Kentville State School

PARENT HANDBOOK

Our School’s Vision:
Unite ~ Believe ~ Succeed
Welcome to Kentville State School. We are proud that Kentville State School has been providing the students of our district with quality learning experiences for over 100 years.

At Kentville State School we believe that the partnership between home and school is vitally important to the effective education of our students. Consequently, we value your commitment to and involvement in our school community.

Whether your child is coming to school for the first time or continuing his/her education, I would like to assure you of our vital interest in every aspect of his/her development. We, as teachers, are just as anxious as you are as parents to ensure that your child will grow socially, achieve academically, find happiness, success and security and develop a love of learning.

To achieve our goals we need the assistance of all parents. You, as parents, are your child’s first teachers and we rely on your active interest, encouragement and support.

We particularly need your support in:

- helping children to achieve success
- feeling positive about themselves
- liking school
- being committed to their school work
- taking a pride in their school/uniform/appearance
- showing respect for authority
- being considerate and tolerant of the rights and property of others

Kentville State School clearly displays the benefits of having interested parents willing to help in the many and varied tasks and activities that go on at the school. You are welcome to visit the school, to help in the classroom and to discuss your child’s progress, difficulties and successes, however we would appreciate your courtesy in making an appointment so that a time convenient to all may be arranged.

The feeling of the school is one where children, teachers and staff within the school are expected to pursue knowledge, strive for courage, and practise compassion. I believe all three are essential for the development of wisdom.

I wish you and your child/children a successful and rewarding time at our school.

Mr Denny Taylor
Principal
Kentville State School
# School Calendar 2014

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Public Holidays</th>
</tr>
</thead>
</table>
| **Term One** | 28th January – 4th April | 27th January - Australia Day  
                                                                  18th April - Good Friday  
                                                                  19th April - Easter Saturday |
| **Term Two** | 22nd April – 27th June | 21st April - Easter Monday  
                                                                  25th April - ANZAC Day  
                                                                  9th June - Queens Birthday |
| **Term Three** | 14th July – 19th September | 11th August - Show Holiday |
| **Term Four** | 7th October – 12th December | 6th October - Labour Day  
                                                                  20th October - Student Free Day |

## School Hours

- 9:00 am          Lessons Commence
- 11:00 am - 11:30 am  First Break
- 11:30 am - 1:30 pm  Second Session
- 1:30 pm - 2:00 pm  Second Break
- 2:00 pm            Third Session
- 3:00 p.m.          Dismissal
Principal: Mr Denny Taylor

Teachers:
- Prep/1/2/3: Mrs Clare Brockhurst
- Year 4/5/6/7: Mr Denny Taylor / Mr Tom Woodward

Specialist Teachers
- Music: Mr Tom Woodward
- Physical Education: Mr Joshua Elwell

Learning Support
- Teacher: Mr Tom Woodward
- Guidance Officer: Ms Pagan Richards

Ancillary Staff
- Administration Officer: Ms Pam Gillespie

Teacher Aides
- Mrs Jennie Heath
- Mrs Pam Gillespie
- Ms Jess Gillespie

Chaplain: Mr Barry Forbes

Cleaner: Mrs Lyn Rogers

Uniform Shop: Mrs Gillespie

Postal Address
4 Turpin Road
KENTVILLE QLD 4341

Phone: (07) 5411 5111
Fax: (07) 5411 5100
STATEMENT OF PURPOSE

The school and community should work together to enable all students to reach their full potential, develop a positive self concept and be able to cope as responsible members of society. We will work together to achieve the best educational outcomes, for all our students and strive for excellence in education at Kentville State School.

VISION & VALUES

Our Vision is 'Hand in Hand': Unite, Believe, Succeed

Our Values are:

- Responsibility
- Fairness
- Friendship
- Respect
- Safe environment

RIGHTS AND RESPONSIBILITIES

Students, Staff and Community Members have:

- the right to co-operation and responsibility for co-operating with others;
- the right to feel safe and responsibility for helping keep themselves and others safe;
- the right to fair and equal treatment and responsibility for treating others fairly and equally;
- the right to a secure, supportive environment and responsibility for making the environment safe and supportive for themselves and everyone else;
- the right to communicate and responsibility for allowing others to communicate;
- the right to be respected and responsibility for respecting their own rights, beliefs, property and authority and those of others;
- the right to assist in establishing classroom and school rules, consequences, policies and procedures and responsibility for consistently abiding by/applying these rules, policies and procedures;
- the right to receive a report on their progress and the responsibility for using such information to improve their performance.

Students have:

- the right to learn and responsibility for learning to their full potential, for allowing others to learn and valuing the efforts of others.

Teachers and staff have:

- the right to be able to teach or do their job and responsibility for endeavouring to ensure children achieve the maximum possible outcomes.
Community Members have:

- the right to become involved in the education of their child and responsibility for accepting this role enthusiastically.

**ABSENCE FROM SCHOOL**

Legally, parents are required to provide a letter of explanation or to telephone the school regarding the absence of their child from school, even for one day.

**Student Absence Line** - 5411 5160

Absences for more than three (3) consecutive days without advice from parents as to the reason will be followed up in accordance with Education Queensland Regulations.

If children arrive late or are to leave school early, they need to be signed in or out at the office by the accompanying adult. **Children will not be permitted to leave the grounds unless they have been signed out.** Students arriving a half an hour or more late or leaving a half an hour or more early will have a half day absence recorded against them. Unexplained absence will appear on a child’s end of semester report cards.

**ACCIDENTS**

If your child is injured at school, they will be treated with first aid. You will be contacted if an injury requires medical attention. If you or the emergency contact person is unavailable, an ambulance will be called. For an injury requiring urgent attention, an ambulance will be called immediately. It is important to regularly check and update contact details for you and your representatives so we have correct phone numbers in the case of an emergency.

**ADMISSION**

Children of eligible age may attend a full-time non-compulsory Preparatory year before starting Year 1. Children must turn five by 30 June in the year they commence Prep. When enrolling your child in Prep, a birth certificate must be sighted by the school. This is a government requirement and is therefore not negotiable.

**BOOK REQUIREMENTS**

Book lists are available from the office, as well as on our website.

**BUSES**

Students who live more than 3.2km from a school are eligible for free transport on the school buses to and from their home. Before boarding the bus, permission from the bus operator must be sought. Students who live less than the above distance from a school may travel to and from school provided that a fare is paid.

The School Administration will be able to help with enquires regarding buses. An application form for bus travel must be completed each year. These forms are available from Mr Dudley Burns. His contact number is 0409 264 376.

**Students must observe the Transport Code of Conduct at all times.**

Information on this code is available on our website.
DISCIPLINE

Our Responsible Behaviour Plan for Students aims to be the foundation for a safe, happy and productive school and is available to parents and students. Contact the office for a copy or download one from our website.

As a school we have implemented the School-Wide Positive Behaviour Support (SWPBS) program. Parents are encouraged to be a part of our SWPBS team, who review positive behaviour practices within the school.

Our school’s expectations are: Be Safe, Be A Learner, Be Responsible and Be Respectful.

HATS

Hats can be purchased from Mrs Gillespie, who runs our uniform shop. Please refer to the uniform policy. We take very seriously our role in educating children about sun safety. In this regard our school enforces a policy of “No Hat No Play”. We also encourage children to wear wide brimmed hats that protect face, ears and the back of the neck.

HEAD LICE

Head lice infestations are a common occurrence, particularly in primary schools.

- about 23% of primary students have head lice at any one time
- anyone can catch head lice regardless of their age, sex, or how clean their hair is
- head lice move from one person’s head to another via hair
- head lice do not survive long when they are off a human head
- head lice do not live on furniture, hats, bedding or carpet
- head lice have built up some resistance to head lice treatments

Treatment

- regularly check your children’s hair
- apply white hair conditioner and comb this through using a fine tooth comb. This is effective in getting rid of head lice and eggs (nits)
- tie back and braid long hair
- use a suitable product, now available at supermarkets

HOMEWORK

We have developed our own homework policy after consultation with parents/caregivers and teachers. Encouragement and support from parents/caregivers helps students to have a positive, productive approach to homework.

Homework is usually to be handed in each Friday morning or on a day and time stipulated by your child’s classroom teacher.

Your child’s progress and effort in their homework is reported on in their end of semester report card.
Why is homework so important?

Homework bridges the gap between learning at school and learning at home. It reinforces work done in class. It helps develop skills such as study habits and time management. Parents/caregivers have the opportunity to see the progress of their child.

What can parents/caregivers do to help?

- Take an active interest in your child’s homework.
- Support your child in setting aside time each day for homework.
- Provide a dedicated place for homework and study if possible.
- Assist teachers to monitor homework by signing completed work if requested, and be aware of the amount of homework set.
- Communicate with teachers any concerns about the nature of homework or your child’s approach to homework.
- Encourage your children to read and take an interest in current events.
- Alert the school to any domestic circumstances or extra curricular activities which may need to be taken into consideration when homework is being set or marked.

**CHILDHOOD DISEASES**

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. The table below provides information on the recommends minimum exclusion periods for infectious conditions and is designed to assist parents, schools and medical practitioners to meet the requirements of the Public Health Act 2005.

This is not an exhaustive table of the diseases, a full list is available from the School Office.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Case (Person with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold Sores (Herpes Simplex)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while sores are still weeping. (Sores should be covered with a dressing where possible.)</td>
</tr>
<tr>
<td>Diarrhoea and/or Vomiting</td>
<td>Exclude until there has not been a loose bowel motion or any vomiting for 24 hours.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Exclusion is not necessary, if effective treatment is commenced prior to the next attendance day.</td>
</tr>
<tr>
<td>Influenza and influenza like illness</td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Ringworm/tinea/scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Excluded until appropriate antibiotic treatment has commenced. Sores on exposed areas must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or at least five days after the eruption first appears.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least nine days after the onset of symptoms.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days from the appearance of rash.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude until fully recovered.</td>
</tr>
</tbody>
</table>

**INTERHOUSE SPORT**
Children in the school are currently divided into two houses - Frogs and Lizards

Students will be advised of their house allocation soon after enrolment.

**LIBRARY**

Books may be borrowed at designated times during school.

Encourage your child to use the school library, to have a book out at any given time and to treat books with respect. Try to find time to listen to your child read or talk about the book he/she is reading.

Your co-operation in seeing that books are returned in good time would be greatly appreciated.

Children are encouraged to use a draw-string or plastic carry bag for the library books, otherwise books are unable to be borrowed. Library books that are lost or damaged are expected to be replaced or reimbursed. Children are expected to treat the school’s library books with respect and care.

**MEDICATION**

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school
- ensuring that the information is updated if it changes
- supplying the medication and any ‘consumables’ necessary for its administration in a timely way
- Parents must complete a Request to Administer Medication form.
- Medication must be provided in a bottle/packet provided by the chemist.
- Students must not carry medications unless there is a written agreement between the school and the student’s parents that this is a planned part of the student’s health care support. E.g. paracetamol, ventolin.
- “over the counter” medications must have a ‘request to administer’ form signed by a doctor to confirm dosage and other details.
**PARENT ORGANISATIONS**

Getting involved in your child’s school can be a rewarding experience. There are many types of school activities and parents/caregivers are always welcome to participate.

Members of the P&C attend regular school meetings and work with the school on fundraising and other activities within the school, such as organising catering for school and sports events, working bees and Mother’s Day and Father’s Day stalls. They are also responsible for catering for student council events such as Dance Night and Movie Night. Fundraising by the P&C helps to offset the cost of school camp and end of term excursions. Their fundraising also helps to complement the school’s budget when required.

**SAFETY OF STUDENTS**

As soon as children enter the school grounds their safety and security is one of our priorities. We are committed to ensuring a safe and happy environment for your child.

We believe that school learning environments should be free from bullying and harassment. Parents/caregivers are urged to immediately report cases of bullying or harassment to the school principal.

All schools have discipline policies which outline the consequences for those who bully or harass. Please refer to our Responsible Behaviour Plan for Students on our website or it is available from the office.

We encourage parents/caregivers to become involved in helping us maintain a safe learning environment for our students. If you would like more information on this important topic contact your school principal or local district office.

Students are taught about bullying and responsible behaviours in schools and the community through the school’s curriculum and as part of our school’s school-wide positive behaviour program.

**SCHOOL CHAPLAIN**

At Kentville State School we regard the social and emotional development of our children as one of the priorities in our school’s Annual Implementation Plans. The health and wellbeing of our staff, parents and students is also a high priority. Chaplaincy services at our school complement these priorities through the implementation of the Chaplain’s weekly program.

Through the program, the chaplain is able to provide pastoral care and personal support for students, staff and parents of the school community within a Christian framework in cooperation with the school’s Guidance Officer and other support staff. Furthermore, the Chaplain provides pastoral care and support following Critical Incidents.

The program was designed in consultation with staff and the P&C. A report of the chaplaincy services is provided to the Local Chaplaincy Committee (LCC) at each monthly meeting. The
LCC review and supervise the chaplaincy services in the local area.

Chaplain Forbes remains in contact with our staff, students and parents each Tuesday and via his weekly column in our school's newsletter. He can also been seen at school camps, excursions, swimming lessons and sports carnivals.

You can contact Chaplain Forbes via email: chaplain@kentvillss.eq.edu.au

SUN SAFETY

Our school takes sun safety seriously and runs programs designed to make students aware of the damaging effects of the sun.

Our school also has a responsibility to provide a safe environment for students and staff and this includes providing adequate protection from the sun throughout the year.

Students are encouraged to protect their skin by:

- reducing their exposure to the sun, wherever possible
- wearing broad-brimmed hats in the playground to protect the face, neck and ears, and playing in shaded areas.
- wearing clothing (preferably of closely woven fabric) with collars and sleeves to provide maximum sun protection
- using 30+ broad-spectrum, water resistant sunscreen as an adjunct to other sun protection measures.

SWIMMING

Our students are given the opportunity of learning to swim at the Laidley pool in terms one and four.

All students travel by bus to and from these lessons.

- Parental consent must be given before any child can participate in swimming lessons.
- Swimming classes for all children are taken by school staff and qualified swimming instructors.

TUCKSHOP

- Tuckshop operates on Friday during first break
- It is provided by volunteers and members of the P&C
- Order forms are available from the office or on our website www.kentvillss.eq.edu.au
- Students are to place their orders in the office by 8:50am on Thursday
BREAKFAST CLUB

- Breakfast Club operates every morning before the start of school
- It is provided by volunteers, Chaplain Forbes and members of the P&C
- Breakfast Club food items are either donated or provided by the P&C

Uniform Requirements

We encourage the wearing of school uniforms by students. Please refer to our Dress Code Policy that is available from the office or from our website. All uniforms have a minimum sun safety factor of 35 plus.

<table>
<thead>
<tr>
<th>School Uniform</th>
<th>Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys: Red school polo shirt $25.00</td>
<td>Frogs sport shirt $25.00</td>
</tr>
<tr>
<td>Dark Green shorts</td>
<td>Lizards sport shirt $25.00</td>
</tr>
<tr>
<td>Girls: Red school polo shirt $25.00</td>
<td>School Swimming Cap $10.00</td>
</tr>
<tr>
<td>Dark Green skirt, skorts or shorts (available at retailers such as Best and Less or Kmart)</td>
<td>(silicone)</td>
</tr>
</tbody>
</table>

Hat: Green Bucket hats $10.00

Jackets are available at a cost of $28

NB: Prices are subject to change.

Uniforms are available at the Office.
Please see the Uniform Convenor on Tuesday or Thursday morning before 9am