

# Hamley Bridge Primary School



## Parent Information

**LEARNING FOR LIFE WITH RESPECT AND TRUST  
A COMMUNITY PARTNERSHIP**

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**Government of South Australia**  
Department for Education

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## Overview

Hamley Bridge School has a strong focus on literacy and numeracy learning with a Literacy Coach employed to support student learning outcomes. Students engage in an Environmental Studies program that focuses on recycle/re-use, gardening, water care and climate change. Older students participate in the “Water Watch” program. Opportunities exist for individual students to extend their interests in activities such as choir, sport, art and poetry. There are opportunities for students to develop leadership skills with the student voice committees operating in the areas of Community, Fundraising, Sports and Public Speaking. The Community and Fundraising groups were recognised at the inaugural Vinnies Awards for their contribution to local community and charity groups.

Hamley Bridge Primary School is looking to the future by placing an emphasis on information technology and STEM. Funds are being spent on upskilling teachers and updating equipment so our students can enjoy and benefit from these facilities. Students are able to access the internet and use high quality software to enhance and extend their skills for the future.

The school currently runs four classes from reception to year seven to maintain small class numbers. This assists the teacher to more effectively support each student’s learning needs. The school has several SSO’s to support students that require targeted learning support. This support is given either one on one through a specialised program designed for that student or within the classroom.

During a student’s first term (or ten weeks) at school, teachers observe students and the way they use their knowledge and skills within the class program. The information teachers gather provides baseline data which teachers and the school will use to monitor their learning and ensure learning continues to grow and develop; plan relevant classroom programs and establish special programs for some students. Your child’s progress at school is regularly assessed. Assessment is related to your child’s ability in specific areas that have been covered in teaching, as well as social, emotional and physical development. If your child is in years 3, 5 or 7 they will participate in the NAPLAN Test.

You will be kept informed of your child’s progress through meetings with your child’s teacher as well as Student Portfolios and school reports. Our school assessments are required to comply with the Australian Curriculum Framework. In accordance with this, your children are given standards of achievement in all learning areas in the mid-year and end of year reports.

During Term one, we invite you to an acquaintance evening. The class teacher will explain his/her procedures and practices for the year and expectations of the students within the class. If you have special concerns about your child, please feel free to make an appointment to see the class teacher to discuss your concerns.

### **School Fees**

School fees are known as School Materials and Services Charge. This is an annual fee, currently \$245 for 2023, set by the Governing Council within the guidelines established by the Government. The Materials and Services Charge covers consumable items and incidental costs incurred on behalf of students during the school year in the course of the student's normal educational program. These include books, stationery, apparatus, equipment, facilities and some organised activities.

Materials and Services Charges are enforceable by law under Section 107A of the Education Act.

Parents have three options for paying the charge.

- Payment in full by the end of Term One.
- Payment by instalment as organised between the parent and the principal.
- Through Government assistance, known as School Card, for eligible families.

### **Camps and Excursions**

School Camps are usually ran every second year. You will be advised early of any camps, to allow you to budget for the trip, or organise a system of periodic payment with the school. Information about the camp along with consent forms will be sent home for you to sign. Camps are an important part of your child's education in upper primary grades. Venues and programs are varied to offer children a wide range of different activities.

Throughout the year teachers will plan and organise excursions for their class that will support and enrich their learning. Information and consent forms are sent home prior to the excursion. It is important that payment (if required) and consent forms are returned in a timely manner. We will also provide you with a general consent form at the beginning of each year that also has consent on it for your child to take part in local excursions. If you do not wish your child to participate in any particular activity, you can state this on the form.

### **School Routine**

School begins each day at 8.55am and dismisses at 3.15pm. A siren sounds to signal the start of the day and the start and end of each break.

Siren times are:	08.55	School starts
	11.00	Morning recess
	11.20	End of recess
	1.00	Lunch
	1.10	Playtime
	1.45	End of lunch
	3.15	School finishes.

## **Student Movement**

If your child or children are late or are leaving early there is a blue student movement book in the front office that you need to sign. This is required to be filled in so we have a record of the time your child has arrived or left the school site.

## **Student Absences**

At Hamley Bridge Primary School, we believe that every day of school attendance has a positive effect on successful literacy and numeracy outcomes. We understand that children's attendance patterns may vary through the ordinary course of family life including illness, medical/dental appointments and other significant family reasons.

If your child is ill, or there are circumstances that require their absence from school, we ask you to contact us with either a note or a phone call to inform us of the situation. Orange student absentee notes are provided for written confirmation and are important for the school to keep accurate records as required by Department of Education. If you know your child will need to miss out of school for a week or longer for a family holiday or medical reason you will need to see the principal to organize an exemption from school for that period of time

Apart from these times, your child is required by government legislation to attend school every day, from the ages of 6-15 years. Absences of more than 10 days per term is of concern and will be followed up by the school.

## **School Bus**

Our school has one bus, which brings children from Stockport and Barabba. If your child catches this bus to school, you will be provided with updated timetables throughout the year by the bus driver. If your child is travelling to a friend's house on the bus, they need a note from the Principal, and they should also tell the bus driver.

Similarly, if your child is not catching the bus to or from school as normal, please let the school or bus driver know, to avoid unnecessary delays.

## **Bikes**

If your child rides a bike to school, it can be parked in the bike racks near the basketball court. The bike racks are an out of bounds area for all children during school time, and for safety reasons, bikes are not allowed to be ridden in the school grounds. Helmets are legally required by all bike riders, and we enforce this rule.

## **Lunch**

School lunches are provided by the Hamley Take Away. Lunch order day is every Thursday starting week three in term one. Each family will be given an envelope that contains a supply of lunch order bags. This envelope needs to be returned to the office when you require more lunch bags. The envelope will then be refilled and returned home.

The school has a small tuck shop that is run by volunteers where children can buy a snack and a drink. Depending on the availability of volunteers the tuck shop is open at the start of lunch.

## **Uniform**

The school community at Hamley Bridge Primary School believes that wearing a school uniform promotes a sense of pride and belonging in our school. Wearing school uniform also helps to keep students safe during school and on excursions as they are easily identified. The school colours are NAVY and GOLD.

Approved Dress Code Items include:

- Gold Polo shirt with school Logo
- Dress or skirt in school colours
- Shorts (navy)
- Navy Blue Jumper with school logo
- Cargo pants/slacks/ track pants (navy)
- Overcoats/parkas – plain and in school colours (navy blue)
- School Bucket Hat

Uniforms can be ordered through the school or purchase from any retail outlet that sells school uniforms. The school logo iron transfers are sold separately at the school for \$2.00. There is a gold transfer for navy jumpers and a navy transfer for the gold polo top.

As our school is a sun-safe school, all children are expected to wear hats when playing outdoors.

When your child enrolls at our school they are given a bucket hat with the school logo. Replacement hats, when needed, are available for purchase from the office at a cost of \$11.00.

We also recommend that your child uses sunscreen that has a factor of 15+ during summer. The Governing Council provides each classroom with sunscreen which your child is encouraged to use or they can bring some from home.



## **Sports**

Our sports day is usually held in term 3. We compete with other schools in the Gilbert Valley group. This fantastic day is a combination of tabloid, team games and championship events. We encourage you to come and cheer on your children, and if you are interested in helping out, just let your child's teacher know. Hamley Bridge's sports uniform is a yellow t-shirt with blue shorts or skirt and white socks. All students are expected to participate, as sport is part of the curriculum. Your child will also have one week of swimming lessons during term 1, at the local pool. Lessons are in school hours, usually during week 2. If your child is in middle or upper primary, they will have the chance to compete against Owen, Tarlee and Mallala in a carnival at the end of the weeks' lessons. We encourage children in year 6 and 7 to participate in trials for SAPSASA teams. This is a valuable experience for children, however, if you support your child in SAPSASA activities, you should know that involvement in SAPSASA carnivals can mean considerable absence from lessons and also parent involvement.

## **Book Club**

Ashton Scholastic Book Club has books that are specially targeted at different age levels and are an excellent addition to your child's reading list. They are quality books at great prices with no obligation for you to purchase. Should you wish to purchase, we provide you with a book club catalogue about twice a term. Every dollar spent earns the school bonus points which we can use to purchase resources to enhance your child's education.

## **Lost Property**

A lost property box is kept at school, located in the front office, and all stray items can be found there. To help keep track of your child's belongings, it is advisable to label everything, from socks to lunchboxes. It is also appreciated if you encourage your child not to bring expensive toys to school, as the school cannot take responsibility if these items are lost or damaged. Check the lost property box regularly, because at the end of the year all contents are sent to charity.

## **Emergency Contacts**

When your child first enrolls at Hamley Bridge Primary School, you will fill out an emergency contact form as part of the enrolment form. We recommend that you nominate at least two to four people as emergency contacts. These people will be contacted in the event that your child is ill, or there is an accident or emergency and we have not been able to contact parents. We ask you to specify any special medical condition your child may have, and also keep us up to date with any change of address or phone number so our records are always accurate.

## First Aid

All staff members are first aid trained and able to administer first aid at school. If a child receives first aid they will be given a red note to inform parents of treatment and a stamp on their hand to help remind them that they have a note in their bag. If a child requires their Ventolin they will be given a white note each time they require it. If more serious, we will contact you immediately. If emergency treatment is required, the Principal will take appropriate action and notify you as soon as possible. The school is not a member of St. Johns Ambulance, so it is up to you to arrange any medical cover you wish. School Accident Insurance is available from several companies at the beginning of each year, and we will provide you with this information in the newsletters.

If your child feels unwell at school, they are tended to by school staff. If they are not feeling better, we will call you so you can collect your child and give them home rest or medical attention. The school will only take further medical action if you or your emergency contacts are not available.

## Medication

‘Medication’ includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals, supplements) that are administered in an education or care service. Education services can only administer medication orally, aurally, inhaled or topically.

Any medication cannot be administered in an education service without a ‘**Medication agreement - HSP151**’. This includes paracetamol, antihistamines and vitamins. **Medication agreement - HSP151**’ is not required if the prescribed medication is included in an anaphylaxis action plan or medical care plan for asthma or another medical condition. A child cannot be medicated on oral consent.

The legal guardian/parent can complete the **Medication agreement - HSP151** authorising education staff to administer medication as instructed for all medication except for controlled drugs, Ritalin, oxygen, insulin or regular administration of pain relief. You will find a medication flyer included in this enrolment pack as well as a Medication agreement - HSP151 form. The Medication agreement - HSP151 form is available at the front office.



## **Infectious Diseases**

It is always important to notify the school straight away if your child has been diagnose of an infectious disease or illness. The school may be required to notify the school community or those that are most at risk without disclosing any information of your child.

There are certain infectious diseases and illness where the Department for Education regulations prohibits children from attending school.

The most common ones are:

Gastroenteritis	Exclude until no diarrhoea or vomiting for 24 hours
Diarrhoea	Exclude until no diarrhoea for 24 hours
Chicken pox	Exclude until all blister have dried (usually 5 days) and your child feels well.
Mumps	Exclude for 9 days or until swelling goes down, whichever is first.
Rubella (German measles)	Exclude until fully recovered or at least 4 days after onset of rash.
Measles	Exclude for 4 days from the appearance of the rash or until cleared by doctor.
Hepatitis A	Exclude for 7 days after jaundice appears or until a medical certificate is produced.
Whooping cough	Exclude for 7 days after starting antibiotic treatment or until cleared by doctor. If not treated they should be excluded for 21 days from start of symptoms.
Conjunctivitis	Exclude until discharged from eyes has ceased.
Head lice	Exclude until appropriate treatment has been started.
Ringworm & Scabies	Exclude until day after appropriate treatment has been started,
School sores (Impetigo)	Cover sores. Exclude until appropriate treatment has started.

## **Parent Involvement**

At Hamley Bridge Primary School we encourage and value your involvement and participation. You, as parents, have talents, interests, energies and skills which have the potential to enrich the life and program of the school.

### **Becoming involved means:**

- Working in the Tuck shop
- Listening to children read
- Helping a class teacher with a special activity like sports or cooking
- Presenting an elective course for students.
- Assisting with school events like sports day and swimming carnival.
- Coming along on class excursions
- Helping out at a working bee
- Transporting students to a special event.

### **Participating Means:**

Sharing in the making of decisions about school aims, policies, programs with staff and students.

### **It may be through:**

- Membership on the Governing Council
- Participating on one or more of the sub-committees, such as: finance, curriculum, grounds, sports, fundraising.
- Preparing a submission on an issue of special interest.

For more information about getting involved you talk to the principal, a member of staff or a member of the Governing Council

## **Governing Council**

The Governing Council is a representative group of people who work together with the Principal and staff for the benefit of the students, school and school community.

The functions of Governing Council are outlined below:

### **Research and Advice:**

- Curriculum areas
- Major grounds, equipment and building needs
- Bring forth views of community regarding educational needs
- Work together with Principal and staff.

### **Planning and Management:**

- School finances, including fundraising
- School Canteen
- School Watch

- Grounds maintenance
- School sports

If you are interested in being part of the Governing Council, here are some of the positions you can be elected for:

**Chairperson**

- Conducts meetings
- Works together with Secretary
- Meets regularly with Principal

**Secretary**

- Arranges school council meetings
- Records minutes of meeting
- Arranges follow-up to see all decisions made at meetings are carried out.

**Treasurer**

- Reports on financial status to meetings
- Works together with School Finance Officer
- Presents budget report.

**Members**

- Attend meetings and vote on issues to help make decisions.
- Co-ordinate a sub-committee.

**Sub-Committees**

You don't have to be a Governing Council member to be on a sub-committee. Sub-committees are great to be on because they offer you the chance to be involved in one area that you may be interested in, or have skills in, without having to join the Governing Council.

**For example:**

- Fundraising- organises events to raise money for the school.
- Sports - organises involvement in swimming carnivals, sports days and SAPSASA
- Grounds - arrange working bees and develop proposals for ground maintenance
- Canteen - arrange helpers to work in the canteen and on special lunch days and be in charge of stocking the canteen.
- Curriculum - work with Principal and staff on curriculum material for school use and assist with developing policies, surveys and interviews.
- Publicity - communicates information relating to the school and school council to parents and the whole school community.

**GOVERNING COUNCIL MEMBERS – 2023**

Chairperson -	Sandy Brown
Vice Chairperson -	Emily Hanrahan
Secretary -	Mel Collinge
Treasurer -	Trevor Smith
Principal -	Margaret Streatfield
Staff rep –	volunteer for each term

Members-	Marie Dixon
	Kelly Tuddenham
	Cassandra Gillen

**Problem Solving**

We will do our best to solve any problems you may have at school, whether they are of a personal or general nature. To help solve your problem in the quickest and easiest way, it helps to follow these steps:

**For Personal Matters:**

- Keep them confidential
- Make an appointment to speak to the teacher or staff member concerned.
- Keep calm and open minded when discussing specific issues.
- Ask or find out all information about your issue so that all the facts are clear to both parties.
- If you are not satisfied with the resolution, make an appointment to see the Principal.
- This may result in further discussion with the staff member or could involve discussion with outside support for you or the school (e.g. Guidance Officer, Social Worker, Behaviour Management).
- If you are still unsatisfied, you can phone the Customer Feedback Team on 1800 677 435.

**For General Matters:**

General matters are usually not confidential so you can discuss them with a Governing Council member who would be prepared to raise your issue at Governing Council meetings on your behalf, once on the agenda. General issues may include things such as school uniforms, fundraising or school policy.

## **Head lice**

Head lice are a problem throughout all schools. Your help and support is vital to help overcome it. Advice from The Department for Education is that head lice is a seasonal condition and that certain times of year they are very prevalent and can be detected in many schools and school communities. Consequently it is strongly advised that you do the following regularly.

- Check your children's hair for signs of lice or eggs
- Check other family members hair for signs of lice or eggs
- If you do notice lice or eggs please carry out the treatment as recommended on the treatment product you purchase. It is very important that you follow the instructions. Failure to do this risks re-infestation.
- Retreat 7 to 10 day later.

The school will contact you if head lice are detected and after going home to have their hair washed, children may return to school the same day, meanwhile bedding, hairbrushes etc. should be washed. Without identifying the affected student the school will inform parents of children in close contact (same class) with the affected student that there has been a case is suspected and the need to check their child's hair.

*Note:* A principal can exclude a child with head lice until that child has been treated. Principals may request confirmation from a child's doctor that the child is free of nits (lice eggs) and lice.

## **Dental**

The School Dental Service offers dental services for all children under the age of 18 years who live or go to school in South Australia. Dental services are provided by teams of dentists, oral health therapists and dental assistants at clinics throughout South Australia

Dental care is free for all babies, all children not yet at school and most children and young people under the age of 18 years.

The School Dental Service has teams of dentists, dental therapists and dental assistants to provide dental care. A dentist and a dental therapist who are qualified to diagnose, plan, restore and prevent, will provide your child's care. The range of care includes examinations, fillings, x-rays, extractions, mouth guards and emergency care. Our dentists may provide limited orthodontic treatment, but not specialist care, such as full orthodontic banding. Once registered, students will receive an annual check-up, plus follow-up work carried out. For more information go to [www.sahealth.sa.gov.au/sadental](http://www.sahealth.sa.gov.au/sadental) or contact the Evanston Dental Clinic on 85223575

## School History

The first record of Hamley Bridge School was in 1874, when it was granted a license. The school operated for only 119 days in its first year. The teacher Elizabeth Bell ran lessons in the chapel. The school had 30 students, 14 boys and 16 girls.

The block of land that the school is built on cost 31 pounds, 17 shillings and 6 pence. The building took almost 4 years to build – from January 1876 to December 1879 and cost 434 pounds, 12 shillings and 6 pence.

In 1880 Hamley Bridge School was reclassified as a public school and Mr John McMahon was the first Principal to be appointed by the Education Department. Hamley Bridge Primary School has grown as small schools around the area have closed. These include:

River Light	closed 1880
Magdala	closed 1940
Alma North	closed 1951
Morn Hill	closed 1957
St. Josephs	closed 1961
Alma South	closed 1964
Pinkerton Plains	closed 1967
Barabba	closed 1968
Stockport	closed 1978

The average attendance in 1880 was 37.6 students. In 1996, the average attendance was 147. Enrolments at Hamley Bridge Primary School in the 1990s peaked at around 150 students. Today, the school averagely has 75 to 80 students.