



7 Mitchell Street, Crystal Brook SA 5523

T. (08) 8636 2134 | F. (08) 8636 2311

E. dl.0111.info@schools.sa.edu.au

A community of learners, a world of opportunity

welcome

We are delighted to welcome you to Crystal Brook Primary School. We are nestled at the edge of the Flinders Ranges, in the wonderful township of Crystal Brook. We currently have an enrolment of approximately 120 students. The vision of our school is '*A community of learners, a world of opportunity*'.

At Crystal Brook our greatest assets are our wonderful children and staff who have the pleasure of exploring, teaching and learning from each other. We are proud of our values; **Respect, Compassion and Resilience**, which permeate all aspects of school life.

We see ourselves as a community of learners, eager to learn, to improve and to do our best at all times. Our staff seek to empower our students to actively seek out learning opportunities and to proactively make strong choices in life. We are committed to ensuring each child is nurtured, encouraged and stretched in their learning and development.

At Crystal Brook Primary School learning is valued, thinking is encouraged and creativity and imagination fostered. Staff are keen to share a love of learning with their students. The life of our students is enriched through an exciting range of programs and activities that include Visual Arts, Physical Education, Digital Technologies, Science, Community engagement and Wellbeing Programs. Student Wellbeing is fostered by linking learning and wellbeing to create a positive school culture.

general school information

SCHOOL TIMES

8:30am	School opens
8:50am	Class begins
10:50am – 11:30am	Lunch
1:10pm – 1:40pm	Recess
3:20pm	Dismissal

Children should be at school ready to enter class by 8:45am, organised for lessons to begin at 8:50am



Government
of South Australia
Department for Education

COMMUNICATION WITH FAMILIES



The **School Stream** app is our main form of communication with families. It is here that we post important information about upcoming events, reminders, consent forms for excursions, end of week videos and Newsletters (fortnightly). Families also have the option of sending a private message to the school via the app.

We have recently updated our website and newsletters to make them easy to access on any device. Crystal Brook Primary School also has a public Facebook page and private class pages where we regularly share photos of student learning and school events.

Facebook: Crystal Brook Primary School (look for the school logo as the profile picture)



SCHOOL FEES AND PAYMENTS

School fees are charged annually to cover the cost of materials and services supplied in the deliverance of the curriculum. A tax invoice is sent home with students at the beginning of the year, with the amount due by the end of Term 1. Early payment via QKR is appreciated. Instalment plans can be arranged by contacting the finance officer at school if required.

We accept payments via **QKR (our preferred method)**, EFTPOS, direct deposit or cash.

ABSENTEEISM/ATTENDANCE

Department for Education requires that children must be enrolled in a school or approved learning program from the age of 6 years until they turn 17 years old. The department also requires that a child must attend the school at which they are enrolled, on every day the school is open.

Parents have a responsibility under the Act to ensure their children attend school regularly. If a child or young person does not attend, without a 'prescribed reason' for their non-attendance or an approved exemption, their parents or carers may be guilty of an offence.

'Prescribed reasons' for absence fall under the categories of family, illness and external sporting events e.g. SAPSASA.

If your child is absent it is a legal requirement that you inform the school. Daily absences can be sent via School Stream (our preferred method), or by phoning the school. In the case of illness, a doctor's certificate is required for 3 or more consecutive days absent.

Roll books are completed daily and an absence message will be sent out to families via SMS if a student is marked as an 'unexplained' absence in the roll and there has been no communication from families.

All students arriving late to school must report to the front office and collect a 'late card' to present to teachers on arrival back to class. If you are picking up your child early they can be signed out via the School Stream app including the time of collection, or by signing a 'yellow slip' in the front office.

Exemption approval is required by the Principal for periods totalling 4 days or more away, forms for this can be collected from the front office.

CUSTODY OF CHILDREN

If a child is subject to a custody or intervention order then a current order MUST be sighted by the Principal and a copy given to the school when enrolling the child, or as the order takes place. This information is confidential and remains in the students file. If possible, please provide a copy of all orders regarding the child for their file.

GOVERNING COUNCIL

The role of the Governing Council is to involve parents in the wellbeing of the school and its students. They provide a means of contact between home and school, assist parents to gain skills to participate in decision making of the school (i.e. policies) and to support the Principal and school staff to enhance student learning.

Governing Council is actively involved in such matters as finance, grounds, education and monitoring of the site improvement plan. Meetings are open to all school families and occur twice per term at 7pm, usually in weeks 3 & 8. These meetings are advertised via School Stream, Website calendar and Newsletters.

The Annual General Meeting from which the council is elected is held in week 8 of Term 1 each year.

PARENT CLUB

Parent Club is actively involved in fundraising for our school and the wellbeing of our students. As the primary fundraising group, they invite all families to support the range of activities they hold during the year. Parent Club is an active school body who meets regularly throughout the term. Meeting dates, times and location are advertised via School Stream and the Newsletter. All families are welcome to attend. A welcome morning tea is usually held on the first day of the school year for families of new Foundation students in the hall.

SITE IMPROVEMENT PLAN

The Department for Education has a common approach to school improvement planning, which is informed by evidence of local and international best practice. The school improvement plan is developed to continually improve practice and strengthen impact on student learning. This is available through the office or on our website at <http://crystalbps.sa.edu.au/>

SCHOOL BUS & BUS ZONE

We have one Department bus and one private bus that service Merriton/Redhill and Narridy. To travel on a Department bus you must live over 5km from the school (unless otherwise agreed by the school). Please see the front office staff if you believe your child is eligible as there may be other restrictions in place. Students who use the bus must be supervised at all times whilst waiting at their bus stop and when being collected.

Our bus zone is located at the back of the school on Mais Terrace, please do not park in this area at any time. When entering/exiting school grounds make sure to walk around the buses and not between them. Please observe the speed limit of 25km/h when passing a stationary school bus with its lights flashing.

BICYCLES & SCOOTERS

We believe that children should ride bicycles and scooters to school only when they know the road rules. All bicycles and scooters must be left in the racks during the day and are never to be ridden within the school grounds. Children MUST wear a helmet at all times when riding.

INFECTIOUS DISEASES

Children, young people and employees with symptoms and signs of an infectious disease, such as fever, conjunctivitis, cold or flu, vomiting or diarrhoea, should:

- stay at home until symptoms have passed
- be encouraged to seek medical attention
- limit contact with others
- follow guidelines on [exclusion periods](#).

We are required to inform the school community when there are infectious diseases in the school, which we will do via a School Stream post. Please contact the front office to inform us if your child has been diagnosed with any of these, or other infectious diseases.

INSTRUMENTAL MUSIC

When the role is filled, a Department for Education instrumental music teacher is based at the school one day a week to provide lessons to students in years 5-6. Currently this position is vacant and once it has been filled we will advise the community.

LIBRARY & BOOK CLUB

Each class will visit the library at allocated times throughout the term. During this lesson students have the opportunity to borrow up to five books, for two weeks from the day they are borrowed, using their individual borrowing barcodes. They need to be returned to the library either during their next class visit or any time the library is open during the day. We have a well-stocked library that caters for student's learning and recreational reading. All children may borrow books, but must return them on time and in good condition. At times, if a book borrowed is not returned within the term you may receive an invoice to cover the cost of the book, which is payable to the front office.

Once a term students receive Scholastic book club catalogues with some great quality books and learning aids. Families are under no obligation to purchase anything, but if you wish to place an order please fill in the ordering form and return to the front office with the correct money enclosed, or via the scholastic website. Books take about 3 weeks to arrive once all orders are placed.

STUDENT REPRESENTATIVE COUNCIL

The SRC teaches student voice, how decisions are made and how to bring about change. All students are invited and encouraged to join the SRC. Each student has the opportunity to be elected once during Foundation to Year 2 and once in Years 3 - 5. Then in Year 6, their final year of schooling all positions for Leadership are open to the entire cohort.

The Student Representative Council (SRC) is made up of two elected class reps from each class and the Year 6 leaders. The Wellbeing Leader is responsible for the SRC and coordinates all meetings, events and projects.

UNIFORMS

School uniforms can be ordered via the QKR app at any time throughout the year and are filled according to stock levels, unless required sooner.

If you would like more information or are ready to proceed with enrolment, we encourage you to contact us.

We look forward to meeting you.

Maciej Jankowski

Principal