

MURARRIE STATE SCHOOL



2022/2023

Information Booklet

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SCHOOL PROFILE

Located on the 'best real estate in town', Murarrie State School's location near the Gateway Bridge, adjacent to the suburbs of Cannon Hill, and Tingalpa, provides an idyllic backdrop for learning. The school prides itself on a strong community connection, with nurtured relationships with families and carers. The large traditional buildings are sprawled across an expansive scope of grounds which also includes bush tucker and community gardens and adventure playground equipment to compliment the students' academic pursuits.

The school's parent and student body boast a wealth of diversity in family structures, cultures and social contexts. This diversity empowers the learning processes for everyone in the school community.

High expectations are held for both academic achievement and behavioural expectations. Murarrie collaborates internally and externally with a range of supports to deliver the Australian Curriculum to an ever-improving standard. Our school has a clear and defined three-year strategic plan aimed at delivering the best for its students.



P & C's WELCOME

The Murarrie Primary School Parents and Citizens Association (P&C) plays an active part in the operation of the school.

The P&C operates to assist in providing resources and services to the students and teachers for the betterment of the education of our children. Fundraising events are held throughout the year to raise funds for purchase of new equipment and provision of subsidies for events and functions.

The P&C has close ties with the school, with regular consultation with teaching staff and the Principal on matters relevant to both scholastic and social education of our children.

Parents and members of the community are encouraged to join the P&C to assist in fund raising, working bees and functions.

The P&C operates the School Tuckshop which is open on Tuesdays and Fridays. The Tuckshop operates as a service to the students and is a not-for-profit venture.

We welcome all new parents and children to the school and look forward to assisting with the education of our children.



ENROLMENT

Children to be enrolled in Prep must be age 5 by 30 June of year of proposed attendance. **On enrolment, proof of date of birth is required.** This can be a short extract of birth (obtainable from the Registrar-General's Office).

A Transition Morning will be held during Term 4 to help prepare children and parents for Prep 2023.

Parents should inform the school by letter or in person if they are intending to change school and state if possible the name of the school the child is to attend. Advance notice of impending transfer is required on all occasions.

If a Guidance Officer or Learning Support Teacher has seen a child, the school will arrange for these records to be sent on.

PUPIL INFORMATION

Please ensure that the information given at enrolment is as full and accurate as possible and that the school is notified of any subsequent changes. This is particularly necessary for any medical information, addresses and telephone numbers. Often valuable time can be lost in an emergency when we have incorrect information in our records.

SCHOOL HOURS

The following schedule indicates the normal structure of the school day:

Before 9am

- Children should not be on the school grounds before 8:30am, unless pre-arranged with the school office.

8:00 - 8:30am

- Children who do arrive during this time are seated at the office until supervision commences at 8:30am.
- **8:45 - 9:00am**
- A bell will be sounded at 8:45am at which time all children should move to their classrooms or line up to accompany their teacher to the room. During this period children are under the supervision of their teacher. They can organise themselves for the day, and housekeeping and other administrative matters are attended to before formal commencement of lessons at 9am.

10.45 - 11.00am

Meal time in classroom

11:00 - 11:30am

Play Break

1:30 - 2.00pm

Afternoon break

3:00pm

Classes cease for the day

CLASSES

Class sizes wherever possible are kept to manageable levels. As our school size requires multi-age classrooms, every effort is taken to ensure students are placed appropriate to their educational needs and abilities. Parents are consulted where it is considered necessary.

BEFORE/AFTER SCHOOL CARE

The school works in partnership with the Helping Hands works Outside School Hours Care (OSHC) services Cannon Hill.

<https://www.helpinghandsnetwork.com.au/cannon-hill-state-school/>

Students accessing the service will be transported via the Murarrie State School bus to the Helping Hands Centre located at Cannon Hill State School. This will be at no additional cost to families however if families are accessing the service and would like to make a small donation to the school for the upkeep of the bus and petrol, that would be greatly appreciated. This service is only available for afternoon care, however a staff member is at school from 7:30am each day. Please contact the school office for more details.

TRANSPORT

On the way to and from school, it is anticipated that there be a shared responsibility between parents and the school for the well being of all students.

Parents should ensure that students have a clearly defined route to use daily, that they discuss possible dangers (road/rail crossings, dogs, etc). Students should report any concerns to the school administration.

a) **Conveying students by car**

Parents who convey their children by car, must park their car well clear of the school crossing, in the nominated parking zones in Garrett and Ives Streets, and walk their children (or direct their children to walk) through the pedestrian gates. Children and parents should be mindful of staff cars entering the main gate off Garrett Street. In the afternoons, the reverse to this rule applies.

Under no circumstances, may cars

- i. be driven through the main school gate off Garrett Street
- ii. be stopped to collect/deliver children opposite the main gate in Garrett Street
- iii. be parked or stopped in such a way as to impede or block the operation of the Supervised Crossing in Garrett Street (this includes parking in bus zones and other 'No Standing' zones).

b) **Late Arrival**

Children arriving at school after 9:00am will need to be signed in by a parent or guardian at the School Office and collect a late slip at the school office to hand to the class teacher.

c) **Collecting children from school / children leaving during the day**

Parents collecting children early (before 3.00pm) must **report** to the Office first and state their intentions. There is a register that **must be signed** to indicate early departure of children. If children are returned to school at a later time of the day, the same procedure applies - report to office and sign register. Children who for a particular reason (having sought permission) need to go home or leave school during the day, must also **sign** the register and **re-sign** on their return.

d) **Late collection of children**

At 3.00pm, children should leave school promptly and depart to their parents/care-givers. There is to be no loitering around playground areas, or fences. If for some reason children cannot be collected on time, it is the responsibility of the parent/care-giver to **notify the school beforehand** (at least 30 minutes prior to 3.00pm). Arrangements can be made to have the children wait in a safe place where they can be supervised (normally office area) if the information is received beforehand. Usually there is a staff member at school until at least 3:30pm.

PARKING

Parking for parents is recommended in Garrett and Ives Streets. Andan Street becomes congested very easily and is not recommended. It is also a cul-de-sac.

The car park in the school grounds is designed for staff only. Children are **not** to be delivered to school in this area.

ROAD SAFETY PRECAUTIONS

At school, children are constantly urged to become Road Safety conscious. The Road Safety Council assists teachers and the following points are stressed:

- ◇ Always use the crossing when crossing Garrett and Ives Streets.
- ◇ Be aware of the Crossing Supervisor, and wait for her direction, before crossing
- ◇ At other places look left, look right and look left again to check that there is no traffic before crossing the road
- ◇ Children should use doors on the left side, to alight from and enter cars
- ◇ Observe the "No Parking" areas near the school.

USE OF BICYCLES, SCOOTERS AND SKATEBOARDS

It is the responsibility of all children who bring their bicycle, skateboard or scooter to school, to observe safety practices. These relate to:

- ◇ Always wearing an approved safety helmet
- ◇ Keep to the extreme left when cycling and always travel in a single file
- ◇ Keep off footpaths
- ◇ **Walk** bikes and scooters while in the school grounds
- ◇ **Walk** bikes and scooters across Garrett Street if using the school crossing

CUSTODY / CARERS INFORMATION

On occasion we may have to act on custody information held in our confidential school files. It is vital that this information remains current and is supported by appropriate documentation.

If a change occurs regarding the custodial care of your child/children, please report this to the Office in person. Where possible the Principal will meet with you to clarify the changes.

It is essential that both the Principal and Class Teacher are informed when concerns surround custody issues so that appropriate action can be taken by the school if necessary.

ATTENDANCE – *Every Day Counts*

The research around the importance of regular and consistent school attendance is undeniable. The learning process, staff and student relationships are all enhanced with regular attendance. Irregular attendance means lack of progress and parents should consider whether keeping a child home is really necessary or merely convenient.

If pupils are absent from school, parents are asked to **telephone** (Absence Line – 39080366) or notify on School Stream (downloadable app). A doctor's certificate should be provided if a child is absent for two days or more.

Students who are absent are recorded as an 'Unexplained' absence, until the parent gives a reason. Education Queensland does check enrolment data from schools that is marked 'Unexplained'.

INTERVIEWS

Unless the request is of an urgent nature, parents requesting interviews with the Principal should make appointments through the office to avoid waiting. The Principal is always keen to resolve concerns and will be available when he is not teaching. An appointment is necessary to avoid any disappointment and so that he can meet the needs of his own class of students. By planning in advance, time and attention can be assured to hear concerns and respond where necessary.

Parents wanting interviews with teachers should make arrangements through the Office. Short consultations with teachers are permitted, provided they do not excessively encroach on teacher's preparation time (before 9am in the morning), or lesson time (during the school day).

ASSEMBLY

A whole school assembly is held every second Friday afternoon at approximately 2:40 in the undercover area. The Principal and other speakers use this assembly to talk about current events and school policy matters; it is also used to acknowledge exemplary achievements by students. Parents are encouraged to attend.

NEWSLETTER

A newsletter is emailed every fortnight. The newsletter is filled with details of current events taking place in the school, dates of future events, student's work, sports reports, awards, etc. Please ensure that your email details are up to date with school administration, as it is a vital means of communication between school and home.

NOTICES/COLLECTION OF MONEY

Regularly throughout the year, notices about sports, excursions etc, are sent home/email, to parents along with invoices to cover these costs.

It is important that **notices and money are returned promptly**, or by the due date indicated on the invoice. This allows staff to finalise arrangements for the activity.

Contact with the office is recommended if parents are experiencing difficulty. Often alternative arrangements for payments can be agreed upon.

SCHOOL REPORTS

Formal reports are issued at the end of Semester 1 and 2. Parent interviews are encouraged where it is felt that this will improve their understanding of their child's progress and clarify any learning or social needs they may require.

HOMEWORK

Homework is an integral part of the school teaching and learning program. Generally, it provides opportunity for practice and reinforcement of work that has been taught during the day.

Reading should be a component of each child's homework schedule. The time spent on reading will vary from about 10 minutes for younger children to 20-30 minutes per day, for older children.

Parents are urged to assist with organisation of time, (scheduling play, jobs, shopping TV, etc) and to be aware of and interested in the student's work.

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If difficulty arises, causing upset at home, it is advised that parents contact class teachers to discuss the concerns. Usually, these meetings are very beneficial.

Homework done well at primary school helps students to develop good habits for secondary school.

SPECIAL NEEDS

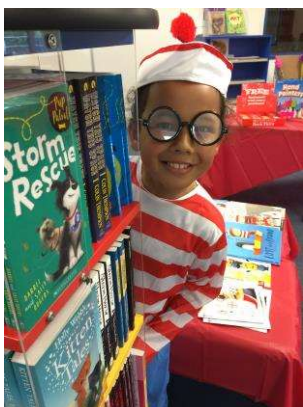
In circumstances where parents and teachers feel a student is experiencing difficulty in their schooling, the school has a process which aims to have children with special needs, receive appropriate support.

When a parent perceives a concern, the first step is to discuss the concern with the class teacher or principal. Support provided may include, Learning Support, Speech Therapist or Guidance Officer, or whatever direction is seen as a primary need. The school can assist in accessing other specialists if necessary.

Parents are consulted and informed throughout the whole process.

SPECIALIST LESSONS

LIBRARY



Our Library is open most lunch times, where students can read or access the computer lab. When borrowing books are encouraged to take care of the books whilst on loan and to return them in good condition. Children are expected to have a cloth bag or a strong plastic bag to help keep their books clean when they are carrying them to and from school.

LEARNING TECHNOLOGY

Our school has made a significant financial commitment to the procurement of computer technology for student and staff use.

Children's learning across all curriculum areas is very closely linked to learning in



technology. All classrooms have been connected to the Internet, and educational programs and the way that students engage with learning is increasingly technology based.

It is imperative that all students complete an Internet User's Agreement before they can be permitted to use this facility. **Under no circumstances can software other than that supplied at school, be used by students when working at a computer.**

LOTE (Languages Other Than English)

Students in Prep to Year 6 learn Japanese. As well as giving students instruction in conversational Japanese, the visiting teacher provides children other cultural experiences including songs, customs, art and cooking traditional cuisine.



PHYSICAL EDUCATION

Our Physical Education program through the year aims to build and consolidate skills, including endurance, fitness, activities, co-ordination and balance, ball skills (throwing, hitting, catching) to name a few. These are targeted to meet the age/developmental requirements of children.

SWIMMING

Swimming is an integral part of the school curriculum. A swimming timetable will be sent home early in Term 4. If children are unable to take part in swimming lessons an explanatory note should be sent to the class teacher.

Students are taken by bus to an outside venue for swimming. There is a nominal charge for transport and use of pool.

Students who suffer from the following medical conditions must produce a medical certificate saying whether that condition precludes that student from normal swimming instruction or not.

These conditions include:

- | | |
|-------------------|-------------------------|
| 1. Asthma | 2. Diabetes |
| 3. Epilepsy | 4. Ear Infections |
| 5. Skin Disorders | 6. Physical Impairments |
| 7. Plantar Warts | 8. Eye Irritations |

Please contact the class teacher should you have any queries with regard to this matter.

Swimming caps are compulsory for all students using the pool. These are available for purchase from the school tuckshop. A swim shirt must be worn.

MURARRIE CHICKENS

Our chickens enjoy the company of our students who feed and care for them and collect their eggs daily.



SCHOOL BUS

Our School Bus is a 12 seater mini bus and is used where possible to reduce costs for families for excursions or trips.

CHAPLAINCY PROGRAM



Our Chaplain (Chappy Alli) is at Murarrie two days a week in Room A4. She is here to provide pastoral care and support to students, staff, parents and the community. She is involved in programs and events such as: Breakfast Club, Rock and Water, Girls Group and community mentoring programs like Kids Hope and Quality Time. She is always ready to listen and have a chat.

Breakfast Club is held every Monday, Tuesday and Wednesday morning (8.15-8.45am). Assorted cereals, toast and drinks are provided for free. Kids can top up before they go to class. Breakfast helps with concentration, energy levels and mood.

CAMPS AND EXCURSIONS

Out-of-school excursions are a regular part of the class program through the year. They are organised by teachers to enhance and extend learning undertaken by children in school time.



Notification will be given of itineraries, times, etc before the excursion date, and parents are expected to remit any fees to cover admission/transport before that date.

Both camps and excursions are designed to support curriculum programs. Subsequently, your child will be involved in lead-up and follow-up classroom activities designed around the unit's context.

BEHAVIOUR MANAGEMENT

PBL is a positive focused, school-wide behaviour process which is designed to develop environments that best support learning.

A reward scheme will be linked to focused positive behaviours. Staff will actively acknowledge and reward these behaviours to develop a positive culture across the school.

Playground Process – either the teacher or student writes their name on the back of the token and circles the appropriate mantra, and it is taken back to the classroom.

Classroom Process – stamps/tokens will be administered straight onto

passports.

Filling a passport will take 50 stamps. One filled passport across a term will make a student eligible for behaviour reward days.

The focused behaviours are listed below.

<p>Blue Classroom Token = 1 stamp</p> <p>Green Playground Token = 1 stamp</p> <p>Yellow Specialist Class Token = 2 stamps</p> <p>Purple TRS token = 3 stamps</p>		
Be a Great Learner	Be Safe	Be Respectful
<p>Always</p> <ul style="list-style-type: none"> • Use a growth mindset to solve problems and be proud of your work. • Be Ready to Learn <ul style="list-style-type: none"> • Arrive on time • Have your equipment ready. • Practise Green Zone techniques. <p>Classroom</p> <ul style="list-style-type: none"> • Be an active listener (whole body listening) • Use a voice appropriate to the activity (noise-o-meter). • Ask for help when needed <p>Eating Time</p> <ul style="list-style-type: none"> • Report to staff if you don't have food, your brain needs energy! <p>Toilets</p> <p>Use toilets during the breaks, only ask when necessary in class time.</p>	<p>Always</p> <ul style="list-style-type: none"> • Walk on hard surfaces • Keep hands, feet and objects to yourself unless following the rules of a game. • Only bring to school things that will help you learn. • Use Stop, Think, Act to solve issues. • Place electronic items in the office upon arrival and collect at 3pm. <p>Classroom</p> <ul style="list-style-type: none"> • Walk in the classroom. • Ask for permission to leave if required. <p>Playground</p> <ul style="list-style-type: none"> • Wear your hat outside. • Climb only on the playground equipment. • Play in the correct areas. <p>Eating Time</p> <ul style="list-style-type: none"> • Stay seated during eating times except when placing rubbish in the bin or going to the toilet. <p>Toilets</p> <ul style="list-style-type: none"> • Wash your hands thoroughly after using the toilet and dry your hands over the sink. <p>Before and After School</p> <ul style="list-style-type: none"> • Continue to follow school rules. • Cross the road under the instruction of the crossing guard. • If walking, begin walking at 3pm. • Before 8:30am, sit quietly under the covered 	<p>Always</p> <ul style="list-style-type: none"> • Follow staff instructions first time, every time. • Use T.H.I.N.K before you speak • Use the High Five when needed. • Speak politely with manners. • Wear your uniform with pride and keep your areas tidy. <p>Classroom</p> <ul style="list-style-type: none"> • Raise your hand to speak and wait patiently. • Allow everyone their own personal space. <p>Playground</p> <ul style="list-style-type: none"> • Eat food while sitting in the undercover area. • Play games fairly, following the rules. <p>Eating Time</p> <ul style="list-style-type: none"> • Eat your own food. • Place your rubbish in the bins. • Use a talking voice whilst sitting and eating. <p>Toilets</p> <ul style="list-style-type: none"> • Use soap, water, paper towel and toilet paper appropriately. <p>Before and After School</p> <ul style="list-style-type: none"> • Continue to follow the school rules.

Consequences

First Warning

Second Warning

Third Warning

A "cross" is placed against the student's name

A 2nd "cross" is placed against the student's name

A 3rd "cross" is placed against the student's name, a Pink Slip-referral to Behaviour Room and contact home.

Severe Clause

A Red Slip – direct referral to Principal and contact home

In addition, each term all students will have three (3) chances to visit the Principal or restricted play before they are excluded from extra activities (camp, Boys/Girls Club, excursions).

HEALTH & SAFETY

SICK CHILDREN

If a child becomes ill at school and in the opinion of the Principal the child needs attention, every effort is made to contact parents for arrangements to be made to have the child taken home by an adult. Parents must call at the office to collect children.

Children who feel ill should not leave the school grounds without permission. We need to account for all of our pupils all the time.

ACCIDENTS AT SCHOOL

At this school we have a number of persons qualified to administer First Aid. The following procedures apply where accidents occur:

- ◇ Minor cuts, bruises, abrasions are treated.

In the case of a more serious accident:

- ◇ First Aid is applied.
- ◇ Parents are contacted and medical aid is arranged

In serious cases, the ambulance is called immediately and parents are then notified. A detailed accident register is kept.

ADMINISTRATION OF MEDICATION TO CHILDREN

- a. A parent/legal guardian must fill out a medication form available from the office indicating that medication has been prescribed and is necessary to be administered by staff during school hours or school approved activities.
- b. Medication must be provided in the container that shows **clearly the written instructions from the pharmacist** at the direction of a medical practitioner. Instructions must indicate **specific times** at which the medication is to be administered, as well as the **quantity** of medication to be given. All unused medication will be returned.
- c. At no time will medication provided for one child be administered to others, even though they be brothers or sisters of a child for whom the prescription was made.
- d. Medication provided under these conditions must be delivered with instructions for administration.
- e. **Non prescribed oral medication such as analgesics or over-the-counter medication will not be administered by staff.**

CHILD PROTECTION POLICY

Under this legislation, schools are obliged to take appropriate steps to ensure the safety of students in their care from all forms of harm, abuse, neglect and harassment.

Some of these are covered within the framework of the school's **Behaviour Management Policy**, but further safeguards are necessitated through the following:

- a) All parents/care-givers, performing voluntary work or spending any extended time on the school grounds or buildings, **must report** to the Office first and sign in return sign-out when departing.
- b) All persons entering the school grounds before the normal school finishing time (3.00pm), are requested to wait on the bench seats in the undercover area near the Tuckshop. This is essential so that the school is better aware of what persons are on the school property at any given time, and that way reduces the risk of persons of undesirable intentions posing a threat to students.

COMMUNICABLE DISEASES

The following is a list of the more common infectious diseases and conditions that can afflict any child from time to time and the recommended exclusion period from school.

	CONDITION	EXCLUSION PERIOD
1	Head Lice (signs of either live lice infestation or unhatched eggs)	Where a child has been identified with lice, their parents and all other parents in the child's class will be informed. This allows all parents to check their own child's hair for 'live' lice or eggs. It is important, following a prescribed treatment, for parents/guardians to re-examine their child's hair carefully, before sending them back to school. Do not just assume that the treatment has done its job.
2	Chicken Pox	Exclude until fully recovered, or at least 5 days after the eruption first appeared
3	Herpes (Cold Sores)	Exclude until sores clear up and stop weeping. Sores should be covered with a dressing, if possible
4	Impetigo (School Sores) *a bacterial infection resulting from any small break in the skin. Appear as small blisters which can quickly enlarge to size of one cent coin	Exclude until proper treatment is underway. Weeping sores are highly contagious to infected child and others. During treatment sores should be covered with a suitable dressing
5	Measles	If a child is not immunised, exclusion should take place for at least 14 days after the first day the rash appears in the last case. Child may return to school if immunised, within 72 hours of first contact

NO SMOKING

Being State Government premises, smoking is not permitted inside the school fence.

MOBILE PHONE POLICY

Students are to sign in all mobile phones at the office when they arrive at school and collect at the end of the school day. Students are not permitted to carry or use mobile phones during the school day.

UNIFORM - DRESS CODE POLICY

The P&C of Murarrie State School supports a student dress code in providing a safe and supportive teaching and learning environment by:

- easy identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school;
- fostering a sense of pride and belonging; and
- developing mutual respect among students through minimising visible evidence of economic or social differences.

Boys Uniform	Murarrie State School Black and Orange Polo Shirt Plain Black knee/mid length shorts (no patterns) White socks and black leather shoes or black joggers/sport shoes Shoelaces must match colour of shoes/joggers, no slip-ons
Girls Uniform	Murarrie State School Black and Orange Polo Shirt Plain Black knee/mid length shorts (no patterns) OR Plain Black netball skirt OR Plain Black culottes White socks and black leather shoes or black joggers/sport shoes, black shoelaces, no slip-ons.
Hats	Black school wide brim hat with school logo. All students are expected to wear hats (that protect/cover the ears) whenever out in the sun. NO CORRECT HAT – PLAY IN SHADE.
Winter Uniform	In addition to the regular uniform, boys and girls are able to wear Murarrie hooded jacket or plain black fleecy jacket or jumper. Black tracksuit pants or trousers. Girls may wear Black tights or leg-ins under their shorts/skirt.
Jewellery	A religious/cultural necklace only may be discreetly worn. No wrist bands (except wristwatches) or other necklaces may be worn. Medi-alert bracelet or necklace is permitted. Small plain silver/gold sleepers or studs in the ear only. No rings or studs in any other part of the body are permitted for either boys or girls. No makeup or nail polish may be worn.
Hair - Boys	Hair cuts are to be conservative and hair is to be kept tidy. Hair below collar length must be tied back. Hair colouring and obvious hair styling products are unacceptable.
Hair – Girls	Hair cuts are to be conservative and hair is to be kept tidy. Hair below collar length must be tied back with bands and may be covered by either black or orange ribbons or scrunchies. Hair colouring and obvious hair styling products are unacceptable.

The P & C endorses and supports the school in the application of a range of consequences should students not be in compliance with the school dress code. Teachers have been requested to identify any students who breach the policy. In

consultation with School Administration consequences outlined below may be implemented.

- Students not wearing school uniform will be ineligible to represent the school away from the campus.
- Students who do not have a hat for PE will be required to sit out of this activity.

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- Students who do not have a sun safe hat will be excluded from activities in the sun, during play breaks.
- Students who do not have a school hat will be ineligible to represent the school away from the campus.
- Students wearing inappropriate shoes will be asked to wear shoes to the school standard and may be excluded from all outdoor activities.
- Students wearing non approved jewellery will be directed to remove the item/s and they will be left at the office for collection at the end of the day.
- Students wearing coloured nail polish will be directed to have it removed.
- Students with long hair (collar length or longer) will be directed to tie it back.

The following items can be purchased from the School Tuckshop.

Bathing Caps	\$ 2.50
School Hats	\$20.00
Polo shirt	\$35.00



LOST PROPERTY

One of the major problems at the school is the accumulation of lost property. If parents could **mark clothing with the child's name** or initials, this will enable the identification of lost property. It is surprising to realise that many senior pupils do not recognise their own belongings and trying to find owners for unmarked lost property is

both time consuming and usually without result. A lost property box is held at the school (located outside near the tuckshop) and parents are free to look for lost articles in this.

PREP

WELCOME

We extend a warm and hearty welcome to you, as parents of our Prep year children. We look forward to sharing many happy times with you as we work together to provide the best possible learning opportunities for your child.

OPERATING HOURS

The prep day is the equivalent of a full school day. Students are expected to attend five days per week and for the full length of the school day.

The *Early Years Curriculum Guidelines* are designed for a five days per week program. Therefore, parents and carers should be encouraged to have students attend for the full five days to gain full benefit from the program.

OPEN DOOR POLICY

School starts at 8:45am. This gives staff adequate time to prepare their room and attend any meetings that are scheduled before this time.

When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher.

This routine may include:

- putting their bag on the bag rack outside the classroom
- placing their lunch/water bottle in the fridge
- going to the toilet before the starting bell rings at 8:45am

TREASURES FROM HOME

Toys and trinkets from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home.

Any toys that find their way to school will be cared for in the office until the end of the day. Staff cannot assume responsibility for any loss or break.

COMMUNICATION

Messages:

Please read the noticeboards regularly, check our Facebook Page and emails, to keep in touch with the children's activities, items of interest and generally, what's happening at school. It is your child's and your own responsibility to check that you are receiving messages within an appropriate time frame.

Sharing information:

Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so affect their behaviour at home and/or at school. It is important for the home and school to share information that

may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

Please feel free to discuss any problems or queries with your teacher that you may have about your child's progress, the school or the program. We look forward to working with your child and yourself in building a supportive partnership!

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NAMES AND LABELS

As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything – school back pack, shoes, washers, lunch boxes, hats, library bags, and clothing.

WHAT TO WEAR

All students in Prep will wear the school uniform which can be purchased from the School Tuckshop.

Sometimes a child may have an accident, which means that the clothes are too dirty to wear. In anticipation of such accidents, we ask you to leave a marked plastic bag containing an old outfit (including underwear) in your child's bag. Please remember to label each piece of clothing.

THE SCHOOL COMMUNITY

PARENT /COMMUNITY INVOLVEMENT

Throughout the year the school seeks parents support in a number of ways either through voluntary help in the classroom, tuckshop, fundraiser events or excursions. We believe parents have a valuable role to play here and we encourage you to give your consideration to one or more of these. Apart from the obvious help to students and the school, it also demonstrates to children the role of parents as key partners in their educational lives. The chance to meet interact and socialise with other parents is also very rewarding. Working bees are often held at intervals through the year to help complete various projects around the school.

TUCKSHOP

The Tuckshop provides lunches and refreshments for the children and staff, two days a week – Tuesday and Thursday. The Tuckshop is operated by the P&C Association of the School. Our Tuckshop prides itself on its Healthy Food Policy. The aim of this Tuckshop is to provide a service for the Students. It is not a source of fund-raising. It relies upon and appreciates support from the School Community. Volunteers are an essential part of its operation. If you would like to assist in the Tuckshop, contact the School Office.

Briefly the ordering system works as follows:

- ◇ Children order their lunch in a brown paper bag with the money enclosed.
- ◇ All orders are placed with the Tuckshop before school and the orders are processed in time for lunch.

SCHOOL CALENDAR FOR 2022

Term 1 -	-	07/02/2022 – 01/04/2022
Term 2	-	19/04/2022 – 24/06/2022
Term 3	-	11/07/2022 – 16/09/2022
Term 4	-	04/10/2022 – 09/12/2022

SCHOOL CALENDAR FOR 2023

Term 1 -	-	23/01/2023 – 31/03/2023
Term 2	-	17/04/2023 – 23/06/2023
Term 3	-	10/07/2023 – 15/09/2023
Term 4	-	03/10/2023 – 08/12/2023

