WELCOME
TO
GUMERACHA PRIMARY SCHOOL

PARENT INFORMATION BOOKLET

Phone 83891183
Fax 83891319
info@gumerachr7.sa.edu.au
www.gumerachr7.sa.edu.au
SCHOOL VISION

“Together We Achieve” GUMERACHA PRIMARY SCHOOL, as an educational community, achieves student learning in a safe and supportive environment where social skills and nurturing are provided. Students are encouraged to reach their academic, emotional, physical, social and creative potential. Students are confident, receptive, adaptable and exhibit a positive and caring outlook, a curiosity about the world, which will enable them to embrace a changing future. Gumeracha Primary School has a consistent set of values across the school community.

Respect, Fairness and Responsibility

have been identified as integral key values, which underpin the culture of the school.

WELCOME

Welcome to the Gumeracha Primary School.

We are united in a common goal:-

‘To provide the best possible learning opportunities for your child – for every child.’

We look forward to a happy association as we work together, as partners in your children’s learning process.

Yours sincerely

The Staff
CONTENTS

WELCOME.................................................................................................2
SCHOOL VISION.........................................................................................2
CONTENTS.................................................................................................3
STAFF FOR 2013.......................................................................................4
HISTORY......................................................................................................4
ENROLMENT...............................................................................................5
THE SCHOOL DAY......................................................................................5
SCHOOL GROUNDS....................................................................................6
SCHOOL UNIFORM.....................................................................................7
ADMINISTRATION......................................................................................7
EDUCATIONAL PROGRAMS.......................................................................8
STUDENT SUPPORT SERVICES..............................................................9
FACILITIES.................................................................................................9
PARENT INVOLVEMENT.............................................................................10
STUDENT INVOLVEMENT.......................................................................10
COMMITTEES...........................................................................................10
COMMUNICATION.....................................................................................11
HEALTH & SAFETY..................................................................................11
TRANSPORT / PARKING..........................................................................12
SCHOOL POLICIES..................................................................................13
HOME-SCHOOL PARTNERSHIP...............................................................15
**STAFF FOR TERM 1, 2013**

Principal
Mr David Hankinson

Secretary
Ms Bronwyn Starr

SSOs
Mrs Sue Rainbow
Mrs Sharen Randell
Mrs Dianne Sumner
Mrs Charlene Trollope

Grounds
Mr Gunter Koppan

ICT Support
Mr Ashley Hosking

Christian Pastoral Support Worker (CPSW)
Ms Amberlee Haynes

Junior Primary (Year R-2)
Ms Kelly Heading

Middle Primary (Year 3-5)
Mrs Sokhan Greenwood

Upper Primary (Year 5-7)
Mr Simon Yard/Mr M Swinkels

Global Studies/Design/Technology
Mrs Leonie Feutrill

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**HISTORY**

The first Gumeracha School was opened in a building in Wellington Street in 1857. The school shifted to its present site when the new Activity room building was built in 1913. Because of the outbreak of World War 1 and the death of the then Director of Education, the building was never officially opened. The students and teachers marched through the Streets of Gumeracha from the former to the new school on top of the hill. In 1933 the Kenton Valley School was amalgamated with Gumeracha and the wooden school building was quartered and shifted to our school site where it served as a classroom and finally as an office. In 1967 the Forreston and, in 1969, the Cudlee Creek schools were closed and consolidated with Gumeracha. In 1982, work commenced on the redevelopment of the school with children accommodated in a series of portable classrooms on the existing school oval while the work took place. This work was completed, and officially opened in October 1983. The Governing Council is continuing the work of developing the grounds and facilities.
ENROLMENT

To enrol at Gumeracha Primary School please phone for an appointment with the Principal. It is recommended that Reception children are enrolled by June in the year prior to them starting school. Parents and students are invited to meet with the Principal for a guided tour of the school and discussion about the programs and opportunities we offer.

Children must have turned 5 on or before the day they start school. Children and their parents are invited to participate in a series of induction visits prior to starting school. A transition program has been established with the local pre-school to make starting school as happy and smooth as possible. We believe it is important for Kindergarten students to experience a smooth, effective and enjoyable transition to Reception. The Kindergarten staff and Primary staff work together to achieve this.

A Transition program is in place and includes:
• Visits by the kindergarten students prior to their beginning. Students will visit the school on three occasions in the term prior to them beginning school.
• New Reception students begin school on the first day of each term.
• New students will have a buddy student who will assist them and play with them throughout the first week whereby they normally have made friends with class members.
• The Principal will invite new parents to a morning tea on the first transition day (in week 8) to explain the routines and procedures associated with the school.

THE SCHOOL DAY

TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45am</td>
<td>Bell rings to go to class</td>
</tr>
<tr>
<td>8.50am – 10.50am</td>
<td>Instruction time</td>
</tr>
<tr>
<td>10.50am – 11.15am</td>
<td>Eat recess and play</td>
</tr>
<tr>
<td>11.15am</td>
<td>Bell rings to go to class</td>
</tr>
<tr>
<td>11.20am – 1.00pm</td>
<td>Instruction time; eat lunch (12.50pm)</td>
</tr>
<tr>
<td>1.00pm - 1.35pm</td>
<td>Lunch play</td>
</tr>
<tr>
<td>1.35pm</td>
<td>Bell rings to go to class</td>
</tr>
<tr>
<td>1.40pm – 3.20pm</td>
<td>Instruction time</td>
</tr>
<tr>
<td>3.20pm</td>
<td>School finishes</td>
</tr>
</tbody>
</table>

SUPERVISION

Supervision of the school grounds begin at 8.30am and finishes at 3.40pm. Parents are reminded that children should not be left in the school grounds outside these supervised times except for children travelling on buses.

PERSONAL INFORMATION

Please keep the school informed of any changes to relevant information – eg health issues, phone number, address, work phone numbers. This and other personal information is subject to the Privacy legislation.

ABSENCES FROM SCHOOL

The school is required by DECS to keep a record of absences and reasons for the absence. Lateness is also recorded and monitored. If your child is absent from school for any reason please telephone or send a note of explanation. Where an impending absence is known, a note before the absence occurs is required. For absences of more than 3 days (e.g. holidays) parents must apply in writing to the principal for exemption from school. Forms are available from the front office. Absences of more than 1 month require parents to submit a written application seeking formal exemption from school to DECD. These forms are also available from the front office.
COLLECTING CHILDREN

If you are unable to collect your child/children please inform the class teacher of the change in plans. Should you wish to collect your child/children early for some reason, please come to the front office to sign a slip to be given to the teacher.

CUSTODY

For your child’s safety it is important that the school is fully aware of custody and access arrangements. Should the custody and/or access circumstances change for your child/children please inform the school.

OUT OF SCHOOL HOURS CARE

Gumeracha Primary School Outside School Hours Care has been in operation since 1994. Staff and children plan together to create a diverse program that reflects their current interests in recreational and educational activities. The children are given multiple opportunities to broaden their skills and experiences: discover and practise leadership and basic life skills. Homework is encouraged. We foster positive social interaction, resulting in teamwork and confident individuals.

**Operating Hours**

Monday to Friday (not public holidays):
- **Before School**: 7.30am-8.30am
- **After School**: 3.20pm-6.30pm
- **Vacation Care**: 7.30am-6.30pm

On Gumeracha Primary School closure days we open between 7.30am and 6.30pm. Please note that on days that have been declared “Catastrophic bushfire weather conditions”, the whole school site will be closed - including OSHC and Vacation Care.

Contact the Director or any of our friendly staff for further information on 8389 1871.

SCHOOL CROSSING

All students and parents are required to cross Albert Street via the Koala Crossing. The crossing will be in operation both before and after school.

SCHOOL GROUNDS

Over the past years our school has been successful in its involvement in entering KESAB Tidy Schools Competition. The contribution and involvement of parents in working bees and on the facilities committee has been integral to our success. Students within classes are also responsible for a designated area around the school and parental assistance is always appreciated.

Our school has extensive grounds, which have undergone development over several years. We have a plastic propagating tunnel, 4 tiered vegetable garden beds, shade house, chicken enclosure, a stand of blue gum trees (or cut foliage), a woodlot comprising 64 W.A. Flat topped Yates, fruit trees and a herb garden.

Our school playground includes shaded swings, slippery dips, climbing frames and sandpits. The oval is well maintained and incorporates a cricket pitch.

**LEGEND**

1 FRONT OFFICE
2 PRINCIPAL’S OFFICE
3 LIBRARY
4 ART/SCIENCE/TECH
5 COMPUTER ROOM
6 ROOM 1
7 STAFF ROOM
8 ROOMS 6 & 7
9 ROOM 8
10 ROOMS 9 & 10
11 HALL
SCHOOL UNIFORM

DRESS CODE
In collaboration with students, staff, Governing Council and parent group, Gumeracha Primary has developed a “Uniform Policy and Dress Code Policy”. This is available as a separate flyer.

WEARING OF HATS
Hats are compulsory for all outdoor activities, including Physical Education, fitness, playtimes and outdoor excursions in Terms 1 and 4. This is in accordance with the Cancer Council Sun Smart Policy. Hats will also be worn in the event of unusually hot weather and during prolonged periods of activity outdoors during terms 2 & 3 (eg camps, excursions). Children must wear either a legionnaire or broad brim hat. Children without a hat will be required to remain in the shade. Hats are available for sale at school.

ADMINISTRATION

SCHOOL FEES
The school fees are set by the Finance Committee and Governing Council. Parents may choose to make full payment, or to pay by instalments as negotiated with the principal. Fees can be paid either by CASH, CHEQUE OR CREDIT CARD. Cheques are to be made payable to GUMERACHA PRIMARY SCHOOL and crossed NOT NEGOTIABLE.

MAKING PAYMENTS
All money sent to the school should be placed in an envelope and clearly labelled e.g. excursions, book club, etc. and must be include the child's name. Parents wishing personally to make payments to the office are asked to do so between 8.45am and 12 noon. Correct money is required as change is often not available.

SCHOOL BANK
School banking is conducted each Tuesday for the State Bank. Enrolment forms are available at the office.

SCHOOL CANTEEN
School Lunches are purchased from the local deli – 2 days per week only – Wednesday and Friday. On these days the canteen at school is open for over the counter sales at lunchtime. Parents able to assist are asked to respond to requests each term. Please ask for a supply of lunch bags if you intend to order. These should be sent to school with the order, child's name and money. Lunch boxes, bags, drink containers etc, should be clearly labelled.

PHOTOGRAPHS
Each year, individual student and class photographs are taken by a professional photographer. The school uses photographs and video as part of the educational program of the school and as a record of student learning and celebrations.

PERSONAL ARTICLES - VALUABLES
These are brought to school at the student's own risk. This includes mobile phones. We ask that all articles be marked with the student's name. Toy weapons are not permitted. Expensive personal items are also inappropriate for school. This includes iPods, radios, game-boys and other electronic games etc unless part of a learning activity notified by the teacher.

LOST PROPERTY
A lost property box is kept in the school, near the front office and every effort will be made to ensure 'named' articles are returned. At the end of the term unclaimed articles will be given to a charity. Parents and students are welcome to check the Lost Property Box. Parents may borrow marking pens from the school to mark children's clothing.
EDUCATIONAL PROGRAMS ON OFFER

Students study the eight areas of learning as defined by the Department for Education and Child Development (DECD). At present the following programs are offered at our school and these may change from time to time subject to staff movement.

LANGUAGES OTHER THAN ENGLISH
Starting in 2013, the school will offer Japanese to all students via a link-up to the Open Access College. Follow-up activities will be conducted by the class teacher.

ENVIRONMENTAL EDUCATION
Our school has a focus on Environmental Education that is co-ordinated across the school. We participate in many events within the school & wider community and foster the belief that we can make a difference if we think globally and act locally.

INFORMATION AND COMMUNICATION TECHNOLOGY
ICT is a growing emphasis within the school, and its continued expansion and development is a priority. Computers are currently used throughout the curriculum in the following ways:-

- The Information Technology Suite allows for individual/group work in a variety of areas including the use of word processing, graphics, keyboarding skills, electronic communication, databases, spreadsheets, multimedia etc.
- Internet access is available to all students via a direct Ed Suite connection. This provides information from worldwide sources and communication with students from schools around the globe.
- Computers in each classroom are linked to the network enabling access to the internet/intranet.
- Smartboards were introduced to the school in 2007. The SMART Board is an interactive, electronic whiteboard, which can enhance instruction and learning. Teachers are able to create content rich, dynamic lessons which address specific student skills.
- Our School Website enables parents to access a variety of information about our school, policies, special programs, events etc.

GLOBAL EDUCATION STUDIES
In 2008 Global Education Studies was introduced to the school programs. Each class has a 90-minute lesson with a specialist teacher once a week. The curriculum offered during these times includes the study and appreciation of cultures around the world, language studies and global issues. Design Technology is also an integral part of this program.

LIBRARY / RESOURCE CENTRE
The school has a central library with a varied collection of resources. Children are encouraged to borrow books regularly to take home. The use of a library bag is encouraged. Parent volunteers to cover new books and help with re-shelving are always welcome and any help which you can give is invaluable.

Parents, as well as children, may borrow from the Resource Centre. The Library is open for the children from 8:30 each morning and also at lunch times.

PHYSICAL EDUCATION AND SPORT
In line with current Physical Education policy, the emphasis for our students is on participation, enjoyment and skill development in a wide range of physical activities.

All students are involved in fitness and skills lessons. Swimming lessons are conducted in term 2 on one day a week for 5 weeks. Sports Day is held in term 1. Out-of-school sporting programmes include: South Australian Primary Schools Amateur Sports Association (SAPSASA) District events, such as swimming, cross-country, athletics, and orienteering as well as opportunities to participate in major games carnivals. Participation in SAPSASA events will often depend on the availability of parental support for transport. For daily fitness and PE activities it is important your child wears clothing that will not restrict movement. Appropriate footwear is essential at all times.

MUSIC TUITION
The school offers a range of instrumental music tuition including private tuition in piano, keyboard, guitar and drums when weekly tuition fees apply. Students are withdrawn from class lessons, and receive individual tuition. In addition, Year 5-7 students have the opportunity to participate in Instrumental Music Service lessons, some weeks are lessons, some weeks are in a band situation. The aim will be to give students the opportunity to demonstrate their skills in performance with a concert held towards the end of each year - a one-off administration and instrumental hire fee applies.
EXCURSIONS, CAMPS, TRIPS

Out of school learning experiences are organized to complement aspects of study during the year. Parental support is sought to encourage student participation in these activities. Prior written consent is required for a student to participate in any school trip, camp or excursion that requires travelling and fares. A "Local Excursion" note signed at the beginning of each year covers incidental visits within walking distance of the school.

The school’s commitment to Social Justice means every effort is made to ensure all students are able to access all activities offered. A very high priority is placed on gaining full participation for all activities.

Whilst attendance on camps and excursions will sometimes be a curriculum requirement, it is also perceived as a privilege. As such, in any period in the six weeks leading up to a camp or excursion, we expect students to fulfil certain behaviour expectations in order to qualify for attendance. These expectations consist of a willingness to:

- follow instructions given by staff;
- behave in a safe manner and make good choices;
- be responsible and respectful to others and property.

Any student whose behaviour is causing concern and who is not meeting these expectations in the period leading up to a camp or excursion will need to follow a Personal Development Plan which is agreed upon by student, teacher and parent. Continued failure by the student to meet the conditions of the Personal Development Plan could lead to the student being excluded from the camp or excursion.

STUDENT SUPPORT SERVICES

Students identified as having Special Educational Needs receive support. The school also provides additional support to students who do not have Special Educational Needs but have learning difficulties. This support may be within or outside the classroom.

EARLY INTERVENTION PROGRAM

This program is Literacy and Numeracy based, helping children to build self-esteem, developing their knowledge and skills. Specialised School Services Officers provide classroom and individual support to build up the confidence to transfer their knowledge and skills learned in this program into their classroom work.

CPSW

A Christian Pastoral Support Worker (formerly known as Chaplain) is available as a mentor and role model, but does not engage in specific religious activities with students.

KIDS HOPE

The Kids Hope program provides mentors for some students. The mentor works with a child on a one to one basis. The main focus is to promote self-esteem and confidence.

FACILITIES

- LIBRARY/RESOURCE CENTRE
- SCIENCE/DESIGN & TECHNOLOGY/ART ROOM
- INFORMATION TECHNOLOGY SUITE
- MUSIC/DRAMA ROOM
- MULTIMEDIA ROOM
- ACTIVITY ROOM
- 8 CLASSROOMS
- MULTI-PURPOSE HALL (DUE FOR COMPLETION IN LATE 2010)
- OUTDOOR FACILITIES:-
  - 6 TENNIS/2 NETBALL COURTS
  - PLAYGROUND AREAS
  - LARGE OVAL
  - TIERED VEGETABLE GARDEN
**PARENT INVOLVEMENT**

Parent participation at any level in the school enhances the quality of the educational programs. Parent helpers receive volunteer training and have police checks.

**CLASSROOM INVOLVEMENT**

Working with the class teacher with various tasks including reading, speaking to groups of children, supervising groups, preparing teaching aids and materials. These can be arranged directly with the classroom teacher.

**READING HELPERS**

Regular help can be provided in classrooms listening to children read. Times are negotiable with class teachers.

**LIBRARY HELPERS**

Help with re-shelving, book covering and children’s borrowing for 30 minutes each morning is always appreciated

**CANTEEN**

Open Wednesday and Friday for over the counter sales. The canteen provides valuable fundraising for the school. All help is Voluntary

**WORKING BEES**

During the year the facilities group organise working bees to assist with projects around the school. This is a great way to help out and meet other parents. Your contribution helps all students.

**STUDENT INVOLVEMENT**

**STUDENT VOICE**

Decision making at the student level is encouraged at both the class and school level. Class Meetings are held regularly to discuss class and whole school issues. Representatives from each class take their ideas to regular meetings of the Student Representative Council (SRC).

**SCHOOL LEADERS**

School leaders are chosen by staff on the basis of a written application and suitability. Responsibilities include a role in assembly and at special events. Students from the Upper Primary class represent the school at meetings of the Junior Youth Environment Group and report back at assemblies on sustainability issues.

**KOALA CROSSING**

Interested students from year 5 - 7 are trained in the management of the school crossing. Students must be over 10 years old to participate in the training.

**BUDDY ACTIVITIES**

An opportunity is given to older students to be trained in assisting younger students through various activities aimed at promoting a supportive environment and one where students are ‘buddied’ with each other.

**OTHER RESPONSIBILITIES**

We also have a class that is responsible for the feeding and maintenance of the school's chickens, care of school pets, and looking after the Sports Shed.

**COMMITTEES**

**THE GOVERNING COUNCIL**

The Governing Council is an elected body of representatives of the school community who meet twice a term to share information and make decisions regarding the life of the school. It enables parents to have input into the school in areas such as general policymaking, provisions of resources and general developments in the school. The Governing Council offers opportunities for parents to be involved in a variety of sub-committees –

- Fundraising
- Health & Safety
- O.S.H.C
- Canteen

10
It is not necessary to be a member of Governing Council to join a Sub-committee.

The Finance Committee meets before the Governing Council meetings. The Finance Committee consists of the Governing Council Chairperson, Governing Council Treasurer and a Governing Council member, plus the Principal, Finance Officer and another staff member. Items discussed are then taken to Governing Council.

**COMMUNICATION**

Our goal is to develop a meaningful relationship as soon as possible, so that we can meet the needs of your child. The staff and Principal welcome the opportunity to discuss any queries or problems. Unless parents make the first approach, we may not be aware that a "situation" exists. In fairness to all children and teachers, it is reasonable to make an appointment at a mutually agreeable time to enable the issue to be properly discussed.

**NEWSLETTER**

Newsletters and notices are usually sent home with the eldest in the family. Please ask your child about newsletters or notices, as this is the most suitable method of keeping you informed. A newsletter is produced on a regular basis and issued on Thursdays providing basic school, community news and information.

**HEALTH & SAFETY**

If your child is sick, it is essential that your child remains at home and receives proper care until she/he feels better. A child on prescribed medication is unlikely to be well enough to attend school (such medication will not be administered by the school).

If a child becomes ill during the day they will be taken to the sick room for care and comfort. If they have not recovered after a period of time contact will be made with the home or contact number.

If a child is involved in an accident, First Aid will be administered and parents will be contacted. If contact cannot be made and further medical treatment is required the school will make all necessary arrangements for the child's welfare.

*Please ensure your child's Emergency details contain accurate and up to date information.*

Where medication is required for chronic complaints such as asthma, allergies, etc, the school *must* be provided with the appropriate background information at the time of enrolment and with the prescribed dosage and the child's name. It is not the class teacher's responsibility to attend to such matters, and DECD regulations do not allow medication to be kept in classrooms. You will also be required to complete a form providing essential information relating to the medication.

*MEDICATION WILL NOT BE ADMINISTERED UNLESS:*

The medication form has been completed.

The medication is in its original prescription container with dosage, etc clearly visible.

The medication has been *prescribed for your child.*

**ASTHMA**

If your child suffers from Asthma please notify the principal and ask for a SARC form (Student’s Asthma Record Chart.) This must be completed by your child’s doctor and returned to the school as soon as possible.

**INFECTIOUS DISEASES**

If the cause of sickness is an infectious disease it is essential that your child remain at home for the required length of time. Please notify the school of such cases.

**HEAD LICE**

The general permission slip signed at the beginning of the year includes permission for staff to check for head lice. If live lice are found, you will be contacted to take your child home for treatment. If we find eggs but no live lice you will be notified so you can treat your child that night.

**DENTAL CLINIC**

The Mobile Dental Clinic is located at Birdwood Primary School

<table>
<thead>
<tr>
<th>Clinic Contact Number</th>
<th>Mt Barker:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8568 5058</td>
<td>8391 0858</td>
</tr>
</tbody>
</table>
KOALA CROSSING
The Koala crossing is in operation during the times:
8.30am – 8.45am
3.15pm – 3.35pm

EMERGENCIES
From time to time the school may face danger. Our first responsibility is always to the care and well being of our students.

In the case of an internal danger (eg a fire in the room) students will be evacuated to a designated area of safety and the rooms will be checked to see that all students are accounted for. Student will remain there until the danger is over.

In the case of an external danger (eg bushfire) students are moved to the Bushfire Refuge. Students will be kept at school until it is safe for them to return home (or for the buses to run).

Parents may personally collect students in such a situation – however IT IS ESSENTIAL FOR THE SCHOOL TO BE INFORMED THAT STUDENTS HAVE BEEN TAKEN HOME.

If a lockdown occurs (eg a dangerous person on school grounds) students remain in their classrooms until danger has passed. During such emergencies it is requested that only emergency telephone calls be made so that the phone lines are kept open (if indeed the telephone lines are operational). The Emergency Evacuation Procedures are displayed in every room in the school and regular drills ensure children and staff are familiar with the policy procedures.

TRANSPORT / PARKING

BUSES
The school is serviced by DECD and contract buses which are provided at no cost to parents who live more than 5 km from their nearest school.

Permission to travel on a bus must be sought from DECD through the Principal. Buses are managed by the Birdwood High School. Application forms are available from the office.

If a student misbehaves on the bus, the privilege to travel on the bus may be removed for a period of time.

Out of School Activities: It is necessary to contact the Bus Coordinator (Birdwood High School) prior to the day you wish your child to travel on buses for an emergency, or special bus arrangements. All bus children must inform the school of times when they do not travel by bus.

BICYCLES
Students riding bicycles to school are required to wear protective helmets, walk with their bicycles on school grounds and use the bike racks provided.

PARKING
The Staff Car Park is not for parent use or for dropping off or collecting children.

Unfortunately parking is NOT available to parents within the school grounds. There isn’t room and it would create a safety hazard for your children. Please use the parking bay on the town side of the bottom entrance. Parking immediately opposite the school is a safety concern and we urge extreme caution when dropping off or picking up students. At times other than use by School Buses, the Bus parking bay may be used for DROPPING OFF and COLLECTING CHILDREN.
SCHOOL POLICIES

See page 14 for a list of additional policies that are available as separate flyers in the Parent Information Folder and on the school website:  www.gumerachr7.sa.edu.au

**FIRE/DISASTER POLICY**

The procedures incorporated in these policies have been compiled around our 1st Duty of Care: the safety and welfare of our students.

**INTERNAL FIRE:**

In the event of an internal fire in one of the buildings, a prescribed procedure of evacuation has been put in place and will be practised at regular intervals.

**Parent Helpers:**

If parents are at the school during such an alarm they should report to a staff member or go immediately to the Assembly area.

**EXTERNAL FIRE:**

The school has three levels of bushfire alert -

1. **Total Fire Ban Days – severe, extreme** (Level 1.)
2. **Fire In District**  (Level 2.)
3. **Fire Threatening School** (Level 3.)

**SOME MAJOR POINTS FOR BUSHFIRE ALERT DAYS AT EVERY LEVEL:**

1. **Level 1:** All school excursions beyond Gumeracha will be cancelled on days declared as a “Total Fire Ban – severe or extreme” day. On days where the Fire Ban is Catastrophic the School will be closed as per DECD guidelines.
2. **Level 2 or Level 3 Alert:** the children will remain at school and be supervised until a CFS clearance is given. (This will extend to after school dismissal time if necessary). Therefore it is unnecessary for you to remove your child/children.

School buses will not run unless/until a CFS clearance is given.

- If for some reason you wish to pick up your child/children, you must :-
  - report to the front office (level 2) or Bushfire Refuge (level 3)
  - sign a release form.

*This is to ensure an accurate central record is kept on the location of every child.*

Children can only be collected by:-

- you personally
- emergency contact persons named on your child’s emergency list
- persons who have your written permission

- The “SAFE REFUGE AREA” for the community is the Main Town Oval.
- **The school is a Bushfire Refuge** and will be used as such by the school children and OSHC during school/OSHC hours. The Bushfire Refuge is the Reception-Y2 classroom area.

- If a fire is threatening the school, the children will be assembled in the **Bushfire Refuge** and will remain there until the all clear is given.
- The CFS have assured us that the main building would be a safe refuge even if a fire burnt through the school area.
- Parents may wish to also seek refuge.

**School Telephones:** On days of Extreme Fire Danger, electricity may be cut in the area. This would affect our telephone lines as they operate on a powered system. However our **MOBILE PHONE:** (0411 236 105) can be used for urgent calls. We have been given a ‘Fire Phone’ which will also work without electricity – the number for this phone is 8389 1863. We would request that calls be restricted to **URGENT** ones, as we will also need to receive incoming CFS and other emergency information.

<table>
<thead>
<tr>
<th>SCHOOL PHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WHEN POWER IS CUT</strong></td>
</tr>
<tr>
<td>0411 236 105</td>
</tr>
<tr>
<td>8389 1863</td>
</tr>
</tbody>
</table>
**HARASSMENT POLICY**

Students who harass other students will undertake processes that aim to restore healthy and positive relationships.

**Repeat Offenders:**

<table>
<thead>
<tr>
<th>1st offence</th>
<th>Student/s will receive counselling and be clearly informed of the following steps for repeat offences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd offence</td>
<td>Student/s will be removed from the learning situation and parents will be notified of these offences verbally and informed of the next steps.</td>
</tr>
<tr>
<td>3rd offence</td>
<td>Student/s may be suspended from school for a time decided by leadership. Parents informed that the next stage is exclusion from the school.</td>
</tr>
<tr>
<td>4th offence</td>
<td>Student/s is/are excluded from school.</td>
</tr>
</tbody>
</table>

**INCLEMENT WEATHER POLICY**

During the year there are days when the weather is unsuitable or very uncomfortable out of doors. Provision is made for students to be indoors on such days.

**Other policies**

The following policies are available as separate flyers in the Parent Information Folder or in the Policies Section on the school website: [www.gumerachr7.sa.edu.au](http://www.gumerachr7.sa.edu.au)

- Student Behaviour Policy
- Anti-Bullying Policy
- Reporting Policy
- Attendance Policy
- Uniform Policy and Dress Code
- Sun Smart Policy
- Pre-School – Reception Transition Policy
- Raising Concerns (Grievance Policy)

If and when policies are amended as a part of a review or new policies are introduced, copies will be sent out for inclusion in the Parent Information Folder and the policies section of the school website will be updated.
GUMERACHA PRIMARY SCHOOL WELCOMES THE INVOLVEMENT OF PARENTS IN ALL ASPECTS OF THEIR CHILD’S EDUCATION.

WE RECOGNISE THE IMPORTANCE OF A PRODUCTIVE PARTNERSHIP BETWEEN HOME AND SCHOOL.

WE ENCOURAGE PARENTS TO MAINTAIN AN OPEN DIALOGUE WITH TEACHERS AT THE SCHOOL; AND WE ENCOURAGE PARENTS TO COME INTO THE SCHOOL AS VOLUNTEERS WHENEVER CIRCUMSTANCES ALLOW.