

**TAILEM BEND PRIMARY SCHOOL**

# **Parent Information Book**

**2024**



***“To Be Positive & Successful”***



# Tailem Bend Primary School

## Welcome from the Principal

A very warm welcome to Tailem Bend Primary School.

We hope your association with our school will be a happy and rewarding one. At Tailem Bend Primary School we provide a quality education for students from Reception to Year 6.

We offer a comprehensive educational programme delivered by a very dedicated and professional staff whose experience and expertise benefit all the students we teach.

We pride ourselves on high standards in behaviour and our ability to provide each student with the knowledge, skills, and attitudes required for life-long learning.

### **Our mission**

*Tailem Bend Primary School will provide a safe, supportive learning environment, where every individual is given the opportunity to reach his or her potential.*

*We will promote active, compassionate, life long learning and responsibility in a changing global community.*

In this Parent Information booklet we have provided information to familiarise you with the procedures and structures that have been put in place to enhance educational outcomes for students at our school.

Please do not hesitate to make contact with relevant classroom teachers or myself in order to closely monitor your child's educational achievements and to clarify any issues that may arise.

We look forward to working in partnership in the education of your child/ren.

**Travis Schenke**  
**Principal**

## Areas of Study

All Australian schools, including Tailem Bend Primary School have the following required areas of study (subjects) as documented in the Australian Curriculum.

- English - reading, writing, spelling, listening, speaking.
- Mathematics
- Humanities and Social Sciences
- Health and Physical Education
- Language Other Than English (German)
- The Arts - Music, Drama, Art, Dance.
- Science
- Technologies

## Our School

Tailem Bend Primary School has a strong teaching team who have common understandings in relation to approaches to student learning.

Students from Tailem Bend are given opportunities to achieve a very high standard in Literacy and Numeracy throughout their school life.

We offer a comprehensive Music and Performing Arts programme including Choir and Instrumental Music tuition.

During school hours our students are encouraged to participate in SAPSASA sports, knockout sports competitions, swimming lessons and Life Education.

Tailem Bend provides a secure, safe learning environment with an excellent playground and oval facilities including a swimming pool and a world class gymnasium.

Classrooms are equipped with the very latest Interactive smart board technology including interactive TV's. Wi-fi is available at our school site. We use Apple technology and ICT is integrated into all areas of the curriculum.

Tailem Bend Primary School is a Data Beacon School. The Beacon School project is about developing 21st-century skills by integrating technology in every part of the curriculum.

The Community Library is a place of which we are proud. We have a large array of print materials and access to digital resources including smart boards.

# General Information

## Assemblies

Whole- school assemblies are held on Fridays in the gymnasium at 1.40pm  
Parents are welcome to attend assemblies.

## Attendance

Students who miss days from school: -

- are socially and academically disadvantaged.
- miss opportunities for play activities – these help social and emotional development.
- fail to develop an appreciation of important life skills such as punctuality and regular attendance.
- can become isolated, teased and bullied because of an inability to maintain friendships.
- lack self-esteem and self-confidence.
- are likely to leave school at an early age.
- suffer from a lack of continuity and familiarity.
- are unable to grasp basic concepts due to gaps in knowledge and learning.

Research shows there is a direct correlation between attendance and achievement.  
Missing one day a week at school per year means missing eight weeks of schooling.

You must notify the school if your child/children will be away. This can be done by a phone call to the school on the day of absence and by a written note in the child's communication book the following day. If you are aware of a planned absence prior to the date of absence you may complete a Planned Absence form which is included in the newsletter. For absences longer than three days an Exemption Form is required. To apply for an Exemption form please phone the front office.

If a student is away due to ill-health and exceeds 3 or more days, a Medical Certificate is required.

***Please refer to our Attendance Policy.***

## Breakfast Club

The Breakfast Club is open three mornings a week before school starts and is run by local volunteers and school staff. Foods are kindly donated by local organisations.

## Behaviour Management

***Please refer to our Behaviour Management and Code of Conduct Policy and our Anti Bullying Policy.*** Our school website has all the relevant school policies for your perusal.

## Communication Books

Communication Books are used by students to write in reminders and parents and teachers to communicate with each other. Please sign all notes and ask your child to let their teacher know if there is a note to be looked at.

## Enrolment

Government primary schools have two major enrolment intakes each year for children being enrolled by their parents in reception: intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3).

Children who start reception through the mid-year (intake 2) will undertake 6 terms of reception.

### *Age of eligibility*

Age of child	Eligibility
Turns 5 years of age before 1 May of that year	Can start reception at the beginning of that year (intake 1). Children undertake 4 terms of reception.
Turns 5 years of age between 1 May and 31 October of that year	Can start reception at the beginning of term 3 of that year (intake 2). Children undertake 6 terms of reception.
Turns 5 years of age after 31 October of that year	Can start reception at the beginning of following year (intake 1). Children undertake 4 terms of reception.

Children transferring from other schools may begin at anytime during the school year. Enrolment and personal information forms are available at the front desk. Please contact the school if you require enrolment forms to be emailed or posted to you.

## Hats and Shoes

### Sun Smart

Our school is an official "Sun Smart" School.

It is policy that students wear an appropriate hat, either legionnaire or wide brimmed in terms 1, 3 and 4. These are on sale at the front office. **NO HAT, NO PLAY. *Please refer to our "Sun Smart" School Policy.***

Teachers provide time for children to apply sunscreen before going out to play at lunchtime. As part of the curriculum students are informed as to why sun care is so important and what steps can be taken for protection.

Students also need to wear shoes that will support their feet in physical activity, with minimal risk of injury. High heeled/platform shoes, thongs or flip flops, crocs or shoes without a back on them **should not be worn.**

## Library

Students are able to borrow books throughout the year from the school's library and access computer software for information.

Our library is a Community Library and parents are encouraged to access the library's adult book section. There are also games, toys and videos available for borrowing. Please enquire at the library to become a member.

## Lost Property

If your child loses an article of clothing, lunch box, toy etc. it may have been brought to the front office. We have a steady stream of lost property brought in each week.

Please ensure your child's belongings are **clearly labelled** to assist with identification.

## Medication

If your child is asthmatic or is required to take medication at school, please enquire at the front office to obtain the relevant Medication and Health Care Plan forms.

For the Department for Education the term 'medication' includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals and supplements) that are required to be administered in education and care services.

Medication sent to school should only be sent if needed. It must be delivered to the office in its original container, packaged in a single correct dosage format, contain the pharmacy label and be within the use by date. For children with asthma please provide asthma medication **and a spacer**, as well as an up-to-date Asthma Care Plan.

A Medication Agreement form needs to be completed by the parent/guardian. A registered health professional must also sign the form for Controlled Drugs (S8), oxygen, insulin or pain relief required to be administered regularly or for more than 72 hours.

*Please see "Medication in education and care services" information later in this booklet.*

## Newsletter

Newsletters are sent home fortnightly either via email or with the youngest child on Tuesdays. On enrolment parents/carers may identify their preference of receiving the newsletter. Important dates, activities, awards and articles of community interest are included in our newsletter.

If you have any material of interest for the newsletter, please bring to the school at least two days prior to a newsletter being published.

## Orders and Payments

Money for performances, Book Club orders etc. can be handed to staff at the front office.

## Parent/Caregivers Grievance Procedures

*Please refer to our school policy*

We hope that the information contained in our Parent Handbook gives you the information that you require.

If there is something that you recommend we include please let our friendly office staff know.

## Parental Involvement

There are a number of ways in which parents may choose to be involved in the school.

**Classroom involvement** - Individual teachers may suggest reading stories to groups of children, playing games, joining in with art activities or cooking, hearing children read, helping children with writing, accompanying the class on an excursion. We value any assistance that parents can give.

**School involvement** - Parents are encouraged to help with sport, drama, the grounds and a variety of activities or projects that arise during the year.

**Governing Council** - This is an active body of interested parents and staff working together for the good of all children and the school. Meetings are held twice per term in week 3 and week 8

The responsibility of the Governing Council is to:

- support the Principal in carrying out his/her work. The Principal is accountable to the Chief Executive
- represent the views of the local community about the priorities and educational needs of students in our community within state frameworks of policies, priorities, and strategic direction
- oversee the school's finances
- be actively involved with the development and maintenance of the school grounds.

**Sub-committees of Governing Council** - parents are welcome to join any of the following sub-committees:

- finance
- buildings & grounds
- fundraising
- swimming pool
- gymnasium
- environment
- curriculum

**The Annual General Meeting** is usually held in week 3 of Term 1. All executive positions are declared vacant. Parents are encouraged to attend the Annual General Meeting and nominate themselves and others.

## Reading Folders

Students take their reading folder home most days to practise reading at home. This is vital for their development in reading and creates opportunities for you to share time with your child. Please record when you hear your child read at home.

## Reporting to Parents

Well-informed parents are in a better position to work with and support the school in providing a high standard of education. We pride ourselves on communicating effectively with parents so that they are kept fully informed and can take an active and constructive part in their child's learning.

### Parent-Teacher-Student Interviews

Parent-Teacher-Student Interviews provide formal meetings when teachers spend time with parents/caregivers and students to discuss your child's progress, share any concerns, set targets and agree ways in which your child can be supported at home and at school.

Parent-Teacher-Student Interviews take place in term 2 and where requested in term 3

In addition, parents may make an appointment to meet with the teacher at any time throughout the year to discuss their child's progress or to share concerns.

### Reporting

A report, prepared and distributed at the end of terms 2 and 4, contains the following elements:

- details of the child's personal and social development and attitude to learning
- information on the child's progress and achievements in all subject areas
- the next steps in learning for English, Mathematics and Personal Development
- the child's self-evaluation of the year
- record of attendance
-



## Scholastic Book Club

Approximately once every month, children will receive Book Club brochures, which advertise books that can be purchased through the library at the school.

## School Fees

School fees are currently set at \$287 for 2024. This is payable to the front office by the end of Term 1. Time payment is available.

Families may qualify for government assistance. This is dependent on individual financial situations. Families who think they may be eligible are encouraged to apply for School Card. Information and Application Forms are available from the front office. If families are eligible for School Card, school fees are covered in full.

## School Hours

Teachers are on duty from 8:30am. Students are not permitted to enter the grounds until this time. The first bell goes at 8.50 and students may enter classrooms if there is a staff member present.

- Lessons begin at 8.55am and finish at 3.10pm
- Recess break is from 11am until 11.30am
- Lunch break – 12.50pm until 1.30pm  
12.50pm – 1.00 pm - Students eat their lunch in the classroom for 10 minutes.  
1.00 – 1.30 Play time.
- 3.10pm Dismissal
- *Early dismissal – This occurs on the last day of each term when students are dismissed at 2.10pm. Parents will be advised in the School Newsletter.*

## School Representative Council (SRC)

Two students from each class are elected to the school SRC. All representatives serve two terms and the elected executive serve the entire year.

Members of the SRC discuss and make decisions on student school-related issues including fundraising.

## Teaching Areas

Formal teaching and learning takes place from 8.55am to 3.10pm. We have a large number of volunteers in our school and are grateful for their help. However, if you are not involved in a voluntary capacity please do not remain in teaching areas after 8.55am or enter before 3.10pm.

## Transition

### Reception students

The school works very closely with the Tailem Bend Kindergarten and other kindys to ensure a smooth and easy transition between the kindergarten and the more structured approach in reception.

### Year 6 to High School

Most year 6 students move to Murray Bridge High School. Some students choose to attend Coomandook Area School.

An Orientation Program begins in the 1<sup>st</sup> term and includes a:

- Parent Information Night.
- Visit to our school by High School teachers and year 7 students who previously attended our school.
- Tour of the High School.

- Programmed visit to the High School with lessons presented by High School teachers which enable students to obtain a general idea of the school layout and introduces them to some year 7 teachers.

Some students will be offered extended transition.

## Toys / Games

Toys and games are only to be brought to school at teacher's request, eg class sharing.

## Uniforms

All students are expected to wear school uniform. School uniforms can be purchased at the front office.

***Please refer to our School Uniform Policy.***

## Volunteers

Volunteers are highly valued by our school community. Volunteers can be involved in a large number of activities throughout the school.

It is a requirement of the Department for Education that volunteers are inducted every year. It is also mandatory that volunteers have a Working With Children Check (paid for by the school) and "Responding to Risks of Harm, Abuse and Neglect – Education and Care" training before commencing in the role, if they will be:-

- attending any overnight camps/school sleep-overs
- working one to one with children or working in close proximity to children on a regular basis e.g. classroom assistance, listening to reading, music, drama, coordination skills etc This includes a parent working regularly with only their own child but in proximity to other children)
- acting as a coach or manager of teams or groups of children and young people
- working in resource centres, offices etc
- accepting a position on Governing/School Councils, Boards or Committees that require them to be in close proximity to children or in the management of school funds.

For further information, including how to apply for a Working With Children Check and complete Responding to Risks of Harm, Abuse and Neglect – Education and Care training, refer to the Department for Education website. <https://www.education.sa.gov.au/working-us/volunteers>

Volunteer Information brochures are available from the front office.

# **POLICIES**

- Behavioural Expectation Policy & Code of Conduct
- Anti-Bullying & Anti-Harassment Policy
- Attendance Policy
- Parent Concerns and Complaint Resolution
- Mobile phones and personal devices
- Sunsmart Policy
- Uniform Policy
- Medication – information for families
- Headlice Prevention and treatment
- School Dental Services
- Uniform Prices

# **Tailem Bend Primary School**

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**Tailem Bend Primary School  
1 Murray Street  
Tailem Bend , SA 5260**

**P: 85723266**

**F: 85723026**

**E: [dl.0424.info@schools.sa.edu.au](mailto:dl.0424.info@schools.sa.edu.au)**

**W: [www.tailembdps.sa.edu.au](http://www.tailembdps.sa.edu.au)**