



PORT NOARLUNGA PRIMARY SCHOOL

Port Noarlunga Primary School & Aquatic Centre
10 James Avenue, Port Noarlunga 5167 ☎ 8382 2455 📠 8326 3530
Email – info@portnoarps.sa.edu.au
aquaticcentre@portnoarps.sa.edu.au
Web – <http://www.portnoarps.sa.edu.au>



Welcome to Port Noarlunga Primary School!

This information book will provide you with an overview of the school's programmes, procedures and routines. If you have any further questions please contact the front office on 8382 2455.

From time to time this information is updated and we welcome any feedback about what new families to our school need and want to know about on enrolment.

The relationship and communication between home and school is vital to supporting your child achieve their potential and feel safe and supportive at school.

Your child's classroom teacher is the first person you should direct enquiries to. Specialist staff, the leadership team and front office staff are also available to answer any queries. The most important thing is to please ask!

Governing Council and parent participation play an important role in supporting students at Port Noarlunga. We hope that you will take the opportunities to be involved in your child's education, whether helping in the classroom, supporting other areas (such as the canteen), participating in various committees or working parties, attending special functions or answering that specific "one of" call for help.

The school's newsletter is sent home fortnightly and this will keep you up to date with the many activities happening around the school.

The school's website (www.portnoarps.sa.edu.au) also provides a wide range of information and is updated regularly.

We know that your child's time at Port Noarlunga Primary School will be happy and productive and we look forward to working with you to ensure that your child receives the very best our system can offer.

Heather Walker
Principal

Jo Rowell
Senior Leader

Steve Hetherington
School Counsellor

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SCHOOL TIMES

8:30am	Yard supervision begins
8:50am	Bell - students go into classroom
10:50am	RECESS
11:10am	Bell - students go into classroom
12:50pm	Students supervised to eat lunch
1:00pm	LUNCH PLAY
1:35pm	Bell - Students go into classroom
3:15pm	DISMISSAL
3:30pm	Yard supervision ends

Last day of each term 2:15pm (Early Dismissal)

SCHOOL CONTACTS

Principal	<i>Heather Walker</i>
Senior Leader	<i>Jo Rowell</i>
School Counsellor	<i>Steve Hetherington</i>
Finance Officer	<i>Julie Bramley</i>
Front Office School Service Officers	<i>Jan Mangnoson</i> <i>Trina Nash</i> <i>Annie Jenkins</i>
Governing Council Chairperson	<i>Sandra Johnson-Jones</i>
Out of School Hours Care Director	<i>Robyn Harris</i>
Aquatics Centre Manager	<i>Andy Tyler</i>

CONTACT DETAILS

Address	Port Noarlunga Primary School 10 James Avenue Port Noarlunga 5167
Telephone	(08) 83822455
Fax	(08) 83263530
Email	info@portnoarps.sa.edu.au
Website	www.portnoarps.sa.edu.au

CURRICULUM

SCHOOL PRIORITIES FOR 2012

Please see the last two coloured sheets at the rear of this booklet.

NAPLAN

All students in Years 3,5 & 7 participate in the National Assessment Program for Literacy & Numeracy (NAPLAN) in May each year.

NATIONAL AUSTRALIAN CURRICULUM

The new National Australian Curriculum is currently being introduced. In 2012 students will be assessed against the new English, Mathematics and Science curriculum. 2012 is the introductory year for History. Further information will be shared as the wider curriculum develops.

YOUR CHILD'S PROGRESS

Early in Term 1 teachers will hold interviews with parents/caregivers to discuss general programs, class routines and teacher expectations.

This is an ideal opportunity for teachers to gain information from you about your child.

Early in Term 3 mid year interviews are held. This is an opportunity to discuss your child's progress.

At the end of Term 2 and Term 4 written reports are provided. You are welcome and encouraged to discuss student progress at any time by appointment with the teacher.

We cannot emphasise strongly enough, that when you feel things are not going well, you should contact the teacher immediately. This way we can both work together to resolve it.

The teacher will use a two-way communication book or diary to send messages home and for you to send messages to school.

RESOURCE CENTRE

Our school Resource Centre has a most comprehensive range of books available to you and your child on a variety of subjects. The Resource Centre is open during school hours for borrowing/returns. Volunteer help is always appreciated. If you are interested please see the Teacher Librarian, Mrs Chris McDonald, who works 4 days a week Monday to Thursday.

AQUATICS AND SWIMMING

R-4 students have the opportunity to participate in sessions of swimming instruction with qualified instructors. Year 5-7 students participate in Aquatics/Beach Safety instruction with qualified instructors. This includes activities such as sailing, surfing, kayaking and snorkeling. This is held at the Port Noarlunga Aquatic Centre, Port Noarlunga Beach.

CAMPS/EXCURSIONS

Excursions and Camps are regarded as being an important part of the school curriculum, and students are encouraged to attend. Details of the program are sent to parents concerned before the camp. Parents sign a consent form and provide the necessary medical information.

All school fees must be paid prior to participating in camps. Class teachers manage the \$50 school's excursion levy. This needs to be paid in full by the end of Term 1, week 4 or as soon as possible after enrolment during the year.

WHOLE SCHOOL ACTIVITIES

Throughout the year you will be invited to participate in various whole school activities. These include:

- Beach Carnival: The school sports day is held on the Port Noarlunga Beach at the end of Term 1.
- Open Night: All classes and areas are open for families to visit. The date for this will be arranged early in the year.
- Twilight Dance Evening: Enjoy a picnic tea and join in with this fun evening. The date for this year will be 13th November
- Presentation Assembly – This is held at the end of year to celebrate students' achievements.

ASSEMBLY

Assemblies are held fortnightly for students. The aims of assemblies are to develop audience skills, celebrate and acknowledge success and give opportunities to speak publicly.

BEGINNING SCHOOL

RECEPTION STUDENTS ADMISSIONS POLICY

Depending on the date of admission, the progress of students will be as follows:

Students can be enrolled at the school on the first day of the term following their fifth birthday, but are not under compulsion to attend until their sixth birthday.

Time spent in the Early Years will usually be between 11 and 14 terms depending on the starting date:

- Students starting Term 1 - 12 terms
- Students starting Term 2 - 11 terms
- Students starting Term 3 - 14 terms.
- Students starting Term 4 - 13 terms

Any variation to the above will be by consultation between parent, teachers and Principal.

During the term before entry, students visit the school as part of the transition program. Students begin school in the Rainbow Room and may move onto a feeder class usually after one term depending on individual ability and incoming numbers.

Parents need to fill out an enrolment form prior to students starting school.

4 YEAR OLD PROGRAM

At Port Noarlunga Primary School we believe that young children benefit from interaction between the school, preschool and home. The early years are crucial to the learning experiences of children and the importance of them developing sound relationships and clear communication is vital. The 4 Year Old Programme involves children who are 4 years of age being involved in our Transition class in a play based programme one afternoon a week up until the time they start school.

Children who are able to attend this programme must:

- have turned 4 years of age
- be able to toilet themselves
- be able to communicate their basic needs with others
- be intending to start school at Port Noarlunga Primary School
- be enrolled for the programme

The 4 year old programme gives an added opportunity to:

- improve the transition from preschool to school
- build on the learning occurring at preschool
- establish quality relationships
- develop fine and gross motor skills
- build confidence and self-esteem
- enrich early literacy and numeracy skills
- increase interaction with other children to then become familiar with starting school

When and Where?

The 4 Year Old Programme runs every Friday (except public holidays & the first and last Friday of each term).

The programme runs from 1.45pm-3.15pm with Mrs Lyn Koehne & Mrs Linda Ross, our Reception teachers, in the Rainbow Room (Room 9). Due to the constraints of the redevelopment, the 4 year old programme will be suspended for Terms 3 & 4, 2012. **(This programme has been suspended for the remainder of 2012 due to the major redevelopment works.)**

HELPING STUDENTS PREPARE FOR SCHOOL

Teachers are greatly helped if you have discussed the following points at home:

- Knowing name and address.
- Putting playthings away after use.
- Taking off and putting on outer clothing e.g. socks, coats, jumpers (big loops for easy hanging, big buttons and button holes).
- Learning to tie shoelaces, or buckle sandals.
- Use of handkerchiefs / tissues.
- How to flush toilets and wash hands afterwards. For boys, knowing how to use a Urinal.
- Doing little duties around home, which require directions. (This will give the child confidence to complete tasks).
- Accustom the child to being without you.
- Bring your child to school on several short visits beforehand (you are very welcome to borrow library books from our library at this time).

When students begin school they need time to adjust to their new environment, to become familiar with the classroom and equipment. They also need to become familiar with the parts of the school - library, canteen, hall, gym, wet areas, withdrawal rooms, other classrooms and playground equipment. Students need time to make friends, to engage in co-operative play with their peers and with students from other classes.

Students need to relate to:

- their teachers
- the Principal
- visiting parents and friends
- other teachers
- the Senior Leader
- School Services Officers
- the School Counsellor

Some students are confident and adjust quickly to this new environment - others lack confidence and need a little more time. Each student is an individual and needs to be approached individually and therefore the teacher needs to get to know all the students individually and to gain their trust.

Some students learn quickly and need further challenge to keep their interest and to extend their knowledge. Other students develop slowly and progress at their own rate and are given tasks to suit their ability.

The role of the Reception / Transition teachers is to gain the student's confidence and build on pre-school learning. Early dismissal of 5 year old students needs to be at the request of the individual parents.

WAYS TO HELP YOUR CHILDREN

- Talking with your child about school and friends, picture story books, T.V., and the use of ICT.
- Display and discuss child's pictures at home. Reading stories and nursery rhymes.
- Teach finger rhymes and tongue twisters.
- Singing songs and Nursery Rhymes.
- Have your child help with shopping, cooking, gardening and observing things from your windows and telephoning.
- Doing jigsaws, playing games, etc. together.
- Working with scissors, playdough, plasticine, pencils, crayons, painting, threading wide-hole macaroni.
- Lots of climbing, water play and sand-pit activities.
- Provide opportunities for your child to play and work with other children.

SCHOOL POLICIES

SCHOOL UNIFORM POLICY

When enrolling students at Port Noarlunga you will be asked to support our School Uniform Policy by agreeing to provide uniforms for your child.

Some items of clothing are available through the Uniform Room.

Currently hats, t-shirts, polo shirts, windcheaters, track pants, cargo pants and shorts are in stock. Limited supplies in second-hand clothing are available.

It is not necessary to purchase all clothing from the school – when purchasing from other sources these are the guidelines:

- Navy track pants/cargo pants/trousers/shorts
- Navy pinafore/tunic/skirt
- Navy/gold windcheater, jumpers, cardigans
- Summer blue/white check dresses
- Navy/gold skivvies / short and long sleeved shirts
- Gold T-shirts and polo shirts
- No thongs or high heeled shoes.
- No denim
- No jewellery

Important Note

Please make sure that everything belonging to your child is clearly labeled with your child's first name and surname, e.g. coats, jumpers etc. and lunch box (and lid), drink bottle, school bag etc. so that items can be identified. Lost property is kept in bins outside the Uniform Room located in the front office. Parents who do not agree to provide uniforms will be required to seek an exemption from the Principal. Requests must be in writing please.

SUNSMART POLICY

Port Noarlunga Primary School has adopted a Sun Smart Policy. The purpose of this policy is to ensure that all students attending our school are protected from skin damage caused by the harmful ultraviolet rays of the sun.

The policy states:

- The uniform policy states that all students must wear a broad brim hat outside during Term 1 and from the beginning of week 6, Term 3, until the end of the year.
- The hot weather policy offers alternative indoor areas for lunch breaks.
- Students are encouraged to wear sunscreen. Students must supply and apply their own sunscreen.
- Students must wear sun-safe clothing at any time school uniform is not worn. (eg on camps)

ABSENCES FROM SCHOOL

It is necessary that your child's teacher be informed of the reason for his/her absence from school. Please let the teacher know in advance where possible, either by letter or by phone. If students arrive at school after the second bell in the morning, they are required to report to the front office to receive a late pass. The school is required to contact home if no advice has been received for absences longer than 3 days. Your early notification will help greatly. If students are required to leave school early (appointments etc) then they must be checked out in the office by the child's parent/guardian.

BEHAVIOUR MANAGEMENT

The school has a policy to provide a safe environment in the yard and classroom. Students are taught the school rules and consequences for inappropriate behavior. Serious offences can be disciplined by suspension and / or exclusion from school. Our behaviour management policy is based on our school values of Respect, Responsibility, Independence, Caring and Honesty.

HOT WEATHER/WET WEATHER

During extreme hot temperatures, where the predicted forecast is for 36 degrees or higher for NOARLUNGA, as stated on the Channel 7 news the previous night, the hot weather policy will be implemented. Students remain in classes during wet weather.

ANTI-BULLYING POLICY

The schools anti-bullying policy can be found on the website. It focuses on the aspects of prevention, intervention and post intervention strategies to ensure students' safety.

HEALTH AND WELL BEING

EMERGENCY CONTACTS

At the time of enrolment Emergency Contact numbers are part of the enrolment form. These are an important means for someone from the school to contact you (or a person nominated by you) in the case of sickness or emergency. It is important that these are returned promptly. The form also gives basic information of any medical problems that are known.

Please notify the school if any of the information changes during the year, including changes to mobile phone numbers.

MEDICATION

Sometimes it is necessary for students to take medication during school hours. Please contact the school for information regarding the administering of any medication and for a copy of the Medication Policy.

HEAD LICE

Head Lice is a problem that affects most schools at some time or another because it is so highly contagious and requires co-operation from everyone to eradicate. If you discover head lice on your child, please notify us and carry out an approved treatment and the removal of eggs. It will be necessary to exclude your child from school until after treatment.

The cycle of Head Lice is difficult to break and will need ongoing checks. School Card students may obtain free issue of KP-24 from the front office. Please remember that just treating the hair will not eradicate the problem. Check the hair of all household members daily during an outbreak and once a week at other times. Remind children to avoid direct head to head contact. Girls should have long hair tied back.

The school holds whole school screening in conjunction with the Onkaparinga City Council.

INFECTIOUS DISEASES AND FIRST AID

If students are ill, it is better that they remain at home, not only for their sake but also for others at school. In cases of sickness or accidents, parents are contacted and asked to collect their children. If parents are unable to be contacted, the people nominated on the emergency contact form are contacted. If an emergency arises, students will be taken by ambulance to hospital. Parents will be contacted, if possible before the student is transported. A staff member will follow the ambulance to the hospital, if the parent is unable to accompany the student.

Students are not permitted at school when suffering certain ailments. Some of the more common ones and their exclusion periods are:

Measles: Should be excluded for at least seven days from the appearance of rash or until medical certificate is produced. All students should be immunized against measles, preferably at

twelve months of age and certainly before entry into pre-school or day care centre unless they have had disease. Therefore the need to exclude contacts should not arise.

- Chicken Pox (Varicella) While scabs are still weeping please exclude child from school. Some remaining scabs are not an indication for continued exclusion.
- Ringworm/Scabies: Re-admit when appropriate treatment has commenced, supported when requested by a medical certificate
- Conjunctivitis (Acute Infectious): Until discharge from eyes has ceased.
- Impetigo (School Sores): Isolate until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.

Details on further ailments are available from Mrs. Trina Nash, School Services Officer.

SAFETY ON THE STREET

Your child will need to know and use the road drill. Please emphasise that the use of road drill is very important before and after school when the roads by the school are extremely busy. Please assist your child across the roads around the school. The school crossing on corner of Ralphs Ave and James Ave is manned by traffic monitors before and after school and families are asked to use it.

PARKING

We acknowledge that parking in the streets around the school is congested and suggest parents park a little further away to avoid this and ensure child safety. Please read signs indicating parking restrictions and abide yellow lines. The car park next to the Hall is for **STAFF ONLY**. Please do not park on the school side of the road and please adhere to signs as they are for your child's protection. Please drive at safe, slow speeds around the school perimeter, particularly at busy morning and afternoon periods. The Onkaparinga City "Rangers" patrols our area regularly cautioning and reporting to police if necessary. Please refer to the single sheet in the enrolment folder giving more detailed information regarding parking.

AMBULANCE COVER

Parents are advised that they are responsible for insuring their students for ambulance cover. Costs incurred if the school is required to call an ambulance will be charged to the parents. If parents are not covered for ambulance services you will be invited to fill out a Statutory Declaration form which is available at the school.

NO PEDESTRIAN ACCESS

We ask that pedestrians **DO NOT** use the double gates at the end of Benny Ave that are accessed by vehicles for the Aquatic Centre. Given the movement of these vehicles and cars in the street, please use the gate at the corner of the oval for **STUDENTS' SAFETY**.

SERVICES AND INFORMATION

NEWSLETTERS

We issue newsletters every fortnight (even weeks of term) to keep you informed of school events. If you do not receive a newsletter spare copies are always kept in the front office. You have the option of receiving the newsletter via email. This is a wonderful alternative as you receive the newsletter in colour. Please forward your email address to the school or email admin@portnoarps.sa.edu.au to be added to the distribution list. You are welcome to give email addresses of other family members (eg grandparents) to also receive the newsletter. Other information is distributed in odd weeks.

DENTAL

The School Dental Service is available to all school age children. From January 2012 the clinic has been relocated to GP Plus Super Clinic, Noarlunga Health Village, 2 Alexander Kelly Drive Noarlunga 5168, 8384 9244.

CANTEEN

The Canteen, within the school grounds, provides lunches for students and staff, and is open for counter sales during recess and lunch periods.

Lunches are ordered by filling in an order form printed on the lunch bags, which are available from the canteen for 2 for 5c or 5 for 10c. Should your child not bring home an order bag, a clean brown paper bag is an excellent substitute.

The money is placed in the bag, put in the lunch basket in the classroom, which is then taken to the Canteen. Lunches are returned and distributed in the classroom at lunchtime. The daily operation of the Canteen is in the hands of the Manager, Mrs Deb Verkerk. The success of the canteen depends on volunteer support of parents who are willing to help. Please see the Canteen Manager if you would like to help the school in this way.

BANK DAY

Money for Bank S.A. will be collected on Tuesdays.

OUT OF SCHOOL HOURS/VACATION CARE

Outside School Hours Care (OSHC) program is available to Port Noarlunga Primary School students and offers before and after school care as well as all day care on Student Free Days, School Closure Days and Vacation Care. Please feel free to contact the Director Ms Robyn Harris on 0405 334 676 during operating hours or the school on 83822455 during school hours for further information. Bookings are essential as many sessions are often full. Parents are responsible for the prompt payments of accounts.

LOST PROPERTY

Students often leave clothing and other property lying around. Clothing or equipment, which is found, is placed outside of the uniform room, where students and parents can collect it. Parents are urged to name all equipment and removable items of clothing clearly and permanently. Unclaimed property is cleared at the end of each term.

SCHOOL GOVERNANCE AND COMMITTEES

THE GOVERNING COUNCIL

The Governing Council is composed of elected representatives of parents and nominees from the Staff.

The Governing Council is an integral part of the decision making processes operating across the school. There are several committees, which parents elect to contribute to each year:

- **Finance:** The Finance Committee is responsible for planning for the school budget, monitoring income and expenditure and setting school fees.
- **Canteen:** This committee is responsible for the management and profitable operation of the Canteen. Duties include monitoring finances, setting guidelines for providing stock lines and regular reporting to Council.
- **Sports:** The role of the Sports Committee is to oversee the development of the Sports Clubs within the school. It aims to provide support for parents who wish to coach or umpire school based teams and to make budget submissions to finance sporting endeavors within the school.
- **Fundraising:** The Fundraising Committee organizes and runs events and activities which raise funds for targeted initiatives within the school.
- **Outside School Hours Care (OSHC):** This committee is responsible for the management and profitable operation of OSHC. Duties include monitoring finances, setting guidelines and regular reporting to council.

These groups report back to two Council meetings each term.

The names of the Governing Councillors will be published in the Newsletter in Term 1 of each year.

Governing Council is the employing body of the Canteen Manager and the OSHC Director.

ANNUAL GENERAL MEETING (A.G.M.) GOVERNING COUNCIL

This is held at the beginning of Term 1 when:

- New members are elected to the Governing Council (members serve a two year term)
- After the A.G.M. at the first Council Meeting elections are held for Chairperson & Secretary
- Sub - committees are formed.

The date for the 2012 AGM is Wednesday 22nd February 6.30pm. All welcome.

PARENT PARTICIPATION

Parents and grandparents are encouraged to be involved in a variety of ways:

- Supporting class programmes (eg. hearing reading) Please see your child's class teacher.
- Governing Council and associated committees
- In the Canteen
- Fundraising – as well as parents to help on the organising committee, we are always in need of help for specific events
- In the Resource Centre

FEES AND PAYMENTS

Full payment or arrangements for installments for 2012 must be received by the school by the end of week 3, term 1 – Friday 17th February. All materials and stationery issued to students remains the property of the school. Payments days are: Wednesday to Friday 8:30am – 9:00am (correct money where possible please) – EFTPOS is available.

Many parents now choose the option of DIRECT DEBIT.

MATERIALS AND SERVICES CHARGES (\$255)

The Materials and Services Charges for 2012 is \$255. The legally recoverable amount is \$211 and the voluntary payment is \$44. Whilst the \$44 is voluntary we encourage families to consider paying this as it contributes to the quality of programmes we are able to offer.

EXCURSIONS / INCURSION / ACTIVITY LEVY (\$50)

The \$50 levy needs to be paid for each child by no later than **Friday 24th February**.

No installment payments will be available for this levy. Families starting during the year are asked to finalise payments as soon as children commence.

PROVISION FOR PAYMENT OF MATERIALS & SERVICES CHARGES BY INSTALMENTS ONLY

Arrangements to pay by instalments must be negotiated with Julie Bramley before the end of Week 3, Term 1, 2012. All part payments are to be finalised by the end of Term 3. This means Term 4 payment must be paid by the end of Term 3.

IMPORTANT INFORMATION

The Materials and Services Charge does not include costs for photographs, aquatics program, year 7 windcheaters/graduation, special camps or sleepovers. Payment for aquatics and camps must be made before the event. **There will be NO arrangements for after event payment.**

SCHOOL CARD

Information on how to apply for School Card is available from the Finance Officer Julie Bramley. Please note that **School Card must be applied for each year.** The government will pay the school \$211 per child. Late applications after the due date will not be accepted, therefore resulting in parents being required to pay the full fee. The \$50 Excursion/Incursion/Activity levy needs to be paid for each child by **Friday 24th February 2011**, or as soon as a student starts during the year.

DEBT COLLECTION

Parents having financial difficulty are asked to contact the school to discuss options available, to avoid action being taken to collect fees via DEBT COLLECTION. This also applies to OSHC fees.

REDEVELOPMENT OF SCHOOL FACILITIES

A major Capital Works programme of \$4.4 will commence in 2012. This will involve the demolition of the main building and the old "portable" buildings. A new building with 4 classrooms, a new Resource Centre, Computer Suite and Administration will then be built. Whilst this will involve considerable disruption during 2012 – 2013, the outcomes will be fantastic! The school community will be kept informed of all developments.

PORT NOARLUNGA PRIMARY SCHOOL STAFF 2012

Leadership

Heather Walker	Principal
Jo Rowell	Senior Leader
Steve Hetherington	School Counsellor

School Service Officers

Julie Bramley	Finance Officer
Trina Nash	Administration / Classroom support
Jan Mangnoson	Administration
Vicki McCarthy	Information Technology / Administration
Jacqui Vanderkley	Classroom support
Annie Jenkins	Admin/Classroom support
Jodie Thompson	Classroom support
Loretta McDonald	Aquatics

Classroom Teachers

Lyn Koehne	Reception
Linda Ross	Reception
Kimberley Wright	Reception
Josh Withers	Reception/Year1
Ilona Harley	Year 1
Trevor Letcher	Year 1/2
Ted Wilkins	Year 1/2
Desma Mcmillan	Year 2/3
Jennie Gotley	Year 2/3
Jo Eldridge	Year 4
Des Rowell	Year 4/5
Rita Haddad	Year 5/6
Brett Horsfall	Year 5/6
Shona Thompson	Year 6/7
Jeff Wakefield	Year 6/7

Specialists

Andy Joy	PE/Sport
Chris McDonald	Teacher/Librarian
Jan Davoren	Special Education
John McFadyen	History
Kimberley Tauchnitz	Asian Studies

Other Support

Tony Barratt	Facilities/Groundsman
Deb Verkerk	Canteen Manager
Andy Tyler	Aquatics Instructor in Charge
Maureen Tyler	Aquatics
Robyn Harris	Outside School Hours Care Director
Vivonne Amoy	Christian Pastoral Support Worker/SSO