

LONGREACH STATE SCHOOL

Prep to Year Six and Special Education

**125 IBIS STREET
PO BOX 250
LONGREACH QLD 4730
PHONE 07 4652 6333 FAX 07 4658 2183**



PARENT INFORMATION BOOKLET

PRINCIPAL

MRS VICKI RAYNER

2017

Welcome to Longreach State School in 2017



We hope your association with our school will be long and fruitful. We are a school which places people first. Our primary concern is the education and care of your child from Prep to Year 6.

Our students are drawn largely from Longreach town but also include students who travel from rural home locations within the Longreach District. Our curriculum has a central focus on high levels of literacy and numeracy supported by opportunities to engage in an extensive formal and co-curricular program.

To ensure that your child receives the best education possible we need your support. Our aim is to provide you with regular and meaningful information about our school and more specifically about your child's progress. This will occur through weekly parent newsletters, weekly student reports, semester reports and parent teacher discussions.

We also need you to be physically involved in our school. For interested parents there are many avenues for active involvement in our school's operation, such as the P&C Association, tuckshop, classroom help, sporting teams and instrumental music, and regular attendance at school parades and committees.

We are always looking for ways to improve the services we provide so please keep us informed of your ideas and suggestions.

We look forward to working with you in our efforts to reflect our school motto "*Good Deeds and Effort*".

A handwritten signature in black ink that reads "V. Rayner". The signature is written in a cursive style with a large, stylized initial 'V'.

Vicki Rayner
Principal

Longreach State School

125 Ibis Street
PO Box 250
LONGREACH QLD 4730

School Administration: (07) 4652 6333
Student Absence Line: (07) 4652 6366
Fax: (07) 4658 2183
Email: principal@longreacss.eq.edu.au

OFFICE HOURS:	8:00 am to 3:45 pm Monday to Friday
SCHOOL STARTS:	9:00 am (bell rings at 8:55am for 9:00am)
LUNCH:	11:00 am to 11:45 am
AFTERNOON TEA:	1:30 pm to 2:00 pm (Tuesday–Friday) 2:00 pm to 2:30 pm (Monday Parade)
SCHOOL FINISHES:	3:00 pm

Please advise our administration officer:

- If you change your address
 - If you change your telephone number or email address
 - If there is a change in your emergency contact number
 - If any significant changes occur with your child's health
 - If you feel we should know of any other changes which concern your child
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School Calendar 2017

Term 1 Commences	Monday January 23
Australia Day Holiday	Thursday January 26
Parent Information Evening	Wednesday February 8
Easter Vacation	April 1 – April 17
Term 2 Commences	Tuesday April 18
ANZAC Day Holiday	Tuesday April 25
NAPLAN Testing	May 9 – May 11
June Vacation	June 24- July 9
Term 3 Commences	Monday July 10
Spring Dance	Friday September 8
September Vacation	September 16 – October 1
Queen's Birthday	Monday October 2
Term 4 Commences	Tuesday October 3
Student Free Day	Monday October 15
Awards and Concert Evening	Friday November 24
Christmas Vacation	Friday December 1

AGE OF ADMISSION TO PREP

Children enrolling in Prep in 2017 must be 5 and born between 1 July 2011 – 30 June 2012. Proof of age must be produced at first enrolment ie. either Prep or Year 1.

ATTENDANCE

The State Education Act makes it **compulsory** for children above the age of six years to attend school except when there is a valid reason for absence eg. sickness. When a student is absent the parent is required to advise the school of the absence prior to or **ON THE DAY OF THE ABSENCE**. Any UNEXPLAINED ABSENCES will result in a notification to the parent via email. Absence notification can be communicated to the school at any time of the day/night by:

- Student Absence Line 07 4652 6366
- Email: admin@longreacss.eq.edu.au

Student attendance is expected to be 95% or higher. To achieve 95% attendance a student must have 10 days or less absenteeism.

- 2.5 days/term
- 5 days/semester
- 10 days/year

Absences are recorded on the semester Report Card and forms a part of the child's educational record.

Early departure – any student leaving the school grounds before 3pm MUST BE signed out via the office.

ACCIDENTS

Children seriously injured will receive treatment from the Ambulance. Where possible, parents will be notified immediately, however, if parents cannot be contacted the child will still receive treatment. Any treatment provided is at parental expense.

ADOPT-A-COP

We are actively supported by our Adopt-a-Cop who attends parades and special invitation activities whenever the opportunity arises. Our Adopt-a-Cop

supports our Responsible Behaviour Plan as necessary.

AWARDS AND CONCERT EVENING

This is held late in Term 4 and is a celebration of achievement throughout the year. The school captains lead the ceremony. Each class presents a class item.

BEFORE SCHOOL

Students **should not** be at school earlier than 8:30 a.m.

BEHAVIOUR MANAGEMENT

At all times self discipline is encouraged and developed within a supportive school environment. Where this proves ineffective the teachers and principal implement strategies to address the behaviour concern.

Parents are quickly notified of any serious breaches of acceptable behaviour. Parental support for the school Responsible Behaviour Plan is regarded as essential to ensure a supportive school environment. A range of consequences is applied for inappropriate behaviour. These consequences are documented in the Longreach State School Responsible Behaviour Plan. A detailed copy of the plan is available on the school website www.longreacss.eq.edu.au. A synopsis will go home in the first newsletter of the year.

BICYCLES – ROLLERBLADES - SKATEBOARDS - SCOOTERS:

All children who ride a bike, rollerblades, skateboard or scooter to school **MUST** wear a helmet and obey the road rules. Children should not borrow or lend their bicycles, rollerblades, skateboards or scooters. The riding of any of these in the school grounds is forbidden.

Bikes are to be placed in the bike racks provided. They are not to be left on the ground. Students on bikes must use the pedestrian crossing when coming from the north side.

BOOKS AND EQUIPMENT

A textbook and resource list is provided for all year levels Prep – Year 6. Textbooks and resources are available through local newsagents and suppliers.

Students have the option of joining the Student Resource Scheme for the provision of additional curriculum resources eg instrumental music, food technology and art supplies.

Student Resource Scheme costs are required to be paid prior to participation in Food Technology or school camps.

CAMPS

School camps are held for students in Years 3-6. Our Camp Program is developmental across the Middle Years with a focus on independence and interdependence.

- Yr 3 – 2 days/1 night in term 2 at “The Quarters” at Longreach School of Distance Education.
- Yr 4 – 3 days/2 nights in term 3 at Winton.
- Yr 5 – 5 days/4 nights in term 4 at Camp Fairbairn, Emerald.
- Yr 6 – 6 days/5 nights in term 1 at North Keppel Island.

School pays bus travel costs. Parent costs include camp accommodation fees, food and activities. Attendance at camp is subject to suitable behaviour at school.

CARS IN SCHOOL GROUNDS

Private cars are not allowed in the school grounds except on official business or with special permission from the principal. This is a safety precaution that should be **STRICTLY ADHERED TO**. For security and safety the car park gate is closed during school hours so that students have easy access to the Retreat.

CLASS STRUCTURE

- Early Years –Prep to Year 2
- Upper Primary Years – Years 3-6
- SEU – Individualised programs for Students With Disabilities

CLASSROOMS

All students are accommodated in open design double teaching modules where the style of education provides for a good deal of student freedom with respect to speaking and moving in a closely controlled situation.

The development of the individual student, according to his/her needs and capabilities is emphasised.

Children are only allowed in a classroom if a teacher is present.

COMING TO AND LEAVING SCHOOL

Students are encouraged to come straight from home to school and vice versa. Students are to wait quietly and sensibly while waiting to be collected by parents or the bus.

COMPUTERS

Every class has access to a bank of computers in the classroom or located in a computer lab in their building. eLearning Lab has 30 computers.

CURRICULUM

- Learning programs are tailored to meet the developmental learning stage of early years students, upper primary year students, and students with disabilities.
- An innovative Upper Primary Years curriculum incorporating a Technology Food program (when staffing allows) is delivered in a purpose built facility.
- Computers are in every classroom in addition to eLearning and the library.
- Individual student progress is tracked and reported against outcome statements relating to what a student should know and be able to do with what they know.
- Co-curricula programs for cultural and sporting areas provide a range of pathways to support individual gifted and talented students.
- An Upper Primary Years camping program supports the personal growth and independence of students.

- A year 6 student leadership program builds civic awareness and develops skills for ongoing future community leadership.
- A lunchtime activities program (LARF) and Principal Afternoon Tea program support the positive behaviour management of students.
- Active parent participation in classroom and co-curricula programs supports well established school-community partnerships.
- Staff development priorities link to the Early Years or Upper Primary Years structure.

CO-CURRICULAR ACTIVITIES

A number of co-curricular activities occur throughout the year. Sport is closely tied to seasons. The athletics carnival is at the end of term 2 and the swimming carnival is at the end of term 4. Other whole school events include Cross Country.

Our school is actively involved in all district and regional sport.

Our school offers an extensive lunch time activities program (LARF) that includes a range of sporting and cultural activities. This program changes each term.

CROSSING SUPERVISORS

We have a Crossing Supervisor on the Ibis Street crossing before school and after school. Children are to use this supervised crossing when crossing the road, including children on bikes.

DENTAL SERVICES

All primary school students are given free dental treatment. The Dental Van visits our school biannually.

DETENTION

The Education Act provides for the detention of students as a consequence for disobedience, misconduct, wilful neglect of work or breaches of discipline. It may occur at lunch or after school. While it is only one of the many behaviour management tools we utilise, it is necessary on some occasions. On most occasions it is

more effective to carry out the detention on the day of the misdemeanour. If however your family situation requires that you be given 24 hours notice of a detention, please let the teacher know and they will carry out the detention on the following day.

DISEASES

There are a number of childhood diseases which require children to be excluded from school. These include measles, chicken pox and mumps. If you need any advice about keeping your child away from school because of some contagious disease please contact the school for more information.

DRESS CODE

Boys Day Uniform

- mid blue sunsmart polo shirt with maroon collar, placket and sleeve trim and screen
- printed school emblem on left side
- maroon rugger shorts
- short white socks
- preferred black lace up shoes or joggers
- maroon wide brimmed hat with screen printed school emblem
- maroon tracksuit

Girls Day Uniform

- mid blue sunsmart polo shirt with maroon collar, placket and sleeve trim and screen
- printed school emblem on left side
- optional maroon netball skirt or maroon knit shorts
- short white socks
- preferred black lace up shoes or joggers
- maroon wide brimmed hat with screen printed school emblem
- maroon tracksuit
- maroon leggings

Boys and girls sports uniform

As day uniform with a sunsmart polo shirt of sports house colour replacing the day shirt.

School Uniform - General rules

For sun safety, broad brimmed hats or legionnaire caps must be worn during play

and all outside activities.

No hat, no play, no active participation.

When representing the school and on other special occasions eg excursions, photos, Anzac Day march, full school uniform **must** be worn.

Availability of uniforms

The whole school uniform, except for shoes and socks, is available at the School Tuckshop. All uniform items except school shirts are available at shops in town.

EARLY DEPARTURE:

Any student leaving the school grounds before 3pm **MUST BE** signed out via the office (including lunch breaks).

EDUCATIONAL TOURS AND SPORTING TRIPS

From time to time educational tours are organised by teachers to reinforce the work being covered in class. For these tours children are usually required to meet the cost of transport and admission fees where applicable. No child is permitted to participate without the written consent of parents. Consent forms are sent to parents as required.

Sporting trips allow students to represent their school, district or region. Being a representative is not a student's right but a privilege. As such the following guidelines must be followed:

1. Have a satisfactory attendance record.
2. Be up to date in all school work.
3. Have a satisfactory behaviour record.

ENROLMENTS

Enrolments for each new school year begin in fourth term in the year preceding the new school year and up to the start of school. Children will be enrolled in Prep **ONLY IF THEY HAVE PROOF OF AGE.**

FACILITIES - INFORMATION COMMUNICATION TECHNOLOGY

Students have access to computers in the following ways:

- G Block Lab – 15 computers
- Library – 20 computers
- eLearning Lab – 30 computers
- Classrooms – every classroom has an interactive whiteboard, data projector and other ICT devices for student learning.

FACILITIES - LIVING SKILLS FOOD

The Living Skills building has a purpose built kitchen facility. The kitchen is designed for Upper Primary Year students. It consists of 3 modules with a separate teacher demonstration area and a mobile work station. Each module is a complete kitchen facility with stove, sink, benches and storage areas. This area is used as part of the Technology Food Curriculum delivered to Upper Primary Year students in years 4-6.

FACILITIES - LIVING SKILLS DESIGN (if staffing permits)

The Living Skills building has a purpose built Manual Arts facility. The Manual Arts facility is designed for Upper Primary Year students. It consists of 4 modular benches able to accommodate a range of woodwork and plastic design projects. This area is used as part of the Technology Design Curriculum delivered to Upper Primary Year students in year 6.

FACILITIES – THE MIRAGE

The Mirage is the name given to our multi-purpose court facilities that were completed in 2006. This facility caters for netball, basketball, volleyball and tennis.

FACILITIES – PERFORMING ARTS

A Performing Arts complex has been developed using our old 1893 building. This facility accommodates class music, instrumental music, choir and Longreach Town Band.

FACILITIES – THE RETREAT

Opened in 2011 this multi-purpose hall area provides a full size indoor basketball court. A portable stage and seating for 500 allow the facility to be used for performing arts and other public performances.

FAMILY RECORD FILE

A record file is kept for every family in the school. Please ensure the school is notified, as soon as possible, of any change of telephone numbers, address, contact person, medical, family information etc.

FIRST DAY OF SCHOOL

All children who have been enrolled for Prep and have attended an enrolment interview with the Principal should proceed directly to the Prep classrooms on the first day of the school year.

Children who have not been enrolled, or where parents have not yet attended an interview with the Principal, should be brought to the office in the Administration Block.

GUIDANCE SERVICES

Throughout the school children have access to a great variety of resource services. An Educational Guidance Officer, Speech Language Pathologist and Occupational Therapist visit our school. If you feel your child needs assistance, refer the problem through the class teacher or the Principal.

A Guidance Officer visits the school regularly. If you wish your child to see the Guidance Officer appointments must be made in advance. Guidance Officers can only assess a student's school work with written permission from a parent. Our Learning Support teacher can usually assist students pending the arrival of the Guidance Officer.

HATS

Wearing of a broad brimmed hat is compulsory when students are involved in any outdoor activities at school. The use of protective lotion/cream is encouraged. Please name your child's hat.

The school rule is - no hat, no outside activities or play.

HISTORY

The first Longreach State School was completed in March 1893. On May 1,

1893 school was begun by the first Head Teacher, Mr John Taylor.

One hundred and twelve pupils attended on the first day, the average for the first year being 128.

D Block was replaced in early 1986 and A Block was removed to the Rifle Range Club Grounds in late 1987 and replaced by the Administration Block.

F Block was demolished in 2006 and replaced with a purpose built Resource Centre.

A Prep Building was built in 2006 for the commencement of Prep in 2007.

The Retreat was built as a multipurpose hall with BER funding opening in 2011.

HOUSES AND COLOURS

Kingfisher	Blue
Waratah	Red
Wallaby	Yellow

HOMEWORK GUIDELINES

We believe that homework:

- involves family members in students' learning
- builds a habit of self-discipline and organisation
- allow students to revise and consolidate their learning

Homework tasks:

- relate directly to concepts being taught in the classroom
- generally focus on numeracy and literacy
- sometimes include research tasks
- use a variety of approaches and formats
- have clear instructions
- is usually set for a week (not necessarily Mon-Fri)
- Homework tasks are usually not set in the last week of each Term
- Reading is expected most days and forms the basis of the Early Years homework.
- Spelling is a combination of individual and class lists.
- An after school homework class is offered one day a week to assist students to

complete homework. This is a voluntary service offered by staff.

Time Guidelines:

- In the Prep year generally students will not be set homework other than reading
- Years 1-2 – generally up to and no more than an hour a week
- Years 3-4 – no more than 2-3 hours each week
- Year 5-6 – no more than 3-4 hours each week

Student Responsibility	Parent Responsibility	Teacher Responsibility
<ul style="list-style-type: none"> • Accept the responsibility for completion of set HW • Be aware of the class teacher's expectation of HW • Seek assistance if required • Submit HW as required 	<ul style="list-style-type: none"> • Ensure time is set aside for completion of HW to develop habits of self-discipline & organisation • Provide a supportive environment • Help child to complete tasks by discussing key questions or directing them to resources • Contact the relevant teacher to discuss any concerns regarding the nature of the HW & their child's approach to the HW 	<ul style="list-style-type: none"> • Ensure HW Guidelines are implemented • Ensure HW is completed, determine reasons for non-completion & provide appropriate consequences • Set HW on a regular basis • Clear, ongoing communication of the purpose, benefits and expectations of HW • Provide examples in HW to enable parents to be familiar with the student's learning eg terminology, methodology, strategies • Weekly checking and correction of HW • Provision of timely and useful feedback • Setting HW that can be independently completed and is varied, challenging and directly related to class work

LARF (Lunchtime Activities, Relaxation and Fun)

Our school offers a range of extra-curricula activities at each lunch break as well as at other times before and after school. This program is referred to as LARF and won the Fitzroy Central West Regional Showcase Award in 2006 for Inclusive Education. The program ensures a range of activities are offered to keep students involved during breaks. Timetables change each term and are on display in each classroom as well as other locations around the school. The program is part of our proactive behaviour management and well-being strategy and is staffed with volunteer time from teachers and other staff.

LEAVING SCHOOL GROUNDS

There are strict regulations regarding students not under supervision leaving school grounds. No child is to leave the school grounds without written parental permission to do so. Perhaps the only reason a child would need to leave the grounds would be for a medical or dental appointment.

LIBRARY

The school has a new and well equipped library to assist students in their reading skills and research projects. In addition to this it is a focus point at lunchtimes for students who wish to read, participate in games or simply to escape the sun. We also endeavour to put on a supervised video for interested students at times. Parents should encourage children to borrow, read and care for the books from our library. Borrowing and returning days differ for each class. This information will be supplied at the beginning of the year by classroom teachers.

LOST PROPERTY

Any belongings found in the school grounds are collected and held in the Administration building until the end of term. All articles should be clearly named. Items that are named will be returned to students. At the end of each term any unclaimed items are taken to a local charity.

LUNCH

Students must sit in their specified eating area until given permission to leave.

MEDICATION POLICY

The Department of Education Policy on the administration of student medication requires that only prescribed medication, with all dosage details clearly marked, may be given at school and that a permission letter from a parent/guardian must accompany this prescribed medication.

Medication will not be administered unless it is prescribed with the student's name on the package and a parental permission note is provided.

MONEY AT SCHOOL

Your child will often bring money to school for various reasons. All money should be placed in an envelope indicating the child's name, class and the purpose for which the money is intended and handed into the office on arrival.

NEWSLETTERS

Our weekly newsletter is *emailed* to all families on a Friday afternoon. This is a very important means of communication to parents and all parents are asked to read it very carefully. Community announcements are included. We are always looking for additional family sponsorship through business advertisements.

PARADE

A whole school parade is held in the Retreat every Monday at 2:30pm for the purpose of general announcements, presentation of certificates and awards for achievement and addresses from special visitors. The students sing our National Anthem and our School song. Parents/caregivers are most welcome.

P&C

This small band of willing helpers really contributes much to the school. The association is composed of parents, like yourself, who demonstrate their interest in the welfare of the school and the children by doing their best to ensure that they will

be provided with the educational materials, library books, sporting equipment, computers and general school items they require.

Active members of the P&C also contribute to many areas of decision-making in the school through various committees.

Meetings are held on the third Monday of every month in the library at 7:00 pm. Your attendance is most welcome.

PARENT INFORMATION EVENING:

A Parent Information Evening will be held early in Term 1. After approximately an hour in classrooms parents, teachers and students are invited to the OASIS for a social gathering. During the evening teachers will:

- Introduce him/her self
- Share the vision for their class and their philosophy and beliefs about teaching
- Describe the term's curriculum overview
- Outline in detail what you will be taught in each curriculum area
- Explain homework procedures e.g. day it must be handed in, home supervision, neatness etc
- Address responsible behaviour plan including rights, responsibilities and consequences
- Explain/discuss weekly reporting
- Classroom organisation in double teaching areas
- Organisation of part time teaching arrangements

It is hoped that by the end of the evening a working rapport will begin to be developed with those in attendance and that communication is opened up between home and school.

PLAYGROUND

Only children in Prep-2 are to use the Adventure Playground outside L Block. Years 3-5 students use the Mirage. Years 3-6 can play on the oval.

Unsupervised rough games are not allowed eg. Red Rover, Brandy and Tackling games etc.

Food and drinks are to be consumed in the covered eating areas only.

PHOTOS

Class photographs will be taken annually.

PRINCIPAL'S AFTERNOON TEA

This is a unique feature of our school and one that teachers and students are very proud of.

Awards are presented each week on parade by class teachers to reward a range of student behaviours including academic progress, application to task, desirable work habits, good behaviour and interpersonal relationships. These awards are published each week in the Parent Newsletter.

Students who receive an award are invited to Principal's Afternoon Tea the following day.

The Principal uses this weekly event as a valuable way to ensure she knows all students in the school, gets to talk with students about the great reason for their award, and for students to be able to interact with the Principal in a positive social/learning context.

Principal's Afternoon Tea is proudly funded by our P&C Association.

RELIGIOUS EDUCATION

All Year 1 – Year 4 classes are provided with a 30 minute Ecumenical Religious Education lesson once a week. These lessons are conducted by visiting ministers and lay people from the following churches - Anglican, Assembly of God, Baptist, Roman Catholic, Salvation Army and Uniting Church using the "Religion of Life" material.

Year 5 and 6 students participate in one Religious service per term delivered at one of the following churches – Anglican, Assembly of God, Baptist, Roman Catholic, Salvation Army and Uniting Church. The philosophy behind this program is that as young adults they need to develop social competencies that might include attending weddings and christenings in a range of settings other than their own church.

Parents not wishing their child to participate must notify the school in writing. A contribution is sought from parents towards the cost of materials for Religious Education.

REPORTING TO PARENTS

Formal reporting to parents of students' progress takes place as follows:

Term	Reporting Event
1	Parent-Teacher Interview Oral Reporting
2	Written reports <i>emailed</i> prior to June holidays
3	Parent-Teacher Interview Oral Reporting
4	Written reports <i>emailed</i> prior to Christmas holidays

You may ring the school at any other time for a mutually agreed appointment time to discuss your child's progress with the Principal and/or Teacher.

At Longreach State School weekly reports are provided by all teachers. It is the parent/caregiver's responsibility to ensure the return of these reports each week.

SCHOOL BUSES

Students under the age of ten who live more than 3.2 kilometres from the school and students over 10 years who live more than 4.8 kilometres from the school are eligible for transport on the school buses to and from their place of residence. Before boarding the bus permission from the Secretary of the Conveyance Committee and Transport Operator should be sought.

Transport costs incurred in using private vehicles are assisted by the Department of Education for children under 10 who live more than 3.2 kilometres from the school, and children over 10 years who live more than 4.8 kilometres from the school.

Application forms can be obtained from the school office.

SCHOOL HOUSES

Class teachers are placed in charge of a particular house for guidance and supervision. Each house has a war cry. House teams for sports, scholastic endeavour and general competition are organised. Once enrolled a student is placed in one of the three school houses.

SCHOOL LEADERS

Two (2) School Captains and six (6) Sports House Captains are voted in by their peers in term 4. Successful students are announced at the Annual Awards Night. Other leadership positions are available. These include – Choir Captain, Concert Band Captain, Library Monitor, Noticeboard Monitor and Parade and Flag Monitor.

SCHOOL IMAGE

Longreach State School takes great pride in the belief that consideration for property, others and oneself is the forefront for a united school environment.

Inherent in this belief is the expectation that students will be neat and tidy, display school pride whilst wearing the school uniform and keep books, tidy boxes, school cases and the school environs neat and tidy.

Care and respect for school property with equipment being returned to its correct location is fostered and shown by example.

Community relations and parental support are encouraged and seen as key elements to further enhance the positive tone of our school.

SCHOOL COLOURS

Blue and Burgundy

SCHOOL MOTTO

Virtute et Labore - Good Deeds and Effort

SCHOOL SONG

Here among wide open plains
And below a clear blue sky
We're building up our future with
Our teachers by our side

*We all here at Longreach State School
Are reaching far and wide
We're striving hard to do our best
In our school we take much pride*

We're learning and we're changing
With the Thomson by our side
We've taken up the challenge
Learning lessons for our life

Our school has great facilities
Resources and sports grounds
We are so proud of Longreach School
And we love our country town

SCHOOL TIMES

Children *should not* be in the school grounds before 8:30 a.m. Children must use the crossing and obey the Crossing Supervisors at all times

8.55		First Bell
		Preparation for school
9.00	11.00	Morning Session
11:00	11.45	Lunch
11.45	1.30	Middle Session
1.30	2.00	Afternoon Tea
2.00	3.00	Afternoon Session

SICK CHILDREN

If a child is sick the class teacher will send your child to the Administration Officer who will ring you. Please keep your address and telephone up to date in the office so you can be contacted immediately.

SWIMMING

Students are transported to the Longreach Aquatic Centre when a bus is available.

A note must be brought to the class teacher if a child is not allowed to go swimming. Swimming instruction is part of the school curriculum and it is most important that the associated skills be developed carefully and fully not only for the water aspect but as a means of social enjoyment.

In the lower grades it is particularly important that parents volunteer to help the class teacher supervise the children during swimming lessons. Parents willing to help should contact the class teacher as soon as possible.

STAFF

Our school has approximately 12 teachers including Principal, Head of Curriculum, Head of Special Education Services, Master Teacher, Class Teachers, HPE Teacher, Music and Instrumental Music Teachers, a Learning Support Teacher, a Teacher-Librarian, LOTE Teacher, Technology Teachers. We are assisted by 1 Administration Officers, 1 Administrative Assistant, Teacher Aides, a Grounds Officer, Cleaners and a Tuckshop Convenor.

SPECIAL EDUCATION UNIT (SEU)

As part of our campus facilities students with disabilities (intellectual, physical, hearing, vision, Autism) may access support from the SEU. They can be referred by parents and staff through our school Social Justice referral process, involving the Guidance Officer and relevant therapists. The support staff at the SEU includes a Head of Special Education Services (HOSES), special needs teacher and teacher aides.

In line with Education Queensland's 'Inclusive Education Policy' we fully endorse the inclusion of students with disabilities in the regular class setting as much as possible and as appropriate to their Individual Curriculum Plan. We provide programs for speech, physiotherapy and occupational therapy along with life skills and functional literacy and numeracy. We can cater for students from 6 weeks to 18 years of age. Early Intervention runs regularly to provide therapies for those children up to the age of 6 years. Students of high school age are dual enrolled and access both SEU and high school sites. The SEU block includes two classrooms, a multi function room for all the school to access. Disabled toilets and modified facilities exist to cater for our students.

For further information or to arrange a visit please contact the principal.

TELEPHONE

Children are not allowed to use the school phone. There are exceptions to this rule, some being forgotten lunches or transport arrangements. Our Administration Officer will make the calls on behalf of your child.

TRANSFERS

If your child is leaving our school to attend another school a transfer is required. Please be sure to let our Administration Officer know so that transfer arrangements can be made.

TUCKSHOP

The tuckshop offers an excellent service to our staff and students. The convenor is in charge of the tuckshop's operation however help is needed from willing parents who can assist with orders and service on a roster basis.

A recycle-bag system operates for ordering from the tuckshop and all orders are to be in each day by 9:15 a.m. Separate bags, with money enclosed, for lunch and afternoon tea. Name, class and food order to be clearly marked on each bag please. Orders are collected from the tuckshop by

class monitors at the commencement of lunch.

A Tuckshop Price List is available from the Office. Updated price lists are distributed with the newsletter when necessary.

USE OF SCHOOL FACILITIES

School facilities and equipment can be used by the Community provided permission is granted by the Principal. A Principal Approval Form can be collected from the office. Areas are expected to be left in a clean and tidy condition. No vehicles or bicycles are allowed in the grounds and the consuming of alcoholic drinks is not permitted. Any equipment borrowed is expected to be returned promptly. **Children are not allowed in the school grounds outside of school hours** unless:

1. permission is sought by the parent from the principal, and
2. the students are fully supervised at all times.

WAITING FOR PARENTS

Prep children are to be collected from their classroom. Parents are requested to use the Kingfisher Street entrance.

All students waiting for parents after school must wait inside the school fence until parents arrive. This also applies to bus travellers.

Children crossing the road to cars must use the school crossing.

Children are requested not to leave the school at the Swan Street exit unless accompanied by a parent.