



Parent Booklet



2024 STAFF

PRINCIPAL

Rebecca Keeley

Year 5/6 Class

Katie Gaffney

Year 4/5 Class

Jenna Kramins

Year 2/3 Class

Maria DeDonatis

Rec/1 Class

Toni Hamilton

NIT

Ross Mackenzie/
Alice Buckley

Front Office/ Finance

Bett Lennerth

Library

Sam Beckman

Classroom Support School Service Officers

Vickie Johnson, Jane Bronca, Anna Thomas, Kristy Gregory, Sam Beckman

Pastoral Care Worker

Jen Buchanan

WELCOME TO COMPTON PRIMARY SCHOOL

At Compton Primary School, we are committed to shared values and strong partnerships between staff, parents and children. We aim to empower our students with skills for life-long learning and support them to become confident individuals.

Our School Values are –

Respect

Perseverance

Resilience

Kindness



be
KIND
TO OTHERS.

SCHOOL DETAILS

Attendance

Once enrolled, children should attend school punctually every day. Parents are required to notify the school if their child is absent by calling 87251723, sending a Dojo to the class teacher or emailing the office staff. This assists the school to protect children, in that all absences can be accounted for and both parents and school are aware of children's whereabouts on school days.

After school, children are expected to go straight home unless prior arrangements with parental consent have been made.

Signing In and Out

All parents and visitors who come into the school must sign the Visitor's Book on arrival as well as departure. This is a Work Health & Safety requirement. Students who arrive late for school or who need to leave school during the day for appointments, also need to sign in and out.

Class Times

Yard duty begins at 8:30am.

School begins at 9.00am.

Recess is from 11.00am – 11.30am.

Lunch is from 1.00pm – 1.50pm.

Dismissal is at 3.25pm.



Lunches

Lunches are eaten in the classrooms between 1pm and 1.10pm under the supervision of teachers.

The school provides a service to heat up lunches every day. To access this, food must be wrapped completely with aluminium foil, in foil containers or brown paper bags. Each item must be clearly named.

On Wednesday we offer a lunch order service. Available items are Beef Lasagne, Twista Pasta or Fried Rice at \$3.60 and Pizza Singles at \$2.50. Meals are frozen and heated on the day. Orders can be made via Facebook, phone or emailed to front office staff. Payment can be made at the office, on our website www.comptonps.sa.edu.au or placed in a sealed envelope in the mail slot in the front office.

On Wednesday, our Upper Primary students also offer 'Drinks Day', where they sell Juice Boxes, Zooper Doopers, Muesli Bars, Dried Fruit, Jelly, Frozen Yogurt and Popcorn to students.

No soup or noodles in liquid are allowed, nor microwaved meals.

CURRICULUM

Australian Curriculum Areas of Learning –

English	Mathematics	Science
Digital Technology	History	Design & Technology
Geography	Civics & Citizenship	Business & Economics
Language- Japanese	Health & PE	Drama
Visual Arts	Music	Dance
Media Arts		

Interviews and Reports

Written reports will be sent out twice a year, usually at the end of Terms 2 and 4. Three way interviews involving parents, students and teachers will be conducted towards the end of Term 1. Optional parent interviews are offered at the end of term 3.

Please do not hesitate to contact your class teacher if you have any concerns at all. Please note that an interview with the class teacher or principal can be made at any mutually convenient time. Please phone/ email/ Dojo for an appointment.

Homework

Homework is set mainly to provide practise in or to complete work done at school. In the early school years, reading and sight words are the main homework activity for children and parents. This practice is extremely valuable to the development of a children's reading and comprehension.

A diary maybe used by children in the middle and upper years to record homework set. Parents are asked to sight and sign diary entries in order to indicate that they are aware that work has been set. The amount of homework set gradually increases during the upper years ready for High School. It will generally contain Reading and Spelling practice, possibly class work if learning time is not used effectively.

Library

The library is open for borrowing in the mornings from 8.30 am. Parents can come in with their children and make selections of readers and books for the week. Teachers will take students into the library throughout the week or allow time for them to go by themselves.

Excursions

Excursions are seen as a means of adding a more meaningful learning impact to the education program offered in the classroom. Parental consent must be given for children to take part in an excursion out of the school grounds. Buses are usually used for the sake of convenience, although on occasions, private cars may be more suitable and the school appreciates the assistance given by parents in this regard.

Healthy Snacks

At around 10am each day, all students are encouraged to have a healthy snack of fruit, yoghurt, cheese, dry biscuits or vegetables. Brain research has shown that these types of foods re-energise the brain and as we are looking for optimum learning in the mornings, we need to provide the opportunity for our students to have a snack so that they do not have to wait until recess time. We recommend a drink bottle of water to be kept at desks too.

Quality Start Program

This is a two-week program which begins the school year. Through this program students get an opportunity to make decisions about their own learning, set criteria for success, develop a Class Code of Conduct, whilst learning about our School Values. Through this program and for the rest of the year, we will build on the good practices that are established in each classroom.

Extra Curricular

We support students to form connections with local groups such as the CWA, Senior Citizens and the RSL.

Upper Primary students are given the opportunity to join the Mulga Street Choir. They are able to go to the Music Festival in Adelaide and also perform at the South East Primary Schools Music Festival in Mount Gambier in October.

Children participate in annual Lions' Mad Minute and Eisteddfod Debating competitions.

The Upper Primary Students enjoy participating in the Cows Create Careers project with a local farmer.

Year 6 Adelaide/ Victor Harbor Camps and R – 5 camps are a highlight of the year.

School swimming will continue across a week at the Wulanda Recreation and Convention Centre.

Student Leadership Program

We elect 2 captains and 2 vice captains who are involved in a range of activities to develop communication, organisation, planning, and public speaking skills that contribute to effective leadership.

Students are asked to be involved in voluntary community based projects to show their skill and commitment to helping the community, then they are eligible to run for the leadership positions through a voting process.

Leadership students are asked to: present at the AGM; attend the GRIP leadership convention, organise fundraising activities/ fun days; help run Drinks Day; support and help all students; help with appropriate school upgrade decisions; lead special days/ celebrations; host Graduation Night; speak at school held events and present for school and community ANZAC day services.

HEALTH AND SAFETY

Illness

The school has details of emergency contacts and family doctors etc in case of illness or accident. Please advise the school immediately of any changes. A child at school, who is not well, will be sent home after contact has been made with a parent or an approved emergency carer. It is the school's policy not to distribute medication. However, if a child needs prescribed medication, and it is impractical for the parent to give it, they must provide direction of administration and medication must be in the original labelled packaging. A staff member will supervise its usage. Such medicines need to be given to the office staff and **not retained in school bags**.

Non-prescribed medications cannot be administered by staff members. A sick child should be kept home until he/she has fully recovered or on a doctor's recommendation. A note explaining the absence or some other communication from the parent is necessary as soon as possible via phone call, email, Facebook or Class Dojo.

Accidents

Staff members will treat very minor injuries and a record of treatment is sent home with the student. In an emergency, the school will contact a parent and/ or an ambulance as soon as possible.

Dental Clinic

The School Dental Service has a clinic at the Mt Gambier Hospital, which children at Compton may attend. This clinic makes regular checks and provides free dental treatment for primary school children when families receive Tax Benefit A. For further information contact 8721 1633.

Extreme Weather Conditions

On wet or particularly hot days, students can utilise the undercover areas and the Library with supervision of the teacher on duty.

When there is a **TOTAL FIREBAN** the school is put on alert and if there is a fire in the vicinity of the school or its bus runs, the children will not be dismissed. On such occasions, the children will be held at the Compton Hall until collected by their parents or by someone with written authority to collect them.

If the need arises, all children will be evacuated to Mt Gambier High School by bus. We will then attempt to contact parents and will supervise the children until collected.

Sun Protection

As a SunSmart school, students are required to wear a bucket hat for outdoor play and activities for all 4 terms. Parents may provide sunscreen for their children to use before outdoor play. School will have a backup supply.

If your child does not have a hat, they will be required to play under the shaded areas of the school.

Students are able to wear beanies of their choice, before and after school, in cold weather.

Nut Free School

At Compton we are aware that some students who have **severe allergies, particularly relating to peanuts and all nut products**. In this case, eating or touching any trace amounts of peanut or nut products can trigger a serious reaction. To minimise the risk we strongly recommend that families do not send peanut butter, Nutella products or nuts to school with their children.



ADMINISTRATION

Materials and Services Charge

A composite fee is charged for the consumable and transformable goods provided to each child for the academic year (or part thereof). This charge, together with Department Grants, provides each child with textbooks, educational materials, apparatus and equipment in all subjects. A reasonable amount of stationery, art and craft materials and duplicating materials will also be provided when needed throughout the year. Each year this charge is set by the Governing Council.

School Card Assistance

Financial assistance is available from the Government to cover most educational costs, if certain conditions are met. Further information and application forms are available from the school office.

Payments

The school offers EFTPOS facilities during office hours. We also have a link on our website www.comptonps.sa.edu.au for payments or instalments. It is advisable to send cash with excursion consent forms etc. in a sealed envelope with the child's name clearly written on it. These should be placed in the mailing slot in the front office.

Consent Package

When a child starts at Compton, parents will be asked to fill in a consent package. There is a lot of information to read but it will save you the time of form filling and returning consent forms throughout the year! You will be asked to provide consent on such issues as: photos used on social media, watching PG movies with teacher supervision, head lice checks, working with our Pastoral Care worker, bus trips and participation in lunchtime activities. These responses are collated and distributed to staff as general consent throughout the year. Each year we ask that these consents be checked and updated if required.

Change of Address

Any change in a child's address or telephone number should be notified to the school as soon as possible.

Governing Council

The major parent association is the Governing Council, which consists of parents elected at the Annual General Meeting, a staff member, and the Principal.

The Annual General Meeting is held early in Term 1 each year and is open to all interested parents. Childcare is provided by teachers to aid parents attending the AGM.

Fundraising Committee

Parents are invited to join our Fundraising Committee which operates separately to Governing Council. Opportunity for positions of Chairperson, Secretary and Treasurer are available for interested people. We are always looking for extra hands – please see the principal or front office staff for details.

Newsletter

The school newsletter is our main communication to parents and goes home every second Tuesday (odd school weeks) to each family via email (unless otherwise specified). The newsletter contains items on school and student activities and important dates. We consider it vital that all families actively seek and read the newsletter.

There are also various notices and communications that are sent home between the newsletter publications via email or Class Dojo.

OTHER RELEVANT INFORMATION

Dress Code

Compton Primary School has a Governing Council approved dress code which we encourage all families to adhere to. It consists of combinations of clothes in bottle green, gold and black colouring with appropriate footwear. Bottle green bucket hats, polo shirts and fleece windcheaters with the school logo can be purchased from the school office. Rain jackets can also be ordered. Please **clearly name all clothing items** belonging to your child as we see so much money wasted in the lost property box.

Sports Day

Compton participates in a Small Schools Sports Day held at Blue Lake Sports Park, usually on a Friday, late Term 1. It is a tabloid sports day, which means that all children participate. Our school sports uniform is a green Compton polo shirt, black shorts and the school broad brimmed hat.

The Sports Day is a very labour intensive event and each school has to provide parent volunteers to act as officials. The day begins with a parade of all 6 schools marching along Commercial St West and concludes at lunch time.

Pastoral Care Worker

Compton Primary School has a Pastoral Care Worker, Pam, who assists young people, families and the school community. Our Pastoral Care Worker is highly trained to assist individuals with social and emotional support, role modelling and mentoring, school engagement and community engagement. She promotes student wellbeing, engaging young people in activities that are preventative and which support early intervention and the referral of mental health issues.

Nude Food

Compton became a nude food school in 2020 to help remote sustainability amongst students as well as keeping the environment clean. We ask that parents use as little, if any, packaging as possible in student lunch boxes.

SAPSASA Sport

SAPSASA is offered to all students in Year 5/6 who have previous experience in that particular activity. District trials are held each year in a variety of sports. Primary school students can try out to make teams that will represent the Lower South East at local and statewide competitions.

School Photographs

Class, whole school and individual photographs are taken annually by a commercial photographer, MSP. You will be notified in the Newsletter of the exact date and asked to indicate any orders.

At incidental times during the year, photographs may be taken of your child, depicting involvement in activities.

Buses

The Department of Education Training and Employment provides a free bus service to any students attending the school. The Burrungule bus arrives at school at approximately 8:20 am and departs approximately 3:45 pm. A form from Mount Gambier High School, must be completed before students can travel on the bus. Contact Marg on 87210200.

Senior Windcheaters

Each year our graduating students design a commemorative windcheater to wear as a senior student. These windcheaters become a part of the school uniform and hence are made in school colours with the addition of the names of all graduating students. Parents are asked to cover the cost of these jumpers.

Annual Award and Presentation Night

On the last Thursday of the school year, we hold our annual Graduation and Award Presentation Night. We celebrate the first year of learning for our Reception students, celebrate the Year 6 students going to High School and the Year 5s who will become our senior students. We also have a variety of school and class awards. The evening is hosted by our School Captains.



COMPTON PRIMARY SCHOOL

PARENT GRIEVANCE PROCEDURES

Parents and caregivers are asked to solve problems, raise queries or have questions answered through the following school process:

Step One

- Speak to the person that is directly involved with the problem e.g. class teachers or front office personnel.

If the problem is not resolved ...

- Tell the person you are still unhappy with the result and discuss and clarify the situation again.

If the problem is still not resolved ...

- Tell the person you are still unhappy with the result and that you will be seeking further help.

Step Two

- Speak to the school Principal.

If the problem is not resolved ...

- Tell the Principal you are still unhappy with the result and further discuss the situation.

If the problem is not resolved ...

- If you are still unhappy with the result and the problem hasn't been resolved tell the principal that you are seeking further help.

Step Three

- Speak to the Education Director in Mount Gambier – Adam Box.
Ph: 87245300.

In Addition

- Issues which include school policy, funding, resources and safety can also be raised at Governing Council through the Executive.
- All personal grievances, learning issues and behavioural concerns are required to be solved through step one.

COMPTON PRIMARY SCHOOL

STUDENT GRIEVANCE PROCEDURES

If someone is doing or saying something to you that you don't like and you want it to stop, follow these steps for help:

1. **Ask them to stop and then walk away**

IF THEY DO NOT STOP



2. **Ask them to stop again**

IF THEY DO NOT STOP



3. **Ask your Leadership Team or friend for help**

IF THEY DO NOT STOP



4. **Ask a teacher for help**

IF THEY DO NOT STOP



5. **Ask a teacher for help again**

IF THEY DO NOT STOP



6. **Ask the Principal for help**



Compton Primary School Student Dress Code

The Compton School Governing Council approved the following dress code and is a **Department for Education requirement** that all children attending the Compton School adhere to it.

It is felt that the uniformity of this dress code would have the following advantages:

- ✓ Add to the presentation of our school within both the local and district communities.
- ✓ Build self-esteem amongst students through a feeling of belonging to a team and organisation.
- ✓ Discourage peer group pressure.
- ✓ Allow a cheap alternative when dressing children for school.

Our designated colours are bottle green, gold and black but there are no specific clothing brands so parents may take advantage of a range of local providers.

Of the items listed below hats (\$8.50), scarves (\$10) and beanies (\$14) can be purchased from the School Office. The school does keep a supply of Polo Shirts (\$24.00) & Polar Fleece windcheater (\$34) Spray Jacket (\$40) Polo shirts with gold rim, Polar Fleece windcheater with zip and Spray Jacket can be ordered from Egan's in Millicent.

<u>ITEM</u>	<u>COLOURS</u>
<u>Unisex Clothing</u>	
Windcheater with logo Polar Fleece windcheater with zip (full or half) and collar with logo Hooded jumpers with toggles removed	Bottle Green ONLY
Polo Shirt with logo	Bottle Green or Gold
Plain black long sleeve top under t-shirt (no hood)	Black
Shorts, Trousers, Track pants, ¾ trousers (no visible logos)	Black, Grey or Bottle Green
<u>School Hat</u>	
Bucket Hat Beanie (Plain or school logo only – no brand logos)	Bottle Green with School Logo Green or Black
<u>Girl's Clothing</u>	
Dresses (traditional style) Skirt, any style Skort Leggings / tights, footless or ¾ (No logos, holes or stripes)	Green & White Check Black Black or Bottle Green Black
<u>Spray Jackets</u>	
Zip front (full) from the school	Green and Gold
<u>Sports Day Uniform</u>	
Polo Shirt Shorts or Sports Skirt Bucket hat	Bottle Green or Gold Black
<u>Shoes</u>	
Sneakers, closed in shoes, sandals	Black school shoes, any coloured sneaker/ sandal

OTHER CONSIDERATIONS

Each year 6 child may seek to have a commemorative windcheater.

All items should be clearly named.

“Short shorts” and short bike pants are not appropriate for school.

It is preferable that long hair is tied back while working, playing sport and to reduce the risk of passing lice.

Skin tone foundation, black mascara and plain lip gloss may be worn.

Non – aerosol deodorant only and no aftershave.

Studs, small earrings and watches may be worn.



SUN SMART POLICY



RATIONALE

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health.

OBJECTIVES

This SunSmart policy has been developed to:

- Encourage the whole school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above.
- Work towards a safe school environment that provides shade for students, staff and the whole community at appropriate times.
- Ensure all students and staff have some UV radiation exposure for vitamin D.
- Assist students to be responsible for their own sun protection.
- Ensure that families and new staff are informed of the school's SunSmart policy.
- The school uses a combination of sun protection measures for all outdoor activities during terms 1,3 and 4, and whenever the UV levels reach 3 and above.

The school uses a combination of sun protection measures for all outdoor activities during terms 1 - 4, and whenever the UV levels reach 3 and above.

CLOTHING

- Sun protective clothing is included in the school uniform/dress code and sports uniform.
- The clothing is cool, loose fitting and made of closely woven fabric.
It includes shirts with collars and elbow length sleeves, longer style dresses and shorts.
- Rash vests and/or T shirts are to be worn for swimming week.

SUNSCREEN

- Parents can supply sunscreen for their child/ren.
- Each class will have water resistant sunscreen for staff and student's use.
- Sunscreen is applied by the students themselves at least 20 minutes going outdoors and reapplied every 2 hours if outdoors for an extended period.
- Strategies are in place to remind students to apply sunscreen before going outdoors.

HATS

- All students and staff are required to wear hats that protect their face, neck and ears. (Legionnaire, broad brimmed or bucket hats)
- Baseball or peaked hats are not acceptable.

SHADE

- The school makes sure there is sufficient shade and shelters, especially where students congregate.
- The availability of shade is considered when planning any outdoor events or excursions.
- Outdoor activities are planned outside the peak UV radiation times, or in the shade where possible.
- In consultation with the school council, shade provision is considered in plans for future buildings.
- Students are encouraged to use available areas of shade when outside.
- Students who do not have appropriate clothing or hats are asked to play in the shade.

STAFF WHS AND ROLE MODELLING

- As part of UV risk controls and role modeling, when the UV level is 3 and above staff will wear protective hats and clothing.
- Apply SPF 30 or higher broad spectrum water resistant sunscreen.
- Seek shade wherever possible.
- Families and visitors are encouraged to use a combination of sun protection measures, hats, clothing, sunscreen and shade, when attending and participating in school functions and activities.

CURRICULUM

- Programs on skin cancer prevention and vitamin D are to be included in the curriculum for all year levels.
- SunSmart behavior is regularly reinforced and promoted to the whole school community through the newsletters, staff meetings, school assemblies, student and teacher activities and in student enrolment packs.

POLICY REVIEW

The school staff and council regularly monitor and review the effectiveness of the Sunsmart policy (2 yearly) and revise the policy when required.