



Tumby Bay Area School



Information Booklet

PRINCIPAL'S WELCOME:

Dear Parents and Caregivers

On behalf of the staff,
“Welcome to Tumby Bay Area School”.

**AT TUMBAY BAY AREA SCHOOL WE BELIEVE
STUDENTS NEED TO BE WELL PREPARED FOR A
CHANGING WORLD IN WHICH THEY VIEW
LEARNING AS A MEANS OF CREATING BETTER
OPPORTUNITIES.**

We offer quality education in a caring environment.

It is our firm belief that education is a partnership between parents, teachers and students and so we invite **you** to join us as part of the school community.

This Information Handbook has been put together to provide you with a statement of our aims of education and information on a range of day-to-day matters. I hope you will look through it carefully and then keep the handbook as a ready reference.

The school provides a supportive environment for our students. We try to encourage and assist them to develop many kinds of knowledge, skills and attitudes. These will equip students with effective strategies enabling them to cope with the changes and choices in our modern world. TBAS is a place where students are helped in their personal development and given individual attention in order to achieve their best.

Communication between home and school is very important to the success of your child's years at school. We will try to keep you fully informed but please do not hesitate to contact us with any concerns.

We look forward to working closely with your family.

Sincerely yours

PRINCIPAL

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AT TBAS WE BELIEVE:

- The interaction between teacher and learner is at the heart of schooling. The quality of this relationship is the most important single factor in learning. The school exists to support this relationship.
- Each student should be looked on as a person of worth and helped to reach his/her maximum potential.
- During their time at school, students should become increasingly responsible for their own learning.
- The school should strive to minimise the effects of country isolation on our students.
- Common sense, good manners and consideration for others and their property should be a guide for all relationships and behaviour within the school.
- Students learn best by being actively involved in the process.
- Good communication between staff, students, parents and the community is of vital importance to the wellbeing of the school.
- Community and parental involvement in all affairs of the school should be welcomed.
- School education helps a student to develop an extensive range of skills, attitudes and knowledge. These are drawn from the social, emotional, physical, intellectual, moral and creative areas of a child's development.
- The school should prepare students to take their place in the broader community, including the work force.
- There should be an R-12 approach to the school curriculum.
- There should be structured development and review of the learning that takes place in the school.
- Change is ongoing in our society and we, as a school, respond to that need.

WE EXPECT STUDENTS TO:

- respect the school environment;
- respect and care for the school's, their own and other people's property;
- show courtesy, consideration and cooperation with other students, all staff, parents and community members;

- consider other people’s rights, feelings and safety at all times;
- maximise the educational opportunities by attending school regularly and take full advantage of all lesson activities for which they are programmed;
- make full use of the resources and facilities available to them.

SECTION 1

1. HOW TO CONTACT THE SCHOOL:

The school may be contacted between 8.30am ~ 4pm Monday to Friday:

Phone: 8688 2003 Fax: 8688 2608 Mobile Phone: 0428666815

Text message: 0428937248 E-mail: info@tbas.sa.edu.au

The Front Office staff are able to transfer calls to all staff or take a message if the staff member is unavailable.

Notes may be written in your child’s School Diary/Communication book or in loose-leaf form for absences from the school, visits down the street, replies to staff comments and requests for teacher interviews.

The school’s postal address is: PO Box 125, TUMBY BAY SA 5605

In case of emergency, phone the Principal, Deputy Principal or any member of Senior Staff.

2. NEWSLETTER

The school Newsletter is published each week and deals with the day-to-day functioning of the school and it is vital that you read it. It contains information for parents/caregivers about the function and activities going on in the school.

A larger newsletter with advertising is published odd weeks, and a brief newsletter on even weeks.

Any member of the public may use this facility by presenting items no later than **4 pm Tuesdays**. Paid advertising is also available for community members—rates available from Front Office. The school reserves the right to edit material. Currently it is entrusted to be taken home every Thursday by the **youngest** child in each family.

The newsletter is also available by email. Please contact Front Office to arrange this.

3. ENROLMENT AND ATTENDANCE

SCHOOL BEGINNERS

The School and Kindergarten have a 'Transition Plan' which they implement each term for parents/caregivers of those students about to begin school including Kindy and Reception class visits, school tour, morning tea and information sessions, half-day and full-day transition visits are held over an eight week period. Enrolment packages are presented at the information session for parents/caregivers to complete before their child begins school. Children who are five years of age will be admitted to Reception classes at the beginning of each school term.

TRANSITION JUNIOR PRIMARY AND PRIMARY

There may be a transition of students to new classes through the year to keep classes balanced and to meet student learning needs.

FORMS

A package of relevant forms is included in the **Enrolment Package** or available on request. These include Enrolment, Health Profile, General Consent, Internet/E-mail Usage Permission and Library Enrolment Card.

TRANSFERS

Parents of students entering our school from other schools must arrange an interview with the Principal or Deputy Principal to organise enrolments. It is desirable when enrolling to have copies of reports and other school information.

TRANSITION—YEAR 8 STUDENTS

Several transition days are held in term 4 for year 7 students from Tumby Bay and surrounding district schools. Toward the end of term 4 students participate in trial year 8 lessons.

ABSENCES FROM SCHOOL

If your child is absent from school it is a legal requirement that a note or a telephone call be provided explaining the absence. Class teachers have an Exemption form that you may choose to use in the event of a family holiday during term time. Notification is also required if your child needs to leave the school grounds for a medical or dental appointment.

An extended period of 'unexplained' absences may affect your child's Youth Allowance. (See 4. Materials & Services Fees).

It is an expectation that students will be punctual; if they are not a note is required to explain this.

DEPARTURE

On leaving school, **ALL** year 9-12 students must complete a 'School Leavers Form' that may be obtained from the Front Office. This enables any library books, netbooks/laptops to be returned and also keeps a record, which is a departmental requirement, of student movement.

4. MATERIALS AND SERVICES FEES

Materials and Services Fees are approved by parents at the school's final School Governing Council meeting of the school year. They are payable each year. An invoice is available at the school in the first 2 days of school returning for the year. If it is not collected it will be posted out. These fees go towards the provision of stationery, art/craft materials, PE equipment, computing, library and text books. The fees vary according to the year level of the student. A computer levy per student is paid each year to assist with the maintenance of computers, as well as internet use. These fees may now be eligible to be claimed as a tax refund.

SCHOOL CARD HOLDERS

Government assistance is available to families who require financial assistance in paying school fees. The forms are available from the Front Office. The information recorded on them is strictly confidential. This scheme provides assistance at a rate calculated annually per student.

YOUTH ALLOWANCE

This is available for **full-time students 16-24 years of age** and is means-tested. Details of this scheme are also available from the Front Office. Please note, if students are absent 'unexplained' for more than three days this could affect the continuation of the allowance.

BANKING

School Banking may be done through Bank SA or Bendigo Bank each Tuesday morning. Please put the amount to be deposited in the folder pass-book. An application form is included in the Enrolment Package. Books are to be placed in the bank bag found in each classroom.

INSURANCE

The school does not carry insurance for student property and injury. Parents are advised to consider private insurance. Information is available on-line or at the front office.

5. BUSES

All students enrolled at the school and living 5 kms or more from the school, can travel on one of the buses which serve the school. There is limited spare seating on the buses, so it is likely that friend may not be able to travel.

Schedules for each of the runs are available from the drivers or the school. Any concerns regarding buses should be directed to the Deputy Principal.

Children attending the Tumby Bay Kindergarten may use the buses, provided that space is available. Parents are asked to check with the school when transport is required. Kindy children are delivered to the Kindy in the morning and collected by the bus driver at the end of the afternoon sessions.

Being safety-conscious on the bus is very important. Therefore students will:

- Sit in the seat allocated to them by the driver (retaining the same seat daily) and remain seated sensibly while the bus is moving;
- Behave in a considerate and responsible manner at all times, not use offensive language, not throw things around the bus or otherwise distract the driver or other students, be obedient to the driver and any teachers on the bus, take responsibility for their own rubbish and be punctual to pick-up points;

- For legal and safety reasons, not place any part of their body outside of the bus while the bus is in motion or stationary.
- Where seatbelts are provided they must be worn.

Students unable to meet these standards of behaviour may have the privilege of travelling on the bus withdrawn.

TRAVELLING ALLOWANCE

A travelling allowance is available to parents transporting students five or more kilometres to the closest school or school bus route. The allowance is paid on a per vehicle basis which is calculated at the end of each term. Application and Claim Forms are obtainable from the Front Office.

6. EXCURSIONS AND FIELD TRIPS

When students are taken on excursions out of the town limits during school hours, a consent form will be sent home to confirm parents/caregivers' awareness of, and support for, the planned activity. The consent form is a legal requirement and must be returned in order for the student to participate.

At the start of the school year, at enrolment or prior to an activity, parents/caregivers are requested to complete special consent forms which may include medical details, for the following activities: minor excursions, swimming, athletics, camps, sporting and cultural exchanges.

LEAVING THE SCHOOL GROUNDS

Permanent lunch passes will be issued to students who go **home** for lunch regularly, on request from parents/caregivers.

Temporary permission is granted on a daily basis in response to notes from home asking for students to leave the grounds that day to go home for lunch or to do errands. Students need to sign in/out at the Front Office on these occasions.

SECTION 2

7. SCHOOL CURRICULUM

As outlined in the South Australian Curriculum Standards and Assessment (SACSA) Statements on Curriculum there are eight required areas of study throughout the compulsory years of schooling.

The curriculum is in the process of changing to an Australian Curriculum as approved by Australian Curriculum Assessment and Reporting Authority (ACARA)

The eight Required Areas of Study are: **The Arts, English, Mathematics, Science, Health and Physical Education, Languages Other Than English (LOTE), Studies of Society and Environment, Technology.**

In 2012 a phasing in of the new Australian Curriculum will commence.

CLASS GROUPS

Each student is allocated to a Class Group teacher who maintains a general awareness of his or her progress and behaviour at school. We like parents/caregivers to direct notes and enquiries about general matters and specific problems to this Class Group teacher in the first instance. Class groups are year-level based. The welfare of the student is a priority of the class teacher.

R-6

Children are expected to take an active part in their learning. They are provided with opportunities to experience a broad range of subjects in a balanced curriculum. Children are encouraged to express themselves in a positive way in lessons which foster both independence and cooperative learning skills.

MIDDLE SCHOOL (YEARS 7-9)

The Middle School curriculum provides a broad general education where students study a wide range of subjects and gain a sound and well-balanced education.

SENIOR SECONDARY (YEARS 10-12)

At the Senior Secondary level we provide the opportunity for students to specialise more, so that they can prepare themselves for their future.

Every student is enrolled in the South Australian Certificate of Education (SACE) in Year 11 and has the opportunity in Year 10 to enrol in various SACE subjects (eg Personal Learning Program and Food and the Community).

Separate Curriculum Handbooks are available which detail Middle and Senior Secondary subject offerings.

OPEN ACCESS / LOCAL DELIVERY

There is a range of subjects available via the Open Access College and schools across Eyre Peninsula. Please see the Senior School Coordinator for a full list and more details.

COMPUTER FACILITIES

The school has a class set of computers in the Computer Room, a second pod near the Administration building and a suite of computers in the Tech Studies classroom. Computers are also in all Primary classes, some secondary areas and in the Library. Students in years 9-12 are all issued with a netbook or lap top after completing the required paperwork. This means that students have access to, use of and training in computers from the start of their schooling at TBAS.

INTERNET/E-MAIL ACCESS

All computers have Internet/E-mail facilities which students can access within school guidelines after reading and signing the 'TBAS Internet/E-mail Usage Information for Parents/Caregivers and Students' permission form.

RELIGIOUS EDUCATION AND CHRISTIAN OPTION SEMINARS

Throughout the year the R-7 students attend Religious Education lessons which are presented by volunteers from our local churches. We are also fortunate to have visiting presenters who present Christian Option Seminars to all or some of the year levels. The program is approved by School Governing Councils and parents/caregivers consent to their child attending.

8. DAILY TIME-TABLE AND SUPERVISION

SECONDARY CLASSES

8.45-9.00 am	Class/Home Group	12.40-1.20 pm	Lunch
9.00-10.40 am	Lessons 1 & 2	1.20-3.00 pm	Lessons 5 & 6
10.40-11.00 am	Recess	3.00-3.05 pm	Class/Home Group
11.00-12.40 pm	Lessons 3 & 4	3.15 pm	Buses Depart

PRIMARY AND JUNIOR PRIMARY CLASSES

Have the same recess, lunch and dismissal times but lesson organisation will vary from year level to year level.

SUPERVISION

Legally the school only takes responsibility for the supervision and safety of students on school grounds between 8.30 am and 3.15 pm on school days.

9. HOMEWORK

JUNIOR PRIMARY (R-2)

This is mainly confined to **READING AT HOME**. Reading at home ensures that:

- your child develops alphabet and numeral awareness
- your child gets plenty of reading practice
- you get to hear your child read often and apart from monitoring your child's progress, your interest usually motivates him/her to do well. Also parents reading to children is invaluable.
- practice sight words

YEAR (3-6) & (7-9)

Developing good study habits is an important aspect of education. Our practice is to give some homework to primary classes and recommend that this should not exceed 45 minutes per night by the time they reach Year 7. The amount given and the nature of the work varies from class to class, but generally more is given at the upper levels and consists of reading, spelling, projects, surveys and learning tables.

YEAR 10-12

Homework in the secondary school forms an important part of the secondary course. Course content of most secondary courses requires homework to enable the subject to be treated to sufficient depth and to meet deadlines.

The development of good independent study habits can be assisted by homework periods well spent.

You can help your student by providing a quiet place to work and helping organise after-school activities so that there **is** time for homework.

Allowing for the principle that all subjects should be treated equally not all subjects desire or require the same amount of homework time.

HOMework TIMES PER NIGHT

Year 8: 1 hour

Year 9: 1 hour 20 mins

Year 10: 1 hour 30 mins

A homework timetable is produced at the beginning of each semester.

Year 11 and **Year 12** students can expect to have homework each night in **MOST SUBJECTS**. This may take the form of:

- Summarising the material covered during lessons.
- Revising for tests or exams.
- Ongoing assignment or project work.
- **Year 11** 2 hrs/night
- **Year 12** 3 hrs/night

10. DIARIES/COMMUNICATION BOOKS

Junior Primary have a book to communicate between teachers and parents. Diaries are used in the primary, middle and senior secondary school to record homework which has been set, to communicate requests for temporary passes, to confirm the reasons for absences from school and to pass other routine messages between home and school. Parents are urged to strongly encourage their children to make proper and responsible use of their diary. The diary is an important communication device and should be checked by parents, **at least once a week**, so that homework can be monitored and also so that any notes from the school can be read.

11. SCHOOL UNIFORM AND SAFETY ISSUES

The school community has determined the school uniform policy. The wearing of school uniform is strongly encouraged. It is expected that all students will wear school uniform.

PROCEDURE:

Uniform Requirements for ALL students:

BOYS	
Trousers/ trackpants	Plain Grey or Plain Black
Shorts	Plain Grey
Polo tops	Bottle green with school logo or Sports polo with school logo
Jumper	Primaryschool green windcheater or middle/seniorschool yellow collared jumper with school logo or Green Hoodie Zip up Jacket with school logo or Zip Up Jacket in green/yellow trim with school logo
Shoes	School shoes, sneakers or sturdy sandals (Thongs and bare feet are not acceptable for safety reasons)
School Hat	Green broad brimmed hat for primary or green bucket hat for middle/senior students
GIRLS	
Trousers/ trackpants	Plain Grey or Plain Black
Shorts/skirt/ skort	Plain Black
Polo tops	White or bottle green with school logo or Sports polo with school logo
Jumper	Primary school green windcheater or middle/senior school yellow collared jumper with school logo or Green Hoodie Zip up Jacket with school logo or Zip Up Jacket in green/yellow trim with school logo
Shoes	School shoes, sneakers or sturdy sandals (Thongs and bare feet are not acceptable for safety reasons)
School Hat	Green broad brimmed hat for primary or green bucket hat for middle/senior students
Dress/winter skirt	Green & white check dress, Bottle green base tartan skirt

1. If students are unable to wear school uniform on a given day a note in their diary would be appreciated

2. **HATS** are an essential part of the school uniform.

3. SCHOOL DRESS AND SAFETY

All school workshops and laboratories are covered by government regulations. The school observes these and hence we have the following expectations:

- students with long hair must have it tied back to prevent their hair being entangled in machinery in Technology Studies or the Mechanics workshops or for health reasons in Home Economics;
- safety-glasses are to be worn as required in laboratories, workshops and the Home Economics centre;
- jewellery: small "sleepers" in pierced ears and a simple fine necklace chain are acceptable but all other forms of jewellery and ornamentation are not acceptable.
- Enclosed shoes are to be worn.

4. UNIFORM SHOP

Open weekly and when requested and stocked with the above mentioned school items.

Good quality second-hand items of uniform are also available from this shop.

5. The school uniform is reviewed from time to time by members of the School Council, Parents & Friends and the S.R.C.

PHYSICAL EDUCATION UNIFORM

Students are expected to wear comfortable and appropriate attire for PE lessons/Fitness, this includes a hat and sensible shoes.

12. REPORTS AND INTERVIEWS

Student reports give a detailed account of a student's performance during an assessment period. You may initiate a meeting to discuss your child's learning at a time separate to that set out below.

The timing of reports and interviews is as follows:

ASSESSMENT GRADES

All faculty areas have a continuous assessment policy with subjects being graded at the end of semester as follows:

Term 1

- 'Meet the Teacher' night is arranged to enable parents to become familiar with class expectations and subject outlines.
- **R-5:** Student Record Folders (SRFs) containing work samples are sent home mid term. Parent/teacher interviews conducted end of term.
- **R-12** Parent conferences are conducted.

Term 2

- **Years R-12:** Detailed reports are distributed to students at the end of this term with semester grades.

Term 3

- **R-5:** SRFs midterm. Parent/teacher conferences on request.

Term 4

- **Years R-12:** Detailed reports are distributed to students at the end of this term with semester grades.
- **Year 12:** SACE board posts out Current Subject Results Certificate before Christmas.

A : EXCELLENT ACHIEVEMENT beyond what is expected at this year level

B: GOOD ACHIEVEMENT of what is expected at this year level

C: SATISFACTORY ACHIEVEMENT of what is expected at this year level

D: PARTIAL ACHIEVEMENT of what is expected at this year level

E: MINIMAL ACHIEVEMENT of what is expected at this year level

N/A : Not applicable

Levels of achievement for both Stage 1 (Yr 11) A-E

Stage 2 (Yr 12) A+ - E-

13. PARENT/CAREGIVER INVOLVEMENT

LOCAL MANAGEMENT

The model of Local Management allows the school community to plan and work together to set strategic objectives and to manage resources more effectively.

PARENT/CAREGIVER INVOLVEMENT SESSIONS

At various times during the year opportunities are provided for you to become familiar with the teachers of your student and your student's school programme through social and information sessions.

The information sessions deal with such topics as: parent/caregiver interviews, year level transitions, school organisation, career planning, year level curricula and curriculum change. The School Newsletter details meeting dates and venues.

PARENTS AND FRIENDS OF TBAS

Our Parents and Friends group provides another opportunity for parents/caregivers and others to become involved with our school. As a forum it provides an opportunity for the exchange of thoughts and ideas. Parents and Friends also organise information sessions. The meetings are informal in nature and are held twice a term. Meeting dates are advertised in the newsletter. Parents and Friends are an affiliated committee separate from Governing Council with a representative on Governing Council.

SCHOOL GOVERNING COUNCIL

The School Governing Council's purpose is to oversee the general well being of the school and to report to the Principal on a whole range of issues, particularly to give a local perspective.

The School Governing Council consists of elected parents/caregivers, teachers and representatives from various interest groups. Meetings are usually held on the third Tuesday of the month. Parents/caregivers are elected to the School Governing Council at the Annual General Meeting in February each year. Parents/caregivers are welcome to attend any meetings as observers.

ASSEMBLIES

TBAS holds regular school assemblies, some whole school and others Middle School and R-6. Parents, caregivers and family members are welcome to attend. Hosting of the assemblies rotates amongst the classes. Awards are presented to students in recognition of special events and successes they have displayed.

Information on dates, times and venues of assemblies is published in the Newsletter.

LEARNING ASSISTANCE PROGRAMME (LAP)

TBAS coordinates a Learning Assistance Programme whereby parent, caregiver and community volunteers are invited to assist with certain children's learning. The children benefit from this one-to-one tuition.

PARENT/CAREGIVER/COMMUNITY PARTICIPATION POLICY

TBAS values and encourages parent/caregiver and community interest and participation.

AWARENESS:

Refers to parents/caregivers being provided with information that may stimulate greater interest.

Parents/caregivers may become aware through: reading Newsletters, information booklets, displays, local newspapers, communication books, community comment, visiting the library, student's diary, teachers, student's reports, talking at home, questioning, Parents and Friends meetings, School Councillor, Student Counsellor.

INVOLVEMENT:

Refers to the contribution that parents/caregivers make to the life and business of a school without necessarily being part of the decision-making process.

Parents/caregivers may become involved by: supporting your child, promoting good behaviour choices, listening to reading, helping in the class room, going on excursions, volunteering, attending meetings, attending school interviews, supporting functions, speaking to teachers, reading information, responding to notices.

Supporting: working bees, new parents/caregivers, teachers, school policy, work experience, homework, school uniform, school excursions and camps, LAP, religious education.

PARTICIPATION:

Refers to parents/caregivers sharing in the making of decisions about school aims, policies and programmes with staff and students.

Parents/caregivers may participate in: class meetings, Parents and Friends, School Governing Council, workshops, policy making committees, special purpose committees, school planning, area meetings,

SECTION 3

14. GRIEVANCE PROCEDURES

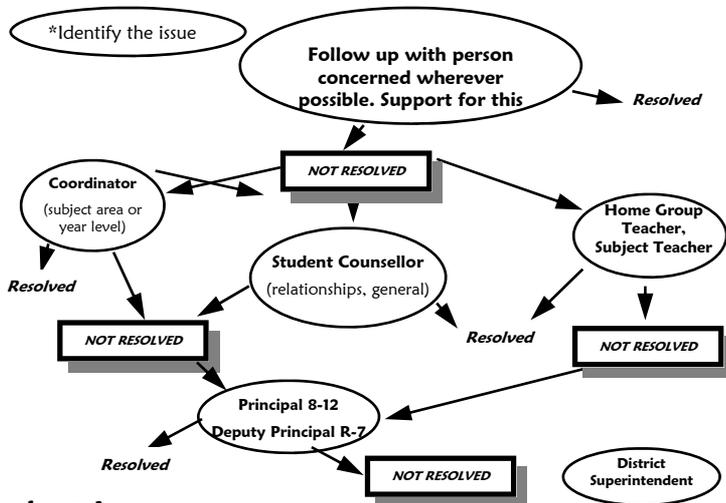
PARENT/CAREGIVER

As with any large institution where there are a large number of people involved, from time to time issues may arise that concern a parent/caregiver. The following procedure may assist in the resolution of grievance.

1. * Identify the issue.
2. Follow-up directly with the person concerned wherever possible. Support for this may be sought as needed (eg a member of the Parents and Friends, the School Christian Support Worker, School Counsellor).
3. If not resolved follow-up may occur with the Coordinator (year level or subject area), Student Counsellor (relationships, general), Home Group or Subject teacher.
4. If not resolved further follow-up can occur with the Deputy Principal or the Principal.
5. If issues are not resolved after consideration by the Principal, then the issue can be considered by the District Superintendent.

* Where the nature and circumstances of the grievance are extremely serious, parents may choose to omit one or more steps in the grievance procedure. The aim of the process is to achieve a positive outcome for all concerned.

(See Flowchart A)



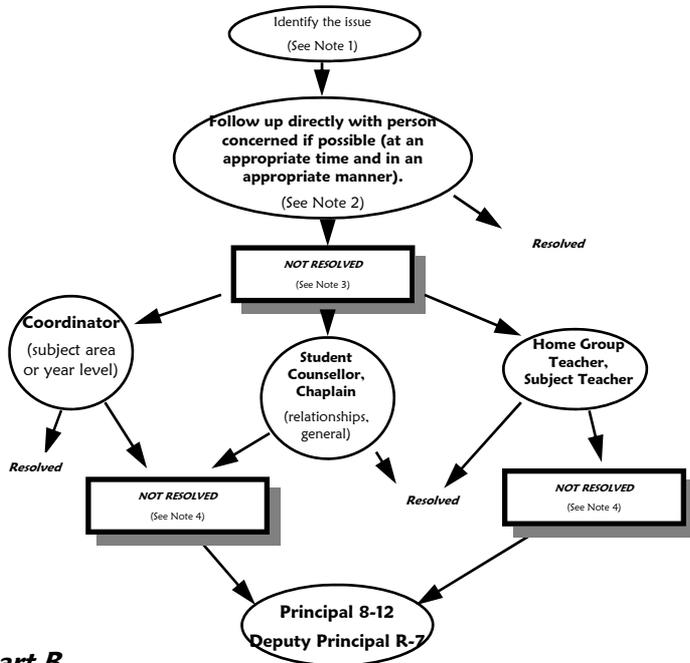
Flowchart A



STUDENT

The following is an outline of a process that a student can use if they have an issue/problem that needs to be resolved. (See Flowchart B)

1. Identify the issue. Support for this may be sought as needed from a peer, home group teacher, parent/ caregiver, School Chaplain or School Counsellor.
2. Follow-up directly with the person concerned if possible. Again support for this may be sought from the Home Group teacher, School Christian Pastoral Support Worker or School Counsellor.
3. If not resolved follow-up may occur with the Home Group or Subject teacher, Coordinator (year level or subject area), Student Counsellor or Chaplain.
4. If not resolved, further follow-up can occur with the Deputy Principal or the Principal.



Flowchart B

SECTION 4

15. SCHOOL FACILITIES

SCHOOL/COMMUNITY LIBRARY

The Library operates as a School/Community Library offering free Public Library service to the community. It caters for pre-school children, students and adults. The collection consists of books (picture books, fiction, non-fiction and reference) periodicals and local newspapers.

The Library is also a study and resource area. Students who use it as a work-place are encouraged to take full advantage of its facilities. The Library services are coordinated by a qualified Teacher Librarian with the support of the Library Assistants.

Books may be borrowed for up to four weeks at a time. Books which are lost or damaged must be paid for by the student or person responsible. The Library also has computer access and a Free Public Internet Service provided by the Public Libraries for **use by the community.**

LIBRARY HOURS DURING:

	TERM TIME	SCHOOL VACATION
Monday	9am-4pm	Closed
Tuesday	9am-4pm & 7-8pm	10am-3.30pm & 7-8pm
Wednesday	9am-6pm	10am-5.30pm
Thursday	9am-4pm	9am-4pm
Friday	9am-6pm	9am-4pm
Saturday	10am-12 noon	10am-12 noon

USE OF SCHOOL GROUNDS AND FACILITIES

Schedule of fees available from the Front Office.

- Meetings—the school facilities are available for community use.
- Oval—is available for hire.
- Community Library—available during the above hours.
- For safety, no bikes, skateboards, roller-blades or other forms of personal transport may be ridden in the school grounds during or after school hours.
- SCION (Skills Centre) is available for hire for functions, community groups etc. See Front Office for details.

RECREATION CENTRE

The Recreation Centre, situated at the main town oval, is a joint school/ community project that the students use during school time and the community uses after school hours. This is available for hire through the school's Front Office.

CANTEEN

The school canteen is managed by a sub-committee of Governing Council, Parents and Friends, Staff and paid Canteen manager. The Canteen provides a comprehensive menu, using the DECS '*Healthy Eating Guidelines*' for schools and pre schools . These nutritious foods and pricelists are available for students and staff at reasonable prices. A parent volunteer assists the manager every school day from 10 am to 2 pm. The canteen menu is reviewed every term to adjust prices and change some menu items in line with the seasons. The Canteen would not be able to remain open without assistance from parent/carer volunteers. Volunteers can nominate how often and days they are available with most being rostered once or twice a term. Please consider volunteering as the canteen supplies a very valuable service to the school community.

LUNCH EATING AREAS

- R— 6 teachers supervise their students in the eating of their lunch in areas near the classrooms.
- Older students are supervised while eating lunch. The senior secondary area, middle school and surrounds are used for this purpose.
- Eating is not allowed on the school oval or in playgrounds.

RAIN WATER

Cooled rain water is available for students throughout the school via water coolers. Rain water is pumped to every drinking fountain. Care must be taken to ensure that it is not wasted.

LOST PROPERTY

Many students through lack of care lose property. If items are not marked it is difficult to return them to the rightful owner. All articles should be named. Articles can be claimed by contacting the Front Office. Unmarked articles will be kept for a time and then sold as second-hand items through our School Uniform Shop.

SCHOOL DENTIST

Treatment is performed at the Port Lincoln School Dental Clinic at the Port Lincoln Junior Primary School and is available to all students. Phone: **8688 1248**.

16. OUT-OF-SCHOOL-HOURS CARE (OSHC)

OSHC services are available at TBAS for all children 5-13 years of age. Fun activities for children, held in the Activity Hall, from 3.15-6.00 pm week nights. Snacks are provided for the children. Bookings are essential and Child Care Assistance may be available. Bookings can be made by ringing the Front Office of the school. Relevant paperwork needs to be completed before using this service.

VACATION CARE

Runs throughout school holidays with limited days during the Christmas holidays from 8.30 am to 1.00 pm and 1.00-6.00 pm. Programme varies daily. Please contact the school before each vacation for more information. Programmes and information prior to holidays are published in the newsletter.

OSHC AND VACCARE PHONE NUMBER: 8688 2507

17. SCHOOL SUPPORT SERVICES

The school has access to:

- Children and Youth and Women Health Service
- Special Education resources and diagnosis of learning difficulties
- Speech Therapy, Hearing Impairment services, resources and personnel
- Dental services
- CAMHS (Child & Adolescent Mental Health Services)
- Autism SA

Please contact Front Office for details

STUDENT COUNSELLOR

The Student Counsellor provides individual support for students with social, emotional and educational concerns. The Counsellor also assists with career decisions, work experience and course planning.

Parents/caregivers are encouraged to contact the Counsellor during school hours or, in urgent cases the Principal, after hours. In some cases, home visits may also be arranged.

CHRISTIAN PASTORAL SUPPORT WORKER

CPSW provide additional personal support for our students. The role of the CPSW includes providing students with information about community and church support networks and being available to discuss personal and faith concerns. If students wish to enter a counselling arrangement with CPS Worker a consent form will be sent home so that parents/caregivers are aware of arrangements. Regular updates of activities/upcoming event are in the school newsletter.

SECTION 5

INFORMATION PRIVACY STATEMENT

This statement outlines the commitment of the department and its schools to supporting the confidentiality of information provided in the Student Enrolment Form.

COLLECTION OF PERSONAL INFORMATION

The information requested in the Student Enrolment Form will enable the department to:

- undertake school administrative and student care responsibilities
- collect necessary statistical information
- report to other government authorities and funding agencies; and
- undertake an analysis of the composition and performance of the student population.

Certain information that is requested is also required to be collected in order to meet the requirements of the Education Act 1972 (as amended).

All information requested in the Student Enrolment Form is required so that the Department can provide all available facilities and services to students. A failure to provide all information may mean that some facilities and services may not be available.

DISCLOSURE OF PERSONAL INFORMATION

The disclosure of personal information held by the government is regulated by the Information Privacy principles. Personal information will only be disclosed to State and Commonwealth public sector agencies for the above purposes as permitted by those principles. The department will not otherwise disclose the information to others without your consent.

HEALTH INFORMATION

The department has requested health information to plan for student health care needs. Further information will be requested if a student requires individual health support from school staff or health services.

If a student is ill or injured, schools may use or disclose such health information on a needs basis to emergency care providers. In accordance with the privacy principles, this information is only disclosed to provide first aid and seek emergency medical assistance.

All requested Health Information is required so that schools can provide first aid and plan for any individual health support requirements. A failure to provide all health information means that schools are limited to providing standard first aid only.

ACCESS TO PERSONAL AND HEALTH INFORMATION

Access may be requested to any information the Department holds about a person by that person or a parent/caregiver of that person. A more detailed outline of the policies of the Department with respect to the management of personal information may be obtained by contacting the Department's Freedom of Information Project Officer. (Contact details available from the school's Front Office.)