INTRODUCTION / GENERAL INFORMATION

This booklet has been prepared to provide information which should prove useful to parents, caregivers and students of Burra Community School. Whilst it is reasonably comprehensive, please don't hesitate to ask for further information or clarification, or make suggestions of what could be added in future editions.

Information is accurate at the time of printing. From time to time policies and procedures may change. Any such changes will be advertised to the school community.

Susan Hart-Lamont, Principal

SCHOOL VISION

We value the individual and collective excellence of our students through the provision of the highest quality education. Our students are empowered to be life long learners, to meet the challenges of a changing global environment.

SCHOOL MISSION

Burra Community School:
- Provides curriculum and teaching methods that are innovative, inclusive and challenging in a safe learning environment
- Provides learning pathways that promote successful individual and collective achievement
- Actively promotes local and global citizenship through the curriculum and co-curricula activities
- Develops in students the qualities of resilience, tolerance, self-discipline and independent learning
1. **ABSENCES FROM SCHOOL**

   Students who are away from school for any reason are required to inform the school (letter, telephone, diary note or verbally) to explain their absence. Please notify staff as early as possible if your child is going to be absent for an extended period. If school has not received notification of an absence by 11.00 am, an automatic text message will be generated to your mobile phone advising you that your child is not at school.

2. **ACCIDENT / EMERGENCY CONTACT**

   What happens if my child is involved in an accident or is sick at school?

   If an accident happens, every effort will be made to contact you or the emergency contact person you nominated on the enrolment form. It is very important that we have up-to-date information about where you, or another person, can be contacted.

   We have a qualified First Aid person who treats all injuries. All staff are required to have current First Aid certificates. However, in the case of a serious accident, the situation will be assessed and an ambulance may be called immediately.

3. **ATTENDANCE AT SCHOOL**

   Under the Education Act of South Australia, parents and/or guardians are held responsible for the regular attendance of all children in their care.

   All children aged between 6 and 17 must be enrolled and attend school regularly. Irregular attendance at school in the Junior Primary and Primary years often leads to the development of poor attendance patterns and possible learning difficulties during high school.

   Must I send my child every day?

   Yes - Unless:

   - The child is too sick to attend
   - The child has an infectious disease such as chicken pox, mumps or measles.
   - The child is incapacitated by injury, preventing movement around the school.
   - The child is accompanying his/her parents or caregivers on a family holiday which cannot be arranged during school holidays. This should be arranged with the Principal prior to the absence by completing an Exemption form available from the Front Office.

   - The Principal is provided with an acceptable reason preventing the child’s attendance.

   Wherever possible, dental and medical appointments should be made out of school hours.

4. **BANKING**

   Students who wish to bank with BankSA at school can organise to join the bank at the Clare Branch. Students can bring their pay in book, deposit card and money to the front office on Tuesday mornings. Once the deposit has been processed, the pay in books will be returned to school and handed back to students.

5. **BREWERY HILL**

   Brewery Hill is the school's farm property. It comprises 180 hectares of cropping and grazing country. Enterprises on this property include Merinos, prime lambs and some cattle. The school farm at the Agricultural block manages some laying hens, meatbirds, steers and a range of other visitors including pigs and dairy calves.

   The main focus for the year is the preparation of animals for the Royal Adelaide Show.

6. **CANTEEN**

   The school canteen provides lunches, drinks and a range of snacks. Students must pre-order lunches and hot food required for lunch by recess time. Price lists are distributed at the start of each term. At other times they are available from the front office and the Canteen. Parent volunteers assist in the canteen on a daily roster. Your help would be greatly appreciated. Please contact the Canteen Manager on 8892 2007.

7. **COMMUNITY LIBRARY**

   The Burra Community Library is a free service which caters for the varying needs of people of all ages. It is funded by both the school and the Regional Council of Goyder and serves both the school and community as a public library. Patrons are able to borrow books, CDs, magazines, DVDs, and other items. There is also free access to general use computers and Internet services. As of July 2014 the Burra Community Library joined the One Card Network. Helpful and experienced staff members are on hand to assist at all times. Home visits can be arranged for those unable to visit in person. A photocopier is available for both school and
community use. The Ian Auhl Local History Room is a special collection, available for people wishing to research family history and other similar subjects. Set in the historic Kooringa school building, the library is open every week day during school terms from 8.30 am until 6.00 pm, and during school holidays from 11.00 am – 1.00 pm and 2.00 pm – 6.00 pm. Telephone 8892 2038, Fax 8892 2476.

8. COUNSELLING SERVICES
Several programmes are run in conjunction with class teachers. They help students and staff address concerns about teasing and bullying, personal safety, anger management and personal development. Students are assisted with concerns regarding school, family and community relationships and with health and career issues. Counselling is based on a two way relationship built on trust and respect. Each person involved in the counselling situation undertakes responsibilities and actions in order to resolve issues. Referrals may be made to outside agencies for further support.

9. CUSTODY
We are bound by the custody provisions of the Community Welfare Act. On receipt of a copy of a custody order, staff are required to abide by the directions contained within any such order.

10. DAILY COMMUNICATION
Regular communication between school and home is encouraged. R-12 students are issued with a diary at the start of the year and we ask parents to check diaries each day. Diaries will be used for the following
- Recording homework
- Notices e.g. excursions
- Invitations to special events
- Behavioural concerns
- Notes to explain absences
Diaries should be signed by parents/caregivers at the end of each week.

11. DECISION MAKING
Students, staff, parents, community members are encouraged to be actively involved in decision making at Burra Community School. This can be through the Student Representative Council or the Governing Council.

We welcome your interest and encourage your involvement in the life of the school at what ever level you feel willing to commit.

12. DRUG POLICY
Our policy in relation to the possession and use of all illegal substances is detailed on the school website. It is line with Department of Education & Children’s Services policies as well as the law. Burra Community School has a zero tolerance of all illegal drug related matters.

13. EXPECTATIONS OF ALL STUDENTS
For all students and all staff for a safe, orderly and productive school:

Be safe
- Follow all safety instructions and procedures
- Keep the school environment free from illegal alcohol and drug use
- Move around the school and in classrooms in a safe, appropriate manner

Be responsible
- Be organised for lessons
- Be on time for school and for lessons, and meet all lesson requirements
- Follow the school’s dress code including Sun Smart policy

Be respectful
- Care for people
- Communicate appropriately
- Care for property and the environment.

14. GRIEVANCE PROCEDURES
We acknowledge the right of any member of the school community who believes they have a grievance to have their concerns addressed.

If you have a concern:
- Arrange a time to speak with the person concerned, letting them know what you think is unjust or unfair.

If the concern is not addressed:
- Arrange a time to speak with a member of the school leadership team

If the concern is still not addressed:
- Arrange a time to speak to the Principal

If you are still dissatisfied:
- Contact the District Director, Flinders District Office in Port Pirie on 8632 0600
15. HARASSMENT

If you have any concerns regarding a harassment issue, please contact a staff member to discuss the issue as soon as possible. The detailed policy is on our website.

16. HATS

In Terms 1 and 4 students are to wear a broad brimmed hat when outside, either for lessons or for recess and lunch breaks. Students without an appropriate hat must stay in a shaded area. Appropriate hats are for sale at school.

17. HEALTH AND SAFETY

Asthma
A requirement of DECD is that parents or caregivers of children with asthma need to complete an Asthma Care Plan in consultation with the student’s doctor.

Infectious diseases
Recommended minimum exclusion periods from school are:

- **Chicken Pox**: 5 days from onset of rash
- **Measles**: 7 days from onset of rash
- **Mumps**: 10 days from onset of symptoms
- **Rubella (German measles)**: 5 days from onset of rash
- **Hepatitis**: until a medical certificate is produced by the student’s Doctor
- **Foot and Mouth Disease**: until blisters are dry
- **Impetigo (school sores)**: until effective medical treatment is carried out
- **Ringworm**: until effective medical treatment is carried out

**Headlice**
If a student is found to have live lice in their hair, parents will be asked to collect their child and treat the hair. Students may return to school as soon as treatment has been completed. Parents will be notified if eggs are found in students’ hair.


**Allergies**
Please ensure that school is notified of any allergies on the Student Personal Data form (pink) issued to everyone at the start of each school year. As there are an increasing numbers of students who have a severe allergic reaction to nuts, Governing Council has made the following recommendation:

"That parents and caregivers are encouraged not to send products containing nuts to school. These products include peanut paste, nuts, Nutella, Snickers and Picnic chocolate bars”.

**Sickroom**
If a student is unwell at school they may be directed to the sick room located in the Front Office area and be monitored for a short while. If they continue to feel ill, parents/caregivers will be called to collect their child.

18. HOMEWORK

**Junior School expectations:**
Daily reading practice
Spelling practice from words in their diary
Regular practice of Maths skills eg counting, tables, writing numbers.

**Middle School expectations:**
Students and parents are issued with a homework timetable. Homework will be relevant to class work. A maximum of 4 lessons per night will be set.

**Secondary School expectations:**
These vary according to the year level and courses of study. Students are issued with a copy of the Senior School Homework Guidelines.

19. HOUSE GROUPS

Burra Community School has 3 houses – Jennison (Yellow), Riggs (Red) and Steele (Blue). On enrolment students are allocated to a house. To maintain a family tradition you may request a particular house for your child.

20. INSTRUMENTAL MUSIC LESSONS

A private music tutor is available. We support music students by releasing them from their lessons for music tuition. Some musical equipment is available for hire from the school, and parents will receive an invoice.
21. INTERNET USE
Students are able to use the Internet for research, educational activities, and sending and receiving email during some lessons under the supervision of their teachers. Students are given our Internet Use Agreement at the start of each year. Students are expected to follow this policy sensibly and responsibly and may have access denied as necessary. A limited allocation is provided by the school at the beginning of the year.

22. INTERVENTION
Intervention programmes are used to support students either needing extension or experiencing difficulties with learning or with social development. These programmes may involve:
- individuals, small groups or whole classes
- School Service Officer support
- Modifying the curriculum
- Life skills programmes
You will be contacted should the school feel your child would benefit from any such involvement.

23. LATE ARRIVAL AT SCHOOL
Students are expected to be at school for the start of lessons at 8:45 am. If for any reason they are late, they need to report to the Front Office, in order to have their attendance recorded.

24. LESSON TIMES
Supervision of students at school begins at 8:30 am.

<table>
<thead>
<tr>
<th>Home group</th>
<th>8:45 am - 8:55 am</th>
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<tbody>
<tr>
<td>Lesson 1</td>
<td>8:55 am - 9:40 am</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>9:40 am - 10:25 am</td>
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<tr>
<td>Recess</td>
<td>10:25 am - 10:50 am</td>
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<tr>
<td>Lesson 3</td>
<td>10:50 am - 11:35 am</td>
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<tr>
<td>Lesson 4</td>
<td>11:35 am - 12:15 pm</td>
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<tr>
<td>Lesson 5</td>
<td>12:15 pm - 12:55 pm</td>
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<tr>
<td>Lunch</td>
<td>12:55 pm - 1:40 pm</td>
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<tr>
<td>Lesson 6</td>
<td>1:40 pm - 2:20 pm</td>
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<tr>
<td>Lesson 7</td>
<td>2:20 pm - 3:00 pm</td>
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</table>

Tuesday lesson times (due to Staff Meeting)

<table>
<thead>
<tr>
<th>Home group</th>
<th>8:45 am - 8:55 am</th>
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</thead>
<tbody>
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</tr>
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<td>Recess</td>
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</tr>
</tbody>
</table>

25. LOCKERS
Students in Secondary School are allocated lockers so they can minimise the time they carry a heavy school bag. We recommend that students provide a lock for security of possessions. If a lock is used a spare key is to be handed to the Home Group teacher.

26. LOST PROPERTY
All items of clothing, and possessions, should be clearly named. There are Lost Property boxes in the school, one in the Front Office; and 2 in the Junior School classrooms. At the end of each term unclaimed items are sent to the Op Shop.

27. MEDICATION
In line with DECD policy, staff can only administer prescribed medication. All prescribed medication will be kept in the First Aid area in the Front Office. All medication sent to school should have:
- Student's name and class
- Name of the medication
- Dosage (when and how much)
- Expiry date
DECD regulation states that parents need to come to school to administer non prescribed medication eg Panadol to children themselves.

28. NEWSLETTER
The Burra Community School newsletter is published fortnightly to promote the school and its students to the community as well as informing parents and caregivers of relevant information. Newsletters are given to the youngest member of the family on the Thursday of even weeks, or can be emailed to you at your request.

29. PARENT INVOLVEMENT AT BURRA COMMUNITY SCHOOL
We invite and encourage parents and caregivers to be actively involved in the life of our school. You could do this by:
• Joining Governing Council
• Helping in the classroom
• Helping in the library
• Helping in the canteen
• Being involved in sporting events
• Talking to the Principal if you have skills/talents that could be utilised e.g. in Electives with small groups of students.

Please contact your child's teacher or the Front Office for how to become involved.

30. RELIGIOUS EDUCATION

From time to time students may be invited to participate in sessions organised in conjunction with local church leaders. Parents will be given notice of such sessions and are able to exempt their child from them.

31. SCHOOL FEES

Burra Community School Governing Council endeavours to keep fees to a minimum while still offering an extensive curriculum program for all students Reception to Year 12. School Card is available for any family/student that meets the financial requirements set by the Education Department and Centrelink. Information is available on the Department for Education and Child Development website: (www.decd.sa.gov.au), or by contacting the Bursar.

32. SCHOOL UNIFORM

The whole school community has determined the Dress Code Policy. The school’s Governing Council endorses the wearing of school uniform as compulsory for all students attending Burra Community School. The dress code is standard across all year levels within the school and it applies equally and without discrimination to both male and female students. The uniform will also be worn to and from school daily, and by all students representing the school unless otherwise approved by school management. The Dress Code policy complies with Regulation 77 of the Education Act and all associated Administrative Guidelines and Instructions (Student Matters - Section 95 School Dress Code). The Sunsmart Hat Policy and Sports Uniform Policy is incorporated in the Dress Code Policy. Uniforms are available from the Front Office from 8.30 - 9.30 am each day.

If for some reason your child is unable to wear school uniform, please contact us by diary note or telephone. Full details of this policy and consequences for non compliance are to be found on the school's website.

33. SMOKE FREE ZONE

In line with DECD policy all government facilities are smoke free zones. It is illegal for anyone (staff, visitor, community member, tradesperson) to smoke on any school property.

34. SPECIAL EDUCATION / SUPPORT SERVICES

Class teachers, in consultation with parents, may refer students having specific difficulties with learning to a DECD Guidance Officer. Other agencies eg Speech Pathology, may be involved as necessary. Please see also Intervention #22.

35. STUDENT MOVEMENT

Students who need to leave school during the school day are required to have a note from home. They need to report to the Front Office on departure to have their absence recorded, and to sign back in if they return. Permission is required before students are to travel in private cars or on a school bus.

36. SRC

The Senior and Junior SRC (Student Representative Councils) consists of elected students from each year level. The SRC’s function is:
• to liaise with students, staff and Governing Council about school issues.
• to organise social activities.
• to assist in fundraising.

37. SUB SCHOOLS

Burra Community School is divided into 2 sub-schools – Primary (Reception to Year 6) and Secondary (Years 7-12). Please refer to the specific sub school section at the back of this booklet.

38. TELEPHONES

The school telephone number is 8892 2007. Students wishing to use the phone to contact parents may do so with the permission of the sub school coordinator, Principal or Assistant Principals.

Students should not use a mobile phone at any time during the normal school day (8.45am - 3.20pm). We are aware that
parents/caregivers may provide their child with a phone for use while travelling to and from school. If a student requires the use of a mobile phone before or after school it must be kept turned off and secured - preferably in their school locker during the school day. Please refer to the school website to see a detailed mobile phone policy.

39. TERM DATES FOR 2017

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<thead>
<tr>
<th>Term</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>1</td>
<td>30/1/2017</td>
<td>13/4/2017</td>
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<tr>
<td>2</td>
<td>1/5/2017</td>
<td>7/7/2017</td>
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<tr>
<td>3</td>
<td>24/7/2017</td>
<td>29/7/2017</td>
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<tr>
<td>4</td>
<td>16/10/2017</td>
<td>15/12/2017</td>
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TERM DATES FOR 2018

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<thead>
<tr>
<th>Term</th>
<th>Starts</th>
<th>Ends</th>
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<tbody>
<tr>
<td>1</td>
<td>29/1/2018</td>
<td>13/4/2018</td>
</tr>
<tr>
<td>2</td>
<td>30/4/2018</td>
<td>6/7/2018</td>
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<tr>
<td>3</td>
<td>23/7/2018</td>
<td>28/9/2018</td>
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<tr>
<td>4</td>
<td>15/10/2018</td>
<td>14/12/2018</td>
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40. TRANSPORT

A. BICYCLES
Students riding bicycles to school need to comply with legal requirements and use the designated track within the school grounds. A bicycle rack is located near the Staff Room and students park their bikes there at their own risk.

B. CAR
(a) Parent driven
Please drive slowly and carefully at all times in and around the school. Parents are requested to use the designated parking area alongside the bus bay. For safety reasons parents are asked not to drop students off or collect students from other areas within the school grounds.

(b) Student driven
Students wishing to drive to school must obtain permission from the Assistant Principal and park in the designated area, adjacent to the kindergarten. Students must not leave during the school day without the permission of the Principal or Assistant Principal. Students may only take other students in their car if permission has been given by the school and the parents of the student passengers.

(c) Bus
School buses provide a service to country students and their use is clearly defined by DECD Guidelines. The prime focus of these regulations is safety. To be eligible to travel on school buses students must live 5km or more away from Burra Community School, with Burra being their closest school. Other students may wish to travel on a school bus from time to time for meetings or overnight stays. Permission needs to be granted in the form of a bus pass, which is obtained from and signed by the Bus coordinator or Principal. The pass is then handed to the driver of the bus. Students travelling to and from school on the buses represent the school within the community. Our expectation is that students will follow the behaviour code of the school. The following bus routes exist:
- Booborowie / Leighton
- Hallett
- Porter's Lagoon
Timetables and further information about school buses are available from the Front Office.

41. TRAVEL ALLOWANCE

Parents of students who have to travel 5 kms or more to the nearest Government school or school bus route are eligible to apply for a travelling allowance. Application forms are available from the front office.

Once applications have been approved by DECD, claim forms will be sent home for parent signature. The claim forms are sent to DECD at the end of each term.
The Australian Curriculum is designed to:

- Develop an interest in learning and a desire to achieve personal excellence in all curriculum areas
- Provide a sound training in the basic skills of Literacy and Numeracy
- Develop an awareness and understanding of the world around us

We run a transition programme for kindergarten students entering school at Reception. This includes casual visits between school and kindy as well as formal visits throughout the year before they start school. The transition programme also includes:

- meetings for parents to share information
- presentations on readiness for school
- meetings between staff of both sites to discuss learning, social or emotional needs of the children.
SECONDARY SCHOOL
YEARS 7 TO 10

The learning environment in the Secondary school is designed to support the individual needs of our students as they become adolescents. We provide a diverse and rigorous curriculum that aims to engage students and provides opportunities to extend their skills, knowledge, confidence and independence.

Features of the Secondary School:

- Small class sizes
- Access to specialist teachers and facilities e.g. Tech Studies, Home Economics
- A planned integrated curriculum aiming for continuity
- Teaching and learning programmes with an emphasis in practical and 'hands on' activities to support and extend classroom work
- Access to an extensive range of sporting activities e.g. swimming, sports carnivals and interschool events etc.
- Student support programmes are offered within the curriculum.

An extensive and comprehensive transition programme ensures that students moving into Burra Community School for Year 7 have a positive experience.
SECONDARY SCHOOL [SACE]  
YEARS 11-12

The curriculum in the Senior years is geared to maintaining and enriching student engagement, whilst developing pathways into tertiary study and/or employment. We cater for individual needs and aspirations by providing the broadest possible options.

- All students are given the opportunity to gain their SACE (South Australian Certificate of Education) through a broad range of course options
- Students who want to go to University have a choice of academic subjects that will provide the necessary pre-requisites and skills

- Students who are considering entry to TAFE, are provided with a variety of training options that have national accreditation and are recognised as valid inroads to Vocational Training
- Students who look to move into the workplace before completing Year 12 are given counselling support in accessing opportunities for apprenticeships and further training in specific employment areas
- We can also offer some subjects from the Open Access College. This broadens the choice of subjects for students and we will endeavour to support them.

The Senior School is an environment that is demanding, stimulating and supportive. Our focus is on students achieving their personal best as they make their transition into the adult world.