



Government  
of South Australia  
Department for Education

RIVERTON PRIMARY SCHOOL

# Parent Handbook 2020



**Principal: Cheryl Glenie**

## CONTENTS

- All Staff
- Admission of Students
- Assemblies
- Attendance/Absences
- Bell Times
- Book Club
- Bus Transport
- Camps and Excursions
- Confidential Information
- Communication with School
- Computers and Information Communication Technology (ICT)
- Community Use of School Facilities
- Curriculum
- Decision Making
- Dress Code
- Emergency Procedures
- Extra Curricula Participation
- Extreme Weather
- Fees
- Governing Council
- Grounds and Facilities
- Homework
- Illnesses and Accidents
- Infectious Diseases
- Library
- Local Education Office
- Lost Property
- Lower Mid North B-12 Local Education Partnership
- Lunch Orders
- Mandatory Reporting
- Medications
- Money and Valuables
- Money sent to School
- Newsletters, Notices and Facebook Page
- Parents and Friends
- Parent Involvement
- Parent Voice Tree
- Parking
- Photographs
- Reporting to Parents
- SAPSASA
- School Card
- School Closures and Pupil Free Days
- Smoke Free
- Sports Days
- Sports Equipment
- Stationary
- Student Behaviour Management Policy
- Student Leadership
- Sun Smart
- Supporting Student Learning
- Swimming
- Swimming Carnivals
- Ticket of Leave
- Transition – Continuity of Learning
- Tuck Days
- Use of education department facilities



# RIVERTON PRIMARY SCHOOL

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The core business of a school leader, is to create a learning environment that has a balance of safe conditions for learning, rigorous intellectual challenge and lots of fun, to enable all learners to achieve their optimum.

As Principal of Riverton Primary School, I lead the school in a collaborative manner building on strengths of staff and students, within a culture of trust and high expectations. We also enjoy each other's company.

I expect and support teachers to provide quality differentiated learning experiences that focus on what students need to know next, as they ensure students have solid foundation skills in literacy and numeracy.

I lead with a relentless focus on building strong learners.

Cheryl Glenie M.Ed., B.Ed, Dip.T.  
Principal Riverton Primary School

## ALL STAFF

### Teachers

Cheryl Glenie	Principal	1.0
Hannah Rigden	6/7 class	1.0
Shannon Fuss	4/5/6 class	1.0
Simone Norman	3/4 class	1.0
Kerry Read	1/2 class	1.0
Miffy Mosley	R/1	1.0
Ben Simmonds	Science HPE - Tues, Wed, Thurs	0.6
Zoe Hier	LOTE - Tech - Tues, Wed, Thurs	0.6

### Ancillary Staff

Mandy Clark	Administration & Finance
Kristin Griffiths	Administration & Curriculum Support
Andrew Mickan	Grounds & Maintenance
Therese Busch	Curriculum Support & Library
Lesley Allen	Curriculum Support
Jasmine Connell	Curriculum Support
Libby Hannah	Curriculum and Admin Support
Nicole Saunderson	Curriculum Support
Pamela Gauci	Pastoral Care Worker – Thursday and Friday.
Julie McDonald	Aboriginal Community Educator Officer

Further support staff may be employed as the year progresses in order to meet student needs, budget permitting.

## ADMISSION OF STUDENTS

In South Australia we have the same first day of school for all children. This will be the first day of term one.

If your child turns five before 1 May, they will start school on the first day of term one in that year. If your child turns five on or after 1 May, they will start school on the first day of term one the following year.

The minimum age for starting school will be four years and eight months. To enroll your child at school, an Enrolment Form needs to be completed. This is available from the school.

At the time of enrolment, you will be asked to leave contact names and numbers and health details should you need to be contacted in an emergency. It is an expectation that emergency contact details are provided and up dated as required throughout the year.

## ASSEMBLIES

Weekly Assemblies: Must be short, assembly will be held Monday afternoons. This assembly is to start at 3:05 and finish by 3:15, with the purpose of setting the tone of the school week and recognising students' skills as visible learners, in the previous week.

Big Assemblies: We have one longer assembly each term in week 5. Big Assemblies run from 2.30 – 3.15pm for sharing student work. Each class is to share learning outcomes at each big assembly. NIT teachers to share at least once each year.

We also hold an end of term assembly, with no class sharing on the last day of each term from 1.50 – 2.15. (school finishes at 2.15 on the last day of each term.)

## ATTENDANCE /ABSENCES

Students enrolled at Riverton Primary School 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, text or email 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. Sometimes students may be absent for reasons other than sickness, e.g. a family holiday. A school exemption form needs to be completed for this to occur. Please contact the Principal for further advice and the forms.

We also require advice if your child is late for school, by a note, sms, email or phone call or let the classroom teacher know when you drop your child off. Students need to be signed in if they are late and signed out if leaving early. The Sign In/Out Book is located in the Front Office. This is a legal requirement.

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 will result in a meeting with the parents to formulate an attendance improvement plan and could include a referral to an 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 at school 15 minutes late each day, over the course of a year they have missed out on the equivalent of 2 weeks of schooling.

## BELL TIMES

The school day is organised as follows:

8:30 - 8:55	Students arrive at school
8:55 - 10:55	Learning time - Literacy as a priority
10:55 - 11:05	Lunch Eating Time
11:05	Lunch Play
11:42	First Bell
11:45 1.30	Learning time - Numeracy as a priority
1:30	Recess
1.47	First Bell
1.50 – 3.15	Afternoon learning time
3:15	Dismissal

As yard supervision begins at 8:30 in the morning, **students are not** to be present in the yard 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 6 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

Four 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 or Riverton and District High School.

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 with parent assistance. Signed parental 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. Students who present a risk to their own safety or that of others, may not be eligible for camps and excursions.

### Camps:

Camps are held biennially on odd years. Please refer to the policy for further information.

### 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. Payment plans can be negotiated with the Principal or Finance Officer.

## CONFIDENTIAL INFORMATION

It is a department 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 etc. All information on file remains confidential and is used to inform school staff about the teaching and learning programmes for students.

## COMMUNICATION WITH SCHOOL

Should you need to contact the school, the phone number is 8847 2206. 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. The school principal mobile number is 0408 808512.

All students have either a communication book or school diary which allows notes and information to be shared between school and home. Please check your child's communication books and diaries regularly. More information regarding this will be forwarded to you by the class teacher.

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

## **COMPUTERS/ INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

All students have access to laptops, desktop computer or tablets as appropriate to their level of learning.

## **COMMUNITY USE OF SCHOOL FACILITIES**

Riverton Primary School is wholly owned by the education department. The use of school facilities outside of normal school hours is clearly defined in Community Use of School Facilities – Instructions and templates SA 2014. The principal has the authority to approve use of school facilities out of normal school hours. The principal is responsible for the oversight, proper utilisation, protection and general safekeeping of all school grounds, buildings and equipment. All community bookings for school facilities are to be communicated through the school administrative team (front office).

## **CURRICULUM**

Students at Riverton Primary School receive a broad and balanced curriculum as outlined in the Australian Curriculum which is designed to develop successful learners, confident and creative individuals, and active and informed citizens. The Curriculum is organised into the following areas: English, Mathematics, Science, Spanish, The Arts, Technologies, HASS (History, Geography, Civics and Citizenship, Economics and Business).

## **DECISION MAKING**

A democratic approach to decision making is advocated. The decision making policy is in the process of been reviewed and will be finalized by Term 2, 2020.

## **DoJo Rewards**

We use this program to encourage students to make positive learning and behaviour choices. Parents and teachers also use this program to stay in touch. Students are awarded DoJo rewards for making positive choices in the yard and classes that align with improvement priorities and reflect school values. One a DoJo has been awarded to a child, it cannot be taken back; this is in line with our Behaviour Management Policy.

## **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 track pants or parachute pants
- § Navy and white summer dress
- § Suitable footwear (NOT thongs)

Uniforms can be purchased through the school. An order form is sent out regularly during the year. Sale of uniforms is strictly COD. A small stock of items is kept at school and enquiries can be made at the front office.

## **EMERGENCY PROCEDURES**

Riverton Primary School is a Work, Health & Safety (WHS) 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, and earthquake etc.

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.

## **EXTRA CURRICULA PARTICIPATION**

From Term 2, 2017, it is an expectation that all students who wish to participate in Extra Curricular activities (including excursions and SAPSASA) are be up to date with their school work, have a positive attendance rate and consistently make appropriate behaviour choices.

The Principal, in consultation with relevant teachers, will have the final say on student Extra Curricular activity or SAPSASA attendance.

No student is to attend an Extra Curricular / SAPSASA event unless they are competing in the said event.

## **EXTREME WEATHER**

Wet, extremely windy or very hot weather. If the temperature is 36 degrees or more as indicated on the Bureau of meteorology web site at the beginning of the play break, or it is too wet or windy, students must be supervised by teachers in classrooms or under verandas, where they may play safe and appropriate games.

When the inclement weather bell goes, students are to proceed to classrooms. \

When it is a catastrophic day we will send text messages to all our primary school families about buses, and also post on our Facebook page.



## FEES

The department 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. Fees charged are determined by the Governing Council and are used to help meet the needs of the school.

Fee notices are issued at the beginning of each school year along with a Commitment to Pay Form. Installment payment plans may be negotiated with the principal (Cheryl Glenie) and/or finance officer (Mandy Clark) at the front office. 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. Riverton Primary School will legally enforce the collection of unpaid school fees.

## 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 1<sup>st</sup> 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. Please consider joining council at some time during your child/ren's time at Riverton Primary School.

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

The role of the council includes working with the principal to set the broad directions and priorities of the school, oversee the budget, develop and approve policies.

## GROUNDS AND FACILITIES

Riverton Primary School is an attractive and well-maintained school. 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.

## HOME WORK

Homework is generally set for all students. There is no set policy regarding homework, but it is recognised that homework provides an opportunity to consolidate learning and develop sound study habits.

Your child's class teacher will provide further information regarding this. Please contact your child's teacher should you have any concerns.

## 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 minimise the risk of injuries to students during Physical Education lessons. However, accidents will sometimes happen. In the event of an accident THE DEPARTMENT first aid policies and procedures will be followed.

At the time of enrolment, you will be asked to leave emergency contact names, phone numbers and health details to enable you to be contacted in an emergency. **It is an expectation that emergency contact details are provided and up dated as required throughout the year.**

If illness or accident renders a child unfit to remain at school, you will be contacted and asked to collect your child from school. If you are not contactable appropriate first aid measures will be taken. In the event of a serious accident or illness that requires urgent medical attention, your child will be taken immediately to the Riverton Hospital and you will be contacted at the earliest opportunity.

Alternatively, an ambulance will be called if it is considered that is the appropriate course of action. You will be responsible for all doctor and/or hospital and/or ambulance expenses incurred.

## 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 department schools. The following table lists the recommended minimum exclusion periods from school of common infectious disease cases and their contacts:

CONDITION	CASES	CONTACTS
Bronchitis	Exclude until the person has been given appropriate treatment and feels well.	Not excluded
Chicken Pox & Shingles	Exclude until all lesions have crusted, there are no moist sores and the person feels well.	Not excluded
Common Cold	Exclusion is <i>not</i> necessary	Not excluded
Conjunctivitis	Exclude during the acute stage of the infection.	Not excluded
Head Lice	Excluded until day after appropriate treatment has commenced.	Not excluded
Herpes Simplex Type 1 (Cold Sores or Fever Blisters)	Exclusion is <i>not</i> necessary.	Not excluded
Influenza	Exclude until the person feels well.	Not excluded

Measles	Exclude from unimmunized persons for at least four days after the onset of the rash.	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.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded
Ringworm	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded
School Sores (Impetigo)	Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.	Not excluded
Warts (common, plantar, plain)	Exclusion is <i>not</i> necessary	Not excluded
Worms	Exclusion is <i>not</i> necessary	Not excluded

## LIBRARY

The school library is situated in the main building. All students have a limit of books relevant to their year level R-2 students can borrow up to 5 items (including reading packs of 5 books as one item) and 3-7 students can borrow up to 10 items. No items to be removed from Library unless processed through the computer. Student overdue notices are issued fortnightly.

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.

## LOCAL EDUCATION OFFICE

Riverton Primary School is part of the Lower Mid North Partnership which is part of the Gawler Portfolio. The Office is at Phoenix Plaza, Tenancy 4, 3-5 Calton Rd, Gawler SA 5118, the phone number is 85220900.

The Education Director is Neil White.

## LOST PROPERTY

Please ensure that all items of clothing are labelled. 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. At the end of each term unclaimed items will be laundered and made available for sale.

## LOWER MID NORTH B-12 LOCAL EDUCATION PARTNERSHIP

All department sites from birth to year 12, work in local education partnerships. Our partnership is known as the Lower Mid North (LMN) B-12 Partnership. Our members are all 15 public education sites from the following 8 towns.

Town	Sites
Port Wakefield (2)	Port Wakefield Kindy, Port Wakefield Primary School
Balaklava (3)	Balaklava Community Children's Centre, Balaklava Primary School, Balaklava High School
Owen (1)	Owen Primary School
Hamley Bridge (2)	Hamley Bridge Kindy, Hamley Bridge Primary School
Tarlee (1)	Tarlee Primary School
Riverton (3)	Riverton Kindy, Riverton Primary School, Riverton and District High School
Saddleworth (2)	Saddleworth Early Learning Centre, Saddleworth Primary School
Manoora (1)	Manoora Primary School

## LUNCH ORDERS

Lunches are to be ordered **before school prior to 9:00** - orders are put in the yellow box under the veranda between the staffroom and admin offices. Lunch orders are provided to our school from the local delicatessen Monday - Friday. Students and staff are to collect their lunch from the front office. Eating time is: 10.55 – 11.05.

Lunch orders must have name, class, order and correct 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 11:00.

## 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.



## **MEDICATIONS**

Parents are advised that strict procedures must 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 and if necessary the appropriate health plan must be completed.

Prescription items must be in the original packaging 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. Please do not send precious toys and possessions to school, they could be damaged or lost. Keep them for playing with at home. The school will not accept any responsibility if such items are brought to school and loss or damage occurs.

Students are not permitted to have personal mobile devices in the class or yard. These devices must be left at the front office at the start of the day and can be collected after the home bell. Any devices found that are not surrendered to the office will be confiscated and cannot be returned without parent permission.

## **MONEY SENT TO SCHOOL**

All money sent to school is to be placed in sealed envelopes and ends taped or stapled. The envelope should be labelled with child's Name, Class, What the money is for, Amount and Change required.

Envelopes and notices are to be placed in letter box in rear admin door not on the front office counter. All monies must be paid by the due date in order for students to attend excursions and performances and to allow orders to be placed.

Receipts will be distributed for money received.

## **NEWSLETTER, NOTICES & FACEBOOK PAGE**

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 child 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.

Every fortnight after the newsletter is published the principal schedules posts from the newsletter to go onto the school facebook page over the rest of the fortnight.

Community groups are welcome to include information in the newsletter. Please contact the school if you wish to make use of this service.

## **PARENTS AND FRIENDS**

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

- ◆ Tuck day catering
- ◆ Fund raising
- ◆ Sports day and swimming carnival lunches

P&F meet on Fridays twice a term. Notice of these meetings will be in the newsletter. All parents are welcome to attend. Meetings are held in the meeting room.

All meetings are minuted and reported to Governing Council. A copy of the minutes is to be provided to the Principal as soon as possible. P & F are subject to the same purchasing requirements as all staff and accurate minutes must be kept detailing discussions, actions, events and finance.

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

## **PARENT INVOLVEMENT**

Parents are encouraged to be involved in their child's education. There are many ways in which this can happen. E.g. representation on committees, helping out in classrooms, attending excursions and camps, working bees etc. Parents and are required to complete and lodge a DCSI Criminal History Screening Check through the principal if attending overnight camps.

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.

When parking and walking your child to school please DO NOT cross in the designated bus zone in front of the school. 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 school publications 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 and students is an important part of the teaching and learning programme.

### **Parent/ teacher interviews:**

Student, Parent and Teacher (3 way) Interviews are held in Term 1 for all families and Term 3 for students we are concerned about. Student, Parent and Teacher (3 way) Interviews can be requested by parents and students at any other time during the year. It is expected that staff are in regular contact with parents regarding student academic performance and social emotional well-being.

### **Written Reports:**

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

## **SAPSASA**

The South Australian Primary Schools Amateur Sports Association (SAPSASA) provides opportunities for students to display their sporting skills. 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 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.

### **SAPSASA Participation**

Students in years 5, 6 and 7 are eligible to participate in SAPSASA events (except where specified by district coordinator). Participation is conditional on behaviour, attendance and learning choices of students. All SAPSASA participation is subject to approval by school principal in consultation with teachers.

## **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, please contact the school.

## **SCHOOL CLOSURES AND PUPIL FREE DAYS**

Schools are entitled to 4 student free days a year (until the end of 2020). These are used for staff professional development and are approved by Governing Council. On a student free day, students do not attend school.

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.

## **SMOKE FREE**

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

## **SPORTS DAYS**

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 and house shirts are provided by the school.

### **Health and Physical Education Curriculum**

Sports days and swimming carnivals that take place during school time are an expected part of the Health and Physical Education Curriculum. Any child who chooses not to attend and participate is to be graded accordingly. This can be fairly accomplished if we treat the event as one assignment.

### **Extreme Weather Guidelines**

If an event is to be held on a Friday the decision to change time/date is to be made by 4pm on the Monday of the same week.

If an event is to be held on a Wednesday or Thursday the decision to change time/ date is to be made by 4pm on the Friday of the previous week.

If an event is to be held on a Monday or Tuesday the decision to change time/ date is to be made by 4pm on the Wednesday of the previous week.

## **SPORTS EQUIPMENT**

Riverton has a good stock of sports equipment. Students are able to borrow some sports equipment and other toys for use at recess time and lunchtime. 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 playtime borrowing and keep the shed in order.

## **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 alternatively you may provide this item.

## **STUDENT BEHAVIOUR MANAGEMENT**

At Riverton Primary School we know that our core business is to improve student learning outcomes. In order to ensure all students and teachers are able to focus on learning, we will manage student behaviour in educative ways that lead to improved student behaviour choices.

Our practice is within department expectations and based on current educational theories including McCaskill, Play is the Way; Hattie, Visible learning; and the work we have been doing with the Lower Mid North B-12 Partnership, Results Plus. The aim of all behaviour management strategies is for students to be able to access their own learning without disrupting the learning or others.

## **STUDENT LEADERSHIP**

### **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 chairing the SRC, representing the school at various functions, welcoming, presenting and thanking visitors to the school and demonstrate our school values.

### **Student Representative Council (SRC)**

Riverton Primary School has a Senior SRC (Year 3-7) and a Junior SRC (Year R-2). Senior SRC meets once a week. Each class elects 2 representatives for a semester.

A job and person specification is provided for all students wishing to nominate for SRC. Years 3 – 7 need to prepare and present speeches and then be voted in by class members. Staff will oversee the process and elections.

SRC is chaired by the school captains. SRC discuss issues raised in class meetings and help to make proposals and recommendations to the school principal. The Principal will ask SRC for input into site improvement plan priorities. SRC coordinate a student event most terms. SRC also raise funds for a sponsor child through World Vision. In 2017, SRC will be coordinated by Miss Alana Dunn.

SRC meetings are managed by School Captains. Meeting times will be negotiated and at different times each week. SRC reps can be removed from office for inappropriate behaviour. Badges will be presented to students at the induction assembly.

### **House Captains**

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	Red

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 through organising participation in events, encouraging sportsmanship and leading by example. If there are insufficient Year 7's to fill the positions required, then the positions are offered to Year 6 students.

## **SUN SMART**

Students are required to wear a broad brimmed hat/bucket 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 and whilst on excursions. The hat must be in navy and be non-patterned. Hats are available for purchase from the school. Staff are also expected to wear a hat. The Sun Smart policy is in effect from September through to April and at staff discretion. It is however recommended that students wear their hat all year round.

## SUPPORTING STUDENT LEARNING

At times students require extra support for literacy, numeracy or social development. At Riverton Primary School we are committed to providing quality teaching and support to all students guided by the Response to Intervention (RTI) model. The model ensures all students are provided the support they need across each school year. Parents are informed by letter if tier 2 or 3 support is provided to their child each term.

At times we may, after discussion with parents, engage the support of department specialists for students and families

## SWIMMING

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

## SWIMMING CARNIVALS

Following swimming lessons in Term 1, a school swimming carnival is held. Students in Years 3 - 7 participate in the following events; freestyle, backstroke, breaststroke, butterfly and relays as well as class based "fun" events. R-2 students have a Splash Day; this is a 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, and Kapunda Primary Schools travel to Riverton to compete.

### Extreme Weather Guidelines

If an event is to be held on a Friday the decision to change time/date is to be made by 4pm on the Monday of the same week.

If an event is to be held on a Wednesday or Thursday the decision to change time/ date is to be made by 4pm on the Friday of the previous week.

If an event is to be held on a Monday or Tuesday the decision to change time/ date is to be made by 4pm on the Wednesday of the previous week.

If the predicted temperature for a swimming carnival is 36 degrees or more, it is recommended that the start and finish times are brought forward to miss the heat of the day. If the temperature is 38 degrees or more the day will be rescheduled.

## TICKET OF LEAVE

Students in Year 6 & 7 are able to apply for Ticket of Leave. This programme recognises and rewards responsible learning and behaviour choices in line with being a Visible Learning school. Students undergo a process to demonstrate their ability to meet the required criteria as a "Ticket of Leaver". If successful, they receive a badge, certificate and have their photo displayed in the front foyer.

## TRANSITION – CONTINUITY OF LEARNING

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 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.

Transition processes are being strengthened during 2020 by LMN partnership leaders.

## TUCK DAYS

Tuck Day is held periodically throughout the year. P&F organise the day, which is an opportunity for students to order a special lunch. Order forms are sent out in the week prior to Tuck Day. P&F prepare and serve the lunches at school. Parent assistance is greatly appreciated on these days.

## USE OF EDUCATION DEPARTMENT- SCHOOL FACILITIES

Use of the department playground equipment out of school hours is allowed, provided it is used appropriately. Parents are responsible for their children at these times, this means that an adult must be present at all times. All education department facilities are non-smoking and no alcohol is allowed on the premises.

Other use of school facilities is not allowed without the express permission of the principal. The principal or their delegate has the authority to direct any person to leave the school grounds.

Distributed to New Parents	Feb 2020
Reviewed next	End of 2020.