Government of South Australia
Department for Education

RESPECT, KINDNESS, ACHIEVEMENT

SADDLEWORTH PRIMARY

PARENT INFORMATION BOOKLET 2026

PRINCIPAL: - Matt Norman
Saddleworth Primary School
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SADDLEWORTH PRIMARY SCHOOL
OUR VALUES

RESPECT
KINDNESS
ACHIEVEMENT

Dear Parents / Caregivers,

Welcome to Saddleworth Primary School

This booklet has been written as an introduction to Saddleworth Primary School.

Its principle objective is to provide this information to parents/caregivers who may be enrolling a child for the first time with this school.

Further to this, the school aims to be an open place where parents/caregivers in particular are welcome to discuss aspects of their child's schooling with the Principal and the staff. For these discussions to be as meaningful as possible, we do request however that arrangements are made beforehand to meet at a mutually convenient time. We invite and encourage you to become involved in the school community when you have time, in the activities in which you are interested.

We are an inclusive learning community inspiring creative and courageous lifelong learning. Our values of Respect, Kindness and Achievement are at the core of all that we do and we highly value the support of our SPS families in this.

We welcome you to join us in this most challenging and rewarding endeavour and trust that your association and involvement with the school will be a valuable one.

Yours sincerely,
Matt Norman
Principal
88474227

2026

Forty three students were enrolled on Tuesday 27th January 2026

CLASS ARRANGEMENTS:
Junior Primary – Foundation & Year 1
Middle Primary – Year 2, 3 & 4
Senior Primary - Year 5 & 6

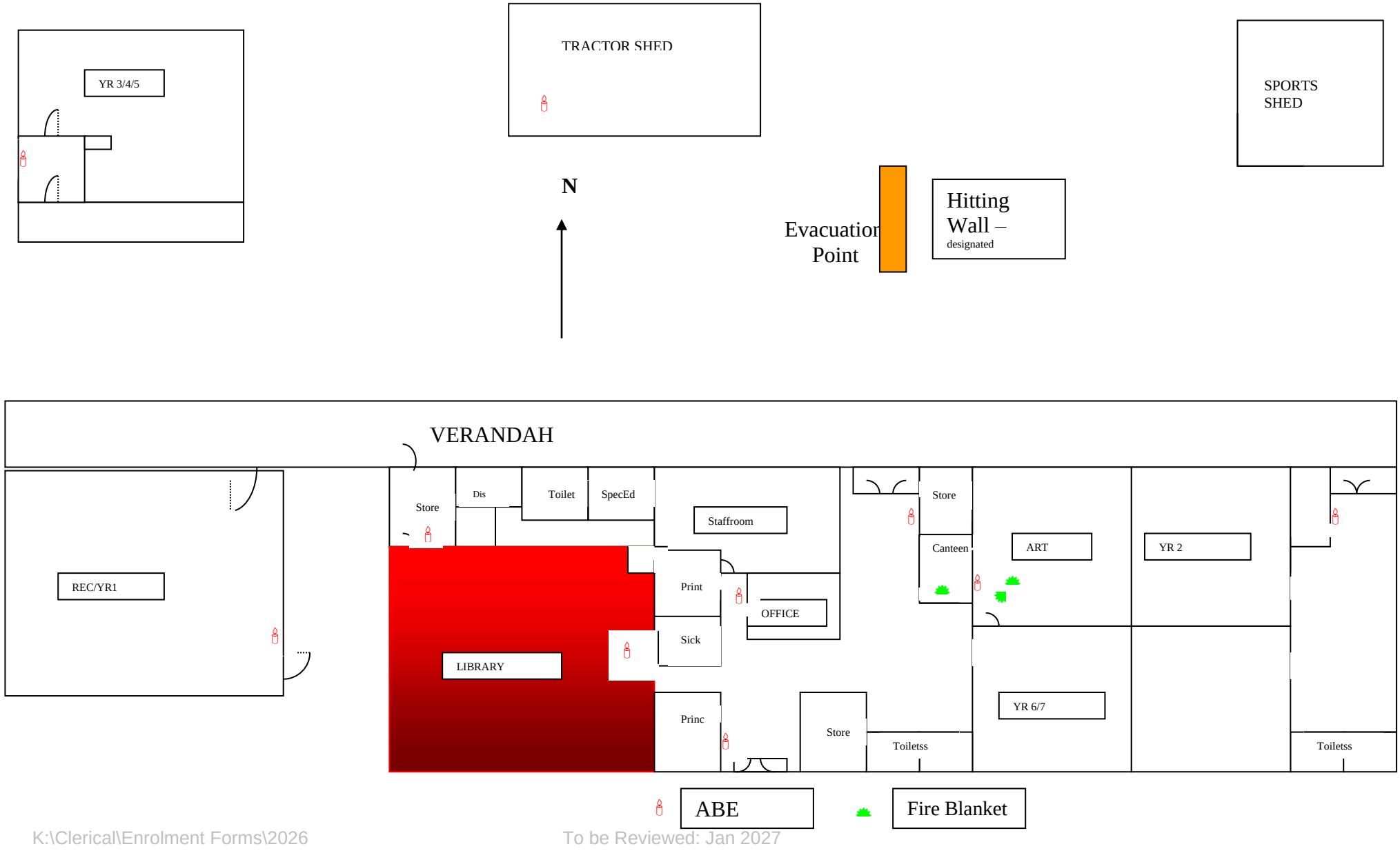
TEACHING:
Matt Norman - Principal
Zoe Hier – JP
Jenny Shepherd – JP
Olivia Watts – MP
Belinda Nichols – SP
Rhiannon Robinson – NIT

ANCILLARY STAFF
SSO (Finance / Admin) - Rachel Schoenberg
SSO (Admin) - Kristin Griffiths
SSO (Class) – Belinda Altus
SSO (Class) – Mary-Anne Schwartz
SSO (Class) – Jill England
SSO (Class) – Alice Johnson
Groundsman - Darren Heffernan

OSHC
Belinda Altus & Alice Johnson

SCHOOL COUNCIL
Chairperson – Chanel Gillan
Secretary – Kerry Heinrich

SADDLEWORTH PRIMARY SCHOOL



HISTORY OF SADDLEWORTH SCHOOL

From the booklet "Saddleworth School" - 1851-1966, compiled by R.J. Noye.

James Masters, to whom the township owes its beginning, was the first to provide a school in Saddleworth. This was built on allotment 39k given by Masters to Bishop Short for this purpose.

The first teacher was Leonard Samuel Burton, who arrived in South Australia from England on 12 April, 1850. Early in 1851 the Diocesan society appointed him teacher at Saddleworth's tiny wattle and daub school. The Inspector's report for June 1885 shows that Mr Burton's licensed school was attended by 25 children. All children were taught reading, and all but four, writing and arithmetic. Less than one half enrolled for grammar, geography and history, the only other subjects taught.

There is no record of Mr Burton's immediate successor and it is even possible that Saddleworth was without a teacher for several years.

The next teacher on record was a Mr Elijah Gold, who was apparently regarded as quite a tyrant. In 1863 the Board of Education received a complaint from residents in the locality of Saddleworth who claimed that Mr Gold was too severe and tyrannical towards his students. The children were afraid of him and it was hard to get them to go to school and as a result attendance had fallen. In September 1865 Elijah Gold resigned his license which was then transferred to a Mr W.H. Harry of Penwortham.

By 1868 the need for a new school-house was apparent. In April 1869, a public meeting was held in Siekmann and Moule's Wheat Store to discuss the erection of a new school and residence.

Building operations probably commenced later that year and by March 1870 the new buildings had been completed at a cost of £418.11.8. This first public school building stood on what was in recent years, the front lawn of the principal's residence (number 1, Hill Street).

After Saddleworth was connected to Adelaide by rail in 1870, the growth of the town accelerated. Within a few years the new school was crowded. In 1874 Saddleworth had enough children to support three separate schools - one public and two private. In this short time the newly erected school had been outgrown and new premises were required. Tenders for a new school were called and in October 1876 the contract was awarded to Messrs Sara and Dunstan of Burra. The contract price was £794.2.0.

After this second new school was opened on April 26 1877, the old schoolroom was divided into three extra rooms for the teacher's residence. About 1928 the old school room and residence were demolished.

After tolerating for many years a school which was inconveniently situated and which had become increasingly overcrowded the Saddleworth School Committee

decided in 1959 that the time had come to lodge a request for a new school. Early in 1965, it was learned that the second SAMCON school in the state would be erected at Saddleworth at a cost of £36,000.0.0.

The school was soon finished and on 1st November, 1965, it's door opened to receive the children. The official opening had to wait until October 1966 when the then Minister of Education, the Honorable R.R.Loveday, performed this long awaited duty. The Administration area was upgraded in 2000

The Western Building (Reception/Year 1 classroom) was purchased new in 1987 and the Northern Building (Years 2/3/4 classroom) - a secondhand building transferred from Iron Baron in 1992. After extensive recladding this building was first used in Term 4, 1992. This building was reroofed, painted and recarpeted in January, 2001.

New playground equipment was purchased and erected at a cost of $9,000 in 1999. In 1999 a building, to be used as the new Kindergarten, was purchased by DECS from Legal Services and was placed on the western side of the school. This building underwent major renovation and remodelling before opening in 2000.

An Investing in Education Grant of $73,697 was received in 2007. With money from the grant and the addition of some money from the School's Governing Council, overhead shade and extensive playground equipment was purchased.

A further ISOP Grant of $36303 was received in 2008. This grant was used to convert a classroom into a Hospitality/kitchen with the provision of 2 stoves, ample cupboard and bench space, dishwasher and cooking equipment. The kitchen is used weekly by groups of students.

2009/2010 BER (Building Education Revolution) and NSP (National School Pride) Grants were received from the Commonwealth Government enabling the school to install new fencing on the eastern side and in front of the school, the school painted inside and out, carpet in classrooms, toilets tiled, extensions to the JP class, asphalt play area resurfaced, Artroom asbestos lino removed and replaced.

2012 saw the installation of 22 Solar Panels and the entire back Asphalt area resurfaced.

In 2018 the Northern Building (Years 2/3/4 classroom) had a new deck area built and windows converted into sliding doors to allow for an outdoor classroom. Outside blinds were installed in 2019.

BUSHFIRE RISK

Our school is a "Level 2" school and will therefore be CLOSED on *Catastrophic Fire* risk days in the Mid North.
Where possible parents will be notified by phone after the 4.30pm Fire Ban announcement on the day prior to the declared Mid North Catastrophic Fire risk day.
No school buses will run on that day. If you are unsure please contact Matt Norman on 0428 117880.

ADMISSION OF STUDENTS

A mid-year intake for reception students started in 2024.

This means primary schools will have 2 major enrolment intakes for children entering reception per year: intake 1 at the start of the year, and intake 2 in term 3 (mid-year intake).

Students who start school through the mid-year intake will complete 6 terms of reception.

The school will contact parents to arrange transition visits the term prior to when they start.
Enrolment forms are available from the front office. Parents are required to provide proof of birth. Your child **must** be at school by their sixth birthday. This is the compulsory school starting age.

ASSEMBLIES

We have whole school assemblies three times a term. These dates will be advertised in the newsletter and are held either in the school library and on our lawns.

BREAKFAST CLUB

Breakfast Club will be held every Wednesday and Friday morning from 8:20am in our school kitchen.

COMMUNICATION

Communication is a very important tool within the school. Parents are always welcome to come in and speak to anyone at any time.
We encourage families to join the Saddleworth Primary School facebook page.
A newsletter comes out three times a term and this is also available on our school website.
Our classes also use See Saw to communicate regularly with families.
Please take the time to check for information and notices with your child and help in ensuring we continue to increase the importance of communication within our school.

THE FIRST WEEKS OF SCHOOL

It is an important step when your child starts school, a sign of the next stage in their development. It's also an important time for you as a parent. You establish a relationship between your family and the school. You exchange information with your child's teacher and you each gain new understanding.

Children have a natural desire to learn and they have already gained a great deal of knowledge and many skills prior to beginning school. Children are eager to learn new things and practise new skills.

They have high expectations of school and need to feel successful in order to maintain their enthusiasm for learning.

No two children are the same. They come from different backgrounds and have different abilities. This influences the way in which they will respond to the new learning experiences provided by the school.

When they begin school, children are in unfamiliar surroundings and meeting new people. They need time:

- to take responsibility
- to become independent
- to talk
- to play
- to discover
- to practise
- to delight

It is during Foundation that teachers and children have the time to:

- Listen
- Observe
- Plan
- Challenge
- Care and encourage
- Get to know your child

The terms Foundation and Year 1 do not necessarily refer to the level of work or to the stage of development of a child, but to the length of time a child has been at the school. Teachers work with a set of curriculum guidelines and expectations but they find that at any given time children will display a range of ability and maturity.

In the Junior Primary years, teachers plan programmes and use methods designed to match the needs of young children. Programs are based on teachers' knowledge of the way children learn and develop, place importance on

- the basic skills of numeracy and literacy
- the communication and problem solving skills
- skills for social living

Children are encouraged to take an active role in their own learning. They have the opportunity to experience and express themselves through language, drama, music, dance and art, and to become more competent in motor skills.

SCHOOL AND EARLY LEARNING CENTRE

Saddleworth Primary School and the Saddleworth Early Learning Centre are situated on the same site. The Early Learning Centre operates on Tuesdays, Wednesdays and every second Thursday and provides preschool experience for students from Auburn, Manoora, Marrabel and Saddleworth.
The School and the Early Learning Centre work closely together and during the year students from the Early Learning Centre visit our Junior Primary class. This makes the transition from Kindergarten to School easier for those students who attend Saddleworth School.
Saddleworth Early Learning Centre contact details are 88474250 and the Director is Julie McInnis.

TERM DATES

	2026		
Term 1	27 January	–	10 April
Term 2	27 April	–	3 July
Term 3	20 July	–	25 September
Term 4	12 October	–	11 December

SCHOOL TIMETABLE

Is organised as follows:

8.30am - Teacher on duty
8.55am - Lessons commence
10.50am - Recess
11.10am - Lessons resume
12.50pm - Lunch. Children are required to stay with their classroom teacher
1:00pm - Play period commences
1.35pm - Play period ends, children wash hands etc. First bell
1.40pm - Lessons resume. Second bell
3.20pm - Children dismissed
3.50pm - Teacher supervision ceases (or until bus arrives)

Parents are reminded that the school yard is supervised from 8.30am until 3.50pm and that the school can not accept responsibility outside of these hours.

BEHAVIOUR SUPPORT POLICY

Please refer to the Saddleworth Primary School website for our Behaviour Support Policy.

BIKES/SCOOTERS

Students who ride to school are to get off their bikes/scooters and walk their bikes/scooters over the school crossing and in the school yard. Bike racks are available at the side of the JP building.
Students are not to ride in the school grounds during school hours. Helmets need to be worn at all times.

BUS TRANSPORT

Students from outlying areas east of Saddleworth may be permitted to travel on a bus. All buses are organised from Riverton District High School and parents need to contact them to assess if they are eligible.

CAMPS

Previous years we have had a camp for each class. Camp is currently being discussed for this year and more information will be sent out once finalized. A deposit is normally asked for to confirm numbers. Instalment payments for the cost of the camp can be arranged. More details will follow

CAR ALLOWANCE

Parents who have to drive their child 5km or more and have no bus available may apply for a Car Allowance from DfE. Applications are available at the front office.

DEODORANT

Students are NOT to bring SPRAY DEODORANT to school. Some people are allergic to this and it can trigger an Asthma attack and also set off the smoke detectors in the school.

EXCURSIONS

From time to time educational excursions are planned to enhance children's understanding of a particular unit of work being undertaken or simply to contribute to a child's intellectual, emotional or social development. You will be advised in advance when such occasions are planned. Consent will be sought by having you sign a form used for this purpose and usually a fee for travel and admission charges will be required. On some occasions it may be necessary to use private cars.
Your help with prompt return of consents and money helps the front office and staff to arrange bookings and payments, and is much appreciated.

HEALTH CARE & MEDICATIONS

Any health care information or medication requirements for a student will need a health care plan or medication authority, written by a relevant health professional and provided to the school.
No medication (this includes prescribed, over the counter and alternative therapies, vitamins, minerals and supplements) will be accepted by staff without a medication authority.
We will only accept and administer medication which has been ordered by a doctor/authorised prescriber and is provided in a single dose, fully labelled pharmacy container. Any over the counter medication will also need to be prescribed if staff are asked to administer. This includes any cough medicine, creams, eye drops.
If an up-dated health care plan is not provided to the school, we can only provide first aid assistance, in accordance with our training.
All medication needs to be sent to the front office.

ILLNESS OR ACCIDENT

When a child becomes unwell at school, the class teacher will decide whether the child should remain at school or whether parents should be contacted to come and collect the child.

If the decision is to keep the child at school, they will rest in the sickroom where a member of staff will be responsible for checking on them. Either a note will be sent home or parents notified.

If a child is injured whilst at school and the injury in our judgment requires medical attention, the following procedures will be adopted.

1. If the injury is serious, medical help will be sought immediately and the parents will be advised as soon as possible.
2. If there appears to be no urgent need of medical assistance, the parents will be contacted and asked to assume responsibility for arranging for their child to see a doctor.

In either case, the parent will be responsible for any medical or hospital expenses incurred.

INFECTIOUS DISEASES

Regulations under the Education Act require that the following minimum periods of absence from school be adhered to in the event of your child contracting any of the following diseases:

1. **CHICKEN POX**: Excluded until all lesions have crusted, there are no moist sores and the person feels well
2. **CONJUNCTIVITIS**: Excluded until appropriate treatment has commenced and discharge from eyes has ceased.
3. **HEAD LICE**: At least until day after appropriate treatment has commenced.
4. **IMPETIGO** (School Sores): Excluded until effective medical treatment has commenced. Any sore on exposed surfaces should be covered with a dressing
5. **GERMAN MEASLES** (Rubella): Excluded until fully recovered or for at least four days after onset of rash.
6. **MEASLES**: Should be excluded for at least 4 days after onset of rash.
7. **MUMPS**: Exclude for nine days or until swelling goes down.
8. **RINGWORM**: Excluded from school until the day after appropriate medical treatment has commenced. Lesions on exposed skin surfaces should be covered with a dressing.
9. **SCARLET FEVER**: Excluded until appropriate treatment has been given for at least 24 hours and the person feels well.

INTERVIEWS & REPORTS

Parent/Teacher interviews are held at the end of Term 1 and Term 3 and we use an online booking system.

Written Reports are sent home at the end of Term 2 and Term 4.

In addition, parents are encouraged to discuss with class teachers or the Principal, any aspect of their child's schooling throughout the year. The most constructive way to do this is to contact the school to arrange a time such that the members of staff involved, can be adequately prepared and free of other commitments.

LAPTOPS

Each student has access to their own laptop. There are specific class rules around the appropriate use of the laptops and a laptop agreement has been developed and is required to be signed by both the student and parents. Please refer to our cyber safety use agreement.

LOST PROPERTY

A lost property box is located near the front office.
Please assist us in being able to return "lost property" by **clearly labelling** your child's belongings, and by encouraging your children to show responsibility towards their possessions.

LUNCH ORDERS

Lunch orders are available to order on a Monday and Friday each week.
We also have a Special Friday Lunch available throughout the term.
Payment for both is either via cash or EFT.

MOBILE DENTIST

We have a mobile dentist visit the school during the year and this is a free service.

NEWSLETTER

The school newsletter is published three times a term. These will be emailed and also available on our website.

OSHC

We are very fortunate here at our school to be able to provide an OSHC for our families. This operates on a needs basis.
Please contact the school if you are interested in using our OSHC.

PARKING / PICKING UP STUDENTS

All children (except bus students) are to **leave and enter the school via the gate in front of the school** and to cross the road **at the school crossing**.
Yellow lines painted on the road indicate the NO PARKING area. Please adhere to these for the safety of the students. There is also a 'kiss & drop' zone.
Parents are reminded that the roads in the vicinity of the school have **a 25 kph speed limit**

PARENTAL INVOLVEMENT

The school welcomes and encourages parents to be involved in the school. Indeed in some respects we depend on parental support and in other ways the school programme is enriched by their participation. Volunteers who are working with children that are not their own must have a WWCC screening check and a RAN certificate. You may wish to consider becoming involved by:

- Attending Governing Council meetings or becoming a member.
- Participating in School Open Days and any celebratory events throughout the year.
- Assisting with fund raising.
- Attending working bees.

PAYMENTS

Our school does not have credit card facilities so payments can be made either by cash or EFT. When paying by EFT please ensure you use your invoice number or name as reference.

Payment for specific items may be made in instalments or outside the general expected date. Please negotiate instalments with the Principal.

PRESENTATION NIGHT

An end of year concert is held in Term 4 where we celebrate our year and farewell our Year 6 students and acknowledge everyone.

SAPSASA

The South Australian Primary Schools Amateur Sports Association (SAPSASA) provide opportunities for students to display their sporting skills. Saddleworth is part of the Mid North District and students aged 10 and over have opportunities to compete in various sporting codes at district levels and may be selected to represent the district in Adelaide. Participation is conditional on behaviour, attendance and learning choices of students. It is parental responsibility to arrange transport for trials, practices and events.

SCHOOL CARD ASSISTANCE

Some families may be eligible for school card. This is now completed online. Please see Rachel for more information.

SCHOOL FEES

An invoice for school fees is sent home with each child at the beginning of the school year. Fees for 2026 are $306 however a $200 rebate (discount) is available for parents & carers this year. Students approved for School Card assistance aren't eligible to receive the discount as they're already exempt from paying the materials and services charge.

SCHOOL LEADERSHIP

School captains, sports captains and SRC members will be elected at the start of Term 1 by students and staff.

SCHOOL PHOTOS

During the school year photos of student activities are often taken for either display in the classroom and for use as a record of activities taken by students. Photos are published in the fortnightly newsletters (which goes on the school website) and on occasion may be used in the local newspapers. At the beginning of each year parents are asked to sign a consent for their child/children to be photographed and the photos displayed or published. If you prefer that your child/children do not have photos taken and displayed please complete the appropriate section of the consent form.

Class photos are taken annually by professional photographers and this is booked for Term 1. There is no compulsion for parents to purchase these.

SMOKING & VAPING

In line with Government legislation our school is a "**SMOKE FREE" area 24 hours each day**. Parents and visitors are asked to abide by this law and refrain from smoking on school grounds at any time including sporting events or after school hours.

SCHOOL GOVERNING COUNCIL

Governing councils are bodies that govern a school. The Principal works together with the council to develop future directions for their site. Governing Council consists of parents elected at the AGM, Staff representative and Principal.
Saddleworth Governing Council meets twice a term at the school (day & time agreed upon).
The following sub committees are under the Governing Council and meet as required, with the Finance committee meeting prior to each meeting.

- Finance
- Fundraising
- Grounds
- Uniform
- OHSC

The ***AGM*** is held in Term 1. All parents are urged to attend this meeting. Councillors are elected for a two year term.

In the role of being on Governing Council, you work with the Principal to:

- involve the local community
- develop and approve local policies
- set the broad direction and vision of the site
- monitor and review the site improvement plan
- be the employing authority of some services, including OSHC and canteen

Principals work with Governing Councils to:

- give educational leadership
- carry out the site's policies
- carry out the site improvement plan
-

STUDENT ABSENCES

Children between the ages of 6 and 16 years are **under compulsion** to attend school.

Regular attendance at school is important to a child's learning and development so they get the most from their education. Ensuring regular attendance at school is a shared responsibility between parents/caregivers and schools.

If your child is absent the school needs to be notified either by a phone call, SMS, email, or a note to explain the reason for their absence.

Any holidays or special circumstances an exemption form must be completed and approval given by the Principal.

If students need to leave early or arrive late for school a responsible adult needs to sign them in or out at the front office.

If a student is absent due to reported illness for 3 or more consecutive days, the Principal can ask for a medical certificate.

Please refer to the schools Attendance Policy.

SWIMMING & SPORTS DAYS

We hold our own school Sports Day (Term 1) with students competing in House Groups – Blue and Yellow. The school has purchased sports tops for each student and these are handed out on the day to wear. Students are put into a house at the beginning of their schooling.

A small schools sports day is also held with other small primary schools – Manoora, Watervale, Auburn and Blyth. Each school takes it in turns to host the event. This will be held in Term 3 this year.

We also have a combined 'Splash Day' in Term 4.

SUPERVISION OF SCHOOL GROUNDS

Teachers are required to provide supervision in the school yard from **8.30am** until **3.50pm** in the afternoon (ie when the bus has picked up those children who travel on it). During this time, a member of staff will be present to ensure that reasonable standards of behaviour are maintained and that assistance to any child injured in the school yard is rendered.

The school can not accept responsibility for children in the yard outside of these times.

TERM TIME SWIMMING - (PE & Health)

The Department for Education swimming program provides swimming and water safety lessons to school-age students, Reception to year 6.

The swimming program provides an efficient and cost-effective service to schools to help students develop a range of knowledge, skills, understanding and attitudes about:

- water confidence
- survival in the water
- swimming technique
- rescue of others

- water safety
- endurance and fitness

This year our lessons will be held at the Tanunda Recreation Centre during term 2. Students travel to and from Tanunda by bus and will be charged a minimal amount to cover the lessons and bus.

UNIFORM

We strongly believe that compliance with the dress code promotes a sense of belonging, encourages responsible behaviour, pride in our school and enhances our public image.

It is the responsibility of students to wear the appropriate uniform at all times including excursions and to comply with all aspects of the school dress code. Please refer to our Dress Code Policy and SunSmart Policy.