Prospect Creek State School

Information Handbook 2014
MESSAGE FROM THE PRINCIPAL

Welcome to the 2014 school year at Prospect Creek State School. Regardless of whether you have just joined our school or have been with the school for some time, may your association with Prospect Creek State School be educationally rewarding for your child/children and you. We are a small school and believe in maintaining a friendly family atmosphere.

I'm pleased to be able to provide you with information that may be of help to you as your child attends this school.

Jo Northey
Principal

REGIONAL OFFICE DETAILS

EDUCATION DISTRICT: Central Queensland
EDUCATION REGION: Fitzroy-Central West Queensland
EXECUTIVE DIRECTOR (SCHOOLS): David Roach
REGIONAL EXECUTIVE DIRECTOR: Paul Wood
POSTAL ADDRESS: P.O. Box 1233, Gladstone. Q. 4680
Phone: 49777001
Fax: 49777699

SCHOOL DETAILS

ADDRESS
Prospect Creek State School,
12937 Dawson Highway
PO Box 180
Biloela Qld. 4715

Phone: 07 49921490
Fax: 07 49921902
Email: the.principal@proscreess.eq.edu.au
Website: http://www.proscreess.qld.edu.au
SCHOOL STAFF

Principal Mrs Jo Northey
Classroom Teacher (Yr 4- Yr 7) Mrs Jo Northey(Mon, Tues, Thurs, Fri)
Classroom Teacher (Yr 4 – Yr 7) Ms Katherine Terwin (Wed)
Classroom Teacher (Prep to Yr 3) Mr Chris Couchman
STLaN Teacher Mrs Liz Norman
Music Specialist Ms Stephanie Williams
PE Specialist Mrs Rebecca Neilsen
LOTE Specialist Ms Emi Obara
Permanent Teacher Aides Mrs Belinda Gardiner
Mrs Jenny Bauer
Temporary Teacher Aides Mrs Sally Neve
Administrative Assistant Mrs Robyn Matheson
Cleaning Staff Ms Sarah VanHelvoirt
Groundsperson Mr Martin Gardiner

SCHOOL HOURS
School commences
9.00 am
10.30 am - 10.50 am First Break – eating only
12.10 pm - 12.30 pm Second Break – eating only
1.35 pm – 2.15 pm Third Break – play time
3.15 pm Dismissal

Students are requested to arrive at school no earlier than 8:15 a.m. unless prior arrangement has been made and no later than 8:45 a.m. Students need to be collected from school at 3:15 pm.

TERM DATES FOR 2014

Term 1 28th January – 4th April
Easter Vacation 7th April – 21st April

Term 2 22nd April – 27th June
Winter Vacation 30th June – 11th July

Term 3 14th July – 19th September
Spring Vacation 20th September – 6th October

Term 4 7th October – 12th December
Summer Vacation 13th December – 26th January 2013

Student Free Days: Teachers will undertake professional development activities on
the following days: 21st, 22nd, 23rd January, and 19th October. The October SFD is the
only day not attached to a holiday period.
Absence & Attendance
Daily attendance by each child is compulsory for satisfactory results. Parents and school, therefore, must assume the shared responsibility of regular attendance. In the event of absence, a telephone call to advise staff and a written explanation on the day of return is necessary. This note should give the dates and reason for absence and must be signed by the Parent or Guardian. If you anticipate a prolonged absence, we would welcome a telephone call to advise of this. In cases of extended absences parents are welcome to request extra book work for children. Please allow the teacher sufficient notice to arrange extra work. For absences over 10 consecutive school days, prior approval needs to be sought from the Principal.

Accidents
In case of a serious accident or sudden illness, the QAS will be summoned to transport students to the hospital or doctor. If time permits, an attempt will be made to contact parents before contacting the Ambulance, but the well-being of the child will not be jeopardised. In cases of a more serious nature but not requiring the QAS, first aid will be administered and parents will be advised as soon as possible, as circumstances warrant. Most staff members have current First Aid Certificates. Should a child need to be sent home during school hours due to sickness, such a decision will be made at the teacher's discretion. In these situations parents will be contacted to organise the students' departure. In such circumstances where the parent can not be contacted the emergency contact will be notified.

Addresses and Telephone Numbers of Parents
As it is sometimes necessary to communicate with parents in the event of sudden illness, or accidents to children, it is essential that the school be able to get in touch with one parent of each child at any time. A record system is maintained at the school for quick reference to parents’ telephone numbers, including work or emergency numbers. If at any time parents change these details, they should immediately inform the school so that records can be kept up to date.

Appointments for Interviews
Parents who are concerned about their children’s progress or have a specific point to discuss with the teacher are welcome to contact the school and make an appointment for an interview.

Awards
Each Week - Student of the Week awards are handed out each Wednesday on Parade. Students receive these awards for their effort, compliance and sporting or academic achievements displayed throughout the week. Each Term a Student of the Term is awarded to a student in each class for their efforts throughout the term. At the end of the year, the Masonic Lodge present an award to the Year 7 Student of the Year.

Banking
Students may return their Commonwealth Bank deposit books to school for processing on Friday.

Book Club
Scholastic Book Club is conducted each year to encourage students to continue reading. Throughout each term your child will receive brochures and order forms. Closing dates for order forms will be advised in the school newsletter. If ordering, forms together with the appropriate money should be handed to the school office by each closing date.

Books & Stationary
A student booklist is distributed at the end of each year to parents with school information. On the list will be the requirements your child will need to commence the new school year. Classroom textbooks are chosen by the teachers and added to the booklist. The school usually purchases textbooks on the parents’ behalf and invoices parents with the term school fees.
Bus Travel
There are two bus routes which service our school. These include the Crowsdale/Camboon bus run and the Orange Creek / Prospect Creek/Goovigen bus run. School rules apply on the buses to and from school and misbehaviour is not acceptable. There is a Bus Code of Conduct which all students must comply with. Any concerns regarding behaviour on the buses needs to be reported to the bus companies. If your child/children are not using the bus on any particular day an informative call to the bus driver would be appreciated. There is a Conveyance Committee for each bus route. The committee meets early each year. At this meeting office bearers are elected and subsequent meetings are called as the need arises.

Cars and Car Parking
Motorists delivering students to and collecting them from the school are requested to do so at the front gate, keeping to the left at all times and exiting through the middle section of the road, between the trees. Parking is available on the hall side of the gates. School buses park to the Banana side of the gate and exit via the left side road. The only vehicles allowed inside the school grounds are staff cars, to park in the designated area and vehicles delivering or picking up goods.

School Chaplain
Prospect Creek State School has a school chaplain, who offers non-denominational support to students and their families. Our chaplain assists in all classrooms from time to time, as well as running small group and one on one sessions, should the need arise. Our chaplain often assists on school camp. Parents are also able to request the support of the chaplain for either their child or themselves by contacting the school.

Curriculum Programs and Delivery
Our school is currently implementing units developed around content descriptors in the Australian Curriculum for English, Maths, Science, History and Geography. Each learning area is taught explicitly and teachers are engaged in ongoing feedback and coaching on their lesson delivery. Each day classes engage in literacy and numeracy blocks during the morning sessions. Other learning areas are covered in the afternoon sessions. We offer quality curriculum programs from Prep to Year 7, in multi-age groupings. Focus key learning areas of the curriculum are: English, Mathematics, Science, Studies of History, Geography, The Arts, Technology, Health & Physical Education, LOTE and Music. In 2014 all schools will implement the national curriculum for English, Maths and Science. The QCARF curriculum will continue for all other subjects.

Dental Services
The Dental Van is based at Biloela State School. Appointments can be made via the dental van directly.

Enrolment Management Plan
An Enrolment Management Plan has been developed and implemented to monitor the student enrolment numbers in accordance with school facilities. Priority is given to students residing in the Prospect Creek School catchment area.

Excursions
Throughout the year students are required to participate in excursions for academic, cultural or sporting purposes. Often these excursions are organised to provide real life experiences that support the curriculum and learning outcomes occurring in the classroom. A signed permission form is required by parents and will be sent home prior to the excursion date. During these activities students are required to wear their official school uniform with covered shoes and socks. All excursions are approved through the Parents and Citizens Association and comply with risk assessment guidelines.

Evacuation Procedures
The school has a well documented and detailed policy with regard to emergency evacuation of the school buildings. Practice evacuations are conducted regularly throughout the year. The signal for a fire is constant ringing of the hand bell and calling of “Fire”. The signal for a “Lock
Down” is the continuous sound of an Air Horn. This procedure is practiced in case of threat of any kind to the school and its students.

**Facilities**
The school consists of three main classroom buildings: Both the P-3 and 4-7 classrooms are downstairs in adjacent buildings. Underneath the main building are the Resource Room and Treat Kitchen. There are also two storage sheds, a large garden shed and cleaners shed on the grounds. There are two playgrounds – Prep to Year 3 closest to the buildings and Years 4-7 at the front of the grounds. A large multipurpose court is also established within the grounds.

**Hats**
The children need a broad brimmed hat to play outside. The school policy is “No broad brimmed hat -- no outside play”. The preferred hat and part of the school uniform is a broad brimmed black hat which is available for purchase from the school office.

**Head Lice**
In the event that head lice are identified at school, parents will be informed and appropriate action will need to be taken. Head lice at school are often a matter of concern and parents are asked to check their child’s hair regularly. It is the parents’ responsibility to ensure that their children do not attend school with untreated head lice. To achieve this, it is reasonable to expect that parents will:

i. Regularly inspect their child’s head to detect the presence of lice or lice eggs:
ii. Regularly inspect all household members and treat them if required; and
iii. Notify the school if their child is affected, and advise when treatment began.

**Homework**
Homework is provided for students in Years Prep to 7 through a weekly Homework/Activity Sheet. Homework will predominately consist of a variety of literacy, numeracy, spelling and reading activities. Often the work is a revision or a reflection of what is currently being studied in the classroom. Home Reading is an essential part of the regular homework activities and all children are encouraged to read for a minimum of ten minutes each night. If there are ever any queries or concerns regarding homework please contact the classroom teacher.

**Infectious Diseases**
Students with infectious diseases will be excluded from school. Chicken Pox, Measles, Mumps, German Measles, Whooping Cough and Influenza are several diseases that prevent a child from attending school. If parents are in doubt, please ring the school or contact your family doctor.

**Legal Issues**
Students involved in custody disputes sometimes involve the school in legal issues. Our direction is that we must release the child to the primary care giver unless alternative arrangements have been authorised.

**Leaving Grounds**
Once students arrive at school, they are not permitted to leave the grounds at any time without permission from the Principal.

**Library**
Library lessons take place once a week. Students and parents are encouraged to use the library as much as possible. The library catalogue is available online via our website for your convenience. Your co-operation in seeing that books are returned in good order would be greatly appreciated. If an accident occurs with a school library book and it requires mending, please notify the teacher. Do not attempt to mend the tear with ordinary household tape.

**Lost Property**
If your child has lost an article of clothing please let us know as soon as possible so we have a better chance of finding it. The marking of each article of clothing, books and other possessions with the child’s name ensures the speedy return of any article lost or mislaid.
Lunchboxes
Parents are asked to send their children to school with adequate morning tea and lunch items. A refrigerator is provided for students to store their lunch boxes. All items must be removed at the end of each day. Students are encouraged to bring a named water bottle to school daily for use in the classroom. Any eating utensils must be supplied by parents when necessary.

Medication
Medicines to be administered at the school will be those prescribed by Doctors only, as directed by Education Queensland. It will therefore be necessary for all medicines to be forwarded in the container that has the instructions and Doctor's name clearly labelled on the outside by the Doctor.

In order for staff to administer prescribed medication a permission form must be completed by parents and sent to school with the medication. Prescribed medication permission forms are included in this document.

In situations where students require NON – Prescribed medication, during school hours, it is the responsibility of the parent to administer this.

Newsletters
Our school newsletter is called “The Prospectus”. It is published weekly and sent home every Friday with the eldest child in each family. It is also available through email and online via our website. Students, staff, community organisations and community members contribute to the newsletter to keep the community well informed of activities happening in the area. If you have an item to advertise through the newsletter please forward to the Principal by mail, fax or email prior to distribution.

Parade
All children attend a parade or assembly on Monday morning. At this time awards are presented and general school routines and upcoming events are discussed. The parade is conducted by the Year 7 School Captains. Parents will be notified in advance if their child is receiving a certificate.

Parents and Citizens Association
Prospect Creek State School Parents and Citizens Association meets at 3:30pm the second Tuesday of every month. All parents and interested community members are invited to attend. Your P & C Association is actively involved in policy making, fund raising and supporting the school community. Funds raised go directly towards purchasing equipment for the benefit of the school and students.

Parent Participation
During the year you may be invited into the school or your child’s classroom for special presentations or celebrations. This may be to observe your child at work, participate in your child’s learning, discuss your child’s progress or participate in class activities or excursions. Each teacher operates an open classroom policy, which means parents should feel free to drop in whenever they have spare time to share learning experiences with their children. If you find it necessary to speak with your child’s teacher or one of the administrative team, it is advisable to ring the office and arrange a time suitable for both parties.

Preparatory Year
Queensland’s Preparatory Year is offered at Prospect Creek State School and gives all young Queenslanders the very best start to school by helping them make a smooth transition to Year 1 and sets them on the path to lifelong learning. When enrolling your child at school their birth certificate will need to be presented to the Principal or classroom teacher.

Progress Reports
Student Progress Reports will be issued twice each year- at the end of first and second semester. The report contains an overall summary of your child’s progress and development throughout the semester. Parent/teacher interviews are offered to parents following distribution of the report card and any time throughout the year by appointment.
Religious Instruction
People who have been granted approval by the Executive Director of Schools provide religious instruction in state schools for 30 minutes each week. At Prospect Creek we provide an Interdenominational program for 1-7 students. If parents do not want their child to attend this class, a note indicating their preference must be given to the Principal at the commencement of each school year. Preps are not eligible to participate in RE.

Responsible Behaviour Plan for Students
Our school implements a responsible behaviour plan for students outlining guidelines for student behaviour and consequences for inappropriate behaviour. Each student is given a copy of this plan when they enrol.

Return of Forms for School
In situations where permission/consent or information forms need to be returned to school, these will be printed on bright blue paper. Therefore any bright blue forms that go home must be completed by parents and returned to school. Upon enrolment students are also required to complete internet agreement and copyright consent forms.

School Grounds
Our school grounds are maintained to the best of our ability with our limited access to water. Currently water is purchased from town every few weeks to service the toilets and classrooms. Therefore there is limited water available for the grounds and gardens. Our school community is very active in supporting Working Bees or completing maintenance tasks required within the school grounds. As a result of the great support, the school is able to provide a pleasant and safe physical environment for all to enjoy.

School Camp
The school provides a camp on an annual basis, usually in Term 3 or Term 4. Some years the whole school (P – 7) participates in a camping program; whilst other years it is only the Year 3-7 classroom, depending on the nature and purpose of the camp. All fees must be paid and permission forms received by the due date in order for us to confirm numbers.

School Dress Code
It is compulsory for students to wear their uniform daily. Shirts and hats can be purchased from the office. The uniform consists of an orange polo neck T-shirt with black trim and school emblem, also containing sleeves and a collar. Skirts, shorts, culottes, divided skirts and tracksuit pants are appropriate uniforms to wear with the shirt. All of the base clothing must be black only in colour.

The school also has a uniform jacket which can be worn at any time. The black jacket with orange piping is available at the office for purchase. Closed in school shoes or joggers with socks, are to be worn at all times. The wearing of the uniform contributes greatly to the development of a healthy school image, a pleasant tone, and a high level of school morale.

School Photos
Each year the school acquires the services of a professional photographer to take class photos. Envelopes will be distributed with the newsletter for parents to purchase these photos. Orders and payment must be made prior to the photos being taken.

Specialist Staff
Speciality teachers such as a Guidance Officer, Speech Language Therapist, Occupational Therapist, Advisory Visiting Teacher can be accessed through the school on request. Physical Education, Music and LOTE teachers attend the school once a week to provide lessons. A Support Teacher for Learning Difficulties provides assistance for students who have specific learning needs.

Speaking Competition
Each year in Term 4 the Year 4-7 class participates in a Public Speaking Competition. The year 4 and 5 students participate for experience while the Year 6 and 7 students are judged in a competition. The first, second and third place getters are awarded a medallion and then compete in the Small School Speaking Competition.
**Sports Carnivals**
School participates in a number of sporting carnivals and activities throughout the year. The Carnivals consist of both school based and inter school carnivals and include Athletics and Cross Country.

**Sports Houses and Uniforms**
The two sports houses are Kroombit and Grevillea. These houses are used for Cross Country and Athletic Carnivals. Students are placed in a house at the beginning of their first year of school or upon school enrolment. Uniform shirts have been purchased by the school and are utilised by the students for each carnival. House uniforms consist of:
- Kroombit—Royal Blue polo shirt and black school shorts or skirt
- Grevillea—Maroon polo shirt and black school shorts or skirt
The students are also able to wear their sports uniforms to school on their Physical Education lesson day.

**Swimming**
Swimming lessons take place weekly during Term 1 and Term 4. *These lessons are compulsory.* If for some reason your child cannot attend a note must be forwarded to the Principal. Entry fee for swimming each term is charged in the Term Fees. During swimming lessons students are required to wear togs, a swim shirt and goggles. The school policy for swimming is "No swim shirt -- no swimming".

Department of Education Policy states that:-
1) If a student suffers from a Medical condition which might put that swimmer at risk in the water, written parental consent, supported by a medical certificate, must be obtained for the student to participate in the swimming program.
2) Students must be excluded from any swimming activity if they suffer from infectious suppurating sores or suspected contagious.
3) Students must remove jewellery and other ornaments before entering the water.
4) Students must secure long hair to avoid interference with sight or breathing.

**Safety Strategies**
1) At least one adult must be ready at all times to enter the water to assist a student.
2) All students and adults must be properly protected against over exposure to the sun.
3) Sunscreen is available at school.
4) Students must not enter the water until instructed by the leader.
5) Orderly behaviour is essential.

**Term Fees**
Each term an invoice is sent home to families, containing any costs incurred by the students for that particular term. All term fees must be paid prior to the end of each term. Excursions and uniforms need to be beforehand.

**Transport**
Due to the location of the school, transport is often required in order for students to attend activities and opportunities made available throughout the year. On occasions transport may be provided through the use of parent and staff volunteers with car pools. At other times a bus will be hired and the school and parents will share the cost.

**Treat Kitchen**
Treat Kitchen operates on a volunteer basis. Order forms are sent home a few days before hand and money and orders are required at least the day before. Meal deals are offered to students for the first break only and usually consist of a main meal item, a drink and an iceblock. A treat kitchen roster is sent home each term.

**Website**
A comprehensive overview of the school can be located on our website at [http://www.proscreess.eq.edu.au](http://www.proscreess.eq.edu.au) Important school information and forms can also be found there.
**Year 3/5/7 Testing**
Each year students in Years 3, 5 and 7 participate in national assessment tests for Literacy and Numeracy. These tests are usually conducted in May and results are sent to parents and schools in September. Students who are identified as not meeting national benchmarks will receive further intervention assistance.

**ENROLMENT**
Education Queensland collects information on the enrolment form for the purpose of school enrolment and student management. The Queensland Government’s Information Standard 42 – *Information Privacy*, protects personal information collected by the Department. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these State Government agencies include Queensland Health, Queensland Transport Queensland Police Services and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

**ATTENDANCE/ACHIEVEMENT/BEHAVIOUR**
While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 3, 5, and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

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

**THIS PERSONAL INFORMATION CAN BE DISCLOSED TO OTHER THIRD PARTIES WITHOUT THE INDIVIDUAL’S CONSENT WHERE AUTHORISED OR REQUIRED BY LAW.**