



PARENT HANDBOOK

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1844 Burton PS (Category 4)



Government of South Australia
Department for Education

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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 ever 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, Assistant Principal and the Wellbeing Leader can be contacted through the School office. The school office will then schedule an appointment for you.

SCHOOL STARTS

8:45am - School Starts

10:35am - Recess

10:55am - recess Ends

12:45pm - Lunch

1:25pm - Lunch Ends

3:05pm - Dismissal Time

No students on site before 8:30am

All students to be collected prior to 3:20pm

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



Assemblies

Special whole school assemblies are held three times a term, in weeks 3,6,9 and also 11 in Term1. Family members are most welcome to attend assemblies. They are held in the gymnasium at 2:15pm and seating is provided. During the year each class takes turn to host the assembly. Parents/caregivers can find out which class is hosting via the their classroom teacher/Seesaw.

Attendance

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

Attendance number: 0428 218 669. 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 (anything after 8:45am is considered late) to school they are required to come into the office and let staff know that they have arrived. They then go to their classroom with a "Late slip". 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.

Burton Primary School Attendance Policy is available from the Website.

Breakfast Club

Breakfast is provided every morning in The Hive 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

From time to time students will be invited to take part in excursions or camps. Parents/caregivers will be informed in advance with all the details. Consent to participate is required. This will be emailed to families electronically using "EdSmart". We do ask that families meet the cut off dates for excursions and camps, this is usually a week before the event. This allows staff time to organise for the event.

Communication

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

Website: The schools website is: www.burtonps.sa.edu.au

Newsletter: Newsletters will be available on the website/ or via Audiri (Skoolbag), Seesaw and Facebook, every fortnight of the Term.

Annual Report: The Annual Report published the outcomes of the yearly review of the schools performance. The Report is available from the schools website.

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.

Audiri (Skoolbag): Burton Primary School communicates to families through the use of the Audiri app via smart phone or other devices. Please see instructions on Page **

QkR! app: The QkR! app is used to order lunches, purchase hats, pay fees and excursions, please see the instructions on page 5.

Install the App in 4 easy steps!



The free Audiri school app offers parents a convenient way to stay up-to-date with the school calendar, last-minute forms, newsletters, all school communications, and even make cashless payments. With Audiri, you can get started in just a few minutes by following these simple steps:

- 1.** Open the Apple App Store or the Google Play Store and search for 'Audiri'. Install the app.
- 2.** Create an account and follow the prompts. Click 'Sign up'. Enter your email address, create a password and click on 'Sign up'. A confirmation email will be sent to confirm your account. Open the confirmation email and confirm your account.
- 3.** Open the app, and click 'Add/Remove'. Type your school's name and press enter.
- 4.** Tap the + icon to add. Now you can see your school, under My Schools & Services.



Search Audiri in the app store



audiri.com.au





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'





masterpass

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 to change
the date you
are ordering for

Tap to change
the child you are
ordering for

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

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

The Canteen is available 5 days a week. All lunch orders must be ordered through the QkR! app by 9am daily. The Canteen is also open at recess and lunch for students to purchase snacks.

Eating Lunches: Students eat their lunches from 12:35pm - 12:45pm with the supervision of their class teacher.

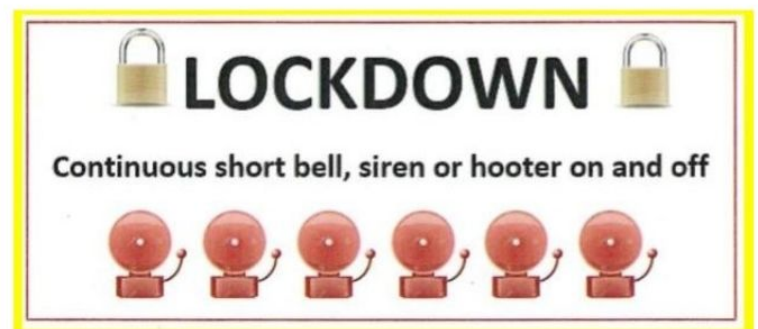
Dogs:

The school has a 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 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.



First Aid

Students who are treated in the First Aid room and return to the class will receive a note to inform parents/caregivers of the incident and the treatment provided. If a student suffers a significant head bump to their head, parents/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.

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 given. A Health Care Plan from the doctor, dated and with clear instructions and a permission for staff to administer (Medication Agreement form) 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 eg 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.

Illness at School

If your child is unwell during the night or morning we ask that you keep them home until they fully recover. 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 disease 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 directors.

Parents/caregivers will be informed via Audiri (Skoolbag), SeeSaw, Newsletters, parent letters and the website.

Personal devices

At school, students are permitted to bring personal devices to school.

- As a measure to ensure their safety while travelling to and from school
- so that parents can contact them outside of school hours
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools to keep personal devices 'off and away' between the start and end of each school day, and while they are attending school activities off-site, such as camps and excursions.

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

Storage of personal devices at school

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

Students from reception to Year 6 with personal devices deposit them at the office each morning.

Students then sign out their devices at the end of the day. Devices are not to be stored in bags.

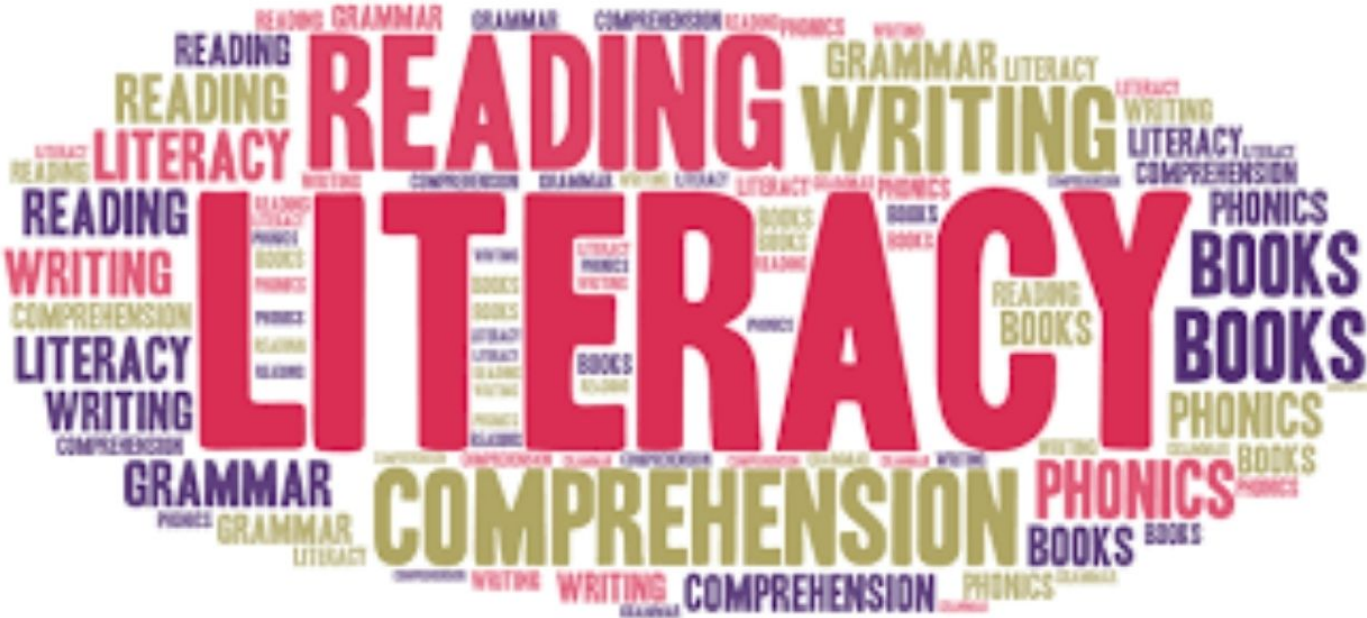
It is possible for parents to apply for exemption to the above in cases where a student's health is monitored via a personal device such as a smartwatch.

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.asutrialiancurriculum.edu.au>

Reading Improvement - Literacy:

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. Further information can be sourced from your classroom teacher.



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 food 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 products being brought into the classroom the identified child will be sent to the front office to eat their lunch.
- 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, museli 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.

Upon enrolment a \$20 payment will be paid by parents enrolling their children into OSHC which will put their account in credit and cover the costs of OSHC fees while a direct debit form is set up to allow OSHC fees to be debited directly from parent's bank accounts on a weekly basis. Fees will only be debited when parents owe OSHC fees. All family accounts will need to remain in credit to continue to use the OSHC program. Burton Primary School OSHC does not provide care for kindergarten children. Children starting Reception in term 1 of each year can access OSHC from the January holidays.

OSHC Enrolment link

<https://burtonr7.hubworks.com.au/>

Bookings and Cancellations

Bookings for before and after school care can be made by emailing oshc.burton869@schools.sa.edu.au calling/sending an SMS to 0488 200 207. All bookings for the following week are required to be notified by the previous Friday morning.

Casual bookings can be made on the day as long as we have spaces available, as we are legally required to keep within our mandated ratios.

Cancellations of bookings for care throughout the term must be made by emailing or sending an SMS. All cancellations for permanent care are required by the previous week.

Vacation Care (OSHC)

Vacation Care bookings will become available two weeks previous to the school holiday period starting. Bookings for vacation care are made through the HubHello Australia app <https://burtonr7.hubworks.com.au/> or website <https://burtonps.sa.edu.au>

Cancellations for vacation care are required by the Friday of the last day of term. Any cancellations through the vacation care period will still be charged.

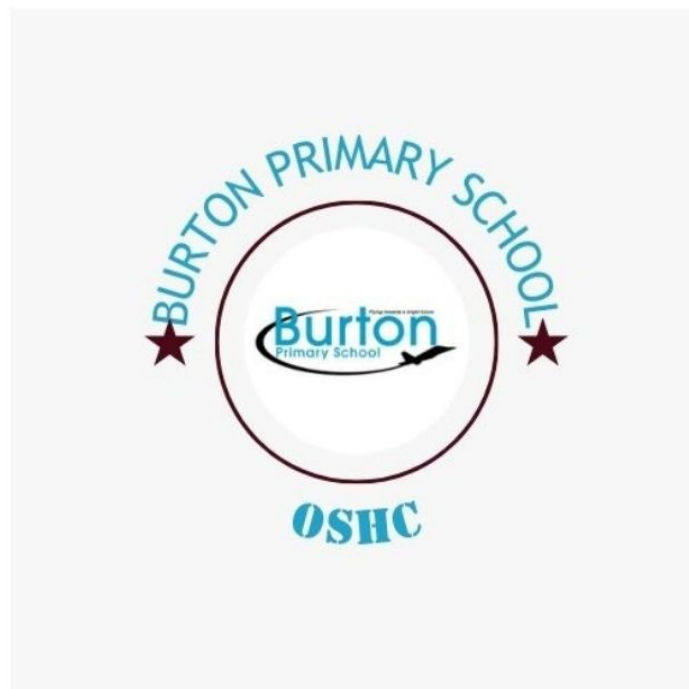
Hours of Operation, Fees & Payment Options

Before School Care	6.30am – 8.30am	\$18.00
After School Care	3.05pm – 6.00pm	\$25.00
Early Finish	2.05pm – 6.00pm	\$27.00
Vacation Care	6.30am – 6.00pm	\$66.00
Pupil Free Day	6.30am – 6.00pm	\$66.00

Closed on Public Holidays

Closed for 2 weeks over the Christmas period

Child Care Subsidy (CCS): For further information please contact Centrelink on 13 61 50 or visit Mygov. Once enrolled at the service log into MyGov to confirm your child is attending Burton Primary School OSHC.



Payments are now available through Qkr! app.

OSHC invoices are sent weekly and can be paid via Direct Deposit, QKR, Ezidebit and Cash. Cash payments can be taken by the OSHC educators, but electronic payments are preferred.



OSHC FEES NOW AVAILABLE THROUGH THE QKR! APP



DOWNLOAD THE APP TODAY



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. The driver must remain in their 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 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.



Common Traffic Signs

The City of Salisbury has implemented a comprehensive traffic management and parking scheme in the streets surrounding your child's school to help make it a safe place.

Going against the road rules places not only your child's life at risk, but those of others. Tragedies can occur if care is not taken to abide by these rules. Below are some explanations of signs that are placed around schools to ensure your child stays safe.

- **No Parking Signs**
Drop off and pick up only. You must not queue or wait here. The driver must remain with the vehicle.
- **No Parking Signs**
The same rules apply as the previous 'No Parking' sign, however, the rules only apply during the times and days shown on the sign.
- **No Stopping Signs**
You must not stop in a 'No Stopping' area at anytime. Drop off and pick up is not allowed even for the briefest
- **Yellow Kerb Lines**
An unbroken yellow kerb line is a no stopping line and therefore the same rules apply as for a 'No Stopping' sign.
- **Bus Zone Signs**
You must not stop within a bus zone at any time. This zone is only available to public buses.
- **Obstruct Driveways**
A vehicle must not obstruct an entrance way or crossing point to a property, even if it is your own.

Reserves, Footpaths & Verges
It is an offence to drive or park on a reserve, footpath or dividing strip and could cause an accident, injure a pedestrian or damage property.

What is *Learning for Life*?



everyone's family

Learning for Life provides families with opportunities to increase their children's success at school. The *Learning for Life* program helps each child to reach their potential by supporting their education from primary through to post-school studies.

Learning for Life provides:

Support from a *Learning for Life* team member who can help your child improve their attendance, change smoothly from primary to high school and give you information on services available

Access to **educational programs** that can further support your children

Financial support to help with costs related to education such as books, uniforms and excursions



Am I eligible for *Learning for Life*?

To be eligible, you must:

- ✓ Have a child/ children in Kindergarten/ Prep/ Reception to Year 6, who attend a school that we work with
- ✓ Have a current Health Care or Pension Concession Card
- ✓ Demonstrate a strong commitment to education through regular school attendance



What else do I need to know?

Learning for Life is a partnership between your family and The Smith Family.

As a parent/guardian or caregiver, you will be committing to:

- Your children attending school regularly
- Providing a school report yearly for each child
- Returning a yearly progress report for each child
- Maintaining contact with The Smith Family



How do I apply for *Learning for Life*?

If you meet all of the above criteria and would like to apply for the *Learning for Life* program, please complete the referral form provided and return to your school.

For further information, please contact the Family Partnership Coordinator:

Sarah Breuker

0479 175 115

Or visit our office at Burton Primary School in the Hive on Thursdays 8:30am- 4pm

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 closely together, however it is important to know that the two sites are zoned differently, this 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



BURTON



Park Preschool

Learning and Growing Together

Governing Council

Governing Council comprises of a group of parents and staff who meet twice a term to discuss important school issues and make decision 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 an issue 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 of the Committees, please contact the Chairperson of the Governing Council.

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

- Three way conversations between teacher/parent/student in Terms 1. (interviews with interpreters where needed)
- Term 3 interviews (at Parent/caregiver or teacher request)
- Written reports twice per year in Terms 2 and 4.

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 child read on a daily basis and practice learning high frequency 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.

Swimming and Aquatics

Once a year, students from reception to Year 5 are involved in a swimming program. Everyday for a week students are involved in a 45 minute session for Junior Primary Students and a 90 minutes session for Primary Students.

Year 6 students attend a one day Aquatics session at West Lakes where they 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.



Lost Property

Lost property can now be found within The Hive. Please check regularly as lost items are donated to charities at the end of each term. Please ensure that your child's clothing, lunchboxes, drink container 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 year. This charge is decided by Governing Council each year. Parents are informed of the following year's charges in Term 4.

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 or 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 3 when paying by instalments. Your early payment goes towards ensuring that your child has access to and utilise resources, sport 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 1 each year.

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

Students late and early departures - Signing in and signing out

If your child arrives late to school, they are required to come to the front office and let staff know that they have arrived. They then go to their classroom with a 'late slip'. 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 slip' or the child will be called to the office for you to collect. (If the person collecting the student is not on the Emergency Contacts then you will need to notify the school prior to collection).

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 Year 6 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 priorities, much emphasis is placed on health and physical activities. A range of physical events and special days such as Sports Day and SAPSASA events are organised throughout the year.



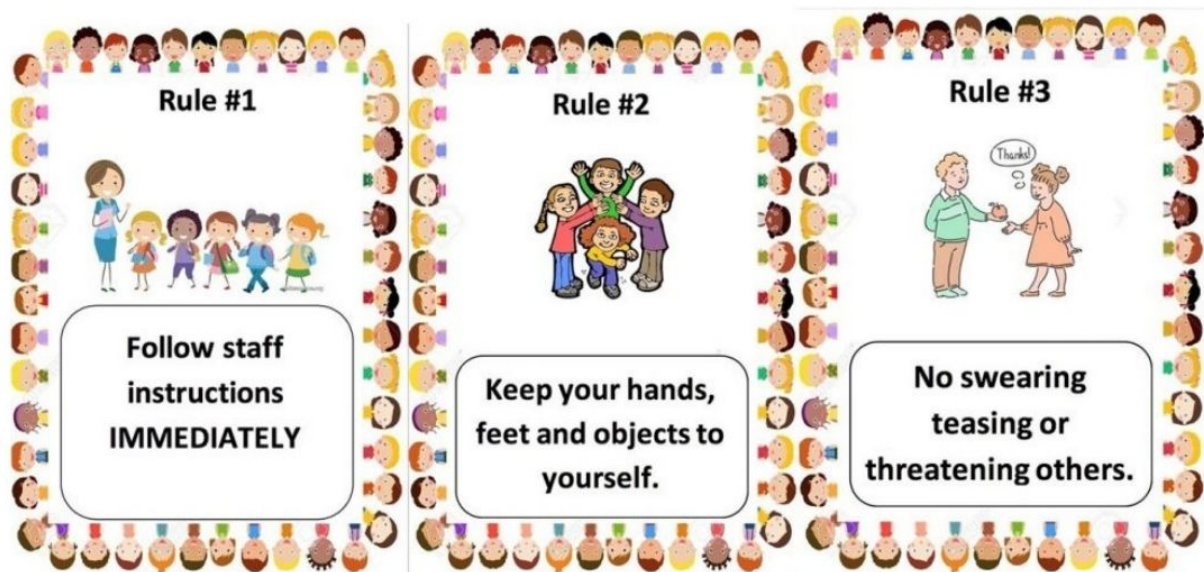
Student Management

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 not hesitate 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 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 have input into decisions that affect them. Students adopt a leadership role where they represent their class at regular meetings. Examples of committees operational at Burton are:
Peer Mediators/ Little Leaders/ Sports / Environmental/ School Improvement.



Transition

Importance is placed on the transition from Preschool to school and from Year 6 to High School. While attending Burton Park Preschool, children will have the opportunity to visit on a number of occasions before beginning their school years. Similarly Year 6 students have the opportunity to visit local High schools. Personal letters are sent to families outlining transition visit details.

All students wanting to enrol at Burton Primary School will need to complete a registration of interest form before Enrolment. This is available from the school office.



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 Burton Primary School Uniform Policy rests with the Governing Council.

Awareness of, and sensitivity to, students in financially disadvantaged situations have been taken into consideration in relation to the Burton Primary School Uniform Policy. Our uniform offers affordable clothing for all students. It is flexible, based around the school's colours of burgundy, teal and black.

Clothing

The colours of the uniform are burgundy/teal (Rec-Year 5) with black/teal introduced for Year 6 senior students. The uniform consists of:

- Plain black, burgundy or navy bottoms (shorts, track pants, long pants, cargo style pants, skorts, skirts).
- Burgundy/teal school polo t-shirts {or plain burgundy or black polo t-shirts, short or long-sleeved)
- Burgundy school jumper or burgundy school boss top (or plain burgundy jumper)
- Year 6 students have the option of purchasing a specially printed black and teal boss top {year and names) and/or a black and teal senior top (no year and names).
- Burgundy check dress

The following items are not permitted:

- Hoodies, tank tops, singlets, see-through garments, midriff tops, thongs, open-toed sandals, high heels.
- Short shorts are not permitted. (Shorts, dresses, skirts must be mid-thigh length.)
- There is to be no visible branding, except for the school logo, on any part of the uniform.



Burton Primary School Uniform

Opening Hours during term : (hours may vary during school holidays)

Monday: 8:30am - 12:30pm

Tuesday: CLOSED

Wednesday: 8:30am - 12:30pm

Thursday: CLOSED

Friday: 8:30am - 12:30pm

Saturday: Sundays & Public Holidays: CLOSED

www.belgraviaapparel.schools.com



Jewellery

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. For PE lessons, children should wear sports shoes.

Makeup & Hair

Make up and brightly coloured nail polish are not considered appropriate for primary age children at school.

Labeling

Label all items of clothing on the inside for easy return of lost items.

Sun Smart Policy

In accordance with the school's SunSmart Policy, all students are required to wear hats that protect their face, neck and ears e.g. the standard uniform bucket hat, whenever they are outside. Baseball or peak caps are not acceptable. Students will be reminded prior to recess & lunch breaks to wear a hat.

Casual Days, Camps and Sports Days

For casual days, camps and Sports Days, SunSmart, jewellery and footwear dress code applies.

Uniforms can be purchased online via the Belgravia Apparel website:

<https://www.belgraviaapparel.schools.com/collections/burton-primary-school>

Responsibility

- **Parents/carers**

- Parents/carers are expected to supply a suitable hat and clothing for their child's use in school activities. Issues of financial hardship can be discussed with the Principal.
- Parents/carers/carers are expected to notify the school, either in person or in writing, if their child is unable to wear the correct uniform.

- **School**

- If a student is not wearing the correct uniform:

- Parents/carers will receive a Seesaw reminder from the class teacher (first instance).
- Parents/carers will receive a letter from the school to be signed and returned (second instance)
- Meeting with parents/Principal (third instance)

If a student is out of uniform after these actions have been taken, consequences could include:

- Student provided uniform to change into.
- Application for exemption.

- **Exemption**

- DfE Policy states that Principals may exempt students from the Dress Code Policy upon written request from the parents/carers, on the following grounds:

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

- **Relevant Procedures/ Working Documents/ Publications**

- Governing Council Review notes- meeting held August 2022
- QKR ordering (current 2022 process)
- 2023 Ordering process (online through Belgravia)



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's 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 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 the school. Volunteers will be given full training and support, they will be required 8:30am - 1:15pm.
- Classroom involvement - In classroom activities like reading, cooking etc. can be discussed with your child's teacher.
- Fundraising events - such as Mother's day and Father's day stalls.
- Library - returning, shelving and covering texts.

Visitor Badge/Register

All visitors 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 worn at all times. Parents assisting in or visiting classrooms are required to sign in and out.

