

Richmond Primary

Parent Information Booklet



8293 1863



dl.0381.info@schools.sa.edu.au



www.richmondps.sa.edu.au



Dear Parents,

It is our pleasure to welcome you and your child to the Richmond Primary School Community. We know that your child's enrolment will be the beginning of an enjoyable and rewarding association between your family and our school.

We believe that a child's overall development and potential is best realised when staff, parents and students work together. This harmony and co-operation is highly valued at Richmond Primary School.

This booklet is designed to provide you with some basic information about our school. We hope you will find it useful and of interest.

Yours sincerely

Jodie Kingham
Principal

Lisa Brown
Deputy Principal

Jodi Farmer
Wellbeing Coordinator

Angela O'Connell
Admin Manager

Motto

*Learning and Caring,
for Life.*

Vision

*To support our
students to become
active articulate
citizens of the world.*

INDEX

ABOUT THE SCHOOL

- History of Richmond Primary School
- Values
- Staff

SCHOOL ORGANISATION

- School Organisation
- Term Dates & Calendar
- Attendance
- Car Parking, Drop-off & Pick-up Zones, Use of School Crossing
- Weather Policies
- School Responsibility for Safety of Children
- Health Care & Medication
- Payment of Money
 - Materials & Services Fees
 - QKR
 - School Card Scheme
- Lost Property
- Assemblies

STARTING SCHOOL

- School Tours
- Enrolment
- Transition from Preschool to School
- Preparing your child for School
- What your child should bring to School
- The First School Day

FACILITIES & SERVICES

- School Grounds & Facilities
- Library & Resource Centre
 - Premier's Reading Challenge
 - Book Week
- Scholastic Book Club
- Information & Communication Technology (ICT)
- Before & After School Care (OSHC)
- Lunch Orders
- Sports & Physical Education
 - SAPSASA
 - After School sports
 - Department for Education Water Safety Program / Aquatics
- School Uniform

EDUCATION PROGRAMS & SUPPORT STRUCTURES

- Overview of Learning
- Excursions
- Instrumental Music & Choir Program
- Inclusive Education: Students with additional needs
- Language Other Than English (LOTE): Italian
- EALD: English as an Additional Language / Dialect
- Assessment & Reporting
- Behaviour Management
- Student Ambassadors & Student Action Team

COMMUNITY INVOLVEMENT

- General Statement
- Governing Council
- Volunteers: Checks & Registrations
- Community Events

COMMUNICATION

- Sentral
- Seesaw
- EdSmart
- Round Ups (Newsletter)
- Website & Social Media





ABOUT THE SCHOOL

History

Richmond Primary School was officially opened in 1898 by Thomas Hardy.

The school maintains a reputation for high quality teaching and successful learning.

We offer Italian, Physical Education, Science and The Arts as specialist subjects.

Instrumental Music is provided by Department for Education Instrumental Music Teachers for Years 5 & 6 (Saxophone, Percussion -Drums, Trombone, Clarinet, Flute, Trumpet). This is an extra-curricula program and has an additional cost.

Parents and staff working in partnership, are fundamental to making a difference to the learning outcomes of each student.

Values

Richmond Primary School has four Values: Honesty, Inclusivity, Courage, Empathy and these values form the basis for all policies. At Richmond Primary all members (staff, parents and students) of our community have a right to expect that their school is a safe place in which to work and learn. We expect all persons to behave in a reasonable and respectful way towards members of our staff, students, parents and the wider school community at all times.

Staff List 2026

Principal: Jodie Kingham

Deputy Principal: Lisa Brown

Wellbeing Leader: Jodi Farmer

Reception: Ms Holland

Reception: Mrs Thompson

Year 1: Ms Diana

Year 1/2: Ms Fitzgerald

Year 2: Ms Angela

Year 2: Ms Mikhaela

Year 3: Ms Anna

Year 3/4: Ms Rebecca

Year 4: Ms Debbie/Ms Tina

Year 4/5: Ms Glasper

Year 5/6: Ms T

Year 5/6: Ms Lily

Year 5/6: Mr Miels/Mr Rob O

Italian Teacher: Mr Rob C

Arts Teachers: Mr Rob C/Mr Rob O

Science Teacher: Ms Viridi/Mr Rob O

PE Teacher: Mr Nguyen

EALD Teacher: Ms Lou/Ms Bobbie

SSO Staff

Ms Angela

Ms Tam

Ms Georgia

Ms Erin

Ms Jo

Ms Siu Ping

Ms Nancy

Aled

Ms Molly

Groundsperson

Dave

OSHC Director

Ms Abby



School Information

School Organisation

Daily Timetable

8:30 am	Students arrive & can play on the playground/courts (Gates are opened at 8:30am)
8:50am	Class Begins
9:00am-10:40am	Lessons
10:40am-11:05am	Recess play
11:05am-12:45pm	Lessons
12:45pm-12:55pm	Lunch eating
12:55pm-1:20pm	Lunch play
1:20pm-3:00pm	Lessons
3:00pm	Dismissal

Please note: At the beginning of the school day students are dropped off at entry points to the school buildings to enter class at 8:50am (when the school bell rings). At the end of the school day parents wait outside of the school building to collect their child. If parents have organised with the class teacher to volunteer, they must go to the front office and sign in, collect a badge and then can enter class to volunteer to support learning. These processes ensure that we optimise learning each day.

On the last day of each term school dismisses at 2.00pm.

We encourage students to start promptly each day. *Please ensure that you support your child to arrive at school on time. Students arriving after the bell (after 8:50am) need to be signed in at the Front Office accompanied by a parent and collect a Late Slip. School gates are closed during the school day except for the Surrey Road main Front Office entrance. All visitors to the school must arrive at the front office and sign in if staying on site e.g. volunteering.*

Term dates for 2026

- Term 1 – Tuesday 27 January to Friday 10 April
- Term 2 – Monday 27 April to Friday 3 July
- Term 3 – Monday 20 July to Friday 25 September
- Term 4 – Monday 12 October to Friday 11 December

School holiday dates for 2026

- Autumn holidays – Saturday 11 April to Sunday 26 April
- Winter holidays – Saturday 4 July to Sunday 19 July
- Spring holidays – Saturday 26 September to Sunday 11 October
- Summer holidays – Saturday 12 December to Tuesday 26 January



Attendance

It is important for all students to attend school every day and arrive on time. Students aged 6 to 15 years must go to school, unless they are sick or have another approved reason.

If your child cannot come to school:

Please tell the school as soon as you can.

- Text the Absence Line: **0429 608 791**
- Or call: **8293 1863** and leave a message.

Please tell us why your child is absent. We need this information for our records.

If your child is sick for more than three days: A medical certificate from a doctor is needed.

If your child is absent and you have not contacted the school:

The school will send you a text message (using Sentral) asking why your child is away. Please reply quickly so our records are correct.

If your child will be away for three or more days (for example, a holiday):

You must tell the principal and your child's teacher.

You also need to fill out an Exemption Form, which you can get from the Front Office.

If your child is late to school:

A parent or caregiver must sign them in at the Front Office.

Or, you can text the Absence Line (0429 608 791) to tell us they are late and give a reason.

Late arrivals will be recorded in Sentral, and you will receive a message asking for a reason. The message will also show how late your child was.

Remember:

Coming to school regularly helps your child learn and do well. If you have any questions, please contact the school.

Car Parking, Drop-off & Pick-up Zones, Use of School Crossing

Parking for families is available along Surrey Road (eastern side) and surrounding streets. The Surrey Road school car park is reserved for staff and service vehicles only between 7:15am and 3:45pm and must not be used for dropping off or picking up students. For everyone's safety, please use the footpath along the north building to access the school and observe all street parking signs.

The school's Kiss and Drop zone is located on Surrey Road (eastern side) and is for quick drop-offs and pick-ups only. Parents must remain in their vehicles, stop for no longer than two minutes, and move forward as space allows to keep traffic flowing. If your child needs help walking in, please park in a designated parking area and accompany them.

A supervised school crossing operates on Surrey Road from 8:30–8:50am and 3:00–3:15pm. Please use the crossing, follow the student monitors' instructions, and model safe behaviour at all times.

At the end of the day, **students are dismissed at 3:00 pm**. They may only use the playground if accompanied by a parent. Uncollected students should wait in the quadrangle near the front office. At 3:15 pm, only OSHC students are permitted in the playground. For safety, please supervise your child before and after school and advise the school if you are running late.

These procedures help keep our school community safe and organised. Thank you for your cooperation.

Weather Policies

All classrooms are air-conditioned therefore we do not dismiss students early on hot days. When the temperature reaches 36 degrees celsius students will remain inside for recess and lunchtime play. Students are supported in practical ways to protect themselves from skin damage caused by the harmful ultraviolet rays of the sun. The school incorporates sun and skin awareness activities into teaching programs.

Students are expected to wear broad-brimmed hats in school colours from the beginning of August to the end of April, whenever they are playing outside or involved in outside activities. This will include out of school hours sporting activities supported by the Governing Council. Students who are not wearing hats will be directed to sit in nominated shaded areas at playtime.

Staff and sports coaches/coordinators will be positive role models who practise skin protective behaviours;

- they will wear hats and appropriate clothing for all outdoor activities.
- they will use and direct children to shaded areas in all appropriate instances.

School Responsibility for Safety of Children

Supervision of Students

The school accepts responsibility for students on the school grounds from 8.30am through to 3.00pm on all normal school days. When afternoon dismissal occurs at any other time than 3.00pm, parents will be notified of the special time for that day. Students need to be signed in at the Front Office if they arrive late and signed out by a parent or caregiver if leaving school early. When leaving school early students may not leave the school grounds unless accompanied by their parent. Parents must sign out their child via the Front Office before collecting their child from the classroom. Oral messages brought by the child from the parent cannot and will not be accepted.

Insect Stings and Allergy Reactions

If your child is allergic to insect stings, particular food or medications, the school must be notified. Please see the front office for the correct Health Care Plan form that is to be completed by your doctor, with medication, the correct dosage, clearly labelled with your child's name. All medication is kept locked in the Front Office.

Parent/Caregiver Emergency Contact Information

It is important that the Emergency contact database, which is stored on file and electronically in the Front Office, be kept up to date with addresses, telephone numbers, emergency contacts and medical information. Please let us know of any changes when they occur throughout the year.

Health Care & Medication

If your child has a medical condition a Health Care Plan is required. The Health Care Plan is required to be updated yearly by your doctor.

Under no circumstances may the medication be stored in the child's school bag. All medication must be taken to the Front Office. Parents are requested to ensure the school has clear written instructions from the doctor using appropriate Department for Education forms. Medicines that are required three times daily are often best administered before school, after school and prior to bed. Any other arrangements need to be discussed with the school. If your child has ongoing conditions, health issues or concerns there are specific forms that are required by the Department for Education. Please see the Front Office staff if your child requires medicine to be administered e.g. Ventolin. The school will provide you with the forms to be completed and signed by a doctor. These forms also need to be signed by the parent and then returned to the school.

At Richmond Primary period products for students are available free of charge, in an emergency or to reduce the barriers that some students experience to their learning.

For more support and information about this please contact the student wellbeing coordinator.

Sick or Injured Students at School

If your child becomes sick or injured at school

If your child feels sick during the school day, they will be cared for in the Front Office.

If your child is too sick or hurt to stay at school, we will contact you and ask you to pick them up.

We will call or send you a message. Please make sure the school always has your current phone numbers.

If your child is hurt in the playground:

- If the injury is minor (for example, a small cut or nosebleed), staff will treat your child.
- If the injury is more serious, staff will give first aid and call you straight away. If needed, we will call a doctor or ambulance.
- For any injury to the head, face, or neck, we will contact you, even if it is minor.

School staff can only give Basic First Aid. Staff do not give medicine unless your child's medication is kept at school for a specific condition.

- To give any medicine, you must give the school a Medication Plan from your doctor.
- The medicine must have a label from the pharmacy with your child's name and the correct dosage.

If your child is unwell, they can rest in the sick-bay for a short time. If they do not get better, you will be asked to pick them up as soon as possible.

If your child has an accident and we cannot contact you or your emergency contacts, we will call an ambulance.

Important: The Department for Education does not provide insurance for accidental injuries at school (except for students on approved work experience). Parents may wish to buy Accident Insurance for their child.

Allergy Aware Policy

Please take the time to familiarise yourself with our Allergy Aware Policy, available in full on the school website. This policy reflects the Department for Education's commitment to providing safe, inclusive, and supportive learning environments for all students and staff. Some members of our school community have severe allergies, including anaphylactic reactions to nuts and other allergens. For these individuals, exposure at school may pose significant health risks. While we cannot guarantee a completely allergen-free environment due to food processing and supply practices, our focus is on raising awareness and implementing practical, reasonable measures to minimise risks.

We ask families to avoid sending foods containing nuts where possible and remind students not to share food.

Working together, we can help ensure the health and wellbeing of our entire school community.

Infectious Diseases

Chicken Pox: Exclude until all blisters have dried (usually 5 days)

Measles: Should be excluded for at least 5 days from the Appearance of the rash or until a medical certificate of recovery is produced.

Mumps: Exclude for 9 days after onset of swelling.

Rubella: Exclude until fully recovered or 5 days after onset of rash.

Ringworm: Exclude until the day after appropriate treatment has commenced

Conjunctivitis: Exclude until discharge from eyes has ceased (unless doctor has diagnosed non-infectious).

School Sores: Exclude until treatment has commenced. Any sores on (Impetigo) exposed surface should be covered with dressing.

Whooping Cough: Exclude until 5 days after starting antibiotic treatment, or 21 days from the onset of coughing

Head Lice: Parents will be informed via written communication if there is an outbreak in the class.

Payment of Money

All excursion, incursion, and camp payments must be made through School EasyPay, which is integrated into the EdSmart online consent form. Please note that payment must be made at the time of submitting the online consent.

All other school-related payments, including Materials and Services Charges, are to be made via the Qkr App.

If you are unable to make a payment via Qkr, please contact the Finance Office. We ask that all due dates for payment are strictly followed. If you anticipate difficulty in meeting a deadline, please speak with the Finance Officer as soon as possible.

How to Use Qkr!

1. Download the Qkr! app from the App Store or Google Play.
2. Register your account and search for "Richmond Primary School."
3. Add your child's details to your profile.
4. Select the relevant payment category, enter the required details, and follow the prompts to complete your transaction.

Receipts are stored in the app for your reference. For help, please contact the front office.

Materials & Services Fees

Each year a Materials and Services Fee (M&S Fee) - School Fees is set by the Governing Council. This fee complements other monies received from the Department for Education Grants and fundraising.

The school provides textbooks, stationery, art, physical education, library and educational materials and equipment for use by our students. *This also includes one set of headphones. If headphones are damaged / lost you will be notified by letter. It is the parent's responsibility to replace the lost / damaged item.* Detailed information about our Materials & Services Fee can be obtained from our Finance Officer at the Front Office.

Payment Plans are available for families. Please contact the Finance Officer on dl.0381.finance@schools.sa.edu.au

School Card Scheme

The School Card Scheme, administered by the Department for Education, is a means-tested program that provides financial assistance to full-time students from low-income families to help cover the cost of schoolbooks and other school-related charges.

If you are an approved School Card Scheme applicant, an allowance is paid directly to the school by the Government.

If you believe you may be eligible, you are encouraged to visit the following website to complete an online application form: <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>.

Please note that a new application must be submitted each year.

For further information or assistance, please contact the school's Finance Officer.

Lost Property

All lost clothing, lunch boxes, drink bottles, etc. are placed in the lost property area near the gym/hall entrance. Parents are welcome to check for lost clothing.

Please ensure that all items, including all clothing items, are clearly marked with your child's name, as this enables them to be returned to their owner. Any unclaimed items will be donated or disposed of at the end of each term.

Assemblies

Whole school assemblies are held each term on Thursday afternoons (usually Weeks 3, 6, & 9).

Dates and times are communicated via Seesaw.

Assemblies are organised by classroom teachers and hosted by a class/es on a roster basis and feature school activities, classroom highlights and achievements, and visiting speakers.

Assemblies provide another opportunity for our students to be involved in developing their leadership skills in organising events and presenting to an audience. Parents are always welcome to attend assemblies that their child's class is hosting as we have limited space in the gym/hall.

Starting School

School Tours

Leadership-led school tours are held once each term and provide a wonderful opportunity to learn more about Richmond Primary School. To find upcoming tour dates and times, please visit our school website.

The link to register for a school tour is located under the "Our Community" section, within the "Enrolment" tab.

If you experience any difficulties or require assistance with booking, please email the school at

dl.0381.info@schools.sa.edu.au.

Enrolment

Eligibility and Catchment Area

Families who live within the Richmond Primary School catchment area are eligible for enrolment. If you reside outside the catchment, you are still welcome to submit a Registration of Interest (RoI) for your child. However, please note that placements are only offered if places are available, and siblings of current students are also given priority consideration.

Reception Intakes

Our main Reception intakes occur at the start of the school year and at the beginning of Term 3 (mid-year intake).

These intake periods are established in line with the Department for Education guidelines and help ensure a smooth transition for your child.

When and How to Apply

We recommend submitting your Registration of Interest Form 6 to 12 months before your preferred start date. It is a departmental requirement that all children are enrolled in school by their sixth birthday.

The Registration of Interest form can be accessed from the Enrolment section of our school website. If you need help locating or completing the form, please contact our front office or email dl.0381.info@schools.sa.edu.au for support.

The Application Process

Once you have submitted your Registration of Interest, our leadership team will review your application in line with Department for Education enrolment policies and privacy requirements. All information provided is handled in accordance with relevant privacy regulations.

For Reception intake enrolments:

- Families applying for a beginning-of-year intake will receive email offers from the start of Term 3, Week 2.
- For mid-year Reception entry, enrolment offers will be sent out from Term 1, Week 4.

For all other year levels, you will receive an email notification within two weeks of your application's submission, advising whether your child's application has been successful and outlining the next steps for enrolment if eligible. If we are unable to offer a place due to availability, we will refer you to your local and/or zoned school or provide further advice in line with department guidelines.

Further Information

If you have questions or need assistance during the enrolment process, please contact our school office. You can also find more information about school enrolment, zoning, and the Department's policies on the Department for Education's website. We look forward to welcoming your child and family to Richmond Primary School.

Transition from Preschool to School

To ensure the transition from pre-school to school is smooth, orientation visits occur in Term 4 for beginning of year receptions and in Term 2 for mid-year intake receptions. During these visits your child will, where possible, have the opportunity to visit a Reception Class and meet with Reception teachers. This enables children to become familiar with a classroom setting, be introduced to new friends and teachers, and helps to make the first experiences of school positive and successful.

Where possible, the Reception teacher will visit the children in their pre-school environment.

Preparing you child for school

There are many things that you as a parent can do to prepare your child for school.

Assist them to –

- know their name, address and telephone number
- know the safest way to and from school, and use of the school crossing
- know the correct way to cross the road
- put away play things and materials after using them
- dress themselves, including shoes (including tying their own shoes laces)
- know the appropriate use of toilet and related hygiene

Talk to your child about school, their understanding of it, and what they can expect.

Above all encourage your child to be independent and responsible by giving them opportunities to develop these skills, e.g. allowing him/her to make choices, take risks and be responsible for little tasks around the home.

Be patient, proud and encourage your child's achievements by having a special place to display work. Allow a quiet time together for sharing.

Talk to your child about starting school, making new friends, learning new skills and experiencing new challenges. It is important to listen to, and respect, your child's point of view. Discuss everything with your children, read to them, explain words and concepts and expose them to as wide a range of experiences as possible.

What you child should bring to school

- School bag
- Hat
- Recess/morning snack (fruit/vegetables only)
- Lunch in lunch box - lunch orders can be placed on the Qkr App. Lunch orders are available on Wednesday, Thursday and Fridays
- Red communication book bag
- Spare underwear, pants/ shorts or dress and socks to be kept in school bag

The first school day

When you collect your child at the end of the day, allow a few minutes to share the day's experiences with them. Sometimes your child may not wish to discuss their day immediately, so try to engage your child in discussion when they feel ready to do so.

Facilities & Services

School Grounds & Facilities

Richmond Primary School has an oval, basketball courts and a newly installed playground. A Groundsperson is employed 14 hours per week to manage the grounds.

Library & Resource Centre

All classes visit the library once a week.

Open from 8:50 am to 3:00 pm. Closed during recess.

Lunch Time: Open from 12:50 pm to 1:20 pm.

A teacher is on duty during lunch time for students to come to the library for quiet activities, lunch time clubs, games and book borrowing and returning.

Library Borrowing Limits:

Reception - Year 2: 2 books

Year 3 - Year 4: 3 books

Year 5 - Year 6: 4 books

- Borrowing Period: All year levels have a borrowing time of two weeks for library books.
 - Overdue Notice: If books are not returned after the two week period, a hard copy overdue reminder notice will be sent home with the student.
- Invoice for Lost/ damaged Books: If the books are still not returned or are lost, a hard copy invoice will be sent home with the student to cover the cost of the books.
- Payment Options: Lost books can be paid for using Qkr or at the finance/front office.

Our Resource Centre is open daily and students use AccessIT to borrow. Borrowing books forms an integral part of their reading and research programmes.

Premier's Reading Challenge

Richmond Primary School proudly participates in the Premier's Reading Challenge each year. This statewide initiative encourages all students to read a set number of books and explore a wide range of literature. The Challenge is a wonderful way to support children's literacy, foster a love of reading, and celebrate their achievements. We encourage all students to take part and enjoy discovering new books.

Book Week

Book Week is a highlight of our school year at Richmond Primary School. Throughout the week, we celebrate reading and literature with a variety of engaging activities. Students enjoy author readings, create book-themed art and projects, and participate in our much-loved Book Fair, where families can purchase a selection of quality children's books. Book Week is a vibrant initiative that brings our community together and inspires a lifelong passion for reading. Families are warmly encouraged to get involved in the festivities.

Scholastic Book Club

Once a term we send home Scholastic Book Club brochures. This is a convenient way for you and your child to purchase worthwhile and appealing books, which have been expertly selected and span a wide range of reading levels and interests - at reasonable prices. Book Club is a valuable service and Scholastic rewards our sales' efforts with incentive bonus books for our Library.

LOOP, is a Linked Online Ordering & Payment platform, which allows parents to order and pay for their child's Book Club requirements in one simple online process.

LOOP orders are linked to the school and your Book Club Ordering Group. Orders sit pending until the final school order is submitted.

All orders for Scholastic are made online using LOOP. LOOP makes it easy! Orders will be submitted safe and sound to schools while eliminating the need for paper order forms.

To order visit: [Book Club - Parents](#) | [Scholastic Australia](#)

Information & Communication Technology

Information and Computing Technology (ICT) supports and enhances student learning and takes place either in classrooms within the school, 'outside' classrooms on the school grounds, or on educational excursions.

Richmond Primary School has laptops and surface pros operating Windows 11 connected to the Curriculum network and also has sets of iPads. Each classroom has a networked computer and an Interactive Screen. Students from Year 3 and up have individual devices. The junior primary classes have access to iPads.

Each class uses Seesaw (App). Seesaw is an app that allows teachers and students to document what they are learning at school. Teachers and students can capture their learning with photos and videos of their work, or by adding digital creations. Everything gets organised into a portfolio and offers parents a personalised window into their child's learning. You can download Seesaw for free from the app store onto your iPad or phone. Further information from your child's class teacher will be sent to families on how to link to their child's portfolio.

Please see end of this booklet for more information about Seesaw (app).

Lunch Orders

The school provides an opportunity for students to order lunch from the local business Vili's. Lunch orders can be made on Wednesday, Thursday and Friday.

The food/menu provided is varied and nutritious and follows the Right Bite Policy.

Lunch orders must be placed on the Qkr app. The Qkr app is an on-line ordering system that enables you to order and pay for lunches online. Please see end of handbook for more information about Qkr. Lunch orders close at 8am on the day to get a lunch order.



Out of Hours School Care

Our OSHC program provides a safe, caring, and affordable environment that supports the individual needs of children in a recreational and educational setting. The service offers a wide range of engaging activities designed to enrich children's development, including arts and crafts, drama, games, cooking, and physical activity.

Operating Hours

- Before School Care: 6:30 am – 8:30 am (school days)
- After School Care: 3:00 pm – 6:00 pm (school days)
- Vacation Care, Pupil Free Days & School Closure Days: 6:30 am – 6:00 pm (Monday to Friday)

The OSHC program operates from the OSHC Room, conveniently located near the South Road entrance. To enrol your child, please contact the OSHC Director, Abby. Enrolment forms must be completed prior to your child attending the service.

Bookings and cancellations are managed through the online platform 'Spike'. If you are unsure of the specific days you require care, please communicate any changes directly with OSHC staff via email or text. This includes absences, cancellations, and changes to bookings.

Please note: Fees apply for late cancellations or non-cancellations.

For all enquiries and to begin the enrolment process, please contact us via email at:

✉ richmond.oshc@schools.sa.edu.au

☎ Phone: 8351 0794

For the first two weeks of Term 1, OSHC staff will collect new Reception students from the quadrangle area at the end of the school day. If your child is attending OSHC for the first time, we strongly encourage you to meet with the OSHC Director beforehand to discuss your child's individual needs, including enrolment and collection procedures.

Vacation Care

Our Vacation Care program is available during each school holiday period and on pupil-free days. The program is communicated to families via Spike each term.

To access Spike:

🔗 Visit: <https://rich.spike.economicoutlook.net/clients/>

📱 Or scan the QR code provided by the OSHC service.

If you require assistance using the app, please contact OSHC staff for support

OSHC Director:

Abby O'Flynn



Sport & Physical Education

Department for Education - Water Safety Program

Richmond Primary School provides a Water Safety Program as part of the Health and Physical Education curriculum each year for Reception to Year 4, in Term 4. These lessons are held at the Thebarton Aquatic Centre. It is expected that all students will participate.

Year 5/6 students participate in an Aquatics/ Surf Ed programme at West Lakes in Term 1.

SAPSASA

The school is affiliated with the South Australian Primary School Amateur Sports Association (SAPSASA) and talented students are selected to try out for district teams. Athletics and Volleyball Trials (Year 4 - 6) are held to select the school teams for the Annual District Athletics Day and Volleyball Carnival held in Term 3.

Sports Day is held each year and is a combined fun and skills event.

After School Sports

Soccer is offered as our out-of-school sports and is co-ordinated by parent volunteer Sports Coordinators and the After School Sports Sub-Committee of Governing Council. Many students take part in this sport on Saturdays at St Clair oval. The number of teams depends entirely upon the willingness of our parents and volunteers to be involved eg Coach/Manager. The South Australian Junior Sports Policy is followed by the school. It determines the level and type of involvement allowed for children of various year levels.

School Uniform

School uniform is endorsed by the Governing Council.

The Uniform Shop is operated by Lowes, Edwardstown Castle Plaza, 992 South Rd. Edwardstown SA 5039 Ph. (08) 8177 2339 <https://www.castleplaza.com.au/stores/lowes>

- Children are required to wear red top, black bottom and red hat.
- Lowes is open Mon – Friday 9:00am to 5:30pm (9pm on Thursday), Saturday 9:00am to 5:00pm and Sunday 11:00am to 3:45pm.

Uniform Guidelines

The school has a compulsory uniform policy/dress code requiring students to wear clothing as ratified by the Governing Council. Hats are also compulsory (wide brim) from beginning of August until the end of April. Students without hats will spend playtime in a shaded area. Suitable footwear will enable students to participate in all school activities. NO THONGS or other unsafe footwear.

Please see Uniform Policy on the website.

Secondhand Uniform

Limited second-hand uniform items can be purchased at the Front Office for a minimal charge. Please see Front Office staff for further assistance.

Education Programs & Support Structures

Overview of Learning

At Richmond Primary School, we believe learning is an ongoing, active process influenced by each child's unique experiences and interactions. Children develop knowledge, skills, and attitudes through play, conversation, and meaningful activities that suit their interests and needs. Play is essential to development, allowing children to learn from their actions, reinforce new concepts, set goals, and build social skills. We provide multi-sensory experiences and encourage children to think and talk about their learning, helping them connect new ideas with what they already know. A positive self-esteem is key. Children learn best when they feel confident, experience success, and are supported to take risks. Cooperative learning builds positive relationships and helps develop problem-solving and decision-making skills.

Recognition, encouragement, and an environment that values each child's achievements help every learner grow. We encourage families to support reading in a relaxed and positive way, understanding that each child learns at their own pace. At Richmond, we uphold respectful behaviour across all learning zones to support every child's success.

Excursions

Excursions are a vital part of Richmond Primary School's curriculum and significantly enrich student learning by offering new, challenging, and practical experiences across a range of learning areas. Teachers carefully plan excursions to align with their learning programs, implementing procedures to maximise both safety and participation for all students. Parental involvement is highly valued, and we strongly encourage parents to get involved, as your partnership greatly enhances these experiences for students. To ensure student safety and meet required supervision ratios, excursions often require additional adults. We rely on the generous support of parent volunteers—without your assistance, many excursions simply cannot proceed. We truly need and deeply appreciate our volunteer community.

To volunteer on excursions, you will need to:

- Complete Volunteer Registration
- Hold a current Working With Children Check (WWCC)
- Hold the Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) certificate
- Complete the department's online volunteer training

Further information about these requirements can be found in this booklet.

Your child's class teacher will notify you if parent assistance is needed for an excursion. Many excursions and incursions (when visitors come to the school) are organised by year level teams, providing similar experiences for students across the same year level.

Instrumental Music & Choir Program

At Richmond Primary School, all Year 5 and 6 students are encouraged to participate in our vibrant choir, with the majority of students performing at the renowned Festival of Music each year. This program offers a fantastic opportunity for students to build confidence, develop musical skills, and experience the joy of performing as part of a team. For further information, please visit www.festivalofmusic.org.au.

In addition, our Instrumental Music Program provides weekly lessons to Year 5 students at a heavily subsidised rate, fostering musical growth and teamwork. Year 6 students are invited to join our school bands, further enhancing their musical journey, also at a subsidised rate.

Registration forms for both choir and instrumental programs are distributed in Term 1, while expressions of interest are collected the year prior during Term 4. Programs run throughout the school year, ensuring ongoing musical enrichment for our students. For more details or to request information, please contact the school office.

Inclusive Education: Students with additional needs

Our school supports and addresses the range of special needs evident in our students. The identification and management of these 'special needs' is coordinated by the Deputy Principal in conjunction with class teachers. Once identified, children may require differentiation of the curriculum in the areas of:

- Learning
- Speech
- Behaviour
- Gifted Education
- Emotions / Socialising
- Culture
- Physical Abilities

One Child One Plan (OCOP)

This is a structured education plan to help educators, families and learners to jointly develop appropriate curriculum based on the Australian Curriculum and the needs of the learner. It serves as a valuable part of school reporting and recording and is regularly reviewed. This plan is drawn up after assessment by a Department for Education Psychologist and /or Speech Pathologist, or an outside provider, and is the result of curriculum differentiation deemed as necessary in order to maximise a particular child's learning.

Students with High Intellectual Potential (SHIP)

- Children's specific learning needs are identified both formally and informally. Teachers, parents and students are involved in this process.
- A variety of in-class, whole-school and inter-school strategies are used to develop appropriate learning environments in support of SHIP.
- Enriched learning programs focus on caring, creative and critical thinking, inquiry and resource-based learning. Open-ended learning tasks are an essential component. All students' benefit from this program, which enhances thinking skills.
- Cross-age and peer tutoring experiences promote interaction and learning with peers of similar ability and interest. It also develops leadership, communication and social skills. Goal setting and personal reflection forms an important part of the assessment process.
- Student Action Team and Ambassadors, South Australian Primary Schools Amateur Sports Association (SAPSASA), Oliphant Science Awards, competitions (ICAs and Maths), assemblies, choir, instrumental music, are some strategies used to develop students' abilities and use their maximum potential

Languages Other than English (LOTE): Italian

All students from Reception to Year 6 attend 50 minutes of Italian each week. The program works on the philosophy that learning to communicate in another language should be fun. Therefore, students participate in a variety of activities which cover the three writing systems, oral and aural communication and a cultural perspective, which highlights the difference between Australia and Italy, as well as the similarities.

English as an Additional Language or Dialect (EALD)

Department for Education policy states that classroom teachers are responsible for EALD students' verbal and written skills and then programming accordingly. The school has an EALD teacher who also supports students and teachers.

Assessment & Reporting

Teachers and students are regularly involved in the process of monitoring learning outcomes and achievements. These achievements are reported to students and parents.

Early in Term 1, all class teachers organise a Parent Information Night for parents of students in their classes. This provides an opportunity to learn about plans for the year, classroom organisation, responsibilities, and expectations.

During Term 1, parents will also have the opportunity for a formal discussion with the class teacher about student progress. Meetings with Specialist Teachers—in The Arts, PE, Science, and Italian—can also be arranged. Teachers are always happy to meet with parents as needed, preferably by mutual arrangement through email. Please note that mornings, as classes begin, are very busy for teachers and students. This is not an appropriate time to discuss issues; instead, please arrange a meeting for after school in a more private setting.

In Term 2 and Term 4, parents receive a written report about their child's learning. This written report can be downloaded from the Sentral parent-app. (Instructions and details about Sentral parent app are under the heading "Sentral" in this booklet). Teachers regularly keep parents updated through Seesaw and term overviews. Parents are welcomed and encouraged to discuss any issues or concerns directly with the classroom teacher as they arise. If you wish to raise a concern, please do so respectfully and follow the appropriate channels. Inappropriate behaviour towards staff will not be tolerated. We strive to maintain a positive and supportive environment for everyone at Richmond Primary School.

Behaviour Management

Richmond PS follows the policy and guidelines of the Department for Education Student Behaviour Management Policy and enact restorative justice principles.

Rationale

Staff, students and parents have the right to feel happy and safe, to be treated with respect, and to experience success. All of us share the responsibility for supporting these rights.

At Richmond Primary School we believe:

- That the teaching of the values of Honesty, Inclusivity, Courage and Empathy form the basis of our behaviour management practices
- Mutual respect is the key to positive learning behaviour
- Student behaviour is driven by the choices they make in their thinking
- Students need opportunities to learn to take responsibility for their behaviour

We aim:

- For our school to be safe, supportive, harassment free, clean and an enjoyable place
- To provide a consistent method of dealing with appropriate and inappropriate behaviour
- To give children opportunities that will enable them to be responsible for their own behaviour through the development of problem-solving skills
- To recognise responsible and positive behaviour
- To develop positive relationships between all members of the school community

Agreed Responsibilities

- We behave in a safe manner
- We care for others, their property and the environment
- We co-operate with others so that we can all learn successfully

Responsibilities of teachers, students, parents and school support staff are outlined in the School's Behaviour Code and we ask that parents become familiar with this, in order to work in partnership with the school to assist their child in taking responsibility for their behaviour.

Parents can view the Behaviour Management Policy on the school website

Student Ambassadors & Student Action Team (SAT) - Student Leaders

This group ensures children:

- Take on a variety of leadership roles within SAT and their class
- Develop leadership skills
- Meet challenges with a variety of problem-solving techniques
- Initiate and follow through on activities and projects
- Take an interest and pride in their school and the wider community
- Have a say in the school's organisation, development, and are involved in decisions that affect them
- Understand the process of decision-making within our school and the wider community

Community Involvement

General Statement

Parents/Caregivers have talents, interests, energies and skills which enrich the life and programs of this school. The term 'Parent/Caregiver' refers to people who have the responsibility for the care of children attending Richmond Primary School.

Governing Council

The Governing Council is established under the *Education and Children's Services Act 2019*. It is jointly responsible, with the principal, for the governance of the school.

Its roles are to:

- formulate and oversee strategic planning for the school
- manage the financial resources available to the school
- present operational plans and reports to the school community and to the Minister

The Governing Council operates under a Constitution and its members are required to observe a Code of Practice Approved by the Minister. There are a number of committees which advise and report to the Governing Council. These committees may change from year to year. The committees are; Finance, OSHC, After School Sports, and Fundraising. The Governing Council meet twice per term. An Annual General Meeting is held early in each school year. Participation in the work of the Governing Council and the committees can be very rewarding. It gives parents an opportunity to apply their knowledge, skills and enthusiasm for the benefit of the school community and ultimately improve learning outcomes for all students.

Volunteers: Check & Registrations

In providing the best possible program for each child, co-operation between families and teachers is essential because it involves those who have the closest contact with the child and the greatest influence on his or her development and learning. The degree and type of involvement varies but some of the activities include: listening to reading, participating in special class events i.e. excursions or camps. Parents may like to share some expertise, perhaps a hobby or a craft interest.

To volunteer parents **must** first complete the Volunteer Registration Form, obtain a Working With Children Check, complete Responding to Risk Harm Abuse and Neglect online training and complete the online volunteer general induction training on Plink. Please come to the Front Office if you wish to volunteer and we will assist you. Further details about these are available on the next page.

Working with Children Check

To ensure the safety of children and young people, all volunteers working closely with them in South Australian schools are legally required to complete a Working With Children Check (WWCC).

Key Information:

Purpose: A WWCC helps identify if individuals pose any risk to children.

Who Needs it: All volunteers working in child-related environments (e.g., in classrooms, excursions, or sporting activities).

Cost: Free for volunteers.

Duration: Valid for 5 years from the date of issue.

How to Apply:

Applications can be completed online. The school will initiate the application for you to then complete. You will receive an email advising to complete the WWCC application ie most processes are managed by the school or organisation.

Renewals: Volunteers must renew their WWCC before expiry to continue their roles uninterrupted.

Additional Steps: Sometimes, schools may require additional documentation or checks as part of their child safety protocols. For more details, visit [SA Government WWCC Information](#).

RRHAN-EC Training for Volunteers

All volunteers working with children in South Australian schools must complete Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training. This training equips volunteers with the knowledge to recognise and respond to potential harm or abuse and understand their mandatory reporting responsibilities.

Key Information:

- Purpose: Ensures volunteers understand their legal obligation to protect children and young people and report suspicions of harm or neglect.
- Who Needs it: All volunteers, regardless of the frequency of their involvement.
- Training Type:
 - Online course (fundamentals) available via Plink.
 - Courses may take approximately 2 hours to complete.
- Certification: A certificate of completion is provided and is valid across all South Australian education sites. Training must be renewed every 3 years.
- **Where to Access:** Volunteers need to create a Plink account to enrol and complete the online training. Site leaders can assist with access to computers and other technical support.
- Recording Completion: Schools will record training completion in internal systems.

Site leaders are available to guide volunteers on mandatory reporting procedures and to address concerns regarding child safety. For more details, see [RRHAN-EC Training Info](#).

General Induction Training for Volunteers

All volunteers working in South Australian schools must complete the department's online volunteer induction training. The induction ensures volunteers understand their responsibilities and how to maintain safety and confidentiality while working within the school environment.

Key Information:

Purpose: Provides essential information to help volunteers understand their role, legal obligations, and workplace health and safety responsibilities.

Training Platform: The induction is completed online via the department's Plink platform via [Register for Plink](#)

Duration: Takes approximately 20 minutes.

Eligibility: Open to all volunteers with an active email address.

Inclusions: Overview of volunteer obligations under the Work Health and Safety Act 2012 (SA). Information about maintaining confidentiality and using resources responsibly.

Volunteers are introduced to site-specific procedures by school leadership team, and/or classroom teachers.

Cultural Awareness:

During induction, volunteers may receive cultural awareness information and have the opportunity to attend training focused on Aboriginal cultural competency.

For further assistance, site leaders are available to address queries and help volunteers access online training or troubleshoot issues.

Community Events

We value our strong sense of community at Richmond Primary School. Throughout the year we invite families to join us for events such as community morning teas, Harmony Day, R U OK? Day, and other special celebrations. Parents are always welcome to attend and support activities like our Easter Hat Parade and Book Week Parade. These events help bring our school community together and offer wonderful opportunities for families to be involved in school life.

Communication

Sentral

Sentral is a comprehensive school management platform used for sharing updates, student performance, and attendance information.

Features:

- Access to student attendance, academic progress, and reports.
- Notifications for school events, news, and updates.
- Ability to message school staff directly when required.

How to Access:

- Parents can download the Sentral App (available on iOS and Android).
- To access the Parent Portal, please contact the front office for your unique access key and follow the setup instructions.

SeeSaw

Seesaw is a user-friendly app designed to foster engagement between students, parents, and teachers through creative and visual updates.

Features:

- A digital portfolio where teachers share student work.
- Updates on classroom activities and achievements.
- Allows parents to provide feedback or encouragement on their child's learning journey.

How to Access:

- Download the Seesaw Family App (available on iOS and Android).
- Teachers will provide class codes or QR codes to connect you with your child's class activities. Please reach out to your child's teacher if you haven't received this information.

EdSmart

EdSmart streamlines communication for administrative tasks and broadcasts from the school.

Features:

Forms, permissions, payments, and letters sent directly through the app.

Notifications for urgent updates (e.g., Roundup (Newsletter), excursion announcements, policy updates).

Easy access for parents to complete and submit forms online.

How to Access:

No app download is required for EdSmart, as forms and messages are sent to your email.

Parents simply respond via the email link, which connects directly to EdSmart.

Round Ups (Newsletter)

An important means of communication between school and home is through our School Roundup (Newsletter). This is published in weeks 1, 5 and 9 of Terms 1, 2 and 3 and weeks 1, 5 and 8 in Term 4. It is emailed to families through EdSmart broadcasts and can also be accessed on our website. The Roundup contains information about a whole range of activities and is designed to keep families informed.

Website & Social Media

Richmond Primary School Website

Our school website, richmondps.sa.edu.au, is the central hub for all information about Richmond Primary School. Here, you will find details about our learning programs, community events, enrolment processes, policies, newsletters, and much more. The website is regularly updated and is the best place to access comprehensive and up-to-date information about our school.

As a Department for Education (DfE) school, we follow all departmental guidelines for online communication and privacy. We encourage families to check the website often for the latest updates and resources.

Facebook Page

Follow our official Facebook page, [Richmond Primary School](https://www.facebook.com/RichmondPrimarySchool), for the latest news, celebrations, photos, and reminders about upcoming events. This page is a lively space for students, families, and the wider community to connect and share in the achievements of our school.

Please note that our Facebook page is managed in line with Department for Education social media guidelines. We are committed to maintaining a safe, respectful, and positive online environment for our community. For specific enquiries, personal matters, or official school information, please contact the school directly or visit our website.



Thank You for being part of our school community



Phone

(08) 8293 1863

Email

dl.0381.info@schools.sa.edu.au

Website

richmondps.sa.edu.au

Address

8 Surrey Road, Keswick SA 5035