



TINTINARA AREA SCHOOL  
**PARENT HANDBOOK**

TOGETHER ACHIEVE SUCCESS



Government of South Australia  
Department for Education

## INDEX

INTRODUCTION AND CORE BUSINESS .....	3
FEATURES OF TINTINARA AREA SCHOOL .....	4
THE HISTORY OF TINTINARA AND TINTINARA AREA SCHOOL .....	5
ABSENCE OF STUDENTS.....	6
ACCIDENTS AND REPORTS .....	6
ASSEMBLIES .....	6
BEHAVIOUR MANAGEMENT .....	7
BELL TIMES .....	7
BOOKLISTS AND BOOK DISTRIBUTION .....	7
BICYCLES.....	7
BUSES .....	7
CHILDREN LEAVING THE SCHOOL GROUNDS .....	7
CHILDREN REPEATING A YEAR LEVEL.....	8
CLASSROOM MONEY COLLECTION PROCEDURES .....	8
COMMUNITY AND SCHOOL LIBRARY .....	8
COMMUNITY USE OF THE SCHOOL .....	8
CUSTODY.....	9
DIARIES AND COMMUNICATION BOOKS.....	9
ENROLMENT PROCEDURES .....	9
EXCURSIONS/CAMPS.....	10
FURTHER EDUCATION.....	10
GOVERNING COUNCIL.....	10
HELPLINE NUMBERS .....	10
HOMEWORK POLICY .....	11
HOUSE SYSTEM.....	11
INFECTIOUS DISEASES.....	11
LUNCH AND RECESS TIMES.....	15
LUNCH ORDERS .....	15
MAGAZINE .....	15
MEDICAL INFORMATION .....	15
MOBILE PHONES AND YONDR POUCHES.....	15
MONEY AND VALUABLES.....	15
MUSIC .....	16
NEWSLETTERS.....	16
OUT OF SCHOOL TIME ACTIVITIES .....	16
PARENT PARTICIPATION.....	16
PHOTOGRAPHS .....	16
PRESCHOOL.....	16
PRESENTATION NIGHT .....	17
REPORTS .....	17
SCHOOL CARD.....	17
SITE IMPROVEMENT PLAN .....	17
SPORT.....	17
SPORTING FACILITIES .....	18
STUDENTS' AWARDS .....	19
STUDENT LEADERS.....	21
STUDENT WELLBEING .....	21
SUPERVISION OF STUDENTS .....	21
TRANSPORTING STUDENTS IN PRIVATE VEHICLES.....	22
TINTINARA AREA SCHOOL DRESS CODE .....	22
TINTINARA TOWN MAP.....	23

## INTRODUCTION

This Parent Handbook has been produced to inform parents of the more important aspects of our school and the Department in general.

It is important to note that this handbook does not go into specific policies and is more of a general statement. Thus you will note that there are references on some articles to a specific policy (or a reference to another related area in the Handbook). After the review of a policy where amendments have been made, parents will be issued with the current policy.

The format of the Handbook has been designed so that alterations that may occur from time to time can be easily amended, as well as, allowing for easy addition of new materials. Due to the relative ease in which alterations can be made it is hoped that this handbook will be constantly reviewed and kept up to date at all times thus making it a useful and reliable document which will be of value to parents.

### Tintinara Area School Details

Principal:	Mike Sadleir
Assistant Principal:	Jacqui Vandeleur
Finance Officer:	Ros Richardson
School Address:	P O Box 1596 TINTINARA SA 5266
Phone:	(08) 8757 2120
Fax:	(08) 8757 2187
Email:	<a href="mailto:dl.0438.info@schools.sa.edu.au">dl.0438.info@schools.sa.edu.au</a>
Website:	<a href="http://www.tas.sa.edu.au">www.tas.sa.edu.au</a>

## CORE BUSINESS

Learning programs at Tintinara Area School are organised to maximise the benefits for students by using resources flexibly and creatively. Tintinara staff are committed to excellence in teaching and learning of a challenging curriculum in a supportive environment.

The *Australian Curriculum (AC)* provides the base for the F-10 curriculum. The eight learning areas offered at Tintinara Area School are:

The Arts:	Drama, Visual Art, Music
Design and Technology:	Home Economics, Technical Studies and Computing
English	
Health and Physical Education	
LOTE (Language other than English):	German
Mathematics	
Science:	Inclusive of Agricultural Studies
HASS (Humanities and Social Sciences) –	Geography, History and Civics & Citizenship

### **The teaching and learning program is best supported by:**

- a consistent understanding and application of the behaviour management policy
- adaptive programs for identified students
- effective parental and community involvement
- a performance management structure for all staff
- staff training focussed on school priorities and classroom learning
- communication which supports cooperation, teamwork, courtesy, care and respect

## **FEATURES OF TINTINARA AREA SCHOOL**

Tintinara Area School is located in the Upper South East "Heart of the Parks" 200km from the CBD of Adelaide and has a Preschool on site. It exists in relative isolation from major population centres and has a small population base which relies predominantly on primary industry. The school strongly supports students to develop learning skills which will assist them in school-work transition.

Well resourced and maintained buildings and grounds provide a safe and pleasant learning environment. Special features in the grounds include a large oval, playgrounds, a nature reserve, a covered pool and agricultural areas. Classroom buildings are spacious and well appointed. Specialist areas such as the Art Room, Information and Communication Technologies Suite, Home Economics, Technical Studies areas and stadium are excellent facilities and cater for the wide range of student needs. The COLA, Covered Outdoor Learning Area is a new structure utilised by students as an alternative learning space. The Community Library provides a wide range of services for both students and the community.

Four school buses transport many students from surrounding properties. The bus runs include the Colebatch/Lake Ellen, Coombe, Culburra and Salt Creek.

### **Needs review**

#### *Our school beliefs:*

- that each child is a unique individual whose needs will differ from every other child
- that the interaction between teacher and learner is the heart of our school
- that the school should emphasise skills of learning and help prepare children for a world of rapid change and uncertainty
- that children must develop skills in literacy, numeracy, information and communication technology as tools for learning, recreation, higher education, employment and to become functional members of their community
- school life should be happy and secure within an ordered, structured and pleasant environment so that learning can flourish
- parents have vital roles within the school as a whole and that students, staff, parents and a wider community must work together to maximize learning
- schooling should help children to understand and appreciate that our society and the wider global community has people with widely differing lifestyles and values, and that peaceful coexistence demands tolerance, communication and co-operation
- our school should assist children to gain an understanding and appreciation of the environment.

#### *We aim to help children to:*

- develop self discipline and social responsibility
- appreciate that the freedom of the individual is balanced by his/her responsibility towards others
- develop skills to responsibly question and challenge the information and opinions of others
- to develop a sense of identity with school and community and encourage active participation in both
- develop a coherent set of personal and social values and a commitment to them
- develop lively, enquiring minds, a love of living and a willingness to apply effort to worthwhile tasks.

## **HISTORY OF TINTINARA**

The Tintinara area was used by the Ngarkat Aboriginal people for food and trade. The Ninety Mile Desert was not a desert in the true sense as it consisted mainly of dense mallee scrub, interspersed with numerous lagoons, swampy flats, most of which were covered by water in winter, with few permanent streams. After European settlement, the yearly squatters and travellers through these plains relied on the numerous swamps, lagoons or native wells for water.

Police Inspector Tolmer, while travelling into Victoria with his gold escort in the 1850s, visited these watering places and established wells in 1852 for the use of his team and the constant stream of "diggers". The South Australian Land Company bought blocks of forty acres at the principal camping places to sell for establishing roadside inns to service the travellers needs.

The first courageous pioneers to lay the future of Tintinara and establish a settlement were T.W. and J.H. Boothby, sons of Mr. Benjamin Boothby, Judge of the Supreme Court. The Boothby Brothers bought the land at Jim Crow's Flat. They settled on the forty acres, built a slab and grass thatched hut, shepherd's hut and sank a well. After establishing themselves, they purchased a lease of 165 square miles of country, now known as Tintinara.

The next pioneers to brave the practically unknown Australian bush and settle on the "Ninety Mile Desert" were two young men in partnership - William Harding and George Bunn. They chose the locality near Tintinara on which to build their first homestead. They built a wool shed, the timbers of which still bear the brand of "H & B". Harding and Bunn at one time owned 40,000 sheep at Tintinara and their land holdings stretched from the Coorong to Pinnaroo.

## **HISTORY OF TINTINARA AREA SCHOOL**

The Tintinara School began in 1907 with twelve pupils in the new Tintinara Hall. In 1911, when the Congregational Church was built, the children transferred from the tiny hall and that remained the school site until 1929 when the Education Department completed its first stone classroom for the Tintinara area. Twenty eight students were in attendance.

School bus services to Coombe and Culburra were established in 1950 and a new classroom was added. With the school enrolment at 97 in 1955, a third classroom was erected and more school buses were used to serve outlying areas. In 1959 grades 8 and 9 were established and 6 acres of adjoining land was acquired for a school oval, agricultural paddock and scrub block. The school became Tintinara Area School in 1960 and by 1963 the school enrolment exceeded 200.

The ten years from 1970 to 1980 saw rapid growth in the number of staff and facilities available at school. By 1980 the school's enrolment was 232 students with 22 teaching staff and 6 ancillary staff. The number of classrooms totalled 22. The school grounds were also upgraded during 1981, with resurfacing of the quadrangle area and basketball courts.

Other major additions to the school have included the development of the Nature Reserve, the Swimming pool in 1974, construction of the stadium in 1981, opening of the Community Library in 1988, automatic oval irrigation system in 1989 and rotunda in 1997. In 1998 the information technology room and facilities were updated and there was a refurbishment of the administration area. Heating of the swimming pool was carried out in 1999, as was the intranet development. In 2006 the Preschool was relocated to the original stone building and in 2011 new Junior School buildings were put in place.

## **ABSENCES**

**For your child to progress at school, unnecessary absences should be avoided.**

When an unavoidable absence occurs such as an illness or an urgent pressing family matter there is a process that you need to follow to report this absence to the school. If the absence is **unplanned** a phone call to the school on 8757 2120; an email to dl.0438.absence@schools.sa.edu.au; or an SMS to 0488 535 079 is required to be received with a short reason as to why the student is absent (eg family reasons or ill) by 9:10am of the day of their absence. If a phone call, email or text message hasn't been received by this time, the school will generate a text through their absence program which will be sent to your nominated mobile number asking you to ring the school to explain the absence. These messages are generated between 9:30-10am. If an absence remains unexplained for more than two consecutive days, a staff member may contact you regarding the students well-being and to explain the absence.

**On the return to school**, your child must have a signed, dated note from a parent/caregiver explaining the reason for the absence and the dates the absence took place or, an email to your child's class teacher is also suffice. If a parent/caregiver has personally spoken to a member of staff regarding the student's absence they are still required to present a written record explaining this absence. This is a legal requirement of DFE, and the school is audited every year on this process.

'Notification of Student Absence' forms are printed on the back of all our newsletters; are available on our website; and spare copies are kept in the Front Office. A signed and dated note explaining the student's absence placed in their Communication Book/Diary is also an accepted form of communicating.

If an absence is **planned** (ie Dentist/Specialist appointment), a written note from a parent/caregiver can be sent in *prior* to the absence taking place explaining why and when your child will be absent. The teacher is then able to plan around this absence.

If an absence of **longer than two days** is **planned** (eg family holiday), an ED175 (Application for Exemption from School) is to be filled in by the parent/caregiver and returned to the school for approval by the Principal or District Director **PRIOR** to the absence taking place. These forms are available from the Front Office and can be sent home with your child on request, or are also on our website.

*\*\* Many families find it useful to keep newsletters at home together on a clip or pin-board, to refer to later and to access Absence and Bus forms.*

## **ACCIDENTS AND REPORTS**

Any accident should be reported to the office where appropriate first aid treatment can be arranged by those with the necessary qualifications. An accident report will be completed by the appropriate staff member if necessary.

## **ASSEMBLIES**

### Whole School Assemblies

School assemblies are held when required. Their purpose is to convey necessary information to the student body and to foster school spirit and a sense of belonging. Items for assembly may include: awards, sports and house results, meeting times, SRC announcements, policy statements or announcements. At the end of each term an assembly is held where parents are invited to attend.

## **BEHAVIOUR MANAGEMENT**

For behavior management please refer to the policy.

## **BELL TIMES**

The bell is used to indicate the day's organisation. Bell times and the lesson format follow:

8:45 - 8:55am	Start of school day - Home Group
8:55 - 9:40	Lesson 1
9:45 - 10:25	Lesson 2
10:25 - 10:45	Recess
10:45 - 11:30	Lesson 3
11:30 - 12:15pm	Lesson 4
12:15 - 1:00	Lesson 5
1:00 - 1:10	Eating time in classroom (Home Group Teacher)
1:10 - 1:40	Lunchtime supervised play (Yard Duty Roster)
1:40 - 2:25	Lesson 6
2:25 - 3:10	Lesson 7
3:10 - 3:15	End of day Home Group
3:15	Home time for all students. Bus students to report to bus area, buses depart by 3:25pm.

## **BOOKLISTS AND BOOK DISTRIBUTION**

Foundation to Year 4 teachers compile and hold the stationery until Week 1 Term 1 of the new school year. Parents of Year 5/6 students collect stationery on a day allocated prior to school starting. There may be extras they need to purchase, and Years 8 – 12 will need to purchase the items required from the booklist.

Tintinara Post Office offers to get in books and package any requirements to meet individual needs of secondary students, if they are pre-ordered.

## **BICYCLES**

All students riding bicycles to school should use the racks provided. Riding of bicycles on school grounds at any time, is prohibited, for safety reasons.

## **BUSES**

A teacher is rostered for bus duty to ensure that all students who travel by bus board buses in a safe and orderly manner.

After dismissal at 3:15 pm children who travel by bus will assemble between the Library and the Technical Studies room (except in wet weather when the children will assemble under the COLA). Buses leave the school at 3:25 pm Please advise the school by a note in the diary or phone call if your child/ren are not going to be on the bus on any given morning/afternoon. It is also courteous to contact your bus driver with this information.

see also: *Bus Behaviour Management*

### Children who miss the bus

If a student misses the bus of an evening, every effort will be made by the duty teacher to contact the parents to arrange for the student's transport home.

## **CHILDREN LEAVING THE SCHOOL GROUNDS**

No child is allowed to leave the school unless written or verbal permission from parents has been given. They must report to the front office to sign out before leaving and on return. The student will need to show their permission note to their homegroup teacher and front office staff before signing out.

### **CHILDREN REPEATING A YEAR LEVEL**

TAS Policy is to allow a child to repeat a year level at the discretion of teaching staff, leadership and parents. Repeating a year level is not a course of action to be taken lightly nor should the option be ignored. If repeating will assist the child to catch-up their work and will not damage their emotional wellbeing. This will be at the discretion of teaching staff, leadership and parents.

In cases where the school and parents cannot agree after the advice of Special Education personnel has been obtained, the final decision will be made by the DFE.

### **CLASSROOM MONEY COLLECTION PROCEDURES**

All money will be receipted by Front Office staff using the school's accounting system, EDSAS.

Miscellaneous money should be brought to the Front office in the mornings and will be receipted. Receipts will be placed in teacher's pigeon-hole to be distributed.

### **COMMUNITY AND SCHOOL LIBRARY**

The Tintinara Coonalpyn Community Library aims to meet your recreational, informational and educational needs. We have the following items and services available:

- loan of books, magazines, videos, DVDs, CDs and CD-ROMs
- large print books
- talking books
- toys and games
- books for helping new readers
- reference services
- materials obtained from other SA Libraries via One Card online requests
- community information
- free Internet access
- word processing facilities
- materials in languages other than English
- home library service within township.

It is free for everyone to join the Tintinara Coonalpyn Community Library service. You will need a library card to borrow materials from the collection. To obtain a library card, staff will require you to provide the following:

- Personal identification including your current address
- A willingness to accept the Library's rules and regulations
- Students (and individuals under 18 years of age) need a parent or guardian's approval to obtain a library card.

Students enrolled in Preschool through to Year Three who wish to borrow books from the Library must have a library bag in which to place the books to be taken home. Students may use the library for private study after school until Library closing time.

The library is open Monday through to Friday during school term time and Wednesday through to Friday during the school holiday break. Please see library notice board for opening times.

### **COMMUNITY USE OF THE SCHOOL**

Facilities within the school including grounds and buildings are available to the community. The school encourages the use of these facilities. An agreement form needs to be filled out. Any enquiries can be discussed at the Front Office.



## **CUSTODY**

Parents/Caregivers are required to show Custody or Access Orders when enrolling a child. Parents/Caregivers are required to contact the school when new arrangements are made and show documentation if Custody/Access Orders are changed. Enrolments must be registered in the child's birth name unless legally changed. Documentation must be shown with the court order or signed approval by both biological parents.

## **DIARIES/COMMUNICATION BOOKS**

Students are issued with a diary or communication book at the beginning of the school year.

Diaries are to be seen as a record for:-

- work set
- test results
- personal reminders
- communication with parents
- absence and other notes
- timetable records

### Secondary Students

At the beginning of the year students are to paste into the back of their diaries a copy of:

- their personal timetable

Class teachers are to collect diaries and to check them to see that they are being used correctly and in particular to check for:

- neatness
- records of homework times
- test and assessment results
- parent's signature.

**Parents are asked to sign the diary on a weekly basis.**

*Refer to: Homework Policy*

## **ENROLMENT PROCEDURES**

Children may start school for the first time at the beginning of each year provided they are 5 years of age prior to April 30<sup>th</sup> of that year. Every student will then complete a full year of Foundation prior to going on to Year One.

Preschool aged students are given the opportunity to Register their interest during Term 2 of each year. Enrolment forms are then forwarded and places offered if available.

### Attendance

Children in their first term at school may experience tiredness attending school for 5 days per week. Therefore parents may wish to keep their child at home; the preferred day for this being on a Wednesday for the child's first term or first month depending on how they cope. This is a parental decision and will be a marked absence requiring a parental note for reason of absence.

## **EXCURSIONS/CAMPS**

Excursions and camps are an important part of the curriculum and are encouraged by the school to develop childrens environmental living skills, self-reliance, social relationships and better child/teacher understanding. Information about particular camps should come home well in advance. For subjects where camp attendance is required to meet curriculum outcomes, this information will be made available at the earliest opportunity.

Information and consent notes will be sent home explaining the camp purpose, cost and requirements. The payment due date of these items will be nominated on the forms sent home to parents together with a payment envelope which can be returned to the front office.

Visits to factories, farms, historical sites, visiting art exhibitions and so on, bring to life the work in the classroom, and are a valuable part of the school programme. The cost and number of excursions and camps for the school is taken into account so that hopefully all children may participate in this valuable part of our education programme.

*Refer to: Camps and Excursions Policy*

## **FURTHER EDUCATION**

Our school is willing to help with further study. If interested contact TAFE at Murray Bridge 8532 1455. Usually it requires up to 10 people to form a class where an instructor is available for teaching purposes. School facilities may be used for these courses. Further detailed information is available in the Library.

## **GOVERNING COUNCIL**

The Governing Council is the managing body. It is comprised of elected members and nominated members. The Governing Council meets twice in each term.

The role of the Governing Council is to oversee the governance and broad policy direction of the school.

The Governing Council operates various sub-committees, which report to a council meeting. The Annual General Meeting is held during Term Four of each year.

The Chairperson and Secretary are elected by the Council members at a meeting. Councillors either serve a one or two year term.

Each Governing Councillor is the contact person for a group of parents/caregivers.

## **HELPLINE NUMBERS**

Emergency – Police, Ambulance, Fire Bridge .....	000
Mobile with no network coverage .....	112
Kids Help Line (5-25yrs) <a href="http://www.kidshelp.com.au">www.kidshelp.com.au</a> .....	1800 551 800
Lifeline <a href="http://www.lifeline.org.au">www.lifeline.org.au</a> .....	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

## **HOMEWORK POLICY**

Students at Tintinara Area School are encouraged to have homework during the week. Homework is seen as a useful support to help develop a child's discipline and to practise concepts and skills already learned at school. When homework is set, children are expected to write the assigned work in their diaries.

If children experience undue difficulty with their homework, parents are asked to send a note - if possible, explaining the nature of the difficulty. This will allow the teacher to go over the topic again so that the child understands the work being covered.

If children are unable to do their homework because of circumstances beyond their control, e.g. visitors, illness, etc., please send a note to the teacher.

*Refer to: Homework Policies.*

## **HOUSE SYSTEM**

The school has two houses Messent (green) & Ngarkat (red). They are each named after a National Park close to Tintinara. When children are enrolled at school for the first time they are randomly placed in one of the two houses to give, equal numbers in each house, and also equal numbers of boys and girls. When students transfer from another school, they are placed in a house in a way which redresses any imbalance of numbers in the houses. Children in the same family should be in the same house teams.

The house system is used for sports days, swimming carnivals, inter-house competitions and house points (Junior School).

## **INFECTIOUS DISEASES**

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 need for exclusion depends on:

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

A person who is not excluded may still need to remain at home because they do not feel well.

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

Recommended non-exclusion means that there is not a significant risk of transmitting infection to others.

For further information about diseases, please refer to the specific conditions either in the publication *You've Got What?* or at [www.sahealth.sa.gov.au/youvegotwhat](http://www.sahealth.sa.gov.au/youvegotwhat)

The following are recommended minimum periods of exclusion from school, preschool and child care 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.

## ***Recommended exclusion periods from child care, preschool and school***

Disease or condition	Exclusion of case	Exclusion of contacts
<b>Amoebiasis (<i>Entamoeba histolytica</i>)</b>	Exclude until no diarrhoea for 24 hours	Not excluded
<b><i>Campylobacter</i> infection</b>	Exclude until no diarrhoea for 24 hours	Not excluded
<b>Candidiasis</b>	See Thrush	
<b>Chickenpox</b>	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.
<b>Cytomegalovirus infection (CMV)</b>	Exclusion is <b>NOT</b> necessary	Not excluded
<b>Cold sores (herpes simplex type 1, fever blisters)</b>	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
<b>Common cold</b>	Exclusion is not necessary, but a person with a cold should stay home until he or she feels well.	Not excluded
<b>Conjunctivitis</b>	Exclude until discharge from eyes has stopped (unless doctor has diagnosed non-infectious conjunctivitis)	Not excluded
<b><i>Cryptosporidium</i> infection</b>	Exclude until no diarrhoea for 24 hours	Not excluded
<b>Diarrhoea (no organism identified)</b>	Exclude until no diarrhoea for 24 hours	Not excluded
<b>Diphtheria</b>	Exclude until medical certificate of recovery from <b>SA Health's Communicable Disease Control Branch</b> 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 <b>SA Health's Communicable Disease Control Branch</b>
<b>Food poisoning</b>	Exclude until no diarrhoea for 24 hours	Not excluded
<b>Giardia Infection</b>	Exclude until no diarrhoea for 24 hours	Not excluded
<b>Glandular Fever (infectious mononucleosis, EBV infection or Epstein-Barr virus infection)</b>	Exclusion is <b>NOT</b> necessary	Not excluded
<b>Hand, foot and mouth disease</b>	Exclude until all blisters dry	Not excluded
<b><i>Haemophilus influenzae</i> type b (Hib) infection</b>	Exclude until person has received appropriate antibiotic treatment for at least 4 days	Not excluded
<b>Head lice (pediculosis)</b>	Exclude until all appropriate treatment has commenced	Not excluded
<b>Hepatitis A</b>	Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness	Not excluded

Disease or Condition	Exclusion of case	Exclusion of contacts
Hepatitis B	Exclusion is <b>NOT</b> necessary	Not excluded
Hepatitis C	Exclusion is <b>NOT</b> necessary	Not excluded
Hepatitis D	Exclusion is <b>NOT</b> 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.	
Herpes simplex infection type 1	See <u>cold sores</u>	
Human immunodeficiency virus (HIV) infection	Exclusion is <b>NOT</b> 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 <b>NOT</b> necessary	Not excluded
Impetigo	See <u>school sores</u>	
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 <b>NOT</b> 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. <b>Non-immunised contacts</b> are excluded from child care until 14 days after rash onset in the last case 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 <b>NOT</b> necessary	Not excluded
Methicillin resistant <i>Staphylococcus aureus</i> (MRSA) skin infection	Exclusion is <b>NOT</b> 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 24 hours.	Not excluded
Parvovirus infection (Fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is <b>NOT</b> necessary	Not excluded, but people who are anaemic, immune suppressed, or pregnant should be informed of risk.
Pertussis	See Whooping cough	Not excluded
Respiratory Syncytial Virus (RSV) infection	Exclusion is <b>NOT</b> necessary	Not excluded
Ringworm/tinea	Exclude until the day after appropriate treatment has commenced	Not excluded
Ross River virus	Exclusion is <b>NOT</b> necessary	Not excluded

Disease or Condition	Exclusion of case	Exclusion of contacts
Rotavirus infection	Exclude until no diarrhoea for 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
<i>Salmonella</i> infection	Exclude until no diarrhoea for 24 hours	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced	Not excluded
Scarlet fever	See Streptococcal sore throat	
School sores (impetigo)	Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing	Not excluded
<i>Sigella</i> infection	Exclude until no diarrhoea for 24 hours	Not excluded
Shingles	Exclude until blisters have dried up unless rash can be covered with 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 <b>NOT</b> necessary	Not excluded
Toxoplasmosis	Exclusion is <b>NOT</b> 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 24 hours.	
Warts (common, flat and plantar)	Exclusion is <b>NOT</b> necessary	Not excluded
Whooping cough (pertussis)	Exclude from child care, 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 CDC's Branch. Usually, childcare contacts (in the same childcare group or room) and household contacts of the case who are under 6 months or age and have received less than 3 doses of pertussis containing vaccine should be excluded from child care for 14 days from the first exposure to the infectious case, unless he or she has completed 5 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
<i>Yersinia</i> infection	Exclude until no diarrhoea for 24 hours	Not excluded

## **LUNCH AND RECESS TIMES**

Recess time begins at 10:25 am and lasts for 20 minutes, ending at 10.45am.

Lunch begins at 1:00pm with students being supervised by their class teacher whilst they eat their lunches until 1:10pm. Lessons then resume again at 1:40pm.

## **LUNCH ORDERS**

Lunches are ordered from Café Tinti which provides a price list at the beginning of the year. A copy of this price list is kept in each room and a new price list will be issued when prices change. The children write their order, name and class on the front of a lunch bag. These orders are placed in a class box then taken to the Front Office by 9:00am each morning. Lunch bags are available for purchase from the Cafe or in the Front Office of the school (\$1.00 for 20). The lunch order list follows the Healthy Eating Guidelines which is a Government Initiative.

## **MAGAZINE**

Tintinara Area School compiles an enjoyable and interesting magazine at the end of the year. These magazines are ordered earlier in the year and available on Presentation Night and then from the Front Office. The magazine includes art work, poems, stories and each class provides items of interest from their class. Sports are included in the magazine along with many other events that have been part of the school's year.

## **MEDICAL INFORMATION**

### Immunizations

The S.A. Health Commission makes annual visits to offer and administer tuberculosis testing and BCG vaccinations to secondary students. Year 8 students are also offered Hep B (2 injections over six months), dTpa (Diphtheria/Tetanus/Pertussis) and Varicella (Chicken Pox – if not previously vaccinated or not previously diagnosed with the disease) with parental consent.

### Dental Service

This service provides general dental care to school and pre-school children, according to children's individual needs. Tintinara Area School is serviced by the Dental Clinic in Murray Bridge. A fee per course of care is charged for all children, preschool, primary and secondary, except for dependants of or holders of Health Care, Pensioner Concession or School Cards.

## **MOBILE PHONES/YONDR POUCHES**

Students are encouraged not to bring mobile phones to school. If it is necessary that a student has a mobile phone to contact parents after school or for safety reasons, the phone must be switched off at all times and locked in the provided YONDR pouch allocated to the student at the commencement of school. There are two YONDR locking stations available within the school. Mobile phones are not allowed on camps or excursions, however contact can be made via the school mobile phone. If phones are used at school without teacher permission they will be taken to the front office, to be collected at the end of the day. If this occurs more than twice in a week, a parent will need to collect the phone from the front office at the end of the week.

## **MONEY AND VALUABLES**

Children are urged not to bring unnecessary money or valuable articles to school. Lost money or broken items are the responsibility of children.

## **MUSIC**

Instrumental music is offered through the Department's Music Branch. The lessons are organised on a rotational basis so those students do not miss out the same lessons each week. Students are expected to catch up any work missed in their own time. Presently, students learn flute, clarinet and saxophone.

## **NEWSLETTERS**

Newsletters are a means of communication to parents and the local community. They may include matters of school routine, activities, advance notice on school functions, students' sports results, students' work, Governing Council notes, interest topics and community group activities.

Newsletters are produced and distributed on a Monday in Week 3, 6 and 9 of each term. The responsibility of taking newsletters home is vested in the youngest child of the family. The newsletter is also available on the TAS website [www.tas.sa.edu.au](http://www.tas.sa.edu.au).

Anyone interested may contribute articles, advertisements or requests (within reason) for publication at a minimal cost. Interested parties must ensure that articles are submitted by close of business on the Friday of the week prior to publication. Submissions can be emailed to [dl.0438.newsletter@schools.sa.edu.au](mailto:dl.0438.newsletter@schools.sa.edu.au) or handed in to the Front Office.

Community members without children at school may request a regular newsletter. You may supply your email address to the school for a copy.

## **OUT OF SCHOOL TIME ACTIVITIES**

There are many community groups in which children, teachers and parents can become involved.

These include: Music, Playgroup (for 0 - 4 yrs), Basketball, Netball, Tennis, Swimming, Football, Golf, Cricket, Scouting ('Coonara' Branch held at Coonalpyn), SA Ambulance, CFS, Tintinara Action Club, Lions Club, Tintinara Heart of the Parks.

## **PARENT PARTICIPATION**

The participation of parents is encouraged. Some of the areas in which parents and community members support the school are with school or sporting excursions, SAPSASA, sports days and committees working on various projects. We welcome any ideas for other areas in which parents could help.

## **PHOTOGRAPHS**

Professional photographs are taken of class groups, individuals and/or family groups each year. Payment forms are sent home well in advance.

Informal photos of class activities, excursions or events may appear in the school newsletter or local media at times. A consent form is sent home at the beginning of the year or at the time of enrolment for parental permission to use each individual student's image in these publications.

## **PRESCHOOL**

From 2014, South Australia will follow the same first day of Preschool Policy for all children. Students who turn four on or before 30<sup>th</sup> April of any given year can start at the beginning of that year. If they turn four from 1<sup>st</sup> May onwards, they are able to start attending Preschool at the beginning of the following year.

From 2018, Tintinara Preschool is run on Tuesdays 8:30am-3:15pm, alternate Wednesdays 8:30am-11:30am and Thursdays 8:30am-3:15pm. Refer to : *Preschool Handbook*



## **PRESENTATION NIGHT**

At the end of the school year in the last week the school stages a Presentation night. Awards are presented and entertainment items are arranged by various classes. After completion of their items, children return to allocated class areas to be supervised by their teachers. The function takes place in the Tintinara Hall.

The following awards are presented on the night:-

- House Shield
- Achievement Curriculum Awards
- Dewson Memorial
- Lions Student of the Year
- Luhrs Swimming Award
- Caltex Best All Rounder Award
- RSL Quiet Achiever's Award
- Bursary Scholarship
- Action Club Sports Award

## **REPORTS**

The assessment of students has the primary purpose of enhancing student learning by providing information about the progress of the individual child and the achievement of curriculum aims and goals. A written report is sent home at the end of Terms 2 and 4.

## **SCHOOL CARD**

The School Card Scheme is administered by the Department For Education, and provides financial assistance towards the cost of educational expenses for full-time school students of low income families. Application forms are available through the front office.

## **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.

## **SPORT**

Each year the school runs two sports days which are athletics and swimming with both events being a House competition. Normally the events are run before Interschool swimming and athletics to act both as training and selection of our students for these events.

### **ELIGIBILITY TO COMPETE IN SPORTS DAY & SWIMMING CARNIVAL**

Students who are 8 years of age or older as of January 1<sup>st</sup> of that year are eligible to participate in sports day and swimming carnival. Those students who are not 8 years old by this date may participate in the mini's section of Swimming Carnival and the mini's section of Sports Day. This is in line with 'The National Junior Sports Policy' and has been approved by Governing Council.

The Physical Education Teacher is responsible for the organisation, training and running of these events (as well as both interschool sporting events).

### School Sports Day

This is generally run in first term and consists of Cup events for Sub-Juniors, Juniors and Open. In keeping with the school's policy of total involvement of students, tabloid events are also run for those students who would not otherwise have competed. Preschool to Year 2 (under 8 year old) students are involved in the day, but are not eligible for cup events. There is a trial day run before Sports Day for long distance and high jump events.

### School Swimming Carnival

This is held in first term at the Coonalpyn Swimming Pool and is run in the same manner as the Sports Day with events catering for all students, so that all students can participate. Students under the age of 8 are also involved in a mini's section of the carnival and are encouraged to attend.

### Upper South East Sports Association

The Upper South East Sports Association organises sporting competitions between the Coomandook, Coonalpyn (swimming only), Meningie, Keith, Tintinara and Karoonda schools. There are interschool athletics meetings each year and the schools, with the exception of Coonalpyn, organise this on a rotational basis. Students compete in four age groups - Sub-Junior, Junior, Senior and Open. Competition is for an outright shield, handicap shields and handicap pennants for each age group. Tintinara & Karoonda schools combine on interschool athletics days and use the name of Kanara.

### SAPSASA

(South Australian Primary School Amateur Sports Association)

The school is affiliated with the Murray Mallee District of SAPSASA. It therefore competes with Lameroo, Geranium, Coonalpyn, Meningie, Coomandook, Karoonda, Raukkan and Pinnaroo Schools. At the start of each year the students who wish to take part in SAPSASA events are asked to nominate for which sports they would like to be considered.

### SSSSA

Secondary School Sport SA provides a range of sporting programmes for secondary school students. Tintinara Area School is a member of the Upper South East Sports Association where teams for athletics and swimming are chosen from the schools within this association to make a district team. For other events, the school sends its own team.

## **SPORTING FACILITIES**

### Stadium

The stadium is used by school and community groups for a wide variety of activities. Booking information and hire charges are available from the Front Office. The Governing Council governs the use of the stadium and the Governing Council's Asset Management committee monitors maintenance. A DFE Community Use of School Facilities Agreement form is available from the DFE website.

### Change Rooms

The change rooms are available to be used prior to using sporting facilities. They include showers and toilets. Children must be supervised at all times.

## STUDENT AWARDS

The following awards are presented at Presentation Night.

### Achievement Curriculum Awards

These awards are awarded to students from Foundation to Year 10 and are primarily aimed at acknowledging academic ability and a good attitude to both their studies and their school life.

### Action Club Sports Award

The recipient of this award, previously known as the Michael Harkness Memorial Sports Award, is to be chosen using the following procedural guidelines:

- the candidates are to be nominated in writing with reason for the award, and nominations are open to any community member who wishes to nominate a student from Tintinara Area School
- a call for nominations is to be advertised in the newsletter in October. Nominations are to be forwarded to the Sports Coordinator by the due date advertised
- a committee of three, including the Sports Coordinator, selects the most worthy candidate/s. Results are kept secret by the committee until Presentation Night.

The final decision is to be made on the following criteria applicable to the year of nomination:

1. sporting awards and level of success
2. a degree of excellence
3. participation in a variety of sports
4. sportsmanship
5. willingness to help others in sport.

### Dewson Award

This award was initiated by Mr G.D. Roberts in memory of his mother, Rosetta Roberts (nee Dewson), the daughter of Isaac Dewson.

Isaac Dewson was a member of the SA Police Force, which provided an escort for the "Gold Coaches" travelling between Victoria and South Australia. A plaque is erected at Culburra to commemorate this escort.

There is \$500 invested with Public Trustees in conjunction with DFE. The interest from this deposit is used for the prizes each year.

Students are judged on their whole year's work in HASS. A perpetual trophy, housed at the school, is inscribed annually with the winner's name.

### Lions Club Student of the Year

This award is bestowed upon a senior student who excels in the following areas:-

1. attitude to staff and students
2. courtesy to staff and students
3. academic achievements (taking into consideration effort, attitude and ability)
4. sporting achievement (particularly participation)
5. cultural activities, responsibility and leadership with regard to the student body
6. general service to the school.

The selection of the "Student of the Year" award recipient rests with the Principal, who consults with the staff prior to making their selection.

### Luhrs Special Swimming Award

This award, provided by the late Mr L. and Mrs Luhrs, is awarded to the student who most fully exhibits the following qualities:-

- personal swimming ability (25%)
- success in RLSS awards (25%)
- encouragement of other swimmers in their house (25%)
- sensible conduct and care for others in the pool (25%)

The Swimming Teacher and Physical Education Teacher select the most worthy candidate.

### Caltex Best All Rounder Award

The Caltex Best All Rounder Award is one of Australia's most prestigious secondary school awards. Each year it is presented to thousands of students around the country acknowledging their all-round contributions to their schools and communities.

The Caltex Best All Rounder Award winners are characterised by their overall commitment to doing their best in all their pursuits. Typically, they excel across a number of areas including studies, sport, community involvement, conduct and leadership.

### RSL Quiet Achiever

The award was initiated by the RSL and is given to a student deemed by Staff to be a quiet achiever. One scholarship is awarded each year and is currently valued at \$500.

### Tintinara Area School Education Support Bursary

As the result of a bequest, Governing Council has set up the Tintinara Area School Education Support Bursary. It is available to be awarded annually to the most suitable and deserving student/students as set down in the selection criteria. Up to two scholarships may be awarded each year and are currently valued at \$800 each. The money is to be used to assist the advancement of the education of the successful applicant.

### Eligibility for application

To be eligible for the Tintinara Area School Education Support Bursary:-

1. Students must have completed at Tintinara Area School a full Year 9 course and either
  - a full Year 10 course at Tintinara Area School and be involved in further education; or
  - be studying a Year 10 course at another school and be planning further study at an approved institution.
2. Students must be planning to study at either Senior Secondary or a first year of post-secondary further education (at an institution approved by the selection committee) and within 12 months of finishing Senior Secondary.
3. Where a student applicant is living away from home for further education purposes, and they have satisfied the criteria, the family must be resident in the Tintinara Area School community at the time of application.
4. Applicants will be required to complete a written application and may be asked to attend an interview with a panel of selectors.
5. Application forms will be made available towards the end of each school year and will be advertised through the School Newsletter.

## **STUDENT LEADERS**

### **Student Representative Council**

The function and aims of the SRC are to:-

- ❖ seek to improve communication to and from the student body.
- ❖ develop and assist in any way, school pride and morale.
- ❖ voice the opinions and ideas of the student body on matters that concern them.
- ❖ liaise between staff and students.
- ❖ organise lunchtime activities where necessary.
- ❖ assist in keeping the school neat and tidy.
- ❖ organise school socials.
- ❖ organise fundraising activities for the benefit of the school and charities.
- ❖ suggest improvements to school grounds and amenities.
- ❖ learn meeting and organisational procedures.
- ❖ be seen as leaders and maintain a suitable standard of behaviour both inside and outside school.

### **Charity Fund Raisers**

SRC may fundraise for student resources or charity events. They decide which charity eg. World Vision, Genes for Jeans, etc. and discuss what they are and which students are to be involved and help to organise it.

### **House Captains**

The function and aims of House Captains are to:-

- ❖ develop team spirit
- ❖ help with house team selection
- ❖ help arrange lunchtime activities
- ❖ help with junior coaching
- ❖ act responsibly and show leadership.

## **STUDENT WELLBEING**

The school has a Wellbeing Coordinator, Sylwia Pelichowski who students can access for support.

## **SUPERVISION OF STUDENTS**

Students are supervised by school staff from 8:30am until 3:15pm (3:25pm for bus students) on school days.

Students should not be on school grounds outside these times, unless they are involved in specially organised activities where they are under supervision.

### **Former Students Visiting**

Former students are welcome to visit the school to renew friendships, with permission from the Principal. They will need to sign in and out through the Front Office and wear a Visitor's Badge.

## **TRANSPORTING STUDENTS IN PRIVATE VEHICLES**

When students are required to be transported in a private motor vehicle, it is the owner's responsibility to ensure that they are adequately covered in the event of a claim arising from an accident. *(Students in a registered vehicle would be covered by compulsory Third Party Bodily Policy, other property by Third Party Property and other original vehicle by Comprehensive.)*

The Department stipulates that any car used for School or Departmental purposes must be comprehensively insured.

It is the Principal's responsibility to:-

- entrust the transportation of students only to competent drivers with adequate experience.
- ensure that the numbers in a car will not impair the driver's ability to control the car.
- inform parents of transportation details.

It is the voluntary driver's responsibility to:-

- hold a current driver's licence (full or provisional)
- have the car you will be driving registered
- have the car you will be driving covered by one of the following insurance
  - third party property
  - comprehensive
- use all seat belts in the car by all passengers
- understand that neither the school/preschool nor DFE accepts responsibility for any claims which may result from a vehicle accident.

## **TINTINARA AREA SCHOOL DRESS CODE**

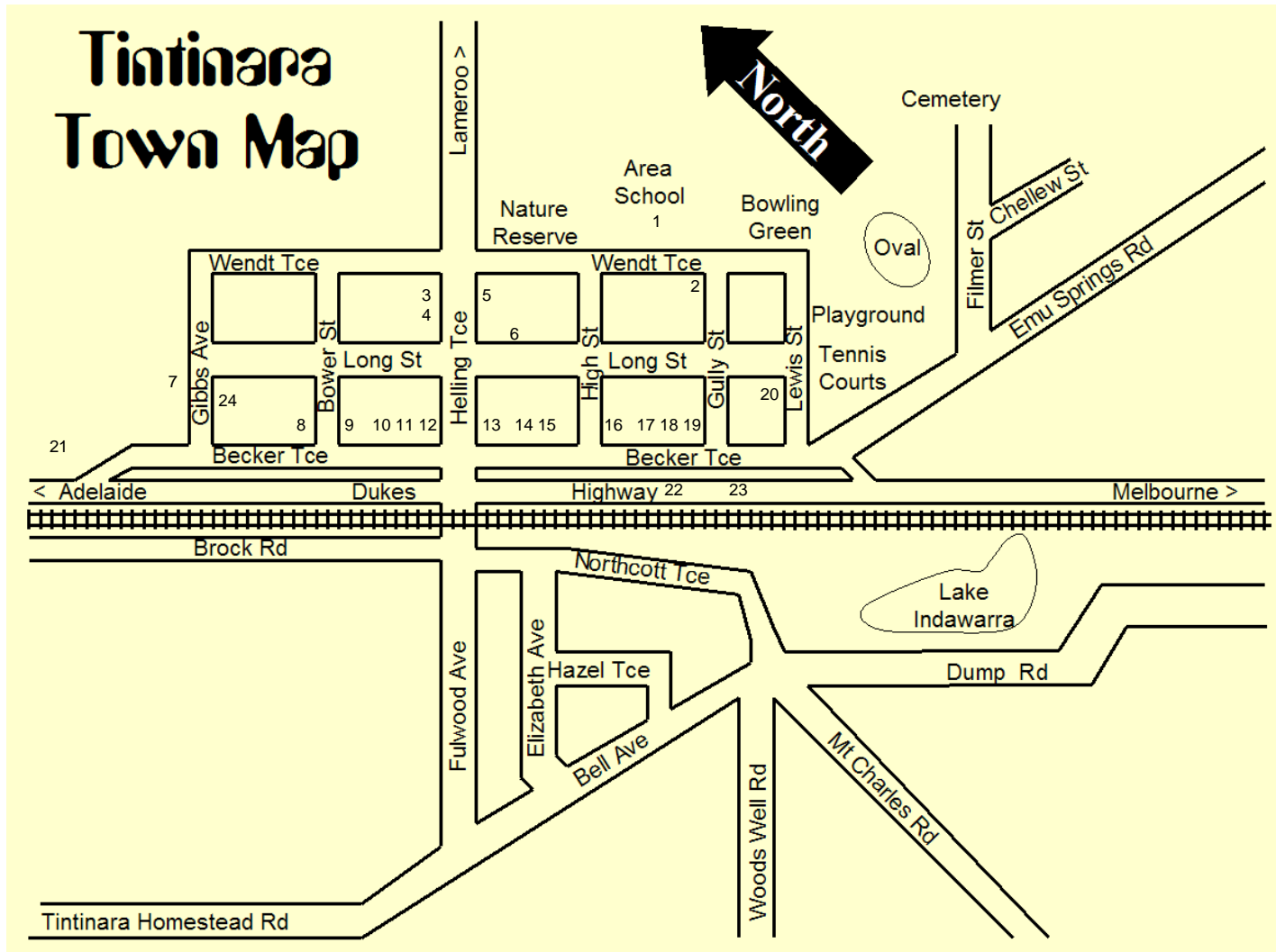
A uniform dress code contributes to whole school unity and pride; a sense of belonging; reduces levels of competitive dressing; supports equity; develops a positive image; assists staff in identifying students for safety and on excursions. The Uniform Committee has ensured that the dress code is practical, safe, equitable and cost effective. Teachers and parents / caregivers have a responsibility to request the wearing of the official school uniform. Students are required to wear the school uniform and non compliance will result in the Behaviour Management Policy being enforced.

*Refer to : TAS School Dress Code.*

## **YEAR LEVEL INTERVIEWS**

Parent teacher interviews are scheduled twice during the year in Terms 1 and 3. They provide a valuable opportunity to discuss student progress and concerns. Parents are invited to contact the teachers or the school to arrange a mutually acceptable time in which to discuss a child's progress. Likewise the teacher may contact the parent if he/she feels it necessary or desirable.

# Tintinara Town Map



## KEY:

- |   |   |
|---|---|
| 1. Tintinara Area School                    | 15. Coorong District Council Office             |
| 2. Tintinara Playgroup Building             | 16. Tintinara Hotel                             |
| 3. Uniting Church                           | 17. Foodworks Supermarket                       |
| 4. Country Fire Service                     | 18. Tintinara Town Hall                         |
| 5. Community Health Ctr & Ambulance Station | 19. Traeger Services                            |
| 6. Anglican Church                          | 20. Tintinara Engineering                       |
| 7. Lutheran Church                          | 21. Tintinara Travel Stop<br>(United Roadhouse) |
| 8. Tinty Auto & Ag                          | 22. Shell Service Station Roadhouse             |
| 9. Croser Tyre Service (Bridgestone)        | 23. Heart of the Parks                          |
| 10. Tintinara Post Office                   | 24. Cox Rural                                   |
| 11. Café Tinti and Caravan Park             |   |
| 12. Country Sew n' Sew                      |   |
| 13. Landmark                                |   |
| 14. CWA Building                            |   |