GENERAL SCHOOL INFORMATION

Absence or Lateness

We are required to keep records of the reasons why students are absent, late or depart early on every occasion. Teachers do this record keeping on a daily basis. You can assist by telephoning, reporting in person or by sending a note to explain your child’s absence or lateness. Verbal explanation by another student is not acceptable.

When we are not notified we contact parents and if a satisfactory response is not received we are required to make a report to the Attendance Officer.

Assemblies

These are held on Tuesday in weeks 3, 6 9 for our whole school Reception to Year 7. They are an important sharing of the work of the classroom. Starting time for assemblies is 2:30pm. Parents are always welcome to attend.

Banking

Bank SA provides a service once a week on Tuesdays. Students put their bank books in the Bank Box in the Front Office at the commencement of the school day.

Communications to Students

We will endeavour to see that urgent or safety related information is conveyed to students if it is made known to us by 2.50p.m.

The Front Office is a busy place and cannot be left unattended due to security and safety reasons. With just one staff member in attendance it is not always possible to have the area covered so that messages can be taken to students immediately they are received. If classes are not in their classrooms and cannot be readily located then the task can become impossible with a short time line.

Parents who bring their children’s lunches to school are invited to tell their children that their lunches can be collected from the Front Office.

Contact Information

Changes to telephone and address details for family members and emergency contact people need to be advised to the Front Office as soon as they are known. In times of stress or distress children cannot always provide this necessary information.

Galloway Road - Drop off Zone/Car Parking

The enforceable purpose of the Drop Off Zone is to allow parents to safely drop off and pick up their children from school. It is not a parking zone. Drivers must not park and wait in, or leave, their vehicles and they must not do u-turns from the side of the road to access the Drop Off Zone. Traffic Inspectors from the Onkaparinga City Council and SA Police monitor the correct use of the Drop Off Zone.

The DECD disabled park is to be used by DECD employees only who have a parking permit. It must be left vacant at all times unless occupied by a staff member with a disabled permit.
**Emergency Evacuation**

Emergency evacuation is signalled by a continuous blast of the siren. If they are in their classrooms when the emergency evacuation siren sounds students are to leave immediately. If students and adults are away from the classroom then no-one is to return to the classroom. Adults and students must move directly to the Top Oval where a report of adults and students in attendance is made to the Principal.

**General Permission**

At the time of enrolment general permission is sought from parents for ‘Checking for Head Lice’, ‘Walking Excursions’ and ‘Taking of Photographs’ regarding their children. This consent is kept on permanent record at the Front Office.

**Leaving the School Grounds**

No student is permitted to leave the school grounds once he/she has arrived for the school day, unless being collected by a parent/caregiver. Parents/Caregivers contact the Front Office before taking students, so they can be signed out.

Parents are to collect their children from a staff member. We do not allow students to wait at the gate, or to walk home alone, during school time.

**Medication**

Parents requiring their children to have medication during the school day must take the medication to the Front Office. The medication must be in its original pharmaceutical packing, be clearly named, be dated and full written instructions for administration must be provided. Teachers do not keep medication in classrooms because of the risk of misuse.

**Monday Morning Assembly**

This is held in the gym each Monday morning at 8.40 a.m. This is a ‘News and Notices Assembly’ to give information about the forthcoming activities of the school and ‘What’s happening in the current week’.

**Newsletter/Facebook/Website**

This is our most important means of communicating with parents and is read in classes with students to demonstrate and model the value of regular and reliable communication. Please look for it. It is sent home with the eldest child in the family each fortnight on a Thursday. Updates on Facebook, is also a valuable source of information. Out school website is [www.osbs.sa.edu.au](http://www.osbs.sa.edu.au)

**Office Hours**

Our Front Office is staffed from 8.00 a.m. to 4.00 p.m. each school day.

**OSHC**

The O’Sullivan Beach Out of School Hours Care will provide Before and After School Care on school days and full day care on Pupil Free and School Closure Days (If there are enough bookings to make it viable). Vacation Care operates during the school holidays excluding two or three weeks at Christmas/New year. This care is a service to the whole community providing for the needs of the children of working/studying parents and to parents requiring occasional and emergency care.

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<thead>
<tr>
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<th>Time</th>
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<tbody>
<tr>
<td>BSC</td>
<td>6:30 – 8:30 am</td>
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<tr>
<td>ASC</td>
<td>3:10 – 6:10 pm</td>
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<tr>
<td>Vacation Care</td>
<td>6:45 am – 5:15 pm</td>
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<tr>
<td>Public Free/School Closure Day</td>
<td>6:45 am – 5:15 pm</td>
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**Payment of Money**

Money needs to be paid between 8.30 a.m. and 9.30 a.m. any school day. Direct Debit is also available using the following details:-

- Bank SA – Christies Beach
- BSB Number – 105-119
- Account Number – 435 079 740

Money received after the due date, for any activities, will not automatically ensure participation in the activity.

**Register of Visitors**

In accordance with occupational health, safety and welfare requirements, all people who visit the school at any time during the day are required to enter through the Front Office to register their visit in the ‘Register of Visitors’ book. The information required is name, purpose of visit, time of arrival, time of departure. Visitors need to return the visitor badges to the Front Office before they depart.

**Reporting to Parents**

Teacher letters to parents outlining the year’s program, expectations etc are distributed early in term 1. Acquaintance Night held in Week 3 Term 1. Parent, Student, Teacher interviews are held in Week 10 Term 1. Student lead interview are held in Term 3 Week 2 & 3. A Student Report is provided in Week 10 Term 2 and Week 9 in Term 4. Parents may request an interview at any time throughout the year.

**School Access**

The eastern and western steps are to be used to access the school from Galloway Road. Passage through the car park is not safe practice for any pedestrians and we wish to model safe habits for our students. Therefore, no student or their families are allowed to walk through the staff car park at any time.

**School Discipline**

A copy of our policy is provided to the parents of all newly enrolled students. It is important for students and their families to be familiar with the procedures we have in place to promote and uphold a positive teaching and learning environment in the classroom and a safe and secure playground. Upon enrolment our ‘Behaviour Code’ is signed by the student, his/her parents and the Principal.

**School Dress Code**

A school polo shirt is provided to each new student when enrolling. Should you wish to purchase any extra polo shirts these are available from the Front Office at a subsidised price of $15.00 each. Students may dress in the shade of Royal Blue or navy blue only. Navy skirts, track pants and shorts are permitted.

Unacceptable clothes are midriff tops, tank tops with gaping armholes, ripped jeans, ripped tracksuit pants (patches are acceptable), miniskirts, brief shorts, thongs, slippers, party shoes, make-up, nail polish or dangling ear-rings.

Acceptable clothes are school polo shirts, culottes, shorts, bike pants, rugby tops, wind cheaters, zip jackets, skivvies, blouses, shirts, jeans, dresses, skirts, pinafores, track suits.

**School Fees**

Fees are adjusted according to when a student enrols. Government assistance (School Card) is available to those who qualify. Applications must be made at the Front Office every year.
School Hours

There is no teacher on duty before 8:30 am, therefore all students and their families must remain off school grounds until the siren at 8:30 goes.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.30 a.m</td>
<td>Students may enter class rooms when the siren sounds</td>
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<tr>
<td>8.40 a.m</td>
<td>School day begins</td>
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<td>10.25 - 10.45 a.m</td>
<td>Recess</td>
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<td>1.00 - 1.10 p.m</td>
<td>Lunch eaten in classrooms</td>
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<tr>
<td>1.10 - 1.40 p.m</td>
<td>Lunch play time</td>
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<tr>
<td>3.10 p.m</td>
<td>School dismisses</td>
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<td>3.20 p.m</td>
<td>Students are to have left the school grounds</td>
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Students who are still on grounds by 3:20pm will be taken to OSHC and billed accordingly

Staff Meetings

Staff members have responsibilities additional to those of their teaching commitments. This necessitates meetings after school during each week. It is generally wise for parents to check ahead if they need to speak with their child's teacher particularly on any day. A mutual time can always be found.

Student Support Services

A Guidance Officer, a Speech Pathologist, CAMHS, FACS and the Interagency & Student Behaviour Management Services provide support to students of our school. Students may be referred following consultation between the school and parents.

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Sun Protection

Students are required to wear protective headwear. Blue wide brimmed school hats must be worn. Students who do not have the appropriate hat are required to sit out during play periods. School hats can be purchased from the Front Office for $7.50

Toilets

We have two sets of toilets, which are used by all students across Reception to Year 7. The downstairs toilets have outside access only. They are used during play periods or when the classes are engaged in outside activities. During lesson time all students use the inside upstairs toilets - they do not go to the outside toilets. This ensures that adults are nearby at all times when students use the toilets.