

# ***PARENT INFORMATION BOOKLET***

Welcome to

## **MARION PRIMARY SCHOOL**



**2023**

### **PARENT PARTICIPATION**

#### **MISSION**

Partnership for the whole child; achievement comes with working together.

#### **VISION:**

Marion Primary School recognizes each child's unique nature and that all children are curious, enquiring, creative learners from many different cultural backgrounds. Through strengthening our community and fostering parent participation in their child's education, we jointly strive to inspire powerful learning through nurturing all students' curiosity, creativity and passion to be the very best they can be in their social, emotional, physical and academic development.

#### **DEVELOPING COMMUNITY:**

Effective communication between school staff, parents, carers and the community through information sharing provides opportunities to learn about each other. Participation by parents and carers in their children's learning is highly valued at Marion Primary School. Parents and carers already involved in school groups and committees, along with staff are crucial in sustaining and strengthening the community to the benefit of all students.

#### **SCHOOL VALUES**

Courage  
Harmony  
Integrity

## CONTACT DETAILS

**ADDRESS** Malcolm Avenue  
MARION 5043  
[www.marionps.sa.edu.au](http://www.marionps.sa.edu.au)

**PHONE** 8277 2293

**EMAIL** [marionps.administration@schools.sa.edu.au](mailto:marionps.administration@schools.sa.edu.au)

**SCHOOL HOURS** 8.45 a.m. - 3.15 p.m.  
**RECESS** 10.45 a.m. - 11.05 a.m.  
**LUNCH** 12:50 p.m. - 1.00 p.m.  
**PLAY** 1.00 p.m. - 1.30 p.m.  
**END OF DAY** 3.15 p.m. (all students must be under the supervision of parents/carers by 3:30pm)

**TERM DATES:** **Term 1** 30 January – 14 April  
**Term 2** 1 May – 7 July  
**Term 3** 24 July – 29 September  
**Term 4** 16 October -15 December

**SCHOOL FEES** - **\$310.00** (per year)

**PRINCIPAL:** David O'Connell

**DEPUTY PRINCIPAL:** Sue Sifa

## **SCHOOL SERVICE OFFICERS**

Candia Thomas	Reception & front office admin; Leadership Support; First Aid
Melissa Harris	Finance
Julie Hewitt-Hunt	Student Support/Library
Nicky Durrheim	Student Support
Elly Vanderkley	Student Support
Sharon Harvey	Student Support
Carmen Anchor	Student Support
Michael Laing	Aboriginal Community Education Officer & Student Support
Denys Chew	Pastoral Support
David Moore	Grounds Person

## **TEACHERS**

PE/IT	Ros Mazurek
Auslan/ Performing Arts	Sarah Goodwin
Reception	Samantha Menner
Year 1 & 2	Amelia Jones/Vanessa Toogood
Year 1 & 2	Michelle Volaris /Michelle Napier
Year 3 & 4	Georgina Sprigg
Year 3 & 4	Zoe Stone
Year 5 & 6	Nathan Starling
Year 5 & 6	Karen Waterman

## **OSHC DIRECTOR**

Robyn Shanahan

## **HISTORY**

The land on which the school is built was, in the early years of the colony, much frequented by Kaurua Aboriginal people. The proximity of the Sturt River and much pleasant forest pasture meant an abundance of game. A burial ground and camp site existed near the Suneden School. The land was bought from the Crown as part of a large estate "Oaklands" by Samuel Kearne. It was then in turn developed by John Crozier as an Orchard and later as a Muscatel vineyard by the Western family until high rate values necessitated the sale of the property and division into gardening allotments. The land was bought by Housing Trust in 1955 and developed as building blocks. The streets adjacent to the school were named after members of the Western family.

Marion Primary School opened in September 1971 as an annexe of Mitchell Park Primary School with 84 students. Mrs. Barbara Denman was the acting Principal. The school was officially opened in February 1972 with an enrolment of 184 students. The staff consisted of seven. Mr. Geoff Tucker was the foundation Principal.

After a dip in enrolments, the school's enrolment is beginning to grow again as the surrounding demographics experience renewal. Currently the student population is approximately 200. Additional facilities have been provided and the grounds are attractive and well cared for. Parental involvement in classroom activities is high and communication between school and home is welcomed and encouraged.

## **GENERAL INFORMATION**

### **ADMISSION: TRANSITION – PRESCHOOL TO RECEPTION**

In line with Government (Department for Education) policy, children must turn 5 years old on or before April 30<sup>th</sup> in the year they commence school in S.A.

### **ABSENCE FROM SCHOOL**

Regular attendance at school is important for a child's learning and development. It is expected that students will participate fully in the educational program provided by the school between 8:45am – 3:15pm daily. Poor attendance and regular late arrival or early pick-ups may lead to learning difficulties because children who are frequently absent are likely to miss the basic skills needed for their future education.

The Education and Children's Services Act 2019 Act requires that an explanation for a child's absence from school be provided on each occasion. Parents are urged to comply with this request promptly as it supports the best learning opportunities for your children and stops embarrassing situations arising.

Lawful reasons for students' absence from school include:

- Sickness or incapacity
- Danger of being affected by an infection or contagious disease
- Events of cultural significance
- Unavoidable and sufficient cause

We strongly encourage parents to ring in the morning if their children are not attending school.

The class Roll Book (a legal document) requires teachers to indicate if reasons are explained or unexplained when children are late or requests are made for their early dismissal.

No child may leave the school grounds during school hours without permission of the Principal. Parents who wish to collect their child early for appointments are requested to ensure the class teacher is advised ahead of time (a note in the Communication book/diary/see saw will suffice). The child must be signed in and/or out at the Front Office by the collecting adult who is known to Front Office staff. If this is someone other than the parent/caregiver, a letter of authorisation or a phone call from the parent/caregiver prior to the child being collected is expected. If this is not received, staff will contact parents which may delay the departure.

Please ensure where possible that appointments are made outside of school hours.

### **ACCIDENTS AT SCHOOL**

The Department for Education does not insure children attending its schools. Parents may seek to protect their children through insurance. Teachers will endeavour to ensure that children are cared for and will act in the same fashion as a careful parent. Their duty, however, is to try and prevent accidents that are reasonably foreseeable, not to ensure that accidents never happen. Whenever an injury occurs the child will receive prompt attention, the parents will be notified if relevant and medical referral made if necessary.

### **ASSEMBLIES**

Whole school assemblies are held each fortnight on Friday afternoons at 2.45pm. Each class takes a turn to host the assembly which sees all classes present something they have been learning in previous weeks. Parents and friends are welcome and encouraged to attend.

During the year assemblies may focus on special events including:

- Harmony Day
- Book Week
- Sports Assembly

## **BEHAVIOUR – SCHOOL CODE**

At Marion we want all children to learn and play in a safe, friendly and caring environment. Behaviour which contravenes school or class rules is considered an opportunity for the student's personal development and learning. This school is proud of its standards of discipline. Children are expected to conform to the School Code of Behaviour. Parents/Caregivers are expected to sign this Code indicating their support and willingness to cooperate with the school in ensuring the best learning environment for our students.

## **BICYCLES**

A locked bicycle enclosure is provided near the administration block. This area is out of bounds to children during the day except on arrival or departure. No responsibility is accepted for loss or damage to bikes and other transport. Locks and chains for bikes etc. provide additional deterrents; these must be provided by the owner. The use of bicycle helmets is a legal requirement.

For safety reasons bicycles may not be ridden anywhere in school grounds except under staff supervision. Once students have arrived at school it is expected that their bike/scooter etc will be secured and they will not leave the school grounds without permission.

## **CANTEEN**

Our canteen is organised to provide a service to students and their parents. It is run by an external provider only on Thursdays and Fridays. Parents will need to download the QKR application to access ordering and weekly menus. More details of this are provided in the welcome pack.

## **CARE OF PROPERTY**

We are particularly proud of our school grounds and buildings and encourage the students to help maintain them in good order. Parents should be aware that the school Governing Council is empowered under the Education Act to seek reimbursement from parents of children who deliberately damage or deface facilities or furniture.

To avoid loss or damage to personal property parents are advised not to allow their children to bring valuable items to school (digital technologies, mobile phones, toys etc) unless this has been arranged with a teacher for a specific purpose. The school does not take responsibility for the loss or damage to any personal property brought to school.

## **COMMUNICATION**

### **Reporting Progress**

- An Acquaintance Night is conducted at the beginning of each year for families and children to become acquainted
- Interviews are conducted at the end of Term 1.
- Written Reports are sent home at the end of Term 2 and Term 4.
- Parents/Caregivers are invited to make an appointment to meet with teachers if concerns arise throughout the year.
- The school has a grievance procedure for resolving conflict or concerns which parents are asked to use, see website.

### **General**

- The School Newsletter is uploaded to our website and a link messaged to all families fortnightly each term. Parents/Caregivers are urged to read and respond to information/requests it contains. Hard copies of the newsletter are available on request from the front office.
- Students in Room 1 – 4 classes will bring home their blue "Communication Folder" nightly containing their diary/contact book and any notes/newsletters. These do not need labelling as they remain the property of the school (a GST requirement) and must be returned when students leave.
- Classes also use alternative forms of home-school communication including the use of the SeeSaw app.
- Parents/caregivers may make an appointment to meet with the Principal or school leadership at any time.

## **CUSTODY AND ACCESS**

DfE Regulations require the parents of school children to be treated with equity i.e. both parents' names will appear on the enrolment documents and both are entitled to information about the child's academic and social development. The school accepts the enrolling parent as the custodian unless court orders state otherwise. The Principal needs to be informed of any special circumstances which could result in a modification to that policy. A copy of any sealed court orders relevant to the custody of the child/ren should be given to the school. **It is essential that the school be informed of any change in the normal arrangements for the collection of children to prevent any problems or misunderstandings.**

## **DENTAL CLINIC**

Students may access the School Dental Service at Marion GP Plus Health Care Centre, 10 Milham Street Oaklands Park phone 74258200.

## **EMERGENCIES OR NATURAL DISASTERS**

In the event of any natural disaster occurring eg fire, earthquake etc, all children will be kept at school, which is a safe refuge. They may then be collected by request through the Front Office, by their parents or another adult who has written authority.

The school has an emergency evacuation plan and conducts regular emergency drills each term.

**NB: Parents must notify the school as soon as possible of any change of address or telephone numbers including emergency contact numbers.**

## **FILMING YOUR CHILDREN AT EVENTS**

We recognise that there are many moments in your child's schooling that you may want to preserve through digital media. It is important to understand that there are children in our school for whom their privacy is a social or legal entitlement and that their image cannot be published. Out of respect for this we ask that you not take photos of/or film other children without prior consent from the Principal and that photos/film of a general nature at school events not be posted on social media including but not limited to Face Book and YouTube.

## **HOMEWORK**

**Regular Reading is an expectation of all year levels as part of the Homework Policy.**

<b>R - 2</b> 10 - 15 minutes Informal/relevant Reading, find information	<b>Yr 3-4</b> 2-3 times/week 15 - 20 minutes Reading Numeracy activities Spelling practice	<b>Yr 5-6</b> 3-4 times a week (not weekends) 20-30min Maths – number facts, tables Research Written Language Spelling Practice Learning for tests Completion of work
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## **INFECTIOUS DISEASES**

It is important that while your child is unwell he/she remains at home until no longer contagious. Information on infectious conditions can be found on national health websites e.g. [www.health.gov.au](http://www.health.gov.au) or alternatively contact your local GP.

The Administration and Guidelines recommends that suspected sufferers of the following diseases be excluded from school according to the following table:

<b><u>Disease</u></b>	<b><u>Period of exclusion</u></b>
<i>Chicken Pox</i>	exclude until all lesions are crusted, no wet sores, there are no moist sores and the person feels well.
<i>Hepatitis</i>	exclude for 1 week after the onset of jaundice or illness.
<i>Conjunctivitis</i>	exclude during the acute stage of infection.
<i>Measles</i>	exclude from unimmunised persons up to 4 days after onset of rash.
<i>Mumps</i>	exclude for 9 days or until swelling goes down.
<i>Rubella (German Measles)</i>	exclude until fully recovered or for at least 4 days after onset of rash.
<i>Scarlet Fever</i>	exclude until person has received antibiotic treatment for at least 24 hours or until the person feels well.
<i>Whooping Cough</i>	exclude for 5 days after starting antibiotic treatment.

## **Common Skin Infections**

<i>Impetigo (school sores)</i>	any sore or exposed surface should be covered with a dressing.
<i>Tinea (ringworm)</i>	excluded until the day after appropriate treatment has commenced.
<i>Scabies</i>	excluded until the day after appropriate treatment has commenced.
<i>Head Lice</i>	excluded until day after appropriate treatment has commenced. <i>Refer to chemist for treatment.</i>

*Medical certificates may be required before students return to school.*

## **LOST PROPERTY**

The lost property basket is located next to the front office. At the end of each term articles are displayed for collection. Unclaimed items are washed and used for spare clothes and some are sold for a minimal amount. There are always considerable amounts of lost property without names inside. Please write your child's name inside all of their school clothing.

## **MEDICINE**

From time to time children are required to take medicine or use inhalers. In most cases parents are able to arrange for treatment to be administered outside of school hours. Medication Plans/Asthma Plans must be completed by a doctor stating in writing, the nature, dose and duration of medication and any special requirements. All medication must be in-date and clearly labelled with instructions for administration in the original container and kept in the front office. Teachers are not able to accept responsibility for treatment. See also the additional information sheet in the school pack.

## **MOBILE PHONES and PERSONAL DEVICES**

The school has a mobile phone and personal device policy available on the school website which is part of a state-wide Department of Education initiative.

## **NUT AWARE POLICY & SUPPORT OF STUDENTS AT RISK OF ANAPHYLAXIS**

Anaphylaxis is a severe and sudden allergic reaction. Allergic reactions are common and occur in response to many substances in our environment producing mild reactions. Some people however will have an acute reaction to a trigger producing a severe allergic reaction – anaphylaxis. Such reactions can be serious and life threatening.

Food, insect venom and medication are the main triggers of anaphylaxis. Food allergies are a common cause of anaphylaxis and can be a significant health problem for members of our school community who are at risk. Nuts are one food in particular that is likely to be a trigger for people with anaphylaxis, although other common foods that may create a reaction include cow's milk, fish and eggs.

The school acknowledges that due to food processing practices, it is impractical to eliminate all known allergens and in particular nuts or nut products entirely from an environment where there is food. However, by becoming a "Nut Aware" school, we are ensuring a duty of care to those students who are at risk.

**Parents/carers are asked not to send food to school with their child that contains nuts. This includes peanut paste, Nutella, muesli bars, all nuts and cooking oil containing peanut oil, as well as foods containing nuts, (but does not extend to 'food may contain traces of nuts').**

## **OUT OF SCHOOL HOURS CARE**

Marion Primary has an Out of School Care Programme that provides both After School Care and Before School Care. Please see the front office staff for enrolment forms. The Director, Robyn Shanahan will be happy to talk with you about the service, fees and rebate applications. Contact her on 82774486, 0411750941 or [robyn.shanahan17@schools.sa.edu.au](mailto:robyn.shanahan17@schools.sa.edu.au).

Hours of operation are:

BSC 7:00 – 8:30am

ASC 3:15 – 6:15pm

Vacation Care is organised for each vacation period as advised.

## **PAYMENTS**

Invoices will be distributed for amounts of \$10 or more. Money sent to school should be placed in a sealed envelope with the details on the outside. Payment of invoiced fees may also be made by EFT. Please contact the school's Finance Officer for details.

Payments of all money may be made daily at the Front Office between 8.30am – 3.30pm. Receipts will be issued.

When making payments by EFT – please indicate your name in Reference. You can also make payment using BPOINT via the school website - [Parent Information - Marion Primary School \(marionps.sa.edu.au\)](#)

## **PHOTOS**

Class photos, individual and family photos are taken by MSP Photography.

## **SCHOOL FEE SCHEDULE**

Material and Service Charges invoices for each year are distributed during the first term of the school year. Early payment is essential as this contributes to the school programs for your children. A general fee is charged to cover part of the cost involved in supplying stationery, photocopying, art and craft, physical education, library materials, grounds maintenance, sporting equipment and other school projects. Parents who find difficulty in meeting the financial load of school fees may request an extended payment period which will be treated with understanding and in strict confidence by the Principal and the School Finance Officer.

Arrangements can also be made for fees to be paid by School Card or through Centrelink. Application forms are available from the front office or you can apply online [www.sa.gov.au](http://www.sa.gov.au)

## **SCHOOL GOVERNING COUNCIL**

The role of the school's Governing Council is to exercise a general oversight over the well being of the school. It plays a major part in developing the school's facilities and assisting the Principal and staff in meeting the educational needs of the community. Councillors are usually elected at the AGM (in Term 1) for a two-year period. A number of subcommittees including Grounds, Sport, OSHC, Canteen, and Finance are responsible to Council for their operations. Members of these sub-committees do not need to be members of Governing Council. Parents are welcome to contact members of Governing Council regarding any aspect of its activities. Meetings held twice per term are advised in the School Newsletter.

## **SICKNESS**

Children who are unwell should not be sent to school. Please notify the front office early in the morning (by 9:00am) if your child is home and the reason he/she is at home. If a child becomes ill during the day, parents will be contacted and the child sent home, as sickroom facilities are limited.

## **SPORT AND PHYSICAL EDUCATION**

All children participate in a sport and physical fitness programme including a block of swimming and aquatics lessons.

Sports Day gives children the opportunity to display skills learnt during the year.

The school is divided into three houses:

<b>Banksia</b>	-	Green
<b>Waratah</b>	-	Red
<b>Wattle</b>	-	Yellow

Children are encouraged to wear the appropriate team colours for their allocated team on Sports Day.

### **SPORTS COMMITTEE**

This sub-committee of Governing Council co-ordinates team sports played by children from Year 2 upwards outside school hours. Assistance with coaching or team management is essential to enable this programme to continue. Parents are asked to ensure that all relevant sports forms are completed prior to their child playing.

### **STUDENT PROGRESS**

As a parent you have seen the way in which your child has developed from birth. You will have noticed that this development would not have taken place at the same rate or in the same way as other children you know. So it is with schoolwork! Children progress through the educational program at different rates, in different ways, at different times. They will have spurts of activity and periods of consolidation; it will sometimes take a while for things "to click". Try to resist the temptation to compare your child with others and do discuss any matter of concern with the class teacher.

### **SUN PROTECTION POLICY**

Marion Primary supports "sun safe" principles. When the UV rating is 3+ children are expected to wear bucket or broad brimmed hats whenever they are outside for any school activity.

Children who do not have an appropriate hat are expected to sit under the verandah by the resource centre.

Other sun safe practices include:-

- Encourage frequent drinking on hot days
- Reduce outside exposure on days of extreme heat
- Encourage parents to supply sun screen and remind students to reapply before going out to play.

### **SUNSCREEN**

Parents and carers are urged to apply sunscreen to their children before they come to school to ensure protection in the earliest part of the day. Sunscreen is provided for students to apply before they take part in outdoor activities during high-risk times. Parents/carers will be invited to provide or withdraw consent. Parents/carers may provide their own preferred brand of sunscreen for their children's use.

### **UNIFORM – DRESS CODE**

The Governing Council sets the Dress Code for the school and all children are expected to accept it. The wearing of a uniform **promotes pride in the school**, encourages good behaviour and encourages a sense of belonging. As a safety matter, wearing of school uniform enables easy identification of students who are part of our school community as they travel to and from school, on excursions and participate in the learning program at school. It also prevents unnecessary dress rivalry particularly amongst students.

#### **Monitoring appropriate clothing and play**

When any children (including pre-schoolers) are playing on equipment, consideration re adequate supervision levels and monitoring of clothing worn by children on play equipment is essential. Parents/carers are responsible for supervision of pre-school children. Clothing options should align with the school dress code with consideration to the health, safety and thermal comfort of all children/students. Children shouldn't wear loose items of clothing or accessories that may be inappropriate for play or carry objects that protrude from their pockets. Examples of clothing that may cause a potentially dangerous situation and be inappropriate for play areas are scarves, necklaces and hoodie style tops or jumpers with cords. Long hair is recommended to be tied back to avoid catching in equipment etc.

At Marion Primary School our families are very supportive of the school's dress code.

Children need to wear **suitable footwear**. Thongs, platform shoes, rubber boots, ugg boots and wheelie shoes are not acceptable and are potentially dangerous, particularly on stairs, outdoors when wet or in physical activity.

The only **jewellery** that may be worn by students includes earrings - studs or sleepers and watches. Jewellery of religious significance needs to be worn under clothing. Anything else including necklaces, bracelets, bangles, rings, brooches etc and pierced body jewellery cannot be worn at school as the risk of accidental injury or damage is high.

Such jewellery can: -

- catch on equipment
- be pulled, twisted or bumped by others
- be lost or broken
- be a distraction in the classroom
- prevent full participation in activities and sport

On excursions children must be dressed in school uniform, including school jacket. This is a safety requirement.

**Suitable clothing** needs to be worn for **physical education** and **sporting activities**.

The school's colours are **navy and sky blue (double blue)**.

The school maintains a stock of monogrammed items. Items are on display in the front foyer area. All uniform items are of easy care fabric and costs are kept as minimal as possible.

- Double blue short-sleeved polo shirt (compulsory)
- Long sleeved sky blue polo shirt (optional)
- Baseball Jacket (navy with light blue sleeves)
- Polar fleece jacket (navy)
- Bucket or broad brim hat (navy) (when UV rating is 3+)
- Summer dress in a blue and white check (available in stores only)

**Jeans, denim shorts and board shorts are not acceptable school wear.**

Other items to be in plain school colours of navy blue (no logos)

- Uni sex shorts (navy)
- Track Pants (navy)
- Leggings

Emblems that can be ironed on to items of clothing are available at the front office.

Year 6s have a specially designed windcheater for their senior year. The class teacher will coordinate the ordering at the beginning of the year.

**It is recommended that ALL clothing have your child's name stitched or printed onto the inside label.**

Students show respect for themselves and their school in the way in which they wear their uniform. Therefore they are not permitted to write/draw on themselves or their uniforms or damage their uniforms in any way.

We recognise that sometimes parts of uniforms are not available some days (wet weather in particular when the washing is hard to get dried). Please write a note to your child's class teacher advising of the reason.

Student Representative Council recommends "non-uniform" or casual days to the Principal. These are usually held on the last day of each term and students who wear casual clothes are encouraged to bring a gold coin donation that is collected towards a charity of SRC's nomination. Other days may be nominated as "casual days" to celebrate a significant event. These days are advised in the newsletter.

**VOLUNTEERS**

Involvement of parents, grandparents, retired teachers etc in the classroom and wider activities of the school in a wide range of roles including listening to reading, working with groups in art and craft activities, supervising excursions etc. is strongly encouraged and valued. Parents who are assisting in their child's learning or with sports teams (if their child is in the team) are required to apply for a WWC Screening Clearance, also parents/carers who volunteer for Governing Council and sub-committees and in the canteen will also need clearances. These are a requirement of all other family members and other volunteers who assist in the school in any way. Marion Primary School's Volunteer's Policy provides guidelines for those community members who volunteer including an Agreement to sign and an Induction Checklist to complete and we ask that these are signed at the start of the year. All volunteers must undertake RAN (Reporting Abuse and Neglect) training organised by the school each year. The Principal meets with all volunteers before they take part in school activities for the first time.

**YARD DUTY**

Teachers are on yard duty from 8.30 am in the mornings. Children should **not** arrive at school prior to this time unless they are going to Before School Care. Students arriving regularly before 8:30am will be required to attend Before School Care at parental cost. Students are not to be in classrooms before the beginning of day bell. Teachers are preparing for the day, holding confidential meetings etc and not always in the classroom to provide a duty of care.

Teachers finish yard duty at 3.30 pm each afternoon. Children not collected by this time will be brought to the office.

During the day, staff are rostered to provide supervision in the yard during play times.

**SCHOOL UNIFORM PRICE LIST**

Short Sleeved Polo Shirt	\$24.00
Long Sleeved Polo Shirt	\$30.00
Fleece Jacket	\$30.00
Baseball Jacket	\$36.00
Skorts	\$24.00
Hats	\$15.00
Iron on Transfer	\$3.00

Please make payment and enquiries at the front office.