

Wallaville State School Information Book



Statement of Purpose

We believe that each child should be given the opportunity to reach their full potential academically, socially, emotionally and physically. Children should learn in an inclusive, safe environment where they enjoy their schooling experience while developing individual pride, self-esteem and confidence.

Our vision is "Working Hand in Hand to Maximise Opportunities today, for Tomorrow's Future"

Phone: (07) 4133 6333

Fax: (07) 4157 6338

Student Absence: (07) 4133 3633

Address: 7 Grey Street

Wallaville QLD 4671

PRINCIPALS WELCOME

I would like to take this opportunity to welcome you on behalf of my students and staff to the 2011 school year.

Starting a new school year can be very overwhelming and this Information Booklet is designed to give you an overview of the operational and organisational features at our school. Whilst all care is taken to provide you with up to date information, please understand that our school practices are subject to continual review and change in response to the needs of our students or in response to systemic changes. These are communicated in our fortnightly newsletter or at our monthly P and C Meeting (second Monday of each month).

At our school there are many opportunities for you to become involved in the learning partnership. My staff and I encourage and welcome your participation. The support and encouragement you can offer to your child and the school can greatly contribute to learning outcomes.

Should there be any questions that are not answered by this booklet, be assured that the staff and I will be only too happy to make ourselves available to you personally or by telephone.

Yours in Education

Shane Brogden
Principal

WALLAVILLE STATE SCHOOL STAFF 2011

Principal Shane Brogden

Classroom Teachers

Year Prep/1/Key Teacher	Karen White
Year 2/3	Larissa Brodie
Year 4/5	Kerry Inskip
Year 5/6	Conrad Murphy
Year 6/7	Shane Brogden

Specialist Teachers

HPE	Hayley Dwyer
Music	Chris Arnold
Instrumental Music	Beeke Smith
Learning Support	Mavis Lathouras

Advisory Visiting Teachers

Guidance Officer	Linda Pappalardo
Behaviour	TBA
Speech Language	TBA
Hearing	Amanda Jepson
Special Needs	Natasha Emery

Teacher Aides	Jo McCarthy
	Rita Tobin
	Kellie Thompson

Non Teaching Staff

Administration Assistant	Marg Dullaway
Cleaner	Bruce Walsh
Grounds person	Volunteer parents
School Chaplain	Grant Lea ("Chappy")

Active After School Community Program

Co-coordinator	Shane Brogden
Community Coaches	Angela Schulke / Tracey Duffy

OTHER SPECIALIST EDUCATIONAL SERVICES PROVIDED BY EDUCATION QUEENSLAND

ADVISORY VISITING TEACHERS (AVTS)

Our school has access to a number of specialist advisory visiting teachers. These specialists are accessed to provide guidance and support for students, parents and staff in relation to: hearing impairment, physical impairment, visual impairment, speech language impairment, intellectual impairment, behaviour management and English as a second language.

GUIDANCE SERVICES

The school Guidance Officer visits the school on a regular basis (about one day per week). The role of the Guidance Officer is to assist the teachers, in consultation with parents, to address the learning, behavioural or adjustment difficulties that children may experience. Guidance officers also assist with the identification and planning of programs for students requiring extension. This may involve the Guidance Officer working directly with students or consulting with teachers and parents. On some occasions the Guidance Officer may liaise with other professionals to support a child in the school. The normal sequence of events would involve the parents and teacher (and at times, the Principal) discussing the concern between themselves and considering a course of action. This action may involve referring the child to the guidance officer.

SPEECH LANGUAGE PATHOLOGIST

Education Queensland employs speech-language pathologists to allow for the integration of speech-language therapy within student's educational programs. Children referred may have problems in any of the following areas: language meaning, grammar use, met linguistics, social skills, speech sounds, fluency and/or voice. Support provided is based on individual students' needs. The range of services provided includes: assessment, program development, group programs, teacher consultation, individual or group programs, involvement in ascertainment and parent consultations.

LEARNING SUPPORT TEACHER

The Learning Support Teacher visits the school each week to identify and support students experiencing learning difficulties. The Support Teacher guides the Appraisal process which is the process used by the Support Team to identify the level of support needed by some children. Students may be supported within the classroom, in small groups or on an individual basis.

KEY TEACHER

The Key teacher assists with the implementation of the Diagnostic Net which is an ongoing testing device that maps children's conceptual knowledge in literacy and numeracy in the early years. This person has undertaken training specific training for their role and moderates student work across both the cluster and the district to ensure consistency of student marking.

STUDENT TEACHERS

Wallaville State School is pleased to work in partnership with the University of Central Queensland in providing practical supervision to students studying Education to become qualified teachers. Teaching staff members are encouraged to accept student teachers and to oversee their planning and teaching while on practicum. Visiting teachers, while following the Class Teachers' program, add variety to student learning experiences, enhancing their social and academic growth.

SCHOOL ROUTINE

TIMES

For the children's own safety, no child should be at school before 8:00 am.

8:20	Music	Play
8:45	Music	Drink, toilet, wash hands, line up
8.50		1 st Session Begins
10:50	Music	Lunch
11:00	Music	Play
11:25	Music	Drink, toilet, wash hands, line up
11:30		2 nd Session begins
1:30	Music	Afternoon Tea
1:35	Music	Play
1:55	Music	Drink, toilet, wash hands, line up
2.00		3 rd Session begins
3:00	Music	School finishes
3:05	Whistle	Line up for buses
3:15		Buses Depart

CURRICULUM

Wallaville State School students receive teaching instruction via the Queensland State School Curriculum. There are eight Key Learning Areas within the curriculum. These Key Learning Areas (or subjects) are English, Mathematics, Studies of Society and Environment, Science, Health and Physical Education, Languages Other Than English (L.O.T.E.), The Arts and Technology. Across all areas is the integration of Information Communication Technologies (ICT's).

At Wallaville State School teachers facilitate quality educational curriculum experiences across all Key Learning Areas. Teachers plan for learning programs that provide students with learning experiences across the Key Learning Areas on a regular basis.

LOTE

LOTE is being reintroduced into the Gin Gin Cluster of Schools during 2011. LOTE (Japanese) is the language being offered for Year 6 and 7 students. This is a rigorous KLA LOTE program that can then be continued at Gin Gin SHS in Year 8.

PREP YEAR

The full-time, non-compulsory Prep year was introduced in all Queensland Schools from 29th January 2007, to align the starting age for children with all states and territories in Australia. Children born between 1st July 2006 – 30 June 2007 will be eligible for Prep in 2011.

International research has shown the benefits of children partaking in full-time, quality programs before they start year 1 and the advantages of children starting formal schooling when they are a little older. The Early Years Curriculum Guidelines have been developed specifically for children in **Prep** to continue their learning through to **year 3**. Prep children will learn to take on responsibilities, become more independent, respect and co-operate with others, make healthy and safe choices, develop their physical skills, develop their oral language and understanding of literacy and numeracy, learn how to be thinkers and problem solvers, use their imagination, care for the environment and develop a positive attitude to school and learning. Children at Prep will investigate, talk, plan, design and make things, sing, dance, paint, listen to stories, play games

inside and outside, climb, jump, balance and share make believe play, use computers, take part in everyday experiences like cooking and gardening, write and copy, construct things and reflect upon what they do. Prep offers a whole new world of exciting things for children to see and do in a happy and caring environment where their children develop at their own rate to meet their potential.

SWIMMING INSTRUCTION

Swimming is a part of our physical education curriculum in term four with a school swimming carnival each year. Swimming lessons are subsidised by the school. All students require appropriate sun protection when swimming. A shirt or sun shirt is essential when swimming. Further details will be available via the newsletter and permission notes.

ASSESSMENT

Throughout the year teachers use a range of tools to assess what students are learning to do and what and how they are learning? There are a range of tools that are used to collect information (e.g. tests, assignments, projects, discussions etc.). These assessments are then used to report to parents/caregivers through our reporting schedule.

During the year students are also involved in National Standardised Testing (NAPLAN). These tests include the Year 3, 5 and 7 Test, Year 2 Net and also the Queensland Common Assessment Tasks which will be implemented in all Queensland schools from 2009 in Years 4 and 6.

REPORTING – STUDENT LEARNING

During the year, students will be issued with several reports. These reports are:

- Twice a year Parent/Teacher Interviews (Term 1 and 3)
- End of Semester Report Cards (Term 2 and 4)
- Year 2 Diagnostic Net Report (Early November)
- Year 3, 5 and 7 Diagnostic Report (December)
- PREP – Portfolios provided at end of year (not-mandatory)

PARENT/TEACHER INTERVIEWS

These interviews are offered in Term 1 and 3 between teachers and parents to discuss student progress. Throughout the year additional interviews may be required. These may be instigated either by teacher or parent. Please contact your child's teacher to arrange a mutually convenient time should you require a meeting.

STUDENT COMPUTER USAGE (INTERNET AND EMAIL)

In each classroom there are computers that are for student learning. Students use our computers for educational reasons. The school purchases educational software and we are unable to load games that are brought from home. To avoid disappointment on your child's behalf please support us by leaving all computer games at home.

Students are provided with an Internet/Email account. This account is monitored for appropriate usage. In order for students to use these accounts under the supervision of staff, and for educational purposes, permissions in the form of an "Internet Agreement" must be signed by parents and students.

Please also be ensured that students will be taught "Identity" safety within our school. This is to ensure that students do not provide their personal details to sites that are not within the Education Queensland community.

EDUCATION QUEENSLAND HOMEWORK GUIDELINES

Homework is a necessary and valued part of a child's education. The following time allocations are a guide only and these times may fluctuate depending on the educational requirements of an individual student or group task.

Homework is designed to provide students with opportunities to consolidate their classroom learning, pattern learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:

- Is purposeful and relevant to the student's needs
- Is appropriate to the phase of learning (early, middle and senior)
- Is appropriate to the capability of the student
- Develops the student's independence as a learner
- Is varied, challenging and clearly related to class work
- Allows for student commitment to recreational, employment, family and cultural activities

Homework can engage students in independent learning to complement work undertaken in class through:

- Revision and critical reflection to consolidate learning (practicing for mastery)
- Applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- Pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- Preparing for forthcoming classroom learning (collecting relevant materials, items and information)

Students can take responsibility for their own learning by:

- Being aware of the school's homework expectations
- Discussing with their parents/guardians homework expectations
- Accepting responsibility for the completion of homework tasks within set time frames
- Following up on comments made by teachers
- Seeking assistance when difficulties arise
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment

Parents and Caregivers can help their children by:

- Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- Helping them to complete tasks by discussing key questions or directing them to resources
- Encouraging them to organise their time and take responsibility for their learning
- Encouraging them to read and to take an interest in and discuss current local, national and international events
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- Contacting the relevant teacher to discuss any concerns about the nature of the homework and their children's approach to the homework

In the Early Phase of Learning (Prep – Year 3) many activities at home or in play can assist children to develop literacy, numeracy and problem solving skills.

Homework tasks may include:

- Daily reading to, with and by parents/caregivers or other family members
- Linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- Conversations about what is happening at school
- Preparation for oral presentations
- Opportunities to write for meaningful purposes

In the Prep Year, generally students will not be set homework.

In Years 1, 2 and 3 set homework could be up to but generally not more than 1 hour per week.

In the Middle Phase (Year 4 to Year 9) some homework can be completed daily or over a weekly or fortnightly period and may:

- Include daily independent reading
- Be coordinated across different subject areas
- Include extension of class work, projects and research.

Homework in Year 4 and Year 5 could be up to but generally no more than 2-3 hours per week.

Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week.

These allocations gradually prepare students for homework requirement in Years 8 and Year 9 whereby generally students could experience up to 5 hours per week of homework on independent tasks.

EXTRA-CURRICULA OFFERINGS **ACTIVE CITIZENSHIP OPPORTUNITIES FOR STUDENTS**

STUDENT LEADERSHIP

School Captains and Sport Captains:

Each year, all Year 7 students will be given the opportunity to write a persuasive speech for the positions of school leaders. Depending on year 7 numbers, some positions may be opened up to year 6 students. The speeches will be delivered to an assembly of upper school students, staff and parents/guardians. Two school captains, four sports captains, and four project club executive members will be voted upon by the students and teachers. As the highest standard of behaviour is expected from our school leaders, if any leader receives time out on more than 2 occasions (or equivalent) in a semester they will be relieved of their position.

Project Club:

The school has a project club whose role is to:

- to make recommendations and take action on concerns and issues of students;
- raise funds to benefit projects around the school;
- help chosen charities;
- perform other duties to benefit students (for example: issue sports equipment, contribute to environmental care and arrange social activities)\
- Consult with the Principal at all times about projects to ensure that Workplace Health and Safety is adhered to.

ACTIVE AFTER SCHOOL COMMUNITIES

This program is run by the school with funding from an external grant. The aim of the program is to offer additional physical activity opportunities to all students. Student participation is optional. The Principal is the coordinator of this program and has the responsibility to ensure that students are benefitting from the one hour sporting sessions and that appropriate resources are available to support the program.

A healthy snack is provided to each participant prior to the physical activity. This program is run at no cost to the parents.

ARTS COUNCIL

Throughout the year class teachers aim to involve students in attending performances of the touring Queensland Arts Council's school program. Participation at live theatrical performances is a powerful method of learning in the core curriculum area of The Arts. Students experience further benefits of an enjoyable social afternoon with every class attending the show. From time-to-time, theatrical performances of other agencies are attended by individual classes. Wallaville State School, as part of Education Queensland, values such real-life learning experiences. The cost of the Queensland Arts Council performances is \$6.00 per child per performance. Details on performances are available in the newsletter leading up to the event.

CAMPS AND EXCURSIONS

Every year the grade 7 children participate in an excursion outside of the Bundaberg area, usually Tallabudgera. Every second year the grade 5/6 children go on a three-day (2 night) camp within the Bundaberg area, usually Riverside or Chaverim. The next year 5/6 camp will be in 2011. As well as the year 5 – 7 camping program all year levels have at least one class excursion per year additional to regular trips e.g.: swimming, sports etc.

INSTRUMENTAL MUSIC PROGRAM

The school offers a Strings Instrumental Music Program whereby selected students can learn the violin, cello or viola. At the end of each year notes are sent home with children who are interested to participate (both existing and new students) to request parental permission to be involved in the selection process. Only a limited number of students can be selected each year to participate in this program.

Throughout the year, extra-curricula activities may be held after school. These are usually organised by staff and further information is provided throughout our newsletters to offer and inform our parents and students.

RESPONSIBLE BEHAVIOUR FOR STUDENTS PLAN

A full copy of the Responsible Behaviour Plan is available at our office.

GENERAL BEHAVIOUR INFORMATION

Under no circumstances are Parents to approach a child other than their own regarding behaviour concerns. Please discuss concerns with your child's teacher in the first instance and if necessary, the matter can be brought to the attention of the Principal.

HEALTH AND SAFETY

SHOES

Students must wear shoes at school for safety reasons. These reasons include burrs, snakes, other children with shoes on accidentally stepping on bare feet, sticks, safer for playing sport, chair legs etc. Students who are not wearing closed in shoes are not allowed to play in the playground but must play under the main school building only. It is very important that children have well fitting shoes that are not too big or small for them and are suitable for running in. Shoes must also be worn for all running events on sports days.

SCHOOL OPENING TIME

Children are allowed to play after 8:20 am. The only children who should be at school prior to 8:20 am are those children who arrive by bus.

MEDICATION

Education Queensland has strict policies and guidelines in relation to administering medication to students.

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in school.

All parents/caregivers must (all of the below):

Notify our school in writing of a health condition requiring medication at school.

Request in writing if school staff are to administer medication or assist in the management of a health condition.

Notify our school of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.

Provide the medication in the original labelled container to the office

Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken

Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.

Advise our school in writing and collect the medication when it is no longer required at school.

A Medication Request Form is available for completion when required to the Administration Office. At no time will a teacher accept responsibility for administering medication to a student.

One exception in selected cases is that of inhaler therapy for asthma. On receipt of a written permission form from a parent/guardian and with the approval of the Principal, the student may be responsible for the inhaler and the administering of their own medication as deemed necessary by the student. Written requests must be made at the beginning of each school year.

PICKING CHILDREN UP

For safety reasons please note the following rules:

- If you require being picked up your child during the day you will need to collect your child from class and notify their teacher that you are collecting them and sign the early departure/late register in the school office.
- We will only be permitting children to walk home during the day if a phone call is given to the office at the point of time that you require your child sent home. If you send a note to school regarding your child walking home early, a follow up call will be required prior to the child leaving the school so we can verify that someone is at home to meet them.
- Children can as usual wait inside the school fence if they are waiting to be collected by parents in the afternoon. If students can see the vehicle they are travelling home in they can walk (not run) out to the car.
- Children who are walking home without adult supervision should commence walking home immediately and not congregate outside the front of the school fence.

These rules will help to provide the greatest safety for your child and we thank you for your support in this matter.

GROUNDS USE

Please note that there is no unauthorised use of the grounds after school hours. The school is not to be used as a thoroughfare. Please contact the principal for authorisation to use the grounds out of school hours.

HATS

At Wallaville SS we value skin protection and therefore the rule of “No Broad-Brimmed Hat, No Play in the Playground” is enforced at this school. If a student does not wear a broad-brimmed hat their play areas are confined to under the building so as to provide protection from the sun. Caps and beanies do not provide as much protection as broad-brimmed hats and therefore are not suitable. School hats are available from the school office.

HEAD LICE

Head lice appear occasionally in all schools. Parents are requested to check their child’s hair regularly and if infected to treat either by using a medicated shampoo or by physical removal with conditioner and a head lice comb. If head lice are visible, you will be contacted to collect your child and commence treatment so they can return the next day.

EMERGENCY CONTACT

In the case of an accident or sudden severe illness, every effort will be made to contact parents/guardians. In the event of injuries which are serious or of an uncertain nature, the ambulance will be called and where necessary the student may be transported to the hospital. Please supply the school with an alternative contact name and telephone number. If we need to contact you and you are unavailable, this will be the next point of call. Please ensure that this contact has a different telephone number than your own. Also, please advise the administration aide immediately should your address, telephone number, alternative contacts, any relevant family matter, medical or physical condition of your child changes. It is very important for these details to be kept current.

EXEMPTION FROM SCHOOL ACTIVITIES

Should you require your child to be exempt from a school activity, a note must be forwarded to your child’s teacher, stating the period of time that the exemption is to be effective. It may be necessary for further discussion to occur in order to approve the exemption.

FIRST AID

Immediate and temporary treatment to students who experience injury will be provided by a staff member who has up to date Senior First Aid qualifications. After initial first aid at school the responsibilities will rest with the parent/guardian (or ambulance bearer or doctor if contacted).

CUSTODY AND ACCESS

Education Queensland considers both parents to have equal custody rights unless a custody order has been given to the school. It is important that the school has the relevant court orders in regards custody rights. At the beginning of each year parents are required to bring to the attention of their child's new teacher any custody orders.

DENTAL CLINIC

This State Government School-Based Program provides free oral health care to school children from pre-school up to and including students in Year 10. The oral health team includes: a dentist, a dental therapist and dental assistants. Treatment is provided at a mobile dental clinic, which comes to our school. Some children requiring follow-up services may be asked to visit the clinic when it moves on to a near-by school. Emergency treatment is available to all eligible children by phoning the Bundaberg School Dental Clinic on 4150 2243.

MOBILE PHONES

We understand that there are occasions when a child may require a mobile phone after school hours for safety reasons. Therefore, they may need to bring it to school so they have the phone when required. However, some children bring phones to school unnecessarily and leave them turned on which is disruptive in the school environment. For your child to bring along a phone to school permission must be sought through a form available from the office.

Some of the conditions on the mentioned form include:

- The mobile phone is to be turned off at school at all times and this includes from the time they arrive at school until the time they leave.
- Mobile phones must be handed in at the beginning of each day to the office and collected from the office at 3pm. Students may not collect the phone themselves but must ask the staff member for it.
- Phone calls cannot be made from the mobile phone whilst at school and if it is necessary for your child to use the phone the school system is to be used.

Further details on mobile phones can be found on the form at the office.

BOOKLISTS

Booklists will be provided to students in Term 4 of each year or upon enrolment.

TUCKSHOP

The P&C is responsible for the operation of the Tuck-shop, which provides catering services to benefit the students and staff of the school. As part of the Smart Food Choices Strategy, our Tuck-shop provides food options that meet these criteria. The success of the Tuck-shop relies heavily upon the efforts of a volunteer convener and the volunteer crews, who prepare food, serve food or donate food. Your help is needed and much appreciated. Please contact the Tuck-shop Convener if you are interested in assisting.

UNIFORMS

Wallaville SS has an affordable, durable and good-looking uniform. Having a uniform has a number of benefits for students and the school:

- Creates team spirit (all the world's best teams wear a uniform)
- Creates a sense of pride in the school
- Creates a sense of belonging
- Creates a positive image of our school
- Is easily identifiable on school trips for safety
- Removes issues of what to wear each day.

A separate dress code containing full details of the uniforms and standards of personal presentation is handed out yearly. School shirts are can be purchased from Country Cottage in Gin Gin or The Bundaberg Clothing Factory, Walker St, Bundaberg.

FREE DRESS DAYS

On the last day of terms 1/2/3 the Project Club runs a Free Dress Day where the children can come dressed out of school uniform. However it is required that the top worn has sleeves and that closed in shoes are still worn on free dress days. The Project Club asks for a voluntary gold coin donation per family to participate in this fundraiser. On the break-up day in term 4 (2nd last school day) students may wear free dress without a gold coin donation.

SPORTING HOUSES

A 'House' system is in operation to provide a basis for competition in school events. Students are assigned to one of two houses: Drinan (shirt colour - gold) or Walla (shirt colour - red). Students of the same family are placed in the same house. Students cannot change houses of their own accord.

TRANSFERS

Between Queensland State Schools - If your child is transferring from one state school to another the parent needs to inform the current school regarding the destination school so a Certificate of Transfer can be arranged and information regarding the child's school work can be forwarded to assist with the transfer.

Between States - If your child has moved from a school in another state we need to be informed of their previous school so we can request work and information concerning your child. We require sighting your child's birth certificate if your child is transferring from another state to Wallaville SS.

Please remember to return library books and other school belongings before leaving.

ADMISSION AGE

Children must have turned 5 years old by 30 June in the year they enrol in prep.

Children born between 1 July 2006 – 30 June 2007 are eligible for Prep in 2011.

When enrolling your child in Prep class a birth certificate (or copy) must be sighted by the school.

ATTENDANCE / ABSENTEEISM – EVERY DAY COUNTS

Regular attendance at school maximises your child's learning outcomes. Please notify the school in advance (eg: by note or verbally) or by 9:00 am of the day your child is going to be away from school. If you have already sent a note giving the teacher previous notice that your child is going to be away, there is no need to call the school on the morning they will be away. Similarly, if you contact the school the morning that your child is away there is no need to send a note.

There are a number of ways that this will assist us at the school.

1. Student absences can greatly affect planning for the day as groups may have to be rearranged, particularly in specialist programs such as when learning support teachers are working with students or when instrumental music teachers take students or when students have been specifically assigned to work with teachers aides on a regular basis. Classroom teachers have also made planning arrangements according to the number of students each day.
2. This will make significantly easier the process of entering student absences on the computer system each day thereby allowing more time to get other things done in the school for the students.
3. The earlier teachers know that your child is going to be away, the more likely those teachers may be able to prepare work for them to prevent them from falling behind or even give them an opportunity to catch up in advance.

BUS

Parents of children who travel 3.2 km or more from their home to bring children to school may be eligible to claim conveyance allowance. If you qualify please contact the Passenger Transport Section, Queensland Transport, and PO.Box 371 to arrange a Conveyance Allowance application form to be sent to you. Please make contact as soon as you enrol your child at the school. To catch the bus please use the contact numbers below to make arrangements with the bus driver.

Bus Route	Contractor	Route Number	Contact Number
Goodnight Scrub Run	Paradise	P499	4157 2969
Mingo Road/Duingal Run	Buses	P177	0427 576459
Drinan Run	"	S17	4157 2969

CLASSROOM VOLUNTEERS

Regularly, parents and members of the school community are invited to be involved in learning programs at school. Such interaction between students and adult members of their school community increase student motivation and success in learning. Activities are varied and may include: listening to reading, demonstrating skills or hobbies, preparation of learning materials, assisting with the options program and assisting in the library. Please contact your teacher if you are interested in assisting in any of these roles.

LOST PROPERTY

Many students regardless of age do not recognise their own property. A lost property box is located next to the Tuck-shop on a table. Students and parents are encouraged to check it frequently for misplaced items. ***Naming of all student property and clothing will enable its return.***

Lost property will be shown to children at the end of each week on Parade. At the end of the following week it will be displayed again and if it is not collected will be donated to charity.

OFFICE TIMES

As our administration aide works 8:00 am – 3:00 pm on Monday – Fridays. It would be appreciated if the bulk of enquiries, payments etc. be made during this time.

NEWSLETTERS

A fortnightly newsletter is forwarded home with the eldest child in the family every second Thursday. The links between home and school are vital for the learning partnership to be effective for your child. If you wish to include news in the community section (e.g. wanted, for sale, community events, meetings, AGMs etc.) this must be submitted the day before to ensure it is included in that week's newsletter. 'Student of the Week' recipients are announced in the newsletter and presented on the following parade.

Every endeavour will be made to ensure that events and school community information are communicated through our newsletter. From time to time the newsletter (or attachments) may request your input. Please respond to requests as appropriate.

SCHOOL PHOTOS

Photos are taken all class groups and others as arranged. Please assist by returning order forms and payments by the due date and ensuring students wear their school uniform on the day.

RELIGIOUS EDUCATION

Religious Education of a non-denominational Christian nature is provided weekly on a Wednesday morning (9:00 - 9:30 am). Please be aware that alternate programs are provided for those children not attending. The alternate activities are arranged by class teachers and include general class work.

LIBRARY BORROWING

Library Borrowing Times:

Commencing this year children will be able to borrow books and use the library at lunchtime and at other times by arrangement with staff.

Borrowing procedures:

Loan Limit: All students are allowed to borrow items from the School Library Resource Centre. Preschool to Year 3 - limit of 1 item at a time. Year 4 - 7 students - limit of 2 items at a time.

Overdue and lost items: A list of student overdue items is given to the class teacher to remind the students to locate and return forgotten books. After a student has been on the overdue list 3 times for a single item, his or her borrowing limit may be reduced for the remainder of the school year. When a book becomes 1 month overdue, a letter will be sent home. If another 2 weeks pass without the item's return it will be considered lost and payment sought for its replacement. The student's borrowing privileges will be suspended until the item is returned or payment for the item is made to the school office.

PARENTS AND CITIZENS ASSOCIATION

The P&C meets on the 2nd Monday of each month at 6:30 pm unless otherwise advised in newsletters. The P&C endeavours to bring about closer co-operation between parents of students attending the school, other members of the community and the staff and students of the school. All parents are encouraged to attend and participate in the meetings.