



## Wooroolin State School P-6

*Making Wooroolin Proud*

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Wooroolin Qld 4608  
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## Principals Welcome

Welcome to the Wooroolin State School. The staff, parents and students welcome you to the school community. We hope that your association with our school will be enjoyable and rewarding.

The Wooroolin State School was opened on 18 February 1901. Our school caters for the needs of children from Prep to Year 6. Most students continue their education beyond Year 6 at Kingaroy State High School.

Our School Motto *Make Wooroolin Proud* is the philosophy behind our actions at Wooroolin.

We are committed to forming productive partnerships between parents/caregivers, teachers and students and value the wider partnerships with local businesses, organisations and governments. These partnerships reinforce our supportive school environment where members of the Wooroolin community work and learn together.

The purpose of this document is to share with you information about the school's curricula rationale including hints on how parents can support their child's education, basic routines and policies; the facilities; and general information that will give your family an insight into the day to day running of the school.

*Carol Price*  
*Principal*



*2020 School Leaders*



## Welcome to the Wooroolin State School

On behalf of the Parents and Citizens Association I would like to welcome you to the Wooroolin State School. We encourage all parents and carers to assist in our efforts to support the school which ultimately benefits all our students.

The P & C consists of volunteers who generously donate their valuable time as committee members in the P & C. They help with fundraising and general assistance and provide a positive input into the smooth running of our school. Throughout the year, our P & C support and organise a number of fundraising activities. Money raised is put back into the school to provide curriculum support for our students.

We are very proud of our school and hope that you and your children enjoy the association with our school and community.

*Tash Freeman  
P & C President*



## Our Vision Statement, Values and School Purpose

### Vision Statement:

The Wooroolin State School way is to be at school every day and make Wooroolin PROUD through being Productive, Responsible, Organised, United and Disciplined.

### Values:

Wooroolin State School has at its core a set of values that we hope all who are part of our community will acknowledge and model. These values, our PROUD values, are set around our motto, *Make Wooroolin Proud*. Staff, students and our community believe these values can be expressed in the following ways. Some of these are expressed in the table below

Productive	Responsible	Organised	United	Disciplined
<ul style="list-style-type: none"> <li>• Completing tasks &amp; activities on time</li> <li>• Managing time wisely</li> <li>• Producing work to the best standard possible</li> <li>• Busy &amp; engaged</li> <li>• Leave primary school with age appropriate or above Maths &amp; English skills</li> </ul>	<ul style="list-style-type: none"> <li>• Following school rules</li> <li>• Taking care of belongings</li> <li>• Being courteous to others</li> <li>• Using initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Being ready</li> <li>• Being neat &amp; tidy</li> <li>• Remembering homework</li> </ul>	<ul style="list-style-type: none"> <li>• Getting along with others</li> <li>• Respecting others</li> <li>• Playing together</li> <li>• Showing school spirit</li> <li>• Showing empathy and compassion towards others</li> </ul>	<ul style="list-style-type: none"> <li>• Showing self control</li> <li>• Having a positive attitude</li> <li>• Listening to the bells</li> <li>• Desiring to do things well</li> <li>• Taking pride in appearance</li> <li>• Being assertive without being overpowering</li> </ul>

### School Purpose:

Our school purpose is set out in the Annual Implementation Plan which is a product of self-reflection by our school community and is a strategic planning and accountability document. It details the way in which the school will improve student learning, how it will monitor performance as it works towards the achievement of:

- Systemic planning priorities outlined in the Education Queensland Strategic Plan
- School-based developmental priorities
- School purpose and vision statement

The plan is monitored and reviewed annually to ensure flexibility and continuity of purpose.

A copy of the current Annual Implementation Plan is available on our website or on request.



## Essential Information

### School Hours

Monday to Friday	9.00am–3.00pm (Reading Room from 8.15am) (8.45am Parade on Mondays, Smart Moves on Tuesday–Friday)
Morning Tea	11.00am–11.30am
Lunch	1.00pm–1.45pm

**Telephone:** 41642230  
**Mobile:** 0472836816  
**Email:** [the.principal@wooroolinss.eq.edu.au](mailto:the.principal@wooroolinss.eq.edu.au)

**Address:** 34 Frederick Street (PO Box 12)  
 Wooroolin 4608

### Enrolment Eligibility - Eligible to start Prep in:

2021	1 Jul 2015–30 Jun 2016
2022	1 Jul 2016–30 Jun 2017

### Term Dates 2021:

Term 1	27 January–1 April
Term 2	19 April–25 June
Term 3	12 July–17 September
Term 4	5 October–10 December

### Public Holidays 2021:

Australia Day	Tuesday 26 January
Good Friday	Friday 2 April
Easter Monday	Monday 5 April
Anzac Day	Monday 26 April
Labour Day	Monday 3 May
Show Holiday	Monday 9 August (TBC)
Queens Birthday	Monday 4 October

### Student Free Days 2021:

Friday 3 September

## Our Staff

PRINCIPAL

TEACHERS

*JANE MASON  
NATALIE THOMAS  
MELISSA HOARE*

SUPPORT TEACHER  
LITERACY & NUMERACY (visiting)

*DEBBIE OGDEN*

PHYSICAL EDUCATION (visiting)

*SUE GOSCHNICK*

GUIDANCE OFFICER (visiting)

*TBA*

SPEECH THERAPIST (visiting)

*TBA*

INCLUSION TEACHER (visiting)

*TBA*

BUSINESS MANAGER

*LORI HAYDEN*

TEACHER AIDES

*RHONDA DIONYSIUS  
DIANNE WELLER*

CLEANER

*KURSTIN LANSER*

RELIGIOUS EDUCATION TEACHERS

*HEATHER JONES*

BUGLE BAND TUTOR

*NOEL SELWAY*

## Absences

Parents/carers should notify the school as soon as a student absence is known, and certainly prior to the beginning of the school day (9.00am). As a matter of courtesy, parents should provide a reason for absence. Parents/carers may contact the school directly on 41642230 or leave a text message on the school phone 0472836816. Parents may also use the Student Absence Notification form.

Current policy requires the school to contact parents/carers immediately after roll marking if there is a student unexplained absence. Parents will receive a text and/or a phone call from the school. In the interests of student safety, parents are strongly encouraged to respond immediately to this request.

If a child will be absent with reasonable excuse for a prolonged event (more than 10 school days), please advise the school and consult with the principal so that special permission for extended leave may be granted. Parents/carers should also consult their **child's teacher so that work may be provided.**

Parents/carers should refer to the current Wooroolin State School Attendance Policy. This is available from the office or on our website.

## Access/Custody

It is important for the well-being of the child that school personnel are made aware of any relevant information pertaining to the above, eg the name/s of the person or persons with whom a child is residing, whether or not legal documents have been obtained. With regard to the latter, copies of such documents must be held at the school. The supply and currency of this information is the responsibility of the enrolling parent/carer.

## Adopt-A-Cop

The school has an Adopt-a-Cop, who works out of Kingaroy Police Station. His role is to provide a positive role model as a representative of the Police Service, through providing assistance with matters such as Road Safety, personal safety and other issues as required. The Constable will visit the school to discuss various topics that relate to our school and the wider community.



## Appointments with Teachers

Teachers welcome opportunities to discuss matters related to your child's progress at school other than the time designated through the year for Parent Teacher interviews. However, it is important that parents make time outside school hours (i.e. before or after school) if they wish to do this. This will allow the teacher plenty of uninterrupted time to devote to you and your concerns, and ensures that your children's' learning is not disrupted.

## Arrival at School

In the interests of safety, students should not enter school grounds but remain supervised by parents until the arrival of the school bus (approx. 8.15am). Staff may be present prior to 8.15am but have other duties and responsibilities until the arrival of the school bus. Please note that teacher aides do not have the same authority as teachers to manage accidents or emergencies. Parents should therefore check that a teacher is present before dropping off their child. On arrival, children should immediately go to the Reading Room.

## Attendance

At Wooroolin State School we believe that every day counts . The school has a clear and concise Attendance Policy for students. The policy is endorsed by our P & C. A full copy of our Attendance Policy is available from the school office.

## Behaviour Management

Wooroolin State School is committed to providing a safe, respectful and disciplined learning environment for students and staff.

The school has a clear and concise Student Code of Conduct for students which outlines expectations in regard to student, parent and staff rights and responsibilities.

The plan is endorsed by our P & C. A full copy of the current Student Code of Conduct is available from the school office or on our website.

The plan encourages students to *Make Wooroolin Proud*.

**The Student Code of Conduct is supplemented by the school's PBL Handbook. Our PBL Handbook sets out expectations and consequences for behaviours both positive and otherwise.**

## Bicycles/Vehicles

**Bicycles are to be “parked” in the bicycle racks. It is assumed that children who ride bicycles to school have been given road safety lessons by their parents. The school promotes road safety, including bicycle safety and the wearing of safety helmets. Bicycles must be ‘walked’ within the school grounds.**

Cars should not be parked in the area marked for the Bus or in the school grounds.

## Bus Code of Conduct

To address the issue of behaviour on school buses, Queensland Transport has developed a **“Code of Conduct” for students, bus drivers and operators.**

**The “Code of Conduct” is a set of behavioural guidelines for students to follow when travelling on school buses to ensure the comfort and safety of your child/ren. It also includes procedures for bus operator/drivers to follow when managing student behaviour associated with school bus travel. Queries or concerns regarding behaviour on the buses should be directed to the bus driver or operator as outlined in the “Code of Conduct”. It is the parent’s responsibility for children’s safety and welfare prior to and after being carried on the school bus.**

Major bus incidents may be reported by the driver on a Bus Incident Report and reported to the Principal. Please read our Responsible Behaviour Plan which outlines the process if a report is received.

## Bus Transport

Our school is serviced by Coast & Country Buses, phone 54966589.

*Parents of Bus students who make alternate arrangements for their children to travel home from school should inform both the school office and the bus driver.*

Arrangements, decisions and bus discipline are the joint responsibility of the owner/operator, the school and parents of bus passengers, as represented by the Bus Code of Conduct. Information on the School Transport Assistance Scheme may be obtained by contacting Queensland Transport, PO Box 371, Maryborough Q 4650 or by telephone 07-4121 8315.

## Change in Details

The school asks all parents to update their child/ren's enrolment records immediately there is any change in details. It is important that we have current contact details for urgent reasons eg. illness, accident etc. For these reasons, we are also asking you to provide as many emergency contacts as possible, so that if we cannot contact you, we are able to contact someone else who can respond on your behalf.

## Communication

### Newsletters

Fortnightly Newsletters are published on alternate Wednesdays (odd weeks) to keep parents informed of school activities and forthcoming events. The eldest child in the family is entrusted with the delivery of these and other school notices.

### With Class Teacher/Principal

Parents/guardians are welcome to view the school in operation and to discuss aspects of the **school and individual student's progress**. It is desirable that an appointment be made to ensure that information required is gathered and staff members are available.

### School Parade

Parade is held each Monday morning from 8.45am to 9.00am. Parents are encouraged to attend.

### Webpage/Facebook

Information about our school can also be found at our school's webpage or on the school's Facebook page.

### Reporting Student Progress

At the beginning of each year, parents will be invited to the school to talk with their child's teacher about what will be happening in the classroom during the year. Parents also have the opportunity to ask questions and look at teaching/learning resources in the classroom.

Report cards are issued at the end of each semester, in June and December.

Parent-teacher interviews are conducted once per year. This provides parents and carers an extended and **in-depth opportunity to view and discuss their child's work**.

If you have any concerns about your child's progress at any time, please contact his/her class teacher for an interview.

## Curriculum Offerings

A comprehensive curriculum is offered at Wooroolin State School covering all eight key learning areas (KLAs). These KLAs are:

Mathematics

English

Science

Humanities and Social Sciences

Technologies (Design & Technologies, Digital Technologies)

The Arts (Drama, Dance, Media Arts, Music, Visual Arts)

Health and Physical Education

Languages (Japanese) Years 5 & 6 only

Teachers plan and teach from the Australian Curriculum.

At Wooroolin School our curriculum is underpinned by our motto, *Make Wooroolin Proud* and our principles of Productive, Responsible, Organised, United and Disciplined are woven into daily teaching practice and habits for lifelong learning.



**P**roductive

**R**esponsible

**O**rganised

**U**nited

**D**isciplined

Below, we present an overview of the major key learning areas in order to show you what types of learning are carried out at this school.

In each case we attempt to outline the rationale behind each key learning area; to indicate some of the types of learning activities that the children experience; and to suggest ways in which you as parents can help at home.

## MATHEMATICS

### *Rationale*

The mathematics we deal with in school has its beginnings in the real world. Think of what you did today: went shopping, decided when a vehicle needed fuel or planned a meal. Almost everything we do in life involves the use of some form of mathematics. Mathematics also provides a powerful means of communicating information clearly and concisely.

Our Mathematics program provides students with a wide range of skills and areas of understanding. It is more than a matter of correct (or incorrect) answers in arithmetic. It encourages students to question, discuss and experiment in order to answer problems they encounter.

### *Learning Activities*

**To cater for your child's way of learning, activities will be structured to include;**

1. Working with materials. Materials in common use will include blocks, counters, straws, bundling sticks, paper shapes, MAB blocks and tessellations shapes.
2. Using technology. Devices used will include instruments to measure length, area, volume, mass and time. Calculators and computers are fully utilized.
3. Demonstrations. The demonstration of mathematical ideas, relationships and applications in practice can be carried out by teachers, individual students, group of students and visitors to the classroom.
4. Using pen-on-paper. Writing about mathematics can involve explaining ideas, drawing diagrams, recording calculations and manipulating symbols.
5. Discussing mathematics. Discussion should occur between student and teacher, student and student and student and parent.



### *How can parents help?*

Think for a moment about what you could teach your child every time you plant a garden, prepare a meal, play sport, plan a holiday or party ... take out a loan or read a timetable. You are demonstrating, in a very real way, that mathematics is part of everyday living. The mathematics used at home and at work (measurements and calculations) is an important part of the mathematics children learn at school.

Mathematics holds a natural fascination for children. Some of the ways parents can help **foster and develop this and reinforce the child's learning include:**

1. When shopping, ask students to compare prices and sizes in order to select the best buy.
2. When cooking, ask students to estimate the amount of flour, volume of milk or length of cooking time.
3. Asking students to interpret graphs used in newspapers, magazines, posters, charts and television.
4. Making available games and puzzles involving mathematics.
5. Allowing students to read and interpret road maps during family trips.
6. Asking students to check answers to mathematical problems.
7. Spending a few minutes each day asking some number facts and revising those that are not known.

### *How is learning assessed?*

Assessment involves a decision by the teacher about how well your child understands and applies mathematics. While pen-on-paper tests still have a part to play in assessment they are but one of a range of procedures a teacher will use on a daily or regular basis.

Assessment has two purposes. One is to inform students, teachers and parents about the level of student achievement. The other is to provide teachers with information necessary to plan further learning.

As well as the regular and on-going assessment tools and techniques used, the school also uses the nationwide **Year 3 and 5 Tests (NAPLAN)** to help gauge each student's progress. These are part of the reporting to parents process at the end of each year.

## ENGLISH

### *Rationale*

Children learn the language of their home environment when they are included in everyday **activities where language is used for real purposes**. You therefore, are your children's first teachers of language.

The English program continues the process of language development by helping children to learn their language, to gain knowledge about it and to use their language to learn.

**The goal of English is to develop and refine students' ability to compose and comprehend** spoken and written English - fluently, appropriately, effectively and critically - for a wide range of personal and social purposes.

The English Program reflect the **aims** of the syllabus through:

- **seeking to develop children's self esteem and sense of identity;**
- **developing children's self-confidence** as language users and learners and promoting positive attitudes towards other people;
- developing functional competence in literacy;
- **developing children's capacity to think** - capacities essential for using and learning language and also learning in all **key learning areas**.
- developing capacities in critical thinking and problem solving which are essential during and after years of schooling;
- developing individual strengths and interests;
- **developing children's awareness and understanding of what language is and how it works by;**
- **integrating** the various modes of language;
- **integrating** with all other courses of study where appropriate eg. science reports
- **valuing** specific language appropriate to particular subject areas; including a
- **balanced range** of genre and social contexts;
- providing a sequence of new and increasingly complex genres and social contexts.
- **acknowledging** the developments of the individual through continuous and spiralling learning experiences - i.e. through **attitudes, processes, skills and knowledge;**
- **promoting** continuity of learning across year levels from year to year;
- **promoting** equity in gender and ethnicity.

### *Learning Activities*

1. Develop skills in listening, observing and speaking by following directions, describing everyday sounds, locating, identifying and classifying people, places and things;
2. Develop sufficient reading skills, both oral and silent, to be able to derive information and pleasure from painted materials;
3. Be introduced to literature through activities such as listening to and reading stories and poems, visiting book displays and taking part in plays;
4. Give and receive messages and directions and develop confidence in using the telephone;
5. Develop their vocabularies through reading, speaking, listening and writing;
6. Learn to use punctuation and to understand its use;
7. Learn the skills of handwriting;
8. Develop comprehension and research skills as they undertake a variety of activities;
9. Explore the language of literature and the mass media;
10. Develop competencies in a wide range of spoken and written genres;
11. Learn to spell words frequently used in their writing;
12. Develop standards of neatness and pride in handwriting and setting out of written work.



### *How parents can help?*

There are a number of ways that families can help children to develop their language. They can:

1. Encourage children to express themselves by showing an interest in what they have to say;
2. Encourage them to listen attentively to others;
3. Help them to learn new words by explaining meanings of words of interest that are heard or seen by them;
4. Take them on visits to friends, relatives; to other districts, towns, cities; to places of
5. Encourage them to read, and talk to them about what they have read;
6. Read stories to them;
7. Show an interest in their homework;
8. Encourage them to be selective in their choice of radio and television programs;
9. Provide opportunities for letter writing to pen-pals, relations and friends; and
10. Let them see that you value reading by reading yourself.



## SCIENCE

### *Rationale*

Science is an important part of our curriculum and has much to contribute towards the **development of our children**. Through a **great variety of 'hands-on' learning activities**, children can discover useful things about the natural world and about the technological things we use every day.

Science activities also provide an excellent opportunity for children to develop language skills by reading, writing and talking, and mathematical skills such as measuring and calculating.

### *Learning Activities*

Students make connections between what they know and learn through 5 inter-related phases – engaging, exploring, explaining, elaborating, evaluating.

### *How Can Parents Help?*

The scope of science is obviously far wider than the confines of the classroom. Many experiences children have at home will contribute towards their learning. Children will often be encouraged to follow up science activities at home.

There are a number of ways you can help - even if you know very little about science:-

1. Talk to your children and encourage their natural curiosity and interest in things around them.
2. Encourage your children to ask questions.





3. Provide materials (simple household products) and simple equipment (bottles, droppers etc.).
4. Keep pets
5. Encourage you children to explore bushland or perhaps join Scouts / Guides.
6. Visit museums.
7. Watch science documentaries on television.
8. Encourage your children to read science books and enter science contests.

## HASS (History and Social Studies)

### *Rationale*

HASS is a disciplined process of inquiry into our world, its past and “community” that develops students’ curiosity and imagination. Awareness of HASS is an essential characteristic of any society, and knowledge is fundamental to understanding ourselves, our world and others.

### *Learning Activities*

The curriculum enables students to develop an understanding of the past and present experiences of Aboriginal and Torres Strait Islander peoples, their identity and the continuing value of their culture and encourages students to reflect on their relationships and responsibilities for the world and propose actions designed to shape a socially just and sustainable future.

### *How Can Parents Help?*

1. Encourage students to participate and talk about historical perspectives, including **family history, the diversity of the world’s places, peoples, cultures and environments.**
2. Encourage your children to ask questions.
3. View documentaries on history, including Australian and Indigenous histories.
4. Model an understanding and tolerance for other societies and cultures.
5. Visit museums and places of historical significance.
6. Explore the environment together
7. Build up a store of reference materials at home.
8. Talk freely with your children at home.
9. Promote environmental awareness and action at home.

## TECHNOLOGIES

Technology is the study of design. It can also incorporate a study of processes, eg the processes involved in preparing for a music performance. Technologies also includes Digital Technologies (eg digital still and video cameras, Smartboards and iPads).

### *Learning Activities*

Children learn through a range of experiences and activities. They will learn how to design, make and appraise a variety of products and processes. These may include experiences such as powerpoint presentations, posters and models. They may be asked to redesign simple products. Children may also learn how to develop a process to present a successful presentation such as a music presentation.



## THE ARTS

The aim of the ARTS programs are to develop in students an appreciation and understanding of, and confidence to participate in, the creative arts.

### *Art Rationale*

Art education is learning about art and artists through making art and responding to art.

### *Learning Activities*

The curriculum aims to help children to:-

- explore visual ideas through painting, drawing, charcoal, etc.
- use fibres (weaving, dyeing etc.) in a variety of ways.
- construct forms such as masks, puppets, mobiles.
- carve and model materials such as clay and dough.
- make prints with blocks, stencils, etc.
- look for patterns around them.
- visit art galleries and speak to artists/craftpersons.

### *How Can Parents Help?*

Become involved in art activities at school.

When your child brings work home, take time to encourage effort, show that you understand; and understand that much work is experimental and is not intended as a finished art work.

Allow and encourage your children to draw, paint or play with suitable and interesting materials.

Discuss interesting colours, shapes, textures effects etc. with your children.

Take your children to art exhibitions and discuss the displays.

Encourage your children to join with you in making decisions about colours, designs, style of such items as clothes or toys.

Help your children to become lively, happy aware individuals - artists.



### *Music Rationale*

Music is an important part of a child's total education. The task of the curriculum is to present opportunities for each child to learn to understand the benefits music can bring to life.

In order to fulfil this goal, a course of study with the following objectives has been devised:-

- the child should develop a response to music
- the child should develop the capacity to express him/herself musically.

### *Learning Activities*

The set objectives are to be achieved via weekly specialist lessons, where students learn through structured lessons and enjoy music for pleasure, using the Kodaly method of instruction. The Kodaly approach involves the natural use of voice and movement to learn and reinforce basic music skills with a variety of materials.

### *How Can Parents Help?*

1. Encourage you children to become involved and interested in music from an early age.
2. Visit the school to find out about its program and learning activities.
3. Take your children to musical performances (of differing types) whenever possible.
4. Allow your children to explore musical instruments at home - and make them.
5. Encourage your children to become interested in learning an instrument.
6. Listen to music at home - to help develop awareness.



### *Drama Rationale*

Drama education has three main functions:

- it is integral to the development of aesthetic awareness, skills and understanding.
- drama engages students through their thoughts, feelings and actions in intellectual, social, physical, emotional and moral development.
- drama provides a catalyst for pursuing purposeful classroom learning. Drama can link learning from a number of curriculum areas.

### *Learning Activities*

Worthwhile learning activities fall into two broad types:-

- expressive activities involve students in forming, presenting and responding to dramatic action.
- focused learning episodes develop knowledge, understanding, attitudes or skills to **assist students' participation in expressive activities.**

### *How Can Parents Help?*

1. Encourage play to explore situations, roles and relationships.
2. Encourage improvisation.
3. Relate drama to any activities around the home.
4. Encourage your children to perform to family audience.
5. Encourage your children to express themselves freely and creatively.





## HEALTH and PHYSICAL EDUCATION

Health and Physical Education aims to provide for the physical development and personal health and fitness of students and for the creative use of leisure time.

### *Physical Education Rationale*

Physical Education, as an integral part of education, aims to assist each child attain maximum development - physically, socially, emotionally and intellectually - according to her capabilities.

It provided opportunities for structuring learning situations in motor experiences which favourably influence the growth and development of the child.



### *Learning Activities*

Children experience a wide variety of activities as part of the basic areas of study - swimming, gymnastics, dance, athletics, games and sports. Weekly lessons are conducted by our visiting Physical Education specialist teacher.

### *How Can Parents Help?*

1. Encourage your children to be active participants.
2. Get involved in sport/recreational activities with your children.
3. Encourage and praise children when they achieve well and strive to reach their personal best.
4. Encourage your children to experience a variety of sports and activities.
5. Encourage/demand good sportsmanship.

### *Health Rationale*

The health program aims at developing in children - knowledge, recognition, proper behaviour and sensitivities to personal health and its associated issues.

### *Learning Activities*

- Patterns of growth
- Maintaining good health
- Enjoying being and staying healthy - lifestyles
- Personal decision-making

### *How Can Parents Help?*

1. Promote good health practices at home.
2. Promote physical fitness and interesting recreational pursuits.
3. Promote the concept that we are responsible for our own health.

## Languages

### *Rationale*

The Language component of the school curriculum has been in place since 1991.

Our Language is Japanese. As the majority of students continue their education at Kingaroy State High School they will then be able to participate in the school's cultural exchange programme. The study of Japanese means students will develop a proficiency in the language and an understanding and appreciation of Japanese culture.

Students in Yrs 5 and 6 currently receive lessons via Distance Education in Japanese.

### *Learning Activities*

In Japanese students develop listening, speaking, reading and writing skills through a range of activities such as:

- \* role play / interviews
- \* discussions
- \* realistic writing activities i.e. postcards, descriptions
- \* creating diagrams i.e. family trees, house plans
- \* songs, rhymes and poems
- \* puzzles
- \* listening for information activities

### *How Can Parents Help?*

- Encourage a positive attitude towards multiculturalism and learning other languages in your home.
- Ask your children about what they are learning in class, and encourage them to teach you too!
- **Attend cultural events held at school or in the community and support children's participation in language competitions.**
- When given the opportunity, allow children to develop further their cultural perspectives through interaction with people from differing cultures, exchange students, overseas visitors.
- Help your children think about future advantages of learning another language, types of employment they may be interested in, travel etc.

## Dental Service

All Queensland resident children from 4 years of age until completion of Year 10 at school are eligible for public funded Oral Health Care. This is provided by the School Dental Service.

Medical History/consent forms are issued to each child and must be completed and returned prior to children receiving an examination. After the examination parents/guardians will receive a statement of treatment needs which must be signed prior to treatment commencing.

The team providing this service consists of a Dentist, School Dental Therapists and Dental Assistants. Dental Therapists working under the direction of a Dentist will carry out most of the dental procedures.

Routine regular services are usually provided on the school grounds in a Mobile Dental Clinic. Emergency or toothache treatment is available by contacting the Van on 0407 575622 or the Clinic on 41629350.

## Evacuation Procedures

In the event of an emergency, the school buildings may require to be evacuated or go into **“lockdown” mode**. **Evacuation Plans are visible in every room in our school**. Please refer to these in an emergency. Please note the following procedures should you be on the school campus at the time:

The alarm for an evacuation or lockdown will be given via our electronic evacuation system.

In either circumstance, you will be under the direction of the person in charge of your location in the school eg classroom teacher, Principal, teacher-aide.

Please follow the instructions of that person. In the case of an evacuation, accompany them to the marshalling area.

The marshalling area, unless otherwise advised, is on the cricket area of the main oval.

**Please wait until your presence has been checked, and the ‘all clear’ instruction has been given.**

## Excursions/Trips

It is anticipated that every child in the school will have the opportunity to benefit from at least one class excursion each year.

You will need to give permission for your child to participate in any event that will involve leaving the school grounds. This will be done by your completion of a permission slip sent home prior to the event taking place. Handwritten notes or phone calls are not acceptable. If your child does not have a note, they will be provided with school work and supervised at school.

As the excursion environment differs from the normal school day, students will need to have demonstrated abilities to follow reasonable directions and safe practices consistently to be able to participate in such activities.

Children are expected to be dressed in full school uniform to take part in school excursions, with the exception of school camps.

## Family Circumstances

In the case of particular circumstances, for example, child custody arrangements, the school must be advised in order to protect the rights of the child and the parent/guardian as well as the teaching and support staff.

## Head Lice

Education Queensland recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world.

Parents have the prime responsibility for the detection and treatment of head lice on their children.

Schools take into account that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.

Students suspected of having live head lice or eggs present in their hair are not removed from class or school. Such students are provided with information to take home to their families and a letter requesting immediate treatment be commenced.

**The Wooroolin State School's Head Lice Policy is available at the office on request.**



## Homework

Wooroolin State School's homework policy is firmly based on guidelines developed by Education Queensland and has been endorsed by the P & C.

We firmly believe in establishing healthy partnerships with parents/caregivers and value the importance of establishing a balance between homework and family commitments. Homework tasks including reading are set to encourage good habits out of school. Students are expected to complete homework and home tasks on a regular basis. Parents and students are encouraged to talk with teachers and seek assistance if difficulties arise.

A full copy of our Homework Policy is available on request.

## Illness at School

On occasions, children become ill while at school. In such cases, children are sent by a teacher to the Sick Bed in the Administration Block. Our current procedures for students who report to their classroom teacher as being unwell are:

**The student's classroom teacher will assess the degree of illness, e.g., the classroom teacher might provide a "rest area/buffer time" for that student to remain in the classroom or a referral to the office if the teacher considers that the student is too ill to remain at school.**

If the student is prepared to stay in the classroom after having that break from classroom activities, then the student will remain in the classroom.

If both the student and the teacher are of the belief that the student is too ill to be at school, the parents/caregivers will be contacted to collect their child at their earliest convenience.

### Illnesses Requiring Exclusion

Following are more common infectious diseases that require the child to be excluded from school for a period of time:

Chickenpox	Children are excluded from school until fully recovered or at least 5 days after the eruption first appears and sores are no longer weeping
Mumps	Exclude for at least 9 days after onset of symptoms

## Illness at School (cont.)

Rubella	Exclude until fully recovered or for at least 4 days after onset of rash
Measles	Exclude for at least 4 days from the appearance of rash
Ringworm	Exclude until day after treatment has commenced
Scabies	Exclude until day after treatment has commenced
Head lice	Exclude until day after treatment has commenced
Impetigo (School sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing, medical treatment must be sought

For the full list of General and Local Infectious Diseases and their regulations for school attendance, please contact the Office.

## Information Communication Technology

Laptops for student use are located in both classrooms.

Wooroolin State School aims to integrate Information Communication Technologies into aspects of teaching and learning. Students have daily access to computers.

There are Smartboards in each classroom.

The school also has a range of computer and communication devices including webcams, digital microscopes, iPads, flip videos and digital still cameras which are integrated into learning.

## Items banned from School

Chewing gum is not permitted within school grounds or on school buses.

Students are not permitted to bring matches, lighters or cigarettes to school.

Valuable possessions such as iPads, gaming devices or toys etc. should not be brought to school except on special Rewards days. In this instance, items are to be left in the Principals office for safe keeping.

Knives, guns and any other dangerous implements are forbidden as are aerosol cans and correction fluid.

## Library

The school has a well resourced library, which can be accessed by students. Library procedures include:

- library bag;
- students only borrow when supervised by an adult;
- borrowings are electronically recorded;
- students may borrow two books at a time for up to two weeks;
- books should be returned by the due date;
- new books cannot be borrowed until previously borrowed books are returned;
- **damaged or lost books must be paid for or replaced by the borrower's family before borrowing privileges are reinstated.**



## Medication

Management of student health conditions, including the administration of medication, is a courtesy provided by Wooroolin State School consistent with our duty of care to:

- maximise the participation in school activities of students who require medication or special procedures for managing a health condition
- optimise the health, safety and wellbeing of staff and students at a school site

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from **the student's parent or legal guardian**.

**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 then the following procedures will apply:**

- 1) A parent/guardian **MUST** make a written request to the Principal.
- 2) The instructions for the administration of the medication **MUST** be written on the **container by the pharmacist per the medical practitioner's directions**. The instructions need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.
- 3) **ALL** medication must be handed in at the office for safe keeping. Inhalers may be kept by individual students provided written permission is received from the parent/guardian.
- 4) Non prescribed oral medication (such as analgesics and over the counter medication) **WILL NOT** be administered by school staff. Under **NO** circumstances should these medications be sent to school to be retained by and used at the discretion of the student.

*UNDER NO CIRCUMSTANCES CANL MEDICINE BE ISSUED WITHOUT AUTHORISATION.*

School staff are not able to administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

## Mobile Phones

Mobile phones are not considered necessary at school but if for personal reasons parents require their child to bring one to school, it is important to be aware that these are items which the school can not be responsible in cases of loss, damage or theft. Students are required to take mobile phones to the office immediately on arrival at school. These can be collected at the end of the school day.

## Money Collections

Payments can be made by cash or cheque. Please ensure that envelopes are sealed securely to prevent money loss. Children are to take their money directly to the office first thing in the morning and place in the appropriate secure box at Administration. Details of excursions, performances, sporting activities etc. will be sent home in the form of a letter or the school newsletter with the amount to be paid and the due date for payment. If your child/ren is not participating in an activity, you will not be charged.

## Newsletter

The Wooroolin Warbler is published on alternate Wednesdays and sent home with the eldest child in each family. This newsletter is an important way of communicating information to all families attending our school. Extra copies are held at the School Office or may be accessed through the school website.



## Outdoor Education (Camps)

Educational activities are based on the Health and Physical Education Syllabus and incorporate specific learning outcomes from a range of other key areas.

We believe that a Camping and Outdoor Education program provides enormous personal and educational benefits for your child. The program aims for students to:

- Develop skills in team building, leadership and cooperation
- Build self confidence and self esteem
- Become responsible as individuals and develop independence
- Develop an appreciation for the environment

We value the extended benefits of sharing camps and outdoor activities with other small schools in our district.

**Attendance at camp is dependent upon a student following the School's Responsible Behaviour Plan.**

## Parade

Parade is held on Mondays at 8.45am. Parade provides an opportunity to present awards to students and make school announcements. Parents are welcome to attend.

## Parent Concerns

From time to time you may have concerns about your child at school or the operations of **the school. These concerns may grow into bigger issues if you don't talk to the school personnel about them.**

Education Queensland is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directly to the teacher involved or you might wish to seek further assistance from the Principal.



## Parents' and Citizens' Association

The P & C Association provides a forum whereby parents, citizens and staff of the school may discuss school policy and matters of general school improvement. Every parent should make an effort to be an active member of this association. Through attendance at its meetings, parents set an example to their children and show that they are interested in education and the school. Meetings of the Parents' and Citizens' Association are held on a monthly basis. Meeting dates are advertised in the school newsletter.

## Personal Property

Students must accept the responsibility of caring for their own property. Books, lunch boxes, clothing etc. should be clearly named.

As is the case with jewellery and regular school items, students are responsible for any personal property that they may bring to school. Students should be encouraged to take into account the risks of breakage, loss and even theft before bringing such things as toys, ipads, dolls, sporting equipment, swap cards, etc. to school. Students are strongly discouraged from bringing in items of personal or real value except for **“show and tell” or Rewards days. Items may be held at the office until the end of the school day if these are deemed inappropriate at school.**

Should damage, loss or theft occur, the school does not have the authority to impose restitution on any student/s who may have been involved.





# Prep Year

## Preparatory Year—A New Beginning

Wooroolin State School offers a Prep Year Programme. Prep provides an important link between school and what children learn at home and in early education and care services before they start school.

### The Curriculum

The *Early Years Curriculum Guidelines* are designed to better prepare children for school. The Prep curriculum is based on active learning, which includes inquiry, investigation and play. In Prep, children will be:

- Constructing using blocks, collage and manipulative equipment to develop early mathematical concepts and skills
- Initiating and participating in dramatic play to build an understanding of the world around them
- Drawing and painting to encourage oral language, reading and writing skills
- Writing stories and copying signs as part of their play, constructions and art
- Playing and investigating independently, in pairs, small groups and as a whole class
- Actively making choices about what and how they learn
- Investigating and learning how to inquire about their interests
- Planning collaboratively with the teacher using a plan-do-reflect model
- Participating in music and language experiences



## Prep Year (cont.)

These learning experiences will help children to:

- Understand and use language to group, sort and describe objects and to communicate ideas, feelings and needs
- Develop early literacy and numeracy skills
- Become independent thinkers and problem solvers
- Learn how to cooperate with others
- Develop physical coordination skills
- Listen, respond to and give directions
- Become confident at taking risks in their learning
- Make good choices

Our school holds a Prep Information morning for parents in Term 4 parents of future Prep students are invited to attend. Parents are welcome to ask questions.



## Reading Room

Reading is our thing! At Wooroolin State School we value reading. Staff and parent volunteers are trained to support students at the *Learning to Read* and *Reading to Learn* stages of reading using reading prompts and comprehension strategies.



Every student is expected to attend the Reading Room each morning. Students are allocated staff or parent helpers depending on their level of support. Every student reads aloud to an adult each day and practices sight words and independent reading. Current student reading data is displayed on a Data Wall where students and adults can easily determine current reading levels, regional benchmarks and individual student reading targets.



## Religious Instruction (Policy Statement)

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. State schools respect the background and belief of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Queensland state schools provide religious instruction in accordance with Chapter 5 of the Education (General Provisions) Act 2005 (EGPA) and Part 5 of the Education (General Provisions) Regulations 2006 (EGPR) by making available up to one hour per week for the provision of religious instruction to students (except Prep students) who are members of a faith group that has approval to deliver religious instruction at the school.

### Establishing a religious instruction program

In accordance with s.76 EGPA and s.25 EGPR, religious leaders who wish to provide religious instruction to students of their faith group apply to the principal in writing to establish a single (one faith group only) or cooperative arrangement (more than one faith group working together).

Principals consider the applications from faith groups and, if there are students of that faith group at the school, approve the minister of religion or accredited representatives to be religious instructors at their school.

All students (except Prep students) are placed in either religious instruction or other instruction in accordance with information provided on their Application for Student Enrolment unless parents have provided other written instructions. At Wooroolin State School **'other instruction' is based on revision of the school PROUD values.**

### Delivering a religious instruction program

In accordance with s.27 EGPR, religious leaders approve the program of religious instruction to be used by their accredited representatives as religious instructors. The religious leaders are responsible for the quality of the religious instruction program that is to be delivered in schools and are required to screen their accredited representatives, provide them with ongoing support and training and ensure they are delivering only the authorised program.

The religious leader (or leaders in a cooperative arrangement) nominates a religious instruction coordinator to manage and monitor the religious instructors and the delivery of the authorised programme in a school.



Religious instructors are required to maintain accreditation with their faith group, have a current and valid Blue Card and deliver only the authorised program of the faith group.

As part of school-based induction, religious instructors are required to complete Student Protection and Code of Conduct training.

As defined in s.31 and s.32 EGPR, principals register the attendance dates and times of the religious instructors who attend the school and ensure religious instruction and other instruction are not conducted in the same classroom.

Faith group publications used for religious instruction are not to be accessible for other students and are to be securely stored or removed from the school premises at the completion of religious instruction.

The religious instructor is required to follow the advice and directives of the principal while on school premises.

#### **Withdrawing students who are attending religious instruction**

In accordance with s.76 EGPA parents may withdraw their child from all religious instruction by notifying the principal in writing.

## Reporting

School written reports are prepared twice a year. These reports are set out in a standard reporting format based on the eight Key Learning Areas. You will receive a full written report at the end of Semester 1 and again at the end of Semester 2. These reports will **outline your child's achievement to that point in time.**

The report will include five achievement bands. In Queensland state schools, the achievement of students in years Prep–3 will be reported against what is expected for the time of the year using the ratings *Very High, High, Sound, Developing and Requires Support*. The achievement of students in Years 4-6 will be reported against what is expected for the time of the year using the ratings A, B, C, D and E. Effort and Behaviour are reported for your child against an A-E rating. Written comments outline what your child has achieved and provide advice on areas for improvement.

Information is also provided on the National Literacy and Numeracy Tests for Years 3 and 5.

Parent-Teacher interviews are offered at the end of Semester 1. Parents are welcome to contact the school at any time for information on their student.

## Road Safety around the School

As we have no designated crossing in front of the school, children must be accompanied by an adult when crossing the road. It is particularly important for our younger students to be picked up and dropped off in front of the school gates.

As part of the Bus Code of Conduct, it is strongly recommended that parental supervision is considered at bus pickups and drop offs.

Please note that unsafe and/or illegal driving practices around the school endanger the lives of your children and others.

## School Photographs

School photographs are usually taken during Term 2 each year. Parents are informed in advance that school photos are coming up. All students should be wearing full school uniform for the day of photos.

## School Sport

All students in the school participate in Physical Education programs. It is understood that at times students have legitimate reasons for not participating in these sessions due to illness and injury. Should such a situation arise it is expected that a note be presented to the students teacher at the start of class time detailing the reason he/she will not be participating. All notes are to be written and signed by the parent or guardian.

The school retains a range of sporting equipment which may be borrowed at lunchtime. **Hats should be worn whilst engaged in sporting and outdoor activities. We have a “No hat - no outdoor play” rule for students at recess times.**

**Under it’s Sunsafe policy, Education Queensland requires that all students wear an appropriate shirt for swimming lessons and carnivals. “No shirt—no swim”.**

Wooroolin School participates in various sporting carnivals each year such as Athletics, Summer & Winter, League Tag and Swimming in conjunction with other Kingaroy District Small Schools.

## School Support Programs

Some students attending the school have special needs. A Support Teacher (Learning Difficulties) provides programs for students experiencing learning difficulties. These programs aim to support children in literacy and numeracy learning. It is believed that these programs will meet individual needs more effectively. You will be notified if it is anticipated that your child will be involved in an intervention group. At times the learning support teacher may work with the class teacher and targeted children on a modified class program.

A Developmental Guidance Officer also visits the school on a regular basis.

Specialist support is provided from the department and Head of Special Education at Kingaroy SS. This includes weekly visits from an Inclusion Teacher. Parents of a student who is experiencing difficulties are encouraged to confer with the classroom teacher who may refer the matter to the class teacher or principal for further actions as appropriate. Through this, access is available to support personnel such as Speech Language Pathologists, Advisory Visiting Teachers and other therapy and support services.

## School Uniform

The Wooroolin State School community strongly advocates the universal wearing of school uniforms by students from Prep to Year 6 when at school or when attending school related activities. This supports:

- A safe environment for learning by enabling ready identification of students,
- The elimination of competition in dress/fashion at school
- A sense of belonging and minimises visible evidence of economic or social differences

In responding to students who are inappropriately dressed or whose dress does not conform to the uniform, the Principal may offer appropriate items from a bank of uniforms items held at the school. These uniforms are marked Wooroolin SS and will need to be washed and returned the following day. The school uniform, as currently adopted by the P&C, is as follows:

**Girls Uniform:** Royal blue with pale blue & white contrasts polo shirt and royal blue skirt/skorts/shorts

**Boys Uniform:** Royal blue with pale blue & white contrasts polo shirt and royal blue shorts

**Hats:** A sunsafe hat should be worn whenever there is prolonged exposure to the sun. Students are required to wear a sunsafe hat at all times in outside areas. Students without a sunsafe hat will be required to remain under covered areas during lunch breaks.

**Shoes:** Black joggers or black leather shoes with royal blue, navy or white socks. For safety reasons shoes must be worn at all times.

**Winter:** Royal blue or navy tracksuit.



## Smoking

Our school is a non-smoking area. Please ensure that this is adhered to, thus making our school a clean and healthy environment.

## Student Appearance

Students are expected to present to school in a clean and tidy manner. For safety reasons, and to minimise the issues of loss and theft, the following guidelines apply to the wearing of jewellery:

Students may wear

- Medical alert bracelets/necklaces
- One watch
- Ear rings – one set of studs or small sleepers may be worn.

If students wear inappropriate jewellery that is not listed they will be asked to remove it and hand it to the office staff until the end of the day when it can be collected.

It is required that students with hair shoulder length and longer must be appropriately tied back/up with school coloured hair bands/ties.

## Sun Safety

Wooroolin State School is an accredited SUNSMART SCHOOL. We ask parents to support us by providing suitable hats, clothing and sun screen. From 2008 State Government policy requires that children wear a sunsafe shirt or t-shirt whilst swimming outdoors. The school has a **“NO HAT NO PLAY”** policy which means that a broad brimmed or legionnaire’s style hat must be worn when outside. Caps are not acceptable (see section on School Uniform). We also ask parents to join other adults in the school community in modelling sun safe practices, in particular the wearing of broad brimmed hats on excursions, camps, sports days and other outside activities. Sun Safety is also **acknowledged at swimming lessons where there is a “NO SHIRT NO SWIM”** policy. Students must wear a sunsafe or other approved shirt whilst swimming.



## Swimming

All children are required to take swimming lessons in the same way that all other subjects are taken. A note with the reason clearly stated must be supplied if a child is to be exempted from swimming. However, for health and safety reasons, children suffering from infections, sores or illness must be excluded from swimming. If a student suffers from a medical condition which may put him/her at risk in the water, we must have written parental consent, supported by a current medical certificate, for the child to participate in swimming activities. Again for safety, long hair must be secured in some manner and jewellery/ornaments must be removed before swimming. New sun safety regulations require that children must wear a sunsafe shirt swimming—NO SHIRT, NO SWIM

## Transferring from the School

Parents are requested to ensure that the necessary transfer papers are obtained from the office and that all school owned items have been returned before leaving the school. This can include library books and/or home readers.

## Transition

A number of programs are organised each year to assist students, both educationally and socially, as they move from one stage of their education to the next. These include:

### Primary – Secondary

Ongoing communication between primary staff and Kingaroy High School staff regarding learning and teaching of students in the 10 – 14 years age group. Discussions between Year Seven and Year Eight teachers regarding academic, social and behavioural progress of students, and the passing on of student records to the High School. This helps High School staff to become familiar with students' learning styles and needs, and facilitates a quicker settling-in period into the new learning environment. In term 4, Year 6 students visit the High School campus to become familiar with campus staff, facilities, layout and curriculum. In addition, our small schools cluster offers a comprehensive variety of transition activities including a Yr 6 Camp, Young Leaders' Day and a Transition Activity Day. High School teachers, including the Year 7 Coordinator, School Chaplain and High School Guidance Officer visit our school in Term 4 to introduce themselves to the students. Parents are also invited to be part of an Information Evening at the Kingaroy State High School towards the end of each school year.

## Tuckshop

Tuckshop is held every second Friday and is run by the P & C Committee. Tuckshop days are aimed at providing a healthy menu at a reasonable cost to families. An order form is sent home with the newsletter. Orders must be placed by the Wednesday of Tuckshop weeks. Correct change is required.

## Use of School Facilities outside of School Hours

Permission to use the school grounds outside school hours can be obtained from the Principal. Students who need to enter the school grounds, should also ask permission. The Multi Games Court is available for public use provided that prior approval from the Principal is obtained.

Organisations wishing to make use of school facilities will need to have appropriate Public Liability Insurance.

## Valuables/Money

Under no circumstances should a student leave valuables or money in school bags. Valuables or money should be carried on the student at all times. If money is brought to school to pay for activities or excursions, it should be paid at the office or placed in the relevant boxes and be in a clearly marked envelope.

The school cannot accept responsibility for the loss of any money or valuables left in a school bag or inadvertently left by the owner anywhere in the school.

