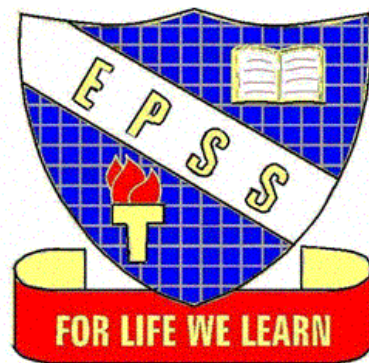


**EAST  
PALMERSTON  
STATE SCHOOL**



**PROSPECTUS**

**2007**



## **INTRODUCTION**

This handbook is designed to assist you, the parents, to better understand how the school operates. In it you will find information on facilities provided at the school, school procedures, and various school activities. It is hoped that you will share in your child's years at this school. By working with the school, your child's full potential has a better chance of being realised.

## **PURPOSE**

Our school aims to consistently provide quality education for every child in our school enabling them to achieve the best educational outcomes, as well as satisfying their immediate needs, in a caring and pleasant environment.

# CONTENTS

<b>Contents</b>	<b>Page</b>
School Staffing	1
Semester Dates for 2007	1
<b><u>SCHOOL PROFILE</u></b>	
The Students	2
Staff	3
The Parent Community	3
<b><u>SCHOOL POLICY</u></b>	
Admissions	4
Transfers	4
School Hours	4
Assembly	4
<b><u>PRIVACY STATEMENT</u></b>	
Enrolment	5
Attendance / Achievement / Behaviour	5
Wellbeing, Protection and Safety	6
Children and Young People in Care of the State/Data Matching	6
Early Arrivals & Late Departures	7
Children During School Hours	7
Out of School Hours	7
Yearly Requirements	7
Educational Tours/Excursions	8
Homework	8
School Planning - Review	9
Perspectives on Learning	9
Principles of Effective Learning & Teaching	9
Accidents	10
Medication	10
Infectious Diseases	11 - 12
Fire Drill	13
Absence from School	13

Advice of Family Changes	13
<b><u>CURRICULUM INFORMATION</u></b>	
Learning Technology Program	14
Library	15
Sport	16
Swimming/All Grades	16
Queensland Arts Council	16
Religious Instructions	16
Support Teacher Learning Difficulties/Guidance Officers	16
Reporting	17
Student File/ Report Cards	17
<b><u>STUDENT APPEARANCE AND PRESENTATION</u></b>	
School Uniforms	18
Hats	18
Sunburn Cream	18
General Appearance	18
School Motto	18
<b><u>GENERAL INFORMATION</u></b>	
Transport	19
Conveyance Allowance	19
Newsletter/Calendar	19
Pie Day	19
Parents & Citizens Association	20
Money Collection	20
Legal Issues	20
Lost Property	21
Voluntary Aides	21
Smoking on School Premises	21

## **SCHOOL STAFFING:**

The school is serviced by:

- Principal/ Classroom Teacher
- Administration Assistant
- Teacher Aides
- Cleaner
- Visiting specialist Teachers
  - \* Music Teacher
  - \* Physical Education Teacher
  - \* Teacher Librarian
  - \* LOTE - Italian Teacher
  - \* Learning Support Teacher
- Support Staff:
  - \* Guidance Officer
  - \* Speech Language Pathologist
  - \* Students With Dissabilities

As well as the staff there are other agencies which assist in the development and promotion of the school.

- \* Parents & Citizens Association
- \* Aboriginal Student Support & Parent Awareness Committee

## **SEMESTER DATES For 2007:**

### **Semester 1**

- Term 1      29<sup>th</sup> January to 5<sup>th</sup> April.
- Term 2      17<sup>th</sup> April to 22<sup>nd</sup> June.

### **Semester 2**

- Term 3      10<sup>th</sup> July to 21<sup>st</sup> September.
- Term 4      8<sup>th</sup> October to 14<sup>th</sup> December.

### **Pupil Free Days:**

January : 24<sup>th</sup> & 25<sup>th</sup>  
April    : 16<sup>th</sup>  
July     : 9<sup>th</sup>  
October : 22<sup>nd</sup>

Show Holiday: 13<sup>th</sup> July

## **SCHOOL PROFILE**

East Palmerston State School is situated in Education Queensland's Tableland / Johnstone District. The school is located 28 kilometres from Innisfail in a rural area alongside the Palmerston Highway, one of Australia's most scenic drives. Views and the school's surroundings are picturesque indeed making this appealing to students, staff and visitors.

The school opened in 1938, with the students taking classes in a single upper-storey classroom. This room was then extended to make a double teaching space with one end the Library and the other now containing an administration area, Principal's office and staff kitchen/eating area. Underneath is a servery, storeroom and work/play areas. These classrooms were upgraded as part of the Building Better Schools Program and the school is fully airconditioned.

The present school also has a demountable building, which serves as a double classroom. In addition, the covered area has been constructed which has been enhanced by the P&C Association to make it an almost weatherproof work/play area. The school has sufficient playing/outdoor activity areas which are almost surrounded by naturally growing rainforest.

### **THE STUDENTS:**

The school has a present enrolment of twenty-eight. Most of these children are second or third generation Australians and all speak English at home. Some students are the second or third generation of their family to attend the school and these families have strong traditional ties to the school. Other children are quite new to the district, nevertheless their families appear to value the tradition.

The school has a single multi-age class, Year 1 to 7 in the demountable classroom. Student's individual learning needs and abilities are catered for in the classroom.

The staff acknowledges that the range of needs varies across the student population and therefore, with the community, endeavour to provide coherent, comprehensive learning experiences which are developed from the School Overview in each Key Learning Area.

The Language Other Than English currently provided is Italian and is taught to Years 4 to 7.

Learning Technology is a major focus at the school, with a range of computers and software available to the children. The school also has access to the Internet.

## **STAFF:**

The school boasts a dedicated and extremely hardworking staff comprising of a teaching principal, a classroom teacher, two teacher aides, administrative officer and cleaner. Although the school is one of the smallest in the Johnstone Shire, it is well serviced by specialist teachers who visit on a regular basis. These teachers provide support in Music, Physical Education, Library, Language Other Than English, Learning Support Services and Students With Disabilities. When the need arises, we have access to Guidance Officers and Advisory Visiting Teachers.

The teaching principal, teacher and auxiliary staff believe students learn best in a supportive school environment, when they are interested in the activities and when they are provided with realistic audiences. During this process, we attempt to develop the necessary attitudes, thinking processes, skills and knowledge for life long learning. We continually encourage all students to fulfil and, where possible, surpass the expectations set down. The students respond to this and generally produce work at a high standard.

The staff also believe that they need to approach all students in a positive manner, affirming students' strengths and gradually empowering them so they can achieve their maximum potential in learning in the information age.

At East Palmerston State Primary School we aim to achieve the best possible educational outcomes for all individuals in our school. The principal, teachers, staff and parents work together to provide an education that considers the individual differences of each student, instils a sense of co-operation and understanding in the students and prepares them to lead morally responsible and productive lives in their own and a global society. Because East Palmerston is a small school, we are able to establish excellent relationships between the staff, parents and students and this assists in encouraging each student to reach their potential.

## **THE PARENT COMMUNITY:**

Special emphasis is placed on nurturing our Supportive School Environment and Parent Participation. The community is very supportive of the school. The school is the hub of the community and many community functions are encouraged and supported by the school P & C Association. The P & C Association is highly involved in the decision-making process at the school, including developing the Planning Overview, Annual Operation Plan, Associated Budget and Annual Reports and are involved in the development of programs, policies and plans.

Therefore, student learning at East Palmerston State School is enhanced by:

- including parent representatives on school committees for curriculum planning and review;
- establishing open communication channels between school and home and
- welcoming parents as resources in learning activities eg. parent helpers, parent information evenings, learning assistance programs.

East Palmerston State School promotes community awareness, involvement and support by planning and implementing programs, which utilise positive community links. In particular, the school community feels that parents and teachers share the major responsibility for the education of their children. Each has a knowledge of the child in a different environment, that when shared is a great benefit to the children.

# SCHOOL POLICY

## **ADMISSIONS:**

The minimum age for admission to a State Primary School is five. Children must have attained the age of five by the 31st December in the year preceding enrolment. Enrolments of children who have not enrolled in the previous year, or who are new to this school are carried out on the first day back at school. Enrolments of children throughout the year are processed at the school office and require a transfer certificate from the previous school attended.

During the last term of school, children entering Year 1 in the following year are invited to attend school for part of a day. This allows an introduction to school life for the children and is often a valuable time for sharing information for both teachers and parents.

## **PREP**

With Prep beginning in all State Schools in 2007, the following table will assist you in understanding the correct enrolment age of your child.

	<b>Prep is introduced</b>	<b>Year 1 starting age increases by 6 months</b>		
<b>Birth date:</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>Child born 1 Jan 2001 to 31 Dec 2001</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>Child born 1 Jan 2002 to 30 June 2002</b>	<b>PREP</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Child born 1 July 2002 to 30 June 2003</b>		<b>PREP</b>	<b>Year 1</b>	<b>Year 2</b>
<b>Child born 1 July 2003 to 30 June 2004</b>			<b>PREP</b>	<b>Year 1</b>
<b>Child born 1 July 2004 to 30 June 2005</b>				<b>PREP</b>

## **TRANSFERS:**

Upon transfer from the school each child must be issued with a transfer form. Parents should obtain the transfer from the school office.

A Student Portfolio and Student Data Collection Folder will be sent with the child where suitable notice has been given of intention to transfer.

These transfer papers, portfolio and Student Data Collection Folder will be handed to the Principal at the new school.

## **SCHOOL HOURS:**

- \* 8.55 Morning Session
- \* 11.00 Lunch
- \* 11.30 Middle Session
- \* 1.10 Afternoon Break
- \* 1.45 Afternoon Session
- \* 3.00 End of School Day

## **ASSEMBLY:**

There is one school assembly per week. This assembly may be cancelled or others called at the discretion of the Principal. Assembly will be run by a student leader and will be held at 2.45 pm on Fridays.

# **PRIVACY STATEMENT**

## **ENROLMENT:**

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **ATTENDANCE / ACHIEVEMENT / BEHAVIOUR:**

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **WELLBEING, PROTECTION AND SAFETY:**

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **CHILDREN AND YOUNG PEOPLE IN THE CARE OF THE STATE – DATA-MATCHING:**

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between schools.

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at <http://www.iie.qld.gov.au/informationstandards>.

If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

### **EARLY ARRIVALS AND LATE DEPARTURES:**

Every effort must be made to have the children present at school by 8.55 am. Children can arrive at the school from 8.00am onwards. If, for circumstances beyond your control, students are at school before 8.00am, you are advised to instruct them that they must SIT under the School Covered Area until a staff member arrives.

Teachers, under the Education Act, are not responsible for rostered supervision before 9.00am. Therefore children will not be able to play before classes start at 8.55 am. In the afternoon, children should be collected from school as soon after 3.00pm as possible. Periodically, late collection of children is unavoidable. As staff frequently have to attend meetings after school, if you know you will be late, a call to the school before 3.00pm will allow the school time to arrange alternative supervision. Children should remain inside the school grounds while waiting to be collected. Sports equipment is not allowed after 3.00pm.

### **CHILDREN COLLECTED DURING SCHOOL HOURS:**

If a situation arises where you need to take your child/ren out of school during the day, please tell the child's teacher and then sign the Register for Students Early Departure at the Office.

### **OUT OF SCHOOL HOURS:**

No person is allowed on the school premises outside of normal school hours without the permission of the Principal.

### **YEARLY REQUIREMENTS:**

At the end of the school year a book list for the following year will be distributed to all intending pupils. Parents can purchase these items from the local newsagents.

It is the Parents /Guardians responsibility to ensure that all resources are replaced when depleted during the year. The school will only replace those books that were issued by the school at the commencement of the year. General requisites should be kept from year to year.

This school discourages the purchase of equipment that is unnecessary and distracts the children from their work  
e.g. fancy rubbers/sharpeners/pencils/click pens.

## **EDUCATIONAL TOURS / EXCURSIONS:**

All excursions and camps organised through the school have an educational basis that involves introductory lessons before the tour and follow up lessons upon return. Attendance on these occasions is very much appreciated. All expectations given by Education Queensland concerning changes in school routine are abided by. Safety requirements are stressed on all trips. Costs are always kept to a minimum. Parents are given full details of each excursion and will be required to complete various, relevant forms. A Change of School Routine form will be presented at P & C Association meetings.

## **HOMEWORK:**

Children have homework to complete by Friday. The tasks to be completed will consist of work covered recently in school. It is appreciated if parents can take an interest in their children's homework and encourage them to complete the set tasks. Homework should not, however, be seen as a source of strain or anxiety to a family. It is far better to see a child honestly attempt the work and if unable to complete it, bring it to school the next day for further discussion.

Recent changes in the homework policy determine the recommended time allocated to each age level.

Prep- Nil Homework

Yrs 1, 2 & 3- No more than 1 hr/wk

Yrs 4 & 5- Less than 2-3 hrs/wk

Yrs 6 & 7- No more than 3-4 hrs/wk

**Establishing a routine and a suitable environment for your child to complete homework is recommended.**

## **SCHOOL PLANNING - REVIEW:**

School staff, parents and other educational officers are involved in the formulation of school educational policy and guidelines such as: Planning Overviews, School Annual Report and Operational Plan and Budget Summary Statement. Upon completion, parents may access these documents by a simple request through the Principal.

### **Perspective on Learning**

Wherever possible a teacher's planning should incorporate a range of techniques as children learn differently and at differing speeds. Some children develop computer competencies more effectively with one on one demonstrations, others prefer time alone on a computer to learn through exploration at a pace that suits them, while others can effectively learn without as much hands on time.

A students' acquisition of computer and technology skills is also influenced by their: -

- social and cultural backgrounds
- interests
- technology specific background, including personal interests, experiences and successes
- physical and emotional state
- values, relating to technology
- past and present learning experiences
- interactions with peers and teachers
- confidence and risk taking abilities.

### **Principles of Effective Learning and Teaching**

Effective learning and teaching is an on-going process for both students and teachers. The acquisition of skills and competencies required to learn, will take into account the Principles of Effective Learning and Teaching, summarised as follows:

- Effective learning and teaching is founded on an understanding of the learner.
- Effective learning and teaching requires active construction of meaning.
- Effective learning and teaching enhances and is enhanced by a supportive and challenging environment.
- Effective learning and teaching is enhanced through worthwhile learning partnerships.
- Effective learning and teaching shapes and responds to social and cultural contexts.

## **ACCIDENTS:**

Accidents of a minor nature such as small cuts, abrasions and splinters will be treated at school. Unless specifically instructed otherwise, when a serious accident occurs, first aid will be administered by the teachers or teacher aides and parents will be contacted. Where parents cannot be contacted, the school reserves the right, in the interests of the child, to arrange for necessary medical attention if it is considered that the circumstances warrant it.

Any resultant expense is the responsibility of the parents. No child will be transported to a hospital or doctor's surgery unaccompanied by the parent or a staff member. At any one time the school will have in attendance, at least one staff member with a current Queensland Ambulance Service certificate.

## **MEDICATION:**

All serious illnesses must be reported to the office. The seriousness of each case will be determined by trained staff or the Principal. If deemed not to be too serious, the child will rest on the sickbed and return to class when well. If deemed serious, parents will be contacted to take their child home.

If your child requires **non-prescribed medication** during the day, the teacher should be informed in writing and the medication left with the teacher.

If your child requires **prescribed medication** during the day, the teacher should be informed in writing from the Doctor and the medication left with the teacher. These will be recorded in the medication book.

An exception is made with inhalers for asthmatics. Children will be totally responsible for these.

The school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school. Your co-operation is sought in this regard.

Children are exposed to the risk of catching infectious diseases when in close contact with one another at school. Some examples of infectious diseases that may spread in schools are Measles, Mumps, Chicken Pox, Rubella and Hepatitis B. Infectious children may have little or no outward sign of and may not even realise they are carrying a disease.

It is therefore of utmost importance that general precautions are taken to reduce the chance of infections spreading

A 'Time out - Infections Diseases' table is on Page 11 - 12.

Also you are advised to consider having your child vaccinated against diseases that are likely to spread at school. Information about vaccinations can be obtained from your own doctor.

## TIME OUT - INFECTIOUS DISEASES

<b>Condition</b>	<b>Case</b>	<b>Contacts</b>
<b>Aroebiasis</b>	Excluded until diarrhoea has ceased.	Not excluded.
<b>Campylobacter</b>	Excluded until diarrhoea has ceased.	Not excluded.
<b>Chicken Pox</b>	Exclude until fully or at least 5 days after the eruption first after the eruption first appears. Note- some remaining scabs are not an indication for continued exclusion.	Any child with an immune deficiency (eg Leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.	Not excluded
<b>Diarrhoea</b>	Exclude until diarrhoea has ceased.	Not excluded
<b>Diphtheria</b>	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
<b>Glandular Fever</b>	Exclusion is not necessary	Not excluded
<b>Hand, Foot &amp; Mouth Disease</b>	Exclude until all blisters have dried.	Not excluded
<b>Haemophilus influenza type</b>	Exclude until medical certificate of recovery is received.	Not excluded (However, contacts may require antibiotic prophylactic treatment as advised by the Public Health Unit)
<b>Hepatitis A</b>	Exclude until receipt of a medical certificate of recovery but not before seven days after the onset of jaundice or illness.	Not excluded.
<b>Hepatitis B</b>	Exclusion is not necessary	Not excluded
<b>Hepatitis C</b>	Exclusion is not necessary	Not excluded
<b>Herpes (cold sores)</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by a dressing, where possible.	Not excluded.
<b>Hookworm</b>	Exclusion is not necessary.	Not excluded.
<b>Human Immunodeficiency Virus infection (HIV)</b>	Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.	Not excluded
<b>Impetigo (School sores)</b>	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.	Not excluded
<b>Influenza</b>	Exclude until well.	Not excluded
<b>Leprosy</b>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded

<b>Measles</b>	Excluded for at least 4 days from the appearance of rash	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.
<b>Meningitis</b>	Exclude until well.	Not excluded.
<b>Molluscum contagiosum</b>	Exclusion is not necessary	Not excluded
<b>Mumps</b>	Exclude for at least 9 days after onset of symptoms.	Not excluded
<b>Parvovirus (erythema infection, fifth disease, slapped cheek syndrome)</b>	Exclusion is not necessary	Not excluded
<b>Poliomyelitis</b>	Exclude for at least 14 days from onset. Readmit on a medical certificate of recovery.	Not excluded.
<b>Pediculosis (Head Lice), Ringworm, Scabies, Trachoma</b>	Exclude until the day after treatment has commenced	Not excluded
<b>Rubella (German Measles)</b>	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded. Note: Female staff of childbearing age should ensure that their immune status against rubella is adequate.
<b>Salmonella, Shigella</b>	Exclude until diarrhoea has ceased	Not excluded
<b>Streptococcal infection (including Scarlet Fever)</b>	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded
<b>Tuberculosis</b>	Exclude until production of a medical certificate from appropriate health authority.	Not excluded
<b>Typhoid and Paratyphoid fever</b>	Exclude until production of a medical certificate of recovery.	Not excluded
<b>Whooping Cough (Pertussis)</b>	Exclude for 5 days after starting antibiotic treatment.	Exclude non-immunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.
<b>Worms (intestinal)</b>	Exclude if diarrhoea present.	Not excluded.

### **FIRE DRILL:**

Copies of the Procedures for Evacuation are located in all rooms and are printed on red paper.

The children are given instructions on the procedure to be used in the case of fire. From time to time fire drills are carried out co-operatively with the Fire Brigade and recorded in a Fire Drill Register.

If enrolling as a volunteer helping in the school, please familiarise yourself with these procedures.

### **ABSENCE FROM SCHOOL:**

Following any absence from school it is common courtesy to advise your child's teacher in writing as to why the absence from class occurred.

It is against the law to withhold children from school or not to have them at school for the commencement of instruction. Legal action can be taken against parents of regular offenders for absences without valid reason.

Cases of truancy can be detected if parents advise of any absence. If you are to be taking holidays or taking your children out of school for some time, written notification should be given to the Principal.

Remember, it is an offence not to have your children between the ages of 5 and 15 attend school daily.

### **PLEASE ADVISE THE SCHOOL IMMEDIATELY:**

- if you change your address;
- if there is a change in your emergency contact;
- if there are changes in your child's parent/guardian status;
- if any significant change occurs regarding the health of your child;
- if change of phone or mobile numbers; or
- if there are any changes that may affect your child's school progress.

# ASSUMPTIONS ABOUT TECHNOLOGY LEARN

## **School Philosophy on Learning Technology (ICT)**

At East Palmerston State School we endeavour to equip our students with a core of essential computer skills so they may effectively function within society. We believe that our program enables students to:-

- develop confidence by becoming increasingly more familiar with computers, programs, software, hardware, printers, modems etc, through equitable use and access.
- communicate using computers (INTRANET AND INTERNET).
- learn techniques and processes which reflect modern computer use.
- use computers independently and collaboratively to acquire curriculum learning.

Our School Based Technology Program is underpinned by the Computers in Learning Policy, produced by the Dept. of Education 1995 and the Canecutter Cluster.

East Palmerston State School has IBM Computers. The IBM's are situated in the Classrooms and the library.

Connect Education has been completed with computers being able to access the Internet.

## **CURRICULUM INFORMATION**

East Palmerston State School works on a 2 year cycle. All the 8 KLA's are integrated with the main focus on literacy and numeracy. The timetable includes a 2 hr literacy block per day and a 1 hr numeracy block per day. Other KLA covered are Science, SOSE, HPE, Technology and the Arts. ICT's are integrated into many areas of the curriculum.

The canecutter cluster of Schools has circuit teachers who provide lessons/services in:-

Music- 1 hr/wk

Teacher/Librarian- 1 day every 3 weeks

Physical Education- 1 hr/wk

Italian (L.O.T.E.) – 1 ½ hrs/wk

Support Teacher Learning Difficulties (Internal)

### **LANGUAGE OTHER THAN ENGLISH (LOTE):**

All primary schools in the Innisfail Cluster learn Italian as part of Education Queensland's language program. An Italian LOTE teacher visits our school for two language lessons each week for Yrs 5, 6 and 7.

### **LIBRARY:**

**All children must have a library bag before they can borrow.**

Students are strongly encouraged to use the library. All class groups have a library lesson one day per fortnight and a borrowing time. Parents should ensure that their child takes care with all school books i.e. clean hands and keep out of the reach of younger family members and pets.

Our library, as well as being air-conditioned is extremely well stocked for a small school. For this reason it should also be viewed as a community resource.

As part of the school community, we welcome and encourage parents including High School children who need information for assignments, to come and use/borrow books from the Library. The stock is continually updated.

## **SPORT:**

East Palmerston State School participates in sports organised by Silkwood-Mena Creek Primary School Sports Association. Some of the carnivals we participate in are the Annual Athletics, Ball Games, Kanga Cricket, Softball/Teeball, Netball and Soccer. The school also hosts the Cross-Country Challenge. It is desirable that all children participate in sport when they are requested. Involvement in such team sports fosters school pride and develops physical skills. It also meets outcomes within the HPE curriculum.

## **SWIMMING:**

Swimming instruction is held in Term 4 at the Innisfail Pool. All children attend 5 x 2 hour lessons with the main instructor being our visiting Physical Education Specialist. Education Queensland provides some funding for such lessons. The importance of every child learning to swim and gaining water confidence cannot be overstressed.

## **QUEENSLAND ARTS COUNCIL:**

Performances are conducted each term by visiting artists at the South Johnstone State School. East Palmerston students will only travel to these performances if the content warrants the connection to curriculum or social outcomes.

## **RELIGIOUS INSTRUCTIONS:**

Visiting ministers and their assistants instruct the children every Monday afternoon from 2.20pm to 2.50pm. These people voluntarily give their own time and all children are required to attend unless a written request is made to the Principal.

## **SUPPORT TEACHER LEARNING DIFFICULTIES / GUIDANCE OFFICERS:**

The school has in place a process which allows children to access the Support Teacher Learning Difficulties and Guidance Officer. Teachers will identify and nominate children for this support. If parents feel that their child requires educational support in the classroom, the classroom teacher should be contacted in the first instance.

The process of profiling is conducted by the Special Needs Support Committee who will determine whether your child requires support. The needs of profiled children will be prioritized and those with the greatest needs will receive the support. It must be emphasised that contact must be made with the classroom teacher first. This process has been put in place as support staff time is limited and student access is restricted.

In July 2006 an individual intervention program was introduced to assist those children requiring one to one support in various areas. Teacher Aide intervention is sufficiently used to cater for the needs of these children.

## **REPORTING:**

Progress reports are issued at the end of each semester. Parents are given the opportunity to discuss the report and their child's progress at an interview. Interviews are held each semester. Interviews throughout the year can be conducted after an appointment is made. Evaluation and assessment is a continuous process so tests and records of pupil's progress will be kept throughout the year.

## **STUDENT PORTFOLIO / REPORT CARDS:**

Every individual child has a data collection folder that holds a cross section of information about the child such as; copies of all report cards, test results, work sheets and samples. Each child also has a student profile which tracks their development in all KLA's and identifies all support given to your child.

Parents have the right to view these files after giving the teacher reasonable notice of this intention.

# STUDENT APPEARANCE AND PRESENTATION

## **SCHOOL UNIFORMS:**

The school uniform consists of a royal blue T-Shirt with red collar and royal blue shorts for the boys, while the girls have the same T-Shirt and royal blue skirts, skirt or shorts.

Closed in shoes are part of Workplace, Health and Safety requirements. Shoes and socks with a red school hat complete the uniform. It is desirable that children wear a school uniform.

The school's royal blue T-shirt can currently be purchased from the school for:-

<b><u>Sizes</u></b>	<b><u>Price</u></b>
Childrens 6-14	\$16.00
Adults S, M, L, XL, XXL	individual orders
Hats can be purchased at school for:-	\$ 9.00

## **HATS:**

It is compulsory for children, when playing in the sun, to wear a wide brimmed hat (the brim should not be clipped up). It is important that all pupils have a hat to wear when out in the school ground. No Hat ... No Play out from under the buildings or covered play area.

Caps are not allowed unless a legionnaire style. This has been endorsed by the P & C Association and part of Workplace, Health and Safety requirements.

## **SUNBURN CREAM:**

P & C approved sunburn cream is available for use by the children when they're participating in outdoor activity for lengthy periods. Otherwise children should be supplied with cream from home.

## **GENERAL APPEARANCE:**

Children are not to wear jewellery or nail polish to school. Acceptable jewellery includes- studs, sleepers and a watch. At all times long hair should be tied back and fringes kept to a suitable length.

## **SCHOOL MOTTO:**

The school motto is "For Life We Learn." The school motto and emblem appears on the school hat, badge and library bag.

# GENERAL INFORMATION

## **TRANSPORT:**

Where possible, the school relies on the community through private cars. Each child is usually required to pay for approved trips within the local area. Alternatively the school will hire buses to attend excursions.

## **CONVEYANCE ALLOWANCE:**

To be eligible for Conveyance Allowance, students must be conveyed more than 3.2km to the nearest State Primary School by private car or travel the same to the nearest bus stop. The allowance is paid on a per vehicle basis only by the Queensland Transport. The application form is only completed once and can be collected from the school. It is then your responsibility to return the form to Queensland Transport. You will receive payment automatically at the end of each semester.

## **NEWSLETTER / CALENDAR:**

Every Monday, a newsletter will be sent home to all families. The newsletter is sent home via the oldest member of the family at school. The newsletter is printed on blue paper.

The newsletter will contain information concerning our school, our cluster of schools, education and community notices.

## **TUCKSHOP**

In Term 4 2006, we trialled a tuckshop menu which was thoroughly enjoyed by the children. With the introduction of "Smart School" we endeavour to serve foods that are recommended by the Health Department & Education Queensland. Tuckshop is held every Wednesday of each week.

**Please write your child's name and Tuckshop order on a brown paper bag and return back to school by every Tuesday/Wednesday morning.**

### **PARENTS & CITIZENS ASSOCIATION:**

Meetings are held on the first Monday of every month starting at 7.30pm. Parents and other interested adults can become members of the P & C Association by completing an "Application for P & C Membership" form. These are available at the school. Members of the P & C have the right to vote at P & C meetings and will be covered by insurance at all P & C initiated events. Parents have an increasingly important role to play in our school's operation. Responsibilities now include assisting with the Planning Overview, Annual Operational Plan, Associated Budget and School Report. The P&C has responsibilities other than fundraising. This association is necessary for the efficient operation of the school. It is for this reason that your input and active participation within the association is greatly appreciated. A working bee is organised each term.

### **MONEY COLLECTION:**

All money for excursions or other school activities need to be placed in a sealed envelope and handed in at the office into the money box.

### **LEGAL ISSUES:**

Schools are becoming more inextricably linked to legal matters of child access rights, custody disputes, etc. The basic principles for Teachers and Principals to observe in the exercise of their "loco parentis" are as follows:

The school should owe its allegiance to and take instructions from the parent (or parents) who enrol/s the child at school. In a situation where those parents separate or divorce, the first allegiance of the school is then to the parent who is known by the school to have day- to-day care and control of the child. The instructions to be taken are only to pertain to the child's educational development, safety and welfare.

A non-custodial parent is not permitted access to pupils whilst at school, in person or by telephone. Custody orders generally prescribe that access by the non-custodial parent to children other than those expressed in the order be mutually agreed upon and arranged in advance.

**LOST PROPERTY:**

Please name clearly, all removable garments worn to school. Jumpers, hats and shoes are items which are lost most often. Naming of lunch boxes/ and drink bottles is also requested.

A lost property bin is kept at school under the main building near the refrigerator.

Parents have access to this at all times when seeking lost property.

At the end of each half semester this box is cleared and items not collected are sent to charity.

The school holds no responsibility for lost property. Parents are to encourage children to be responsible for their own belongings.

**VOLUNTARY AIDES:**

We welcome voluntary aides/ workers to the school. If you may be able to assist, raise the matter in the first instance with your class teacher. If you visit the school to assist, it is now a legal requirement for you to sign on/off at the office. Volunteers not related to existing students are required to hold a Blue Card before their offers of help can be accepted.

This is recorded in the Voluntary Helpers register.

**BOOKLISTS**

The school is offering to supply all materials throughout the year at a flat rate cost. Parents may choose to pay a standing fee of \$45-prep and yr 1 or \$50-yrs 2-7 each year.

**THANK YOU:**

Thank you for taking the time to read this handbook, as your understanding of the way the school functions and our values and beliefs will ensure your child's success at this school.

Please do not hesitate to contact the school if you have any questions or concerns.

**SMOKING ON SCHOOL PREMISES**

**No Smoking is permitted on the school site.  
(Under Education Act).**