

Burton Primary School

Information Booklet



49a Kensington Way, Burton 5110

Phone: (08) 8280 6277

Facsimile: (08) 8280 6311

Email: dl.1844_admin@schools.sa.edu.au

Website: www.burtonps.sa.edu.au

Principal: Michael Hosking

1844 Burton PS (Category 4)



Government of South Australia

Department for Education

LEARNING COOPERATION RESPECT TEAMWORK SAFETY FUN HONESTY FRIENDSHIP

Welcome to Burton Primary School



A warm welcome to Burton Primary School. We pride ourselves on being a true community. We work in partnership with parents and the community to provide the best possible education for our students.

Our school is a positive, enjoyable and caring place. We hope that you and your family will enjoy your time here at Burton. We have an “open door” policy and welcome parents and community members into our school.

Should you need to talk about your child’s education, please do not hesitate to contact the class teacher or one of the Leadership Team.

The Principal, Deputy Principal, Senior Leaders and the Student Wellbeing Leader can be contacted through the School Office. The School Office will then schedule an appointment for you.

School Times

8:45am School Starts

10:34am Recess

10:54am Recess Ends

12:42pm Lunch

1:17pm Lunch Ends

3:05pm Dismissal Time

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



Assemblies

Special whole school assemblies are held three times a term in weeks 3, 6, 9 and also week 11 of term 1. Family members are most welcome to attend assemblies. They are held in the gymnasium at 9.00am and seating is provided. During the year each class takes turns to host the assembly. Parent/caregivers can find out which class is hosting via the Newsletter, Skoolbag and website.

Attendance

Student attendance is a very high priority at Burton Primary School. Good attendance improves learning opportunities. Being absent from school for more than 10 days a year is excessive. Please work with the school to ensure that your children are only away from school for valid reasons. An Attendance Hotline operates 24 hours a day, 7 days a week and allows you to call and leave a message about your child's absence.

Attendance Hotline Phone Number: 8280 6212. If you need to speak to someone personally, please phone the school during office hours on **82806277**.

Being late to school also takes away from students valuable learning time. If your child arrives late (8:55am is considered late) to school they are required to come into the school office and let staff know that they have arrived. They then go to their classroom with a "Late receipt". This information is then recorded on the class roll. We urge all families to be on time for school, arriving before the 8:45am start time. The gates are open at 8.30am and the courtyard is supervised from this time on.

Burton Primary School Attendance Policy is available from the website or front office.

Breakfast Club

Breakfast is provided every morning in the foyer of the Gym for any student wanting something to eat. There is no charge, thanks to the support of "Kick Start For Kids".

Camps / Excursions / In School Performances / Sleep Overs

From time to time students will be invited to take part in excursions or camps. Parent /caregivers will be informed in advance with all the details, written consent to participate is required. We do ask that families meet the cut off dates for excursions and camps, this is usually two to three days before the event. This allows staff time to organise the event.

Communication

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

Website: The School has a website www.burton.sa.edu.au

Newsletter: Newsletters will be available on a the website/or via Skoolbag four times a term, usually weeks 1, 4, 7 and 10 (week 9 - T4). The Newsletter is available from the website and the School Office.

Annual Report: The Annual Report publishes the outcomes of the yearly review of the schools performance. The Report is available from the website and the School Office.

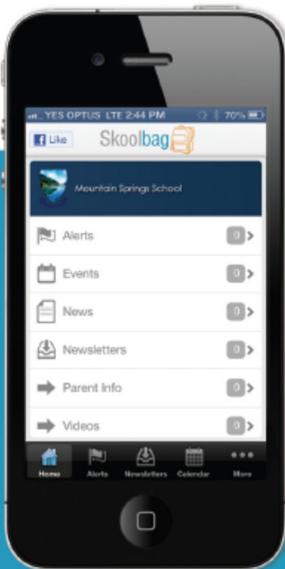
Seesaw: Seesaw is a communication app that can be downloaded for free. Teachers choose to use this app as a direct contact to parents/caregivers regarding classroom and individual student learning information.

Skoolbag: Burton Primary School communicates to families through the use of the Skoolbag App via smart phone or other devices. Please see the instructions on page 4.

Qkr App: The Qkr app is used to order lunches and purchase uniforms, please see the instructions on page 5 & 6.

Skoolbag

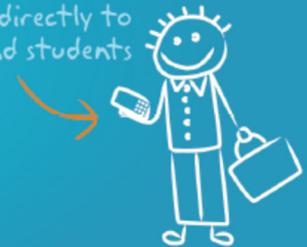
Smartphone school to parent communication



Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

Skoolbag delivers school notices directly to parents and students



How To Install Skoolbag On Your Smartphone

iPhone & iPad Users

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Don't forget to like us on Facebook! 

Find out more at www.skoolbag.com.au

Skoolbag delivers school notices directly to parents and students





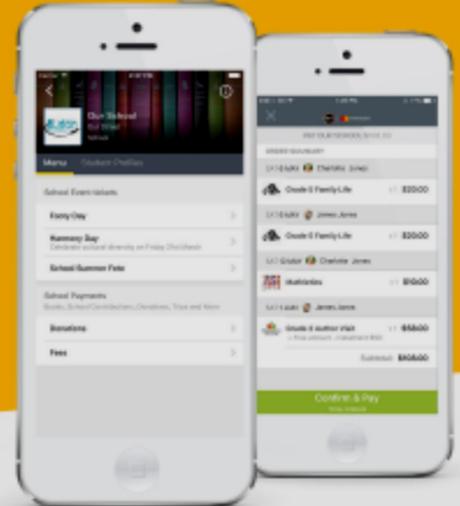
masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

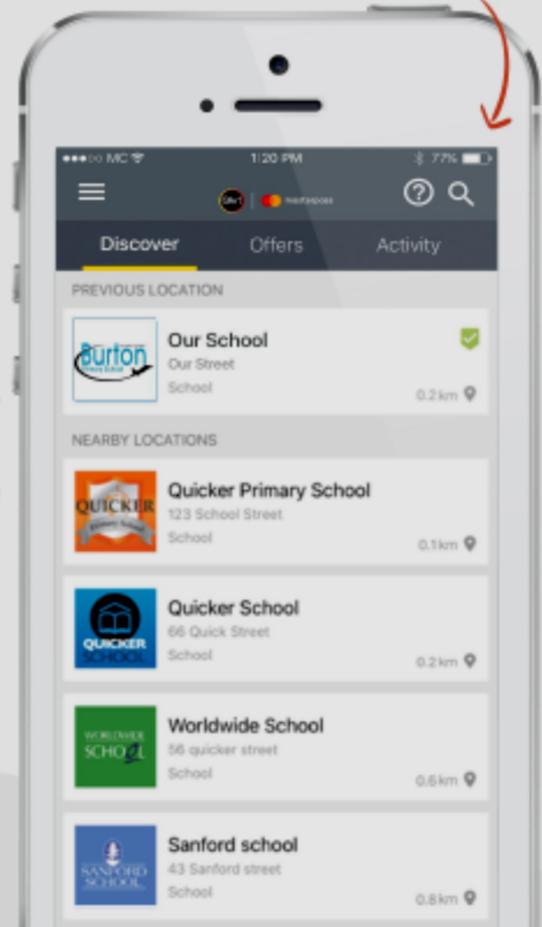
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

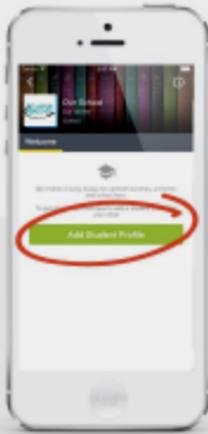
If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



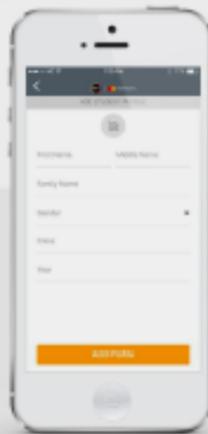


Add your children's details in Student Profiles

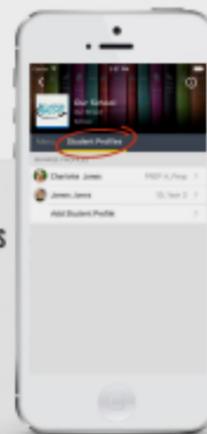
Select 'Add student profile'



Add each child's details

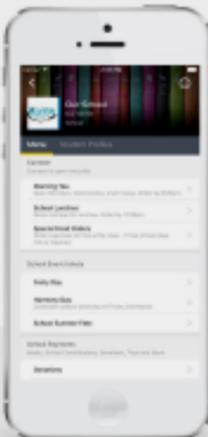


Manage each child's details in Student Profiles

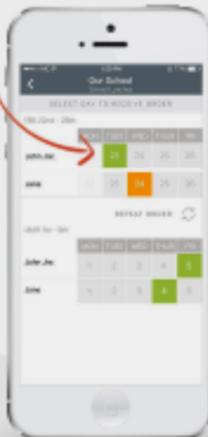


Order meals

Select a menu from our canteen

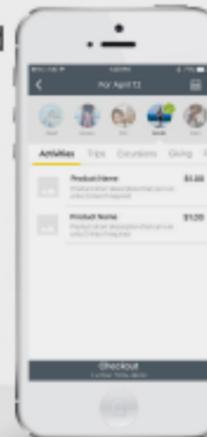


Tap the green box to view your receipt or to cancel an order



Select a date for a child and order a meal

Tap 'Repeat order' to copy all paid orders from one week to the next



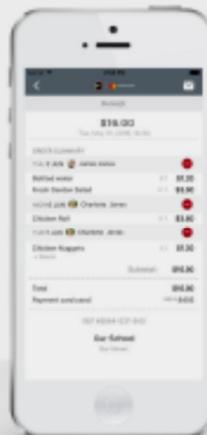
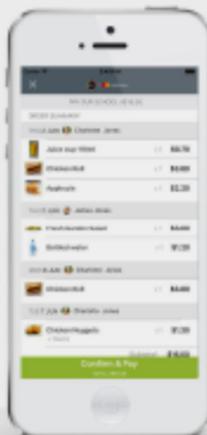
Tap to change the date you are ordering for

Tap to change the child you are ordering for

Tap 'Checkout' then confirm and pay

Making payments

Add up to 5 cards to your wallet



At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.

Canteen

We are very proud that our Canteen is run purely by volunteers. If it were not for the parents/caregivers of our School, the canteen would cease to function. With our involvement through the Right Bite Policy the canteen has a healthy focus.

Ordering Lunches - Lunch orders are to be placed through the Qkr App before 8.45am

Eating Lunches - Students eat their lunches from 12.35pm -12.45pm with the supervision of the class teacher.

Curriculum

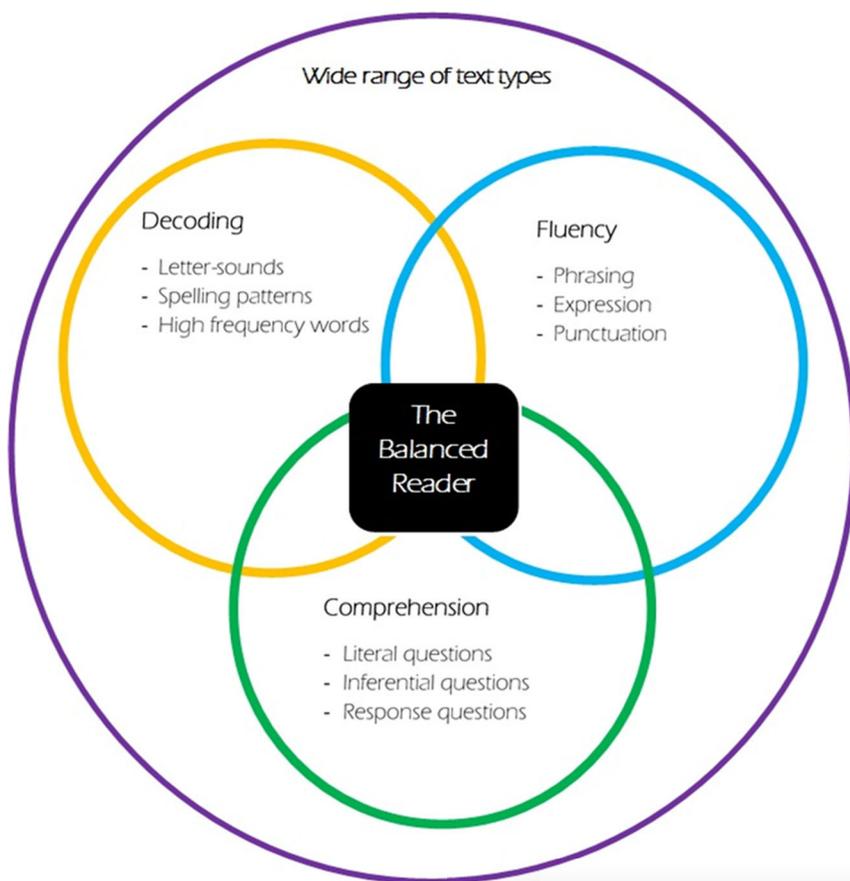
The Australian Curriculum outlines learning and achievement in the eight areas of study. Teachers use the Curriculum when they plan programs and report to you on your children's achievements and learning needs.

Further information can be found at <https://www.australiancurriculum.edu.au>

Reading Improvement:

Currently Burton Primary School has a targeted focus on reading improvement. Our goal is for all students to experience explicit, high quality teaching and learning in all elements of the Balanced Reader through modelled, guided and independent reading, which is informed by consistent assessment practices.

Further information can be sourced from your classroom teacher.



Dogs

The school has responsibility to ensure the safety of the children, staff and visitors to the site and therefore dogs are not permitted on school grounds at any time. Below outlines the South Australian Dog and Cat Management Act 1995:

A person who owns or is responsible for the control of a dog is guilty of an offence if the dog (not being an accredited assistance dog) is in, or in the grounds of, a school kindergarten, child care centre or pre-school centre without the permission of the person in charge of that place.

Emergency Evacuation / Lockdown Drill

From time to time students and staff participate in emergency evacuation/lockdown drills. Procedures are known by all and this procedure is strictly adhered to in the case of an emergency evacuation or lockdown. We ask that all parents/caregivers who assist at the school become familiar with this drill. Drill procedures are placed in prominent positions in all rooms, but please see staff for more information.

 <h3>EVACUATION</h3> <p>Single long bell, siren or hooter</p> 	 <h3>LOCKDOWN</h3>  <p>Continuous short bell, siren or hooter on and off</p> 
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First Aid

Students who are treated in the First Aid room and return to class will receive a note to inform parent/caregivers of the incident and treatment provided. If a student suffers any bump or injury to their head, parent/caregivers will receive a phone call and the child's hand will be stamped to ensure parents /caregivers are notified.

If emergency treatment is needed the relevant support service (Ambulance) will be called and the parents will be advised.

Governing Council

Governing Council comprises a group of parents and staff who meet twice a term to discuss important school issues and make decisions about the school. Parents/caregivers are elected to executive positions of Chairperson, Deputy Chairperson, Secretary and Treasurer. The Burton School Governing Council holds an Annual General Meeting. It is at this meeting that you can be nominated or nominate yourself to Council for the following year / two years. Alternatively, interested parents/caregivers can attend Governing Council meetings as observers at any time. If you wish to raise issues at a Governing Council meeting it is recommended that you speak to a Governing Council member to ensure that the agenda includes your issue or put your concern in writing to either the Principal or Chairperson. In addition to the Governing Council the school also asks for parent /caregiver participation on various Committees e.g. Finance, Grounds, OSHC and WHS. If you are interested in participating on any Committees, please contact the Chairperson of the Governing Council.

Medication

All medication must be in the original chemist's container clearly labelled with the name of the medication, dosage, child's name and time to be taken. A Health Care Plan from the doctor, dated and with clear instructions and permission for staff to administer must be sent with the medication. All medication must be taken to the front office. **It is not the responsibility of the school office staff to ensure that the student comes to take their medication.**

If your child requires regular medication for a medically diagnosed condition i.e. Asthma, Diabetes, ADHD etc. it is necessary for the school to hold a medication authority signed by the doctor and also a Medical Plan which is reviewed annually or as required by the doctor to support your child's health.

Mobile Phones

If it is absolutely necessary for a student to bring a mobile phone to school it must be signed in at the school office before school and collected by them at the end of the day after dismissal, (we take no responsibility for phones that have not been signed in).

Nut Awareness and Allergies

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

- Parents and caregivers are requested **not** to send food to school that contain nuts. This includes peanut paste, nutella, all nuts and nut cooking oils, as well as foods containing nuts.
- Students are encouraged **not** to share food.
- Students are encouraged to wash hands after eating.
- Staff supervising eating at lunchtime. When teachers notice nut product being brought into the classroom the identified child will be sent to the front office to eat their lunch.
- All children are encouraged to wash their hands.
- Staff are made aware of students and staff who have anaphylactic responses, including nut allergies.
- Staff participating in first aid training in understanding and dealing with Anaphylaxis (severe allergic reactions).
- School lunch providers complying with the Nut Awareness Policy.
- Parents and caregivers being requested **not** to send boxes that have previously contained nut products, e.g. cereal boxes, muesli bars with nuts, cake boxes, biscuits.



Outside of School Hours Care (OSHC)

Our OSHC program operates daily from our Gym. Operating hours during term time:

6:30am - 8:30am and 3:05pm - 6:00pm

Vacation Care 6:30am - 6:00pm

At OSHC the children are provided with the opportunity to learn new skills through team work and collaboration. OSHC provides a friendly environment for all children and allows them to suggest different activities to participate in. Staff will also advise about Child Care Subsidy.

Bookings are essential: Please contact OSHC on 0488200207

Parking

Please take care when parking your car to ensure you observe all road markings and signs. Many of the areas at the front of the school are designated **No Parking**. There is a drop off zone directly in front where cars can stop for a few minutes only during certain times, but the driver must remain in the car. The staff car park is not to be used as a pick up or drop off area. This is not a safe practice for our students.

We ask parents to refrain from parking for extended periods in the drop off zone, double parking, doing U turns in the vicinity of the crossing lights or speeding through the 25km Zone. Council officers and police patrol the area regularly and issue fines.

Preschool

The Burton Park-Preschool is a stand alone Preschool even though it is located on the school grounds. It can be accessed from Brookfield Avenue. As well as a Preschool program an Occasional Care Service is also available. The School and Preschool work very closely together, however it is important to know that the sites are zoned differently, thus enrolment into Burton Primary School is not guaranteed by enrolment at the preschool.

Please contact the Preschool for more information:

Preschool Director: Mrs. Kate Drew

Phone: (08) 8282 6472

Fax: (08) 8280 6254

Email: dl.2694.leaders@schools.sa.edu.au

Street Address: 30 Brookfield Avenue, Burton, SA, 5110

Reporting

Assessment and reporting of students' learning is of paramount importance. It enables teachers to plan for students' future growth and ensures that parents/caregivers are kept up to date with their children's learning achievements and needs. Teachers at Burton work towards providing assessments which are inclusive and relevant. Mechanisms for reporting valuable information with parents/care providers include:

- Acquaintance evening
- Three way conversations between teacher/parent/student in Terms 1 and 3 (Interviews with interpreters where needed)
- Written reports twice per year in Terms 2 and 4.
- Performances and displays

Homework

Homework is left up to the discretion of the class teacher. Some students in primary year levels use a diary to record homework requirements. In Junior Primary classes some teachers encourage a small amount of written homework. Parents/caregivers are encouraged to read with and listen to their children read on a daily basis, practice learning sight words. Children should not be spending more than 30 minutes a night on homework activities. Please discuss this with your child's teacher.

Hot / Wet Weather

Our school is fully air conditioned. Children therefore, are not dismissed early on hot days. If the weather is very hot (over 35 degrees) or raining during Recess or Lunch the students remain indoors.

Illness at School

If your child is unwell during the night or morning we ask that you keep them home until they recover fully. If your child becomes sick while at school, he or she will rest while parents are contacted. If parents are not available we will ring the other emergency contact numbers provided. If we are not able to contact anyone we will continue to rest the child at school. If necessary, in an emergency medical assistance will be sought.

It is vital that emergency contact information is kept up to date. Please notify the office of any change of emergency contacts, address details and phone numbers.

Infectious Diseases

Certain diseases are highly infectious/contagious, we ask you to consider the wellbeing of others and reduce the spread of infectious diseases by keeping your child home from school particularly in cases of the Flu, Gastroenteritis, Chicken Pox, Measles, Mumps, Rubella (German Measles) and Whooping Cough. Please contact the school office if you are unsure if your child should be at school.

In the case of a Pandemic e.g. COVID-19 the school will take advice and direction from the Department of Health and the Department of Education directions. Parent/caregivers will be informed via Skoolbag, Newsletters, parent letters and the website.

Lost Property

Lost property containers are located in the courtyard near the staff room. Please check regularly as lost items are donated to charities at the end of each term. Please ensure that your child's clothing, lunch boxes, drink bottles etc. are labelled as this will ensure that their property can be returned to them.

Materials & Services Charge (School Fees)

Parents are required to pay a one off school fee per child per year. This charge is decided by Governing Council each year. Parents are informed of the following year's charges in Term Four.

Parents are asked to pay via Qkr. You may choose to pay in full which is due by the end of March or you are welcome to pay by instalments (either weekly, fortnightly), however we require a Part Payment Agreement to be completed at the start of the year. We ask that all accounts are finalised by the end of term three when paying by instalments. Your early payment goes towards ensuring that your child has access to and can utilise resources, sports equipment, technology and a host of other learning aids. If you would like to discuss payment of your child's M&S charges, please feel free to come and see the Business Manager.

School Card

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

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

Signing In and Signing Out

If your child arrives late to school they are required to come into the front office and let staff know that they have arrived. They then go to their classroom with a 'late receipt'. This information is then recorded on the class roll. If you need to pick up your child/ren early for a particular reason you will be required to sign them out. Please go to the school office where you will receive an 'early departure receipt' (If the person collecting the child is not on the Emergency Contacts then you will need to notify the school prior to the collection), this receipt must then be passed on to the class teacher. This enables us to know where all students are during the school day.

Special Celebrations / Celebrating Success

Burton Primary School takes every opportunity to celebrate success. This can happen at a class level, within staff groups, parent groups, and indeed the whole community. In addition we celebrate cultural days, as we provide a rich and wide curriculum for our students. Other special days include Easter, Book Week, Harmony Day and Christmas Activities. At the end of each term the **Kiwanis Terrific Kids Award** is presented to two students. Class Awards are presented to 2 students from each class at each assembly.

Sports - Physical Education Activities

With student wellbeing one of the school's strategic priorities, much emphasis is placed on health and physical activities. A range of physical events and special days such as Sports Day, lunchtime activities including hand ball competitions and Small Wheels days are organised.



Student Banking

Student banking occurs each Wednesday through the Commonwealth Bank. Application forms are available from the Bank or online. Children are able to earn rewards for banking regularly. You can see some of the prizes in the school office.

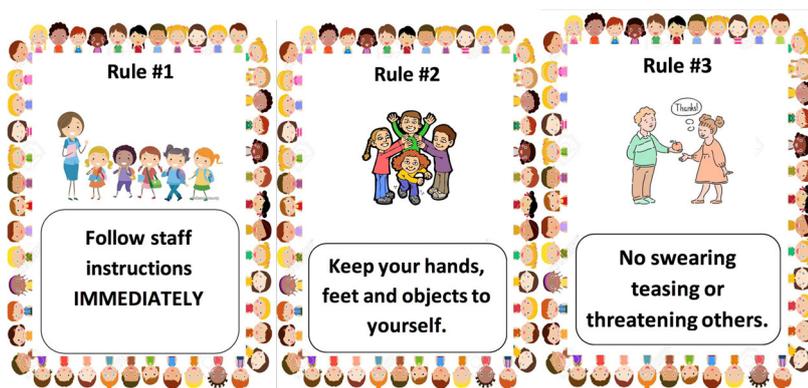
Student Management

Much emphasis is placed on creating a safe, happy, learning environment both within the class and the yard. We have worked with students to develop our school rules and encourage all to adopt and live by the rules.

RULE #1 - Follow your staff instructions IMMEDIATELY.

RULE #2 - Keep your hands, feet and objects to yourself

RULE #3- No swearing, teasing or threatening others.



Communication between home and school is essential. Therefore if we believe a matter needs to involve parents we will have no hesitation in contacting you. Time out, suspension and exclusion are options for those students who choose to not follow our code of conduct.

Anti Bullying

Bullying, harassment and violence in its many forms will not be tolerated at Burton Primary School. We as a school, value the right to feel safe and believe in treating others as we would like to be treated. Bullying, including cyber bullying will be dealt with seriously and quickly. The school will work with the community, services and agencies to support students in making strong choices around their behaviour. We will educate our students to recognise what bullying is, what it is not and how to respond appropriately in given situations.

Burton Primary School Anti Bullying Policy is available from the website or school office



Student Wellbeing Leader

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

Student Leadership

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

PAL (Play at Lunch) ,Peer Mediators / Leaders Of Learning (LOL) .

Swimming & Aquatics

Once a year, usually during term one, students from Reception to Year 5 are involved in a swimming program. Everyday for a week students are involved in a 45 minute lesson for Junior Primary Students and a 90 minute session for Primary Students.

Year 6 and 7 students will attend a one day Aquatics session at West Lakes where they will canoe, surf, kayak, sail and much more. Learning to swim and being safe around water is an essential life skill and a very high priority is given to these programs.

Transition

Importance is placed on the transition from kindergarten to school and from year 7 to secondary school. While attending Burton Park Preschool, children visit the school on a number of occasions and are often involved in our whole school assemblies and special events. This enables them to become familiar with the school environment. Similarly Year 7 students have the opportunity to visit local secondary schools. Personal letters are sent to families outlining transition visit details.



Uniform Policy

The purpose of the school uniform is to create a sense of community that engenders the feeling of belonging in all individuals.

The uniform represents a commitment to our values which underpin the teaching and learning at Burton. Our aim is to have a learning environment that is supportive, positive, non-discriminatory, equitable and safe.

The wearing of the school uniform proudly identifies our students at all times and can assist teachers with duty of care in the school yard and on excursions. It also avoids the issues of competition and purchasing expensive clothing, providing functional and cost effective clothing for children.

Any changes to the school uniform will involve consultation with the wider school community. The final authority for any changes to the School Dress Code rests with the Governing Council.

Awareness of, and sensitivity to students in financially disadvantaged situations has been taken into consideration in relation to the School Dress Code. Our uniform offers affordable clothing for all students. It is flexible, based around the school's colours of turquoise and burgundy.

Burton School Dress Code

Clothing - The colours of the uniform are turquoise and burgundy with black introduced for Years 5-7 students. The uniform consists of:

- Plain navy blue, grey, burgundy, turquoise or black bottoms (shorts, track pants, long pants, cargo style pants, skorts, skirts). Navy denim jeans are acceptable providing they are not torn or heavily embroidered etc.
- Burgundy and turquoise polo t-shirts (short & long sleeved)
- Turquoise or burgundy jumper
- Year 7 students have the option of purchasing a specially printed jumper
- Burgundy check dress



Rec-Year 4 Polo
\$33.00



Year 5-7 Polo
\$33.00



Jacket
\$35.00



Boss Top
\$45.00



Bucket Hat
\$11.00

The following items are **not permitted**:

Hoodies, tank tops, singlets, see through garments, midriff tops, thongs, high heels or shorts, dresses, skirts above mid-thigh.

There is to be no visible labelling except for the school logo on any part of the uniform.

Jewellery - Fashion type jewellery is not permitted. Children may have a single stud or sleeper earring in each ear only. No facial or visible body piercings are allowed.

Footwear - Sensible, comfortable closed footwear is to be worn at all times. Plain socks or stockings to be worn.

Makeup & Hair - Make up and brightly coloured nail polish are not considered appropriate for primary age children at school. Natural coloured hair only.

Sun Smart Policy - In accordance with the school Sun smart Policy, the wearing of hats is essential in Terms one, three and four. Burton School bucket hats must be worn as they offer the best protection. Hats are not to have visible graffiti. Students who choose not to wear a hat will be required to remain in the shaded verandah area in the courtyard. **(The School does have a Sun Smart Policy it follows, available on the website)**

Casual Days, Camps and Sports Days - On Casual Days, camps and Sports Days, Sun Safe and jewellery dress code applies. Appropriate footwear is to be worn.

Parents: Parents will be expected to supply a suitable hat and clothing for the child's use in school activities. Issues of financial hardship can be discussed with the Principal. Parents will be notified either by phone, letter or diary if their child is not wearing appropriate clothing. Parents are expected to notify the school either personally or in writing if their child is unable to wear the correct uniform.

Exemption: Department for Education Policy states that Principals may exempt students from the Dress Code Policy upon written request from the parents, on the following grounds:

- Religious, Cultural or ethnic
- New student (time to purchase)/Itinerant students
- When there is a genuine medical or family reason for not wearing uniform, the school should be informed in writing.

All students are required to wear clothing consistent with the School's Dress Code at all times.

Uniforms can be ordered through Qkr (See QKR Instructions).

The Uniform Shop (school office) is open for trying on sizes on Tuesdays 9.00 -10.00pm and Thursdays 3.00 - 4.00pm

Volunteers / Parent Participation

The partnership between home and school is crucial and where a healthy partnership exists the real winners are the students. If you wish to be involved at the school on a regular basis it is necessary for you to have a Working With Children's Clearance by the Department of Communities and Social Inclusion. The Working With Children Check includes a national criminal history check and is free for volunteers. If you would like to volunteer in anyway you will also need to undergo an induction with a staff member and also undertake the (RAN) Reporting Abuse and Neglect training, which is an online course.

You can sign into the course via <https://www.plink.sa.edu.au/pages/signup.jsf> Please ask at the school office for Further details.

Ways to be involved at school:

- Canteen - Volunteers are most welcome in our school canteen. Profits from the canteen can be used to provide valuable resources for our school. Volunteers will be given full training and support, they will be required 8.30am until 1.15pm.
- Classroom Involvement - In classroom activities like reading, cooking etc. can be discussed with your child's teacher.

Visitors Badge / Register

All visitor and helpers at our school during school hours are required to wear a "Visitors Badge". Badges are available from the office when signing in and are to be returned to the Office when signing out. Parents assisting in or visiting classrooms are required to sign in/out.



