Dear Parents / Caregivers

Welcome to Manoora Primary School!

We believe that Manoora Primary School offers an encouraging and caring learning environment for all students and one where students’ individual academic, social, physical and emotional needs can be catered for. Our small classes, coupled with committed staff, ensure that students are able to engage with their learning in a rigorous, positive and supportive way.

The Parent Information Book is designed to give you an insight into the programmes and general day-to-day operation, organisation and administration of the school. You are most welcome to contact the school if you have further questions about any of the matters raised in the information book.

We look forward to meeting and talking with you and your child to ensure that your experience at Manoora Primary School is the best it can be. We invite you and your family to become valued members of our school community as we build the partnership that is education for your child.

Yours sincerely

Liam Whitwell
ACTING PRINCIPAL

February 2016

Phone: 88 484 304
Email: liam.whitwell62@schools.sa.edu.au
SCHOOL STAFF

Our staff for 2016 (and the days they work) is as follows:

- **Mr Liam Whitwell**: Acting Principal (Mon-Fri)
- **Mrs Heather Merritt**: Year 4 – 7 class teacher (Mon-Fri)
- **Mrs Sharryn Johnson**: Reception – Year 3 class teacher (Mon-Fri)
- **Mrs Emily Friebel**: Finance Officer (Tues and Fri)
- **Mrs Marie Schwarz**: Front Office, Library and Classroom SSO (Mon, Wed, Thurs)
- **Mrs Christina Hodgson**: Classroom SSO (Mon, Tues)
- **Mrs Kristy Cunningham**: Pastoral Care Worker (Thursday)
- **Mr Daniel Traeger**: ICT Support (Tuesday, fortnightly)
- **Mr Linden Calley**: Groundperson (Tuesday)

CLASSES

At the start of 2016, there are 26 students enrolled. The two classes are organised as Reception – Year 3 (13 students) and Years 4 – 7 (13 students).

TERM DATES

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
</table>

THE SCHOOL DAY

Each morning the school yard is supervised by a member of the teaching staff from 8.35 am until 9 am when classes begin. At the end of the day, supervision finishes when the last child has left the school grounds, generally no later than 3.20 pm. For safety reasons, students should not be dropped off to school earlier than 8.35 am.

9.00 am   Classes begin
10.40 am  Recess
11.00 am  Classes resume
12.30 - 12.40 pm Supernvised eating time
12.40 - 1.15 pm Lunch
1.15 pm   Classes resume
3.15 p.m  Dismissal
SCHOOL COMMITTEES

GOVERNING COUNCIL
Chairperson          Robin Schwartz
Deputy Chairperson   Scott Nicols
Secretary            Damien Philp
Treasurer            Daryn Quick
Bus Committee Rep    Nathan Voigt
Sports Day Rep       Brenton Palmer
Parents Club Rep     Nathan and Renae Voigt
Members              Shayne Willmott
                      Abby Walker-Schwartz
                      Roger Behn
                      Roger Kruse

FINANCE COMMITTEE
Treasurer            Daryn Quick
Finance Officer      Emily Friebel
Principal            Tracy Griffin
Parents Club Reps    Judy Hollamby and Chris Palmer (proxy Belinda Nichols)

PARENTS CLUB
President             Judy Hollamby
Vice President        Laura Allen
Secretary             Mary-Anne Schwartz
Minute Secretary (if needed) Rachel Willmott
Purchasing Officer    Chris Palmer
Finance Committee Reps Judy Hollamby
                      Chris Palmer
                      Belinda Nichols (proxy)
Governing Council Rep Renae Voigt

Cooking in the kitchen that was jointly funded by the school, Governing Council and Parents Club.

All parents are welcome to attend meetings of the Parents Club, with dates and times advertised through the school newsletter.
The following areas of study are taught at Manoora Primary School, in line with the national Australian Curriculum. Further information about the curriculum can be found at

- **The Arts**
Students are involved in experiences which bring together content, processes and conceptual understandings of each of the art forms: Dance, Drama, Media, Music and Visual Arts.

Students acquire a range of skills, knowledge and understandings which will provide them with opportunities to be Arts creators, presenters, critics and theorists.

- **English**
Students study the use of the English language through a range of literature, mass media and everyday texts. Students’ proficiency in speaking, listening, reading, writing and viewing in a range of contexts, using Standard Australian English, is developed.

Students learn about the structures and features of written, spoken and visual English and develop an understanding of the purpose, subject matter and ways of communicating as well as the roles of and relationships between speakers, writers and the audience on the choice of language.

- **Health and Physical Education**
Students are involved in physical activity and the application of knowledge about themselves within the context of health and healthy living. They learn about living in a community, promoting a healthy society, developing relationships, caring for themselves and others, keeping safe and building a sense of self-worth.

Students develop the skills and knowledge to deal with sensitive issues about life and living, such as growing and changing, dealing with emotions and feelings and being physically active. They learn about making choices and being aware of others and their rights.

- **Mathematics**
Students develop knowledge and understanding of mathematical concepts, their application and their relationship to social and technological change. They learn mathematical skills and processes through the study of space, number, measurement, chance and data and algebra. Students learn to make decisions and solve problems and use technology to analyse, interpret, apply and communicate mathematics.
• **Science**

Students develop an understanding of the role of science in society, together with scientific knowledge and skills. They learn scientific methods and processes, as well as concepts which help them solve questions about the physical, biological and technical world.

Students use their study of science to contribute to decision making about public science policies, to appreciate the achievements of Australian scientific research and to make decisions about further education, careers and other life options.

• **History and Geography**

Students develop their knowledge and understanding of their own society, other societies, local and global environments and of relationships between environments and societies. Students deal with significant matters such as values, ethics, social justice and ecological sustainable development. They are actively involved in gaining knowledge, developing skills and making decisions and choices that enable them to participate as active and informed citizens in a democratic society and within a global community.

![Image](image.jpg)

Sign made for the Centenary of the Landing at Anzac Cove 2015

• **Technology**

Students develop and are involved in the purposeful application of knowledge, experiences and resources to create products and processes that meet human needs. Students design, make and appraise using a range of materials, information and systems. They develop skills that enable them to learn about, through and with technology, and make decisions about processes and products based on a range of factors that will influence their personal and community decision making.

**CORE BUSINESS – ASSESSMENT**

Students’ progress at school is regularly assessed. Assessment is related to individual student’s ability in specific areas that have been covered in the teaching program, as well as the individual’s social, emotional and physical development.

Students in Years 3, 5 and 7 participate in the National Assessment Program for Literacy and Numeracy (NAPLaN) each year. Individual student achievement is reported directly to the parents, while achievement and trends at each year level are published in the school’s Annual Report each year.

In line with the department’s requirements, students in Year 2 and above also undertake the Progressive Achievement Tests in Reading and Maths annually.
CORE BUSINESS – HOMEWORK
As teachers, we believe it is important for students to participate in a range of activities outside of school, including those within the family and wider community.

Homework is a great opportunity for parents to become more involved in their child’s learning, as it is designed to support and complement what is happening in the classroom programme. Homework should not be new learning for the child.

With the school’s emphasis on the development of students’ literacy and numeracy skills, it is expected that all students in Reception to Year 7 are reading every week night, either ‘readers’ or a book that is appropriate to their age and ability.

All students will have letters or spelling and/or sight words to revise and older students may also complete activities from the weekly spelling programme. Students from Year 2 onwards may also have tables practice to complete. Occasionally students will have work to complete from a lesson or a short task to further develop their understanding of a topic.

Time allocations will vary according to the age of the students, with the following offered as a guide:

- Reception/Year 1 10 minutes/night
- Year 2/Year 3 15 minutes/night, with a maximum of 20 minutes
- Years 4 – 7 30 minutes per night.

Should students or parents experience any difficulties or issues with the homework set, then contact with the child’s class teacher would be appreciated.

CORE BUSINESS – BEHAVIOUR MANAGEMENT
The goal of a Behaviour Management Policy is to ensure that the rights of all students to learn and all teachers to teach are supported and protected.

At Manoora Primary School we endeavour to provide a safe, caring and engaging learning environment in which all students have the right to learn and to pursue their personal best.
We will:
- establish a positive partnership between staff, students and families to encourage individuals to accept responsibility for their behaviour and to acknowledge responsible behaviour
- create an optimum learning environment that is inclusive for all and supports students to strive for excellence
- build positive relationships through fostering a collaborative class culture
- encourage student voice during regular class meetings, to enable students to share their opinions and ideas and to set and reflect on class learning goals
- celebrate success through positive feedback and reinforcement
- maintain calm and consistent behaviour management processes with clearly defined expectations
- maintain zero tolerance toward bullying and harassment.

Further information can be found in the school’s Behaviour Management Policy.

CORE BUSINESS – STUDENT VOICE
Students are encouraged to participate and become involved in activities in and around the school. Teachers seek student input through the use of surveys and audits, classroom meetings and discussions on issues relating to the curriculum and the running of the school. Current examples include the Friday Lunch Program, the school garden and recycling initiative as led and managed by students.

HOME-SCHOOL COMMUNICATION
We encourage parents and caregivers to share information about their child that may have an impact on their learning so that the appropriate level of support can be offered. Some examples where sharing information could be useful include when a child is recovering from a temperature or illness, when they have hurt themselves at home or when family circumstances could potentially result in behaviour changes.

There are a variety of ways to share this information, including a telephone call to the school, in writing (email or via the communication book or diary) or by approaching staff in person.

It is important that your contact information at the school is kept up-to-date in case staff need to contact you about an issue, such as illness. Your attendance to this matter would be appreciated.
**Absences**
Where a student is ill, or circumstances require their absence from school, parents and caregivers are required to contact the school, either by phone or in writing, to inform the school of the situation. It is a legal requirement for schools to record student absences and the reason for any absence.

Where a student has had significant absences from school, parents and caregivers will be contacted and support from the Student Attendance Counsellor sought if required.

**Newsletters**
The school publishes and distributes a newsletter to all parents and caregivers on a fortnightly basis. In 2016, newsletters are sent home every second Wednesday.

Newsletters contain class news, important information on events and meetings and community notices (at the Principal’s discretion) and are sent home with the eldest child in each family. Additional copies are available at the Manoora Post Office or can be emailed upon request.

**Communication Books and Diaries**
Students in Reception – Year 3 have a Communication Book which is used as the link between home and school, while the older students use a diary to record homework and notes. It would be appreciated if these could be regularly checked and signed as appropriate.

![Making Cubbies at play time.](image)

**Reporting**
Parent-Teacher Interviews are conducted in Terms 1 and 3, with written reports provided in Terms 2 and 4 each year. Parents can arrange to meet with their child’s class teacher at any time throughout the year to discuss their child’s progress.

Curriculum Overviews are provided by the teachers each term, outlining the students’ learning program, with the first one presented at Acquaintance Night in first term, when parents have the opportunity to visit their child’s classroom and meet the teachers as well as socialise with other school families in an informal atmosphere.

**Grievance Procedures**
People are asked to address their concern with the person involved. Where this is not possible or comfortable, people should first speak with the class teacher or Principal.

Parents and caregivers can also contact the department via the school or department website.
ORGANISATIONAL MATTERS

- Enrolment
  From the start of the 2014 school year, there will be only one intake each year for Reception students. Students must turn 5 on or before 1 May each year to start school in term one of that same year. Students whose birthdays fall after the 1 May are eligible to enrol the following year.

  Enrolment at school is compulsory for students aged between 6 and 16 years in South Australia.

- Materials and Services Charge
  The Materials and Services Charge (school fees) are set by the Governing Council as part of the budget process each year. The charge covers materials and resources to support the students' learning programmes. The charge is decided in accordance with departmental guidelines and can be legally recoverable in the event of non-payment.

- Special Lunches
  Special Lunches are organised twice a term by the Parents’ Club at a minimal cost to families. Menus on each occasion meet the healthy Eating Guidelines and are approved by the Principal.

- School Dress Code
  Following parent, staff and student consultation, the following the school dress code is compulsory at Manoora Primary School. Emphasis is placed on the colour of clothing worn by the students.

  **Winter**
  - green or grey pants or track pants
  - green rugby top or windcheater
  - green or white shirt.

  **Summer**
  - **Boys:** green or grey shorts
  - white or green top
  - **Girls:** green shorts/skirt/culottes
  - green and white check dress
  - white or green top.

  Green wide brimmed or legionaries hat for Terms 1 and 4.
Please name children’s clothing to help us find the owner of lost property.

The dress code is to be worn on all school days, including excursions and special events, unless otherwise approved by the Principal. The school recognises that on occasion it may be difficult for parents to provide appropriate clothing. On such days parents are required to notify class teachers, either by phone or in writing.

Parents’ Club are responsible for ordering (usually once a term) and notice will be given.

Reading Activities in the JP classroom

- **Fire Procedures**
  Manoora Primary School is designated as a ‘Level Two’ fire risk and will therefore be CLOSED on Catastrophic Fire Risk days in the Mid North and students are to remain home. Where possible, a note will be sent home to parents and caregivers the day before or parents and caregivers will be notified by phone after 4.30 pm on the day prior to the declared Catastrophic Fire Risk. The school bus will not run on a Catastrophic Fire Risk Day, nor will staff be in attendance.

- **Banking**
  Tuesday is School Bank Day. Money and voucher style bank books can be taken to the office. Information about school banking is available at school or from Bank SA, Riverton.

- **Ashton Scholastic Book Club**
  Book club brochures are sent home regularly. Ashton Scholastic is supported as it offers good literary and financial value. Order forms and money are returned to the school and a bulk order is sent, with books usually arriving three weeks later.
• **Illness or Accident**
When a child becomes unwell at school, the parents or caregivers will be contacted to come and collect the child.

If a child is injured while at school and the injury is judged to require medical attention, then the following procedure will be followed:
- if the injury is serious, medical help will be sought immediately and the parents and caregivers advised as soon as possible
- parents and caregivers will be contacted and the nature of the injury explained so that arrangements can be made to see a doctor, if necessary
- the injury requires simple first aid and is treated at school, with a note to go home.

In all circumstances, parents or caregivers are responsible for any medical or hospital expenses.

• **Infectious Diseases**
Regulations under the Education Act require the following minimum periods of absence from school with the infections listed:
- **Chicken Pox:** exclusion until all lesions have crusted, there are no moist sores and the person feels well
- **Conjunctivitis:** excluded until appropriate treatment has commenced and discharge from eyes has ceased
- **Head Lice:** excluded for at least a day after appropriate treatment has commenced and dead lice and eggs have been removed from hair
- **Impetigo (School Sores):** Excluded until effective treatment has commenced. Any sore on exposed skin must be covered with a dressing
- **German Measles (Rubella):** Excluded until fully recovered or for at least four days after onset of rash
- **Measles:** Must be excluded for four days after onset of rash
- **Mumps:** Exclude for nine days or until swelling goes down
- **Ringworm:** Excluded from school until the day after appropriate medical treatment has commenced. Lesions on exposed skin must be covered with a dressing
- **Scarlet Fever:** excluded until appropriate treatment has been provided for at least 24 hours and the person feels well.
• **Drugs and Medicines at School**
Parents and caregivers are advised that strict procedures must be adhered to if staff are asked to administer drugs or medicine to a child while they are at school. Written instructions must be forwarded to the child’s class teacher and the child instructed to hand their medication to their class teacher as soon as possible. Medications must be in the original bottle or box, with the prescribing pharmacy’s label, dosage and child’s name. Under no circumstances will an analgesic be given.

• **Car Allowance**
Parents or caregivers who have to drive their child five kilometres or more to a bus stop (or to school where there is no bus available) may be eligible for a car allowance from the department. Information and applications are available from the Front Office.

• **SAPSASA**
Students in Years 6 and 7 are invited to represent our school in South Australian Primary School Athletics and Sports Association (SAPSASA) activities held throughout the year. Capable athletes can be chosen to play at local, district or state levels in a variety of sports including tennis, cricket, netball, football, softball, swimming and cross country. Information about these activities will be published regularly.

• **Resource Centre**
Our Resource Centre is located in the original stone building, along with the Computer Room and associated study area. Students are encouraged to borrow regularly and to make use of the IT resources to support their learning.

• **Swimming**
Students participate in swimming lessons at Riverton during the first two weeks of the first term each year. Students are taught by qualified instructors and learn water confidence, water safety, survival, and basic swimming strokes. The students can work towards certificates.
In 2015, students in Years 4 - 7 from Manoora Primary School participated in the Small Schools Swimming Carnival for the first time and it is an opportunity that will be pursued in future years.

SPECIAL EVENTS

- **Whole School Assemblies**
  Whole school assemblies are held twice a term, with dates and times advertised through the school newsletter. The assemblies provide an opportunity for the students and staff to share their experiences, talents and information, as well as for staff to acknowledge student progress and achievement.

- **School Concert**
  A School Concert is held in the Manoora Institute near the end of each school year. This is a popular community event where students are given an opportunity to perform to an audience. The programme includes an item from each class as well as others that highlight aspects of students’ learning throughout the year. Student Awards are presented as well as brief reports from the Principal, Governing Council and Parents’ Club.

- **School Choir**
  The school choir is currently under the direction of Ms Carol Lee, a choir trainer who visits weekly from Adelaide. All students in the Year 4 – 7 class attend choir lessons each week, although only students in Years 5, 6 and 7 are eligible to participate in the Festival of Music during September at the Festival Theatre. Manoora and Saddleworth Primary Schools collaborate for this event and share the choir trainer.

- **Sports Days**
  A School Sports day is held each year at the Manoora Oval, usually in Term 3. On these days students have the opportunity to join in track and field, tabloid and fun events. Students compete in one of two House groups, either Gilbert or Wakefield, and membership of each team varies each year according to the numbers and ages of students.
Manoora is part of the Gilbert Valley Sport Association and competes against Tarlee, Saddleworth, Owen and Hamley Bridge Primary Schools each year at the Gilbert Valley Sports Day. Each school competes in tabloid team and hosts the event on a rotational basis. It is the responsibility of the parents to provide or arrange transport to the host school.

- **Camps and Excursions**

Currently each class holds a major camp every two years. Day excursions are held at various times throughout the year to support students’ learning in the classroom.

From 2015, the ‘Canberra Trip’ will be offered biannually to students in years 6 and 7, in collaboration with Saddleworth Primary School.

*Listening well at the Arbury Park camp*