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The Staff and I welcome you and your child to Murray Bridge South Primary School.

We hope that you and your family will enjoy your time with us.

We aim to provide the best quality education for your children by providing programmes and conditions that will assist your children to learn, develop confidence and feel good about themselves.

Your role as parents-caregivers is vital. We regard you as partners in your children's learning and therefore extend to you an invitation to become involved in all areas of school.

I hope that you will always feel free to call at the school to see your child's teacher or me to discuss any issues.

I look forward to having a close and rewarding relationship with you.

Graham Alder
Principal

SCHOOL DIRECTORY
Principal:  
Graham Alder
Deputy Principal:
Anne Green
Counsellor:
Michelle Currie

Phone: (08)85 322155
FAX: (08)85 310083
Website: www.mbsouthps.sa.edu.au

VISION STATEMENT

Murray Bridge South Primary School prepares students for effective participation in society by providing a broad and balanced education in a safe, supportive and stimulating environment.
STUDENT DISCIPLINE
Murray Bridge South Primary School has developed a Learning Behaviour Policy based on Rights, Rules and Responsibilities.

Educational Research shows that the single most significant factor in stopping children learning at school is the misbehaviour of other students in their class.

Disruptive, unsafe, rude or offensive behaviour WILL NOT BE TOLERATED in our school.

Parents and Caregivers are expected to support the Learning Behaviours Policy.

Learning Behaviour Policy
(Key points)

| RIGHTS, RESPONSIBILITIES AND RULES |

ALL Staff and students at this school are entitled to the following rights:

- **A Safety right:** the right to be free from intimidation at school and while engaged in school activities, to be safe and secure, and to have property protected.

- **A Learning right:** the right to learn without interference, at an individual pace and in a conducive working environment.

- **A Treatment right:** the right to be treated fairly and equally, regardless of religious, cultural, sexual, intellectual, racial or physical differences.

- **A Movement right:** the right to move about the school in an acceptable manner.

- **A Communication right:** the right to express oneself, share ideas and ask questions.

- **A Problem solving right:** the right to rational settlement of problems and to be able to tell all sides of the story in a dispute.

| CLASSROOM MANAGEMENT |

Examples of classroom rules are:

Our **MOVEMENT RULE** covers...

- Movement in and around the room.
- Chairs/equipment
- Therefore in our room when we get out of our seat and move around we must do so without disturbing others.
Our **COMMUNICATION RULE** covers...
- Hands up
- Working noise
- Hurtful language

Our **TREATMENT RULE** covers...
- The way we treat one another (no racism, no put-downs)
- Manners
- Equipment

Our **SAFETY RULE** covers...
- Use of equipment
- Safe behaviour

Our **PROBLEM SOLVING RULE** covers...
The way we fix up problems between each other, students and adults.

Our **LEARNING RULE** covers...
- The way we learn in our room
- How to get the teacher's attention/assistance
- Co-operation between students and adults. We will aim to do our best to learn.

**Inappropriate Behaviour** - at Murray Bridge South Primary School is behaviour that is annoying or disruptive to others.

**Unacceptable Behaviour** - at Murray Bridge South Primary School includes bullying, harassment, physical violence, verbal abuse, stealing, vandalism, persistent disruption and refusal to follow teacher instructions. The possession and/or use of any illegal substance, alcohol or smoking are also Unacceptable Behaviours. The school regards these behaviours seriously.

**Strategies used to manage inappropriate behaviours**

**Stage 1**
*Warning* – the student is given a warning about inappropriate behaviour. This is recorded by the teacher and will be the result of the student having received a number of ‘informal’ warnings.

**Stage 2**
*Class Time Out* - the student is sat aside from the class to continue work.

**Stage 3**
*Buddy Class Time Out* – the student is sent to another class to continue working.

**Stage 4**

**Take Home** – parent / caregiver is called for the student to go home.
1. Take Home is used when there has been no evidence of behaviour change after the previous stages have been tried. The class teacher makes the decision for the student to go home and the class teacher will call the parents.
2. Student returns to school the following day. A **Student Development Plan** will be used.
3. All students who get Take Home will return to school at 8:50am the following day.
4. **R-2 Students** who are given a Take Home after lunch will spend lunch time the following day in Time Out from **12.50 to 1.25**.
5. **3-7 Students** who are given Take Home after lunch, will spend Lunch time the following **two days** in Time Out, from **12.50 to 1.25**.

6. Students who get Take Home before lunch **do not** get Time Out

7. Students who are ‘repeatedly’ sent home, may be suspended from school at the discretion of the Principal and/or the Deputy Principal.

**Stage 5**

**Suspension**

2. Used when there has been no evidence of behaviour change after the previous stages have been tried including counselling from the Leadership Team.

3. A re-entry meeting will be held before the child returns to school where a Student Development

**OR**

4. Suspension is used in the management of unacceptable behaviour.

A student will be suspended if they have:

- Used violence, or threatened violence
- Acted in a manner which threatens the good order of the school
- Used offensive language in the presence of a teacher or staff member
- Acted illegally
- Interfered with the rights of teachers to teach and students to learn
- Shown persistent and wilful inattention or indifference to school work

**Yard Time Out**

In **Yard Time Out** the student is confined to the ‘Time Out’ room for 10 minutes, commencing from the time they arrive in the Time Out room.

Yard duty teachers send students to Time Out, for any of the following reasons:

- Out of Bounds
- Stealing
- No hat
- Threatening behaviour
- Verbal abuse
- Playing roughly
- Damaging property
- Other (to be specified on the Yard Time Out Slip)

The student must serve 10 minutes in the Time Out room. If the bell rings before the Time Out is finished, the remaining time must be completed.
**Improved Learning**

Murray Bridge South Primary School is focused on improvement in **Literacy – Reading and Spelling**.

**We ask that EVERY student reads aloud, every day.** This is monitored by staff and readers are provided.

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**GENERAL INFORMATION**

**School Hours**

Teachers commence supervision of children at 8.30am and also supervise children until 3.45pm.

**Times:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50 am</td>
<td>School begins</td>
<td></td>
</tr>
<tr>
<td>10.45am – 11.05am</td>
<td>Recess time</td>
<td>Students are given 5 minutes Eating Time in their room</td>
</tr>
<tr>
<td>12.45pm – 1.30pm</td>
<td>Lunch time</td>
<td>Students are given 5 minutes Eating Time in their room</td>
</tr>
<tr>
<td>3.10 pm</td>
<td>Home time</td>
<td></td>
</tr>
</tbody>
</table>

**Lateness**

**School begins at 8.50am each day.** We ask for parent support by having their children at school on time everyday. If your child does arrive late, rather than disrupt the class and learning of others, they may be suspended from school for the day (with work) on the ground of ‘wilful indifference’.

All children are expected to remain in the school yard from their arrival at school until dismissed by the class teacher. Children are not permitted to leave the school grounds without prior permission.

If children use school equipment or grounds outside of these hours, the Principal, Staff or Education Department cannot accept any responsibility in the case of an accident.

If your child regularly uses the school grounds outside of the hours 8.30am and 3.45pm, it may be wise to have your child insured against accidental injury.

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**Accidents and Emergencies**
Children, who become ill or are injured at school, are cared for by staff who have had basic first aid training. A sick-bed and first-aid materials are located in A block. Should medical attention be needed or we feel that the child would be best served by being at home; every effort will be made to contact you to make suitable arrangements. Please provide us with an emergency contact number where we can contact you at any time.

**Acknowledgement and Consent Forms**

When students are enrolled, parents and caregivers are asked to sign an ‘Acknowledgment Form’ which acknowledges the aspects of school life which we need to monitor, or which we need to enforce during the year for the benefit of all children, staff and parents-givers.

**Active After-School Sports**

This Australian government initiative offers a variety of sports on Tuesdays and Thursdays free of charge from 3.20pm – 4.30 pm. A signed consent form needs to be completed before participating. These are available from the front office. Children are supervised and provided with snacks. Please check for details in the newsletter.

**Aquatics (Year 7)**

Year 7 students undertake Aquatics at the Murraylands Aquatic Centre at Swanport in Term 4.

**Attendance**

Children are expected to be on time every day. Late arrivals are noted in the Roll Book and followed up by staff. When your child has been absent from school, a note giving the reason for absence is required on the child’s return. If you know that your child is going to be absent for several days or longer, please advise the school as soon as possible. Absence of a child from school without a legitimate excuse is regarded as truancy and treated accordingly. Parents/Caregivers will be informed by mobile phone Short Message Service (SMS) if their child is away from school without an explanation. Please ring the school on 85322155 and inform office staff (after hours a message can be left on the answering machine) or text mobile 0427016460.

**Banking**

Bank day is Tuesday. A school banking service is provided by Bank SA.

**Bikes and Scooters**
Children with bikes must dismount and WALK their bike across the road if crossing at the traffic lights. The bicycle rack area is locked during normal school hours to prevent interference and damage to bicycles/scooters. Bicycles and scooters are not to be ridden in the school grounds.

**Canteen: Manager: Mrs Annette Thomson**

The canteen operates on a Healthy Food Policy.

Our school is served very well by a canteen which is open every day for recess and lunches. The Manager is assisted by volunteer helpers. If you can assist, please contact the school canteen. It is a good way to meet other parents-caregivers and at the same time, help the school.

Lunch orders are to be given to the child's class teacher by 9.15am. Lunch bags are available from the classroom or the canteen. Correct money in the bag is always appreciated. Please make sure money is wrapped for hygiene reasons.

**Car Parking**

Parents-caregivers are asked not to drive cars into the school yard at any time. Parking is available in the Lerwin Car Park opposite the school.

Parents-caregivers are advised to observe the street signs in relation to parking.

Dental Clinic

The Murray Bridge Community Dental Clinic is located at 45 Beatty Terrace, Murray Bridge. Open every day from 8.45am – 4.15pm. **Phone: 85 319300.**

**Choir**

Students from Year 5-7 have the opportunity to join the school choir. This is part of the Primary Schools Festival of Music Programme. The choir practices a set of designated songs each week and then performs them at the Adelaide Festival Theatre in September, with about 500 students from all other schools. This experience is a wonderful opportunity for students who enjoy singing to perform on the big stage in front of a huge audience.
Dogs at School
At school we aim to provide a safe environment for all of our students. With that in mind, parents/caregivers are reminded that dogs are not permitted on school grounds. This is stated in South Australian Government legislation. The only exceptions are an accredited disability dog, guide dog or hearing dog. However, if you wish to bring a dog to your child’s class for a special visit or “show and tell”, please obtain permission from Senior Staff.

Eating Time
Students are given 5 minutes to eat before they go outside for lunchtime.

Students who do not finish their food, must then eat in the areas between A-block and B-block. This area is marked by lines on the pavement. There is no eating or drinking on the oval or in any other area of the school.

Excursions
At our school, your child will have the opportunity to attend school organised excursions and trips. These programmes are all part of your child’s learning and social development. As a staff we see these as valuable in the educational development of your child and encourage you to allow your child to participate.

A general excursion consent form to cover all local walking trips to places in the near vicinity of the school will be sought at the beginning of the year and will cover all such excursions for that year.

For each excursion requiring transport by car or bus a separate consent form will be required. Details and consent forms will be sent home after the excursion arrangements have been approved by senior staff.

Health
It is school policy not to administer any medicine without consent.
If a child requires special medication, parents should notify staff at the front office. All medication needs to be in its original container with your child’s name and dosage along with a signed Health Care Plan from a doctor. Children who have high allergies need to be identified. The front office keeps records and medicine for such children. These high allergy Health Care Plans need to be completed and signed by your child’s doctor and must be **updated each year.**

**Asthma** plans need to be completed for students with asthma and **updated every year.** This is essential, especially for any swimming or aquatics program.

In the event of any changes to the information supplied for the records, please inform the class teacher concerned so that the relevant data can be added to the original form.

Some infectious diseases, eg, mumps, measles, chicken pox, German measles, conjunctivitis, require children to be excluded from school. Parents should consult the school and ask your Doctor for further details.

**Head Lice**

If your child is found to have live insects or eggs, a parent/guardian will be contacted to collect the child for the first treatment. The treatment needs to be thorough and does take a considerable amount of time to comb out the lice and eggs with a special head lice comb. Unless the eggs are removed, we do not know whether they are alive or dead. Shampoo is available at the front office free of charge to approved school card holders or $10.40 for non-school card holders and combs are also available. **No treatment kills all of the eggs** so treatment must involve two applications 7 days apart. The purpose of the first treatment is to kill all lice, the second treatment is to kill young lice hatched over the next 6 days. After the first treatment your child is able to return to school. Please refer to Head Lice information sheet included. **Children must return to the Front Office with their parent/caregiver for a further check before attending class.**

**Library / Resource Centre**

In lesson times, students use the Resource Centre individually, in groups or as a class to access books and computers. Students have the opportunity to work with the Teacher-Librarian on Literature or Research based activities.

At recess and lunch times, students are able to use the Resource Centre for a variety of activities. Please encourage your child/children to care for the books they borrow and return them regularly.

**Lost Property**

Please label all items, particularly clothing, with a clear label. Every effort is made to return items to their owners. Please check your child’s classroom area thoroughly. If you fail to recover the missing articles, inquiries can then be made at the front office.

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**Lunch**

Children going home to lunch will be dismissed at 12.45pm (they must have a written permission note from parents-caregivers).
Children having lunch at school eat their lunch in the classrooms where they are supervised by the class teacher from 12.45pm until 12.50pm.

**Mobile Phone Policy**
Students are allowed to have mobile phones at school. The phone should not be switched on and should definitely not be used by any student for any reason. Phones should be left in pockets or in a bag, but can be given to the front office for security reasons. If a teacher sees a student with a phone, the phone will be taken and put in an envelope in the front office. The student may collect their phone after school from the front office. If you need to contact your child during the day, or they need to contact you, this can only be done through the school office. The full policy is available on the school website for you to look at.

**Newsletters**
A fortnightly Newsletter is sent home on Tuesdays to keep parents-caregivers informed of school matters. They are given to the youngest in the family to take home.

**Out of Bounds**
Students are not allowed at the front of the school during recess and lunchtime.

**Payments**
All payments of money for fees, excursions, performances or special events are to be paid at the front office.

**Red Cross Good Start Breakfast Club**
A free breakfast programme sponsored by the Red Cross runs daily in B Block from 8.15am to 8.45am. Toast and spreads or cereal and fruit are available. This activity is supervised by staff and RED CROSS VOLUNTEERS.

**Reports**
Written reports are sent home twice during the year. 3 Way Learning Conversations are held in Term One and may also be requested by the teacher or the parent at any time during the school year.

**Safety**
An Emu Crossing in Joyce Street provides safe crossing to the car park. Please use this crossing at all times.
Our school is surrounded by very busy roads and we seek your support in stressing the importance of road safety to your children. All children who cross the Swanport Road MUST use the pedestrian crossing.

S.A.P.S.A.S.A.
During the year students are given the opportunity to try out for the Murraylands District Sporting teams in many different sports. These sports include swimming, cricket, tennis, softball, netball, football, soccer, basketball and athletics. This can also lead to possible state coaching clinics and trips interstate.

School Council
The Murray Bridge South Primary School Council is an active group of parents-caregivers who work cooperatively with the community and school staff to provide the best education for the school's students. The Council has many important roles including:

- Exercising a general oversight over the well-being of the school
- Advising the Principal, as necessary, of the concerns of the school community.
- Advising and making recommendations concerning accommodation, buildings, grounds and equipment
- Carrying out duties as prescribed by the Education Department's regulations and circulars.
- Advising the school on matters concerning canteen, fundraising, finance, environment and curriculum through subcommittees of council.

To help achieve these roles, the Council meets twice each term. Observers are most welcome to attend any Council meeting as outside advice may be sought and guest speakers may be engaged - but only School Council members hold voting rights at any meeting.

School Photos
Individual, family and class photographs are taken by a professional photographic company each year. Parents-caregivers will be advised at the time and there is no obligation for them to purchase any photographs. Please advise the school if there is any reason for not including your child in class photographs.

School Services Charge (fees) and School Card
An invoice is issued for Materials & Services charges. These are due within 14 days. The 2014 fees are $219.00 per year.

If you think you are eligible for School Card, an application form is available from the front office. If eligible, there is no cost for the school fees.

Payments by instalments are welcome and can be arranged with the finance officer as soon as possible. We accept EFTPOS, cash, cheque and credit...
cards. We also offer CENTREPAY or we can automatically deduct payments from a credit card each month if more convenient. Direct credits into our bank account can also be arranged.

**Sports Day**
An annual Sports Day is with the emphasis on child participation. This is achieved through a variety of tabloid events, involving many different skills. The children are divided into 4 different colour groups and are encouraged to earn points for their team.

**Student Representative Council (SRC)**
There is a Student Representative Council at the school. It consists of representatives from each class. The SRC meets every week to discuss issues that affect the students. There is a Junior Primary SRC and Primary SRC. Some of the important contributions that the SRC has made over the years have included: tournaments, discos, painting the giant mural, locks on toilet doors, "Aussie of the Month," "Teacher of the Month” and “Behaviour” awards.

**Sun Safe School – Hat Policy**
Hats are to be worn during Term 1, and from Week 7 of Term 3 (1st September) until the end of Term 4 – without exception.

**Term 1:** Hat must be worn.
**Term 2:** No hat.
**Term 3:** Weeks 1-6-No hat. Weeks 7-10 – Hats must be worn.
**Term 4:** Hats must be worn. If they do not have a hat they will be instructed to go to the Library, the Library verandah or the Time Out room. ONLY school hats are acceptable.

**Swimming (Year 1-6)**
Classes are held for 2 weeks in Term 1 at the Olympic Pool in Murray Bridge. The children go with their teacher by bus to these lessons.

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**Students Uniform Policy and Procedures**

ALL students attending Murray Bridge South Primary School will wear full school uniform as approved by the School Council.

**Guiding Principle**
The purpose of the Uniform Policy is to support and encourage all students attending our school be clearly identifiable in our school colours and to be recognized as belonging to the Murray Bridge South Primary School. The maroon colour easily identifies students.

The Uniform Policy has been determined by the School Council after consultation with the school community, parents/caregivers, students and staff.

Parents and carers are expected to support the student’s wearing of the school uniform and acknowledge this support at the time of student enrolment.

Procedures for School Uniform
Every student will wear school uniform at school, and on all excursions, trips and when attending school events or as approved by the Principal or deputy principal for special events. Students may wear the special purpose Year 7 top, choir top or sports uniform as appropriate, and as approved by the School Council.

Any student not wearing the polo top at school, will be sent to the front office to borrow a top from the ‘lend out’ cupboard. The office records the name and class of the student and notes that they have a ‘borrowed’ school top.

- The ‘borrowed’ top is for wearing in the school ONLY (this means that students cannot borrow uniform for excursions and cannot leave the school without appropriate uniform)
- The ‘borrowed’ top is returned to the office at the end of the school day
- Hats are NOT lent out.

The school uniform is to be worn in the appropriate manner. When in class the uniform is to be worn ‘on the outside’ of other clothing so the maroon colour is clear and visible.

What is our School Uniform?
The uniform is defined as the following:

- A plain maroon polo top, with or without school logo of the paddle wheel in screen print, iron on or embroidered supported by maroon windcheaters with or without logo.
- Black, navy or grey pants or shorts. This includes denim or track pants but must be plain (side stripe is acceptable and small logos).
- Students may also wear the school summer dress (grey or maroon check), or black, navy or grey skirt or shorts with the maroon school top. This includes a denim skirt (however the guidelines for length and appropriateness apply). Black tights or leggings may be worn under the skirt or shorts.
- A hat which is a broad brimmed school hat or bucket hat, in maroon colour, with or without the logo at the front. Murray Bridge South Primary School is a SUNSAFE School and all students are to wear a hat that meets the SUNSAFE Guidelines.
- Shoes should be sneakers, runners, or open toes sandals secured by a strap, velcro or laces. Solid shoes are also acceptable. The preference is for the sole of shoes / runner to be white as this protects the gym floor.
- Students are to wear hair colour which is a natural colour. Students with hair that is shoulder length or longer need to tie their hair back using a plain hair tie.

Suggestions of extra clothing choices, such as Year 7 tops, will be welcomed from the students via the S.R.C., parents/caregivers and staff. These recommendations are made to the School Council. There will be scope for fundraising dress up days.

Not Part of School Uniform.
For safety reasons, the wearing of jewellery, rings and necklaces is to be minimal, with the exception of simple studs and / or sleepers, watches and “medi – alert” type medallions. Any jewellery containing a ‘loop’ or ring is not acceptable.
Students with pierced ears are to wear studs and/or sleepers. Other visible piercings will be studs only.

In support of the SUNSAFE policy and for general student safety, the following articles are NOT school wear –

- Mini skirts or brief shorts – the student must be able to stand upright, with their arms to their side and the tips of their fingers touching their shorts or skirt.
- High heeled shoes, slippers or thongs. Slip-on shoes are not to be worn to school.
- Make-up - including nail polish.
- Articles of clothing with inappropriate wording or designs.

Excursions
For ease of recognition and identification students will wear school uniform for out of school events such as District Sports Days, High School Transition and Choir Performances and ALL school excursions. This contributes to the safety of students.

The newsletter will advertise polo and windcheater uniform items, including prices for recyclable (used or second-hand) and new school clothing.

New Enrolments
Students who are newly enrolled in the school are asked to be in full school uniform. If this is not possible, they should be dressed in ‘neat casual dress’ and wear as much of the school uniform as possible.

It should be noted that ALL other aspects of the Uniform Policy and Procedures apply to students who are newly enrolled – that is shoes, jewellery, make up, hats etc. … Newly enrolled students will be dressed ‘appropriately’ for school until full uniform is available. This should be negotiated with the Principal or Deputy Principal.

Parent & Caregiver Support
Parents and Caregivers are expected to support their children in the wearing of school uniform.

ALL students will be subject to the Uniform Policy and Procedures. Notes of explanation from parents/caregivers will be accepted by the Principal as information, but will not excuse the students from uniform.

Casual Days
Special days and casual days are arranged from time to time.

The Principal or the Deputy Principal have the final judgment about what is school uniform or whether the student is suitably dressed for school.

This Policy is endorsed by the School Council in July 2010
Reviewed July 2012

Volunteers and Parent-Caregiver Participation
Within the school there are many parents-caregivers involved in providing support for teachers and students. Some of the ways support has been shown is in:

- Hearing children read - Reading Post or individual classrooms
- Assisting in elective programmes
• Helping in the Canteen
• Being part of the Parent Network Group
• Fundraising
• School Council membership

If you are able to assist in any of these areas, or have a skill that you would like to share with us, just let us know.

We feel your child gains from your participation in their school life.

Participation refers to parent-caregivers sharing in the making of decisions about school aims, policies and programs with staff and students.