

BRINKWORTH PRIMARY & EARLY CHILDHOOD CENTRE

HANDBOOK

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Dear Parents/Caregivers

Welcome to Brinkworth Primary & Early Childhood Centre!

Together, we will provide a positive, happy, stimulating and secure environment for your child to 'explore, engage and experience'.



In our Early Childhood Centre, we know the importance of children's early years learning journey in shaping the person that they will become and giving them the skills and characteristics to experience success.

In this centre, we use the national curriculum document, the **Early Years Learning Framework**, to guide and shape our programming to help your child reach these outcomes to their full potential. We also use the **You Can Do It** program, a social and emotional wellbeing framework to support your child's development of resilience, organisation, getting along, confidence and persistence.

At Primary school, we allow children to engage in a variety of learning opportunities to promote and further their passion and interest in all learning areas. We understand that giving them the opportunity to develop academically, socially and emotionally is an important part of their learning journey. The school educators are guided by the Australian Curriculum (ACARA) and the teaching for Effective Learning (TfEL) framework. We have a strong set of site values that underpins all that we do.

We will focus on building your child's social, emotional and physical wellbeing, and enable them to be strong and confident learners. We will help them establish a positive sense of identity, a sense of connectedness to their world, and support them to become effective communicators.

We look forward to the relationship we will have with you during your child's time at preschool and as they progress through the learning years. The more involved you are in your child's education the better the outcomes will be for them.

We look forward to "Growing Together!"

Kind Regards,

Matt Stewart

Principal of Brinkworth Primary and Early Childhood Centre

A BRIEF HISTORY OF OUR SITE

FORMATION IN 1895

An iron church building was erected on land donated by Mrs George Brinkworth for the Bible Christian denomination. This was opened in May 1895 and from June 2nd, 1895, was used as a school under the control of the Education Department. The first teacher was a Mrs Lingson who transferred from the Hundred of Boucaut School.

The Education Department School and teacher's residence were opened in 1897 on Lots 25 and 26, which were purchased from George Brinkworth's estate together with Lots 33 and 44.

In 1914 a new stone classroom was erected behind the original building.

AREA SCHOOL

The official opening of the Brinkworth Area School, which took place on 29th February 1944 by The Minister of Education, Hon S. Jeffries, Superintendent of Rural Schools, Mr H C Hosking and his wife, Sir Robert and Lady Nicholls and Mr and Mrs A.L McEwin.

Four surrounding schools—Mallee Corner, Ulymah, Rochester and Condowie were closed and the upper primary children attended from Koolunga and Blyth. Altogether there were five buses and a large majority of children travelled to school in them.

The 14th of December 1973 marked the end of the Brinkworth Area School and hence the end of secondary education at Brinkworth.

PRIMARY SCHOOL

At the commencement of the 1974 school year, Brinkworth was again a primary school. Later in that year the staff and students moved into a new building which replaced the old area school buildings.

The official opening took place in October 1975.

The first principal of the Brinkworth Primary School in 1974 was Mr Wally Armitage.

PRE-SCHOOL

Brinkworth Preschool originally took place in a local church. On the 27th of November, 1977 the current building was opened by Dr F.N. Ebbeck, the Executive Director of the Kindergarten Union. The Director during 1976 and 1977 was Rae Keuss.

In 2017, the preschool was assessed as Exceeding through the National Quality Standard.

The patronesses of the preschool include Helen Weckert, Trish Schmerl, Jenni Heinjus, Rhonda Klemm, Lorna Jaeschke and Prue Maitland.

AMALGAMATION

In 2019, the preschool and school sites underwent a voluntary amalgamation and became Brinkworth Primary and Early Childhood Centre. It is now operated as a whole site and we are proud to be a Birth to year 6 facility. The site opened on the 29th of January, 2019 with 9 kindergarten children and 24 school children.

CURRICULUM

PRESCHOOL

Every child is entitled to 600 hours of preschool before they start school. With the *Same First Day* initiative now taking effect, children will always start preschool in first term. If your child turns four before May 1, they will start preschool on the first day of Term One in that year. If your child turns four on or after May 1, they will start preschool on the first day of Term One the following year.

The national *Early Years Learning Framework* in conjunction with the *National Quality Standards* is used to plan the centre's programs. Our program will always be on display within the centre. We aim to draw on children's interests and follow their play in the setting up of their program. We also use the *You Can Do It* program to promote children's social and emotional wellbeing. Children are also programmed for individually based on information that we gain from you in interviews and informal ways, and from the child's interests and wonderings that they share with us at preschool.

Brinkworth Early Childhood sessions are-

Tuesday & Wednesday: 9.00am - 3.00pm

Friday even weeks: 9.00am-3.00pm

Our programs are flexible and inquiry based with a balance between guided play and child directed opportunities to nurture children's interests and strengths as well as providing challenge.

PRIMARY SCHOOL

The school curriculum follows the ACARA curriculum documents which can be found on the internet. At Primary school, the children are involved in lessons including:

- English
- HASS – History, Geography, Civics & Citizenship and Economics & Business
- The Arts—Drama, Music, Visual Arts, Dance and Media
- Health and Physical Education
- Mathematics
- Science
- Languages other than English — Japanese
- Design and Technology including woodwork, box construction & ICT

Brinkworth Primary runs Monday to Friday. Below is an outline of the day.

<i>The day begins at</i>	Children can arrive from 8:30 am 8.50 am – Class Organisation
<i>Lessons</i>	9.00 am - 10.40 am
<i>Fitness</i>	10.40 am – 11.00 am
<i>Recess</i>	11.00 am – 11.20 am
<i>Lessons</i>	11.20 am – 1.00 pm
<i>Lunch</i> (Students eat their lunch supervised by a staff member for the first 10 minutes of the Lunch Break)	1.00 pm – 1.35 pm
<i>Lessons</i>	1.35 pm – 3.15 pm
<i>Dismissal</i>	3.15 pm

ABSENCE

Please notify the site either personally, by phone/text or by note in the diary the reason why your child is absent. For school children it is an Education Department requirement. Parents intending to withdraw their child from school for longer than a month are required to sign an exemption form. Attendance is a priority on the SA DfE Strategic Plan, target 95% attendance. This equates to 10 days absent per child for the whole year.

We ask you do not send children if they are showing symptoms which are highly infectious or contagious, eg. vomiting and diarrhoea, head lice. Please advise staff of anything infectious or contagious. In the event that a child becomes ill at the centre or school, staff will contact a child's parents, or emergency contacts, to collect their child.

UNIFORM DETAILS

PRE-SCHOOL

Children need to wear clothing that is comfortable and easy to move in and that does not matter if it gets dirty or wet. Polo shirts and jumpers are available for purchase from the front office. You need to supply a hat for your child and these are also available to buy. Please ensure children wears appropriate footwear– enclosed shoes or sandals are preferable. A change of clothes is a good idea and please name **everything** clearly.

PRIMARY SCHOOL

GIRLS

Summer: Green & white check dress or Navy shorts with bottle green/gold polo shirt.

Winter: Navy track pants, bottle green/gold polo shirt.

Sports: Navy shorts and school polo shirt.

BOYS

Summer: Grey shorts and bottle green/gold polo shirt.

Winter: Grey trousers or navy/black track pants with bottle green/gold polo shirt.

Sport: Navy shorts and school polo shirt.

ALL STUDENTS:

Jumper: Bottle green school jumper

Polo shirts: Bottle green/gold Polo shirt with school logo

Socks: White, navy, grey or bottle green socks.

Footwear: During winter closed in shoes are to be worn.

During summer sandals or shoes are to be worn.

As a safety precaution at no time are children allowed to walk around barefoot.

Jewelry: Only stud earrings and watches are to be worn.

The site does hold a limited amount of stock in the front office which parents may purchase. Orders for uniforms are encouraged and payment must be made when the stock is ready to be picked up. Uniforms are ordered through LW Reid for summer and winter, order forms and book are available at the front office.

GENERAL INFORMATION

The following information, unless stated, applies to all services conducted onsite. The list is in alphabetical order

ACCIDENTS

If an accident happens to your child, every attempt will be made to contact you without delay. In the case of serious accidents, an ambulance will be called immediately.

ASSEMBLIES

Assemblies will be run every second Tuesday on odd weeks. During this time learners will share their learning and be presented with awards. Dates are published in the newsletter and weekly reminders are put on the Facebook page.

Pre-school children are involved in assemblies in Week 5 and 10 of each term. This is a time where children can share their preschool experiences with others in the site. We encourage parents to attend this time.

ARRIVAL AND DEPARTURE

PRE-SCHOOL

Please bring your child into the centre through the side gate on arrival and come and meet your child inside before going home. All children need to be signed in and out of the centre on daily attendance sheets.

Please inform staff if your child is to go home with anyone other than parents/caregivers. If staff have not been informed of alternative pick up arrangements children will not be released from our care until verification has been sought.

PRIMARY SCHOOL

No child is allowed to leave the school without written or verbal parent/caregiver permission or in special circumstances as approved by the Principal.

BUSHFIRE ACTION PLAN

On days that are deemed Catastrophic Brinkworth Primary and Early Childhood Centre will not be open. Notification will be sent the day before a declared catastrophic day, this measure has been put in place to protect students and staff. You will be given more information about the Bushfire Action Plan at the beginning of each Bushfire season.

CLEANING

Cleaning happens daily throughout the site by a professional cleaner. There may be times we ask for extra assistance with other cleaning or maintenance tasks from families.

COMMUNICATION BETWEEN FAMILIES AND CENTRE/SITE

PRE-SCHOOL

There is a 'pocket' for each attending child. These are located near the entrance to the preschool. Newsletters, updates, invoices and important information will be put into these pockets so please check them regularly. Email will also be used to communicate with families at times.

PRIMARY SCHOOL

All students are provided with a diary to be used for two-way communication between Parents/Caregivers and Teachers. Diaries are to be signed each week. Your child's test results will be recorded in their diary. Class teachers may also communicate with families through the use of Class Dojo or StoryPark. Please be sure you have signed up to this digital platform as soon as possible.

WHOLE SITE

A site newsletter will go home fortnightly that has information about your child's learning in it.

We also have 2 active Facebook pages. *Brinkworth Primary and Early Childhood Centre* shares information, photos and calendars for our site. There is also a closed Facebook page '*Parents and Friends of Brinkworth Early Childhood Centre*' and apply for access or ask Matt to add you. This page has photos and descriptions of learning that has occurred throughout the session.

There is a webpage which has current and relevant documentation, newsletters and other information.

You are always welcome to be involved in and spend time at the centre, whether it be gardening, reading, painting, building, cleaning or just being part of the learning. Children's family life is imperative to their learning and we want to know all about you, follow up on any special interests and use your knowledge and expertise

on your child and what you can bring to us. Communication lines are always open, whether for an informal chat at pick up or drop off time or if you want to make time for a longer discussion about specific concerns.

Please be sure to let us know if you have not received any of the communication you require.

COMMUNITY PARTNERSHIP

Brinkworth Primary and Early Childhood Centre is a place where children, parents and educators can feel a sense of belonging to the community and friendships are grown. We celebrate diversity and embrace each family's individuality within an environment of respect and trust. Families are welcomed and encouraged to share their values and skills to enrich our children's learning.

Parents and educators aim to build strong partnerships to manage the site effectively, through a process of consultation and collaboration.

Connections with the Mid North Partnership and wider community are valued to enrich teaching and learning, provide new opportunities and strengthen practice.

CONCERT – TERM 4

This is held in the last week of Term 4. The kindy children have their graduation in the afternoon followed by a dinner and the whole school presents a production. There are also leaving gift presented to Year 6 & 7 students and a report given by the Governing Council Chairperson and Principal.

CONTACTING EDUCATORS

Parents are most welcome to talk to educators to discuss any concerns they have. A telephone call or a note to the educator is the best way to make sure that a meeting can be arranged at a suitable time for all parties concerned.

EARLY CLOSURE

The school closes at 2.15pm on the last day of each term and on the Thursday before Easter (if this is in the school term).

EMERGENCY CONTACT & MEDICAL INFORMATION

At the beginning of each year an emergency form is sent home to be completed by all parents for children attending the site.

This will cover emergency phone numbers, use of medication, preferred doctor, allergies etc.

In case of sickness or an accident, the parents will be notified. Every effort is made to contact you if your child falls ill. If the school can't contact the person as indicated on the Medical Information Form the school will make the child as comfortable as possible.

Gastro Illness: It is also recommended that your child stays at home for 24 hours if they have been physically ill with a gastric illness.

Head Lice: Your child stays home until effective medical treatment is carried out.

School Sores: Your child stays home until appropriate treatment has commenced. Any exposed sores should be covered before returning to school.

For any further clarification please do not hesitate to contact the school or you may visit the SA Health website for further information.

www.sahealth.sa.gov/wps/wcm/connect/PublicContent/SAHealthInternet/Healthyliving/Protecting...yourhealth/Youvegotwhat

Medication: Staff are unable to administer medication without signed approval from parents and a prescription from a doctor. If your child has an ongoing medical need please speak to staff to organize a health care plan. Prescribed medication must be in the original container with the Doctor's instruction and not be "out of date".

Asthma/Allergy/Diabetes: A health plan is required from the child's Doctor outlining their management plan in the event of an emergency, this needs to be reviewed and updated annually.

EXCURSIONS/CAMPS

The Education Act requires that parents give written consent before a child goes on a trip, excursion or camp.

Local excursions in Brinkworth are covered by a signed written yearly consent received in the child induction package.

FEES

PRESCHOOL

Fees form part of the on-going costs of the running of the Preschool. We rely heavily on fees and fundraising to meet our costs. Fees contribute to the building and equipment maintenance, payment of gardener, consumable materials for the children, purchase of new equipment and materials and general housekeeping (i.e. phone, electricity and water).

Fees for Preschool are \$80.00 per term and \$16.50 cleaning levy.

You will receive your invoice termly in your child's pocket. If you need to negotiate a payment plan please do not hesitate to ask. Please take all money to the front office on the school site and a receipt will be issued.

Additionally, the Preschool parents organise fundraisers through the year to help to buy additional resources for the children if necessary.

PRIMARY SCHOOL

Primary students are charged a Materials and Services Fee which covers the cost of a package of stationery (pens, pencils, books etc.) and includes a charge for curriculum needs. The fee is approved by the parents at a Governing Council meeting each year. We ask that fees be paid at the beginning of the school year or if preferred, fees can be paid in instalments.

FOOD

PRESCHOOL

Playgroup and Occasional Care children will need to bring a fruit snack to have mid-morning. Preschool children need to bring a morning snack that includes fruit or vegetables as well as lunch. These should be packed in separate boxes. Children also need to bring a water bottle, filled with water only. Please refer to the *Food and Nutrition Policy* and food suggestions provided.

WHOLE SITE
It is encouraged that children bring their food in in sustainable packages and try to decrease the amount of plastic wrapping used in their lunch boxes. We encourage "nude food" options (food without plastic wrappers.)

GOVERNING COUNCIL

Brinkworth Primary and Early Childhood Centre is managed by parents and educators. A committee called the Governing Council is elected at the beginning of the year at the Annual General Meeting. The meetings are held in association with the school. A minimum of eight meetings will be held throughout the year. We welcome you to participate and share in your child's education and welfare.

The committee is responsible for

- Developing the sites Quality Improvement and Site Improvement Plans

- Encouraging parents to become involved in site programs
- Planning the budget
- Arranging fundraising activities
- Promotion of the whole site within the Community
- Maintaining buildings, grounds and equipment
- Updating policies and future directions
- Providing an annual report to the CEO

PARENTS AND FRIENDS Club dissolved at the end of 2008. They are now a fundraising component of the Governing Council.

HEALTH CHECKS – 4 YEAR OLD

Children aged 4 years 3 months to 5 years are screened by the CYHS and appointments arranged in conjunction with preschool staff. These usually take place onsite with the parent present.

HOMEWORK

Homework has educational and attitudinal benefits for primary school learners. The type of homework which is educationally effective follows on from lessons.

The attitudes and skills to be fostered by homework should include:

- Student self-organization
- Self-discipline
- The establishing & maintenance of priorities
- Responsibility
- Work to reach Learning Goals
- Unfinished work

The following framework indicates the recommended amount of homework per night for each year group:

R - 2: Up to 10 minutes reading and spelling

Years 3, 4, 5: Up to 20 minutes reading and spelling

Years 6 - 7: Up to 30 minutes reading and spelling

HOT WEATHER

Our entire site is air-conditioned. In extremely hot weather the school will remain open until normal dismissal time.

LIBRARY

The library is open each day for use, however, there is a set library borrowing day for children during the week. Children are encouraged to borrow suitable material and be familiar with borrowing procedures. The kindy children borrow on a weekly basis and require a library bag.

LUNCHES

The school offers lunches on Wednesday. Orders are to be put into the school prior to 3.15pm on Tuesday and they will be delivered for 1pm lunch on Wednesday. There are also other special lunch days which are done in conjunction with SRC to raise money for our site.

MONEY

All money sent to the school should be placed in an envelope sealed and labelled, eg Excursion, Book Club, Photographs etc. Suitable money envelopes are available from the front office.

Please record your child's name on the envelope. All money should be placed in the money slot in the front office as soon as the child arrives.

NEWSLETTER

Our newsletter is printed and emailed Wednesdays fortnightly on even weeks. Please check your child's bag for newsletters. Copies for Community Members are available at Brinkworth Post Office, and on the schools website. If you wish to include items in the newsletter, please forward to the schools' front office on the prior day for inclusion.

PHOTOS

Formal Occasional Care and Preschool and School photos will be taken once per year, usually in Term 4. You will be notified of this through the newsletter, term calendars and with notes found in your child's communication pocket.

POLICIES

The site has a range of policies, some specific to our site and others mandated by the Department. Please take time to have a look at these policies which are in the office and available at request.

REPORTING

PRESCHOOL

Children have a special folder for documenting their learning at preschool. This will be contributed to by all staff and we encourage families to add to this with children's interests, adventures and life

at home. At the end of the year preschool children will take home their folder.

WHOLE SITE

Interviews are offered in Term 1 and Term 3 to discuss your child's progress and goals.

Summative Reports are sent home in Term 2 and Term 4 recording information about your child's progress throughout the semester.

SCHOOL CARD

Many low-income families are eligible for Government Assistance through the School Card scheme. Application forms are available from the front office and families are encouraged to apply as soon as possible in Term 1.

SMOKING

This is a Non-Smoking Site.

SPORTS DAY – TERM 3

This is combined with primary schools from Koolunga, Booborowie and Spalding. It is held at different school venues each year in Term 3.

When it is Brinkworth's turn to host the day, the Governing Council mark the Oval and organise the Lunch for all the schools and their families. Parents are required to transport own children to Sports Day.

STUDENT VOICE

All learners are given the opportunity to be a part of the Student Representative Council for the school year. They give a short speech at the beginning of the year in front of their peers. Year 6 & 7 students, are asked to elect to be school leader. We value student voice in our classroom and within our learning programs.

SUN SMART

Children are to wear bottle green school monogrammed bucket hats when the UV levels are 3 or above. No Hat = No Play. All staff are expected to wear a suitable hat whilst on duty.

On days where the UV is 3 or children need apply sunscreen at drop off and after lunch.

SUPERVISION

The school grounds are supervised from 8:30am to 3:30pm on school days. Outside these times teachers will not accept responsibility for accidents etc. Adults using the grounds before and after school, or at weekends, are responsible for their own actions. Adults must supervise children on the school grounds outside of school times.

SUPPORT SERVICES

If you have concerns about any area of your child's development please talk to the staff at the centre. We have access to a range of supports in the areas of speech pathology, occupational therapy, social workers, behaviour management etc.

SWIMMING LESSONS AND CARNIVAL - TERM 1

Swimming lessons are held in Term 1 with Koolunga Primary School. Teachers can take swimming lessons during PE time with another supervising adult from the opening of the pool during Term 4 and throughout Term 1. Students can bring their bathers on days 30 degrees and above as staff often end the day with a quick swim to cool off.

Our swimming carnival is held early in Term 1, stalls are run by students and produce is prepared at school before the Carnival. Class teachers consult with each other to organise this. A BBQ is organised by Governing Council.

TRANSITION

It has been shown that transition periods can be the most stressful times in a child's life and so every effort is made to ensure security and wellbeing is maintained during these times. Each child will handle transition differently and so if flexibility is needed in settling your child into school and preschool, we happily work with you and your child to ensure their success.

PRESCHOOL: Before starting preschool, your child will be given 4 pre-entry visits to get to know the educators and other learners.

Please talk to preschool educators if you require further transition time for your child.

School transition will be an ongoing process throughout the year, culminating in time spent at school during the last term of kindy. You will be informed of and involved in this process.

SCHOOL

Brinkworth Primary is an R-7 school but we do offer our Year 6 students an opportunity to take part in a series of visits to Clare High School for orientation and information giving. These visits are organised by the High School allowing parents the chance to discuss middle school options.

VALUES

PRESCHOOL:

The preschool use the *You Can Do It* program to promote children's social and emotional wellbeing. The values include:

- Resilience
- Confidence
- Getting Along
- Organisation

SCHOOL:

The values of our school include:

- Kindness
- Responsibility
- Respect
- Learning
- Honesty

These were chosen by the learners in 2018 at the beginning of the year through a decision making process.

WET WEATHER

Children will remain indoors under supervision during wet weather.

OTHER SERVICES AVAILABLE ON SITE

OCCASIONAL CARE

Occasional Care is offered to children from 2-5 years of age with the following priority of access guidelines.

1. Children who do not access any other services
2. Children who are not eligible for preschool
3. Eligible preschool children

The capacity of Occasional Care is currently capped at 8 children.

Occasional Care sessions are Tuesday and Wednesday's from 9.00am -12 noon

Fees for Occasional Care are \$5.00 per session payable on the day. School Card and second enrolled child concessions apply.

PLAYGROUP

Playgroup is run termly at Brinkworth Early Childhood Centre with a combined session with surrounding playgroups.

We do not currently have a more regular Playgroup running in Brinkworth. If you would be interested in attending or organising Playgroup please talk to Matt, Kim or Kirsty.

COMMUNITY SERVICES

CHILD, YOUTH AND WOMEN'S HEALTH SERVICE

The CYHS nurse will visit the preschool regularly throughout the year. Dates and times each term will be published in the newsletter. To make an appointment please ring 1300 733 606

COMMUNITY SUPPORT SERVICES

The preschool can support you to access the following services, predominantly through *Healthy Families* (local health service) or through private providers-

Speech Pathology, Bilingual Support, Psychologists, Occupational Therapy, Behaviour Management, Social Worker, Aboriginal Community Worker.

DENTAL SERVICE

All children from birth to 18 years are eligible for care with the School Dental Service. The Clare clinic is contactable on (08) 8842 2288 to arrange for an appointment. Your initial examination with this Government service is free of charge. Best time to contact the clinic is between 8:30am-4:30pm. Treatment is also available during school holidays.

We invite you to come and be a part of our wonderful learning community! With your help and involvement, we will continue to “Grow Together!”

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Government of South Australia
Department for Education