



East Terrace
Kingston-on-Murray SA 5331
Ph: 08 8583 0239
Fax: 08 8583 0341
Email: dl.0209_info@schools.sa.edu.au

KINGSTON-ON-MURRAY PRIMARY SCHOOL

Vision Statement

Kingston-on-Murray Primary School provides a positive and supportive learning environment, where engaged students develop an individual, strategic framework for a lifetime of personal achievement.

Values

Teamwork Honesty Respect Responsibility

Small School....BIG Opportunities!

PARENT/CARER INFORMATION BOOKLET



Dear Parents/Carers,

We would like to welcome you and your child/children to the Kingston-on-Murray Primary School. We hope that your time with us will be both enjoyable and valuable.

Kingston-on-Murray Primary School is a welcoming and supportive school for all members of the school and the community. We have a strong emphasis on personalising learning for individual students and believe that we are partners with parents/carers and students in establishing a foundation of lifelong learning. We have a curriculum that is stimulating, exciting and challenging and meets the needs of individual students.

As we value parent/carer participation at Kingston-on-Murray Primary School we warmly invite you to become involved in our school community.

If you need any further information, please do not hesitate to contact the school.

Kind regards,

Natalie Coote

PRINCIPAL

ACCIDENTS

For minor accidents such as cuts, grazes, bites etc. children receive on the spot first aid treatment by trained first aiders. A record is kept at the school of every injury and treatment, and a carbon copy of any treatment administered is sent home to you.

For serious accidents parents/carers will be contacted immediately.

ANTI BULLYING POLICY_ - See Appendix 1

ASSESSMENT AND REPORTING

Interviews will be conducted in the first term of school to discuss your child's progress, and to develop an Individual Learning Plan. We believe that this is a very valuable method of communicating with parents/carers. Appointments with teachers can be set at any time to discuss your child's learning.

Written reports will be distributed at the end of Terms 2 and 4. Teachers continuously assess student learning, and encourage enquiry from parents as to their child's growth and progress.

One aspect of Assessment and Reporting is the National Literacy and Numeracy tests (NAPLAN), which are carried out for all Year 3, Year 5 and Year 7 students nationwide each year at the beginning of Term 2.

ATTENDANCE

Children are required by law to attend school from age 5 years to 16 years. Parents/carers are required to provide a written explanation for absences and provide this to the classroom teacher. The Department for Education (DfE) requires teachers to follow up on attendance and to report frequent unexplained absences to the Social Worker (Attendance and Engagement).

If you are aware that your child will not be attending school for any reason, we would appreciate you contact the school by telephone followed by in writing using the Reception – Year 3 communication book or Year 4-7 diary.

BOOK CLUB

Each month a Book Club brochure is sent home with the school newsletter, and children can purchase a variety of reasonably priced books through Scholastic Australia Book Club. Parental guidance in selecting books is suggested. Return dates for order forms will be provided with the brochure.

CANBERRA

Each year, all Year 7 students from Kingston-on-Murray Primary School and other Loxton High School feeder schools are given the opportunity to take part in a week long camp to Canberra. The students visit many places whilst in Canberra and the trip is a great way for our students to socialise with future peers, as well make links to learning regarding the curriculum linked to Civics and Citizenship. The school subsidises the cost of the trip based on the number of years that student has attended this school. Students are also encouraged to purchase a specially printed polo shirt with the name of each participant printed on the shirt.

COMPUTERS/ELECTRONIC DEVICES

The school currently has a number of laptop computers, which are used by students in the classroom. All children have access to these and use them in a variety of ways to assist and enhance their learning. We also have iPads and desktop computers that are used across the curriculum.

ENROLMENT: SAME FIRST DAY POLICY

The Department for Education (DfE) Same Day First Day Policy means that all children will now receive four terms of Reception.

If a child turns five before 1 May, they will start school on the first day of Term One in that year. If a child turns five on or after 1 May they will start school on the first day of Term One the following year. Parents are required to present their child's birth certificate at the time of enrolment, for a copy to be taken and stored in the student file.

EXCURSIONS AND CAMPS

While we provide a wide range of experiences at school, many of these experiences can be made more valuable and extended through activities outside the school grounds through excursions and camps. Kingston-on-Murray Primary School endeavours to offer the opportunity for all students to attend a camp each school year, as well as regularly attend excursions. We ask you to fully support these activities to ensure that your child can get the most out of school. We also have our own bus to allow us to more easily transport students to excursions.

Some school excursions will involve a minimal charge; however, in most cases the school covers the costs of excursions and subsidises camps. If you find it difficult to meet these costs, please discuss the matter with the school, as we may be able to help in some way.

GOVERNING COUNCIL

The Governing Council represents the parent/carers of the School. Members are elected for two years at the Annual General Meeting held each year. New members are always welcome. If you would like to join us but were not a member of the School Community at the time of the Annual General Meeting, please contact either the school or the Chairperson of the Governing Council. Meetings are held twice a term throughout the year.

The role of the Governing Council is to assist in the decision-making processes in the school. The Governing Council has an important role in jointly determining the priorities of school planning.

Members of the current 2020 Governing Council are:-

Noni Mader – Chairperson	Shane May
Chris Marks – Vice Chairperson	Kerry Westall
Amy Kelly - Secretary	Michelle Pope
Leanne McKinnon - Treasurer	Paul Brattoli
Natalie Coote – Principal	

HIGH SCHOOL TRANSITION

Year 7 students are invited to visit Loxton High School on at least two occasions in Term 4, to enable them to feel more comfortable when they transfer. High School enrolment forms are delivered to Kingston-on-Murray Primary School in Term 1. They are distributed to Year 7 students at this time, and must be returned to our school by the end of Week 8 Term 2. A parent information night is also arranged at the High School in Term 4.

HOMEWORK

It is our belief that some homework is necessary for Primary School children. If children do some regular homework at Primary level, they will be more likely to cope with the amount set at High School. The amount set will not take very long, nor will written work be always set. Children will be encouraged to read at home as well as sharing what they are reading with parent/carer. Showing interest in your child's work will give them encouragement and assist with their learning.

Sharing books with your child can be extremely valuable. Children also learn many valuable things at home that we cannot hope to provide at school.

INFECTIOUS DISEASES

Chicken Pox, Measles, Rubella
Mumps
School sores, Ringworms
Viral hepatitis
Conjunctivitis
Head lice

AT HOME RECOVERY PERIOD

7 days
10 days
Until the affected part is covered with a proper dressing
7 days after onset of jaundice
Until there is no discharge from the eyes
Until an effective treatment has been carried out

KINDERGARTEN TRANSITION

Students start school according to the DfE Same First Day Policy, and are expected to attend school five days a week. The parent/carer and/or the class teacher may suggest or elect for a beginning school student to stay at home for half a day or one full day during the week, if the student is becoming too tired to cope with the normal school day. This is to be negotiated between the teacher and parent/carer. During this time the students will develop skills and behaviours relating to being a school student.

A transition program for all children beginning school for the first time is highly advisable.

In the weeks leading up to commencing school, your child is invited to come to school to experience school life and to get to know students, teachers and School Services Officers (SSO). This will give your child the opportunity to stay for recess initially, then lunch and then a whole day. The dates of these visits will be negotiated with the Principal/classroom teacher. Parents/carers are not required to stay during these visits.

During this time your child will work in the Echidna Learning area and with students from the whole school. The focus of this program is to become familiar with the setting and the school and classroom routines.

LIBRARY

The school maintains a well-equipped library containing a wide selection of fiction and non-fiction books. Children are encouraged to borrow and read books from the library as a part of their

reading program, with Library borrowing times available to all students before and after school each day and weekly with their teacher.

You are welcome to visit the library to assist your child with book selection or to borrow books yourself.

If books are lost or damaged, you may be asked to contribute towards replacement.

LOST PROPERTY

Clear labelling of all items such as hats, clothing and lunch boxes would greatly assist their return.

Un-named, misplaced clothing will be kept in the Lost Property Box next to the Administration door, until the end of each term. You may inspect these items at any time.

LUNCHES/HEALTHY SNACKS - See Appendix 2

Lunches may be ordered at school each day. An updated price list is in your child's classroom or at the Administration building. Children must take their completed orders to the classroom lunch box as soon as possible upon arriving at school. These orders are taken to the local shop by lunch monitors, and the lunches brought back to school by lunch monitors. The school is an 'Eat Well Be Active' school and we follow the DfE Right Bite policy. We promote healthy eating and keeping active. Due to this, some foods such as Hot Dogs and Pizza are only allowed to be ordered once per week on a Friday.

Students are allowed to bring healthy fruit and vegetables for 'Crunch and Sip' at 10:00 a.m. each morning. Fruit (not bars), vegetable sticks and unflavoured popcorn are permitted. Students are also allowed a drink bottle containing water only in the classroom during class time.

MATERIAL CHARGES AND SERVICES

The annual fee paid for books and stationery will cover the cost of providing all the materials normally needed by each child during the year. All materials provided in this way remain the property of the school. The fee for 2020 is \$190-00. This fee price will be updated at the beginning of the 2021 school year. The fee is decided upon each year by the Governing Council.

MEDICATION FOR STUDENTS

Staff should be informed if students require any medications and a health care plan as well as permission to administer medications must be completed and signed by parents/caregivers.

Allergy Tables: Children allergic to stings can leave their special tablets, sealed and labelled with name and dosage, in the front office.

Puffers: Children should be taught to use the puffer without instruction from the teacher. Children who have Asthma need to have an Asthma Action Plan signed by a medical professional. This must be kept at school in the front office with a spare puffer for use if necessary.

Analgesics: It is illegal for staff to administer analgesics (Panadol etc).

NEWSLETTERS

Newsletters are sent home fortnightly on Wednesdays so that all parents are kept informed of what is happening at the school. The newsletter will contain record of activities involving students, staff and parents/carers. From time to time additional information including consent forms and reply forms are included. These forms are to be returned to the front office. Sometimes the newsletter will contain examples of students' work and comments after participation in varied activities.

'NO NUTS POLICY' - See Appendix 3

Kingston-on-Murray Primary has a 'No Nuts Policy' to protect students with an allergy to nuts and nut based products. This means that all members of the school community (Principal, teachers, support staff, students, grounds person, parents/carers and friends) must not have foods on site or on school excursions that contain nuts or nut products. This policy applies to any time eating occurs including Crunch and Sip. Thank you for your support of this policy in the interest of student safety and wellbeing.

READING

We encourage all of our students to read at home on a nightly basis, and record their reading nights in their Reading Record Book or Diary. Listening to your child read aloud and questioning them about the book, vocabulary, storylines and asking them to predict and infer meaning, assists with comprehension and understanding of text. It is extremely important for reading development and skill building. Certificates are presented to students when they complete 50, 100, 150 and 200 nights of reading.

Our students are given the opportunity to participate in the PREMIER'S READING CHALLENGE each year. We appreciate family support in this area. Information will be sent home regarding this.

SCHOOL CARD SCHEME

The School Card Scheme provides assistance for educational expenses for full time students of low-income families. Documentation needs to be produced by the applicant to show that they are currently receiving Maximum Family Payment or have a Sole Parent/Carer Pensioner Card. An allowance is paid to the school to help pay for school fees and student materials. A proportional allowance is paid for students who enrol during the year.

SCHOOL DAY TIMES – MONDAY, TUESDAY, WEDNESDAY AND FRIDAY

8:30 a.m.	Students are able to enter school grounds
8:45 a.m. – 9:00 a.m.	Morning routine
9:00 a.m. – 9:50 a.m.	Lesson 1
9:50 a.m. – 10:40 a.m.	Lesson 2
10:40a.m. – 11:30 a.m.	Lesson 3
11:30 a.m. – 12:10 p.m.	Lunch
12:10 p.m. – 1:00 p.m.	Lesson 4
1:00 p.m. – 1:50 p.m.	Lesson 5
1:50 p.m. – 2:10 p.m.	Recess
2:10 p.m. – 3:15 p.m.	Lesson 6

SCHOOL DAY TIMES – THURSDAY

8:30 a.m.	Students are able to enter school grounds
8:45 a.m. – 9:00 a.m.	Morning routine
9:00 a.m. – 9:50 a.m.	Lesson 1
9:50 a.m. – 10:40 a.m.	Lesson 2
10:40a.m. – 11:30 a.m.	Lesson 3
11:30 a.m. – 12:10 p.m.	Lunch
12:10 p.m. – 1:00 p.m.	Lesson 4
1:00 p.m. – 1:50 p.m.	Lesson 5
1:50 p.m. – 2:10 p.m.	Recess
2:10 p.m. – 2:25 p.m.	Lesson 6

Teachers are on duty from 8:30 a.m. until 3:30 p.m. in the afternoon.

Kingston-on-Murray Primary School offers 'Homework Club' to students each afternoon from 3:15-3:30pm which is supervised by a staff member.

In some circumstances, staff can provide supervision for students on a Thursday from 2:25-3:15pm if parents are unable to collect them at early finish time. Please see a teacher if you require this support. Please note that teachers are not on duty to supervise children who arrive before 8:30 a.m. or remain after 3:30 p.m.

SICKNESS

You are encouraged to keep your child at home if he/she is sick and until he/she has fully recovered. If your child becomes ill at school, parents/carers are advised to collect the child.

If you are aware that your child will not be attending school for any reasons, we would appreciate you contact the school by telephone followed by in writing using the Reception – Year 3 communication book or Year 4-7 diary. The Department for Education has issued instructions to teachers regarding the attendance of children at school and requests a written note to the class teacher stating the reason for absence from school.

At the beginning of each year and/or at time of enrolment parents/carers are asked to advise staff of telephone contact numbers and medical information that might be required.

STUDENT REPRESENTATIVE COUNCIL

Six students, 2 from the Echidna Learning Area (R-3) and 4 from the Bilby Learning Area (4-7) including the 2 Student Leaders; are elected onto the Student Representative Council each semester. During the year this group takes responsibility for a range of activities both within the school and the local community. SRC meetings are held fortnightly and discussion is based on minutes taken from weekly class meetings. The SRC are responsible for leading changes within the school that they discuss and decide upon.

SUN SMART POLICY - See Appendix 4

SWIMMING POOL

An important part of our Health and Physical Education program is swimming. The students learn skills so that they can safely and confidently enjoy a variety of swimming and aquatic activities. Swimming is held

on many days during Term 1 and 4, when the weather forecast maximum is above 25 degrees. Students are only permitted to swim in the pool if the appropriate Department for Education Swimming/Aquatics Consent form is completed and signed by a parent/carer in the school year. These are provided for signing at the end of the previous year. Children are expected to bring bathers, rashie, towel, thongs and sunscreen on each school day during Term 1 and Term 4. Students are required to bring a written note from a parent if there is any reason for them to be excluded from such a lesson, as this is part of the curriculum.

The pool is available for parents to use with their children outside school hours. Children must have a supervisor who is over 18 years of age. To receive a key for the pool, parents must hold a First Aid and CPR Certificate (CPR). There is a \$50-00 fee to obtain a key to the pool, with \$25-00 returned when the key is returned to the office. When you receive a key you will be given a copy of the Pool Rules. These are very important and we seek the assistance of parents/carers in making sure these rules are carried out. A maximum of 5 visitors for any key holder is permitted.

UNIFORM

GUIDELINES FOR STUDENT DRESS

- Kingston-on-Murray Primary School tries to promote a school identity through a set of guidelines for student dress based on school colours
- School polo shirts and bucket hats with the school logo can be ordered through the office
- Polo shirts with the school logo from size 6 – 14 are \$23.50 and the larger sizes are \$26.00. Bucket hats are \$9.20 each
- School colours are Navy Blue and Jade
- Items of clothing such as shorts, pants and windcheaters can be purchased from any store provided they adhere to school colour expectations. Please name every item of clothing
- All items can have the logo embroidered at a cost to parents/caregivers, through Tri-State Graphics
- School dress items should be functional, serviceable and suitable for a variety of activities eg Physical Education, Special School occasions
- School clothing exchange facilities will be available at school as part of parent activities

- Year 7 students can order specialised Year 7 shirts and jumpers to wear in their last year of schooling, these will be organised by the school in consultation with students

CLOTHING ITEMS WHICH FIT OUR DRESS GUIDELINES

- | | |
|------------------------------------|--|
| • T-shirts, Skivvy or Polo Shirt | Jade or Navy |
| • Windcheaters with school logo of | Navy, Jade or a combination of Navy and Jade |
| • Shorts/Skirts | Navy |
| • Long pants | Navy |

- Hats Navy (Broad brim or legionnaires) or school bucket hat
- Suitable footwear for active play
- Thongs (in Term 1 and 4 for swimming only)

Bike Helmets are required by law for all children who ride to school.

CLOTHING ITEMS WHICH ARE UNSUITABLE FOR SCHOOL WEAR

SHOES:

Thongs
High Heeled Shoes
Slippers
Slip-ons

Bare Feet
Strapless Sandals
Wellington Boots

CLOTHING:

Tank Tops
Very Brief Shorts
Clothing with offensive messages printed on

Sleeveless T-shirts
Very Short Dresses/Skirts

Appendix 1



TEAMWORK HONESTY RESPECT RESPONSIBILITY

ANTI-BULLYING POLICY

Kingston-on-Murray Primary School is committed to providing a caring and supportive environment which fosters respect for others and does not tolerate bullying.

OUR DEFINITION OF BULLYING

Bullying is any cruel or harmful behaviour by one person or a group towards another on repeated occasions. It can be:

PHYSICAL - For example

- Physical contact – Violence threatened or actual
- Making someone do something they don't want to – Threatened safety of others/ Interfering with the rights of others/Threatened good order
- Throwing things – Threatened good order
- Removing and hiding belongings

VERBAL - For example

- Threatening – Violence
- Name calling – Interfering with rights of others
- Making fun of someone because of their appearance, physical characteristics or cultural background – Interfering with rights of others
- Inappropriate language

PSYCHOLOGICAL - For example

- Excluding others from the game or group – Interfering with rights of others
- Ganging up on individuals – Threatened good order/Threatened safety and well being
- Spreading untrue stories about others – Interfered with rights of others

- Put downs – Interfered with rights of others
- Cyber bullying – Acted illegally
- Persistent and wilful inattention to others

STRATEGIES WE WILL USE TO DEAL WITH BULLYING

At Kingston-on-Murray Primary School, we will:

- Provide a safe, secure environment for students, staff and visitors
- Provide a supportive environment, which encourages positive/optimistic relationships between students, their peers and teachers
- Provide a behaviour management policy
- Teach our children the skills relating to independence, resilience, conflict resolution, problem solving and empowerment which will build their self-esteem. Students will be explicitly taught to take responsibility for themselves and use self-control when dealing with others

RESPONSIBILITIES OF STAFF

- To model appropriate behaviours at all times
- To ensure that children are supervised
- To deal with all reported and observed incidences of bullying
- To operate within the DECD Code of Ethics
- To record incidences of bullying/behaviour within the school and community

RESPONSIBILITIES OF STUDENTS

- To not bully others
- To “tell” if they are being bullied or if they see someone else being bullied
- To help someone who is being bullied
- To participate in developing anti-bullying behaviours
- Put into action the skills and strategies taught to resist bullying behaviours
- Take responsibility for their own actions

RESPONSIBILITIES OF PARENTS/CARERS

- To watch for signs that their child may be being bullied
- To support their child, and listen to their child's concerns
- To speak the classroom teacher if their child is being bullied, or if they suspect that this is happening
- To schedule a meeting with the classroom teacher and principal to discuss the incident if required
- To ensure confidentiality of any incident that occurs at the school, within the wider community

Everyone has the right to feel safe at all times

Review Date: April 2016

Parent Feedback

Staff Feedback

Governing Council Ratification June 2016

Future Review Date: April 2019

Appendix 2

KINGSTON ON MURRAY
GENERAL STORE

**LUNCH ORDER PRICE
LIST**

	Snack Pies	\$2.30	
	Meat Pie	\$3.20	
	Sausage Roll	\$2.70	
	Ham and Pineapple Pizza	\$2.50	
	Supreme Pizza	\$2.50	
	Hot Dog with sauce	\$3.50	
	Hot Dog with cheese and sauce	\$4.00	
	Ham, cheese & salad wrap	\$5.50	
	Ham, cheese & salad sandwich	\$5.00	
	Ham & cheese sandwich	\$3.50	
	Chicken, cheese & salad wrap	\$5.50	
	Chicken, cheese & salad sandwich	\$5.00	
	Chicken & cheese sandwich	\$3.50	
	Prima - Tropical	\$2.60	
	Prima - Orange	\$2.60	
	Prima - Apple Blackcurrant	\$2.60	
	Big M - Chocolate	\$2.60	
	Big M - Strawberry	\$2.60	
	Chicken Nuggets	60c each	
	Calamari	60c each	

Appendix 3



TEAMWORK HONESTY RESPECT RESPONSIBILITY

'NO NUTS POLICY'

The 'No Nuts Policy' is in place to protect children who experience life threatening reactions when exposed to certain food allergens. This is commonly peanuts but may be caused by other foodstuffs (i.e. nuts, seafood, eggs etc.). A reaction may be triggered by very minute traces of allergen and the best way to prevent it is to minimise exposure to these foods. Minimising exposure minimises the chance of a life threatening episode occurring and saves lives.

POLICY AIMS

- Minimise the chance of a life threatening reaction occurring at school
- Ensure that all staff are trained to administer medication if anaphylaxis and other reactions should occur
- Keep school community and parents/carers of anaphylactic students or other students that may have a reaction to any sort of nut (e.g. cashew nuts) fully informed

SCHOOL POLICY

- All staff need to be able to identify symptoms of anaphylaxis and other reactions to nuts in students and be trained to administer lifesaving medication
- Relief teachers need to be given details about affected students
- Volunteers need to be notified if a potentially anaphylactic child or a child allergic to nuts on different medication (e.g. Zyretec) is in their care
- Student teachers or work experience students need to be briefed by the supervising teacher
- Photos of potentially anaphylactic children or children allergic to nuts on different medication (e.g. Zyretec) should be displayed in the classroom, TRT folder and staff area
- The school will help to educate the community by way of newsletter reminders. This includes informing parents/carers that any persons who knowingly supply allergens that cause serious illness or even death might be subject to a liability case
- Education and procedures must be part of staff induction
- The class teacher must inform students and parents (via a letter) the status of the class
- Cooking items for fundraising, school or class activities must not contain nuts or nut products
- Students and adults will wash their hands after recess and lunch breaks
- Parents to ensure that allergen not to be sent in school lunchbox or for class party fo
- Staff to ensure that allergen not to be used in class cooking activities
- Supervised lunch eating ensuring no sharing of food unless a planned activity (i.e. class party or cooking
- If an allergen other than nuts affects a child, a ban will be implemented on that product (e.g. fish, egg). This may be class by class or whole school
- In the unlikely event that a child brings banned product to school'
 - The child will be supplied with an alternative lunch

- Parent/carer will be advised of the food ban, the reasons behind it and requested to ensure banned food is not sent to school

Legal advice from DECD, the Chief Executive Officer or Education Director can override all parts of this policy

Examples of food to be avoided:

- Peanut butter
- Peanut cooking oil
- Muesli/snack bars with nuts
- Packets of nuts e.g. walnuts, cashews, almonds etc.
- Chocolate/bars containing nuts
- Mixed fruit and nut
- Chocolate nut spreads
- Salad dressings containing nuts
- Sesame seeds

Products that have nuts listed are not be used. Products that have '*May have traces of nuts*' listed can be used with caution.

Where an allergy exists evidence must be given by a doctor if parents/carers require special conditions for school operation. All students must have a Medical Plan. This policy applies to egg, fish, etc. i.e. all allergies.

Review Date: July 2016

Parent Feedback Staff Feedback Governing Council Ratification August 2016

Future Review Date: July 2019

Appendix 4



TEAMWORK HONESTY RESPECT RESPONSIBILITY

SUNSMART POLICY

RATIONALE

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a critical factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

OBJECTIVES

The sun protection policy has been developed to:

- Encourage the entire school community to use a combination of sun protection measures whenever UV Index levels read 3 and above
- Work towards a safe school environment that provides shade for students, staff and the school community at appropriate times
- Assist students to be responsible for their own sun protection
- Ensure families and new staff are informed of the school's sun protection policy

Staff are encouraged to access the daily local sun protection times on the SunSmart app or <http://www.myuv.com.au/>, to assist with implementing this policy.

1. Clothing

Sun protective clothing is included in the school uniform/dress code and sports uniform. The clothing is cool, loose fitting and made of closely woven fabric. It includes shirts and collars and elbow length sleeves, longer style dresses and shorts and rash tops or t-shirts for outdoor swimming.

2. Sunscreen

- The school supplies SPF 30 or higher broad spectrum, water resistant sunscreen for staff and student's use
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if remaining outdoors
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors and buddies)
- Families with children who have naturally very dark skin are encouraged to discuss their vitamin D requirements with their GP or paediatrician

3. Hats

All students and staff are required to wear hats that protect their face, neck and ears e.g. legionnaire, broad brimmed or bucket hats, whenever they are outside. Baseball or peak caps are not acceptable.

4. Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade
- The school council ensures there is sufficient number of shelters and trees providing shade in the school grounds, particularly in areas where students congregate e.g. canteen, outdoor lesson areas and popular play areas
- The availability of shade is considered when planning excursions and all other outdoor activities
- In consultation with the school council, shade provision is considered in plans for future buildings and grounds
- Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times or in the shade where possible. Sports days and other outdoor events to be held during term two or earlier in the day where practical
- Students are encouraged to use available areas of shade when outside
- Students who do not have appropriate hats or clothing are asked to play in the shade or a suitable area protected from the sun

5. Staff WHS and role modelling

As part of WHS UV risk controls and role modelling, when the UV is 3 and above staff will:

- Wear sun protective hats, clothing and sunglasses when outside
- Apply SPF 30 or higher broad spectrum, water resistant sunscreen
- Seek shade whenever possible

Families and visitors are encouraged to use a combination of sun protection measures e.g. sun protective clothing and hats, sunglasses, sunscreen and shade, when participating in and attending outdoor school activities.

6. Curriculum

- Programs on skin cancer prevention are included in the curriculum for all year levels
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletter, school homepage, parent meetings, staff meetings, school assemblies, student and teacher activities and in student enrolment packs

7. When enrolling a child, parents/carers will be:

- Informed of the SunSmart policy
- Informed those new students to wear a navy wide brimmed hat or school bucket hat when starting at Kingston-on-Murray Primary School
- Encourage to provide SPF 30+, broad spectrum, water resistant sunscreen if their child is allergic to the sunscreen that the school is supplying
- Encouraged to practice skin protective behaviours themselves

8. Hot Weather Policy

In the event of hot weather when the temperature is **36^o or above for a single day.**

- At the discretion of the teacher on duty and in consultation with leadership one of three options are available –
 - play outside
 - swimming pool
 - school library will be opened

9. Extreme hot weather

In the event of extreme hot weather when the temperature is **38^o or higher on consecutive days.**

- On these days –
 - school library to be open for students
 - all students will remain inside during this time
 - lessons are modified accordingly

Relevant resources

<http://www.cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget>

<http://www.bom.gov.au/sa/uv>

<http://www.sunsmart.com.au/shade-audit>

<http://www.generationsunsmart.com.au/>

<http://lrrpublic.cli.det.nse.edu.au/lrrSecure/Sites/Web/sunsmart/>

Review Date: August 2018

Parent Feedback

Staff Feedback

Governing Council Ratification Aug 2018

Future Review Date: August 2021