

# Owen Primary School



## Family and Staff Information 2019



Government of South Australia

Department for Education and  
Child Development

# Owen Primary School

## School Vision

To be a Caring School Community.

To have created an exemplary environment in which people work independently and interdependently, where students have achieved their personal best as a result of planned interventions based on need *and students have a high degree of ownership for their own learning.*

## School Values

Achievement Caring Excellence

## Guiding Principles

The curriculum will be accessible to ALL students.

It is an expectation of all staff that whole site agreements dictate Literacy and Numeracy practices.

We require every student to achieve their personal best.

Staff will stay focussed on one area of improvement each year.

The school works in partnership with parents and the wider school community to provide students with the greatest opportunities for success.

## Site Priority for 2019

**Continued focus of Visible learning in particular feedback and productive struggle in numeracy. Comprehension in particular inferencing is the schools literacy focus.**

## Guiding Question

What do we need to do to ensure that students are able to give each other relevant and accurate feedback?

## Welcome to the 2019 school year at Owen Primary School.

Owen Primary School is a delightful rural school, with a dedicated staff who work to ensure the best educational outcomes for each individual student. The school has strong connections to the community, and students benefit from positive family support and involvement in the school.

Staff have a clear knowledge of each student's learning needs, this knowledge is gathered in a number of ways including.

- Talking with each other about our perceptions of each child as a learner,
- Listening to parents and carers as the first educators of their children,
- Listening to and observing students as they work,
- Developing individual learning plans for students as necessary,
- Use of regular diagnostic assessments to ensure we have ongoing data about students literacy and numeracy skills, knowledge and understandings,
- Using the information from diagnostic assessments and staff perceptions to ensure each child receives the learning support they need in all curriculum areas.

Please see the 'Family Charter' and 'Working with families to provide quality education to the students of Owen Primary School' documents with this information package.

### **Continued focus of Visible learning in particular feedback and productive struggle in numeracy. Comprehension in particular inferencing is the school's literacy focus.**

In 2019 we are continuing our focus on feedback. The ways teachers and other students respond to student work (provide feedback) has a significant impact on student learning outcomes. Feedback that is at the point of learning, building on what the student knows that provides guidance on what they need to know next, has a high effect size. (Hattie 2009).

Self-review in late 2018 also found that comprehension in particular inferencing is an area that we as a collective staff need to improve on. As a result of this self-review this is going to be our literacy focus in 2019. Common language and professional development in this area are two ways we plan to improve in this area.

### **Parents are Valued.**

What you think is important to us. There are a number of ways parent and carers can influence education at Owen Primary School and provide valuable support to the school.

- You are welcome to make an appointment with your child's teachers to discuss individual learning needs,
- Join the Parents and Friends Group,
- Become a member of the Governing Council,
- Attend pupil free days and staff professional learning sessions when invited,
- Complete school surveys when invited to,
- Make an appointment to talk with the Principal.

I invite you to enjoy this year's learning journey with staff and students.



Liam Whitwell  
Principal

The information provided is a guide to general procedures at Owen School. Please contact staff if you have any questions concerning procedures and activities. Our school is continually improving and so procedures are subject to change. We endeavour to keep families informed about changes.

## **Attendance**

Every day at school is important. Regular attendance and punctuality is expected.

Understandably, there are days that students will be absent. When this occurs we are required to ask for a written, sms, phone or email explanation for the absence from families. We prefer this explanation as early as possible during the period of absence. If an explanation is not received a courtesy green form will be sent home so parents can state the reason for the absence, sign the form and return it to school. This allows the school to maintain required records.

Ensuring students are punctual for school helps set up good habits for their working life. A student who is regularly late misses out on the setting up of the learning time for the school day. Information from parents on the day of the lateness is appreciated. Lessons start at 9am each day and finish at 3.20pm.

Please notify your child's teacher when your child has a Doctors or similar appointment. To ensure the safety of all students are required to be signed in and out of the school at the office if they arrive late or leave school early.

**PLEASE DO NOT TAKE YOUR CHILD FROM THE SCHOOL WITHOUT SIGNING THEM OUT AT THE FRONT OFFICE.**

If, due to unavoidable circumstances, you are not able to collect your children, in a timely manner, at the end of the school day please make sure that you let the school staff know.

## **Accidents**

All staff members are first aid trained. Known minor injuries and sickness are managed by staff with communication to parents via a phone call or note home. If the incident is more severe, every effort will be made to contact parents or nominated emergency contact people. Ambulances will be called immediately when deemed necessary. (Please consider personal ambulance cover).

## **Assemblies**

We advertise the times and dates of school assemblies in our school newsletters. The Student Representative Council (SRC) usually hosts 3 assemblies each term for children to share their work and practice speaking and performing in front of a community audience. Please feel welcome to attend.

**Bank** - The school does not provide banking services.

## **Bus**

Our school is serviced by one bus run. Students eligible for bus travel must live at least 5 kilometres from the school. Applications to travel are available from our front office. School buses are managed by Balaklava Primary School. Students who use the bus regularly and issued with a bus tag, to ensure the driver knows who is on the bus at all times. To arrange occasional or a 'one off' bus travel e.g. 'sleepover' forward a written signed and dated request to the Principal for approval, at least one day in advance of the required travel. One off travel will usually be approved, if there are seats available on the bus.

### **For Bus Families**

If your children are on the Owen Primary School bus list, you are obliged to let the bus duty teacher know each day if your children are not travelling on the bus to or from school. It is especially important that you let the bus duty teacher know if your children are not using the bus to go home. Bus duty takes place in the UP classroom.

## Bushfire Action Plan

The Owen Primary School Bushfire Action Plan is reviewed and updated each year before the summer, in consultation with the Owen Country Fire Service Chief and DECD officers. A copy is available from the front office. There is also a copy displayed in the WHS section of the staff room wall and on our website.

## Collecting Students at the End of the School Day.

### Junior Primary Students -

At the end of the school day, Junior Primary students are to **be collected by a parent or older child from the teacher at the JP classroom door**. Parents please make sure you are **at the school near the JP door by 3.20pm**. Children who are not collected by 3.25pm will be escorted to the bus duty teacher in the UP classroom until they are collected.

### All Students

If you are going to be late collecting your children from school please phone the school to let us know.

If you cannot locate a child after school, when you come to collect them, please inform staff without delay.

## Communication

Parents and teachers are encouraged to communicate regularly. Staff will communicate with families via diaries, notes, communication books, email, text messages and phone calls. If you want to meet with a member of staff, please contact the school to make an appointment. Appointments can be arranged outside of class teaching and yard duty responsibilities, at a mutually convenient time.

## Correction Fluids

Correction Fluids (eg White out) with a brush are banned from all DECD schools. Staff may use a correction tape or pen in office areas away from students.

## Crunch and Sip Healthy Snack

At Owen Primary School we understand the importance of developing healthy eating and drinking habits early in life. We also know that brains work better if they have a healthy snack, drink of water and some fitness part way through the morning before recess. We insist on a healthy snack of fresh fruit or vegetables and a drink of water. We call this 'Crunch and Sip'. We also encourage children to try a wide variety of fruits and vegetables throughout the school year as relevant to the Health and Physical Education curriculum.

## Curriculum

Owen Primary School provides a broad and balanced curriculum and a range of enrichment learning opportunities for students in line with the Australian Curriculum. We have a strong focus on literacy and numeracy as foundational learning areas.

## Custody

Families are requested to show any legal Family Court or Restraint Orders to the Principal as soon as possible, or on enrolment.

## Easter Breakfast

One of the delightful traditions of Owen Primary School is the Easter Breakfast. Each year on the Thursday before Good Friday we have a whole school breakfast at school. Parents are invited and welcome to come and help. Breakfast usually consists of eggs, toast, fruit juice and possibly fruit or hot cross buns.

If you would like to make a donation to the school of breakfast foods or even cash towards this breakfast we will accept appreciatively. Please let the office know.

## Emergency information

On enrolment, parents are asked to provide important home, medical, phone and emergency contact information. These records are kept on file in the office in case of emergency, so parents and medical assistance can be sought quickly. It is essential that this information is current. Please notify school of any changes to your contact details – even if temporary. Silent phone numbers will be respected.

## Excursions and Camps

Throughout the year, teachers may plan a variety of excursions, either in the local area or beyond. Excursions enhance areas of study, and form an integral part of the curriculum.

Parental permission is pre-requisite of all excursions, however to cover any local excursions, not requiring transport, a general consent form is completed at the beginning of each year.

Owen Primary School will hold the next school camp in 2020.

If a child has been exited 3 times or more or been suspended for inappropriate behaviour choices, in the 10 school weeks of the current school year, prior to the camp or excursion, they may not be eligible to attend.

## Fees

At the end of each school year, the Finance Committee of the Governing Council sets school fees for the following year. Information about the fees is provided to parents on enrolment. At the beginning of the year, parents are notified about these costs. Payment of fees by the end of term 1 is preferred; payment plans can be negotiated with the Principal or Finance Officer.

Government school card assistance to pay school fees is available to approved families. Please ask for details and application forms from the school office.

## Governing Council

The Governing Council is the school governance body with a key role of setting broad direction for Site Improvement Planning in conjunction with the Principal. Please let the Principal or Chairperson know if you are interested in joining Governing Council. The Governing Council AGM is held in term one each year.

## Homework

The value of certain types of homework is questionable in contemporary educational research. Many Owen Primary School parents expect their children to do homework therefore teachers provide homework that will be beneficial to students. The homework that provides the best outcomes for students is homework that involves other family members.

HOMEWORK	JP	MP	UP
Activity	Reading and sight words and letter formation.	Spelling, reading and times tables.	Reading. Spelling – learn words. Weekly maths problem.
Purpose	Provide students with ample opportunities to show and practice their reading skills, letter formation and sight words. Young children need to read to an older person, if this is not possible at your home, they can read to a pet or soft toy.	Provide students with home opportunities to practice their reading skills, learn their spelling words and times tables.	Provide students with home opportunities to practice their reading skills learn their spelling words and apply maths problem solving skills in a home setting.
Rationale	Reading is a significant educational building block. It is important that young children read at home as often as possible. Sight words and letter formations like reading are foundational skills and regular practice is useful.	Reading is important at all stages of schooling. When children read at home as often as possible their overall education outcomes can improve. They learn about the linguistics of the language and also build up knowledge of the world beyond their own experiences.	Reading is important at all stages of schooling. When children read at home as often as possible their overall education outcomes can improve. They learn about the linguistics of the language and also build up knowledge of the world beyond their own experiences. Children need opportunities to work on maths problem solving in different settings.

## Infectious Diseases

The recommended minimum exclusion periods from school for infectious diseases are as follows:

Chicken pox	Until fully recovered. (Some remaining dry scabs do not preclude students from school.)
Mumps	9 days or until swelling goes down, whichever is first.
Rubella (German measles)	Until fully recovered.
Measles	4 days from the appearance of the rash or until a medical certificate is produced.
Hepatitis A	7 days after jaundice appears or until a medical certificate is produced.
Whooping cough	7 days after starting treatment with antibiotic or until a medical certificate of recovery is produced.
Conjunctivitis	Until discharge from eyes has ceased.
Head lice	Until appropriate treatment has been started.
Ringworm & Scabies	Until appropriate treatment has started, supported by a medical certificate.
School sores (Impetigo)	Cover sores, and exclude until appropriate treatment has started.

Additional information on infectious disease may be obtained from the Child, Adolescent and Family Health Service (08-82360444) or the local Boards of Health.

## Library/Resource Centre

The library is an important resource for class curriculum and student reading. The library is located in the school hall across the oval from the class areas and office. The library resources are available for community use.

## Literacy and Numeracy Blocks

Research has shown that a child's learning and retention is much greater during the first part of the morning than at any other time of the day. To maximise the use of this time we have developed a Literacy Block that will run for 90minutes between 9am to 11am. Within this literacy block students will take part in fitness, a crunch and sip healthy snack and brain gym breaks. Each class has a designated numeracy block each day, either after recess or after lunch. These strategies have been proven to improve student learning outcomes. Parents and non-classroom staff are asked not to disturb classes during these times.

## Lunches

The Owen Arms Hotel supply lunch orders to the school Friday each week. These lunches meet the DECD healthy eating policy requirements. Parents or students are able to order lunches at the school office. Lunches can also be ordered directly through the hotel. Lunches will be delivered to the school. For further information please ask at the front office.

Parents and Friends supply lunches as a fundraiser for the school on a regular basis. Order forms are sent home before each P&F lunch day. Please return forms and money prior to or on the morning of the lunch day.

If a child does not have lunch on other days we have lunch food at the school.

## Media Consent.

From time to time, we like to include photos of students and student work samples in the print or electronic media. Parents are asked to sign a consent form at the beginning of their first year so the school can use images and work samples in the media, without parental consent this cannot take place.

## Medication Management

We are not able to give medication to students at school unless we have clear instructions from an authorised health professional (eg doctor, nurse, pharmacist, dentist etc) and the medication is in the original container with the students name from the pharmacy on the container. This includes (but is not limited to) pain killers, antibiotics, cough medicine.

All medication must be prescribed by a health professional and provided as a daily dose (or a week's supply at the most, except in long-term continuous care arrangements. Medication is stored securely at school in the office area. Medication authority forms are available from the school. (DECD Medication authority 2015).

School staffs are not generally trained and cannot be expected to routinely administer medication such as eye or ear drops and ointments.

## Messages for children.

Messages that need to be passed onto children can be left at the front office either in person or by phone. Please do not interrupt lessons with messages for children.

## Money Collection

All money paid into school by students may be brought directly to the office. Please include all forms and information required eg student name, event and amount. Adults can also make payments at the front office. Banking occurs each day so change may not be available. Please try to provide correct amount.

The school also has EFTPOS facilities if this is more convenient. We do not have the facility to enable you to take cash out however.

## Newsletters

The school newsletter will be uploaded to the school stream app on Wednesdays or Thursdays, unless a paper copy or an email is requested. Newsletters are published usually in weeks 1, 3, 6 and 9. Future newsletter dates are published in each newsletter. Should you wish to place an item in the newsletter it must be presented at school before 9am on the Tuesday before the newsletter publication date for approval by the Principal.

## Using the School Stream app

The Owen Primary School Stream app is our preferred way of communicating with parents, 95% of information for parents and letters are downloaded to the school stream app. A flyer on how to download the School Stream app is included in our enrolment pack. For further information please contact the school.

## Parent Complaints

Our Parent Complaints Policy documents is available on the Owen Primary School website or in the front office. We prefer to know about concerns as soon as they happen so we can address them in a timely manner. Please do not hesitate to contact the school if you have a concern.

## Parents and Friends

Owen Primary School has an active Parents and Friends Committee. They raise funds for the school and provide healthy lunches each term. Parents and Friends also act as a forum for parents to gain and share information, ideas and skills. If you would like to be involved we can provide you with more information about this valuable group.

## Pastoral Support Worker

We are fortunate at Owen Primary School to have the services of a Pastoral Support Worker. The role of this person is to support the schools focus on social skill development and well-being of students. Pastoral Support Workers (PSW) are selected for their skills and experience in active listening, fostering trusting relationships, networking, and accessing appropriate support to meet individual student and adult needs. PCW's serve the community in a "first-response capacity" by providing pastoral care, spiritual support and referral to specialist crisis support. The CPW's work is governed by Christian principles but excludes proselytizing, evangelising, or promoting a particular set of beliefs.

## Performance Development for Staff

At Owen Primary School all staff work with the Principal on a rigorous performance and development program.

## Personal Property

Please label all property – especially clothing and bags. Many items are found and not claimed each term. A lost property box is kept in the office. At the end of each term unclaimed items are sent to local charity or washed and placed in the second hand uniform shop. Students are responsible for any personal item brought to school. We request precious items and toys are not brought to school.



## Playcentre

Owen Primary School hosts a quality Playcentre each Wednesday morning except week one, each term. It runs from 9:30am to 12:00pm in the school library. The program offers play based learning, great resources, quality learning programs, excursions and most of all FUN! All preschool age children and their families welcome. For more details please contact the school.

### Playcentre Facebook

The Playcentre Facebook page can be found by searching 'Owen Playcentre Parents & Caregivers'. This is a closed group for Owen Primary School Playcentre parents and friends, who request to join.

For more information contact the school on 8528 6116.

## Policies.

At Owen Primary School we review policies in a cyclic manner every 3 – 4 years with, staff, Governing Council and students as required or appropriate.

## Religious Education Seminars

Once a term students have an opportunity to attend religious education seminars conducted by local ministers and lay people and organised by the schools Pastoral Support Worker.

Parents have the right to exclude their children from these sessions – excluded students will be provided alternative learning programs.

## Reporting on Student Achievements

Student, parent and teacher interviews are held near the end of Terms 1 and 3 to discuss the individual progress of students, we encourage students to attend with their parents/carers. Students, family members and teachers are encouraged to arrange interviews at any time during the year to discuss student progress.

Written reports are sent home twice per year at end of Term 2 and 4. These reports include A-E grades for curriculum areas (for students from years 1 to 7 – reception students are not graded), indications of work and study habits, a general comment of progress and diagnostic assessment achievement levels. Reports will be sent in a folder which needs to be returned after the term 2 reports go home. The folder can be kept at the end of the year.

## Self-Review for Continuous Improvement.

At Owen Primary School we like to know what parents think about our work including review processes. This helps them be able to verify that we are seriously focussed on improving student learning outcomes. As a staff we review individual student learning progress in an ongoing manner. As a school we review our work of improving student learning outcomes both in an ongoing manner using a variety of processes and during pupil free days. Please see the Principal if you would like more information.

## School Times

8.10am	School bus students may enter grounds
8.30am	Non-bus students may enter grounds
9.00am	Lessons begin
11.00am	Recess playtime
11.20am	Lessons resume
1.00pm	Lunches eaten in rooms with teacher supervision
1.10pm	Play period commences
1.50pm	Lessons resume
3.20pm	Students dismissed
3.40pm	Bus students go home on bus.

Please Note: The school can provide a duty of care for students who do not catch the bus from 8:30 am to 3:40 pm. Please contact staff if there are the occasional special circumstances outside of normal school hours that warrant our support.

## School Photos.

At Owen Primary School we usually have school photos taken early to mid, term 3.

## Starting School

If a child turns five on or before May 1<sup>st</sup>, they will start school on the first day of term one this year. If they turn five on or after May 1<sup>st</sup>, they will start school on the first day of term one the following school year.

Students, who will start school at the beginning of the next year, visit the Junior Primary class a number of times in term 4 of the previous year. This allows them to become accustomed to the class and school. This transition is negotiated with local kindergartens.

School and kindy staff visit pre-school children at kindy or school at different times during each school year to make sure students have some familiar adult faces when they start school.

Children will begin school as receptions as a foundation year and progress to year one at the beginning of the following year.

## Learning before school.

Children who begin school with good early literacy and numeracy skills are at a definite advantage.

The best ways to develop these skills is by reading regularly to your child from a very early age, and talking with the child about the story read eg who are the characters, what happens next. It is also important to make links for children from what they read to their life experiences, eg if reading a book about a dog, talk about family pets. Being familiar with books and stories, helps to develop the child's speech and language.

Reading to children and talking with them about what you read develops their oral literacy skills, which make a significant difference to their comprehension when they are learning to read for themselves. Reading to children also develops listening skills, familiarity with print and certain pre-reading knowledge such as

- The print in the book conveys a message
- The story starts at the front and goes towards the back.

Children who are read to each day at home are usually motivated to read and write and therefore learn more quickly. The best books to use with very young children are short and have bold, bright pictures that attract their attention. Babies can handle cloth or plastic padded books often before they can sit up. Board books are also stronger and better for small hands.

Other pre-school experiences that help children develop are drawing and cutting. Children progress through various stages with writing, the first is scribble, the next is using symbols to imitate writing and then they progress to using letter shapes once they are familiar with them.

It is only after these stages that they can progress to writing that conveys a meaning. If the child has progressed through the scribble and symbol stage with writing before starting school, they are usually ready to start writing fairly soon after starting school.

Early numeracy skills include:

- sharing so each person gets the same number of pieces eg with marbles or lollies,
- counting by pointing to each object as it is counted,
- understanding terms such as under, over, beneath, around, next to,
- knowing more and less is about comparing things,
- knowing high and low, big and little, empty, full and half full, are about measurement,
- knowing heavy and light are about mass,
- knowing colours and shapes, eg round, square, triangle.

## **Student Behaviour**

We have high expectations of student behaviour, which includes developing social and behavioural skills that match community standards. Owen Primary School behaviour expectations are linked to the schools values of achievement, caring and excellence and we work with children so they develop the skills to develop positive relationships. Staff work in partnership with students and families to continually improve our student behaviour management processes. A copy of our behaviour management policy is available on the Owen Primary Schools website or from the school office. A copy of our Behaviour Management policy is available on the Owen Primary School website or in the front office.

### **Behaviour Exits**

If a child's behaviour does not improve with educative processes and class time out strategies they will be sent to the office on an 'exit'. If a child is exited to the front office from the yard or class, parents will be notified. If a child is exited for a third time during a term, they will miss a school special event that may include excursions, incursions or camps.

### **ACE Awards for Positive Behaviour Choices**

During play breaks, students are presented with ACE cards for displaying behaviour that fits with our school values of Achievement, Caring and Excellence. Students put their ACE cards into the red post box near the front office. At each school assembly a number of ACE cards are drawn with the winning students receiving a small reward. This strategy of focussing on students who make positive behaviour choices in the yard impacts in a good way on student yard behaviour choices.

### **Bullying and Harassment**

Bullying and harassment are not acceptable in any form, by any person, at Owen Primary School. Please see the Anti-Bullying Policy on the Owen Primary School website or in the front office.

All Government schools are required to undertake a number of bully audits each year and report the outcomes (without identifying individual students) to the Governing Council twice a year. As a school we follow up individual and groups of students who are identified as showing bullying behaviour in a number of ways that include meetings with parents, workshops and social skills development.

## **Student Representative Council (SRC)**

We have an active SRC at the school. Upper Primary students apply for executive positions at the beginning of the year and hold the post for at least two terms. SRC organise student functions including a school disco, fundraising events and consults with the principal and staff about issues that impact on student learning and wellbeing.

## **Support for All Students.**

At Owen Primary School we are committed to providing quality teaching and support to all students guided by the Intervention and Support document from DECD based on the Response to Intervention (RTI) model.

### **The Model**

Tier or Wave one is for all learners. This is where high quality classroom teaching takes place. The RTI indicates that 80% of students should be able to succeed in tier one.

Tier or Wave two students at Owen PS are provided with a minimum of 20 minutes SSO support 4 days a week, in groups of 3 to 5, during numeracy and/or literacy block. The model puts 15% of students here.

Tier or Wave three students at Owen PS are provided with a minimum of 20 minutes SSO support 4 days a week, in groups of 1 to 3, during numeracy and/or literacy block. The model puts 5% of students here.

Each term teachers and SSO teams review student Diagnostic Assessment, Learning and Perception data using a Disciplined Dialogue approach to revise tier 2 and 3 student lists. The Principal monitors the % of students in each tier every term.

Parents are informed by letter if tier 2 or 3 support is provided to their child each term.

## Sunblock

The school provides sunblock for all outdoor leaning activities including swimming lessons, water fun day, sports day practice. To ensure a healthy balance between UV exposure and UV protection, it is recommended that skin is protected when the UV level is 3 and above. At Owen Primary School we expect staff and students to wear hats all through terms 1 and 4. In terms 2 and 3 a message will be communicated with all classes when the rating is above 3 and hats will need to be worn or sunblock applied.

## Swimming

Each year students in year 3-7 take part in swimming lessons in the first week of term one. Students from years Rec.-2 participate in swimming lessons in week 2, Term 1. Details are sent home early in the week before school resumes. Teachers have found this early swimming provides an ideal opportunity for class members to get to know each other. There is a swimming carnival for MP and UP in the middle of term one. On the same day the JP children take part in a water fun day that includes a visit to the swimming pool if the carnival is being held at Owen War Memorial Swimming Pool.

When at a school swimming event, parents are asked not to take photos of any children who are to their own, even in the back ground. There is usually a designated staff photographer, and we make sure we do not publish or publicly display photos of students unless we have parental permission.

## Uniform Dress Code

The school colours are blue and gold. Wearing of uniforms is expected as this identifies our school community and helps to keep students safe during school and on excursions.

### Boys Summer Uniform

- Royal blue polo t-shirt with gold school logo
- Navy blue "Stubbies Cargo Short" – Style No. SE1170
- Navy blue unisex "LWR Knit Short"

### Boys Winter Uniform

- Royal blue polo t-shirt with gold school logo
- Royal blue polar fleece jumper with gold school logo
- Navy blue "Stubbies Cargo Pants" – Style No. SP1930
- Navy blue "Stubbies Fleecy Track Pant Open Cuff" – Style No. SP2000

### Girls Summer Uniform

- Owen Primary School Check summer dress
- Royal blue polo t-shirt with gold school logo
- Navy blue "Stubbies Skort" – Style No. SR0130
- Navy blue "Stubbies Pleated Skirt – Style No. SR0150
- Navy blue "LWR Knit Shorts"

### Girls Winter Uniform

- Royal blue polo t-shirt with gold school logo
- Royal blue polar fleece jumper with gold school logo
- Navy blue "Stubbies Active Pant" –Style No. SP1980
- Navy blue "Stubbies Fleecy Track Pant Open Cuff" – Style No. SP2000
- Navy blue "Stubbies Pleated Skirt" Style No SR0150 – worn with navy blue tights

The uniform options listed above are the preferred school uniform, however any plain navy blue "bottoms" (no stripes or obvious logos) will be acceptable. Denim is not an acceptable uniform choice.

Materials to make uniforms are available for purchase at the front office. A community member makes uniforms to purchase - please enquire at the front office. Uniform items may also be obtained from Tads Embroidery Service, Balaklava or department stores.

The school keeps a limited supply of uniform tops. Each child who enrolls is provided with a school top free of charge. Second hand options are available from the Parents and Friends uniform shop as very reasonable prices. Please ask at the front office if you would like to look at the range of second hand uniform items.

## **Hats**

Navy blue broad brimmed hat embroidered with "Owen Primary School". Each student is supplied with a hat on enrolment then students are provided with a replacement hat on entering the middle and upper primary classes. If students require a hat before this time, parents will be required to pay for a replacement. As stated in the Owen Primary School Sun Smart Policy, students must wear an Owen Primary School hat when the UV rating is 3 or above and all days in terms 1 and 4. These times include recess, lunch, fitness, sport activities and excursions. If children do not have a hat during play times they will be expected to sit on the ramp outside the office in the shade. Please make sure your child has a school hat.

## **Shoes**

Sensible shoes or sandals are also part of the uniform. Thongs must not be worn to school as they are considered dangerous and limit the child's movement. Bare feet are not acceptable at school.

## **Weather Policy**

Our priority is to ensure students have as much opportunity to play outside as possible during recess and lunch times. Encourage students to play under the verandas unless the yard duty teacher decides it is too hot or wet. Then the duty teacher organises for the bell to be rung – students are to go to the MP or UP classroom depending on where the yard duty teacher decides.

If the weather improves, students are to return to the yard with yard duty teacher.

## **Yard and Bus Duties**

Teachers are on duty in the yard from 8.40am before school, during recess and lunchtimes. The bus duty teacher unlocks the toilets each day. The early and late bus duties take place in the UP class area and if the weather is good outside, the afternoon duty when outside is on the grassed area near the flag poles.

Bus duty teachers complete the bus roll that is kept in the front office in the bottom pigeon hole. Students come straight into the UP class area from the bus in the mornings. The teacher on duty accompanies students to the bus and counts them on after secondary and kindy students have left the bus. If regular bus students are not travelling on the bus on any day, we ask that parents let the bus duty teacher know.

Yard duty requires teachers to keep moving about the year to maintain a reasonable duty of care in all play areas. If the Pastoral Support Worker is in her room or students are in the library with an SSO these areas are also parts of the yard duty teacher's circuit.

Yard duty teachers are to take ACE cards out while on duty to reward students who display our school values of Achievement, Caring and Excellence during play times.

Teachers on duty at the end of a play break are responsible for sounding a whistle or squistle 2 or 3 minutes before the end of playtime, to allow time to pack up and go to the toilet before the siren. Yard duty teacher is responsible to ensuring the siren is pressed either personally or by a trusted student.

## **Year 7 to 8**

A Transition program is organised by staff from Owen Primary School and Balaklava High School and takes place during terms 3 and 4.

Throughout their time at Owen Primary School students will have the opportunity to attend learning events at Balaklava Primary and High Schools. Students from Port Wakefield Primary School often attend these events as well. This is an important aspect of student transition to the larger high school. Both Owen and Port Wakefield students attend Balaklava High School with students from Balaklava Primary School.