



## An Introductory Guide

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***Our school policies and copies of this publication can be viewed via the school website***

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

***Department policies can be viewed via the Department for Education (DfE) website***

[education.sa.gov.au](http://education.sa.gov.au)



**Government of South Australia**  
Department for Education

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## Fairview Park Primary School

### Context

Fairview Park Primary School was established in 1976 and is positioned in a picturesque native setting with views of the hills and pastoral land. We acknowledge that our site is on the traditional land of the Kaurna people.

Fairview Park Primary School is a Preschool to Year 6 (P-6) site with playgroup sessions held in the preschool weekly. We pride ourselves on having a welcoming family atmosphere, a supportive community and access to a wide variety of resources, enabling increased learning opportunities for both staff and students.

### Values, Vision and Motto

Our school values underpin everything we do.

#### TEAMWORK

working as a team to help and support each other to achieve goals  
cooperating with others to achieve a common goal  
tolerates differences in others

#### EXCELLENCE

being the best that you can  
using your growth mind set to work hard to achieve your goals and  
give your best effort, understanding the importance of practice

#### ACCOUNTABILITY

taking responsibility for your own actions  
making your own choices  
accepting the consequences for your actions  
being organised

#### CONFIDENCE

taking risks and believing in yourself  
having a go and persisting when it is difficult  
set goals and always work towards achieving them

#### HONESTY

telling the truth  
accepting and admitting to mistakes  
being honest with our learning

#### RESPECT

shows consideration/care for self and others  
shows consideration/care for self and others' property



Our vision statement is:

**“We aspire to prepare our students for a changing world, embracing the school values of respect, teamwork, excellence, accountability, confidence and honesty.”**

Our motto is:

**“Achieve today, prepare for tomorrow.”**

**Fairview Park Primary School**

The school comprises 4 demountable (Demac) buildings, an Activity Hall, a Resource Centre and the Preschool.

The Demac buildings consist of an Administration Unit; a Southern Unit; a Northern Unit; and an Eastern Unit. The school will be commencing an upgrade build at the end of 2026.

**Administration Unit**

Office  
Staffroom  
First Aid room  
Meeting Rooms

**Southern Unit**

Three classrooms  
Computer suite  
Activity room  
Shared Learning room, including the Out of School Hours Care (OSHC) space

**Northern Unit**

Seven classrooms  
A learning support room  
Interception room  
Music room

**Eastern Unit**

Two classrooms fitted with a common verandah



**Activity Hall**

The Activity Hall was extended and upgraded in 2010 to include a large sports floor, a projector system and toilets. The toilets include a disabled toilet and an additional storage section. In 2013, further upgrades were made to include a canteen.

**Air Conditioning**

All teaching and learning spaces have reverse cycle air-conditioning. The Activity Hall has gas heating and evaporative cooling.

**Information and Communication Technology**

The Computer Suite is equipped with thirty laptops and a photocopier/printer/scanner. Each teacher has an iPad and laptop to use between home and school for planning. Students in year 3 and year 4 have individual access to a chrome book; and students in year 5 and year 6 have individual access to a laptop. There is a set of 30 mini-iPads for use with reception to year 2 students, and twenty iPads for use in the Early Years. Each classroom is equipped with an interactive TV.

**Play Areas**

Spacious play areas include an oval, a soccer pitch, a basketball court, cricket nets, and two metal-framed playgrounds. A playpod has been added with loose items for students to play creatively within the nature play area.

## Preschool

The preschool is an integral part of the school and is valued by the school community.

The preschool is staffed by qualified and experienced Early Childhood Educators. A balanced program including free play and structured learning times are based on the Early Years Learning Framework (EYLF). The Framework puts children's learning at the core and comprises interdependent elements: *Vision, Principles, Practices and Learning Outcomes*.

Fundamental to the Framework is a view of *belonging, being and becoming*. The Framework conveys the highest expectations for all children's learning, development and wellbeing from birth to 5 years. It communicates these expectations through the following 5 Learning Outcomes:

- . Children have a strong sense of identity
- . Children are connected with and contribute to their world
- . Children have a strong sense of wellbeing
- . Children are confident and involved learners
- . Children are effective communicators

Formulated by educators, the program includes interactive and challenging activities which are based on children's current interests and skills. Children are provided with time and resources to explore both their indoor and outdoor learning environment. Educators continually provide duty of care so children can explore freely and safely within their educational setting.

Children's progress is monitored through observations and formal assessments. These are then shared with families through inquiry project reports and informal interviews. The child's preschool report highlights individual areas of strength, focus areas of development and successes made throughout the child's time at preschool. When each child completes their time at preschool, a final report is shared with the reception teacher.



Preschool children have a separate and secure space to freely and safely explore.

## Playgroup

The playgroup meets Friday mornings between 9:00am – 11:00am for children from birth onwards.

## Preschool Sessions

Preschoolers attend 15 hours per week.

Sessions are:

Monday	9:00am - 3:00pm
Tuesday	9:00am - 3:00pm
Wednesday	9:00am - 12:00pm

## Transition from Preschool to School

Transition from preschool to school is available for children enrolled to commence at Fairview Park Primary School. An information meeting is held for families and school transition visits are held the term before children are due to start school. Parents will be notified of times and dates prior to their child's transition visits.

### Resource Centre Operation

The Resource Centre opened on 21<sup>st</sup> July 2010. It has an attractive, inviting atmosphere specifically designed to stimulate browsing, reading, learning, research and borrowing. The Resource Centre has laptops students can use to search for books, research on the internet and for general word processing; and an interactive television that is used for teaching and learning activities, professional development workshops and formal and informal meetings. Resources are managed using the automated Bookmark Computer System; and students are encouraged and trained to use this system to locate resources as well as reserve, borrow and return items independently.

### Borrowing

All classes have a weekly borrowing time. At other times, students can exchange books by negotiation. Resource Centre Opening Times for students to borrow and return books are as follows:

<b>Monday and Wednesday</b>	
Before school	8:40am - 8:50am
Lunch play	11:20am - 11:35am
After school	3:00pm - 3:20pm

Books are on a two-week loan limit which can be extended if necessary. All borrowed books and resources from both teachers and students are returned by the end of November for stocktaking. There are different loan limits for different student groups within the school. These are:

**Preschool**  
2 books

**Reception - Year 2**  
4 books

**Years 3 - 7**  
6 books

### Lost Books

Students are responsible for all books borrowed. Families are expected to pay or replace lost or damaged books. Students can resume borrowing when a lost or damaged book has been returned, replaced or payment has been received.

A standard amount has been set for lost or damaged books:

Soft cover e.g. novels	\$8.00
Hard cover	\$15.00

In instances where a book has been found after payment, money will be refunded.

### Special Events

Book Week celebrations (usually held in August) include a Dress Up parade and could also include visiting authors and illustrators, class swap activities and surprise story tellers.

### Site Learning Plan

Fairview Park Primary School's Site Learning Plan has a focus on *Effective Learning*. It is one of the four areas of impact outlined in the Department for Education's (DfE) strategic plan (Department for Education, 2024).

We are committed to helping students develop an understanding of what makes an effective learner. We do this by emphasising on these qualities: **curious; empowered; resilient; empathetic; reflective; and resourceful.**

Collectively, we strive to create a nurturing environment where every student can thrive academically and personally.

Our goal is to enhance achievement for all students in both reading and numeracy.

By working closely with teachers and families, students P-6, set meaningful literacy and numeracy goals supporting their growth and success.

A summary of the Site Learning Plan is available for viewing at school or it can be viewed online on the school website <https://fairviewparkps.sa.edu.au>

### Core Business

The core business at Fairview Park Primary School is to provide a quality educational program within a safe and supportive learning environment.

We do this through:

- the implementation of the South Australian and Australian Curriculum (AC)
- providing a variety of effective teaching approaches
- catering for individual needs, abilities, interests and learning styles
- establishing clear social, behavioural and learning expectations, responsibilities and consequences
- providing opportunities for peer and cross-age teaching and learning
- encouraging and valuing family involvement
- purchasing of a wide range of relevant resources
- celebrating achievements
- offering a variety of extra-curricular activities
- providing feedback and support using a range of assessment and reporting strategies.

### Curriculum

The school is committed to subject offerings as per the South Australian Curriculum, The Australian Curriculum and the Early Years Learning Framework. (Information on the Early Years Framework can be accessed in the preschool section on page 6)

#### Subject Offerings for Reception to Year 6 Students

English	Languages
Mathematics	Health and Physical Education
Science	Technologies
Humanities and Social Sciences (HASS)	The Arts

Specialist subjects, which provide non instructional time for classroom teachers (R-6) include:

- Languages other than English (LOTE) – Spanish
- Physical Education / Technology or HASS
- Performing Arts
- HASS and Science (Early Years)

Staff members work collaboratively within their professional learning communities (PLC) to plan curriculum implementation.

### **Students with Additional Learning Needs**

Intervention support is provided for students who are identified through the Department for Education (DfE) students with Disabilities Policy or through school-based identification processes and is founded on the three waves of intervention.

Prior to any intervention taking place, for identified students, parent permission will be sought.

Intervention programs available include:

- Literacy
- Social skills
- Mathematics
- Speech and Language

### **Information and Communication Technology for Teaching and Learning**

All students use Information and Communication Technologies as a resource for learning. Staff and students have access to the Internet and Intranet as a communication and learning resource. Codes of Conduct for Internet use have been put in place to keep students safe online. Parent consent is sought at the start of every year for ICT use.

### **Extra-Curricular**

Specialist instrumental tuition is available by private providers in piano, keyboard, flute, recorder, guitar, and voice. These are voluntary programs, and the costs incurred are between the provider and the family.

### **Sporting Activities**

Each class is involved in daily fitness and a range of sporting activities are included in the Physical Education specialist teaching program (R-6).

Middle/Upper Primary students can become involved in SAPSASA events such as, athletics, cross-country, netball, soccer, football, cricket, hockey and rugby. Additionally, throughout the year, various sporting workshops and clinics may be offered to students by external groups

A Sports Day is held annually (usually term 3) with students allocated within four house teams. On Sports Day, an emphasis is placed on participation, teamwork, co-operation and sportsmanship.

### **Other Co-Curricular Activities**

The school participates in the South Australian Primary Schools Festival of Music. Social evenings (discos) are held once a year for all students. Fundraising events encourage family involvement whenever possible. Growth and Development sessions are offered to students in years 5 and 6.

Camps are offered to students in years 3 to 6 every second year.

### **Student Wellbeing and Decision Making**

*'Students benefit from the generous play-space and updated resources. Cross-age interaction between students is valued and widely recognised as a strength of the student culture.'*

*(Parent survey response, 2024)*

The school celebrates the 'small school advantage' whereby positive working relationships between families, staff and students are well maintained and productive.

Our year 5/6 students are involved in a Student Leadership Day. This gives our year 6 students an opportunity to apply for a *School Captain* leadership role and the remaining year 5 and 6 students an opportunity to apply for other leadership positions.

**Student Leadership roles include:**

House Captains  
Canteen Leaders  
Assembly Leaders

PE Leader  
Grounds  
Library

Choir  
Preschool  
Play Pod

Throughout the year, students complete an anonymous Wellbeing and Engagement survey (WEC) to gain an understanding of how they feel about school, their subjects, their challenges and their engagement.

**The Resilience Project**

Fairview Park Primary School is proud to be a 'Resilience Project' School. This initiative focuses on assisting students build mental resilience and emotional well-being through the principles of gratitude, empathy, and mindfulness.

By integrating these principles into our curriculum and daily activities, we aim to equip students with the skills to:

- manage challenges and foster a positive school environment
- develop a strong sense of self-awareness and community
- promote an overall sense of well-being and resilience.

**Staff Wellbeing**

There is a strong culture of collaboration and support between all members of staff. The smaller number of staff at our site enables the development of closer working relationships where responsibilities are equitably shared, and goals are collectively achieved.

**Time 2 Play**

Fairview Park Primary School, along with local primary schools in the Tea Tree Gully and Golden Way partnerships has embarked on a new project called 'Time 2 Play'. The project is influenced by recent research that highlights the benefits of play for enhancing wellbeing, engagement, and learning for children and young people. Studies have found that children are now playing significantly less than in previous generations. This can be attributed to factors such as an increased access to digital technology and less opportunities overall for children to play independently in the natural environment.

Research exploring the positive impact on brain development has found that play:

- is not just about having fun but about taking risks, experimenting and testing boundaries.
- is not frivolous; it is brain building. Play has been shown to have both direct and indirect effects on brain structure and functioning.
- promotes executive functioning (i.e. The process of learning, rather than content), which allows us to pursue goals and ignore distractions.
- improves both language and math skills, along with social skills and emotional resilience.

***(Excerpt from: 'The Power of Play: A pediatric role in enhancing development in young children', Michael Yogman, 2018)***

**Schedule of the Day**

The recent change in the schedule of the day allows students to enjoy a full 30 minutes of play at lunch time and a full 20 minutes of play at recess time. Students have an allocated 10 minutes of eating time after lunch play; and an allocated 10 minutes of eating time after recess play. The bonus with being in the classroom during eating time means the teacher can give instructions while children eat, rather than children rushing outside with their lunch and missing out on valuable play time.

## **SCHOOL GOVERNANCE AND LEADERSHIP**

### **Governing Council**

#### **Role**

The Governing Council role is to:

- exercise a general oversight over the wellbeing of the school
- advise the principal, as necessary, on the correlation between the work of the school and the educational needs of the community
- note the accommodation, grounds, and equipment provided at the school and to advise the Chief Executive Officer, through the principal, of any alterations, additions and replacements considered necessary
- oversee the financial affairs of the school
- consider in broad outline the general education policies within the school, of which the principal shall keep the Governing Council continuously informed and advise them of the view of the local community regarding educational developments within the school
- be responsible for the management and employment of such persons as required for the operation of the school canteen and OSHC
- carry out other such duties as prescribed by DfE relations or required by the Minister.

Governing Council meetings are held two evenings each term.

#### **Sub - Committees**

To efficiently expedite business during Council meetings, sub-committees have been set up to do the detailed work in the main areas of responsibility. The Council makes decisions based on the recommendations of the sub-committees.

The Council sub-committees, at present, are:

- OSHC Advisory
- Canteen
- Fundraising
- Finance/Executive
- Uniform
- Playgroup / Preschool

#### **School Leadership**

The leadership team consists of a Principal and Deputy Principal. Other staff members take leadership roles in situations that match their expertise. Currently, we have a Wellbeing and an Autism Inclusion Teacher (AIT), 1 day per week; and a Lead Teacher, guiding Literacy and Aboriginal and Torres Strait Islander Learner improvement, 1 day per week and an Early Years Literacy teacher leader, 1 day a week.

## **COSTS TO FAMILIES**

### **School Services and Materials Charges**

An invoice is posted home at the beginning of the school year listing service and materials charges payable. This invoice can be paid by cash, credit card (Visa or MasterCard) at the front office during school hours or via the Qkr! app.

Students will be given their initial stationery items by classroom teachers on the first day of school.

School service and materials charges cover all stationery and duplicating costs, equipment and materials for all curriculum areas, including a device in year 3 – 6, administrative costs, repairs and maintenance of equipment, playground, cleaning materials and new developments.

### **School Card (Government Assistance)**

The School Card Scheme aids the educational expenses of families who meet the eligibility criteria based on family gross income from the previous financial year. If applying for School Card assistance for the first time, completing an application form and providing the school with a Centrelink Reference Number to check for eligibility is required. Applications for School Card Assistance are completed each year for each student.

### **Uniform**

The school uniform colours are red and black. Details of the dress code are outlined in the School Dress Code Policy.

### **Camps and Excursions**

Camps and excursions can provide opportunities for social, academic and physical learning that cannot be provided on site. To this end, we have recommendations for this facet of school life.

Recommendations at Fairview Park outline:

- camps for years 3 to 6 every second year (even years). Typically, 1 night for year 3-4 and 2 nights for years 5-6. On average, camp costs approximately \$300 for a 2-night camp
- a student may be excluded from attending camps/excursions if school behaviour indicates that safety and duty of care issues (self and others) may be jeopardised
- excursions and incursions are widely valued by the community and teachers are encouraged to consider learning opportunities available through these means.

### **Photographs**

Each year the school provides families with the opportunity to have photographs taken by a professional photographer. Individual, class, family, School Captain and Year 6 Graduate photographs are taken professionally.

## ROUTINE MATTERS

### School Absences

#### Whole Day

In the event of your child being absent, please telephone the school before 8:50am. Alternatively, send a message via the Class Dojo app. If your child is absent for three days without family communication, a courtesy call will be made by a site staff member. Your co-operation is appreciated in this matter as the Compulsory Attendance Act requires teachers to keep accurate information on student absences.

#### Leaving the School/Late Arrivals

Families collect an 'Early Dismissal card' from the front office prior to picking up children early on a school day. Early dismissal cards are presented to the class teacher before the student is dismissed. Class teachers file these cards as a part of record keeping for attendance. Students arriving after 8:50am require signing in by a family member via the front office.

#### Longer Term Absences

If family holidays have been planned during the school term, a DfE form (ED175) requires filling out. Forms are available from the front office or can be downloaded from the school website <https://fairviewparkps.sa.edu.au> See also, the School Attendance Policy for further information.

#### Behaviour

At Fairview Park Primary School, we believe staff and parents share the responsibility for the management of student behaviour. Furthermore, we believe that students learn best when self-esteem is developed and when success is experienced.

We believe that when students are at school, they have:

- the right to learn and teachers have the right to teach in a happy, safe, caring and clean environment
- a responsibility to make appropriate choices regarding their behaviour and to learn that all behaviours have consequences
- the right to be involved in decision making at the classroom and at the school level.

#### School Behaviour Code

We expect students to:

- listen and follow school staff instructions
- care for others
- look after personal possessions and school property
- stay inside school boundaries
- move around the school safely
- keep the school clean and tidy.

In addition, we expect our students to display the **School Values** of **Teamwork, Excellence, Accountability Confidence and Honesty** at all times and to **Respect** themselves and others. See also, the School Behaviour Education Policy.

## **Canteen**

The Canteen is open 4 days per week (closed on Tuesday) and a current menu may be obtained from the Canteen or Front Office.

Lunch orders are placed online through the Qkr! App before students arrive at school. The Qkr App closes at 8:30am. Orders are delivered to each classroom just before lunch and distributed by teachers.

The Canteen is open at lunch play for children to buy small items such as ice blocks and frozen yoghurt (cash only). Our menu is consistent with the DfE 'Right Bite' guide to food choice.

The Canteen committee carries out the management of the Canteen on behalf of the Governing Council. The Canteen Manager oversees the canteen and can be assisted by volunteers. Additionally, canteen student leaders assist the Canteen Manager.

## **Car Park**

There is an ever-present danger of an accident occurring when bikes, child pedestrians and motor vehicles are in the same area. To reduce the likelihood of an accident, please keep the following in mind:

- The staff car park (off Nepondi Court) is for the use of staff and visitors' cars and authorised vehicular traffic only. Students may **not** be dropped off or picked up in this car park.
- The main parents' car park is on Pangari Drive. Children are discouraged from cycling in this area.
- Care should be taken when dropping students off in Nepondi Court as this is the main access road to the school.
- The speed limit around a school zone is 25kph.
- Students are asked to use footpaths in both car parks when entering and leaving school grounds.
- Students need to walk their bikes or scooters whilst in school grounds and not ride in the staff carpark.

## **Communication between Home and School**

### **School Newsletter**

A newsletter link is sent home every 3 weeks via email. Class newsletters and other notices will be sent home as the need arises. All classes use Class Dojo to provide two way home-school communication regularly. The school uses School Story on Class Dojo communicate whole school messages.

### **Reporting to Families**

There is a range of reporting procedures adhered to at Fairview Park Primary School.

These include:

- initial communication – a proforma is sent to families requesting information about their child/children at the beginning of year
- 'Connect and Play' early in Term 1
- interviews in Term 1
- a written report and student evaluation at the end of Term 2
- interviews in Term 3 by parental or teacher request
- reporting on NAPLAN (years 3 and 5) in Term 3
- a written report at the end of Term 4
- term overviews are provided by class teachers at the start of each term
- goal booklet (Effective Learner Quality) each term.

## **Health-Related Information**

It is often necessary to contact families directly, in the event of a sickness or an accident. If home addresses or contact numbers change throughout the year, please inform the school promptly.

### **Health Plans and Medication at School**

At times, children with non-infectious medical conditions attend school. It is important that these students have a Health Care Plan written by their relevant medical practitioner(s) and provided to the school. For uncommon conditions, it is recommended that families speak to the Principal, as staff awareness raising/training may be required.

As much as possible, we encourage students to take medication outside of school hours. For example, when the medication specifies three times per day, it can be taken in the morning before school, in the afternoon straight after school and in the evening before bedtime. If prescribed medication requires administering at school, students will be supervised in managing this process independently. For those students requiring assistance, medication can be administered by the front office staff when the necessary documentation has been completed. The documentation to be completed is available at the front office. When medication is supervised or administered, staff will keep a medication log and parents will be notified of any concerns, should they arise.

It is the family's responsibility to provide the required medication and documentation to the school.

In all instances, the medication should:

- be provided in the original pharmacist container with directions on the label
- bear the student's name on the original label
- have instructions for safe storage
- be handed from adult to adult
- be accompanied by a 'medication authority' to be completed by the authorised prescriber and the parent/guardian
- be no more than a week's supply (except asthma medication).

### **Sun Safe School**

Except for the months of June, July and August, students are required to wear an approved hat while outside. This applies to breaks and lessons conducted outdoors. Hats are available for purchase from the school front office or from [Spartan School World](#). Students without hats will be required to play under the shade area outside the Activities Room.

### **Hot and Wet Weather Policy**

As the school is air-conditioned, students are not dismissed early on any occasion due to hot weather alone. If the weather is very hot or extremely wet, students will spend their break times inside. During these times, students will be expected to engage in a quiet activity such as a game or drawing. If it is raining when students arrive at school, class areas will open following the 8:30am music bell.

### School Timetable

8:30am	Teacher on yard duty
8:50am	Classes open
11:20am - 11:50am	Lunch play
11:50am - 12:00pm	Lunch eating time in classrooms under teacher supervision
1:40pm - 2:00pm	Afternoon recess play
2:00pm - 2:10pm	Recess eating time in classrooms under teacher supervision
3:00 pm	Dismissal (teacher on duty until 3:20 pm) (Children not collected at this time will be taken to OSHC at a cost to the family)

### Volunteers

Before commencing any voluntary work at the school, interested volunteers can book a time to attend the 'Volunteers Induction Training' and sign both an agreement and confidential declaration form. Additionally, part of the process involves a criminal history check conducted by the Department of Communities and Social Inclusion (DCSI) Screening Unit. More information can be found at [www.dcsi.sa.gov.au/services/screening](http://www.dcsi.sa.gov.au/services/screening) or by calling 1300 321 592.

### Out of School Hours Care

The school has an Out of School Hours Care (OSHC) on site. This includes before school, after school and vacation care. If you require OSHC for your child/ren, please contact our front office or our OSHC Director for enrolment details. Alternatively, an enrolment form can be accessed via the link [https://prodadmin.myxplor.com/enrollment\\_v2/centre/4KpjgoC624356FT2CcmdC74hbQ](https://prodadmin.myxplor.com/enrollment_v2/centre/4KpjgoC624356FT2CcmdC74hbQ)

- OSHC Director Rached Withey – contact: 0421 414 730 or 08 8251 6770.

### Choosing a Secondary School

Families who live in the suburb of Fairview Park are zoned within the Banksia Park International High School district. This gives students who live in this zone priority enrolment at Banksia Park International High School. If another secondary school is of interest, a full list of alternate secondary school options is available on the DfE website <https://www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/find-school-zone-or-catchment-area>

Additionally, further details can be sought by directly contacting the secondary school of choice.

