



Family Handbook

An Introductory Guide

School Contacts

Fairview Park Primary School

Nepondi Court, Fairview Park, SA 5126

Telephone: 8251 2717

Facsimile: 8289 1681

Email: dl.1103.info@schools.sa.edu.au

www.fairviewc7.sa.edu.au

Copies of this publication are available from the School Website, www.fairviewc7.sa.edu.au



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Contents

THE SCHOOL	
Context	4
Values and Vision	4
Facilities	
Primary School	5
Preschool	6
Resource Centre Operation	7
CORE BUSINESS	
Introduction	8
Site Plan	8
Curriculum	9
Students and their welfare	10
Staff and their welfare	10
SCHOOL GOVERNANCE AND LEADERSHIP	
Governing Council	
Role	11
Sub-committees	11
School Leadership	11
COSTS TO FAMILIES	
Materials and Services Charge	12
School Card	12
School Uniform	12
Camps and Excursions	12
Photographs	12
ROUTINE MATTERS	
Absences	13
Behaviour	13
Canteen	14
Car-Park	14
Communication	
School Newsletter	14
Reporting to Parents	14
Health- Related Information	15
Timetables	
Primary School	16
Preschool	16
Volunteers	16
ON SITE SERVICE	
Out of School Hours Care/Vacation Care	16
Secondary Schooling	16

THE SCHOOL

Context

Fairview Park Primary School was established in 1976 on what was rolling pasture land. We acknowledge the Kaurna people who were the original custodians of the part of South Australia that includes our site.

The school consists of Playgroup and Preschool through to Year 7, all sharing the same site. We have a family atmosphere, a high level of family participation and a supportive community.

As the school is extremely well resourced, our smaller student populations and staff have a high level of access to a wide variety of resources.

Values, Vision and Motto



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 school values underpin everything we do.

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

Our motto reads: **“Achieve today, prepare for tomorrow.”**

Facilities

Primary School

The school is positioned in a picturesque native setting with views of the hills and pastoral land. The school comprises 4 demountable (Demac) buildings, an Activity Hall, a Resource Centre and the Preschool.

The Demac buildings are:

- the Administration Unit, containing the Office, Staffroom, First Aid room and Meeting Rooms
- the Southern Unit containing three classrooms, Computer room, Activity room, Shared Learning room, including the Out of Hours School Care space
- the Northern Unit containing six classrooms, a multipurpose room, two learning support rooms, and a Music room
- the Eastern Unit containing two classrooms and fitted with a common verandah

The Northern and Southern Demacs were redeveloped in January 2000 with teaching areas re-designed specifically to cater for individual and collaborative teaching techniques and to meet the ever-changing needs of students. The Eastern unit was established in late 2007 as a response to a growing student population.



The Eastern Unit houses teaching areas Spanish and Performing Arts

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

The Activity Hall was extended and upgraded in 2012 to include a staged area, new toilets including a disabled toilet, additional storage, a new large sports floor and a projector system. A canteen has been added to the Activity Hall during 2013.

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

The Computer Suite is well equipped with thirty computers, a photocopier/printer/scanner, and one multimedia projector. In addition each teacher has an ipad and laptop to use between home and school for planning. Spacious play areas include an oval, a soccer pitch, basketball court, cricket nets, and two metal-framed playgrounds. There is a Council reserve adjoining the school. A Playpod has been added with loose parts for students to play creatively whilst accessing our newly built nature play area. Year 5-7 students have access to 1:1 Chrome books.

Preschool

The preschool is staffed by qualified and experienced Early Childhood Educators. A balanced program including free play and structured learning times is based upon the Early Years Learning Framework (EYLF) and aims to provide important opportunities for all children to experience learning that is engaging and builds success for life (EYLF page7). The EYLF document places children's learning at the core which is encompassed by Principles and Practices which assist children to make progress in the associated 5 learning outcomes.

The 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

The program is formulated by educators and includes interactive and challenging activities which are based upon children's current interests and needs. Children are provided with time and resources to explore in both our indoor and outdoor learning environments. Educators continually provide duty of care so children can explore freely and safely.

Children's progress is monitored by educators through observations and formal assessments which are then shared with families through inquiry project reports and informal interviews. The preschool report details individual areas of strength, focus areas for development and successes made throughout the child's time at preschool. The final report is also shared with the Reception teacher when each child completes their time at preschool.



Separate and secure space for young children to freely and safely explore

Playgroup

This group meets Friday mornings between 9:30am – 11:30am for children from birth onwards.

Preschool Sessions

Preschoolers attend five sessions per week. Sessions are available Monday to Wednesday. Usual attendance would consist of two days and one morning or afternoon each week.

Session times are:

Mornings	9:00am – 12:00 noon
Afternoons	12:00 noon – 3:00pm
Lunch care	12:00 noon – 12:30pm

Transition to School

This is available to children enrolled to begin Reception at Fairview Park Primary School. Visits to the school are held in fourth term with parents being notified of times and dates prior to the visits. A family information meeting is also held.

Resource Centre Operation

Our Resource Centre was opened on 21st July 2010. Its attractive, inviting atmosphere was designed to stimulate browsing, reading, learning, research and borrowing. We have laptops, which students use to search for books, research on the internet and for general word processing. We also have an interactive television that is used for teaching and learning activities, as well as staff workshops and meetings. Resources are managed using the automated BookMark computer system. Students are encouraged and trained to use this system to locate resources as well as reserve, borrow and return items independently.

We provide a wide range of up-to-date resources to implement, support and enrich teaching and learning programmes from Preschool to Year 7.

Our Resource Centre and its resources are managed to assist the school to:

- stimulate interest and enjoyment of all forms of literature
- cater for students' differing interests, needs and abilities by providing a wide range of reading experience and materials
- provide easily accessible resources and services to students, staff and parents
- implement Resource Based Learning, focusing on the development of students' Information Literacy Skills
- develop the necessary skills for students to efficiently and effectively use both the school and community Resource Centres/libraries
- provide a wide range of support materials for all curriculum areas, i.e. Books, magazines, pictures, charts, kits, CDs, DVDs, models, encyclopedia, big books, games and equipment.

Borrowing

All classes have a weekly class borrowing time and students can also exchange books at other times by negotiation. The Resource Centre is open before and after school on Mondays, Tuesdays and Thursdays for students to borrow and return books.

Opening times are 8:35am – 9:05am and 3:10pm – 3:20pm. The Resource Centre is also open at lunchtimes from 1:00pm – 1:20pm on a Monday and a Wednesday.

Books are on a two week loan which can be extended if necessary. All books and resources must be returned by the end of November for stocktaking.

There are different loan limits for different student groups within the school.

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 for or replace lost or damaged books. The student will be unable to borrow until the book has been returned, replaced or paid for.

A standard amount has been set. (If the book is found after payment, money will be refunded).

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

Parent help in the Resource Centre on a casual or regular basis is always appreciated. Tasks may include re-shelving, covering, data entry, processing resources or stocktake. Parents, grandparents, and caregivers are always welcome, so please contact the Teacher-Librarian / front office if interested.

Special Events

Book Week celebrations (usually held in August) include a Dress Up parade and visiting authors and illustrators.

CORE BUSINESS

Introduction

The core business of Fairview Park Primary School is to provide a quality educational program within a safe and supportive learning environment which encourages the development of:

- critical thinkers, problem solvers and decision makers
- clear and appropriate articulation of thoughts and opinions
- personal excellence
- confident, independent learners
- an enthusiasm for lifelong learning
- positive self esteem
- recognition and acceptance of other people's beliefs, opinions and learning styles
- effective working relationships with individuals, groups, peers, and adults
- comprehension literacy and numeracy skills
- individual responsibility for behavior
- care and respect for others, property and the environment.

We do this through:

- the implementation of the Australian Curriculum (AC)
- providing a variety of effective teaching approaches
- catering for individual needs, abilities, interests and learning styles
- embedding the values, attitudes and understanding from the Essential Learning and Key Competencies
- establishing clear social, behavioral and learning expectations, responsibilities and consequences
- providing opportunities for peer and cross-age teaching and learning
- encouraging and valuing family involvement
- planned purchase 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.

Site Plan

The School Site Improvement Plan 2019 - 2021, centres on 'an increase in the number of students achieving in the high bands in NAPLAN writing and numeracy'.

Our Improvement Priorities are:

- Literacy
- Numeracy

A summary of the site plan can be viewed at school or on the school website

<https://fairviewparkps.sa.edu.au>

We are also implementing Building Learning Power focusing on the four learning dispositions of:

- Resilience- learning to persist under difficulties
- Resourcefulness - deploying a range of learning strategies
- Reflectiveness – thinking and learning about oneself as a developing learner
- Reciprocity – learning with and from others.

Curriculum

The school is committed to subject offerings as per The Australian Curriculum and Early Years Learning Framework.

EYLF 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

Literacy and Numeracy Indicators

Reception – Year 7

English
Health and Physical Education
Humanities and Social Sciences
Language - Spanish
Mathematics
Science
Technologies
The Arts

Staff members work collaboratively within their professional learning communities (PLCs) to plan curriculum implementation as per individual staff strengths and interests.

Specialist subjects which provide non instructional time for Reception to Year 7 teaching staff include;

- LOTE – Spanish
- Physical Education / Health
- Performing Arts

Students with Special Learning Needs

Intervention support for students identified through the DfE students with Disabilities Policy or through school based identification processes is based on curriculum differentiation to support the achievement of learning outcomes. Students receive targeted learning support based on an Individual Education Plan (IEP) or a One Plan (OCOP). Families are advised term by term in writing if their child/ren are identified and recommended for learning support. Intervention for Literacy, Social skills, Mathematics, Speech and Language is available for identified students. Parent permission is requested for students to participate in an Intervention Program.

Information and Communication Technology

All students use Information and Communication Technologies as resources to learning programs. A well-equipped Computer Suite is available for use by class groups and pods of computers are located in all teaching spaces. Computer access is available in all classrooms. All staff and students have access to the Internet and Intranet as a communication and learning resource. Codes of Conduct for Internet use are in place. Year 5, 6 and 7 students have 1:1 Chrome books supplied. A laptop trolley comprising of thirty laptops for the Year 3 and 4 student. A set of 30 mini iPads for use from Reception to Year 7, and twenty iPads in the Junior Primary years.



The well equipped ICT Suite gives whole class access to on-line computers

Extra-Curricular

Specialist instrumental tuition is provided by private providers in piano, keyboard, flute, recorder, guitar, and voice. (These are voluntary programs and costs are met by parents.)

Sporting Activities

Each class is involved in a Daily Fitness program. A range of 'sports' is included in the Physical Education specialist teaching program Reception to Year 7.

Middle/Upper Primary students have the opportunity to become involved in SAPSASA events; athletics, cross-country, netball, soccer, football, cricket, hockey and rugby, etc.

A variety of sporting workshops and clinics are offered to students by external groups throughout the year.

A Sports Day is held annually with students participating in four house teams with an emphasis on participation, teamwork, co-operation and sportsmanship.

Other Co-Curricular Activities

The school participates in the SA Primary Schools Festival of Music. Families and friends of Instrumental students are invited to an annual recital. Social evenings (discos) are held twice a year for all students. Fundraising events encourage family involvement whenever possible. Growth and Development sessions are offered to students in Years 6/7. Camps are offered to students in Years 3 to 7 bi-annually.

Student Wellbeing and Decision Making

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

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

Our Year 5/6/7 students are involved in a student leadership day and Year 7 students can apply for a range of leadership roles including School Captain. Year 5 and 6 students can also apply for leadership positions.

Roles include:

House Captains	Media Crew	PE Leader	Choir
Canteen Leaders	Assembly Leaders	Enviro	Art
Front Office Display	Play Pod	Preschool	Library

Each term students will complete an anonymous survey to gain an understanding of how they feel about school, their subjects, challenges and engagement.

Staff Wellbeing

The Staff work as a team – there is a strong culture of collaboration and support. The size of the staff enables members to develop close working relationships and to work together toward shared goals. Responsibilities are equitably shared.

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 education 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 such other duties as prescribed by DfE relations or required by the Minister.

Governing Council meetings are held two evenings each term.

Sub - Committees

In order to 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:

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

School Leadership

The leadership team consists of a Principal and Senior Leader. In 2021 there is a Speech Pathologist on site every Tuesday to support our Literacy Improvement drive. Other staff members take leadership roles in situations that match their expertise.

COSTS TO FAMILIES

School Services and Materials Charges

An account is posted home at the beginning of the school year listing service and materials charges payable. This account can be paid by cash, cheque, or credit card (Visa or Mastercard) at the front office during school hours.

Students will be given their initial stationery 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, administrative costs, repairs and maintenance of equipment, playground, cleaning materials and new developments.

School Card (Government Assistance)

The School Card Scheme provides assistance with educational expenses for families who meet the eligibility criteria (based on family gross income for the previous financial year). If you are applying for the School Card for the first time, it will be necessary for you to complete an application form and provide your Centrelink Reference Number to the school to check your eligibility. This process is required each year for each student.

Uniform

The school colours are red and black. Details of the dress code are detailed 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 Four to Seven every second year (even years). Year Three students may be included, depending on class configurations
- camp costs average approximately \$250 (2 night camp)
- a student may be excluded from attending camps/excursions if his/her 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. Usually this includes individual, class, family, School Captains and Year Seven Graduation photographs.

ROUTINE MATTERS

Absences from School

Whole Day

In the event of your child being absent, please telephone the school before 8:50am. Alternatively, please send a note on your child's return to school, or via skoolbag 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

All families who request early dismissal or collection of children during the school day are asked to pick up an 'Early Dismissal Slip' from the front office prior to collection. This slip is presented to the class teacher before the student is dismissed. Class teachers are to keep slips for their records. Students arriving after the start of the school day at 8:50am need to be signed in by a family member via the front office.

Longer Term Absences

If students are to be absent for family holidays etc., a DECD form, ED175 should be filled out. Forms are available from the front office or you can download one from the school website <https://fairviewparkps.sa.edu.au> See also, the School Attendance Policy.

Behaviour

At Fairview Park Primary School we believe staff and parents share the responsibility for the management of student behaviour.

We believe that when at school, students:

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

School Behaviour Code

We expect students to:

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

We also 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 Management Policy and Anti-Harassment 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 should be written on a lunch bag or place online through the QKR App before students arrive at school with money placed in the bag. Before lessons commence, lunch orders are collected and taken to the Canteen. Orders are delivered to classrooms just before lunch and distributed by teachers.

The Canteen is open at morning recess for children to buy small items such as snacks, fruit, drinks and muffins etc. Our menu is consistent with the DfE 'Right Bite' guide to food choice. Each term we have a Whole School Special Lunch where we encourage all students to participate in order to keep our canteen viable to open.

The Canteen committee carries out the management of the Canteen on behalf of the Governing Council. The Canteen Manager is in charge of the Canteen and she is assisted by volunteers whose help is both welcomed and appreciated. A roster is drawn up by the Manager to enable volunteers to choose a time or times to suit their availability to help in the Canteen. The completed roster showing duty times is distributed each term. School Canteen leaders also assist the 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 constantly 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 past a school 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 a Diary or Communication Book and Class Dojo to provide for two way home-school communication on a daily basis. The school also has a Facebook page and we utilise Skoolbag app to communicate news and events. Skoolbag app is suitable for android and iphones. All class teachers use the Class Dojo app as a means of communicating with families.

Reporting to Families

There will be range of reporting procedures including:

- initial communication – pro forma sent to families for views/knowledge about student at the beginning of year
- Acquaintance Night early in Term 1
- Interviews in Term 1
- a written report and student evaluation end of Term 2
- Interviews in Term 3 by parental or teacher request
- reporting on NAPLAN (Years Three, Five and Seven) in Term 3

- a written report end of Term 4
- term overviews are provided by class teachers at the start of each term

Health-Related Information

Emergency Record Forms

It is often necessary to contact families quickly in the event of sickness or accident. Each year a form is sent home requesting information so that our records are up to date. Please fill this out and return to school promptly. **If you change your address or telephone numbers during the year, either at home or work, please notify the school.**

Health Plans and Medication at School

At times, children with non-infectious medical conditions attend school. It is important that for these students a Health Plan written by the relevant medical practitioner(s) is lodged at school. For uncommon conditions families should also speak to the Principal as staff awareness raising/training could be required.

As much as possible we encourage students to take medication outside of school hours e.g. three times per day can be taken in the morning - before school, afternoon - straight after school and bedtime. If prescribed medication needs to be taken at school, students will be supervised in managing this process themselves (where capable) or will be given the medication by front office staff. 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
- children with asthma are encouraged to carry their medication with them where recommended by doctor
- 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).

It is the families responsibility to provide the required medication. Staff will fill in the medication log and will notify parents if students fail to take their medication. A medication log will be filled out by the front office staff member supervising or giving the medication (or by the classroom teacher).

Sun Safe School

Except for the period 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 Uniform shop. Students without hats will be required to play under the shade area outside the Activities Room.

Hot Weather Policy

As the school is air-conditioned, students are not dismissed early on any occasion due to weather alone. If the weather is very hot, students will spend their break time inside. They are expected to engage in a quiet activity such as a game/computer game etc. Students are supervised at all times.

Wet Weather Policy

If the weather is extremely wet, students remain inside during breaks. Students are supervised at all times. If it is raining when students arrive at school, class areas are open following the 8:30am music.

Timetables

School

The general school timetable is shown below:

8:30 am	Teacher on yard duty
8:50 am	Classes open
10:40 am – 11:00 am	Recess
12:40 pm – 12:50 pm	Lunches are eaten in classrooms under teacher supervision
12:50 pm – 1:20 pm	Lunch play period
3:00 pm	Dismissal (teacher on duty until 3:20 pm)

Playgroup

Friday mornings between 9:30 am – 11:30 am

Preschool Sessions

Preschoolers attend five sessions per week. Sessions are available Monday to Wednesday. Usual attendance would consist of two full days and one half day. In 2021 sessions are full day Monday, Tuesday and ½ day Wednesday.

Session times are:	Mornings	9:00 am – 12:00 noon
	Afternoons	12:00 noon – 3:00 pm
	Lunch care	12:00 noon – 12:30 pm

Volunteers

We believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. In all instances, the wellbeing of students remains paramount.

Volunteers will be assessed for their suitability to work at the school by the Principal. This requires a potential volunteer to attend the “Volunteers Induction Training” and sign both an agreement and confidential declaration form before they commence volunteer work.

Part of the procedure may also involve a criminal history check conducted the Department of Communities and Social Inclusion, DCSI Screening Unit, more information can be found at www.dcsi.sa.gov.au/services/screening or by phoning 1300 321 592.

Out of Hours School Care

The school has an OSHC on site. This includes before school, after school and vacation care. If you need OSHC for your child/ren, please contact our front office or our OSHC Director for enrolment details. Please feel free to download an enrolment form from our website

<https://fairviewparkps.sa.edu.au>

- OSHC Director Racheal Withey, please contact on 0421 414 730 or 08 8251 6770.

Choosing a Secondary School

Residents of Fairview Park live in the Banksia Park International High School district. You will find a full list of high schools on the DfE website <https://www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/find-school-zone-or-catchment-area>

If you wish to know more about any of them, please contact the school direct. Most high schools supply you with an Information Booklet, and will arrange conducted tours of the school and will welcome your enquires.