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## **PROSERPINE STATE SCHOOL - SCHOOL CALENDAR 2009**

***(Showing Student Free Days, Public Holidays and Vacations)***

<b><i>Date</i></b>	<b><i>Day</i></b>	<b><i>Event</i></b>	<b><i>Date</i></b>	<b><i>Day</i></b>	<b><i>Event</i></b>
22-23 Jan	Thursday Friday	<b>Student Free Days</b> (Staff only)	13 July	Monday	<b>Student Free Day</b> (Staff only)
26 Jan	Monday	<b>Australia Day Holiday</b>	14 July	Tuesday	<b>School Resumes for Term 3</b>
27 Jan	Tuesday	<b>School Commences - Term 1</b>	19 Sept - 04 Oct	Saturday - Sunday	<b>Spring Vacation</b>
10 April 13 April	Friday Monday	<b>Good Friday Easter Monday</b>	05 Oct	Monday	<b>Student Free Day - Ministerial TBC*</b> (Staff only)
14 April- 19 April	Tuesday Sunday	<b>Easter Vacation</b>	06 Oct	Tuesday	<b>School Resumes for Term 4</b>
20 April	Monday	<b>Student Free Day</b> (Staff only)	19 Oct	Monday	<b>Student Free Day</b> (Staff only)
21 April	Tuesday	<b>School Resumes for Term 2</b>	12 Dec - 26 Jan	Saturday - Tuesday	<b>Summer Vacation</b>
25 April	Saturday	<b>ANZAC Day</b>	21 & 22 Jan 2010	Thursday Friday	<b>Student Free Days</b> (Staff only)
04 May	Monday	<b>Labour Day Holiday</b>	25 Jan	Monday	<b>Australia Day Holiday</b>
08 June	Monday	<b>Queen's Birthday Holiday</b>	27 Jan	Wednesday	<b>School Resumes for 2010</b>
19 June	Friday	<b>Show Holiday</b>	<b>* TBC = To be confirmed</b>		
27 June - 12 July	Saturday - Sunday	<b>Winter Vacation</b>			

**SCHOOL PLAN**

## **INTRODUCTION**

This booklet contains information about our school’s facilities, procedures, policies, and various ways in which parents can assist.

It is important that you realise that to develop and maintain a caring, educational environment for your child, we need to work together. Much can be achieved with close co-operation between home and school i.e. between the P&C Association, parent, carer and teacher. You are the best person to supply information which will help the teacher to understand your child more fully and so teach him/her effectively. Please make every effort to meet and discuss your child's progress with the teachers/administrators. Take an interest in your child's work and encourage his/her efforts. Take the opportunity to attend P&C Association Meetings, Parent-Teacher Meetings and other school functions.

You will be kept informed of school activities through fortnightly newsletters, but we are convinced that there is no substitute for your personal keen interest in, and contact with, school affairs. Information flow must be both ways.

We trust that your children will develop in character and achievement so that they achieve to their potential and will be a credit to their home, their school, and their community.

### ***Administration Staff***

<b>Principal .....</b>	Rae Lee Cox
<b>Deputy Principal .....</b>	Ross Hughes
<b>Business Services Manager .....</b>	Helen Hughes (Finance)
.....	Helen Jones (HR, Facilities)
<b>Administration Officers .....</b>	Wendy Camm
.....	Lorraine Webb
<b>Head of Special Education Services</b>	Linda Sippel
<b>Head of Curriculum.....</b>	Lee-Anne Dougherty

**School Phone: ....** (07) 4945 3000

**School Fax: .....** (07) 4945 1497

**Email:**

[the.principal@proserpnss.eq.edu.au](mailto:the.principal@proserpnss.eq.edu.au)  
[rhugh36@eq.edu.au](mailto:rhugh36@eq.edu.au) .....

(Principal)  
(Deputy Principal)

**Website:**

<http://www.proserpnss.qld.edu.au>

## **VISION AND PURPOSE**

We provide high quality education that assists all children to: -

- develop a love of lifelong learning
- equip children with the attributes, knowledge and skills that enable them to effectively participate in the ‘community’ now and in the future.
- develop children’s judgment and sense of responsibility
- understand the past and prepare them to embrace the future

## **VALUE STATEMENTS**

*We are committed to: -*

- |                       |  |
|-----------------------|--|
| <b>Excellence</b>     | - setting standards, delivering high quality education services for all.   |
| <b>Inclusiveness</b>  | - recognising and catering for diversity and treating each individual with respect and dignity.  |
| <b>Participation</b>  | - valuing and encouraging parent/carer participation in the learning process.  |
| <b>Safety</b>         | - create safe and tolerant learning environments for all children, teachers, and staff.  |
| <b>Accountability</b> | - achieve/uphold the standards our community, our parents/carers, and government set for effective performance of educational and professional services. |

## **MOTTO**

*“Learning Together, Making a Difference”*

## **SCHOOL HISTORY**

The Proserpine State School was established in 1897 with one classroom and an enrolment of 31 children near the present site of the Junior Sporting Complex. The school site was then moved to Main Street in 1904 (where the Proserpine Entertainment Centre is now).

The school has been on the current site since 1967. As the buildings were constructed over a number of years, students and classes progressively moved from the Main Street site to the present site by 1971.

Enrolments continued to increase during the 1980s and 1990s. The Administration and Library buildings were constructed and occupied in 1990 and modular classrooms were built to cater for the increased enrolments during the 1990s. The school celebrated its Centenary in 1997. In 2005 & 2006, we trialled new facilities for the Phase-In of the Preparatory Year.

Our total school facilities have been developed over the years to cater for our student population. We have excellent sporting facilities with our beautiful oval, multipurpose tennis/basketball courts, cricket practice wickets, cricket pitch, athletics track, soccer and football goalposts and netball courts. In 2007, new playground equipment was installed as result a grant from the “Investing in Our Schools” project to provide age appropriate play facilities for all children to enjoy. Additional shade areas and seating have been provided for sun safety.

Access to academic, cultural, technological and sporting resources is a highlight of our school.

There are currently 65 staff members (teachers, teacher-aides, office staff, grounds persons and cleaners).

The school enrolment now averages in the vicinity of 670.

## **CURRICULUM**

Parents/Carers are the primary educators of children. Our contribution to your child's education is the provision of academic learning. We also assist children to develop their social and emotional competences as well as offering many cultural and sporting opportunities. Children experience success in many areas – School Choir, Instrumental Music Program, Combined Schools Little Kids Big Band (Year 5, 6, 7 and 8 from Proserpine SS and SHS and Cannonvale SS), individual and team sporting representation at District, Regional and State Levels.



The curriculum is the total learning experience. Our formal curriculum is English, Maths, Science, Technology, The Arts, HPE and LOTE. For each KLA (Key Learning Area), essential learnings are stated which inform us what students should know and demonstrate at key junctures of schooling.

We value the importance of children having well developed literacy and numeracy skills - skills needed throughout life.

Proserpine State School provides an Early Intervention Program for children with disabilities from 0-5 years of age from across the Whitsunday region. This program facilitates parent/child access to numerous support services available through Qld Health.

In the Early Years (Prep to Year 3), the majority of a child's learning time is devoted to literacy and numeracy development through concrete, inquiry based learning experiences. We strive to develop in children from a young age a lifelong love for learning. Our Physical Education program will focus on the development of children's perceptual motor skills.

In the Middle Phase (Years 4 – 7), we continue to explicitly teach literacy and numeracy skills through an integrated unit approach. Subject disciplines are interrelated. Children's learning occurs in context, is interrelated/connected and is based on children's interests or questions they have about themselves or questions that make sense of their world.

Achievement, engagement and relationships are the three fundamental goals upon which learning/teaching is based in the Middle Phase. The class teacher delivers the curriculum to year levels with assistance from specialist teachers, Health and Physical Education (HPE), Music, Technology, Teacher Librarian, Language Other Than English (LOTE), Japanese - Years 6-7 only. Middle Phase Projects were introduced in 2005 to engage children in learning pursuits identified by the children. A number of the projects involve construction, problem solving and require children to work together as a team. Projects include – Mouse Trap Racer, Kite Making, Wax Welding, Web Page Design, Dancing, Problem Solving in Science, Basketry, School Newspaper Publication, Board Games, Scrapbooking etc.

Children learn differently, at different rates with different learning styles and preferences. We endeavour to cater for each individual child's learning needs. Additional support services are provided for identified children with a disability, learning difficulty and/or children with gifts or talents. Some children also require social/emotional support. These children access small group support programs both in and out of the classroom that will address their needs. These specialised programs are delivered by Special Education

and Learning Support teachers. Early intervention is critical to make the most significant difference to their learning progress. Valuing uniqueness and celebrating individual achievements is an important principle upon which our school is based. There is emphasis on consultation with teachers to ensure that all children have access to the curriculum.

Children's knowledge and understanding is judged using numerous assessment instruments ranging from weekly spelling or number fact tests, to in-class tasks, to project work/assignments. For each major assessment task, children will be provided with a task and criteria sheet – providing information on what children need to know and demonstrate to achieve a reporting level. ie. A, B, C, D, E. Criteria sheets provide children and parents with information on what children know and can do as well as informing parents of areas for improvement.

Years 3, 5, 7 National Literacy and Numeracy Assessment is undertaken in May. Individual student reports are received in September/October.

At Proserpine State School, we formally provide written reports to parents twice a year – June/July and December. Formal Parent - Teacher Interview Evenings are held in March/April and September. We encourage parents to peruse assessment tasks and criteria sheets in order to be kept informed of children's progress. A portfolio of student work, with evidence of children's learning achievement, is maintained by all class teachers and can be perused by parents on request.

### **LOTE LEARNING**

LOTE (Language other than English) is formally studied at Proserpine State School by students in Years 6 & 7. The principal reason to give priority to second language learning is its impact on the intellectual development of children. Extended language learning gives deeper knowledge of the structures and processes of communication. Language learning also gives access to an alternative range of meanings through interaction with another culture, and exposes the individual to a broader range of knowledge as defined by that culture. It expands capacity in one's first language for most learners, and it provides an analytical and communicative skill that enhances learning in other fields. Studies have shown that those who learn a second language at school can develop literacy skills faster than learners who do not learn a second language. In an era of increasing global connectedness, learning a LOTE means that students can effectively communicate and transfer knowledge across languages and cultures.

### **SPORT**

#### ***School Sport***

Sport plays its part in the balanced development of the child. All children should share in the benefits to be derived from active participation in sports, especially in organised major games. The aim of our school is to encourage enjoyable participation in sports by all students.

Interhouse and Interschool sport competitions/carnivals which are designed to cater for maximum participation are conducted in season, in various sports (primarily Years 6 and 7)

The purpose of playing interschool sports, encourages and allows a greater number of children to be able to represent the school in a variety of sports and thus develop the associated skills. Parents may be asked to assist with transport or to pay a fee for bus transport to interschool sport venues.

Children are encouraged to take an active part in sports. The P & C Association continues to assist to provide excellent sporting facilities for our school.

**Sports Days** for each week are as follows:

Wednesday - Years 3, 4, 5

Thursday - Years Prep, 1, 2

Friday - Years 6 & 7



During the year, there may be some changes to these days as alterations to sporting arrangements sometime occur. We are also fortunate in sharing the use of the High School facilities as well as our own.

### ***Sports Houses***

New students will be allocated into one of our four houses - Cook, Flinders, Kennedy and Oxley. Wherever possible, we place all members of a family in the same house. However, because large imbalances sometimes occur, it is not always possible to do so.

### **House Colours**

Oxley	Red
Cook	Blue
Flinders	Yellow
Kennedy	Green

### ***Swimming Instruction***

All children from Years 1-7 receive swimming instruction throughout the year. All children must wear Sunsafe shirts to all swimming lessons.

Swimming lessons are conducted by class teachers, our PE Teacher and two swimming coaches based at the Proserpine Memorial Pool. Education Queensland subsidises the costs for all swimmers in Years 1 - 7. Parents are charged a fee for swimming lessons to cover the cost of transport, pool admission and coaching. Full payment is required before children commence their swimming lessons. Alternative payment arrangements can be negotiated with the Principal. Swimming is part of the school Physical Education Program; therefore, all children are expected to participate.

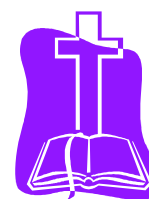
Written notes of explanation for non-attendance are required for each swimming lesson.

The school swimming program is continually under review to ensure an effective program. Safety audits are conducted regularly.

Only Years 2 - 5 attend swimming instruction in Term 1. All children (Years 1 - 7) attend in Term 4 of each year.

## **RELIGIOUS EDUCATION**

Religious Education is conducted on Friday mornings each week. Each class receives a 25-minute lesson. Ecumenical Religious Education lessons are provided for the majority of children. Members of the Anglican, Catholic, Uniting and Christian Outreach Churches teach an agreed curriculum, "Religion in Life". Children who are currently enrolled to attend RE classes will continue to do so. Each class in the school has its own RE teacher. The program in 2009 will depend on the number of RE teachers available.



Attendance at Religious Education is highly recommended. A small cost of \$4 per semester is required to cover materials used in this program.

## **PARENTS AND CITIZENS ASSOCIATION**

Membership of the Association is open to all parents and other interested persons. Meetings are held on the 3rd Thursday of each month in the school Staff Lounge at 7.30 p.m. Office Bearers are elected at the Annual General Meeting in February each year.

The P & C aims to improve educational facilities by the provision of additional materials and equipment not supplied by Education Queensland. The P & C also works with the Principal and Staff to foster parent-teacher co-operation, local interest in educational matters, and to participate in policy formulation. The P & C also advises Education Queensland on building and ground requirements for the school. A good school depends on an active and interested P & C. Parents new to the school are encouraged to become involved in the affairs of the P & C Association.

### ***Voluntary Contribution Scheme***

The P & C Association operates a voluntary contribution scheme at the school.

The P & C Association depends greatly on the assistance given by parents through the contribution scheme to finance the purchase of additional resources and some facilities for the school.

Parents are invoiced for this voluntary contribution. Receipts are issued after all payments.

The P & C Association suggests an amount of \$2.50 per month per family or \$25.00 per year. Most parents prefer to make one payment for the year.

The P & C has endorsed the following student contributions to provide resources for children:

Reading Resource

ICT Resource

Families will be invoiced for student resource contributions at the beginning of the year. Prompt payment will ensure resources are made available for students use.

### ***Tuckshop Management Committee***

This committee operates as a Sub-Committee of the P & C Association. Its major task is the organisation and efficient management of the Tuckshop while also supporting the Convenors in their roles. This committee is run by volunteers. If you are interested in any of the positions, please do not hesitate to contact one of the Convenors – Sheryn Barr, Michelle Milne, or Desley Camm.

### ***Tuckshop Services***

The Tuckshop provides a service to the children and staff of the school. A Menu is sent home at the beginning of each term. Extra copies are available from the Tuckshop: -

08:00 a.m. Tuckshop opens

10:50 a.m. Morning Tea (Little Lunch – LL)

01:00 p.m. Lunch (Big Lunch – BL)

01:10 p.m. ice-blocks, slush puppies etc can be purchased.



The ordering system for the Tuckshop is the Bag System. (Tuckshop bags are available from the Tuckshop for 5c per bag.) A bag is filled out for each lunch. Please see sample of how to fill out the bag. When completing bags, use blue or black biro or nikko as these are very easy to read. Please do not use sticky tape or staples to seal the bags. Just fold over the top a couple of times is usually ample.

The whole school put their orders in at the Tuckshop in the morning and pick up their own food at each lunch break. Please complete orders at home. If you have no bags, write on a piece of paper or envelope.

Let your children know if they have a problem with any of their Tuckshop Order to bring their bag/order back to the Tuckshop and we will be able to help them.

It is hoped that you will support the Tuckshop (a) patronising it and; (b) taking your turn by being able to help on the roster as a volunteer.

The Tuckshop telephone number is (07) 4945 1949.

### Example of a lunch bag

Jane Jones	
2WR	L/L
2 party pies	1.20
1 orange juice	1.20
Total	2.40
Enclosed	3.00
Change	.60

For multiple orders, put money in your oldest child's bag. Write on a new bag for each child. Put payment in L/L bag and list on this bag the lunches being paid for. Put all children's bags inside the one with the money.

L/L = Morning Tea (i.e. Little Lunch)  
B/L = Lunch (i.e. Big Lunch)

**No food is sold at Morning Tea.  
Food can be purchased at Big Lunch -  
only after the play bell has rung.**

## COMMUNITY ACCESS

### USE OF FACILITIES OUTSIDE SCHOOL HOURS

It is an offence against the Education Act (2006) for unauthorised persons to be on the premises of any State educational institution without lawful authority or excuse. During the normal hours of instruction, children, teachers, and parents of children have authority by the Principal to be on school premises. Express permission is required for persons to be on the school premises outside of school hours.

Children from our school have been given permission to use the oval, tennis courts and playground facilities after school hours. Students have been instructed not to go near buildings, ie playing or riding. If the tennis courts, are not used in the correct manner, the gates will be locked and permission to use the courts will cease and access arrangements will need to be made through the office.

Outside organisations wishing to use the school facilities after school hours must obtain written permission from the Principal. This requires the annual completion of an application form outlining the details from each organisation so that approval can be considered. A small fee is often charged for use of our school facilities.

## SCHOOL ROUTINE

### **School Hours**

<b>Bells are rung at</b>	
8.30 am	Library is open. Students may enter classroom if teacher is present.
8.50 am	Play ceases and children prepare for lessons.
9:00 am	School Commences
10:50 am	Morning Tea (Eating Time)
11.05 am	Morning Tea (Playing Time)
11.25 am	Play ceases and children prepare for lessons.
1:00 pm	Lunch (Eating Time)
1.10 pm	Lunch (Play Time)
1.25 pm	Play ceases and children prepare for lessons.
3.00 pm	End of School Day Children depart school or go straight to bus lines

***NB There is no rostered playground duty before school.***

### ***Time of Arrival***

**Parents are requested to ensure that their children do not enter the school grounds before 8:00 am** on school days. There is no need for them to be in the grounds prior to that time. Teachers arrive early to prepare lessons and materials for the day. For safety purposes, this is also the time of day that mowing and brush cutting on oval and around buildings occurs. The Principal is willing to consider special cases if this ruling causes hardship, particularly to families where both parents work and have to commence work before 8.00 am. Should a case exist, please contact the Principal or the Deputy Principal. Children who arrive before 8.00 am must wait outside the office until 8.00 am.

**Prep children arriving on buses** between 8.00am to 8.30am will be supervised in a Prep 2 classroom until teachers arrive and open all classrooms at 8.30am. Prep children disembark from their buses at the front gate of the old Preschool and are observed by a staff member until they are safely in the building. Prep children not travelling on buses should not arrive until 8.30 am.

The front of the Prep buildings are out-of-bounds areas for Prep children unless they are in the company of their parents or a staff member. Parents accompanying Prep children to school are asked to supervise their child/ren unpack their bag/s and then have children enter the facility.

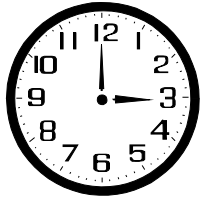
### ***Leaving the School Grounds***

Once children are at school, they are not permitted to leave the school grounds unless they have the permission of the Principal or the Deputy Principal. We will usually obtain permission from parents if children request to go home.

This will generally not be granted unless the child has a dated note of permission from his/her parent/carer.

**Occasionally, for unforeseen circumstances, a parent may need to take his/her child from school during the day. For such cases, the parent must advise the office first and sign the child out. Students returning from appointments need to be signed back in at the office. The school needs to be able to account for all student movements at all times. To**

**help minimise the loss of learning time, we encourage appointments to be made outside of school hours.**



### ***Time Of Departure, Dismissal Time***

Children must leave the school grounds as soon as they are dismissed unless waiting for a parent, other authorised person, brother or sister, a school bus, or under the direct supervision of a teacher or authorised person with some school or approved activity. You are requested to insist that your child go straight home from school. If you find it necessary to alter the child's routine, please ensure that he/she knows exactly what is required. If you need to change collection arrangements, please notify the office before 1.00pm, so the message can be relayed to the teacher at lunchtime. There is no guarantee messages will be received after this time. If parents are late collecting children, please call at the office as this is where the children are directed if they have not been collected at the predetermined time.

High school aged siblings should wait at a predetermined gate for their primary aged family members unless previously negotiated with the Admin Team or Classroom Teacher.

### ***School Attendance – Compulsory Attendance- Absences***

Legislation requires the Principal of a State School to record student attendance and request an explanation for the continued absence of any student. When a student has been absent from the school, without a valid reason, for a period of three days, the Principal should contact, expeditiously, the student's parents/carers and request advice regarding the student's likely return to school. To comply with the legislation and as training in courtesy for the children, parents/carers are expected to provide a note of explanation regarding a child's absence from school. There is no doubt that a good attendance at school is an important factor in successful development. Children are required to stay at school until reaching the age of seventeen. Permission must be obtained from the Minister for a child to be exempted before this age.

## **ENROLMENT PROCEDURES**

### ***Age for 2009 Admission (Preparatory and Year 1)***

Legislation requires that:

- ◆ a child must be born between 01 July 2003 and 30 June 2004 to be **eligible for enrolment in Preparatory Year for 2009**; unless Special Exemption has been given by Regional Executive Director, Mackay Whitsunday Region.
- ◆ a child must have attained the age of six (6) years by 30 June 2009 to be eligible for **enrolment in Year 1 for 2009**.

Evidence of Date of Birth is required for all children upon enrolment. This may take the form of a Birth Certificate, Birth Extract, Birth Registration Certificate, Passport or other satisfactory evidence. If none of these is available, a Statutory Declaration will be required. A copy is required for school records.

Children are enrolled only at the beginning of the school year. However, if a child is unable to attend at the beginning of the year because of illness,

enrolment may be accepted later in the year depending upon the circumstances.

### ***Enrolment Procedures***

To enrol your child/ren you are requested to make an appointment with the Principal/Deputy Principal. An Application for Enrolment Form will need to be completed and you're asked to bring along evidence of date of birth, proof of residency, school reports and any relevant medical information. If you are an international student, passport and visa details are also required. An Enrolment Agreement, Responsible Student Behaviour Plan, Student Dress Code, and Homework policies will be discussed. The Principal/Deputy Principal will notify you of your acceptance of enrolment after the interview.

### ***Court Orders***

The school office should be informed of any relevant court orders and a copy should be kept in the student's master file. Any change to court orders should be immediately communicated to the Principal or Deputy Principal.

## **NEWSLETTERS, MESSAGES, EMAILS**

### ***School Newsletters***

It is important that parents are kept informed as to what is happening in the school. Newsletters, School Notices, etc. will be given to the youngest child in the family at the school as the need arises. The School Newsletter is distributed fortnightly on Tuesdays or Wednesdays. In addition, the Principal gives a detailed school report at P & C Meetings each month.

### ***School Billboard***

Current school happenings are publicised on our billboard near the tennis courts in Sterry Street.

### ***Telephone Messages***

It is preferred that messages to teachers are in writing to avoid misunderstandings. In **urgent cases**, phone messages for teachers or students should be left with the main office prior to 1.00pm to guarantee the message is received. If you wish to speak to your child's teacher, it is more convenient to leave a message with a phone number so that your call can be returned without interrupting learning time.



### ***Emails***

Communication with the school can also be by emailing the Administration contacts (listed at the front). We will be able to reply to your requests and messages via email or phone.

### ***Communication, Appointments***

Parents should contact the school whenever they have concerns or queries regarding their children. It is recommended that interviews with teachers should, in the first instance, be arranged through the Principal/Deputy Principal. This does not refer to daily communication that occurs between parents and teachers. However, if the reason for the interview involves your concerns, it is best if one of the Administration Team is contacted first.

The classroom or the verandah is not the most appropriate venue for a personal interview. Verandahs and classrooms are not places where confidential information about individual children should be discussed.

**Therefore, by making contact in the first instance with one of the Administration Team, concerns should be resolved with outcomes that best suit the needs of your child.**

### **SICKNESS AND ACCIDENT**

If your child becomes too ill to continue work in the classroom, he/she will be sent to the Sick Room where rest facilities are available.

Due to the seriousness of some illnesses and the difficulty in making a diagnosis, it is unfair to expect staff members to make a calculated estimation as to whether a child is sick or not. It is our policy to immediately contact the parent/guardian/carer about the child's condition.

Where contact cannot be made with a parent or an emergency contact, the child is safer under supervision at school so that if his/her condition worsens, medical attention can be sought.

**There is a responsibility on the part of parents to see that our school records are kept up to date as far as addresses, telephone numbers and emergency contacts are concerned.** (A form to update details is available from the office.)

In the case of a serious accident, we first attempt to contact a parent and/or the ambulance. In some cases, treatment may be urgently required. Teachers then act as 'a parent in care' and act prudently to obtain treatment. Considering the number of children in the school, accidents are very few. Most incidents result from an infringement of safety rules.

When parents collect ill children, we ask them to sign out the children in the register at the office.

### **PAYMENTS - MONEY COLLECTIONS**

All invoices for Semester 1, 2009 will be applied at the start of Term 1 and all invoices for Semester 2 at the start of Term 3. A statement will be sent home monthly so that families are aware of the activities and outstanding invoices.

#### **Payment:**

The school has an EFTPOS facility for payments from credit or savings accounts. We do not have a cash out facility. Minimum EFTPOS transaction will be \$10.00. We will accept Bankcard, Visa and Mastercard, and also payments by cash or cheque. EFTPOS transactions from saving accounts can only be made by the card holder at the money collection window. EFTPOS transactions from credit accounts can be made in person, or by the payment form. Bulk payments will help reduce administrative time in collecting regular small payments throughout the year for activities.

You can choose to pay the Semester's invoices off in a lump sum or by instalments across the Semester. Payments can be made at the cash window or by placing the payment slip with method of payment inside an envelope. Ensure that your child's name is clearly written on the front of the envelope and the payment slip identifies the activity to be paid. **All payments are to be brought to the office. Teachers will not accept these payments!**

Money will be accepted at the office from 8.00 am to 1.30 pm, and receipts forwarded to classes on the following day. Payments for any activity must be fully paid by **the day before** the activity. **No money will be accepted on the day of an activity.**

If you make a lump sum payment for a Semester's activities and your child does not participate in an activity, a credit for that activity will be placed on your family's account which can be used to offset payment for other activities throughout the year for that child or for other family members.

## **TRANSFERS**

### ***Transferring from One School To Another***

A *School Transfer Note* is required when a child transfers from one State School to another State School within Queensland and when transferring interstate. Transfer information will be supplied on request by the student's current school.

Generally, there is no zoning of schools in Queensland. Parents are free to select any school.

It is recommended that children attend the nearest school, but there are factors, which may influence a decision in the matter.

Children who live outside a bus catchment area may use a bus service in such circumstances but parents are responsible for the payment of any fares.

If a child transfers during the year, the family should return all resources (including reading books, library loans etc) to the school. Personal books and materials should be retained for use at the new school.

### ***Transferring To High School***

Representatives from the High School visit neighbouring State Schools to distribute enrolment forms before the end of Year 7.

Year 7 children participate in orientation activities at the High School towards the end of the year as well as other activities, which support the transition process. All schools in our area have formalised a Year 7-8 Transition Program.

## **EXTREME WET WEATHER PROCEDURES**

Occasionally, extreme wet weather causes concerns with regard to transport services to and from outlying areas. If creeks are rising and there is a potential for flooding then parents/carers are requested to confirm **either**: -

**Option 1:** Their child/ren to remain at school **or**

**Option 2:** Their child/ren travel on buses.



This procedure is to ensure the safety of all children while taking into account the parents' wishes. If there is the potential on a specific day that flooding could occur where you live, parents are requested to consider whether to send their child/ren to school. It is better to err on the side of safety and keep your child/ren at home if the conditions are doubtful. Some children become extremely anxious when there is a possibility of not returning home.

## **SUPPORTIVE SCHOOL ENVIRONMENT**

A supportive school environment is one where:

- all members of the school community feel safe and are valued;
- social and academic learning outcomes are maximised for all through quality practices in the areas of curriculum, interpersonal relationships and school organisation;
- school practices involve a planned continuum from positive to preventive actions for all students to responsive actions for specific individuals and groups;

- non-violent, non-coercive and non-discriminatory language and practices are defined, modelled and reinforced by all members of the school community;
- suspension and exclusion procedures are considered only when all other approaches have been exhausted or rejected.

The philosophy of a supportive school environment is embedded within the school culture and is reflected in our school's Student Responsible Behaviour Plan which is based on a set of principles that are understood, accepted and practised by all members of the school community. Legislation requires that "The Principal of a State School must take reasonable steps to ensure the standard of behaviour of all students is clearly defined and monitored while the student is under the Principal's care and control".

### **CLASS GROUPINGS**

Each year, class groupings are dependent upon our whole school enrolment and the staffing formulae determined by Education Queensland. Many hours are spent by teaching and administration staff organising class groups for the following year.

Much time, care and deliberation are dedicated to ensure that class groupings are balanced with a range of student ability levels. Due to the number of students in particular year levels, it is inevitable that multi-age (composite) classes are formed. In fact, all classes are considered to be multi-age groups, whether they are single year level classes or composite classes - due to the range of abilities in each group. Parents must be aware that the class teacher allocation that the student receives on Day 1 may not be permanent - and that schools do need to make adjustments to classes and groupings up until the Day 8 enrolment is confirmed.

### **EXCURSIONS/CAMPS**

During the school year, teachers plan some excursions so that children are involved in activities that will enhance their educational experiences. Permission notes are always sent home for parent awareness and approval prior to the scheduled activity. Costs involved for excursions must be met by the parents and must be paid in full the day prior to the excursion. Children who do not participate in excursions remain at school and do normal school work. **It is school policy that children may not be permitted to attend excursions if their behaviour has not been of an acceptable standard prior to the event. Parents will receive written correspondence to notify them of their child having this privilege removed.**

### **GUIDANCE OFFICER**

The school currently has the service of a Guidance Officer (a Psychologist with teaching qualifications) for three days per week. The Guidance Officer's role is to provide the following services: -

- counselling (personal and educational)
- educational assessments and intervention
- advice on behaviour management strategies in consultation with the school's behaviour management teacher.
- report writing
- liaison with other agencies and
- assistance with placement, educational adjustments and Individual Education Plans.

In general, teachers will refer students to the Student Needs Committee who distribute referrals to the Guidance Officer.

There is a Referral Form for this purpose. Please see Class Teacher or Admin Team.

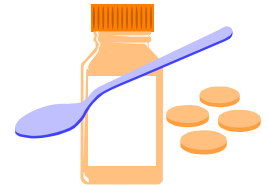
## **SCHOOL CHAPLAINCY**

In 2008, we introduced the service of a School Chaplain who began working across the three local state schools (Proserpine SS, Proserpine SHS, Cannonvale SS) assisting students and staff. This new role in our schools will develop over time as a valuable addition to our schools.

## **HEALTH PROMOTING SCHOOLS**

### ***Administration of Medication***

Guidelines for the administration of medication in schools approved by the Director-General of Education are as follows:



### ***General***

- (a) Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent or legal guardian must, in the first instance, make a written request to the Principal of the school. A special form for Administration of Medication is available at the office for completion by the parents.
- (b) A teacher or other adult person on the school staff authorised by the Principal to give medication to a student, may accept responsibility to give medication to a student while at school or while involved in school-approved activities, following such written request from a parent/legal guardian.
- (c) A teacher or other adult person on the school staff who is authorised by the Principal to give medication to a student, must follow the instructions provided on the medication container by the pharmacist at the medical practitioner's direction. The teacher or other authorised person should not accept the instructions solely of the parent/legal guardian.
- (d) The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.
- (e) At no time should any medication provided for one student be administered to another student.
- (f) At all times, medication must be kept in a secure place. (One exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian, and with the approval of the school Principal, a student may be responsible for the inhaler.)
- (g) All unused medication is to be returned to the parent/legal guardian of the student.

### ***Oral Medication***

- (a) A teacher or other adult person on the school staff authorised by the school Principal to give medication to a student, may give oral medication, provided it is given strictly in accordance with instructions written on the medication container by the pharmacist at the medical practitioner's direction and is requested by a parent/legal guardian in writing.
- (b) Non-prescribed oral medications (such as analgesics and over-the-counter medications) will not be administered by teachers or other persons on the school staff.

### **School Nurse**

If parents/carers have any concerns about their child/children's development, they can request a Referral for a visit to the school nurse who visits from Whitsunday Community Health Centre (phone 4948 7633). Most referrals are in regard to hearing, vision, or physical development. Arrangements for referral – contact one of the Administration Team.

### **Injections**

- (a) Teachers or other persons on the school staff must not give intravenous injections.
- (b) Types of injections other than intravenous injections may be given - following a written request from a parent/legal guardian to the Principal - only by teachers or other adult persons on the school staff who are authorised by the Principal to give medication to a student, and who:

Are experienced in the procedure of giving such injections; and

Are willing to give such injections. Injections then may be given in circumstances where:

- *There are full written instructions from the medical practitioner on the giving of such injections; and*
- *An explanation is given by the medical practitioner of possible complications arising from the giving of such injections.*

### **Infectious Diseases**

The Director-General of Education and Queensland Health have issued an Exclusion Table as a guide for parents whose children contract Communicable Diseases. Details of exclusion are available from the school for the following diseases:

AIDS; Chicken Pox; Diphtheria; Encephalitis; Glandular Fever; Hepatitis A; Hepatitis B; Leprosy; Measles; Meningococcal Meningitis and Infection; Bacterial Meningitis; Viral Meningitis; Mumps; Poliomyelitis; Rubella (German Measles); Shigellosis; Scarlet Fever; Tuberculosis; Typhoid Fever; Whooping Cough; Conjunctivitis; Impetigo (School Sores); Ringworm; Scabies; Trachoma.

### **School Oral Health Care**

This Service aims to give children regular oral care, which is ...

- **FREE:** There are no fees and no means test.
- **VOLUNTARY:** Only children whose parents sign the consent form will be examined and treated by Oral Health Care Staff.
- **AT THE SCHOOL:** Currently the Oral Health Care Service is being provided through Queensland Health in Mackay. The number to contact is 4951 4241 (North Mackay School) 4941 5745 (Victoria Park School)
- **PARENTS ARE INVOLVED:** After signing the consent form, the parents /carers are invited to attend the examination appointment to discuss their child's oral health and what treatment is recommended. There is no necessity for parents to attend every treatment visit, but they are welcome at the clinic any time. Their active co-operation in cleaning and preventive practices is sought and encouraged.
- **NO SPECIALIST SERVICE:** Any specialist treatment needed such as orthodontics (tooth straightening) will be drawn to the parents' notice and referral made to an Oral Health Hospital (subject to a means test) or a private specialist as the parent wishes.

- **YOUR SCHOOL:** The Oral Health Care District is made up of local schools. Treatment of these children is performed by a team headed by the Dentist in charge of the district with one or more School Dental Therapists working at each school. The Dentist is a University Graduate in Dental Science and has a Dental Assistant who assists at the chair side and acts as a receptionist. The School Dental Therapist is a new member among the health workers in Queensland.

Further information may be obtained from the School Dental Clinic (Phone 4945 1930) when the unit is operating in this school. Otherwise, phone the Dental Team on their mobile number 0412 369 351.

## **HEADLICE**

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. Such students are provided with information to take home to their families and a letter requesting immediate treatment be commenced.

Schools discourage the following strategies 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.

Care is taken with regard to the provision of school hats during periods of infestation, being mindful of the fact that head lice can only live a short time away from the human head (up to one or two days). For more information visit Queensland Health Understanding Head Lice Management (<http://www.health.qld.gov.au/headlice/>) site.

## **WORKPLACE AND OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**

Proserpine State School is committed to promoting a healthy and safe environment and recognises its obligations under the Occupational Health and Safety Act.

### **All employees of Proserpine State School are:**

- (1) Responsible for following safe work practices consistent with the extent of their control or influence over working conditions and methods.
- (2) Required to co operate with management in achieving a safe and healthy workplace.
- (3) Required to take reasonable care for their own health and safety and of anyone else who may be affected by their actions
- (4) Encouraged to actively contribute to the continuous improvement of the school's health and safety policies and procedures.

### **Visitors, Contractors and Students:**

Are required to comply with all reasonable instructions given, consistent with their protection as well as the protection of others whilst on school premises.

### **Critical Incidents.**

#### **Evacuations – Fire, Emergencies**

To ensure that everyone in the school is safe, we regularly practise evacuation from the school buildings in case of fire or other emergencies that could be life-threatening.

#### **Lockdown**

Alternately, we also practise lockdowns to ensure that everyone is safe if we have a severe storm or other events.

#### **Accidents**

Accident Prevention is integral to our safety procedures in the school. We take care to minimise the risk of having accidents at school by doing Risk Assessments in all activities. However, accidents to students do happen (mostly in the playground). When children are hurt, we contact the family and (if necessary) the ambulance for advice or action.

#### **Implementation**

This policy shall be implemented in consultation with health and safety representatives and Occupational Health and Safety Committees. The Executive Committee shall develop and review health and safety procedures, which support this policy, so as to improve standards, attitudes and performance to achieve best practice in health and safety.

The object of the *Workplace Health and Safety Act and Regulation* is to ensure freedom from disease or injury to persons caused, and risk of disease or injury to persons created, by workplaces, workplace activities or specified high risk plant. School management has an obligation to provide a safe place of work, a safe system of work, safe equipment, and competent (trained) staff – in essence:

- To ensure the workplace health and safety of each of its employees at work, and
- That the workplace health and safety of students, contractors, and visitors to the school is not affected by the way the school conducts its business.

## **SCHOOL RESOURCES**

### ***Library / Resource Centre***

Our air conditioned Library is located at the oval end of “B” Block. The Library is open: -

8:30-8:50am before school for borrowing / browsing / reading,

11:05-11.25am for borrowing / browsing / reading,

1:10-1:25pm for borrowing / browsing / reading, and

3:00-3:30pm for borrowing / browsing / reading

Our collection includes books, (fiction and non-fiction), videos, CD ROMs, computer software, newspapers, pictures, maps and encyclopaedias. An Internet service is also available. Our school now has its own home page. Please visit our site <http://www.proserpnss.eq.edu.au> to become more acquainted with our school. Student access to the Internet has the appropriate censorship controls in place.

The Library’s Loan Period for a *book is a fortnight, and a week for videos.*

Once an item is overdue, we request that the borrower return it before borrowing more items.

Prep and Year 1 will borrow one item at a time.

Year 2: 2 items

Years 3-7: 3 items



Children in Years 3 - 7 who are working on a project will be allowed to borrow additional resources. Years Prep to Year 12 and adults may borrow as members of our school community.

Most damage to books is due to moisture, which causes mildew. A drawstring bag with a plastic liner (or plastic bag inside) protects books from wet drink containers and the rain.

The Library Staff would appreciate any lost or damaged books being replaced with one of similar value and content.

Parents may purchase replacement books from our Book Fairs, Newsagent, or at a Bookstore. Other activities available for children to do at lunchtime include: - reading, chess, puzzles, toys and computer games.

### ***Computer Rooms***

There are 3 designated learning centres within the school (one computer lab and two minilabs)and each classroom has access to the Internet, World Wide Web, Library’s Local Area Network, Library Catalogue and Curriculum Software. Students have access to their files and programs from any terminal within the school. A \$10 Technology Contribution per child to assist with payment for consumables and peripheral appliances used by children in the learning process is requested each year.

### ***School Requisites***

A list of requirements (Booklist/Stationery items etc) for Semester 1 will be available before the end of the school year. Children will be expected to have all these requirements within two (2) weeks of the start of the school year. Parents who experience difficulty in providing these items should contact the

Principal. Semester 2 stationery list will be issued before the June/July holidays. By splitting the booklist, we will defray costs for parents.

## **LOST PROPERTY**

Lost property is collected and every endeavour is made to return goods to their owners. This is possible when articles are named, while time consuming and often ineffective when articles are not named. Articles not claimed are stored, and after a reasonable period of time unclaimed articles are given to local charitable organisations.

It is important therefore that all articles and clothing including lunch boxes, pullovers, raincoats, shoes, towels etc. be clearly marked with the child's name. Children changing for sports or swimming should have clothing marked. Lost property is located in the stairwell under Block C. (Internal stairs beside the Tuckshop.)

### ***Care of School Property***

Please ensure that your child takes good care of all school-issued property, in particular, school library books and reading books.

## **TRAVEL TO SCHOOL**

### ***Buses***

Bus children enter the school grounds each morning on their arrival in a safe and orderly manner. Each afternoon, bus children are supervised in bus lines to their buses after rolls have been marked. In relation to the behaviour of students travelling to and from school, teachers adopt the responsibility to counsel them for breaches of travel rules. Your co-operation is requested to ensure the good behaviour by your child whilst travelling to and from school. Parents should report bus issues to the bus company.

Persistent misbehaviour on school transport services can lead to the bus company refusing to transport a student for a set period of time. A Code of Conduct for School Bus Travel composed by Queensland Transport determines appropriate behaviour expected during bus travel.

### **THE CODE OF CONDUCT FOR BUS TRAVEL**

- **Respect other people and property.**  
Treat other people and their possessions with respect.  
Follow the bus driver's directions without argument.
- **Wait for the bus in an orderly manner.**  
Wait well back from the bus until it stops and allow other passengers to leave the bus first.  
Do not push other people in the line.
- **Whilst on the bus, conduct yourself in an orderly manner.**  
Always follow instructions from the driver about safety on the bus.  
Show their bus pass, ticket or ID upon request.  
Sit properly on a seat if available.
- **Use designated stops.**  
It is the responsibility of students to disembark at their correct designated stop.
- **When alighting from the bus, do so in an orderly manner.**  
Wait until the bus stops before standing to get off.  
Alight from the bus in a quiet and orderly fashion.



- **In case of an emergency or a breakdown, follow the driver's directions.**

Wait until the bus stops before standing to get off.

Wait in the area indicated by the driver.

This list is not exhaustive. For example, students should not put their head/ any part of the body outside the bus when parked or moving. No objects should be thrown out the windows/doors. Brochures are available from the office/bus company/Queensland Transport.

### ***Walking to School***

#### **Supervised School Crossings (Sterry Street, Renwick Road and Ruge Street)**

The Sterry Street, Renwick Road and Ruge Street crossings are supervised by School Crossing Supervisors employed by Queensland Transport each school day for one hour each morning (approximately 7:50 to 8:50 am) and for half an hour each afternoon (approximately 2.50 to 3.20 pm) to ensure safe crossing for those children who walk to school.

Parents whose children walk to school are requested to ensure that: -

*children enter and leave the school via the gate adjacent to each crossing. All vehicular traffic is to comply with the instruction of the Crossing Supervisor when on duty. Motorists are also requested to comply with parking regulations, so as not to endanger lives on the crossing for which the Supervisor is responsible.*

Dropping off and picking up is not permitted in Crossing Zones or wherever yellow lines are marked.

#### **School Zone Speed Limits –**

*For the hours 7.45 – 8.45 am and 2.45 – 3.45 pm, the speed limit around schools is 40 km/hr. School Zone signs are in Ruge Street, Sterry Street and Renwick Road. There are new flashing school zone signs in Renwick Road. We ask parents to observe these speed limits for the safety of all children. Police often patrol school zones before and after school.*

#### ***Parking – Parking in school grounds is not permitted.***

Due to the limited number of car parking spaces available for parents near the school, we recommend that parents park away from the school and walk to the school gates, therefore, modelling to students the correct way to arrive and leave the school grounds. Please reinforce with your children the need to use the nearest crossing.

#### ***Vehicles Entering School Grounds***

*Entry of vehicles to the school grounds is restricted to authorised vehicles only.*

*i.e. staff, delivery vehicles and helpers on Tuckshop roster. Tuckshop helpers on roster should park their vehicles in one of the car parks along the fence behind the Tuckshop, or in the other designated parking areas within the school grounds.*

***Vehicles are not permitted to enter the grounds for the purpose of delivering or collecting children before or after school, as this practice creates a definite hazard to the large numbers of children entering or leaving the grounds at these times. The main gates in Sterry Street and Renwick Road are closed each day from 2:45 - 3:15pm. If you park in the school grounds during this time, you must wait until the gates re-open. A set down area has been provided off Renwick Road. The ring road near the Administration Block may be used during school hours for collecting children who are ill.***

### ***Bicycles***

Children must wear a helmet that meets Australian Safety Standards. Children are not to borrow or lend bicycles.

The riding of bicycles in the school grounds is forbidden. Entry to the school grounds by children with bicycles is by the gates next to the Prep Driveway, and the gates in Renwick Road – one near the crossing and one that leads off the bicycle lanes. The Main Gates in Sterry Street and Renwick Road are out of bounds for bikes. We discourage the use of scooters, roller blades, or skateboards as these are not a safe mode of transport to and from school.

### ***Conveyance Allowance***

Where a primary school child has to be conveyed in a private vehicle for more than 3.2 km to the nearest school transport service or to the nearest school if no transport service exists, a pre-determined allowance per family vehicle per annum is payable. Application must be made each year to Queensland Transport. Forms are available from the Department of Transport in Mackay. (Phone: 49531 933)

## **LOCAL ORGANISATIONS**

Cannonvale Neighbourhood Centre	4946 7850
Proserpine Community Centre	4945 5915
Whitsunday Community Services	4946 7850
Domestic Violence Centre	4946 5211
Proserpine Police	4945 1333
Whitsunday Police	4948 8888
Proserpine Hospital	4645 0400
Sexual Assault Service	4946 5211 or 1800 010 120 (a/h)
Disability Information & Awareness Line	1800 177 120
Disability Services Qld	4945 5853
Flexible Respite Care (Support for People with Disabilities)	4946 1461
Blue Care	4945 1790
Whitsunday Community Health Centre	4948 7633
(Child, School, Youth, Community, Mental, Women's Health, Social Worker, Speech Pathology, Occupational Therapy, Alcohol and Drug Service)	4948 7633
Lifeline (24 hour Crisis Line)	13 11 14

## **IMPORTANT THINGS TO REMEMBER**

- If your child is late to school or leaving early to attend an appointment, please record their entry or exit at the office.
- Parent helpers / volunteers are to report to the office to record their attendance. This will help us to ensure all adults and children are accounted for in the event of an emergency. All volunteers other than parents of children who work with students in class e.g. grandparents, aunts, uncles etc must have a "Working With Children" check and have a "Blue Card". Speak to one of the Admin Staff to confirm details.
- Explanations of absenteeism is a legislative requirement.
- To reduce interruptions to classroom learning time, telephone messages will be taken by office staff and collected by classroom teachers at morning tea and lunch.
- You can assist us by advising the class teacher in writing of any change of daily routine / general information that your child might have on any particular day.