

STARTING SCHOOL



Government of South Australia
Department for Education

Checklist

- Complete enrolment forms and bring into the Front Office, enrolment packs are available from the office or online at www.las.sa.edu.au/enrolments
- Ensure all necessary forms are completed, please speak with our Front Office staff if you are unsure what is required
- Speak with Front Office staff regarding any medical concerns
- Purchase school uniform from the Front Office, ensure all items are clearly labelled
- Meet the Principal and your child/ren's teacher
- Ensure your child knows the procedures of coming to and going from school – pick up and drop off points, bus runs etc
- Familiarise yourself with the school areas
- Make arrangements for payment of Materials and Service Charges (school fees), payment can be made via QKR!, direct transfer or in person at the front office
- Organise School Card if applicable
- Be aware of Transition programs between Balharry Kindy and Lucindale Area School

Encourage your child to look forward to their first day!

School Hours

Times	Lesson
8:50 – 9:05	HOMEGROUP
9:05 – 9:55	LESSON 1
9:55 – 10:45	LESSON 2
10:45 – 11:05	RECESS
11:05 – 11:55	LESSON 3
11:55 – 12:45	LESSON 4
12:45 – 1:25	LUNCH
1:25 – 2:15	LESSON 5
2:15 – 3:05	LESSON 6
3:05 – 3:10	HOMEGROUP
3:20pm	BUS DEPARTURE

The school grounds are open to students AFTER 8:30am. Students should not be on the grounds before this time, as the grounds are not supervised until after 8:30am.

The students are also supervised in the yard at recess, lunch and after school until 3:25pm OR until the last bus leaves.

Beginning School

Safety

Teach your child to be safe; make sure your child knows his/her surname and address.

Ensure your child knows how he/she will be travelling to and from school each day, and drop off and pick up points.

Select a safe place to drop off and pick up your child.

Sleep and Rest

Ensure that your child is well rested – 10 to 12 hours sleep a day is recommended for 5- & 6-year-olds.

New Reception children, who are not used to attending school 5 days a week may need a rest day. Please speak with your child's teacher if you have any concerns.

Child's Daily Requirements

- Named school bag/uniform
- A healthy snack for recess
- Packed lunch and drink bottle OR lunch order for Canteen
- Named broad brimmed, bucket or legionnaire hat

Allergies

Whilst no foods have been banned, we still do have a variety of allergies present in our school, please encourage your child to not share food from their lunch boxes and be aware that other children may have allergies to certain foods.

Attendance Requirements

Children are under compulsion to attend school from 6 years of age. However, regardless of age, once a child is enrolled at school, they are legally required to attend. Parents/caregivers are responsible for getting their children to and from school.

Children should arrive at school between 8:30 and 8:50am. Children are not to be on the school grounds before 8:30am. Children should attend school on every day when instruction is offered unless the school receives a valid reason for being absent.

It is a legal requirement that parents provide an explanation for all student absences. This may be in the form of a letter, phone call or personal contact with teachers.

Parents/caregivers must let the school know prior to an extended absence (periods greater than 2 days) and apply to the Principal for an exemption. The Principal can give approval for up to 12 months.

If the teacher needs to arrange work at home for the student the teacher needs to be given adequate prior notice (no less than 24 hours).

If your child is away and the school has not been contacted, we have a legal responsibility to follow this up on the 3rd day. This follow-up may take the form of a phone call, letter or school bag app.

When a student is late for school (at or after 9:05am), it is a requirement that the student signs in at the front office and the parent/caregiver explains the reason for lateness.

Signing In and Out

Students and visitors needing to sign in/out need to present to the front office. For students, one of our Admin staff will process this. Please note we are unable to sign a student out with a parent collecting them. Visitors and volunteers must sign in/out using our iPad located on our front office desk.

School Fees

Materials and Services Charges

A fee is payable each year. Parents may pay by instalments if necessary.

Parents who find the cost of camps and excursions difficult to meet are invited to contact the Principal or Finance Officer for a confidential discussion.

Please see Materials and Services Fees under the enrolment tab for further information.

School Card

Government Assistance towards your child's Material and Services charges (School Fees) is available to families whose combined gross income does not exceed the limits as set annually by DECD. Further information and application forms are available from the Finance Office of the school.

Separate application forms are also available to families who are suffering financial hardship, but whose income exceeds the school card limits.

Further Information

Kindy Information Night

An information session for Kindy Students preparing to transition to school will be held in Term 4, we encourage all families with kindy children to attend this information session to help prepare your child/ren for their school journey.

School Interviews

School interviews are held in Term 1. An Edsmart communication will be sent out to all families advising of the details and families are encouraged to book a time to see their child/ren's teachers.

Written School Reports

Written school reports are sent home in Term 2 and Term 4. If you have any questions or concerns, please contact your child's teacher or the front office staff.