

Coomandook Area School

“Striving to Make The Difference”

Parent Information Booklet



2017

Respect
Honesty
Persistence



Government of South Australia
Department for Education and
Child Development

INTRODUCTION

The purpose of this Parent Information Booklet is to provide parents with a ready reference to the things that happen at Coomandook Area School.

Sometimes there will be enough information here to answer all of your questions. At other times there will only be enough to get you started and you will need to seek more information to fully answer your question.

Please keep this folder handy so that you can use it to help answer those questions.

The school Newsletter will also provide you with relevant information about the school, as will the school's website. (Website address : www.coomyas.sa.edu.au). You might like to jot notes in this folder to keep your information up to date.

The greatest support available to your child/ren is the communication channel between home and school/parents and teachers.

Let's keep that channel open so that we can work together for the benefit of your children.

Kaye Fitton,
Principal.



COOMANDOOK AREA SCHOOL

Respect – Honesty - Persistence

VISION STATEMENT

Coomandook Area School is dedicated to providing an engaging learning environment where children are inspired to thrive and reach their full potential.

We are committed to:

- creating a safe and caring learning environment
- providing a relevant curriculum responsive to the needs of each student
- being recognised by our communities for excellence and integrity
- maintaining quality communication with all stake holders
- providing efficient and effective management
- providing a climate that enables all to achieve personal excellence and growth

HISTORY OF THE SCHOOL

At the end of 1960 the Cooke Plains, Yumali, Moorlands, Netherton, Ki Ki and Coomandook schools closed their doors for the last time.

In February 1961, students from these schools were transferred to the new Coomandook Area School. The first Principal was Mr. John Steinle. Opening enrolments were 130 primary students, 34 secondary students and 9 staff. The school was officially opened by Sir Eric Bastyan, the then Governor of South Australia, in 1962.

Sherlock school finally closed in December 1970. Its students were also transferred to Coomandook. The Coonalpyn Primary School caters for children in the Coonalpyn area from R–7, but from year 8 onwards, most of these students continue their education at Coomandook Area School. In more recent years, some students have been coming from the Tailern Bend and Geranium areas to Coomandook.

After opening, the school has increased steadily in numbers with new rooms being added. Matriculation was introduced in 1976, and at present we have 170 students Reception to Year 12, 18 teachers and 8 ancillary staff. The school is presently divided into three sub schools : Junior School (Rec – Yr 5), Middle School (Yr 6 – 9) and Senior School (Year 10 – 12).

The kindergarten was built on the school block in 1986 and has become closely associated with the R –12 students and staff. There are approximately 12 in the Playgroup/Kindergarten groups with a Director and 2 Early Childhood Workers.

The school emblem, which was designed by Mr. R. Bannon, sums up the role of the school. The boomerang motif denotes the daily movement of the children to and from the district around Coomandook. The compass indicates the various directions of these districts, while the Southern Cross shows their essential unity. The aboriginal injunction WARRENDI is in keeping with the close association of the Aboriginal people of the district, and reminds us “to seek”.

WELCOME TO COOMANDOOK AREA SCHOOL

We congratulate you on your choice to send your child/ren to our school.
We believe that our staff are striving for improved learning opportunities for your child/ren.

Here are a few details about our school that may be useful.

The postal address is :

Coomandook Area School
C/- Post Office,
COOMANDOOK. S.A. 5261

The physical address is :

Coomandook Area School
3275 Dukes Highway,
COOMANDOOK. S.A. 5261

Relevant telephone numbers are :

General Enquiries 08 85733007
 08 85733094
Library Ph/Fax 08 85733196
Fax Line 08 85733185

Regional Office Details:

Phone : 08 8532 0700
Fax : (08) 8532 5065
Email : <http://www.decs.sa.gov.au/murrayandmallee/>
Address : 20 Beatty Terrace, Murray Bridge SA 5253

DECD Parent concerns and complaints policy	www.decd.sa.gov.au/docs/documents/1/ParentComplaintsPolicy.pdf
DECD parent concerns and complaints procedure	www.decd.sa.gov.au/docs/documents/1/ParentConcernsandComplain.pdf
Parent Guide to DECD feedback and complaints	www.decd.sa.gov.au/docs/documents/1/ParentComplaintBrochure.pdf
All DECD Policies / procedures	www.decd.sa.gov.au/docs/documents/1/PolicyandProcedureFramewo.pdf
Ombudsman SA:	http://www.ombudsman.sa.gov.au/

Some useful contacts:

SACE Board: 8372 7400
DECD International Education Services: 8226 3402
Parent Complaint Hot-line: 1800 677 435
Kids helpline: 1800 551 800



School Structure.

The school is organised into two sections : **Primary School Rec to Year 7**
Secondary School – Years 7 - 12

Primary School

The Junior section of the school (Years R – 7) is located in Rooms 12, 13, 14 and 15.
 A Primary Coordinator manages the Primary School.

Middle School:

While Coomandook Area School no longer has an official Middle School, the Middle School philosophy is evident throughout the school. Students from Years 6 – 9 are given opportunities to learn in a Middle School environment and are exposed to a variety of lessons that are sometimes separate to the lower and higher year levels.

Secondary School

The Secondary School (Years 7 - 12) rotates from room to room for their lessons with teachers staying in set rooms.

The Secondary School is managed by the Senior Coordinator.

School Term Dates:

	Term 1	Term 2	Term 3	Term 4
2017	30 Jan - 13 Apr	1 May - 7 Jul	24 Jul - 29 Sep	16 Oct - 15 Dec
2018	29 Jan - 13 Apr	30 Apr - 6 Jul	23 Jul - 28 Sep	15 Oct - 14 Dec

TIMES FOR THE SCHOOL DAY

School buses arrive prior to homegroup. Morning homegroup time is 9.00am and lessons commence at 9.05am. There are 7 lessons in each day.

Homegroup	8.55am
Lesson 1	9.00am
Lesson 2	9.40am
Lesson 3	10.20am
RECESS	11.00am
Lesson 4	11.20am
Lesson 5	12 noon
Lesson 6	12.30pm
LUNCH	1.10pm
Lesson 7	1.50pm
Lesson 8	2.30pm
Homegroup	3.10pm
Dismissal	3.15pm
Buses Leave	3.25pm



Coomandook Area School

Staff List

2017

NAME	POSITION
Kaye Fitton	Principal
Maddie McGinty	Deputy Principal, Secondary Manager (8 – 12)
Heather Barnett	Year 5/6/7 Teacher
Adriana Cerevolo	Rec/Year1/2 Teacher
Tanya Cornish	Year 3 / 4 Teacher
Stephanie Lee	Secondary English
Heather Mattner	Primary NIT
Rachel Neumann	Primary and Secondary NIT
Jenni Lutze	Health & PE
Philip Roberts	Agricultural Science/ Maths
Sheryl Schilling	Visual Arts
Derek Smith	Science/Maths/Biology/Chemistry
David Sonntag	Senior Maths
Angela Thorley	Home Economics
Jared Wallis	Technology Studies
NON-TEACHING STAFF	
Kirsty Bagshaw	Student Support
Michelle Cameron	Student Support
Felicity Finch	Finance
Tracey Kahl	Community and School Library
Leonie Kielow	Student Support
Christine Lucas	Administration/Office Manager
Melissa Prosser	Special Education/Finance
Carelle Poole	IT SSO and Pastoral Support Worker
Stacy Seidel	Youth Worker
Josie Sinclair	Student Support
Barb Williams	Front Office/SACE support
GROUNDS STAFF	
Rachid Ait-Touati	Grounds/Agricultural Science

Absence from School

1. Under the Education Act, all students between the ages of 6 and 17 are required to have absences explained to the school by their parents or guardians.
2. Students not under compulsion are requested to bring a note about absences as a matter of courtesy.
3. Parents/Caregivers are encouraged to inform the school of planned absences via the proforma included in the school newsletter prior to the day of absence, rather than a letter in the diary following the absence. This proforma can be used if a student will be attending an appointment or an event that is planned and known about prior to the day. A proforma should be completed and forwarded to the homegroup teacher of each student so the teacher can mark the roll accordingly and the completed proforma will be filed with the Roll Book.
4. It is not always known in advance that students will be absent from school and in the case of unexpected absence, such as illness or emergency, **a phone call can be made to the school in the morning prior to 9am so we are aware of the absence.** Please feel free to call as early in the morning as you wish, as a message may be left on the answering machine. (Ph 85733007)
5. If the school has not been notified regarding a student's absence by 10.30am, a phone call or SMS will be made by the school to the Parent/Caregiver to ascertain the student's whereabouts. These systems are used **to ensure student safety.** A number of students' bus stops are located on busy roads and should something untoward occur (eg illness, snakebite, abduction etc) it could be many hours before anyone is notified, so we would appreciate your cooperation in this.
6. If a prolonged absence is anticipated, please contact the school in advance if possible, as school work can be set to be completed during the absence. Prolonged absences due to family commitments such as holidays need to be approved by the Principal or DECD, depending on the length of time. An exemption form is required for prolonged absences; in these circumstances; please contact the school for further information.
7. Students on Youth Allowance.
 - a. It is a DECD requirement that schools keep accurate records of absences for these students and report any "unapproved or unexplained absences" to the relevant department (Centrelink).
 - b. "Unapproved absences" are defined as absence not due to illness. Going shopping with parents, hair appointments, getting a drivers' licence or staying home, etc. are "unapproved".
 - c. Students who accumulate 5 days of "unapproved absences" per term may lose the equivalent of three week's payment of Youth Allowance.
 - d. All students, therefore, must furnish a signed note for "approved absences" if they don't want to lose their Youth Allowance entitlement.
 - e. Absences due to illness of more than 3 days should be supported by a Doctor's certificate.

ASSESSMENTS and REPORTING

Some form of student reporting occurs at the end of each term, but they vary from term to term and for different year levels.

Types of reporting include :

- Portfolios (Junior School).
- Detailed subject reports and grades.
- Brief subject reports and grades.
- Student Achievement Records (School Leavers).
- Literacy and Numeracy Testing (LaN) (Years 3, 5, 7 and 9).
- "Year in Reflection" or "Term in Reflection" overview.
- Junior School standardised test results Term 1 and Term 4.
- Parent Teacher interviews.

BEHAVIOUR EDUCATION POLICY

We aim to encourage and appreciate each member of the Coomandook School Community. In line with this philosophy there is a Behaviour Education Code, a copy of which is given to all parents. This outlines the expectations and rules of the school and the managing of unacceptable behaviour. The policy has been written by parents, students and staff and is available for parents on request.

BUS INFORMATION

Students are eligible to travel on a school bus if :

- they live more than 5kms from the school or have approval from the school Principal to travel on the bus.
- there is room on the bus and permission has been granted by DECD, students may travel past the nearest school or nearest bus route.

Alterations To Routes

Due to changes to where people live, there may be a need to alter bus routes. In all cases, any request must first be forwarded through the Governing Council. The Bus Committee may be asked to prepare formal applications or to review bus routes from time to time. Governing Council then forwards recommendations to the DECD Transport Section in Adelaide. Bus timetables are up-dated at the beginning of each year and copies are available from the school.

Student Behaviour Management On Buses

The Principal is responsible for setting standards of behaviour on buses and ensuring that drivers control those standards and report breaches accordingly. Misbehaviour must be reported to the Principal/Deputy Principal who will follow up these reports and take whatever action is deemed necessary.

Student Code of Behaviour on School buses

In the interest of safety, all students must comply with the following rules :

1. Enter and leave the bus in an orderly manner
2. Remain in their seat at all times
3. Do not interfere with or annoy any passengers including the driver
4. Talking shall be at a normal classroom level
5. No abusive language
6. No throwing anything, both inside or outside the bus
7. No eating or drinking unless bus driver's permission is given
8. Place bags in the racks or under the seats – not in the aisles

Other matters

1. Use of electrical equipment such as IPODs, MP3 players is at the discretion of the driver.
2. Stopping at local stores for mail and other goods is at the driver's discretion. Such stops are expected to be as short as possible so that other passengers and parents are not inconvenienced.

BUS ALLOWANCES FOR STUDENTS

DECD pays an allowance to parents who need to convey their students by car AND who live more than 5 km from the nearest school or bus stop. Initial application is made through the school on form VL226 which requires the applicant to draw an accurate sketch map showing distances.

At the end of each term, a form VL228 is forwarded to DECD which indicates the total number of days attended by each student in the family. To make our task easier, these forms are sent home at the beginning of each year to be signed by the parent/guardian. A conveyance Allowance is not paid if you receive the Isolated Children's Allowance.

BUS BREAK DOWN

In the case of bus breakdown parents will be notified as soon as possible via SMS Text Messaging.

In the morning

If a bus breaks down in the vicinity of your home could you please :

- Advise the school on 85733007.
- Then advise other parents by ringing the next person on the run and ask that they do likewise – this shares the expense and time.
- If the next person is already at the bus stop, or cannot be contacted, ring ahead until you contact the next available person.
- If you have been waiting for some time either return home to ring the school, or drive along the route until you meet the bus.
- If the bus cannot be started, we will make alternative arrangements as best suits the situation.

In the evening

As in the morning :

- If fairly obvious that it will take time to remedy, ring parents to pick up children from bus – perhaps one parent may be able to take several families.
- Contact the Principal if problem cannot be solved.

It will be difficult and will make it too late to supply an alternative bus in the evening.

If a bus breaks down in the evening and cannot run next morning, we will endeavour to let everyone know and make suitable arrangements. Private contractors are required to find an alternative bus in case of breakdown and to notify parents of any problems.

Where possible the SMS system will be used to notify parents/caregivers of any problems and plans to rectify the situation.

CERTIFICATE OF MERIT AND CERTIFICATE OF ACHIEVEMENT

These awards are presented at the end of Semester 1 and Semester 2.

These awards recognise students who have been very successful in their subjects and there is a criteria that must be met in order for students to receive an award.

The Certificate of Merit is the highest award given for students who have done extremely well in all of their subjects. The Certificate of Achievement is for students who have done very well in all of their studies.

These awards are presented at a formal school assembly.

CLASS FORMATION PROCESS (ALLOCATING STUDENTS TO CLASSES)

Each year the school staff will allocate students to the classes by using a check list/formula that examines a number of factors prior to each placement. Parents can influence this process by providing relevant information regarding special needs that their children have during the placement process.

Process Used

- | | |
|--------|---|
| STEP 1 | Staff and parents will be informed as to the classes structure for the following year via the newsletter. |
| STEP 2 | Parents can submit in writing any special needs their child has and give the Principal a preference of placement. |
| STEP 3 | Staff will prepare draft class lists using the stated factors to assist in their decisions. |
| STEP 4 | Parents/Carers will be contacted directly where there are unusual or special circumstances surrounding the school's placement of their child.
An interview will be arranged if needed. |
| STEP 5 | The Principal endorses the class placements. |
| STEP 6 | Parents and students will be informed of class placements before the end of the current year. |

Changes will only be made in ' EXCEPTIONAL' circumstances where staff and/or parents can provide information that was not known prior to the exercise.

The Principal reserves the right to alter placements if circumstances change from the time they are published to the time school goes back the following year. This may occur if staffing has been changed or other factors occur that were not known at the time decisions are taken.

Factors To Be Considered In Student Placements

- Behavioural issues between students
- Peer relationships
- Social maturity and the ability to cope with the social demands of a new class.
- Gender balance - a balance of girls and boys in each class.
- Physical maturity - the size and ages in each room
- Special abilities and needs of each student
- Intellectual capabilities (including work and study habits)
- Siblings in the same class - where brothers and sisters have to be in the same class
- Class history - where students have been together or split in the past
- Parent preferences - information supplied by the parents
- Teacher history - whether the students have had the same teacher for a period of time

Placement Concerns

Any grievances that parents have in relation to the published class lists can be taken up directly with the Principal. Concerns are to be addressed prior to the new year starting.

Teacher Allocation To Classes

The Principal will allocate teachers to classes once the classes have been determined. Teachers will be allocated according to a "best fit" policy. That is, which of our teaching staff best meet the needs of the class of students. This allocation will not take place until after the classes are determined.

COLLECTION OF STUDENTS

1. No student is permitted to leave the school grounds during school hours without the permission of the Principal, Deputy Principal or a member of the Leadership staff.
2. If students need to be collected during the day by parents/guardians, a note must be written in the diary, or preferably, a Planned Absence Proforma used (this can be found in the school newsletter). This should include the date and time of collection.
3. The note must be sighted by the Home Group teacher so the class roll can be entered correctly, and then shown to other teachers who will be affected by the absence.
4. Parents are requested to collect children **only from the administration area** in order to log students in and out of the school via the Incidental Absence Management Programme on the computer in Administration.
5. If an adult other than parent or guardian is to collect a student this should be advised via the note.
6. Where custodial rights exist, a copy of the legal document should be supplied, preferably at enrolment, and a copy placed in student's file. This is done in order to protect parents, child and staff rights.

CONCERNS, PROBLEMS AND COMPLAINTS

From time to time parents do have a concern about their child or an aspect of the school. The most important single step that you as a parent are asked to take is to communicate that concern through appropriate channels as outlined below and in our Grievance Procedures Policy.

1. Talk to the person (staff member) who is directly involved with your concern.
2. If still unhappy, think about your concern and make another appointment to negotiate. There is always more than one solution.
3. If the above step fails, approach the Sub School Manager or the Principal with your problem or concern. Please tell the staff member that you are going to pursue the matter and with whom.
4. If you cannot get an acceptable solution to your problem tell the Principal that you are going to pursue the matter and seek advice as to who is the most appropriate person to relate your concern.

You may choose to write or to contact the Educational Director. Information regarding the appropriate person to contact can be found at the start of this booklet, along with information regarding Parent Complaints and Concerns.

It is important that you communicate your concerns to the school. If your concern is not known then it is unlikely that it can be resolved. Friends, neighbours or relatives do not have the power to resolve issues. You need to discuss these issues with the people who can resolve them – namely the school. It is suggested that you work through the steps that are set out to resolve any issues. The school has a comprehensive website where information regarding Parent Complaints and Concerns can be accessed.

COUNSELLING/YOUTH WORKER

This is available to any student with problems at school or home who wish to speak to the Youth Worker or Pastoral Support Worker (PSW). Also, the Youth Worker/PSW may sometimes request an interview with a student as a follow up to complaints from other students or teachers.

Discussions are confidential and students are encouraged to take control of difficult situations and work through their problem appropriately.

On enrolment the Youth Worker will hold an information meeting with the enrolling student. At this time a WAT (Wellbeing Assessment Tool) will be undertaken. This is a tool which provides a snapshot of a student's circle of influence, strengths and deficits and is used to assist all students who enrol at the school.

Career Counselling :

The Secondary Manager:

- Receives, organises, displays and publicises appropriate career, job and course information.
- Organises visits by speakers in various career areas.
- Organises Work Experience for Year 10 and 11 students.
- Counsels students on subject choices, career paths and study options.

COMMUNITY USE OF THE SCHOOL

1. In school hours :
Negotiations must be made with the Principal or Deputy in the first instance if the school rooms need to be used for other than school purposes. Plenty of notice needs to be given so that arrangements can be made with the faculty area concerned, and clashes with classes can be avoided.
2. Out of School Hours :
 - 2.1 If you wish to make a booking, please do so through the Principal. In some cases an indemnity form may need to be signed.
 - 2.2 A hire charge may be made if there is some expense to the school.
 - 2.3 Facilities available for use by outside organisations are rooms, oval, pool, tennis courts and school furniture.
 - 2.4 Organisers are asked to observe the following :
 - The area or room is left clean and tidy.
 - Cars are parked in designated parking areas.
 - The user makes arrangements about the collection and return of keys and that the premises are left locked.
 - No smoking on the school ground.

COMMUNITY USE OF THE SCHOOL POOL

People wishing to use the School Pool for private or community purposes must contact the Principal.

DENTAL CLINIC

The School Dental Service is the major provider of dental services for babies, children and young people under 18 years in South Australia. Around 130, 000 children attend every year.

The Commonwealth Child Dental Benefits Schedule for 2 – 17 year olds started in 2014.

ALL children are very welcome to continue to access dental care at the School Dental Service. Dental care is FREE for most children and the School Dental Service will bulk-bill Medicare.

Children who do not qualify for the Child Dental Benefits Schedule can also attend – a small fee will apply for each course of general dental care provided.

School Dental Clinics are located across Adelaide and regional SA. To locate your local School Dental Clinic, and for more information about the Child Dental Benefits Schedule, visit www.sadental.sa.gov.au

DIARIES

The school produces a diary specifically designed for Coomandook Area School, distributed to all students Reception to Year 12 with their stationery, which is used as a means of two-way communication between the school and parents.

The diary is to be used by students to record work set for homework and the time spent on it, results of test, assignments and projects, reminders for lesson preparation, dates when work is due or activities are to take place. It also contains a "Movement Log" for trips made during lesson time.

It is also to be used by parents to communicate with staff and supply notice of early departure for such things as medical or dental appointments (with dates and items).

The diary is also to be used by teachers for notes and reminders to students and parents. These notes may be about the standard of work presented, level or preparedness for lessons (eg PE gear "forgotten") or homework issues.

The diary is not a private one, and should be taken by students to each lesson during the day. Any member of staff may request to examine the diary, or to write a note in it. It should be seen and signed by the parent/s each week, and it is signed by the Home Group teacher each week.

DRUG POLICY

1. Any staff member who has reason to suspect any other person (student, staff or visitor) to be under the influence, in possession of, using or permitting to be used, or supplying a drug shall report the matter to the Principal as a matter of urgency.
2. The Principal will then investigate the matter having due regard for :
 - 2.1 The welfare of the student or staff member concerned.
 - 2.2 The welfare of the student body (the school).
 - 2.3 The legal implications.
 - 2.4 The rights of the parents of the student involved.
 - 2.5 The seriousness of the incident.
 - 2.6 For breaches with illegal drugs – **the police will be involved.**
3. This Policy shall operate within the school:
 - 3.1 While on, or adjacent to, school premises.
 - 3.2 While attending school functions or school sport.
 - 3.3 On school excursions/trips/camps.
 - 3.4 Travelling to and from school on school buses.
4. The Policy shall be binding on all students and school personnel at this school.
5. The word drug is to include all illegal drugs, prescribed drugs and other harmful substance which are abused.
 - 5.1 In the case of students under 18, alcohol and tobacco are included within the definition of a drug.

SMS Program

The school has an SMS programme. This programme allows us to make immediate contact with parents and caregivers with regard to absentees and emergency situations via text messaging such as when a catastrophic fire day has been declared by the Educational Director and the school is closed. If you receive an SMS from the school, it would be greatly appreciated if you would respond accordingly.

ENROLMENT PROCEDURES

1. Enrolment forms are available from the School Administration Officer and are to be completed by the biological parent or legal guardian: The enrolment form is accompanied by a Permission Form, which asks permission for students to participate in headlice checks, ambulance transportation, if required, student photo/image use for promotional purposes and local excursions. There will also be a registration form for the One Card Community Library system. A meeting with the Principal and/or Sub School Manager is required prior to enrolment.

2. Stationery is distributed at the start of each school year. At times, new enrolments require additional stationery to their existing stock and this can sometimes be supplied to them by the school although it usually need to be purchased elsewhere.
3. Items of uniform are available for purchase from the school's administration office. Both brand new and second hand items are available.

EXCURSIONS AND CAMPS

During the year teachers may organise excursions and camps varying from one day (or shorter) to 5 or more days.

In every case a consent note will be sent home advising you of :

- Venue.
- Time and Date.
- Cost – if applicable.

Short trips in the local area (not overnight) are covered by the general (local) consent form, filled out at the beginning of each year (eg trips to local the tennis courts, hall etc)

In the case of camps or excursions further than the Coomandook township and planned for a considerable time, a preliminary letter will be sent home to gauge interest, prior to making any definite plans. Teacher's organising the excursion will also send home a special consent form. In addition, they will provide you with information on:

- What they hope to achieve during the excursion
- Approximate cost
- A summary of the itinerary or main activities, as appropriate

Staff plan excursions and camps as an important part of your child's curriculum and social development. The school strongly encourage you to allow them to participate. We do recognise the right of parents to choose whether or not their children attend such excursions and camps, but we feel they are a vital part of the total school program.

If there is a reason for not attending such as financial or medical – please feel free to contact the school as we may be able to cater for such problems.

On many occasions we ask for assistance from parents in helping with these activities and the response has been excellent. Parents/Caregivers who attend camps and excursions are required to undertake a Criminal History Check, which is paid for by the school.

EMERGENCY PROCEDURES POLICY

There is a comprehensive Emergency Procedures Policy in place in the school. It covers both Internal and External fires and ensures the safety of your children at all times should there be a fire.

Fire Drills are conducted twice a year to familiarise the whole school with the necessary action to take in an emergency.

We use the SMS programme, outlined earlier in this brochure, to notify of emergency situations via text messaging.

Included in the Emergency Procedures Policy, is also an Invacuation Procedure which is to be followed where the school is threatened by an outside source such as chemical spill, gas leakage or intruder. Two drills each year are conducted.

EXPRESSIVE ARTS AT SCHOOL

There are often occasions during the school year when various entertainers visit the school. These visits are of excellent cultural value, and add enrichment to the lives of the students. There may be a small charge made for these visits.

FINANCIAL ASSISTANCE

School Card Information and eligibility requirements are available from the Finance Officer. There are cut off dates now so you must apply within 4 weeks of starting school.

We advise you to obtain up to date figures in the Youth Allowance Application and guide. For further details please contact our Finance Officer at school or Centrelink.

FIRST AID

All staff are trained in First Aid procedures. If your child has a specific medical condition there are procedures in place to ensure the safety and wellbeing. You will be contacted by the school to have particular forms completed by a GP and to set up specific needs should you indicate on the Enrolment Form that your child has a medication condition. The school has developed a Health Care Policy which is available from school.

HARASSMENT POLICY

An adjunct to Behaviour Management is the Harassment Policy. Each manager and supervisor at all levels aims to ensure that our learning place is a safe and caring environment and free from harassment of all forms. Harassment is unacceptable and complaints of such conduct will be considered seriously and the appropriate action taken.

Sexual Harassment, in particular, is well documented by DECD and our school has its own policy, which has been distributed. If you would like a copy, please contact the school.

Any queries about these two policies can be addressed to the Principal, Deputy Principal or School Counsellor.

HOMEWORK

Homework time is an opportunity for students to catch up on work not completed at school, for extension activities, for test preparation, for essay writing, for research and to complete projects that are set from time to time.

Homework set at Junior School Level is usually set at the teacher's discretion, eg. reading and tables etc and should not exceed 30 minutes per night at the Upper Junior School Level (Yr 4/5).

Homework in the Middle School Level is expected to be more demanding than at Junior School Level. In Middle School a weekly Maths assignment will be set as well as an English task. Teachers of other subjects may set homework if they wish.

Please contact the relevant Sub School Manager, if you require more information regarding the homework policy for your child's year level.

If for some reason your child is unable to complete set homework, please send a note to the teacher concerned explaining the reason.

HOUSE SYSTEM

1. The school is divided into 2 houses:
 - Dukes : Red
 - Parkin : Green(Although some R - 3 students have been placed in a house, on Interschool Sports Day, their Fun and Games Teams are formed to accommodate Coonalpyn Primary School and therefore not related to House teams.)
2. Students are usually placed in a House by the time they reach Year 3, or certainly by Year 4.
3. Children of the same family will be in the same House. This is why sometimes, students from Rec – Yr 2 are already placed in a house – to follow the suit of an older sibling.
4. At present the Year 4-12 House Competition is used for:
 - CAS Swimming Carnival
 - CAS Athletics Days
 - Lunchtime Sport
 - Middle School Homegroup competitions both academic and sporting
5. At the beginning of the year, House Captains and Vice-Captains are elected by the students for Years 3-12.
6. Staff are allocated to each House.

IMMUNISATIONS

Immunisation programmes are conducted in conjunction with Government recommendations. The Coorong District Council and the Taillem Bend Medical Centre liaise with the School to arrange dates and distribution of consent forms. Parents and Caregivers are notified well in advance of arrangements. If students are absent for immunizations, it is the responsibility of the parent/caregiver to attend a local medical centre to have the immunisation administered. This is particularly important if there a course of two or more injections is required.

INCLEMENT WEATHER

The School's policy on inclement weather is reviewed regularly.

Inclement weather relates to HOT or RAINY days.

On rainy days, children will remain in their home groups and be supervised by teachers. This can occur at RECESS, LUNCH or before School.

On hot days, when the forecast weather is 38 degrees Celsius or above - students will have a normal recess but will have a 10 minute lunch play period and then return to their homegroups for the rest of the lunch break under the airconditioners.

INFECTIOUS DISEASES

**** It is requested that you notify the school if your child is absent from school because of any of the illnesses below and that you observe the exclusion period mentioned. ****

German Measles (Rubella)

Sufferers are excluded for 5 days after the appearance of the rash, or until recovery.

Chicken Pox

Sufferers are excluded until fully recovered and for not less than 7 days from first eruptions.

Measles (Morbilli)

Sufferers are excluded for at least 5 days from the appearance of the rash, or until a certificate of recovery is obtained. Non-immunised contacts should be excluded for 13 days unless immunised within 72 hours of first contact.

Mumps

Sufferers are excluded until fully recovered.

School Sores (Impetigo)

Sufferers are excluded until sores are healed, or until appropriate treatment is started. Visible sores are to be adequately covered.

Ringworm

Sufferers are excluded until appropriate treatment is started. A medical certificate may be requested.

Head Lice

Sufferers are excluded until effective treatment has been carried out. A medical certificate may be requested.

Scarlet Fever

Sufferers are excluded until appropriate medical treatment is started, or a doctor gives a certificate of recovery. Contacts need not be excluded.

Infectious Hepatitis (Hepatitis A)

Sufferers are excluded until a doctor gives a certificate of recovery, or until symptoms subside.

Whooping Cough

Sufferers are excluded for 14 days from onset and until a medical certificate is produced. It is preferable that a course of antibiotics is undertaken. Contacts need not be excluded.

If you have queries regarding an infectious disease, you may contact the school to obtain information. The school has a booklet entitled "You've Got What?" which outlines various infectious diseases. If you have access to the internet, this may be used to assist queries also.

MANDATORY REPORTING (now called Reporting Abuse and Neglect – “RAN”)

Reasons for Reporting include:

1. Physical abuse - non accidental injury
2. Sexual Abuse
4. Emotional Abuse
5. Neglect

The staff at this school WILL make reports to Family and Community Services of any suspected or known child abuse. Staff and school volunteers are required to regularly undertake RAN Training.

MEDICAL ISSUES AND MEDICATION

Details of health care needs and medication required are entered on the Enrolment Form and Swimming Consent Form when children are enrolled. The Swimming Consent form is completed at the start of each year also. If any medical condition develops at any time, please inform the school IMMEDIATELY. The school does not provide students with analgesics (panadol, aspirin etc.). It is DECD policy that students go home rather than have drugs administered. As of 2008, students who have a health care need indicated on their Swimming Consent Form will be sent a Health Care Plan, which needs to be completed by a GP and forwarded to the school. The Principal will then invite parents/caregivers to attend a meeting to complete a Health Support Plan. Staff are fully trained in First Aid and in the administration of Ventolin and EPIPEN.

DECD policy requires that **medications are not stored on site**. If your child has medication that is required in emergency situations (eg Bee Sting, Asthma etc) he/she is required to bring the medication to and from school each day. Students need to bring medication to the Front Office each day for storage and collect it at the end of the day. As such, it may be necessary to keep a cooler bag and ice brick in your student's school bag to ensure the medication does not get hot. This is DECD policy and it is required to be implemented.

Students who have a health care need are required to have a Health Care Plan completed by a medical practitioner and parents are then required to meet with the Principal to complete a Health Support Plan. This is required for all health care needs including anaphylaxis, asthma, seizures etc. Parents who indicate a health care need on the Swimming Consent Form will be provided with details next year. Further details are available at www.chess.sa.edu.au and choose the “Pathways” icon.

The school has a Health Care Policy that is available on request, but is also provided via the School Newsletter from time to time throughout the year.

MIDDLE SCHOOL

A brochure from DECD titled "Learning for Young Adolescents: The Middle Years of Schooling." is available from the Front Office. It explains what the middle years of schooling are, the characteristics of those students involved, the nature of their schooling and how they can be supported at home and at school.

The timetable is structured in the Middle School so those students have greater opportunity to:

- develop positive relationships with a small range of people within the school community by allocating a small team of teachers with whom they can identify.
- develop a stronger sense of ownership of the curriculum and the learning environment by involving the students in the decision making and planning.
- experience learning that is relevant to their needs by integrating the curriculum wherever possible across the specified areas of study and introducing electives where students will be able to access community expertise.

Two way communication between home and school is a vital link in the success of your students in the middle years. If you wish to know more about the Middle School at Coomandook Area School please contact the school.

MUSIC

DECD Instrumental Music Programme

A small instrumental programme operates with teachers from Murray Bridge. For details please contact the Deputy Principal.

NO-SMOKING POLICY

DECD Policy states there shall be no smoking anywhere on school property. This is during school times and out-of hours.

People working/visiting at the school who wish to smoke must do so outside of the school boundaries.

All Schools have a smoke-free environment.

NEWSLETTER

A Newsletter is published and distributed to each family via email on a fortnightly basis. For those who don't have email or who wish to receive a hard copy; this may be requested by arrangement with the Front Office staff. Community members without children at school may subscribe to the Newsletter. The present cost is \$12 per year for a hard copy, or this can be emailed also. There is a cut off time for articles to be sent to the school. Please contact the school to ensure you have the correct cut of time. Only written notices or emails are accepted, and should have a contact person's name for publication. It is preferred that notices are emailed to the school using : dl.0729.info@schools.sa.edu.au. It may be necessary to pay a copying fee, depending on the size of the advertisement. The newsletter is also available on the school's website.

PARENT BODIES

GOVERNING COUNCIL

The Governing Council AGM is held annually each February.

The role of council is governance, which includes :

- Viewing, commenting or advising the Principal on matters concerning the Educational programme of the school
- General oversight of the well-being of the school
- Oversight of grounds, buildings and equipment
- To oversee the school's finances

P & F

This group undertakes tasks that will benefit the children in the school. The group takes an interest in the school programme, and may run fundraising activities to buy special items of equipment or to upgrade facilities.

The group invites staff and other interesting speakers to address current issues. The exact time and place of these meetings is announced in the school Newsletter.

PARENT TEACHER INTERVIEWS .Rec-Year 12.

- 1 Parent/Teacher Interviews can take place at any time there is a need, by arranging a convenient time between Parent and Teacher.
2. A specific date for Parent/Teacher Interviews will be arranged throughout the year. A letter will be sent home outlining the procedure for making a booking; bookings are made via an online booking system. Interviews will be held at school. Ten minutes will be allotted for each Interview. If this is insufficient another appointment time may need to be made. Bells will ring to indicate the end of each session.

PRIVACY PRINCIPLES

Freedom of Information Act

- Parents are entitled to request the viewing of their students' personal records, which are held at school. Such a request shall be in writing to the Principal with the expectation that it will be granted within 10 working days.
- Students' records cannot be removed from the school, but can be copied for a prescribed fee.
- Students' personal files may be amended with an appropriate notation made, dated and signed by the Principal and parent.
- All other matters relating to "Access to Personal Records" are outlined in the Handbook. A copy of this is available from the Principal. (AIG for Schools).

RE-ENTRY POLICY

(Post-Compulsory Youth Education)

1. Re-entry to Secondary Education. FULL TIME.

Students 17 years of age.

- Re-entry will be at the Year level following the last year completed, that is a student who leaves part-way through Year 11 will be re-enrolled in Year 11.
- Preferable re-entry is at the beginning of the year. If made during the year there will be the expectation that the student will catch up course requirements.
- Re-entry will require the student to follow all school expectations as laid down for those students in continual attendance. (A post compulsory contract will be completed and signed detailing the school's expectations of students enrolled here).

1.2 Adult Students

Adult students are persons who have left school for a continuous period of time, not less than 6 months, and who have reached the age of 18 years.

- The year level of re-entry will be decided by the Principal following discussion of student's capabilities with school management.
- It is preferable that re-entry be at the beginning of the school year. If made during the year, there will be the expectation of the student to catch up course requirements.

Adults applying to re-enter will need to abide by general school rules with the following exceptions:

- Check into Home Group to be marked on the roll and hear the morning notices, then leave if they wish.
- They may choose whether they participate in House Sports Days.
- The wearing of School Uniform is optional, provided they are appropriately dressed, including footwear (no thongs).
- Participation in the Work Experience Program is optional.
- Full-time attendance at camps is expected unless negotiated with camp coordinator to leave at night.
- Sign in and out via the Incidental Absence Programme located in the front office.
- They are permitted to use the staff toilets.
- If smoking is necessary adult students are expected to abide by the smoking policy and confine it to a discreet area outside the school boundaries as negotiated with the Principal.
- A matter of courtesy, they should advise the Home Group teacher the reason for absence. If receiving Youth Allowance this is ESSENTIAL. (See Youth Allowance requirements elsewhere in this booklet).
- If absence is prolonged (4 or more weeks), and no satisfactory reason has been given, then enrolment may be terminated.

2. Re-entry to Secondary Education. PART-TIME.

2.1 Students 17 years of age.

- Part-time students will need to fit in with the normal timetable arrangements and be prepared to attend every scheduled lesson.
- Part-time students absent continuously for 4 weeks without an acceptable cause will have their enrolment terminated.
- Other conditions for full-time student of the same age will apply.

2.2 Adult Students.

All conditions as outlined for a full-time student of the same age will apply.

2.3 Any part-time student remaining at school outside of allotted lesson times must:

- work in allotted study areas or the School Library.
- not interfere with other lessons or the learning by other students.

SCHOOL COMMUNITY LIBRARY

Coomandook Community Library was opened on 12th May 1983 to serve the information and recreational needs of the area. The Library is financed through The Libraries Board and by the Coorong District Council. It is administered by a local Board of Management.

The One Card System is now live at Coomandook Area School and therefore all members of the Community are catered for with Books, Audio and DVDs and Magazines. Services are provided free of any charges. Students of C.A.S. are encouraged to borrow books regularly and to develop a life-long habit of reading. The Staff are always happy to help with any queries so please call in or Phone 85733 196. During the holidays the Library is open at advertised times.

The Library is part of the Public Libraries One Card System which gives access to the location of all books within the system, and also facilitates Inter Library Loans. Access to State Library Databases is also available. Access to the Internet is available FREE, on 2 computers and Library Staff can assist with searches and printing. Conditions for use are printed near these computers which are provided by Public Libraries, from a RTIF Grant.

SCHOOL PHOTOGRAPHS

A School Photographer visits the school each year to take photographs. Both individual and family photos are available as well as a class photograph. From these photographs, Student ID Cards are produced for students in Years 8 – 12.

SCHOOL UNIFORM

The Uniform Policy was developed by the Uniform Sub-Committee following the DECD Administrative and Instructional Guidelines, Section 3, Division 4.179.

This Policy was ratified by Governing Council after consultation with students, parents/caregivers and staff.

UNIFORM POLICY

The Coomandook Area School Governing Council has determined the Uniform Policy.

RATIONALE

We believe as a school community that there are benefits in students following an agreed school uniform policy:

- contributes to whole school unity and pride
- develops individual self esteem through the feeling of “belonging”
- contributes to the development of a supportive school environment, by reducing levels of competitive dressing
- supports social justice initiatives by discouraging fashion competition
- develops a positive image of Coomandook Area School in the wider community
- assists staff in identifying strangers in the school grounds and therefore enables staff to ensure a greater level of safety for students
- assists in identifying students during excursions and in the school grounds.

ACCEPTABLE UNIFORM

It is an expectation that all uniforms worn must be clean, neat and tidy, with no torn or ripped material.

Clothing with large writing or logos or inappropriate logos are not acceptable, except for the school logo.

TOPS:

- White or navy polo shirt (piping white or navy only)
- School navy windcheater or navy polar fleece
- Navy school jacket
- Navy sleeveless vest, front zip or pull on style
- Extracurricular shirts are to be worn in their specific lesson, eg Pedal Prix. SAPSASA shirts for PE only.

BOTTOMS:

- Navy, grey or blue denim shorts, $\frac{3}{4}$ or long trousers
- Navy Blue Track Pants or Navy skort
- Jeans must be of blue denim, not too faded
- School Winter skirt or winter pinafore
- Summer school dress: white and dark blue check with white collar and cuff. Summer dress is available ready made from Target/ Kmart/ Big W etc.
- Winter skirt or summer dress material available from the school. Summer dress pattern also available
- Shorts, skirts and skorts to be worn mid thigh length
- Pants should be school colours only. Navy or white stripes down the outside seam of leg are acceptable
- Belts to be black, dark brown or navy. No studded or decorated belts.

FOOTWEAR:

- Shoes must be predominantly black, brown, navy or white closed in shoes with no studded or decorated shoes
- Slip ons (without a back), thongs and high heeled shoes are not appropriate
- Shoe laces must match the predominant colour of the shoe: black, brown, navy or white
- School sandals are allowed but not in practical lessons. In Ag, Art, Home Ec, Science and Tech., covered footwear, preferably leather, must be worn
- Socks to be white, grey or navy.

JEWELLERY AND MAKEUP:

- Jewellery must be kept to a minimum
- Studs or small sleeper earrings, signet ring and watch only. Large dangly earrings are not acceptable. Only Medic Alert Bracelets allowed
- Necklaces must be hidden below jumper or shirt
- Pierced jewellery to be small and unnoticeable in colour (e.g. gold, silver, zirconia). Light foundation only. Nail polish, clear colour only.
- The school advises exposed jewellery to be removed for practical lessons. Staff are not responsible for removing piercings.

HATS:

- All hats must be navy blue with a minimum 7cm brim
- Hats are compulsory in Terms 1 & 4
- No large or inappropriate logos
- All hats to be removed in class.

COATS, SCARVES AND BEANIES:

- Navy blue scarves and beanies are acceptable for warmth in cold weather
- All headwear must be removed in the classroom
- Coats are acceptable for warmth in cold weather but must be removed in classrooms.

HAIR:

- Headbands and ribbons must be in school colours, white or navy only.
- Dyed hair is to be in natural colours only.
- Students Reception to Year 7 must have long hair tied back at all times, Hair to be tied back for all practical lessons for students Year 8 - 12.

EXCURSIONS:

- Correct uniform to be worn on all excursions except when teachers have given written permission for students to wear appropriate casual clothes.

PE LESSONS

- The official PE/Sports top is available for order via contacting the school.
- Middle and Senior School students must change for PE into shorts, skorts or trackpants and polo or Tshirts
- Attire without large or inappropriate logos.
- Sweatbands are to be worn for PE lessons only.

SCHOOL ATHLETICS DAY:

- Students from Yrs 3 – 12 are required to wear a T-shirt in official house colours:
 - **Parkin** – Green **Dukes** – Red.

UNIFORM SHOP:

The school stocks:

- school polo shirts, windcheaters and polar fleece tops; skorts and shorts: hats and scarves
- Iron on school logos (white) for polo shirts and windcheaters are available
- Navy vests and school jackets are available through special order
- Clean second Hand uniforms are available for a donation from the Front Office.

CONSIDERATIONS:

- Parents/caregivers are not compelled to purchase garments through the school but students are expected to wear school colours and accepted style for all learning activities, including those outside the school.
- If a child attends out of uniform and is planning to participate in an excursion or school activity where uniform is to be worn, wherever possible the child will be provided with suitable, clean garments which comply with the uniform policy. It is expected that borrowed clothing be laundered and returned to the school as soon as possible.
- Senior students who have completed their formal year of schooling and are coming into the school to access school resources to complete their studies must adhere to the Uniform Policy.
- Clothing should be clearly labelled, thus reducing the amount of lost property.
- Parents/caregivers have the right to request exemption for their children on specific grounds:
 - religious, cultural or ethnic
 - new students (time to purchase, wear previous uniform)
 - itinerant students
 - financial hardship
 - genuine medical or family sickness reasons,in accordance with DECS regulations.

Exemptions to be requested by the parent/caregiver in writing or by interview with the Principal.

HEALTH AND SAFETY RULES

- Footwear should meet safety standards and not limit involvement in educational programs. Covered, solid shoes must be worn for Agriculture, Art, Home Ec, Science, Tech Studies. Heavy shoes or slip ons (including thongs) are not suited to active involvement in learning activities.
- All students are expected to wear broad-brimmed or legionnaire hats in the yard and for outside activities, including sport, in Terms 1 and 4.
- Middle and Senior School students should change for PE lessons.
- All students must change into bathers and protective top for swimming lessons.

CONSEQUENCES FOR NON-COMPLIANCE

- Students not wearing a hat at recess or lunch times in Terms 1 and 2 will be required to stay in the designated shade areas.
- A note will be sent to parent/caregiver of students not wearing the uniform asking them to support our policy.
- Students who regularly fail to comply with the dress code policy will be put on Detention.
- A meeting with students and parents/caregivers will be arranged if required.
- For safety reasons, students not wearing the school uniform on excursions will need to borrow second hand uniform.

SOCIALS

These will be arranged by the SRC under the direction of the supervising staff member.

School socials will generally be held at the end of each term and will be open to students in Years 8 – 12. The end of year social is open to Year 7 students from CAS and intending Year 8 students the following year.

No former student will be admitted.

Venue for socials will be arranged prior to that social.

Normal school rules will apply, particularly in connection to consumption of alcohol and smoking.

Socials will generally commence at 7pm and finish at 11 pm.

All decorating and other arrangements to be in the hands of SRC, eg music, program, supper, admission charges etc.

INTERSCHOOL SOCIALS

Coomandook Area School, Karoonda Area School, East Murray and Lameroo Area School have been involved in Interschool Socials. A bus is organised to transport students to and from Karoonda, East Murray and Lameroo socials with stops on the way for pickups. At times, Tintinara has attended socials. Students attending these 'away' socials are expected to travel there on the school bus.

SPORT

Even though we are relatively isolated, we do offer a wide range of experiences and opportunities for our students to participate in various sporting activities, both in and out of the school.

1. Within the school:
 - 1.1 Lunchtime matches in a variety of sports may be organised from time to time by staff or the P.E. teacher.
 - 1.2 Inter-house Swimming Carnival (Yr 3 - 12)
This is held early in Term 1 at the Coonalpyn Pool. It is a full day competition in which individuals and the "Houses" compete for a Shield. Year 3's need to be 8 years of age and able to swim the length of the Coonalpyn Pool to take part in this carnival. A separate 'fun' program for the Reception to Year 3s is held in the small pool at Coonalpyn at the same time and is referred to as "Splash Day".
 - 1.3 Inter-house Athletics Carnival (Yr 3 - 12)
This precedes the Inter-school Carnival. A separate R-2/3 Carnival is usually held at Coomandook Area School on the same day.
2. Inter-School
 - 2.1 SAPSASA (Years 6 and 7)
Matches are played in a number of sports within the Murray Mallee zone and in Adelaide. Students have the opportunity to be selected in these teams. Murray Mallee Athletics teams are also selected to compete in Adelaide.
 - 2.2 Swimming Carnival (Yr 3-12)
This is held at the Coonalpyn Pool a week or so after the Interhouse Swimming Carnival in Term 1. We compete against Tintinara, Keith, Karoonda, Coonalpyn and Meningie Area Schools.
 - 2.3 Athletics Carnival (Yr 3-12)
This is held towards the end of Term 1. Schools involved are Keith, Meningie, Karoonda and Tintinara Area Schools. Coonalpyn Primary School join us as part of our team.
 - 2.4 Secondary School Athletics in Adelaide – Mile End. (SASSSA)
Following the Inter School Athletics, a composite Upper South East Team, both Boys and Girls, is selected to compete in Adelaide at the beginning of Week 10.
 - 2.5 Secondary School Knock-out Matches
Teams may be entered in a variety of sports depending on the current staff and parent expertise and the availability to provide supervisor. Previously teams have included.
 - Under 14 and Open Football (Boys)
 - U14, U15 and Open Netball (Girls)
 - U14 and Open Tennis (Boys and Girls)
 - U14 and Open Basketball (Boys and Girls)
 - U15 Softball (Girls)
 - Open Girls Cricket
 - Open Boys Cricket
 - 2.6 SAPSASA Knockout Teams may be entered in a variety of sports depending on the current staff and parent expertise and availability to supervise. Teams have included Netball, Tennis, Football, Softball, Touch Football, and Cricket.

STUDENT ACHIEVEMENT RECORDS [SAR]

1. In Term 3 students in Year 12 will be asked to complete forms to request a Student Achievement Record.
2. The SAR will give a detailed account of the student's achievements at secondary level and is a document that can be presented to prospective employers.
3. The SAR is also available for Year 11 students who are leaving school permanently.
4. The process must be completed before the student leaves secondary school. If the student moves to another school the new school will produce the SAR.

5. A SAR update is possible [if the student returns after 'officially' leaving] but they must return their previous SAR. If they do not a charge of \$5 is incurred.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council meets to discuss student matters and ways of being involved in, and improving the school. Representatives are elected from each class to attend.

STUDENT FORUMS

There are student forums, which represent specific issues related to the schools, The elected representatives for each forum meet regularly to discuss issues and air ideas on various matters.

SUN SMART POLICY

Coomandook Area School is a Sun Smart School. The Governing Council fully supports a NO HAT - NO PLAY policy for Terms 1 and 4 of each year. Students must wear a hat at recess and lunchtimes to encourage Sun Safe behaviors. Please see the guidelines in the Uniform section. School hats are available for purchasing from the Front Office. Please be aware that hats must not have offensive logos or logos relating to alcohol.

SWIMMING

1. School Time

- 1.1 All students undertaking term-time swimming must complete a Consent Form at the beginning of each year.
- 1.2 Year R-7 will receive formal swimming lessons.
- 1.3 An instructor with Austswim credentials will be employed to carry out the program.
- 1.4 Some children's eyes may be affected by chloramines present in the water. If this is the case, it is suggested that goggles be used.
- 1.5 For Sun Smart purposes it is recommended that a T/shirt be worn.
- 1.6 Students not swimming are asked to bring a note from home to explain the reason.
- 1.7 Secondary students have swimming incorporated into their P.E. lessons.

2. Christmas Vacation Time

- 2.1 Should Vacation Swimming be available, enrolment details are placed in the School Newsletter by the Instructor-in-Charge. Vacation Swimming has not occurred at Coomandook for some years now, however.

TEXT BOOKS

Primary - the majority of text books are supplied free to all children in Years R - 7. If a child loses or badly damages a text book, then a charge for a replacement book will be made.

Years 8-12 - All text books are supplied on loan from the Library.

In Years 8-12, students are expected to purchase a suitable Dictionary and calculator.

USE OF SCHOOL GROUNDS OUT OF SCHOOL HOURS – STUDENTS

Supervision is provided by the staff from 8.40am on school days, and ceases when buses depart at 3.30pm. This does not apply to children who are being supervised at sporting or cultural activities outside these hours.

If children are attending out of hours activities then they are restricted to that area. They are not to play around the school building. Students are not to be on the school grounds at times when there is no supervision.

Bike riding is not allowed.

WEBSITE

The school has a comprehensive website where information relating to Coomandook Area School is available. Please visit at www.coomyas.sa.edu.au/