

Welcome to

TRURO



**INFORMATION
BOOKLET**



Government of South Australia
Department for Education

RESPECT



RESPONSIBILITY



INTEGRITY



SUCCESS

Welcome Letter from The Principal



Burr Street
Truro 5356
Phone:
8564 0212
Fax:
8564 0306
Mobile:
0411 134 791

RESPECT

• **RESPONSIBILITY**

• **INTEGRITY**

• **SUCCESS**

Dear Parents,

Welcome to Truro Primary School. We hope that your child's enrolment will be the beginning of a positive and rewarding experience between your family and the school.

My name is Valerie Menzel, new Principal at Truro Primary School. I live in Kapunda with my husband Danny and two children Lucy and Harry. I have previously worked at Kapunda Primary School and most recently as a Senior Leader in the Lower Mid North and Goyder and Light Partnerships.

At Truro Primary we believe that a child's overall development is best achieved when parents, children and teachers work together. We encourage parents to contribute and to share in their child's education. Unfortunately, COVID 19 has had significant impact on parent involvement, we are hoping this will improve in 2022 as restrictions ease and it is safe for more volunteers to be on site.

We welcome all current and new families to assist in the school in any way you can and have an active role in your child's/children's learning. Your support is important to us, ensuring that all children develop intellectually, socially, physically and emotionally in a positive and caring environment.

Yours faithfully

Valerie Menzel
Principal

General Information

Address: 1 Burr Street
TRURO SA 5356

Phone: 08 8564 0212

Fax: 08 8564 0306

Email: dl.0442_admin@schools.sa.edu.au

Website: www.trurops.sa.edu.au

Principal: Valerie Menzel

Teaching Staff: Valerie Menzel
Natalie Mudge
Jane Furnell
Cristina Musolino

Playcentre Leader: Jenni Schrapel

Support Staff: Rachael Dittrich
Jenni Schrapel

Groundsperson: Mostyn Daniel

Pastoral Care Worker: Renee Floyd

Term Dates

	Term 1	Term 2	Term 3	Term 4
2022	31 January to 14 April	2 May to 8 July	25 July to 30 September	17 October to 16 December
2023	30 January to 14 April	1 May to 7 July	24 July to 29 September	16 October to 15 December

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 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.

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 8.30am or after 3.15pm as there is no teacher supervision outside of these times (unless arriving or departing by bus).

8.10am (approx)	DfE Bus arrives at school
8.30am	Yard supervision commences
8.45am	School starts
10.40am - 11.00am	Recess
12.40pm - 1.20pm	Lunch (includes 10 mins supervised eating time)
3.10pm	Dismissal
3.45pm (approx)	DfE Bus departs school (Bus students supervised)

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.

Enrolment

Enrolment and information packs are available from the school.

Tours with our school Principal are available by phoning the school to make an appointment.



Transition Visits

To help with the transition from Kindergarten to School, a number of visits are arranged in term 4. Parents/caregivers have the opportunity to meet the Principal, Teachers and other students as well as a chance to explore the 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 6 students make a successful transition to Nuriootpa High School or Faith Lutheran College.

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 (DfE).

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.

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 plan. All enquiries of this nature are kept strictly confidential.

School Card

All types of school card applications are now available online and can be accessed from any device that gets internet, including mobile devices, such as tablets and smart phones, as well as laptops and computers. For details, visit sa.gov.au/education/schoolcard. Eligible parents will have an amount credited to their school account to help meet educational expenses. If you wish, hard copies of the form are still available at the school office. 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 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 or Class Dojo. 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.

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

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

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

Terms 1, 3 and 4 and when UV is above 3, 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, skirts, long pants, rain jackets and scarves are obtainable from the school office.

Please clearly name all clothing.

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. More information about the curriculum for parents can be located at: <https://www.australiancurriculum.edu.au/>

Teaching programmes are developed to allow for the changing needs of all children and are intentionally designed to cater for a diverse range of learning needs.



Currently at Truro Primary School we have a high ratio of laptops per student across the school from Reception to Year 7. Students have regular access to mini iPads and other information technologies as a tool for learning. This year our school's internet has been upgraded to world class access and speed, allowing teachers and students to teach and learn in the 21st Century.

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) – Open Access
- The Arts
(Music, Dance, Drama, Visual Arts & Media)

Learner Support

At Truro Primary our small sized classes provide multiple opportunities for all students to access support with their learning. This may be intervention for students with learning difficulties or intervention for students who require further challenge and stretch. Our current intervention programs are 'Multi-lit' for reading development and 'Maths for Learning Inclusion' to help improve number knowledge skills. We also work with individual students developing Interoception skills, teaching students how to self-regulate their emotions – increasing their wellbeing for optimal learning improvement.

Classes

Our teaching programmes are split into the following class structure each week:

Tuesday – Friday until lunch time students will be working in 3 classes with a focus on literacy and numeracy

- Years 5, 6
- Years 2, 3, 4
- Years Rec, 1, 2

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

- Years Reception - 3
- Years 4 – 6

Every Monday students will work in the above 2 class split.

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 and 5 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.

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 7:00pm. 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.

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 accidently 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.

We also have a parent library that parents / carers can access. Please see office staff if you would like a library borrowing card.

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, Class Dojo, Diaries, and formal and informal conversations.

School Assemblies

School Assemblies will be held at 3:00pm on a day to be confirmed, 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 produced fortnightly, on Friday of the even week of term. The newsletter will keep you informed about all that is happening at school. This year our school newsletter will be delivered to you electronically and will be available on Skoolbag, our school Facebook page & our school website.

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 App



The school is a member of the Skoolbag 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.



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 DFE 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).
	Exclude until fully recovered or 5 days after onset of rash.
Measles	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

SA Health recommends that everyone checks their hair every week for headlice. Checking and treating children's hair is BY LAW A PARENT'S RESPONSIBILITY (*Section 43a of the South Australian Public and Environmental Health Act 1987*). Staff in preschools, schools and childcare centres are not responsible for the management of head lice infestation in the community, and are **not expected to conduct mass head inspections or to treat children** for head lice.

Dental Clinic

Children are able to access a mobile school dental clinic that visits our site each year. Details are provided a few weeks before their arrival.

SunSmart Policy/Extreme Weather

Our SunSmart Policy is available on our website. If the outside temperature is greater than 37°C or heavy rain occurs, arrangements are made for students to be supervised in their classrooms or in our gym 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. Please review our mobile phone policy that is available on our website.

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 DFE Legal Services. Photos of children, staff or school community members of DFE 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.

Parent / Caregiver Participation

Volunteers provide support in many areas and contribute to the success of learning and student wellbeing programs.

There are many areas in which you may consider volunteering your services:

- Governing Council Member
- Library support
- Reading support in classrooms
- Supporting classes on excursions/camps
- Governing Council sub-committees e.g. fundraising
- Sports coaching

All volunteers must complete a Department for Education volunteer application form and a certificate of participation for Responding to Abuse and Neglect (RAN) Volunteer Induction session and need to be fully COVID-19 Vaccinated.

A current Working with Children Check (WWCC) is required for volunteers in Department for Education for some volunteering activities. Use the guidelines below to determine if you require one. If you are unsure, the school will advise if you are required to hold a WWCC.

You don't need a working with children check if you:

- work for SA Police or the Australian Federal Police
- are a parent or guardian volunteering with your own child (e.g. at school) and do not have close personal contact with other children

Working with Children checks are required for:

- parents or guardians attending overnight camps
- sports coaches who are not parents / guardians of a child in the team
- parent volunteers, if their own child is not involved in the service / activity
- Parents or guardians involved with close personal contact with children, this involves toileting or changing clothes

ALL volunteers are required to have completed the Responding to Abuse and Neglect - Education and Care settings and Volunteer Online Training. See staff in the office for details.

The Protective Practices for Staff in their Interactions with Children and Young People guides staff in their interactions and is a document that is made available in the Responding to Abuse and Neglect for Volunteers training.

If you have any queries regarding volunteering at Truro Primary School, please contact the Principal or office staff who will be able to assist you.



Come and hang with us at our Playcentre



Every Friday during School Terms.
At: Truro Primary School

Contact: Jenni Schrapel - Playcentre Leader
Phone: 85640212 - between 8:30 am and 3:30pm