ADMISSION OF STUDENTS

Students can be admitted to Riverton Primary School on the first day of each term. Students are generally enrolled in the term following their fifth birthday, but they are not under compulsion to start school until they have turned 6.

The amount of time a child spends in Reception is largely determined by when their birthday is. The length of time spent in Reception looks like this:

<table>
<thead>
<tr>
<th>START:</th>
<th>Term 1:</th>
<th>4 terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2:</td>
<td>3 terms</td>
<td></td>
</tr>
<tr>
<td>Term 3:</td>
<td>6 terms</td>
<td></td>
</tr>
<tr>
<td>Term 4:</td>
<td>5 terms</td>
<td></td>
</tr>
</tbody>
</table>

Students in their first term of Reception have the option of attending for only 4 days a week. Generally students stay home on a Wednesday and Reception teachers and most parents find this supports student transition to school well. Please discuss this with your child's teacher if you have any queries.

To enrol your child at school, an Enrolment Form needs to be completed. This is available from the school and is included in the Welcome Pack.

At the time of enrolment, you will be asked to leave contact names and numbers and health details should you be needed to be contacted in an emergency. You will also be provided with a copy of the DECS Information Privacy Policy at this time.

ASSEMBLIES

Assemblies are usually held each Friday afternoon at 3:00 in the Activity Room. The assemblies are run by the students and are an excellent forum for sharing student work and celebrating student achievement. They also provide an opportunity to present notices, reminders and announcements. Parents are invited to attend.

ATTENDANCE / ABSENCES

Students over the age of 6 are required to attend school each day. In the event of your child being absent, please notify the school, either in writing or by phone with an explanation for the absence. This needs to be done each time your child is away.

If your child is likely to be absent for an extended period, please contact the school within 3 days of the absence to enable us to make provisions for them. **All absences of 3 or more days require notification in writing, even if you have already contacted the school.**

Sometimes students may be absent for reasons other than sickness, eg a family holiday. A special form needs to be completed. Please contact the Principal for further advice.

We also require advice if your child is late for school. Please call the school, write a note or let the classroom teacher know when you drop your child off.

In the event that we do not receive notification regarding lateness or absence we will send a letter home requesting that information.

Unsatisfactory attendance, repeated unexplained absences or persistent lateness might require contact with the parents, or with the School Attendance Counsellor.

All records of student attendance and absence are kept by classroom teachers and on the office computer files, including reasons for absence and late arrivals. Please remember that if a student arrives to school 15 minutes late each day, over the course of a year they have missed out on the equivalent of nearly 2 weeks of schooling.
**BANK**
School Bank day is Tuesday. BankSA provides this service for students. Information regarding school bank and opening of new accounts can be obtained by contacting BankSA on 88 472 400

**BELL TIMES**
The school day is organised as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Students may arrive at school</td>
</tr>
<tr>
<td>8:50</td>
<td>Lessons</td>
</tr>
<tr>
<td>10:40</td>
<td>Recess</td>
</tr>
<tr>
<td>11:00</td>
<td>Lessons</td>
</tr>
<tr>
<td>12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:30</td>
<td>Lessons</td>
</tr>
<tr>
<td>3:30</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

As yard supervision begins at 8:30 in the morning, we request that children DO NOT arrive before this time. In the afternoon, students are required to leave the grounds promptly. A teacher supervises students waiting for bus travel.

**BOOK CLUB**
Approximately 8 times during the year, students will receive order forms from Ashton Scholastics Book Club. Orders may be placed at school up to the due date. Orders will be returned to the school and sent home with the students.

**BUS TRANSPORT**
5 school buses currently provide a service for students living in the surrounding district. Travel is provided free of charge to students eligible for travel. Information regarding eligibility to travel, bus routes, time tables etc is available by contacting the principal.

To maintain the safety of all bus users, high standards of behaviour are expected at all times and communication between the bus drivers and school ensure that consequences for unacceptable behaviour will be enforced. This can include suspension from bus travel. All families who use the buses will receive more detailed information at the beginning of each year.

**CAMPS AND EXCURSIONS**

**Excursions:**
Excursions provide an excellent opportunity for students to extend their learning. Notices are distributed approximately 2 weeks prior to an excursion and these will describe the excursion and the cost involved. The accompanying consent form must be signed by a parent/caregiver in order for a child to take part.

Private cars are sometimes used for excursions and parent assistance and consent is needed for this to happen. At times during the year, teachers may take the students out of the school for local excursions and walks around Riverton. A general consent will be sent home to be signed at the start of each school year that will cover such excursions.

**Camps:**
Class camps are arranged each year for students, dependent upon the availability of venues and the composition of the classes. Currently a camp programme for Year 6/7 follows a 3-year cycle, involving camps at Kangaroo Island, Arbury Park (or similar) and Pt Vincent.

The Kangaroo Island Camp is made available each 3 years for all students in Year 5, 6 and 7.

Students in Year 4/5 class are generally able to participate in a camp in Adelaide.

For camps, information will be sent home well in advance of the event. Special camp consent forms will need to be completed.

Sleep-ins or overnight trips may be arranged for students in Years R-3.

**Illness or accidents:**
In the event of illness or an accident while on an excursion or camp, appropriate action will be taken. This may include taking the child to the doctor or hospital. Parents will be notified as soon as possible.

**Costs:**
It is the aim of the school to keep costs to parents to a minimum. As a locally managed school, funding is available through the Rural and Isolated Index to assist country students to access a wider range of experiences. This has allowed a significant subsidy to costs for families.

CLASS ARRANGEMENTS

The number of classes and composition of classes is dependent on student enrolments. Currently the December enrolment is around 165 students, which THIS YEAR allows for 7 classes. In 2008 the classes are:

- R/1: Kellie Grady
- 1/2: Jane Klaebe (M, Tu, W) Kerry Read (Th, F)
- 3/4: Corinna Wilson
- 3/4: June Hillier
- 4/5: Cath Greenslade (M, Tu, W) Kathy Cluse (Th, F)
- 6: Kaye McInerney and Jeannette Graham
- 7: Gary Wilson

COMMUNICATION WITH SCHOOL

Should you need to contact the school, the phone number is 88 472 206. For the majority of the time, the phone will be answered by an SSO, principal or teacher. At times, it is not possible to have someone available to answer the phone and the answering machine will be switched on. If your message is urgent, please call the school mobile number – 0417 862 849 - and that will put you through to someone who can help.

Students in Years R-2 have a communication book, which allows notes and information to be shared between school and home. In Years 3 – 7, all students have a diary. The diary is a place for students to record their homework, and also as a means of communication between school and home. Please check your child/ren’s communication books and diaries regularly.

If you wish to make an appointment to speak with the Principal or a teacher, this can either be done through a telephone call, or a note in the diary or communication book.

COMPUTERS/ INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Information Technology is a focus at Riverton Primary School. Currently the school has approximately 55 computers for student use, with an average of 6 per class. All computers are linked to the Internet. All classrooms are equipped with a SmartBoard and a computer suite is being established in 2008. A policy is in place to ensure safe and acceptable use of computer technology.

CONCERT

A highlight of each year is the school concert. This will held in third term, in the Riverton Community Hall. All classes present an item, with every student being involved. A must for the social calendar!

CONFIDENTIAL INFORMATION

It is a DECS requirement that records are retained for each student. These include such items as copies of assessments and reports, correspondence between school and home, enrolment forms, referrals for guidance, and so on. All information on file remains confidential and is used to inform school staff about the teaching and learning programmes for students.

Students and parents are allowed access to their own individual record folders. A request in writing is necessary. Only the Principal has the authority to approve and enact such a request.
DECS has developed an Information Privacy Statement. A copy is included in the Welcome pack and further copies are available by contacting the school.

**CURRICULUM**

Students at Riverton Primary School receive a broad and balanced curriculum across the 8 recognised Learning Areas. These are:

- English
- Mathematics
- Health and Physical Education (HPE)
- Studies of Society an Environment (SOSE)
- Design Technology
- Science
- The Arts
- Languages Other Than English (LOTE) - Japanese

Classroom teachers teach all areas of study with the exception of Japanese and Music. Mrs Jan Kuhlmann teaches Japanese across the school, whilst Mrs Nola Branson teaches music, and conducts the school choir and recorder group.

Teachers plan their programmes using the South Australian Curriculum Standards and Accountability (SACSA) Frameworks.

Extra curriculum support is available for students at risk. This may be through small group work with a literacy/numeracy support teacher, or working with a School Support Officer. Some students will be referred to a guidance officer who will conduct an assessment of the student and additional support may be allocated to the student as a result of this.

**DECISION MAKING**

Democratic decision making processes are in place at Riverton Primary School, following the policy developed by staff and council. A copy of the policy is available on request.

**DISTRICT EDUCATION OFFICE**

Riverton Primary School is part of the Wakefield District. The District Office is on Main North Road, Clare. The District Director is Mr Peter Chislett and his contact phone number is 88426650.

**DRESS CODE**

Parents are encouraged to dress their children according to the school dress code at all times. Dress code promotes school pride, is easy and cheap, and keeps the focus on teaching and learning. The school dress code is as follows:

- Navy shorts
- White or navy polo top, with or without Riverton Primary School logo
- Navy windcheater, polar fleece or rugby top, with or without logo
- Navy trackpants or parachute pants
- Navy and white summer dress
- Suitable footwear (NOT thongs)

Uniforms can be purchased through the school. P&F organise the sale of uniforms and an order form is sent out on occasions during the year. Sale of uniforms is strictly COD. A small stock of items is also kept at school and enquiries can be made at the front office. A second hand uniform service will be established by P&F in 2008.
EMERGENCY PROCEDURES

Riverton Primary School is a Level 3 Occupational Health, Safety and Welfare (OHS&W) site. Emergency, evacuation and invacuation procedures are in place within the school and are practised on a regular basis. This covers all possible situations including fire, flood, chemical spill, earthquake and so on.

During an evacuation, the siren will be rung in continuous blasts, and students will be taken to the main oval across Paul St. In the event of an invacuation, the siren will be rung in 1 long continuous blast and all personnel will return to classrooms. Designated procedures will be followed in each instance. The safety of the students and staff of Riverton Primary School is paramount. Follow up of such an event will include parent information and counselling as required.

FEES

DECS provides for most of the funding for the education of our students. Parent fees are charged to provide the balance of the funds required to operate the school.

The amount of fees charged is determined by the Governing Council, based on guidelines and limits set by DECS.

Fees are used to help meet the needs of the school budget in such areas as administration, postage and freight, printing, resources, classroom requirements, library, computer hardware and software, equipment, first aid, etc, etc, etc.

Fee notices are issued at the beginning of each school year. Fees are payable by Settlement Day which is usually at the end of the fourth week of Term 1. We understand that it may be difficult to meet the full payment by that date, and it is possible to make payments in installments. Please contact Mandy Clark at the front office if you wish to follow up this option. Financial assistance is available through the school card scheme for low-income families who meet set criteria. Information about this is also available from Mandy Clark. Credit Card facilities are available for the payment of fees.

Schools are able to legally enforce the collection of unpaid school fees.

A compulsory amount of $16.00 has been added in addition to the fees to partly offset the cost of Visiting Performers and Excursions during the year. Our CAP funding will meet the balance of these performances/excursions.

Voluntary contribution is requested on the notice sent out for fees. As the name suggests, this is entirely voluntary, and is used to assist Governing Council in the running of their affairs.

FINANCES

Riverton Primary School is in a sound financial position. Funding is made available from DECS, and through various government grants. As a locally managed school, we have greater flexibility over the way in which we use our finances.

The school budget is produced and approved in December, with funds allocated to meet the learning and resource needs of the school community.
GOVERNING COUNCIL

The Governing Council is the governing body of the school. All parents are eligible to be members of the Governing Council. An AGM is held in 4th term, and all parents are encouraged to attend. At this meeting, parents are elected onto council. Being on Governing Council provides parents with the opportunity to have a say in school decision making.

Council meets twice a term, in the staff room at school. The Governing Council consists of 7 elected parents, 1 staff representative, 1 P&F representative and the Principal.

The role of the council includes:

- Establishing vision and direction
- Setting priorities
- Strategic and budget planning
- Human resource planning
- Establishing vision and direction
- Facilities planning and oversight
- Evaluation and accountability
- Policy development and approval
- Other functions as designated by the minister

Please consider joining council at some time during your child/ren’s time at Riverton Primary School.

GROUNDS AND FACILITIES

Riverton Primary School is an attractive and well-maintained school. Through the Asset Management Planning process, funding is allocated by DECS and the government each year to maintain and upgrade facilities. A groundsman is employed for 10 hours per week to maintain the gardens and provide some minor maintenance. On occasions, a working bee may be organised to catch up on outstanding tasks. These are well supported by our community.

GST

As of July 1st 2000, GST applies to some school transactions. GST does not apply to school fees or the initial stationery order for the start of the year. Although some camps and excursions incur GST, the school carries this, and is able to claim a credit on the amount paid. Therefore the GST amount is not passed onto parents. Sale of any food items, such as for Tuck Day, and the sale of uniforms will incur GST and this will be indicated on the invoices.

If you have any queries regarding GST, do not hesitate to contact the school.

HIRE OF SCHOOL FACILITIES

School facilities, such as the activity room, are available for hire. This may be for meetings, instruction such as Yoga, and so on. Generally a charge will apply. Information regarding conditions of use and school policy, and application for use should be directed to the Principal.

P&F own a BBQ that is also available for hire. Information and bookings are available from the Secretary of the P&F, by firstly making contact with the school.

HOME WORK

Homework is generally set for students from Year 4-7. There is no set policy regarding homework, but it is recognised that homework is an extension or continuation of class work. Homework will not usually be set on weekends or holidays, unless it is work that has not been completed in the set time in class.

Please contact your child/ren’s teacher should you have any concerns.

HOUSES

At Riverton Primary School, a house system has long been established. Students are allocated to a house when they start school, and all children within a family will be in the same house. The houses are:

- ACACIA   Yellow
- BANSKIA  Green
- CLIANTHUS  Blue

Students represent their houses for such events as sports day, swimming carnival, and lunchtime competitions including house football and netball.

Captains and vice-captains are elected for each house from Year 7 at the start of each school year. Students willing to stand for the position present speeches to their house and students from Years 3-7 in their house cast a vote. Their role is to lead their teams, accept awards and so on. If there are insufficient Year 7’s to supply the positions required, then the positions are offered to Year 6 students.
ILLNESSES & ACCIDENTS

Accidents
Children will be given explicit instructions about acceptable/unacceptable behaviour in and out of the classroom, and every attempt will be made to minimize the risk of injuries to students during Physical Education lessons.

However, accidents will sometimes happen. The following describes the school procedures regarding accidents at school.

"Minor"  
Class Teacher deals with. Use materials in the First Aid box supplied to each classroom. (Antiseptic, Band aids cotton buds, cotton wool.)

NO RECORD NEEDS TO BE KEPT

"More Serious"  
Student reports to SSO for attention. Student returns to classroom after being attended to by SSO.

"Quite Serious"  
Student taken/brought to SSO for attention. Parent to be notified and asked to come to school. Parent decides whether student requires medical attention. Principal advised. An accident report(ED155M) form must be completed by staff member on duty.

"Very Serious"  
Teacher to whom accident reported contacts doctor or hospital and describes condition. Principal informed. Student then taken to hospital or ambulance called depending on nature of injury. Parent notified after above action has been taken, and informed as to the child's condition and the action taken by the school. An accident report form must be completed by the staff member on duty.

Illnesses
In the event of your child becoming sick at school, the following procedures will be followed.

"Minor"  
Class teacher deals with. Student rests, sits out of activity etc.

"More Serious"  
Student reports to SSO for attention. Student returns to classroom after being attended to by SSO.

"Quite Serious"  
Student taken/brought to SSO for attention. Depending on the nature and severity of the illness the student may rest in the First Aid room for a time. Principal to be advised that student is resting in First Aid room. If student’s condition has not improved sufficiently after 60 mins to enable them to return to the classroom, parents to be notified. Parents decide on further action to be taken.

OR

Parents notified of student’s condition. Parents decide on further action to be taken.

"Very Serious"  
As for “very serious” injury.

1. In the event of an accident that renders a child unfit to remain at school and/or which may require medical attention, you will be contacted and asked to collect your child from school. Appropriate First Aid measures will have been taken.

2. In the event of a serious accident which it is felt requires urgent medical attention, your child will be taken immediately to the Riverton Hospital and you will be contacted at the earliest possible opportunity.

Alternatively, an ambulance will be called if it is considered that is the appropriate course of action.

3. In the event of an illness which it is felt renders a child unfit for school, you will be contacted and asked to collect your child from school. If the illness is considered serious enough, it will be treated as above for a serious accident.

4. You will be responsible for all doctor and/or hospital and/or ambulance expenses incurred in this way.
INFECTIOUS DISEASES

This information is provided for your guidance and action and is drawn from the most recent amendments to the "Administrative Instructions and Guidelines" for DECS Schools. Only the more common conditions have been included here.

The following table lists the recommended minimum exclusion periods from school of infectious disease cases and their contacts:

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronchitis</td>
<td>Exclude until the person has been given appropriate treatment and feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken Pox &amp; Shingles</td>
<td>Exclude until all lesions have crusted, there are no moist sores and the person feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Common Cold</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude during the acute stage of the infection.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Excluded until day after appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes Simplex Type 1 (Cold Sores or Fever Blisters)</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza</td>
<td>Exclude until the person feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude from unimmunized persons for at least four days after the onset of the rash.</td>
<td>Immunized contacts not excluded. Non-immunized contacts should be excluded for 14 days from the first day of appearance of rash in the last case of measles reported. If non-immunized contacts are vaccinated within 72 hours of their contact with the index case they may then return to school.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Warts (Common, plain and Plantar)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>
INTERAGENCY SERVICES

Some students may at times require assistance, support or intervention from other DECS or outside agencies. This may include support from special education, hearing impairment service, behaviour support or speech pathology. Teachers will approach you if they have concerns, and DECS guidelines ensure appropriate forms are completed and signed and set protocols followed. As a parent, if you have concerns about your child/ren, please contact the class teacher as your first point of reference, and they may be able to follow up support on your behalf.

LAP

LAP stands for Learning Assistance Programme. It is a programme that welcomes community members to work in the school to provide additional support for individual or small groups of students. People involved in the programme are able to help children in a variety of ways - sometimes it is a matter of just being a friend, someone to talk to and share with, sometimes it is to help with some area of the class programme. Written consent from the parents of the students involved is always a requirement prior to the programme commencing.

Even though we do not have any LAP volunteers at present, LAP has worked successfully at Riverton and is a recognized statewide initiative. If you are interested in becoming a LAP tutor, or know someone who is, please do not hesitate to contact the school.

LIBRARY

The school library, or Resource Centre as it is more commonly known, is situated in the main building. Students are able to borrow 2 books at any time for a period of 2 weeks. Overdue notices are issued weekly and a policy is in place to recover the replacement costs of lost books. The Bookmark computer library system makes borrowing very easy to do, and SSOs working in the library assist effective borrowing and returning procedures. The library has a broad selection of books that is being continuously expanded. It is recommended that students have a library bag, either cloth or plastic, to protect the books that they borrow.

LITERACY AND NUMERACY TESTS (NAPLAN)

Literacy and Numeracy Tests (NAPLAN) are held each year in May for students in Year 3, Year 5 and Year 7. They are a statewide testing system in the areas of literacy and numeracy. The tests are conducted at school and sent away for marking. Following marking, results are returned to both the parents, and the school. The results sent to school remain confidential. The data gained from the Literacy and Numeracy Test helps to inform teachers about learning programmes, and also allows DECS to allocate funding to students at risk.

LOST PROPERTY

Please ensure that all items of clothing are labeled. In this way they can be returned quickly and easily to their rightful owner. In the event that items are unlabelled, they will be placed in the lost property cupboard near the sick room. Please enquire at the front office if your child has mislaid any items.

LUNCH ORDERS

School lunches can be ordered through the school each day of the week and are supplied by the Riverton Deli following the government healthy eating guidelines. A price list is sent home at the beginning of each school year and updated lists sent home as required.

Lunch orders must have name, class, order and amount of money enclosed written on an envelope and placed in the yellow lunch order box which is located under the verandah at the rear of the main office area. Please use tape to seal the sides of the envelope to ensure the money does not fall out. Orders need to be placed first thing in the morning. Lunches are delivered to the school at 12:30.
MANDATORY REPORTING

It is the legal requirement of each registered teacher, volunteer and ancillary staff in a school to report any suspicion of maltreatment or neglect of a child. Not to do so is an offence and punishable by law. Training in mandatory reporting is held regularly in each district.

MEDICATION

Parents are advised that strict procedures should be adhered to if medication is to be administered at school. Please note that staff are under no obligation to administer any medication. Only prescription medication will be administered and it must be taken to the office in the morning. Prescription items must be in the container with Pharmacist’s instructions, so drugs can be administered correctly. Staff are not permitted to supply Panadol to students.

MONEY AND VALUABLES

As there are no facilities at school to spend money, it is recommended that money not be brought to school. In the event that a student does bring money to school say to purchase something at sports practice after school, it is their responsibility to look after it.

It is recommended that students do NOT bring items of value, such as electronic games, swap cards etc, to school. These are best left to be enjoyed after school and on weekends.

The school will not accept any responsibility if such items are brought to school and loss or damage occurs.

MONEY SENT TO SCHOOL

All money sent to school, such as excursion money, fees etc, should be in a sealed envelope, clearly marked with the child's name, the amount and what the money is for, eg Bookclub. As coins easily slip out of envelopes, it is recommended to seal the sides of the envelope with sticky tape. All money is to be deposited in the letterbox in the door at the rear of the main office.

Receipts will be distributed for money received.

MUSIC PROGRAMMES

Instrumental music lessons are available on a limited basis to senior students. Tuition is currently available in clarinet, flute and saxophone. There is no cost for the tuition.

The school owns 3 trumpets, 4 clarinets and 2 trombone, and these are available for student hire at a nominal cost. During the hire period, students keep the instruments in their possession to enable practice to occur. The instruments are insured by the school for loss, theft or damage.

Private music lessons (Piano, Vocals, Guitar,) are also available to students at Riverton Primary School. Please ask at the school for more details.

NEWSLETTER AND NOTICES

A school newsletter is sent home on a fortnightly basis. The newsletter is an important means of communication between school and home and we encourage all families to read it regularly. The newsletter is sent home with the eldest in each family. Sometimes there will be a reply slip included in a newsletter. Please return these to school as soon as possible and place them in the letter box in the door at the rear of the admin building.

Community groups are welcome to include information in the newsletter. Please contact the school if you wish to make use of this service.
OCCUPATIONAL HEALTH, SAFETY AND WELFARE (OHS&W)

Riverton Primary School is committed to ensuring a safe working environment for all. In 2003 we achieved Level 3 of OHS&W and as a weekly agenda item in staff meetings and with ongoing implementation and review, it retains a constant focus.

PARENTS AND FRIENDS

Parents and Friends is an active group who meet regularly. All parents are welcomed and encouraged to join. P&F provide many valuable and voluntary services to our school including:

♦ School uniform orders and sales
♦ Tuck day
♦ Fund raising
♦ Sports day and swimming carnival lunches

Further information about the P&F is available by contacting the school.

PARENT INVOLVEMENT

Parents are encouraged to be involved with the school in any way they can. This may include representation on committees, helping out in classrooms, going on excursions and camps, doing odd jobs around the school and so on.

Your involvement strengthens our school and community and enhances student learning outcomes. Please talk with your child/ren's teachers and/or the principal about ways you can become involved.

PARKING

There is no on site parking available for parents at Riverton Primary School. Parking is available on the streets surrounding the school. Please read parking restriction signs carefully, as these are enforced.

Also observe the speed restrictions around the school. A speed limit of 25km/h applies at all times when children are present. THIS IS FOR THE SAFETY OF OUR CHILDREN!

PHOTOGRAPHS

School photos are taken annually. You will be advised when this is to happen, and ordering and payment information is sent out close to the time.

As we value promotion of student achievement your child may be photographed in the course of the school programme and for special events. These photos may be used for the school magazine or in the local papers. Written consent is sought from parents at the start of the school year. If at any time you wish to discuss this, or have a reason for not wishing your child to be photographed, please do not hesitate to contact the principal.

REPORTING TO PARENTS

Reporting student achievement to parents is a very important part of the teaching and learning programme. We report on student progress in a number of ways.

Parent/teacher interviews:

Interviews are held at the end of first term and third term, and at other times during the year on request. If you have concerns about your child’s learning, you are encouraged to contact their teacher as the concern arises.

Written Reports:

Written reports are sent home at the end of Terms 2 and 4.

SAPSASA

SAPSASA stands for the South Australian Primary Schools Amateur Sports Association. Riverton is part of the Mid North District for SAPSASA. Students aged 10 and over have the opportunity to participate in various sports at a district level and may be selected to represent the district in carnivals in either Adelaide, our district or other country areas. SAPSASA represents a wonderful opportunity for our students. Both students and parents will be kept well informed of events during the year.
In some events, such as cross-country running, younger students are able to participate.

It is the responsibility of parents to arrange transport for SAPSASA practices and commitments.

**SCHOOL CAPTAINS**

At the beginning of each school year, one girl and one boy from Year 7 will be elected as school captains. Students wishing to stand for this position present a speech at a whole school assembly, and students from Year 3 – 7 are able to cast a vote. The successful candidates receive a badge at a special induction assembly. They then have the responsibility during the year of representing the school at various functions, welcoming, presenting and thanking visitors to the school and so on.

**SCHOOL CARD**

School Card is a system to assist families on a lower income to meet the costs of educating their children. For more information, contact the school.

**SCHOOL CLOSURES AND STUDENT FREE DAYS**

Schools are entitled to 2 student free days a year. These are used for staff professional development and are approved by Governing Council. On a student free day, students do not attend school but staff do. Schools are also entitled to a school closure day each year. This is often held to coincide with the Royal Adelaide Show. Once again Governing Council approval is sought. On a School Closure, neither staff nor students are in attendance.

**SCHOOL ENTRY ASSESSMENT**

School Entry Assessment is an assessment process for students in their first term at school and provides teachers with valuable information in the areas of literacy and numeracy. It can also be used to track their achievement over time.

**SCHOOL MAGAZINE**

A school magazine is produced each year, presenting photos and stories of highlights during the year. Each class also contributes a number of pages. A magazine committee comprising 1 or 2 staff and students from Year 6/7 coordinate the production of the magazine. Students are required to prepare a written application in order to be selected onto the committee.

An order form will be sent home in November for the purchase of the School Magazine.

**SMOKE FREE**

Riverton Primary School is a smoke free zone. Smoking is strictly forbidden on school property.

**SPORTS DAYS**

Two sports days are held for students at Riverton Primary School.

A whole school sports day is held in Term 1. All students participate in Tabloid events as well as sprints, relays and games. Championship ribbons are presented at the end of the day, as well as a shield for the winning team. Students wear their school uniform for sports day, and coloured bibs are provided for house colours.

Later in the year, in either Term 3 or 4, Riverton participates in the Gilbert Valley Sports Day competing with students from Hamley Bridge, Tarlee, Saddleworth and Manoora Primary Schools. Each school takes a turn at running the day.

**SPORTS EQUIPMENT**

Riverton has a good stock of sports equipment. Students are able to borrow equipment for use at recess time and lunchtime and a borrowing card system is in place. There are penalties which are enforced for late return of sports gear (one-week loss of sports card) or if a student loses equipment they have borrowed (forfeiture of their card). SRC reps coordinate the sports shed.
STATIONERY

Students are provided with an initial stationery order at the start of the year. Should they require any items during the year, their class teacher will send home a request detailing the items required and the cost. This is then presented at the front office first thing in the morning for the student to make their purchase.

STUDENT BEHAVIOUR MANAGEMENT POLICY

At Riverton Primary School the following 3 rules apply at all times:

- SHOW RESPECT FOR OTHER PEOPLE'S FEELINGS AND RIGHTS
- SHOW RESPECT FOR PROPERTY
- BEHAVE IN A WAY THAT IS SAFE FOR YOURSELF AND OTHERS

Students are expected to behave in a way that supports these rules. Those who choose not to will follow the procedures described in full in our Student Behaviour Management Policy, and briefly described here.

Yard:

Step 1: Students who make inappropriate choices in Yard behaviour will have their name and the behaviour recorded in the Yard Duty book. If a Year 1 - 7 student has their name in the book twice within a fortnight, they will spend time in Time Out. Students in Reception will have the same behaviour recorded 3 times in a fortnight before moving to Time Out.

Step 2: Students who repeat behaviours at Step 1, or who choose such behaviours as swearing, fighting, willful damage or failing to cooperate with a staff member will spend time in Time Out.

Time Out: Time Out is completed at lunchtime, from 12:45-1:25, in the Japanese Room under teacher supervision. It may be completed on the day of the incident, or on the following day. A note will be sent home to parents informing them of the reason for Time Out and the parents are expected to sign the note and return it to school the following day.

Step 3: Students who persistently infringe Step 2 or who behave in a way that is significantly violent, illegal or dangerous will be directed to the Principal who will decide the course of action to be taken. This can include Take Home or Suspension.

Step 4: Students who persistently infringe at Step 3 will be directed to the Principal, who will decide on a course of action that may include exclusion.

Classroom:

Step 1: Students who make inappropriate choices in the classroom will have their name and the behaviour recorded in the Classroom Book. If their name appears a second time within a fortnight, they will be withdrawn from the classroom programme for 20 minutes. If a student is withdrawn from the classroom programme on 3 occasions within 2 weeks, they move to Step 2.

Step 2: Students at Step 2 will be directed to the Principal, and will spend a period of classroom time in the Office/ Admin area. The length of time a student remains in Time Out is to be determined by the Principal. A note will be sent home detailing the behaviour.

Step 3 & 4: As for the Yard.

Fast Track:

On occasions when non-classroom teachers etc are working with students, then only one warning is given before moving the student to Step 2 consequences.

The complete Student Behaviour Management policy is available from the school.
STUDENT REPRESENTATIVE COUNCIL (SRC)

Riverton Primary School has a Senior SRC (Year 4-7) and a Junior SRC (Year R-3). Senior SRC meets once a week. Each class elects 3 representatives, 2 reps are elected for a semester, whilst the third rep is elected each term.

Junior SRC also meets weekly. 3 reps are elected for each term and a new election takes place in the last week of each term.

SRC is chaired by the school captains, and overseen by a staff member. SRC discuss issues raised in class meetings and help to make proposals about decisions in the school. They coordinate some fund raising and organise a social at the end of each term. SRC also sponsor a child through World Vision and raise money for that project.

SUN SMART POLICY

For the safety of all students a Sun Smart policy is in place. Students are required to wear a broad brimmed hat, with a brim size of at least 7 cm or legionnaires’ style cap whenever they are outside, including recess and lunchtime, PE and Fitness lessons, walking to the pool and so forth. The hat must be in navy and/or white, and be non-patterned. Hats are available for purchase from the school. Staff are expected to wear a hat all year round, and parents, visitors and volunteers are encouraged to do likewise.

The Sun Smart policy is in effect all year round.

SWIMMING

Students all receive instruction in swimming during the year. Generally, student in Years R-4/5 will have 2 weeks of swimming lessons early in Term 1 at the Riverton Pool. Students in Year 5/6/7 may attend an aquatic camp at Pt Vincent, or participate in swimming lessons at the Riverton Pool in Term 4.

SWIMMING CARNIVALS

Following swimming lessons in Term 1, a school swimming carnival is held for students in Years 3 – 7. This is held at the Riverton Pool and includes events in freestyle, backstroke, breaststroke, butterfly and relays as well as class based "fun" events. The R-2 students often watch for part of the day.

R-2 students have a Splash Day, also held at the Riverton Pool in Term 1. This is half day of fun activities for students and parents.

Also in Term 1 the Interschool Swimming Carnival, is held at the Riverton Pool for students in Year 3 – 7. Students from Balaklava, Clare, Kapunda, and Eudunda/St John's Primary Schools travel to Riverton to compete.

TICKET OF LEAVE

Students in Year 6 & 7 are able to apply for Ticket of Leave. This programme recognizes and rewards responsible behaviour. Students undergo a 5-week process to prove their worthiness as a “Ticket of Leaver”. If successful, they receive a badge, certificate and have their photo in the front foyer. Students who have Ticket of Leave are able to work outside of close, classroom supervision after negotiating with the classroom teacher.
TRANSITION

A transition programme is in place for students both from Pre-school to school, and from primary school to high school.

Pre school transition takes place in the term prior to children starting school, with visits between the school and pre school.

Primary to high school transition is a programme which includes visits to the high school, a day with students from the other feeder primary schools, and a social.

Details of each programme are distributed to all students and parents involved at the time.

TUCK DAY

Tuck Day is held once a term. P&F organise the day, which is an opportunity for students to order a low cost lunch. Order forms are sent out in the week prior to Tuck Day. P&F prepare and serve the lunches at school. Extra assistance from parents is requested, with each class being called upon once each year.

USE OF SCHOOL FACILITIES

Use of the school playground equipment out of school hours is allowed, provided it is used appropriately. Parents are responsible for their children at these times, which means that an adult must be present. Other use of school facilities is not allowed without the express permission of the principal. The principal or her delegate has the authority to direct any person to leave the school grounds.