

SOUTH JOHNSTONE STATE SCHOOL



PARENT HANDBOOK 2007

"Building a Better Future."

*To develop each child's potential to the fullest
within a stimulating environment
incorporating a positive attitude to learning for future life.*

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INTRODUCTION

This handbook is designed to assist you, the parents, to better understand how the school operates. In it, you will find information on facilities provided at the school, school procedures and various school activities.

It is hoped that you will share in your child's years at this school.

By working with the school your child's full potential has a better chance of being realised.

WELCOME

We as a staff, trust that you and your child have a rewarding and pleasant educational experience through your association with the South Johnstone State School. This will be achieved through a co-operative effort from all parties and we look forward to a close and harmonious relationship.

Please keep this booklet handy for easy reference.

MISSION STATEMENT

To develop each child's potential to the fullest within a stimulating environment incorporating a positive attitude to learning for future life.



STRUCTURE

STAFF LIST

- a) 1 Teaching Principal
- b) 1 Class Teacher
- c) 3 Teacher Aides
- d) 1 Administration Officer
- e) 1 Cleaner
- f) 1 Janitor/Groundsman

VISITING TEACHERS

- a) Physical Education - 1 hour lesson per class, includes Health
- b) Teacher/Librarian - The Teacher/Librarian is closely involved with Teachers' planning, coordinating resources and takes a 30 minute library lesson with each class, once per fortnight.
- c) Music - 1 hour lessons per class. The teacher also teaches students basic guitar playing.
- d) Learning Support Teacher - This teacher liaises with parents, staff and children to enhance the education opportunities of children with special needs.
- e) Guidance Services - These people are available to assist teachers and parents when the need arises.
- f) L.O.T.E. Teacher - This teacher teaches Italian for Years 4-7 students.
- g) The school also has access to a range of specialists such as:
 - Occupational Therapist
 - Speech Language Therapist
 - Special Education Teacher

Hats: It is compulsory for children when playing in the sun to wear a hat. "No hat, no play". Our school hat is available from the tuckshop, it is a wide brimmed hat highly suitable for our North Queensland weather.

Sunscreen: Sunscreen is available for use by the children at anytime. They're encouraged to use this when participating in outdoor activities.

GENERAL APPEARANCE

It is not recommended that children wear jewellery or nail polish to school. Sleepers or studs are allowable. At all times long hair should be tied back and fringes kept to a suitable length. Each day children must present themselves to school clean and tidy.

There are many ways that Parents can be involved in their children's education. To maintain close contact with your child's teacher will be one of the most important things you do. We encourage you to come into the classrooms and work with the teacher to assist your child.

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There are many different ways in which you can become involved. No particular skills are required, just interest.

PARENTS AND CITIZENS' ASSOCIATION

Meetings are held at the school on the first Monday of every month, commencing at 7:30 p.m. Most meetings usually conclude by 9:00 p.m. The importance of taking an active role in the P & C cannot be overemphasised. Parents have an increasingly important role to play in a school's operation. Responsibilities include assisting with the school budget and planning.

Our school does rely on the P & C for funds raised through various activities.

The association is necessary for the efficient operation of the school. It is for this reason that your association and active participation within the association is greatly appreciated.

VOLUNTARY TEACHER AIDES

Voluntary aides can assist in a great variety of areas within the school.

These areas include:

- (a) taking reading groups
- (b) chart preparation
- (c) book covering
- (d) art/craft activities
- (e) writing
- (f) typing
- (g) word processing
- (h) small group activities
- (i) sporting activities
- (j) tutors

Please contact your child's teacher if you can also assist.

PROGRAMS AND PROCEDURES

SCHOOL ROUTINE

8:55 First Bell Students go into class. Children should ensure that they have all books, etc in the classroom ready for the start of school. They should have also attended to their hygiene needs prior to this bell.

Morning Session

11:00 – 11:50 Lunch

Middle Session

1:30 – 1:45 Afternoon Tea Children remain seated while lunch is eaten.

Afternoon Session

3:00 School Day concludes Bus children and children waiting for parents should remain inside.

*** Parades are conducted on a timely basis.**

ARRIVAL AT SCHOOL

School commences each day at 9:00 a.m. Children should be at school before this time (8:45 a.m.) to allow them to settle down and prepare for the day's activities. Children should not arrive at school before 8:15 a.m. and should be collected to go home as soon after 3:00 p.m. as possible.

END OF SCHOOL DAY

Parents are asked to ensure that they do not leave their children at school for long periods after 3:00 p.m. Local children should not remain behind to play with bus children no responsibility can be accepted by the school under such circumstances. Children should make their way home as quickly as possible and if there is to be a variation in the mode of transport home, then it would be appreciated if the school is contacted as a matter of courtesy.

OUT OF SCHOOL HOURS

People are not permitted to enter the school grounds out of school hours. If you do see people inside the grounds please report the incident to the school or the police if the matter appears serious.

HOMEWORK

The amount of homework is determined by the individual class teachers. Parents are encouraged to show an interest in their child's homework and ensure that it is done to the best of the child's ability. It is expected that children complete their homework tasks.

Homework should however never be seen as a source of strain or anxiety to a family. It is far better to see a child honestly attempt the work and if unable to complete it, to bring it to school the next day for further discussion. The following are examples of the activities your child could receive for homework:

Yr 1-3	Spelling, Maths Activity, Reading or Writing	15-20 minutes
Yr 4-5	Spelling Activities, Reading and Maths	20-30 minutes
Yr 6-7 given	Spelling Activities, Reading, Number Facts, Maths, Contracts and Projects when given	30-40 minutes

Homework is due on Friday.

BOOK LIST

Book lists are distributed at the end of the school year. Students must have all requisites at the beginning of the school year. All items must be clearly labelled with name and year level. We encourage Parents to cover books.

CURRICULUM INFORMATION

SCHOOL PHILOSOPHY/CURRICULUM

The School Philosophy endeavours to provide the opportunity for the development of the **whole child** and not just the academic aspects of the child's growth and so the children are offered and encouraged to participate in the following activities.

- a) Computer Awareness (Year 1 - Year 7)
- b) Physical Education - For future recreation and fitness purposes - not just for the 'gifted sportsperson'
- c) Art - for enjoyment and appreciation in later life
- d) Music - for enjoyment and appreciation in later life
- e) Drama/Cultural Activities - Participation and attendance at Arts Council Productions and Community Cultural Events
- f) Young Performers
- g) Language Other Than English (Years 4-7)
- h) Academic competitions
- i) Camps, excursions
- j) Going for Gold-Social Skill Program-teaching students social skills for our Supportive School Environment and also their future
- k) Presentation and Awards Night



ACADEMIC COMPETITIONS

Students have the opportunity to enter academic competitions (local, state, national) that cover a range of curriculum areas. Examples of annual competitions include: National Math Competition, National Science Competition.

INSTRUMENTAL MUSIC PROGRAM

The school participates in this program and children are given the opportunity to develop an expertise in woodwind, string or percussion instruments. Children in Year 3 onwards can be involved in this scheme. Students commence the program at the beginning of each year. A participation and instrument loan agreement must be completed.

LIBRARY

Children are encouraged to use the School Library as much as possible. Borrowing is encouraged by parents and children. Children are asked to have a library bag in which to take home library books.

Parents should ensure that their child takes care of all school books i.e. clean hands and keep books out of the reach of younger family members.

Children are free to borrow books during all holidays, except the Christmas vacation.

RELIGIOUS EDUCATION

This is conducted once per week for approximately 30 minutes. Attendance is compulsory, unless a written request giving a legitimate reason is received from a parent. Most religions are catered for. Children not attending R.E. are supervised in the school library.

SPORTING CARNIVALS

South Johnstone State School participates in sports controlled by the Silkwood/Mena Creek Sports Association. The association conducts the following carnivals: netball/soccer, soft-ball/tee-ball, athletics and kanga cricket.

Our school also holds other sporting events throughout the school year.

It is desirable that all children participate in sport as involvement in such team sports fosters school pride and athletic skill.



BEHAVIOUR EXPECTATIONS

Children are expected to behave in a safe and socially acceptable manner, at school, coming to and from school and while involved in any school related activities.

Further detail concerning behaviour can be found in the school Behaviour Management Policy, expectations, rules and responsibilities are regularly discussed with students on parade and in class.

CONSEQUENCES OF MISBEHAVIOUR

Teachers use a variety of strategies in class where students are behaving poorly. In the cases of poor behaviour a yellow card detailing the incident and action is shown to the student and then given to the class teacher. Yellow cards are filed by the Principal and when 3 accumulate parents are requested to attend an interview. Yellow cards provide information to students and are a method for the school to keep a record of misbehaviour.

A variety of consequences are used depending on the type of misbehaviour. These include: time out, duties and exclusion from an area.

COURTESY/MANNERS

Students are expected to use good manners e.g. “Please”, “Thankyou” etc and courtesies e.g. knock at the door etc while at school.

BUS CHILDREN

All bus children must wait inside the school grounds. Parents should stress the need for polite and safe behaviour when travelling to and from school on public transport.



CHILDREN'S WELFARE

(a) Disease Exclusion Table

For the purpose of the Table, a “contact” means a child of school age living in the same residence as the patient.

DISEASE	PERIOD OF EXCLUSION	CONTACTS
Chicken Pox	Should be excluded for 7 days after the beginning of the illness, or until last lesion has healed.	Not to be excluded
Diphtheria	Re-admit after at least 2 negative swabs	Exclusion varies
Measles	Should be excluded for at least 7 days from the appearance of the rash or until medical certificate of recovery is furnished.	Not to be excluded
Mumps	Should be excluded for at least 14 days after the onset of symptoms	Not to be excluded
Rubella (German Measles)	Should be excluded for at least 7 days from the appearance of the rash or until medical certificate of recovery is furnished.	Not to be excluded
Ringworm & Impetigo (School sores)	If <u>suitably covered</u> , may attend school	Not to be excluded
Scabies	Should not attend school until condition has cleared, as this is highly contagious.	
Lice (Head)	May attend once treatment has commenced.	Not to be excluded

Sores may be left uncovered, however if weeping and infection exists, then covering is recommended.

For infectious diseases not listed, please consult the Principal.

(b) Health

The School Health Sister visits the school. All students, with parent permission are checked. Parents are then contacted by letter on any particular health problems which have been diagnosed. This service has been most successful in diagnosing visual and auditory problems. If the problems are diagnosed, suggestions are usually made about how parents can assist in remedying these problems. This usually includes consultation with the family doctor.

c) Dental

The Mobile Dental Clinic also visits the school each every 2 years and their personnel will examine and treat your child's teeth if you so desire.

While the clinic is at other schools, you may also avail yourselves of its services. Contact the Innisfail Hospital for its location.

(d) Tuckshop

The Tuckshop operates every Monday and Friday, is open for lunch only and is run by the P&C Association.

Meal deal orders should be completed and returned to school by Tuesday mornings. Money should be enclosed and these bags are collected by the tuckshop convenor.

Meal deal offers are \$5 and this includes-meal item, drink (usually a popper) and a fruit item.

We rely on parents to help in our tuckshop. Please contact the convenor if you can help out. Your efforts will be greatly appreciated.

e) Morning Tea/Lunch

Diet does effect the level of academic performance and physical activity. Students should come to school with a nutritious morning tea and lunch. Softdrink, lollies, and confection-aries with excessive amounts of sugar are not suitable foods for school and not permitted before school.

CHILDREN'S FRIDGE

There are three small fridges located throughout the school for use by any child for storage of drinks and food etc.

WATER COOLER

There is a water cooler located beneath the school building for the children's use.

SCHOOL UNIFORM

The school uniform consists of:

Green South Johnstone Shirt (available from School Office)

Black shorts/skirts/skorts

Black Shoes & white socks

Black broad-brimmed hat with school logo (available from the school office)

It is desirable that children wear a school uniform. If for some reason this is not possible, students should wear clothes that are in good condition and as close to school uniform as possible. Singlets and T-shirts with offensive remarks are not considered suitable for school. Bike pants should only be worn underneath a skirt.

Hats: It is compulsory for children when playing in the sun to wear a hat. “No hat, no play”. Our school hat is available from the office, it is a wide brimmed hat highly suitable for our North Queensland weather. Our school is a Sunsmart school and the following actions are required: avoid the sun in the middle of the day, use shade whenever you can, wear a broad brimmed hat and a shirt with collar and sleeves, sunglasses & SPF 30⁰ sunscreen.

Sunscreen: Sunscreen is available for use by the children at anytime. They’re encouraged to use this when participating in outdoor activities.

GENERAL APPEARANCE

It is not recommended that children wear jewellery or nail polish to school. Sleepers or studs are allowable.

At all times long hair should be tied back and fringes kept to a suitable length.

Each day children must present themselves to school clean and tidy.

There are many ways that Parents can be involved in their children’s education. To maintain close contact with your child’s teacher will be one of the most important things you do.

We encourage you to come into the classrooms and work with the teacher to assist your child.

There are many different ways in which you can become involved. No particular skills are required, just interest.

PARENTS AND CITIZENS’ ASSOCIATION

Meetings are usually held at the school on the second Wednesday of every month, commencing at 7:30 p.m. Most meetings usually conclude by 9:00 p.m. The importance of taking an active role in the P & C cannot be overemphasised. Parents have an increasingly important role to play in a school’s operation. Responsibilities include assisting with the school budget and planning.

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Please contact your child’s teacher if you can assist.

PARENT/TEACHERS NIGHTS

These will be conducted as the need arises, both as whole school activities and on an individual class basis. Please try to attend these as they will be a valuable link between home and school.

FUNDRAISING

During different times of the year, the school participates in a number of fundraising activities. All students are expected to participate in these activities, as all students benefit from the funds raised. Funds are used to subsidise bus costs, excursion and camp fees, and the purchase of school equipment.

a. Parent Queries

Parents are encouraged to discuss school matters with staff. This is best done outside of teaching hours with some prior arrangements being made so as not to disrupt the school routine.

b. Newsletters

A newsletter, the News 'N' Views, is distributed every second Tuesday to the eldest child in each family. It is vitally important that your child delivers this newsletter home and its contents noted. Spare copies of the newsletter can be obtained from the school office.

c. Absentees

All that is required when a child has been absent is a note of explanation to the teacher or a phone call to the school. This is for your child's safety and a courtesy to the school. You can also email the principal by writing to the.principal@soutjohnss.eq.edu.au.

Some students do tend to be absent from school quite regularly. This does have an effect on student learning. When a child is sick they should not be at school, but regular absenteeism for feeble excuses is not acceptable.

If an absence is not reported an unauthorised absence will be recorded. This has legal implications, which arise from Education General Provision Act, Austudy and Duty of Care.

Prep Year Information

The following chart will show when children will start the preparatory year and Year 1. Prep year information sessions will be held end of 2006.

Birth date	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 Jan 2002 – 30 June 2002	2007	2008
Child born 1 July 2002 – 30 June 2003	2008	2009
Child born 1 July 2003 – 30 June 2004	2009	2010
Child born 1 July 2004 – 30 June 2005	2010	2011

e. Reporting

Oral and Written reporting - End of Semester I (June)
End of Semester II (November)

Semester I, reports are to be signed by a parent and returned to school.

Semester II, they are to be signed and returned for sighting. They may then be retained by the child.

At any time during the year parents may seek an interview with their child's teacher at a suitable time to both parties.

ENROLMENT

Eligibility

A child must have attained the age of 5 by the last day of December to be eligible for enrolment for the following year in Year 1.

When

It is advisable to complete enrolment procedures prior to the year in which the child is to be enrolled. This alleviates a lot of turmoil on the first day of the school year.

Birth Certificates

A copy or extract of a child's Birth Certificate may be required to substantiate a child's age.

COLLECTION OF MONEY AND RETURNABLE FORMS

Advice concerning the collection of money for various activities will come via the newsletter or a special notice.

Money should then be forwarded to the office as soon as possible. We ask that all money is brought to school in an envelope. Students who have not paid for an activity will not be allowed to participate.

All forms that are to be returned to school will be coloured blue and they should be returned immediately.

LOST PROPERTY

All lost property is kept in the 'Lost Property Box' located in each classroom. Parents are always welcome to inspect this box if their child has mislaid something. Regular clearing of this box is made in the interest of health and welfare. All children's property should be clearly marked with the child's name.

BOOK FAIR

The school is involved with the Ashton Scholastic Book Club.

CONVEYANCE ALLOWANCE

Parents of children not on an approved bus transport route and living a certain distance from school are eligible for a Conveyance Allowance. Please contact the Transport Department for further details.

UPDATING SCHOOL RECORDS

Parents are asked to inform the school of any change in address, phone number, family circumstances and medical history so that Family Record Cards can be kept up to date.



*We trust your child will have a full and
rewarding education at
South Johnstone State School.*

*Narinder Singh
THE PRINCIPAL*