

# WELCOME

We welcome you and your family to our Leyburn School community as we join you in the ongoing task of educating your child/ren. We look forward to sharing an open, honest and positive relationship with you.

This booklet has been compiled as a guide for parents on the general philosophy and day-to-day running of the school, and the expectations we have concerning the children, their attitudes and behaviours.

We look forward to a rewarding, successful year of schooling in 2015.

*Sam Gilmore*

Principal

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## Daily Routine

### Monday – Friday

9.00	School Begins
11.00 – 11.45	Lunch
1.30 – 2.00	Afternoon Tea
3.00	School finishes

From time to time, these hours may vary. **Children should not be at school before 8.30am or after 3.15pm**, unless they are involved in sports training or are eligible to travel by bus to and from school.

## School Contact Numbers:

Phone No. 4695 0172

Fax No. 4695 0226

Email: [the.principal@leyburnss.eq.edu.au](mailto:the.principal@leyburnss.eq.edu.au)

## School Staff

<b>Teaching Principal</b>	Mr Sam Gilmore
<b>Prep – 3 Teacher</b>	Mrs Rebecca Forrest
<b>Teacher</b>	Mrs Sylvia Free
<b>Physical Education Teacher</b>	- Mr Barry Healey
<b>‘The Arts’ Teacher</b>	Ms Jayne Shelley
<b>LOTE Teacher</b>	Madame Symmonds
<b>Teacher Aides -</b>	Mrs Robyn Casbolt, Mrs Alison Kowitz, Mrs Angela Halls, Miss Karen O’Kane
<b>Administration Officer</b>	Mrs Cathy Hungerford
<b>Ancillary: Cleaner</b>	Mrs Cheryl Facer
<b>Janitor/Pool Operator</b>	Mrs Cheryl Facer
<b>Groundsperson</b>	Mr Grant Halls

## **Parade**

Parade is held each Friday morning at 9.00 a.m. Parents are welcome to attend.

## **Newsletter**

Our newsletter, "The Informer", will be sent home every second Thursday, commencing the first week of term. One copy will be given to the eldest child in each family.

## **School Uniform**

Boys – Royal Blue T-Shirt with school badge and Royal Blue Shorts  
Girls – Royal Blue T-Shirt with school badge and Royal Blue Shorts or Skirt  
Polo Shirts and Jackets are available at the school from the school P&C Association.

Uniforms are encouraged to be worn. Shoes are to be worn in the playground at all times.

A broad brim hat or appropriate 'bucket hat' **must** be worn during the lunch breaks, as the 'no hat, no play' rule applies. Bucket hats are available for purchase at the school from the P&C Association.

Nail polish and excessive amounts of jewellery are not permitted. Sleepers, studs, watch, and medical-alert bracelet/necklet are permitted.

## **Absence from School**

It is important that all school absences are recorded appropriately. If your child will be absent from school, please contact the school on the day of the absence and detail the reason for absence. If this is not possible please advise the school as soon as possible. Recording of unexplained absences occurs within 24 hours of the student being absent from the school. Excessive unexplained absences will be reported to the Department. If students are absent for a period of 3 days without notification, contact will be made by the school. If we are unable to contact the parents, a letter is sent to the family home and contact is made with the appropriate authorities.

## **Parent Involvement**

We invite all parents to be involved in their child/ren's education. The key to this involvement is frequent and open communication between teachers and parents. We encourage parents to assist with class activities. If you can be of assistance please feel free to contact the school at any time.

## **P&C Meetings**

The P&C Association is the official parent body and, as such, is a vital support organisation for the school. It is not a forum for petty complaints and individual concerns. All parents are encouraged to play a part in the P&C and new members are warmly welcomed.

**At present, Meetings are held on the second Monday of the month.** Notice of meeting is given via the newsletter and placed on the noticeboard at the front of the school.

## **Bus Transport**

Children travelling on the school bus are expected to follow the Code of Conduct for school bus travel enforced by the Queensland Transport. If you have any issues in relation to the bus, please contact the Bus Operators and the Bus Conveyance Committee. (This committee is formed at the commencement of each school year.) If your child is a designated bus user and you are collecting your child from school instead, please advise the staff member on bus duty.

## **Lost Property**

Even in this small school, we manage to accumulate lost property constantly. **Please label all belongings.** If clothes are left at school, please try to locate them promptly. All lost property will be disposed of at the end of each term (with school uniform pieces becoming part of the 2<sup>nd</sup> hand uniform box). The lost property box is located in the office foyer.

## **Book Club**

Children may participate in Book Club if they wish. Forms will be distributed approximately once per month. Orders and payment are to be returned to the office. If you wish to pay by Credit Card, you are required to place your order online with Scholastic Australia. Please provide a copy of your confirmation order to the school's Book Club Organiser, Mrs Cathy Hungerford.

## **Change of Address and Phone Details**

If at any time there is a change of address or phone etc, please contact the school promptly and advise accordingly. It is extremely important that you can be contacted immediately in case of an emergency.

## **Collection of Money**

All school money and P & C fundraising **must be in a clearly marked envelope and placed in the School Letterbox** at the administration counter in the school office.

## **Medication**

### ***Children who are sick should not be sent to school***

Legally, prescribed medication can only be given when the following conditions have been observed:

Regulations of Education Queensland state in Part:-

A school may give oral medication to a student provided it is given strictly in accordance with instructions written on the medical container by the pharmacist at the medical practitioners' direction and is requested by a parent or legal guardian **in writing**.

Non-prescribed oral medication (such as Panadol and over-the-counter medications) will **not** be administered by teachers or another person on the school staff.

This direction from Education Queensland makes it clear that in future we will need both a letter and a pharmacist's instruction on **all medication** before it may be administered at school. **No exceptions can be made.**

If there are any medical problems which you feel the school should be advised of, please contact us immediately. Such information will be treated confidentially.

## **Accidents/Emergency Contacts**

In the event of an accident at school, the school will take what it considers is appropriate action. Information on students' records will be utilised in these circumstances, therefore, it is important for the school to have correct information recorded. Please notify the school if there is a change of phone numbers, contact persons or doctor.

## **Religious Educators**

Currently no formal religious instruction is catered for at Leyburn State School.

## **FORMS TO COMPLETE**

**To minimise the permission forms sent home throughout the year, Leyburn State School conducts a once yearly collection at the commencement of the school year. This enables over-arching permission for regular activities for all students. Individual events will still require the completion of permission notes and medical forms. These will be forwarded home on a needs basis.**

### **Responsible Behaviour Plan**

All Queensland State Schools are required to explain the responsible behaviour plan for new enrolments. We then request you fill in the Enrolment Agreement Form that states that you and your child/ren support and abide by the Behaviour Management Plan.

### **Swimming Permission**

We are lucky enough to have the Leyburn Swimming Pool as part of our school environment. During terms 1 and 4, students participate in a swimming program as part of the physical education program. Parents will be notified, through the Informer, when the students will be swimming. Extra curricula or general class use of this pool will not occur without the supervision of a staff member with appropriate training and Bronze Medallion Certificate.

### **Media Permission**

At times throughout the year, we have journalists who come to visit our school to highlight Leyburn. Students' photos may appear in local, state or national newspapers, or video footage may be used on television. . It is important to remember that when your child's photo is published within the school newsletter, it may appear on the school website which is accessible worldwide. It is therefore extremely important that all forms (part of yearly collection) relating to this matter are completed fully. If a change in circumstance occurs and you no longer wish to have your child's photos etc. published please advise the school immediately

### **Local Community Activities Permission**

As part of our links with community (eg Excursion to local businesses), and to utilise community facilities (eg The CWA Hall) we seek the support of parents by gaining permission for students to leave school, whilst under School Staff supervision, to visit areas within our township's boundaries. Notice will be placed in the School Informer.

## **Internet / Email Usage Agreement**

Each student is provided with a unique Internet access code, and is permitted to access the Internet and Email facilities, once this form is completed. Please discuss the rules associated with this agreement when you sign this with your son/daughter.

## **CURRICULUM**

Academic development at Leyburn School is carried out through implementation of Syllabus and Curriculum documents from Education Queensland which have been incorporated into school-based programs. Key Learning Areas – English, Mathematics, History, Geography, Language Other than English (for students in Yrs 4-6), The Arts, Technology, Science and Health and Physical Education – are taught throughout all classes from Year Prep – 6. 2015 will see the implementation of the Australian Curriculum in the area of Geography.

Due to the small size of our school, we operate multi-age classes. In 2015, we will operate 2 separate classrooms; one in the main block (A block) and one in the lower classroom (EEC building). At the time of reviewing this document, year levels within each class have not been finalised.

Our school receives regular visits from Physical Education, Music, LOTE and Learning Support teachers. Speech-Language Pathologist, Occupational Therapist and Guidance Officers are available in a limited capacity.

### **PREP**

2007 marked the introduction of PREP to Leyburn State School. Parents with children enrolling in Prep are encouraged to enrol prior to June the previous year. Prep is offered full-time and children will attend from Monday to Friday during normal school hours. Due to student enrolment numbers, our Prep students will be housed in a multi-age environment.

Children who are five years of age by 30 June, in the year they enrol in Prep, are eligible for enrolment. A birth certificate will be required as proof of age. Children who do not meet this criteria will not be enrolled at Leyburn State School.

Initially, it is recommended that Prep students be either escorted to and from the classroom by their parents or met by school staff.

## **What will your child need to bring to PREP?**

### ***Clothing***

Children at prep become involved in many “messy” activities e.g. painting, clay, sand, dough etc. These activities are designed to meet the emotional, intellectual and creative needs of your children but they may be reluctant to participate in these if dressed in clothing other than that of their school uniform. All care will be taken to ensure the children wear aprons etc. when undertaking these activities. Please make sure your child has appropriate spare clothes in their bag to change into in case of an accident? Also, could you please ensure all clothing has the child’s name clearly marked on it.

### ***Shoes***

Children are encouraged to remove shoes and socks for some music and movement sessions and for playing in the sandpit. Of course, if parents have specific objection to this, it will be observed. Shoes must remain on at all other times.

### ***Hats***

The need for children to wear hats outdoors cannot be stressed enough. Please provide your child with a wide-brimmed shady hat or an appropriate bucket hat. The ‘No Hat, No Play’ rule is abided by strictly.

### ***Library***

Please supply a drawstring library bag of size approx 35cm x 35cm.

### **Soundwaves and M100W**

Soundwaves is a reading and writing program which involves teaching a comprehensive group of 44 sounds. For each sound there is a selection of spelling choices (e.g. city, fence, seat) and each spelling choice is linked to a word. Soundwave booklets are completed by students in the prep year only.

M100W is the Magic 100 Words program, which we have been utilising as our sight words program. There are coloured stages, where children are given coloured certificates to mark their achievement. To enhance reading, it is encouraged that sight words are a daily homework task for all children in the early years.

## **Sport**

At Leyburn State School, all children from Years Prep to 6 participate in a school-based physical education program. We offer a wide range of sports in order to develop basic skills and interests in a variety of areas. The school usually attends three Athletics meetings during the year; two at Emu Creek State School (one of these is for Ball Games) and the other at Allora State School. Students also participate in inhouse mini athletics days (involving swimming, athletics and ball games). Upon enrolment, students are assigned a 'house' (either Blue or Gold) Team points awarded from the mini events are accumulated and contribute to the end of year award. Years 4 – 6 students participate in team sports at various venues throughout the District when opportunities are available. These sports include tennis, netball, rugby, swimming and soccer.

## **Swimming**

Our school pool operates for swimming lessons during first and fourth terms. Children are required to bring swimming togs, swimming cap (optional), towel, a swim (sun protection) shirt and goggles (optional). N.B. Children are not permitted to wear togs to or from school.

## **Library**

Children are encouraged to use the library for research and leisure reading. Books borrowed from the *school* library are to be carried in a library bag (provided by home).

The *Mobile Library Bus* visits the school every second Wednesday. Children are encouraged to use this service and are able to take these books home. All books are to be returned on the due date.

# **HOMEWORK**

Homework is given only for 4 nights a week. ie. Monday – Thursday. Reading is encouraged on weekends also. Children are expected to spend no more than the following amounts of time on their daily homework.

Year 1	10 minutes
Year 2	15 minutes (including reading)
Year 3	20 minutes (including reading)
Years 4 - 6	30 minutes (including reading)

These are the maximum times your child is to be engaged in set homework. Homework tasks are usually simple revision exercises or learning tasks. Projects and research activities are an exception to this.



The following suggestions are offered to parents as a means of helping to create a suitable atmosphere for homework:

- ◆ Setting a regular time and place.
- ◆ Provide adequate lighting
- ◆ Show a positive interest in children's work, and encourage them to do their best.
- ◆ Give a little of your time every evening to listen to your children, hear them read, listen to them saying their number facts, talk to them and listen to what they have done during the day.
- ◆ If children have a problem with homework, please contact their class teacher.
- ◆ Parents are encouraged to sign completed homework.

If your child is having difficulties with the homework, please contact your child's teacher to negotiate alternatives or exemptions.

## **REPORTING TO PARENTS**

### **REPORT CARDS**

Formal Report Cards will be issued at the end of each Semester – June and December. These Report Cards, should be signed by parents and returned to school to be viewed by the classroom teacher. Copies of the report cards are kept on file at the school. The original is to be kept by students / parents.

### **PARENT-TEACHER INTERVIEWS**

Formal Parent-Teacher interviews will be held twice a year, during Term 2 and Term 4. Parents are encouraged to discuss their child's progress throughout the year. Formal interviews or informal discussion times can be negotiated with the class teacher. Please contact the teacher with any concerns or to make an appointment.

### **YEAR 3 AND 5 TEST REPORTS (NAPLAN)**

Students in years 3 and 5 will sit National Literacy and Numeracy Tests. The reports from these tests will be released later in the year. Your child's report will show how he/she has performed in comparison to national benchmarks for Reading, Grammar and Punctuation, Writing and Numeracy. These tests are generally held throughout Term 2 with results released in Term 4.

### **SCHOOL AND REGIONAL BENCHMARKS**

As part of our improvement agenda, students will be participating in standardised testing while working towards attaining a range of school benchmarks including sight word recognition and reading levels. PAT reading, vocabulary, spelling and maths will also be undertaken as part of school targets.