



# A-Z OF MOORAK PRIMARY & PRESCHOOL

We understand that starting at a new school can be an exciting but sometimes overwhelming experience for both students and families. To help you navigate the enrolment process and get settled in, we've put together this A-Z list of important things you should know. This guide covers everything from enrolment to events, and it's designed to provide helpful information that will support your child's success at school. We encourage you to use this list as a resource throughout the year—whether you're preparing for the first day, staying on top of school events, or just looking for ways to get involved. Our goal is to make sure you feel confident and informed every step of the way.

Welcome again, and we're excited to have you as part of our school community!

	TOPIC	LINKS
A	<p><b><u>Allergies</u></b></p> <p>As a nut-aware school, we take steps to ensure the safety of students with nut allergies by minimizing the risk of exposure. While not fully nut-free, we encourage families to avoid sending nuts or nut-based products in snacks or lunches.</p> <p>If your child has an allergy, please ensure this is communicated to the school ASAP.</p>	
	<p><b><u>Attendance (school only)</u></b></p> <p>If your child is unwell or another event arises, please contact your child's classroom teacher to notify them of their absence. You can do this through messaging via <b>Seesaw</b> or calling the front office.</p> <p>In the event your child is away for three or more days without explanation, the school will contact you as per <a href="#">Department policy</a>.</p> <p>If you are planning to be away for 3 or more days (e.g. family holiday) please contact the front office for an <b>exemption form</b>.</p>	<p>Department Information here:</p> 

B	<p><b><u>Bell Times (school only)</u></b>  Our bell times are as follows:  <b>8:30am</b> students can be onsite  <b>8:55am</b> school commences  <b>10:45am</b> recess starts  <b>11:15am</b> recess ends  <b>1:05pm</b> lunch starts  <b>1:35pm</b> lunch ends  <b>3:15pm</b> school ends  <b>3:35pm</b> after school supervision ends</p> <p>If students arrive before 8:20am, they will be asked to wait in the front office. If students have not been picked up by 3:35pm, we will contact families unless they have contacted us prior.</p>	
	<p><b><u>Behaviour</u></b>  Our behaviour code and bullying policy can be found on the <a href="#">school website</a>.</p>	<p>Behaviour Policy here:</p> 
	<p><b><u>Breakfast Club</u></b>  We offer a daily breakfast club to all students! We know children often come to school already fed, however, we believe that eating together is a great way to increase our sense of belonging and begin a child's day successfully. Children can get toast and fruit from the activity room window each day!</p>	
C	<p><b><u>Class Structures</u></b>  At the end of each year, the following year's class structures will be communicated to families. Being a small site, our class structures are often 2-way composite classes (E.g. Year 5 and 6). The compositions often change annually depending on enrolment numbers.</p>	
	<p><b><u>Communication</u></b>  Moorak has many forms of communication:</p> <ul style="list-style-type: none"> <li>• <b><u>Front Office</u></b>  The front office is generally manned from 8:30am – 3:30pm. Parents / carers are encouraged to call the front office if you have an urgent message (E.g. different pickup person or time) to send to your child, as teachers are not checking messages or emails in this time.  <b><u>Phone Number: 8726 6261</u></b></li> </ul>	

- **Seesaw**

You will be invited, via a separate letter, to join an app called Seesaw which allows you a messaging function to contact your child's teacher directly. Classroom teachers will communicate their active times on this app via their **classroom newsletter**. Teachers may also share learning photos and/or upcoming event news via this app.

- **Facebook**

Moorak has both a Public Page and closed community group. We highly encourage you to [join the closed community group](#) where we frequently post about school events.

- **Newsletters**

We release a school newsletter approximately every 2 weeks via Facebook and Seesaw. Teachers will also provide families a classroom newsletter with curriculum information once per term.

Join our  
Facebook  
Group here!



### **Concert**

In Term 4 each year, our specialist Arts teacher organizes an end of year concert hosted at the Sir Robert Helpmann Theatre. All children are invited to perform as part of their learning curriculum and families can attend by purchasing tickets. More information will be released toward the end of each year.

### **Contact Information**

Please ensure your contact information is always kept up to date, including:

- Name changes
- Residential and postal address
- Contact phone numbers (including work)
- Change in emergency contacts' information

Please contact our **front office** if you need to update this.

### **Consent Forms**

At the beginning of each year information and consent forms will be sent home to ensure we have all necessary information to support your child at school. Please ensure these are brought back ASAP.

In the event of excursions, camps or some events, additional consent forms will be sent home. We will also notify you via

	<p>Seesaw and Facebook and keep an eye on child's bag. Please bring these back ASAP ensuring all sections are filled in correctly.</p>	
	<p><b><u>Curriculum</u></b>  Moorak Primary and Preschool offers a rich and high-quality curriculum across the 7 learnings areas in the <a href="#">Australian Curriculum</a>. Teachers will keep parents informed of topics and content bring covered each term via a classroom newsletter.</p>	<p>Australian Curriculum</p> 
D	<p><b><u>Department for Education</u></b>  For more information regarding South Australia's Department for Education, please access the <a href="#">link</a>.</p>	<p>Department for Education</p> 
	<p><b><u>Disabilities and Inclusion Support</u></b>  If your child has additional needs that require support at school, please organise a meeting with our school's principal. We can discuss the required support, Department services and agencies and children accessing non-educational service providers (e.g. therapists) onsite to help support in providing an inclusive and positive experience for your child.</p>	
	<p><b><u>District Sports Day (school only)</u></b>  In Term 1 each year, our small school competes against 6 other small schools in the area at a District Sports Day. More information will be communicated to families via <b>Seesaw and Facebook</b> about this event.</p>	
E	<p><b><u>Early Dismissals</u></b>  On the last day of each term, students have an early dismissal day. School finishes 1 hour early on these days at 2:15pm.</p>	
	<p><b><u>Early Years Learning Framework (EYLF)</u></b>  In our preschool, educators use the Early Years Learning Framework (EYLF) to guide and inform the curriculum and provision of high-quality learning experiences for children. It focuses on the holistic development of children, emphasizing the importance of play-based learning.</p> <p>The EYLF supports children in becoming confident learners and effect communicators, fostering a sense of belonging, being and becoming.</p>	<p>EYLF</p> 

### **Emergency Procedures**

We conduct regular emergency procedure drills, including evacuations, shelter in place and lockdowns, to ensure the safety of students and staff. These drills occur at least once per term, and parents will generally be notified by **Seesaw and/or Facebook** post a drill. We encourage families to discuss the importance of these drills with your children to help them understand their purpose in maintaining a safe school environment.

### **Enrolment**

If you are yet to enrol in our site or have friends / family interested in enrolling, we encourage you to take the following steps:

1. Call our front office to book a tour with the Principal
2. Upon enrolment, schedule an enrolment interview with the Principal to help us prepare for your child's transition to school

Please note upon enrolment the following documentation is required:

- Proof of residency (e.g. driver's license)
- Child's birth certificate
- Child's immunisation record (preschool only)

### **Events**

Our school has many exciting events throughout the year including sports days, excursions, parent info evenings, fundraising events, concert and more. Information about these events is often communicated via **Facebook**.

### **Excursions & Camps**



Excursions and camps are sometimes organised as part of our curriculum. Teachers will send information about these events as the time approaches, including sending home **consent forms**.

Two common camps are:

- **Year 6 Camp- annual**  
Hosted in Term 2, Year 6's join the Year 6 students from the other 6 small schools in the region on a 5-day camp in Adelaide. This is a great opportunity for children to widen their social network as they prepare for High School!
- **Years 2-5 Camp- every 2 years**  
Every 2 years, we take the Years 2-5 children on a two-night camp. The location and dates change as per availability.

	<p><b><u>Exemptions (school only)</u></b></p> <p>If your child is going to be <b>absent</b> for 3 or more days, please see our front office to organise an exemption form.</p>	
F	<p><b><u>Finances &amp; Fees</u></b></p> <p>Early Term 1, families will receive an invoice for school and preschool fees. These are subject to change year to year, through Governing Council approval. The school aims for these to be paid for by the end of Term 1 each year which families can pay for via the <b>QKR app</b> (preferable) or <b>front office</b>.</p> <p>If you require financial assistance (<b>school card</b>) and/or a payment plan, please contact the <b>front office</b>.</p>	
	<p><b><u>First Aid</u></b></p> <p>If your child has an incident at school, the <b>front office</b> will notify you via phone (if urgent) or letter sent home with student.</p> <p>If your child is sick / unwell, we may call you during the day, therefore, please ensure your <b>contact details</b> are kept current.</p>	
	<p><b><u>Food &amp; Foils</u></b></p> <p>Children eat approximately 3 times per day. This includes:</p> <ul style="list-style-type: none"> <li>• A healthy snack / fruit break in the morning</li> <li>• Recess</li> <li>• Lunch</li> </ul> <p>As our school does not have a canteen, we offer <b>foils</b>. You can send your children to school with thawed food wrapped in foil or in a foil tray with their name and class clearly labelled. These will be stored in a fridge and transferred into a pie warmer in preparation for lunch eating time. Please remember to pack cutlery as needed!</p>	
G	<p><b><u>Governing Council</u></b></p> <p>We invite you to join our Governing Council and play an active role in shaping the future of our school. Your insights and involvement are invaluable in creating a supportive and enriching environment for our students. By joining, you'll have the opportunity to collaborate with other parents and staff to make meaningful contributions to our school community. Please call our front office if you are interested in joining!</p>	
	<p><b><u>Grievance Procedures</u></b></p> <p>Our grievance procedure ensures that any concerns or issues are addressed promptly and fairly. Families are encouraged to communicate their grievances through the appropriate channels,</p>	

	<p>starting with the classroom teacher, and escalating to school leadership if necessary. This process helps us maintain a positive and supportive school environment for everyone.</p> <p>Our doors are always open and we approach situations and concerns with curiosity and empathy, not judgement. So please do not hesitate to reach out to us.</p>	
H	<p><b><u>Hats</u></b></p> <p>Our school is a sun-safe school and we therefore determine whether children need to wear hats as per the UV rating not the time of year. For this reason, please ensure hats are packed in children's bags all year round.</p> <p>Our <b>uniform</b> policy states a wide brim or bucket hat must be worn to protect children from the sun. However, for safety reasons, <b><u>cords must be removed from hats</u></b> to prevent potential choking hazards during play and other activities. This precaution helps ensure that children can enjoy their time at school without unnecessary risks. In the event children come to school with cords on their hats, we will remove. We appreciate your cooperation in adhering to this important safety measure.</p>	
	<p><b><u>Homework (school only)</u></b></p> <p>All students from R-6 are expected to read for homework. This is mandatory and will be more clearly outlined in correspondence from your child's teacher/s in term 1.</p> <p>Homework <i>opportunities</i> will also be provided. These are designed to further consolidate learning that has been taught in class and are highly beneficial.</p>	
	<p><b><u>Hot Weather</u></b></p> <p>In the event of weather more than 35 degrees, we will enact our hot weather policy. All children will be kept indoors, in air-conditioned rooms throughout break times, encouraged to drink regularly and closely monitored. As the weather approaches this cut-off point, we will also encourage children to seek shade.</p>	
I	<p><b><u>Illness &amp; Infectious Disease</u></b></p> <p>The school will notify parents of any illness occurrences as necessary and in line with Department policies, and good hygiene practices will be continually used and encouraged. If your child is diagnosed with an infectious illness, please notify the school or preschool ASAP.</p>	

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L	<p><b><u>Learning Interventions</u></b></p> <p>If our teachers identify that your child could use additional support, you may receive a letter indicating they are accessing a learning intervention. This may be for literacy, numeracy or social-emotional learning.</p> <p>Please feel free to contact your child's classroom teacher if you have any questions or concerns.</p>	
M	<p><b><u>Medication</u></b></p> <p>Parents need to provide written consent and detailed instructions for any medication their child requires during school hours. All medications must be in their original packaging, clearly labelled with the child's name and dosage instructions. It's important to communicate with the school about any changes in medication or health needs to ensure proper care and safety.</p> <p>Please see our <a href="#">website</a> and/or <b>front office</b> for the necessary forms if your child requires medication to be administered at school.</p>	<p>Medication policies and forms</p> 
	<p><b><u>Mobile Phone Policy</u></b></p> <p>If a child must bring a phone to school for safety reasons, it should be turned off and stored securely (in the front office) during the day. Please see our <a href="#">school website</a> for the mobile phone policy.</p>	<p>Mobile Phone Policy</p> 
N	<p><b><u>Newsletters</u></b></p> <p>The school uses two types of newsletters:</p> <ul style="list-style-type: none"> <li>• A fortnightly (generally) whole school newsletter shared via <b>Seesaw and Facebook</b>. This includes a learning spotlight, upcoming events and other community news.</li> <li>• A termly class newsletter: created by each classroom teacher, this details the curriculum for the term and any other class-specific news. This will be sent home in hard copy and via <b>Seesaw</b>.</li> </ul>	
O	<p><b><u>Office Hours</u></b></p> <p>The front office is generally manned from 8:30am – 3:30pm. Parents / carers are encouraged to call the front office if you have an urgent message (E.g. different pickup person or time) to send to your child, as teachers are not checking messages or emails in</p>	



this time. You can come visit the front office for any other concerns / questions including scheduling teacher or principal meetings, finance and fees or collecting forms.

**Phone Number: 8726 6261**

### **Parent Club**

Our school has a highly active Parent Club which is always welcoming new members. The Parent Club hosts a variety of fundraising and student engagement events including dinners, hot lunch days, craft with children and more!

Please contact our front office who can put you in contact with the Parent Club if you are interested in joining.

### **Parent Engagement Events**

We host a number of engagement events throughout the year including:

- Meet the Teacher Night (Term 1)
- Annual General Meeting (Term 1)
- Learning Yarns (parent-teacher conferences, Term 1)
- Parent info sessions and more!

Please keep an eye on **Seesaw and Facebook** for more info on these!





### **Pick-up & Drop-off**

Children should be dropped off no earlier than 8:20am. If they arrive before this time, they will be asked to wait in the front office with staff supervision until 8:20am.

If you arrive late with your child, please sign them into the front office (do not go directly to the classrooms). In the front office, a staff member will walk your child to class.

After school, we ask parents to wait out the front of the school (not passed the front office admin building) to avoid children getting distracted in their end-of-day routine. Parents picking their children up on foot are asked to collect them through the **east** gate (closest to the staff carpark). The **west** gate (closest to the front office) is used in our drive through zone and is often very busy and therefore not recommended for on-foot traffic.

Children are asked to stay seated out the front of the school until their parent or carer arrives via car or foot to collect them.

	<p><b><u>Playgroup</u></b>  Moorak Playgroup offers a welcoming introduction to the preschool and school community, where children and families develop a sense of belonging through playful learning. Led by educators, the program fosters social and developmental growth in a fun and supportive environment for children from birth to school age. The playgroup meets <b>Fridays from 9:00 to 11:00 am</b>, with a cost of \$2 per family, and families are asked to bring fruit and water for their child. Please <a href="#">click here to join our Facebook group for Playgroup!</a></p>	<p>Join our Playgroup's Facebook Group!</p> 
	<p><b><u>Preschool</u></b>  We currently provide a 4-year-old preschool program and 3-year-old program for Aboriginal Children.</p> <p>We are a part-time center open Mondays, Tuesdays and Wednesdays on even school weeks. Our sessions operate from 9:00am – 3:00pm.</p> <p>For more information, please visit our <a href="#">website!</a></p>	<p>Our Preschool</p> 
Q	<p><b><u>QKR App</u></b>  The school processes most payments (e.g. fees, hot lunches, excursions etc) via the QKR app.</p> <p>See our <a href="#">school website</a> for how to download and use this app. If you need any support, please contact our <b>front office</b>.</p>	<p>QKR app info</p> 
R	<p><b><u>Reports (school only)</u></b>  Our teachers will report twice-yearly on your child's learning;</p> <ul style="list-style-type: none"> <li>• At the end of term 2: a progress report providing A-E grading on all learning areas and comments for General, Literacy and Numeracy</li> <li>• At the end of term 4: a full academic report providing A-E grades and comments on all learning areas as well as their general engagement with school.</li> </ul>	
S	<p><b><u>School Card</u></b>  If you're a low-income family with children attending government schools, you can get financial help with school fees, materials and services charges through the School Card scheme.</p> <p>Please find further information in <a href="#">the link</a> or contact our <b>front office</b>.</p>	<p>School Card</p> 

### **School Calendars**

The preschool and school will attempt to provide a termly overview calendar to families to summarise upcoming events and support you in organising your family for these.

These will be sent via **Facebook and Seesaw**.

### **School Photos**

School photos are organised annually and include a whole school, class and individual photos. Sibling photos are available on request.

More information and order forms will be sent home to families as the time approaches.

### **Seesaw**

At the beginning of each school year, families will be sent a letter via their children which has the logon details for our Seesaw app. This app can be downloaded on Apple and Android devices and is predominantly used for parent to teacher communication via the messaging platform, as well as sharing some whole school news.

Please contact your child's classroom teacher if you are not yet logged onto this app.

### **Sports Day**

Our school hosts an annual School Sports Day which is led by our Sports Captains. This generally occurs in Term 1. Information will be sent via **Facebook and Seesaw** regarding this.

### **Stationary (school only)**

All stationary is provided by the school. Teachers will have packs of books available for parents to pick up at the start of each year before school commences to allow you time to cover these. Information regarding this will be sent via **Facebook and Seesaw**.

### **Student Free Days & Closure Days**

Each year, the school will close for 5 x days.

4 of these are for training and development of staff and 1 of these is a "day of significance" which for us is the Mount Gambier Show. We consult Governing Council and have these approved by the Department before sending them to families. Families must organise alternate care arrangements for their children on these days.

T

### Traffic

When pulling up to school to pick up / drop off your child, please be mindful of the following:

- Park across the road from school, reversing in (with car facing out to the road). Then escort your child in and out of the east gate (closest to REC classroom) NOT the west gate (out front of office) due to traffic in drop-off zone.
- Ensure you are following speed limit when using drop-off zone. Please ensure this is quick / timely and you follow teacher directions after school to support flow of traffic.
- When leaving the school via drop-off zone, please do u-turn further up the road (past end of school zone sign) where there is a provided turn around area.

### Transition

In Terms 2 (for mid-year intake receptions and preschoolers) and Term 4 each year (for all students), transition visits will be organised for children to attend. These are usually two consecutive days with their new teacher and class.

If you feel your child requires more transition visits, please contact our **front office** who can schedule a meeting with the Principal to discuss and support further.

U

### Uniform


Moorak Primary School's [dress code policy](#) is designed to create a sense of community and pride. The dress code reflects the school's colors of navy and sky blue, with options including blue and white checked dresses, navy pants, shorts, skirts, and polo shirts. Broad-brimmed hats must be worn when the UV rating is 3 or above, in line with the Sun Safe policy, and uniform items with the school logo can be purchased through [Hip Pocket in Mount Gambier](#).

Hip Pocket  
Mount Gambier



Uniform  
Information



V	<p><b><u>Volunteering</u></b></p> <p>We often need volunteers for excursions or camps.</p> <p>To volunteer in South Australian schools, individuals typically need to obtain a Working with Children Check (WWCC) to ensure the safety and wellbeing of students. Volunteers may also be required to complete a Responding to Risks of Harm, Abuse, and Neglect – Education and Care (RRHAN-EC) training. Schools often appreciate the support of volunteers in various roles, contributing positively to the educational environment.</p> <p>Please contact our <b>front office</b> for further information.</p>	<p>Volunteering in SA Public School</p> 
W	<p><b><u>Wet Weather</u></b></p> <p>During wet weather, students will be asked to play under shelter during recess and lunchtime.</p>	
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Z		