



CRAFRERS
PRIMARY SCHOOL

Information Booklet

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Principal: Mr Garry North

Deputy Principal: Mr John Nielsen

www.crafersps.sa.edu.au



Welcome to Crafers Primary School located on Piccadilly Road in the picturesque Adelaide Hills. We are a vibrant, growing school currently catering for 286 students from Reception to Year 7.

Our school takes great pride in the strong community feel and high parent participation. Our parent group is very active and shows strong support for the school in a range of activities. Staff and parents work collaboratively to achieve high academic, social and behavioural standards.

This information booklet is designed to answer many questions for new parents.

If you would like a tour of the school please phone 8339 1073 to arrange a convenient time.



Government of South Australia
Department for Education



Starting School

In South Australia, public primary schools have one intake date, this means:

- If your child turns five before 1 May they can start primary school the first day of term 1 of that year.
- If your child turns five on or after 1 May they can start primary school the first day of term 1 of the following year.

The one intake date brings South Australia into line with other states and means every child has four terms of reception before starting the rest of their schooling.

At Crafers Primary School we offer a Reception transition program to facilitate a smooth beginning to school. Children are invited to spend a small amount of time in the classroom in the weeks preceding the term they are due to start.

New Reception students receive a letter during the term prior to starting school informing them of the transition arrangements.

Day to Day Information

School Hours

School Begins:	8:50am
Early Morning Lessons:	8:50 to 11:10am
Recess:	11:10 to 11:30am
Mid-Morning Lessons:	11:30 to 1:00pm
Lunch Eating Time:	1:00 to 1:10pm
Lunch Play:	1:10 to 1:50pm
Afternoon Lesson Time:	1:50 to 3:20pm
Dismissal:	3:20pm

School dismisses at 2:20pm on the last day of each term.





Attendance

Parents are asked to co-operate by ensuring that children are on time for school, as coming late causes disruption to class routine and can cause embarrassment.

If your child is going to be absent from school, please notify the school as soon as possible. The Department for Education (DfE) requires all absences to be recorded with a reason. A written note to your child's teacher, completion of the Skoolbag Absentee eForm or a telephone call to the front office is appropriate.

Families are encouraged to restrict holidays to during holiday times. However, if that is unavoidable please notify the school in advance. For absences longer than three days, an Exemption form will be required which is available from the front office. The Principal is authorised to give a month's exemption for family holidays.

If your child comes to school late or leaves early they need to come through the front office so that their attendance or absence can be recorded. This is also important if you take your child out for part of the day such as a visit to the dentist.

Assemblies

Assemblies are held each Friday morning at 9:00am. This is a great opportunity for students to showcase their learning. Each week a class organises and presents the assembly. These events are well attended by parents and everyone is welcome.

Before and After School

Students who do not attend Out of School Hours Care (OSHC) should arrive at school between 8:30am and 8:50am. Students are permitted in classrooms or are supervised in the yard areas during these times. After school, students should be collected between 3:20pm and 3:40pm. Students who have not been collected are brought to the front office and their parents are contacted.

Any student in the school yard after 3:40pm should be at OSHC or supervised by their parents.

Communication

Regular communication between school and home is important. The school is using the Skoolbag app to keep in contact with families. Please install this app on your phone or mobile device. Further information about Skoolbag is available on our website or see our friendly front office staff for assistance.

The school produces a newsletter three times a term which can be accessed via our website or on Skoolbag.

You are encouraged to 'keep in touch' with teachers about any current happenings in your child's life that may impact on their wellbeing or learning. Before and after school are times when most teachers are available - if you require more time please make an appointment with the teacher. Remember, a teacher's first priority during school time is to be with children. Teachers use the SeeSaw app to provide ongoing information about student learning. Your child's teacher will provide you with information to enable you to access the SeeSaw app.

See 'Bushfire Policy' for information regarding notification of school closures due to catastrophic fire danger.



First Aid

Children who require first aid can either come to the front office or see a yard duty teacher.

Sick children are also sent to the front office for assessment. Sometimes they just require some quiet time or a short rest. If children are unwell, a member of staff will try to contact parents in the first instance and if we are unable to contact you we will try others on your emergency contact lists. If the school is unable to contact anyone, the Principal is empowered to seek whatever medical attention they feels is necessary.

Sometimes children have accidents at school where it is necessary for them to have a change of clothes. The school has a small supply of emergency clothes but this is sometimes not always possible, especially if children have wet shoes. If your child has come home with a spare set of clothes we ask that you please launder and return them to school.

Lunch Orders

Lunch orders are available Wednesdays and Fridays. This service is provided by an external supplier, Maria's Kitchen. Lunches can be ordered via the Qkr! app and orders must be received by 4pm the day prior to delivery. Please direct any questions about lunch ordering to Maria's Kitchen on 0403 163 576.

Lunches and Snacks

Students generally bring their own lunches and snacks. Classes have a healthy snack between 9.30am and 10am.

Healthy snack is a time to eat fresh fruit or vegetables. This does not mean yoghurts or health bars.





Out of School Hours Care (OSHC)

Professional before and after school hours care is available at the school, 7:00–8:30am and 3:30–6:30pm. This service is available Mondays to Fridays during the school term. OSHC is also available on school closure/pupil free days. Vacation Care is available 7:30–6:00pm during school holidays. For Out of School Care Hours enquiries, please ring 8339 6343.

The schoolyard is supervised from 8:30am in the morning and supervision finishes at 3:40pm. If your children need to be at school before or after these hours you will need to use the Before and After School Care Services provided by OSHC.

Parking

Limited parking is available in the area adjacent to the staff car park in Violet Avenue and in the Quarry car park.

A kiss and drop zone provides a means to quickly deliver and pick up children at the beginning and end of the day. Do not leave your car unattended in this area. If your child is not present for pick-up parents must continue to rotate around Violet Avenue.

The parking area is often busy with cars and people. Parents are asked to drive with extreme caution and adhere to the speed limit of walking pace.

For the safety of yourself and children please do not walk through the staff car park when walking onto the school grounds.

On rainy wet days parents are encouraged to pick up children from their classroom from 3:00–3:20pm to reduce the traffic and numbers of students waiting at the front gate.

Raising Concerns

You are encouraged to raise concerns about your children at any time either with their class teachers or with the Principal. The teacher concerned is the preferred first step. Please consider class needs and arrange a suitable time to see them.

The school policy for raising concerns can be accessed on the school website.

School Accounts

Excursion and camp forms are issued throughout the year with an option to add the associated costs of the event to your family account. A statement will be issued every term, with payment of the balance to be finalised each term. If you are having financial difficulties please make contact with the Principal for a confidential discussion.



School Fees

Standard sum school fees are set by the Department of Education. In addition, Governing Council sets an approved sum, in consultation with the school community, which forms the endorsed recoverable 'Materials and Services Charge' for each year. This invoice is mailed to families in Term 1.

Payment of the Materials and Services Charge is due by the end of Term 1 unless prior arrangements are made to either:

- Enter into an agreement for instalments via Direct Debit
- Enter into an agreement for instalments via Government payments Centre-Pay
- Apply for Government issued School Card scheme

Forms for these arrangements can be collected from the front office.

A copy of the Fees Policy can be found via the Crafers Primary School website and a link on the Skoolbag app.

Student Medication

If your child has a medical condition requiring medication a health care plan is required from your doctor. A health care plan is essential for all known medical conditions. All medicines, inhalers and EpiPens need to be clearly labelled. All medications are distributed from the front office.

From time to time, especially through the winter months it may be necessary for you to send medication for your child to school, to be administered by staff.

DfE policy in relation to student medication is very clear. Staff cannot administer medication to students unless:

- The school has been supplied with a 'medication authority' form
- The medication is in its original packaging from the Pharmacist detailing:
 - Child's name
 - Dosage required
 - Name of the medication
- The school has been supplied with a letter from the prescribing Doctor detailing the medication (this must match the medication label from the Pharmacy).

If the school is not supplied with the above information, the medication cannot be administered. Please do not send medication such as Panadol, Advil, Nurofen, etc. to school with your child as we are also not permitted to administer any non-prescribed medication.





School Personnel

Principal: Mr Garry North

Deputy Principal: Mr John Nielsen

Wellbeing Coordinator: Ms Sybila Ford

Teaching Staff

Reception/Year 1:	Ms Pam Shephard
Reception/Year 1:	Ms Kathy Smith
Year 1/2:	Ms Kit Wong and Ms Hayley Phillips
Year 1/2:	Ms Felicity Harrison
Year 3:	Ms Petra Dunaiski
Year 3/4:	Ms Kim Atkinson
Year 4/5:	Ms Lynette Kaeding
Year 5:	Ms Paula Nation
Year 6:	Ms Kate Barrie
Year 6/7:	Ms Sybila Ford and Mr John Nielsen
Year 6/7:	Mr Matthew Summerton
Librarian:	Ms Elke Lobenstock
Indonesian Teacher:	Ms Lyndal Chittleborough
Performing Arts:	Ms Sue McAllister
Physical Education:	Ms Victoria Gaetjens

Support Staff

Library, SAPSASA and Music Coordinator:	Ms Christine Cavaiuolo
Administration:	Ms Carol Chataway and Ms Cynthia Petiet
Finance:	Ms Megan Hider
Learning Assistance/Classroom Support:	Ms Siobhan Brumfield, Ms Wendy Geraghty, Ms Jenny Longmire and Ms Paula Dempsey
Grounds Maintenance:	Mr Nick Kerley

OSHC

OSHC Director:	Ms Rosie Jarvis
OSHC Assistant Director:	Ms Kat Nielsen



Curriculum

Arts

Arts learning plays an important role in helping us understand ourselves. It expresses and celebrates our sense of identity and heritage in our multicultural society. Many of the skills and attitudes that are learned in and through the arts contribute to the other learning areas.

In Arts students learn:

- to create art works through practice and experience in dance, drama, media, music and the visual arts to look at, talk about and enjoy all kinds of arts experiences and arts works
- to develop particular arts skills and techniques
- how the arts look and feel different from one culture to another
- about the different histories and traditions of dance, drama, music, media and the visual arts
- how the arts are being changed by new technologies
- about the arts' industry and the potential career pathways it offers

Students participate in classroom music lessons and drama lessons for 6 months of the year.

English

In English, learners develop their skills as listeners, speakers, readers, viewers and writers. They learn about the power of language, how it is used in different ways for different purposes and how to communicate effectively and imaginatively in a wide range of situations. In particular, they learn to apply their skills in different ways to understand and produce multimedia texts emerging through the growth of information communication technologies.

Students will learn to understand and use the English language appropriately in its many forms - spoken, written and multimedia - and, as a result, will be able to participate in a range of activities in the home, in the community and in the workplace.

Health and Physical Education

Through Health and Physical Education children and students learn about people's physical, intellectual, emotional, spiritual and social aspects.

In the new curriculum, this Learning Area focuses on:

- participation in physical activity as compared to 'fitness'
- the teaching and application of skills in a variety of physical activities
- the importance of safe and respectful behaviours within safe environments
- the importance of understanding oneself in different situations
- food and nutrition
- personal development and group skills





Through these learners will:

- develop a positive outlook on lifelong participation in regular physical activity
- grow personally and socially in order to benefit themselves and others, develop understanding and take action about health and its importance for both the individual and the community

Each child has one skills-based lesson with a Physical Education teacher every week.

Languages

Through learning languages other than English, children and students gain knowledge, skills and values that enable them to:

- communicate in another language
- compare languages and cultures, to understand differences and similarities
- extend their understanding of themselves and their own language
- strengthen their literacy and numeracy skills
- develop skills to become global citizens.

Indonesian is the language other than English taught at the school.

Mathematics

Mathematics is a way of understanding the world through the use of number and space.

Learners investigate and analyse mathematical problems through investigating, comparing, reflecting and testing information to work out possible answers. They develop the mathematical skills and understanding that they need in all areas of their lives. They explore and analyse data and numerical and spatial patterns, learn about measurement and number, and develop spatial understanding and geometric reasoning.

Senior students also learn about analysing and modelling data that represents change.

Numeracy is the ability to understand, analyse, critically respond to and use mathematics in different contexts.

Science

The emphasis in science is on learners developing understandings of the physical and biological world in which they live and an appreciation of the relationships they have with these worlds.

To do this, learners need an understanding of the use of scientific processes such as investigating, collecting and interpreting information and communicating. This, along with the ability to think critically and to measure the impact of science on society, is essential to learners' success in this area.

Students learn about sciences involved with the earth in space, physics, biology and chemistry.



Society and Environment

In Society and Environment, students increase their understanding, knowledge and skills and develop attitudes and values to help them participate as active and informed citizens in their local and global society.

Technologies

This area of learning is comprised of the two distinct, but related, subjects of Design and Technology and Digital Technologies with a focus on: Creating Preferred Futures.

Students are encouraged to think about how solutions created now could be used in the future and what the impact of these solutions might be. They will use critical and creative thinking to look at the possible benefits and risks of a solution.

Students will be given the opportunity to work both individually and collaboratively to develop sustainable solutions to complex challenges. They will develop skills to manage projects to completion through planning, organising and monitoring timelines, activities and the use of resources. Students will be taught to plan for sustainable use of resources when managing projects and to take into account ethical, health and safety considerations.

Through the study of Technologies students will develop explicit knowledge, understanding and skills relating to operating and managing ICT. This includes applying social and ethical protocols while investigating, creating and communicating digital solutions.

At Crafers Primary School this will mean:

- Investigating, designing, planning, managing, creating and evaluating solutions
- Working within the protocols of cyber safety
- Using traditional, contemporary and emerging technologies
- Making informed and ethical decisions about the role, impact and use of technologies in the economy, environment and society for a sustainable future
- Engaging with digital hardware, technologies and programs to demonstrate learning across the Australian Curriculum Learning Areas
- Engaging with and responsibly selecting and manipulating appropriate technologies - materials, data, systems, components, tools and equipment - when designing and creating solutions
- The Technologies teacher planning and delivering explicit teaching regarding the use of digital hardware, technologies and programs with the aim of students becoming confident developers of digital solutions
- Students critiquing, analysing and evaluating problems, needs or opportunities to identify and create solutions.



Extra-curricular Activities

The school provides opportunities for a number of extra-curricular activities, including: Pedal Prix, Orchestra and Band, Choir, Performance Group, Children's University, Knitting Group, Chess Club, SAPSASA, Math Group, music tuition, camps and discos.

Music

Crafers Primary school provides a performance based music program. We offer private tuition in piano, keyboard, guitar, flute, recorder, violin, viola, cello, saxophone, clarinet, trombone and percussion.

Crafers Primary school boasts a Junior String Orchestra, String Orchestra, Viola ensemble, Cello Ensemble & Assembly Band. Weekly Australian Music Examination Board (AMEB) technical work classes are also provided for specialised instruments. Crafers Primary School String Orchestra and the Band was honoured to be chosen as an assisting artist at the 2019 Festival of Music held at the Convention Centre.

Crafers Primary School performs its School song weekly proudly sung by the whole school at assembly accompanied by the Crafers Primary School Assembly Band.

If you wish for your child to access tuition please contact Christine Cavaiuolo on 8339 1073.





Pedal Prix

Pedal Prix involves a team of keen Year 6 and 7 students who participate in a series of organised races in three wheeled recumbent vehicles. Pedal Prix was introduced to Crafers Primary School in 2002 starting with two very basic second hand vehicles. It has progressed to the school now owning three modern vehicles that compete in four Pedal Prix races each year. There are three 6 hour races: two at Victoria Park in Adelaide and one at Loxton. The season culminates in the main Pedal Prix race at Murray Bridge in September. This is a 24 hour race that has over 200 teams competing.

Pedal Prix is a voluntary activity requiring commitment and effort: the children train for three school terms, with fitness training before school two mornings a week along with weekend practice in the Pedal Prix vehicles about once a month. While it is hard work, students find it incredibly rewarding from both a personal development and teamwork perspective and most importantly they have fun doing it.



Student Welfare

Anti-Bullying Policy

Every member of the Crafers Primary School community has the right to be safe and free from the attempts of others to exert unjust power over them. As a consequence all members of the Crafers Primary school community have made a commitment to work collaboratively to maintain a safe and caring environment for all students.

A copy of the Anti-Bullying Policy can be found on the Crafers Primary School website.



Behaviour Development Code

At Crafers Primary School we aim to create a safe learning environment that enables students to develop appropriate social and learning behaviours.

This is achieved through clear expectations and the pro-active and explicit teaching of skills.

The Behaviour Development Code is based on the following principles

- Learning appropriate and acceptable behaviours is a developmental process
- All children make mistakes and this provides an opportunity for new learning
- The code is non-punitive. It emphasises that there are consequences to all behavior

A copy of the Behaviour Development Code can be found on the Crafers Primary School website.



Cyber-Safety at Crafers Primary School

Rigorous cyber-safety practices are in place, which include Internet Access Agreements for staff and learners. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all learners.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs. The ICT equipment is for educational purposes appropriate to this environment and material sent and received using the network may be monitored, and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail.

The overall goal of Crafers Primary School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. Families sign an 'Internet Access Agreement' which includes information about parent and student obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

While every reasonable effort is made by schools, preschools and DECD administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure.

Strategies to help keep Crafers Primary School students' cyber-safe include:

1. Using the computers and other ICT equipment only for learning and only with teacher's permission.
2. Going online or using the Internet at school only when a teacher gives permission and an adult is present.
3. Asking my teacher if they are not sure.
4. Using the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. Therefore, students will not be mean, rude or unkind to or about other people.
5. Immediately turning off the screen if something is rude and upsets them and getting a teacher straight away.
6. Not putting personal information online.



Our Facilities

The grounds and facilities include an oval, a small amphitheater, a forest and two playground areas. Each area provides a variety of equipment for a range of student activities.

The Ruth Beare Hall

This large building was named after Ruth Beare, a teacher who taught in the school from 1937 to 1975. The building has its own kitchenette and stage blocks and is used for performing arts.

Gymnasium

Our Gymnasium has a fully boarded jarrah floor marked for various indoor sports. This facility is used for a range of activities other than physical education lessons, such as music, gymnastics, drama, whole school assemblies and visiting theatrical groups. It is an ideal wet weather refuge for many school functions.

Rage Cage

The Rage Cage is a multi-purpose games area consisting of a number of courts for various play activities.

The John Nielsen Building

This building consists of two large classroom spaces with workrooms in between. One half of the building is used as a teaching space and Out of School Hours Care (OSHC) operates out of the other half of the building. OSHC is provided before and after school and in vacation periods.

Library Resource Area

Built in 2010, this spacious and airy building is well-stocked with literature and resources which conform to current educational philosophy. The Resource Centre includes the school's computer suite. This area is used to allow whole classes to use computers at one time.





Governing Council

Parents can be elected to Governing Council at the Annual General Meeting, which is held in February each year. The term of office is for two years. Council meets on Wednesday evenings in Week 3 and Week 8 of each term.

The Council's role is to provide a general oversight of the school's policies, organisation, curriculum and finance. All parents are welcome to attend Governing Council meetings as observers.

There are a number of sub-committees to oversee the running of specific aspects of the School and its programs. You need not be on Governing Council to be on a sub-committee.

The sub-committees include Finance, Uniform, Canteen, Facilities Group, School Development and OSHC.

Parent Participation

At Crafers Primary School we pride ourselves on the strong sense of community that we have fostered. We always welcome new families into our school community.

How to get involved in the Crafers Community

There are many ways that parents and guardians can get involved in the school community. The best way is to volunteer in an area that matches your interests, skills and availability.

There are many volunteering options. Some suggestions include:

- Working in the uniform shop
- Transporting students to out of school events or helping with excursions
- Supporting learning and reading assistance programs in the classroom
- Joining a school committee, e.g. fundraising or facilities
- Joining school governing council
- Helping in the library

Requirements for volunteers

To volunteer at the school you must first complete RAN (Respond to Abuse and Neglect) Training and an induction. A Working with Children clearance may also be required. Further information about these requirements can be found on our website.

Ask us how you can get involved

If you would like to find out more about ways to get involved in the school community please contact your child's teacher, front office staff or a member of the Leadership Team. Your offer to take an active role in the school community will be warmly welcomed.



School Uniform

At Crafers Primary School our students are encouraged to wear school uniform. Wearing uniform, particularly on excursions, ensures that our children can be immediately identified and kept safe. It is also our belief that the school uniform promotes a sense of pride and belonging and enhances the school image.

The Crafers Primary School uniform consists of navy blue bottoms and royal blue tops with tartan used for girls' summer dresses and winter skirts. Students can choose from a wide variety of uniforms – here are some of the options.

Girls Summer Uniform

Tartan summer dress
Culottes or pleated skirt
Short sleeve polo shirt (plain or striped)

Girls Winter Uniform

Bootleg pants, tartan tunic/skirt or culottes
Long sleeved polo shirt (plain or striped)
Hooded windcheater, polar fleece jacket or rugby top

Accessories

Navy Blue Hat with school logo (Hats are compulsory in Terms 1 and 4 due to sun exposure.)

Boys Summer Uniform

Cargo or rugby knit shorts
Short sleeve polo shirt (plain or striped)
Top

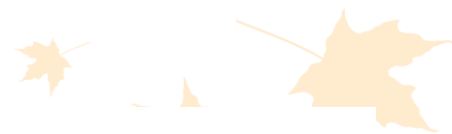
Boys Winter Uniform

Double knee or Crafers logo track pants
Long sleeve polo shirt (plain or striped)
Hooded windcheater, polar fleece jacket or rugby

School Bag

Navy Blue Backpack with school logo





Uniform Shop

The Uniform shop stocks most items and is open to make purchases at the following times:

Monday: 8:30 – 9:15am
Friday: 8:30 – 9:15am

Alternatively, a Uniform Order Form can be obtained from the front office or online, completed and given to the front office and then the requested uniform will be delivered to your child's classroom.



Second Hand Uniform

The uniform shop stocks a range of good quality second hand uniforms at reasonable prices, which can be viewed during opening times. Stock must be paid for on the day by either cash or credit/debit card.

Lost Property

There are mini wheelie bins for lost property on each floor of the school buildings. There is a designated area for lost property located behind the stairs in the double storey building. However, a quick check through the bag areas and classrooms often results in the lost uniform item being found.

The school policy for lost property is that lost property will be sorted at the end of each term and any items that are named will be returned to students. All uniform that is not named, or is named with a child who is no longer at the school, will be washed, sorted, and if in good condition, put onto the second hand rack for re-sale. Items that are not suitable for re-sale will be donated to goodwill. Labelling of clothing is highly recommended and aids greatly in return of lost items.





Bushfire Policy

School Bushfire Action Plan

Days of Catastrophic Fire Danger

On days of catastrophic fire danger the school will be closed. Parents will be notified:

- A text message to their telephone
- A message via Skoolbag
- Media outlets

On these days there will be no one at school.

Days of Total Fire Ban

On total fire ban days the school will put in place our bushfire action plan. There are three phases to this plan:

1. Total Fire Ban Day
2. Fire in the local district
3. Fire in the immediate vicinity

On total fire ban days teachers will park their cars on the oval. Students will be reminded of the Fire Ban Procedures. Staff will check equipment and that sprinklers are working. The radio channel 891 and CFS website will be monitored for updates.

All excursions will be cancelled on these days.

If a fire is in the local district all students will prepare for an evacuation to the Safe Refuge (bottom floor of building 2). This will include having bags packed, a toilet stop and water bottles filled.

If the school is threatened by a fire, all students and staff will evacuate to the refuge. The fire warden will activate sprinklers. Students and staff will remain in the refuge until the fire front passes.

When it is safe, students can be collected by parents from the refuge. Parents are asked to drive onto the oval through the gate on Piccadilly Road to collect their children. Please remember that children may only go with their parents or the adults named on their bushfire pick-up list.