



# Owen Primary School



## Family Information Handbook

*Achievement*

*Caring*

*Excellence*

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[www.owenps.sa.edu.au](http://www.owenps.sa.edu.au)

## Welcome to 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 wider community and students benefit from positive family support and involvement within the school.

Owen Primary School was established in 1883. The school provides education for students R-7. The school is situated in the Owen rural community in the centre of a grain growing area in South Australia's lower mid north. The school is well placed in terms of facilities and resources.

## School Vision

To be a caring school community.

To create 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

## Teaching and Learning

All students have the right to learn and achieve their personal best. The curriculum will be accessible to all students.

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

- Open communication lines between families and the school.
- Use of regular diagnostic assessments and the use of this data to inform teaching and learning.
- Development of individual learning plans, as necessary.
- Shared responsibility for every student's development across the school.

We look forward to working in partnership with families to achieve the best possible opportunities for our student's academic learning and social and emotional well-being.



Ashley Gardner

Principal

## School Hours

8.10am	School bus students arrive
8.30am	Before school supervision begins
9.00am	Learning time (Session 1)
11.00am	Recess
11.20am	Learning time (Session 2)
1.00pm	Lunch eating time
1.10pm	Lunch play
1.50pm	Learning time (Session 3)
3.20pm	End of the day
3.40pm	School bus students collected

\*Early dismissal occurs on the last day of each term. End of the day will occur at 2.20pm.

## 2024 Term Dates

Term 1	29 Jan – 12 April	Term 2	29 April – 5 July
Term 3	22 July – 27 Sept	Term 4	14 Oct – 13 Dec

## Office Hours

The front office is attended from 8.30am to 4.00pm each day.

## Staff

Ashley Gardner	Principal
Jackie Rogers	Teacher JP
Megan Miles	Teacher JP
Narelle Warner	Teacher MP
Billie Stanley	Teacher UP
Megan Couley	SSO
Karina Harkness	SSO
Julinda Kisbee	SSO
Ali Watkins	SSO
Sidney Harkness	Playcentre Coordinator
Meagan Wandel	Finance Officer
Karen Pratt	Grounds
Jody Byerley	Pastoral Care Worker

## Site Information

Portfolio – Gawler 2

Partnership – Lower Mid-North



## 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 require an explanation. This can be provided to the school in written form, SMS or phone call. If an explanation is not received within 3 working days, we will send home a green note with your child. Please fill this out, sign and return to the school. Any absences of 3 days or more requires a sick certificate.

Ensuring students are punctual for school helps set up good habits for life. A student who is regularly late misses out on important organisational and learning time. Late arrivals to school must be signed in at the office and an explanation provided.

Similarly, if a student must depart school early they must be signed out at the front office with an explanation provided.

If, due to unavoidable circumstances, you are not able to collect your children on time at the end of the school day, please let school staff know.

Families may apply for an exemption for planned absences for reasons such as family holidays. Please see front office staff for exemption forms or more information about these.

## Assemblies

The Student Representative Council (SRC) hosts 3 assemblies each term, in the library. Assemblies provide opportunities for children to share their work and practice speaking and performing in front of an audience. Class and Principal Awards are also presented. Dates are advertised in the term calendars. Families are welcome to attend.

## Behaviour Management

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 and 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.

### *Office Timeout*

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.

### *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.

## Bus Service

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 the front office. School buses are managed by Balaklava Primary School. Students who use the bus regularly are 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, a written, signed and dated request must be submitted to the Principal for approval, at least one day in advance. Approval is subject to available seating.

If your child regularly travels on the bus and travel plans change, please notify the school. A roll is taken each morning and afternoon.

The Owen bus arrives at 8.10am each morning. Students are supervised by a teacher until yard duty begins at 8.40am. The bus collects students at 3.40pm each afternoon. Students waiting for bus collection are supervised by a teacher.

## Bushfire Action Plan

The Owen Primary School Bushfire Action Plan is reviewed and updated each year, in consultation with the Owen Country Fire Service Chief and Department for Education officers. A copy is available from the front office and on our school website.

In the event of a catastrophic fire day, the bus service will be cancelled. Families that will be impacted will be notified the night prior via a Skoolbag message from Balaklava PS. Some staff may choose to enact their own bushfire action plans on these days and an alternative program will be put into place. In the unlikely occasion that the school does not have enough staff onsite for adequate supervision, the school may be forced to close for the day. If either of these scenarios occur, staff will contact all families individually the night prior.

## Communication

Strong communication is integral in effective working relationship. Our main form of communication is via the app Class Dojo, email, hard copy communication and through Facebook (<https://www.facebook.com/owenprimary>). Communication may also occur through diary notes, phone calls, SMS and face to face. Appointments can be arranged outside of teaching and duty responsibilities, at a mutually convenient time.

## Complaint Procedures

Our Parent Complaints Policy documents are available on the Owen Primary School website or at 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.

## Collecting Students from School

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 at 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.



## 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. Please provide students with a healthy snack of fresh fruit or vegetables and drinking 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 provide a copy of any legal Family Court or Restraint Orders to the school as soon as possible, or on enrolment.

## Easter Breakfast

One of the delightful traditions of Owen Primary School is the Easter Breakfast. Each year, the day before Good Friday, we host a whole school Easter breakfast. Breakfast usually consists of eggs, toast, fruit juice and possibly fruit or hot cross buns. If you would like to make a donation towards the breakfast or help volunteer on the day, please let the office know.

## Emergency Information

It is imperative that the school has access to home, medical, phone and emergency contact information. These records are kept on file in the office in case of emergency. Please notify school of any changes to your contact details – even if temporary. Silent phone numbers will be respected.

## Excursion and Camps

Throughout the year, teachers may plan various 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 holds a whole school camp, every second year.

## Fees

At the end of each school year, the finance sub-committee of the Governing Council set the school fees for the following year and communicate this with families. 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 and ordinary meetings are held twice a term.

## 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
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.

## Injuries and 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.

## Library/Resource Centre

The library is an important resource for class curriculum and student reading. The library is located near the oval. The library resources are available for community use. Please see staff if you would like to set up a borrowing account.

## 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 runs 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 on Fridays. These lunches meet the Department for Education healthy eating policy requirements. Lunches can be ordered from the front office and 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.

## Media Consent

As part of the enrolment process, we seek permission to take student photos. These photos may be used in a number of different ways including to document classroom learning, show student progress and share with families via digital communication tools like Facebook and Class Dojo. These permissions also allow yearly school photos to take place.

Updated on 29/02/2024



## Medication

We are not able to give medication to students at school unless we have clear instructions from an authorised health professional (e.g. doctor, nurse, pharmacist, and dentist) and the medication is in the original container, with the student's name from the pharmacy. This includes (but is not limited to) antibiotics, asthma puffers and cough medicine. All medication must be accompanied with a medication authority form. Medication authority forms are available from the front office.

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.

## Messages for Children

There are times when families will need to communicate with students during the day. Whether it be a change of after school collection plans or any other reason, please call the front office. The message will be passed on to your child. Students are not permitted to have contact with families through personal mobile phones, during the school day.

## Money Collection

All money paid into school by students may be brought directly to the office. Please include all forms and information required with the payment, such as student name, amount and reason for payment. Adults can also make payments at the front office. As banking occurs every day, exact change may not be available for cash transactions.

The school also has EFTPOS facilities if this is more convenient and payments can be made through EFT. Please see the front office for these details.

## Newsletters

Newsletters are generally published in weeks 3, 6 and 9. 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. The School Newsletter will be distributed via an email link, on Facebook and our school website. If families are unable to access the newsletter via the link and basic printed form can be sent home.

## Parents and Friends

Owen Primary School has an active Parents and Friends Committee. They raise funds for the school through fundraisers such as 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 Care Worker

We are fortunate at Owen Primary School to have the services of a Pastoral Care Worker. The role of this person is to support the schools focus on social skill development and well-being. Pastoral Care Workers (PCW) 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. CPWs serve the community in a "first-response capacity" by providing pastoral care, spiritual support and referral to specialist crisis support. The CPWs work is governed by Christian principles but excludes proselytising, evangelising, or promoting a particular set of beliefs.



## 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 Tuesday morning (except week one of 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 are 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 all contributing as appropriate.

## Religious Education Seminars

Once a term students have an opportunity to attend religious education seminars conducted by locals and organised by the schools Pastoral Care Worker.

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

## Reporting on Student Achievement

Student, parent and teacher interviews are held in Terms 1 and 3 to discuss the individual progress of students. When booking interviews, please check with individual teachers if student attendance is required. 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 a year at end of Term 2 and 4. These reports include A-E grades for curriculum areas (year 1–6), indications of work and study habits, and 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.

## School Photos

Photos usually occur in Term 3. Information, including exact dates and order forms will be communicated with families closer to the date.

## 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. If they turn five after May 1<sup>st</sup>, they will start school on the first day of term one, the following school year. We aim to provide a number of transition days with our JP class. This helps students become familiar with their peers, the staff, the school setting and school processes. These days are negotiated with local kindergartens.

## 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 with a written application. SRC organise student functions including a school disco and other fundraising events. The SRC consults with the principal and staff about issues that impact on student learning and wellbeing.

## Student Support

At Owen Primary School we are committed to providing quality teaching and support to all students guided by the Intervention and Support document from the Department for Education and 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 learning activities including swimming lessons, water fun day, sports day and PE lessons. If your child requires different sunscreen due to allergies, please send this with your child. 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 throughout the year.

## Swimming

Each year students in the MP & UP classes take part in swimming lessons in the first week of term one. Students in the JP class 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 years 3-7 in the middle of term one. On the same day the R-2 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.

Updated on 29/02/2024



When at a school swimming event, parents are asked not to take photos of any children who are not 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.

## Transition to High School

A Transition program is organised by staff from Owen Primary School and takes place during term 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.

## 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.

Uniform items may also be obtained from Tads Embroidery Service, Balaklava or department stores. The school check summer dress is available from 'Lowes' online or in store. Available online as the- Southern Montessori School, Navy, Royal, Gold check dress

Second hand uniforms are available from the school. 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 provided with a school hat on commencement at Owen Primary School. Students are responsible for their hats and any lost or destroyed hats will need to be replaced at the family's expense. As stated in the Owen Primary School Sun Smart Policy, At Owen Primary School we expect staff, students and volunteers to wear hats and practice sun protection behaviours during terms 1, 3 and 4 and whenever the UV index is 3 and above at other times.

Students and staff will not be required to wear hats and sunscreen in term 2, if the UV rating is below 3. Administration staff will check predicted UV rating each morning and communicate whether hats and sunscreen will be required.

### 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.

### Volunteer

There are a range of opportunities for parents/carers to become involved in as part of children's learning and well-being at Owen Primary School. It is a requirement however, that volunteers obtain a Child Related Employment Screening through DCSI. If you are interested in volunteering in some capacity, please inquire at the Front Office.

### Weather Policy

When the temperature is between 37 and 40 degrees at the time according to the Bureau of Meteorology website, students will be allowed to play outside for the first 10 minutes of the play period, abiding by our Sun Sunsmart policy. The bell will ring to indicate that teachers and students are to return to their classrooms.

When the temperature is above 40 degrees students will remain in classrooms for the duration of the break time. 2 blasts of the bell at the beginning of the break will indicate inside play.

The principal will provide release for classroom teachers to allow a break from the classroom.

We look forward to working together at Owen Primary School, to provide the best academic and wellbeing outcomes for your children.