



2024

PARENT HANDBOOK



SCHOOL CONTACT DETAILS

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Government of South Australia
Department for Education

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PRINCIPALS WELCOME



Welcome to Eudunda Area School.

When we enrol the child, we enrol the family!

Our mission is to work in close partnership with families to provide the highest quality education and care. At Eudunda Area School we provide a safe, supportive and inclusive learning environment, where we strive to foster a positive and productive mindset through our School values of **Commitment, Understanding, Respect, Integrity, Responsibility and Friendship.**

From Foundation to Year 12, our holistic approach to education ensures that every aspect of a student's development is nurtured. Our comprehensive curriculum is designed to empower students with the knowledge, skills and values they need to thrive in an ever-changing world. We offer a wide range of subjects and programs to cater

to diverse interests and learning styles, allowing every student to explore their potential and discover their strengths.

At Eudunda Area School, we recognise that education is not just about academic achievement. We provide a range of co-curricular activities, clubs and community engagement opportunities to enrich the student experience beyond the classroom. These activities promote personal growth, leadership skills and a sense of community and belonging.

We believe that education is a partnership between the school, students and families. We encourage open communication and active involvement from parents and guardians in their child's education. Through regular communication we aim to foster a strong collaboration that will enhance each student's educational experience.

We are excited to embark on this journey with you and your family. Together, we will inspire, challenge and empower every student to reach their full potential.

Anna Roebuck

Principal



Staff

| | | |
|--------------------------------------|--|--|
| Principal | Anna Roebuck | Anna.Roebuck941@schools.sa.edu.au |
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| School Support Staff | Andrea Mosey Calley O'Brien Chris Woidt Demi Schulz Janice Henderson Jordan Steele-Menadue Harry Wuttke Lee Huynh Rhiannon Calley Shannon Griffiths Tahlia Wendt | |
| Library Staff | Sandy Smith | |
| Grounds Staff | Damien Cameron Dean Handke | |

2024 School Terms

Term 1

29th January to 12th April

Term 2

29th April to 5th July

Term 3

22nd July to 27th September

Term 4

14th October to 13th December

ATSI Programs

Eudunda Area School values and respects the Ngadjuri people as the traditional indigenous custodians and acknowledge that their spiritual beliefs and cultural connections to this country are as important today, as they were in the past. Eudunda Area School celebrates a number of special dates to First Nation people throughout the year. We celebrate National Reconciliation Week, National Sorry Day and NAIDOC Week. We involve our community, elders and families to participate in the events that are held at Eudunda Area School. Our First Nation students, parents and families receive support by the Aboriginal Support Team which consists of EAS Leadership team and Wendy Nobel who is the Aboriginal Educator Officer.

Bicycles/Scooters

Students' bicycles must be left in the bicycle racks on the lawn by the bus bay and scooters must be left in the rack by the Front Office. Bicycles and scooters are not to be ridden in the school grounds.

Breakfast Club

Our Pastoral Care Worker coordinates our Breakfast club which is run every Wednesday for all students at the Outdoor Kitchen. It is a program that provides students with a nutritious meal before the start of the school day. It ensures that all students have access to a healthy breakfast, promoting physical and cognitive development. This club offer a variety of nutritious food options in a welcoming environment, encouraging social interaction and fostering a sense of community.



Buses

The school is serviced by 1 Education Department bus and 5 privately contracted buses. Parents who drive their children further than 5 km to catch a school bus may be eligible for a travel allowance. Application forms are available at the school.

BYOD

Eudunda Area School has recently included BYOD for Year 7 – 12 students. This involves bringing a home laptop and having it connected to the network so it is able to be used for school work.

Class Dojo

In the primary, class teachers use Class Dojo as a form of communication to keep parents/caregivers up to date with what is happening in classrooms. Teachers and parents can message each other, teachers can post important information and share students' learning via the portfolio. Parents can access Dojo by downloading the Apple or Android app or via the Class Dojo website.

Community Library

The Eudunda & Robertstown Library opened in 1980 as a School Community library and is situated within the main Administration building at Eudunda Area School. A small depot is also located at the Robertstown Tele-Centre.

Since 2014 the Library has been part of the SA Public Libraries One Card Network. The One Card Network allows access to Public Libraries across South Australia with millions of books, DVDs, CDs and magazines available to patrons. Items can be reserved in the Library or download the Libraries SA App, enter your card details and order. Holds will be sent to the Library ready for your collection. From this App you can place holds, store your card details, manage your checkouts and more. "Come and play games" is available on Wednesday from 3:30pm to 6:00pm.

Opening Hours

Monday, Tuesday, Thursday & Friday 9:00am – 5:00pm

Wednesday 10:00am – 6:00pm.

School Holiday Hours

Monday – Closed

Tuesday, Thursday & Friday 10:00am – 12:00pm, 1:00pm – 5:00pm

Wednesday 10:00am – 12:00pm, 1:00pm – 6:00pm

Counsellor

Our School Counsellor works two days a week and the role is essential in providing comprehensive support to students. They act as a trusted resource, offering guidance and counselling to address academic, career and personal/social challenges. By working individually or in groups, they help students navigate difficulties and develop essential skills for success. Our School Counsellor collaborates with teachers and parents to support students' academic progress and well-being. They provide intervention and prevention programs to address issues like bullying, substance abuse, and mental health concerns. Additionally, they advocate for students' needs, offer parenting guidance and collaborate with other professionals to ensure comprehensive support.

Curriculum

At Eudunda Area School teachers will teach students in Foundation to Year 10 Version 9 of the Australian Curriculum. The Australian Curriculum is designed to help all young Australians to become successful learners, confident and creative individuals, and active and informed citizens. Presented as a developmental sequence of learning from Foundation - Year 10, the Australian Curriculum describes to teachers, parents, students and others in the wider community what is to be taught and the quality of learning expected of young people as they progress through school.

Data Collection

Big Ideas in Number (BIN)

Primary students participate in streamed Big Ideas in Number lessons twice per week. The Big Ideas in Number is a framework of 6 numeracy concepts providing the foundation for developing number sense. Number sense is fundamental to mathematical learning. The Big Ideas in Number support the development of number sense focusing on the number and algebra strand in the Australian Curriculum. Students are tested at the end of Term 2 & 4 using the diagnostic tests.

ORF (DIBELS)

The Oral Reading Fluency (ORF) Assessment measures a student's ability to read accurately at a suitable pace. It is the recommended reading fluency assessment for Year 2 students and is part of sequenced early reading assessments to monitor reception to Year 2 students' phonological awareness, phonics and fluency. Year 1 teachers and Year 3 to 6 teachers can also implement ORF assessment with students.

NAPLAN

Students in Years 3, 5, 7 & 9 will participate in four NAPLAN tests over a two week period in Term 1. The tests consist of Writing, Numeracy, Conventions of Language and Reading.

Phonics Screening Check

The phonics screening check is administered individually to students in Year 1 in Term 3 each year. The test is made up of 40 words with a combination pseudo-words and real words. Pseudo-words are the best way to check if your students can sound out and blend common combinations of letters and sounds in English.

PAT

The Progressive Achievement Tests (PAT) are online reading comprehension and maths assessments aligned to the Australian Curriculum for students in Year 1 to Year 10. The tests are administered once a year and provide teachers with information about the learning strengths and needs of their students.

Daymap

Daymap is a web-based system which integrates very closely with attendance administration, daily timetable and curriculum. Daymap is accessible by teachers and students both on school computers and online from outside school. Parents can also gain access online via the Daymap Connect Parent Portal.

Attendance

Teachers mark the rolls for each subject lesson. This information is stored in the Daymap database and can be viewed and verified by staff, students and parents. A key feature is the ability for parents to check their child's attendance for each lesson by accessing the parent portal during the school day.

Student Learning

Teachers post assignments, resources, due dates etc. on Daymap, which can be accessed by students and parents, assisting with the learning progress and assignment completion by due date.

Instructions to access Daymap as a parent

To access Daymap as a parent you will need your email associated with the school, then you will need your child's student ID number. This is a security feature that means only the email address you have associated with the school can view the child's Daymap information.



To register on Daymap please follow these instructions:

1. Have your Email Address and Mobile updated with the school
2. Go to the Daymap Connect Site <https://eudundaas.daymap.net/daymapconnect>
3. Click 'Can't access your account?'
4. Enter the email address we have associated with you or your partner.
5. Enter the student code of your child, this is found on their student ID or you can contact the school and receive it.
6. An email will be sent to your email confirming your details and then you will be able to log into daymap using the above link.

Diaries

Primary students have a diary which is used to communicate between teachers and parents. Secondary students will be using a digital diary/calendar. Secondary students can have a hard copy diary by request. Diaries are used to record homework, confirm reasons for absences from school and to pass other routine messages between home and school. Parents are urged to strongly encourage their children to make proper and responsible use of their diary. The diary is an important communication device and should be checked by parents, at least once a week, so that homework and be monitored and also any notes from the school can be read.

Drop Off/Pick Up

Parents can park at the front and side of the school to drop off and pick up students. Students can also be dropped off and picked up in the new kiss and drop zone at the entrance to the school.



EASpresso

Opening Hours – Monday – Friday at recess time

Hot drink pre-orders required by 10:25am

| | |
|-------------------|-----|
| Hot Chocolate | \$2 |
| Latte | \$3 |
| Cappuccino | \$3 |
| Chai Latte | \$3 |
| Long Black | \$3 |
| Iced Coffee | \$3 |
| Biscuits & Slices | \$2 |

Lactose free milk available
Disposable cup an extra 50c

Tuesdays – Ham & Cheese or Cheese Toasted Sandwich \$3 (Gluten Free Available)

Thursdays – Ham & Cheese Croissant \$3

- Fill in the pre-order form for hot drinks at the Front Office (coffee for staff and senior students only)
- Place a **name labelled** reusable cup in the box
- Head to the café at Recess to pick up your order
- All foods can be bought at the café, no pre-order required
- Pay when you pick up your hot drink
- Loyalty cards may be used then

Enrolment

Pre-School to Foundation

The school and pre-school have a 'Transition Plan' for students about to begin school. This includes Pre-School and Foundation class visits, school tours, morning teas and information sessions. Transition visits are held over a 5 week period from half days to full days.

Enrolment packages are presented at the information session for parents and caregivers to complete before their child begins school.

Transfers

Parents of students entering our school from other schools must arrange an interview with the Primary/Secondary Assistant Principal to organise enrolments.

Transition – Year 7 Students

Two transition days are held in Term 4 for Year 6 students from Eudunda Area School and surrounding district schools. An information session and BBQ is held on the evening.

Extra Curriculum

Eudunda Area School offers a variety of extra curriculum activities. For more information, please refer to the EAS website for more details.

Governing Council

The Governing Council consists of representatives of parents, teachers, students and community representatives with the majority of members being parents. The object of the council is to involve the school community in the governance of the school to strengthen and support public education in the community.

Hats

As EAS is a Sun Smart school, students need to wear wide-brimmed/bucket hats in terms 1 & 4 for all outdoor activities and break times.

Health & Medication

Anaphylaxis & Asthma

Parents/caregivers of children who suffer from anaphylaxis and/or asthma need to provide a Health Care Plan for their child's management which has been completed by their Doctor. It should be noted that this is a legal requirement of DfE.

Medication

Our procedures are for the protection of all children and staff. All medication bought to the school is to be kept in the locked medication cupboard in the Front Office.

When sending medication to school, parents must supply is in packaging that has the prescription label on it, stating:

- Full name
- Name of Medication
- Dosage – when and how much
- Expiry Date

Any other medication, i.e. those that are not prescribed by a Doctor e.g. Panadol, cannot be kept at the school. Parents/caregivers are required to come to school to administer non-prescribed medication themselves.

Helpline Numbers

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|---|--------------|
| Emergency – Police, Ambulance, Fire Bridge | 000 |
| Mobile with no network coverage | 112 |
| Kids Help Line (5-25yrs) www.kidshelp.com.au | 1800 551 800 |
| Lifeline www.lifeline.org.au | 13 11 14 |
| Poison's Information Centre | 13 11 26 |
| Domestic Violence Help Line | 1800 800 098 |
| SA Mental Health Assessment & Crisis Intervention Services (ACIS)..... | 13 14 65 |
| Healthdirect Australia | 1800 022 222 |
| MensLine Australia | 1300 789 978 |
| Alcohol & Drug Information Services | 1300 131 340 |

House Competitions

There are two Houses – Dunstan (**red**) and Light (**blue**). They compete at our annual Swimming Carnival and Sports Day.

Students are allocated to a House when they first enrol and usually stay with that House for the whole of their schooling. Students from the same family are placed in the same House.

Immunisations

Students in Years 7, 8 & 10 are eligible for immunisations at Eudunda Area School through the National Immunisation Program. The School Immunisation Nurse from Gawler Hospital will attend the school to administer the vaccinations.

Inclement Weather

On days of extreme weather, the well-being of students and staff is paramount in such extreme conditions. Modifications to the school curriculum/outdoor activities will be put in place when there is wet weather and temperatures above 38°C.

Infectious Diseases

Exclusion from childcare, preschool, school and work

Last updated 28 January 2021

The spread of certain infectious diseases can be reduced by excluding a person, known to be infectious, from contact with others who are at risk of catching the infection.

The following are recommended minimum periods of exclusion from school, preschool and childcare centres for cases of, and contact with, infectious diseases, based on guidelines issued by the National Health and Medical Research Council in 2005 and the online Australian Immunisation Handbook.

These guidelines can also be applied to the general community and most workplaces. A childcare worker with gastroenteritis (also known as 'gastro': inflammation of the intestinal (bowels), should not return to work for at least 24 hours after vomiting or diarrhoea have stopped. If the childcare worker handles food in the child care setting, this exclusion period should be 48 hours.

Exclusion Periods

The need for exclusion depends on:

- > the ease with which the infection can be spread
- > the ability of the infected person to follow hygiene precautions
- > whether or not the person has some immunity to the infection (either vaccination or past infection)
- > to a lesser extent, the severity of the disease.

Definitions

Exclusion periods are based on the time that a person with a specific disease or condition might be infectious to others.

Non-exclusion means there is not a significant risk of transmitting infection to others. A person who is not excluded may still need to remain at home because he or she does not feel well.

A **contact** is any person who has been close enough to an infected person to be at risk of having acquired the infection from that person.

| Disease or condition | Exclusion of case | Exclusion of contact |
|---|---|---|
| Amoebiasis (<i>Entamoeba histolytica</i>) | Exclude until no diarrhoea for 24 hours. | Not excluded |
| Campylobacter infection | Exclude until no diarrhoea for at least 24 hours. | Not excluded |
| Candidiasis | See thrush | |
| Chickenpox | Exclude until all blisters have dried (usually 5 days) | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded. |
| Cytomegalovirus (CMV) | Exclusion is not necessary | Not excluded |
| Cold sores (herpes simplex type 1, fever blisters) | Young children and others unable to comply with good hygiene practices should be excluded while lesion is weeping. Lesions should be covered by a dressing where possible. | Not excluded |
| Common cold | Exclude until well, and COVID-19 test is negative | Not excluded |
| Conjunctivitis | Exclude until discharge from eyes has stopped (unless a doctor has diagnosed non-infectious conjunctivitis). | Not excluded |
| Coronavirus 2019 (COVID-19) | Exclude until advised by public health authorities. | Exclude close contacts until advised by public health authorities. |
| Cryptosporidium infection | Exclude until no diarrhoea for 24 hours. | Not excluded |
| Diarrhoea (no organism identified) | Exclude until no diarrhoea for 24 hours. | Not excluded |
| Diphtheria | Exclude until medical certificate of recovery from SA Health's Communicable Disease Control Branch is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the second, at least the next 48 hours. | Exclude contacts living in the same house until cleared by SA Health's Communicable Disease Control Branch |
| Food poisoning | Exclude until well – no vomiting or diarrhoea for 24 hours. | Not excluded |

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| Giardia infection | Exclude until no diarrhoea for at least 24 hours. | Not excluded |
| Glandular fever (infectious mononucleosis, EBV or Epstein-Barr virus infection) | Exclusion is not necessary. | Not excluded |
| Hand, foot and mouth disease | Exclude until all blisters dry. | Not excluded |
| Haemophilus influenzae type b (Hib infection) | Exclude until person has received appropriate antibiotic treatment for at least 4 days. | Not excluded |
| Head lice (pediculosis) | Exclude until appropriate treatment has commenced. | Not excluded |
| Hepatitis A | Exclude until medical certificate of recovery is received, and until at least 7 days after the onset of jaundice or illness. | Not excluded |
| Hepatitis B | Exclusion is not necessary. | Not excluded |
| Hepatitis C | Exclusion is not necessary. | Not excluded |
| Hepatitis D | Exclusion is not necessary. | Not excluded |
| Hepatitis E | Exclude for 2 weeks after illness onset, or if jaundice (yellow eyes or skin) occurs, for 7 days after the onset of jaundice. | Not excluded |
| Herpes simplex infection type 1 | See cold sores | |
| Human immunodeficiency virus (HIV) infection | Exclusion is not necessary. If the person is severely immune suppressed he or she will be vulnerable to other people's infections. | Not excluded |
| Hydatid disease | Exclusion is not necessary. | Not excluded |
| Impetigo | See school sores | |
| Influenza and influenza-like illnesses | Exclude until well (at least 5 days for adults and 7-10 days for children). | Not excluded |
| Legionnaires' disease | Exclusion is not necessary | Not excluded |
| Leprosy | Exclude until clearance has been given by an infectious diseases physician, dermatologist or SA Health Communication Disease Control Branch doctor. | Not excluded |
| Measles | Exclude until 4 days after the onset of the rash. | Immunised and immune contacts are not excluded. Non- immunised contacts are excluded from childcare until 14 days after rash |

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| | | onset in the last case in the in the facility, unless given vaccine (within 72 hours of first exposure) or Normal Human Immunoglobulin (within 144 hours of first exposure). All immune suppressed children should be excluded until 14 days after rash onset in the last case in the facility. |
| Meningitis (bacterial) | Exclude until well and has received appropriate antibiotics. | Not excluded |
| Meningitis (viral) | Exclude until well. | Not excluded |
| Meningococcal infection | Exclude until appropriate antibiotic treatment completed and until well. | Not excluded |
| Molluscum contagiosum | Exclusion is not necessary. | Not excluded |
| Methicillin resistant Staphylococcus aureus (MRSA) skin infection | Exclusion is not necessary unless infected skin lesions on exposed surfaces cannot be completely covered with a dressing. | Not excluded |
| Mumps | Exclude for 5 days after onset of swelling. | Not excluded |
| Norovirus | Exclude until no vomiting or diarrhoea for 48 hours. | Not excluded |
| Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome) | Exclusion is not necessary. | Not excluded, but people who are anaemic, immune suppressed, or pregnant should be informed of possible risk of getting infection. |
| Pertussis | See whooping cough | Not excluded |
| Respiratory syncytial virus (RSV) infection | Exclusion is not necessary. | Not excluded |
| Ringworm/tinea | Exclude until the day after appropriate treatment has commenced. | Not excluded |
| Ross River virus | Exclusion is not necessary. | Not excluded |
| Rotavirus infection | Exclude until no diarrhoea for at least 24 hours. | Not excluded |
| Rubella (German measles) | Exclude until fully recovered or for at least 4 days after the onset of the rash. | Not excluded |
| Salmonella infection | Exclude until no diarrhoea for at least 24 hours. | Not excluded |
| Scabies | Exclude until the day after appropriate treatment has commenced. | Not excluded |
| Scarlet fever | See streptococcal sore throat | |

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| School sores (impetigo) | Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing. | Not excluded |
| Shigella infection | Exclude until no diarrhoea for 24 hours | Not excluded |
| Shingles | Exclude until blisters have dried up unless rash can be covered with a dry dressing or clothing so others are not exposed. | Not excluded |
| Streptococcal sore throat (including scarlet fever) | Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and feels well. | Not excluded |
| Thrush (candidiasis) | Exclusion is not necessary. | Not excluded |
| Toxoplasmosis | Exclusion is not necessary. | Not excluded |
| Tuberculosis | Exclude until medical certificate is produced from SA Tuberculosis Service of SA Health. | Not excluded |
| Typhoid, paratyphoid | Exclude until clearance has been given by a doctor or SA Health's Communicable Disease Control Branch | Not excluded unless considered by SA Health's Communicable Disease Control Branch |
| Varicella-zoster | See chickenpox or shingles | |
| Viral gastroenteritis (viral diarrhoea) | Exclude until no diarrhoea for at least 24 hours. If the gastroenteritis is known or suspected to be caused by norovirus, then exclusion period is 48 hours | |
| Warts (common, flat and plantar) | Exclusion is not necessary. | |
| Whooping cough | Exclude from childcare, school or workplace and similar settings until 5 days after starting antibiotic treatment, or for 21 days from the start of any cough. | For exclusions of contacts in a childcare setting, seek advice from SA Health's Communicable Disease Control Branch . Usually, childcare contacts (in the same childcare group or room) and household contacts of the case who are under 6 months of aged and have received less than 3 doses of pertussis containing vaccine should be excluded from childcare for 14 days from the first exposure to the infectious case, unless he or she has completed 5 |

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| | | days of recommended antibiotic treatment, after which he or she may return to childcare. |
| Worms | If diarrhoea present, exclude until no diarrhoea for 24 hours. | Not excluded |

For more information

Communicable Disease Control Branch
Department for Health and Wellbeing
Email: HealthCommunicableDiseases@sa.gov.au

Telephone: 1300 232 272

www.sahealth.sa.gov.au/youvegotwhat

OFFICIAL

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Late Arrival/Early Departure

Students who arrive after 8:50am must report to the Front Office to sign in and if departing prior to 3:15pm must be signed out at the office. Students can not leave the site without permission from parents/caregivers. Students must show the Front Office staff the note to leave prior to signing out. Alternatively, parents can call the school to inform the Front Office staff of your departure. Parents may also physically come in to the office to sign their child out.

Leaving School Grounds

For safety reasons, children are not permitted to leave the grounds during school hours without permission. It is highly desirable that parents/caregivers collect students if they have to leave early. If a parent/caregiver needs to take their child out of school, students are required to sign out via the touch screen in the Front Office. Office staff can help students/parents/caregivers with this.

Lockers

All secondary students are allocated a locker at their home group. Combination locks are available from the school. Home group teachers will record student combination codes at the start of the year, where a student forgets the combination the home group teacher will be able to assist. The school has a skeleton key which can be used as the last case scenario.



Lost Property

Lost property is kept in a cupboard at the entrance to the library. If your child has lost something, please check this cupboard, as many things are left unclaimed.

Lunch Orders

There is no canteen facility at Eudunda Area School, however students are able to order their lunch from the Eudunda Bakery each day. Parents are requested to use lunch bags (available from the Front Office) to order their child's lunch. Please write the students name, class and order on a lunch bag (one for each food item) and enclose the money.

Lunch Order Price List

Eudunda Bakery

AVAILABLE EVERY DAY OF THE WEEK
ALL ORDERS TO BE WRITTEN ON A LUNCH BAG - ONE ITEM PER BAG PLEASE

Hot Foods

| | |
|-------------------------------|--------|
| Snack Pizza | \$3.50 |
| Meat Pie | \$5.00 |
| Potato Pie | \$6.00 |
| Chicken pie | \$6.00 |
| Chunky Steak pie | \$6.00 |
| Ned Kelly pie | \$6.00 |
| Regular Pasty | \$5.00 |
| Vegetarian pasty | \$5.00 |
| Cornish pasty | \$6.00 |
| Sausage Roll | \$4.00 |
| Quiche | \$5.50 |
| Ham & Cheese Croissant | \$6.95 |
| Hot dog with sauce or mustard | \$5.50 |
| Hot chicken Roll | \$6.50 |
| Sauce | \$0.30 |

Cakes & Buns

| | |
|-------------------|--------|
| Kitchener | \$4.00 |
| Vanilla Slice | \$4.00 |
| Finger Bun | \$4.00 |
| Donut sugar small | \$2.50 |
| Donut iced small | \$3.00 |
| Donut sugar large | \$3.50 |
| Donut iced large | \$3.50 |
| Custard Tart | \$4.00 |

Cold Food

| | |
|-----------------------------------|--------|
| Baguette with the lot | \$7.50 |
| Salad Roll Meat & Salad | \$7.00 |
| Cheese & salad | \$6.50 |
| Sandwich/Rolls | |
| Vegemite & Cheese | \$5.00 |
| Cheese | \$5.00 |
| Ham, Cheese, tomato, Lettuce etc. | \$5.00 |
| | \$6.00 |

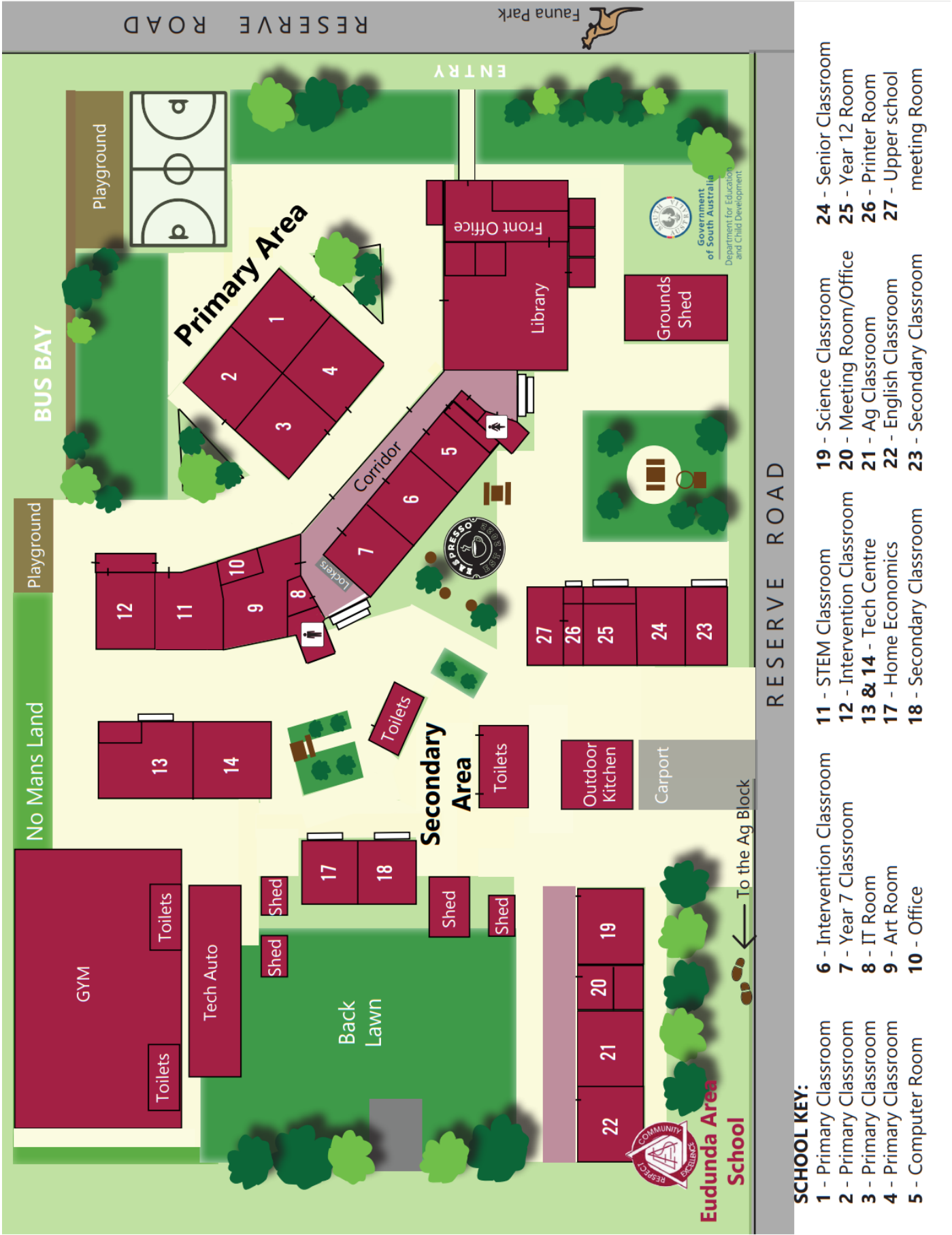
Muffins

| | |
|-----------|--------|
| Blueberry | \$4.00 |
| Chocolate | \$4.00 |

Drinks

| | |
|--------------------|--------|
| Nippys Milk | \$3.50 |
| Chocolate | \$3.50 |
| Strawberry | \$3.50 |
| Vanilla | \$3.50 |
| Banana | \$3.50 |
| Honeycomb | \$3.50 |
| Fruit box Orange | \$3.00 |
| Fruit box Tropical | \$3.00 |







Materials and Services Fees

Materials and Services Fees are approved by Governing Council at the school's final Governing Council meeting of the school year. An invoice will be posted home at the start of Term 1.

2024 School Fees

Primary - \$287

Secondary - \$379

Payments by instalments

Any families wishing to pay their school fees by instalment will need to come into the office and fill in an instalment plan with our Business Manager and be approved by the Principal.

School Card Applications 2024

If you wish to apply for School Card, a new application **must be completed each calendar year**. Applications may be completed online or via paper form which is included in the back to school pack. If you are unsure if you are eligible and for further information please go to the School Card website **sa.gov.au/education/schoolcard**

Website payment

Payments for camps, excursions and school fees can be made via the school website under the tab make a payment or alternatively via EFT

BSB: 105-023

ACC: 110 002 640 Bank SA Eudunda

Please use Camp or Excursion Name & Family Code or Surname

Please email remittance/details to **dl.0755.finance@schools.sa.edu.au**

Newsletter

The school newsletter is published every two weeks throughout the term (Weeks 3, 6 & 9) on Thursdays and emailed home. Families may request a hard copy. The newsletter is also posted on the school website and Class Dojo.

One Plans

One Plans are designed for children with a disability, to develop skills, knowledge and understandings that are relevant to their learning needs. A One Plan records background information on the child or student, student's strengths, interests, motivations and aspirations, services provided by agencies, the child or student's learning priorities aligned with the curriculum, aims, goals and adjustments planned to support the child or student and endorsement and agreed actions.

Parents & Friends

A Parents & Friends Committee (PFC) is a group of parents and friends who come together to support and enhance the educational experience of students in a school or educational institution. The committee typically consists of parents, caregivers, and other community members who have a vested interest in the success of the students.

The main purpose of a PFC is to foster a sense of community and collaboration between parents, school staff and students. They work closely with the school administration and teachers to organise various activities and events that benefit the students and the school community as a whole. The Parents & Friends committee meet twice per term, in Weeks 3 & 6 at 10 am in the Library.

Pastoral Care Worker

Our Pastoral Care Worker (PCW) works two days a week (Wednesday & Thursday) and provides support and guidance to students in order to promote their well-being, personal development and academic success. They are responsible for ensuring that students feel safe, supported, and valued within the school community. Pastoral Care Worker often build relationships with students, listen to their concerns and help them navigate various challenges they may face, such as academic struggles, social issues, bullying or emotional difficulties. They may also work closely with parents, teachers and other school staff to provide a holistic approach to student support. Ultimately, the goal of our Pastoral Care Worker is to create a positive and inclusive school environment where students can thrive and reach their full potential. The PCW can also support families with food hampers.

Physical Education

Students are encouraged to wear clothing and footwear appropriate to the Physical Education activity which is being offered at any particular time for their class. It is recommended that students bring a different t-shirt to change into during PE lessons for health reasons.

Playgroup

Playgroup is open to all children under 4 years. Playgroup runs for 1 ½ hours each Wednesday morning from 9:00am- 10.30am. Children must be accompanied by a parent or caregiver.

Presentation Night

Our Presentation Night is held on Tuesday evening during the last week of the school year. This is where our Year 6 and Year 12 students formally graduate and significant awards are presented.

Reporting

Parent/teacher/student interviews are conducted at the ends of Term 1 & 3.

Every student will receive a written report at the end of Semester 1 (Term 2) and end of Semester 2 (Term 4). These reports will help you understand how your child is progressing and how schools support your child's development.

What do A-E grades mean? A-E grades or word equivalents are used by teachers to report students' achievement against the Australian Curriculum achievement standards. The grades describe a range of achievement from minimal to excellent. The following table describes each grade in words.

| | In relation to the achievement standard, your child ... |
|----------|---|
| A | is demonstrating excellent achievement of what is expected at this year level. |
| B | is demonstrating good achievement of what is expected at this year level. |
| C | is demonstrating satisfactory achievement of what is expected at this year level. |
| D | is demonstrating partial achievement of what is expected at this year level. |
| E | is demonstrating b achievement of what is expected at this year level. |

SACE

The South Australian Certificate of Education (SACE) is a modern, internationally recognised secondary school qualification designed to equip students with the skills, knowledge and personal capabilities to successfully participate in our fast paced global society. To complete the qualification, you will need to attain 200 credits from a selection of Stage 1 and Stage 2 subjects. A 10 credit subject is usually one semester of study and a 20 credit subject is usually over two semesters.

Compulsory Subjects

Exploring Identities and Futures (EIF), Literacy, Numeracy and Research Project.

School Day

| Times | Lessons |
|--------------|--------------------------------|
| 8:50am | Home Group |
| 9:00am | Lesson 1 |
| 9:40am | Lesson 2 |
| 10:25am | Lesson 3 |
| 11:10am | Primary Lunch/Secondary Recess |
| 11:30am | Lesson 4 |
| 12:15pm | Lesson 5 |
| 1:00pm | Primary Recess/Secondary Lunch |
| 1:40pm | Lesson 6 |
| 2:30pm | Lesson 7 |
| 3:15pm | School Finishes |
| 3:25pm | Buses Leave |



School Photographs

Each year a photography company is hired to take individual, class and siblings photographs. In Term 1 student identification card photos are taken of students in Years 7 – 12. Parents/caregivers are welcome to take photographs of their children at school events. Please refrain from taking photographs which include other students. Photo consent forms for school use are sent out with information packs at the beginning of the year.

Site Improvement Plan

The Plan is developed by the Principal, staff and in collaboration with the Governing Council to set the educational direction of the school and priority areas. Each priority has objectives, strategies and targets outlined. The Plan is reviewed each year and outcomes reported regularly to Governing Council, to parents through the Annual General Meeting report and to DFE. A copy is available on the website.

SLC

The Student Leadership Council (SLC) fulfils an important function within the school. It exists to promote the needs and voice of all students and it works closely with the staff and the Governing Council of the school to improve learning outcomes and school operation.

Special Education

Eudunda Area School provides flexible and appropriate programs, as well as alternate education options, for a range of learners with disabilities. Catering for each student's individual needs is vital to supporting students through the learning process.

At Eudunda Area School we have a Foundation – Year 6 small Intervention class which caters for students with a disability and significant learning needs. Three afternoons per week, students go back to mainstream classes to mix with age appropriate peers. In the high school, we run a Literacy and Numeracy Intervention class for students with learning needs. This class caters for students working below their current year level.

Sports

At Eudunda Area School students have the opportunity to be involved in extra curricular sport which can include being involved in SAPSASA, Knockout Sport and SASSSA competitions. These opportunities promote physical fitness, teach teamwork and cooperation, enhance leadership, builds self confidence and fosters a sense of camaraderie and school spirit. In Term 1, students will participate in Swimming Carnival and Sports Day.

Starting School

From 2024, children who turn 5 years old:

- Before 1 May can start school in Term 1
- Between 1 May and 31 October can start school in Term 3 (mid-year intake)
- After 31 October can start the next year

Children who start school at the beginning of the year will complete 4 terms of Foundation. Children who start school at mid-year intake will complete 6 terms of Foundation.

Stationery

At the start of the year all students will be supplied with a pack which includes stationery items and books. If students misplace or lose items, they will need to replace the items themselves.

Student Absences

If your child is absence for any reason, please ring the school on the day or put a note in your child's diary the day they return to school. If your child is late to school, leaving early or absent for any part of the day they must sign in and out through the Front Office absence system. Front Office staff will help if needed. Text messages will be sent from Daymap when your child is marked away with an unknown reason. You can respond to these messages informing the school of the reason why.

Students Driving to School

As our students are young and inexperienced drivers, Eudunda Area School does not encourage the transport of other students, apart from siblings, to and from school as passengers. Where parents wish to approve that transport of other students, the student driver is to seek signed permission from both their parent/s and the parent/s of the proposed passenger in writing.

Students drive to and from school at their own risk and the school accepts no responsibility for the manner in which the student drives. If it becomes clear that a student is not driving in a responsible manner, the school will then seek to contact parents and communicate concerns.

Students can collect driving forms from the Secondary Assistant Principal, this needs to be completed at the start of every year.

Supervision in the school yard

The school yard is supervised from 8:30am until 3:25pm. Students are not permitted to arrive before 8:30am. If a child has not been collected by 3:25pm, they should return to the Front Office. In the interest of your child's safety we request that children are not in the grounds unaccompanied outside of these hours.

Support Services

At Eudunda Area School we have a variety of external support services which attend the school on a fortnightly basis and work with students on a NDIS plan. These include Physiotherapists, Occupational Therapists, Allied Health Assistants, Play Therapy and Speech Therapists.

Swimming

The Foundation to Year 6 students participate in swimming lessons held at the Eudunda Swimming Pool in Week 8 of Term 4. Various times throughout Terms 1 & 4 classes will attend the pool for PE lessons and practice for swimming carnivals.

Uniform

Uniforms are kept in stock at the school and available to purchase through the front office.

Uniform Prices

| | |
|---------------------|-------|
| Beanie | \$20 |
| Hats | \$15 |
| Polo T-shirt | \$40 |
| Rugby Jumper | \$65 |
| Polo Fleece | \$60 |
| Shorts | \$25 |
| Track Pants | \$40 |
| Formal Uniform | Hired |
| Agriculture Uniform | Hired |



Policies

- Attendance Policy
- Bus Behaviour Policy
- Bushfire Procedure
- Camps, Excursions & Special Events – Parents/Students
- Communicating with Staff Policy
- Grievance Policy
- ICT Policy
- Mobile Phone Device Policy
- Responsible Behaviour Policy
 - Primary Flow Chart
 - Secondary Flow Chart
- Uniform Policy

ATTENDANCE POLICY

Is Your Child at School?

Information for Parents

COMPULSORY ENROLMENT AND ATTENDANCE AT SCHOOL

Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attenders are at risk of alienation from education that can lead to decreased options for future pathways.

Under the Education Act of South Australia, parents and guardians are responsible for the regular attendance of all children in their care between the ages of 6 and 17 years. (Education Act of South Australia, part VI Section 74-81).

The encouragement and maintenance of regular school attendance is also the responsibility of school and preschool staff who work closely with parents and guardians to maximise learning opportunities for children.

Schools and preschools work with parents to encourage attendance and participation to:

- Provide a safe, success orientated and caring environment.
- Provide relevant learning programs for all students.
- Monitor and maintain accurate records of attendance.
- Ensure non-attendance is followed up through early intervention.
- Develop strategies to resolve attendance difficulties.
- Refer to student attendance counsellors and other support service if additional support is needed.

INFORMATION FOR PARENTS

Under the Education Act, parents and guardians are responsible for the regular attendance of all children in their care between the ages of 6 and 17 years. There are legal implications for those parents who are unable to demonstrate they are meeting this responsibility.

IS REGULAR SCHOOL ATTENDANCE IMPORTANT?

Yes, from the first day! If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the early school years can lead to poor patterns of attendance in primary then secondary years.

Six days absence per term for Early Years students to the end of Year Seven equals one year of schooling missed.

Half an hour late each day equals five days absence per term.

DO I HAVE TO SEND MY CHILD TO SCHOOL?

Yes. All children between the ages of 6 and 17 years are required by law to attend school regularly.

Please note that according to current law, a child under the age of compulsion must not partake in paid work during school hours.

DO I HAVE TO SEND MY CHILD EVERY DAY?

Yes. Unless...

- The child is too sick to leave the house.
- The child has an infectious disease like chicken pox, mumps or measles.

- The child has an injury preventing movement around school.
- The child is going with his or her parents on a family holiday which cannot be arranged in school vacations. This
- should be arranged with the Principal prior to the absence by applying for a school exemption.
- The Principal is provided with any genuine and acceptable reason preventing the child's attendance.

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

MUST I NOTIFY THE SCHOOL IF MY CHILD HAS BEEN AWAY?

Yes. On your child's return to school, a note must be supplied to cover the days missed. If your child has seen a medical practitioner, eg doctor, dentist etc. A note or appointment card from the practitioner will help explain the absence. If you know of a future absence, please notify the school beforehand and find out if an exemption is required. Parents must request an exemption and fill in an 'Application for Exemption from School' (ED175) if absence is to be more than five days.

SHOULD I NOTIFY THE SCHOOL IF MY CHILD REFUSES TO GO TO SCHOOL?

Yes. You should immediately contact the Principal to seek assistance.

WHAT ASSISTANCE IS AVAILABLE?

Student Attendance Counsellors are members of a professional team that provides a support service to students and their parents. Their aim is to work with schools and parents/caregivers to provide additional support to students in maintaining regular patterns of school attendance.

WHAT IS THE ROLE OF THE STUDENT ATTENDANCE COUNSELLOR?

Student Attendance Counsellors may assist by:

- Working with students in a supportive counselling role.
- Visiting students at home and consulting with parents and/or caregivers.
- Identifying reasons for student non- attendance and making appropriate referrals.
- Monitoring student attendance and reviewing progress as necessary.

Attendance counsellors are available to:

- Assist in the development of students attendance policies
- Provide training and development for school staff
- Provide a counselling service and consulting services
- Liaise with appropriate agencies
- Work with identified students and their parents/caregivers
- Inform parents/caregivers of their legal responsibilities in relation to attendance and possible implications of non-compliance

There are legal implications for parents and/or caregivers who are unable to demonstrate that they are meeting their responsibilities.

SOCIAL WORK TRUANCY/ SOCIAL WORK DUTY LINE

Phone: 1300 620 673

Student attendance counsellors assist schools, families and students to manage issues related to unsatisfactory student attendance

EARLY ARRIVAL PROCEDURES

Any parent who is seeking supervision for their child/ren prior to 8.30am must apply in writing to the Principal stating the reason(s) for the request. A written reply to the request will be provided.

- If permission is granted:
- The parent must deliver the student/s to the front office in person.
- The student/s will be signed in to school by the parent (office counter).
- The student/s will be 'handed over' in person to the staff member present – eg. not just left in the room. If no staff member is present children are not to be left unattended. At 8.30am the teacher on duty collects the students from the Office and they are then supervised in the yard (or classroom(primary)) in the case of inclement weather).

PARENT/ CAREGIVER RESPONSIBILITIES:

Parents will ensure consistent and regular attendance of their child/ren.

- Parents/caregivers are responsible for getting their children to and from school.
- Children must arrive between 8.30am and 8.50am.
- Late arrivals are accepted in the classroom up until 8:59am.
- From 9:00am, when a student is late for school, they must report to the front office with a parent/caregiver who should provide an explanation for the student's late arrival, or have a note detailing the reason/s for their lateness.
- Parents/caregivers wishing to collect students for an early departure must also report to the front office with an explanation and sign their child out. Should they return the child to school after some time out, eg. A dentist's visit, the student needs to be signed back into the school at the front office.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for the absence.
- Parents/caregivers must provide the school with an appropriate explanation for the child's non- attendance. This can be done via phone call, verbally to the teacher, by student diary, email, note, Daymap or by letter.
- Parents/caregivers must let the school know if an extended absence is likely from school and for what reason.
- Parents/caregivers must apply to the Principal for exemption from school if there will be an absence of between 5 days and 12 months, which is not due to illness. Parents/caregivers must apply to the Minister if the absence will be required for more than 12 months.

TEACHER RESPONSIBILITIES:

(See attendance procedure)

Teachers will monitor each student's attendance.

- Teachers will record absences and the reason for absence.
- Teachers will mark students who are absent without explanation as a "U" until they receive an appropriate explanation from the parent/caregiver.
- When a written explanation arrives for an absence the home group teacher will record this on daymap, making note of the reason (photocopying note from diary or placing note into files). When a student returns to school and there is no appropriate explanation given, the teacher shall attempt to gain an explanation from the parent/caregiver.

(Step 1 attendance procedure)

- When a student is absent for the third consecutive day and there has been no explanation from home the home group teacher shall seek an explanation for the unexplained absences via a letter (attendance letter 1) or arrange for a phone call to be made seeking an explanation, which can be recorded on attendance letter 1 and added to Daymap. (After 4 days' absence in the term the home group teacher needs to notify Leadership who will send home attendance letter 2).

(Step 2 attendance procedure)

LEADERSHIP RESPONSIBILITIES:

Monitor overall attendance within the school.

- Ensure that the EDSAS roll is accurately completed.
- Contact parent/caregiver, where explanations for absences are repeatedly not forthcoming.

(Attendance letter 2)

(Step 3 attendance procedure)

- Provide information in the newsletter and school information packages relating to attendance.
- Ensure that new parents understand the school's attendance procedures.
- Review student attendance in the middle and at the end of each term.
- Review the reasons for absence of students who record family or social explanations frequently and discuss this with the parent/caregiver if those reasons seem unacceptable. (Attendance letter 3 with student/parent surveys)

(Step 4 attendance procedure)

- Approve temporary exemptions from school for students, for up to 12 months and send applications for longer term exemptions to the Educational Director.
- Keep documentation of all attendance and actions taken when issues around attendance arise.
- Where necessary, in line with DECD Policy refer to and work with DECD Social Worker/Attendance Counsellor to engage with families to improve student attendance.

ATTENDANCE PLAN:

As a site we will work collaboratively and proactively to:

- Work towards achieving set DECD targets for Eudunda Area School by implementing the policy effectively

This policy was last ratified by Governing Council in 2023

BUS BEHAVIOUR POLICY

STUDENT BEHAVIOUR

The bus is an extension of the school classroom and consequently School Discipline Policy applies.

Students are required to observe the following rules.

- They must obey, without comment, any instruction given to them by the bus driver in relation to seating, behaviour or other safety/disciplinary matters.
- They must remain properly seated in their allocated seat at all times unless given permission by the driver to do otherwise.
- They must, at all times, wear the seatbelts provided
- They must treat the bus driver and all other students, with respect.
- They must not intimidate any student either verbally or physically.
- They must not interfere with the possessions of any other student.
- They must keep the noise level to a reasonable level.
- They must not distract the driver by their actions or comments.
- They must not, at any time, have limbs protruding from open windows nor must they ever throw articles out of the window.
- They must not make obscene gestures or signs to oncoming or following traffic.
- Except with the express permission of the driver, there is to be no eating on the bus. Students are permitted to have water bottles on the bus provided they are used in an appropriate manner.
- They are to make sure that the bus is kept clean and tidy at all times.
- Bus monitors have been chosen to support the bus drivers with student behaviour management. Students are to listen to the bus monitors and treat them with respect.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR ON A BUS

| | |
|--|--|
| STEP 1 - Report 1 - warning from driver - written report to Principal | <ul style="list-style-type: none">• withdrawn from the yard for 1 or more lunchtimes, at the discretion of the Principal or delegate• parents to be contacted |
| STEP 2 - Report 2 | <ul style="list-style-type: none">• suspension from the bus for 1 day and withdrawn from the yard for 2 or more lunchtimes |
| STEP 3 - Report 3 | <ul style="list-style-type: none">• suspension from the bus for a period of up to 5 days, at the discretion of the Principal of the school, and withdrawn from the yard for 1 week |

If a student has had three reports, each subsequent report will be treated as a Report No. 3.

If a student's behaviour is such that the Principal has no choice but to suspend the student from the bus in order to ensure the safety of all others on the bus, parents/caregivers will be required to transport the student to and from school for the duration of the suspension.

Ongoing behaviour which results in repeated suspensions or which puts the safety of other students and the driver at risk may result in a suspension of longer than 5 days.

VARIATIONS TO TRAVEL ARRANGEMENTS

Students are permitted to travel on buses other than their usual bus only under the following circumstances.

- **A request in made in writing either by email or phone call** to obtain specific approval. Please note that accommodation on most buses is limited, as at times the request may not be approved. The student will be required to sit on the seat allocated by the driver.
- Bus drivers are **NOT** to be approached with such requests. It is not their area of responsibility.

The other significant concern relates to students who travel to school on their usual bus in the morning but **not on the afternoon** run. This usually occurs on sports practice, Confirmation class nights or at times when students are involved in part-time work. At times, there can be 50+ students not using the afternoon run.

It is your responsibility, as parents, to notify the school of the change you wish to make to usual travel arrangements.

To simplify the matter, we will accept one note to cover "regular" events such as sports practice, but please notify the school if the normal arrangements change.

Another problem occurs when parents decide to pick their children up rather than have them travel on the bus. **Again, you must inform the school that you intend doing this. Please do not leave it until the last minute as it makes our monitoring tasks very difficult.**

In general, bus drivers will keep to the set timetable. If parents/caregivers are running late and miss their usual pick-up point, they will either need to catch the bus at a stop further along the route, or drive the student in to school. **Bus drivers are not allowed to stop between Education Department approved stops.**

IN ORDER TO ENSURE THE SAFETY OF ALL BUS USERS A SAFE AND ORDERLY ENVIRONMENT IS REQUIRED AT ALL TIMES ON THE BUS.

SHOULD ANY BUS BE INVOLVED IN AN ACCIDENT, IT WILL BE CRUCIAL THAT WE HAVE AN ACCURATE LIST OF STUDENTS WHO WERE TRAVELLING ON THE BUS. WE SEEK YOUR CO-OPERATION IN ENSURING THAT THE LISTS WE HAVE EACH AFTERNOON ARE ACCURATE.

This policy will be reviewed as part of the school's three-year review cycle. Ratified August 2023

BUSHFIRE PROCEDURE



The fire danger season can be an anxious time for children and families. DECD schools and preschools in high risk bushfire areas have Emergency and Bushfire Response Plans to keep everybody as safe as possible in the event of a bushfire or other emergency. We hope that we will never have to enact our plans, however in the event of a bushfire emergency we trust that we will have your full support. By being prepared and acting now, you will help us to be Fire Danger Season ready and keep your children as safe as possible.

A *Bushfire & your child's school or preschool brochure* is available on the DECD website. Parents/caregivers are invited to contact the school if they would like a copy.

Approaching Bushfire

If our site is open and a bushfire is approaching, the safety of children is our highest priority. Our designated Bushfire Refuge (town oval) is the safest place for staff and students to be. We will not evacuate unless there are no other options or as advised by CFS or other emergency services.

Forecast Catastrophic Fire Danger Rating

Catastrophic Fire Danger Days occur when conditions are the worst for a bush or grass fire and if a fire starts and takes hold it will be extremely difficult to control. When a catastrophic fire danger rating is forecast for the following day by the Bureau of Meteorology, all high risk schools and preschools in the declared Fire Ban District will be closed. Parents and carers will be informed of the closure and that they will need to make alternative arrangements for their children on these days. No Vacation or Out of School Hours Care will operate on these days.

EUDUNDA AREA SCHOOL WILL BE DIRECTED TO CLOSE AND NO-ONE IS PERMITTED ON SITE

on any forecast CATASTROPHIC fire danger days within the
Mid North ban district due to proximity to a nearby
Extreme/Very High Risk school/preschool

CAMPS, EXCURSIONS & SPECIAL EVENTS – PARENTS/STUDENTS

At EAS, teachers are encouraged to plan appropriate opportunities for students to extend their learning outside the classroom. It is anticipated that, during their schooling, students will participate in a range of excursions, camps and special activities.

Involvement in knockout sport, camps, excursions or special activities will not be offered to students for a 10-week period if they have received a suspension. Students may not be offered these activities post the 10-week period if they are deemed a risk and/or their behaviour, co-operation with the school or work output is not satisfactory.

This may mean students who:

- are excluded or suspended
- have received 3 IR Forms (green forms)
- do not regularly follow the schools code of conduct
- are seen as a risk via the risk assessment matrix
- do not have an attendance rate of 85% or greater (this applies to non-curriculum related activities)
- have not paid or have not entered into an agreement to pay by the excursion date
- do not have a complete student participation form with all teachers agreeing on a student's participation based on academic, attendance and behavioural grounds. (Should be completed by students at least ONE week prior to the knockout sport, camp, excursion or special activity)

Organising teachers will contact parents/guardians at least 72 hours prior to the event to explain why their child will not be attending based on an infringement of one of the above reasons.

At EAS, teachers are committed to making students and parents aware of impending excursions, camps or special activities well in advance to support families in their financial planning and to give students the best opportunity to have all work up-to-date, or modify their behaviour prior to the activity.

This policy will be reviewed as part of the school's three-year review cycle. Ratified 2023

COMMUNICATING WITH SCHOOL STAFF POLICY

INFORMATION SHEET FOR PARENTS

There are ways parents can prepare for discussions with teachers and schools to assist in achieving positive educational outcomes. Open parent communication is vital in establishing a working partnership with your child's school. It is important that parents and carers follow certain communication protocols to ensure a collaborative dialogue at an appropriate time.

FACE-TO-FACE MEETINGS

Parents are encouraged to chat to school staff and get to know them. Eudunda Area School is part of a warm and welcoming local community. If you wish to discuss anything specific in relation to your child, it is important to make an appointment and have this conversation confidentially.

Teachers are available to meet with parents and guardians at scheduled parent/teacher afternoons or evenings to discuss your child's progress. Your child's teacher or school leader may also contact you to arrange a face-to-face meeting to discuss a particular issue regarding your child. If you wish to speak to your child's teacher or a school leader outside of those occasions about a particular issue, please contact the school office to arrange a meeting time with reasonable notice.

Due to obligations for teaching, supervision, meetings and extra-curricular activities, it will rarely be possible for a staff member to meet with you immediately if you attend the school site without notice. If there is an urgent matter you need to discuss with a member of school staff, please contact the school office directly. You may be asked to provide some indication of the nature of your enquiry.

Please do not attempt to meet with your child's teacher or a school leader about your child at morning drop off, afternoon pick up or another school event. During drop off, pick up and at school events, teachers and school leaders are often on duty supervising students. If they were to engage in one-on-one conversation of any length with a particular parent this may cause them to neglect their supervision duties to all students.

PHONE CALLS

All phone calls to school staff should be via the school main reception line. Our school reception is generally open for phone calls between the hours of **8:30 am and 4 pm**. Teachers and school leaders will ordinarily be teaching or meeting during that time and will rarely be available to speak with you immediately, however the school front office will take a message and alert the class teacher as soon as practical.

If a matter is urgent, please alert the school support officer in the front office accordingly. Urgent matters include urgent health issues affecting students (eg.-forgotten medication), police issues or serious issues affecting student wellbeing. **For non-urgent matters, school staff, including teachers, will return your call or enquiry within three days.**

If you become aware that your child or another parent has a teacher's personal mobile number please inform the school office. Please ensure that you do not communicate with your child's teacher by their personal mobile phone, for official school matters.

EMAILS

Emails are a helpful way to communicate with your child's school. For non-urgent matters school staff including teachers will return your email or enquiry within three working days during school term

time. School staff are not required to return emails at night or on weekends and ordinarily will not be checking emails during those hours. We would encourage parents and carers to phone the school directly regarding any urgent matters as there may be a delay in receiving emails.

DAYMAP

Daymap is a learning and student management system that help augment existing school systems to make life easier for staff, student and parents. Daymap is a helpful way to communicate with your child's school about learning and or attendance, parents can send home group teachers messages to notify when and why their child is away. We would encourage parents and carers to phone the school directly regarding any urgent matters as there may be a delay in staff checking their daymap.

CLASS DOJO

The Class Dojo app is used to share information about what and how children are learning at school. Examples of activities and learning tasks encourage a shared dialogue between parents and children about their learning. In addition, Dojo may also be used to highlight upcoming events or give class reminders or information. The Class Dojo message capability may be used to communicate non-urgent messages. Staff do not always get the opportunity to check Dojo messages throughout the day. Please phone the school office for urgent information that must be communicated during the school day including change of plans, bus and pick up messages.

SOCIAL MEDIA

School staff are not able to connect with students, parents or guardians via social media for child protection reasons. Please do not attempt to contact school staff via social media.

The name of a school is a private trademarked entity. Parents/guardians are not to set up groups in the school name on social media without consultation with and consent from the school's principal.

WRITTEN NOTES

Primary school parents/guardians should feel free to send their child to school with a note for the office or their teacher. Secondary school parents/guardians may communicate with school staff via the student diary.

Any messages from your child's teacher will also be communicated via the student diary, so please ensure that you check and sign your child's diary at least once a week to show you have read these messages

This policy will be reviewed as part of the school's three-year review cycle. Ratified August 2023

GRIEVANCE POLICY

The school community of Eudunda Area School is committed to providing the best possible educational outcomes for our children. For this to occur it is imperative that positive working relationships exist between all school community members. Clear lines of communication including a defined process for dealing with issues of concern contribute to this process. Underpinning any communication within this process are our agreed school values of

RESPECT - COMMITMENT - RESPONSIBILITY - FRIENDSHIP - INTEGRITY - UNDERSTANDING.

PRINCIPLES OF OUR POLICY

- **Confidentiality** will be maintained at all times. It is essential that all parties involved respect this right and ensure that information remains only with those directly involved in this issue.
- A **trusting relationship** between all involved is necessary if grievances are to be resolved as effectively as possible.
- **Respect** for the people involved and for the situation causing concern or conflict.
- A **restorative approach** to the conflict will be adopted to reach a resolution for all parties.
- Meetings including telephone calls to discuss grievances will be suspended if any person(s) behave in an **insulting or offensive manner**.

The following grievance procedures are provided to support staff, students, parents and the community to resolve concerns. They should enhance the school environment and assist the learning outcomes for students.

| STUDENTS | PARENT(S)/CAREGIVER | TEACHERS |
|---|---|---|
| <p>If you are finding someone's behaviour inappropriate or unacceptable towards you.</p> <p>Steps You may follow the steps below to seek a resolution.</p> <ol style="list-style-type: none"> 1. Talk to the person about the problem. 2. Talk to a trusted friend or your class/home group teacher and have him/her help you resolve the issue. 3. If the problem still persists ask your class/home group teacher to talk to the Principal, Senior Leader or Student Counsellor. 4. If the issue continues to be unresolved speak to your parent(s)/caregiver(s) and they will use the PARENT/CAREGIVER guidelines. | <p>What to do first</p> <p>STAGE 1 TALK TO THE SCHOOL</p> <p>Arrange a time to speak to the person with whom you have a grievance about the problem. Please meet the staff member(s) at the Front Office prior to the meeting.</p> <p>NOTE Please make an appointment to discuss a major grievance. Prior arrangements ensure that adequate time can be allocated to the issue. <u>If the issue is with a student of the school all adults must approach a staff member to address the concern.</u></p> <p>Steps</p> <ol style="list-style-type: none"> 1. Let the teacher know what you consider the issue. 2. Allow a reasonable time frame to address the issue. 3. If you feel the grievance is not resolved, arrange a time to speak with the Principal or Senior Leader. 4. Notify the Principal of your continuing concerns and request feedback. <p>STAGE 2 CONTACT CUSTOMER FEEDBACK TEAM Phone 1800 677 435</p> <p>Steps</p> <ol style="list-style-type: none"> 1. If you are still unhappy, please speak with the Duty Officer who will assist you with your concern. <p>STAGE 3 CONTACT PARENT COMPLAINT UNIT Phone 1800 677435 Email DECD.ParentComplaint@sa.gov.au</p> <p>Steps</p> <ol style="list-style-type: none"> 1. This Unit will provide advice and support to parents about their concern or complaint. 2. To objectively review complaints not resolved at a site or regional level. <p>NOTE: If you have a dispute with another student please talk to a staff member about the issue and he/she will resolve the issue. It is inappropriate for parents to discipline other students in the school grounds.</p> | <ol style="list-style-type: none"> 1. Critically reflect - write down your concerns. 2. Arrange a time to speak to the person involved. This will be carried out in a Restorative Fashion; a support person may be used. 3. Allow a reasonable time to address the issue. 4. If the grievance is not resolved speak to at a site level: <ul style="list-style-type: none"> - your Principal or Line Manager - a nominated grievance contact (Counsellor) - OHS&W representative - racist/sexual harassment contact - Union representative - PAC (where appropriate) <p>Ask for their support in addressing the grievance by</p> <ul style="list-style-type: none"> - monitoring the situation - investigating your concern - acting as a mediator in further restorative process <ol style="list-style-type: none"> 5. If the issue is not resolved within a reasonable time frame arrange a time to speak with the Regional Director and/or outside agencies such as <ul style="list-style-type: none"> - Union representative - DECD Counsellor |

This policy will be reviewed as part of the school's three-year review cycle. Ratified August 2023

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY

Students at Eudunda Area School are encouraged to use ICT (Information Communication Technology) for supporting and developing their education and learning the essential skills of becoming a digital citizen. Access to the school's computers, internet and services depends on students acting in accordance with the conditions set out in this Acceptable Use Policy.

The overall goal of Eudunda Area School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. This Use Policy includes information about obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

This Acceptable Use Policy is a combination of Department for Education and Eudunda Area School policies and covers four key areas: School specific ICT information, Cyber Safety, Learnlink Office 365 and BYOD (Bring Your Own Device). **By signing the Eudunda Area School ICT & Cyber Safety User Agreement, you are agreeing to the terms laid out in this document.**

Students are not permitted to use school ICT equipment and services until both students and parents/caregivers have signed and returned the Agreement Form to the school (a one week grace period applies for new enrolments).

Students are expected to use the ICT facilities for educational related purposes only. Students can assume that their actions and files when using any computer in the school may be logged and monitored at any time, this includes (but not limited to) any stored content, internet use and e-mail. Files stored in their personal folders are not considered private (except from other students).

Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and The Department for Education administrators to prevent student's exposure to inappropriate content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, the Department cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. The Department recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>. Please contact the principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies and expectations to help stay safe when using ICT at school and after formal school hours.

ICT & Cyber Safety Student Expectations:

1. I will only log on with my username and not allow anyone else to use my account.
 - I will keep my password private. I will not write down or tell my password to another person.
 - I will not let another person see me enter my password.
2. I will not attempt to gain unauthorised access to any computer system or other users account.
3. I will not attempt to bypass any hardware and/or software protection systems.
4. While at school, I will:
 - access, attempt to access, download, save and distribute only age appropriate and relevant material.
 - report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
5. I will use the ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if meant as a joke.
6. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
7. If I accidentally access inappropriate material, I will:
 - not show others.
 - turn off the screen or minimise the window and report the incident to a teacher immediately.
8. To ensure my compliance with copyright laws, I will download, store or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
9. My privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive I bring to school or a school related activity, are also covered by the ICT and Cyber Safety User Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following: my full name, address, email address, phone number, photos of me and/or people close to me.
11. I will not use the computer systems for any form of cheating or plagiarism.
12. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any school ICT systems.
 - not attempting to hack or gain unauthorised access to any system.
 - reporting any breakages/damage to a staff member.
 - not behaving in a way that might damage ICT equipment (including eating/drinking in computer areas).
13. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.
14. I will follow any reasonable instruction from a staff member where they consider my use of ICT to be unacceptable or inappropriate.
15. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for

potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

BYOD (Bring Your Own Device)

All students are expected to have a device for school use. This is to ensure that all students have equal opportunity to develop ICT capabilities and digital literacies. These skills are embedded throughout the Australian Curriculum and are important to success in our modern world.

Devices may be purchased via the EAS Recommended Device Portal, or from a retail supplier of your choice.

Software: All software required for learning is made available through the school and covered by school fees. No additional software is required when purchasing a device. For detailed information about BYOD, our BYOD Recommended Device Portal or how to get started visit <http://EudundaAS.technologyportal.com.au>

Charging Devices & Electrical Testing

Students can charge their batteries if they are running low however the device and charger must be electronically tested and tagged to comply with Workplace, Health and Safety Act 2012 and related regulations and standards.

Loss of Data

The school accepts no responsibility for loss of data, due to user error, hardware and software failure or otherwise. We recommend student's backup their work to multiple locations, such as a USB flash drive, home computer and/or OneDrive – free student Cloud storage.

Student Email

Students at this school are provided with a Learnlink (Office 365) school email account. Outside accounts such as Gmail and Hotmail are not permitted. Students are able to access their school email from home. ICT & Cyber Safety Acceptable Use Policy

LearnLink Office 365

LearnLink Office 365 for education provides students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program. This includes Email and Office Online (Word, PowerPoint, Excel, and OneNote). Each student will receive also 1 Terabyte of storage space in Microsoft's Australian Cloud. By default all data and files are private, however they can be shared with other LearnLink Office 365 users, including staff and students of other schools, but not anyone external to the Department. Online data is stored off-site in Australia by Microsoft (the Australian & US government has access to the data through enquiry).

It is also possible for students to download a copy of Office 365 ProPlus to install on their personal device. ProPlus applications can be installed on up to 5 personal devices owned by a student. Once installed, the applications can be used without an internet connection. Periodic internet connection is required for accessing data stored in cloud services, updates and licencing via your LearnLink Office 365 account.

It is recommended personal devices have suitable anti-virus/anti-malware software installed and regularly updated, and the device operating system is regularly updated. Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account including OneDrive, OneNote and email; any important information should be backed up. This account

must not be used to store or share sensitive or personal information. If a parent or student wishes to opt out of using this product, they may notify the school in writing.

Breach of the Acceptable use policy

Eudunda Area School reserves the right to withdraw services from students if they are in breach of this acceptable use policy or if computing facilities are generally misused, and to take other disciplinary action against individual students who misuse computing facilities. Students may be required to pay for wilful or accidental damage caused to school computers, hardware or equipment.

Administrators reserve the right to examine, use and disclose any data found through investigation to relevant authorities (eg school administration/police).

By signing the Eudunda Area School ICT & Cyber Safety User Agreement, you are agreeing to the terms laid out in this document.

This policy will be reviewed as part of the school's three-year review cycle. Ratified 13th July 2023

MOBILE PHONE DEVICE POLICY

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 are required to keep all personal devices, along with their school bags and any other belongings not required for class, in their individual lockers. Students are reminded to ensure they lock their lockers securely between uses and keep their padlock combination private.

Responses to non-compliance

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

If students being asked to hand over their device to a staff member (confiscation) is a possible consequence, you must include details of how and where the student's device will be securely stored and returned by the end of the same school day.

Where a student repeatedly and intentionally breaches the requirements of this policy, or refuses to follow a staff member's direction to hand over a personal device that has been used inappropriately, a member of the school leadership team will contact home.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the department's suspension, exclusion and expulsion of students procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

Exemptions

Exceptional circumstances

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties
- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the principal (or delegate) on a case-by-case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

Temporary exemptions for other agreed purposes

The following temporary exemptions may be made available to students at the discretion of individual teachers.

All exemptions are subject to the device being used appropriately and only for the purpose specifically permitted by the teacher. Personal devices must be put 'off and away' immediately after the exempted activity has concluded, and not brought to future lessons/activities without explicit teacher permission.

- Class teachers may give permission for students (on an individual or whole-class basis) to use personal devices in the classroom for a specified learning activity.
- Individual students can negotiate with their class teachers on an ad-hoc basis if they wish to access a personal device for a non-educational purpose (such as expected contact from a part-time employer or for a wellbeing reason).
- Students may be permitted to bring personal devices on a camp or excursion for learning purposes and/or to facilitate contact with their families at specified and supervised times. Expectations regarding student use of devices on the camp or excursion will be detailed in parent consent information.

Roles and responsibilities

Principal

- Make sure:
 - The school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all students, staff, and families
 - there is a process for regular review of the school's local policy
 - processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case-by-case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including temporary relief teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with department policy and procedures and any legal requirements.

School staff

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Consider and approve, at discretion, temporary exemptions in line with the conditions outlined in this policy.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent) by the end of the same school day.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.

Students

- Comply with the requirements of this policy and follow all reasonable directions from the principal and school staff.
- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass, or threaten another person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.

Parents

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).

- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

Questions, concerns, and further information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website:

[Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the department at:

Email: education.customers@sa.gov.au or submit an [online feedback form](#)

Phone: Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.

This policy will be reviewed as part of the school's three-year review cycle. Ratified 25th July 2023

STUDENT BEHAVIOUR MANAGEMENT PROCEDURE

PURPOSE

To provide a relevant and challenging curriculum in a supportive and respectful environment where:

- all students have the right to learn
- all teachers have the right to teach
- all members of our school community have the right to be treated respectfully

GENERAL EXPECTATION OF STUDENTS

- focus on learning and achievement
- act safely
- take responsibility for own actions
- act respectfully towards self, other, property and the environment
- follow the school's code of conduct
- wear school uniform
- use good judgement and common sense
- avoid and report dangerous or problem situations
- act legally
- communicate with staff about issues or concerns

CONSEQUENCES OF RESPONSIBLE BEHAVIOUR

- quality learning
- high personal achievements
- many options for future career pathways
- positive self-esteem and pride
- positive feedback to individuals, groups and families
- opportunities for leadership and representation
- access to the full range of learning opportunities, camps, excursions and services

CONSEQUENCES OF IRRESPONSIBLE BEHAVIOUR

| BEHAVIOUR LEVEL | CONSEQUENCE TYPE | PERSON/S RESPONSIBLE |
|--|--|--|
| Level 1 eg <ul style="list-style-type: none"> Lack of application to work Class disruption Disrespect Swearing Lateness Littering Lack of uniform Lack of diligence | <ul style="list-style-type: none"> Use of our warning system that behaviour is irresponsible/unacceptable A reminder of correct behaviour Repeat warning and reminder of consequences Timeout (Recess or Lunch) Time out (Phone Call) Communication with Parents/Caregivers Ensure student can access Curriculum | Classroom Teachers Assistance can be provided by other Teachers |
| Level 2 eg <ul style="list-style-type: none"> Refusal to follow reasonable instructions Verbal abuse Persistent disruption Persistent Harassment/Bullying Skipping class | Level 1 Consequences and/or <ul style="list-style-type: none"> Individual Student Lesson Check Student Behaviour Plan to establish and monitor learning and behaviour goals Time out – Recess/Lunch Take home Internal suspension External suspension Re-entry Meetings Restricted access -Extracurricular Activities | Assistant Principal Assistance can be provided by the reporting Teacher / Homegroup Teacher / SSOs / External Agencies / Leadership team |
| Level 3 eg <ul style="list-style-type: none"> Severe disruption Severe Harass/Bullying Violence Severe Vandalism Illegal behaviour Pornographic Images Drug and alcohol use Fighting | Level 2 Consequences and/or <ul style="list-style-type: none"> Alternative placement or programs External Suspension Re-entry Meetings Internal Suspension | Assistant Principals Assistance can be provided by the Homegroup Teachers / Student Services Team / Learning Support Coordinator/ District support staff / External agencies / Principal/ Education Director |
| Level 4 eg <ul style="list-style-type: none"> Violence Vandalism Illegal Behaviour Refer to the Department for Education link below | Level 3 consequences and/or <ul style="list-style-type: none"> SAPOL External Suspension Exclusion | Principal Assistance can be provided by the Leadership team/ Homegroup Teacher / Student Services Staff District Support Staff / External Agencies / Education Director / Chief Executive / The Minister for Education |

Please Note: A Case Management approach is taken according to the frequency and severity of incidents and personal circumstances

<https://www.education.sa.gov.au/sites/default/files/behaviour-support-policy.pdf>



EUDUNDA AREA SCHOOL PRIMARY CLASSROOM BEHAVIOUR FLOWCHART



POSITIVE BEHAVIOURS

- On task
- Positive relationships
- Demonstrating school values
- Correct uniform
- Learning in a safe and supportive environment



POSITIVE REWARDS

- May include
- Praise
 - Sharing of work
 - Uploading work to Dojo
 - Messages to parents on Dojo
 - Positive comments on Daymap
 - Code of Conduct Awards
 - School Value Bands

LEVEL 1 BEHAVIOURS

- Interrupting
- Calling out
- Work avoidance
- Disrespect of equipment
- Late to class
- Name calling
- Misuse of technology
- Running away from class
- Bullying/harassment



LEVEL 1 CONSEQUENCES

- Reminder of appropriate behaviours and values
- Consequences for continued behaviour
 - 1.Name on board
 - 2.Cross
 - 3.Buddy class
- If repetitive or refusal
 - Behaviour report
 - Home Contact
 - Community Service

LEVEL 2 BEHAVIOURS

- Not following reasonable instructions
- Disrespectful language/swearing
- Throwing materials/equipment
- Fighting
- Vandalism
- Repeated level 1 behaviours



LEVEL 2 CONSEQUENCES

- Level 1 consequences and/or
- Buddy class
- Behaviour report
- Home contact
- Community service
- If repetitive or refusal
 - Lesson check
 - Take home
 - Suspension (Internal or external)

LEVEL 3 BEHAVIOURS

- Severe disruption
- Severe harassment & bullying
- Continual refusal
- Repeated level 2 behaviours



LEVEL 3 CONSEQUENCES

- Level 2 consequences and/or
- Buddy class
- Behaviour report
- Home contact
- Community service
- If repetitive or refusal
 - Lesson check
 - Take home
 - Suspension (Internal or external)

LEVEL 4 BEHAVIOURS

- Violence
- Vandalism
- Illegal behaviour
- Extreme bullying & harassment
- Repeated level 3 behaviours



LEVEL 4 CONSEQUENCES

- Level 3 consequences and/or
- External Suspension
- Police Contact
- Exclusion

RESPECT - RESPONSIBILITY - INTEGRITY - COMMITMENT - UNDERSTANDING - FRIENDSHIP



EUDUNDA AREA SCHOOL PRIMARY YARD BEHAVIOUR FLOWCHART



POSITIVE BEHAVIOURS

- Demonstrating school values
- Playing safely
- Inclusive play

LEVEL 1 BEHAVIOURS

- Interfering with others play
- Littering
- Disrespect of equipment
- Play fighting
- Name calling
- Playing in out of bounds areas/outside of designated year level areas



LEVEL 1 CONSEQUENCES

- Reminder of appropriate behaviours and values and consequences for continued behaviour
- Walk with yard duty teacher
- Pick up rubbish
- Community Service

LEVEL 2 BEHAVIOURS

- Not following reasonable instructions
- Disrespectful language/swearing
- Throwing materials/equipment
- Fighting
- Repeated level 1 behaviours



LEVEL 2 CONSEQUENCES

- Level 1 Consequences and/or
- Miss out on play time
- Behaviour report
- Home contact
- Community Service
- If repetitive or refusal
 - Take home
 - Suspension (Internal or external)

LEVEL 3 BEHAVIOURS

- Physical fighting
- Inappropriate use of school facilities
- Severe Harassment & Bullying
- Persistent non-compliance
- Repeated level 2 behaviours



LEVEL 3 CONSEQUENCES

- Level 2 Consequences and/or
- Behaviour report
- Home contact
- Community Service
- If repetitive or refusal
 - Take home
 - Suspension (Internal or external)

LEVEL 4 BEHAVIOURS

- Hurting or causing injury to others
- Damaging property
- Illegal Behaviour
- Extreme Bullying & Harassment
- Repeated level 3 behaviours



LEVEL 4 CONSEQUENCES

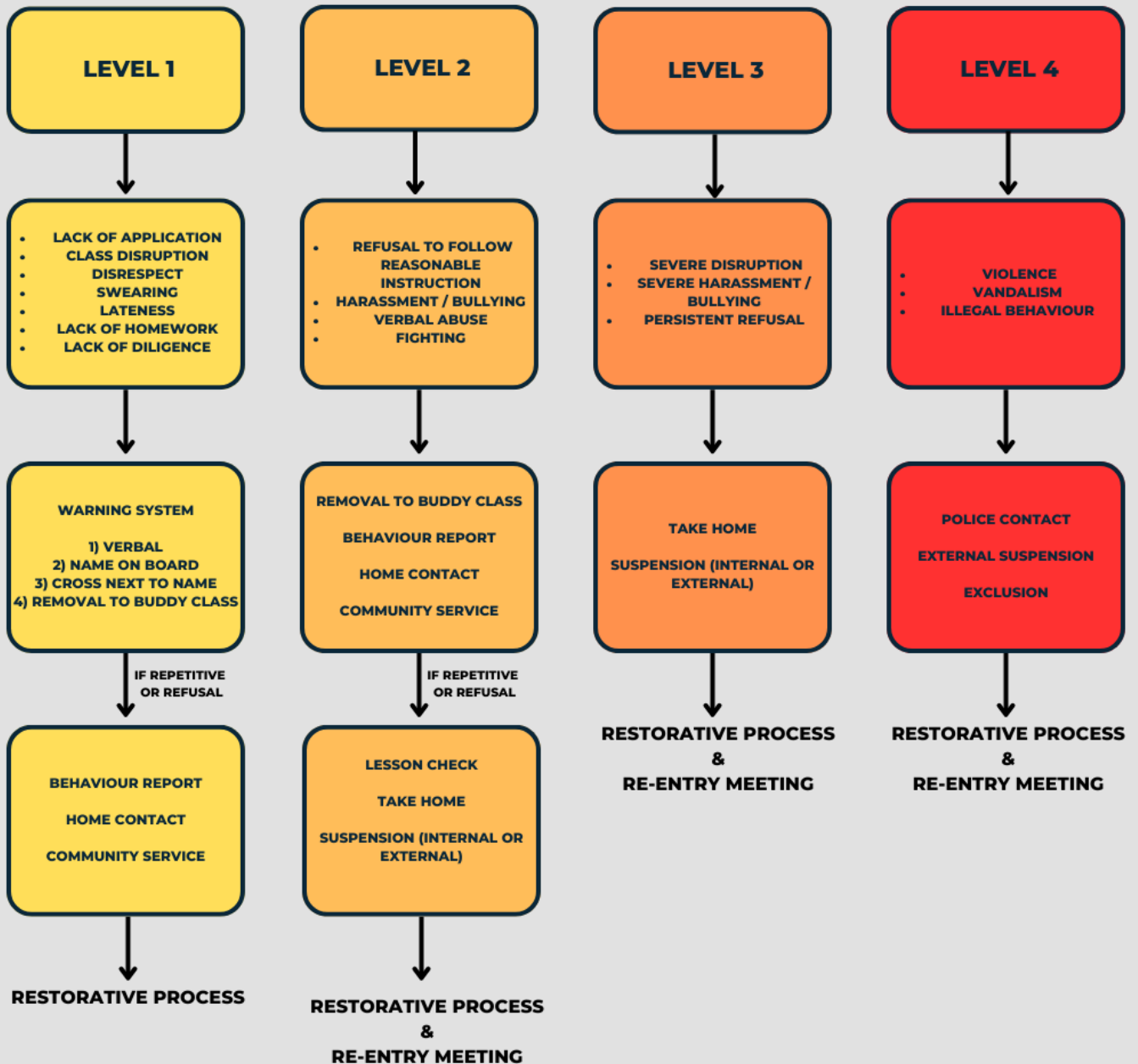
- Level 3 Consequences and/or
- External Suspension
- Police Contact
- Exclusion

RESPECT - RESPONSIBILITY - INTEGRITY - COMMITMENT - UNDERSTANDING - FRIENDSHIP

EUDUNDA AREA SCHOOL

MIDDLE AND SECONDARY SCHOOL

RESPONSIBLE BEHAVIOUR FLOWCHART



**RESPECT | RESPONSIBILITY | INTEGRITY
COMMITMENT | UNDERSTANDING | FRIENDSHIP**

UNIFORM POLICY

Each child coming to Eudunda Area School is **expected** by the Governing Council to wear the **agreed school uniform**. The **school uniform** is as follows:-

| BOYS | GIRLS |
|--|---|
| <ul style="list-style-type: none"> • EAS logo black pants or shorts • EAS logo polo shirt, maroon short or long-sleeved polo shirt or maroon skivvy (garments worn under uniforms must be black or white in colour) • EAS rugby top • EAS maroon fleece jumper • Suitable shoes or sandals with strap on the back, see below under footwear • EAS broad brimmed hat/ beanie (not baseball style) or legionnaires hat (hats are not permitted to be worn inside the classroom) with school logo. | <ul style="list-style-type: none"> • EAS logo black pants or shorts • Maroon and white check skirt or pinafore • EAS logo polo shirt, maroon short or long-sleeved polo shirt or maroon skivvy (garments worn under uniforms must be black or white in colour) • EAS rugby top • EAS maroon fleece jumper • Maroon & white check summer dress (10cm from the base of the knee) • Black leggings can be worn under dresses. • Suitable shoes or sandals with strap on the back, see below under footwear • EAS broad brimmed hat/ beanie (not baseball style) or legionnaires hat (hats are not permitted to be worn inside the classroom) with school logo. |

FOOTWEAR

- Appropriate footwear, for WHS reasons, **DOES NOT** include thongs, slip-on shoes, ugg boots or crocs.
- Appropriate footwear needs to be worn for all Physical Education lessons

JEWELLERY

- For WHS reasons ,students may be asked to remove jewellery that is considered unsafe for practical subjects

MAKEUP

- Is able to be worn but we ask that it be kept to a minimum

HAIR

- **For WHS reasons, students may be asked to wear their hair up if it is considered unsafe.**

AVAILABLE FOR PURCHASE FROM THE SCHOOL

- EAS maroon jumpers, rugby tops, polo shirts, track pants and shorts with school name
- EAS hats, beanies and scarves
- Material for the girls summer dress and winter skirt/pinafore

SPORTS CLOTHING

- It is a requirement that students change for all physical education activities
- Clothing in house colours is required for sports day and swimming carnival
- Tops will be provided to students when representing the school in outside sporting events, eg. Mile End Athletics
- EAS logo sport attire may be worn as general uniform

SECONDHAND CLOTHING

- Some second-hand clothing is available from the School

LOST ARTICLES OF CLOTHING

- Parents are invited to come and look through the lost property cupboard for clothing which has been misplaced.

DEFACING SCHOOL UNIFORM

- Defacing the school uniform will result in actions according to the School Behaviour Management Policy.

This policy will be reviewed as part of the school's three-year review cycle. Ratified 21st June 2023