

Parent Information Book 2014



Queensland Government

Welcome to Greenvale State School

A Word from the Principal

Dear Parents/ Guardians,

On behalf of our school community, I welcome you to Greenvale State School and I look forward to forming a positive partnership with you to ensure your child's full potential. Greenvale State School caters for students from Prep to Year 7 in a warm and caring environment where pride and achievement are valued and celebrated.

Greenvale State School has a strong focus on working in partnership with our families and community to provide the best education for all students and our school vision reflects this: In a supportive partnership, provide for the development of each child, the attitude, skills and knowledge needed to cope with the demands of living in our society. Our Parents and Citizens' Association is an important school community group which is integral in providing advice that represents the interests and learning of all students. I invite you to become an active member of this group and to take part in the educative process developed for your child.

We have a clear and explicit focus on improving our student performance in literacy and numeracy. Coupled with this is our daily work with each student on their social and emotional growth.

The staff and P & C Association of Greenvale State School welcomes you and trust that your association with what now becomes your school will be an enriching experience for yourself and your children.

Yours in Learning,

Laura-Beth Martin
Principal

Through **our motto**,

Quality and Respect

We acknowledge our role in preparing children for the future.

Our Values

I am Safe

I am Respectful

I am a Learner

Our Mission

Our mission is to provide for children an education which allows them to develop individually as valued citizens.

A strong home/school partnership is of vital importance in the education of our students. One of the most important aspects of our students' education is to maintain healthy communication lines between school and home. We ask you as parents or guardians to support this with open communication between home and school.

Parents are very welcome to come to school at any time to assist in the school or classrooms. The school runs a number of programs which can only be effective with volunteer assistance. We look forward to working in partnership with you to give your child the best educational opportunity to become an effective citizen.

The Parents and Citizens' Association meets regularly and supports the school, school activities and programs. School policies are discussed and endorsed by these groups.

Greenvale State School prides itself on retaining small school values and ethos, allowing staff to provide a more personal education for your child. Staff is available to discuss your child's education and any concerns that you may have at any time. I know that you will understand that when a teacher is teaching, they may not be able to stop what they are doing to discuss something with you.









The information in this booklet is designed to help you and your child to become part of our school community. I take this opportunity to welcome you to our school. I am confident that you and your child's time at Greenvale State School will be an enjoyable one.

Laura-Beth Martin
Principal

SCHOOL CONTACT INFORMATION

Telephone	07 4788126
Fax	07 47884105
Email	The.principal@greenvaless.eq.edu.au
Website	Currently being updated
School Address	Greenvale State School 3 Cassia Court Greenvale QLD 4816
Postal Address	PO Box 2 Greenvale QLD 4816

SCHOOL HOURS

Times	Bell	
8.55am		Preparation Time for School 5 mins to go to toilet, wash hands, have a drink, move to line up area.
9.00am		First Session Commences.
11.00am		Morning Tea – Eating time.
11.10am		Playtime.
11.35am		Preparation Time for School 5 mins to go to toilet, wash hands, have a drink, move to line up area.
11.40am		Second Session Commences.
1.40pm		Lunch – Eating time.
1.50pm		Playtime.
2.05pm		Preparation Time for School 5 mins to go to toilet, wash hands, have a drink, move to line up area.
2.10pm		Last Session Commences.
3.00pm		Dismissal. Students depart.



Indicates that a bell is rung at this time.

SCHOOL CALENDAR FOR 2014

SCHOOL TERMS

Queensland term dates 2014		
Term	Dates	Length
Term 1	Tuesday 28 January – Friday 4 April	10 weeks
Term 2	Tuesday 22 April – Friday 27 June	10 weeks
Term 3	Monday 14 July – Friday 19 September	10 weeks
Term 4	Tuesday 7 October – Friday 12 December	10 weeks

PUBLIC HOLIDAYS

PUBLIC HOLIDAYS	2014
New Year's Day	1 January
Australia Day	27 January
Good Friday	18 April
Easter Sunday	20 April
Easter Monday	21 April
Anzac Day	25 April
Queen's Birthday	9 June
Charters Towers Show	29 July
Labour Day	6 October
Christmas Day	25 December
Boxing Day	26 December

PUPIL FREE DAYS

23rd January

24th January

20th October

SCHOOL STAFF

(Correct as at January 2014)

Principal: Laura-Beth Martin

Junior Teacher: Aleesa Swindlehurst

Senior Teacher: Melaine List

Administration Officer: Marissa Jonsson

Teacher Aides: Donna Edmondson, Maree Marsterson, Julie Condon, Lucy McConnell

Cleaner: Michael Irving

Groundsman: Harry Gertz

ROLES, RIGHTS AND RESPONSIBILITIES

Students

<p><u>Have the <i>Right</i> to:</u></p> <ul style="list-style-type: none"> • An education at the appropriate level • Support from school staff • Be respected and treated with consideration and fairness • Work without being harassed and bullied by others • Be regularly informed of their progress • Hear both fair and constructive criticism about themselves and their development • Be involved in decision making in an appropriate way 	<p><u>Have the <i>Responsibility</i> to:</u></p> <ul style="list-style-type: none"> • Attend school on a regular basis • Complete assigned class and homework • Respect the rights and feelings of others • Respect the property of others • Behave in a manner which does not bring discredit on themselves or their school community • Allow other students to learn and participate in school activities • All staff to carry out their duties • Present student viewpoint / grievance / opinion in a polite and reasonable manner and to actively listen to others • Accept the decisions that are made • Accept the consequences of their actions
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Parents

<p><u>Have the <i>Right</i> to:</u></p> <ul style="list-style-type: none"> • Enrol their child at our school, be informed of events and procedures relating to our school and be involved in decision making • Be informed of their child's progress or any concerns regarding their child and to expect that confidentiality will be maintained • Expect that a safe and healthy environment is provided for their child at school • Expect a classroom environment that is conducive to effective learning • Learn about the programs offered by the school • Expect teachers to provide quality programs of instruction • Expect a classroom environment which operates according to the <i>Responsible Behaviour Plan for Students</i> 	<p><u>Have the <i>Responsibility</i> to:</u></p> <ul style="list-style-type: none"> • Read school communications • Ensure that their child has adequate rest and nutrition and inform the school of any academic problems regarding their child • Communicate, in confidence, any concerns regarding their child either to the teacher or to administration • Notify the school of any medical / social concerns regarding their child and to ensure their child's safety to and from school • Ensure their child is punctual and attends school regularly with the appropriate learning materials • Attend information sessions and read the fortnightly newsletter • Ask for explanations when unsure of which direction the learning program is heading • Give support by impressing upon their child the importance of adhering to the <i>Responsible Behaviour Plan for Students</i>
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Teachers

<p><u>Have the <i>Right</i> to:</u></p> <ul style="list-style-type: none"> • Expect students to attend school regularly • To expect the school community to respect teachers' professional judgements • Expect students to take an active role in their learning experiences • Expect parents to share any concerns about pupils directly with them 	<p><u>Have the <i>Responsibility</i> to:</u></p> <ul style="list-style-type: none"> • Provide quality programs of instruction for all students • Access professional development opportunities and implement training received • Provide learning experiences and expectations that will assist students to become more independent • Inform students and parents of student's progress and school programs • Convey to parents that they are open, receptive and available for contact
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Administration Team

<p><u>Have the <i>Right</i> to:</u></p> <ul style="list-style-type: none"> • Be informed of any issues by all members of the school community • Expect that the school community will adhere to the <i>School Behaviour Code</i> • Expect that the <i>Responsible Behaviour Plan for Students</i> is upheld in all classrooms and in the playground • Open communication channels within and between the school community and department 	<p><u>Have the <i>Responsibility</i> to:</u></p> <ul style="list-style-type: none"> • Communicate consistently and openly with all members of the school community and ensure that the confidentiality of information at their disposal is maintained • Inform students and parents of behaviour policies and their consequences • Support the implementation of the <i>Responsible Behaviour Plan for Students</i> with students, staff and parents • Ensure school community members have access to departmental information which affects them and personnel who may assist them
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Teacher Aides

<p><u>Have the <i>Right</i> to:</u></p> <ul style="list-style-type: none"> • Receive support from Teachers, Staff and Students • Be informed of procedures and decision making in an appropriate way • Have viewpoints / grievances / opinions heard • Receive clear instruction / direction from teachers / staff • Be trained in specific areas where need arises 	<p><u>Have the <i>Responsibility</i> to:</u></p> <ul style="list-style-type: none"> • Support Teachers, Staff and Students in a professional and confidential manner • Carry out procedures in an appropriate way and to accept decisions made • Present aides viewpoint / grievance / opinion in a polite and reasonable manner and to actively listen to others • Carry out instructions from teachers / staff in a competent manner, cooperating with teachers and contributing own ideas and talents to programs • Put into practice training received in specific areas
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ABSENCES

While home is the best place for children if they are sick, it is also important that children attend school regularly. Regular attendance by each child is necessary to maintain continuity of learning. Parents assume responsibility for the routine attendance of their children. In the event of your child being absent please:

(a) **PHONE:** 47884126

(b) **WRITE:** Please fill in the absentee slip the day they return to school.

If a note or phone call is not received a letter will be sent home with your child asking for a reason that your child was absent.

Exemptions from Compulsory Schooling

If circumstances arise and your child cannot attend school for more than 10 consecutive school days, parents/caregivers need to apply for an exemption from compulsory schooling as mandated by the Department of Education, Training and Employment. For further information regarding this process please contact the school office.

Late Arrivals/Early Departures

Students who arrive after 9.00am need to report to the office where they will be issued a late arrival slip to give to their teacher.

Students who are departing early must be collected from the office and the parent/caregiver must sign the Early Collection Book. The office will then notify the classroom teacher of any early departure. Parents/Caregivers are asked **NOT** to collect students from classrooms before reporting to the office.

ACCIDENTS

Accidents are likely to occur in any sphere of activity but especially where there are numerous active, enthusiastic, adventurous and inquisitive young people. Accidents may occur even when care has been taken to provide appropriate playground equipment and supervision. When a child is mildly unwell or suffers a minor accident:

- Appropriate first aid/care is administered;
- The child may be placed in the sick room;
- If the child should go home, the parent is notified.

If a serious accident occurs:

- A staff member will remain with the child;
- Appropriate assistance will be summoned;
- The parents or the emergency contacts will be notified;
- Medical treatment deemed necessary will be undertaken (including ambulance)

ADDRESS CHANGES

For an injured or ill child, the care and comfort of family is dependent upon the school having current telephone numbers of parents and other emergency contacts. Please advise the school promptly of changes to address, telephone numbers or employment contacts.

APPOINTMENTS

Making an appointment avoids inconvenience to either parent or teacher. We do not permit parent-teacher interviews while the teacher is in charge of a class, as it interrupts teaching and learning as well as inhibits supervision of the children. Teachers have both official and private commitments after school so telephoning or emailing for an appointment is advisable.

ARRIVAL TO AND DEPARTURE FROM SCHOOL

Children should arrive at school no earlier than **8:15am**. Before this time adequate supervision cannot be provided by the staff of the school.

School finishes at 3:00pm. Staff are not rostered for supervision after 3:00pm as they are involved in correction, preparation and meetings at this time. Should a particular circumstance arise where children cannot be collected before the prescribed time, please contact the school admin so that arrangements can be made.

ASSEMBLY

Assembly is held every **Friday at 9.00 am to 9.20pm** and parent/caregivers are encouraged to attend. The assembly is used to convey special messages to the students, present awards and introduce visitors and guests. Students leaders co-ordinate and officiate at assembly, other students participate from time to time through various performances. Each week students from each class are acknowledged for their learning and work habits and achievements.

ATTENDANCE

Regular attendance is necessary to ensure that continuous progress is maintained. If a student has been absent from school, it is in the parent's interest to write or ring explaining the absence. The Education Act provides that every parent has a legal responsibility to ensure their child attends school. You can call the school on 47884126

COMPULSORY ATTENDANCE

Every parent of a child being of age of compulsory attendance (ages 6, 6 months -15 years) shall, unless some reasonable excuse exists, cause such child to attend a school on each school day. Examples of a reasonable excuse, as defined by the Education Act, are:

- Sickness
- Temporary or permanent infirmity
- Unavoidable cause (accident)
- Fear of infection with disease

CAMPS

Parents/caregivers will be notified by official letters advising of details of the proposed camp including dates, pricing and transport arrangements as well as permission forms which must be signed and returned with any money for the student to participate. Greenvale State School can exempt children from participating in these activities based on behaviour concerns.

CODE OF SCHOOL BEHAVIOUR

Education Queensland is committed to provisions that ensure all students have a right to and receive a quality education. Greenvale State School is a “*School Wide Positive Behaviour Support*” School.

SWPBS is...

A process for teaching expected social, emotional and behavioural skills so the focus can be on teaching and learning.

At Greenvale we support our students to learn the rules and expectations for their conduct through explicit teaching, encouragement, rewards and certain consequences.

Each week a specific expectation is taught to the students by their classroom teacher. For example, ‘Always use polite appropriate language.’

The expectation for the week is taken from the Safe, Respectful and Learner Rules. The expectations focus not just on behaviour but also academic, self-esteem, emotional self-discipline, and relationships.

All the expectations are displayed in every classroom on the SWPBS expectation matrix.

Below is a brief overview of the basic steps our school takes for dealing with student behaviour.

1. Warning
2. Timeout
3. Buddy Class
4. Detention
5. Office Referral

SCHOOL BEHAVIOUR MATRIX-

I am Safe, I am Respectful, I am a Learner

	<i>I am Safe</i>	<i>I am Respectful</i>	<i>I am a Learner</i>
<i>Greenvale State School</i>	<p>Keep hands, feet and objects to myself</p> <p>Walk calmly around the school</p> <p>Only run on grass and in designated play areas</p> <p>Stay / Play in safe designated areas with staff supervision</p> <p>Use hygienic practices</p> <p>Go straight home from school or to agreed location</p> <p>Use supervised crossing</p> <p>Use appropriate gates</p> <p>Listen to and follow directions carefully</p> <p>Report unsafe/ inappropriate behaviour</p> <p>Deposit mobile phones or any other electronic equipment at the school office before school</p> <p>Know the procedure for safety drills</p> <p>Report damage to a staff member</p> <p>Use water responsible.</p>	<p>Use polite/appropriate language</p> <p>Make sure that all rubbish is placed in the bin</p> <p>Take pride in myself and in my school</p> <p>Wear the school uniform with pride</p> <p>Respond appropriately when being corrected or directed by an adult</p> <p>Respect my own and others' property</p> <p>Comply with staff instructions</p> <p>Keep noise to an appropriate level</p> <p>Encourage, support and respect others</p> <p>Quietly sit inside school grounds when waiting to be collected</p> <p>Use computers/digital devices and the internet appropriately with supervision</p> <p>No playing on playground equipment before or after school</p> <p>Look after environment and respect living things.</p> <p>Speak truthfully at all times.</p>	<p>Ask questions and request help when needed</p> <p>Arrive at school between 8:15am and 8.50am</p> <p>Attend on each school day unless I have a valid reason</p> <p>Be a problem solver</p> <p>Go to toilet and get a drink before starting each session</p>
<i>Learning areas</i>	<p>Enter learning areas only when a teacher is present</p> <p>Move calmly around learning areas</p> <p>Use equipment and furniture safely</p> <p>Ask permission to leave the room</p> <p>Ask permission to leave a learning area</p>	<p>Raise my hand to speak</p> <p>Use positive language</p> <p>Use manners when entering other learning areas</p> <p>Return sports equipment neatly to class or sports shed</p>	<p>Participate fully in individual or group activities</p> <p>Be organised and ready for each school session</p> <p>Do work to the best of my ability</p> <p>Complete tasks on time</p>
<i>Playground</i>	<p>Play and follow school approved games and rules</p> <p>Wear a broad brimmed hat and shoes at all times</p> <p>Walk calmly on concrete pathways within the school</p> <p>Use and look after equipment safely</p>	<p>Show good sportsmanship</p> <p>Share school equipment</p> <p>Invite others to join in</p>	<p>Establish and agree on rules before play</p>
<i>Eating</i>	<p>Sit while eating your own food</p> <p>Use my own water bottle</p> <p>Move calmly to my designated eating area and when dismissed</p>	<p>Ask permission to leave</p>	<p>Make healthy food choices</p> <p>Return to class promptly</p>

COMMUNICATION

Schools are complex organisations and because there are so many members of staff, parents and students, occasionally communication can sometimes break down resulting in misunderstandings. A solution to your concern is achievable only if direct, non-threatening contact is made with the school, sooner rather than later.

Communication is equally the parent's responsibility to communicate with the school as it is the school's to communicate with parents. Forms of communication usually include parent-teacher interviews, children's written reports, informal chats and regular newsletters. Parents should ask their child for the monthly newsletter. **Two-way communication is essential** to providing the best possible education for our students.

Letters / Emails from parents

Please ensure that all correspondence to either the Principal or teachers is dated and signed at all times. Letters printed on yellow paper will need to be signed and returned to School the next day.

School Newsletters

Our school newsletter is issued monthly to the eldest in each family. It contains important information with regard to school matters and is the major means of communication between the school and home, so each edition is consecutively numbered.

Telephone Messages

Whilst in class, teachers and teacher aides are not available to come to the phone. If you wish to speak to a staff member, please leave a message with administration and the person will return your call as soon as they are able.

Website

Our website is currently being updated and we will let you know when we are up and running.

QSchools App

Greenvale State School website will also stream live to the Education Queensland Qschools app. The Qschools app is a convenient way to receive up to the minute information from our school. The app allows users to see when news, events and newsletters are posted in live time. The school community can also receive emergency announcements such as natural disasters and school closures through the app. The app is available to download for both Apple and Android devices, and is free. Once downloaded, simply search for Greenvale State School.



With Class Teachers

You are invited to make direct contact with your child's teacher before or after school to discuss anything regarding your child's progress. You can also make an appointment with your child's teacher for a mutually agreeable time to avoid inconvenience.

With the Principal

If you, as a parent/caregiver have any questions or concerns you would like to discuss, please do so as soon as possible. If the matter relates to a class issue, we ask that parents approach their child's teacher first. Should you wish to discuss any questions or concerns further, please initiate a conversation with the Principal.

COMMUNITY INVOLVEMENT

As part of our philosophy, two way community involvement in the school is encouraged. This involves parents and others visiting the school and helping in a number of ways. As well it involves the school making its facilities available for use by the local and wider community.

If you belong to a group that may use the school facilities for meetings or perhaps a sport afternoon, please feel free to contact administration for further information.

DRESS CODE

School communities, through their Parents and Citizens' Association can decide on a dress code for students, which reflect the needs and circumstances of that school community. Greenvale State School encourages the wearing of our school uniform every school day. It distinguishes us as members of a school community and in particular it

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the schools
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at school;
- Promotes a supportive environment at the school by minimising visible evidence of economic, class or social differences and promotes a supportive environment at the school by fostering a sense of belonging.
- Minimises the risk of harassment for students.

UNIFORM

- Royal Blue and Light Blue polo shirt with school logo.
- Royal Blue shorts/skorts
- Joggers
- Royal blue long pants or leggings and royal Blue tracksuit (for winter wear).
- A broad brimmed hat.
- In addition to the above items Sports house shirts are available to purchase from administration. These may be worn by students at inter-house sports carnivals
- Seniors shirts are available to purchase for the students in Year 7, these shirts maybe worn as part of their uniform for the year.



FOOTWEAR

Shoes are considered an essential part of school dress for the protection of the feet and to help develop pride in appearance. Closed in shoes such as runners, worn with socks is the preferred type of footwear. Open shoes such as sandals or thongs are not permitted.

HATS - SUNCARE

Our school's Sun Safety Policy of "**No Hat, No Play**" encourages children to be conscious of the effects of the sun. Students without a hat will be restricted to undercover areas or go to the library or hall at play times. Plain caps, sun visors and peaks are not acceptable as they offer little, if any, protection. Broad-brimmed hats, similar to our school hat are recommended. These need to be clearly marked with your child's name.

Parents, however, should encourage the wearing of sunscreen by providing their children with their own supply for regular use at home and at school.

JEWELLERY

Due to concerns relating to health, safety, social justice and the care of property the following guidelines relating to jewellery apply:

- **Earrings:** Studs and sleepers only to be worn. Dangling earrings are not allowed because of Workplace Health and Safety issues.
- **Rings:** Signet rings only to be worn. Large or protruding rings are not allowed because of Workplace Health and Safety issues.
- **Necklaces and other forms of jewellery:** Watches and bracelets may be worn provided there is no more than one bracelet per arm. A necklace can be worn for religious, cultural or medical reasons only. Necklaces will be discouraged because of the possibility of loss or injury during play.

Students wearing jewellery may be asked to remove same during some activities if the teacher feels the jewellery will impede performance, distract other students, or add to possibility of injury.

Students wearing inappropriate jewellery will be asked to remove it and take it to the office for safekeeping. Greenvale State School will not take any responsibility for lost items.

PERSONAL GROOMING

- Fingernails-short and clean with no polish.
- Hair –pulled back from face and eyes and if hair is below shoulder length it should be tied back so as not to impede sight and to promote health. Hair is to be kept neat and tidy. Plain headbands or ribbons in school colours.
- Make-up - no face colour/paint unless for medical reasons. Sunscreen is not considered a cosmetic.
- Cleanliness and tidiness is encouraged.

Students are required to adhere to the dress code when representing the school in competitions, performances and on excursions.

EMERGENCY CONTACTS - This must ALWAYS be up to date

Sometimes accidents or emergencies arise at the school. The school will make every effort to notify parents at times of emergencies. If urgent medical attention is necessary the school will take all action it deems necessary for the wellbeing of your child including making every attempt to contact parents or caregivers.

When children are enrolled all relevant information is recorded, but should you change your address, telephone number or emergency contact numbers, **PLEASE NOTIFY THE SCHOOL.**

EMERGENCY PROCEDURES

To ensure the safety of all students, staff and visitors, all personnel will participate in regular emergency evacuation/lockdown practices. If you are within the school grounds at these times you are requested to follow all instructions given by staff.

Evacuation

Evacuations occur at times of suspected threats inside of buildings e.g. fire, bomb threat, gas leak etc. The signal for an evacuation is a prolonged, **continuous** ringing of the school bell. At this time, staff will take charge and calmly lead their group to the oval, until the all clear signal has been given. If you are with a class, we ask that you follow all directions given by staff.

Lockdown

A lockdown is initiated when there is a perceived danger on school grounds e.g. aggressive person, siege, storm, earthquake, dangerous animal etc. If a situation arises, the office will be contacted immediately. The signal for the lockdown will be given via the intercom and the continuous **intermittent** ringing of bell. Please stay with the class or group that you are with and follow all directions given by staff. Remain locked in the room you are in until the all clear signal has been given.

EXCURSIONS

Students from Prep – year 7 attend excursions related to their work throughout the year. Costs are kept to a minimum. Letters providing all details are sent home to parents along with permission forms, which need to be signed and returned with any money required for the student to participate. Greenvale State School can exempt children from participating in these activities based on behaviour concerns.

GUIDANCE AND LEARNING SUPPORT SERVICES

The school has the services of a Guidance Officer (GO)

All parents must approach their child's teacher before action on any matter related to the GO can proceed.

HEAD LICE

Head lice is an infestation, not an infectious disease, Education Queensland recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world. Education Queensland acknowledges that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age. It is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development.



Parents have the prime responsibility for the detection and treatment of head lice on their children.

Schools take into account that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.

Students suspected of having live head lice or eggs present in their hair are not removed from class or school. When head lice are suspected in the school, students are provided with an alert notice to take home to their families requesting immediate treatment be commenced. Treatment for head lice is available

from all chemists. The school regularly includes current information on the detection, treatment and control of head lice in newsletters.

The following strategies are discouraged as they have been shown to be either unnecessary or ineffective:

- shaving the head or cutting the hair a short length
- treatment of inanimate objects such as clothes, furniture, carpets or car interiors
- over-use of chemical treatment options by families, and
- treatment of every member of the household unless every person has evident lice.

HELPING AT SCHOOL

We are always on the lookout for parents with particular expertise or who are simply willing to help in any way. By helping at school you display to your child that you value education and are interested in what they do each day at school, children respond well to your encouragement and support. The following are some of the ways you can help at school:

- Helping in the tuckshop
- Attending working bees
- Accompanying excursions when needed
- Being involved in literacy programs
- Assisting in fund raising
- Participating in decision making - P&C Meetings
- Assisting with sporting activities - athletics carnival, swimming
- Assisting with art and craft activities

HOMEWORK

Homework bridges the gap between learning at school and learning at home. It reinforces work done in class. It helps develop skills such as research and time management.

Homework helps to establish the habits of study, concentration and self-discipline. Parents / caregivers have the opportunity to see the progress of their child. Homework provides challenges and stimulus to gifted and talented children.

Greenvale State School believes:

- That in determining homework it is important to take into consideration that students may be engaged in many different activities outside of school. These may include a range of physical activities and sport, recreational and cultural pursuits.
- That homework is an important strategy for improving student outcomes, informing parents about what is happening in classrooms and indicating to parents student mastery of basic skills.
- That homework should be directly related to class work and appropriate to student's learning needs.
- That timelines for homework need to include flexibility to suit different lifestyles and commitments.
- That homework will be corrected and acknowledged.

Recommended Guidelines for Homework

Prep Home readers and small revision are advised.

Year 1 – 3 Could be up to but generally not more than 1 hour per week.

Homework Tasks could include:

- Daily reading to, with and by parents/caregiver or other family member

- Conversations around what is happening at school.
- Preparation for oral presentations.
- Opportunities to write for meaningful purposes.
- Activities to develop literacy, numeracy and problem solving skills.

Year 4 – 5 Could be up to but generally not more than 2 -3 hours per week.
Homework Tasks could include:

- Daily independent reading.
- Activities to develop English, Mathematics and problem solving skills.
- Opportunities to write for meaningful purposes.
- Preparation of oral presentations.
- Extension of class work including projects and research.

Year 6 – 7 Could be up to but generally not more than 3-4 hours per week.
Homework Tasks could include:

- Daily independent reading.
- Activities to develop English Mathematics and problem solving skills.
- Conversations around what is happening at school.
- Opportunities to write for meaningful purposes.
- Preparation of oral presentations.
- Extension of class work including projects and research.

Homework Tips for Parents

- Set a regular time and a quiet place for homework.
- Plan the work to be done and the time to be spent on each task.
- Take short breaks between tasks.
- Set small realistic goals for each area or night.
- Avoid study marathons.
- If problems occur, talk to the teacher.
- Read to young children and ask them to read to you.
- Encourage students. Praise them for their efforts, not just their results.
- Talk to the teacher if your child is struggling with the homework.

Student tips - How to Organise for Homework

- Use a diary to write down your homework and make a note of when you have to hand it in.
- If you don't understand something ask the teacher before you go home.
- Have a special study area - not where there is a TV - as homework takes heaps longer if you're watching TV at the same time!
- Get into a study routine. Do homework every night, even when you haven't got any. Use the time to practise skills, read or find out about something.
- Make a homework timetable. Put down all the things you do after school - eg. sport, music lessons, tutoring etc. - and work out when your homework time will be each night. Stick to it, and you will find that homework gets easier to manage and you still have time to hang out with your friends.
- Do your work on your own. It's OK to ask mum or dad for help - after you have had a really good try by yourself. They're not going to be sitting next to you at school so you need to learn how to do things by yourself.
- Negotiate with mum and dad about programs you want to watch so that you can work round your favourite shows. Or ask if you can tape them so that you can watch when you have time.
- If you know something special is happening that night - eg. you're going straight to a birthday party - ask your teacher if you can have extra time or work at lunch so that you get your work done.
- Catch up on work missed if you are sick.
- Get work from school if you are sick for more than two days or are going to be away for a long time.

- Make it a rule that you don't do homework on weekends and make sure you get it all done during the week so that you can keep the rule.

GROUNDS POLICY

During administration hours (8:00am to 4:00pm) all parents, contractors or visitors shall report to the Administration Office before venturing into the school grounds. At times outside of these hours no-one shall access the school grounds without the permission of the Principal

INFECTIOUS DISEASES

Listed below are the common diseases that are frequently detected at school and the current Queensland Health recommended minimum exclusion periods. (An extended list is available for viewing at the school office).

INFECTIOUS DISEASES - EXCLUSIONS TABLE

Disease	Period Required to be Away
Chicken Pox and Shingles	Exclude until fully recovered or at least five days after the eruption first appeared (some remaining scabs are not a reason for continued exclusion).
Mumps	Exclude for nine days or until swelling goes down.
German Measles (Rubella)	Exclude until fully recovered or for at least four days after rash has started.
Scabies	Until all evidence of the disease has disappeared.
Ringworm	Exclude until day after proper treatment has started.
Influenza and influenza like illnesses	Excluded until well.
Whooping Cough (Pertussis)	Excluded for 21 days from onset or until child has taken five days of a 10-day course of antibiotics (Erythromycin). Unimmunised household contacts aged less than 7 years for 14 days after they were last exposed to infection.
Measles (Morbilli)	Exclude for at least four days after rash has started.
Head Lice	Exclude until day after proper treatment has started.
Conjunctivitis	Exclude until discharge from eye has stopped.
Diarrhoea	Exclude until diarrhoea has stopped.
Herpes ("cold sores")	Exclude if child cannot comply with good hygiene practices while sores are weeping.
Impetigo ("school sores")	Exclude until proper treatment has started (sore should be covered with a watertight dressing).

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds during school hours unless written permission from the parent/caregiver is received. Parents/caregivers must report to the office first and sign the Early Collection Book should a child need to leave the school early for an appointment. Students can only be collected from the office.

LIBRARY

Children from all year levels are encouraged to borrow books. Students are permitted to borrow two (2) books for a maximum of 14 days. If you need more books for more time, then please talk to the library staff. Students are required to have a library bag to protect the books they borrow.

As replacing books is expensive, students are expected to treat the books they borrow with care and respect. It is school policy to bill parents/caregivers for the cost of any lost and/or damaged books. If you are leaving town, please check that your children's books have been returned to the library.

LOST PROPERTY

Greenvale State School has a lost property box located in the administration office. Children are encouraged to take responsibility for their own belongings. To assist your children to do this, **please mark each of their belongings clearly (whether books, pencils or clothing) with their name.**

Valuables and Large Amounts of Money should not be taken to school. Where money is necessary for activities, it should be placed in the Greenvale State School Payment envelope clearly marked with the **child's name, activity and amount enclosed. No money should ever be left in school bags.** No responsibility is accepted for toys/mobile phones/valuables brought to school.

MEDICATION DURING SCHOOL HOURS

At times it is necessary for students, under doctor's instructions, to take medication during school hours. The school is aware of this need and we are willing to assist in this situation. However for the safety of your child, a Request to Administer Medication at School form is completed by the parent or caregiver **(See Appendix: Request to Administer Medication at School)**. Medication forms are available at the school office or from the website. All medication will be administered by Office Staff. Medication can only be administered from the medications original container showing the name of the child, the name of the drug, specific times when the medication is to be given and the prescribed dosage. Legal responsibilities prevent the acceptance of parent instructions solely; therefore authorisation from the doctor is required.

*Members of the school staff **WILL NOT** give non-prescription medication to children i.e. medication not prescribed by a doctor. Please do not send them with children. Examples include cough medicines, lozenges, syrups, vitamins, disprin, panadol etc.*

PARENTS AND CITIZENS ASSOCIATION

The Greenvale SS P&C Association operates as a volunteer organisation made up of parents from the school community. It supports the Principal and staff in their endeavours to create a vital and successful school for its students through fundraising and active participation in school decisions and events. If you are a member of the association, any support or suggestions that you can offer are always appreciated.

The P & C Association administers the School Tuckshop. If you can help even for a short while during the day in food preparation or selling, please contact the P & C. (See section heading 'Tuckshop' for more information)

We welcome and value all families into our P & C Association and hold our monthly meetings on the **Second Wednesday of every Term from 3:15pm.**

The P & C have a number of objectives within the school and the surrounding community. These include:

- A forum for parents to contribute to policies and decisions regarding their child/rens education;
- An opportunity to contribute to the school's resources through various fundraising projects;
- A place to meet fellow parents to talk and make friends.

The P & C holds several fundraising events throughout the year. Parents are always needed to help with these events.

QUERIES

If you are unsure of something or have a concern regarding your child's education, please discuss it with the class teacher. Your positive approach to the school will be reflected in your child's receptiveness to learning.

RAISING CONCERNS

From time to time parents may have concerns arising from matters that occur in the school. We believe these concerns are best addressed in the school. It is important that concerns are raised as early as possible so that the escalation of difficulties may be prevented.

We encourage parents to pursue the following procedure as it allows a calm approach where satisfactory resolutions result in win/win situations:

If a concern relates to a class issue:

- Arrange a mutually convenient interview time with your child's Teacher.
- Clarify issues involved in the concern at the beginning of the meeting (or prior to the meeting if possible).
- Share available information about the problem.
- Give the teacher an opportunity to tell all he/she knows of the problem.
- Take steps to resolve the concern (even if a resolution does not occur there may be a useful exchange of information).

If the concern is not resolved then an appointment should be made with the Principal.

REPORTING AND INTERVIEWS

Teachers are not able to leave their classrooms to speak to parents during class time. If you require an interview please contact the office or the class teacher to set up a mutually convenient time.

At the end of each semester parents will receive a written report of their child's progress. The report informs parents of growth in behaviour and attitude as well as achievement in academic learning.

Parent interviews are arranged along the following lines:

- Early in Term 1 a 'Meet and Greet' is arranged this is an informal parent information evening to meet your child's teacher and gain details of their classroom program.
- At the end of Term 1 a full interview is arranged.
- At the end of Term 2 the child's report card presented to parents.
- At the end of Term 3 a full interview is arranged
- At the end of Term 4 the child's report card presented to parents
- Similarly, if there are areas of concern, teachers/parent interviews may be arranged for a

mutually convenient time.

Parent/Teacher discussions make an integral contribution to understanding a child and the more we learn to understand each child, the more we can do to create the correct learning experiences for that student. It is for this reason we ask parents to keep in close contact with teachers.

SAFETY OF YOUR CHILDREN

All visitors who enter the school grounds between the hours of 9.00am and 3.00pm must report to the school office and sign the visitor register. Parents must return to the office before leaving to sign out.

To ensure that all members of our school community feel safe we ask that you be responsible for the following procedures. Failure to follow these procedures may be seen as trespassing.

- If you wish to use the school grounds in or out of school hours, prior permission from the Principal must be obtained.
- Parents enter classrooms with an invitation from the teacher. Each teacher will have a roster for parent helpers.

SPORT

Physical Education and sport form part of a child's development and is an essential part of the curriculum as it contributes to physical growth, character development, social development and team work. All children have the opportunity to learn game skills and to take part in team games appropriate to their age.

It is expected that every child participates in P.E. lessons unless a medical condition necessitates his/her withdrawal. If your child is legitimately unable to participate, please advise in writing.

Swimming

Swimming classes are held during the first term for all classes. Greenvale host the cluster swimming carnival which is held annually at the beginning of the year in Charters Towers and all children are expected to participate.

Requirements for swimming:

- Togs
- Sun Safe shirt (students will not be allowed to enter the water without one)
- Towel
- Sunscreen
- Hat
- Goggles (highly recommended)
- Plastic bag for wet clothes

STUDENT FREE DAYS

Industrial agreements provide for a number of these days annually for staff professional development, planning and in-service training. Students do not attend school on these days.

STUDENT LEADERS

Students from Year 5 and 6 enter into a selection process, involving both staff and students, to elect School Captains and House Captains for the following year. These students participate in a variety of leadership roles within the school e.g. leading parade, assisting at school activities, meeting dignitaries etc. The students are encouraged to highlight and discuss student and school issues with the teachers and the administration.

STUDENT COUNCIL

Twice a month the Student Council meet to decide how they are going to assist to make their school a better place. The Student Council can run many events for the school from; free dress days, cold cups, and fund raising for special causes.

All money raised by the Student Council is to make our school a better place. Our Student Council is a hard working dedicated group of students who by their actions make Greenvale State School a better place to be.

TOYS AT SCHOOL

Bringing toys to school is discouraged. If a child brings a toy to school, for example for a morning talk, it will be left inside the classroom during breaks as toys are not to be played with during lunch breaks. Toys brought to school remain the total responsibility of the child because of the risk of misplacement or damage. No member of staff will be responsible for children's toys at any stage. This also includes any other valuable items.

TUCKSHOP

Tuckshop currently operates on a Wednesday. Christine Ford is the Tuckshop convenor and the tuckshop is staffed by volunteers who give up their time in the interests of the students. New faces are always welcome.

Orders and money should be taken to the tuckshop before 9am. The student's name, class and order should be clearly marked on the outside of a paper bag.

The Tuckshop operates in line with Smart Choices.

VACCINATION SCHEDULE

Children attending school should have their vaccination program up to date.

Age	Disease
2 months	Diphtheria, Tetanus, Pertussis - Haemophilus Influenzae type B - Poliomyelitis
4 months	Diphtheria, Tetanus, Pertussis - Haemophilus Influenzae type B - Poliomyelitis
6 months	Diphtheria, Tetanus, Pertussis - Haemophilus Influenzae type B - Poliomyelitis
12 months	Measles, Mumps, Rubella - Haemophilus Influenzae type B, Meningococcal
18 months	Diphtheria, Tetanus, Pertussis
4 years-5 years	Diphtheria, Tetanus, Pertussis - Measles, Mumps, Rubella - Poliomyelitis
13 years	Hepatitis B
1 month later	Hepatitis B
5 months after 2 nd dose	Hepatitis B
15-19 years	Diphtheria, Tetanus Poliomyelitis



Parent Information Book - Appendix -

Request to Administer Medication at School



School Name: Greenvale State School

Student Name: _____

Date of Birth: _____

Allergies: _____

Year Level: _____

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

Name of medication	Strength (eg 10mg)	Dosage (eg 1 tablet)	Route (eg oral, via PEG)	Time/s to be given at school	Time/s given at home	Other useful instructions or information

Parent/Carer

Print name: _____

Signature: _____ **Date:** / /

I hereby request that school staff administer the necessary medication to my child while at school.

I agree to notify the school, in writing, if there are any changes in the above medication.

Authorising Practitioner

Print name: _____ **Phone:** _____

Signature: _____ **Date:** / /

NOTE:

For **school staff** to administer over-the-counter medication, **authorisation is required** from a medical practitioner

The following points are for security and safety purposes, and are requirements of the [Health \(Drug and Poisons\) Regulation 1996 \(Qld\)](#).

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with a prescribing health practitioner to determine a dose for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the students is prescribed a change in medication.

The Queensland Government has established a set of procedures for the collection, use and disclosure of personal information within the Queensland public sector, based on the Information Privacy Principles. The Information Privacy Principles are incorporated into the Queensland Government's [Information Standard 42: Information Privacy](#).

Last updated: 23/03/10

[illegible]



I am Safe

I am Respectful

I am a Learner