

Welcome to



TRURO PRIMARY SCHOOL



INFORMATION BOOKLET



Government of South Australia
Department for Education and
Child Development

RESPECT



EXCELLENCE



HONESTY



TRUST



RESPONSIBILITY

General Information

Address: 1 Burr Street
TRURO SA 5356

Phone: 08 8564 0212
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Email: dl.0442_admin@schools.sa.edu.au
Website: www.truops.sa.edu.au

Principal: Di Robertson

Teaching Staff: Ryan Bray
Cristina Musolino
Natalie Mudge
Di Robertson

Playcentre Leader: Jenni Schrapel

Support Staff: Rachael Dittrich
Jenni Schrapel

Pastoral Care Worker: Renee Floyd

2018 Term Dates

Term 1	Mon 29 January - Fri 13 April
Term 2	Mon 30 April - Fri 6 July
Term 3	Mon 23 July - Fri 28 September
Term 4	Mon 15 October - Fri 14 December

Our Community

Truro is a town in South Australia, 80 km north-east of Adelaide. It is on the Sturt Highway east of the Barossa Valley near where the highway crosses the ridge of the Mount Lofty Ranges. The town was laid out in 1847 and 1848 by John Howard Angas, the son of George Fife Angas who had bought the land in 1842.

Truro is in the Mid Murray Council local government area, the South Australian House of Assembly electoral district of Schubert and the Australian House of Representatives Divisions of Barker and Wakefield.

Truro is named after the city of Truro in Cornwall, United Kingdom. It is somewhat uncertain whether the name *Truro* was given by Angas, or the first settlers in the town, but as these settlers were Cornish, it is quite likely that they named the town. A primary industry in Truro until recently was copper mining. The nearby Whealbarton mine operated from before 1842 until the 1970s. Rainfall in Truro is lower than in the neighbouring Barossa Valley region. For this reason crop farming is more prevalent than viticulture.

Town Facilities

The town of Truro is serviced by:

- Primary School & Play Centre
- Post Office (agency for many banking facilities)
- Bakery
- Service Station
- Hairdresser
- Fodder
- Antiques
- Other shops & services



Our School

Welcome to Truro Primary School. Our school has a proud history of serving the district and providing a high quality education since 1856. The enrolment hovers around 30 students who are allocated into three classes.

The students and the general community show great support for their school and are very proud of it and the achievements of the students.

Parents support the school values and this is reflected in our positive culture. The parents are active fundraisers and also have direct input into the school's direction through the actions of the Governing Council and its subsidiary bodies. The relationship that exists between the students, parents and school staff reflects strong community building strategies that make the school a great place to learn and grow.

You will find our staff are friendly and approachable. They will value and encourage your involvement in your child's education at school. Please feel free to contact the school to arrange a suitable time to meet with our staff if you have any queries or require assistance with any aspect of your child's schooling.

We look forward to providing the best possible schooling service for your child/children.

School Times

Unless arriving by bus, children are not permitted on school grounds before 8.15am or after 3.45pm as there is no teacher supervision outside of these times (unless arriving or departing by bus).

8.10am (approx)	DECD Bus arrives at school
8.15am	Yard supervision commences
8.45am	School starts
10.30am - 11.00am	Recess
12.30pm - 1.25pm	Lunch (includes 10 mins supervised eating time)
3.30pm	Dismissal
3.45pm (approx)	DECD Bus departs school
3.45pm	Yard supervision ceases

To ensure the safety of children, all students are to wait under the shelter area with the teacher on duty until their parent/caregiver arrives and the teacher on duty is aware of the student leaving the grounds.



School Administration

Our office staff undertake a range of roles to assist both staff and students in the general day to day running of the school. They also are more than willing and able to provide information regarding routines and procedures to assist parents.

Admission Policy

In South Australia, it's compulsory for children to be enrolled in primary school by their sixth birthday. Currently, most students in South Australia start school at five years of age. From 2014, students start on the first day of Term 1.

If your child turns five before May 1, they will start **school** on the first day of Term One in that year. If your child turns five on or after May 1, they will start **school** on the first day of Term One the following year. The new start date will mean that all children will have four terms of preschool and four terms of Reception.

Year of Birth	Child's Birth Date	Can start Preschool	Can start school
2011, 2012 & onwards	From 1 January to 30 April	Term 1 of the year after they turn 4	Term 1 of the year after they turn 5

Enrolment

Enrolment and information packs are available from the school.

Parents/caregivers of prospective students who are considering transferring to Truro Primary School are able to phone the school and ask for an enrolment pack to be sent to them or they can drop into the school to collect it during school office hours.



Transition Visits

To help with the transition from Kindergarten to School, a number of visits are arranged in the term prior to your child commencing school. Parents/caregivers have the opportunity to meet the Principal, Teachers and other students as well as a chance to explore the school. In most cases, students will undertake their transition visits with the class they will enter when they start school. There are generally 4 transition visits over 4 weeks in the latter part of the term. These visits progressively increase in time.

Students enrolling from another school can visit the school with their parents/caregivers to also have an opportunity to meet the staff and explore the school environment. Please contact the school to arrange a suitable time.

A transition programme also exists to support our Year 7 students make a successful transition to Nuriootpa High School or Faith Lutheran College. Coordinated activities occur throughout the year that provides opportunities for our Year 7 students to meet with other Year 7 students in a social setting, and to visit the school for 2 whole days to access the school's classroom environment, meet teachers and begin understanding expectations in a high school setting.

Materials & Services Charges

The Governing Council determines the Material and Services charges each year following recommendations and guidelines set out by the Department for Education and Child Development (DECD).

The fees pay for some of the resources used by students including exercise books, pens and pencils, library books, computers and software, sports equipment, science and technology consumables and classroom resources. Prompt payment, early in the year is encouraged as the school by necessity, spends a large portion of this money in the first half of the school year.

Payment for excursions, camps or other extra curricular activities are generally invoiced as the need arises.

Families experiencing difficulty in paying fees and other school expenses are encouraged to see the Finance Officer or Principal to negotiate a personal payment schedule. All enquiries of this nature are kept strictly confidential.

School Card

Guidelines for government assistance are available at the start of each year from the school office. Eligible parents will have an amount credited to them to help meet educational expenses. We stress that all information is strictly confidential and your application is sent directly to the Department for Education and Child Development. Please make any enquiries regarding this matter at the school office at any time.

School Payment Options

Students and or parents/caregivers are asked to pay accounts at the front office between the hours of 8.30am – 9.30am. At other times please place money in the slot at the front office in a clearly named and securely sealed bag. This money is then receipted and banked. Payments made outside these hours may not be receipted until the following day. Payments can be made via CASH, CHEQUE or EFT.

Unfortunately we are unable to accept payment by Credit Card.

Absences

The Department for Education and Child Development require us to record student absences and the explanations for them.

Please notify the school via phone call or personal contact between 8.15am and 8.45am on the day that your child/children are absent. This will allow us to notify the class teacher and code the absence correctly in our roll books. Any notes must be signed by the parent/caregiver, including the date and reason for the absence. Absences can also be communicated via the Skoolbag App. To ensure the safety of children, a phone call to parents will be made regarding children who have not arrived to school. Unexplained absences exceeding 3 days will be followed up with home contact from the school. **Medical evidence (i.e certificate from the doctor) must be provided of cause for absence for a student who has been absent due to reported illness for three or more consecutive days.** Similarly, where a student is absent due to reported illness for ten or more days in any term medical evidence might indicate that a care plan is required from the treating health professional to enable the school to provide safe health support for the student to enable improved attendance.

DECD requires all schools to follow-up on unexplained/excessive absence by phone call and/or:

- Initially sending a letter to families re attendance issues
- DECD requirement for chronic absences results in submitting a referral to the DECD Attendance Counsellor

Information regarding the process for short-term exemptions from school under special circumstances is available by contacting the Principal of the school. Application for exemptions exceeding one calendar month must be forwarded no less than one month prior to the date from when the exemption is sought.

Lateness/Early Departures

Late arrivals and early finishers must be signed in/out in the front office by the parent/caregiver.

Transport Details

CAR PARKING:

Car Parking is available along Burr Street, Short Street & The Esplanade. Please observe any signs and speed limits, be careful and observant, be polite to other motorists and allow sufficient time and be patient. For safety reasons, STRICTLY no short term or long term parking is allowed where yellow lines have been marked.

BUS:

The DECD school bus collects children from St Kitts and Dutton areas and delivers primary children to Truro Primary School. It continues to Nuriootpa High School with secondary students. If you wish to use this service, please see the Finance Officer who will be able to provide you with the necessary forms.

BUS ARRIVES AT SCHOOL approx 8.10am

BUS DEPARTS SCHOOL approx 3.45pm

The bus leaves the school and delivers primary school students to the corner of Barton & George Street and then to Dutton. Permission is needed for these children to use the bus before accessing it.

If your child is not accessing the bus for a particular reason, a note in their diary or a phone call giving them permission to go home under different circumstances is required.

Any other changes will be clearly stated in the fortnightly school newsletter.

On catastrophic fire danger days this bus may not run.

BICYCLE/WALKING:

Constant reminders of road safety are necessary. You can help your children by advising them of the safest route to and from school and making sure that any cyclists wear an appropriate helmet.

You can warn your children about:

- Loitering on the way home
- Visiting friends without permission
- Going anywhere with strangers
- Road rules and bicycle safety

Staff Meetings

Staff meetings to discuss school issues and provide staff Professional Development opportunities are held on a Tuesday straight after school until approximately 5:30pm.

Staff are not normally available to meet parents/caregivers or receive phone calls during this time, nor are children to be on school grounds.

School Uniform

It is a requirement that all students dress code meets a standard to ensure their health and safety is not at risk whilst at school. The Governing Council and staff actively encourage the wearing of the school dress code as displayed in the office. Parents can purchase uniform items each day of the week from the school. Please check with staff for the current prices. Most items will be available immediately, whilst other items may need to be ordered in.

These items:

- ◆ Meet the health and safety requirements
- ◆ Promote the wearing of clothing appropriate to school activities and allow all children to participate in all school activities.
- ◆ Promote a sense of belonging and pride in the school
- ◆ Enable teachers to more readily identify students in the school grounds and on excursions.
- ◆ Reduce the level of peer pressure related to 'brand name clothing'.

TRURO PRIMARY UNIFORM ITEMS

- **Royal blue polo shirt with light blue stripe & logo (unisex)**
- **Navy, black, grey shorts, skirts, pants, track-pants**
- **Blue/White check dress with white collar and cuffs**
- **Royal blue boss top with light blue stripe, pockets & logo**
- **Royal blue rugby top with light blue stripe & logo**
- **School wide-brimmed or 'bucket' style hat in navy blue with logo**

- **Socks and hair accessories in keeping with school colours**
- **Rain Jackets – navy jackets are available at the office otherwise colour at parent discretion**
- **Footwear and bags - colour at parent discretion**

FOOTWEAR:

Footwear that provides adequate support must be worn. Leather shoes and sandals are preferred footwear. Lightly coloured sandshoe soles are preferred for the gym. Thongs, strappy sandals, ugg boots and high heels are not acceptable.

JEWELLERY:

Due to safety issues students are not to wear jewellery to school. Sleepers, studs and wristwatches are the only exceptions.

PERSONAL HYGIENE:

Tissues may be supplied in the classroom at the teacher's discretion. Teacher's will generally request a box to be donated at the beginning of the year for classroom use.

Shoulder length hair should be tied back particularly as the issue of Head Lice emerges in every school at various times throughout the year.

MAKE-UP:

Make-up and nail polish are NOT to be worn at school.

SCHOOL HAT POLICY

From 1 September to 30 April, students will be expected to wear either a school broad brimmed or bucket hat, of close weave material. The wearing of hats or caps other than the school hat is not allowed.

Hats should remain at school outside of the listed dates in cases where we do experience days of excessive heat.

***SCHOOL COLOURS - BLUE, BLACK, GREY, WHITE**

NOTES:

Leather shoes and sandals are preferred footwear.

New hats, school tops & jumpers, shorts, skorts, long pants, rain jackets and scarves are obtainable from the school office.

Please clearly name all clothing.

YEAR 7 COMMEMORATIVE GARMENTS:

The Parents and Friends Committee each year purchase a school Rugby Style Polo Top which is presented to the Year 7 students at an assembly in term 1. Pre-planning into the design is undertaken with the students. These tops can be worn as an alternative to their regular school top.

SPORTS DAY:

School sport's uniform must be worn as detailed above in the allowable uniform items.

CASUAL DAYS:

Clothing with socially, radically offensive or drug related words or logos are not to be worn.

Clothing must cover abdomen and shoulders and shorts or skirts must not be higher than just above the knee.

High heeled shoes are inappropriate for school activities.

Lost Property

Please ensure that your child's clothing is CLEARLY MARKED with his/her name. Please label everything your child brings to school i.e. lunchboxes, drink bottles, etc. We do have a lost property bin in the office should you notice that you are missing any items. At the end of the year, any unclaimed items are washed and given to the Truro Red Cross Branch.

School Curriculum

Learning activities at Truro Primary School are guided by the Australian Curriculum.

This framework is a guide for teachers and outlines what children and students should be learning from Birth to Year 10. Current pedagogy is practised using the South Australian TfEL (Teaching for Effective Learning) Framework.

Teaching programmes are developed to allow for the changing needs of all children and any topical events which may occur throughout the year. Children are encouraged to work to the best of their ability and lessons are structured to ensure individual development.



There is a high ratio of laptops per student across the school.

During their primary schooling, students from Reception to Year 7 will develop skills in the following curriculum areas:

- English/Literacy
- Maths/Numeracy
- Science
- Technologies
(Digital Technologies and Design & Technologies)
- Health & Physical Education
- Humanities & Social Sciences
(History, Geography, Civics & Citizenship & Economics & Business)
- Language (Japanese)
- The Arts
(Music, Dance, Drama, Visual Arts & Media)

On Thursdays, students are vertically grouped R-7 for Integrated and Authentic Learning. While cross curriculum it heavily features Numeracy and Literacy and develops learning skills such as leadership, working in teams, thinking and problem solving skills.

Learner Support

We value each child and aim to support all learners. Students with learning difficulties are supported through speech and language groups and in class support. Students with severe difficulty may be referred to the Regional Support Team for assessment.

Class/Teachers

Our teaching programmes are split into the following class structures each morning with focus on numeracy & literacy:

- Upper Primary – Years 5, 6 & 7
- Middle Primary – Years 2, 3 & 4
- Junior Primary – Years Rec & 1

Mr Ryan Bray will be teaching the Upper Primary Class two & a half days - Monday, Tuesday & Wednesday morning. On Thursday & Friday Mrs Robertson will be teaching.

Mrs Cristina Musolino will be teaching the Middle Primary Class from Monday to Wednesday & Friday.

Miss Natalie Mudge will be teaching the Junior Primary Class each Monday to Friday.



The afternoon class structures focus on other curriculum areas such as Science, Technology, The Arts, History, Geography, Japanese & Health & PE, and are split as follows:

- Years Reception - 3
- Years 4 - 7

Reporting On Student Progress

The components of our approach to reporting are as follows:

- Interviews are available at any time during the year. We do ask, however, that **parents make an appointment** if an important matter is to be discussed. This will give teachers a chance to prepare themselves and set aside time to give parents undivided attention.
- There will be formal reporting occasions with an interview held late in Term 1, a written report at the end of Term 2, and a final written report in late Term 4.
- Parents of Years 3, 5 and 7 students will receive NAPLAN results later in the year.
- Each student has a Learning Journal that includes formative assessments.
- All students participate in PAT testing annually.

In addition to the system outlined above, we will continue to:

- Invite interviews from parents AT ANY TIME – please make an appointment.
- Approach you when we are concerned with you child/ren's progress.
- Welcome informal discussion with you about you child/ren's progress whenever the opportunity should arise.

Healthy Eating

Our school aims to promote healthy eating and lifestyles in all facets of our daily routines. Children deserve a healthy breakfast to start the school morning right and a healthy school lunch to fuel their growing and their learning.



Good nutrition is essential for brain development and functioning. A child's brain needs energy to stay alert and keep learning. To help their brains reach their full functioning ability our school encourages a "healthy" snack to be packed each day which is consumed during class time. Suggestions for this snack can be cut fruit, cheese, vegetable sticks and plain popcorn. Please ensure their snack has been cut into bite size pieces.

Making sure kids eat a healthy diet will put them at a learning advantage because their brains & bodies have the nutrients to function at their best.

Many of our cooking programmes focus on healthy eating and our school garden encourages children to grow a wide range of vegetables and herbs which are used in these programmes. This supports our DECD Right Bite Policy.

School Camps

The school likes to hold a camp every second year (odd year). We endeavour to choose a variety of environments to support learning.



School Excursions

Excursions may be arranged to complement aspects of the curriculum. In the majority of cases students will be issued with a tax invoice and consent form. School uniform **must be** worn unless otherwise advised. At all times the school will aim to keep costs to a minimum. The school heavily subsidises many excursions.

School Concert

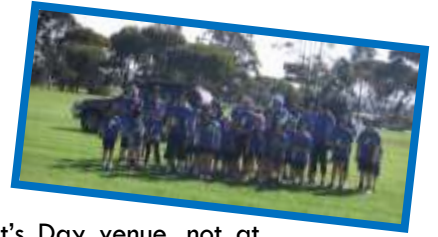
At the end of Term 4, the children are involved in an 'End of Year' concert beginning at 7:30pm. All are welcome to attend, including the wider community.



Sport's Day



We hold a Small Schools Combined Schools Sports Day once a year with the other small Primary Schools in the district. The children all participate in a variety of events. Parents drop children at the Sport's Day venue, not at school and are more than welcome to stay and watch the day's activities. Students are dismissed from the venue.



S.A.P.S.A.S.A.

The South Australian Primary Schools Amateur Sports Association have various sporting functions and coaching schools (football, basketball, netball, cricket, tennis, rugby & swimming) during the year. If certain children have exceptional sporting ability they can be chosen to represent their zone, Barossa and Light, or perhaps even their state.

Swimming

All children are expected to participate in swimming lessons which are part of our P.E. curriculum and will be conducted at the Gawler Starplex. Fees are for a portion of the cost and the school budget subsidises the balance.

Qualified instructors conduct the lessons over a week.

Library



The library is open each day for the students use. All children have the opportunity to borrow books from the library each week.

A clearly named cloth or vinyl bag would really assist younger children with protecting their books from damage when borrowing. If a book is accidentally damaged in anyway, please return it to the librarian for repair – please do not try to repair it at home. Books damaged or lost may incur a cost to replace.

Book Club

During the year children receive catalogues of books from Ashton Scholastic. Points are allocated to the school based on the number of items purchased. These points then translate into additional resources for our library.

Pastoral Care Support

Renee Floyd is our Pastoral Care Worker. Renee is on site for a full day on Monday and every 2nd Thursday. Pastoral Care Workers do not promote nor discriminate on the grounds of any particular ideology, but work to enable a supportive, inclusive and caring learning environment within the school for all students and parents.

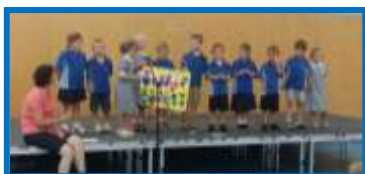


School Communication

Effective communication between all members of the school community is a key to student success. Parents and caregivers are encouraged to participate in their child's education. Opportunities to do this come through such things as School Assemblies, School Newsletters, SKOOLBAG Phone App, Communication Books, Diaries, Learning Journals and formal and informal conversations.

School Assemblies

School Assemblies will be held at 3:00pm on Wednesdays, every third week of term. These are a great opportunity for the classes to showcase the work students have been doing and are a valuable tool in developing public speaking skills. Birthdays are celebrated, sports reports are presented, merit awards are distributed and each class normally presents an item focussing upon recent events in the classroom.



Everyone is welcome and encouraged to attend our assemblies.

Newsletters

A school newsletter is sent home fortnightly, on Friday of the even week of term. The newsletter will keep you informed about all that is happening at school. It is distributed to the eldest child in each family.

Any community group wishing to advertise their events or have information in the Newsletter, must submit the item by Wednesday lunchtime for consideration. The school is unable to guarantee that articles submitted for consideration can definitely be included.

This is our main medium of communication with you. Please read it and respond when required.

Diaries / Communication Books

All students have either a communication book or diary which acts as a two-way communication between teachers and parents. You may use the diary as a means of advising the teacher if your child has been away ill or any other relevant matter. Please ensure you check their diaries daily as teachers often put notes in affecting their day to day curriculum activities.

Skoolbag Phone App



The school is a member of the Skoolbag Phone App. This is available to parents free of charge. You can download the app onto either your android phone or iPhone and keep up-to-date with events and newsletters. Information regarding this app is available from the school and is communicated via the school newsletter. You can also report student absences via this app.

Yearbook

The school publishes a yearbook each year to capture the important events from the year. Families are encouraged to purchase a copy when they become available.



Health and Safety

If children are unwell, **please keep them home until they are feeling better.** We are unable to care for sick students at school. Please notify the school if your child is being kept home.

However, if a student falls ill at school they need to tell their class teacher or the teacher on yard duty. After any required first aid, if appropriate, the student will be sent to the front office. The school support officer with first aid training will assess the situation. If the student is not well enough to return to class, the school staff will contact parents/caregivers or the nominated emergency contact to collect them. Please ensure contact numbers are kept up to date to facilitate this. Students waiting to be collected will be supervised by staff in the front office area. The action plan for students with an individual health care plan will be followed. In emergency situations an ambulance will be called. It is advisable for families to have ambulance cover or school insurance for their child/ren. If your child is unwell and absent for 3 consecutive days it is a requirement by DECD that a doctor certificate be received by the school.

Illness

If a doctor has diagnosed an **infectious disease**, you are obligated to contact the school as soon as possible. Children who have been ill with an infectious disease must stay at home until they have fully recovered. The information regarding days of exclusion is available from the front office.

General Infectious Diseases

Chick Pox (Varicella) and Herpes Zoster Rubella	Exclude until fully recovered or at least 1 week after the eruption first appears. (Some remaining scabs not an indication for continued exclusion).
Measles	Exclude until fully recovered or 5 days after onset of rash. Should be excluded for at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced.

Common Local Diseases Affecting Skin, Hair & Eyes

Ringworm Scabies Head Lice Conjunctivitis (Acute Infectious)	Re-admit when appropriate treatment has been commenced, supported when requested by a medical certificate. After appropriate treatment. Until discharge from eyes has ceased.
School Sores (Impetigo)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and sores and exposed surfaces are properly covered with occlusive dressings.
Hand, Foot and Mouth Disease	Until the child is well and all the blisters have dried up.

Medication

School staff can only administer prescribed medications to children when they have been given the specific written instructions provided by the doctor prescribing the medication on a Medication Authority Form (this includes over-the-counter medication). In such cases, the medication should be clearly marked in the original container with the child's name and dosage on a pharmacist label (ask your pharmacist for a second labelled container so medication can be sent to school). Medications should be sent to school in single doses only. We do not keep analgesics at school for administration to children. Please contact the school if you require a Medication Authority Form. Please note that most doctors have access to these forms on Medical Director – if not, the school can arrange for a copy of the form to be sent to the clinic for the prescribing doctor to complete. Students holding and self-medicating without Staff knowing poses a number of harmful and life threatening risks to not only themselves but other students. Medications that are administered need to be recorded so that in the event of further medical assistance eg seizures, fainting or if the student becomes unconscious staff are able to notify Medical staff and Parents of any medications administered.

Headlice

Anyone can catch headlice. It is not a sign of poor personal hygiene. There is no sure way to prevent the problem but it is important to treat it properly and safely when it occurs.

We have a team of professionals who check for headlice in our school and offer advice on the problem. Consent for your child to be checked by this team is included in your enrolment package.

Dental Clinic

Children are able to access a school dental clinic located at 37 Tanunda Road, Nuriootpa. Please call 85621588 to make an appointment.

SunSmart Policy/Extreme Weather

Please refer to Appendix 1 for our SunSmart Policy. If the outside temperature is greater than 37°C or heavy rain occurs, arrangements are made for students to be supervised in their classrooms during breaks.

Leaving the School Grounds

Parents who need their children to leave the school grounds at any time during the school day must notify the school in writing by sending a note to the child's teacher in their diary/communication book. Parents/caregivers must report to the front office to sign out their child/ren prior to collection from the classroom. For your child's safety, a diary note to your class teacher is required when you have made prior arrangements for other people to pick up your child/ren. We understand that sometimes plans change and someone other than a parent will be picking up from or caring for your child after school. The school **must also be notified** if this is to occur – we cannot pass your child into the care of another parent unless the school has been notified by phone or in person.

Mobile Phones

Mobile phones & iPods are not permitted at Truro Primary School without prior arrangement with the Principal. Whilst we realise that many children now have their own mobile phones, we cannot accept any responsibility for their loss or damage whilst at school. Any student that has been given consent to bring their mobile phone to school needs to hand it in at the front office on arrival and can be collected upon departure.

If you need to contact your child and to minimise disruption to classes, please leave a message with the office staff so as they can pass messages on to either your child directly or via the class teacher.

Social Media

Staff are not permitted to have children or young people in their school community as "friends" on social media.

Any comments or photos of Truro Primary staff or students or school community that, if published, could cause hurt, embarrassment, risk claims of libel or harm the reputation of the above will be reported to DECD Legal Services. Photos of children, staff or school community members of DECD events or excursions may not be posted without permission of Truro Primary School.

Parents will be contacted if students have illegal access to sites as this is reportable eg. Facebook, KiK, Snapchat, Instagram, iTunes, YouTube Account.

For more information on cyber-safety visit (Susan McLean) www.cybersafetysolutions.com.au/media.shtml.

Visitors/Volunteers

Any time visitors/volunteers come into the school to assist and stay for a period of time greater than 15 minutes, they must sign the Visitors Log Book in the Front Office. This log book enables the school to account for people in times of emergency such as fire. Visitors/volunteers are asked to sign in when they start work within the school and sign out when they leave. In order to volunteer, arrangements are made with the class teacher and a copy of the DCSI Clearance Check must be kept at the front office.

No Smoking

All parts of the grounds and buildings are non smoking areas.

All school activities, e.g. sports days, parent teacher evenings, are non smoking events. This also applies to those events not held on school grounds, e.g. SAPSASA sports.

Emergency Procedures

In case of an emergency e.g. bushfire, petrol/chemical spill, intruders, etc, we have procedures in place to help protect students and staff.

The school has an established Bushfire & Emergency Policy and fire drills are practised several times a year. A Bushfire Action Plan is in place within the school. Updates of the Action Plan will be sent home to all families at the beginning of each school year and are included within this handbook. Our Evacuation & Invacuation and Emergency Procedures are also located at the back of this handbook.

Parent / Caregiver Participation

Volunteer participation is actively encouraged and highly valued at Truro Primary School. Parents/caregivers are most welcome to participate in any, or all of the opportunities outlined below. Other 'one off' opportunities are often outlined in the school newsletter or via the children's classes. Volunteers are now required to complete a DCSI Screening Check. Please see the office for the appropriate forms. The fee for this check is covered by the school. If you have any particular skills or expertise that you would like to share with the school please contact the front office.

The OHSW guidelines also apply to volunteers. Induction to the level appropriate for the tasks undertaken by the volunteer will be given by school staff.

Governing Council

Governing Council's major role is in governance of the school which includes:

- **Strategic planning - planning and overseeing finances**
- **Policy consultation**
- **Vision setting - establishing vision and direction**
- **Accountability - approving the annual budget, supporting the school program**

The Principal's role is to oversee the provision of curriculum, staffing, student learning and the management of day-to-day operations. Governing Council does not have a role in educational leadership.

We would encourage all parents to consider being involved in this important school organisation. The AGM is held early in the year and any parent/caregiver is welcome to attend and nominate to be on the Governing Council. Meetings are held generally 2-3 times of each term on a day agreed by the committee.

Governing Council Members need to undergo DCSI Screening Checks & Responding to Abuse & Neglect Training which will be provided by the school. For more information please contact the Chairperson or Secretary.

Parent's & Friends

Parents and Friends aim to involve the wider community in the successful development of education at Truro Primary School by:

- **Maintaining and contributing to the infrastructure and resources of the school.**
- **Responding to the specific needs of students, parents and staff by organising volunteers and fundraising activities.**
- **Positive collegiality amongst parents.**

Get togethers are held approximately twice a term. Details are advertised in the newsletter. This is a great opportunity for parents and friends to meet other parents in a friendly, supportive environment and to help raise funds for specific classrooms and wider school purposes.

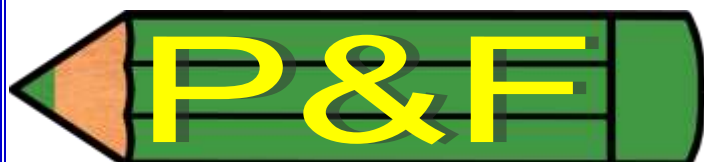
Mentor Programme

Individual students may be referred by teachers to our mentoring programme for reasons that are varied, but are not academically based.

If You Have Some Time...

If you have some time on your hands, Truro Primary School would love to hear from you. Working a couple of hours a term really does make a difference.

Opportunities include:





Come and hang with us at our Playcentre



Every Friday morning during School Terms.

At: Truro Primary School

Time: 9am - 11:30am

Contact: Jenni Schrapel - Playcentre Leader

Phone: 85640212 - between 8:30 am and 3:30pm



TRURO
PRIMARY SCHOOL



Government of South Australia

Depi
Chile

Burr Street
Truro 5356

Phone:

8564 0212

Fax:

8564 0306

Mobile:

0411 134 791

RESPECT

• EXCELLENCE

• HONESTY

• TRUST

• RESPONSIBILITY

SUNSMART PROCEDURES

IMPLEMENTATION

(To be reviewed Nov 2018)

Australia has the highest incidence of skin cancer in the world with 140,000 new cases and 1,000 deaths recorded each year.

There are four factors, often occurring simultaneously, which contribute to these statistics:

1. The population is predominately fair skinned
2. Ultraviolet light from the sun is of sufficient intensity to induce skin cancer in this susceptible population
3. For most of this century social value have supported the belief that a suntan is healthy and attractive
4. Lifestyle, work, school and recreational habits expose people to the sun for long periods

Skin damage, including skin cancer, is the results of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable. Truro Primary School can help reduce the incidence of skin cancer and the number of related deaths by encouraging all members of the school community to take effective skin-protection measures.

AIMS

The aims of the SunSmart Policy are to promote among students, staff and parents:

- Positive attitudes towards skin protection
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths
- Personal responsibility for and decision making about skin protection
- Awareness of the need for environmental changes in schools to reduce the level of exposure to the sun
- The procedures for extreme hot weather

IMPLEMENTATION STRATEGIES FOR SKIN PROTECTION

This policy is for implementation throughout the year.

The purpose of the policy is to ensure that all children attending our school are protected from skin damage caused by the harmful ultraviolet rays of the sun.

1. As part of general skin protection strategies:

- Children should wear a school wide brimmed or bucket hats, which protect the face, neck and ears whenever they are outside e.g. sport, sports days, outdoor excursions, outdoor activities, recess and lunch from 1 September to the 30 April. Care should also be taken when UV reaches 3 and above at other times.
- Children who do not wear their hats in the school grounds, between 8.45am and 3.30pm will sit under the shade of the sheltered area.
- Children will be encouraged to use available areas of shade for outdoor play activities.
- Children will be encouraged to apply a SPF 30+ or above broad spectrum water resistant sunscreen for skin protection.
- Children will be encouraged to wear clothing that offers their skin good protection i.e. shirts with collars, sleeves that are elbow length, longer styled shorts and skirts
- Children will wear a 'top' and sunscreen when swimming outdoors
- Teachers will schedule outdoor activities before 10.00am and after 2.00pm (11.00am and 3.00pm daylight saving time) wherever possible.
- Staff will be encouraged to act as role models by practising SunSmart behaviour –
 - Wearing protective hats that cover face, neck and ears and appropriate clothing for all outdoor activities
 - Using a SPF 30+ or above broad spectrum water resistant sunscreen for skin protection
 - Seeking shade whenever possible

2. Our school will:

- Provide shelters and shade trees
- Have available for sale as part of the school uniform appropriate wide brimmed and bucket hats
- Provide SPF 30+ or above broad spectrum, water resistant sunscreen for staff and students use when needed and will ensure product is in date
- Monitor students medical records for any allergic reactions students may have to the chemicals within sunscreens used
- Incorporate programs in skin cancer prevention in its curriculum
- Reinforce regularly the SunSmart Policy in a positive way through newsletters, parent meetings and student and teacher activities
- Allow water in drink bottles during class time and encourage students to hydrate regularly
- Encourage students to put lunches in the fridge in warm weather

IMPLEMENTATION STRATEGIES FOR SKIN PROTECTION cont'd

3. When enrolling a child, parents will be:

- Informed of the SunSmart Policy.
- Informed that new students are required to wear a school wide brimmed or bucket hat
- Encouraged to provide SPF 30+ or above broad spectrum, water resistant sunscreen if their child is allergic to the sunscreen that is being provided by the school
- Encouraged to practise skin protective behaviour themselves
- Encouraged to support the school's health and safety messages

4. Extreme hot weather:

Extreme hot weather days are when the temperature is 38 degrees or higher.

On extreme hot weather days:

- Classrooms and/or the gym will be open and supervised for students to use at lunch time. All students will remain inside during this time.
- Lessons are modified accordingly.
- We have air-conditioning that keeps students cool and fridges in each classroom to ensure safe food storage.



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RESPECT

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Student Behaviour Management

Belief Statement

The Truro Primary School Community believes...

Everyone has the right to learn and teachers have the right to teach in a positive school environment. By valuing **respect, responsibility, trust, excellence and honesty** we endeavour to provide, "opportunity to all" so that everyone can be successful, empowered and reach their full potential.

Aim

The aim of this policy is to ensure that Truro Primary School is a safe and positive environment for all members of the school community.

Behaviour Management Processes

Staff at Truro Primary School share agreed Behaviour Management Processes, which aim to provide a consistent approach when responding to issues both in the classroom and in the yard. This is a whole school approach which is based on high expectations. Students are guided to manage their own behaviour based on our school values. Outlined in the appendices is the standard Behaviour Management Process followed in response to inappropriate behaviour. It is important to recognise that for instances of extreme violence, bullying or non-compliance the process may be bypassed to ensure the safety and wellbeing of others.

Proactive Strategies

There are numerous strategies implemented throughout the school, both in individual classrooms and on a 'whole school' basis. These create a productive school and address bullying and behaviour management. Some of the main strategies are listed below and these strategies are reviewed on an ongoing basis.

- School values are promoted and reinforced through values based education.
- Students are involved in democratic processes i.e. class meetings, SRC.
- Positive behaviour is reinforced through numerous incentive schemes both in individual classrooms and school wide.
- Whole school assemblies promote successes within the school such as awards recognising our school values.
- Promote a positive school culture in a variety of ways.
- Interagency support is accessed as required
- Individual student development plans and strategies are negotiated with parent/student and staff to support children when required.

Consequences for Inappropriate Behaviour

Below is a brief explanation of the consequences that will be used in Truro Primary School for inappropriate behaviour.

Principal will make a judgement of most appropriate consequence.

Serious behaviour will incur a Behaviour Reflection Sheet.

Logical Consequence:

Consequences that are natural or logically follow on from a child's actions, e.g. littering – pick up papers.

Reminder:

Teacher will verbally remind students what they should be doing.

Warning:

The student is formally warned that their behaviour is inappropriate and that behaviour needs to change.

Time Out:

Student will be sent to an area in the classroom or yard to continue with their work/reflect without communicating with other students. Length of time will depend on the age of the student and the level of misbehaviour.

Buddy Class:

Student sent to another class to complete work away from their own peers. Length of time in buddy class will depend on the age of the student and the level of misbehaviour.

Take Home:

A student can be sent home for continued irresponsible behaviour. It is a way of calming the situation down and allowing the rest of the class and the teacher some "breathing space" from the student. Parents or the emergency contact will be asked to collect the student as soon as possible. The Principal may negotiate further consequences if appropriate. Re-entry meeting required with parents, principal, student and teacher. Information entered into EDSAS.

Internal Suspension:

The student will work in the main building under direct supervision of the Principal and is not allowed contact with the other students for the period of the suspension. Separate break times are supervised by the Principal. Length of time can be anywhere from 1-5 days. Re-entry meeting required with parents, principal, student and teacher. Information entered into EDSAS.

External Suspension:

A student will be externally suspended for any serious breach of the school's expectations. The student is not permitted to enter the school grounds unless invited by the Principal. Length of time can be anywhere from 1-5 days. Re-entry meeting required with parents, Principal, student and teacher. Information entered into EDSAS.

Exclusion:

Students are generally only excluded for continued and serious breaches of the school's behaviour policy. Exclusion will involve the Interagency Student Behaviour Coordinator from Regional Office and can be for up to 10 weeks or for the remainder of the term. Pre-exclusion and re-entry meeting required with parents, Principal, student and teacher. Information entered into EDSAS.

TRURO PRIMARY SCHOOL BEHAVIOUR MANAGEMENT PROCESS FOR INAPPROPRIATE BEHAVIOUR

More Serious Misbehaviour

Violence / fighting
Harassment
Non-compliance
Defiance
Intimidation
Bullying
Choking
Threatening behaviour
Vulgar language
Stealing
Vandalism and graffiti
Leaving school grounds/class without permission

Intentional harm
Damage to Property
Out of Bounds
High level unsafe play
High level/repeated name calling

Lower Level Misbehaviour

Littering
Lateness from play
Interfering with games
Running on paved areas
No hat
Low level unsafe play
Not completing work given due to tardiness
Incessant Calling Out
Put downs
Running inside
Disruption to teaching and learning

LEVEL ONE

The student is withdrawn from class/play to a room in main building to reflect on misbehaviour and fill in a Reflection Sheet which is sent home to notify parents. They are counselled by staff.

Logical consequences – Teacher Discretion
Pick-up rubbish, apologise, sit-out of the game, cool down, catch up work at playtime, go to buddy class, warning, proactive strategies - redirect

Cool Down /Buddy Class
Child spends time in an area by themselves to reflect on behaviour on the bench seat or buddy class

LEVEL TWO

Repeated/Chronic/Dangerous Behaviour
Fourth Reflection Sheet in one term will lead to automatic Internal suspension.

Referred to Principal

Any one of the procedures below may be implemented. Parents are generally notified for discussions about ongoing behaviour management. Students may need to enter a behaviour plan.
For instance of violence, bullying or repeated non-compliance any of these options may be implemented immediately.

Main building
Time out
/counselled
re Grievance
Procedure

Take Home or
phone call/letter
home

Restricted
Play

Internal
Suspension
Entered EDSAS

External
Suspension
Entered EDSAS

Referral to
IBSC/Attendance
or Counsellor

Student's behaviour is managed via
re-entry meeting with parents and
principal and possibly Interagency
Behaviour Support Coordinator

LEVEL THREE

Criminal behaviour will be immediately referred to the Police as well as DECD. DECD policy requires violence perpetrated by children over 10 must be reported to police.

Grievance and Parent Complaint Procedure

Truro Primary School Community believes everyone has the right to learn and teachers have the right to teach in a positive school environment. By valuing respect, responsibility, trust, excellence and honesty we endeavour to provide, "opportunity to all" so that everyone can be successful and empowered to reach their full potential.

GENERAL

It is important that concerns are kept confidential as there may be legal implications and although at times you may wish to seek support from friends, it is very important to do so wisely. Be aware that discussing issues in children's hearing can be unsettling. It is important that students understand the importance of resolving issues. Criticism of the school or teacher does not support the child's education as it undermines trust and confidence. The school can only deal with issues that are raised in the ways outlined below, if we do not receive information, then we assume that all is well. A positive partnership between our school and its parents will enhance learning outcomes for our students. It is to be expected, even within a positive partnership, that people will from time to time feel the need to express a concern. Concerns should be raised directly with the relevant persons in a confidential and respectful manner.

The procedure set out below is designed to enable the school community members to express a **concern** through an agreed process, with confidence.

PROCEDURE FOR DEALING WITH CONCERNS

- 1. Seek time with the relevant person whom you have a grievance with. This allows the person to prepare and devote uninterrupted time to what you have to say.**
 - Don't wait until the situation reaches 'crisis' proportions. Act early rather than late.
 - Be specific about your concern.
 - Listen and expect to be listened to.
 - Realise that you have probably heard only 'one side of the story'.
 - Feel free to offer and listen to suggestions and solutions.
 - Look on the discussion as a co-operative problem solving exercise.
- 2. If the concern is resolved, communicate to the relevant person that you are happy with the outcome.**
- 3. If you feel your concern is unresolved, make an appointment with the class teacher or principal concerned who will work with you and the other person/s with the aim of resolving the matter.**
 - As a matter of courtesy you should consider informing the person that you have taken this step. You are welcome to bring a trusted friend to this meeting.
- 4. If the concern is still unresolved, make an appointment with the principal who will work with you and the other person/s with the aim of resolving the situation.**
 - As a matter of courtesy you should inform the person that you have taken this step. You are welcome to bring a trusted friend to this meeting.
 - The principal will acknowledge the concern or complaint in a written response and aim to resolve it within 15 working days.
- 5. If your concern is still unresolved you can phone the DECD Parent Complaint Unit. A brochure on this unit and its role is located in the spinner by the front office.**
 - You can contact them on freecall 1800 677435 or visit the website at www.decd.sa.gov.au/parentcomplaint
 - The Parent Complaint Unit aim to resolve the issue within 35 days.

Student Grievance Procedure

STUDENT FLOW CHART



You have a concern that you can't resolve yourself.

UNRESOLVED



Go to the person who you have a grievance with to chat with and resolve it

PROBLEM RESOLVED

UNRESOLVED



Ask a teacher for help to resolve it

PROBLEM RESOLVED

UNRESOLVED



Ask the principal for help to resolve it

PROBLEM RESOLVED

Anti-Bullying Policy

At Truro Primary School we believe that

Bullying is everyone's business!

We are working together to create learning environments where every student and school community member is safe, supported, respected, valued – and are free from bullying, violence, harassment and discrimination.

At Truro Primary School, all members of our community are committed to ensuring a safe and supportive environment which promotes personal growth and fosters positive self-esteem for everyone.

Our values of respect, honesty, responsibility, excellence and trust are embedded in everything we do.

We aim to maintain a setting in which everyone feels valued and respected and where individual differences are appreciated, understood and accepted.

Within this context we do not tolerate bullying or harassment in any form.

A definition of bullying

Bullying is defined at Truro Primary School as a persistent physical and / or psychological action by an individual or group which hurts or stresses another.

It includes:

Direct bullying:

Physical:

- Hitting, kicking, punching, pushing, shoving, spitting, making rude gestures.
- Taking or damaging something that belongs to someone else.
- Forcing others to hand over food, money or something which belongs to them.
- Making somebody do something they don't want to do.

Verbal:

- Name calling, teasing, threatening.
- Making fun of someone because of their appearance, physical characteristics or cultural background.
- Making fun of someone's actions.

Indirect bullying:

- Excluding others from the game or the group.
- Spreading untrue stories about others.
- Hiding books or belongings.
- Threatening gestures e.g. "looks".

- Graffiti.
- Put downs.
- Unwanted physical contact.
- Manipulating.
- Harassment.

Cyber bullying:

- Teasing, spreading rumours or sending unwanted messages using electronic methods such as:
 - Email.
 - Social network sites.
 - Instant messaging.
 - SMS.

What can be done about bullying?

All members of our school community can help prevent bullying behaviour. This includes:

- Abstaining personally from bullying others.
- Actively discouraging bullying when it occurs.
- Giving support to those who are victimised.
- Reporting.

Responsibilities of Staff

- Be a positive role model.
- Teach students the skills and strategies for bullying prevention
- Be available and ready to listen and respond to reports of bullying
- Treat information seriously.
- Ensure follow-up by reviewing the situation.
- Develop skills in students that empower them to take responsibility for themselves and their actions
- Support others in dealing with incidents of bullying.

Responsibilities of Students

- Do not take part in bullying behaviours towards other students and staff.
- Tell the person or people to STOP the harassment or bullying.
- If harassment/bullying continues, approach a trusted adult.
- Report bullying whether it happens to you or others.
- Respect and value other students, staff and members of the school community.
- Be compassionate, empathetic and understand the effects of racism, sexual harassment and bullying on individuals and groups in our society.
- Develop appropriate skills and behaviours in communicating and working effectively with people from a variety of backgrounds.

Responsibilities of parents & caregivers

- Remind your children that they are highly valued and assist them in maintaining a positive self worth.
- Discuss positive strategies rather than getting even.
- Advise your child to tell a trusted adult.
- Watch for signs of distress and behavioural changes in their child:
 - Unwillingness to attend school.
 - A pattern of illness.
 - Personal items or equipment that have gone missing.
 - Damaged clothing or bruising.
 - Model appropriate behaviours at all times.
 - Inform the school if a bullying incident occurs within school time or the police and the school if a bullying incident occurs out of school.
 - Be available and ready to listen to reports of bullying.

What we do about incidents of bullying

- We will listen and talk to the person who has been bullied and the person who has bullied others.
- We will put consequences in place for the person who has been bullying others.
- These may include a warning, time out, exclusion from play / special events / excursions, being sent home, a meeting with parents, counselling, suspension or exclusion from school.

It is important to note that these steps may change. At Truro Primary School we do not use a 'one size fits all' approach. This is because each person is different and each incident of bullying is different.

What we do at Truro Primary School to reduce bullying

If an incident of bullying happens at Truro Primary School we use **prevention, intervention** and **post-intervention** strategies.

Prevention strategies include:

- Using the curriculum to teach students about respectful relationships, values and citizenship..
- Developing programs to help students participate and have a say in their learning.
- Teaching students about violence prevention, conflict resolution, anger management and problem-solving strategies.
- Develop policies which promote student safety.
- Teaching for and about diversity.
- Providing professional learning for staff in collaboration with local agencies.
- Wellbeing survey annually analysed.

Intervention strategies include:

- Counselling students who have been bullied / bullying.

- Talking with parents or caregivers about the situation.
- Putting consequences in place for those who bully others.
- Teaching students to be better bystanders.
- Ensuring that all staff know how to address bullying effectively and respectfully.

Post-intervention strategies include:

- Monitoring the situation between the students to ensure that their safety and wellbeing are maintained.
- Talking with parents or caregivers about strategies.
- Reviewing and evaluating behaviour codes and policies on a regular basis.

***If you would like further information about bullying,
please contact us:-***

Telephone: 08 8564 0212

Or

Parent Helpline

Phone: 1300 364 100

Website: www.parenting.sa.gov.au

Kids Helpline

Phone: 1800 551 800

www.kidshelp.com.au

Youth beyondblue

Phone: 1300 224 636

Website: www.youthbeyondblue.com

eheadspace

Phone: 1800 650 890

Website: www.eheadspace.org.au

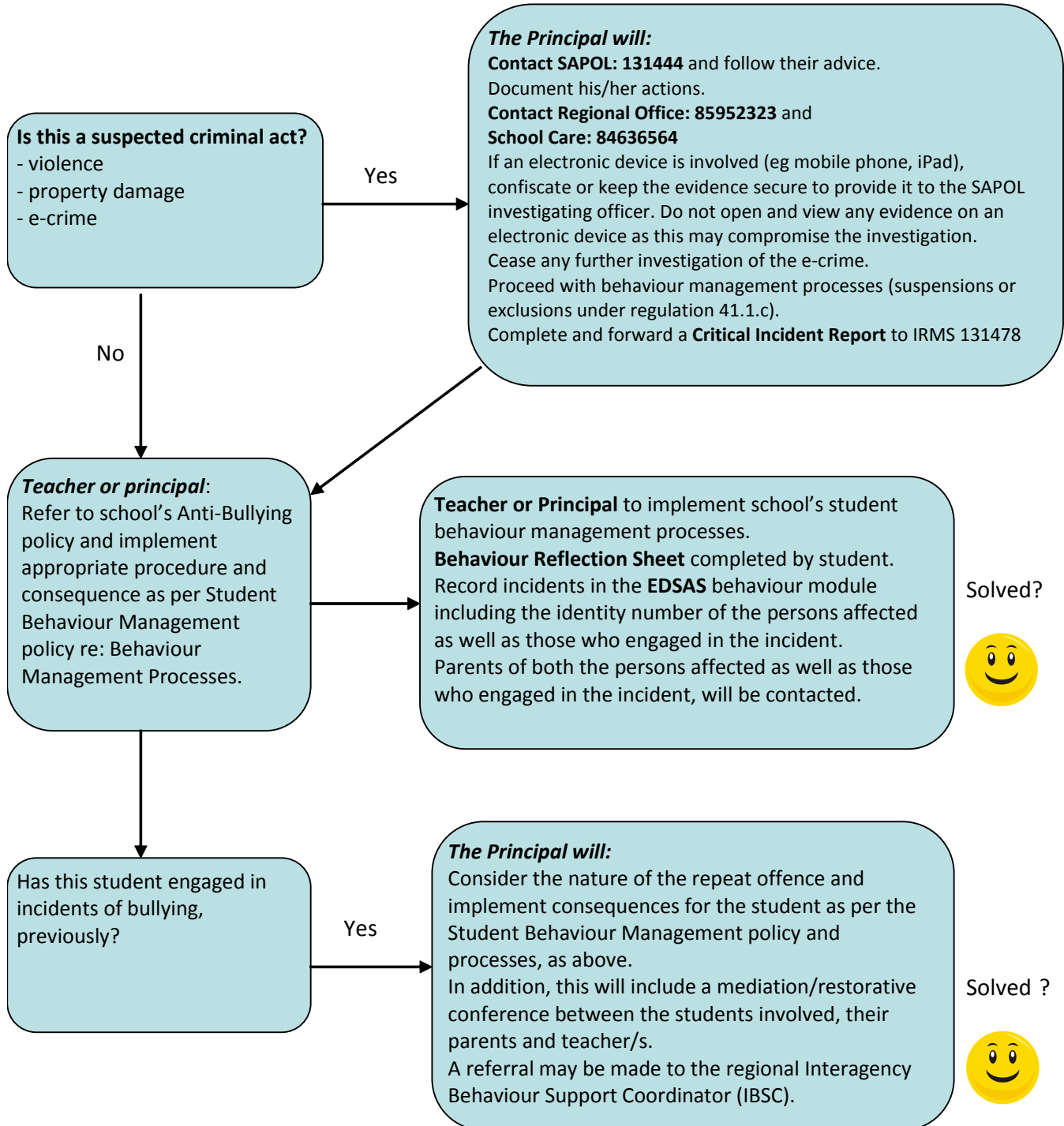
Reach Out

Website: <http://au.reachout.com/>

Cybersafety contact centre

Telephone: 1800 880 176

Responding to Incidents of Bullying



Truro Primary Bushfire Action Plan 2018

Truro Primary School has approximately 40 students and 9 staff (some part-time), with volunteers through the week. Staff members live in Barossa towns and as such, some travel through bushfire prone areas. The school is surrounded by a park, houses and in close proximity to farming land. The site structures consist of 2 timber classroom blocks, a main stone building, sundry sheds and at the far end of the oval, a large gymnasium. Truro Primary School is classified as a Low/Moderate (R3) fire risk, however recent years have seen the town evacuated and close proximity fires have been a cause for concern, as well as having fire affected families, hence the need for a more comprehensive plan than required by DECD.

Truro Primary School *does not* have authority to close on a forecast Catastrophic fire danger day.

Truro Primary School consider that responsibility of bushfire prevention and readiness lies with the community for keeping the school and its occupants safe and fire ready in the event of fire.

Below is a sequence of events to describe the **READINESS** for and **ACTION** in a fire event.

Bushfire <i>Readiness</i> is in place between October 31 and April 31.			
Timeline	Responsibility	Action	Complete
October 31-April 31	Grounds Person	Ensure grounds are free of dead wood, leaf litter and bark, including the playground area and grass is kept green and short.	
As needed	Admin staff	Contact Mid Murray Council to remove dead wood and bark on the adjacent boundaries outside the fence	
See Prev Main Schedule	Admin staff/facilities	Gutters are kept free from debris as per our site maintenance Schedule	
Extreme/Catastrophic days	Admin staff	Monitor CFS bushfire alerts and have 891 ABC radio turned on for passive information.	
Induction, enrolment and from Oct 31-April 31	Admin staff	Ensure all staff, TRT's, contractors and volunteers are familiar with this document or receive document on sign in. It is displayed for visitors from this date.	
Term 1 Wk 0	Principal	Identify staff who travel through catastrophic fire areas and consider risk to travel to school via a risk assessment	
Term 1 Wk 0	Admin staff	This document will be published and sent home with book packs.	
Term 1 Wk 1 Term 3 Wk 1	Fire Warden/Principal	Call a practise date for Bushfire response plan by all staff and students, including a review of roles and responsibilities of participants.	
Term 4	Principal	Invite CFS to talk to students and staff re fire prevention and response	
By Oct 31st	Admin staff	Ensure the school mobile phone has all parent, staff and regular TRT mobile numbers added to it	
October 31-April 31	Principal	Ensure buildings are as fire safe as practical with no fuel near buildings	
	Principal	Ensure water supply (water container in Main Building and fire extinguishers are up to date in all buildings as per Preventative Maintenance Schedule.	
By Oct 31	Admin staff	Ensure CFS warnings are received via school mobile phone	
By Oct 31	Admin staff	Purchase and maintain battery powered radio	
By Oct 31	First Aid Officer	Ensure first aid kits are stocked with appropriate dressings and equipment in Main Building as well as student medications and health plans	
By Oct 31	Teachers and office staff	Ensure Roll Books and sign in book include the Class Organisation, school map and full names and contact details of all students and are in an accessible place on the desk.	
	Teachers	Ensure students refill drink bottles at break times	

Bushfire Emergency Action Plan if fire is posing risk to site and occupants

Timeline	Responsibility	Action	Complete
On Activation of Action Plan as advised by Principal/Admin	Principal/Admin (if PR is absent)	Assess need to move to Main Stone Admin Building in consultation with CFS; obvious nearby smoke/fire causes alarm; CFS advises that fire is moving toward Truro or fire message advises to activate survival plan for Truro area. DECD Bushfire & Emergency Management can also be liased with and must be contacted to advise of movement. (see number below)	
As above	Principal/Admin	Sound siren and hall bell and phone classes to move all occupants to Main Stone Admin Building as quickly as possible. Ring 000 for Fire Emergency assistance if needed. Inform teachers on excursion of danger of returning.	
As above	Teachers	Take Roll Book to the Main Stone Admin Building with students in current class, ensuring that students in another location are accounted for. Any students collected <i>by parents or with written/verbal permission of parents</i> is to be clearly marked in Roll Book	
As above	Teachers	Inform students to take drink bottles with them to Main Stone Admin Building	
As above	Principal/SSO	Ensure all windows and doors are closed and air conditioners turned off.	
As above	SSO First Aid	Ensure first aid kit is in close proximity to students and staff	
As above	Teachers	Inform Principal of unaccounted for students/staff/volunteers and continue to supervise allocated students	
As above	Fire Warden/Admin staff (if FW is absent)	Activate oval sprinklers if safe to do so	
As above	Allocated admin office staff	SMS all parents with message: <i>"Truro Primary School Bushfire Action Plan has been activated. Students are being supervised in the Main Stone Admin Building (identified Refuge) for their safety. Please follow CFS advice for movement in this area or contact the Parent Bushfire Information Hotline 1800 000 279"</i>	
When fire front has passed	Principal	Assess the safest option – if building is burning, move to oval burnt ground if safer to do so.	
Fire has passed	Principal	Keep contact CFS to assess further threat to site	
Fire has passed	Fire Warden Principal Admin staff/SSO	Assess the safest area and ensure spot fires near safe area are extinguished if safe to do so	
Fire has passed	First Aid Officer/Teachers	Treat injuries as required/called ambulance 000 if needed	
Fire has passed and site fires are out	Allocated admin staff	If children are safe, SMS all parents with message: <i>"Truro Primary School Bushfire Action Plan was activated. Threat to students has now passed as advised by the CFS"</i>	
When CFS deems it is safe	Teachers	Record clearly on Roll Book if students leave site with <i>parent permission</i> . Continue to supervise students.	
ASAP	Principal	Assess site damage in consultation with Bushfire & Emergency Management, Regional Facilities Manager, Emergency Services and have it secured.	
ASAP within 24 hours	Principal	Inform Education Director and enter critical incident on IRMS	
Within 48 hours	Principal	Contact Erin Labados (Bushfire & Emergency Management) for reporting	
After incident	Principal	Arrange for renewal of fire fighting systems	
After incident	Principal	Refer media to Education Director and Bushfire & Emergency Management Ph: 82262524, 82263714, 0407 402 407	
After incident	Principal	Debrief with staff and engage Counsellors as required	

Emergency: 000

CFS Hotline number : 1300 362 361

Bushfire & Emergency Management Phone: 82262524

Education Director: Kathryn Bruggerman

Parent Bushfire Information Hotline: 1800 000 279

TRURO PRIMARY SCHOOL EVACUATION PROCEDURE

TIMELINE	RESPONSIBILITY	ACTION	COMPLETE
In event of building fire, bomb threat, gas leak, earthquake	Admin staff/any staff discovering issue	The alarm will be a prolonged ringing of the horn, both horn and hall bell Grab hands free phone Check toilets Meet classes on oval and check missing people	
Immediately	Teachers	Collect roll complete with all student names, class organisation, roll and map of school	
		Instruct students to take water bottle	
		Use safe exit to walk students to the oval	
		Assemble students in group according to lesson	
		Check all students are present and report missing students to Principal	
		Supervise students until emergency is over	
		If on duty, gather students in class groups on oval	
Immediately	Students	Listen to and follow instructions immediately, orderly and quietly	
		If in unsupervised area, move to the oval to join group	
	Principal/Admin staff	Ring Emergency 000 and report emergency	
	Admin staff	Take roll and sign in books to oval	
	Principal	Advise Education Director and Bushfire & Emergency Management of Critical Incident	
	Principal	Submit IRMS Critical Incident report within 24 hours	
	Principal	Along with Bushfire & Emergency Management assess damage	
	Principal	Debrief staff and students and request counselling as necessary	
	Admin Staff	Inform parents of emergency via SMS stating <i>"Truro Primary School Emergency Evacuation Plan has been activated and students are being supervised on the oval at this stage. Staff are working with Emergency Services for resolution. We will update via SMS"</i>	

Emergency 000

Education Director: Kathryn Bruggerman

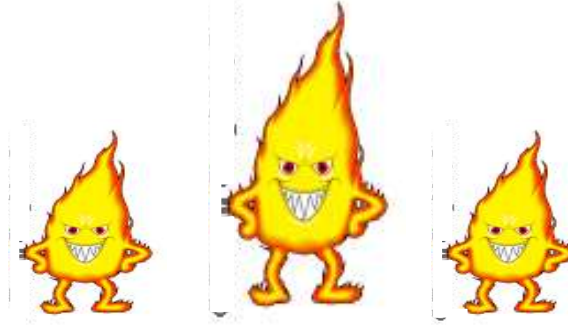
Bushfire & Emergency Management: 82262524 0407 402 407

TRURO PRIMARY SCHOOL INVACUATION PROCEDURE

TIMELINE	RESPONSIBILITY	ACTION	COMPLETE
In event of threat to safety	Admin staff/any staff discovering issue	The alarm will be short sharp continuous ringing of the siren and hall alarm.	
Immediately	Teachers	Collect roll complete with all student names, class organisation, roll and map of school	
		Instruct students to grab water bottle	
		Gather students under desks	
		Lock all doors and windows and pull blinds and curtains	
		Check all students are present and report missing students to Principal if possible	
		Supervise and reassure students until emergency is over	
		If on duty, gather students in the gym, locking doors and windows	
		Remain indoors until notified to move by Emergency Services/Principal	
Immediately	Students	Listen to and follow instructions immediately, orderly and quietly	
		If in unsupervised area, move to the nearest supervised building	
		Remain calm and follow instructions	
	Principal/Admin staff	Ring Emergency 000 and report emergency	
	Admin staff	Lock all doors and windows and pull blinds and curtains	
	Principal	Advise Education Director and Bushfire & Emergency Management of Critical Incident	
Within 24 hours	Principal	Submit IRMS Critical Incident report within 24 hours	
	Principal	Along with Bushfire & Emergency Management assess damage if applicable	
	Principal	Debrief staff and students and request counselling as necessary	
	Admin Staff	Inform parents of emergency via SMS stating <i>"Truro Primary School Emergency Invacuation Plan has been activated and students are being supervised indoors. Staff are working with Emergency Services for resolution. We will update via SMS"</i>	
Emergency 000			
Education Director: Kathryn Bruggerman			
Bushfire & Emergency Management: 82262524 0407 402 407			

Evacuation Procedure

Report problem immediately to staff member.



Continuous Ringing Of The Siren and sounding the hall alarm.



All Evacuate To The Centre Of The Oval

Choose a safe route, close windows, if possible.

Bring the roll book.



Designated Staff Ensure Buildings Evacuated.



Wait for clearance to re-enter buildings.

[Wait for clearance to re-enter building from the Principal]



The first responsibility of staff is the safety of children– use fire extinguisher only if safe to do so

Invacuation Procedure

Report problem immediately to staff member.



Continuous short sharp ringing of the siren and sounding the hall alarm.



All Evacuate Under Desks

Close blinds and curtains, grab the roll book.



Students in unsupervised area, go into closest supervised building



Wait for clearance to exit buildings.

[Wait for clearance to re-enter building from the Principal]

