



23 Barassi Street, PARALOWIE 5108
PO Box 65 Salisbury South 5106

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SETTLERS FARM CAMPUS R-6



School Information Booklet

Principal:
Leanne Trewartha

Our School Values
Caring Resilient Responsible

SCHOOL TIMES

Gates Open	8.30am
Classrooms open	8.50am
Lesson 1	8.50am – 9.40am
Lesson 2	9.40am – 10.30am
Lesson 3	10.30am – 11.20am
RECESS Play time	11.20am – 11.50am
Lesson 4	11.50am – 12.40pm
Lesson 5	12.40pm – 1.30pm
LUNCH Play time	1.30pm – 1.50pm
Lesson 6	1.50pm – 3.00pm
School Dismissed	3pm
Gates Close	3.15pm

If you are delayed picking up your child after school, please notify the Office on 8280 6866.



COMMUNICATION WITH THE SCHOOL

We use SMS notifications and when students are absent.
The Office can be phoned any time on 8280 6866.

Late arrivals

Teachers mark roll books each morning. Every student not present by 9:05am is recorded in the roll book as late or absent. An explanation from the family for each lateness is expected. Families will be contacted if lateness continues to be unexplained or is a regular occurrence.

Students who arrive after 9.05am must sign in at the Office.

Absence

If a student is absent for 1 day:

- Family members must notify the school by phone, in person or by sending a note
- If absence is unexplained, teachers/office staff will contact the family to seek explanation

If a student is absent for two or more days:

- Family members must notify the school by phone, in person or by sending a note
- If absence is unexplained, teachers/office staff will contact the family to seek explanation
- Leadership will contact family members.

Early departure

Family members inform office staff and sign the child out before collecting their child from the classroom. Family members take sign out note to the teacher.

Students are not allowed to leave school early unless they are accompanied by a family member.



HEALTH

Please provide full details for student on the medical information form and complete the “authorisation for administration of medication at school”. **We require an “Asthma Management Plan” signed by your doctor** for students with asthma.

If your child is ill or hurt at school, a staff member with basic First Aid training will assess and treat them. If it is considered necessary, you or your emergency contact will be contacted. If required, an ambulance will be called.

TRANSITION & PROGRESSION AT SCHOOL

Kindergarten to Reception Transition

Families of new receptions will receive a letter detailing information about a series of transition visits. Settlers Farm ensures that the transition program is comprehensive and includes yard play opportunities so that children are prepared for school.

Year 6 to Year 7 transition

During term 2, families are provided with general information about secondary schools and details about the open days. The enrolment form and procedures are sent home. Please contact the relevant high schools with any queries. Students visit local secondary schools during our transition program.



DROPPING OFF AND PICKING UP CHILDREN

There is restricted parking on Barassi Street and Ronaldo Way with designated pedestrian crossings are that are clearly signposted. Trained crossing monitors are at the crossings after school each day.

CYCLE SENSE

Students are to walk their bikes across the road at the designated pedestrian crossings and walk their bikes to the bike racks near the tennis courts.

Helmets must be worn by bike riders and should go to the classroom for safe storage during the day.

MONEY MATTERS

How can I pay for School Fees?

Payment of the Materials and Services charge (school fees) account can be made by:

- Cash
- Cheque (made out to Settlers Farm Campus marked not negotiable)
- EFTPOS (debit and credit cards)
- Instalments (arranged at the office)
- School Card
- Online options are available QKR (see school website)



The cash payments window is open between **8.30am and 10.30am on Monday, Tuesday, Wednesday and Friday**. Correct money is be appreciated.

What is a School Card?

School Card is a Government Allowance paid directly to the school to help pay for educational expenses. Eligible families need to submit an application each year. The primary card holder must provide their **Centrelink Customer Reference Number** and complete the School Card Application Form (available at the office). This information is sent to School Card Section who will advise of your eligibility for school card assistance. Once approved for School Card, Materials & Service Charges (school fees) are fully covered.

What happens when I need to send money to the school?

Please place the money in a securely sealed envelope clearly marked with:

- your child's name including SURNAME
- class teacher
- what the money is for (eg materials & services charge, excursions etc.)

Include in the envelope **all relevant forms** (eg consent forms, invoices). Ask your child to give the envelope to the teacher who will forward it to the cash office. Change will be returned to the classroom the following day with receipt attached to the payment envelope. Alternatively, money and forms can be brought directly to the cash office by the family between 8.30am and 10.30am **Monday-Wednesday and Friday**. Correct money is be appreciated.

LUNCH ORDERS

A local catering company supplies our lunch orders on Mondays, Wednesdays and Fridays. Volunteers sell items at recess times throughout the year for children to purchase over the counter.



Lunches can be ordered on our [Qkr App](#).

CAMPUS CAFE

From 8.30am to 8.50am daily, students can have a free freshly made breakfast in our canteen. Food choices include toast, cereal and specials such as warm cheese rolls, pancakes, egg rolls, smoothies and toasted wraps.

Most food is kindly donated from the local Food Bank and Coles.



WELLBEING

Two Student Wellbeing Leaders specialise in supporting students with proactive and reactive behaviour support and wellbeing needs. Student Wellbeing leaders work closely with students, families, support services and outside agencies relevant to the individual needs of the student and provide a 'team around the child' case management approach.

VOLUNTEER HELP

We value the contribution that volunteers make to our campus in supporting our student's learning.

Some ways you can be involved are by:

- helping students in the classroom
- assisting in the Canteen
- helping in the Resource Centre to re-shelve books or cover books
- attending Governing Council Meetings or other committees like fundraising, grounds
- attending excursions

OUT OF SCHOOL HOURS CARE

Settlers Farm Campus Out of School Hours Care (OSHC) are located on the school grounds. Our staff are a professional team of educators who provide a quality, fun safe, recreational child care program for the families of our community.

Care is provided before and after school and during school holidays, for school (R-6) and kindy children.

While attending this service, children take part in interesting, enjoyable, educational and recreational activities in a supervised, informal and safe environment. Activities include cooking, art and craft, games and sport, special visitors and excursions.

OSHC Session Times

Before School Care (BSC)	6:30-8:30am	- Breakfast supplied from 7:15-8am
After School Care (ASC)	3-6pm	- Afternoon tea and fruit supplied
Vacation Care (Vac Care)	6:30AM-6pm	- Children need to bring recess and lunch
Pupil Free Days (PFD)	6:30AM-6pm	- Operates as vac care session
Early Finish Days	2-6pm	- Operates as an ASC session

For any further enquiries please contact OSHC on 8280 8108.

