Manoora Primary School is situated 117 kms north of Adelaide, on the main road to Broken Hill. The school is sited at the southern end of the small township of Manoora, in a neat, attractive treed area.

The School community, parents, children and staff, are an enthusiastic group who support all school activities. These include Governing Council, Parent’s Club, working bees, policy and decision making, classroom activities and fundraising. Their participation is encouraged, appreciated and very valuable as part of the growth of our children.
COMMITTEE MEMBERS 2013

GOVERNING COUNCIL
CHAIRPERSON: Shayne Willmott
DEPUTY CHAIRPERSON: Scott Nichols
SECRETARY: Robin Schwartz
TREASURER: Roger Behn
FINANCE COMMITTEE REP: Robin Schwartz
BUS COMMITTEE REP: Judy Hollamby
GV SPORTS DAY REP: Brenton Palmer
PARENT CLUB REP: Judy Hollamby
PRINCIPAL: Tracy Griffin
STAFF REP: Sharryn Johnson

MEMBERS
Retire Feb 2014: Brenton Palmer, Robin Schwartz, Roger Behn, Scott Nichols, Judy Hollamby
Retire Feb 2015: Shayne Willmott, Daryn Quick, Sarah Eckermann, Abby Walker-Schwartz

PARENT’S CLUB
PRESIDENT: Laura Allen
VICE PRESIDENT: Judy Hollamby
SECRETARY: Kathy Behn
MINUTE SECRETARY: Mary-Anne Schwartz
PURCHASING OFFICER: Rachel Willmott
CE CO-ORDINATOR: Chris Palmer
SAASPC REP: Rachel Willmott
GOV COUNCIL REP: Abby-Walker Schwartz

S.R.C.
Our school has a Student Representative Council (SRC) which is elected by the students in each class. The SRC is responsible for organising fundraising including charity work, school activities and special days. It also makes recommendations to staff on issues important to students in the school.

REPORTING TO PARENTS
At the beginning of each year Information sessions are held by classroom teachers to explain school and class procedures during the forthcoming year. The timetable for reports and interviews is as follows:-

First Term – Parent Teacher Interviews
Second Term – Written reports, Parent/Teacher Interviews upon request.
Third Term – Parent Teacher Interviews upon request
Fourth Term – Written reports, Parent/Teacher Interviews upon request.

Additional formats of reporting, such as term summaries and/or progress folders are also used to keep parents informed.

RESOURCE CENTRE
Our Resource Centre is located in the original stone building. Books, a computer, posters and audio/visual materials are housed there. Our Computer Room / Study Area is also attached to the Resource Centre.

SAPSASA
Students in Years 6 & 7 are invited to represent our school in South Australian Primary School Athletics and Sports Association activities held throughout the year. Capable athletes can be chosen to play at local, district or State levels in a variety of sports including Tennis, Cricket, Netball, Football, Softball, Swimming and Cross Country.

ASSEMBLIES
Assemblies are held two or three times a term, and are advertised through the Newsletter. They provide an opportunity for the students and staff to share their experiences, talents and information.

AWARDS
Our School believes strongly in encouraging students to do their best through positive feedback and by ‘awarding’ students for achieving excellence in their academic work, their sporting endeavours, acceptable behaviour, and their involvement in the life of the school.

At assembly, children are given recognition for great efforts and good behaviour both in the classroom and yard. The school also awards special school prizes at the End of Year Concert for 3 children in each class in the following categories:
1. Academic Achievement
2. Academic Improvement
3. Citizenship Award

BANKING
Tuesday is School Bank Day. Money and voucher style bank books are collected in the morning in each classroom. Information is available at school or from the State Bank, Riverton.

BEHAVIOUR MANAGEMENT
Students are encouraged at all times to show consideration and care for each other and other people’s belongings, to show courtesy to all, to co-operate with others and to use commonsense at all times. They should strive to achieve a sense of pride in all that they do and in the way they behave.
Acceptable behaviour is promoted and rewarded in a variety of ways, which is expanded upon in our School Discipline Policy.

BICYCLES
Students may ride bicycles to school. Students are asked to remember that:
- bikes are not to be ridden in the school grounds
- bikes are to be left in the place provided
- no one is to play near the bikes.

NEWSLETTERS
Newsletters are sent home every second Wednesday. Any items to be included in the Newsletter need to be in the Front Office by 10 a.m. of Newsletter Day. From time to time other information sheets are sent out when the need arises. Both are published to keep parents and the community informed about happenings and decisions in the school and wider community. Parents and Community Groups may use the newsletter to communicate information about their activities.

PARENTS’ CLUB
The Parents’ Club is open to all the parents of children who attend the school. The Club meets monthly, usually in the Resource Centre. Those present organise fundraising activities and social gatherings, participate in School Policy and assist in the School when and where required.
Speakers of interest are invited to many meetings and opportunities are given for parents to gain a deeper understanding of the school’s educational programme.

PHOTOGRAPHS
Photographers are invited to the school each year to take individual, family and class group photographs. There is no obligation for parents to purchase the photographs.

PRIVATE TRANSPORT
At times the school calls upon parents to assist with transport of students as part of an educational programme. The driver MUST have a current driver’s license. The vehicle must be roadworthy and have registration and insurance. Each child must have a correctly fitted seat belt and must use it. Students will be assigned to specific vehicles and parents will be advised of these arrangements.

RELIGIOUS EDUCATION
Religious Instruction is held each Tuesday for half an hour. These sessions are conducted by lay people and local ministers. They are based on inter-denominational material. Students may be exempted from these sessions upon parents’ request.
**CONCERT**
A School Concert is held in the Manoora Institute near the end of the school year. This is a popular community event where children are given an opportunity to perform to an audience. Each class presents an item as well as some individual instrumental performances. The school choir also has a bracket of songs.

**DENTAL CLINIC**
Free dental treatment is available to children of primary school age and a government dental clinic is situated on the Clare Primary School grounds. The clinic can be contacted on 88424196 between 8.30 am and 4.30 pm. Treatment may also be available during school vacations.

**EMERGENCY CONTACT NUMBERS**
A copy of emergency contact is forwarded each year and updated as required. This system is used to ensure parents are notified quickly when the need arises.

**FIRE POLICY**
In the case of fire in the area of the school, when the school is in a threatened situation, the students will be kept together at the school with all staff. If a refuge area is needed, the students will be supervised in the Resource Centre at school. Parents may collect their children, if they feel that is the best thing to do, but in no circumstances must a parent take any child without first advising the Principal or teacher in charge.

If it is unsafe for the School Bus to run it will be held at the school until such time as it is safe. No child will be left at a bus stop if there is no one there to collect them. They will be brought back to the school to be supervised until collected or circumstances dictate a different procedure. Telephone contact will be made when possible and/or necessary.

The school will be closed on days deemed ‘Catastrophic’, and parents informed. No buses will run.

**GOVERNING COUNCIL**
The Governing Council meets monthly and exercises a general oversight over the wellbeing of the school. Specifically they discuss the needs of the children in terms of:
- facilities provided
- educational needs of the district
- distribution of grant money
- general educational policy within the School

All parent representatives are just that and ALL parents are encouraged to discuss concerns, ideas or any matter with Governing Council members, who may raise the matter at a meeting.

**HAT POLICY**
Students must wear an appropriate hat - a green full brimmed or legionnaire hat, at all times while outside. Hats may be purchased from the school.

**HOMEWORK**
Homework is often given to students to encourage the development of positive study habits, to follow-up work done in class and to allow students time to research and complete information projects and reports.

Generally the amount of homework a student receives will increase as he/she moves into a high level at school, though the amount of work set is at the discretion of each teacher.

Parent support in homework activities is encouraged, and any difficulties or concerns should be discussed with the classroom teacher.

**HORROCK’S HILL HUB GROUP**
This group consists of Saddleworth, Auburn, Watervale, Farrell Flat and Manoora Schools. The staffs meet regularly, plan combined activities for the students, and apply for grants, so that the small schools benefit by sharing resources and professional training and development activities.
SPORTS DAYS
A School Sports day is held each year usually in Term 3. On these days students have the opportunity to join in track and field, tabloid and some fun events. The children compete in House groups - the houses being Light, Gilbert and Wakefield.

This is held at the Manoora Oval. The entrance to the oval is opposite the Institute.

Gilbert Valley Sports Day - Manoora is part of the Gilbert Valley Sport Association and competes against Tarlee, Saddleworth, and Hamley Bridge each year. Each school competes in tabloid team and championship events and hosts the event on a rotation basis. It is the responsibility of the parents to provide or arrange transport to the host school.

SWIMMING
The students participate in swimming lessons at Riverton, during the first weeks of the first term each year. Being taught by qualified instructors, the children learn water confidence, water safety, survival, and basic swimming strokes. The students can work towards certificates.

ABSENCES
A note or phone call to explain a child’s absence is expected as a matter of courtesy. A note is required if the absence is more than 1 day. If an absence is for 3 days or longer, a Student Absence Report will be sent home for you to fill out and return, or a Principal’s Exemption may be given for longer absences, depending on the circumstances.

ACCIDENTS AND ILLNESSES
In the event of an accident or illness which renders a child unfit to remain at school and/or which may require medical attention, you will be contacted and asked to collect your child from school.

In the event of a serious accident which it is felt requires urgent medical attention, your child will be taken immediately to your Hospital after contacting your doctor. You will be contacted at the earliest possible opportunity.

ADMISSION
New Receptions must be 5 years old on or before the first day of Term...

It is current Departmental Policy that children will normally spend between 10 and 14 terms in the Junior Primary Years. That is:

- Children enrolled in 1st Term should spend 12 terms in JP
- Children enrolled in 2nd Term should spend 11 terms in JP.
- Children enrolled in 3rd Term should spend 14 terms in JP.
- Children enrolled in 4th Term should spend 13 terms in JP.

We believe that decisions about the progress of each child would occur after regular consultation and negotiation between parents and teaching staff, during the JP years. Decisions should take into account individual development, competence and maturity. A series of orientation visits will be arranged, to suit each child, before enrolment. These will enable each child to become familiar with their school environment, other children and the school staff.

In 2014, students who turn 5 on or before 1st May, 2014, are eligible to start on the first day Term 1, 2014. From 2014 onwards, there will only be one intake of Reception Students, and students who turn 5 after 1st, May 2014, start school on Day 1 Term 1, 2015.
UNIFORM
Following parent, staff and student consultation, the wearing of school uniform is compulsory at Manoora Primary School. Emphasis is placed on the colour of clothing worn by the students.

Winter Uniform
Green or grey pants/track pants
Green rugby top/windcheater
green or white shirt

Summer Uniform
Boys – green or grey shorts
  white or green top
Girls - green shorts/skirt/culottes
  green and white check dress
  white or green top
Green wide brimmed or legionaries hat

The uniform is to be worn on all school days, including excursions and special events unless otherwise approved by the Principal.
The school recognises that on occasion it may be difficult for parents to provide the appropriate uniform. On such days parents are required to notify class teachers. Parents’ Club are responsible for ordering (usually once a term).

Please NAME children’s clothing to help us find the owner of lost property.

STAFF
Ms Tracy Griffin - Principal
Ms. Kayla Siviour - Waratah’s Teacher
Mrs. Sharryn Johnson - Banksia’s Teacher
Mrs. Belinda Nichols - Banksia’s Teacher
Mrs. Marie Schwarz - School Services Officer
  Mon-Thurs
Mrs. Lyn Friebel - Finance Officer
  Wed, Fri
Mrs Nadine Greenshields - Christian Pastoral Support Worker
Mr. Linden Calley - Groundsperson

The siren sounds at the following times:
9.00 a.m. Classes begin
10.40 a.m. Recess
11.00 a.m. Classes resume
12.30 - 12.40 Children eat lunch in classroom
12.40 - 1.15 Lunch
1.15 Classes resume
3.15 p.m. Dismissal

SCHOOL TELEPHONE NO - 88484304
SCHOOL ALTERNATIVE NUMBER - 88484109
SCHOOL FAX NO. - 88484215

Please try to ring the teachers out of class lesson times or alternatively leave a message with Marie or Lyn.
INFECTIOUS DISEASES
Children suffering from the following diseases must be excluded from school:
Chicken pox, Infectious Hepatitis, Measles, Mumps, Rubella (German Measles), Scarlet Fever, Whooping Cough, Impetigo (School Sores), Ringworms (tines), Head Lice and Scabies.
Please see the school for exclusion periods. Any person coming into contact with these patients is not excluded from school.

MATERIAL AND SERVICES CHARGE
The Material and Services Charge is sent home at the beginning of the school year. The amount is used together with Education Department Grants to provide stationery, text books, educational materials, apparatus and equipment in all curriculum areas during the school year. Children starting during the year are charged accordingly.

MATERIAL AND SERVICES CHARGE can be paid for under the School Card Scheme. Notification of how to apply for School Card is sent home at the beginning of every school year.

MEDICINES
When students need to bring medication to school, they are required to give it to their class teacher for safety, along with specific instructions as to how the medicine is to be administered. The medication should be in its original bottle, including the label from the pharmacy, with the child's name and dosage.

MONEY COLLECTION
All monies will be collected by the School Assistant, who will issue an official receipt when individual amounts exceed $5.00. Please enclose money in a well sealed envelope with name and description of what the money is for. Monies should be handed into the front office by students prior to 9.00 a.m.

BOOK CLUB
Book club brochures are sent home regularly. The Book Club is divided into age groups. We support Ashton Scholastic as it offers good literary and financial value. Order forms and money are returned to the school for a bulk order to be sent. Books usually arrive after 3 weeks.

BOOKWORK
All exercise books should be covered. All children are encouraged to take pride in the neatness and presentation of all work.

BUS
The School is serviced by a private bus, run by Mr. Leon Schwarz. This bus currently serves the Waterloo and Black Springs areas. It is a matter of courtesy for parents to ask and/or advise of any changes affecting students travelling on the bus. Parents must be familiar with School Bus Policy.

CAMPS/EXCURSIONS
At this stage a major camp is held every 2 years. Day excursions are held at various times throughout the year.

CHILDREN ON SCHOOL GROUNDS
Children are only supervised from the time of the arrival of the Black Springs Bus (approximately 8:40 a.m.) until the time of its departure (approx. 3.20p.m.). If students need to arrive earlier or stay later, prior arrangements must be made with the Principal.

CHOIR
The school choir is currently under the direction of Sue Puccetti. The choir, which consists of children in Year 6 or 7, performs for various community clubs in our district. The culmination of each year is performing the Festival of Music during September at the Festival Theatre.