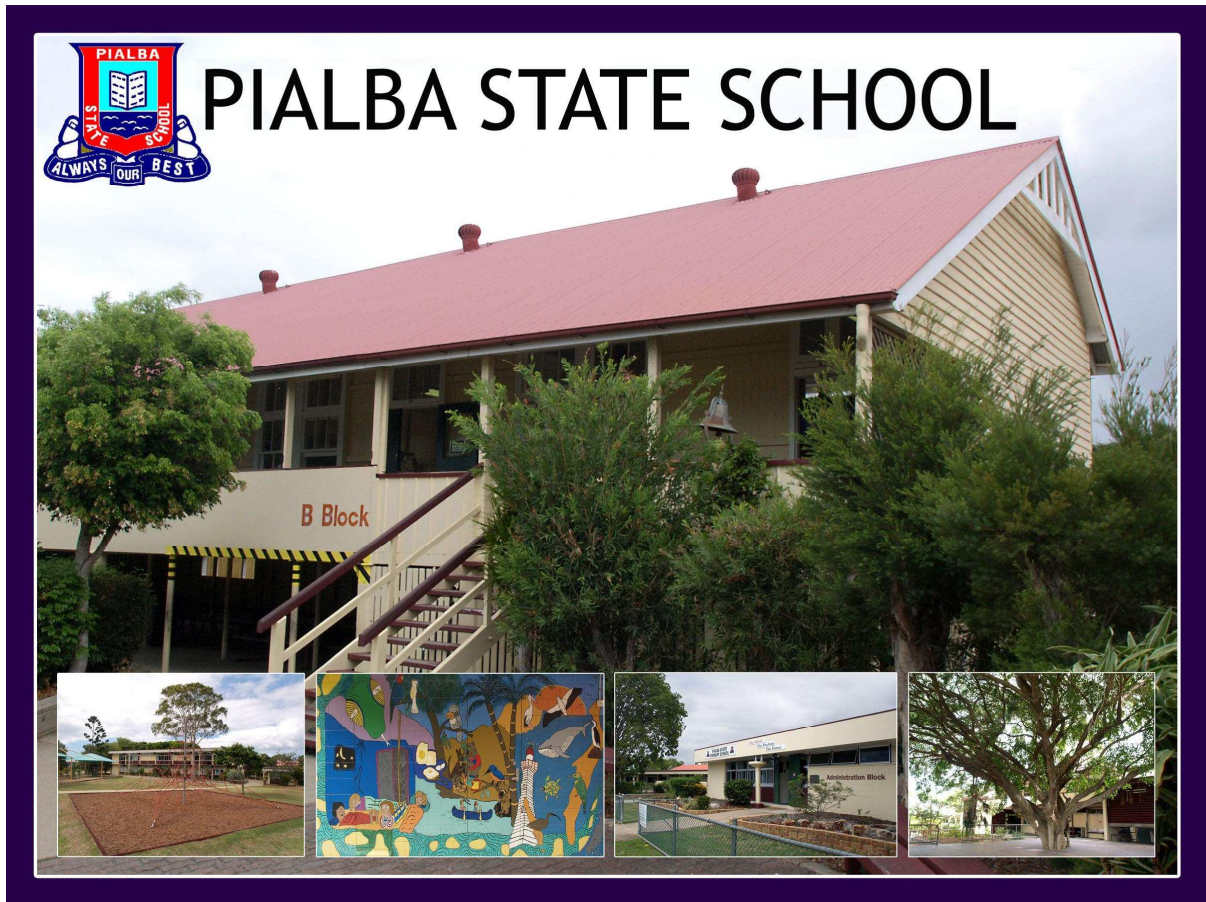


“Our School, Our Students, Our Future”

Est. 1884



2015

2015 CONTENTS

PREFACES

- SCHOOL STATEMENTS
- BELIEFS
- WELCOME MESSAGES
- SCHOOL ADDRESSES
- STAFFING DETAILS
- 1.** ABORIGINAL & T.S.I. SUPPORT
- 2.** BEHAVIOUR MANAGEMENT-SCHOOL RULES
 - Arriving and Departing
 - Items Banned
 - Safety
 - Lunches
 - Leaving Grounds
 - Assemblies
 - Parental Letters
 - Homework
 - Property
 - General
- 3.** BUSES
- 4.** COLLECTION OF PAYMENTS
- 5.** CONTRIBUTION SCHEME
- 6.** EXCURSIONS AND CAMPS
- 7.** FACEBOOK
- 8.** GATES
- 9.** HEAD LICE
- 10.** INSTRUMENTAL MUSIC
- 11.** LATE ARRIVALS & EARLY PICKUP
- 12.** MEDICATION
- 13.** MUSIC
- 14.** NEWSLETTER & SPECIAL NOTICES
- 15.** OFFICE ROUTINE
- 16.** OPENING DAY PROCEDURE
- 17.** PARENT HELPERS
- 18.** PARENTS & CITIZENS ASSOCIATION
- 19.** PHYSICAL EDUCATION
- 20.** PREP PROGRAM
- 21.** RELIGIOUS INSTRUCTIONS
- 22.** REPORTING TO PARENTS
- 23.** RESOURCE CENTRE
- 24.** REWARDS PROGRAMS
 - Right Stuff Incentives
 - Gotcha Rewards
 - Each Day Counts
 - Values Project
 - Student of the Week
- 25.** SCHOOL ATTENDANCE
- 26.** SCHOOL BAND & CHOIRS
- 27.** SCHOOL HOURS
- 28.** SCHOOL SUPPORT SERVICES
- 29.** SCHOOL UNIFORM
 - Girls Uniform
 - Boys' Uniform
 - Winter Uniform Boys and Girls
 - Appearance
- 30.** SICKNESS AND ACCIDENTS
- 31.** SPECIAL EDUCATION PROGRAM
- 32.** SPORT
- 33.** SPORTS HOUSE SYSTEM
- 34.** SWIMMING INSTRUCTION
- 35.** THEATRE PERFORMANCES
- 36.** TRANSFERS BETWEEN SCHOOLS
- 37.** TUCKSHOP
- 38.** YEARLY CALENDAR
- APPENDIX 1 New Enrolment Booklists - Prep – Year 6
- APPENDIX 2 Administration of Medication Form
- APPENDIX 3 School Map
- APPENDIX 4 Sunsmart Policy Statement
- APPENDIX 5 Getting The Best For Your Child
- APPENDIX 6 Privacy Statement

SCHOOL STATEMENTS

OUR VISION

“Our School, Our Students, Our Future”

OUR MISSION

PIALBA STATE SCHOOL

Endeavours to educate pupils to their potential in -

- Academic achievement
- Social and emotional achievement
- Creativity
- Physical skills
- Worthwhile values and attitudes

So that they may become -

- Caring, responsible and knowledgeable citizens
- Able to enjoy happy, healthy and useful lives.

Refer to Pialba State School Website: www.pialbass.eq.edu.au

BELIEFS

OUR SCHOOL:

- has its members taking on ownership – Pialba’s vision statement of “Our School, Our Students, Our Future” promotes ownership by our school community members.
- has a sense of purpose. Our mission statement needs to be accepted and understood by staff, parents and school community and translated into consistent action to achieve the school's motto - "ALWAYS OUR BEST".
- is a caring community characterised by a good parent/teacher/child relationship and effective two-way communication between the school, the home and the community.
- has an outstanding staff of dedicated professionals who have opportunities to continue to develop professionally.
- has positive and creative leadership.
- is supported by a Regional Office and our school’s support staff who have an understanding of our school’s needs and are responsive to those needs.
- develops an environment where teachers, parents and students are able to contribute effectively to the decision making.
- has a commitment to the Australian curriculum -
i.e. a curriculum that acknowledges the different academic, social, emotional and physical development of the students while at the same time offering equal access and opportunities for participation.
- recognises achievement and encourages excellence in standards and efforts.
- provides the opportunity to develop leadership, initiative, individuality and creativity.
- encourages an active interest in physical fitness, sporting and leisure activities with the view to making positive choices for a healthy lifestyle.
- works toward self discipline, self direction and self regulation of pupils in a Supportive School Environment.
- develops in students an appreciation of our environment and responsibility to care for its future generations.
- develops throughout the school community, confidence, self esteem, sportsmanship and a respect for self and others.



WELCOME MESSAGES

Dear Parents

On behalf of the students, parents and staff of the Pialba State School, I am very pleased to be able to welcome you and your family into our school community. Whether your time with us be long or short, I trust we can work together to achieve the best educational outcomes for your child.

I regard the input of parents as being important in the education process at this school. The staff will welcome your involvement in the many aspects of our school life and I strongly urge you to accept their invitation for such involvement. Please become an active member of our P & C Association.

Pialba State School is an exciting and innovative school with which to be involved. We are noted for our attention to Environmental Education, Technology innovation, Music program and high achievements in the sporting realm.

The purpose of this booklet is to help you become acquainted with our school. I will be only too happy to provide further information on request.

Mark Brose
PRINCIPAL

A MESSAGE FROM THE PIALBA STATE SCHOOL PARENTS AND CITIZENS ASSOCIATION

Hello and welcome to you and your child/children from the P & C at Pialba State Primary School.

We invite you to join with other parents, teachers and friends, to contribute your opinions and ideas, with regard to important issues concerning our school. You do not have to become a member of any committees - if you feel you can offer valuable suggestions, or have any concerns you wish to discuss, then our meetings are the best place for you to talk with the other members of our school's community.

There are many ways parent helpers can make worthwhile contributions which will ultimately benefit your child. For example you could:- help at the Tuckshop, supervise art activities, assist with reading enhancement programs, or even show the children how to cook!! All children enjoy having a parent or relative participate in their classroom activities. If you are unable to contribute in a physical sense, please consider donating to our FAMILY CONTRIBUTION SCHEME, which, together with other fundraising ventures, helps to provide equipment and resources for our school. We make every effort to utilise monies from this scheme in ways that will benefit each and every child. Contributions to this scheme can be made per term, half yearly or annually.

So, it is with pleasure that we invite you to come along to our meetings - held in the Administration Building at 5:15 p.m. every third Monday of the month - to join in some lively discussion, and get to know a group who realise the importance of fostering good relations and communication, between teachers, parents and their children.

We look forward to seeing you,

Executive Committee,

PIALBA SS PARENTS & CITIZENS ASSOCIATION

SCHOOL ADDRESSES / PHONE NUMBERS

PIALBA STATE SCHOOL

Alice Street
HERVEY BAY QLD 4655
Phone: (07) 41977777
Fax: (07) 41977700
Email: admin@pialbass.eq.edu.au

P O Box 249
HERVEY BAY QLD 4655

LIBRARY

Phone: (07) 41977717

TUCKSHOP

Phone: (07) 41977742

SPECIAL EDUCATION PROGRAM

Alice Street
HERVEY BAY QLD 4655
Phone: (07) 41977714
Fax: (07) 41977715

P O Box 249
HERVEY BAY QLD 4655

PIALBA SCHOOL DENTAL CLINIC

Alice Street
HERVEY BAY QLD 4655
Phone: (07) 4122 8670 (Appointments)

P O Box 264
MARYBOROUGH QLD 4650

STAFFING DETAILS

ADMINISTRATION

PRINCIPAL

Mr Mark Brose

DEPUTY PRINCIPAL

Mr Phillip Murtagh

DEPUTY PRINCIPAL - SPECIAL EDUCATION

Mrs Anne Drury

BUSINESS SERVICES MANAGER

Mrs Elaine Macdougall

ADMINISTRATIVE OFFICERS

Mrs Janell Driver
Mrs Heather Wise

ABORIGINAL LIAISON OFFICER

TEACHER AIDE

Mrs Fay Gillham

ANCILLARY

SCHOOLS OFFICER (GROUNDS & FACILITIES)

Mr Gary Worth

COMPUTER TECHNICIAN

TBA

TUCKSHOP MANAGER

Mrs Stacey Doo

CLEANERS

Mrs Gloria Galloway
Mrs Margaret Stehbens
Mr James Simpson
Mr Scott Mabire

TEACHERS

Mr Shane Brogden
Ms Cassandra Byford
Mrs Amanda Collins
Mrs Karilyn Cribb-Williams
Mrs Nicolle Duce
Mr James Goodfellow
Mrs Erin Graham
Mrs Barbara Hogan
Mrs Wendy Johns
Mrs Leanne Kernke
Ms Leanne Kotevski
Mrs Shirley Madden
Mrs Sue McNeilly
Mrs Megan McLean
Ms Sheryl Mewett
Mrs Angela Murray
Mr Phillip Murtagh
Mrs Lynelle Nissen
Mrs Kelly Ranger
Mrs Erin Serdar
Mrs Alyth Shaw
Mrs Helen Smith
Miss Heather Svensson
Mrs Naomi Tinker

TEACHER AIDES

Ms Lynden Beech
Ms Katrina Benson
Mrs Heather Goonan
Mrs Janelle Harwood
Mrs Deirdre Hobbs
Mrs Karen Martin
Mrs Pam Worth

SPECIAL EDUCATION PROGRAM

DEPUTY PRINCIPAL - SPECIAL NEEDS

Mrs Anne Drury

TEACHERS

Mrs Lisa Montgomery
Mr Mark Wilson
Mrs Naomi Taylor

TEACHER AIDES

Mrs Julie Bate
Ms Sharon Corowa
Mrs Kym Crowder
Mrs Suzanne Falconer
Ms Jane Methven
Mrs Margaret Nunn
Mrs Kerry Keller
Ms Judith Vagg

CROSSING SUPERVISORS

Ms Karen Bargenquast
Mrs Stacey Doo
Mrs Helen Watson

SPECIALIST TEACHERS

CHINESE

Mrs Natalie Chan

TEACHER / LIBRARIAN

Ms Bronwyn Lewis

PHYSICAL EDUCATION

Mr Michael Hutchinson

MUSIC

Ms Jennifer Prasser

INSTRUMENTAL MUSIC

Strings -

TBA

Brass, Woodwind & Percussion -

Mrs Gayle Young

LEARNING SUPPORT

Mrs Erin Serdar

Mrs Erin Graham

CURRICULUM CO-ORDINATOR

Mrs Christine Cattell

PEDAGOGY COACH

Mrs Erin Serdar

GUIDANCE OFFICER

Mr Michael Bennion

SPEECH LANGUAGE PATHOLOGIST

Mrs Tracey Bennion

SCHOOL CHAPLAIN

Mr Matthew Went

1. ABORIGINAL AND TORRES STRAIT ISLANDER SUPPORT PROGRAM

Our school reflects our community in its cultural mix. Our largest cultural group are students of Aboriginal and Torres Strait Islander descent. They comprise some 23% of our school population.

Being a target group within the Government's Social Justice Initiatives, there is support available for educational and some cultural activities involving these students. The school is a *Focus School* and receives funding through the *Closing the Gap* strategy.

We acknowledge the traditional owners of the land, the Butchella people, on all official occasions and school assemblies.

2. BEHAVIOUR MANAGEMENT AND 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 four rules which are broadly worded to encompass the widest range of school issues.

- Strive to learn
- Let others learn and teach.
- Treat others fairly.
- Act safely.
- Respect myself, others and property.

These rules will be regularly discussed on assemblies 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 are referred to School Leaders for classroom disruptions and safety issues. A copy of our Responsible Behaviour Plan for students is issued upon enrolment.

ARRIVING AND DEPARTING

- Recommended entry to our grounds is no earlier than 8:15am. If arrival must occur before then all students must stay in the tuckshop covered area until the 8:15 bell when they can play in their allocated areas.
- Official start time is 8:45am and finish time is 2:55pm.
- Bicycles, scooters and skateboards are not to be ridden in the school grounds or on designated footpaths. Cyclists must wheel their bicycles to and from the nearest bike cage. The wearing of helmets is compulsory for students riding to and from school. Roller-blades must not be brought to school. All wheeled vehicles will be kept in the bike racks and not in the classroom.
- On arrival at school, children may place ports in places provided and immediately go outside. We do not encourage any child to be at school before 8.30 am, and upon arrival they need to wait quietly and act in a safe manner. No child is to be in classrooms unless a teacher is present.
- All children must use School Crossings under the control and direction of the School Crossing Supervisors. Crossings are supervised on Alice Street from 8:10am to 8:55am and 2:50pm to 3:20 pm and Beach Road from 8:00am to 9:00am and 2:50pm to 3:20pm.

ITEMS BANNED

- Drugs, alcohol, cigarettes, matches, cigarette lighters, sharp implements and any items deemed dangerous by the principal, are not to be brought to school.
- Expensive equipment e.g. MP3 players, iPods/iPads, radios, mobile phones and toys should be left at home unless requested by a teacher for some special occasion. If a mobile phone has to be brought to school, **no responsibility is accepted by the school for the loss of, or damage to, any such items brought to school. Mobile phones must be handed in to the office on arrival at school.** They will be handed back at 3:00 p.m. Any student not handing in their phone will have it confiscated. Confiscated phones may only be collected from the office by a parent or guardian.
- Chewing gum and bubble gum are banned.

SAFETY

- Pialba SS broad-brimmed bucket hats **must** be worn during all outside activities. Children without hats will be directed to an undercover area.
- Enclosed footwear is essential for the protection of feet. Thongs are not sufficiently safe footwear for school and are banned.
- Running on verandahs, stairs, and concrete, in and around buildings is forbidden.
- Students must observe the traffic rules when travelling to and from school.
- The school fences constitute the boundaries for the children unless boarding buses.
- All children should use the crossing exits and entrances in Beach Road and Alice Street.
- Climbing trees or swinging from branches is forbidden.
- Throwing of sticks, stones and other dangerous missiles is forbidden.
- Children being collected by parents must wait inside the Junior School Play Area fence until parents arrive.
- Children should go straight home after school unless they are involved in some organised school activity. There are no games after school unless it is an organised activity.
- For safety reasons wooden softball and cricket bats may be used only in the nets or when supervised by a teacher. Tackling games are prohibited, unless directly supervised by a teacher in training situations.
- Bullying and fighting are prohibited and will be dealt with severely.
- Children must come directly to school - no loitering on streets or visiting shops.
- Children catching buses must not visit shops before or after school.

LUNCHES

- At our school students eat after their play time. Children are to remain seated until they are dismissed to go to class. Rubbish must be put in the bins.

LEAVING GROUNDS

- No child is to leave the school grounds without written permission from his/her parents and permission from a teacher.
- Children leaving school during school hours must be collected and signed out at the Office. Children who are ill will be collected from the sick bay at the Office. Parents collecting their children must sign the Early Departure Register before leaving with their children.

ASSEMBLIES

- All play must cease at the first bell. Prepare for school work - books into room, attend toilet, wash hands, have a drink etc. Children then move to class positions in readiness for the assembly on Wednesday for Prep, Yrs 1, 2 and 3 and Friday morning for Years 4 to 6.
- Children should be sitting still and quiet in the Pavilion waiting for the commencement of the assembly program.
- Parents are most welcome to attend assemblies.

PARENTAL LETTERS

- Parental letters are required to explain absence from school or to gain exemption from any classes for health reasons.
- A written parental request is required before medication can be administered to a child. See separate section on MEDICATION (See Appendix 2).

HOMEWORK

- There is an expectation that all students will do homework.
- Homework tasks should be completed punctually and neatly. School policy on approximate maximum times each night are as follows:

YEAR LEVEL	APPROXIMATE TIME NEEDED
Prep	Generally Nil
Years 1/2/3	10 - 15 minutes
Year 4/5	20 - 30 minutes
Year 6	30 - 60 minutes

- Homework is not set for weekends except where projects or assignments extend over a few weeks.
- The major purposes of homework are consolidation and habit formation. There should be no stress attached to completing set tasks. Should difficulties arise, encourage effort for no longer than the set time. A note of explanation will alert the teacher to the problem. Please try to establish regular routines in the home, providing a suitable time and place for tasks to be undertaken.

PROPERTY

- Each child should have his/her property marked with his/her name in permanent marking.
- Other peoples' property should be treated with respect and care.
- All LOST PROPERTY is placed in the Lost Property room and can be inspected by parents and children at any time.
- At the end of each school term all unclaimed lost property is displayed for children to inspect and any remaining items are donated to charity.
- The school takes no responsibility for lost property

3. **BUSES**

Buses from the following areas convey children to the Pialba School. Any information concerning times and pick-up points may be obtained from:

- Wide Bay Transit, Phone 4121 3719 - for Gatakers Bay, Point Vernon, Nikenbah, Eli Waters, Scarness, Torquay, Urangan and Booral/River Heads.
- Bay Bus & Coach, Phone 41286411 - for Dundowran and Craignish.

Free transport is provided by Education Queensland for children to the nearest State School on the following basis: - If attending a primary school the distance from the residence to the school must be more than 3.2 km. If attending a secondary school the distance must be more than 4.8 km.

Teachers are on duty each afternoon to ensure orderly boarding of buses at the Beach Road bus stop. Misbehaviour and vandalism on the buses will not be tolerated. Instances will be reported to the Principal, Operator or Conveyance Committee as appropriate and may result in the withdrawal of transport.

Prep children need to be accompanied by an older child if accessing the buses.

4. 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, cheque and BPay. Please note – There is no cash out facility with EFTPOS and credit card payments. Payment of any monies into the school should be made at the office soon after the invoice has been issued. The co-operation of parents in forwarding money to the office is sought to ensure a secure operation. The only exception to this procedure is for activities under \$10 in value which will not be invoiced and payment will be collected by the class teacher.

5. 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 \$50.00 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.

6. EXCURSION AND CAMPS

Pialba School has a proud tradition of activities which enrich the curriculum across all year levels. The extent of activity in a particular year level depends on the expertise of staff and the nature of opportunities that fit the curriculum. We are mindful of the costs of these activities and endeavour to provide maximum learning value for your dollar.

By publishing a yearly overview of known activities with approximate 2015 costs it is hoped this will be helpful in budget planning for the more expensive activities. Parents may elect to pay for activities in instalments suited to their budget situation.

YEAR LEVEL	SAMPLE EXTRA CURRICULAR ACTIVITIES	APPROX.COST
Year 1	Sports Days, Theatre Performances, Excursions	\$50
Year 2	Sports Days, Theatre Performances, Excursions	\$50
Year 3	Sports Days, Theatre Performances, Local Area Tours	\$60
Year 4	Theatre Performances, Local Area Tours, Sports Trips	\$125
Year 5	Theatre Performances, Excursions, Sports Trips, Gold Excursion	\$135
Year 6	Theatre Performances, Year 6 - 3 day camp, Sports Trips, Special Days	\$260

7. FACEBOOK

The school maintains a Facebook page to keep parents informed about important and interesting events around the school. Search 'Pialba State School (School Page)' and click on 'Like'. We are always pleased to hear your feedback.

8. GATES

We have security fencing and gates all around the school. These were installed to prevent illegal activity in and around the school. All gates, except the main front gate in Alice Street are closed at 9:30am and re-opened at 2:30pm.

9. HEAD LICE

This is a problem which is fairly common in schools. We ask you to make regular inspections of your child's hair and to please inform the school if head lice are in evidence. If head lice are detected, parents will be asked to treat the hair with a medicated shampoo obtainable from a chemist or hospital.

A letter will be sent home when head lice are detected in your child's class with strategies to assist.

10. INSTRUMENTAL MUSIC

Instrumental Music Teachers, employed by Education Queensland, give instruction in brass, woodwind, string and percussion instruments. Instruction is free and given in school time. Children from Years 3 - 7 can take the opportunity of this instruction if they have been assessed (Year 3 strings or Year 4 woodwind, brass or percussion) and accepted into the program and if parents are willing to purchase instruments and give encouragement. Tuition is available in flute, clarinet, saxophone, drums, trumpet, trombone, euphonium, tenor horn, violin, viola, cello and double bass - the number of children being accepted is conditional on staff availability. Some school instruments are available for loan - arrangements for these are made directly with the instrumental music teachers.

When children are accomplished enough, it is expected they will play in the school concert band and string group. These groups are committed to public performances throughout the year and members are expected to participate.

11. LATE ARRIVAL & EARLY PICK-UP AT SCHOOL

Please make every effort to have students at school at least 10 minutes before the start of class. Classes commence at 8:45am. A note is requested if you know your child will be late for school. Any late students are to sign in at the office. When picking up your child to leave earlier than 2:55 pm, you must advise the office and sign the Early Pick-up Register.

12. MEDICATION

Departmental policy states that a record must be kept of all occasions when medication is administered at school. The following policy has been adopted by this school.

- Children suffering from asthma require an Asthma Plan completed by a Doctor. These forms are available at the school office.
- For other prescribed medication or when pupils are not capable, or sufficiently reliable enough to take their own asthma medication, a staff member will administer the medication.
- Medication will be administered provided staff have received:
 - ✓ A request in writing to the Principal from the parents. (A tear out page is at the rear of this book.)
 - ✓ The container of medicine clearly labelled by the pharmacist, under the instruction of the medical practitioner, with the following details: name of patient, name of medicine, time to be administered and the exact dosage. If the medication is liquid a private measure needs to be supplied.

- Non-prescribed oral medication e.g. Aspirin, Panadol, cough mixture, etc CAN NOT be administered at school by any staff member.
- Parents are welcome to administer any medication to their children at school if they so desire.

13. MUSIC

A varied program of music is provided for all year levels in general music lessons each week. Instruction in playing the recorder is part of the music program for children in Years 4 - 7.

14. NEWSLETTER AND SPECIAL NOTICES

The school has a newsletter titled the "Pialba Post" issued each Wednesday to the youngest child in each family. You can subscribe to receive the newsletter by emailing <http://mailouts.austnews.com.au/subscription/P/pialba-ss-signup.html>

Information pertaining to the school is given out through this newsletter and it is very important that parents read it as this is our major means of home / school communication.

The school operates a digital notice board in Beach Road. It is updated regularly and is designed to keep the community up to date with current and future events.

15. OFFICE ROUTINE

The office is open from 8am to 4:00pm and all school business should be channelled through the office. Appointments to see staff, including the Administrative staff, should be made through the office.

16. OPENING DAY PROCEDURE

Class lists and school maps are posted at main entry points. Students then proceed to their designated classes.

17. PARENT HELPERS

During the year we have need to call on a band of parents to undertake a variety of jobs (e.g. covering books with plastic). Your volunteering to assist in this way would be much appreciated.

Voluntary aides are most welcome in the classrooms. Please indicate to your child's teacher if you are available.

Some ways in which parents are involved in our school are:-

- Tuckshop
- School Committees
- Classroom Activities
- Special Education Unit
- Ready Readers Program
- Excursions
- Outdoor Education Activities
- Working Bees
- Parents and Citizens Association

18. PARENTS AND CITIZENS ASSOCIATION

Monthly meetings are held in the Administration building at 5:15pm usually on the third Monday of the month. Meetings are advertised in the school's weekly newsletter, on Facebook and the school's digital notice board.

The Association aims to improve educational facilities by the provision of additional materials and equipment which is not provided by Education Queensland. The Association works with the Administrative Staff and Teachers to foster parent-teacher co-operation and community interest in educational matters, and to advise Education Queensland on school improvements. An effective school depends on active and interested parent involvement. A better school depends on an active and interested Association.

19. PHYSICAL EDUCATION

The school physical education curriculum provides a wide variety of skill and game related programs designed to cover all year and competency levels. Physical Education is a compulsory part of the Australian Curriculum and as such every student will be expected to participate at their level.

20. PREP PROGRAM

Each Prep class will normally consist of up to 25 children and will be staffed with one teacher and a part-time teacher aide. The children will attend 5 days per week from 8:45am to 2:55pm as with the rest of the State School.

Due to your child's young age and this being their first entry into formal schooling and the impact that has on their safety, we strongly recommend that you deliver your child to the prep classroom and stay with them until the first bell at 8:45am.

We also strongly recommend your child be collected at 2:55pm by a responsible adult to ensure their safety. If your child is to be collected by an older sibling to go home or go on the school bus, please complete the permission form attached to the enrolment. If your child is absent from school you need to notify the school as soon as possible explaining the reason for this absence.

PLEASE NAME EVERYTHING YOUR CHILD BRINGS OR WEARS TO SCHOOL.

21. RELIGIOUS INSTRUCTIONS

This is organised through contact with the Hervey Bay Christian Minister's Association and representatives of other church groups, and is conducted in Years 1-7 by ministers or their lay helpers. Children remain in their normal class groups for this instruction. Parents wishing to include children must sign the appropriate form upon enrolment. Those students not doing RE participate in a program of instruction with their classroom teacher.

Throughout the school, the year levels use workbooks from Christian Education Publications. Parents will be required to purchase this material and pay \$6.00 for this through their child's class teacher.

22. REPORTING TO PARENTS

It is the practice of our school to report to parents twice per year.

Written reports are provided in Terms 2 and 4. Face to face interviews are offered in Term 1 and Term 3, plus at any other time requested by parent or teacher.

Parents are encouraged to contact their child's teacher on a regular basis to obtain up to date information on their child's progress. Regular communication between home and school is vital to a successful educational partnership. Teachers accomplish this by many varied methods.

NAPLAN results are forwarded to parents.

23. RESOURCE CENTRE

Our resource centre at the school has a variety of materials available to children, staff and community members. These include fiction, non-fiction, reference material (e.g. encyclopaedias), magazines, computer programs, games, video tapes and DVD'S.

All material is accessible to children and staff during school hours. However, only fiction and non-fiction resources are available for home borrowing, with a fortnightly limit. Children in all years are expected to supply a "water-resistant library bag" to protect any items they borrow. Some items may only be available overnight. Library bags are available for purchase from the Tuckshop.

As the cost of library resources is increasing yearly it is our school policy to request the replacement value or a replacement item for any lost or damaged books.

Parental help is always appreciated in the library. Jobs such as covering and shelving constantly require attention. If you can help in any way, please contact us. The school library is for everyone and we welcome all visitors.

24. REWARD PROGRAMS

Pialba State School has a number of proactive programs that promote positive behaviour and citizenship within our school community and the community at large. Here are our four key programs:

THE 'RIGHT STUFF' INCENTIVES

Our staff and P & C Association promote an incentive scheme to reward consistent, positive behaviour. Each semester, every week a number of students in each class will be nominated to receive a "Right Stuff" token and will be acknowledged at parade time. Each token goes into an end of semester draw for an incentive outing. Each child who is consistently behaving well could be nominated each week, and therefore has a great chance to be selected to go on the end of semester outing. Thirty students from each of the junior and senior sections will go on the incentive outing, fifteen through gaining the most tokens for their respective class and fifteen will be drawn out from all others nominated.

GOTCHA AWARDS

When students are spotted, by staff, doing a kind deed or being helpful during recesses, they may be given a GOTCHA slip. These are placed in the GOTCHA Box for their level. On each school assembly three slips are drawn out to win a voucher for some goodies from our school tuckshop. This promotes the development of helpful & positive attitudes.

EACH DAY COUNTS

In co-ordination with Hervey Bay PCYC, Pialba SS has set up a reward program for those students who show improved attendance and/or attitude towards school over each semester. A rewards day is provided for 45 students who have shown big efforts to improve in a chosen target area.

OUR VALUES PROJECT (V.I.P.)

Twice per term our school focuses on three virtues or characteristics that are important to grow as good all-round citizens. At the end of each term, students gather into classes as a multi-age group (Yrs 1-7) and explore the social emotional learning associated to these virtues. Certificates will be given students who have been good examples over the fortnight.

STUDENTS OF THE WEEK

Each class teacher is asked to nominate a Student of the Week each Tuesday for Prep – Year 3 and Thursday for Years 4 - 6. These nominations are printed onto certificates which are presented on Parade the following day. The aim is to provide an acknowledgment of genuine effort whenever it may appear across the curriculum. Students enjoy adding these certificates to their school folios.

25. SCHOOL ATTENDANCE

Children are required to attend school until 16 years of age by law. Parents have a legal responsibility to ensure their children attend. 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 must return with a written explanation signed by the parent or guardian. Absentee letters, countersigned by a member of the Administrative staff or a phone enquiry, will be forwarded to parents in all cases where no explanation of absence is tendered after three days. Parents/Guardians are often sent an SMS asking for the reason of any unexplained absence. If your child has three or more unexplained absences in any month, the school has to notify the appropriate authorities. Parents have a legal responsibility to ensure absences are explained.

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.

26. SCHOOL BAND AND CHOIRS

Children from Years 4 - 7 have the opportunity to play in the school Recorder Band. The band is taught by our Music Resource Teacher together with other teachers. The band plays at some civic and public functions. The school has a number of choirs that perform at school and community functions.

27. SCHOOL HOURS

BELL	8:45am
SCHOOL COMMENCES	8:50am
FIRST BREAK	11:00am – 11:30am
SECOND BREAK	1:00pm – 1:45pm
SCHOOL DISMISSED	2:55pm

28. SCHOOL SUPPORT SERVICES

SPECIALIST SERVICES

Pialba School has a Teacher Librarian, a Physical Education Teacher and a Music Resource Teacher. These teachers work with all classes from Prep to 6, both in the areas of instruction and support for teachers. Mandarin Chinese is taught to Years 5 and 6 by a Specialist Chinese Teacher.

LEARNING SUPPORT

Two part-time Learning Support Teachers are based at this school and attend to remedial needs of pupils. Referrals to this service may be made through the class teacher and/or the Administration Team. As with all assistance, it is necessary to prioritise cases in order to ensure assistance reaches those most in need.

SPEECH THERAPIST

A Speech Therapist is available and referrals can be made by parents through the class teacher and/or Administration Team.

OTHER SPECIALISTS

Referrals can be arranged for children requiring attention in the areas of Hearing or Visual Impairment and Physical Handicaps or learning English as a Second Language. In such cases assistance is delivered by Advisory Teachers who make recommendations to class teachers and parents.

SCHOOL CHAPLAINCY

Our school has been fortunate in obtaining a chaplaincy service, funded by the Australian Government.

The NSCP (National School Chaplaincy Plan) is designed to assist schools and their communities to support the spiritual wellbeing of their students. The NSCP complements any existing services in schools, such as counsellors, youth workers, and social workers. However, there are also clear differences between the NSCP and existing services, including the voluntary nature of the school chaplaincy service and the focus on spiritual and religious advice, support and guidance.

The voluntary nature of the chaplaincy service ensures that families can decide if/when they would like to access the service and can withdraw from the service at any time.

Funded through the NSCP, and employed part-time by Scripture Union Queensland (SU Qld), the School Chaplain will hold a current "blue card" and follow and uphold SU Qld, Education Qld and NSCP policies and practices, and code of conduct.

The School Chaplain participates in many of the general activities in the life of our school (such as "hanging out" with the children during both breaks, occasionally helping out in classrooms, participating in assemblies, sports days, school committees, school camps, our school's care group, and special programs/events). The School Chaplain provides pastoral care, practical assistance, relates with local Hervey Bay churches, and engages in community networking, etc.

From time to time, in consultation with the School Principal, the School Chaplain may introduce a program or advertise an upcoming event. Consent forms relating to the program or event will be provided to interested students. Students who do not return a signed consent form will be unable to participate.

The School Chaplain is an active member of his/her church, however, will be sensitive to and respectful of people who hold beliefs and values that are different from his/her own.

The School Chaplain is available to all students, teachers and staff, and parents/guardians within Pialba State school community.

Everyone has the right to a private conversation with the School Chaplain. However, in cases of illegal activity, actual harm or abuse, or potential harm or abuse, the School Chaplain is required to practice responsible confidentiality by reporting these cases to relevant people (e.g. the School Principal).

This is in the best interest and care of student/s and other members of the school community.

(This is Education Queensland and Scripture Union Queensland policy)

Disclaimer

The views expressed herein do not necessarily represent the views of the Australian Government Department of Education, Science and Training.

29. SCHOOL UNIFORM POLICY

It has been agreed by the school community through the P&C Association that **ALL STUDENTS MUST WEAR THE SCHOOL UNIFORM.**

Wearing the school uniform gives a feeling of belonging to our school, promotes school pride, establishes a standard of dress that addresses sun safety issues and is affordable. School uniforms also help identify unwelcome visitors to our school. The school has strict uniform requirements which need to be honoured. If students are out of uniform or do not comply with this policy, parents will be called to address the situation.

School shirts, shorts, hats and white socks can be purchased from local stores:

- Bullant Designs – 4124 5077
- Lowes – 4194 1692
- Sauer's Clothing Supplies – 4128 1038
- Signature Uniforms – 4124 0506

Being a competitive market, prices may vary from store to store.

GIRLS' UNIFORM

- Black pleated wrap-around skirt, black shorts or skorts. Bike shorts are permitted under a skirt only.
- Navy and red approved school uniform polo shirt.

PLUS

- Black or white ankle socks and black closed-in shoes are preferred
- Pialba SS full-brimmed bucket hat

BOYS' UNIFORM

- Black shorts
- Navy and red approved school uniform polo shirt

PLUS

- Black or white ankle socks and black closed-in shoes are preferred
- Pialba SS full-brimmed bucket hat

FOOTWEAR

Black covered in joggers or leather shoes are acceptable. No slip-ons, thongs or sandals are permitted.

HATS

A full brimmed, navy blue Pialba SS bucket hat, is a compulsory part of our Sunsmart policy. Students must wear the school bucket hat for all outside activities. School hats are not to have the brim folded up. The school has a '**no hat, no play**' policy.

WINTER UNIFORM BOYS AND GIRLS

- A school jacket can be purchased from our uniform suppliers.
- Navy or black pullover or zip-front fleece lined cardigan. Black long pants. **No jeans.**

SPORT

Polo neck or T Shirts with sleeves in your house colour may be worn for school sporting carnivals and house activities but cannot be worn at other times. Reversible hats that have your house colour and logo on the reverse side are available at our tuckshop or canteen

- Mackerel - Blue
- Turtle - Green
- Dolphin - Red
- Pelican - Yellow

APPEARANCE

- All students must wear the school uniform including white socks and black closed in shoes.
- Uniforms must be in reasonable condition and be clean.
- Uniform is not to be defaced or written on, except for discrete naming.
- Non-uniform items are not to be visible
- Representative sporting shirts are not to be worn to school, except on days that students are representing the school at external competitions.
- No make-up, including nail polish, is to be worn at school.
- Sun screen is recommended.
- Hair styles/cuts and fingernail décor should be modest. Long hair should be tied back.
- Dyed hair is not permitted.
- Girls' swimwear is to be a one-piece costume.
- Basic allowable jewellery ONLY:
 - watch;
 - small ear studs or sleepers in ears only;
 - medical alert bracelets or bracelets of religious significance if supported by an official letter from the relevant authority in that religious sector/group;
OR medical alert necklaces or necklaces of religious significance if supported by an official letter from the relevant authority in that religious sector/group and on a chain (as defined by the Principal) that is so light that it would break if hooked or entangled.
- No tattoos (temporary or permanent) or additions to the skin are to be showing

FREE DRESS DAYS

On free dress days, students may wear non-uniform clothing provided:

- It is modest and sunsafe;
- It does not have inappropriate logos or wording
- Closed-in footwear

30. SICKNESS AND ACCIDENTS

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE UNWELL.

On occasions, children arrive at school quite ill and we find that parents cannot be contacted.

N.B. THERE IS A LEGAL RESPONSIBILITY ON THE PART OF PARENTS TO ADVISE THE SCHOOL OF ANY ABSENCE THE DAY OF OR THE DAY AFTER AN ABSENCE. PARENTS MUST ALSO ENSURE THAT OUR SCHOOL RECORDS ARE UP TO DATE AS FAR AS ADDRESSES, TELEPHONE NUMBERS, MEDICAL HISTORY AND CUSTODY ISSUES ARE CONCERNED.

If a child becomes too ill to continue work in the classroom he/she is taken to the sick bay where minimum rest facilities are available. The Principal or an Administrative Officer is advised, and if it appears that the child is not going to recover in a short time, every effort is made to contact one of the parents. Unless we are sure a parent is at home, your child will be retained at school.

In the event of an accident, we make every effort to contact the parents. In some cases treatment may be urgently required and then teachers act in "loco parentis" and arrange for treatment. If an ambulance is required for treatment or transport to hospital or a doctor, it will be called.

Considering the number of children in the school, accidents are very few. Most of those that occur result from an infringement of the safety rules set down.

31. SPECIAL EDUCATION PROGRAM

The Pialba Special Education Program operates as an integral part of the Pialba Primary School. The role of the unit is to support teachers in providing program options for students with disabilities.

The unit provides in-class and withdrawal support with a differentiated curriculum, including an alternative educational program for some students. Students are able to access support from the Special Education Program if they have been diagnosed with a disability under the following categories:

- Intellectual Impairment
- Autism Spectrum Disorder
- Speech Language Impairment
- Physical Impairment
- Hearing Impairment
- Visual Impairment

The Support Team consists of the Deputy Principal Special Education, a team of Special Education Teachers, as well as permanent and casual teacher aides. Further information may be obtained by phoning 4197 7714.

32. SPORT

It is important for the health of most children to undertake an active part in sport, which is part of the school curriculum. There may be some children who, for medical reasons etc are not allowed to play sport. If so, parents should send a note to the classroom teacher giving particulars.

Throughout the year, a number of programs for gifted and talented students are offered, including development days, and training squads for teams and individual sports.

Other lunchtime sporting activities include training for all Inter-School Sporting teams from Yrs 4-7.

Parents are welcome to attend sports afternoons to either encourage children or to help with coaching. Pupils who show an aptitude for a particular sport have the opportunity to gain representation in District, Zone or State Teams. Pialba School is proud of its record of representation in State and Regional Teams.

33. SPORTS HOUSE SYSTEM

The school is divided into four houses for inter-house competition in academic, social and sporting activities. Early in the year each teacher will be furnished with a list of children in each house.

All members of a family are in the same house and remain so allotted. New enrolments are added to the house with the smallest numbers. Children will be notified of their house allocation soon after enrolment.

Dolphin (Red)

Pelican (Yellow)

Mackerel (Blue)

Turtle (Green)

34. SWIMMING INSTRUCTION

An effort is made to allow all children to attend swimming instruction with the Physical Education Teacher and Class Teachers. Parents should inform their child's class teacher IN WRITING when children are not able to swim due to health reasons. Swimming is a compulsory component of Education Queensland's HPE program for those class involved.

INSTRUCTIONS FOR SWIMMING CLASSES

DRESS

- Each pupil must have a swimming costume, swim shirt and a towel in a named carry bag. Costumes should not be worn under uniforms.
- It is desirable that children with long hair wear bathing caps or have their hair tied back.
- Children are not to enter the water wearing hair pins, ribbons, rings, bangles or other ornaments which may come loose in the water.
- All students must wear a sun safe top for all swimming activities.

HYGIENE

- Children suffering from any kind of infection, or from sores and skin complaints are to be excluded.
- Pupils must visit the toilet before swimming lessons.
- Spitting and nose blowing while in the water is prohibited.

DISCIPLINE

- Boisterous or noisy behaviour in and around the pool is not permitted.
- Children are to wait until they are instructed to enter the water.
- Running around the pool is not allowed.
- "Ducking" is prohibited.
- Indiscriminate diving is not allowed.

SAFETY

- All children, whether beginners or swimmers, will be under supervision.
- Underwater swimming will not be allowed, except for life-saving and water confidence activities.
- Children will be instructed in emergency procedure.
- The teacher or an accompanying adult will be qualified in resuscitation.

35. THEATRE PERFORMANCES

In 2015 our school will be again using a range of performance companies. Some of the selected performances or activities are identified in the table below.

The table below indicates which term your child's year level is booked to attend performances. The cost of each show is to be around \$5 to \$6 per student. Programs may vary due to timetabling clashes.

PERFORMANCE	YEAR LEVELS	TERM
We Love ROCK & ROLL – Gillian Eastoe & Terry Murray	All Year Levels	1
AFRICAN CONNECTION – Valanga Khoza presents	All Year Levels	2
The STORYTELLER – Andy Wright	All Year Levels	3
Timbarra Productions Variety Show	Prep, Yrs 1 & 2	3
Timbarra Productions-Christmas Show	Prep, Yrs 1 & 2	4
SEAN CHOOLBURRA – Indigenous Performance	All Year Levels	4
CIRCUS CHALLENGE – performance and tutorial	All Year Levels	TBA

36. TRANSFERS BETWEEN SCHOOLS

Reports and details of work covered are available to the receiving school via OneSchool.

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.

Parents are free to select any school unless it has an Enrolment Management Plan. 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. (Also See "BUSES" Section 3).

37. TUCKSHOP

Our tuckshop is a service organised by the P & C Committee for the members of our school community.

WHEN WE OPEN

The first day of trading in 2015 will be Wednesday 28th January. We are open every Monday, Wednesday and Friday.

Menus are updated each semester (summer and winter menus).

HOW YOU CAN HELP THE SCHOOL AND YOUR CHILDREN

To achieve our aims, we rely on the valuable assistance of parents and friends of the school. Mums, Dads, relatives and friends are invited to help in one of the following ways:-

- You could attend tuckshop once a month or more if you like, arriving between 8:30am – 9:00am until 2:00pm, to prepare and serve morning tea and lunch.
- You could help for part of the time (e.g. for an hour or so after dropping your children at school, or after classroom roster).
- You could assist the committee with food ideas, menu planning or promoting the tuckshop.
- You could be on standby in case of illness, or for special events (e.g. sports day).

ORDERING PROCEDURE

Paper bags can still be used for ordering. Print your child's name, class, order and amount enclosed on bottom half of bag only. Change will be taped in corner of bag. The bag will then need to be placed in the Classroom tuckshop basket.

DO NOT USE STAPLES OR STICKY TAPE

EXAMPLE	FIRST BREAK	SECOND BREAK
	John Brown	John Brown
	Year 1A	Year 1A
	1 Sausage Roll, \$1.60	1 Pie, \$2.40

Tuckshop baskets are collected by class monitors and taken to eating areas for distribution at eating times.

The convenor will arrange a substitute for items unavailable or short changed.

38. YEARLY CALENDAR

TERMS	DATES	NUMBER OF WEEKS
TERM 1	27 th January 2015 - 2 nd April 2015	10 weeks
TERM 2	20 th April 2015 - 26 th June 2015	10 weeks
TERM 3	13 th July 2015 - 18 th September 2015	10 weeks
TERM 4	6 th October 2015 - 11 th December 2015	10 weeks

APPENDIX 1

BOOKLISTS

Some classes in our school will require a chair bag - advice on this matter can be obtained from your child's teacher.

Many of the items from the previous year, if still serviceable and on the list will suffice. Please ensure that all books are covered and ALL PROPERTY is CLEARLY NAMED.

SUNSCREEN

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals.

NEW ENROLMENTS

The office will be open on MONDAY 19th January to FRIDAY 24th January 2015 from 2:00pm to 4:00pm for the purpose of enrolling new students and for parent interviews. If a child is transferring from another school it is necessary to bring school records when enrolling. It is necessary to make an appointment to enrol any child at this time. School commences for students on Tuesday 27th January 2015.

An enrolment agreement will need to be signed at the enrolment interview or before the student begins school.

CHILDREN ENTERING PREP

A child must be turning five before June 30th of 2015 to be eligible for enrolment. **A birth certificate is required prior to enrolment.**

BOOKLIST - PREP Requirements (ALL ITEMS TO BE CLEARLY NAMED)

- Named spare clothes in a named bag
 - A light healthy snack for morning tea
 - A packed lunch and drink (Ice pack recommended due to hot weather)
 - 1 roll paper towel
 - 2 bottles liquid soap
 - 3 reams REFLEX brand copy paper
 - 1 bottle for water
 - 3 A4 display folders
 - 3 named manilla folder
 - 1 writing exercise pad - 48 page – Year 1 lines
 - 1 blue lined exercise pad – 48 pages
 - 1 blue lined exercise pad – 96 pages
 - 2 Glue Sticks
 - 1 metal sharpener
 - 2 Erasers – good quality rubber
 - 1 Recordable CD disc with case
 - 1 basic headphone set for computer lab (available at discount stores)
 - 2 plastic slimpick wallets
 - 1 pack coloured pencils (Steadler or Crayola brand preferred)
 - 1 pack textas (Faber Castel or Texta brand)
 - 1 pack of Crayola twistable crayons
 - 4 HB lead pencils (triangle shaped pencils)
 - 4 Scrap books
 - 1 **Waterproof** Library Bag
- (Please don't name pencils, textas or crayons as they will be stored and used as required)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and we suggest that students have a personal supply in the form of a roll-on which can be kept in a bag.

All the items on this booklist are required upon arrival at our school.

** Please note the photocopy paper is used to create numeracy and literacy booklets and other activity sheets instead of asking parents to purchase text books.

----- ✂ -----

NAME: _____ CLASS: _____

\$50.00 for P & C Family Contribution _____

(MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION)

SIGNED: _____
Parent / Guardian

BOOKLIST - Year 1 Requirements (ALL ITEMS TO BE CLEARLY NAMED)

We store all extra items in a named Zip lock bag for your child to replace and use as needed. All items need to come to school on the first day.

- 1 pencil case
- 2 moulded pencil grips
- 14 HB pencils (NON REFILLABLE), good quality - **no erasers on ends**
- 6 white erasers
- 4 whiteboard markers
- 1 chair bag
- 2 **metal good quality** pencil sharpeners (Sharpening is difficult for Year 1 children, please practice at home.)
- 7 Year 1 ruled writing pads A4 size
- 1 feint ruled exercise books (blue lines only)
- 5 scrap books (96 white pages)
- 2 manila folders
- 2 sets BIC Kids Thin Crayons (NO FELT PENS – NO TWIST UPS)
- 2 sets of 24 colouring pencils, good quality
- 1 Big plastic bottles of Clag Glue
- 6 Large glue sticks
- 2 pairs blunt-nosed metal scissors (named)
- 1 paint shirt
- 1 box tissues (family size box)
- 1 **Waterproof** Library bag 42cm x 30cm - drawstring type
- 4 **plastic** slimpick wallets foolscap
- 1 A4 display folder if new to school
- 1 bottle of liquid soap
- 3 reams REFLEX copy paper (MUST BE REFLEX)
- 1 basic headphone set for computer lab
- 1 box of Zip Lock Bags (plastic zip lock bags found at supermarket near sandwich bags)
- 1 Signpost Maths Book 1 Student Book
- 1 Queensland Targeting Handwriting 1 Student Book

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and we suggest that students have a personal supply in the form of a roll-on which can be kept in a bag.



Please note that expendable items such as pencils and glue may need to be replaced.

All the items on this booklist are required upon arrival at our school.

In addition to these requirements for this year level, an expense of \$6.00 for Religious Education program material is payable through the class teacher. The \$50.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----✂-----

NAME: _____ CLASS: _____

Please find enclosed:

\$6.00 for religious education books _____
MADE PAYABLE TO PIALBA STATE SCHOOL

-----✂-----

NAME: _____ CLASS: _____

\$50.00 for P & C family contribution _____
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: _____
Parent / Guardian

BOOKLIST - Year 2 Requirements (ALL ITEMS TO BE CLEARLY NAMED)

- 1 small pencil case (for Literacy group activities)
- 1 large pencil case
- 20 Staedtler HB pencils (NON REFILLABLE) - good quality - named
- 1 30cm wooden ruler
- 4 white school rubbers
- 2 pencil sharpeners
- 10 **A4** Year 2 ruled writing pads (**Not Botany**)
- 4 faint ruled pads (blue lines only) 64 page
- 1 10mm quad book
- 4 large scrap books - white pages only (for Geography, Science & History)
- 3 **plastic** slimpick wallets
- 2 manilla folders
- 1 paint brush No. 10 Eterna 579 (from Year 1)
- 3 Highlighters – **Must be Light Blue, Light Green & Pink** (one of each)
- 2 sets of 12 colouring pencils - good quality
- 1 set of textas (NOT Connector pens PLEASE)
- 1 Set of Crayons (Crayola preferred)
- 1 pair blunt-nosed metal scissors (No plastic scissors)
- 1 art shirt (large, old short-sleeved shirt to cover uniform completely)
- 2 boxes tissues (large)
- 1 **Waterproof** Library bag – drawstring type
- 1 whiteboard marker (water-soluble) – for students use only
- 1 A4 display folder
- 1 bottle of liquid soap
- 1 Large snaplock bag - named
- 3 reams REFLEX copy paper (MUST BE REFLEX)
- 4 glue sticks (**Large**)
- 1 **QLD Targeting Handwriting**

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

Better quality items do not need to be replaced as often.

**All the items on this booklist are required upon arrival at our school.
PLEASE NAME ALL ITEMS!!**

In addition to these requirements for this year level, an expense of \$6.00 for Religious Education program material is payable through the class teacher. The \$50.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

----- ✂ -----

NAME: _____ CLASS: _____

Please find enclosed:

\$6.00 for religious education books _____
 MADE PAYABLE TO PIALBA STATE SCHOOL

----- ✂ -----

\$50.00 for P & C family contribution _____
 MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: _____
 (Parent / Guardian)

BOOKLIST - Year 3 Requirements

(ALL ITEMS TO BE CLEARLY NAMED)

- 1 pencil case – large size
- 20 HB pencils Staedtler, Columbia or Faber-Castell (*cheaper brands break easily and do not sharpen well*)
- 1 30cm ruler with centimetres and millimetres (not bendy)
- 6 white school rubbers
- 1 pencil sharpener-good quality with a container
- 2 Year 3/4 ruled writing pads (blue and red)
- 5 **A4** Year 3 ruled writing pads (blue and red)
- 2 Quad ruled pads - 10mm squares (BIG SQUARES)
- 1 blue lined pads – 64 page
- 3 coloured highlighter pens
- 6 project / scrap books
- 3 **plastic** slimpick wallets
- 1 set colouring pencils (all named)
- 6 **large** "Blustick" glue sticks
- 1 pair metal scissors – pointed ends
- 1 **Waterproof** Library bag - drawstring type
- 1 Chair bag (available from the tuckshop, essential for storage)
- 1 set of textas
- 3 large boxes tissues
- 2 A4 display folder (with clear pages)
- 3 reams REFLEX copy paper (MUST BE REFLEX)
- 1 bottle of liquid soap
- 1 headphone set in a zip-lock bag
- 1 clipboard
- 1 roll-on sunscreen
- 1 **Firefly Education Writing Time Book 3**

***** Important *****
 All items are essential.
 These are your child's tools for learning, please ensure they are purchased and ready for learning on the first day of school. Thank you for your support.

*The following items are for **student use** during literacy & numeracy activities:*

- 1 large pack of "Post-It" Notes
- 3 coloured whiteboard markers (water soluble)
- 1 pack of 20-30 zip-lock bags (small)

In addition to these requirements for this year level, an expense of \$6.00 for Religious Education program material is payable through the class teacher. The \$50.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

----- ✂ -----

NAME: _____ CLASS: _____

Please find enclosed:

\$6.00 for religious education books: _____

MADE PAYABLE TO PIALBA STATE SCHOOL

----- ✂ -----

NAME: _____ CLASS: _____

\$50.00 for P & C family contribution _____

MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: _____

Parent / Guardian

BOOKLIST - Year 4 Requirements
(ALL ITEMS TO BE CLEARLY NAMED AND BOOKS TO BE COVERED)

- 1 4GB USB
- 1 chair bag
- 1 pencil case
- 6 **good quality HB** pencils(NON REFILLABLE–NO PACERS - need to be replaced when necessary)
- 1 red biro
- 1 30cm wooden ruler – **NO plastic or bendy rulers**
- 2 white school rubbers
- 1 metal pencil sharpener
- 6 Year 4 ruled writing pads (**A4 size only**)
- 4 wide ruled writing pads - 64 pages - (**A4 size only**)
- 2 Botany books - Year 4 ruling (to be replaced when necessary) - 48 pages – (**A4 size only**)
- 2 Quad ruled 1 cm sq - 64 page exercise books - (**A4 size only**)
- 1 Olympic Music book
- 1 scrap book
- 1 set colouring pencils
- 1 set 12 felt pens
- 4 Highlighters – **Must be Yellow, Light Blue, Light Green & Pink** (one of each)
- 2 large glue sticks (e.g. Marbig, UHU)
- Pkt 10 Manila Folders
- 1 pair blunt-nosed metal scissors (named)
- 1 **Waterproof** Library bag - drawstring type
- 1 Yamaha descant recorder
- 1 family box of tissues - replace when needed
- 1 clipboard folder
- 2 display books (20 plastic pages)
- 3 reams REFLEX copy paper (MUST BE REFLEX)
- 1 bottle of liquid soap

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

Please Note: Many of these items will need to be replaced during the year.

N.B. Any non-pad item from Year 3, if in good order, can continue to be used in Year 4.

All the items on this booklist are required upon arrival at our school.

In addition to these requirements for this year level, an expense of \$6.00 for Religious Education program material is payable through the class teacher. The \$50.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

----- ✂ -----

NAME: _____ CLASS: _____

Please find enclosed:
\$6.00 for religious education books _____
MADE PAYABLE TO PIALBA STATE SCHOOL

----- ✂ -----

NAME: _____ CLASS: _____
\$50.00 for P & C family contribution _____
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: _____
Parent / Guardian

BOOKLIST - Year 5 Requirements (ALL ITEMS TO BE CLEARLY NAMED)

4 Highlighters – **Must be Yellow, Light Blue, Light Green & Pink** (one of each)

1 pencil case

2 red biro

1 30cm narrow ruler (marked with cm and mm)

4 white school rubbers (will need replacing periodically)

1 pencil sharpener

1 quad book, 10mm squares ONLY (no 7mm squares)

1 set colouring pencils all individually named

1 set felt pens

4 Bostik glue sticks (one for each term)

1 pair large blunt-nosed metal scissors (named)

20 **good quality HB pencils** (NON REFILLABLE no pacers) - WILL NEED TO BE REPLACED OFTEN

12 **A4** 96 page Exercise books - Feint ruled NO COLUMNS, or MARGINS. MUST BE STAPLED, NO PERFORATIONS, HOLES OR SPIRAL SPINES AS THESE FALL APART. **MUST be A4.**

1 Artblock 40 – 50 pages with gummed join for easy tear-off

1 Olympic Music book (last year's may continue)

1 Combined Dictionary & Thesaurus "Oxford Australian Integrated Primary"

1 **Waterproof** Library bag - drawstring type

1 Yamaha descant recorder

1 Calculator - Sharp 231 LB (or equivalent) (not scientific)

1 slimpick wallet

2 large boxes of tissues

1 A4 display folder

1 USB/Memory Stick

1 basic headphone set with microphone attached for computer lab (available at discount stores)

1 bottle of liquid soap

2 Whiteboard Marker (non-permanent) - Any colour

3 reams REFLEX copy paper (MUST BE REFLEX)

1 chair bag (tidy box is not big enough for all school materials) (available from tuckshop)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

N.B. Any non-pad item from Year 4, if in good order, can continue to be used in Year 5.

All the items on this booklist are required upon arrival at our school.

In addition to these requirements for this year level, an expense of \$6.00 for Religious Education program material is payable through the class teacher. The \$40.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

----- ✂ -----

NAME: _____ CLASS: _____

Please find enclosed:

\$6.00 for religious education books _____

MADE PAYABLE TO PIALBA STATE SCHOOL

----- ✂ -----

\$50.00 for P & C family contribution _____

MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: _____

Parent / Guardian

BOOKLIST - Year 6 Requirements (ALL ITEMS TO BE CLEARLY NAMED)

- 1 pencil case
- 10 **good quality HB** pencils (NON REFILLABLE–NO PACERS)
- 1 red biro
- 1 blue biro
- 1 30cm ruler
- 1 white school rubber
- 1 pencil sharpener with a shavings container
- 2 plastic slimpick wallets
- 1 USB/Memory Stick
- 1 set colouring pencils (Faber Castell)
- 1 large glue stick
- 1 pair large blunt-nosed metal scissors (named)
- 1 Dictionary – The Collins Australian Compact Dictionary
- 1 **Waterproof** Library bag - drawstring type
- 1 Chair bag (to store larger items)
- 1 Yamaha descant recorder
- 1 box tissues
- 3 Highlighters – **Must be Light Blue, Light Green & Pink** (one of each)
- 1 A4 quad ruled book - 10mm squares (Large squares)
- 12 A4 exercise books (stapled books) - **must be 64 pages**
- 3 A4 display folders
- 3 reams REFLEX copy paper (**MUST BE REFLEX**)
- 1 bottle of liquid soap
- 1 Non-Scientific Calculator
- 1 paint brush
- 1 basic headphone set with microphone attached for computer lab (available at discount stores)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

N.B. Any non-pad item from Year 5, if in good order can be continued to be used in Year 6.

If purchasing a new dictionary, the school recommends "The Collins Australian Compact Dictionary".

All the items on this booklist are required upon arrival at our school.

In addition to these requirements for this year level, an expense of \$6.00 for Religious Education program material is payable through the class teacher. The \$50.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----✂-----

NAME: _____ CLASS: _____

Please find enclosed:

\$6.00 for religious education books _____
MADE PAYABLE TO PIALBA STATE SCHOOL

-----✂-----

NAME: _____ CLASS: _____

\$50.00 for P & C family contribution _____
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: _____
Parent / Guardian

APPENDIX 2

PIALBA STATE SCHOOL
ADMINISTRATION OF MEDICATION

Education Queensland Regulations require that, before medication is administered:

- (i) A parent has completed a permission form.
- (ii) Medication is in its original container and the label clearly states:
 - (a) The name of the student
 - (b) The dosage and times for it.
 - (c) The doctor's name.
 - (d) Name of medication to be administered

PLEASE ASK YOUR PHARMACIST FOR THIS INFORMATION WHEN HE/SHE ISSUES THE MEDICATION.

N.B. Analgesics, cough mixtures, panadol and the like **cannot** be administered unless accompanied by a written letter from the doctor and/or a medication label on the original container. Either of these need to state doctor's name, child's name, name of medication, dosage and time to be taken.

This is a requirement by law.

PARENT/GUARDIAN'S AUTHORITY FORM FOR MEDICATION TO BE ADMINISTERED

I hereby authorise medication to be administered to my student child. Details are:

STUDENT'S NAME: _____ CLASS: _____

MEDICATION: _____ DOSAGE: _____

TIME/S FOR ADMINISTRATION: _____

DOCTOR WHO PRESCRIBED: _____ PH _____

PROBABLE PERIOD OF TREATMENT: _____

PARENT/GUARDIAN: _____ DATE: _____
(Please Print)

PARENT/GUARDIAN SIGNATURE: _____

PHONE NUMBER: (H) _____ (W) _____

(Mob) _____

APPENDIX 3

APPENDIX 4

SUNSMART STRATEGY

RATIONALE

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With this in mind, Pialba State School realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

AIMS

- to provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- to provide environments that support SunSmart practices.
- to create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices.
- to encourage good habits in Sun Protection.
- to encourage parent responsibility in modelling SunSmart practices.

PROCEDURES

Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.

The purpose of this SunSmart strategy is to ensure that all children attending our school are aware of the harmful effects of the sun and are encouraged to practice safe sun protection habits.

OUR COMMITMENT

Pialba State School will:

- inform parents of the SunSmart policy when they enrol their child
- include the SunSmart strategy in the school prospectus
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- encourage all parents, staff and visitors to act as positive role models for children in all aspects of SunSmart behaviour
- seek ongoing support from parents and the school community for the SunSmart strategy and its implementation, through newsletters, parent meetings etc.
- ensure where practicable, that all students wear hats that protect the face, neck, and ears

- encourage all students to apply SPF 30+ or higher, broad-spectrum, water resistant sunscreen at morning tea and lunch breaks
- all students will wear a sun safe shirt for swimming activities
- ensure students without adequate sun protection use shaded or covered areas at recess times
- review the school dress code to conform with the Queensland Cancer Fund SunSmart clothing guidelines
- encourage students to wear a SunSmart swimming costume
- ensure that, wherever practicable, outdoor activities take place before 10:00 a.m. or after 2:00 p.m. (Australian Eastern Standard Time [AEST])
- provide shade areas at sporting carnivals and other major outdoor events
- supply appropriate sunscreen for major sporting events and excursions.

OUR EXPECTATIONS

Parents/carers will:

- provide a full-brimmed Pialba State School bucket hat for their child and ensure that they wear it to and from school
- ensure that their child applies SPF 30+ or higher, broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing that has the following features:
 - dark-coloured
 - collars and sleeves
 - closely woven fabric
 - natural fibre
- act as positive role models by practising SunSmart behaviour
- support the school's SunSmart policy
- provide students with a sun safe swimming shirt.

Students will:

- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses
- apply SPF 30+ or higher, broad-spectrum, water-resistant sunscreen during recess times
- use shaded or covered areas when outdoors
- act as positive role models for other students in all aspects of SunSmart behaviour
- help to design and regularly update the SunSmart policy
- participate in SunSmart education programs
- wear a sun safe swimming shirt.

APPENDIX 5

GETTING THE BEST FOR YOUR CHILD

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them.

This school is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directly to the **Teacher** involved or lodged directly with Mark Brose the **Principal**.

If the problem cannot be resolved within the school, you should contact Education Queensland at 102 Lennox Street, Maryborough, and Phone 41211633.

As part of this process, Steve Case, who is the **Assistant Regional Director – School Improvement Officer**, will be notified and involved if needed.

Parents or caregivers may also wish to contact the **Queensland Council of Parents and Citizens' Associations** (QCPCA) on 33523900 or visit their website www.qcpc.org.au for help and support.

Both the QCPCA and Regional Office have access to the **Office of State Schooling**, which administers the operation of all Queensland State Schools, to further resolve issues if required.



Mark Brose
Principal
Pialba State School

APPENDIX 6

PRIVACY STATEMENT

ENROLMENT

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

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

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

ATTENDANCE/ACHIEVEMENT/BEHAVIOUR

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

Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Senior Certificates and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing reports in relation to the assessment of numeracy and literacy skills of students.

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

WELLBEING, PROTECTION AND SAFETY

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

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

CHILDREN AND YOUNG PEOPLE IN THE CARE OF THE STATE-DATA MATCHING

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

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

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

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at <http://www.iie.gld.gov.au/informationstandards>. If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.