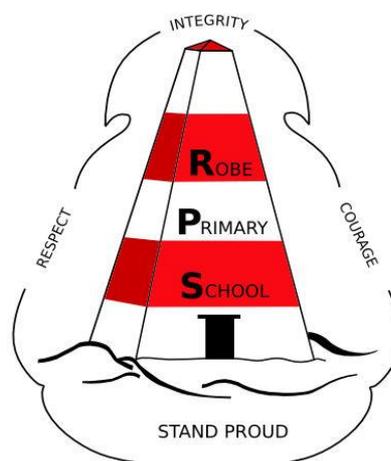


# Parent Information Handbook



**Principal—Anne Grayson**



Dear Parents and Caregivers,

On behalf of the Staff at Robe Primary School I would like to welcome you and your family to our School Community. We are a small - medium sized school, with enrolments of approximately 85-90 students. We have 5 classes which are usually composite in structure.

We have a committed and hardworking staff, including teachers, student support officers and volunteers who are dedicated to delivering your child with quality education.

At Robe Primary School we believe in working in partnership with our community and parents/carers to provide your children with the best education possible. Student well-being and providing a safe secure and enriched learning environment is our first priority. Academic achievement and children achieving their personal best is also of utmost importance.

We believe strongly in, and embrace our school values of, RESPECT, INTEGRITY AND COURAGE. We operate under the 'Kids Matter' umbrella, which is a nationwide mental health initiative in Primary schools. Kids and people matter here at Robe Primary!

Robe Primary School has strong community ties. We are well supported by present and past families, as well as local businesses and volunteers.

We look forward to working with you and your families over the coming years.

Yours Sincerely,

**Anne Grayson**  
**PRINCIPAL**

## Staff

Name	Position
Anne Grayson	Principal
Penny Day	Reception Teacher
Jane Hayes	Year 1/2 Teacher
Luke Wise	Year 2/3 Teacher
Kylie Johns	Year 4/5 Teacher
Kimberley Austin/Anne Grayson	Year 5/6 Teacher
Nathalie Boulden	NIT Provision Teacher
Thomas Wachtel	NIT Provision Teacher
Cassie Bermingham	SSO Finance/Business Manager
Jodi Keane	SSO Administration/Intervention Support
Georgie Sneath	SSO Classroom Support
Mardi Brooks	SSO Classroom Support
Stacey Wirth	SSO Classroom Support
Lisa Maczkowiack	SSO Classroom Support
Lashay Semple	SSO Classroom Support

## School Details

SCHOOL ADDRESS	1 Union Street
POSTAL ADDRESS	PO Box 146 Robe SA 5276
PHONE NUMBER	(08) 87 682 168
MOBILE PHONE	0408 846 884
FAX NO	(08) 87 682 474
DISTRICT EDUCATION OFFICE	(08) 87 245 300 Mount Gambier
EMAIL ADDRESS	<a href="mailto:dl.0384.admin@schools.sa.edu.au">dl.0384.admin@schools.sa.edu.au</a> <a href="mailto:dl.0384.info@schools.sa.edu.au">dl.0384.info@schools.sa.edu.au</a>
BANK DETAILS	BSB: <b>633 000</b> ACCOUNT NUMBER: <b>150 694 172</b>

## Governing Council

(The AGM is held in February)

<b>CHAIRPERSON</b>	Paul Rains	
<b>VICE CHAIRPERSON</b>	Ben Jess	
<b>SECRETARY</b>	Rhiannon Maczkowiack	
<b>TREASURER</b>	Antony Kokiousis	
<b>GOVERNING COUNCIL MEMBERS</b>		
Linda Burzacott, Loc Bui, Justine Fennell, Jimmy Wasson & Kyla Ramsey		
<b>STAFF REPRESENTATIVE</b>	Term 1—Jane Hayes	Term 2—Kylie Johns
	Term 3—Luke Wise	Term 4—Penny Day

**PRINCIPAL:** Anne Grayson

## Parents & Friends

This committee serves the parents of children attending the school, and provides an opportunity for them to meet each other twice per term. Parents and Friends support the school in fundraising activities with money raised going towards resources & camps.

**Members:** Kyla Ramsey, Kristal Baker, Cassandra Obst, Samantha Matthews, Kimberley Austin, Lashay Semple, Karina Kroehn, Brodie Rains, Sarah Young, Jacqueline Walmsley, Emma Brooks, Mardi Brooks, Mahalia Bathurst-Warren and Tara Oliver.

## Little Leaders

Little Leaders are our student representative council and facilitate student voice at Robe Primary School. Little Leaders attend regular meetings and are involved in whole school decision making. Our School Captains for 2024 are Brock Gibson & Saskia Andersen-Warren, Secretary is Olivia Ashenden and Treasurer is Aleyah Pelkonen.



## National Australian Curriculum

Teachers are using the Australian Curriculum and the SA TFEL framework documents to program and assess areas of study.

### REQUIRED AREAS OF STUDY

The Australian curriculum required areas of study from Foundation (Reception) to 7 are as follows:

Learning Areas	Subjects
English	English
Mathematics	Mathematics
Science	Science
Humanities & Social Sciences	Geography, History, Economics & Business, Civics & Citizenship
Technologies	Design & Technologies, Digital Technologies
Health & Physical Education	Health & Physical Education
Languages	Spanish/Chinese

### The Australian Curriculum focuses on seven general capabilities

- Literacy
- Numeracy
- Information & Communication Technology (ICT) competence
- Critical & Creative thinking
- Ethical Behaviour
- Personal & Social competence
- Intercultural understanding

There are three cross curriculum priorities

- Aboriginal & Torres Strait Islander histories & cultures
- Asia & Australia's engagement with Asia
- Sustainability

### Other curriculum information

All students have access to desktop computers, laptops, iPads and each classroom is fitted with an interactive whiteboard.

The school hosts a variety of visiting artists and performances during the year to support the curriculum.

# Data Collection/Reporting Schedule

## Term 1

- Reading benchmark
- Initialit Screening (years R-2)
- BOOST – PA & Phonics (R-2)
- Single Word Spelling (years 3-6)
- Narrative writing piece (Bright Path – w4)
- Persuasive writing piece (Bright Path – w9)
- Learning discussions/Parent teacher interviews

## Term 2

- Reading benchmark tests
- Comprehension assessment (years 3-6)
- Single Word Spelling (years 3-6)
- Informative writing piece (Bright Path – w8)
- Mathematics WM proficiency tasks
- N.A.P.L.A.N (Years 3-5)
- Semester 1 written report

## Term 3

- P.A.T. Testing (spelling, reading, grammar, comprehension, maths)
- Reading benchmark tests
- Phonics Screening Test (Yr 1)

## Term 4

- Reading benchmark tests
- Single Word Spelling (years 3-6)
- Mathematics WM proficiency tasks
- Semester 2 written report

## Day Structure

Supervision of students is provided in the school grounds from 8:30am to 3:30pm.

- Class time begins at 8:50am
- Dismissal is at 3:15pm
- End of Term dismissal is at 2:15pm

<b>Assembly in School Hall (Fridays)</b>	<b>3:00 pm</b>
Classes Start	8:50 am - 11:00 am
Recess	11:00 am - 11:25 am
In Class	11:30 am - 1:00 pm
Lunch Eating	1:00 pm - 1:10 pm
Lunch Play	1:10 pm - 1:45 pm
In Class	1:45 pm - 3:15 pm
Dismissal	3:15 pm

# General Information

## Children's Daily Requirements

- School bag
- Piece of fruit or vegetable for healthy snack time in the morning
- Packed recess and lunch, or a lunch order (available Monday-Friday)
- Water bottle
- Named hat in Terms 1, 3 (recommended) and 4

## Lunch Orders

Currently the contract for supplying lunches is with Robe Bakery. Students are able to order their lunch Monday - Friday. Students need to place their pre-written lunch order in the lunch box container located in the front office. Lunches are collected from the bakery by the Year 6 students at 1pm.

## Attendance

At Robe Primary School, student attendance is a high priority. We know that students who attend regularly are more likely to be successful.

It is a legal requirement that children attend school every day unless the school receives a valid reason for being absent. An explanation in the form of a phone call/text or online via our Audiri app (preferred option) is required and documentation kept for legal reasons. Parents/caregivers must let the school know prior to any **extended** absence, and apply to the principal for an **exemption** if the time period away exceeds more than 5 days (for family holidays etc.) If a student is away and the school has not been contacted, the school has a legal responsibility to follow this up on the 3<sup>rd</sup> consecutive day.

Punctuality is expected and encouraged; students will be marked as late if they are not in class by 8:50am. If the roll has been completed when they arrive at school, the child/parent need to let the front office staff know that they have arrived and sign them in, using Sine.

## Supervision

Supervision by staff members begins at 8:30am and continues until 3:30pm in the afternoon. It is important for parents to understand that the staff cannot be held accountable for the safety and actions of students on the school premises outside of the above times or conditions unless it is a school event.

## Regional Support Service

Special Education, Guidance, Behaviour Management and Speech Pathology Services are available to support students with special needs. Access to these services is through a referral process, completed and submitted by classroom teachers and the principal, after discussions with parents involved.

## Assemblies

Weekly assemblies are held at 3pm every Friday in the school hall. Upcoming school events are announced, weekly student birthday awards and certificates are presented, and general whole school information is given. The assembly generally goes for 15minutes. An invitation is extended to all parents and friends of the school to attend.

## Wet Weather

If it is raining during recess or lunchtimes the teacher on yard duty will ring the school bell three times. Students will then be supervised in their classrooms, under the pergola or in the school hall. To resume play the bell will ring once.

## Car Parking

Parents are requested to take extreme caution when dropping off and picking up students from school. Parents are requested not to park in the turnaround section of the cul-de-sac (Bower St) immediately at the front of the school. Parking is available on Union St and also Squires Drive (oval side). Another option is the school car park's **'kiss and drop'** area which allows a quick drop off, but please pull as far forward as possible to allow other cars to fit in behind you.

## Accessing Student Files

Parents are able to request access to any personal information kept at the school concerning their child. The request for information shall be in writing addressed to the principal. The principal will only deny access if the information

- 1) infringes on the privacy of others
- 2) betrays an undertaking of confidentiality
- 3) poses a threat to the health, safety or welfare of any person.

Parental consent must be obtained before students' personal files are shared with other organisations or sections of the Department for Education.

Teachers must be given prior notice if parents are requesting work for their child during absence.

## School Sport

The school is affiliated with the SAPSASA (South Australia Primary Schools Amateur Sports Association) sports programme. Consequently, Year 5 to 6 students with abilities in the offered sports are encouraged to try out for selection in district representative SAPSASA teams, including cricket, football, hockey, netball, swimming etc.

Robe Primary School holds a school sports day in term 1 each year. It involves all year levels with students being split into two teams for competition in the middle and upper primary classes: (Guichen - Red and Lacedpede - White). The activities conducted are in line with the SAPSASA Junior Sports Policy. A representative athletics team is also sent to participate in the district SAPSASA Athletics Day.

In term 2 children in years 2-6 are involved in a basketball day held at Millicent stadium which is met with great enthusiasm.

## **Newsletters**

Newsletters are sent home in weeks 3, 6 and 9 (Term 1) and weeks 4 and 8 (Term 2, 3 & 4). Many families receive the newsletter via email, so please fill in the appropriate section on the general consent form if you would like this option. Class newsletters will be sent home at various times throughout the year.

## **Kindy to School Transition**

Sally Smith, the Director of the Robe Soldiers Memorial Kindergarten, and our Reception teacher, Penny Day, work together to ensure that the transition between kindy and school is a smooth one. General transition activities are organised throughout the year to help the children familiarise with school, the teacher and the school children. In 4<sup>th</sup> term, the Kindy children who are due to start school the following year have 4 structured visits to school. They are exposed to and experience some of the classroom/school routines and learning. There is an opportunity for parents to meet with the principal and class teacher, with a tour and brief induction into the school.

## **Year 6 High School Transition**

Our local/zoned secondary school is Kingston Community School which is located 42km from Robe. The children catch a bus to and from Kingston at no cost. A transition program is organised between staff at Kingston and Robe and starts late in Term 3. It involves parent information sessions as well as onsite visits at both Robe and Kingston schools. The children experience catching the bus and are welcomed at Kingston by students and staff and are involved in a variety of activities throughout the week. A small number of children attend Kangaroo Inn Area School (which requires an application to our Partnerships Education Director, approving the request), who also run a transition program at a similar time.

## **Swimming**

Our school is involved in swimming lessons early in term 1, at Kingston Community School. These lessons are conducted by DfE swimming instructors. Swimming lessons are part of the Health & PE program, aimed at boosting water confidence and safety, thus it is expected that all children are involved.

## **Library**

Classes visit the school library weekly to borrow and return books. Children each have their own barcode to scan for borrowing. The school library can be accessed from 8:30am in the mornings.

## **Policies**

We are constantly reviewing and updating various school policies and procedures. Our latest updated policies can be located on our website <http://www.robeps.sa.edu.au/>.

## **Photography**

With the ever-expanding use of technology and equally expanding concerns about privacy and child safety, we ask that parents refrain from taking photographs of other children at school events including swimming, camps, sports days etc. An exception to this is you have direct parental consent of the child being photographed. School staff will be responsible to photograph students. Parents will need to acknowledge and sign the appropriate permission slip that will come home at the beginning of each year if they give permission for the school to photograph and publish photos of their child.

# Robe Primary School Lunch Options 2024



## Fresh Sandwiches / Wraps

\$4.50

Ham  
Chicken  
Cheese  
Lettuce  
Tomato  
Cucumber

## Hot Pastries

Sausage Roll \$4.50  
Meat pie \$5.00  
Chicken & vegetable pie \$5.50  
Party Pie (2) \$4.00  
Meat & veg Pasty \$5.00  
Vegitarian Pasty \$5.50  
Tomato Sauce \$0.40

## Toasted Sandwiches

\$4.50

Ham & Cheese  
Cheese & Tomato

## Drinks

Nippys 250ml Strawberry Milk  
Nippys 250ml Chocolate milk  
Fruit Boxes

\$8.00

## Toasted Foods

Sweet Chillie tender Wrap  
BBQ Chicken Wrap  
Chicken avocardo Panini  
Beef Panini  
Veg Panini  
Toasted Egg, Bacon & Cheese

Apple/Blackcurrent

Apple

Orange

Tropical

## Sweets

Mini Choc Donut \$3.00  
Mini Sprinkle Donut \$3.00  
M&M cookie \$2.50  
Choc Chip Cookie \$2.50