

Parent Information Booklet



Be Honest – Practise Bravery – Show Kindness

10 South Terrace, Bordertown SA 5268



(08) 8752 1888



dl.0733.info@schools.sa.edu.au



www.bordertownps.sa.edu.au



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ASSESSMENT & REPORTING

Student assessment takes account of a wide range of student work contributions, including tests, projects and class work, aligned to the South Australian curriculum.

Student reports are distributed at the end of Term 2 and 4.

Year 3 & 5 students also receive National Literacy and Numeracy Test (NAPLAN) reports.

Learning conversations (formerly parent interviews) are conducted in term 1 & 3. At the term 3 learning conversation parents have the opportunity discuss their child's mid year school report and progress.

You may meet with your child's teacher at other times. Please negotiate a suitable time with your child's teacher.

ATTENDANCE

Your child is required to attend school every day that the school is open, unless there is an explanation.

- You are required to notify the school whenever your child is absent, preferably on the same day, but within 3 days. Please submit absence details through either Sentral, phoning the front office or notifying the class teacher directly via Class Dojo. Please be aware that teachers are unable to check Class Dojo during school hours.
- If you wish to take your child out of school for an extended absence of more than 3 days, such as for a family holiday, medical procedure & recovery etc. you must apply for an exemption from school attendance for your child(ren). Exemption forms are available from the school front office. Please give one week's notice, if possible.
- If children are absent without explanation for 3 or more days the school will contact parents to determine the reason for absences (i.e. family or sickness).

We support student attendance by:

- actively engaging and including all children and their families
- providing support to address the barriers to attendance, learning and wellbeing
- monitoring attendance to make sure progress is documented and supports are in place
- working with families on strategies to improve attendance, when required
- evaluating the need for further or ongoing support and referral for additional support.

BIKES

A bike shed is provided to store bikes and is locked securely during the day. Children are responsible for parking their bikes in the shed.

No responsibility is taken by the school for any damage which may occur to them whilst at school.

Children choosing to park their bikes outside of the bike shed do so at their own risk. For everyone's safety children are to walk their bicycles over the school crossing and through school grounds.

Any bikes not claimed at the end of the day will be locked in the bike shed overnight.

BREAKFAST CLUB

Our Breakfast Club operates before school each morning from 8.30am to 8.55am, giving children access to breakfast before the start of school. Students must remain seated in the shelter shed while eating.

If you are interested in volunteering your time to support our Breakfast Club please contact our PCW or the front office.

BUS TRAVEL

Bordertown High School manages the school buses for Bordertown and Mundulla schools. Please contact Bordertown High School front office to arrange regular school bus travel for your children.

- Children who live 5 kilometres or more from the nearest school may be eligible for school bus travel.
- Children who live 5 kilometres or more from the nearest bus stop may be eligible for a travel allowance.

Responsible behaviour and adherence to the rules is expected at all times to ensure everyone's safety.

All buses drop students at front of school on South Terrace at the start of each day.

Students line up for buses at the end of the day:

- Bus shelter on Park Terrace for Bangham & Western Flat buses
- Front of school, South Terrace for Senior, Wolseley, Cannawigara, Buckingham & Wirrega buses.

For further information please refer to Bus Policy www.bordertownps.sa.edu.au and School Transport Policy www.education.sa.gov.au

Should you have any questions about the school buses please contact Bordertown High School on (08) 8752 1455.

Occasional Bus Travel

When you are wanting your children to use a school bus on an occasional basis please phone the bus driver to seek permission before the day you are wanting your child to travel on the bus. As long as there is a spare seat, permission will be granted. Then contact the Bordertown Primary School front office so a bus pass can be issued and your child's name added to the bus roll for that time.

CALENDAR

A termly calendar is published and distributed with the Newslink providing information on schools activities and events.

Early dismissal at 2.35pm

- On the last day of each term
- Thursday before Good Friday when Easter falls within term 1

School closure day

You will be notified which day in September the school is closed for the Royal Adelaide Show.

Student Free Days

You will be notified during the year which days the school is closed to students to allow staff to attend activities relating to school management, planning meetings and staff development programs.

COMMUNICATION & MEDIA

Please refer to this information when completing/updating the 'Media Consent Form – Child/Student'

To keep you informed about what is happening at the school we use the following channels:

Internal:

Sentral - parent portal, student absences, academic reports, interview bookings, direct parent email & SMS communication

Class Dojo – parent and class notices and communication between class teacher and parents/caregivers.

See our website for information on installing Class Dojo and Sentral apps

Edsmart – email & SMS communication used for forms, consents and notices

Yearly School Magazine – available for parents & caregivers to order. Printed & distributed early the following year

Year 1 – 6 students have a school diary or chronicle for communication between parents and teachers

Class teachers may facilitate parent meetings, print & distribute class notes, newsletters and term overviews

Term calendars – distributed via Newslink.

External:

Newslink – our school newsletter published 3 times a term, printed, emailed & posted on our school website

Facebook – school news for the wider community

Website www.bordertownps.sa.edu.au - policies, school reports and general information

Please note when completing the 'Media Consent form'

- *We do not publish student full names in our external communications. Where names are used we only use first names.*
- *First & last names are published in our school magazine which is only available in print form.*
- *If 'No consent' is ticked on Media Consent form you child will not be included in the professional school photos. Our current school professional photographer is MSP Photography, Mount Gambier.*

EMERGENCY INFORMATION

It is important that we have up to date details including phone, email and address details for parents, caregivers and other emergency contacts.

If you change your address, email, phone number or your family circumstances change, please contact the school front office as soon as possible to update your details.

Please advise the school as soon as possible if your family circumstances change, eg court order, update of your child's medical or first aid response, a new or changed diagnosis or any other information to assist us to support your child.

Please note: In response to an emergency, the people you list as emergency contacts may be asked to care for your child(ren) overnight when we are unable to contact you eg. if the emergency occurs when you are away. If you know you are going to be away please ensure the emergency contacts are available and you have notified the school.

EVENTS & ACTIVITIES

Assemblies

Kids' Voice run assemblies in the gym, generally at 3pm on Fridays in weeks 3,6 & 9. Parents are welcome to attend. Any changes in times/days will be notified via Class Dojo.

Book week activities

We celebrate the love of reading with JP story night for Rec – year 2 students and whole school dress up day and parade.

Choir

Year 5 & 6 students have the opportunity to join our choir program as part of the Primary School Music Festival, with students performing in Adelaide (optional) & Mount Gambier.

Disco

Held late in term 3 in school gym. Two groups: Rec – 2, then year 3 – 6.

Harmony Day

Activities celebrating cultural diversity, supporting a shared sense of inclusiveness, respect, and belonging. Students are encouraged to wear orange or their cultural dress.

Intergenerational Art Showcase (even years)

Our bi-annual Art Showcase is held early in term 4. Our showcase is part of the community Intergenerational Art Showcase including our local Kindergarten/Child Care, schools, hospital aged care residents and Tatiara District Council, welcoming the school and wider community for an afternoon/evening showcasing our student's artwork.

Premiers Reading Challenge

Encouraging students to read more books, enjoy reading and improve literacy skills. The challenge requires the students to read 12 books between the beginning of the school year and early September. [Premiers Reading Challenge SA](#)

Runathon/Colour Run

Our annual school fundraiser is held late in term 3. Students raise funds per lap or donation and run for 30 minutes. Family members are encouraged to join us and are welcome to run too.

Sapsasa

Eligible students (by age) are invited to try out for a range of individual and team sports through the Sapsasa program in local, district and state competitions.

Scholastic Book Club & Book Fair

- Book Club leaflets are distributed to students twice a term.
- Our annual Book Fair is held in term 3.

There is no obligation to make a purchase.

For every order purchased Scholastic gives back a percentage to the school to purchase resources for our library.

Slushies

On Fridays over the warmer months slushies are available for \$1 from the Breakfast Club kitchen. Details on ClassDojo. Profits to school projects.

Songs at Sunset (odd years)

Our bi-annual school concert is held late in term 4. We welcome the school and wider community for an evening to watch the students' performances.

Sports Day

Our annual athletics day is held in term 4. Families are encouraged to join us to watch their children participate in tabloid events with their classes in the morning and cheer on their house team in the events after lunch and celebrate with our house team trophy winners.

Stephanie Alexander Kitchen Garden Program

Our year 3 – 6 students learn to raise and grow plants & harvest food and our year 3/4 classes learn to prepare and share food.

Swimming Lessons

Early in term 1, rec – year 4 students attend the Department for Education Water Safety Education Program at the Bordertown pool. Lessons run for a week. The program focuses on water safety. Instructors are provided and funded by the Department for Education. There may be cost for pool entry.

EXCURSIONS & CAMPS

Camps and excursions are off-site activities organised by the school designed to enrich your child's education experience and learning, complimenting their curriculum.

Our teaching teams are responsible for the organisation and running these activities and will communicate and seek consent from parents.

Teachers may ask for parent involvement to support student participation in these activities.

Local walks are covered by an annual 'Local Walks Consent' to locations within the town limits. Teachers notify parents each time a local walk is scheduled.

FACILITIES

Natanda Gardens

Our school has a large nature space called the Natanda Gardens, including trees, vegetable plots, fruit trees, chicken yard and firepit. This encourages students to explore and connect with the land. Natanda is an Aboriginal word for 'wood'.

Sport and play areas

We have several play areas including playgrounds, nature play area, sandpits, tennis courts, quadrangle, shade shelter, gymnasium, and ovals. These diverse facilities ensure students have ample opportunities for play and physical activity.

FINANCIAL MATTERS

Payments to the school are accepted by cash, EFT, bank transfer and Qkr! app.

Bank account details:

BSB: 105066 Account no: 266198240

Account Name: Bordertown Primary School Council Inc

Receipts, invoices and monthly statements are sent via email. Please contact the school if you would like to update the email addresses the invoices & statements are sent to.

Please contact the Business Manager if you are experiencing difficulty paying your account balance to negotiate a payment plan or discuss other options.

FOOD AT SCHOOL

It is the responsibility of the parents/caregivers to provide adequate food for their children while attending school.

We encourage you to include:

- Fruit or vegetables for 'fruit time'
- Food for lunch
- Food for recess
- Water bottle

Resources on preparing school lunches is available at

www.sahealth.sa.gov.au and www.education.sa.gov.au

If students do not have enough food or have forgotten their lunch parents are contacted to supply/deliver food.

If parents/caregivers are (financially) struggling to provide food for your family please contact our front office. Our PCW has resources to assist you.

For food allergies we:

- encourage all students to wash their hands before and after eating
- teach students not to share food while at school

If there is a student in your child's class with a food allergy, we will advise you which trigger foods to avoid bringing to school.

Parents cannot bring in food for birthdays or other celebrations to share with their class.

GOVERNING COUNCIL

The Governing Council is comprised of parents and staff who are elected yearly at an Annual General Meeting. The Governing Council works with the Principal to help set and monitor the direction of the school, approve and monitor the school budget.

Our Governing Council are also involved in school activities and events.

Meetings are held on Wednesday evenings in weeks 3 & 8 of each term and interested parents not on Council are most welcome to attend.

2026 Council members:

Chairperson: Luke Hutchesson

Deputy Chairperson: Andrew Ridgway

Secretary: Hayley Harding

Treasurer: Judith Muenster

Community Member: Tracey Grosser

Committee: Tahnee Spaan, Kim Mead, Emily Wurst, Josh Savage

Staff Rep: Kerri Foulds

Principal: Kylie Staude

HOMework

Homework is an integral part of our education program at Bordertown Primary School. The main purpose of homework is to consolidate, practise and review concepts, ideas and skills introduced at school. Please support your child to complete homework tasks to support their learning and assist them to develop good study habits.

HOUSE TEAMS

Students are in one of four house teams bearing the names of early landholders or identities.

BINNIE (blue)

MILNE (green)

McLEOD (red)

SCOTT (yellow)

Students will be informed of their house allocation after they enrol. Teachers regularly award house points as an incentive for a variety of purposes within their classrooms. Sports Day is conducted as a house team competition and students are encouraged to wear a t-shirt in their house colour.

House team shirts are available to order via Qkr! at the beginning of term 1 & 3.

INFORMATION & COMMUNICATION TECHNOLOGY

Our school provides all students with access to digital technology including ICT equipment/devices and the internet to support learning, communication and the development of digital skills.

Students are expected to use ICT equipment/devices and online resources safely, responsibly and respectfully. See *ICT & Cyber Safety policy* on our school website

www.bordertownps.sa.edu.au

Student 1:1 Laptop Agreement (year 5 – 6)

Students in Years 5 and 6 are provided with their own school laptop and must complete a *Student 1:1 Laptop Agreement* before accessing their device. This agreement must be signed by both the student and a parent/caregiver. The agreement outlines the responsibilities associated with being allocated a school laptop and reinforces expectations around the safe, responsible and respectful use of technology.

INJURIES AND ILLNESSES

Access to first aid support is available at all times. Our first aid officers are trained to respond to a medical emergency and provide basic first aid.

- For very minor injuries, basic first aid is administered at school.
- For injuries of a more severe nature, parents/caregivers/emergency contacts are contacted to collect the child as soon as possible to seek medical attention or provide care at home. Children are monitored and cared for at school until parents/caregivers/emergency contacts arrive.
- In an event of a medical emergency staff contact 000 and follow their instruction. We will contact parents as soon as possible.
- Parents/caregivers/emergency contacts are also notified if first aid staff have attended to any head injury.

If children become unwell at school and then are unable to participate in classroom activities or learning, parents/caregivers/emergency contacts are contacted to collect their child as soon as possible to provide care at home.

[You've Got What? | SA Health](#) provides guidelines on infectious conditions and diseases, including periods of exclusion from school. Please notify the school if your child is diagnosed with an infectious condition and follow SA Health guidelines.

Please keep your child home while they are unwell to minimise the spread of infections.

ISSUES AND CONCERNS

Classroom issues should be dealt with by discussing them with the classroom teacher. Please make an appointment via Class Dojo or phoning the front office.

All other issues and concerns should be directed in the first instance to the Principal or Assistant Principal who will treat the matter with concern and confidentiality.

The Pastoral Care Worker, wellbeing teacher and leader are also available for issues concerning student wellbeing.

School complaint procedure available at www.education.sa.gov.au

KIDS' VOICE

Kids' Voice is our student representative group. Their roles and responsibilities include helping to run regular class meetings and being the voice for their class to bring ideas, concerns & tasks to the fortnightly Kids' Voice meetings. They also attend out of school events eg Remembrance day and help run Kids' Voice activities at school. Class representatives are elected early in term 1. The Kids' Voice executive also attend some Governing Council meetings. Fundraisers include easter raffle and casual/dress up days.

LIBRARY

All students are encouraged to borrow books to read at home. Please encourage your child to take care of library books and provide a bag to carry the library books. A bag approx. 35cm x 50cm is ideal. Library bags are available for purchase through Qkr! or front office.

If a book is lost a fee will be charged to offset the replacement value of the book.

LOST PROPERTY

Parents/Caregivers can prevent most losses by clearly marking each article of clothing. The school will return labelled items to students.

Parents and students are welcome to come to the school front office to look through the unclaimed property items.

Students bringing personal items and toys to school do so at their own risk.

Unclaimed items are donated at the beginning of each term.

School staff are not responsible for retrieving items lodged on a roof or in a tree.

LUNCH ORDERS

Lunch orders are available via Qkr! app. before 8.30am. Lunches are delivered to the school by the Bordertown Bakery.

For information on installing the Qkr! app is available on our school website [School apps - Bordertown Primary School](#)



MEDICATION ADMINISTRATION DURING SCHOOL HOURS

If your child requires medication during school, please discuss the requirements with front office staff. We cannot administer medication until a Medication Agreement is in place. This includes any non-prescription medication.

All medication, including non-prescription must be supplied in the original packaging and with a pharmacy/health professional's label.

First Aid staff are trained to manage and treat asthma and anaphylaxis and administer controlled medications. Specialised training for certain medications will be undertaken as required.

If a child has a known health condition and the first aid response is not the standard first aid response for that health condition, an individual first aid plan must be completed by their treating health professional.

Further information on medication management www.education.sa.gov.au

MOBILE PHONES & MULTI-MEDIA DEVICES

Students cannot use their mobile phones and personal devices at school during school hours. The school recognises that there are legitimate reasons for students to bring a mobile phone or personal device to school.

This may include:

- to ensure their safety while travelling, (be it by school bus or on foot).
- so that parents can contact them outside of school hours.

Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Students must switch off their devices before signing them in at the front office at the beginning of the school day. Devices signed out by students end of the school day. The 'Student Use Of Phones And Other Personal Devices Policy' is on our school website.

PARENT ENGAGEMENT

Parent engagement in learning is about working closely with your child's teachers to help your child to succeed, knowing what they are learning at school, finding ways to bring school learning into the home, and helping teachers to know and understand your child so that they can help your child to thrive at school. Strong partnerships between schools, parents and families are essential for children to be successful in their learning.

Attending Learning Conversations (parent interviews), class meetings, school activities and events, reading and responding to school communication, class notes and discussions with your child's teacher support these strong partnerships.

You may meet with your child's teacher anytime during the school year. Please negotiate a suitable time with your child's teacher.

PARENT INVOLVEMENT

There are often occasions when we ask for your assistance in the general running of the school. Parent volunteers assist in the classroom with tasks in many areas including art, reading, electives, sport, camps, excursions and garden kitchen.

Governing Council, events, library, working bees, mentoring program and Breakfast Club are other areas your involvement is both welcomed and appreciated.

Becoming a Volunteer

All volunteers must have:

- a current Department for Human Services Working with Children Check (WWCC).
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) course.

In addition, if your role involves food handling and preparation, please complete one of the following courses. Both courses have the same content.

- DoFoodSafely (health.vic.gov.au)
- I'M ALERT Food Safety – FREE Online and Interactive Food Safety Training Program (imalert.com.au)

If you are interested in becoming a volunteer please contact the school front office to register for Volunteer Information Sessions which are held as required.

Email your certificates to dl.0733.info@schools.sa.edu.au

PASTORAL CARE WORKER

Our Pastoral Care Worker (PCW) is on site 3 days per week, supporting staff, students and families, lunchtime activities and co-ordinating Breakfast Club.

Individual support

Helping students through struggles such as friendships, anxiousness, grief and loss, changes in family dynamics, social skills, resilience and emotional support.

Group support

Tailored group support for specific needs to help build confidence, strengthen friendships and create opportunities for students to explore new possibilities.

What's the Buzz?, Big Life Journal and Kimochi's are just some of the tools we use in group sessions.

Family Support

This includes help with the cost of living, covering school expenses (uniforms, camps etc.) and access to additional support for families.

Circle of Security sessions for parents/caregivers.

Students & families can be referred to our PCW through a conversation with staff. Please contact either your child's teacher or the front office.

Further information on the National Student Wellbeing program available at www.education.sa.gov.au

SCHOOL CROSSING

Lights will be flashing at these approximate times:

8:15am – 9:00am

1:00pm – 2:00pm

3:15pm – 4:00pm

The crossing must always be used, when lights are flashing.

When lights are flashing pedestrians indicate they wish to cross by putting one foot on roadway - then they have right of way.

When lights are flashing and the monitors are on duty pedestrians do not cross until stop signs are up.

No car is to overtake a stationary vehicle at the crossing. **Speed limit is 25km/h within 30 metres on each side of crossing when lights are flashing.**

Cars are not to park within yellow lines.

To set an example to children, parents are urged to use the crossing at all times whether they have children with them or not.

Children are not permitted to use the Dental Clinic or staff car park gates.

SCHOOL TIMES & SUPERVISION

School staff are responsible for the safety of children under our care for the following times:

- on school premises on normal school days between the hours of 8:30am - 3:45pm.
- whilst travelling on school buses.
- at official school functions, sporting events, camps or excursions.

8:30am	Yard supervision
8:55am	Start of the day
9:05am	Lesson 1
9:55am	Lesson 2
10:45 – 11:30am	Lunch break
11:30am - 11:40am	Supervised eating
11:40am	Lesson 3
12:30pm	Lesson 4
1:20 – 1:45pm	Recess break
1:45pm	Lesson 5
2:35pm	Lesson 6
3:25pm	Classes dismissed
3.45pm	Supervision ends

At the end of each term, there is an early dismissal of 2:25 pm. School supervision finishes an hour earlier at 2.45pm on these days.

STUDENT WELLBEING

We offer a range of wellbeing supports to help every student feel safe, supported and ready to learn. We use whole school approaches such as Zones of Regulation, the Berry Street Education Model and explicit social and emotional learning to help students build emotional awareness, resilience and positive relationships.

Ways we can help include school drop off, settling into class, friendships, referrals to outside support and additional support as required.

Community Connections Program

Students visit various community facilities throughout the year, engaging in a range of activities to foster connection and positive wellbeing with the local community. Destinations include the local kindergarten, high school and hospital.

Caped Heroes Program

You may see students in rainbow capes in the mornings. These are our Capes Heroes. A small group of year 5 & 6 students are rostered on each morning to greet students, accompany them to class, offer encouragement and help them settle at the beginning of each day.

Mentoring Program

This program gives students the chance to work one-to-one with a mentor, helping them build confidence and feel more comfortable and connected at school.

Mentors and students meet weekly and plan activities together based on student's interests and personal goals. These sessions provide a safe space to chat about school and learning friendships and feelings of belonging, while also supporting the students to make positive choices.

For further information please chat with your child's classroom teacher or our wellbeing staff.

UNIFORM AND SUN PROTECTION

The school has a compulsory uniform policy requiring students to wear clothing as accepted by the Governing Council.

Parents/guardians are able to request an exemption for their child from the uniform code to be considered by the school Principal.

Hats are worn outdoors all year round. We have a no hat – no play policy.

Students are encouraged to apply sunscreen before going outdoors.

Uniform

Blue and white check dress

Navy shorts/skorts

Navy pants

School royal blue or white polo shirt

School royal blue jumper

Hats

Navy bucket or wide brimmed hats with no cords or toggles

Year 6 Students

Year 6 t-shirts and jumpers

Sapsasa

Students involved in Sapsasa events can wear their Sapsasa shirts for the 5 days following the event

House Teams

House colours can be worn on Fridays when house team games are on

- School jumpers, polo shirts and school backpacks can be purchased from Navana Clothing on Woolshed Street in Bordertown. Second hand uniforms may be available from The Hive, Woolshed Street, Bordertown.
- Navy school bucket hats, school beanies and iron on logos are available to purchase from the front office or via the Qkr! app.
- Students are required to wear suitable footwear at all times. Enclosed, supportive shoes such as sand shoes are recommended. Thongs, crocs, rubber boots and slip-on shoes are NOT to be worn to school.
- Warm navy jackets are available to purchase via special order late in term 2. House team shirts are available for purchase early in term 1 & 3.

The uniform policy is available on our website.

2026 STAFF

Principal: Kylie Staude

Assistant Principal: Kerri Foulds

Business Manager: Jenny Dungey

Teaching Staff

Reception Classes: Tracey Hillier, Zoe Maney, Matilda McCarthy, Skye Braisby

Year 1/2 Classes: Caitlin Sigston, Isabelle Sneath, Jodie Wegener, Pam Steer

Year 3/4 Classes: Angela Deans, Andrea Poole, Megan Taylor, Teagan Thorpe

Year 4/5 Class: Kiera McCarron

Year 5/6 Classes: Shane Collins, Tara Rattus

Specialist Programs: Nicole Blackwell, Jodie Devitt, Emma Harkness, Josh Searle

Student Inclusion: Megan Taylor

Autism Inclusion: Kerri Foulds

Student Wellbeing: Kerri Foulds, Emma Harkness

Support Staff

Pastoral Care Worker: Chelsea March

Front Office/Admin: Melissa Butler, Izzie Damin, Chantelle Fromm

Computing Support: Sultan Tanim

Library: Mary-Jane McCarthy

Student Support: Courtney Carpenter, Alissa Carter, Iris Cornwell, Jayne Day, Jess Gibbs, Hayley Harding, Isi Hedges, Ashlyn Knauerhase, De Kupke, Amy Lawson, Kelcie Lepley, Abby Obst, Emma Orrock, Jaime-Lee Rigney, Maddie Rodert, Lisa Rowett, George Turner, Samantha Wallis, Laura Wiese

Grounds: Chris Pepper

2026 TERM DATES

TERM 1 Tuesday 27th January - Friday 10th April

TERM 2 Monday 27th April - Friday 3rd July

TERM 3 Monday 20th July - Friday 25th September

TERM 4 Monday 12th October - Friday 11th December

