

Our Community

OFFICE ROUTINE

The office is open from 8.00 a.m. to 4.00 p.m. and all school business should be channeled through the office. Appointments to see staff, including the Administrative staff, should be made through the office. As the office is open for a period of 8 hours, there should be no necessity for any staff member to be contacted outside these hours.

CONTRIBUTION SCHEME

To enable children to have the advantage of as many modern teaching aids as possible, the P & C Association seeks financial assistance from parents by means of a voluntary contribution scheme.

The current suggested minimum amount is \$30.00 per family - per year. Contributions may be forwarded to the school office in an envelope marked with the family's name and amount enclosed. Receipts will be issued by the P & C Treasurer.

COLLECTION OF PAYMENTS

This school has the facility to accept credit card or EFTPOS payments. A minimum payment of \$10 will be required for you to access this facility. Other methods of payment are by cash and cheque. Please note - There will be no cash out facility with EFTPOS and credit card payments. Payment of any monies into the school should occur on Tuesdays and Fridays only to enable efficient banking of all funds. The cooperation of parents to forward money on these days only, is sought to ensure the secure operation of this procedure. The only exception to this procedure is for Arts Council which will depend on the days the performances are programmed.

SCHOOL ATTENDANCE

Children are required to attend school until 15 years of age. There is no doubt that regular attendance at school is an important factor in your child's education. Sickness cannot be avoided but absences of convenience rather than necessity are not in the best interest of your child.

When a child has been absent from school he/she should return with a written explanation signed by the parent or guardian. Alternatively, a telephone message to the school office will suffice. Absentee forms, countersigned by a member of the Administrative staff, will be forwarded to parents in all cases where no explanation of absence is tendered after three days' absence. If your child has three or more unexplained absences in any month, the school has to notify the appropriate authorities.

There have been some cases where children have missed a considerable amount of school without the parents' knowledge, because both parents work. Checking the day to day work in pads would be useful. Please check with the school if you have any doubts about attendance.

Permission for exemption from school or permission to retain a child in primary school after completion of Year 7 must be gained from the Director General of Education.

LATE ARRIVAL AT SCHOOL

Class routines are frequently disrupted by the repeated late arrival of some students. These students are often distressed by the additional attention this focuses on them. In many cases frequent lateness is a sign of families in turmoil. Teachers and Administration will follow up repeated lateness to see if support can be provided.

Please make every effort to have students at school at least 10 minutes before the start of class. A note is requested if you know your child will be late for school. Any late students are to sign the Late Book located at the office.

TRANSFERS FROM ONE SCHOOL TO ANOTHER

A school Transfer Certificate is required when a child transfers from one State School to another within the State. The Certificate is supplied to the destination school after the last day of attendance. Reports or details of work covered are helpful to the school to which the child transfers and are available to that school on request.

If a child transfers during the year, all issued text books and library books must be returned, and personal books and materials collected before leaving.
When children transfer to High School it is normal practice for representatives of the neighbouring High Schools to visit this school for completion of enrollment details before the end of Year 7.

There is no zoning of schools in Queensland. Parents are free to select any school. Generally it is recommended that the child attend the nearest school. If parents wish Education Queensland to pay bus transport costs, the child must attend the nearest State School.

REPORTING TO PARENTS

It is the practice of our school to report twice per year in a written form using a structure which most closely parallels the segments of our curriculum documents.

Written reports are provided in Terms 2 and 4. Face to face interviews are offered in Term 1 and at any other time requested by parent or teacher.

Regular communication between home and school is vital to a successful educational partnership. Teachers accomplish this by many varied methods.

BEHAVIOUR MANAGEMENT SCHOOL RULES

Our school rules and behaviour management practices have been developed after extensive consultation with all member groups of our school community. We operate under the following three rules which are broadly worded to encompass the widest range of school issues.

1. Let others learn / teach.
2. Treat others fairly.
3. Act safely.

These rules will be regularly discussed on parade and by teachers in class.
We operate a Responsible Thinking Classroom during lunch breaks. This room is staffed by teachers who manage a precise recording and communication system which keeps track of students' behaviour patterns and informs parents when incidents of a serious nature occur. Students go to RTC for classroom disruptions and safety issues.

Refer to the school's Responsible Behaviour Plan.

SCHOOL HOURS

Bell 8.50 a.m.
School commences 8.55 a.m.
First Break 11.00 a.m. - 11.25 a.m.
Second Break 1.00 p.m. - 1.50 p.m.
School Finishes 2.55 p.m.

PIALBA STATE SCHOOL

Alice Street
P O Box 249
HERVEY BAY Q 4655

Phone: (07) 4197 7777
Fax: (07) 4197 7700

LIBRARY

Alice Street
Phone: (07) 4197 7717

TUCKSHOP

Alice Street
Phone: (07) 4197 7742

SPECIAL EDUCATION UNIT

Alice Street
P O Box 249
HERVEY BAY Q 4655
Phone / Fax: (07) 4197 7714

PIALBA STATE PREP

Alice Street
P O Box 249
HERVEY BAY Q 4655
Phone (07) 4197 7741

PIALBA SCHOOL DENTAL CLINIC

Alice Street
P O Box 249
HERVEY BAY Q 4655
Phone / Fax: (07) 4128 3557