

Parent Information Booklet

Updated April 2017



Port Broughton Area School

Vision

" Preparing young people for their future"

through:

- high quality innovative learning communities
- broad based curriculum
- dedicated, highly skilled staff
- students achieving their potential
- motivated, confident students
- socially adept students
- working in a safe environment
- wider community involved in curriculum delivery.

SCHOOL VALUES

- RESPECT - give respect, get respect
- HONESTY - be true to yourself and others in all situations
- LEARNING - listen, learn and be the best that you can
- FRIENDSHIP - make friends, be happy and help others.

PRINCIPLES

We have:

- a strong focus on students wellbeing and learning
- good communication to foster shared understanding
- a fair, safe and harassment free environment that develops personal wellbeing and risk taking
- positive, effective relationships between staff, students, parents and the wider community
- quality and continuous improvement to strengthen performance
- success to sustain interest and motivation
- respect and pride in self and the school
- interest and engagement through enjoyment.

These principles are pivotal in the operation of our school.



Respect, Honesty, Friendship and Learning

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INTRODUCTION

The purpose of this document is to provide you with some basic information related to the school. It will answer many questions for those who are new to the school.

More detailed handbooks relevant to the senior years of schooling are available from the front office.

If you have any further enquires please do not hesitate to contact the school either personally or by phone - 8635 2105.

SCHOOL HISTORY

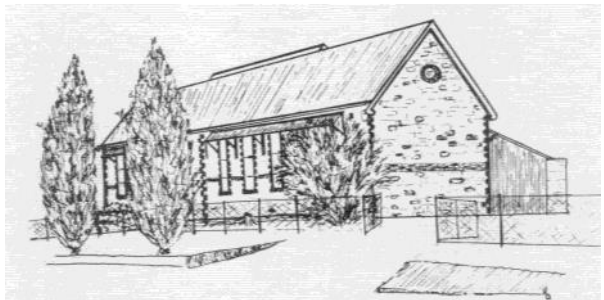
Education commenced in this district in 1879. By 1949 all the smaller district schools had closed and Port Broughton became the centre for education in the district. In 1960 it was reclassified as an Area School, catering for students up to year 11. Year 12 was offered for the first time in 1986.

Until 1984 the school was situated in Edmund Street. In February 1984 the new facilities were opened and the school moved to its present site. The school is now able to offer an educational programme using some of the best facilities available to schools of our size anywhere in South Australia.

As well as the normal class teaching areas we provide specialist rooms for art, science, technical studies, home economics and trade training centre (hospitality & auto diesel) the school has a large well equipped activity hall and an extremely well stocked and modern community library. School grounds are fully landscaped and include a turfed oval and tennis courts. Paved courtyards surround the buildings and generally add to the attractiveness of the school.

School population is relatively stable, fluctuating between 150-180, with a total teaching and ancillary staff of 30.

Welcome to our school, either as a student, parent, or staff member. We hope that your stay is an enjoyable one.



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STAFF MEMBERS

PRINCIPAL

DEPUTY PRINCIPAL

COORDINATORS

R-12 School Counsellor

Curriculum Coordinator R-9

LIBRARIAN

TEACHING STAFF

Daniel Springham

Nick Turra

Tanya Hackett

Justin Brook

Liz Gilderson

Tim Gilderson

Peter Button

Paul Townsend

Kelly Heading

Jackie McLoughlin

Angela Ingram

Shae Morrison

Jane Swan

Tyler Hogan

Joelene Wilden

Dave Remfry

Nick Turra

Margaret Clarke

SCHOOL SERVICE OFFICERS

Ros Harris

Annette Perry

Jan Tod

Sarah Wilson-Turra

Meghan Clifford

Julie Stoeckel

COMMUNITY LIBRARY OFFICER

Tresia Lenthall

GROUNDSMAN

Neil Reichelt

IT TECHNICIAN

Peter Adams

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GOVERNING COUNCIL

GOVERNING COUNCILLORS

Chairperson	Edward Dolling
Deputy Chairperson	Sarah Wilson-Turra
Minutes/Agenda Secretary	Nat Sims
Correspondence Secretary	Leah Townsend
Treasurer	Carly Barnes
District Council Community Representative	Margaret McDonald
Port Broughton Kindergarten Representative	Kim Hewett
Staff Representative	Joelene Wilden
Principal	Tyler Hogan
Student Rep	
Other Elected Councillors	Terraise Davey
	Karen Bone
	Natalie Sims
	Anthony Mulraney
	Aaron Ward

SUBCOMMITTEES

Governing council operates five sub committees. These include:

- Finance Committee
- Uniform Committee
- Grounds Committee
- Canteen Committee
- Bus Committee

All subcommittees report back and make recommendations to council. Involvement is open to all parents and staff. You do not need to be on the governing council to be on a subcommittee.

Please contact either the governing council chairperson or principal for further information.



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GENERAL SCHOOL INFORMATION

School Phone Number 8635 2105 **School Fax Number** 8635 2507
Library Phone / Fax 8635 2863 **School email:** dl.0741_info@schools.sa.edu.au
School website www.pbas.sa.edu.au

ENQUIRIES

All phone enquiries are channelled through the main switchboard. If a teacher is unavailable a message will be taken for the teacher to ring back if required. An answering machine records out of hours messages.

If you are visiting the school personally please attend and sign in at the front office first. From there you will be taken or directed to the appropriate place.

SCHOOL TIMES

Students are not permitted on school grounds before 8.30am when a yard duty staff member will be present. Lessons commence at 8.50am and children are expected to arrive at class by this time. We strongly encourage parents to ensure that their children arrive between 8.30am and 8.50am to allow time for organisation such as greeting their teacher, ordering lunch and visiting administration/office area if necessary. Children are dismissed at 3.10pm each day, except on the last day of each school term.

Children are dismissed at 2.10pm on the last day of each term.

The siren rings only at the beginning and the end of lesson breaks. There is no bell between lessons.

<u>Bell times:</u>	8.50am	School Commences
	10.40am	- 11.00am Recess
	12.45pm	- 1.25pm Lunch
	3.10pm	Dismiss
<u>Lesson Times:</u>	8.50am	- 9.00am Home group
	9.00am	- 9.50am Lesson 1
	9.50am	- 10.40am Lesson 2
	10.40am	- 11.00am Recess
	11.00am	- 11.50pm Lesson 3
	11.50pm	- 12.45pm Lesson 4
	12.45pm	- 1.25pm Lunch
	1.25pm	- 2.15pm Lesson 5
	2.15pm	- 3.05pm Lesson 6
	3.05pm	- 3.10pm Home group
	3.10pm	Dismiss

TERM DATES 2017

Term 1	30 January -	13 April
Term 2	1 May -	7 July
Term 3	24 July -	29 September
Term 4	16 October -	15 December

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Port Broughton Area School

SCHOOL BUSES/PARKING/NEWSLETTERS

Four school buses operate to the following local communities; Clements Gap, Mundoora, Wokurna and Ward's Hill/Fishermans Bay. Students living in these areas are eligible to travel by bus to and from school.

A map showing details of all routes is available for your perusal at school. Timetables are reviewed and sent home at the beginning of each year.

Students who travel by bus must make their way quickly to the Bus Park after school in order to avoid missing the bus.

TRAVELLING ALLOWANCE

DECD will pay families that live more than 7km from the school or bus route a car travel allowance. An application needs to be made and further information is available from the front office on request.

BICYCLES

All students who ride bicycles to school must enter through the gateway from the Bus Park on South Terrace. Students are to walk their bicycles along the pathway adjacent to the gymnasium and put them in the racks provided. This area is out of bounds to all students during the day. Similar procedures apply after school. Students collect their bike and walk it to the South Terrace exit.

CAR PARKING

Car parks are situated on both the top and lower levels of the school.

Staff Car Park: The northern side of the top level car park is reserved for staff. It is preferred that the area in front of the main office be reserved for short term parking and visitors etc. to the school.

Parent Parking: All parents visiting the school or bringing children to, or collecting children from school are asked to park in the southern side of the top level or, to alleviate congestion, in the parking area on the Kadina Road lower level.

Student Parking: Students driving their private vehicles to school are asked to use the southern parks just inside the school gate at the top level of the school.

COMMUNICATIONS WITH PARENTS

A fortnightly newsletter is distributed to each family. Newsletters commence in week 1 of each term and are distributed fortnightly, copies are also available on the school website and parents have the option of having their newsletters emailed to them if they wish. The deadline for community inclusions are Tuesday prior to distribution on Thursdays.

Occasional notes or letters are sent home periodically advising parents of specific events at school. It is important that parents/caregivers return the tear-off slips to the school. The diary of students from Years 6-12 may be used to send home notes to parents/caregivers.

Newsletters and notices to parents are sent home with the youngest in the family.



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SCHOOL FEES/SCHOOL POLICIES/CANTEEN

The Governing Council establishes school fees for each student. Fees cover all students' needs, curriculum initiatives and purchases of resources, like computers and some special projects. Along with government funding, fees meet initial student stationery needs for the year, the purchase of art materials, as well as enabling us to undertake major projects in curricula and grounds development. The fees do not however, cover excursions or camp costs.

Accounts for school fees are sent to parents at the beginning of the year with details about possible methods of payment. Fees can be paid in full, or by arrangement with the principal.

SCHOOL CARD

Some families may be eligible for financial assistance from the government in the form of School Card. See the office for eligibility. Early application, if you are eligible, is essential.

HOT/WET WEATHER POLICY

The school does not dismiss early for hot weather. In the event of extreme weather conditions children will be supervised by teachers indoors during play breaks.

SOLE/CUSTODY ACCESS

Parents who have sole custody or specific access restraints concerning their child should make this known to the Principal. Any information will be kept in strict confidence.

SMOKING

In line with government legislation our school is a smoke free area 24 hours each day. Parents and visitors are asked to abide by this law and refrain from smoking on school grounds at any time.

CHOIR

Children from Years 5, 6 & 7 have the opportunity to participate in SA Public Primary Schools Music Festival. The culminating performance is held in the Festival Theatre in September. Choir is held once a week and students will need to purchase a choir book and CD and attend regularly. Selection for participation in the final performance at the Festival Theatre will be based on the following criteria:

- Knowing the words to the songs
- Effort and consistent practice
- Age - priority to Year 7 students, provided they have met the other criteria.

CANTEEN

Our school canteen operates Monday, Wednesday & Friday and is open at recess for drinks and/or snacks. Price lists with items available will be sent home in week 1 of each term. The canteen supports the school fundraising efforts. All families are asked to help if possible. Please notify the front office if you are able to assist.

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Port Broughton Area School

MEDICATION/STUDENT CARE/ASSEMBLIES

Staff are not permitted to administer any form of medication to students unless the following requirements are in place. Generally antibiotics prescribed to be taken 3 x daily can be given before school, after school and at bed time, however, if your doctor has prescribed medication for a student, to be taken during school hours, such medication can be delivered to the front office in a plastic bag:-

- **clearly labelled with the student's name**
- **clearly labelled with the dosage and times**
- **accompanied by a doctor's letter to the school**
- **a short note from you requesting the school to store the medication.**

With the possible exception of inhalers, the medication will be stored (at your request) in a lockable cupboard.

STUDENT SICKNESS

The sick room is located in the administration area. Parents collecting sick students should park in the upper level car park and enquire at the front office to collect their child.

If a student is absent from school or has to leave school during the day for dental or medical appointments a note is required from the parents explaining the reason for the absence. In the case of students in year 6-12 a note in the diary is satisfactory.

EMERGENCY CARE

For children who become ill, or are injured in a schoolyard accident, (other than minor incidents) parents or an emergency contact will be phoned by the school to:- advise parent/ caregiver and/or arrange for the child to be collected from school

Please ensure that the school office has your current phone numbers and those of your emergency contact person(s). It is important that we be notified of any change of address or phone number.

ASSEMBLIES

Whole school assemblies are held on the last Wednesday of each term. Assemblies are open to the community and families alike and present an excellent opportunity for students to practice formal oral presentation. Each assembly includes work samples and parents can view at first hand the work being done by children.

The term 4 assembly is our awards day. Awards day provides the school community with an opportunity to formally acknowledge students' outstanding effort and achievement during the year. It is held on the last Wednesday of school, commencing at 1.00pm. This day sees students hard work celebrated and recognised. The general public and whole school community are encouraged to attend.



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PARENT INVOLVEMENT POLICY

PARENT PARTICIPATION

Schooling takes a large part of the first seventeen to eighteen years of a person's life and it plays a major part in shaping the individual's future. Parents have the right and responsibility to support and have some influence over this important experience.

Parental participation may occur in any school-related activities which recognise the importance of the role of parents in children's education.

The Parent Participation Policy acknowledges that a partnership with parents is an opportunity to understand parents' needs, interests, goals and expectations and to provide them with the opportunity to share in the decision making, support staff and share in the direction and leadership of the school.

PRIORITIES

1. A **harmonious school environment** characterized by courtesy, friendliness, openness and teamwork, where parents feel welcome and valued.
2. **Good communication** channels that facilitate the flow of information and the sharing of ideas between all members of the school community.
3. **Enriching** of the school programme through the sharing of parents' skills, talents and energies with the school.
4. **Participation** in the decision making process and in the making of final decisions.

PARENTAL INVOLVEMENT

Parents can become involved with their child's education in a variety of ways but if you wish to volunteer in any capacity please visit the front office to get the latest requirements.

Governing Council

The governing council's role is to exercise a general oversight over the well being of the school. This includes the educational programme, the facilities, grounds, and equipment. Councillors are elected for 2 years. The annual general meeting is held in March each year.

Learning Assistance Programme (LAP)

The LAP programme recognises the importance of a one to one relationship, adult to child, and that parent involvement is a vital way of parents contributing to the life of the school and the success of students. If you are interested in becoming a LAP volunteer please contact the school.

Helping in the Classroom

This is an excellent way of finding out what is happening in your child's class or getting to know the teacher. Teachers often need help and parent help is always welcome. You can assist by listening to children read, helping with activity etc.

Generally the teacher will send home a note asking for help at various times through the year.

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Port Broughton Area School

STUDENT MATTERS

LATENESS/TRUANCY

The Education Act requires that all students between the ages of 6-17 attend school regularly. The school has a legal responsibility to promote positive attendance patterns and take action to address problems of non-attendance.

It is evident that consistent attendance at school can have a positive effect on learning opportunities/outcomes for student success. The community wishes to ensure every child has the right to a high quality education.

Therefore to enable students to gain the most from school, we should be actively encouraging them to participate in school through regular attendance. Regular attendance in the early school years is of great importance as it can set up a pattern of attendance in both primary and secondary school. Children who attend school regularly feel greater security and self-confidence within the school and have maximum opportunities for activities that foster friendships.

Truancy is not an offence for children. "Non-attendance at school or college is an offence for parents." (Agreement between SA Police and DETE November 1993).

Expectation of Parents:

We expect that all parents will actively ensure that their children will attend school and notify the school in advance if they are unable to attend, or after an absence has occurred, or if they are late. SMS messages will be issued to parents/guardians around 10.30am if no reason has been given for the absence.

DIARIES: YEAR 7-12

We believe the diary is an important aid to students; not only does it assist with day to day organization, but it facilitates easy, effective communication between the school and parents. It should be filled in daily with homework, tests, assignments grades and notices.

Parents will be able to show their interest in their child's progress by signing the diary each week.

The diary is required at each lesson.

We will be happy to answer queries relating to the diary or to your child's progress at anytime; please address these to the class teacher.

STUDENTS LEAVING THE SCHOOL

Students will not be permitted to leave the school grounds unless they have written permission. A note in the students' diaries will need to be supplied and students must have shown their home group teacher and then sign out through the front office.

Occasions where children can leave include;

- Regularly go home to lunch
- Occasionally go home to lunch
- Occasionally run a message for parents (farm students only)

Students are not permitted (even with written permission) to leave school during the school day to buy lunch or snacks in the town.



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SCHOOL UNIFORM

SCHOOL UNIFORM

Governing council endorse wearing of school uniform and seeks the support of all families in complying with the school dress code. Wearing of school uniform:

- reflects the excellence portrayed by the school
- reduces competition between students around clothing and fashion
- creates a culture of ownership and pride
- provides an affordable option for day to day wear
- prepares students for employment situations which may require wearing of uniform.

School uniform must be worn to school on a daily basis and at functions where the students are representing the school eg assemblies,

DRESS CODE

Boys

Navy (no denim) trousers, track pants or shorts. (Snap pants and/or football shorts are not considered satisfactory school clothing). Navy & gold school polo shirt and a school navy blue jumper.

Girls

Poly cotton check dress (material Cleoron No. 8119). Navy blue shorts (no denim) or track pants with a navy & gold school polo shirt and a school navy blue jumper.

Sporting/Club tops are not deemed acceptable.

Uniforms can be ordered directly through Sports Scene Kadina ph 8821 1498 or pick up an order form from school or school website

Footwear

Black, brown or navy shoes, secured sandals with back strap or sneakers are required for normal school footwear. Thongs, slides, slippers, ugg boots or any other form of footwear considered by staff to be of a casual, unsafe or inappropriate nature are not acceptable.

Hats and Beanies

Hats are required during term 1 and 4 as part of the 'Sunsafe Policy' school bucket hats are expected. In terms 2 and 3 navy scarves and navy beanies with **no logos** are acceptable.

Jewellery and Hair Accessories

Only simple earrings e.g. sleepers, studs are acceptable as jewellery. Only simple blue, yellow or white hair accessories are acceptable. **Any variations from the above will be deemed unacceptable.**

Consequences for Non-compliance

Parental communication from home on days of inappropriate school uniform is a requirement. Spot checks will be carried out randomly. Students wearing inappropriate school uniform will be required to attend a lunchtime Time Out or lunchtime Community Service.

An accompanied note will be sent home that night for parental signature. Students not having/wearing a hat will go to the sit out area that is located near the admin office.

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REPORTS/LOCKERS

REPORTING TO PARENTS

R-6 REPORTING

- Detailed written reports will be sent home at the end of each semester (terms 2 & 4).
- Home books or student portfolios will be sent home by teachers throughout the year at the conclusion of each term.
- Students will be involved in the reporting process by assessing their own goals.
- Parent /Teacher Interviews will be conducted early in semester 1.
- Parents are welcome to contact teachers and make an appointment to discuss their child's progress at any stage during the year.

7-12 REPORTING

- Interim written reports are provided mid semester (end term 1 and term 3).
- Parent/teacher interviews are coordinated on the basis of parent or teacher request and are conducted early in Semester 1.
- Detailed written reports are distributed at the end of each semester (term 2 and 4).

LOCKERS

Lockers are being used by the middle school and senior school students. Accounts are sent home at the beginning of the year. The charge is:

- **\$10 annual locker hire fee.** This is not refundable. It is a hire payment and will be charged every year.
- **\$10 locker deposit.** This is a once off cost and will be refunded when leaving school or if locker is no longer required provided the locker is maintained in good condition.

Please note that in addition to this, if a student loses their key a charge of \$6 will be required for replacement and if they lose their lock a \$50 replacement fee will be charged.

A locker use agreement form will be given to each student. This explains the students responsibilities.



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STARTING SCHOOL

The following information will be of value to parents who have children in reception, year 1 and year 2.

INTAKE OF STUDENTS

From 2015 there will be one single intake in term 1.

YEARS IN JUNIOR PRIMARY

In line with government policy, each child commencing school for the first time will spend up to 3 years in the "Junior Primary Grades".

The first year will be called the reception year.

The second year will be called year 1.

The third year will be called year 2.

WHAT YOUR CHILD WILL NEED

Art Shirt

All students must have a clearly named art shirt. The best type is one that fits easily over the child's clothes. An old shirt cut down with an elasticised neck and long sleeves is usually satisfactory.

Generally children are not allowed to do painting unless they have a protective shirt.

Library Bag

We like the younger children to have a suitable bag to carry their library books to and from school in. Generally the books are an odd size and do not fit easily in to the children's cases/bags/backpacks. A material bag about 40cm square is quite sufficient. A carry strap is a good idea.

Belongings Named

All your child's belongings should be clearly named. This is important with clothing, especially items of school uniform. Many young children are unable to recognise their belongings.



Parramatta Montessori Primary School

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SUN SMART POLICY

With the increasing incidence of skin cancer, the school recognises its responsibility to protect students as much as possible from skin damage while they are in our care, and to continue to educate them in the preventative measures that can be taken to minimise the harmful effects of over exposure to the sun. Skin damage is the result of cumulative exposure to the sun's ultra violet radiation (UVR). The considerations outlined in this policy will extend to all school settings including swimming lessons, sports days and school camps and excursions and will be in place from 1 September to 30 April and when UV is above 3 at other times.

RESPONSIBILITIES - STUDENTS:

- To seek shaded areas when at recess and lunch breaks, especially between 11.00am and 3.00pm from 1 September to 30 April and when UV is above 3 at other times.
- Wear sun protective clothing; tops with collars and longer sleeves, shorts and skirts to cover as much skin as possible.
- To wear the school hat during recess and lunch breaks and during health and physical education lessons and any other outdoor activities.
- To use SPF 30 or higher, broad spectrum water resistant sunscreen. It is recommended that the sunscreen be applied to clean dry skin, 15-20 minutes prior to sun exposure and reapply every 2 hours if outdoors for extended period.
- To wear sunglasses (close fitting, UV protection, wrap around which meet Australian standard from category 2, 3, 4 or Eye Protection Factor 10(EPF), during recess and lunch breaks and health and physical education lessons if safe and practicable.

Consequences for R-12 not wearing hats - during recess, lunch.

- Stay in the shade.
- If requested to move into shade and request is refused, it is taken as refusing to do as a staff member asks and therefore becomes a breach of yard behaviour rules, follow common steps - warnings, detention.

STAFF:

- To encourage students to seek shaded areas during recess and lunch breaks.
- To encourage students in the wearing of hats, sunscreen and sunglasses (with UVR protection) during these breaks.
- To role model sun safe behaviour by wearing sun protective clothing, hats, sunglasses (with UVR protection) and sunscreen whilst on yard duty.
- To seek shaded areas when possible whilst undertaking yard duties.
- To include formal instruction on sun-care as part of the compulsory health and physical education curriculum.

ADMINISTRATION:

- To provide sunscreen 'pump-packs' (15+ SPF broad spectrum) for each classroom.
- To avoid outdoor assemblies between the hours of 11.00am - 3.00pm.
- To provide sunscreen (15+ SPF broad spectrum), sunglasses (with UVR protection) and hats for staff required to spend a substantial amount of time outdoors.

GOVERNING COUNCIL:

To continue to develop shaded areas within the school grounds.



SCHOOL BUS POLICY

BUS TRAVEL IS A RIGHT - RIGHTS CARRY RESPONSIBILITIES. RESPONSIBILITIES ARE EXPRESSED IN THE FORM OF RULES.

The driver, all passengers and other road users have the right to be safe and free from harassment.

At Port Broughton Area School we expect that our students follow the rules set down in this policy.

- All students are to remain seated at all times unless boarding or alighting.
- No part of the body, eg. arms, should be outside the windows.
- No rubbish is to be thrown from the bus or about in the bus.
- Students will sit in allocated seats at all times unless otherwise instructed by the driver.
- Refusal to obey a reasonable instruction from the driver will result in referral to detention.
- Students will not write on or damage the bus in any way.
- Students will behave in an appropriate manner so that the driver is not distracted from his/her job.
- Feet and bags should not be put on the seats.

CONSEQUENCES FOR BREACH OF RULES

Following a serious breach of rules the bus driver will refer the student to detention.

A continued breach of rules will result in suspension from bus travel.

The bus behaviour policy supports the school's behaviour management policy, therefore we aim to:

- provide a safe environment
- encourage students to accept responsibility for their own actions
- to promote respect and consideration for others, the school environment including the bus and facilities.

At Port Broughton Area School we see the management of student behaviour as a joint responsibility between parents, staff and students.

4 Bus routes operate for collection of students from outlying areas. They are:

- Muntoora
- Clements Gap
- Wokurna
- Wards Hill.

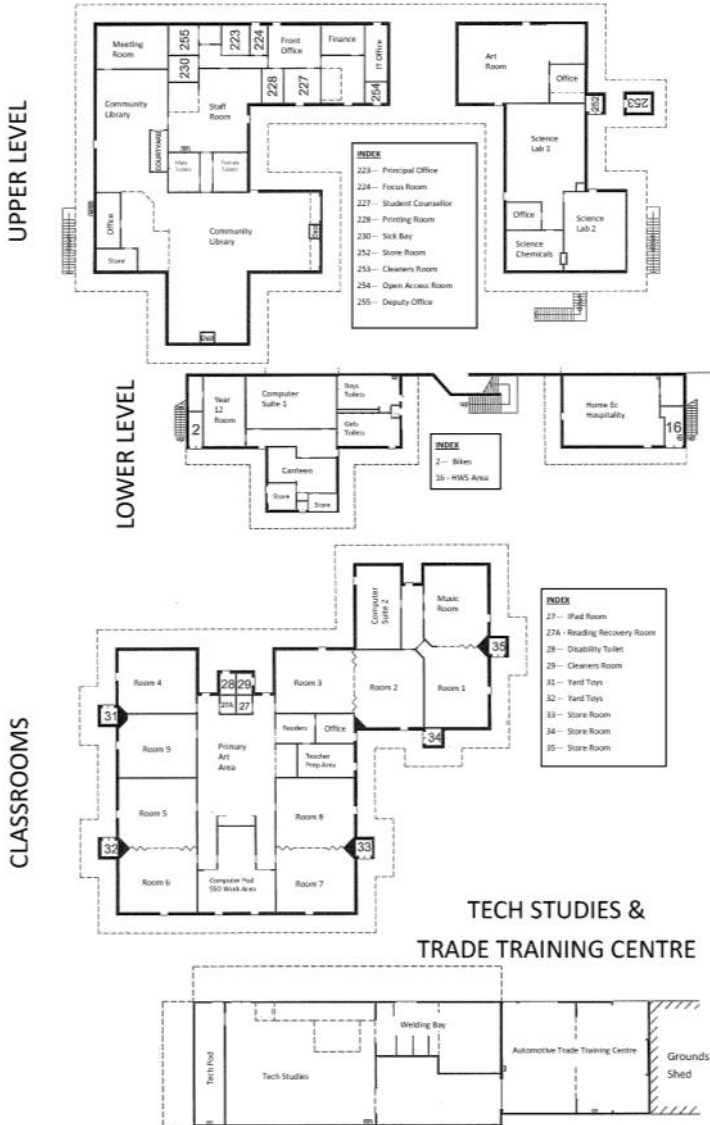
Bus timetables and routes are available.

Respect, Honesty, Friendship and Learning



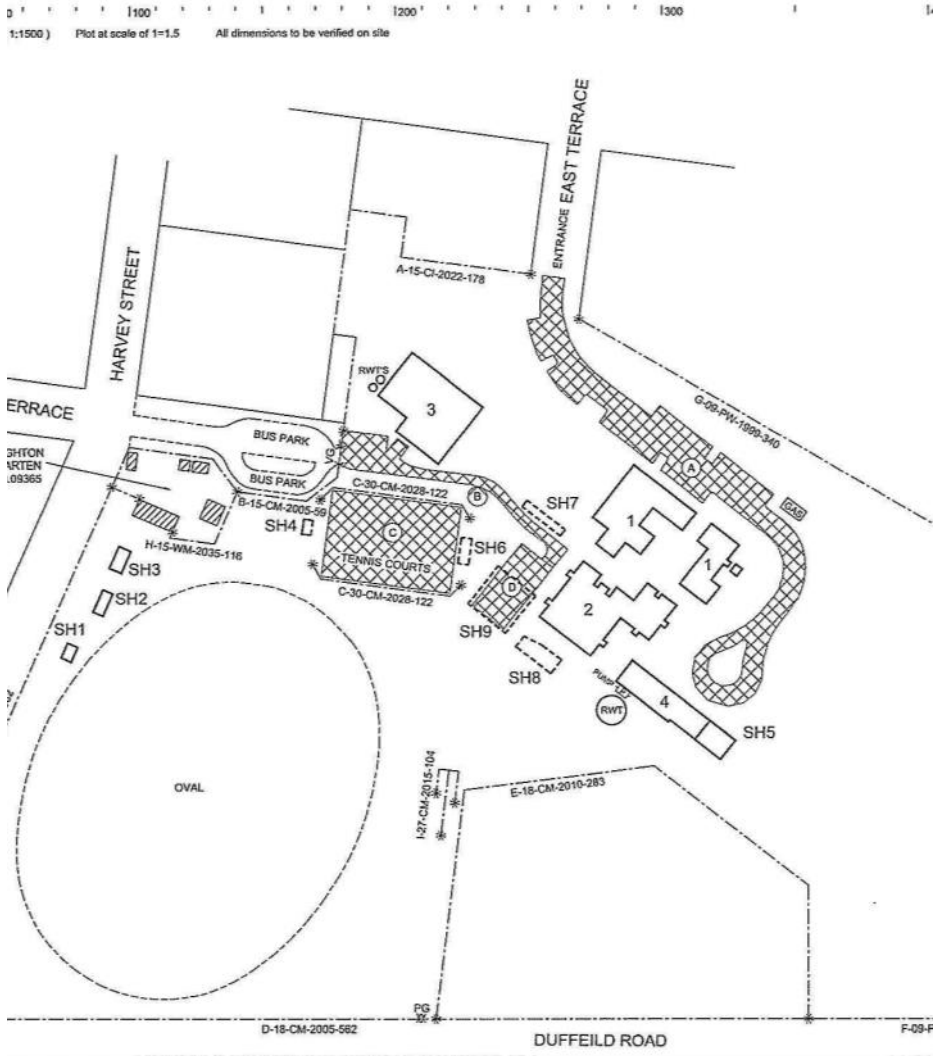
MAP OF THE SCHOOL

PORT BROUGHTON AREA SCHOOL



Respect, Honesty, Friendship and Learning

MAP OF SCHOOL



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Port Broughton Area School

Port Broughton Area School
12 East Terrace, Port Broughton SA 5522



**Government
of South Australia**

Department for Education
and Child Development