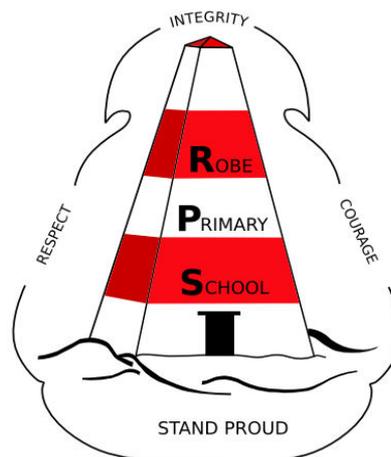


Parent Information Handbook



Principal—Anne Grayson



Dear Parents and Caregivers,

On behalf of the Staff at Robe Primary School I would like to welcome you and your family to our School Community. We are a small - medium sized school, with enrolments of approximately 100 students. We have 5 classes which are usually composite in structure.

We have a committed and hardworking staff, including teachers, student support officers and volunteers who are dedicated to delivering your child with quality education.

At Robe Primary School we believe in working in partnership with our community and parents to provide your children with the best education possible. Student well-being and providing a safe secure and enriched learning environment is our first priority. Academic achievement and children achieving their personal best is of utmost importance.

We believe strongly in, and embrace our school values of RESPECT, INTEGRITY AND COURAGE. We operate under the 'Kids Matter' umbrella, which is a nationwide mental health initiative in Primary schools. Kids and people matter here at Robe Primary!

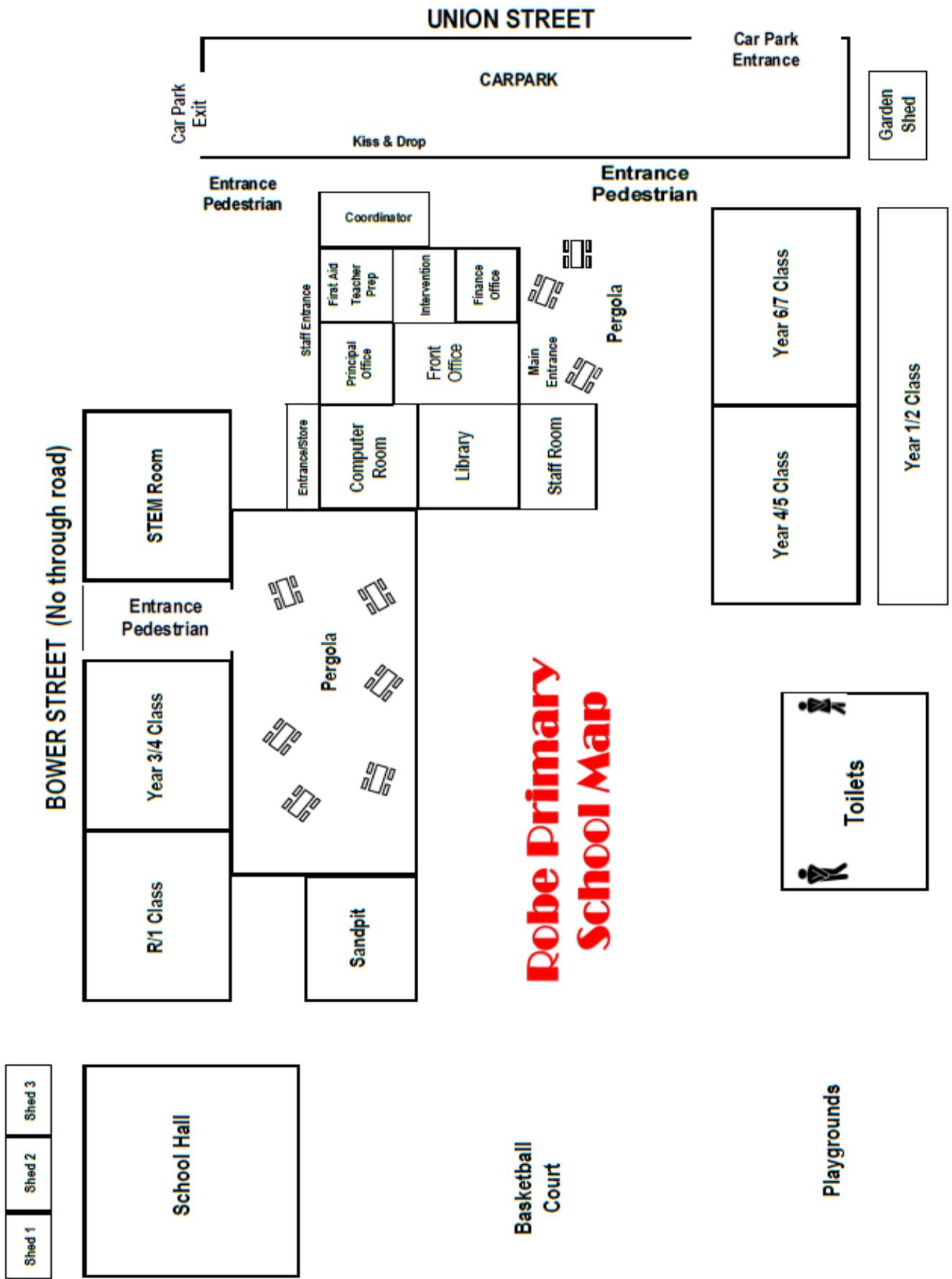
Robe Primary School has strong community ties. We are well supported by present and past families, as well as local businesses and volunteers.

We look forward to working with you and your families over the coming years.

Yours Sincerely,

Anne Grayson

PRINCIPAL



Staff

Name	Position
Anne Grayson	Principal
Tom Wachtel	Rec-Year 1 Teacher
Jane Hayes	Year 1-2 Teacher
Penny Day	Year 3-4 Teacher
Kylie Johns	Year 4-5 Teacher
James Phillips	Year 6-7 Teacher
Nathalie Boulden	NIT Provision Teacher
Margie Honner	NIT Provision Teacher
Cassie Bermingham	SSO Finance/Business Manager
Jodi Keane	SSO Administration/Classroom Support
Georgie Sneath	SSO Classroom Support
Mardi Brooks	SSO Classroom Support
Stacey Wirth	SSO Classroom Support

School Details

SCHOOL ADDRESS	Union Street
POSTAL ADDRESS	PO Box 146 Robe SA 5276
PHONE NUMBER	(08) 87682168
MOBILE PHONE	0408 846 884 (Text Messages)
FAX NO	(08) 87682474
DISTRICT EDUCATION OFFICE	(08) 87245300 Mount Gambier
EMAIL ADDRESS	dl.0384.admin@schools.sa.edu.au
BANK DETAILS	BSB: 633 000
	ACCOUNT NUMBER: 150 698 172

Governing Council

(The AGM is held in March)

CHAIRPERSON	Melissa Gibson	0408 619 313
VICE CHAIRPERSON	Ben Jess	0408 558 765
SECRETARY	Nicole McGuinness	0457 379 304
TREASURER	Tim Malone	0407 031 857

GOVERNING COUNCIL MEMBERS

Cassie Bermingham

Laura Roach

Kristi Biezaite

Adrian Johns

STAFF REPRESENTATIVE:

Term 1—Cohen Pettitt

Term 2—Penny Day

Term 3—Kylie Johns

Term 4—Tom Wachtel

PRINCIPAL: Anne Grayson

Parents & Friends

This committee serves the parents of children attending the school, and provides an opportunity for them to meet each other twice per term. Parents and Friends support the school in fundraising activities with money raised going towards schools resources & camps.

Chairperson: Stacey Wirth

Members: Mardi Brooks, Keryn Moore, Mellissa Arend, Jess Malone, Melissa Gibson, Kristi Biezaite.

Little Leaders

Little Leaders are our student representative council. Little Leaders attend regular meetings and are involved in whole school decision making.



National Australian Curriculum

Teachers are using the Australian Curriculum and the SA TFEL framework documents to program and assess areas of study.

REQUIRED AREAS OF STUDY

The Australian curriculum required areas of study from Foundation (Reception) to 7 are as follows:

Learning Areas	Subjects
English	English
Mathematics	Mathematics
Science	Science
Humanities & Social Sciences	Geography, History, Economics & Business, Civics & Citizenship
Technologies	Design & Technologies, Digital Technologies
Health & Physical Education	Health & Physical Education
Languages	Chinese

The Australian Curriculum focuses on seven general capabilities

- Literacy
- Numeracy
- Information & Communication Technology (ICT) competence
- Critical & Creative thinking
- Ethical Behaviour
- Personal & Social competence
- Intercultural understanding

There are three cross curriculum priorities

- Aboriginal & Torres Strait Islander histories & cultures
- Asia & Australia's engagement with Asia
- Sustainability

Other curriculum information

All students have access to desktop computers, laptops, iPads and each classroom is fitted with an interactive whiteboard.

The school hosts a variety of visiting artists and performances during the year to support the curriculum.

Data Collection/Reporting Schedule

Term 1

- Reading benchmark tests
- Oxford spelling test
- Burt reading test
- Genre writing piece (Bright Path)
- Learning discussions/Parent teacher interviews

Term 2

- Reading benchmark tests
- N.A.P.L.A.N (YR 3, 5, & 7 students)
- ACER first word spelling test
- Mid-year Written report

Term 3

- DECD – Running records
- P.A.T. Testing (spelling, reading, grammar, comprehension, maths)
- Reading benchmark tests

Term 4

- Reading benchmark tests
- ACER first word spelling test
- Genre writing piece (Bright Path)
- End of year written report

Day Structure

Supervision of students is provided in the school grounds from 8:30am to 3:30pm.

- Class time begins at 8:50am
- Dismissal is at 3:15pm
- End of Term dismissal is at 2:15pm

Assembly in School Hall (Fridays)	3:00 pm
Classes Start	8:50 am - 11:00 am
Recess	11:00 am - 11:20 am
In Class	11:20 am - 1:00 pm
Lunch Eating	1:00 pm - 1:10 pm
Lunch Play	1:10 pm - 1:45 pm
In Class	1:45 pm - 3:15 pm
Dismissal	3:15 pm

General Information

Children's Daily Requirements

- School bag
- Piece of fruit or vegetable for healthy snack time in the morning
- Packed recess and lunch, or a lunch order (available Monday-Friday)
- Water bottle
- Named hat in Terms 1 and 4

Lunch Orders

Currently the contract for supplying 'Right Bite' lunches is with Robe Bakery. Students are able to order their lunch Monday - Friday. Students need to place their pre-written lunch order in the lunch box container located in their individual classrooms each morning. All lunches are promptly delivered to the Year 6-7 classroom pergola at 1pm ready for students.

Attendance

It is a legal requirement that children attend school every day unless the school receives a valid reason for being absent. An explanation in the form of a phone call/text, absentee slip or online via our Skoolbag app is required and documentation kept for legal reasons. Parents/Caregivers must let the school know prior to any extended absence, and apply to the Principal for an exemption if the time period away exceeds more than 5 days (for family holidays etc.) If a child is away and the school has not been contacted, the school has a legal responsibility to follow this up on the 3rd consecutive day.

Punctuality is expected and encouraged, and children will be marked as late if they are not in class by 8:50am. We will contact parents via the mobile phone Short Message Service (SMS) to send text messages to parents asking them to provide information about any unexplained absence. At Robe Primary School, student attendance is a high priority. We know that students who attend regularly are more likely to be successful. The school expects parents/ caregiver to contact the school in advance if they know their child is to be absent. If the roll book has already been taken to the office when they arrive at school, the child or parent needs to let the front office staff know that they are here or text the school on **0408 846 884**.

Supervision

Supervision by staff members begins at 8:30am and continues until 3:30pm in the afternoons. It is important for parents to understand that the staff cannot be held accountable for the safety and actions of students on the school premises outside of the above times or conditions unless it is a school event.

Regional Support Service

Special Education, Guidance, Behaviour Management and Speech Pathology Services are available to support students with special needs. Access to these services is through a referral process, completed and submitted by classroom teachers and the principal, after discussions with parents involved.

Assemblies

Weekly assemblies are held at 3pm every Friday. Upcoming school events are announced, weekly student birthday awards and certificates are presented, and general whole school information is given. The assembly generally goes for 15minutes. An invitation is extended to all parents and friends of the school to attend.

Wet Weather

If it is raining during recess or lunchtimes the teacher on yard duty will ring the school bell three times. Students will then be supervised in their classrooms, under the pergola or in the school hall. To resume play the bell will ring once.

Car Parking

Parents are requested to take extreme caution when dropping off and picking up students from school. Parents are requested not to park in the turnaround section of the cul-de-sac (Bower St) immediately at the front of the school. Parking is available on Union St and also Squires Drive (oval side). Another option is the school car park's '**kiss and drop**' area which allows a quick drop off but please pull as far forward as possible to allow other cars to fit in behind you.

Accessing Student Files

Parents are able to request access to any personal information kept at the school concerning their child. The request for information shall be in writing addressed to the Principal. The Principal will only deny access if the information

- 1) infringes on the privacy of others
- 2) betrays an undertaking of confidentiality
- 3) poses a threat to the health, safety or welfare of any person.

Parental consent must be obtained before students personal files are shared with other organisations or sections of the Department for Education.

Teachers must be given prior notice if parents are requesting work for their child during absence.

School Sport

The school is affiliated with the SAPSASA (South Australia Primary Schools Amateur Sports Association) sports programme. Consequently, Year 5 to 7 students with abilities in the offered sports are encouraged to try out for selection in district representative SAPSASA teams, including cricket, football, hockey, netball, swimming etc.

Robe Primary School holds a school sports day in term 1 each year. It involves all year levels with students being split into two teams for competition in the middle and upper primary classes: (Guichen - Red and Lacepede - White). The activities conducted are in line with the SAPSASA Junior Sports Policy. A representative athletics team is also sent to participate in the district SAPSASA Athletics Day.

In term 2 children in years 3-7 are involved in a basketball day held at Millicent stadium which is met with great enthusiasm.

Banking

The local Community Bendigo Bank branch offers a school banking service to all students each Thursday. The bank bags are located in the classrooms. Application forms are available through the branch or the front office.

Newsletters

Newsletters are sent home in weeks 3, 6 and 9 with the eldest child in the family. Many families receive the newsletter via email, so please fill in the appropriate section on the general consent form if you would like this option. Class newsletters will be sent home at least once per term.

Kindy to School Transition

Sally Smith, the director of the Robe Soldiers Memorial Kindergarten, and our R/1 teacher Tom Wachtel, work together to ensure that the transition between kindy and school is a smooth one. General transition activities are organised throughout the year to help the children familiarise with school, the teacher and the school children. In 4th term, the Kindy children who are due to start school the following year have 4 structured visits to school. They are exposed to and experience some of the classroom/school routines and learning. There is an opportunity for parents to meet with the Principal and class teacher, with a tour and brief induction into the school.

Year 7 to High School Transition

Our 'School Of Right' school is Kingston Community School which is located 42km from Robe. The children catch a bus to and from Kingston at no cost. A transition program is organised between staff at Kingston and the year 7 teacher at Robe late in term 4 for 3-5 days. The children experience catching the bus and are welcomed at Kingston by students and staff and are involved in a variety of activities throughout the week. A small number of children attend Kangaroo Inn Area School, the 'School Of Choice' (which means an application to our Partnerships Education Director, approving the request), who also run a transition program at a similar time.

Swimming

Our school is involved in swimming lessons early in term 1, at Kingston Community School. These lessons are conducted by DECS swimming instructors. Swimming lessons are part of the Health & PE program, aimed at boosting water confidence and safety, thus it is expected that all children are involved.

Library

We are very excited to have set up our own school library in recent years. All books have been book-marked and the children each have their own barcode to scan for borrowing. They can access our school library from 8:30am in the mornings and each class visits the library weekly.

Policies

We are constantly reviewing and updating various school policies and procedures. Our latest updated policies can be located on our website <http://www.robeps.sa.edu.au/>.

Photography

With the ever expanding use of technology and equally expanding concerns about privacy and child safety, we ask that parents refrain from taking photographs of other children at school events including swimming and sports days etc. An exception to this is you have direct parental consent of the child being photographed. School staff will be responsible to photograph students, and we will have a designated photographer (who may be a parent) for a specific day or event. Parents will need to acknowledge and sign the appropriate permission slip that will come home at the beginning of each year if they give permission for the school to photograph and publish photos of their child.

Robe Primary School Lunch Order Menu



Snacks

Fruit Toast (x 2) + margarine	\$4.00
Apple & Cinnamon Muffin	\$3.00
Toasty – Chicken, BBQ Sce + Cheese	\$3.00

Pizzas

Hawaiian – ham, cheese + pineapple	\$5.00
Vegetarian – capsicum, fetta + cheese	\$5.00

Fresh Sandwiches/Wraps

White Bread	\$3.00	W//Meal Bread	\$3.00
Wrap	\$3.00	Margarine (n/c)	
Vegemite	\$0.50	Honey	\$0.50
Ham	\$1.00	Chicken	\$1.50
Cheese	\$0.50	Mayonnaise	\$0.50
Lettuce	\$0.50	Tomato	\$0.50
Cucumber	\$0.50	Carrot	\$0.50

Hot Pastries

Sausage Roll	\$4.00
Meat Pie	\$4.50
Chicken & Vegetable Pie	\$5.50
Party Pie (2)	\$3.00
Meat & Veg Pasty	\$4.50
Vegetarian Pasty	\$4.50
Tomato Sauce P/C	\$0.30

Drinks

Nippys 250ml Iced Strawberry Milk	\$2.70
Nippys 250ml Iced Chocolate Milk	\$2.70
Nippys 300ml Unsweetened OJ	\$3.00
Cool Ridge Water 600ml	\$3.50
Mountain Fresh 300ml Apple + Guava	\$2.70
Mountain Fresh 300ml Tropical	\$2.70
Mountain Fresh 300ml Apple Mango	\$2.70

Toasted Wraps/Sandwiches

Sweet Chili Chicken Tender Wrap <i>-with tomato, avocado, spinach and cheese</i>	\$7.00
BBQ Chicken Wrap <i>-with chicken, BBQ sauce, red onion and cheese</i>	\$7.00
Toasted Ham + Cheese sandwich	\$4.50
Toasted Egg, Bacon + Cheese sandwich	\$5.50
