

# CAS PARENT INFORMATION

**30 McFarlane Street, Cummins SA 5631**

**P. (08) 8676 2388**

**E. [dl.0754.info@schools.sa.edu.au](mailto:dl.0754.info@schools.sa.edu.au)**

**[www.cumminsas.sa.edu.au](http://www.cumminsas.sa.edu.au)**



## **PREFACE**

The intention of this Parent Information Folder is to familiarise you with the many different aspects of your child's school.

We hope that you will use it as a reference whenever the need arises. If you need clarification on any matters, please don't hesitate to contact the school on (08) 8676 2388.

Email: [dl.0754.info@schools.sa.edu.au](mailto:dl.0754.info@schools.sa.edu.au).

One of the best ways to help your child's education is to be interested in and involved within the school. Early in the year, opportunities will be provided to familiarise parents with classroom procedures and ways in which they can participate in the educational programme. Parents are encouraged to visit classrooms. Parents can also be involved by attending the formal committee meetings, by helping in the Classrooms, Canteen or Library, by becoming involved in excursions and camps or by becoming a helper in classrooms.

You are free to choose the level of participation you prefer. Please remember that your support is greatly appreciated and helps to ensure the best possible learning environment for our students.

## **AMBULANCE SERVICE**

If a student is injured at school or during a school activity (including school approved sporting events) and the supervising teacher warrants the student's condition is sufficiently serious to require an ambulance, an ambulance **MUST** be called.

In the event of an ambulance being called parents who do **NOT** have cover with

- the SA Ambulance Service
- any Private Health Insurer
- any other insurer

may claim for ambulance service charges. The appropriate claim forms can be obtained from the school.

## **ASSEMBLIES**

Formal seated assemblies are held for Secondary (year 7 to year 12) students in terms 1 and 4. Junior Primary and Primary classes hold a combined assembly each term. The aim of assemblies is to officially recognise groups or individual student achievement in academic, behavioural, sporting or cultural fields. Items of entertainment by, or information for students may also be included.

## **BELL TIMES**

<b>Morning CREW</b>	<b>8.45 am – 9.20 am</b>
Lesson 1	9.20 am – 10.00 am
Lesson 2	10.00 am – 10.40 am
<b>Recess</b>	<b>10.40 am – 11.00 am</b>
Lesson 3	11.00 am – 11.40 am
Lesson 4	11.40 am – 12.20 pm
Lesson 5	12.20 pm – 1.00 pm
<b>Lunch</b>	<b>1.00 pm – 1.40 pm</b>
Lesson 7	1.40 pm – 2.20 pm
Lesson 8	2.20 pm – 3.00 pm
<b>Afternoon CREW</b>	<b>3.00 pm – 3.15 pm</b>

## **BICYCLES**

Students' bicycles must be left in the bicycle racks at the front of the JP Building. Bicycles are not to be ridden in the school grounds. Bicycle racks are out of bounds to all students other than the owners of the bikes when arriving at or leaving from school.

## **BOOK ROOM**

Open for cash sales, please see the Finance Office for purchases. Students may purchase stationery requirements for school purposes.

Computer Printing Credits can also be purchased at the book room and will be credited to student's account the same day.

## **BUSES**

The school has a Department for Education fleet of 3 buses and there are 4 additional buses which are privately contracted by Ridsdale Trading Company and EP Bus Charters.

### **Passengers**

Where there is room on a bus the following are eligible to be passengers:-

1. Students who may wish to travel on a bus other than their normal bus, or those who do not normally travel by bus. (24 hours notice before travel requested required)
2. Teachers and members of the Ancillary Staff.
3. Children from the Preschool.

It is necessary in all cases to negotiate any such travel with the Driver and the bus officer in cases of (1) and (2) and with the Principal in Number (3).

### **Changes to Routine Bus Travel / Bus Book**

It is the responsibility of the student to notify the driver if there is any change from the normal travel to and from school each day. Parents need to contact the bus driver 24 hours before travel if they wish to make alternative arrangements for travel on a different bus or for students who do not usually travel on a bus. It is particularly important to let the drivers know if the children have been collected from the school and will not be on the bus that afternoon.

### **Carriage of Goods**

No parcel, goods or luggage (other than hand luggage) shall be carried in the passenger seating space of any bus. (Small articles that fit in school bags is permitted). The aisles of buses must be kept clear at all times.

### **Bus Timetable**

A Bus Timetable showing morning pickup and afternoon put down times at each stop is prepared at the start of each year and circulated to all parents whose children use a bus. Changes may occur from time to time. Unless there are particular circumstances, times for departure of buses will be fixed and regular. A Timetable of any bus may be obtained from the front office. Am times are the time the bus will depart from the stop so students need to be ready before this time to board.

### **Requests for Alteration of Bus Routes**

All requests for alteration to bus routes will be considered by the School Bus Committee. The committee may recommend changes to Department for Transport & Infrastructure who have final say on changes to any bus route.

### **Travelling Allowance**

Parents who drive their children further than 5 km to catch a school bus may apply for a travel allowance. Application forms are available at the School.

### **Bus Rules**

The safety and welfare of the children is the responsibility of the school from the time the children get on the School Bus to when they get off in the afternoon. This responsibility is delegated to the Bus Drivers. To assist all parents, students and drivers to work together for the safety and wellbeing of our children, rules have been developed in line with school rules. These are distributed to parents at the beginning of the year and are displayed in the buses.

### **In the event of breaches of these rules, the following procedure will be followed:**

1. Driver handles problem
2. If problem persists, reported to Bus Officer
3. If further problem, parent will be contacted, a meeting involving Principal, Bus Officer, Parent and Student will occur
4. Suspension from bus travel for a period of time.

## CANTEEN

The Canteen is open daily at recess and lunchtimes. Students are able to purchase a variety of healthy foods at these times, and are encouraged to place food orders via the QKR App. R-6 classes have lunch baskets, and order are then left at the Front office for collection by Canteen Managers. Years 7-12 students can collect their orders from the canteen at the beginning of lunch. The Canteen is operated by two Managers, who are supported by rostered parents and a committee consisting of staff, parents and students. Instructions on how to download and use the QKR app can be found in this information booklet.

## COMMUNICATION

Communication between parents and the School is of the utmost importance. We encourage parents to contact the School if they have any problems or issues they wish to clarify or discuss. Staff will always be available to meet with parents. Come and visit our school. Do not wait until things go wrong before you do so.

### Ways of Communication

Parent Grievance Procedure guidelines gives an indication of ensuring that concerns are known by the school and can be followed up. (See appendix 1)

### School Newsletter

The School produces a Newsletter each fortnight and distributes it via email and DayMap. Community Notices are included in the Newsletter at a small cost and must be lodged by Monday 12 noon prior to the Tuesday. School information is also put on to the school's Facebook page and website.

### DayMap

The school uses DayMap to communicate with parents. This is set up between parents and the school upon enrolment. Please use this to communicate with class teachers, and record absences. Teachers and school staff will send home important information via DayMap as well.

## CUMMINS SCHOOL/COMMUNITY LIBRARY

As a Community Library linked to the Public Library service of South Australia, there is a wide variety of resources available for loan to both children and adults. We can also call on items from other libraries within our State.

### Membership

It is free to become a Library member, but you must be signed up to to be able to borrow resources.

### Hours of Opening

#### During School Term

Monday	9:00am - 5:00pm
Tuesday	9:00am - 5:00pm
Wednesday	9:00am - 5:00pm
Thursday	9:00am - 5:00pm
Friday	9:00am - 5:00pm
Saturday	9:00am - 12:00pm
Sunday & Public Holidays	Closed

#### Holiday Hours

Monday	Closed
Tuesday	9:00am - 1:30pm   2:30 - 5:00pm
Wednesday	9:00am - 5:00pm
Thursday	9:00am - 1:30pm   2:30 - 5:00pm
Friday	9:00am - 1:30pm   2:30 - 5:00pm
Saturday	9:00am - 12:00pm

### What is in the Collection?

- Non-fiction books covering a wide range of subjects.
- Fiction books representing a variety of authors and interests in paperback and hard cover.
- Large print books in both fiction and non-fiction.
- Reference books: encyclopaedia, dictionaries, atlases etc. for immediate use in the library.
- Magazines to satisfy a wide interest range. CDs & cassettes: symphony to rock music, and some spoken word.

- DVDs: large range of Community Health and general dvds.
- Information Place includes local information and collections.

Book loans are for four weeks, magazines are for two weeks. Extensions are available on request.

### **Services Provided**

- Computing facilities for word processing, scanning, printing and FREE Internet access.
- Photocopying facilities.
- Help with reference queries.
- Inter-library loans for materials not held at Cummins.
- South Australian Video & Film Collection.
- Hear-a-book collection which may be requested by visually-impaired people.
- Outreach services such as visits to Miroma Place, the hospital and patron's homes as requested.
- Study facilities and information provision.
- Coffin Bay Depot.
- Equipment hire (conditions apply).

The Library provides you with the opportunity of sharing authors, music and recreational pastime with your children. As a parent user of the service, you can in turn set an example for your children and encourage them into good habits of reading for recreation and information.

### **DENTAL CLINIC**

The School Dental Service provides general dental care to Preschool, Primary and High School children up to the age of 18 years. A clinic is located at Port Lincoln Hospital and enrolment forms can be obtained from the clinic staff. All parents are notified by letter prior to any treatment performed, and the School Dentist is available for consultation upon appointment.

Parents are welcome and encouraged to attend the clinic at any stage to discuss the dental health status or treatment of their child with the staff, and to attend when their child is having treatment.

### **DRUGS**

This school takes a serious view of drug possession and abuse and attempt to counter the possession and abuse of any drug by students

- Legal drugs such as alcohol, tobacco, vapes, and others
- Illegal drugs

Student involvement with both legal and illegal drugs is prohibited. Involvement means:

- the use of drugs
- the possession of drugs
- being present when one or more students are using drugs
- distribution of drugs

#### **This includes:**

- on school premises during school hours
- at all formal school activities, e.g. socials, camps, sports, practises, excursions etc
- on school buses
- or at any other time when they may be identified as Cummins Area School students

#### **Legal Drugs**

If a student is involved with legal drugs, they will receive counseling regarding their actions and will be asked to commit to abstaining in the future. Parents will be informed, and the student may face suspension or loss of privileges for a specified period.

#### **Illegal Drugs**

In cases of illegal drug involvement, parents will be notified, and the Department Policy mandates contacting the police, who will follow established procedures. The student will also face suspension from school.

## EXCLUSION OF CHILDREN WITH INFECTIOUS DISEASES

### General

Children who are ill with an infection disease must not be allowed to attend school. The following guidelines have been drawn up on the basis that children who have been unwell will not return to school until they have fully recovered. The only exception of this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

### Exclusion Arrangements

The following table lists the recommended minimum exclusion periods from schools of infectious disease cases and their contacts. This list is not inclusive.

CONDITION	CASES	CONTACTS
Bronchitis	Exclude until the person has been given appropriate treatment and feels well.	Not Excluded
Chickenpox & Shingles	Exclude until all lesions have crusted, there are no moist sores and the person feels well.	Not Excluded
Conjunctivitis	Exclude during the acute stage of the infection.	Not Excluded
Covid-19	If a student or staff member tests positive for Covid-19 they must notify the school and/or OSHC. Please do not attend for 5 days if Covid positive. Do not attend whilst symptomatic.	Not Excluded - but required to undertake 5 rapid antigen tests over a 7-day period following exposure.
Giardiasis	Exclude until Diarrhoea has ceased.	Not Excluded
Glandular Fever ( <i>mononucleosis</i> )	Exclusion is not necessary	Not Excluded
Hand, Foot & Mouth Disease	Exclude until all blisters have dried	Not Excluded
Head Lice ( <i>Pediculosis</i> )	Excluded until day after appropriate treatment has commenced.	Not Excluded
Hepatitis A ( <i>Infectious Hepatitis</i> )	Exclude for one week after the onset of jaundice or illness.	Not Excluded
Hepatitis B & C	Exclusion is not necessary	Not Excluded
Influenza	Exclude until the person feels well	Not Excluded
Measles	Exclude from unimmunised persons for at least four days after the onset of the rash	Immunised contacts not excluded. Non-immunised contacts should be excluded for 14 days from the first day of appearance of rash in the last case of measles reported. If non-immunised contacts are vaccinated within 72 hours of the contact with the index case they may return to school.
Meningococcal Infection	Exclude until well	Not Excluded

Mumps	Exclude for 9 days or until swelling goes down (which ever is sooner)	Not Excluded
Ringworm/Tinea	Exclude until the day after appropriate treatment has commenced	Not Excluded
Ross River Virus ( <i>Epidemic Polyarthrities</i> )	Exclusion is not necessary	Not Excluded
Rubella ( <i>German Measles</i> )	Exclude until fully recovered or for at least 4 days after onset of rash	Not excluded
Salmonella Infection	Exclude until diarrhoea has ceased	Not excluded
Scabies	Exclude until the day after the appropriate treatment has commenced	Not excluded
School Sores ( <i>Impetigo</i> )	Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.	Not Excluded
Viral Gastroenteritis ( <i>Viral Diarrhoea</i> )	Exclude until diarrhoea ceases	Not excluded
Whooping Cough (Pertussis)	Exclude for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years from school for 14 days, or until they have been on antibiotic treatment for at least 5 days of a minimum 14 day course of antibiotics.

## FINANCE OFFICE

The Finance Office is open during school hours to accept any monies payable from both students and parents.

## FINANCIAL ASSISTANCE

The Department for Education (DfE) meets part of the cost of all books and materials used by students attending school. However, in special circumstances, additional assistance may be available through one or more of the following:

- Isolated Children's Allowance
- Aboriginal student's Allowance - Commonwealth
- School Card Scheme
- Travelling Allowance

As information on these allowances vary, parents requiring further information are requested to contact CentreLink.

## ILLNESS OR INJURY AT SCHOOL

If your child is ill, hurt or distressed, we will telephone parents and advise that your student should be taken home. Injuries that do occur at school are usually minor, and simple first aid is administered. Injuries that need medical attention will be referred to the local Hospital/Doctor and parents will be notified.

## **IMMUNISATION**

The South Australian Health Commission recommends Immunisation to give protection for your family. For more information on immunisations, you can visit the SA Health Website at [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au). The local Health Services in conjunction with Lower Eyre Council and the school administer some immunisation programs.

## **INSTRUMENTAL MUSIC**

This programme is available in two different ways :-

- By providing arrangement between parents and private Music Teachers.
- Through the services of Department for Education Music Branch Brass and Woodwind Teachers.

Students are normally admitted to the brass and woodwind programme in Year 6, subject to an aptitude test. Continuation in the programme is dependent upon satisfactory performance and attitude.

Regular and conscientious practice in the student's own time is vital to success in any instrumental music course. The School releases students from their normal programme to enable them to attend 1 lesson per week with the music teacher.

## **INTERSCHOOL SPORTS**

Interschool Sports Day is usually held on the Tuesday during the last week of term one. This athletics competition involves Cummins and six other area schools. A squad of students is selected on the basis of their personal performances at the school Sports Day, and then trained for the Interschool Sports competition. Training occurs at lunchtimes.

A variety of other sports carnivals are organised throughout the year involving sports such as basketball, football, netball, handball, tennis, and cricket. Selection is generally through an expression of interest and availability of transport.

## **LOST PROPERTY**

Labelled clothing/items, makes return of lost articles to the student easier.

All articles are placed in the lost property basket at the Front Office. Enquiries for lost property can be made at the Front Office. You are free to go through the clothes to find any lost articles. If not collected within a reasonable time frame, they are sent to the Op Shop for sale.

## **MAGAZINE**

Each year, staff and students are involved in collating a school magazine which is distributed in December. The magazine is available in the last week of school and can be ordered once advertised in the school newsletter. It includes reports on school events during the year, and class photos. All students are encouraged to submit articles or work.

## MOBILE PHONES

As per DfE and State Government guidelines, mobile phones are not permitted to be used by students at school. All students are expected to place their devices into a storage box in morning Crew, and collect from teachers at the completion of afternoon crew.

## OPEN ACCESS COLLEGE

The Open Access College caters for students in isolated locations and who are unable to attend a school, or students who attend a school but because of low student numbers cannot study the course of their choice.

The range of subjects offered by the college is very extensive, and any student wishing to study via open access, needs to discuss the possibilities with the SACE/VET Leader.

A fee is charged by the college for material, and is approximately \$80.00 for a full year course, although this may vary depending on the cost of consumables for the course.

Communication from the Open Access Teacher online is usually once per week.

Open access courses are excellent for students who have an independent and mature approach to study.

## PARENT/COMMUNITY PARTICIPATION POLICY

1. It is the policy of Cummins Area School that parents are actively encouraged and supported in all aspects of their involvement in their child's education
2. Decision making related to their child's education
3. Their participation in school activities

The parents and teachers of Cummins Area School believe that the quality of our children's education is enhanced by the partnership between all members of the school community.

### **Involvement and Participation are defined thus:**

**Involvement** refers to the contribution which parents make to the life and business of a school without necessarily being part of the decision making process.

**Participation** refers to parents sharing in the making of decisions about school aims, policies, and programs with staff and students / it may be through membership of the school governing council, sub-committees on finance, curriculum or assessment and reporting, or in preparing submissions on issues of special interest.

### **We Believe:**

- In an open and friendly environment where parents feel welcome and valued. In effective communication between all members of the school community.
- That the school programme is enriched by parent participation and involvement.
- That the parents have the right and responsibility to contribute to and share in decision making processes which will affect their child.
- That parents have a responsibility to be correctly informed on educational issues affecting their child.
- That parents have a responsibility to foster a positive attitude to their children towards schools and learning.

### **Resource People for Parents**

Should any parent wish to express a point of view, make a suggestion, ask a question, receive an answer, or become more closely involved in the education of their child, there are in place a variety of contact points.

### **Contact people include:**

- School Principal
- Assistant Principal – Secondary
- Teaching Staff
- Preschool Director
- Preschool Staff
- School Service Officers
- Deputy Principal – Primary
- Leadership Team – SACE/Vet Leader, Inclusive Education & Wellbeing Leader
- School Governing Council Chairperson
- School Governing Council Members

### **PARENT NETWORK**

The Governing School Council Executive are available for parents. Please contact the Chairperson of the Governing Council for more information. The contact email is: [casgoverningcouncil@gmail.com](mailto:casgoverningcouncil@gmail.com).

#### **The Network can be used to:**

- Ask parents' opinions in a personal way on school matters, whether it is something new, or feedback on existing policies
- Parents may discuss issues or seek the support of their contact person to liaise between them and the school when they feel reluctant to approach the school.
- Promote the activities of the school
- This network allows for a more personal approach with people, encourages and promotes trust and confidentiality and ensures peoples; feelings, as well as ideas are considered in developing and managing our school.

#### **Other commonly used forms of communication with parents:**

- Daymap
- Student Diaries
- Class Newsletter
- Telephone Contact
- Parent Meetings
- Letters and Notices
- Facebook
- Email

### **PARENT ORGANISATIONS**

A variety of Parent Meetings are held during the year to give out information, discuss issues and seek parent opinions.

#### **School Governing Council**

Meetings take place on Tuesdays of weeks 3 and 8 each term, beginning at 7:00pm. The function of the School Governing Council is to have an overview of the school and to provide an advisory and support service to the school and to act as a liaison between the school and its community to ensure that the school is able to operate in a manner which best serves the needs of the children on the community. School Governing Council Members need to be aware of the needs and wishes of parents if they are to be able to fulfill their roles effectively. They, therefore, rely heavily on communication from parents. Parents can, and should, regard School Governing Council Members as people with whom they can discuss matters relating to the operation of the school.

#### **Preschool Committee**

The Preschool Parent Committee functions much the same as Governing Council. Meeting times are in weeks 2 and 7 of each term, with times and locations at the discretion of the committee.

### **Annual General Meetings**

AGM of these bodies are held in February of each year and the dates, times and venues are advertised prior to those meetings, it is at these meetings that the School Governing Council members are elected. Any variation to the ordinary meeting schedule is printed in the school newsletter which is distributed at fortnightly intervals.

### **PRESCHOOL**

The preschool operates two and a half days each week catering for 4 year old children in a Preschool setting, aiming to involve parents in their child's learning. The development of physical skills, social and communication skills, initiative, independence, responsibility and creativity are important aspects of the programme. Close ties are maintained with the school and the transition programme from the Preschool to the Junior Primary enables a smooth start to school. Children are able to attend afternoon, morning or full day sessions, depending on their needs. Preschool children may travel to and from the centre by school bus only if seating is available. This will be confirmed each year.

### **Playgroup**

Cummins Learning Together Playgroup operates each Monday throughout the school term, it is open to children up to 5 years of age and is held at the Preschool from 10.30am to 12.00pm.

### **R.E. SEMINARS**

Religious Education Seminars are held once a term for both secondary and primary students. Parents may decide to abstain from sending their child/ren to the seminar by indication on the General Purpose consent form signed at the beginning of each year. Seminars are run by representatives from the Anglican, Uniting Church, Lutheran and Catholic denominations.

### **SAPSASA**

SAPSASA - (South Australian Primary School Amateur Sports Association) is open to all primary students (Swimming and Athletics include children aged 10-13) who have skills in various sporting codes. Teams are chosen to represent Lower Eyre Peninsula in Adelaide and compete against the other Metro and Country teams. Parents of children chosen in a Lower Eyre Peninsula team should be aware of the fact that they are responsible for the cost of the trip to Adelaide for their child to compete.

### **SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS**

New apprenticeships have been introduced as a major change to the Vocational Education and Training system across Australia. Students are able to study for their Senior Certificate (SACE) and at the same time commence and/or complete a nationally recognised training qualification as paid employees. Further information can be obtained from the SACE/VET Leader.

## **SCHOOL CHAPLAIN (PCW)**

The Pastoral Care Worker (or PCW) is a service of care available to students who wish to access it. Ways in which the PCW achieves this is by; organising R.E., speakers, one on one support, being a friend, encouraging staff and being a resource person for them. The PCW's primary clients are students; however the PCW is available to families and the wider community. The PCW programme is funded by the Federal Government and is employed by the Schools Ministry Group. They can be contacted on 8378 6800.

## **SPECIAL ACTIVITIES**

During the school year, the school organises a number of special activities which are designed either to enrich the experience of the students at the school or to provide services to the community or to provide information and opportunity for involvement of parents. They include camps, excursions, field studies and tours, work experience programmes, Sports Day, visits by performing artists, charity days, music and drama productions, Swimming Carnivals and aquatic days and parent/teacher nights.

## **STARTING SCHOOL**

Children are not required to begin formal schooling until they are 6 but may enter at Foundation level around the age of 5. A transition programme operates between the Preschool and the Foundation class during the term prior to them beginning school and enables children and parents to become familiar with school routines and their future classroom and teacher.

Children turning 5 before May 1st start school at the beginning of Term 1 that year and will complete four terms of Foundation. Children turning 5 between May 1st and October 31st are eligible to begin in Term 3 of that year and will complete a mandatory 6 terms of Foundation.

## **STUDENT ABSENCES**

If your child is absent for any reason, please send a message via Daymap or ring the school on the day. If your child is late to school, leaving early or absent for any part of the day, they must sign in and out through the Front Office Absence system. Messages will be sent home when your child is marked away with an unknown reason and a reason must be advised to school/teacher.

## **STUDENT VOICE**

The role of the Student Voice is to act as a link between students and staff to produce a supportive learning environment. Student Voice also organise recreational activities which benefit the student body as well as supporting charity fundraisers.

### **R-6**

Students elect a male and female representative from each class who attend weekly meetings to discuss and act upon issues and projects that affect them.

### **7-10**

Year 7-10 are elected for the year. Two representatives from each year level are elected at the beginning of the school year.

### **11-12**

Are elected to represent our school as Vice Captains and Captains.

## **SWIMMING / AQUATICS PROGRAMME F-6**

The term time swimming classes are usually held for F-6 students for 2 weeks at the beginning and end of each school year. Lessons are held at the Cummins and District War Memorial Pool. The lessons vary in length from 20 to 30 minutes, depending on the age of the children.

Term time swimming is part of the F-6 P.E curriculum and so all children are encouraged to participate. Exception is made for children upon medical advice.

The Secondary swimming/aquatics and recreation swimming programme is an integral part of their P.E programme and as such the students attend the pool during their double P.E lesson at the normal programmed time. Year 7 students attend an Aquatics Camp locally in term 4 each year.

## **TECHNOLOGY STUDIES SAFETY**

Because of the sharp and heavy equipment in Technology Studies, students who work in this area are required to wear strong covered shoes (no sandals) to protect their feet. Long hair may also be required to be tied back when using machines.

Aprons are available for students to wear as well as other specialist protective equipment, including safety glasses and earmuffs. These are required to be worn for specific operations.

## **UNIFORM**

At Cummins Area School we encourage all students to wear the school uniform with pride and in an appropriate manner. Wearing our uniform provides a sense of connection to the school community, assists in the provision of a safe school environment and promotes equality. It is important that students wear the uniform to school at all times unless otherwise notified by the school of any exceptions. Please remember to label all clothing clearly.

### **Protective Clothing**

Students involved in potentially 'dirty' activities, for example in Technology Studies or Agricultural Studies, are encouraged to wear suitable covering to protect their school uniforms from damage or soiling. Solid shoes or boots must be worn for all practical subjects.

### **Clothing for P.E**

Students are encouraged to wear clothing and footwear appropriate to the Physical Education activity which is being offered at any particular time for their class. The uniform committee recommends that students change into sports uniform for P.E lessons for health reasons. For interschool sports events, tops are loaned from the school.

### **Footwear**

The Uniform Committee recommends students wear leather shoes, elastic side boots, leather sandals and follow the recommendations as above in 'protective clothing'. Thongs and Backless shoes/sandals (including Crocs and Birkenstocks) are not acceptable school wear under any circumstances due to safety reasons.

## SCHOOL UNIFORM GUIDE

### Students are to wear the following uniform:

#### Tops

Maroon Embroidered School jumper  
Maroon Embroidered School polo shirt

#### Bottoms

Black pants  
Black shorts

#### Dress

Grey/Maroon check

#### Footwear

Enclosed shoes or sandals to be worn

### Items available from CAS Bookroom:

- CAS broad brimmed hats
- CAS backpacks
  - 42 L
  - 23 L
- Library bags
- Maroon Pencil Case
- Maroon Art Smock

## CAS UNIFORM SUPPLIER

### [theacegroup.au](http://theacegroup.au)

The ACE Group  
7 Blackman Place, Port Lincoln  
Ph: 0423 228 580

**Please Note:** *Pants can be bought from any retailer but must not contain commercial logos bigger than a 50c piece.*

Second hand items may also be available from the Cummins Community Op Shop or via parents on the 'Cummins Uniforms - Pay it Forward' Facebook group.

### Uniform Examples



## **VET COURSES**

Vocational Education modules link with national course in TAFE. They may be embedded in SACE subjects (year 11 & 12) with other work, or they may be 'stand-alone' modules which can gain credit towards a SACE unit based on accumulating 50 hours of training. Training may involve work in school (off the job) or in a real workplace environment (on the job).

The TAFE modules may be taught by a trained teacher within the school, or an accredited teacher from TAFE or another school may run the course, e.g., 'Welding and Thermal Cutting' or 'Shearing School'. The courses support the student in gaining valuable background to lead into further TAFE study, or employment in an apprenticeship or a traineeship in industry.

Information is available from the SACE/VET Leader.

## **WORK EXPERIENCE**

Work Experience is part of the year 10 and 11 curriculum. Its aim is to give students an opportunity to experience what it is like in an adult working environment outside of school and to understand the responsibilities involved.

Students are given the opportunity to select the type of preferred work experience, and the SACE/VET Leader will support the student in finding a placement to match. An agreement is signed as a contract between the employer, student, parent and the Principal.

Senior school students, including year 12 students, are able to arrange work experience placements outside of school term commitments, and can ask for work experience forms from the SACE/VET Leader.

## **YEAR 6/7 TRANSITION**

During the year, all year 6 students from Cummins Area School participate in a transition programme. Year 6 students from feeder schools intending to undertake year 7 in the following year are encouraged to attend the transition program usually run in term 4.

# **SCHOOL POLICIES**

# BEHAVIOUR SUPPORT POLICY



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**POLICY UPDATED** February 2024

## Purpose

Behaviour support at CAS aims to establish a safe, supportive, consistent, and fair learning environment for all students, staff, and visitors. This Behaviour Support Policy outlines our strategy for managing behaviour in a positive and restorative manner.

## Vision

Behaviour Support embodies an inclusive, safe, and explicit whole school learning support structure. It empowers students to take responsibility for their behaviour choices and nurtures their personal and social capabilities.

## Scope

This policy applies to all levels of behaviour support, encompassing developmentally appropriate, concerning, and serious behaviours.

## Policy Detail

The Australian Professional Standards for Teachers mandate that educators:

- Know students and how they learn (Standard 1),
- Plan for and implement effective teaching and learning (Standard 3),
- Create and maintain supportive and safe learning environments (Standard 4).

At CAS, we recognise that our students are in the process of acquiring positive behavior practices for learning, and we bear the responsibility of fostering this development in students. Staff members establish and sustain professional, productive, and inclusive relationships with students by:

- *Adopting a Restorative Approach:*

The relationship between a child/young person and a caring adult is the foundational basis for all behavior support. A restorative approach aids the CAS community in building, maintaining, and restoring relationships. Children and young people are most likely to exhibit positive, inclusive, and respectful behaviour when supported by a caring adult who models such behavior, teaching, guiding, and supporting them to do the same. A restorative approach enhances students' capacity for self-regulation, ultimately improving engagement and achievement in learning.

- *Providing a CAS Values Based Environment:*

CAS offers a values based environment that is consistent and guided by clear principles for staff, students, and families. The values of Personal Excellence, Integrity, Courage, and Community are explicitly taught and referenced by Crew Leaders and Classroom Teachers, Leaders, and the Wellbeing Team. Staff members understand that all forms of behavior are communication with a purpose and range from:

1. Positive, inclusive, and respectful behaviors
2. Low-level, developmentally appropriate behaviours that test boundaries
3. Concerning behaviours that raise more concern due to their severity, frequency, or duration
4. Serious and unsafe behaviours with high frequency.

CAS has a clear structure for developing positive behaviors and responding to behaviors of concern, structured as follows:

Level of Response	Responsibility	Staff Involved
<b>1. Positive, Inclusive and Respectful Behaviours</b>	The Home Class Teacher/ Crew Leader is the significant adult for each child. They build a professional, productive, and inclusive relationship with each student in a values based environment. They know the whole student including their qualitative and quantitative data.	<b>Home Crew Leader</b>
	Classroom Teachers establish and implement inclusive and positive interactions to engage and support all student in classroom activities. Teachers should refer to the behaviour support toolkit for strategies and support and their Line Manager is another support.  <b>The Learning Environment:</b> Classroom Teachers build a professional, productive, and inclusive learning environment. This includes: <ul style="list-style-type: none"> <li>• The use of Learning intentions and Success Criteria</li> <li>• Consideration of the layout of the learning space</li> <li>• Displays of student learning</li> <li>• Whole school behaviour processes and learning expectations are explicitly taught and reinforced</li> <li>• Establishing and maintaining orderly and workable classroom routines.</li> </ul> <b>Pedagogical Tools:</b> Classroom teachers implement a range of evidence-based pedagogical tools to maximise student engagement in the classroom. This could include a focus on positive feedback, non-verbal signals, use of student names, proximity, reminders, redirection to learning, agreements, closed choices, direct instruction, eye contact, tone of voice, formative assessment, scaling and walking the floor.	<b>Class Teachers</b>
<b>2. Low Level and continual developmentally appropriate behaviours</b>	<b>Minor Persistent Disruptions</b> <ul style="list-style-type: none"> <li>• Attempt to discover underlying issue.</li> <li>• Conversation with students including a chance to improve behaviour</li> <li>• Plan for intervention – examples include rule reminders, 1:1 discussion, changing seats, time out, buddy class. Refer to the Behaviour Strategies document.</li> <li>• Contact family</li> <li>• Use Break Space/Wellbeing Team</li> <li>• Attempt to restore student/teacher relationship</li> </ul>	<b>Class Teachers</b>
<b>3. Challenging behaviours that raise more concern due to their severity, frequency or duration</b>	<b>Monitoring of Persistent Concerning Behaviours</b> <ul style="list-style-type: none"> <li>• Intervenes with students as necessary.</li> <li>• Take home.</li> <li>• Liaises with DP/AP to refer to Wellbeing and/or escalate to Suspension, Exclusion, or Expulsion procedures.</li> </ul>	<b>Leadership</b>

LEVEL OF RESPONSE	RESPONSIBILITY	STAFF INVOLVED
<b>4. Complex or unsafe behaviour</b>	<b>Suspension</b> <ul style="list-style-type: none"> <li>Response to student behaviors of concern that impact the safety and learning of others</li> <li>Individualised case management approach</li> <li>Supports staff to restore relationships (involves relevant supports) Reconnection meeting process – RAAP, SMARTAR Goals, One plan.</li> </ul>	<b>Leadership</b>
<b>5. Repeated complex or unsafe behaviour, including violence</b>	<b>Exclusion &amp; Expulsion – response to very serious/dangerous behaviour or persistent suspensions.</b> All Exclusion and Expulsion decisions are made by the site leader but may be actioned by the Deputy Principal. Directions meeting process	<b>Principal / Site Leader</b>

### Roles and Responsibilities

ROLES	RESPONSIBILITY AND ACCOUNTABILITY
<b>Classroom Teachers</b>	Implement strategies, policies, and frameworks as defined by this policy. Level 1 and 2 Behaviour Response
<b>Crew Leader</b>	Build relationships with the students and families, and explicitly teach CAS values.
<b>Leadership</b>	Implement strategies, policies and frameworks as defined by this policy. Level 3 and 4 Behaviour Response
<b>Wellbeing Team</b>	Responds to referrals from the Leadership, Deputy Principal, and Principal.
<b>Deputy Principal/Assistant Principal</b>	Support staff to action levels 3-6 Behaviour Responses
<b>Principal</b>	Leads and supports whole school improvement in alignment with DfE strategic requirements

# BUS POLICY



**POLICY UPDATED** August 2024

Bus rules and consequences are displayed at the front of all buses. Drivers are encouraged to run through these with students at the beginning of the school year. Any minor problems are dealt with by the driver, whilst major problems are handed to the Deputy Principal. Drivers are provided with a log book to record problems. These are passed in with the bus books on a fortnightly basis. A meeting is held each term with the drivers to discuss good practice in handling students, and expectations of drivers and their responsibilities are clearly outlined in the Department for Education Guide to Bus Drivers.

## Bus Rules

Students should:

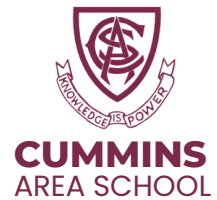
- be punctual at pick up points
- remain seated while the bus is moving
- retain the same seat daily
- talk and listen in a way that respects others' rights
- treat all people with fairness and respect
- keep hands, arms, etc. inside the bus
- keep feet off seats
- take responsibility for their own rubbish
- solve problems by talking them through calmly and quietly
- **students must wear their seatbelts at all times while travelling on the bus**

## Consequences

I will be reminded of the rule, if I persist in breaking the rule:

- I may be moved to a "time out" seat on the bus
- I may be asked for a verbal or written apology
- I may be given a task to do to help me remember the rule broken (this will be in my own time)
- My parent/caregiver may be contacted
- I may be suspended from travelling on the bus

# CONTINUOUS REPORTING POLICY



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**POLICY UPDATED** June 2023

## **What is Online Continuous Reporting at Cummins Area School?**

Continuous Reporting at Cummins Area School is a process where teachers provide timely and targeted feedback to students throughout the teaching and learning cycle in every subject. This feedback is given through our Learner Management System (LMS) called Daymap.

Teachers will offer formal feedback as follows:

- Junior Primary & Primary: Two tasks per term for Literacy (including reading, writing and skills such as phonics) and Numeracy
- Secondary: Two tasks per term within each subject
- SACE: All summative tasks.

This feedback will include a combination of the following:

1. Grades, or word equivalent, obtained for the task.
2. Specific comments on students' achievement levels related to the task.
3. Recognition of areas of strength (commendations) and suggestions for improvement (recommendations).
4. Performance evaluation based on criteria or achievement / performance standards displayed in a rubric.

Some teachers may use Daymap to provide feedback on drafts (drafting may also occur on hard copy or on Teams), but this is at the discretion of the teacher and may not be applicable to all subjects. Draft feedback does not contribute to the running grade total for that subject, any grades included form part of the feedback of performance at this point.

*Feedback forms will vary across subject areas, depending on the type of learning and assessment involved in each area.*

## **What are the benefits of Continuous Reporting?**

Continuous reporting offers several benefits to students, teachers, parents, and caregivers, including:

1. Increased quantity, quality, and consistency of immediate feedback available to students and parents / caregivers.
2. Support for students in effectively tracking, reflecting on, improving their learning, and fostering independence.
3. Assistance for teachers, students, parents, and caregivers in taking immediate and effective action to support student learning and continuous improvement / academic stretch.
4. Enhancement of parental awareness and engagement with their child's learning progress and achievements.
5. Facilitation of meaningful and effective communication among students, parents, caregivers and teachers.
6. Improved transparency and accountability for academic progress.

### **What impact will Continuous Reporting have on the School's reporting structures?**

With the shift to continuous reporting, semester reports will now serve as summaries of all assessment grades and Dispositions for Learning up to that point in time for each subject. In semester based subjects, this summary will represent the final grade. The comments previously provided at the end of each semester will now be given to students in a more meaningful and effective way, upon completion of each component of the subject.

Parent/Teacher Interviews will continue in their existing format, in early Term 2 and again early Term 4 (as required), offering parents/caregivers an overall summary of their child's learning progression and achievement.

Progress Reports indicating broad progress in a subject will be delivered in Week 5 of each term from years 3-12.

- Primary Progress Reports indicate student's effort and how they are tracking with their work habits
- Secondary Progress Reports indicate student's effort and performance towards achievement.

### **Continuous Reporting and the South Australian Certificate of Education (SACE)**

For Stage 1 and 2 subjects, Daymap displays school grades which are indicators of expected performance. The SACE Board confirms grades after completion of moderation processes and marking of external assessments.

### **What is my role as a parent/caregiver?**

The primary audience for the feedback provided by teachers is the student. We encourage you to use the feedback in the following ways:

1. Discuss the feedback with your child.
2. If necessary, encourage your child to seek further clarification from their subject teacher.
3. If the previous step is ineffective or if you have significant concerns about your child's learning progress, please utilise our regular channels of communication by reaching out to the relevant subject teacher.

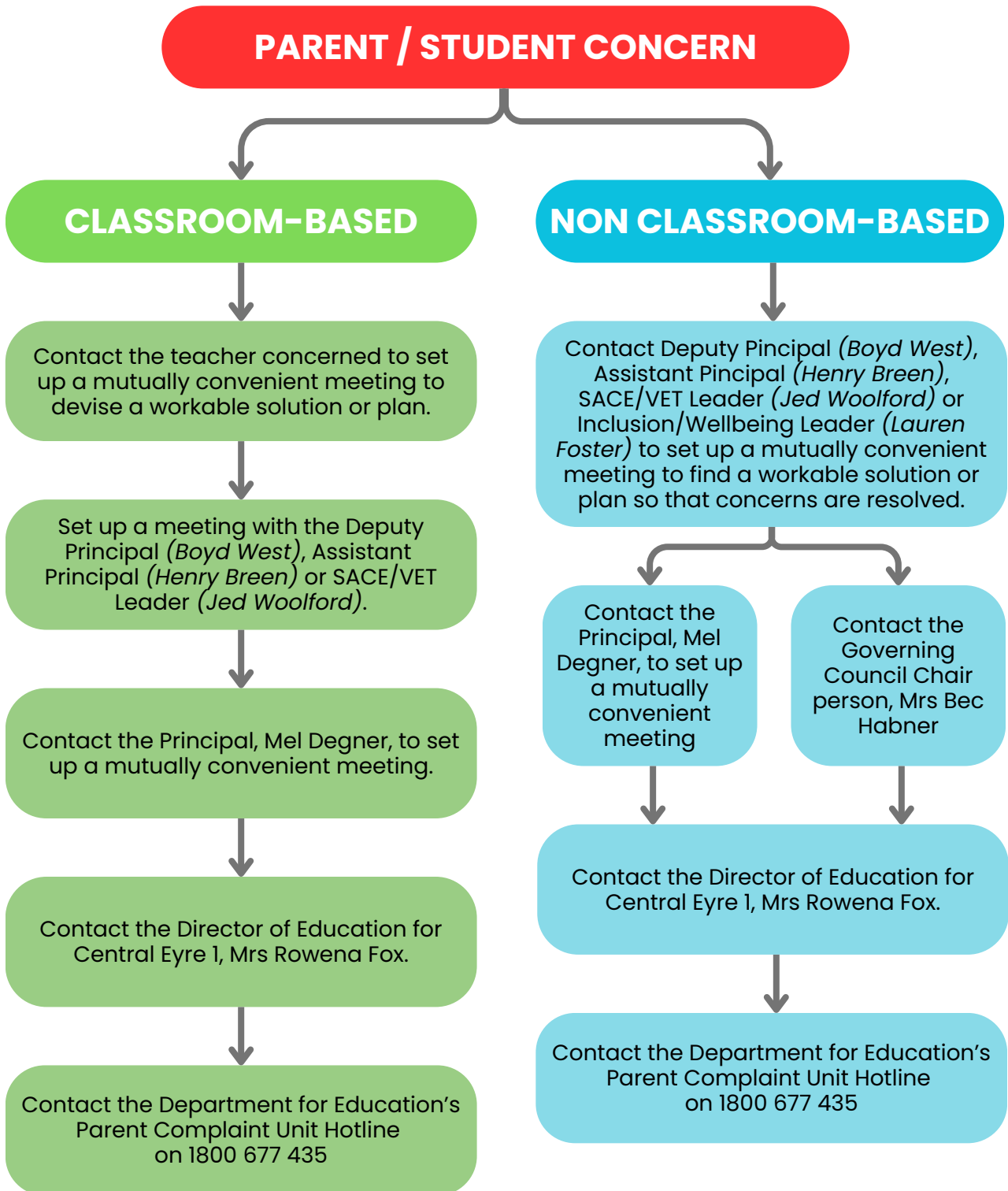
Supporting your child in taking ownership of the feedback provided is crucial for their development of independent learning skills (Learner agency).

*Note: This assessment and reporting procedure is based on the guidelines provided by the Department for Education (DFE) and is specific to Cummins Area School in South Australia.*

# GRIEVANCE PROCESS

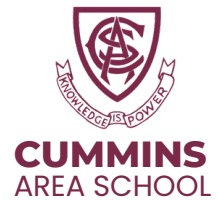


POLICY UPDATED August 2024



Families can contact the Department for Education's Parent Complaint Unit Hotline at any point of the Grievance process. 1800 677 435

# MOBILE PHONE AND DEVICE POLICY



**POLICY UPDATED** June 2023

## Scope

This school policy is implemented in line with the Department for Education's Student Use of Mobile Phones and Personal Devices Policy, which applies to all Government Schools. This document provides direction to students, staff, and families about managing personal devices that students choose to bring to school.

For the purposes of this policy, personal devices include mobile phones, smart watches and other digital devices that are capable of sending or receiving messages or calls and/or able to connect to the internet, and personal laptops or iPads that are not owned by the school and have not been brought to school by the student under a separate Bring Your Own Device (BYOD) agreement.

## Rationale

With the widespread and increasing ownership of mobile phones and other devices among students it is critical that schools, in partnership with families, provide clear guidance for students to become informed, safe, respectful, and responsible digital citizens.

It is the Department for Education's position that access to personal devices during school hours must be managed so that students can be fully present in their learning and in their interactions with their teachers and peers.

The aim of this policy is to help promote:

- safe environments with reduced negative impacts of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and critical incidents that involve mobile phones
- classroom environments where teachers can teach, and students can learn, free from distractions caused by personal use of devices
- use of breaks as quality time away from screens, encouraging physical activity and play and meaningful face-to-face connections with peers.

## Personal Devices at School

Students are permitted to bring personal devices to school:

- as a measure to ensure their safety while travelling to and from school
- so that parents and part-time employers can contact them outside of school hours
- so they can be contacted about a person under their own care, where applicable
- to be used during school hours in line with an exemption that has been approved by the school under this policy.

While students are at school, or attending school activities, they must comply with any reasonable directions given by school staff in line with this policy regarding their personal devices.

The Department for Education's policy requires all students at all department schools **to keep personal devices 'off and away' between the start and end of each school day, and while**

## **they are attending school activities off-site, such as camps and excursions.**

Contact between students while they are at school and their parents/carers should occur through the school office on 86762388. Office staff will ensure messages are then communicated to students.

Students will not be able to access their personal devices at any time during school hours, unless they have received an approved exemption from the school to use the device for a specific, agreed reason. This means both physical access and remote access (e.g. connecting with the personal device via hotspot or using paired headphones).

### **Storage of Personal Devices at School**

Students will turn their devices off or place them in flight mode before putting them away. This includes taking off and storing any wearable technology that fits the definition of this policy, such as smartwatches.

Students are expected to hand their phone in to Crew Leaders during roll call in the morning. Phones handed in to teachers will be delivered to the Secondary Teacher Prep Room and stored there in sealed containers in a cupboard until the end of the day when they will be returned to students.

### **Responses to Non-Compliance**

Where students use a personal device at school without an approved exemption, or use it inappropriately, a response will be provided in line with the school's behaviour support policy.

Students who choose to use their mobile phones for any reason will first be issued with a warning. Students will be required to give the phone/device to a staff member and it will be securely stored in the school office until the completion of the school day when they can be collected by students.

Students who choose to use their mobile phones for any purpose for a second time within a calendar year, will be issued with a warning of internal suspension. Students are required to give the phone/device to a staff member and it will be securely stored in the school office so that the parent/carer of the student may collect the phone at their earliest convenience.

Students who choose to use their mobile phones for any purpose for a third time within a calendar year, will be internally suspended for continued disobedience consistent with our school policy. Students are required to give the phone/device to a staff member and it will be securely stored in the school office so that the parent/carer of the student may collect the phone at their earliest convenience.

Where a student's misuse of personal devices is serious, it may be necessary for the school to consider responses in line with the Department's Suspension, Exclusion and Expulsion of Students Procedure, or to contact South Australia Police if the behaviour is suspected to be illegal.

### **Exemptions**

#### **Exceptional Circumstances**

Individual students may have extenuating reasons for needing access to their personal device during school hours, such as where:

- the device is used to monitor or help manage a health condition
- the device is a negotiated adjustment to a learning program for a student with disability or learning difficulties

- the device is used for translation by a student with English as an additional language
- the student has extenuating personal circumstances that require them to have more ready access to their personal device, such as being a parent themselves or a primary carer to a younger sibling or unwell family member.

Please contact the school if you need to request an exemption due to exceptional circumstances. These requests will be considered by the Principal (or delegate) on a case by case basis. If approved, the exemption will be recorded in the student's file or health care/learning plan as appropriate.

## **Roles and Responsibilities**

### **Principal**

- Make sure:
  - The school's policy has been endorsed or ratified by Governing Council and is clearly communicated and accessible to all students, staff, and families
  - There is a process for regular review of the school's local policy
  - Secure storage is provided for student personal devices that are handed in to school staff
  - Processes are in place for monitoring internet and school network use by all members of the school community.
- Enforce the policy and responses to instances of non-compliance.
- Consider requests for exemptions from the policy from parents or independent students due to exceptional circumstances on a case by case basis. Make sure that approved exemptions in this category are documented and that relevant staff, including Temporary Relief Teachers, are informed about students with an exemption.
- Model appropriate use of mobile phones and support school staff to do the same. Support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children.
- Report and respond to incidents of inappropriate or illegal use of personal devices in line with Department policy and procedures and any legal requirements.

### **School Staff**

- Deliver learning opportunities and maintain a safe and productive learning environment. Take steps to minimise distractions from the non-educational use of personal devices in the learning environment.
- Respond to instances of non-compliance in line with the school's policy.
- Report and respond to incidents of inappropriate use of personal devices in line with Department policy and procedures and any legal requirements.
- Ensure students who are given permission to access their personal device use it appropriately and only for the specified purpose, and store their personal devices away after the exempted activity has concluded.
- Make sure that any student personal devices handed in for their care are stored in a secure location and are returned to the student (or their parent) by the end of the same school day.
- Model appropriate use of mobile phones and support families to understand the importance of promoting safe, responsible, and respectful use of mobile phones to their children. Use mobile phones for work-related/emergency purposes only when students are under their care.

### **Students**

- Comply with the requirements of this policy and follow all reasonable directions from the Principal and school staff.

- Switch all personal devices off, or into flight mode, on arrival at school each day and store it away as specified in this policy.
- If permitted to use a mobile phone or personal device in line with an exemption under this policy, do so in a safe, responsible, and respectful way and support peers to do the same.
- Communicate respectfully with others and do not use a mobile phone or other personal device to bully, harass, or threaten another person.
- Respect others' rights to privacy and do not take photos, film, or audio records of other people without their knowledge or permission.
- Notify a school staff member as soon as possible if feeling unwell or experiencing any other issues at school. Use the school's sign-out processes in all cases where requiring early collection from school.

### Parents

- Support the school's implementation of this policy, including the consequences for non-compliance.
- Encourage their child not to bring a personal device to school unless necessary. Understand that the Department does not provide insurance for accidental loss or damage to personal property that is brought onto school grounds (however, claims may be met under the Department's public liability insurance where the loss or damage can be attributed to a negligent act or omission on the part of the school – the school will contact the department for advice if this may be the case).
- Use the school's formal communication channels in all instances to communicate with the school or to make contact with their child during school hours (including where a student requires early collection from school). Encourage their child to always report to a school staff member in the first instance if they become unwell or experience an issue at school.
- Recognise the important role they play in supporting their child to use their mobile phone (or other personal device) in a safe, responsible, and respectful way.

### Communication and Review

- This policy is freely available on our school website and through the front office at any time.
- This policy was first developed in 2019 through a consultation process that engaged staff, students and parents, including Governing Council.

This policy will be reviewed every two years, with the next review due in August, 2025.

### Questions, Concerns and Further Information

This policy has been implemented by the school in line with the Department for Education's 'Student use of mobile phones and personal devices policy'. You can find more information about this policy, and links to further resources for parents about personal devices and online safety, on the department's website: [Mobile phones and personal devices at school \(education.sa.gov.au\)](https://www.education.sa.gov.au/mobile-phones-and-personal-devices-at-school).

If you have any questions or concerns about the department's policy, you can contact the Department at:

**Email:** [education.customers@sa.gov.au](mailto:education.customers@sa.gov.au) or submit an [online feedback form](#)

**Phone:** Free call: 1800 088 158

Please contact the school directly to discuss the possibility of an exemption if your child has exceptional circumstances as outlined in this policy.

# UNIFORM POLICY



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**POLICY UPDATED** June 2024

At Cummins Area School we encourage all students to wear the school uniform with pride and in an appropriate manner. Wearing our uniform provides a sense of connection to the school community, assists in the provision of a safe school environment and promotes equality.

**Our school colours are maroon, dark grey and black.**

*Students are to wear the following uniform:*

**Tops:** Maroon Embroidered School jumper  
Maroon Embroidered School polo shirt

**Bottoms:** Black pants  
Black shorts

**Dress:** Grey/Maroon Check

**Footwear:** Enclosed shoes or sandals to be worn

*Please Note: as of the beginning of 2025, black bottoms only will be worn as part of our school uniform.*

Enclosed shoes or sandals are to be worn. Thongs or backless sandals are not acceptable. Shorts are to be an appropriate length for school, as are dresses.

It is school policy that hats are to be worn during Autumn, Spring and Summer seasons. Maroon broad brimmed hats are available for purchase through the Front Office and are worn by students in years F-6. For Students in years 7-12, a bucket hat can also be worn.

Interschool Sports uniforms & Show Team uniforms are owned by the school and loaned as appropriate to participating team members.

Classes involved in activities such as PE, Ag, or Tech may be able to change into clothes appropriate and safe for that activity. Students are to take direction from the teacher of that class.

All uniform items are available through ACE Merchandise and Apparel (7 Blackman Place, Port Lincoln). ACE has uniforms in stock for trying on, or can order items in. An online shop is also available at <https://theacegroup.au/collections/cummins-area-school>

Families can choose to purchase the black bottoms from any retailer, however they are to be the same colour as the school's online options and have no commercial logo's larger than a 50c piece.

## **APPENDICES**



For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.

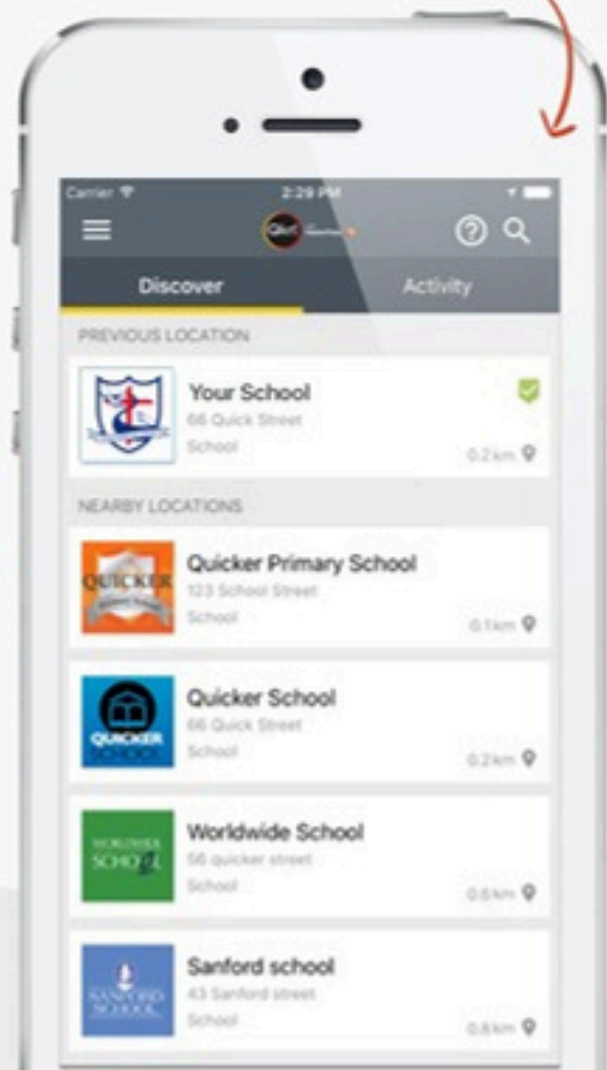
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



## Add your children's details in Student Profiles




**Select 'Add student profile'**

**Add each child's details**

**Manage each child's details in Student Profiles**

## Order meals



**Select a menu from our canteen**

**Tap the green tick to view your receipt or to cancel an order**

**Select a date for a child and order a meal**

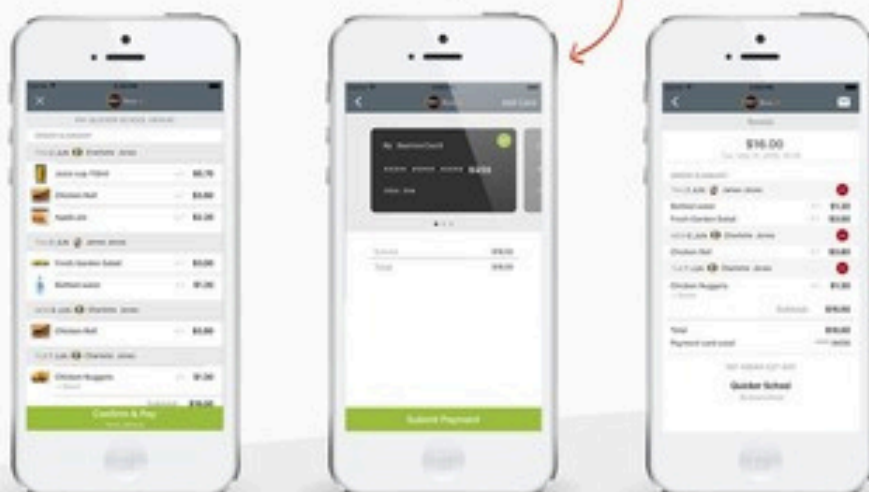
**Tap 'Repeat order' to copy all paid orders from one week to the next**

**Tap to change the child you are ordering for**

**Tap to change the date you are ordering for**

**Tap 'Checkout' then confirm and pay**

## Making payments



**Add up to 5 cards to your wallet**

**At checkout select which card to pay with.**

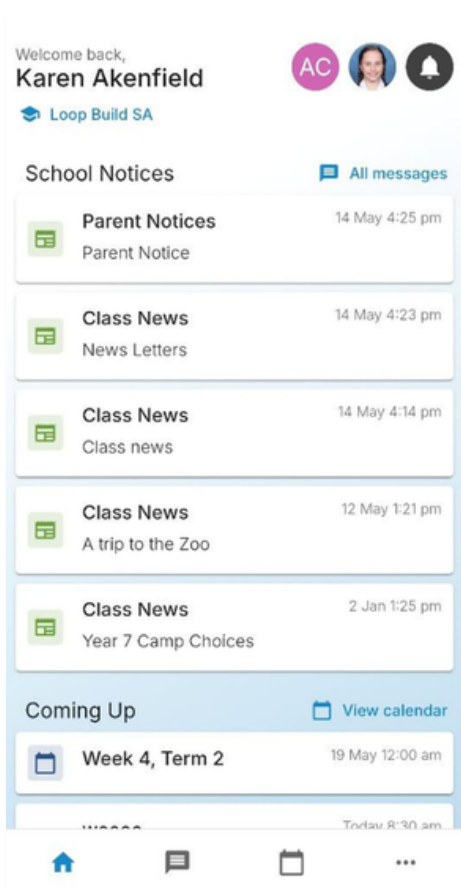
**Pay with any cards accepted by the school.**

**Once your payment is approved you can continue to the home page, or view your receipt.**

Daymap provides a free mobile app for both Android and iPhone users. iPhone users require a minimum of iOS 9.0 and Android users require a minimum of 4.4 (KitKat).

Once you have downloaded the free app, you will be able to log in to view a range of information including:

- Push notifications of messages
- View all student information: attendance, reports, assessment and results, and student records and notes
- Calendars and events
- Book Parent-Teacher Interviews



## Using the App for the First Time

Download the **Daymap Companion** app from your app store

### Apple App Store

<https://apps.apple.com/au/app/id6745364880>

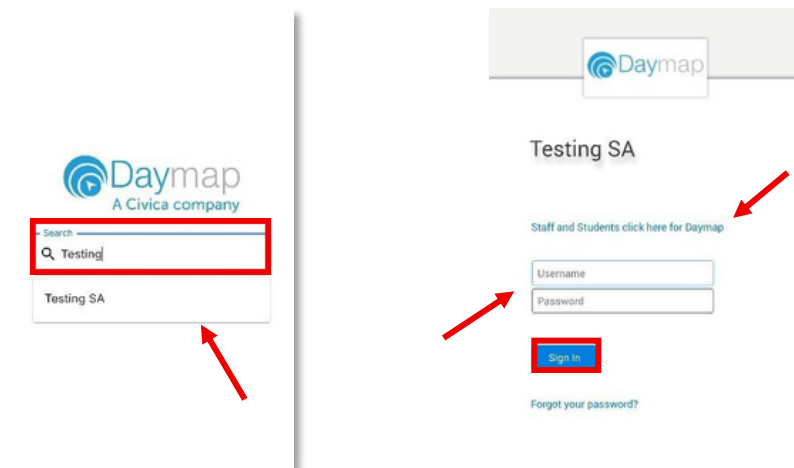


### Google Play Store

<https://play.google.com/store/apps/details?id=net.daymap.companion>



When using **Daymap Companion** for the first time, you will need to type and select your child's school from the list.



After selecting the school, you will be prompted to enter your personal login information.

You may be requested to allow Daymap to send you notifications, this will be required if you wish to receive push notifications when you receive communication from the school.

If you forget your password, click **Forgot your password** and you will be redirected to a password reset page. You will need to enter your email address that is registered at the school and some schools also

require the student code that they would have provided you. Once details have been entered, click on **Reset Password**. An email will be instantly sent to your registered email account where you can update your password.

## Adding a Second School

If you are a parent or guardian of students enrolled in multiple Daymap schools, you can add a second school to your Daymap Companion App. To do this, tap the name of the currently displayed school to open a pop-up window, then select **Add School**. You'll be prompted to sign in to the second school's account. Once added, the new school will appear in the same pop-up, allowing you to switch between schools as needed.

To remove an alternate school, tap the bin icon next to the school's name. This will delete the entry from your app.

