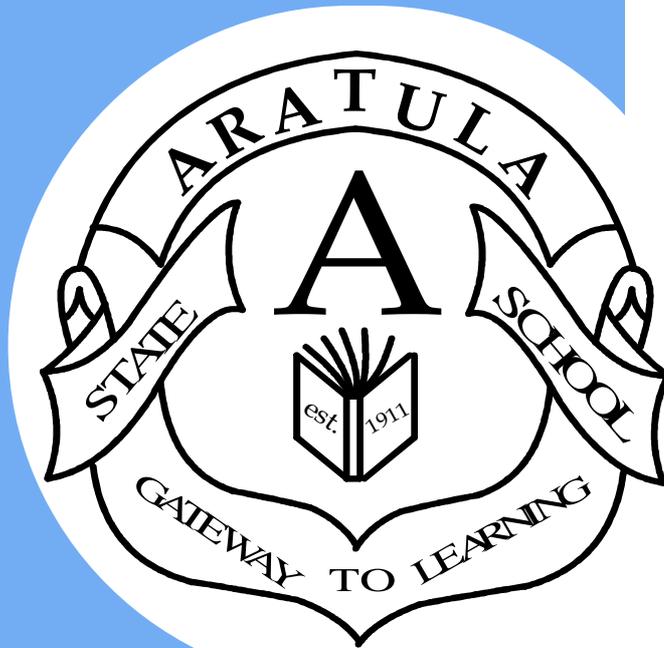


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# ARATULA STATE SCHOOL



## 2017 Parent Handbook

*Small enough to care, big enough to succeed!*

Phone: 07 5463 8158 Fax: 07 5463 8389

Email: [admin@aratulass.eq.edu.au](mailto:admin@aratulass.eq.edu.au)

Website: [www.aratulass.eq.edu.au](http://www.aratulass.eq.edu.au)

41 Elizabeth Street, ARATULA QLD 4309

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## Introduction

It is a pleasure to welcome your child/children to Aratula State School. Our school strives to provide a high quality educational program with an emphasis on developing learning environments that are innovative and enriching.

This parent handbook is designed to assist families in getting to know the facilities provided at this school, the organisations and associations supporting it and school procedures. If you have any questions which have not been answered in this handbook please contact the school office.

Here at Aratula we aim to provide a safe, positive, challenging and supportive educational environment for all students. In seeking to achieve this, we encourage open and effective communication among teaching staff, students and parents. We constantly seek to enhance these productive partnerships in order to achieve the best possible education for your child. I would like to take this opportunity to invite you to become a part of your child's school experience. Please feel free to join the Parent and Citizens Association or become actively involved as a volunteer. We appreciate help in the school and I urge you to get involved for your child's sake. Studies have repeatedly shown that children who have parents involved with their school do better in their studies.

It is our belief that education is the responsibility of both teachers and parents. We ask you to form a partnership with us so we can work together to provide the best possible educational outcomes for your child. You are most welcome to join us here at school. Your support, whether as a volunteer parent assisting in classrooms or at special school activities and sporting events, is always greatly appreciated. We encourage you to take advantage of the many opportunities provided to visit the school and actively share in your child's education.

I look forward to working with you to enhance your child's learning. We hope you will be as proud of our school and students as we are, and that the story of your child's life at Aratula State School is a story of excitement, adventure and joyous success.

Regards,

*Angela Armstrong*

Principal

*Our Mission:*

*To deliver high quality learning experiences that challenge, inspire and prepare students for successful local and global citizenship.*

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## SCHOOL PARTICULARS 2017

### Contact Details

41 Elizabeth Street  
ARATULA 4309

Ph: 07 5463 8158  
Fax: 07 5463 8389  
Email: [admin@aratulass.eq.edu.au](mailto:admin@aratulass.eq.edu.au)

### 2017 School Terms

<b>Term</b>	<b>Dates</b>	<b>Length</b>
Term 1:	Monday 23 January – Friday 24 March	10 weeks
Term 2:	Monday 18 April - Friday 23 June	10 weeks
Term 3:	Monday 10 July - Friday 15 September	10 weeks
Term 4:	Tuesday 3 October - Friday 8 December	10 weeks

### School Hours

9:00am  
10:00 – 10:10am  
11:10 – 11:45am  
1:30pm – 2:00pm  
3:00 pm

School starts  
Snack Break for Students  
First break  
Second break  
Dismissal

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## **Vision**

Every child will demonstrate knowledge, understanding and critical thinking skills at or above the level of his/her same age peers across the nation.

Our vision is underpinned by the following core beliefs:

- Learning must be visible to students. They need to know what they are learning, why it is important and how to demonstrate success.
- Students benefit from consistent, evidence-based teaching methods used across the entire school.
- Students' individual learning needs are best met through differentiated instruction that takes into account their prior learning, interests and cultural background.
- Teachers have a right to teach and students have a right to learn.
- Positive behaviour is a skill that can be learnt. It should be acknowledged and reinforced.
- Consistent logical consequences for behavioural choices promotes safety and wellbeing.
- Communication between students, parents/carers, staff and community members is paramount.

## **ARATULA STATE SCHOOL CODE OF BEHAVIOUR**

Aratula State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong well being.

We have a separate document called the "Responsible Behaviour Plan for Students" which covers behavioural expectations and how they are reinforced. You should have received a copy of the "Responsible Behaviour Plan for Students" with this document in the enrolment package.

## **ABSENCE FROM SCHOOL**

Once students are enrolled at this school, attendance in Years 1-6 is compulsory unless through reasonable excuse, the child is unable to be present. Where children are absent on any occasion, a note signed by a parents or guardian explaining the reason for the absence must be sent to the class teacher. Continued absenteeism will result in the Department of Education and Training policies being adhered to, this can lead to prosecution.

If your student is going to be away 10 days or more, would you please contact the Principal or Office Staff so that the required paperwork can be completed as per Department of Education and Training policies.

School begins at 9:00am. Students are expected to be at school and ready to learn at this time. All late arrivals must be escorted to the class and parents or carers must sign the Late Arrival Register and state the reason. Students departing early must also be picked up from the classroom and the Early Departure Register must be signed.

These procedures ensure the safety of all students at the school and assist with correct roll marking.

## **ABSENCE OF THE PRINCIPAL**

Being a small school, there are times when the principal may not be physically at the school. If you have an issue that requires urgent attention, please report it to Mrs Wolter or Ms Bills. If they feel it needs urgent attention, they will contact the principal as a matter of priority.

## **ACCIDENTS**

Despite all care and supervision, accidents and illnesses at school do happen.

In the case of a minor accident, first-aid will be administered by teachers or teacher-aides. In cases of a more serious nature but not requiring the Queensland Ambulance Service, first-aid will be administered and parents will be advised as soon as possible, as circumstances warrant. Treatment is restricted to a "first-aid" basis.

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In the case of a serious accident or sudden severe illness, an ambulance will be called to transport your child to hospital. We will make every effort to contact you and advise you of the circumstances, but the best interests of your child will come first.

The school will not be responsible for any expenses which arise from seeking medical care for a sick or injured child.

## **ADDRESSES & TELEPHONE NUMBERS OF PARENTS**

School records must be kept up to date with your current address, all phone numbers and emergency contacts.

A record system is maintained at the school for quick reference to parents' addresses and telephone numbers, including work or emergency numbers. If at any time you change your address or telephone number, you should immediately inform the school so that records may be kept up to date.

## **APPOINTMENTS/ INTERVIEWS**

Parents and carers are welcome to discuss any questions or concerns that they may have throughout the school year. As you understand, a school can be a very busy place and we may not be able to meet with you at all times so appointments are essential. Formal interviews are offered twice a year, but if you would like a meeting at any other time, please contact the school.

## **ARRIVAL AT SCHOOL/DEPARTURE FROM THE SCHOOL**

Due to the bus schedule, some children are at school earlier than official hours. Those children will sit quietly in a designated area. Parents are reminded that the official hours are from 9.00am to 3.00pm.

All children who are waiting for their parents to pick them up in the afternoon must remain in the designated area until their parent/s arrive.

On most occasions, staff members are at school well before 9.00am and well after 3.00pm, but staff members often have other duties or commitments outside the bus duty hours. We do understand that sometimes there are circumstances which are beyond anyone's control and you may be late picking up your child or may need to drop them off early on the rare occasion, but we ask that you contact the school as soon as possible so arrangements can be made.

## **BOOK CLUB**

Scholastic regularly conducts book club through our school. The decision to purchase books or other material is purely up to you. If you are making payment for Book Club orders by cheque, please make the cheque payable to "Aratula State School".

## **BLUE CARD**

Although it is not compulsory for parent helpers to have a blue card, it is advisable.

## **BOOKLISTS**

Booklists are sent home at the end of each year ready for the next year. Parents are requested to have all items purchased and clearly labelled prior to the start of the new school year. Some consumable items such as pencils, erasers and glue may need to be purchased throughout the school year.

## **BUS**

Any issues, concerns or questions regarding transport to and from school by bus need to be directed to the bus company. The school is not responsible for student behaviour on the bus.

After students get off the bus in the morning they are to go directly to the designated area. In the afternoon children may participate in a variety of quiet activities at supervisor's discretion.

## **CHAPLAIN**

Our school chaplain will visit once per fortnight in 2017.

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## CODE OF CONDUCT

We expect a very high standard of behaviour from all students in Aratula State School. To help develop the behaviour of our students we have developed a Responsible Behaviour Plan for Students in consultation with the school community. A copy of this policy is issued to each family at the beginning of each school year.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be Safe
- Be Respectful
- Be a Learner

## COLLECTION OF MONEY

All cash collections should be handed to administration staff or placed in the yellow box in the administration Office on Thursday and Friday mornings only, this enables administration officer to process and bank on the same day alleviating security risks. It is of great benefit to the school if money can be sent to school in the official school collection envelopes. Receipts will be issued to each student for all activities.

If it is not possible to pay for excursions, uniforms or other essential items at a particular time, please contact the principal so arrangements can be made as we do not want any child to miss out for financial reasons.

The P&C have a blue collection box and a red collection box in the senior classroom. Money for the P&C should be placed in the blue box except for tuckshop orders which are to be placed in the red box.

## CONCERNS and COMPLAINTS

Occasionally, you may have heard or seen something which may concern you. If you do have any concerns we ask that you make an appointment to see your child's teacher or the school principal as soon as possible.

If you wish to make a complaint, there is a process to be followed. An information leaflet is available for download at:

[http://education.qld.gov.au/schools/about/pdfs/making\\_a\\_complaint.pdf](http://education.qld.gov.au/schools/about/pdfs/making_a_complaint.pdf)

## CURRICULUM - KEY LEARNING AREAS

At Aratula State School we deliver the Australian Curriculum.

The key learning areas are:

English

Mathematics

Science

Health and Physical Education

History

Geography

Technology

The Arts – Drama, Dance, Media, Visual Arts, Music

Languages Other Than English

### English

Students develop their ability to speak, listen to, read, view, write and shape a variety of texts.

The key strands are:

- Language

- 
- Literacy
  - Literature

A daily literacy block is dedicated to developing skills and attitudes in this Key Learning Area.

### **Mathematics**

Children will develop understanding of mathematical concepts, procedures and strategies to apply mathematical thinking in everyday situations. There are a number of key strands:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

Mathematics is planned for the middle session of each day.

### **Science**

The key strands in the Science Syllabus include:

- Science Understanding (Biological Sciences, Chemical Sciences, Earth and Space Sciences and Physical Sciences)
- Science as Human Endeavour
- Science Inquiry Skills

Students will use scientific language, use decision making processes, work scientifically and apply scientific knowledge.

### **Humanities and Social Sciences**

Students make sense of their world by investigating societies and their environments.

There are 4 syllabus documents in Humanities and Social Sciences. These are:

- History (including Historical knowledge and understanding and Historical Inquiry Skills)
- Geography (including Geographical Knowledge and Understanding and Geographical Inquiry Skills)
- Civics and Citizenship (Year 3 – 6; Including Civics and Citizenship Knowledge and Understanding and Civics and Citizenship Skills)
- Economics and Business (Year 5-6; Including Economics and Business Knowledge and Understanding and Economics and Business Skills)

Students ask questions, investigate, reflect and make judgements about their world.

### **Health and Physical Education**

Students look at the following strands:

- Health
- Physical Activity
- Personal Development.

### **The Arts**

Students participate in the following Arts strands:

- Dance
- Drama
- Media
- Music
- Visual Arts

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## Language Other Than English

Education Queensland has identified LOTE as a priority area central to all years of schooling. In this school, Japanese will be taught by a qualified LOTE teacher to students in Year 3-6 via a 1½ hour class per week and students in P-2 will have a ½ hour class per week. LOTE education aims to develop in your child the ability to communicate effectively in another language, and an appreciation of, and respect for, the language and cultural experience of others.

## Technology

Children design and create innovative products as a part of design challenges. Elements of a design challenge include- investigating and generating ideas, producing a product and evaluating the design.

The strands of the Technology Syllabus include:

- Design and Technologies (Including Knowledge and Understanding, and Design and Technologies processes and production skills)
- Digital Technologies (Including Knowledge and Understanding, and Digital Technologies processes and production skills)

For our Design and Technologies and Digital Technologies units, we incorporate 3d imaging software and our 3d printer.

## Information and Communication Technology or ICT's

Throughout students learning they will:

- Inquire with ICTs
- Create with ICTs
- Communicate with ICTs
- Learn about Ethics and Issues with ICTs
- Operate ICTs

## EARLY EDUCATION - & THE PREPARATORY YEAR

A unique and important component of the Aratula school community is the Early Phase of Learning. This group is comprised of children in Prep to Year 2. Students may work on tasks associated with the same subjects older students are learning about. They may also work independently of the other children.

The program offered in the Early Years is designed to provide the best possible learning opportunities for all children in the group. It is our aim to support the children as they progress in all areas of their development as individual members of our school and the wider community.

## Early Years Curriculum Guidelines

Teachers use the Early Years Curriculum Guidelines as a framework for teaching children in Prep. There are five early learning areas that teacher's focus on.

These include:

- Social and Personal learning
- Health and Physical learning
- Language learning and communication
- Early Mathematical understandings
- Active learning processes

Teachers provide different contexts for learning. In the Early Year's class you will see children involved in:

- Play
- Real life situations
- Routines and Transitions
- Focused learning and teaching

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## EMERGENCY EVACUATION PROCEDURE

These are held at least once per term i.e. 4 times per year. All staff members and children need to be aware of the evacuation procedures in case of a real emergency, and the fire drills are taken seriously.

The responsibility of teachers is to get the children out of the buildings to a safe position as quickly as possible and to maintain supervision of them outside the building.

The signal for a fire drill/alarm is hand held siren (sounds like a duck quack).  
If you hear this signal please assemble at the cricket pitch.

The signal for a lock down is an air horn. If you hear this signal please make your way into the classroom as quickly as possible.

## ENROLMENTS / TRANSFERS

The school is staffed on the actual number of students attending school on the 8<sup>th</sup> day of the year. Therefore, it is essential that if your child will not be commencing the school year by Day 8, written evidence is required. Please contact the school prior to this date. Situations where this may occur include extended holidays, illness or a death in the family.

Documentary evidence of the date of birth is required. Birth certificate/extracts are suitable. Parents can obtain the application form at their local courthouse or by phoning the Registry of Births, Deaths and Marriages on 1300 366 430 to have an application form sent to them.

Children will be eligible for Prep and Year One:

Birth date	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 <sup>st</sup> July 2011 to 30 <sup>th</sup> June 2012	2017	2018
Child born 1 <sup>st</sup> July 2012 to 30 June 2013	2018	2019
Child born 1 <sup>st</sup> July 2013 to 30 <sup>th</sup> June 2014	2019	2020

Children may be enrolled on the first day of the school year. A parent should accompany the child so that the necessary enrolment forms can be completed. Interviews for new students are carried out when required. It is suggested that when possible, parents contact the school to arrange a mutually suitable interview time. Enrolment packages are available at the school office.

Children may also enrol at Aratula State School at other times throughout the year. Please contact the principal for more information.

When a child is changing schools, the principal must be informed. Appropriate paperwork will be completed on request of the child's destination school. A transfer is not required for Year 7 children who are moving on to high school.

## EXCURSIONS

Excursions are organised as an integral extension to normal school programs. All details including cost, venue, activities and times are approved by the principal, then presented to the P & C and finally sent home to parents to obtain permission. Without the written approval of parent/carer or guardian, children will not be permitted to attend.

Costs will be kept as low as possible. The school makes no profit from any of these events.

## EMAIL

All children have access to an Education Queensland email address. Throughout the year children will learn how to access email. All children need to have a signed Internet Access Agreement form to access the school internet.

Feel free to send an email to the school on [admin@aratulass.eq.edu.au](mailto:admin@aratulass.eq.edu.au) if you have any information or messages you would like us to know about. Please be aware that these emails may not be checked until school has finished so if you have any information which is urgent, it is essential that you contact us by phone.

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## **FACILITIES AT THE SCHOOL**

We have three buildings available for teaching at the school. Our historic double storey building includes the Principal's office, administration office and a staff room.

The lower building consists of two double classrooms and a library. The Carter's Gate building is used as a teaching space by specialist teachers, for meetings and for the weekly assembly.

We have an excellent ratio of computers to students and have a large variety of resources available for student learning including Ipads.

## **FACSIMILE**

The school's facsimile number is 07 5463 8389.

## **FAMILY INFORMATION**

You are assured that confidentiality is maintained at all times. We ask for your assistance by ensuring the office has up-to-date information for your child/ren. Please send a note or telephone the school to advise us of any changes to be made to our records. *Accurate data is necessary, as it is important to have contact numbers in case of an emergency.*

## **FUND RAISING**

Every year the P & C works diligently to raise funds to initiate and support school programs. We encourage all parents to support the P & C's fundraising activities as best you can.

## **HATS**

We take very seriously our role in educating children about sun safety very seriously. In this regard our school enforces a policy of "No hat, no play". The school uniform requirements specify which hats are appropriate for each year level.

## **HEADLICE**

Head lice are recognised as a problem in all schools. If left untreated they can quickly spread through a class. We ask that you diligently check all of your children for headlice on a weekly basis and inform the school of any headlice that have been found.

## **HOMEWORK**

Homework will be set on a regular basis. Students will have a variety of tasks to complete over a week long period. Parents are responsible for ensuring that these tasks are completed. You will have been provided with a copy of our homework policy. Parents are asked to opt in or out of homework. Please contact the school if you require another copy

It is helpful if children have a quiet area at home which becomes their study area. The gradual development of sound study habits is essential if children are to succeed later in secondary, technical or tertiary courses.

Homework will generally not be set over weekends or holidays. It is in the child's best interest that you check regularly to see that home study is being attended to, and to sign or initial the completed task. Please inform the teacher if difficulties are experienced. A direct approach to the teacher is not only desirable, but is also very effective.

## **HYGIENE**

Regular lessons are given on matters of hygiene and every effort is made to put this into practice. Home training is very important in the matter of hygiene. Parents should make every effort to encourage their children to take pride in appearance and personal hygiene at all times.

Diseases spread quickly in schools. We can do much to limit the spread of infection. Sound hygiene practices can help substantially in this regard. First Aid will be administered to injuries sustained while at school. However,

injuries sustained at home or infections which must be covered, should be treated and covered by the parent before sending the child to school.

We really appreciate the efforts of those parents who do attend regularly to the above matters.

## ILLNESSES OF CHILDREN

In the event of a child becoming too ill to remain at school, in the interest of the child's comfort and safety and to minimise risk of infection to other children, every endeavour is made to get the child home. To do this, it is necessary to contact one of the parents so that arrangements for the safe conduct of the child may be made. This emphasises the necessity for us being able to contact a parent at any time during school hours. Once contact is made, it is the parent's responsibility to ensure safe transport of the child to home.

Parents should not send to school any children who are obviously too ill to attend.

## INFECTIOUS DISEASES

Diseases are likely to spread quickly in schools. We can do a lot to limit the spread of infection by regarding hygiene as of prime importance at all times. You should stress to your children the need for good hygiene habits to be practised at all times. Children suffering from infectious diseases will be excluded from attendance at school for varying lengths of time. You will be guided by the advice of your doctor or by the following guidelines:

Condition	Exclusion of cases	Exclusion of contacts
<b>Chicken pox</b>	Exclude for at least 5 days AND until all blisters have dried.	Any child with an immune deficiency (for example, 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>Cytomegalovirus Infection</b>	Exclusion not necessary.	Not excluded.
<b>Diarrhoea and/or vomiting</b> <b>Including:</b> Amoebiasis Campylobacter Cryptosporidium Giardia Rotavirus Salmonella Viral gastroenteritis	Exclude until diarrhoea has ceased.	Not excluded.
<b>Diphtheria</b>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
<b>Enterovirus 71</b>	Written medical clearance is required confirming the virus is no longer present in bowel motions	Not excluded
<b>Glandular fever (mononucleosis)</b>	Exclusion is not necessary.	Not excluded.
<b>Hand, Foot and Mouth disease</b>	Until all blisters have dried.	Not excluded.
<b>Haemophilus type b (Hib)</b>	Exclude until medical certificate of recovery is received.	Not excluded.
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, 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	Not excluded.

	the lesion is weeping. Lesions to be covered by dressing, where possible.	
<b>Hookworm</b>	Exclusion not necessary.	Not excluded.
<b>Human immun.-deficiency virus infection (HIV AIDS virus)</b>	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
<b>Impetigo</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
<b>Influenza and influenza like illnesses</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>	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
<b>Meningitis (bacterial)</b>	Exclude until well.	Not excluded.
<b>Meningococcal infection</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
<b>Molluscum contagiosum</b>	Exclusion not necessary.	Not excluded.
<b>Mumps</b>	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
<b>Norovirus</b>	Exclude until diarrhea and vomiting has stopped for 48 hours	Not excluded
<b>Parvovirus (erythema infectiosum fifth disease)</b>	Exclusion not necessary.	Not excluded.
<b>Poliomyelitis</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
<b>Ringworm, scabies, pediculosis (lice), trachoma</b>	Re-admit the day after appropriate treatment has commenced.	Not excluded.
<b>Rubella (german measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
<b>Shigellosis</b>	Exclude until diarrhoea ceases and two samples taken at least 24 hours apart, have tested negative.	Not excluded.
<b>Streptococcal infection (including scarlet fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
<b>Tuberculosis</b>	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
<b>Typhoid fever (including paratyphoid fever)</b>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
<b>Whooping</b>	Exclude the child for five days after starting	Exclude unimmunised household contacts

<b>cough</b>	antibiotic treatment.	aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
<b>Worms (intestinal)</b>	Exclude if diarrhoea present.	Not excluded

## LEAVING SCHOOL GROUNDS

No child is allowed to leave school grounds without parental consent. A signed and dated note or phone call is appropriate and must be sighted and signed by the principal.

## LIBRARY

The library program is an integral part of our curriculum. The ability to read fluently is an important factor in success in most studies. As well, recreational reading can bring much joy to very many children once the habit is established. Books will be borrowed at designated times during school. In 2017, borrowing occurs on Wednesdays.

Encourage your child to use the school library, to have a book out at any given time and to treat books with respect. Try to find time to listen to your child read or talk about the book he/she is reading.

Your co-operation in seeing that books are returned in good time would be greatly appreciated.

Children are encouraged to use a draw-string or plastic carry bag for the library books, otherwise books are unable to be borrowed. Library books that are lost or damaged are expected to be replaced or reimbursed.

## LOST AND FOUND

Lost and found articles of clothing are kept in the classroom. Children and parents seeking lost property may inspect the lost property box or look in the port rack. Parents and children are not permitted to look in other children's desks or bags. The marking of each article of clothing, books and other possessions with the child's name ensures the speedy return of any article lost or mislaid. Any items not claimed within a reasonable time, will be donated to a charity.

## MEDICATION

Parents are asked to note the instructions below under which schools are required to adhere in relation to students and medication.

Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request to the Principal of the School. (See medication form).

Where a teacher or other adult person on the school staff is authorised by the principal to give medication, the instructions provided must be written on the medication container by the pharmacist at the medical practitioner's direction. **The teacher or other authorised person will not accept the instructions solely of the parent/legal guardian.** The instructions must detail how the medication is to be administered, as well as the quantity of medication to be administered and when.

Non-prescribed oral medications (such as analgesics and over-the-counter medications) will not be administered by teachers or other persons on the school staff.

**Asthma-** All children with asthma should have an "Asthma Management Plan" completed by their doctor. Students with asthma should also have medication kept at school.

Your assistance in helping us to meet these requirements is greatly appreciated.

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## **NEWSLETTERS**

Newsletters will be sent home with the eldest child in each family on Tuesday of each even week. Spare copies are kept at the school. Newsletters will be uploaded to our website.

## **PARENTS & CITIZENS ASSOCIATION**

The Parents & Citizens Association meets at the school approximately once per month on Monday nights from 5:30pm until 7:00pm.

Parents of children attending the Aratula State School and any other persons above the age of 18 years who are interested in the welfare of the school shall be eligible to be members of the association.

The P & C are an advisory body reflecting the expectations of the community.

## **PARENT HELPERS**

If you would like to assist the teachers by helping in the classroom please feel free to ask for more information.

## **RELIGIOUS EDUCATION**

At this time there is no Religious Instruction at the school.

## **REPORTING TO PARENTS**

Written reports on your child's progress are forwarded to parents at the end of Semester 1 and Semester 2 (June and December). Parent/child/teacher meetings are held in week 9 of term 1 and term 3. If you require information or wish to speak with your child's teacher at any other time, we invite you to make an appointment to visit the school.

Where considered necessary, an interview may be arranged by the teacher or parent to discuss a problem of immediate concern. (See also APPOINTMENTS)

Matters of a confidential nature will not be discussed in public or social settings.

## **SCHOOL LEADERS**

School Leaders are nominated from students in Years 4-6.

Their behaviour should include the following:

- Always wears uniform to the school standard
- Works to potential
- Cooperates
- Helps and encourages others
- Completes homework and class work
- Follows instructions
- Respects others
- Active participation in the learning program
- Community involvement
- Good school representation
- Always gives their best in every situation

School leaders take on roles such as:

- Flag raising and lowering;
- Running Parade;
- Represent the school at functions, special events etcetera
- Support the Principal and staff as requested.

Nominees must be approved by the principal and will be voted on by staff. A captaincy may be revoked if any of the above behaviours are regularly not being demonstrated.

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The School Leaders operate a Student Council to raise money for charities and the school. Student Council members are expected to represent the opinions of all students and work together using democratic principles.

Nominees must be approved by the principal and will be voted on by students. A Student Council membership may be revoked if any of the above behaviours are regularly not demonstrated.

## **SPORT**

We believe that it is important for every child to learn the benefits and means of achieving physical fitness, health and hygiene.

Throughout the year, the children develop fitness and skills needed for many sports eg. throwing, striking and catching. During the cooler months of the year, a great deal of time and effort is spent preparing for the Inter School Athletics Carnivals.

As long as the child tries his/her very best and displays sportsmanship, then that child has succeeded in their efforts. In this school, emphasis is placed on participation and sportsmanship and **not** on winning at all costs.

## **SCHOOL BANKING**

We are able to offer student banking through the Commonwealth Australia Bank. For more details and application forms speak to the administration staff. School Banking Day is Friday each week.

## **STUDENT FREE DAYS**

There is a student free day in Term 4 during October. This day is designated for professional development for teachers. Children do not attend school on this day. You will be advised when the pupil free day is approaching.

## **SWIMMING**

Parental consent must be given before any child can participate in swimming lessons.

Every child should be given the opportunity to learn swimming as a beneficial recreational activity as well as a possible life saving skill. All children will participate during their schooling. Once permission has been given, parents should send a note on any day that their child is not to go swimming. Specific details regarding swimming lessons will be provided as lessons approach.

## **TEACHERS' AIDE**

Mrs Skewes, Ms Hancock and Mrs Stephan are our teachers' aides. A teachers' aide helps the teacher by preparing such things as classroom resources, charts, correcting standard work. Teacher Aides also work with small groups and individuals on remediation and extension programs.

## **VEHICLES IN SCHOOL GROUNDS**

Due to the safety aspect of children in the school grounds, parking of vehicles is to be in front of the school. If parked on the other side of the road, parents are to escort their children across the road.

## **UNIFORMS**

Students are expected to dress in the specified uniform. The wearing of make-up, nail polish and jewellery (except for 1 pair of stud earrings), is not permitted.

The uniform is as follows:

Boys:

- School Polo Shirt and School Shorts
- Navy or White Socks

Girls:

- School Polo Shirt School Shorts or
- School Dress
- Navy or White Socks

Hat:

- A Bucket Hat

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Uniforms may be purchased from Maynards Store in High Street, Boonah. A sample of the uniform is located in the glass cabinet at the front of the classroom block.