School Phone:  (08) 8988 6006
Preschool Phone:  (08) 8988 6236
Fax:  (08) 8988 6151
Email:  berrysprings.primary@ntschools.net
Postal Address:  PO Box 435 Noonamah NT 0837
Address:  1150 Cox Peninsula Road Berry Springs
Principal:  Leah Crockford
Assistant Principal:  Ken Brodie
Welcome to Berry Springs School
Our school commenced operation in September 1977 and has grown from a small one teacher school to a major Primary School in the rural area. The current facilities reflect this growth. The school caters for students from Preschool to Year 6.

Teaching and learning to maximise outcomes for our students academically, socially and emotionally is our focus. Within the school community we value the contributions of all students, their families and staff. We believe that optimum leaning occurs when the school, home and community work in partnership.

OUR VISION
Berry Springs School Community working to create a centre of educational excellence developing students who are lifelong learners and active contributors to society.

OUR VALUES (Currently under review through 2013-2016 Strategic Improvement Plan)
Care We care about others and our environment
Respect We respect ourselves, others, property and the environment
Encourage We encourage others positively to achieve
Accountable We are all accountable
  • Students are accountable for their actions and for taking responsibility for their learning
  • Parents are accountable for ensuring that children are ready for school (attendance, nutrition, sleep etc) and supporting children in their learning
  • All school staff members are accountable for acting professionally in the delivery of high quality programs and service to the students and school community

WE BELIEVE
• All children have the potential to achieve
• A safe, supportive and inclusive environment is essential for effective learning
• Children learn best where there is a positive relationship between parents/guardians and the school

WE ARE COMMITTED TO
• A safe, supportive and inclusive learning environment
• Providing engaging and stimulating programs that will enable students to achieve high academic standards
• Shared understandings, whole school approaches and explicitly teaching
• Social and emotional wellbeing programs to enhance resiliency and ability to cope with the challenges of a changing world
• Working in partnership with the community
• Working in a way that is environmentally and economically sustainable
• Building capacity and capability of staff through professional learning, leadership opportunities and performance review

We work within
• NT Department of Education and Training Vision and Values - professionalism, integrity, respect, inclusiveness and innovation
• National Safe Schools Framework and National Values Education for Australian Schools
• Legislative, DET and DEEWR requirements
SCHOOL DATES AND TIMES

Primary School Hours
8:25 am  First bell—assemble outside classrooms
8:30 am  Classes commence
10:30 - 10:55 am  Recess (Canteen open)
11:00 am  Classes resume
12:25 - 12:35 pm  Supervised eating time
12:35 - 1:10 pm  Lunch (Canteen open)
1:15 pm  Classes resume
3:00 pm  School finishes

Preschool Hours
Berry Springs offers a whole day preschool program for preschool students. Parents may choose to enrol their child in either the Monday/Tuesday group or the Thursday/Friday group. Every second Wednesday is offered from 8.30 am to 12.30 pm—please check the calendar in the Preschool Handbook for your child/ren’s preschool days. Children have difficulty settling into all day preschool parents may choose to bring them for mornings/half days only until 12.30 pm on 4 days until they are ready for all day preschool.

Preschool Hours:  8:30 am to 3:00 pm

Playgroup
A Playgroup will operate in the Preschool on Wednesdays from 9:30 am to 11:00 am. The Playgroup is open to all parents with children up to and including preschool students. All children must be accompanied by a parent/guardian as the purpose of the playgroup is for parents and children to have the opportunity to engage in activities together.

Term Dates 2013
Term 1  Tuesday 29 January to Friday 5 April (10 weeks)
Term 2  Monday 15 April to Friday 21 June (10 weeks)

PUBLIC HOLIDAYS 2013

New Years Day  Monday 1 January
Australia Day  Monday 28 January
Good Friday  Friday 29 March
Easter Monday  Monday 1 April
ANZAC Day  Thursday 25 April
May Day  Monday 6 May
Queen’s Birthday  Monday 10 June
Darwin Show Day  Friday 26 July
Picnic Day  Monday 5 August
Christmas Day  Wednesday 25 December
Boxing Day  Thursday 26 December

School Assembly
Whole school assemblies are held every second Friday at 8:45 am. Families and friends are very welcome to join us.

Note: During the course of the year there may be changes to the procedures or programs outlined in this handbook. When this occurs parents will be notified in the school newsletter.
ENROLMENT

Enrolment to Primary School
An interview with the Principal or Assistant Principal is required prior to admission. Consideration has to be taken in the placement of your child and class teachers need to be given due notice. Please do not expect your child to start school on the day of enrolment.

Enrolment forms are available from the Front Office. Birth certificates are required for children starting Preschool or Transition or if enrolling in a NT Government school for the first time. Schools are also required to maintain records of student immunisation status. Written proof of your child’s immunisation, your postal address and an emergency contact are required on enrolment. We also request permission to use photographs of your child in school and NT Education Departments publications. Parents/students are required to sign a form where they agree to use internet facilities appropriately.

It is important for parents to read the pamphlet summarising our Behaviour Management Policy and the pamphlet on Bullying as it is essential for consistency that parents understand and support the strategies used by the school.

Parent Contributions and Government Vouchers
Parents may redeem the ‘Back to School’ $150 voucher provided by the NT Government for a book pack and school uniform shirts.

School Council have suggested that a Parent Contribution of $40 for 2013 would be appropriate. This money is used to pay for items such as photocopying, bus maintenance, art craft materials, ICT software, first aid equipment etc. Please read the brochure ‘Where does my money go?’ which is provided in the enrolment package.

Entry to Transition
Children may commence Transition at the beginning of the school year if they are 5 before 30 June 2013. School readiness is also taken into account when considering a child’s progress into Transition from Preschool.

Entry to Preschool
Students are able to commence Preschool at the beginning of the school year provided they are 4 before 30 June of that year. Children who have birthdays after this date are eligible to commence when they turn 4 years of age. Parents are encouraged to enrol their children early for Preschool, as admission will not be automatic if all placements are taken. School Council have suggested that $60 per term would be an appropriate parent contribution for preschool students. Payments in instalments are acceptable. The Back to School Vouchers cover Preschool consumables and resources.
ABSENCES, LATENESS etc

Absences
If your child is absent from school or preschool, please phone or email the school on that
day, or send a note along with your child when he / she returns to school. It is an NT
Government requirement that all absences are notified. We will be sending home a reminder
letter if absences are un-notified. If your child is absent for more than 2 days and the school
has not received notification we will contact you.

Lateness
If your child is late coming to school he/she must go to the front office where they will
receive a late note to give to the classroom teacher. Children who are consistently late miss
important parts of the days program. Please ensure that your child arrives at school on time
unless there is an emergency.

Drop off and pick up
Teachers are on duty in the playground from 8:05 am and thus it is important that children
are not dropped off before this time. It is important that children are picked up on time at the
end of the day as teachers and support staff have other important school commitments after
3:00 pm and it is very upsetting for children if parents/caregivers are late. Duty of care is a
parent/carer responsibility outside of 8.05 am to 3.20 pm, and/or departure of last bus.

Pick up during school hours
If, due to an appointment or emergency, you need to collect your child during school hours,
please go to the front office to sign out your child. This is to ensure the safety of our children.

BUSES
Berry Springs School is serviced by 4 school buses and is operated by Buslink. The routes of
travel are available from www.nt.gov.au/transport/public or phone the Public Transport
Division on 8924 7577. Parents will be notified of any changes to bus routes or procedures.

Route No  Route
433 (Bus 1)  From Leonino / Duddell / Hopewell to Berry Springs School
435 (Bus 2)  From Darwin River Mira Road South to Berry Springs School
425 (Bus 3)  From Acacia Caravan Pk / Old Bynoe / Parkin / Stuart H'way / to School
429 (Bus 4)  Acacia Hills Mocatto / Whitestone / Townend Rd to Berry Springs School

Parents need to be aware that it is not the bus drivers responsibility to know where children
get off the bus. If a child misses his/her stop the driver has been directed to take the child to
the bus depot where parents will be contacted. If no contact is made the child will be taken to
the nearest police station. Students travelling on buses line up in the assembly area straight
after the end of school. There are teachers on duty to supervise the children and load the
buses. Students travelling on buses must adhere to the Code of Conduct for School Bus
Travel. If children behave inappropriately on the bus they may receive a warning or be
banned from travelling on the bus for up to 4 weeks.

Please note that only students enrolled in a primary or secondary school are allowed to travel on the
school Buslink buses. Preschool students, non enrolled children or adults are not permitted to travel
on these buses.
BUSES

The Buslink *Code of Conduct for School Bus Travel* states that students must:

- Respect other people and property
- Wait for the bus in an orderly manner
- While on the bus conduct themselves in an orderly manner i.e. good behaviour, wearing seat belts, keeping the noise level down etc
- Use designated bus stops or interchanges
- When leaving the bus, do so in an orderly manner
- In case of an emergency or breakdown, follow the drivers instructions

CANTEEN

The canteen operates under the guidelines of the NT Department of Education Canteen Policy. The operation of the canteen is contracted out to a private business. Days of operation are **Wednesday** and **Friday** and food is available for purchase from 8:00 am before school, at recess time and at lunchtime. Details concerning lunch and recess orders will be sent out to parents at the commencement of the 2013 school year. If a child has no lunch, class teachers will notify the Principal or Assistant Principal who will follow up with parents. No child will be left without lunch.

BELONGINGS

**Money, Expensive Toys/Items**
Children should not bring large amounts of money or expensive and fragile toys/equipment to school. We are unable to take responsibility for these items should they become broken or stolen. Children become upset and a lot of class time can be wasted if this occurs.

**MP3 Players/Mobile Phones/iPods/iPads**
If it is necessary for a student to bring a mobile phone to school for safety reasons it should be left at the office during the school day. MP3 players, iPods or other electronic equipment are not allowed at school and these, along with mobile phones, should be placed in the *message bag* each morning for storage in the school office during the day. It is the responsibility of the student if any of these items are lost or damaged.

**Dangerous Items**
The following items are not to be brought to school:
- Knives or sharp instruments. Please cut up fruit for children to put in their lunch boxes
- Toy guns or Toy swords
- Aerosol sprays e.g. deodorant, hairspray, shaving cream etc.

**Pets**
If your child wishes to show their pet to a class, the pet *must* be accompanied by an adult and the class teacher informed beforehand. Pets must not be left at school.

**Lost Property**
Lost property is kept at the Front Office until the end of term, after which it goes to a local charity. Students are encouraged to check the lost property basket on a regular basis. Parents are encouraged to label their child’s belongings and clothing.
PARENTS AS PARTNERS IN EDUCATION

School Council
The School council is responsible for a range of administrative and decision-making functions within the school in accordance with the Education Act. The school council is elected from parents and staff at the Annual General Meeting each year. Other staff and parents are welcome to attend any of the school council meetings which are held each month. Non members may join in discussions but do not have voting rights. The School council has a number of sub committees e.g. Fundraising, Finance and Facilities, and Parents as Partners in Education. Parents do not have to be a member of council to assist on these committees. The AGM for the Berry Springs School Council is held before March 15 each year. If you are keen to have a say in the running of the school and wish to become a school council member, please make sure that you attend the AGM.

Parents visiting classrooms or teachers
Parents are welcome at school at any time. A cordial relationship between the teacher and the parent is essential in ensuring the successful progress of each student. Teachers are however, unable to meet with parents to discuss concerns during class time and parents are asked to make an appointment.

The Principal and Assistant Principal are available to discuss problems with parents. If the concern is related to the class program, parents are encouraged to talk to the classroom teacher in the first instance. Teachers value assistance from parents in their classrooms. To ensure maximum benefit from this support please organise your visiting times with the class teacher prior to arrival. Parents who are staying in the school for any length of time are requested to sign the Visitors’ Book (in and out) located in the Office before going to the classroom. This assists us to know who is in the school in case of an emergency.

Contacting a student or teacher during class time
Urgent messages for students are passed on immediately by the office staff. Non urgent messages are put in the class message bag. Please assist office staff by phoning in the message before 2:30pm. If a parent needs to phone a teacher the most convenient times are at recess, lunch and before or after school. This causes minimal disruption to the classroom teaching program.

Parent Information Groups
Parent information sessions are advertised via the school newsletter. Please make sure that you come along and learn something new as well as have a coffee and a chat with school staff.

Newsletter
The school newsletter is the principal method of communicating with parents. It is sent home with the eldest child every fortnight on Tuesday. If your child does not receive a newsletter please inform the teacher. If you would rather that the newsletter is sent to you electronically e.g. email, please notify the office of your email address.

Website
Please visit the school website www.schools.nt.edu.au/berryspringsschool/ for lots of information about the school including the latest newsletters.
DRESS CODE
Uniforms support self-esteem, school pride and team spirit and are designed for economy and convenience.

School Uniform Shirt
*The wearing of the school uniform shirt is compulsory.* Please send a note with your child if, for some reason, he / she is unable to wear the school uniform shirt on a particular day. House shirts may be worn however the uniform shirt must be worn for special events and on school excursions.

Footwear
Joggers or sandals (with a back strap) **must be worn at all times** unless a teacher requires the children to remove their shoes for a specific activity. Steel-capped boots, thongs and slip on shoes are not appropriate and should not be worn. If for any reason your child is unable to wear shoes e.g. sore foot, please forward a note to the class teacher.

Hats – ‘No Hat – No Sun – No Fun’
All students are required to wear a hat to play in the playground. Students who do not wear a hat will be required to stay on the verandah during recess and lunch breaks. Hats are also required for school excursions. Not having a hat restricts students play opportunities and participation in PE lessons and sporting activities.

Skirts and Shorts
Our school uniform colours are green and black. The wearing of appropriate black shorts / skirt is strongly encouraged. The length of the skirt / shorts should be no shorter than midway between the top of the leg and the knee.

Jewellery
A stud earring or sleeper is acceptable at school. Long dangling jewellery is not appropriate as it may be a cause of injury in PE, sport and play.

Jewellery worn as a result of body piercing (tongue, eyebrow etc) is not appropriate for primary school students.

Make-up and Extension Nails
It is **not** appropriate for students to wear make-up or extension nails to school.

Uniform Prices
Uniform items are sold at the Front Office. Current prices are listed below however may change if there is an increase in price by the supplier.

School uniform shirts – student / adult - $25.00
House shirt – student and adults $25.00

Parents will be able to redeem the Government $150 ‘Back to School’ voucher for a book pack and school uniforms to the value of $55.
HEALTH

Emergency Contacts
It is essential that the school have accurate, up-to-date records of home and emergency contacts. If there is a school emergency involving your child e.g. accident, medical reason, behaviour, emergency school closure etc, we need to be able to contact you. Please notify the Front Office when you change your phone number or address.

Sun Safe School
We are a Sun Safe School and as a result most of our outside sport activities are carried out before recess, unless in covered areas. Tops with sleeves and collars such as the school uniform provide greater protection from the sun. Bucket hats (ONLY) must be worn when students are outside.

Sick Children
If your child is feeling unwell before school please do not bring or allow him/her to come to school. We only have facilities and staff to cater for children who fall sick or are injured during school time and are waiting to be collected by parents.

First Aid
In the event of an accident school staff will administer appropriate First Aid and, if serious, will notify parents or the emergency contact provided by you. If this is not possible, the school will arrange transportation to a doctor / hospital if required. Outside school injuries or sores should be treated at home.

Medication
If parents require children to receive medication during school hours they need to sign a form giving Front Office staff permission to administer the medication. The medication is to be kept at the Front Office as classroom teachers do not administer medication. It is strongly recommended that medication be administered at home if possible.

Dental Visit
Dental services for children are provided through the Children’s Dental Services. Contact numbers for this service are:
- Humpty Doo 8988 1511
- Palmerston 8999 3314
- Darwin 8922 6460

Head Lice
Head lice are a continuing problem in schools. Parents will be notified if head lice are observed in their child’s hair. Students are required to be withdrawn from school until treated. A note will be sent home to ask parents to check their child’s hair when a case of head lice is reported in their child’s class. Parents are asked to take immediate action in response to these notes. It is the responsibility of ALL families to check for head lice, and treat if necessary, if we are to eradicate this ongoing problem.
REPORTING

Reports
Written Assessment Reports are sent home at the end of Terms 2 and 4. If you have any queries about the report that is sent home please contact the class teacher.

Parent-Teacher Conferences
Parents / guardians are encouraged to discuss their child’s progress with the class teacher at any time, by appointment. During Term 1 parents/guardians are invited to attend ‘Twilight School’. This is an opportunity to learn about class programs and about your child’s progress in an informal setting. A brief progress letter is sent home near the end of Term 1. If teachers have a concern with a child’s progress they will contact parents to organise a formal interview. Parents may also request a formal interview at this time.

Three-way conferences are held at the end of Term 3. Students prepare individual work portfolios containing examples of their work which are presented to parents during the conference. Interviews may be held on request from either parent or teacher at any time during the year. Teachers will inform parents about learning or behaviour concerns at the earliest possible convenience.

PROGRAMS

Class Programs
Teachers at Berry Springs Primary School use an integrated approach to programming and planning. Class teachers send letters home at the commencement of each term outlining the program for that term. If you wish to find out more about class programs or ideas to assist your child’s learning, please ask the teacher or take time to visit the classroom.

We cater for different learning styles and provide a variety of learning experiences. We have a strong focus on technology aimed at students learning to problem solve, reflect on their efforts and develop lifelong skills.

All classes are equipped with Interactive Whiteboards which enhance teaching and learning programs.

English as a Second Language (ESL)
We do not have a large enough number of ESL students to be allocated an ESL teacher in our staffing. ESL students are catered for in class by teachers with programs guided by the Australian Curriculum.

Special Education
Berry Springs has a Special Education Unit catering for those children with identified special needs. The school offers individual assessment and programs for these students. Where possible this is done within the mainstream classroom using support staff. We endeavour to promote and follow inclusive practices for these students.
Library
Each class has a lesson with the librarian once a week. The library is open at lunchtime from Monday to Friday. Students are encouraged to borrow from the school library and are responsible for returning all books in good condition and on time. Parents will be asked to compensate for damaged or lost books. Preschool to Year 3 students need a library bag when borrowing books. Due to the Minor New Works Upgrade the school library will be closed for Semester 1, 2013. Please source books for your children from Taminmin or Palmerston.

Musical Instrument Program
The NT School of Music provides teachers to teach instrumental music at Berry Springs Primary School. Parents will be notified early next year concerning instrumental programs for 2013.

Health, Physical Education (PE) and Sports
The school is committed to improving the health of our students through teaching children about healthy food, good health habits and a comprehensive PE and Sports Program. Children engage in at least 2 hours physical activity per week. During term 2 and 3 Early Years classes engage in a rotation of PE activities every morning for half an hour. Middle and Upper Primary classes engage in a range of PE and Sporting activities each week. The sports coordinator organises specialist coaches to teach children games skills e.g. rugby and netball, on a regular basis throughout the year.

Homework
Homework is an integral part of the school program and an extension of classroom activities. It provides an opportunity to revise and reinforce concepts and skills developed at school. Through homework activities, students have the opportunities to confirm their understandings of work completed at school. It also provides the teacher with feedback regarding further teaching/clarification.

Homework may be a reflection of the child’s day at school. At the beginning of each term classes send home newsletters outlining what is happening in the classroom for the term. These give parents information and ideas about homework. Homework provides contact between the home and school and gives parents the opportunity to be involved in what is happening in the classroom. Parents are encouraged to talk to the class teachers if they have concerns about homework.

Daily home reading for 10 minutes is considered enough for early childhood students. The reading program involves parents reading with their children and parents reading to their children and discussing what is read.

Appropriate lengths of time for homework are:

For some classes this may be reading only

- Early childhood T-3 10-15 minutes per day
- Middle Primary Yr 4 10-20mins per day (includes reading)
- Upper Primary Yr 5-6 20-30mins per day (includes reading)
Support programs
The school funds programs to support ‘at risk’ students in accessing the curriculum. Which programs are used is decided on current school priorities and funding available. School priorities are identified through strategic direction, data collection and evaluation of programs. Support programs such as QuickSmart, Guided Reading, may vary from year to year.

Excursions and Camps
Educational excursions are regarded as an integral part of the learning process and are considered a fundamental part of the children’s education. They provide experiences, which stimulate curiosity and create springboards for further learning.

Costs for excursions must be paid in advance. Teachers are required to give parents sufficient prior notice to allow time for payment (particularly if it is a 3 or 4 day camping excursion where a significant cost may be involved).

Year 6 students will attend an educational excursion to Melbourne 2013 focussing on Science

Support Staff from outside the School
The School Chaplain supports the wellbeing of students, staff and parents through the provision of:
- Pastoral care for students in need and providing a ‘listening ear’ for students, staff and parents
- Support to the school community in times of crisis e.g. bereavement
- Personal development e.g. courses, classes or workshops / information sessions for students, staff and families
- Spiritual advice when requested

Parents will be requested to fill in a permission slip at the beginning of each year for their child to be involved with the Chaplaincy program. Parents are asked to complete permission slips for their child to be involved in any specific program run by the chaplain.

A Home Liaison Officer based at Taminmin High School is available upon request. The duties include regular contact with rural primary schools to follow up any issues e.g. unexplained absences. An Aboriginal Home Liaison Officer is also available on request.

A School Based Constable is available when required for assistance, advice, follow-up or classroom lessons.

Religious Education
We no longer offer formal Religious Education classes to our students due to the low number of students participating in the program. Teachers teach values education to students as part of the curriculum and may invite appropriate guest speakers from a variety of denominations to participate in the program.

Peer Tutoring
Some classes participate in peer tutoring where a middle or upper primary class buddy up with an early childhood class. The older students then assist / teach / coach the younger students in a variety of activities and have lots of fun doing it.
STUDENT LEADERSHIP

Student Representative Council (SRC)
Students in Years 3 to 6 may stand for election to the SRC for a 12-month period. The SRC is a group, which provides an avenue for self development and leadership skills. The SRC meets weekly to discuss student and school issues. They also identify an area of the school they would like to improve / assist with and conduct a number of fundraising activities to support charities of their choice.

House Captains, School House Teams and Spirit Day
House Captains assist with school assemblies, other ceremonies and the development of publications such as the Year Book. House Captains are responsible for the organisation of sports equipment and lunch time sports. They coordinate and organise sports for younger students. Captains and Vice Captains for each house are elected during the first term.

On enrolment each child is allocated to a house. Brothers and sisters are normally placed in the same house. The four house teams are:

- **Buffaloes** (Green)
- **Crocodiles** (Red)
- **Dingoes** (Blue)
- **Emus** (Yellow)

Students can support their house each week through positive behaviour, classroom achievement and special *House Spirit* initiatives. Our yearly *Inter House Twilight Sports* is an event not to be missed. Parents and guardians are encouraged to come along and participate.

*Spirit Day* is held each Friday fortnight where the Assistant Principal works alongside the House Captains to choose an appropriate theme for that day e.g. write a poem about team spirit or wear something of a particular colour. Students and staff are encouraged to participate in the theme in order to gain extra points for their house. The house with the most points for that day, have their flag flown for the next week in the playground.

Other Leadership Opportunities

**Peer tutoring**
Students can develop their leadership skills through leading younger students in curriculum activities as part of peer tutoring (see above).

**Library Monitors**
Library monitors assist the librarian in carrying out some administration activities in the library.
STUDENT BEHAVIOUR
Berry Springs School Behaviour Management Policy is based on encouraging and teaching acceptable behaviour in a positive, caring environment. Student behaviour is a shared responsibility between school and home. Common courtesies, manners and appropriate behaviours are expected from everyone in the school community at all times.

Respect for ourselves.
Respect for others.
Respect for property and environment.

Please take time to read the Behaviour Management Policy and Bullying pamphlets which are issued on enrolment and at the commencement of every year.

EMERGENCY MANAGEMENT PLANS

Fire and Bomb Threat, Evacuation and Emergencies
The school has plans for different types of emergencies that may happen whilst children are at school. Each year we conduct at least three evacuation practices to ensure that all staff and students are aware of correct procedures.

Cyclone Procedures
During the cyclone season (November to May) we may be faced with an emergency school closure. A new multi-purpose hall/cyclone shelter has been built at Berry Springs School and is located between the existing assembly hall and hard court area. This facility will cater for community members in the event a cyclone arrives. A manager will be responsible for the running of the facility during a cyclone alongside personnel from NT Emergency Services – Police, St John’s Ambulance and Emergency Services. Please note that if you cannot access the Berry Springs Cyclone Shelter that the nearest cyclone shelter is located at Taminmin College.

The procedures to follow in the event of a cyclone are as follows:
1. Listen to the radio or TV. During the “Cyclone Warning” stage the Northern Territory Department of Education may announce that schools are to close.
2. Upon this announcement parents are advised to keep their children at home until the cyclone has passed. Please do not send your children to school.
3. In the event of a school closure being announced during the school day, parents must collect their child / children from the school within 90mins. The buses will not be running to take children home. The class teacher must be informed that your child has been collected so that all children can be accounted for.
4. If you do not think that you can get to the school within 90mins, please make arrangements for another person to collect your child / children in the event of an emergency school closure.
5. Children not collected in this time will be taken to the school library. They will then be escorted to the Berry Springs Cyclone Shelter at school by staff who do not have their own children / families to organise. A staff member will remain with the children at Berry Springs until they are collected or parents / guardians have arrived.
6. If the roads are not accessible the children will remain at the cyclone shelter at Berry Springs School until collected.