



Sassafra Primary School 2025 Information Book



Sassafra

Friends Learning Together



WELCOME TO SASSAFRAS PRIMARY!

Our vision at Sassafras Primary School is to support our children to be inspired, be involved and be individual. We aim to provide a safe and supportive learning environment where staff develop positive relationships with all students – they get to know them and take particular interest in their overall development and progress. We have high expectations of our students in terms of their standard of learning and their behaviour, believing every student can continually improve their wellbeing and learning outcomes.

We are looking forward to your family becoming a member of our school community.

Staff

Our school has a committed and enthusiastic teaching and support staff who provide the best possible education for your children and ensure the smooth running of the school. Our excellent support staff contribute significantly to the school, including Teacher Aides and an Education Support Specialist. Our School Nurse works on-site one day per fortnight to support our students and staff.

Our School Psychologist, Social Worker and Speech & Language Pathologist are available when support is required.

**All enquiries about supporting your child at school should be made via classroom teachers or the Principal.*

Principal
Teaching Staff

Paula McGlade
Elisa Bowden
Eden Gerke
Sarah Kisseleva
Heather McBain

Margi Ruffels (on leave)
Kate Munday
Ann-Maree Mulcaster

Teacher Assistants/ESS

Carol Walker
Izzy Stolp

Kelli-Ann Emery
Emily Robins

School Business Manager
Administration Officer
EFA / Grounds

Linda Robertson
Alicia Wood
Colin Roney



2025 Term Dates

- Term 1** Thursday 6 February – Friday 11 April
Term 2 Monday 28 April – Friday 4 July
Term 3 Monday 21 July – Friday 26 September
Term 4 Monday 13 October - Thursday 18 December



Public Holidays and Student free days

Professional Learning Days

Eight Hour Day

Easter

ANZAC Day

Moderation Day

King's Birthday

Professional Learning Day

Recreation Day

School Hours

| | |
|---------------------|--------------------------|
| School opens: | 8:30am |
| Class begins: | 9:00am |
| Daily Fitness: | 9:00am - 9:15am |
| Block 1: | 9:15am - 11:00am |
| Recess time: | 11:00am - 11:20am |
| Block 2: | 11:20am - 12:50pm |
| Children eat lunch: | 12:50pm - 1:00pm |
| Lunch break: | 1:00pm - 1:30pm |
| Block 3: | 1:30pm - 2:45pm |



Please Note: Students who arrive late must go to the Office before going to class.

**The School Office is open
Monday to Friday from
8:30am to 3:30pm
(03) 6426 7240**

After School Care

Our school bus delivers students directly to after school care at Latrobe Early Learning & Child Care at St Pats school where a staff member will meet your child at the bus and walk them into the centre.

Parents should arrange before and after school childcare directly on 6426 3048 or stpatcccc@catholic.tas.edu.au

Allergy Awareness

We are an allergy aware school and everyone is encouraged to:

- Not send nuts and nut products to school
- Educate children to wash hands before and after eating
- Dispose of any rubbish or any uneaten food appropriately
- Discourage the sharing of food and drink



Our school is a proactive Asthma and Anaphylaxis school. Parent/Carers are asked to keep the school fully informed about their child's asthma and anaphylaxis if applicable.

Attendance

Coming to school every day when a child is healthy is one of the most important things parents can do in supporting their children's learning. *Please remember* to let the school office know prior to 9:15am whenever your child is absent so that we can accurately record attendance.

Phone: 6426 7240 or 0467 951 871 (call or text)

Breakfast Club

Breakfast Club is run by the kind volunteers from the Sassafras Baptist Church and is available to all students from 8.30 - 9.00am every Tuesday. There is no cost involved.



Buses

We have a school bus specifically allocated to our school both in the morning and afternoon. All student bus travel queries including routes, pick-up and drop-off locations and times should be directed to Kinetic (Merseylink) on 6427 7626. Our bus route can be found at [Sassafras Primary School | Kinetic \(wearekinetic.com\)](https://www.wearekinetic.com)

Good behaviour on buses is extremely important. Any misconduct can risk the safety of everyone. Any concerns regarding on board behaviour should be directed to Kinetic immediately.

Canteen

Although we do not currently offer an in-house canteen, every Friday, students have the option to order lunch via SUBWAY.



Orders can be placed online via [Canteen Hub](https://app.canteenhub.com.au/login) (<https://app.canteenhub.com.au/login>) by selecting Sassafras Primary School and your child's class. Orders must be made by 11:30pm the night before.

Students can also order various special lunches prepared on-site throughout the year.

Communication

Newsletter

Our school newsletter provides an opportunity for our school community to see the exciting learning opportunities and progress at our school, both in and out of the classroom. It highlights upcoming events and includes information about what has been happening in our school. Our newsletter is communicated fortnightly both in hard copy and electronically Community items, accompanied by a contact phone number, are accepted.



Seesaw

Teachers use Seesaw to share and celebrate with families your child's learning, and to communicate general classroom information. Seesaw is an App we ask all families to download. Information about how to sign up to Seesaw will be sent home with your child.



Facebook

We have a 'Sassafras Primary School' Facebook page (Link - [Facebook](#)) Facebook is for our school community to keep up to date with news and events occurring in our school. We also share students learning and updates from events such as excursions, carnivals. Any important or emergency information will be posted on this page. We strongly encourage all families to follow our page and add it to your favourites to make sure you see any posts.

Following our Facebook page is a great way to stay in touch with all types of learning, activities events and information at our school.

Early Learning

Launching into Learning

We offer the free program Launching into Learning (LiL) for children from birth to four years of age where we have lots of fun playing, sharing books, singing and dancing. All programs require an adult to attend with the children. Parents, Carers or Grandparents are all welcome.

For more information about times and dates please contact the school and like our Facebook page **Sassafras Primary School** [Facebook](#)



Pre-Kinder

Pre-Kinder sessions are also offered in Terms 3 and 4 for all children who are turning 5 years of age the following year and will be attending Kinder. Parents are required to stay on-site for Pre-Kinder sessions.

These sessions are a valuable time for children to interact with each other and become familiar, happy and confident within the school environment.

Emergency Contacts

It is important that we have emergency contact people for all students enrolled. Contacts must have a telephone and be able to transport students home. Please advise the people on your list that you have named them as a contact. It is important that these details are kept up to date.

First Aid

If a student has a substantial injury that will not affect their participation at school, parents will be notified of the injury. If a student has a hard knock to the head or a more severe injury, parents will be contacted. Severe injuries will be cause for staff to call an ambulance with parents notified immediately. We generally encourage students to stay at school and show resilience when they have sustained a minor injury and parents are not generally notified throughout the school day where minor first aid has been applied. We have multiple trained First Aid officers who hold current certification.



Fundraising

Families will be advised of fundraising activities throughout the year as well as information on how the funds were utilised to support our students and school.

We sincerely value the hard work done by our School Association.

Infectious Diseases

Headlice, school sores, scabies, conjunctivitis, measles, chicken pox and COVID 19 are contagious. Staff, students and parents need to exclude themselves from the school during the transmissible period if they are infected. Students who have live headlice will need to be sent home from school and can return once they have been treated and all live headlice have been removed. Your co-operation is greatly appreciated.

Levies

Sassafras Primary School charge a composite levy for each enrolled student in accordance with the DECYP Policy. The school levy for 2024 is Kinder - \$120, Prep – Grade 2 - \$140 and Grade 3-6 - \$170. Levies assists the school with costs of student stationery, classroom requisites, library books, subject materials, sports equipment, excursion costs, swimming and water safety programs, and other general everyday student support resources. It also covers the provision of a student Book Pack at the beginning of each new school year. Levies do not cover the cost of overnight excursions, out of school hours activities, local sporting organisation registrations or school uniform. Some families may be eligible for student financial assistance (STAS) to support with the payment of levies. Payment plans are offered to those who may require assistance and who are not eligible for STAS. Please contact our office for more information.

Medical Conditions and Medication

There are DECYP guidelines and policies in place in relation to administration of medication to students. If your child requires medication (short or long-term) to be taken during school hours, parents/carers are asked to bring the medication in with them in its original container. Medication cannot be administered by school staff until an authorisation form has been completed by an authorised person. Forms are available from the school office.

Physical Education

Daily Fitness Program

This K-6 program is held daily and is in addition to our weekly physical education class every Thursday. Children should wear appropriate footwear for exercise every day.



Out of School Sports

Our students participate in a wide range of sports jointly with other primary schools. Sporting clinics and local sports are available and information from individual clubs is advertised through our newsletter.



Swimming and Water Safety Program

The school participates in the DECYP mandatory Swimming and Water Safety program for all students in Grades 3 to 5. There is also a school-based program for Prep - Grade 6 students. These programs are part of the curriculum, and the costs are included in levies



School Association Committee

We have an active School Association Committee consisting of representatives of parents, staff and community members who meet at least once per term. We value and appreciate your feedback and input, 'Working Together Today for Tomorrow', making SPS the best that it can be. Members are elected by both parents and staff.

Sun Protection

Children should wear sunscreen wherever possible and we ask that parents either apply sunscreen to their children prior to arriving at school and/or sunscreen is available in classrooms for daily use. All students are required to wear a school hat outside in **Terms 1 and 4**.

Our school is an accredited **Sun Smart School**.



Specialist Programs

All classes from Kinder to Grade 6 participate in specialist programs such as STEM, Japanese, Music, Physical Education and Library each week.

Special Interest Groups

Children are offered a diverse range of special interest group activities aimed at fostering creativity, skill development, and student and community engagement. We undertake activities such as leadership workshops, coding classes, culinary adventures in cooking, artistic expression, engaging board games and puzzles, exploration of sustainability practices, and the joy of gardening.



Student Support

School Nurse

School Health Nurses support schools to create a physical and social environment that promotes health and wellbeing and assists to improve the health and education outcomes for children and young people in Tasmania. The School Health Nurse focus in Primary Schools include:

- Vision and Hearing checks
- Health Assessments
- Providing advice and information to students, parents and school staff on children's health, physical activity and nutrition
- Local, state and national health and promotion initiatives
- Health education aligned with the Australian Curriculum including healthy relationships, body esteem, resilience and mental wellbeing and drugs and alcohol
- Assisting schools with the management of complex medical conditions
- Addressing any medical issues that may be impacting learning

School Psychologist

When teachers or parents have concerns about children and their learning, referrals to the School Psychologist may be considered. Written parental consent is required for referrals. Following assessments, the psychologist will arrange to meet with parents/teachers to discuss the results.

Social Worker

A school Social Worker is available to assist families and students experiencing a wide range of issues affecting their wellbeing and experiences at school as well as providing a link between home and school. Following assessments, the Social Worker will arrange to meet with parents prior to working with their children.

Speech and Language Pathologist

A Speech and Language Pathologist is available to assess, diagnose and provide treatment to students with a wide range of communication difficulties. Written parental consent is required for referrals.

Volunteers

It is a DECYP mandatory requirement that all parent help, volunteers and employees have a current and valid Registration to Work with Vulnerable People card. If you require any further information please contact the school office or go to the Department of Justice website:

[Registration to work with vulnerable people \(cbos.tas.gov.au\)](https://cbos.tas.gov.au)

It is also a requirement to complete Safeguarding training before you start working with children or young people this year. This is to understand what to do if you believe a child or young person is being harmed and to make sure you are doing all you can to prevent this from happening. This video training will take around 12 minutes to complete and a copy of your completion certificate emailed to you will need to be shown at the school office when signing in. Scan the QR code to complete your training.



Uniform

Students are expected to wear full school uniform. A uniform list is available from the school office. Make-up, high-heeled shoes, thongs and “open-toed” shoes/sandals are not appropriate for children to wear to school. Labelling of clothing is important, especially jackets which are often taken off for PE. We realise that children’s clothes are expensive and labels help us to return lost items. Note: A lost property tub is kept near the office for any items found. Please contact the school office for more information if required.

We also have second-hand clothing for sale at the office.

SASSAFRAS PRIMARY SCHOOL
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SASSAFRAS TAS 7307
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Mobile 0467 951 871
Email: sassafras.primary@decyp.tas.gov.au

