**Stansbury Primary School**

**Preparing for the future**

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### School Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td><strong>Principal</strong></td>
<td>Kim Hoskins</td>
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| **Class Teachers** | Esther Callaway - Sharks - Yrs 5-7  
                   | Kelly Smith/Kirsty Campion - Seahorses - Yrs R-4 |
| **School Services**| Janette Clarke    |
| **Officers**       | Carol Marsh        |
|                    | Di Nankivell       |
| **Groundsperson**  | Michael Babbage    |
| **School Cleaner** | Eva Crawford       |
| **CPSW**           | Di Nankivell       |
| **OHSC**           | Rosie Dick         |
| **Play Centre**    | Karen Shearer      |

If you wish to discuss your child's progress with any teacher at any time, please ring and make an appointment.

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### Contacts

**Stansbury Primary School**  
North Terrace, Stansbury SA 5582  
PO Box 11, Stansbury SA 5582  
Phone: (08) 8852 4286  
Fax: (08) 8852 4173  
Email: dl.0411_info@schools.sa.edu.au
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The Governing Council

The School’s Governing Council’s role includes:
• providing advice and support to the school principal.
• keeping a general oversight over the well being of the school.
• improving school facilities.

The Council AGM is in February and then meets on the third Tuesday of each month.

ALL parents are welcome.

Members of the 2015 Governing Council are:

- Lynda Farrow - Chairperson
- Alison Lloyd - Vice Chairperson
- Tonya Volk - Secretary
- Kylie Gray - Treasurer
- Michelle Ryszawa
- Kerri Ormsby
- Tracey Ennis
- Kim Hoskins - Principal

Finance Committee:

- Kim Hoskins - Principal
- Janette Clarke - Admin SSO
- Kylie Gray - Treasurer
- Lynda Farrow - Chairperson

School Hours

Students in class 8.45am.
Lessons begin. 8.45
Recess. 10:30 - 10:50am.
Lunch. 12:30 - 12.40 pm - supervision of eating
12.40 - 1:10 pm.- play
Students dismissed 3:05pm.

Supervision
The yard is supervised from 8:30am until 3:15pm.
Parents are asked to ensure that their children arrive and depart the school grounds within these times.
School Rules

**Classroom rules**
Each class has its own rules and consequences displayed in their room.

**Yard Values**

**Persistence**
- Keep your hat dry
- All students have the responsibility to remind others to pick up their rubbish & put it in the bin.
- Sit on seats properly
- Always wear bucket or wide brimmed hats outside
- Walk around buildings and watch where you are going
- Always persist before asking for help
- From September to May wear long pants and sneakers in the secret garden.
- Keep going and never give up
- Use playground safely
- Go to the playground only after eating
- Keep the school tidy
- Show resilience

**Honesty**
- Eat your own food and do not waste any
- Stay out of classrooms during breaks unless pre-arranged with staff
- Let the birds and animals find their own food
- Leave equipment alone until the play bell goes
- Leave valuable things home unless pre-arranged
- Play games in appropriate areas
- Only use toilets when needed
- Only go to the oval if you have permission from a teacher
- Take care with equipment and use it properly
- Tell an adult if something dangerous happens
- Leave natural items on the ground
- Use the step railings for hand support only
- If you have a problem, try and solve it yourself before you tell a Peer Mediator, a staff member or your parents
- Leave other people's things alone unless you have permission
- If you borrow Sports Equipment and something happens to it, tell the Sports Shed monitors and a teacher
- Stay seated until the Play bell goes and you have eaten your food
- Tell the truth

**Friendliness**
- Use friendly language at all times
- Play nicely and fairly
- Respect differences and be nice to everyone
- Include others in games and encourage them
- Look after grounds, plants, animals, people and buildings
- Welcome and include new people
- Share things fairly with others and with people you trust
- Give people clear rules and play by them and only change rules when everyone is present
- Give eye contact when speaking and listening to people
- Be helpful and kind
- Smile
School Policies and Procedures

The school has the following endorsed policies which can be viewed at the office.

<table>
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<th>Admission Policy</th>
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School Admission Policy

All students are offered a Transition Program during the term they turn five. This Transition program is arranged in consultation with Stansbury Primary School, the Kindergarten your child is attending and the parents of the child.

Students attend school on the Monday & Friday mornings in the last five weeks of the term prior to starting school. They bring their lunch each day and are picked up by their parents at 1:10pm.

Children may be enrolled to begin school at the beginning of the year following their fifth birthday or if they’re born before May 1st they may start school in January of that year.

Compulsory schooling commences from the child's sixth birthday.

School Fees

The Composite fee for the full year is $226 00 and is due prior to the end of term 1. This fee includes: Library, Curriculum subject supplies Stationary Photocopying, Equipment & Access to Student Information Technology. Arrangements can be made to pay school fees by instalments.

School Card Approvals

Those families who wish to apply for school card for 2013 need to fill in an ED003A form (available from school) with their Centrelink customer reference number and sign the declaration included re their income.

On receipt of these forms the school will seek approval for school card subject to department audit with Centrelink. Parents who are self employed or wish to apply under the hardship provisions can do so by using a ED003B form (also available from the school) forwarded to the School Card Section.
Please make sure children's clothing, especially windcheaters & hats are labelled. Each term the school places an order for good quality track pants, windcheaters, t-shirts, shorts etc., at reasonable prices with supplier LW Reid. These tops come embroidered with our school logo
All students are encouraged to wear school uniform. The following is a guideline of requirements:-

<table>
<thead>
<tr>
<th>Girls Summer Uniform</th>
<th>Boys Summer Uniform</th>
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<tbody>
<tr>
<td>Traditional Dress</td>
<td>Style optional</td>
</tr>
<tr>
<td>Pants / Shorts</td>
<td>Navy shorts / pants / track pants</td>
</tr>
<tr>
<td>Shirt</td>
<td>White or navy polo shirt with collar</td>
</tr>
<tr>
<td>Shoes / Socks</td>
<td>Appropriate to weather (shoes, sandals, runners) No Thongs</td>
</tr>
<tr>
<td>Windcheater / Jumper</td>
<td>Navy</td>
</tr>
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<table>
<thead>
<tr>
<th>Girls Winter Uniform</th>
<th>Boys Winter Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Dress</td>
<td>Style Optional</td>
</tr>
<tr>
<td>Pants</td>
<td>Navy Pants / Track pants</td>
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<tr>
<td>Shirt</td>
<td>White or Navy Polo shirt with collar</td>
</tr>
<tr>
<td>Windcheater / Jumper</td>
<td>Navy</td>
</tr>
<tr>
<td>Shoes</td>
<td>Appropriate to weather (closed shoes, runners)</td>
</tr>
<tr>
<td>Socks / Tights</td>
<td>Socks or navy tights</td>
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</table>

**Hats - Boys & Girls**
Wide Brimmed or bucket hats to protect neck and ears. Compulsory all year round.

**NO HAT, NO PLAY IN THE SUN POLICY!**

<table>
<thead>
<tr>
<th>Girls Sports Day Uniform</th>
<th>Boys Sports Day Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>White polo shirt with school logo. Royal blue sports skirt or shorts. White socks.</td>
<td>White polo shirt with school logo. Royal blue shorts. White socks.</td>
</tr>
</tbody>
</table>

For Interschool Championship Sports Day the School has a set of royal blue sports tops for our representatives to wear with their royal blue shorts.

**Iron on Logo:** Available for $2.00 for white T-shirts

**Additional items:** Jewellery is optional, not excessive (at own risk if damaged or lost).

**Make-up:** Not allowed

**Clothes Pool:** Kept at school for Second-hand clothes, these along with unclaimed Lost Property is sold at $2.00 per item.
OSHC - Outside School Hours Care

Outside School Hours Care (OSHC) is available Monday to Friday after school from 3.00p.m. until 6.00 p.m.

Our Provider Number is CRN 407217404X.

Child Care Benefit is available by phoning 13 61 50. The Family Assistance Office will help you estimate your income and calculate your CCB percentage.

You will need to quote our Provider Number printed above.

An informative brochure is available from the school office or ring 8852 4286 for more information.

General Information

Absenteeism
When a child is absent from school a written reason or telephone call is legally required from the parent. If the school has not been notified by 9am about a child’s absence, the parent will be called to ensure the safety of the child.

Address Changes
It is important that the school has current address and contact telephone numbers of parents and other emergency contacts. Please advise the school promptly of changes of address, telephone numbers or employment.

Appointments
Although this school actively encourages frequent parent teacher interaction, making an appointment avoids inconvenience to either parent or teacher.

Art Shirts
Children are expected to wear an art shirt to avoid staining their clothing.

Assessment / Reports
All staff will keep records of children’s achievements during the year. All Yr 3, 5 & 7 students undertake the NAPLAN tests.
Regular reporting to parents is undertaken by the school to appraise parents of their child's progress.

If you have any concerns with your child’s performance please don’t hesitate to contact the teacher concerned.

Attendance
The Education Act, Regulation 3.2.3 makes it compulsory for children between the ages of 6 and 15 years to attend school all day.
General Information

**Banking**
Students are able to bank each week through Bank S.A. Bank books can be stored in a specially marked container in classrooms. Students need to put their bank money inside their folders in the bank box early on FRIDAYS. Please ask at the office for an enrolment form if you wish your child to open an account or inquire at the Minlaton Branch. Children are encouraged to bank even a small amount each week.

**Bikes**
Children riding bikes to school leave them in the bike rack during the day. After school they put on their helmet before leaving the yard. Bikes must be walked from the rack to the road. Students travelling north must walk their bike across North Terrace before riding away. Students riding west and south must walk them up past the parked cars before riding on the road. This will avoid any bikes riding past the vehicle pick up point in Ceres Street or encountering incoming traffic from Adelaide road.

**Camps**
Camps form an important part of the school’s social and personal development programme. As participation in a school camp is a privilege, not a child’s right, students are expected to be well behaved and good ambassadors of the school. Every effort is made by the school to make camps educational, enjoyable and cost efficient.

**Car Parking / Pick-up**
Please help to ensure the safety of children by parking on the western side of Ceres Street. There is no parking in the area in front of the wooden barrier by the front gate. For student safety it is requested that no one parks across the road near the pines to pick up students.

**Dental Clinic**
All children at Stansbury Primary School are entitled to dental treatment through Dr Bill Hackett at Yorketown. An enrolment form, available from the office, needs to be sent to the SA Dental Service to enrol your child. An appointment time will be sent home for an annual check-up. For any problems or emergencies, ring the Surgery, 88 521344, and make an appointment. As from 1st January 2007 a fee applies to children or students who are not dependants of a Centrelink concession Card or School Card holders, or who do not have their own Centrelink Concession Card. Checkups, x-rays taken at the clinic, fillings, and preventative services such as fluoride treatments should generally be covered by the fee. If your child has a dental emergency before they are due for their next check-up, any treatment provided at the School Dental Clinic will be covered by the fee paid at your child’s current check-up. If you or your child have a current Centrelink Concession Card or School Card please bring this card to your child’s appointment. Once staff have seen this they will make sure that no fee is charged for your child’s general course of care. The first and last general course of care in the School Dental Service will be provided to all School Dental Service Clients free of charge, regardless of their card holder status.

**Display Boards**
Class teachers and students take pride in displaying finished work in and around their classrooms etc. Parents are most welcome to come in and look around from time to time. The children appreciate their parents showing interest in their work. Items of interest and coming events are also displayed on the outside notice board under the verandah of the main stone building.

**Early Dismissals**
School dismisses at 2.05pm on the last day of each term.
General Information

Fire Policy
In case of fire or other disasters the school siren will sound in short bursts for several minutes – signalling Emergency Evacuation procedure. All people should vacate all buildings in a safe orderly manner and assemble in the lower court area so that everyone can be accounted for. Staff have been allocated roles during such emergencies, including contacting authorities.

If the students are required to stay inside because of a danger outside, the siren will sound continuously, indicating Emergency Invacuation procedure until all students are accounted for.

During such emergencies students will be held at school until collected by a parent or authorised person.

Footwear
It is important that all children attending school wear footwear which allows them to take part in all school activities, including vigorous physical activity. Thongs are not to be worn.

Hat Policy
Our school uniform includes a wide brimmed or bucket navy hat and students are encouraged to wear one. Our “no hat, play in the shade policy” requires children to wear hats during all outdoor activities all year. These hats are available for sale at the office for minimal cost.

KESAB
Caring for and improving our school facilities plays an important role in the school curriculum. We first entered the KESAB Tidy Towns Awards in 1989 when we were successful in being awarded “Equal Best Overall School Programme” as well as the “Graham Redmann Memorial Award”. That was a fantastic beginning to our involvement with these awards. We have been very successful winning at least one award each year since, so that we now have no less than 28 Tidy Town Award plaques taking pride of place in the Front Office. However the real winners have been the school, its students, staff and parents who can look at our greatly improved school environment with pride and satisfaction. In December 2008 we were thrilled to be part of the overall Stansbury entry which won the Regional, the Best Medium sized town and then South Australia’s Tidiest Town at the KESAB awards and represented South Australia at the National Judging in May 2009 in Canberra.

Although we did not win the National Title we were thrilled with the two awards we did bring home. The School’s achievements mainly for our sustainable and environmental programs won them the Young Legends Award and the local Tidy Towns Group won the Dame Phyllis Frost Group Award for their commitment and action in the town of Stansbury.

Library
Children are encouraged to borrow from the Library. Seahorses Class (R-3) are required to have a library bag to protect these books.

Torn or damaged books - sometimes library books are damaged at home and attempts at repairing them are made. We would much prefer them to be returned to school for mending where we have special purpose repairing materials- please never stick up torn pages etc., with sticky tape.

Library Rules
1. Sharks have a limit of 3 books while Seahorses have a limit of 2.
2. Returned books to be put in returns box, not on the shelf unless student has been trained fully to do so.
Helping at home

Parents and teachers form a unique partnership in the child’s development. At home, parents can help by:

- showing a love of books
- encouraging and praising your child’s attempts and achievements
- reading to the child while he or she is sitting on your knee
- ensuring some daily quality time with each child
- involving the child in appropriate decision-making
- being a responsible parent
- encouraging the child to take responsibility for his or her learning and behaviour
- discussing news events - all knowledge is valuable
- ensuring you child has adequate sleep

Helping at School

Similarly parents help at school can have a very positive effect on children. At school parents can help by:

- supporting the reading programme
- attending working bees
- assisting in fundraising
- being involved in Governing Council, committees and decision-making
- offering to be involved in curriculum programmes
- helping in the library - sorting, putting away, covering or mending books.

Language other than English (LOTE)

The learning of a language other than English enhances greater tolerance, understanding and appreciation of people from different cultural backgrounds as well as developing communication skills and literacy. Our language is Spanish.

Pupil Free Days

School Council approves up to 3 pupil free days for the school year. On these days, staff attend training and development or undertake planning and reporting on curriculum issues. One of these may be a school closure day.

Reading Time

Being a reader means reading for yourself. Each child should regularly be given the opportunity to read, at his or her own pace, material of his or her own choice. Teachers and parents should create opportunities for this to happen and allow the child to learn to select material. The more practice children get the more they like to read.

Medications

If your child is to have medication during the school day please send it along in its original container with doctor’s instructions etc. Any medications sent to school are to be given directly to the class teacher. These are sent to the office in a container and are issued from there.
Homework Policy
The staff of Stansbury Primary School believe it is vital that children have the opportunity to have quality time with their family and be involved in the many beneficial activities outside school hours which lead to a balanced lifestyle.

Homework supports the development of students so that they learn to work independently, are able to manage their own time and take responsibility for fulfilling a contract.

All students are expected to read every night for at least 15 minutes. Added to this, students are able to select 4 different homework activities per week from a grid prepared by their class teacher. This allows students to do the homework on the night that best suits them. Completion of homework is the responsibility of the child. Parents are asked to encourage and talk with their children about their homework.

Parents are asked to check their child’s diary each day for homework details and sign off the activity.

The grid may include

- **Unfinished work**: spelling, writing, research
- **Computer**: must be educational like maths games, typing practice, practising spelling words, typing a letter **NOT** games on a Playstation or Xbox etc
- **Play a Game**: Board games or card games
- **Housework**: This can include making a bed, sweeping the floor, putting away dishes, tidying bedroom, meal preparation etc
- **Teach an adult**: something learnt at school
- **Shopping**: purchase items, find specific items in shop, look at prices, writing a shopping list
- **Physical Activity**: sports practice, playing outside with friends or family, skipping, bouncing a ball, bike riding etc
- **Art work**
- **Journal writing**
- **Spelling**: learn words, spell to family
- **Music practice**
- **Prepare ‘Brain food’**

Lost Property
Parents generally would not believe the volume of unclaimed property accumulated at school. The majority of such articles are unlabelled. It would be quite a simple task to return articles found lying around to the owner if they were clearly labelled. Lost property is kept in a lost property box in the office, if unclaimed at the end of the term uniform garments may be washed and find their way into the 2nd hand clothes pool which are sold off at the very reasonable price of $2. All excess is given to charity.

Lunch Orders
Lunches are ordered through the local Blue Lime Café & Deli and are at the school by 12:30pm. Lunch orders need to be put in the collection box in each class room at the beginning of the school day. A current price list is available at the office and is displayed in the class rooms as well as the notice board in the foyer of the stone building. Lunch orders must fit the Government’s new Healthy Eating criteria with only “green” & some “Amber” products being available.
General Information

Infectious Diseases

Below is a list of the most common infectious diseases likely to be contracted by your child, and the prescribed period of absence.

- **Chicken Pox**: Exclude until all scabs have dried.
- **Measles**: Exclude for 7 days from appearance of rash. All children should be immunised against Measles, preferably 12 months of age, and certainly before entry into pre-school unless they have had the disease.
- **Mumps**: Exclude until appropriate treatment has commenced.
- **Ringworm**: Exclude until appropriate treatment has commenced.
- **Rubella** (German Measles): Exclude until fully recovered.
- **School Sores**: Exclude until sores have fully healed - may be allowed to return provided appropriate treatment is being applied and sores on exposed surface, such as scalp, face, hands and legs, are properly covered with a dressing.
- **Whooping Cough**: Exclude for 4 weeks from onset of illness - less if a medical certificate of recovery is produced (treatment with antibiotics can reduce the period of exclusion to 5 days following commencement of treatment).
- **Head Lice**: It is important to realise that anyone can catch head lice. It is not a disgrace or a health hazard and is not related to the cleanliness of the home. If you discover your child has head lice or eggs notify the school and exclude child from school until the day after being treated. Students need to report to the office first thing to be checked. There is information available from the office on how to treat head lice.

Newsletter

Newsletters are sent home Friday Week 1/5/10 or 11 each Term. More regular contact is maintained by use of SMS.

It would be great to think the Newsletters were eagerly anticipated and regularly read. When reply slips are attached please return promptly.

Referrals to External Agencies

If teachers feel specialised information is required about a student’s learning a referral may be recommended to an outside-the-school service, such as speech pathologist, special education officer or educational psychologist. Prior to this the teacher will discuss the situation with the Principal and the parents and obtain their permission.

Tissues

Each child is required to bring along to school one box of tissues for classroom use. In previous years one box per child has proven to almost adequately cover runny noses and sniffles for the school year and helps keep administration costs down.

Transition to Secondary School

Since the beginning of 1995 when the bus routes were revised the DECS bus service takes High School students from Stansbury to Minlaton District School. The majority of Stansbury students do their secondary schooling at Minlaton. During the year, Year 7 students from Stansbury, Port Vincent, Curramulka and Minlaton are involved in an Interaction & Transition program.
Nut Awareness Policy  SCHOOL COMMUNITY INFORMATION SHEET

Purpose:

- To provide a safe learning environment for all members of the Stansbury Primary School community by lessening the possibility of severe allergic reactions to nuts and nut products.
- To raise the awareness of all members of the community regarding severe allergies.

Management:

Where a parent of a child with an allergy to nuts or nut products has alerted the school to this fact (backed by medical evidence / documentation), the school will manage the situation in the following way:

- Parents and caregivers being requested NOT to send food to school that contain peanuts or any other type of nut. This includes peanut butter, Nutella, muesli bars with nuts, etc.
- Muesli bars and any other products with grains are acceptable.
- Staff supervising eating at lunch time in designated areas.
- Students being encouraged NOT to share food.
- Staff participating in training from St John / Red Cross in understanding and dealing with Anaphylaxis (severe allergic reactions) as the need arises.

We acknowledge that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food, thus we are a “Nut Aware” School. Products that state ‘May contain traces of nuts’ are acceptable.

Parent Information Nights Parent Information Nights are held at the beginning of each new year for new and interested parents to hear how a teacher will approach teaching their classes. It is an opportunity for parents to ask questions of a general nature.

Play Group

Parents of preschool children meet at the Play Centre on Monday mornings from 9.45 to 11.45am for playgroup activities. A small fee of $1.00 per child is paid which enables access to Kindergarten resources. The Stansbury Playgroup is a member of Playgroup Associations of S.A.
Rights & Responsibilities - Students, Teachers & Parents:

Rights and responsibilities of students
You have a right to an education
• You have the responsibility to give the same right to others.
You have a right to support from teachers and staff.
• You have the responsibility to give support to the teachers and staff and to ask for support when needed.
You have the right to be respected and treated with consideration at school.
• You have the responsibility to treat others with respect and consideration.
You have the right to a safe school environment.
• You have the responsibility to ensure the safety of others.
You have the right to have your private property respected.
• You have the responsibility not to violate the property of others.
You have a right to a clean, tidy and attractive school.
• You have the responsibility to maintain and improve the school’s environment.

Rights and responsibilities of teachers
You have a right to teach without distraction.
• You have the responsibility to teach effectively.
You have a right to receive support from the administration.
• You have the responsibility to give support to the administration and to ask for support when needed.
You have a right to be respected and treated with consideration at school.
• You have the responsibility to treat others with respect and consideration.
You have a right to a safe school environment.
• You have the responsibility to ensure the safety of others.
You have a right to have your private property respected.
• You have the responsibility to safeguard other people’s property.
You have a right to a clean, tidy and attractive school.
• You have the responsibility to maintain and improve the school’s environment.

Rights and responsibilities of parents
You have a right to expect the highest possible development of your child’s potential at school.
• You have the responsibility to provide the home environment that enables such development to be achieved.
You have a right to be fully informed of your child’s progress.
• You have the responsibility to seek information concerning your child’s progress and to act upon it.
You have a right to expect the specific needs of your children to be accommodated as far as possible by the school.
• You have the responsibility to inform the school of your child’s particular needs.
General Information

Religious Education
Once a term an RE seminar is held at the school, organised by the SYP Ministers Fraternal. All children attend these non-denominational seminars unless prior exemption is received.

School Photographs
Annual class and individual photos are taken at school with the option of family groups if required. We appreciate parents ensuring that students wear school uniform on this day.

Scholastic Book Club
These brochures will be sent home several times a term. It is a cheap way of buying books, and the school benefits by receiving bonus points on sales.

S.A.P.S.A.S.A.: This organisation gives Year 6 & 7 children the opportunity to be part of sports teams representing S.Y.P. Teams competing in Country Carnivals in Adelaide. Sports include Netball, Softball, Cricket, Tennis, Football, Golf and Athletics.

Stansbury Primary School  S.A.P.S.A.S.A. Policy.
- Children selected in a S.Y.P. representative team travelling to Adelaide will receive a trophy and certificate
- A child nominated as an individual for an S.A. team/training camp to receive a certificate as recognition of their achievement. If successfully chosen to represent a S.A. team a child will receive a trophy.

All trophies to be suitably engraved. All children will be presented with their token of achievement at the End of Year function and their achievement will be duly noted in the S.P.S. newsletter.

Sending Money to School
When there is a need to send money to school please place it in a securely sealed envelope (self-seal envelopes lose money from the top corners, so please use sticky tape on these.) Clearly mark the envelope with child’s name, amount enclosed and purpose / object of money sent.

St John Ambulance
The Education Department has a cover for emergencies for all students while at school. Benefits apply while the students are in attendance at school, or whilst participating in a formal school activity away from school, eg. inter-school sports, excursions etc. We encourage parents to take out private cover for out of school sporting activities.

Sunscreen
It is advisable for children to wear sunscreen for protection when playing outdoors. Encourage your children to develop a habit of slip, slop, slap, wrap.

Term Time Swimming - Term 1:
Swimming lessons are conducted on three levels at this school and generally are as follows;
- Yrs R-4 - Water safety and water based activities at Bluff Beach.
- Yrs 5,6,7 - Aquatics at Pt. Vincent.