



Haden State School

Parent Handbook



Haden SS Mission:

“Try Hard, Aim High.”

Contents

Introduction

Welcome to Haden State School. This parent handbook is designed to acquaint families with the facilities provided at this school, the organisations and associations supporting it and other various items relating to school procedures.

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 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. You are invited to visit the school to discuss aspects of your child's learning and to become a member of our team of voluntary helpers.

The Haden School clearly displays the benefits of having interested parents willing to help in many and varied tasks and activities that go on at the school. As you are well aware, money raised for the school and work done for the school are vital if your school is to provide the teaching aids, additional supplies and sporting facilities so necessary in today's complex and sophisticated educational climate.

Together we can resolve to make this year, one of continued effort for your school and your child. For a happy and successful school life, your child needs your active interest and support.

I wish you a successful and rewarding time at our school.

Elaine Brennan
(Principal)

SCHOOL PARTICULARS

Postal Address

1520 -Haden-Crows Nest Road
Haden Q 4353

PH: 07 4698 8164

FAX: 07 4698 8156

Email:

the.principal@hadenss.eq.edu.au

Website:

www.hadenss.eq.edu.au

School Times

8:30	Arrive at School	
8:55am	Morning session commences	
11:00-11:40	First break	
1:30-1:50	Second break	
3:00	Dismissal	

BELIEFS AND VALUES

As a State Primary School our activities are guided by four key operating principles: -

- Service to students
- Consultation
- Community involvement
- Valuing people

Haden State School is committed to:

1. Striving for excellence in learning and teaching, including:
 - socially just access, participation and education outcomes for students;
 - preparing students for lifelong learning that empowers individuals and groups, and enriches society;
 - responsiveness to changing needs;
 - responsiveness to social, cultural and geographical diversity.
2. Striving for excellence in our performance, including:
 - equal opportunity in employment;
 - openness and fairness in decision making;
 - high professional standards and ethics;
 - accountability for actions and outcomes;
 - effectiveness and efficiency;
 - respect and recognition for people;
 - participation and consultation;
 - responsiveness to clients.
3. Striving for excellence in consultation and participation through:
 - developing a shared vision for the future;
 - working in partnership with staff, students, parents and the wider community;
 - valuing people and their contributions to high-quality state schooling;
 - effective, open communication.

SCHOOL BELIEFS ABOUT BEHAVIOUR AND LEARNING

At Haden State School:

- education is a life long process
- gender is not a determinant of capacity to learn
- children with disabilities are encouraged access to all educational opportunities
- children learn at different rates
- students, parents and teachers are a part of a team
- for overcoming issues, communication between all must be open, honest and transparent
- the school is a focal point of the community
- good manners are respected and encouraged
- children learn by a variety of activities
- our school community provides appropriate social role models
- an attractive environment enhances learning
- the child's self esteem is developed
- personal safety is encouraged
- positive behaviour is reinforced

HADEN STATE SCHOOL RULES

School Rules & Consequences are clearly defined in our 'Responsible Behaviour Plan' for students. A copy of this book is given to families at the beginning of each school year. We do ask that all parents give positive support to this important policy by keeping a check on their child's behaviour.

ABSENCE FROM SCHOOL

To comply with regulations, please advise the school if your child has been absent. Either send a note with your child on his / her return to school or contact the school by phone as soon as convenient, preferably on the day of the absence.

This protects the teacher, the parent and the pupil and overcomes the problem of unexplained absence from school. More importantly, knowledge of an absence is important to teachers' planning in their attempt to cater for individual needs.

ACCIDENTS

In the case of a minor accident, first-aid will be administered by the teachers or teacher-aides. In those cases of a more serious nature but not requiring the Queensland Ambulance Service, first-aid will be administered and parents will be advised as soon as possible, as circumstances warrant. Any injuries incurred at home or on-going longer term treatments are the responsibilities of parents. Treatment will be restricted to a "first-aid" basis.

In the case of a serious accident or sudden severe illness, the Queensland Ambulance Service will be summoned to transport children 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 an emergency, time is of the essence. Parents will be contacted as soon as practical.

It is most important that parents keep their child's health history- allergies, disabilities and current medication up to date. It is also very important to keep emergency contact details current.

ADDRESSES & TELEPHONE NUMBERS OF PARENTS/ EMERGENCY CONTACTS

As it is sometimes necessary to communicate with parents or an emergency contact in the event of a sudden illness or accident, 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' addresses and telephone numbers, including work or emergency numbers. If at any time parents change their address or telephone number, they should immediately inform the school so that records may be kept up to date.

APPOINTMENTS, INTERVIEWS

Parents who are concerned about their children's progress or who have a specific point to discuss with the teacher are welcome at the school. An appointment in the afternoon is preferred. This will enable us to prepare adequately for the matters you wish to discuss.



ARRIVAL AT SCHOOL/DEPARTURE FROM THE SCHOOL

On most occasions, staff members are at school well before 9.00am and well after 3.00pm; however staff members often have other duties other than supervision of your child/ren outside school hours. At Haden, at least one staff member will be on site at 8:30am to coincide with the arrival of the bus, after this time. Supervision from this time until the beginning of classes occurs incidentally, as staff require curriculum preparation time before school. Students are instructed to stay in designated areas of the school, within a satisfactory proximity to the administration building and the classroom. Students have been asked to report any incidents that they deem unsafe and have been informed of possible scenarios, such as finding a snake.

After school supervision is provided until the bus departs (approximately 3.00pm) and no more than 10 minutes after this time. If there are extenuating circumstances, please make contact about arrangements as soon as possible, otherwise we begin to actively try to contact you.

Parents should contact the teacher in person or by phone in the event of extraordinary circumstances and we may be able to accommodate extended supervision outside the time frames outlined above.

BICYCLES

Students who ride their bicycles to school must enter and leave the grounds through the small gate at the front of the school. Bicycles are to be placed in the racks provided near the front gate. They are not to be ridden in any other area of the grounds. Helmets must be worn at all times but remain the responsibility of the owners.

Skateboards/scooters are also permitted. Under no circumstance are they to be ridden under the buildings or anywhere else in the school grounds. This is for student's safety. Children are to wait until they are out of the school ground area before riding their skateboard/ scooter.

BOOK CLUB

Scholastic regularly conducts book club through our school. The decision to purchase books or other material is purely up to you. We have in the past found the books to be of a very high standard and the children are usually very happy with their purchases.

BUS SAFETY

While children are on school excursions / outings they should observe the following:-

Getting on the Bus

- Wait till the bus has stopped.
- Safe movement in the bus stop area.
- Single file entry (as teacher may direct).

On the Bus

- Quiet talking on buses.
- Leaning out of windows or throwing things are prohibited.
- Sit well back in your seat in case the bus stops suddenly.
- Always remain seated.
- Best behaviour is the best way to remain safe.

Getting off the Bus

- Wait till the bus has stopped.
- Walking in front of or behind the bus is dangerous.
- Assemble quietly as directed by your teacher.
- Thank the bus driver.



CARE OF SCHOOL PROPERTY

Parents are asked to assist us by keeping an eye on school books lent to your children. Books are costly items and we do expect borrowers to look after them. The most common problem is that of younger family members tearing or scribbling in the books.

When we feel that a child has deliberately misused property or has been extremely careless with it and made it unusable, we will ask that a sum be paid towards replacing the property.

CHILDREN TO REMAIN AT SCHOOL

It is not the policy to shorten the school day and send children home early on wet days. Normal school hours will be conducted. In consideration for the safety and welfare of the children, on wet days the lunch breaks may be shortened at the discretion of the teachers, and children will be supervised in non-academic type activities for the duration of the lunch break. In the event of extraordinary circumstances, parents will be contacted or advised by circular or telephone.

COLLECTION OF MONEY



All cash collections should be placed in the red mailbox outside the office. It is of great benefit to the school if money can be sent to school in a clearly marked envelope. Receipts will be issued to each student for all activities. If, because of changed circumstances, a child who has paid their money for any item or event is to be withdrawn by the parent, the school should be advised as soon as possible if you require a refund and the official school receipt must be provided. The exact amount of money would also be appreciated. Money or valuables sent with children, not for school business, must be handed to the teacher for safe-keeping.

CONCERNS

Concerns are a necessary part of living. It is impossible for groups of people to work together without something going wrong sometimes. So, parents, if you have a concern about some issue, please make an appointment with the teacher/principal. Two sensible people talking together over a concern will rarely fail to reach an amicable agreement. Education Queensland Complaints Policy is attached to this handbook. Please refer to this document for more information regarding the process for managing complaints.

CONVEYANCE ALLOWANCE

Education Queensland will pay an annual allowance to parents who transport their children to school. A student who lives more than 3.2 km from the nearest state primary school would be eligible to claim this allowance. If you are in this category please contact the school for the necessary forms.

Otherwise you can download them at:-

http://www.transport.qld.gov.au/Home/Assistance_and_services/Grants_and_subsidies/School_transport_assistance_scheme_stas/

CODE OF CONDUCT

We expect a very high standard of behaviour from all students in Haden State School. To help develop the behaviour of our students we have developed a Code of Conduct Policy in consultation with the school community. A copy of this policy is issued to each family at the beginning of each school year.

In conjunction with this, each teacher will develop their own set of classroom rules and positive behaviour management techniques. These are available to you on request.



CURRICULUM- KEY LEARNING AREAS**Australian Curriculum -C2C****Standards**

Standards for the Essential Learnings are the reference points for teachers to use for judging how well students have demonstrated what they have learnt.

Standards provide a common language that teachers can use to build a shared understanding of the qualities of student work and, over time, will support consistency of teacher judgment.

Standards will be available for each key learning area (KLA) at each year-level juncture (by the end of Year 3, 5, 7 and 9). They describe the expected qualities of student work, and are designed to support assessment practices.

Standards are written using a five-point scale and provide a reference for teachers to judge a student's achievement in the Essential Learnings.

The key learning areas are:-

- English
- Health and Physical Education
- Languages - Japanese
- Mathematics
- Science
- History & Geography
- Technology
- The Arts - Drama, Dance, Media, Visual Arts, Music

English

Students develop their ability to speak, listen to, read, view, write and shape a variety of texts.

Children will participate in:-

- Reading and viewing
- Writing and shaping
- Speaking and listening



A two hour literacy block is dedicated each day to developing skills and attitudes in this Key Learning Area.

Health and Physical Education

The PE program contributes to the overall development of the child. Physical attributes such as strength, fitness, flexibility and skills are developed through a wide range of activities and sports. Many of these activities engage and challenge the child's brain in order to accomplish the task. This brain 'exercise' then develops the ability of the brain to learn new things, both indoors and outdoors. Usually in PE the children are working in groups or teams and occasionally in a competition setting. This provides a rich background for the development of social skills. The PE program therefore develops mental ability, physical attributes and social skills.

Children will also be involved in 30 minutes each day of physical activity which will be run by the classroom teacher and is aimed at promoting fitness and health. This program is a part of the State Government's "Smart Moves" strategy.

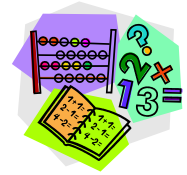
Swimming Instructions are run each year for all students.



Mathematics

Children will develop understanding of mathematical concepts, procedures and strategies to apply mathematical thinking in everyday situations. There are a number of key strands -

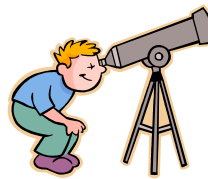
- Number (number concepts, addition and subtraction, multiplication and division)
- Patterns and Algebra (patterns and functions, equivalence and equations)
- Measurement (length, mass, area, volume, time)
- Chance and Data (chance, data)
- Space (shape and line, location, direction and movement)



Science

The key strands in the Science Syllabus include:-

- Science and Society
- Earth and Beyond
- Energy and Change
- Life and Living
- Natural and Processed Materials



Students will use scientific language, use decision making processes, work scientifically and apply scientific knowledge.

The Arts - drama, dance, visual arts, media, music

Dance includes:-

- choreographing - exploration
- performing- physical and expressive movements - informal & formal
- appreciating - looking at their own and others dance moves



Drama includes:-

- forming- ideas, feelings and experiences through dramatic play, role play, improvisation and play building
- presenting- rehearsing, refining and performing scripted and student devised works to audiences
- responding to drama, theirs and others

Media includes:-

- constructing media- producing texts
- producing media -making meaning from media texts (newspaper, picture books, radio, TV)
- responding to media - critical thinking about media



Music includes:-

- to transmitting musical heritage
- assisting children to sing in tune, to move rhythmically, to play instruments individually and in groups, and to create their own music

Marimbas are taught at Haden State School. Students in Yr 3-6 are invited to join the marimba group. The group rehearses twice a week. The group also performs on parade, awards night and special occasions.



Technology

Children design and create innovative products as a part of design challenges. Elements of a design challenge include- investigating, generating ideas, producing a product and evaluating the design.

The strands of the Technology Syllabus include-

- Technology practise- working technologically
- Information - gathering, interpreting and presenting information
- Materials -resources used to make products
- Systems - components that work together to make a goal

Integrated Computer Technology or ICT's

Our students gain access to computer and other digital technology on a regular basis. The school has colour printing facilities which students can access. In 2009 our school installed an interactive whiteboard into the main classroom.

Currently the school has a comprehensive ICT program that is integral to children's learning. Staff at the school is specially trained, with classroom teachers attaining their ICT Pedagogical Licence or working towards their ICT Certificate.

DENTAL HEALTH

The Department of Children's Health provides a free dental service each year. The dental van will be stationed at various local schools and parents will be required to make private arrangements for their child/ren attending. A form is sent to parents requesting their permission to examine the students. No service is provided without parental permission.

EARLY EDUCATION - & THE PREPARATORY YEAR (PREP)

A unique and important component of the school's community is the Early Phase of Learning. This group is comprised of children in Prep to Year 3. The staff support a primarily play-based learning model and real-life learning experiences, with some structured focused lessons. It is our aim to support the children as they progress in all areas of their development as individual members of our school and the wider community.

Parents who wish to place their child/ren on the Prep enrolment list for future years may do so by contacting the school. While Prep is still not a compulsory element of schooling in Queensland, the Department strongly encourages participation.

Early Years Curriculum Guidelines

Teachers use the Early Years Curriculum Guidelines as a framework for teaching children in the Prep year. There are five early learning areas that teachers focus on.

These include:-

- Social and Personal Learning
- Health and Physical Learning
- Language Learning and Communication
- Early Mathematical Understandings
- Active Learning Processes



Teachers provide different contexts for learning. Early Years children are involved in:-

- Play
- Real life situations
- Routines and Transitions
- Focused Learning and Teaching

There are five key components teachers consider when teaching children in the Prep year:-

- Understanding Children
- Building Partnerships
- Flexible Learning Environments
- Contexts for Learning
- What Children Learn

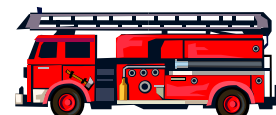


EMERGENCY EVACUATION PROCEDURE

These are held at least once per term i.e. 4 times per year. All staff members and children need to be aware of the evacuation procedures in case of a real emergency, and all fire drills and lock down procedures are taken seriously.

The total responsibility of teachers is to get the children out of the buildings to a safe position as quickly as possible and to maintain supervision of them outside the building.

The signal for a fire drill/alarm is **constant blowing** of the air horn. If you hear this signal please assemble at the cricket pitch.



ENROLMENTS / TRANSFERS

Children may be enrolled at any time, but if starting a new school year, preferably before the first day back for students. A parent should accompany the child so that the necessary enrolment forms can be completed. Interviews for new students are carried out when required. It is suggested that when possible, parents contact the school to arrange a mutually suitable interview time.

When a child leaves school, the principal must be informed. Appropriate paperwork will be completed on request of the child's destination school. A transfer is not required for Year 6 children who are progressing to High School.

EXCURSIONS

Excursions are organised as an integral component of school programs. All details including cost, venue, activities and times are approved by the principal, then presented to the P & C and finally sent home to parents to obtain permission. Without the written approval of parent or guardian, children will not be permitted to attend. Haden State School has an Excursion policy and this is available at the school office.

Costs will be kept as low as possible. The school makes no profit from any of these excursions.

EMAIL

All children have access to an Education Queensland email address. Throughout the year children will learn how to access email. All children need to have a signed Internet Access Agreement form to access the school internet. The school has two email accounts. Please feel free to send an email to the school.

the.principal@hadenss.eq.edu.au



FACSIMILE

The school's facsimile number is 07 4698 8156. Parents are welcome to send urgent messages to the school using this facility.

FAMILY INFORMATION

You are assured that confidentiality is maintained at all times. We ask for your assistance by ensuring the office has up-to-date information for your child/ren. Please send a note or telephone the school to advise us of any changes to be made to our records. *Accurate data is necessary, as it is important to have contact numbers in case of an emergency.*



FUNDRAISING

Every year the P & C works diligently to raise funds to initiate and support school programs. All fundraising projects are recorded on a yearly planner at the start of each year. In this way fundraising activities are staggered throughout the year. We encourage all parents to support the P & C's fundraising activities as best you can.

GUIDANCE AND SPECIAL EDUCATION

A fully qualified Guidance Officer is available to visit this school and gives assistance to children in need of guidance or special remedial help. Referrals are made to the Guidance Officer after parental consent has been given. When appointments are made for children, it is the practice to make appointments also for the parents. Parents are urged, in the interest of their children, to make every effort to keep these appointments.

HATS

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". The school uniform requirements specify which hats are appropriate for school; must be a broad brimmed hat, preferably the school colour. These type of hats are available for purchase via the P&C.



HEADLICE

Head lice are recognised as a problem in all schools. If left untreated they can quickly spread through a class. We ask that you diligently adopt the following procedures:

- Regularly inspect their child's head to detect the presence of lice or lice eggs;
- Ensure that their children do not attend school with untreated head lice; and
- Notify the school if their child is affected, and advise when treatment has begun.
- Wash hats, bed linen and other material that come in contact with your child's hair.



Thank you for taking these steps to prevent head lice!

HEALTH SERVICES

A school health nurse visits the school each year to check hearing and sight of students in Prep as well as students for whom teachers or parents have expressed concern. Problems detected will be brought to the attention of parents who are required to seek the necessary professional treatment. To contact the Toowoomba Health Service call **4616 6812**.

HOMEWORK

Some home tasks will be set. These may be work to learn, as in Number Facts; sight words; words their way.

It is helpful if children have a quiet area at home which becomes their study area. The gradual development of sound study habits is essential if children are to succeed later in secondary, technical or tertiary courses.



Homework will generally not be set over weekends or holidays. It is in the child's best interest that you check regularly to see that home study is being attended to, and to sign or initial the completed task. Please inform the teacher if difficulties are experienced by your child or yourself, and of any special requests. A direct approach to the teacher is not only desirable, but effective. Refer to Education Queensland's Homework Policy attached with this document.

HYGIENE

Regular lessons are given on matters of hygiene and every effort is made to put this into practice. Home training is very important in the matter of hygiene. Parents should make every effort to encourage their children to take pride in their appearance and personal hygiene at all times.

Diseases spread quickly in schools. We can do much to limit the spread of infection. Sound hygiene practices can help substantially in this regard. First Aid will be administered to injuries sustained while at school. However, injuries sustained at home or sores or boils, should be treated and covered by the parent before sending the child to school.

We really appreciate the efforts of those parents who do attend regularly to the above matters.

ILLNESSES OF CHILDREN

In the event of a child becoming too ill to remain at school, in the interest of the child's comfort and safety, and to minimise risk of infection to other children, every endeavour is made to get the child home. To do this, it is necessary to contact one of the parents or emergency contacts. This emphasises the necessity for our being able to contact a parent at any time during school hours. Once contact is made, it is the parent's responsibility to ensure safe transport of the child to home.

Parents should not send any children to school who are obviously too ill to attend.



INFECTIOUS DISEASES

Diseases are likely to spread quickly in schools. We can do much to limit the spread of infection by regarding hygiene as of prime importance at all times. You should stress to your children the need for good hygiene habits to be practised at all times. Children suffering from infectious diseases will be excluded from attendance at school for varying lengths of time. You will be guided by the advice of your doctor or by the following guidelines:-

Disease	Period of Exclusion for Sufferers	Contact
CHICKEN POX	Should be excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.	Not to be excluded.
VIRAL HEPATITIS	Where no medical certificate is available may be re-admitted on subsidence of symptoms. Otherwise readmit on production of medical certificate of recovery.	Need not be excluded
MEASLES	Should be excluded for at least seven days from the appearance of rash or until medical certificate of recovery is produced.	Need not be excluded.
MUMPS	Should be excluded for at least 14 days after the onset of symptoms.	Need not be excluded.
RUBELLA (German Measles)	Should be excluded for at least 7 days from the appearance of rash or until a medical certificate of recovery is produced.	Need not be excluded.
STREPTOCOCCAL	Should be excluded until appropriate medical treatment and medical certificate of recovery is given.	No isolation is considered necessary.
WHOOPING COUGH	Should be excluded for four weeks unless a medical certificate is produced.	Need not be excluded.
HEPATITIS	Until medical certificate of clearance is obtained	
HEADLICE	Until treated.	Untreated cases of head lice infestation should be excluded from School. With proper treatment the period of exclusion may be as brief as one day.
CONJUNCTIVITIS	Exclude until discharge from eyes has stopped.	Need not be excluded.
IMPETIGO (School Sores)	Not to be excluded if lesions are covered.	Impetigo is contagious. Lesions on any part of the body except the face must be covered. On the face the lesions must be under treatment. A layer of ointment or paint is accepted as a "cover" in this situation only.
RINGWORM	Not to be excluded if lesions are covered.	Ringworm is contagious. Except in the case of the scalp (see next item) a lesion under treatment with a paint is accepted as covered. If an ointment is being used, a dressing must be applied, (except on the face, as in the case of impetigo).
RINGWORM OF THE SCALP	1. Not to be excluded from School if scalp is covered and (a), (b) and (c) apply but to be excluded from swimming for 4 weeks after tablet treatment commenced. 2. Until medical certificate of clearance is obtained if lesions are large as set out in (ii).	(i) Ringworm of the scalp is contagious. Miasma will have ceased in about 3 weeks under the following condition:- a) the lesion is small (about the size of a 10c coin), and... b) the hair has been shaven for 2.5cm all round the lesion, and... c) treatment has been commenced with Griseofulvin Tablets (Trade names Fulein or Grisovin). (ii) In some severe cases (ie larger lesions than outlined in (a) above) miasma will be more prolonged.
SCABIES	I. Suspect cases to be excluded until medical clearance is obtained. II. If there is a positive diagnosis a child must be excluded for at least one week then subject to (a) or (b) in the next column.	Return to School is permitted if (a) a medical certificate of clearance is produced; or (b) there is adequate evidence that the child has been adequately treated. NOTE: Two points are of marked significance concerning Scabies:- 1) The incubation period of a first attack is long - four to six weeks - so there will not be a dramatic spread of the disease from one case to dozens of others in a few days, as is often claimed in "panic" situations; and... 2) Once a child has had Scabies he is likely to itch for several weeks even though he is actually cured of the infection.

LIBRARY

The library program is an integral part of our curriculum. The ability to read fluently is an important factor in success in most studies. As well, recreational reading can bring much joy to very many children once the habit is established.

Books will be borrowed at designated times during school.

We also use the facilities of the Toowoomba Shire Council's mobile library service. Students/families can make arrangements for membership and subsequent borrowing.



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 and condition 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.

LOST AND FOUND

Lost and found articles of clothing are kept on display under the school in the kitchen area. Children and parents seeking lost property may inspect under the school or in the port rack. Lost items in the classroom will be stored in a specific place. Please ask your child's teacher. Parents and children will not be permitted to look in other children's desks or bags.

Children who have lost money should report it to the principal. 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. Any items not claimed within a reasonable time, will be donated to a charity.

MEDICATION

Parents are asked to note the instructions set out below which schools are required to follow in relation to students and medication.

- Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request to the principal of the school. (See medication form).
- Where a teacher or other adult person on the school staff is authorised by the principal to give medication, the instructions provided with a pharmacy label including the prescribing Doctor's name.. **The teacher or other authorised person should not accept the instructions solely of the parent/legal guardian.** The instructions must detail how the medication is to be administered, as well as the quantity of medication to be administered.
- Non-prescribed oral medications (such as analgesics and over-the-counter medications) should not be administered by teachers or other persons on the school staff, (therefore unless administered by a parent) are not permitted.

Your assistance in helping us to meet these requirements is greatly appreciated.



NAPLAN - National Assessment Program Literacy and Numeracy

All students at Years 3,5, and 9 in schools across Australia undertake the same tests on the same days. Students have their skills assessed in numeracy, reading, writing, spelling, punctuation and grammar. The national tests assess student achievements in literacy and numeracy in much the same way as they have been done in the past. The test formats and the type of questions will be familiar to students. National tests provide information on how students are progressing and support improvements in teaching and learning.

Parent and carers can best assist students by making them feel comfortable about the nature and purpose of the tests. Their children can be assured that the assessments will give them an opportunity to show what they have learned in class.

NEWSLETTERS

Newsletters will be sent home with the eldest child in each family regularly in an attempt to keep interested parties informed of our school's activities. Spare copies are kept at the school office. If you would like to receive our newsletter via email please contact the school office.

PARADE

We conduct a parade every second week. This is an opportunity for all children to be given messages. We also view our parade as an opportunity to present awards to outstanding members of our school community. You are all welcome and encouraged to attend our parades.

PARENTS & CITIZENS ASSOCIATION

Parents of children attending the Haden State School and any other persons of, or above the age of 18 years interested in the welfare of the school shall be eligible to be members of the association.

The P & C are an advisory body reflecting the expectations of the community. The objectives of the association are to promote the interests of the Haden State School, endeavouring to bring about closer cooperation between parents of the children attending the school, other citizens, the teachers and students at the school and to foster community interest in educational matters. Your attendance is welcomed and encouraged.

Confirmation of the dates and times are always noted in the school newsletter. All parents and families are welcome to attend the P&C meetings. An 'Application for Membership' form is available upon request.

PARENT HELPER PROGRAM

If you would like to assist the teachers by helping in the classroom you may do so through this program. Please feel free to ask for more information.

PHOTOGRAPHS

A photographic company takes class photos annually. Parents are notified beforehand and students are asked to attend in their school uniform on the day.

RELIGIOUS INSTRUCTION

Regrettably, religious instruction is currently not offered at Haden State School due to external factors beyond our control.

**REPORTING TO PARENTS- Prep to Year 6**

Written Reports on children's progress are forwarded to parents at the end of Semester 1 and Semester 2 (June and December). These reports are an endeavour to estimate the progress of your child and supplement parent-teacher meetings which this school considers an important part of reporting. At these conferences more detailed information can be given and we cordially invite you to make an appointment to visit the school to discuss your child's progress with the teacher. We believe that the closest harmony should exist between the parent and teacher. Each has knowledge of the child in different situations that will be helpful to the other.

Where considered necessary, an interview may be arranged by the teacher or parent to discuss a problem of immediate concern. (See also APPOINTMENTS)

Matters of a confidential nature can be discussed in the office or classroom and access to the child's work and tests makes reporting more convenient and accurate.

REPORTING TO PARENTS- PREPARATORY YEAR

There are five Early Learning Areas that teachers collect information about. A folio of work is created for each child, and is shared with families twice a year. Teachers complete an Early Learning Record which contains information for Year 1 teachers. The folio contains a collection of work samples and photographs of children working through each area.

The Early Learning Areas include:-

- Social and personal learning
- Health and physical learning
- Language learning and communication
- Early mathematical understandings
- Active learning processes

SCHOOL CAPTAINS / SCHOOL LEADERS (EXPECTATIONS):

Their behaviour should include the following:

- always wear uniform to the school standard
- works to potential
- cooperates
- helps and encourages others
- completes homework and class work
- follows instructions
- respects others
- actively participates in the learning program
- shows community involvement
- represents the school well
- always gives their best in every situation

All School Captains / School Leaders are called upon to make speeches and presentations from time to time, and play a valuable role in the life of the school. We believe that this shared responsibility will assist our students to develop life skills and to be confident and competent public speakers.

Our School Captains / School Leaders will be presented with their certificate and badge at a special ceremony at the beginning of the school year.

SPECIAL NEEDS

A learning support teacher visits regularly to cater for children in need of special assistance. The learning support teacher works in conjunction with Speech Therapists and other Specialist Teachers. Teacher Aides work in a support role in classrooms implementing programs to assist students with special needs.

SPORT

We believe that it is most important in our school for every child to learn the benefits and means of achieving physical fitness, health and hygiene.

Throughout the year, the children develop fitness and skills needed for many sports eg. throwing, striking and catching. During the cooler months of the year, a great deal of time and effort is spent preparing for the Inter School Athletics Carnivals. In this school, emphasis is placed on participation and sportsmanship and **not** on winning at all costs.

“**SMART MOVES**” initiative is continuing at our school. This policy states that each student must participate in 30 minutes physical activity each day as a part of curriculum time.

STUDENT FREE DAYS

Each year the year Education Queensland declares a Pupil Free day. These are days designated for professional development for teachers. Children do not attend school on these days. You will be advised when pupil free days are approaching so that you are able to take the necessary steps to ensure your child is appropriately supervised.

SUN SAFE POLICY

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. We recommend that children have their own hat to wear - wide-brimmed hats or legionnaire-style caps being the most appropriate for our climate.

We strongly adhere to the school rule - **NO HAT, NO PLAY**.

All children will have the option of applying sun cream at school. This is a part of Education Queensland's Sun Safety Strategy and these changes applied from 2008. Each classroom will have a supply of sun cream for the children's use. We will be collecting permission slips and medical information. If your child cannot wear sun cream due to medical reasons the school will need to be notified. All children will need to wear a sun smart shirt for water activities and swimming as a part of this sun smart policy. The use of sunglasses is permitted during outside activities, provided they do not interfere with the activity and are removed as a sign of respect during conversations with others.

The policy:-

Swim shirts must be worn by Prep- Year 6 students during water based activities including swimming lessons. The only exception will be that swim shirts do not need to be worn during races at swimming carnivals.

If parents are unable to provide a swim shirt, students may wear a t- shirt.

ALL state schools are required to provide a broad-spectrum, water resistant sun cream of SPF30+ or better for students to apply on uncovered areas of skin during outdoor activities.

SWIMMING

Haden State School students are given the opportunity of learning to swim during the swimming season. Parental consent must be given before any child can participate in swimming lessons.

Every child should be given the opportunity to learn swimming as a beneficial recreational activity as well as a possible life saving skill. All children will participate during their school career. Once permission has been given, parents should send a note on any day that their child is not to go swimming.

All children will need to wear a sun smart shirt and sun cream for water activities and swimming as a part of the schools Sun Smart Policy.

A permission letter detailing the cost and requirements will be sent home prior to commencement of swimming.



TEACHER AIDES

Haden State School currently has teacher aides employed at the school. A teacher-aide helps the teachers by preparing such things as classroom resources, charts and correcting standard work and to support the delivery of the curriculum. The work of the teacher-aide is important as the teacher can be released from a number of routine tasks and allowed to concentrate his/her efforts on explicit teaching. Our teacher aides are integral to classroom literacy and numeracy activities. Teacher aides work with small groups of children on focused numeracy and literacy activities that are guided by student needs. Teacher aides also work closely with Prep children due to the complex requirements of a specific play-based curriculum. We are very lucky to have such dedicated teacher aides!

TONE (SCHOOL TONE)

At all times, every effort is made to foster in the children a sense of pride in their school. Parents can help tremendously by encouraging loyalty to school and teachers, by outfitting their children in the school uniform on appropriate occasions, and by attending school functions with their children. Children are encouraged at all times to keep the school grounds clean, to respect school property, to be interested in and share in attempts at beautification of the grounds.

A good school tone is conducive to greater happiness, pride in achievement, personal dignity, and it enables much more profitable use to be made of the time available at school.

UNIFORMS

SHIRT	Royal blue and yellow with Haden State School logo embroidered on the front.
SHORTS OR WRAP AROUND SKIRT OR CULOTTES	Royal blue and yellow shorts or royal blue skirt/culottes. In addition, children may wear royal blue bike pants or royal blue sports briefs (runners) under sports skirts or culottes (Other colours are not considered appropriate).
SHOES	Fully enclosed shoes or joggers with predominantly royal blue or white socks. Thongs and sandals are not suitable
HAT	Royal blue hat. NB baseball caps are not considered appropriate as they do not offer effective protection to the sides of the face, ears or back of neck.
TRACKSUITS OR BASEBALL JACKET	Royal blue and yellow baseball jacket and plain royal blue tracksuit pants
SUN SMART SWIMMING SHIRT	Any colour must have sleeves short or long for sun protection. Children must wear during swimming lessons or water based activities.
SOCKS	White

Students are expected to dress in the specified uniform. Broad brimmed hats are a must. Caps are not suitable, unless they are a legionnaire style. Hard soled, boots or platform-type footwear is not suitable at school. Enclosed footwear for school is necessary.

The wearing of make-up, outlandish hair styles, nail polish and excessive jewellery, is not permitted. Tank tops, singlets, midriff tops and thongs are NOT appropriate. T-shirts with inappropriate motifs are also not allowed.

New items are available from the school.

