



CAMBRAI AREA SCHOOL & PRESCHOOL

2016



INFORMATION BOOKLET



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PREFACE

The purpose of this Parent Handbook is to provide parents, new teachers and volunteers with a ready reference to operations here at Cambrai Area School.

We have tried to include all the details which you might wish to know. This booklet contains sufficient information to answer most of your immediate questions, however should further information be required, we invite you to contact the school.

Please keep this booklet handy, as it will prove to be a useful guide. The school newsletter advises of any changes that may occur in relation to our policies and/or procedures. It is a good idea to jot notes into this booklet as changes occur during the year – in this way, you will be able to keep your information current.

In relation to issues concerning a student's education, it is recommended that, in the first instance, you contact his/her class teacher.

We believe that quality communication between students, parents and teachers is essential for a child's ongoing success at school. Keeping the lines of communication open will benefit all members of the Cambrai Area School community.

WELCOME TO CAMBRAI AREA SCHOOL

We appreciate your decision to send your child/ren to our school.

The staff at Cambrai Area School is a diligent team, working conscientiously to maximise learning outcomes for all students from Preschool to Year 10.

Here are a few details about our school that might prove useful.

The postal address is:

Cambrai Area School
C/- Post Office
CAMBRAI SA 5353

General enquiries	(08) 8564 5028
Library	(08) 8564 5146
Fax	(08) 8564 5102
E-mail	dl.0747_admin@schools.sa.edu.au

Some Special Events in Our School Calendar

- School Photographs, early Term 1
- Induction of SRC and House Captains, Term 1
- Structured Swimming Lessons, Term 4
- Interhouse Splash Carnival, Term 4
- CMASSA Interschool Swimming Carnival and Athletics Day, Term 1
- Interhouse Athletics Day, mid Term 1
- Fun Run, Term 3
- Tree Planting at Meldanda early Term 3
- SAPSASA Athletics – Primary Students, Term 4
- School Concert (last week in Term 4)
- Preschool end of Year Celebration (last Tuesday of Term 4)

Term Dates - 2016

Term 1 –	1 February to 15 April
Term 2 –	2 May to 8 July
Term 3 –	25 July to 30 September
Term 4 –	17 October to 16 December

STAFF LIST

NAME	TITLE
Jan Love	Principal, Counsellor
Jenny Pinnock	Coordinator - Special Education, Primary Teacher (Year 2/3/4)
Kym Hampel	Art, Tech. Studies Teacher
Jo Wagenknecht	Primary Teacher (Year 5/6/7)
Michelle Fraser	Junior Primary Teacher (Reception – Year 1)
Charmaine Pietsch	Preschool Teacher
Tom Clark	8-10 Class Teacher, Math's, Science Teacher
Merrill Thwaites	English, History Teacher, Librarian, LOTE
Kelly Varcoe	Physical Education, IT Teacher
Debra Wilson	Pastoral Care Worker

Marilyn Baker	SSO – Classroom Support, Home Ec.
Barb Endersby	SSO – Finance Officer
Kath Hogan	SSO – Library, Front Office
Kylie Dennis	SSO – Information Technology
Mavis Littlehales	SSO – Receptionist
Bronwyn Loffler	SSO – Classroom Support, Playgroup Coordinator
Rosie Trimper	SSO – Front Office , Finance Support
Ian Trimper	Grounds Person
Ross Elliker	Grounds person
Christopher O'Keefe	Grounds Person – SSO - Classroom

Nicole Schirmer	Canteen Manager
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BUS DRIVERS

Tracey Mattin	Driver – Sanderston Bus
Julie Robertz	Driver – Black Hill Bus
Leanne Neldner-Bland	Driver – Sedan Bus

ALLOWANCES

Families may seek assistance in the payment of the Materials and Services Charge by applying for:

School Card

This scheme provides a set amount to be credited towards the payment of the Materials and Services Charge. Parents are requested to pay the gap between the allowance and the Materials & Services Charge. This balance can be determined by contacting the Finance Officer on 85 645 028, at the beginning of each school year.

APPOINTMENTS WITH TEACHERS

Parents are encouraged to discuss their child(ren)'s progress or other matters whenever the need arises. Please phone the school administration and arrange for an interview with the Teacher/Principal. Pre-arranging an interview time will ensure the availability of the person with whom you wish to meet.

ASSESSMENT AND REPORTING

Continuous assessment of student progress is carried out during the year in each area of study, as part of the teaching and learning process. All Preschool children will receive a Development Folder displaying their progress towards learning outcomes through work samples and photographs. All primary students will receive a Personal Portfolio detailing their progress; it contains student work samples and teacher comments. At the end of each semester, written reports are issued.

Secondary students receive a shortened assessment report in Terms 1 and 3 and full-written subject reports at the end of each semester.

Subjects are reported against the new Australian Curriculum requirements Terms 2 & 4.

ASSESSMENT AND REPORTING PLAN

	PRESCHOOL	PRIMARY	SECONDARY
<u>Term 1</u>	<ul style="list-style-type: none">• Development Folder• Work Samples	<ul style="list-style-type: none">• Student Portfolio• Work Samples	<ul style="list-style-type: none">• Summary Report
<u>Term 2</u>	<ul style="list-style-type: none">• Development Folder• Work Samples• Parent Interview	<ul style="list-style-type: none">• Written Report• Parent Interview	<ul style="list-style-type: none">• Written Report• Parent Interview
<u>Term 3</u>	<ul style="list-style-type: none">• Development Folder• Work Samples	<ul style="list-style-type: none">• Student Portfolio• Work Samples• Interview by Request	<ul style="list-style-type: none">• Summary Report• Interview (by request)
<u>Term 4</u>	<ul style="list-style-type: none">• Development Folder• Work Samples• Written Report	<ul style="list-style-type: none">• Written Report	<ul style="list-style-type: none">• Written Report

ATTENDANCE / ABSENCE

Parental Responsibility

- Under the Education Act of South Australia, parents and/or caregivers are held responsible for the regular attendance at school of all children within their care.
- All children aged between 6 and 17 years of age must be enrolled and attend regularly.
- At Cambrai Area School, we expect all students to attend daily, unless prevented by ill health. We aim for 100% attendance for all students.
- In the event of there being some other legitimate reason for non-attendance (such as a child accompanying the family on a holiday which cannot be arranged for school vacation time), it is the responsibility of parents/caregivers to arrange temporary exemption with the School Principal.
- If a student is absent for three (3) consecutive days, the school must be informed of the reason by the third day at the latest. This notification may be by phone, letter, fax, text message or e-mail.
- In the event that no contact has been made by parents/caregivers within three school days, the school (through the class teacher) will seek to make contact with home.
- When a child returns to school following an absence (regardless of its length), the onus is on the parent to supply a note explaining the reason for this absence. This communication should be made to the student's class teacher and preferably entered in the student's diary or communication book. The entry should be dated and signed by the parent/caregiver. A notation of reason for absence will be made in the class roll book.
- Some infections or illnesses require that the child be absent from school for a certain period of time in order to protect other students from infection and to ensure that recovery can take place. Those suffering one of these infections or illnesses should convalesce at home for the recommended time, even though a medical certificate may show earlier recovery. Convalescent days refer to calendar days, not school days.
- The following is a list of illnesses for which special periods of exclusion from school apply:

INFECTION RECOVERY PERIODS

Chicken Pox	- 7 days from the appearance of the spots
Conjunctivitis	- Kept home from school during the acute stage of the infection
Head Lice or Scabies	- Kept home from school until effective treatment is carried out
Hepatitis A	- Notifiable. Minimum exclusion: 5 days after treatment begun
Measles	- 7 days from the appearance of the rash
Mumps	- 10 days from the onset of the symptoms
Ringworm, School Sores, Tinea	- Excluded until effective medical treatment has been carried out
Rubella (German Measles)	- 7 days from the appearance of the rash
Scarlet Fever	- Excluded until a medical certificate of recovery is produced
Whooping Cough	- Excluded for 4 weeks, unless a medical certificate is produced

Daily Attendance

- As direct supervision of students in the yard is provided only between 8.30 a.m. and 3.30 p.m., no student is to arrive at school prior to 8.30 a.m.
- Likewise, it is expected that students will have departed the grounds by 3.30 p.m. Any student remaining at school after this time is expected to wait for collection near or inside the Administration building.

Late Arrival

- Students arriving late for school, for whatever reason or whatever age, must report to the Administration upon arrival.
- They will be required to enter the time and reason for late arrival by means of the data scanner at the front desk. For very young children, the accompanying parent/guardian may complete this task for them.
- Once this entry has been completed, the student should proceed directly to his/her class.

Leaving the School Grounds during School Hours

- Students who leave the school grounds during the day to either go home or to keep an appointment are required to produce a dated and signed note from a parent/guardian giving them express permission to do this.
- Before leaving the school grounds, students must report to Administration and personally use the data scanner to enter their leaving time (parents/caregivers may complete this task for very young children). Upon re-entering the school grounds, students must sign back in with the data scanner.
- Students who go home for lunch on a regular basis must seek permission from the Principal by way of a written request from the parent/caregiver, which remains valid for the year.
- Students choosing to leave the school grounds without permission will incur consequences as set out in the school's Student Behaviour Management Policy.
- A staff member may give a student permission to leave the grounds, but this must be in the form of a signed note submitted to Administration.

Early Departures

- Students departing the school grounds, for whatever reason, must report to the Front Office
- Students must scan in the time and reason for early departure.

BEHAVIOUR MANAGEMENT

At Cambrai Area School we strive to foster an environment where students can act independently and responsibly. We encourage a commitment to a safe, supportive, and welcoming school by discussing with students what constitutes acceptable and unacceptable behaviour.

We have also devised clearly understood consequences, so that students can make confident decisions about appropriate behaviour. Because they are fully aware of the consequences, responsibility for correct behaviour is placed where it belongs - with the student – Please see later re Positive Behaviour Learning.

BELL TIMES

Roll Class	8:45
1	9:10
2	10.00
Recess	10:50
3	11:10
4	12.00
Lunch	12.50
5	1.35
6	2.35
Home Class	3.15
Home Bell	3.20

BIKES IN THE YARD

Students are required to *walk their bikes* in the schoolyard to the bike rack. A rack is located in the Oval House backyard.

BOOK CLUB

Students are able to purchase books from Scholastic Book Club, through the School Library. Orders are received eight times per year.

Order forms are given to students by their class teachers. Orders (accompanied by the required money) are to be taken to the library.

Regular bookseller – *Lifetime Books* - display books for sale at our school. Parents and members of the community are welcome to call into the Front Office to see the books etc available or to phone for further details.

BUS BEHAVIOUR

It is the right of all school bus travellers to have the safest possible service provided. The driver will treat all students respectfully and, in turn, we expect students to treat the driver with courtesy and respect. It is the responsibility of all bus users to ensure that the driver is able to perform his/her duties free from distraction and worry about the conduct of passengers. In order for this to occur, the following rules apply to all bus passengers:

Enter and leave the bus in an orderly manner. Remain in designated seats at all times (students may only stand when all seating positions are occupied). Be seated with feet on the floor and bodies facing forward. Do not interfere with, or annoy other passengers. Talk at normal classroom level. No abusive language is to be used. No throwing, either inside or outside of the bus. No eating or drinking unless you have permission from the bus driver. Place bags on the rack (light bags only) or under the seats (not in the aisles).

Students may not travel on a bus other than their own unless a written permission slip has been provided to the bus driver by the Front Office. Students are expected to inform the driver in the morning if they do not intend using the bus that afternoon, otherwise the Front Office must be informed, so that the bus driver does not have to wait for a student who will not arrive.

The driver is responsible for managing behaviour on the bus. It is expected that minor breaches of the rules will be addressed by the driver, but when these are repeated, the behaviour will be documented. The driver will report serious breaches of these rules, and any incident or concern

that interferes with the safe operation of the bus, to the Principal or his nominee. It is unacceptable for a student to distract the driver or be involved in any behaviour which may endanger travellers.

BUSHFIRE/CATASTROPHIC DAY

Catastrophic/Code Red

Cambrai Area School and Preschool will be closed on days, when the Murraylands District's forecast is for a Catastrophic Fire Ban Day.

On such days, Cambrai Area School, Preschool and Community Library will all be closed; buses will not run and no staff will be on site.

The CFS will contact the Education Department by 4:00pm on the preceding day, if a catastrophic fire danger rating is forecast for the following day. The school has established a communication chain, involving a group of staff who will phone parents to inform them that the school will be closed.

Even if the forecast is downgraded (less severe), the closure will go ahead regardless, so that a level of certainty is provided for parents/caregivers and staff.

If a "catastrophic" fire danger day is declared on the morning of a school day (not the day before), the school will be open unless otherwise advised by the State Emergency Services (SES). Keep an ear on the radio for the latest fire situation information.

On Total Fire Ban Days (not catastrophic) students will come to school by bus as normal. However, any excursions planned for the day will be cancelled if there is a Total Fire Ban in the Murraylands Fire District and/or any other district through which the excursion must pass.

Below is a list of contacts if more information is required:

Cambrai Area School Front Office: 85 645 028

Principal: 0418 844 648

Front Office Mobile: 0448 884 164

CFS Hotline: 1300 362 361

Education Department Parent Bushfire Information Hotline: 1800 000 279

CFS Website: www.cfs.sa.gov.au

ABC 1062 Radio

Bureau of Meteorology: www.bom.gov.au/weather/warnings

Bushfire

In the event of a bushfire, the school has a BAP (Bushfire Action Plan) in place. The Home Ec building has been classified as our Safety Refuge. On the day of a bushfire this could change if the Emergency Services (Police, CFS etc) advise that an alternate site should be used.

If a bushfire is threatening in the surrounding district or immediate area, all students, staff and visitors will be housed in the Safety Refuge Building until the all-clear is given by the Emergency Services. Toilets will be accessed at the Change Rooms and during the bushfire there will be a portable toilet available for use in the Pastoral Care Workers office; there is running water in the refuge building.

Parents will be contacted to either come or collect students or to inform them that school buses are running. As you can imagine, this decision depends on where the fire is/has been and what devastation has been left in the area.

Again, you can listen to updates on the:

ABC Radio 1062

CFS website www.cfs.sa.gov.au

Cambrai CFS – UHF: 12

Bureau of Meteorology: www.bom.gov.au/weather/warnings

CANTEEN

We aim to promote healthy food, while also providing a realistic range of items from which students, staff, volunteers and visitors may either order their lunch or purchase items over the counter.

A price list of items available is issued at the beginning of each year, and updated through the school newsletter as required.

We encourage parents to volunteer as helpers in the Canteen. If you are interested, please let one of the office staff know and they will pass your name on to the Canteen Manager.

Canteen Procedures for Students

1. Orders are to be brought to the Front Office by 9.10 am each day from the Classroom.
2. All ordered lunches are to be collected from the Canteen at lunchtime from the window counter.
3. Hot drinks can only be collected from the window counter.
4. If change from lunch is to be used for recess, *please indicate this on the lunch order* and it will be made available at recess time.
5. Parents are able to order recess, especially for younger children. Mark on the bag or envelope that it is a recess order in large print.
6. Over the counter sales are available at recess time and during the first part of lunch.
7. Students will be expected to use appropriate manners when addressing canteen volunteers.

CAR PARK

Parents are encouraged to use the school car park when visiting the school.

This relieves congestion in the area at the front of the school, which can be very busy with through traffic. The car park is also far safer.

COMMUNICATION BETWEEN SCHOOL & HOME

Students in Preschool – Year 4 are provided with communication books. These communication books are taken home each night to ensure regular communication between parents and teachers.

Every student from Year 5 to 10 has a school diary. Diaries are a useful means of communication between home and school, containing homework records, reminders from school, notes to parents and teachers.

A student's diary should be seen at least once a week by parents, who should sign it. In turn, the student's class teacher will check the diary on a weekly basis to see that its proper use is maintained.

CONTAGIOUS CONDITIONS

Schools follow government health procedures for managing contagious conditions. See ATTENDANCE/ABSENCE for more details.

Children/students or staff with a contagious disease or an infestation [eg head lice] are all subject to the same safe practices.

DAMAGE TO SCHOOL BUILDINGS AND EQUIPMENT

Although DECD meets the cost of normal maintenance and genuine accidental damage, it requires students to meet the cost of any damage which is deliberate or destructive. Lost books, tools or equipment are also charged to the student who is responsible.

Students are requested to report any damage to equipment they have observed. This alerts staff to the need to repair, replace or place a temporary ban on the use of that equipment until it is safe to use again.

DENTAL SERVICE

The *South Australian Dental Service* is available to all students. Permanent services are available through the *Nuriootpa Dental Service*. Phone for an appointment on 85 621 588. If necessary, the dentist will refer children to a dental specialist.

DRUGS

DECD policy on the use of drugs in school is clear. In the case of illegal drugs, the matter will be reported directly to the police and will be managed by police investigation. All other drug usage will be reported to parents and appropriate action will be taken. Cambrai Area School is a SMOKE FREE ZONE. Neither members of the school population, nor visitors to school are permitted to smoke on the premises

**The school's Drugs & Alcohol Policy and Smoking Policy are available through Administration*



ELECTRONIC DEVICES

We actively discourage students from bringing electronic devices to school. All devices are brought at the owner's risk - the school will take no responsibility for loss, theft or damage.

Electronic devices seen by staff in class will be confiscated. To use a device during a break, the student must gain the permission of the yard duty teacher, otherwise it will be confiscated.

Confiscated devices will be held in secure storage by the school's Finance Officer who will issue a receipt. They may be collected from the Finance Officer by a parent or caregiver.

EMERGENCY CONTACT RECORD

When you enrol your child/ren at school, you will also be asked to supply the following information:

- The name of a person who is generally available in the case of an emergency.
- Your doctor's name and phone number
- Any medical condition or allergies that may affect your child at school

This information is vitally important to us and we ask that you let us know promptly if there are any changes (eg. new phone number, change of doctor).

In general, if your child is unwell or has an infection, you or your emergency contact will be required to take him/her home. It is important that current phone numbers for home, work and your emergency support are accurate.

In the case of injury, accident or illness at school, an authorised member of staff will take the following action:

- Administer necessary first aid. If follow up is needed, inform the parents by phone or in writing.
- Contact parent or emergency contact person to collect the child or negotiate appropriate action.
- If no contact can be made, check child's medical record, then arrange for appropriate treatment – *parents are liable for any cost incurred.*
- Complete an Accident Report Form as soon as possible after an accident.

If neither the parents nor the emergency contacts can be reached by phone and there is need for medical treatment, the child will be taken to the Mount Pleasant Hospital, Angaston Hospital or the Mannum Hospital – depending on availability of a doctor.

IN THE EVENT OF CHANGES IN PARENT/CAREGIVER PHONE NUMBERS, RESIDENCES, OR THE PHONE NUMBER OF EMERGENCY CONTACTS, PARENTS HAVE A RESPONSIBILITY TO ADVISE THE SCHOOL AS SOON AS POSSIBLE.

ENROLMENT

Admission of Preschool children (refer to pages 20 of this booklet)

Admission of Reception Students at School

All children in South Australia are required to commence school by the time they turn six years of age.

Cambrai Area School has an intake of students only at the commencement of Term 1. A Transition Program is conducted in Term 4 of the previous year to prepare children for life at school.

Students spend three years in the Junior Primary grades. Children are eligible to commence school on Day 1, Term 1 as long as their fifth birthday falls before May 1st.

To enable reception children to be gradually eased into school life, parents may choose for them to attend for only four days a week in their first term at school. Wednesday is the recommended day for these children to stay at home.

ADMISSION OF ALL OTHER SCHOOL-AGE STUDENTS

Non-reception students can be enrolled at any time – please phone and make an appointment with the Principal.

EXCURSIONS & CAMPS

Excursions and camps are held as an integral part of the school's educational program. The excursion or camp may range from just a couple of hours to a full week.

In the case of short excursions around the town, (eg. walking excursions and lessons at Meldanda), permission can be given by signing the appropriate form, among the forms sent home at the start of each year. Longer excursions and camps require consent forms to be signed for each event.

Payment for excursions/camps [if there is a cost] must be made preceding the event, unless there are special circumstances and arrangements have been made with the Principal beforehand.

Attendance on camps and excursions is not compulsory and alternative activities will be provided at school for students not participating. Students may be precluded from attendance on excursions and camps if their school behaviour has been unsatisfactory.

On Total Fire Ban Days (not catastrophic) students will come to school by bus as normal. However, any excursions planned for the day will be cancelled if there is a Total Fire Ban in the Murraylands Fire District and/or any other district through which the excursion must pass.

FOOD & DRINK IN CLASS

Preschool, Reception, Year 1 and Year 2

- Students are permitted to drink water only at any time during lessons
- Drink bottles should be filled before school and at recess and lunch breaks
- Students are permitted to eat during lesson time, at the teacher's discretion

Years 3 – 7

- Students are permitted to drink water only during lesson time
- To keep visits to the water fountain to a minimum during lesson time, students should fill their bottles before school and during recess and lunch breaks
- Students are permitted to 'graze' on fresh fruit or vegetables at the teacher's discretion

Years 8 – 10

- Students are permitted to drink water only during lesson time
- Students should fill their bottles before school and during recess and lunch breaks

Computing Room and Resource Centre

- No food or drink of any kind is permitted in either of these two areas

GOVERNING COUNCIL

The Governing Council is representative of parents, staff and students, working for the welfare of the whole school community.

The Governing Council:

- exercises a general oversight with regard to the well-being of the school
- advises the Principal on the needs of the school from a community perspective

- notes the facilities, equipment and accommodation within the school and advises the Area Facilities Manager, through the Principal, of changes it considers necessary
- gives consideration to the school's general education policy, and advises the Principal about the community's considered view regarding educational developments

The Annual General Meeting of the Governing Council, to which all parents and school community members are invited, is held in February of each year.

The school is managed by the Principal with advice and support from the Governing Council.

Meetings of the Governing Council are held on the fourth and eighth Monday evening of each term.

To assist with school management, there are a number of sub-committees that operate on Council's behalf.

Other committees are arranged on an ad-hoc basis to meet specific needs and then disbanded once the need has been addressed.

GRIEVANCE PROCEDURES

In all grievance procedures, information will be treated as strictly confidential.

Parents

1. In the event of an in-class issue, the parent should make arrangements to discuss the issue with the class teacher or subject teacher
2. An appointment needs to be made to ensure that the teacher is free from classroom duties and able to give the parent his/her full attention
3. If the issue cannot be resolved (or if the issue is not classroom related), an appointment should be made with the Principal
4. Appointments can be made through the Front Office who will need to be supplied with brief information on what is going to be raised, as this can save time later
5. In attending a meeting, both the staff member and the parent need to keep in mind that there are usually two sides to an issue; they should be open to the fact that there may be another version of the events which occurred
6. In the event that the issue cannot be resolved by the Principal, the parent should make contact with the Barossa Regional Office at Gawler (Ph. 85220900)

Students

1. If a student suffers from an incident of bullying or harassment, the first step should be for the student to ignore the comment (if possible), as this may be a one-off incident
2. If this behaviour is repeated, the student should try to speak to the individual concerned. It is appropriate for the student to have a peer mediator or a friend present; however this person's role is to observe what is said and to mediate where necessary, but not to be a participant on either side of the discussion. Every attempt should be made by the student with the grievance to remain sincere and calm. The concern should be expressed clearly and the student should ask for an assurance that the behaviour will not be repeated.
3. If this solution is not effective, the student should collect a grievance form from the front office and complete it. The form is then given to a selected teacher
4. The staff member will discuss the issue individually with the student and the other person involved and then mediate at a meeting of both participants, in an attempt to find a suitable resolution. The staff member may choose to involve the parents of one or both students

5. If no resolution can be reached, the matter will be referred, by the staff member, to the Principal. The Principal will conduct a formal interview and a detailed investigation. He/she may choose to impose behaviour management strategies, as appropriate. The Principal may also involve other relevant DECD personnel if the issue cannot be resolved at an in-school level or if additional support is required for one of the participants
6. In the event of a major harassment issue, a student may choose to go directly to a staff member for immediate support

**An Anti-Harassment Procedures pamphlet is available for students from Administration*

HATS

The Governing Council fully supports a NO HAT – NO PLAY policy for Terms 1 and 4 of each year and in Term 2 and 3 if unusually sunny weather should occur. To protect children from sunburn and potential skin damage, they are required to wear hats for all outdoor activities, including lunch and recess.

Broad brimmed hats for Years R – 5, and for years 6 upwards a choice of broad brimmed hats or bucket hats. New Reception students will receive a hat free of charge on enrolment. Replacement hats may be purchased from the Front Office.

‘Beanies’ and scarves are not considered suitable headwear in conforming with our Sun-Smart Policy.

HEALTH INFORMATION

Each year, health information needs to be updated. A proforma will be sent home for this purpose with the *Beginning of Year Family Pack*.

Families are not required to disclose medical records but they should give staff any information needed to keep their child [or others in the case of a contagious condition] safe.

All members of staff are trained to give basic first aid. If a student requires more than basic first aid, the school will request a *health care plan* supplied by a doctor, nurse or health professional [for example, if the child is a diabetic]. Staff will work with the family to develop a *health support plan*, which ensures that necessary procedures are carried out accurately and reliably.

MEDICATION

Often medication can be taken at home – it should not come to the school unless absolutely necessary.

If medication does need to be taken at the school, the following procedures apply:

- Parents are responsible for providing their child’s medication and ensuring it is not past the expiry date.
- Staff will not accept medication, which does not need to be taken at the school.
- Staff will assist all children under 8, and any others as negotiated, with medication needed at school. This assistance may include:
 - Storage of medication
 - Supervision of oral and ‘puffer’ medication
 - Documentation of medication supervised.
 - Any other assistance [eg use of nebulisers], which requires nursing assistance and/or additional training.

- Staff will request supervised medication be scheduled at a time which fits with curriculum; recess or lunchtime, or between sessional activity.
- Staff can only accept medication, which is in its original, pharmacy-labelled container. In this way, they know they have the right person and the right dose with the right time and right method of administration. Many pharmacists will provide an extra, fully-labelled container for this purpose.
- If members of staff are requested to assist long-term with medication, they will require a *medication plan* from the doctor or pharmacist. This information will need to be updated at least every six months.
- Written instructions can be accepted from the parent for short-term [less than two weeks] medication.
- Staff will not accept more than a week's supply of medication, without Principal approval.
- Staff will endeavour to assist children to remember to take their medication. Parents can support children to accept this responsibility
- Staff are not trained to monitor the effects of medication, however they can provide behaviour observation logs to assist doctors with diagnosis and therapeutic management.
- Staff will not restrain children nor in other ways force them to take medication. Parents will be advised if their child refuses to take prescribed medication.

HOME GROUP

Preschool, Junior Primary and Primary students are supervised by their class teacher during home group period. Secondary students are placed in a home group with a teacher who has the role of caring for those in the group.

Students commence each day with a twenty-five-minute home group period. In this time, they are given information about the day's activities and given reminders about activities relevant to them. Students also have the opportunity to seek and receive help from their home group teacher. Students end each day with a five-minute home group period for any late messages and communications with home to be distributed.

The home group teacher is recommended as the first point of contact between home and the school.

HOMEWORK

Homework is set for R - Yr 10 students. For secondary students and upper primary, the homework is usually given in assignment form and students can choose how they divide their homework time throughout the week.

Parents are asked to give their children assistance in seeing that adequate time is set aside for homework and that there is a reasonable level of quiet provided so that maximum concentration is possible.

The recommended length of homework is as follows:

- Years R - 1: A book will go home with the children on each night from Monday to Friday. Parents are asked to actively listen and share the stories with the children
- Years 2 - 4: Children are required to read each night. Other tasks relating to classroom activities may be set
- Year 5 - 7: Compulsory English and Maths homework is set each week. There are consequences for non-completion of this homework and parents will be informed. In other subjects, homework will be set at the discretion of the teacher. It is non-compulsory, but will be valuable to students who wish to put extra effort into their schoolwork

- Years 8, 9, 10: Subject teachers will set homework in line with their teaching programs. Due dates will be entered in students' diaries. All homework at this level is mandatory; consequences will be applied for work not completed and parents will be informed

INFORMATION TECHNOLOGY

Access to the computer network and internet facility is provided to all Cambrai Area School students for educational research, learning tasks and school-related e-mails. Our IT facilities are first class, with computers in every classroom and a dedicated Computing Room. Machines are generally no more than three years old.

Students are required to sign an annual agreement prior to being allowed access to the school's computer network. The agreement includes undertakings to take care of the equipment, to use it for appropriate purposes and to guard against viruses.

LIBRARY

Our Library is a School-Community Library and, therefore all people in the community may use it.

The library staff will be pleased to register anyone who would like to become a member free of charge. Books, magazines, music CDs and DVDs (documentary, instructional and children's) can be borrowed by adults who are members.

The library has computer facilities available for community access, however there is a charge for the use of printers. Wi-fi internet access is available to library members. A booking is required – telephone 85 64 5 146 .

Books may be borrowed for a fortnight at a time and any books that are not at present in the library will be obtained, if possible, from other libraries, through the Interlibrary Loan system.

All new library users are supplied with a library bag.

FOR ALL PRESCHOOL & PRIMARY STUDENTS, NO LIBRARY BAG - NO BORROWING.

If materials are not returned, the borrowers (or parents of borrowers, if the borrowers are children) will be billed for the cost of the materials lost.

A return box is provided near the door of the library for materials that are returned when the library is not open.

Photocopying is available A4 – 20 cents per copy A3 – 30 cents per copy.

Library Hours are: -

Monday, Wednesday and Friday: - 9.00 am - 3.30 pm

Tuesday: - 9.00 am – 3.30 pm and 6.30 pm - 8.30 pm

Thursday:- 9.00 am to 4.30 pm

School Holiday Opening Times	
Tuesday	9.30am – 3.30pm
Wednesday	9.30am – 3.30pm
Thursday	9.30am – 3.30pm
Friday	9.30am – 3.30pm
Closed for lunch 1:00 - 1:30pm	

LOCKERS

Students from Year 8 upwards have access to a locker. We recommend that they use this locker to avoid the need to carry all school requirements with them during the day. A strong padlock is highly recommended to protect student property.

LOST PROPERTY

Parents are asked to clearly label their children's clothing, so that owners can be traced quickly and efficiently.

Lost property is kept in a box in the office. Students or parents should check with office staff for any lost clothing as soon as possible.

Any lost property not claimed by the end of each school term will be donated to the Cambrai Red Cross Shop.

MANDATORY NOTIFICATION

**Under Section 91 (2) of the Community Welfare Amendment Act, 1987, it is mandatory for members of staff and volunteers at Cambrai Area School to report all incidents of suspected or known child abuse to the Department of Families and Community Services.

Child Abuse can take many forms, including:

- Physical Abuse – non-accidental injury
- Sexual Abuse
- Emotional Abuse
- Neglect

MATERIALS & SERVICES CHARGE

The Governing Council, through the Finance Committee, decides the annual Materials and Services Charge in line with limits published by the State Government.

The annual *Beginning of Year Family Package*, contains a letter detailing the charges. If you wish to arrange 'time payment' for the Materials and Services Charge, please contact the School Finance Officer.

MELDANDA

Meldanda is a 40 ha property bequeathed to Cambrai Area School by the late Mr Les Weiss. It is being developed as a site for the provision of Environmental Education, Outdoor Education and Aboriginal Education for students from our school and other South Australian government schools, as well as being a community resource. Parent and community support in developing this exciting project is always appreciated.

NEWSLETTER

The newsletter is our principal means of communicating school news to parents, students and the local and broader community. It is published in the 'even' weeks of each term. In terms of advertising, community events and public announcements are included free of charge. It is the policy not to accept advertising from private businesses.

THE OVAL HOUSE

The Oval House comprises the Staff Room, teacher offices and interview room. Parents and visitors who have an appointment in the Interview Room are asked to sign in at Administration upon arrival, before proceeding to the front entrance of the Oval House. Please also sign out prior to departure.

PASTORAL CARE WORKER

The school's Pastoral Care Worker is Mrs Debra Wilson. The PCW in a government school has two main tasks: to support the school in its aim to be a safe and supportive learning environment and to link families to community resources and services.

Mrs Wilson is in the school from 8:00 a.m. – 1:00 p.m. on Tuesdays and Thursdays. Parents are welcome to access Deb's services for support, but are asked to make an appointment by phoning the school.

PBL – POSITIVE BEHAVIOUR LEARNING

What is PBL?

Positive Behaviour for Learning (PBL) is a school-wide process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBL methods are research based and proven to significantly reduce the occurrence of problem behaviours in schools.

Structure of PBL

School-wide PBL is a proactive approach based on a three-tiered model of prevention and intervention. At CAS, we are in the first year of a three-year implementation. In 2015, we are implementing the Tier 1 processes. This includes universal prevention through employing school-wide systems of actively teaching and reinforcing appropriate social skills and behavior and educating all staff in how to implement and participate in the process. In addition staff members are taught how to collect and use data for effective decision making regarding the social skills and behaviour instruction in the school.

School-wide Expectations

Our school-wide behavioural expectations are:

- Be a Learner
- Be Respectful
- Be Responsible
- Be Safe

Behavioural expectations are taught to students using the CAS Matrix. Throughout the year student expectations are taught through social skills lessons. Each week lessons will focus on one matrix expectation.

	<i>Be a Learner</i>	<i>Be Respectful</i>	<i>Be Responsible</i>	<i>Be Safe</i>
<i>Whole School</i>	<ul style="list-style-type: none"> Listen & participate Ask for help Do your best Have a go Look after your belongings 	<ul style="list-style-type: none"> Speak politely Accept differences Walk quietly during lesson time Be a good friend Share / take turns 	<ul style="list-style-type: none"> Tell the truth Help others Be on time Encourage & support others Be a positive role model 	<ul style="list-style-type: none"> Keep hands and feet to yourself Walk safely Follow instructions Follow school rules Stay in-bounds
<i>Classroom ~ Learning Areas</i>	<ul style="list-style-type: none"> Be on task Take learning risks Have high expectations of yourself / pride in your work Make the most of your learning time 	<ul style="list-style-type: none"> Hats and hoodies off inside Listen when others are speaking Respect rights of others to learn / teach Use positive language Respect the space and belongings of others 	<ul style="list-style-type: none"> Be prepared and organised Care for property Be neat and tidy Raise hand to speak Complete tasks on time 	<ul style="list-style-type: none"> Ask permission to leave the room Follow class rules Carry / use equipment safely and appropriately Use furniture properly
<i>Park</i>	<ul style="list-style-type: none"> Learn new games Be a problem solver Be a better friend 	<ul style="list-style-type: none"> Take turns Invite others to join in Co-operate 	<ul style="list-style-type: none"> Care for equipment and gardens Leave wildlife alone Line up promptly and properly at the bell 	<ul style="list-style-type: none"> Be sun smart Play safely Wear shoes Use equipment safely Choose safe games
<i>Toilets</i>	<ul style="list-style-type: none"> Return to class quickly 	<ul style="list-style-type: none"> Respect the privacy of others 	<ul style="list-style-type: none"> Clean up your own mess Use toilets at break time where possible 	<ul style="list-style-type: none"> Wash your hands Clean up or report any water or mess on the floor
<i>Library ~ Office ~ Canteen</i>	<ul style="list-style-type: none"> Plan what you need and how to ask for it Organise your money before you get to the canteen 	<ul style="list-style-type: none"> Greet staff respectfully before making requests Use manners Wait patiently Respect the workspace of others 	<ul style="list-style-type: none"> Order lunch on time Walk to and from these areas quietly in lesson time 	<ul style="list-style-type: none"> Move safely / walk only in inside areas Line up in an orderly fashion (canteen/library)
<i>Bus</i>	<ul style="list-style-type: none"> Use bus travel time for reading 	<ul style="list-style-type: none"> Greet the driver in a friendly way Respect the space of others Eat before or after travelling on bus. 	<ul style="list-style-type: none"> Feet on the floor Remove rubbish Be prompt Look after your own belongings 	<ul style="list-style-type: none"> Wear seatbelts Stay in your seat Keep all parts of body inside the bus Walk on and off the bus Use quiet voices
<i>In Public</i>	<ul style="list-style-type: none"> Focus on what you are there to learn 	<ul style="list-style-type: none"> Be polite Use appropriate voice/noise level 	<ul style="list-style-type: none"> Represent CAS in a positive way Leave plants and animals alone 	<ul style="list-style-type: none"> Stay with the group Follow road safety rules Follow instructions / safety signs

Interventions

<i>Tier 1 - Universal Interventions (implemented 2015)</i>
<ul style="list-style-type: none"> Behavioural expectations defined (<i>CAS Matrix</i>) Behavioural expectations taught (<i>Pastoral Care, Assembly, Transfer student induction process</i>) Continuum of consequences for appropriate behaviour (<i>Magpie Points, Class and Individual incentives, student recognition programs</i>) Continuum of consequences for problem behaviour (<i>Discipline procedure flowchart</i>) Continuous active supervision and monitoring across all school settings Continuous monitoring, collection and use of data for decision-making (<i>PBL Tier 1 Team, EDSAS</i>)

<i>Tier 2 - Strategic Interventions (SIn review / development 2015)</i>
<ul style="list-style-type: none"> Office referral form (major problem behaviour)

- Minor referral form
- Parents contacted by the school
- Reflection room
- Transfer student induction process
- Data decision rule (eg, 3 major ODRs, 6 minors)
- Problem solving team
- Check in, Check out
- Check & Connect
- Social Skills Group Instruction

Relationships

Roles, Rights, and Responsibilities of School Community Members

At Cambrai Area School we expect that students will

- Participate actively in the school's education program.
- Take responsibility for their own behaviour and learning
- Demonstrate respect for themselves, other members of the school community, and the school environment
- Behave in a manner that respects the rights of others, including the right to learn

- Co-operate with staff and others in authority.

At Cambrai Area School we expect that parents/caregivers will

- Show an active interest in their child's schooling and progress
- Cooperate with the school to achieve the best outcomes for their child
- Support school staff in maintaining a safe and respectful learning environment for all students
- Initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing, and behaviour
- Contribute positively to behaviour support plans that concern their child.

At Cambrai Area School we expect that staff will

- Provide safe and supportive learning environments
- Provide inclusive and engaging curriculum and teaching
- Initiate and maintain constructive communication and relationships with students and parents/carers
- Promote the skills of responsible self-management
- Maintain student attendance records
- Maintain data records focused on PBL that will drive modifications and implementations of future decisions in the behaviour management policy

Celebrations

We celebrate student success in multiple ways. Those who meet CAS expectations can expect a chance at winning the following incentives:

- Magpie Tickets and points from staff members
- Weekly Magpie Ticket draw
- Highest class and most improved score weekly, eg, canteen vouchers, special time
- Class incentives, eg, pizza lunch, pool session
- End of Term Student Recognition Assembly
- Outstanding students of the Term
- Magpie Shop

PHOTOCOPYING

Photocopying facilities are available for community by way of the Community Library.

PHOTOGRAPHS

School photographs are taken once a year (usually during the first few weeks of Term 1).

PLAYGROUP

Times for Playgroup are:

Wednesday - Terms 1 – 4: 10.00 am – 12.00 noon

Playgroup consists of a group of parents and their pre-school children, aged 0 – 5 years, who meet together regularly to share their experiences of raising children and to afford their children the opportunity to play with similar-aged friends. Playgroup can also give parents and children a "break" from the frustration, which often accompanies this stage of child development. The fee is \$1.00 per family per session. Currently, the school provides a Playgroup Coordinator, Mrs . Bronwyn Loffler.

Books on child development are available for parents to borrow. Toys and books for the children can be borrowed from the Toy Library, but only on Playgroup mornings.

PRESCHOOL

Preschool is an important step on your child's journey through education, giving them the chance to play, learn, grow and develop.

The Early Years Learning Framework forms the foundation for ensuring that Preschool children experience quality teaching and learning. It has emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. This framework has been designed for use by early childhood educators working in partnership with families.

The commencement of Preschool, for all children, is the beginning of the school year (i.e. the first day of Term 1). If your child turns four before May 1st, he or she will start Preschool on the first day of Term 1 in that year. If your child turns four on or after May 1st, he or she will start Preschool on the first day of Term 1 in the following year. During the four terms, children are entitled to attend five days a fortnight.

Times for Preschool are:

Tuesday - Preschool all day

Thursday - Preschool all day

Friday - Preschool all day, weeks 2, 4, 6, 8, 10 of the school term

Cambrai Preschool provides pre-entry enrolment for children in the later part of Term 4, the term before they formally commence Preschool, and details will be forwarded as that date approaches.

PROTECTIVE CLOTHING FOR STUDENTS

Covered shoes must be worn in Technical Studies, Science and in Home Economics. If students are wearing unsatisfactory footwear, they may be precluded from participating in the practical lessons. Students may also be required to wear safety equipment for certain tasks associated with their studies. In such instances, the school will provide the necessary safety equipment. This may include goggles, aprons, dust coats and smocks.

**Relevant policies are available from the Front Office*

REFLECTION ROOM

A teacher is on duty in the Reflection Room every day between 1:05 - 1:25pm.

The room has been developed to give students the opportunity to reflect on inappropriate behaviour. They complete a reflection sheet and are expected to sit quietly for the full twenty minutes. Parents are informed of their child's time spent in the Reflection Room by means of text message or phone call. Any student who chooses not to attend the Reflection Room on two consecutive days, will be collected by a parent for a take home on the afternoon of the second offence or internally suspended.

SPECIAL EDUCATION

Special Education is a support structure within the school which assists students who have learning disabilities, be they physical, intellectual, sensory, communication and/or language.

Students have been identified by: a specialist agency, specialist staff in community services, regional early childhood teams or through a teacher monitoring and assessing student progress. A request for an assessment through an agency can then be made by the teacher. A guidance officer, speech pathologist, and other professional might be involved. An NEP (Negotiated Education Plan) will be developed specifically for the individual child.

If a student is not identified as eligible for special education support, Cambrai Area School has developed structures to cater for his/her needs. These might include IEP (Individual Education Programs) LAP, LiD and/or SSO support time.

SWIMMING

Students have the opportunity to develop their swimming skills at our local swimming pool.

Swimming lessons are during term 4. Lesson times has been planned to enable students to learn water safety and swimming skills at the commenced of the swimming season.

SPORTS DAYS

Our school conducts its own Sports Day in the first term of each year.

Students are placed in one of three Houses on enrolment - Croft, Skinner or Sturt

House colours are:

Croft: yellow
Skinner: red
Sturt: blue

Primary classes are also involved in Small Schools Sports Day.

The school also competes against Swan Reach, Mannum and East Murray in interschool athletics.

STUDENT REPRESENTATIVE COUNCIL

Student Representative Councils were first formed at Cambrai in 1986

The school has both primary and secondary members of the S.R.C. This body operates within its own constitution and meets weekly to discuss student matters and ways of continuing the quality involvement of student government in the school. SRC representation on all school committees is encouraged.

SRC representatives are elected annually and attend a training camp early in the year. At that camp, the representatives elect their Executive, comprising President, Vice President, Secretary, Treasurer and Public Relations Officer.

TRANSPORT

Buses

Cambrai Area School is served by three school bus runs – Black Hill/Wongulla, Sedan and Sanderston. Students are allocated to their bus on enrolment at school.

While a student is on a school bus, the school's Behaviour Management Policy is in force. It should be noted that unacceptable behaviour can result in the Principal suspending a student from travelling on the bus.

TRAVELLING ALLOWANCE

Students who live more than five kilometres from a bus route are eligible for a Travelling Allowance if Cambrai Area School is their nearest government school (School of Right). Appropriate forms will be issued to students on request, from the School Administrative Officer.

UNIFORM

The school community supported by the Governing Council, encourages the wearing of the school uniform. If school uniform is not worn, school colours must be worn unless an exemption has been sought from the Principal. Notes will be sent home to parents of students not wearing school colours without an exemption.

Wind-cheaters, polo-shirts, girls' summer dresses, Boys Black Cargo Pants, Girls Black Bootleg pants, Waterproof zip jackets and broad-brimmed hats are always in stock and may be purchased from the Front Office. Contact office staff to order skorts, cargo shorts, cargo pants, bootleg trousers and polar fleece jackets.

The uniform consists of:

Uniforms for Girls

- Red and white checked dress.
- Mid length black skirt, black skort, black cargo shorts,
- Black fleecy track pants, black bootleg trousers or neat well-fitting plain black jeans
- Red polo shirt
- Low heeled sandals or shoes (shoes must be worn for Home Economics activities, Technical Studies and Science)
- Red windcheater (available from front office)
- Black waterproof zip jacket (R-5); Black polar fleece jacket (6-10)

Uniforms for Boys

- Black fleecy track pants or neat well-fitting plain black jeans
- Black cargo shorts or cargo pants
- Red polo shirt
- Sandals or shoes (shoes must be worn for Home Economics activities, Technical Studies and Science)
- Red windcheater and/or black zip jacket
- Black waterproof zip jacket (R-5); Black polar fleece jacket (6-10)

Hats

Hats are compulsory when in the yard at recess or lunch-time during terms one and four.

- Years R – 5: broad-brimmed red school hat
- Years 6 – 10: either a broad-brimmed red school hat or a white, red or black bucket hat

Sports Uniform

- Red Cambrai polo shirt
- Black shorts or track suit pants
- Sport shoes

VOLUNTEERS

General

We welcome volunteers in our school, whether they be parents or members of the broader community. People who have the time, and are prepared to share their skills and knowledge with our young people, are appreciated and act as positive role models for our future generations.

Volunteers should, in the first instance, make an appointment with the Principal to discuss the way in which they might be involved in the life of Cambrai Area School.

All volunteers must submit to a police check, as do all teachers and ancillary staff who work with children. This is not meant to be an invasion of privacy, but a guarantee of our students' safety. The school will pay for police checks to be carried out on our prospective volunteers

Some ways volunteers can be involved and the person to contact in the first instance:

- help out on special days (Front Office Staff)
- assist with fundraising (Finance Officer)
- participate in working bees (Finance Officer)
- help in classes when teachers call for volunteers to hear reading, or work with small groups in other curriculum areas (Principal)
- volunteer to work in the School Canteen (Front Office)
- assist with school camps and sports days (Sports Teacher)
- become a Governing Councillor (Front Office)
- offer to contribute time to the development of Meldanda or the school's Plant Nursery (Groundsman)
- assist in the Community Library (Library Staff)
- assist the Pastoral Care Worker with lunchtime activities, the Breakfast Club or religious seminars (Pastoral Care Worker)
- one-on-one community mentoring of primary age children (Pastoral Care Worker)
- support special occasions when parents and the community are invited to school for educational or social reasons (Class Teacher)

WEATHER POLICY

In the event of very wet weather or extreme heat, students will remain indoors during recess and lunch times. A siren sounds three [3] times to indicate the wet weather bell

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