



Tanunda Primary School & Disability Unit

T O G E T H E R W E A C H I E V E

Parent Information 2025



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Government of South Australia
Department for Education

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INTRODUCTION

We would like to take this opportunity to welcome you to our school community.

As a result, developing quality partnerships between school and home is an integral part of our school culture, and is underpinned by effective communication. We welcome and encourage your involvement in your children's education and invite you to contact the school if you have any questions or need assistance with any aspect of your child's schooling.

This handbook contains some basic information about our learning programs, school routines and facilities. Your child's teacher, our regular school newsletters, website, Facebook page and Class Dojo app will keep you informed about school programs, classroom activities and school events throughout the year.

Our school has been providing a quality education service within the district since 1864. The school moved from a location in the centre of Tanunda to its current site in 1998. Some of the features of our school include.

- a skilled & dedicated staff team
- a supportive learning environment
- a wide range of learning activities
- a high level of parental/guardian involvement
- a strong focus on values, social skills and student well being
- a commitment to developing resilience and perseverance
- a strong commitment to attendance
- excellent school grounds and facilities
- quality resources, including a range of digital technologies
- staff commitment to ongoing professional learning.

We are happy to discuss or clarify any queries that you may have. Please feel free to contact the school on 85632318 or email us at dl.0427.info@schools.sa.edu.au

We look forward to working with you and your children.

Kind regards,

Tanunda Primary School Staff

1 SCHOOL ADMINISTRATION

SCHOOL TIMES

8.25am	Yard supervision starts
8.50am	School Commences
10.35 - 11.05am	Recess
12.45 - 12.55pm	Lunch – supervised eating time
12.55 - 1.25pm	Lunch
3.10 pm	Dismissal
3.40 pm	Yard duty ceases

The Happy Haven OSHC service is available after school. Before school care is available at Nuriootpa Primary School and Happy Haven OSHC staff transport students in the 'Happy Haven' van from Nuriootpa in the morning to Tanunda Primary School. Contact phone number: 81555444

SCHOOL TERM DATES 2025

Term 1 2025	28/1/25	11/4/25
Term 2 2025	28/4/25	4/7/25
Term 3 2025	21/7/25	26/9/25
Term 4 2025	13/10/25	12/12/25

ENROLMENT

When can my child start school?

There are two intakes each year.

If your child turns five before May 1, they will start school on the first day of Term One in that year.

If your child turns five between May 1 and October 31, they will start school on the first day of Term Three.

If your child turns five after October 31, they will start school the following year.

Transition Visits

To help with the transition from Kindergarten to School, visits are arranged in Term 2 & 4 of each year. Parents/caregivers and their child (ren) have the opportunity to meet the Principal, Deputy Principal and other parents as well as a chance to explore the school.

Letters are distributed to local kindergartens advising times of transition visits.

For more information

Visit your local early childhood service, school or the Department for Education website at www.education.sa.gov.au

To talk to someone, call 08 8226 1000 or Freecall 1800 088 158

Parents/caregivers of prospective students who are considering attending Tanunda Primary School are encouraged to phone the school and request an information pack and/or interview with the principal, or visit our website www.tanundaps.sa.edu.au for information.



The finance office is open between 8.30 - 9.30 am and 3.00 – 3.30pm daily for the receipting of money.

Methods of payment include cash, EFTPOS, cheque, direct deposit.

Payment details for direct deposit:

Tanunda Primary School

BSB: 105-024 Account Number- 1124 76940 Reference: Family Code

If you are unable to finalise payment of Material and Services Charge by the last day in February of the current year, Tanunda Primary School offers personal payment plans. If you wish to use this method of payment please make arrangements with the Finance Officer before the due date.

Any outstanding debt remaining by the last day in February which **has not** been negotiated with the Finance Officer will be referred to DfE debt collection.

If you have any queries regarding Tanunda Primary School debt collection policy, please refer to the school's website.

Material and Services Charges

The Governing Council of the school determines the Material and Services charges each year.

This money pays for some of the resources used by students including exercise books, pens and pencils, library books, computers and software, sports equipment, science and technology consumables, and classroom resources. Prompt payment, by the last day in February is required as the school, by necessity, spends a large portion of the money in the first half of the school year to maximise benefits to students.

Excursion Payments

Class internal and external excursions, school sports, SAPSASA and camps are not part of the recoverable Material and Services charge. **Invoices will be issued and payment is required before the event.** It will be assumed that if payment or a commitment to pay consent (on the bottom of the invoice) is not received that the student does not have permission to attend the event and an alternative program will be arranged for your child. If you require any further information please see your child's class teacher.

SCHOOL CARD

School Card is available to families who meet particular financial criteria; these details are found on the school card application form. Forms are available from the front office, from the Tanunda Primary School website or the DfE website. Parents / caregivers who are unsure about their eligibility should make enquiries with DfE school card directly on 1800 672758. **School Card must be applied for every year.**

SCHOOL PHOTOS

A Photographer visits the school annually. Details will be notified prior to the event.

BUSHFIRE POLICY

Tanunda Primary School and Disability Unit have a 'low risk' bushfire rating. This means that on days of forecast catastrophic fire danger rating our school will remain open. For more information visit: www.crisis.sa.edu, or CFS Website www.cfs.sa.gov.au or call CFS Bushfire Hotline 1300 362 361

ABSENCES

Please notify the school via letter, Class Dojo, phone call, or personal contact by 10.00am on the day of your child's absence. Any notes must be signed by the parent/caregiver, including the date and reason for the absence. Unexplained absences exceeding 3 days will be followed-up with a phone call from the school.

DfE requires all schools to follow-up on unexplained/excessive absence by:

- Initially sending a letter to families re: attendance issues.
- Submitting a referral to the DfE Attendance Counsellor.

EXTENDED PERIODS OF ABSENCE (MORE THAN 3 DAYS)

For extended periods of absence (i.e. more than 3 days) an Application for Exemption (available from the office) must be completed and forwarded to the Principal for approval. Applications for exemptions exceeding one calendar month must be forwarded no less than one month prior to the date from when the exemption is sought.

SCHOOL DRESS CODE

The Governing Council and staff actively encourage the wearing of the school dress code items as displayed in the Uniform Shop.

These items:

- ◆ Meet the health and safety requirements
- ◆ Promote the wearing of clothing appropriate to school activities and allow all children to participate in all school activities.
- ◆ Promote a sense of belonging and pride in the school
- ◆ Enable teachers to more readily identify students in the school grounds and on excursions.
- ◆ Reduce the level of peer pressure related to 'brand name clothing'.

HEALTH AND SAFETY REQUIREMENTS:

It is a requirement that all children's dress meets a standard to ensure their health and safety is not at risk while at school.

FOOTWEAR:

Footwear that provides adequate support must be worn.

Thongs, ugg boots and high heels are not acceptable.

JEWELLERY:

Due to safety issues students are not to wear jewellery to school.

Sleepers, studs and wristwatches are the only exceptions.

PERSONAL HYGIENE:

All children are to have their own handkerchief or tissues.

Shoulder length hair should be tied back particularly as the issue of head lice emerges in every school at various times throughout the year.

MAKE-UP:

Make-up and nail polish is not to be worn at school.

SCHOOL UNIFORM

- Navy blue polo shirt with logo (unisex)
- Plain navy shorts, skirts, pants, track-pants (with no brand logos), skort
- Navy blue ½ zip windcheater with logo or Navy blue full zip jacket
- Blue/Gold check dress
- School wide-brimmed or 'bucket' style hat in Navy Blue

Socks and hair accessories in keeping with school colours
Parkas, footwear and bags - colour at parent discretion



Any school uniform items not purchased from the Uniform Shop must meet the health and safety requirements and allow students to participate in all school activities. Clothing must be made of a durable fabric and skirts must be a single layer either straight (A-line) or with vertical pleats. If you are unsure of the suitability of a particular item of clothing please view items in the Uniform Shop, as these are the recommended designs and fabrics.

SENIOR COMMEMORATIVE GARMENTS

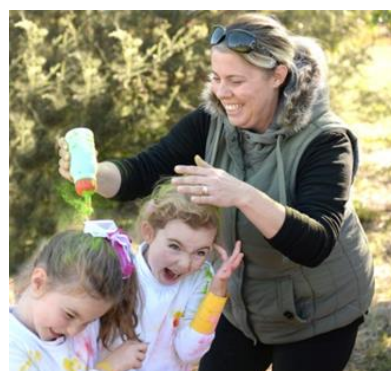
- ♦ Pre planning for the style of garments and printing will occur with the Year 5 students at the end of the school year prior to Year 6.
- ♦ Details will be finalised with the Year 6 students during Week 1 Term 1.

SPORTS DAY

- ♦ House colours are encouraged at sports events, but clothing must cover the abdomen, shoulders and neck.
- ♦ Hats must be worn.

CASUAL DAYS and SCHOOL EVENTS

- ♦ Clothing with socially, racially offensive or drug related words or logos are not to be worn.
- ♦ Similarly, clothing with company logos is not suitable for school wear.
- ♦ Clothing must cover the abdomen, shoulders and neck.



UNIFORM SHOP

Parents can purchase uniform items between 8.30 am - 9.00 am each Wednesday, from the School Uniform Shop located between Rooms 17 & 18. **Current price lists are available on the school's website or from the front office.** Some items are available for immediate purchase whilst others may need to be ordered in. Other items available include iron on logos, school hats and backpacks.

Payment is to be made at the Front Office by cash, cheque or EFTPOS.

SCHOOL HATS are available for purchase from the Front Office each day between 8:30 and 8:50am.

At various times, a range of second-hand uniform items are available at nominal cost.

SCHOOL HAT POLICY

Our school hat policy states that: "The wearing of broad-brimmed or bucket hats is compulsory when the UV Rating is 3 or above. Student monitors announce the UV Rating each day.

Please note that the wearing of hats/caps other than the recommended type is not allowed.

LABELLING SCHOOL ITEMS

Clearly labelled items can be returned to their rightful owners.

Please label all items clearly and check labels during term to ensure they can still be read. Lost property is kept in containers in each GLA and the Hall. At least twice per term, unmarked items are removed from Lost Property and washed. Uniform items are recycled, being sold as second-hand clothing.

LUNCHTIME ACTIVITIES

Each student is issued with an individual sports cards at the start of the year. During recess and lunch breaks, they may 'exchange' their sports card for equipment from the sports shed. When they return their equipment their card will be returned for future borrowing.

Parking

Parking is available in the **Visitors Car Park** of the school, the **Rugby Club** and the **REX**. **Please only park in designated areas and do not park in the staff carpark or bus / loading zone unless you have been advised to by staff.** These areas are also **emergency areas** which are required to be kept clear in case of fire, ambulance or police attendance. Buses also frequent these areas for various reasons. Please adhere to these requests as it is often awkward to be approached by staff to move your car.

You must park your car in accordance with the line-marking when dropping off or picking up students.

Our Car park functions successfully when users:

- observe the signs and speed limits (maximum 10 km/hour).
- are careful and observant
- are polite to other motorists and allow them to reverse out
- allow sufficient time and are patient

Movement of Pedestrians from parked vehicles:

Centre parking spaces – move to the path/fence in the centre of the car park area. Walk along the path to the pram ramp, check for traffic before proceeding across the road to the outside paved path.

Outside parking spaces - proceed to the path directly in front of your vehicle and walk along the paved path to the school via the Tanunda Unit or past the Administration building.

The 'left entry' into the school building area is only available to Staff, approved vehicles, Access Cabs transporting students to and from the Tanunda Unit, buses and delivery/service vehicles.

BUSES



If you live further than 5kms from the Tanunda Primary School and it is your nearest government school, you may be eligible to access the DfE bus service to Tanunda Primary.

Application may be made under these circumstances through the school on the appropriate form. Eligibility criteria are very specific and all applications for transport to Tanunda Primary are forwarded to the managers of the DfE Bus Service in the district - Nuriootpa High School for approval.

Link SA provide a "user pays" bus service in and around Tanunda and neighbouring areas. Specific information about routes, stops, prices and passes can be obtained by making direct enquiries with Link SA on 85621999.

2 COMMUNICATION AT TANUNDA PRIMARY SCHOOL

Effective communication between all members of the school community is key to student success. Parents and caregivers are encouraged to participate in their child's education. Communication at the whole school level occurs through the school Newsletter, the school website, Facebook and via Class Dojo (see below).

ELECTRONIC COMMUNICATION

The Tanunda Primary School website contains information for families including up to date school policies and procedures, current newsletters, the Annual Report, forms, price lists for lunch orders and uniform shop and other general information about the school. Our newsletter is emailed to all families each fortnight, and information about school activities is posted on our Facebook Page. We also use Class Dojo to send information and reminders to families via smartphones and tablets.

SCHOOL ASSEMBLIES

Assemblies are held weekly on Friday mornings commencing at 9:00am in the Hall. Classes showcase work and parents are notified when their child's class is involved via the Newsletter.

Families are most welcome to attend the assembly at which students share their work, awards are handed out and announcements made.

NEWSLETTERS

The "Tanunda Grapevine" newsletter is published fortnightly and is the main form of communication between home and school at a whole school level. It is distributed via email, Class Dojo and is also available on our website: www.tanundaps.sa.edu.au.

COMMUNICATION WITH CLASS TEACHERS

Each year class teachers manage communication with families in a variety of ways including communication books, diaries, Class Dojo and the 'blue packs'.

They are a tool for 2-way communication between home and school and should be used to arrange meeting times, explain absences, pass on information, express concerns, describe special class projects/activities or any other communication purpose. At the commencement of each school year teachers will explain the system used in their classroom.

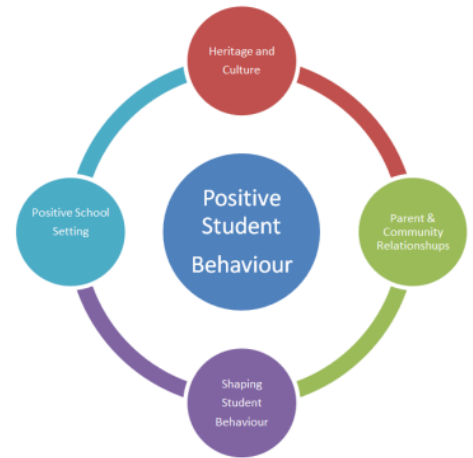
BEHAVIOUR MANAGEMENT

At Tanunda Primary School we believe in provision of a Learning Environment, which supports the development, and well-being of each individual.

CODE OF CONDUCT

All members of our school community have a responsibility to:

- ♦ Treat everyone with respect.
- ♦ Act honestly, in good faith and in everyone's best interests.
- ♦ Look for the strength and positive traits in people and value suggestions.
- ♦ Accompany constructive criticism with constructive solutions.
- ♦ Contribute to developing and sustaining a productive teaching and learning environment that rewards and acknowledges success.
- ♦ Maintain a school environment that is safe, orderly and harassment free.
- ♦ Work together harmoniously and collaboratively to achieve shared goals.
- ♦ Manage conflict when it occurs in ways that seek fair, non-violent solutions.



Behaviour, which affects student learning, is addressed using a range of consequences appropriate to the behaviour. These may include warnings, 'sit out,' community service, catch up work or Rethink sessions with a note sent home to parents. In more serious cases, suspension and exclusion may be imposed. As part of rewarding positive behaviour students are acknowledged in a variety of ways. These may include merit cards, special activities, positive comments, stickers and newsletter recognition.

PARENT CONCERNS AND COMPLAINTS

Issues of concern are best addressed with the person with whom you have the issue. If you have a concern relating to your child please talk to the class teacher in the first instance. If the matter is not resolved or your complaint is about a teacher, please arrange to meet with or write to the Principal or Deputy Principal

A copy of our Parent Concerns and Complaints Policy is available on our school website in the 'Information for Parents' section. Advice and support may also be sought from the Parent Complaint Unit on 1800 677 435 at any time should you have a concern which can't be resolved at the school level.

3 CURRICULUM

The Australian Curriculum sets the expectations for what all Australian students should be taught, regardless of where they live or their background. For F-10, it means that students now have access to the same content, and their achievement can be judged against consistent national standards.

- **The Arts**
- **Technologies**
- **English**
- **Health & Physical Education**
- **Mathematics**
- **Science**
- **Humanities & Social Science**
- **Languages (Japanese)**



Teachers develop learning programs that offer students a diverse range of activities in order to develop skills, knowledge and experience in these curriculum areas. They choose contexts for learning and plan learning in ways that best meet their students' needs and interests

At Tanunda Primary School we have specialist staff in Japanese, Science, Health & Physical Education and The Arts.

The curriculum is further enhanced by excursions, visiting performers, specialist instructors and sporting activities.

PHYSICAL EDUCATION

Physical Education is an integral part of the school curriculum. Students are involved in a range of activities designed to develop health and fitness, coordination and specific sport skills. Children are expected to participate in all lessons, sports days and swimming lessons. If your child is unable to participate for medical reasons, please write a note in the diary / communication book.

SPORTS TEAMS – HOUSE SYSTEM

There are 4 House teams named after early pioneers of the Tanunda area.

These are Angas (**Red**), Kavel (**Blue**), Menge (**Green**) and Light (**Yellow**). Each year all students are allocated to a house team. As a general rule, family members are allocated to the same house team.

For 'house-based' sporting events, (eg. Sports day, swimming carnival), children are encouraged to wear the colour of their house team. (Refer to comments in School Uniform section).

South Australian Primary Schools Amateur Sports Association.

Students attending Tanunda Primary School have the opportunity to participate in a number of SAPSASA sports depending upon age, year level, gender, ability, availability of coaches, and interested numbers. Tanunda Primary School's policy states that a student is only permitted to represent Barossa & Light SAPSASA in one summer and one winter carnival team (1-2 weeks duration). Students are permitted to participate in as many representative teams (1 to 2 days duration) both for the Barossa & Light SAPSASA and Tanunda Primary as selected.



INSTRUMENTAL MUSIC

Students in years 5 and 6 have the opportunity to express their interest in learning to play a woodwind instrument. Students are met by the visiting DfE Instrumental Teacher who may offer students a choice of flute, clarinet, alto saxophone and trumpet lessons, conducted on site. Details of costs and lessons are supplied by the teacher prior to students commencing.

CHOIR

Students in years 5 and 6 also have the opportunity to join the Tanunda Primary School Choir. All members participate in weekly lessons during school time and have the opportunity to perform on stage later in the year at The Festival Theatre in Adelaide for the Schools' Music Festival.

TANUNDA UNIT

Tanunda Unit is an integral part of the Tanunda Primary School community. Students, who are able, are part of an inclusion program in mainstream classes. Students from mainstream classes are invited into the Unit 'Safe Play' area during Recess and Lunch. In addition to this integration into the primary school community, students participate in community-based activities including swimming at the Tanunda Recreation Centre.

The Tanunda Unit is a purpose-built facility for students with severe and multiple physical disabilities and/or intellectual disabilities. The Unit was built as a result of the dedicated efforts of parents of students with disabilities. For many years there was no appropriate learning facility for children in the Barossa. To be eligible for consideration to be placed at the Tanunda Unit, the student must live in the local region district and meet a range of criteria including DfE Psychologist recommendation for Special Placement. The Unit is managed by the Leadership Team and has a team of dedicated, teachers and SSO support staff, the number of which varies according to student enrolment and specific needs.

SWIMMING

Swimming lessons are conducted annually for all students (R - 5) and are a mandatory part of the school physical education curriculum. These lessons are usually held in Term 4. Parents are invoiced for the associated costs.

Parents must complete a consent and medical information form before children can attend.

RESOURCE CENTRE

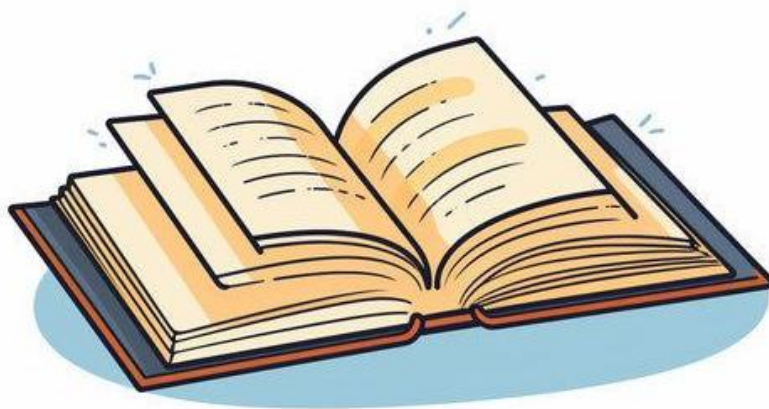
The Resource Centre is open each day from 8.30 am - 3.10 pm and contains our library and computer room. Children are able to borrow and return books before and after school, during lunch and during library lessons.

BORROWING AND CARE OF BOOKS

Children are taught to scan their books when returning or borrowing. A clearly named cloth or vinyl bag (approx. 40cmx50cm) would assist younger children to protect their books from damage while transporting them between home and school. If a book is accidentally damaged please return it to the centre for repair.

BOOK CLUB

During the year children receive catalogues of books from Scholastic Australia. Points are allocated to the school based on the number of items purchased. These points then translate into additional resources for our library.



4 DEPARTMENT FOR EDUCATION SERVICES

The learning needs of students vary and to meet these needs a range of DfE services are available. To determine the eligibility of students to access these services, the school, in consultation with the parent, can submit a referral for the student to be assessed.

ONE PLAN *Students identified with a disability which impacts significantly on their learning / attendance at school may be verified by DfE Support Personnel and are required to have a One Plan. This plan addresses their individual needs and requirements. Generally these students participate in mainstream classes, with varying levels of support.*

INTERAGENCY STUDENT BEHAVIOUR MANAGEMENT (ISBM) The Interagency Student Behaviour management team provides support for behaviour issues.

HEARING/VISUAL

Students with a diagnosed hearing impairment can access services from a hearing impairment teacher consultant who will work with the class teacher and advise appropriate management strategies.

Townsend House in Adelaide provides services for students with visual impairment.

OTHER SERVICES

Services provided by DfE include:

Psychologist The Psychologist (formerly Guidance Officer) can provide information about the student's academic and intellectual ability, behavioural management strategies, counselling and social / emotional issues.

Speech Pathology DfE Speech Pathologists can assess the students' oral language and/or speech skills, which are crucial to the students' literacy development. The speech pathologist will work with the class teacher, SSO's and parents/caregivers to provide a program that can be incorporated into classroom practice.

Inclusive Educator The Inclusive Educator assists in coordinating One Plans and funding applications and ensures that the appropriate services are involved.

Social Worker – Truancy The Social Worker Truancy help support children who are struggling to attend on a consistent basis

All of the above services can be initiated by the parent. They will require a referral via the class teacher and signed by the parent / caregiver.

SCHOOL DENTAL CLINIC

Dental care is FREE for ALL babies, preschool and most children under 18 years at School Dental Service clinics. Your local clinic is: Evanston School Dental Clinic

Phone: 8522 3575 www.sahealth.sa.gov.au/sadental

HAPPY HAVEN OUTSIDE SCHOOL HOURS CARE INC. provides quality care (regular, occasional and emergency) for primary school children. Bookings are essential, but can be arranged 24 hours prior to the session. All children need to be enrolled at their first session, and must provide a medical history. Children participate in a range of activities to help develop new skills and ideas, and to encourage constructive and creative use of leisure time. The OSHC team aim to provide a happy, safe, clean, comfortable and secure environment that fosters respect for others, trust, confidence, independence, respect and friendship.

OPERATING HOURS

Before School (Nuriootpa PS)	6.45 – 8.30 am
After School	3.10 – 6.30 pm
Holiday care and Pupil Free Days	6.45 – 6.30 pm



BEFORE SCHOOL CARE – not available at Tanunda Primary School site.

This service is available at Nuriootpa Primary School each morning. Students will be transported by OSHC staff to Tanunda Primary School. For further details phone Happy Haven OSHC staff on the telephone number above or email: tanunda@happyhaven.sa.edu.au

5 HEALTH AND SAFETY

If children are unwell, ***please keep them home until they are feeling better.*** We are unable to care for sick students at school. There are a designated number of 'exclusion days' for some illnesses. Please check with your doctor or pharmacist.

However, if a student falls ill at school they need to tell their class teacher or the teacher on yard duty. After first aid, if appropriate, the student will be sent to the front office. The school support officer with first aid training will assess the situation. If the student is not well enough to return to class, the school staff will contact parents/caregivers or the nominated emergency contact to collect them. *In the case of a head injury, parents / caregivers will be notified, as we are obligated to report head injuries. As our staff are not qualified health care professionals, it may be in your interests to seek medical advice.*

Please ensure contact numbers are kept up to date to facilitate this. Students waiting to be collected use the designated sick room. In cases of emergency, an ambulance will be called. The action plan for students with an individual health care plan will be followed.

It is advisable for families to have ambulance cover or school insurance for their child/ren.

ILLNESS



If a doctor has diagnosed an **infectious disease**, you are obligated to contact the school as soon as possible. Children who have been ill with an infectious disease must stay at home until they are fully recovered.

Teachers are not permitted to administer any medication. Please read the following information carefully relating to medication at school.

MEDICATION AT SCHOOL

If a student needs to take medication during school hours or a school camp the school must be informed. Students cannot take any medication at school or the school camp without a completed / signed medication authority form. (We ask that if you are taking your child to the doctor which you think may result in your child being prescribed medication, that you please access a medication authority form from the school office or school website prior to your appointment).

Medication should be:

- sent only if absolutely unavoidable. Medication that has to be taken three times per day can be taken before and after school, and before bedtime and not come to school at all.
- supplied if required as a daily dose (or, at most, a week's supply).
- delivered in the original container, with the label from the pharmacy clearly visible. You can ask your pharmacist for a second, labelled container to keep the extra medication at home.
- within the use-by-date.

A child should not take his or her first dose of a new medication at school in case of an allergic reaction.

The medication must be brought to the school office by the student's parent / guardian on the first day or sent with a signed / dated letter from the parent / guardian (including student name, medication, dose and time).

All medication is to be delivered to the school office for safe storage. (The only exception is if students are prescribed medication that must be kept with them eg. Asthma medication – where a health care plan is required).

We thank you for your support in assisting us with this procedure.

HEADLICE

The South Australian Health Commission recommends that everyone check their hair regularly for head lice. Checking and treating children's hair is by law a PARENT'S or GUARDIAN'S RESPONSIBILITY. Schools are not responsible for checking or treating students for head lice.

Head lice can only live on human heads. They are mainly transferred by direct head to head contact, **rarely by brushes, combs, hats, ribbons etc.** **Students may return to school once treatment has been applied.** Head lice treatments often don't kill 100% of eggs. Common reasons for treatment failure are not following manufacturer's instructions, resistance to chemical used, not repeating treatment in 7-10 days and getting head lice from an untreated person.

EXTREME WEATHER

If the outside temperature is greater than 36°C or heavy rain occurs, arrangements are made for students to be supervised in their classrooms during break times.



LEAVING THE SCHOOL GROUNDS

Parents who need their children to leave the school grounds at any time during the school day must notify the child's teacher. Children must be signed out at the Front Office by a parent/caregiver on each occasion, where they will be given an Early Dismissal Advice Note to give to the class teacher when collecting the child from the class. **Please ensure you allow enough time to follow this procedure.**

EXCURSIONS

Excursions may be arranged to complement aspects of the curriculum. In the majority of cases students will be issued with a tax invoice and consent form. School uniform must be worn unless otherwise advised.

VOLUNTEERS

To register your interest in becoming a volunteer please see office staff. **Some volunteers may need to have undertaken the DSCI "Working with Children Check" which can be accessed via <https://www.education.sa.gov.au/working-us/relevant-history-screening>. Volunteers also require RAN (Responding to Abuse and Neglect) Training and site induction before undertaking any voluntary duties. This includes listening** to children read, attending camps and excursions or becoming a Governing Council member. Any time volunteers come into the school to assist, they must sign the Volunteers Log Book in the Front Office. This log book enables the school to account for people in times of emergency such as fire. Volunteers are asked to sign in when they start work within the school and sign out when they leave. To help both students and staff identify volunteers from the outset, they will be issued with a volunteer badge when they sign in.

Parents and caregivers travelling to and from school are reminded that:

- **A 25 km/h speed limit exists at the intersection of Magnolia and Menge Roads.**
- **The speed limit anywhere in the school car park is 10 km/hour or less.**



6 PARENT/CAREGIVER PARTICIPATION

Volunteer participation is actively encouraged and highly valued at Tanunda Primary School. Below are some roles in which parents/caregivers may choose to assist our school:

GOVERNING COUNCIL

Governing Council's major role is in governance of the school which includes:

- **Strategic planning - planning and budgeting**
- **Policy consultation**
- **Vision setting - establishing vision and direction**
- **Accountability - approving the annual budget, supporting the school program**

Governing Council is the link between the school and the local Community. It also has a role in informing on the needs and attitudes of the community.

The Principal's role is to oversee the provision of curriculum, staff supervision, student learning and the management of day-to-day operations. Governing Council does not have a role in educational leadership

The AGM is held early each year and any parent/caregiver is welcome to attend and nominate to be on the Governing Council. Forms are also sent home for the opportunity to nominate prior to the AGM. Meetings are held twice a term.

For more information please contact the Governing Council Chairperson. Full names of members of Governing Council will be listed in our school newsletter following the Governing Council AGM each year.

LUNCH ORDERING SERVICE

Tanunda Primary School offers a lunch order service on Monday (Subway), Wednesday (Vietnamese on the Go) and Friday (Ember Pizza). Each class has a lunch order bag, into which lunch orders and money must be placed on these days, except for Mondays, which is ordered through the Subway app. Although staff endeavour to resolve lunch order issues, there may be times when a parent's involvement may be required eg. when a late lunch order cannot be filled or incorrect change is given.

ORDERING PROCEDURES

- **Fill out a lunch order slip (available from classroom or on line) ensuring your child's name and room number are clearly written on the bag. Correct money is appreciated.**
- **Place order into the classroom lunch order bag**
- **Ember Pizza ordering link: <https://www.meandu.app/ember-school-lunches>**



FREQUENTLY ASKED QUESTIONS

WHAT IS THE STARTING TIME AT TANUNDA PRIMARY SCHOOL?

Students are expected to arrive between 8:25 and 8:50am. Lessons commence at 8:55 and students are deemed to be late if they arrive after the 8.50am siren. They need to attend the office and sign in for a "late slip".



CAN MY CHILD ARRIVE BEFORE 8:25am?

Whilst we do not wish to curb children's enthusiasm about attending school, yard supervision commences at 8:25am. If you need your child cared for prior to 8.25am you can make arrangements with various local childcare providers who offer before school care including the BOSH Service which services our school.

DOES MY CHILD NEED TO ATTEND SCHOOL EVERY DAY?

Students must attend school on every school day. This is necessary if they are to cover all the work set out in the school program for the year. Schools are able to seek support from Attendance Counsellors to follow up 'excessive' absences and 'persistent' lateness.

WHAT IF MY CHILD IS ILL?

Students who are ill obviously need to be home and probably in bed, they may even need to visit the doctor. Remember however, each day a child misses school they miss a part of their learning program. Parents/caregivers must contact the school and give a reason for the child's absence preferably on the morning of the absence. This should be followed up with a written note when the child returns to school.

WHAT IF MY CHILD ARRIVES LATE IN THE MORNING?

If your child arrives before 8.50am they can go straight to the classroom. Lateness is recorded in the Roll Book by the teacher – including the arrival time. If your child arrives after 8.50am, they must report to the Front Office and collect a "Late Slip" to take to the class teacher.

Being late or away from school adds up from Reception through to Year 10.

Look at these statistics:

- 5 days away a term adds up to more than 1 year of schooling missed. That's 220 days over this period of schooling.
- 1 day a week away adds up to 2 years and 1 term or 451 days over this period.
- Half an hour late per day also equals 1 year and 1.5 terms away from school.

WHAT IF MY CHILD BECOMES ILL, WILL I BE INFORMED?

Yes, this will be done as soon as possible, particularly if an accident or illness is potentially worrying or serious, **for this reason it is critical that the school is provided with up-to-date and reliable contact numbers for home and work and names and numbers for emergency contact if the parent/caregiver is not able to be contacted.**

WHAT IF MY CHILD HAS AN APPOINTMENT (Medical, Dental or other important appointment)?

Wherever possible, it is preferable that appointments are made outside of school hours. If the appointment is within school hours, a written note from the parent/caregiver should be given to the teacher advising of the appointment. Students are to be signed out by a parent/caregiver through the front office, and then the yellow sign out slip handed to the teacher before collecting your student.

WHAT DOES THE LAW SAY ABOUT ATTENDING SCHOOL?

In South Australia it is compulsory for children between the ages of 6 and 16 to attend school. Parents or guardians are responsible for making sure the child attends. Parents or guardians can be taken to court and fined if they persistently and knowingly do not send a child to school.



KEY TO ABBREVIATIONS

DfE	Department for Education
SSO	School Services Officer
JP	Junior Primary (R-2)
NIT	Non-Instructional Time
GLA	General Learning Area
SAPSASA	South Australian Primary Schools Amateur Sports Association
TRT	Temporary Relieving Teacher
UP	Upper Primary (3-6)



INSIGHTS

by Michael Grose - Australia's No 1 parenting educator

Getting kids to school ON TIME!

Missing a few minutes each day may not seem like a big deal but your child may be missing more than you realise if he or she is continually late.

"Come on Jack! Get a move on. School starts in ten minutes and you're not even dressed yet!"

If this scenario sounds familiar then you are not alone. Anecdotal evidence suggests that getting children to school or pre school on time can be one of the most difficult tasks for parents.

Missing a few minutes each day may not seem like a big deal but your child may be missing more than you realise if he or she is continually late. Current research shows that mornings for most children are the most productive time of the day with 10.00am the peak period for productivity. When children arrive late and take time to settle as they inevitably do precious minutes are lost. A child who is fifteen minutes late to school each day misses one week of school every year.

How can you get your dawdling kids out the door without yelling yourself hoarse? Here are a few techniques and ideas for you to try to get your punctually-challenged children to school on time:

✓ **Establish a morning routine.**

Make sure your children know what is expected of them in the morning, and also what you will do. Resist nagging but be willing to take them to school even if they haven't fully prepared for the day.



✓ **Identify and remove distractions such as television.**

If the children are regular watchers before school change the routine and keep the TV off. It should only be turned on when children are completely ready for school.

✓ **Teach some of the basics of time management.**

The average adult underestimates by about 25 per cent the time it takes to do various jobs. Make sure you have realistic time estimates and stop packing so much into the time you allocate. Encourage older children to estimate how long it takes to do activities such as getting ready in the morning. Then they can measure the time taken to do these tasks and compare their estimates with real time.

✓ **Arrive at school ten minutes early.**

Plan to arrive at school early rather than be there on time. This idea works well for perpetual latecomers, whether young or old.

✓ **Model a good routine.**

Its pointless expecting children to be organised in the morning if you are in a muddle yourself. Set a good example by being as methodical as possible and avoid sleeping in unless your children are so organised that they get you breakfast in bed. And pigs might fly as well!

Published by Michael Grose

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