult & keep on telling an adult until the bullying stops.
- Do not ignore it. When bullying is ignored it can get worse. We encourage students to be responsible bystanders and to help the person being bullied by:
  - Getting a teacher for them
  - Telling a teacher for them or going with them while they tell a teacher

Irresponsible bystanders, who stand around and watch, encourage, laugh or make inappropriate comments will also receive consequences, as this is bullying.

#### Wellbeing Programs in school include:

- Child Protection Curriculum
- Health
- Social Skills
- Shine SA Relationships
- Aboriginal Cultural Framework

#### For Parents/Caregivers

- Ensure your child understands that telling is not dobbing
- Listen calmly and take notes
- Encourage your child to keep a journal of bullying incidents
- Let him/her know that talking about the problem was the right thing to do and that the next step is telling someone at school if necessary, assist your child in discussing the problem with a teacher
- Discourage any planned retaliation, either physical or verbal

#### What do we do about incidents of bullying?

- We will listen and talk to the person who has been bullied and the person who has bullied others.
- We will actively work to repair the damage and prevent the repetition of bullying and harassment
- We will offer counseling for the student/s who have been affected by the bullying incidents
- We will use appropriate consequences for the person who has bullied others. Consequences will depend on the nature, severity and extent of the bullying behaviour. They may include: restorative conversation with family, counseling, involvement in social skills program.

#### Consequences may include the following:

- Restorative conversations
- Social Skills program
- Parent meeting
- Suspension or exclusion in accordance with the school discipline policy

*It is important to note that these steps may change; we treat each situation individually as each incident of bullying is different.*

#### Recording and Reporting Bullying

An in-school database of all Bullying incidents will be maintained to enable the counsellor and other leaders to identify where support is needed.

#### Valuable Resources

[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

Department for Education Parent Helpline: 1800 222 696

Kids Helpline: 1800 551 800

Child and Youth Parent Helpline: 1300 364 100

Department for Education:

[www.decd.sa.gov.au/portal/community.asp](http://www.decd.sa.gov.au/portal/community.asp)

#### Leadership Team:

Bronwyn Milera: Principal

Angela Walkuski: Deputy Principal

# GRIEVANCE PROCEDURES

## Grievance Procedures

### Appropriate Behaviour

The following actions **WILL NOT** be tolerated:

- **Confronting another adult or student in an aggressive, abusive or threatening manner**
- **Confronting a student or students in an attempt to sort out a problem - this is not OK for your child or anyone else's**
- **Shouting, swearing or acting in an aggressive or abusive manner in the school grounds**
- **Entering a classroom or school building without permission or first notifying the front office**

We are responsible for providing a safe and secure environment for all our students, staff and visitors. If we feel our safety is at risk we will follow the appropriate procedures:

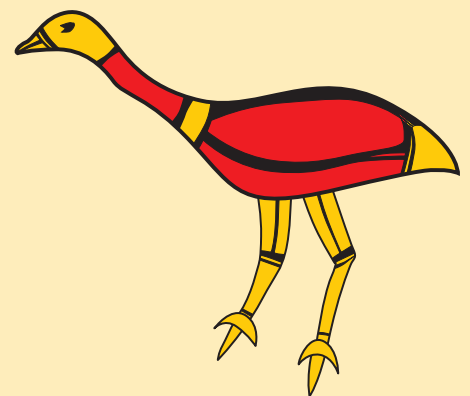
- Ask person or persons to leave the school grounds
- Call the police to either make a report or send out a patrol car
- Ring the alarm bell for a 'Lock Down'

All discussions and outcomes will be kept confidential between those involved unless it is necessary to share what has happened with other relevant parties and this has been agreed to in the meeting.

You have a right to feel comfortable and welcomed into our school and other people should feel the same way because of your actions.

People will be treated fairly regardless of cultural background, sex, sexuality, age, race, impairment, pregnancy or marital status.

If you believe that an issue has not been dealt with appropriately or satisfactorily then the Para Hills Office can be contacted for further advice on **8314 4000**.





# GRIEVANCE PROCEDURES

## Grievance Procedures

If you have a concern or issue...

### STEP ONE - TELL SOMEONE

#### Front Office

Come in  
or phone call

#### Class Teacher

Speak to them before  
or after school

#### Deputy Principal/ Counsellor

Come in  
or phone call

#### Principal

Come in  
or phone call

### STEP TWO - MAKE AN APPOINTMENT

Once an issue or concern has been raised an appointment can be made, with the appropriate person.

#### Appointment time should:

- Be responsive to the urgency of the issue or concern
- Allow time for all information to be collected and to invite other relevant parties to the meeting. E.g Counsellor, Disabilities Officer

#### School Responsibilities:

- Collect relevant information: assessment data, interview students & staff, reports, teacher records
- Contact relevant parties to attend the meeting

#### Parent/Caregiver:

- Write down any facts or questions about the issue/ concern
- Note any actions or solutions to the issue to discuss at the meeting

### STEP THREE - MAKE AN APPOINTMENT

The aim is to find a solution that is satisfactory to all parties.

Everyone has a chance to present their view point and share information or evidence they may have.

Discussions are documented as necessary to record what was said and any decisions made.

A solution is agreed upon and actioned as soon as possible or further discussions organised.

The school will endeavour to action the agreed solution as soon as possible with the support of relevant students, parents/caregivers and staff. Communication, formally or informally, will occur to check on progress or success.

*If there are any concerns about how the issue was handled or parties are dissatisfied with the outcome Para Hills Office can be contacted on 8314 4000.*

# MOBILE COMMUNICATION DEVICES POLICY

## Mobile Communication Devices Policy

### PURPOSE

The following policy applies to all students, school personnel, visitors, volunteers and contractors and is based on a set of values shared by teaching staff and the Governing Council.

The use of telecommunications technology has now become the norm rather than the exception for many individuals. Students, parents and teachers are accessing this resource in increasing numbers. Kaurna Plains School respects the right of parents to provide mobile communication devices for their children for a variety of reasons.

To ensure our core business of teaching and learning is conducted in an environment free from unnecessary distraction or disruption, school structures have been put in place for parents, students and staff to contact each other and be contacted during the school day in cases of emergency through the school office.

### DEFINITION

Mobile communication devices are defined as devices that can store, send and receive communications (voice, data and video) while the device is not physically attached to a network.

Mobile communication devices include:

- Mobile telephones, iPods, MP3s, Radios, iPads, iPhones and any other tablets, smart phones and accessories including headphones, peripheral and Bluetooth devices.

### ACTION

#### Students

1. Students are required to hand their mobile device to the class/home group teacher at the start of school. No access will be given during Recess or Lunch. They will be returned at the end of their school day.
2. If a student fails to follow the rule then normal behaviour management procedures will follow.
3. Mobile devices are brought to school entirely at the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft. Whilst in the possession of the class teacher all devices will be securely stored.

#### Staff

1. Personal mobile devices are brought to school at the owner's risk. Neither the school nor DECD can accept responsibility either for any loss or damage or for investigating such.
2. Personal mobile devices must be on silent/switched off in class and during scheduled school meetings.
3. Messages relating to non urgent matters will be pigeonholed. Any urgent messages will be passed on immediately and staff will be supported as needed.
4. Teaching and support staff will use their personal mobile devices for yard duty, excursions and when required for excursions, camps and other school business.

#### Parents

If parents need to urgently contact a student they should follow normal procedure and contact the school. Students will be contacted and supported as necessary.

All users are to switch their mobile devices to mute or discreet when in public areas, meetings, interviews and classrooms. Personal mobile devices are brought to school at the owner's risk.

1. All parents are to take and make mobile calls outside teaching and learning areas.



# Consent Form – Child/Student

## Permission to use image, video, voice, and/or creative work of students and children

The Department for Education and Child Development (DECD) develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites and social media accounts). Students also publish their own materials on websites (eg school website, DECD website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for DECD to create/use:

- photographs, video or audio recordings of my child
- samples of my child's work
- my child's first name and DECD school/preschool/service name

and to distribute them in the following locations:

- printed publications (eg newsletters, year book, promotional material)
- secure intranet websites and publicly accessible websites, including social media accounts.

The permission will continue until I revoke permission in writing to the principal of the school, director of the preschool or manager of the service.

Any material placed on publically accessible websites under a CC-BY-NC licence will be available to download and use. This licence is perpetual (forever), free, worldwide, non-exclusive and allows for the replication, distribution, display, performance and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

### Notes

- Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

### Signatures

#### Additional optional permissions (tick if yes)

- I also grant permission for my child to be photographed/recorded by external media organisations for publication/broadcast.

Name of child/student: \_\_\_\_\_  
(Full name - please print)

Name of school/service: \_\_\_\_\_

Parent/guardian's signatures: \_\_\_\_\_  
(Parent/guardian to sign) (Parent/guardian to sign)

Full name of parent(s)/guardian(s): \_\_\_\_\_  
(please print) (please print)

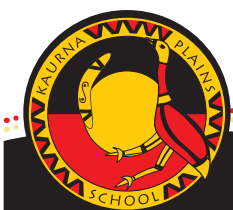
Date: \_\_\_\_\_

Please provide signatures of both parents and/or guardians where possible.

*This form must be filed in a central location at the school*



(Please complete the form on the other side. Thank you.)







# KAURNA PLAINS SCHOOL

STRENGTH THROUGH LEARNING · WILTA TIRRKANDIARRA

## Consent for Local Excursion

A local excursion may be impromptu or planned but the destination could be within walking distance or may include accessing taxi services and/or public transport. In addition, staff will notify you on the day to inform you of their intention.

I give permission for \_\_\_\_\_ to take part in local excursions

Signed (parent/caregiver) \_\_\_\_\_ Date \_\_\_\_\_

Regards,

Bronwyn Milera  
*Principal*

COOPERATION ORGANISATION RESPECT KINDNESS ACCEPTANCE



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Department for Education

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FOR MORE INFORMATION  
PLEASE CONTACT:

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