



Parent Handbook

Burton Primary School
1844 Burton PS (Category 4)



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www.burtonps.sa.edu.au



(08) 8280 6277



(08) 8280 6311



OSHC Phone number: 0488 200 207

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Welcome to Burton Primary School

Dear Families,

A very warm welcome to Burton Primary School. We greatly value the strong partnership we share with our families and community, as we work together to support every student's learning and wellbeing.

At Burton, our school values are Respect, Responsibility, Teamwork, Inclusion, and Excellence. These are at the centre of everything we do. We expect all staff, students, families, and community members to uphold these values in their words and actions each day.

Our school is a positive, caring, and inclusive environment where every student is supported to achieve their best. We hope your family enjoys becoming part of the Burton Primary School community. Parents and caregivers are always welcome, and we actively encourage your involvement in school life, whether that is as a Governing Council member, a volunteer, or by attending our school events.

If you have any questions about your child's learning or wellbeing, please do not hesitate to contact their class teacher or a member of our Leadership Team. Appointments can be made through the school office and can be arranged at your convenience.

We look forward to building a strong and collaborative relationship with you and your family.

With warm regards,

Kaylem Short
Principal



Lesson Times

Time	Description
8:30 AM	Gates Open
8:45 AM	School Starts
8:55 - 9:45 AM	Lesson 1
9:45 - 10:35 AM	Lesson 2
10:30 - 10:55 AM	Recess
10:55 AM - 11:45 AM	Lesson 3
11:45 AM- 12:35 PM	Lesson 4
12:35 - 12:45 PM	Lunch Eating Time
12:45- 1:25 PM	Lunch
1:25 PM - 2:15 PM	Lesson 5
2:15 PM - 3:00 PM	Lesson 6
3:05 PM	School Finish

No students on site before 8:30am

All students to be collection prior to 3:20pm

On the last day of term, dismissal time will be at 2:05pm

Assemblies

Whole school assemblies are held in the gym at 2:15pm in weeks 1, 5, and 10 each term. Families are warmly invited to attend, with seating provided. Our Student Leaders host our assemblies during the year with classes sharing work throughout the year; parents and caregivers can check with classroom teachers or on Seesaw to see when their child's class is sharing.

Please note: Assembly dates may change to accommodate special events such as Book Week or public holidays.

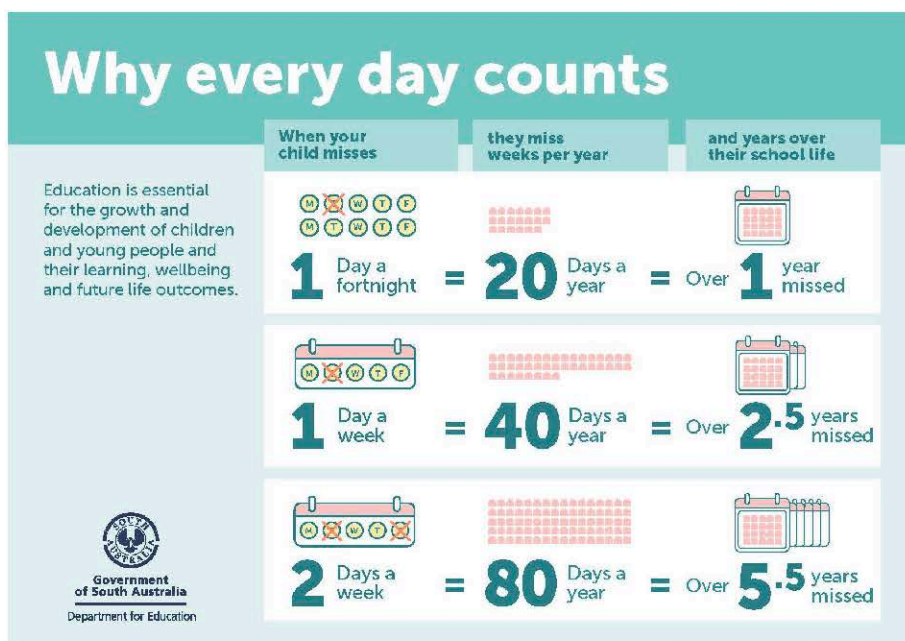
Attendance

Student attendance is a high priority at Burton Primary School, as regular attendance supports learning. Absences of more than 10 days per year are considered excessive. Please ensure your child only misses school for valid reasons by working with us.

To report an absence, message our 24/7 attendance line: **0428 218 669**. To speak to someone, call the school during office hours on **8280 6277**.

Being late affects learning. Students arriving after 8:45am must check in at the office for a late slip before going to class. Please ensure your child arrives on time; gates open at 8:30am and the courtyard is supervised from then.

Our Attendance Policy is available on the school website.



Breakfast Club

Breakfast is available every morning in the The Hive (Old Science Room) for any student who would like something to eat. This free service is made possible by the generous support of "Kick Start for Kids." All students are welcome to join us for a great start to the day!

Excursions and Incursions

Camps and excursions offer valuable learning experiences beyond the classroom, helping students build confidence, teamwork, and independence.

When these opportunities arise, parents and caregivers will receive all details and a consent form via EdSmart email. Please ensure you complete consent by the stated deadline, typically one week before the event, to help us with planning and organisation.

Communication

The school utilises numerous methods of communication to keep families and the community informed:

Website

Our school website can be found at www.burtonps.sa.edu.au. It is a valuable resource for families, providing up-to-date information about Burton Primary School. On the website, you will find our school policies, newsletters, and important dates for the school year. There are also details about our curriculum, enrolment processes, and programs available to students. You can access information about our staff, as well as helpful links to community services and support. The website is regularly updated with news and events, ensuring our families stay informed and connected with everything happening at Burton Primary School.

Newsletter

Newsletters will be available on the website/ or our school facebook Pages every fortnight of the Term.

Annual Report

The Annual Report published the outcomes of the yearly review of the schools performance. The Report is available from the schools website.

QKR!



The QKR! app is used to order lunches, purchase hats, pay fees and excursions, please see the instructions on page 8/9.

SeeSaw



Seesaw is our family communication app. Our school uses this app as a direct contact to families regarding classroom and individual student learning information.

If you require any further support, please contact the school during office hours on **8280 6277**.

First Aid

If your child visits the First Aid room and returns to class, they will bring home a note detailing the incident and treatment. For significant head bumps, we will call parents/caregivers and stamp the child's hand as an extra precaution. In an emergency, we will call the appropriate support service (such as an ambulance) and notify parents immediately.

Medication

All medication must be in its original pharmacy container or Webster pack, clearly labelled with the medication name, dosage, your child's name, and the time to be given. A dated Health Care Plan from the doctor and a completed Medication Agreement form are required with the medication.

All medication must be provided to the front office. It is the parent/caregiver's responsibility to remind students to take their medication.

For ongoing medical conditions (e.g. asthma, diabetes, ADHD), the school requires a doctor-signed medication authority and an up-to-date Medical Plan, which should be reviewed annually or as needed.

On the first day your child starts prescribed medication, they must remain at home under adult supervision.

Illness at School

If your child is unwell, please keep them home until they are fully recovered, as this helps protect the health of all students. If your child becomes sick at school, we will care for them and contact you promptly. If you are unavailable, we will call the emergency contacts you have provided. In an emergency, medical assistance will be sought.

To help prevent the spread of infectious diseases such as flu, gastroenteritis, chicken pox, measles, mumps, rubella, and whooping cough, please keep your child home if they are unwell. If you are unsure whether your child should attend school, contact the school office for advice.

Please ensure your emergency contact details are always up to date by notifying the office of any changes.

Personal Devices

Students may bring personal devices to school for safety while travelling and to contact parents outside school hours.

It is possible for parents to apply for exemption to the above in cases where a student's health is monitored via a personal device such as a smartwatch. On arrival, students must sign their devices in at the office. Devices are kept securely and can be signed out as students leave at the end of the day. Devices are not to be stored in bags.

By Department for Education policy, all personal devices must be kept "off and away" during school hours and at all school activities, unless there is an approved exemption. Devices cannot be accessed—physically or remotely—unless permission has been granted for a specific purpose.

Students are expected to follow all staff instructions regarding personal devices.

Curriculum

The Australian Curriculum sets out what students are expected to learn and achieve across eight key learning areas. Teachers use this curriculum to plan classroom programs and report on your child's progress and learning needs.

At Burton Primary School, we are transitioning to the South Australian Curriculum for Mathematics and Specialist subjects. In 2026, staff are familiarising themselves with the South Australian Curriculum for English, which is set to be implemented in 2027.

For more information about the Australian and South Australian Curriculum, please visit:

<https://www.australiancurriculum.edu.au/>

<https://www.education.sa.gov.au/students/curriculum-and-learning/curriculum-birth-year-10>

If you have any questions about the curriculum, please speak with your child's teacher or a member of the Leadership Team.

Canteen

The Canteen is available 5 days a week. All lunch orders must be ordered through the QkR! app by 9am daily.

The Canteen is also open at recess and lunch for students to purchase snacks.

Eating Lunches:

Students eat their lunches from 12:35pm - 12:45pm with the supervision of their class teacher. The Cola area outside the canteen is the designated eating area for students who require more time.

Nut Awareness and Allergies

To raise awareness regarding severe allergies and to provide a safe learning environment for all members of the Burton primary School community, the following management strategies are in place:

- Parents/caregivers are asked not to send food or packaging containing nuts (e.g. peanut paste, Nutella, all nuts, nut oils, or products with nuts).
- Students are discouraged from sharing food and encouraged to wash hands after eating.
- Staff supervise eating; students with nut products will eat in the front office.
- Staff are informed of individuals with anaphylaxis and complete regular anaphylaxis (first aid) training.
- Lunch providers adhere to the Nut Awareness Policy.
- Parents/caregivers are asked not to reuse packaging from nut products for food storage.

A blue sign for 'Nut Aware School' is placed over a background image of a school playground. The sign features the school's logo, the title 'Nut Aware School', and two paragraphs of text. A large white icon of a nut with a diagonal slash through it is positioned on the right side of the sign.

Burton
Primary School

Nut Aware School

PLEASE ENSURE THAT ANY FOOD BROUGHT TO SCHOOL INCLUDING SNACKS AND LUNCHES DOES NOT CONTAIN NUTS OR NUT PRODUCTS.

THIS INCLUDES BUT IS NOT LIMITED TO PEANUTS, ALMONDS, CASHEWS AND ANY SPREADS OR SNACKS CONTAINING THESE INGREDIENTS.

Parking

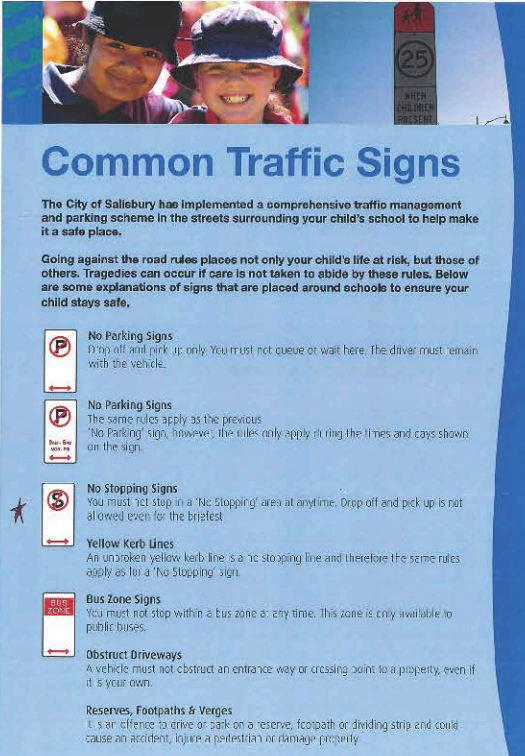
To help keep our students safe and traffic moving smoothly, please follow these important guidelines:

- Only use the designated Drop Off Zone at the front of the school for quick drop-offs and pick-ups.
- Drivers must remain in their car in the Drop Off Zone, and stay only for a few minutes during the designated times.
- Please do not leave your car unattended in this area.
- Always observe all road markings and signs. Many areas at the front of the school are No Parking zones.
- The staff car park is not to be used for student pick up or drop off, as this is unsafe for children.
- However, families with a disability parking permit may access the staff car park if this has been discussed and approved with school leadership and admin staff.

For everyone's safety, please avoid:

- Parking for extended periods in the Drop Off Zone
- Double parking
- Doing U-turns near the crossing lights
- Speeding—remember the school zone speed limit is 25km/h
- Council officers and police regularly patrol the area and may issue fines for incorrect parking or unsafe driving.

Thank you for your cooperation in keeping all members of our school community safe!



Common Traffic Signs

The City of Salisbury has implemented a comprehensive traffic management and parking scheme in the streets surrounding your child's school to help make it a safe place.

Going against the road rules places not only your child's life at risk, but those of others. Tragedies can occur if care is not taken to abide by these rules. Below are some explanations of signs that are placed around schools to ensure your child stays safe.

- No Parking Signs**
Drop off and pick up only. You must not queue or wait here. The driver must remain with the vehicle.
- No Parking Signs**
The same rules apply as the previous 'No Parking' sign, however, the rules only apply during the times and days shown on the sign.
- No Stopping Signs**
You must not stop in a 'No Stopping' area at anytime. Drop off and pick up is not allowed even for the briefest.
- Yellow Kerb Lines**
An unbroken yellow kerb line is a 'No Stopping' line and therefore the same rules apply as for a 'No Stopping' sign.
- Bus Zone Signs**
You must not stop within a bus zone at any time. This zone is only available to public buses.
- Obstruct Driveways**
A vehicle must not obstruct an entrance way or crossing point to a property, even if it is your own.
- Reserves, Footpaths & Verges**
It is an offence to drive or park on a reserve, footpath or dividing strip and could cause an accident, injure a pedestrian or damage property.

Governing Council

Join Our Governing Council – Get Involved in Our School Community!

The Governing Council is a team of parents and staff who meet twice each term to discuss school matters and make decisions that shape our school's future. Parent/caregiver members are elected to roles such as Chairperson, Deputy Chairperson, Secretary, and Treasurer.

Each year, we hold an Annual General Meeting, where you can nominate yourself or others to join Council. All parents and caregivers are welcome to attend Council meetings as observers at any time.

Getting involved in the Governing Council is a great way to:

- Have a voice in important school decisions
- Build connections with other families and staff
- Contribute to making our school the best it can be

Parents and caregivers can also participate in committees, including Finance, Grounds, OSHC, and WHS. If you wish to raise a topic at a Council meeting, please speak with a Council member or submit your concern in writing to the Principal or Chairperson.

Interested in joining? Please contact the Governing Council Chairperson for more information—we would love to have you involved!

Homework

Australian and international educational research consistently finds that homework has limited academic benefit for children in primary school. Studies such as those by Professor John Hattie (Visible Learning, 2009, 2015) indicate little to no academic advantage for younger students from traditional homework tasks, although positive routines such as home reading remain valuable.

At Burton, homework is set at the discretion of each classroom teacher and always supports student wellbeing and learning needs.

The most valuable activities at home are reading together daily and practising high-frequency words and taught graphemes/sounds. Homework should not exceed 30 minutes per night. If you have any questions or concerns about homework, please discuss them with your child's teacher.

Reporting

Assessment and Reporting at Burton Primary School

At Burton Primary School, assessment and reporting are essential for supporting each student's learning progress and achievement. In line with the Department for Education's policies, our assessment and reporting processes are designed to be inclusive, relevant, and accessible to all students and families.

We ensure parents and caregivers are informed about their child's progress through a range of mechanisms, including:

- Three-way conversations (teacher, parent/caregiver, and student) in Term 1, with interpreter support if needed.
- Optional interviews in Term 3, available upon request by either the teacher or parent/caregiver.
- Written reports provided twice a year (at the end of Terms 2 and 4), offering clear and objective information about student achievement and progress against the Australian Curriculum standards.

Our reports include:

- Student achievement (using A–E grades or word equivalents for Years 1–10)
- Descriptive comments on learning, engagement, and next steps for growth
- Information about how teachers, students, and families can work together to support future learning

These practices meet the Department for Education's requirements, ensuring that all families are kept informed and students are supported to reach their full potential.

Sun Smart Policy

In accordance with the school's SunSmart Policy (2024–2027), all students are required to wear hats that protect their face, neck and ears—for example, the standard uniform broad-brimmed, legionnaire, or bucket hat—whenever they are outside. Baseball or peak caps are not acceptable. Students will be reminded prior to recess and lunch breaks to wear a hat. Sun protection is required during terms 1, 3, and 4, and at any time when the UV Index is 3 or above.

Hot, Wet, and Intermittent Weather Procedures

At Burton Primary School, student safety is our priority in all weather conditions. On days of extreme heat, wet weather, or intermittent rain, students remain indoors during breaks and outdoor activities may be modified or cancelled.

For excursions, weather forecasts are checked and plans adjusted to ensure student safety, including sun protection measures.



Swimming and Aquatics

Each year, Reception to Year 5 students participate in a week-long swimming program, with daily sessions (45 minutes for Junior Primary, 90 minutes for Primary). Year 6 students attend a one-day Aquatics session at West Lakes, taking part in activities like canoeing, kayaking, surfing, and sailing. Learning water safety and swimming is an essential life skill, and we place high priority on these programs.

Further information, including permission forms, health information, and payment invoices, will be sent to families prior to each event.

Lost Property

Please ensure that your child's clothing, lunchboxes, drink container etc. are labelled as this will ensure that their property can be returned to them. Lost property will be located outside the front office within the blue box.

Materials & Services Charge (School Fees)

Each year, parents are required to pay a one-off school fee, decided by our Governing Council. You will be notified of the fee amount for the next year in Term 4.

We ask families to pay fees using the QkR app. You can:

- Pay the full amount by the end of March, or
- Pay in instalments (weekly or fortnightly), but you'll need to complete a Part Payment Agreement at the start of the year. If paying by instalments, please make sure your account is finalised by the end of Term 3.

Early payment of fees helps us provide your child with class resources, sports equipment, technology, and many other learning tools.

If you have any questions or would like to discuss payment options, please contact our Business Manager. We are here to help!

School Card

For those families with a low income, **School Card** is designed to assist you with payment of Materials and Services charges set by the school. If you are eligible for School Card the Government will provide the funds for the above mentioned charges. It is imperative that you apply for School Card early in Term 1 each year.

Please see <https://www.education.sa.gov.au/school-card> for a School Card Application Form

Students late and early departures – Signing in and signing out

Signing In and Out – Late Arrivals and Early Departures

If your child arrives after 8:55 am, please bring them to the front office to be signed in before going to class.

If you need to pick your child up early, please come to the office to sign them out. Your child will be called to the office for you to collect.

If someone else is picking up your child and they are not on your emergency contact list, please notify the school in advance.

Special Celebrations/Celebrating Success

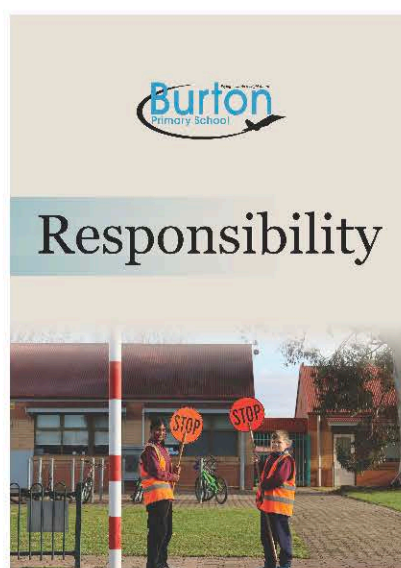
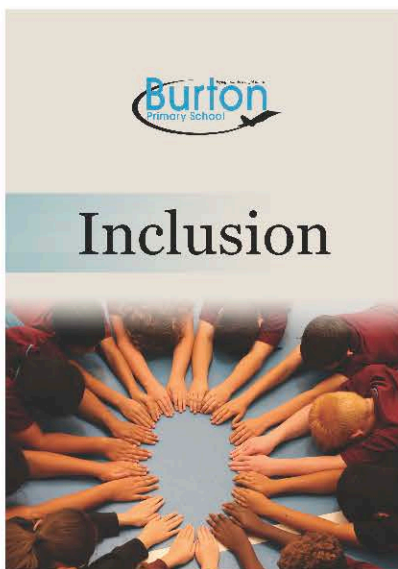
At Burton Primary School, we celebrate student achievement and school spirit throughout the year:

- School Concerts and the BPS Fair are major events held in alternate years.
- Students are recognised with Values Awards at term assemblies for demonstrating our school values: respect, responsibility, inclusion, teamwork, and excellence.
- Success is celebrated at all levels—within classes, among staff and parents, and across our whole school community.
- We enjoy celebrating cultural days and special events, such as Book Week, Harmony Day, Easter, and Christmas, reflecting our diverse and inclusive curriculum.
- At the end of each term, the Kiwanis Terrific Kids Award is presented to two Year 6 students.

We are proud to acknowledge and celebrate the achievements and efforts of our students.

Our Values

- **Respect** – Everyone having the right to learn and be safe by showing care and kindness to ourselves, others and our world.
- **Teamwork** – When individuals support each other to work together effectively and achieve a common goal.
- **Inclusion** – Valuing and celebrating differences, whilst ensuring we cater for individual needs so everyone can learn, play, and grow together.
- **Responsibility** – At Burton Primary School, Responsibility is considering the impact of our actions on ourselves and others, caring for the environment, and demonstrating active citizenship.
- **Excellence** – At Burton Primary School, Excellence means striving for our best, embracing a growth mindset, and applying learning to improve ourselves, our school, and the community.



Anti Bullying

At Burton Primary School, we do not tolerate bullying, harassment, or violence in any form. Every child has the right to feel safe and respected at school.

Bullying is when someone is deliberate and repeated in their actions, causing hurt, fear or discomfort to another person. Bullying can be physical, verbal, social, or online (cyberbullying). Bullying is not accidental, one-off disagreements, or friendly teasing.

We encourage parents and carers to communicate any concerns about bullying with the classroom teacher or school leadership team. Good communication helps us support all students and respond quickly to issues.

If there is a concern about your child's wellbeing or safety, we will contact you. Consequences for bullying may include time out, suspension, exclusion, or referrals for further support.

Our full Bullying Prevention Policy and Plan is available on our school website or at the front office.

Student Wellbeing Leader

We are fortunate to have a Student Wellbeing Leader at Burton. The Student Wellbeing Leader works with staff, students and parents to work toward our school being a safe and happy place for all. The leader is willing to meet with parents, however we do ask that you ring the school to make an appointment first.

Sports – Physical Education Activities

With student wellbeing one of the school's priorities, much emphasis is placed on health and physical activities. A range of physical events and special days such as Sports Day and SAPSASA events are organised throughout the year.



Autism Inclusion Teacher

We are pleased to have an Autism Inclusion Teacher at Burton Primary School. This teacher works with staff, students, and families to ensure our school is welcoming and supportive for autistic students. The Autism Inclusion Teacher helps create personalised learning approaches, advises on adjustments in the classroom, and works to build understanding and inclusion for all. If you would like to speak with our Autism Inclusion Teacher, please contact the school to make an appointment.

Student Agency

There are a number of student committees operating at Burton whereby students have input into decisions that affect them. Students adopt a leadership role where they represent their class at regular meetings. Examples of committees operational at Burton are:

- Students Leaders
- Sports Captains
- Sustainability Leaders
- Media Leaders

Uniform Policy

Our school uniform helps all students feel they belong to the Burton Primary School community. It shows our commitment to the school's values and supports a safe, positive, and inclusive learning environment. Wearing the uniform makes it easy to identify students at school and on excursions, and helps avoid competition over clothes.

The colours of the uniform are burgundy/teal (Rec-Year 5) with black/teal introduced for Year 6 senior students. The uniform consists of:

- Plain black, burgundy or navy bottoms (shorts, track pants, long pants, cargo style pants, skorts, skirts).
- Burgundy/teal school polo t-shirts {or plain burgundy or black polo t-shirts, short or long-sleeved}
- Burgundy school jumper or burgundy school boss top (or plain burgundy jumper)
- Year 6 students have the option of purchasing a specially printed black and teal boss top (year and names) and/or a black and teal senior top (no year and names).
- Burgundy check dress

Uniforms can be purchased online via the Belgravia Apparel website:
<https://www.noone.com.au/school/burton-primary-school/shop>

Craigmore Store SA
Contact Details
Phone: 08 7372 8057
Email: craigmore@noone.com.au





Bucket Hat



Year 6 Senior Polo



Rec – Year 5 Polo



Rec – Year 5 Jumper



Rec – Year 5 Jacket

Jewellery

Children may have a single stud or sleeper earring in each ear only. No facial or visible body piercings are allowed.

Footwear

Sensible, comfortable, closed footwear is to be worn at all times. For PE lessons, children should wear sports shoes.

Makeup & Hair

Make up and brightly coloured nail polish are not considered appropriate for primary age children at school.

Labelling

Label all items of clothing on the inside for easy return of lost items.

Volunteer / Parent Participation

At Burton Primary School, we know that a strong partnership between home and school creates the best outcomes for our students. When families get involved, everyone benefits—especially our children. Volunteering is a wonderful way to support our school, connect with others, and make a real difference in our community.

Ways to be involved at school:

- Classroom involvement - In classroom activities like reading, cooking etc. can be discussed with your child's teacher.
- Fundraising events - such as Mother's day and Father's day stalls.
- Library - returning, shelving and covering texts.
- Excursions and camps

Visitor Sign In

All visitors and helpers at our school during school hours are required to sign in and wear a 'Visitors Badge'. Badges are available from the office when signing in and are to be worn at all times. Parents assisting in or visiting classrooms are required to sign in and out.

Transition

Importance is placed on the transition from Preschool to school and from Year 6 to High School. While attending Burton Park Preschool, children will have the opportunity to visit on a number of occasions before beginning their school years. Similarly, Year 6 students have the opportunity to visit local High schools. Personal letters are sent to families outlining transition visit details.

All students wanting to enrol at Burton Primary School will need to complete a registration of interest form before Enrolment. This is available from the school office or through our website.

<https://burtonps.sa.edu.au/enrolment/enrolment-process/>

Outside of School Hours Care (OSHC)

Our OSHC program operates daily from our Gym.

Operating hours during term time:

6:30am – 8:30am and 3:05pm – 6:00pm

Vacation Care:

6:30am – 6:00pm

At OSHC the children are provided with the opportunity to learn new skills through team work and collaboration. OSHC provides a friendly environment for all children and allows them to suggest different activities to participate in.

Upon enrolment a \$20 payment will be paid by parents enrolling their children into OSHC which will put their account in credit and cover the costs of OSHC fees while a direct debit form is set up to allow OSHC fees to be debited directly from parent's bank accounts on a weekly basis. Fees will only be debited when parents owe OSHC fees. All family accounts will need to remain in credit to continue to use the OSHC program.

Burton Primary School OSHC does not provide care for kindergarten children. Children starting Reception in term 1 of each year can access OSHC from the January holidays.

OSHC Enrolment link

<https://burtonr7.hubworks.com.au/>

Booking and Cancellations

Bookings for before and after school care can be made by emailing oshc.burton869@schools.sa.edu.au calling/sending an SMS to 0488 200 207. All bookings for the following week are required to be notified by the previous Friday morning.

Casual bookings can be made on the day as long as we have spaces available, as we are legally required to keep within our mandated ratios.

Cancellations of bookings for care throughout the term must be made by emailing or sending an SMS. All cancellations for permanent care are required by the previous week.

Vacation Care (OSHC)

Vacation Care bookings will become available two weeks previous to the school holiday period starting. Bookings for vacation care are made through the HubHello Australia app Our OSHC program operates daily from our Gym. Operating hours during term or website Our OSHC program operates daily from our Gym. Operating hours during ter

Cancellations for vacation care are required by the Friday of the last day of term. Any cancellations through the vacation care period will still be charged.

Hours of Operation, Fees & Payment Options

Before School Care	6.30am – 8.30am	\$18.00
After School Care	3.05pm – 6.00pm	\$25.00
Early Finish	2.05pm – 6.00pm	\$27.00
Vacation Care	6.30am – 6.00pm	\$66.00
Pupil Free Day	6.30am – 6.00pm	\$66.00

Closed on Public Holidays

Closed for 2 weeks over the Christmas period

Childcare Subsidy (CCS)

Child Care Subsidy (CCS): For further information please contact Centrelink on 13 61 50 or visit Mygov. Once enrolled at the service log into MyGov to confirm your child is attending Burton Primary School OSHC.



