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This School Handbook is designed to assist you, as parents of new and continuing children of the St George State School, with your preparations for the 2017 School Year. It contains information relating to a range of essential School issues. It gives you a greater understanding of School operations and the conditions under which the School contributes to your child’s education. Please read it carefully and keep it handy so that you can refer to it from time to time.

Your child’s time at our School will be unique in that each stage of development that he/she will pass through will occur only once in his/her lifetime. We know that you will want to be part of this development. Together, we (you and the School) can guide and promote this development. We can work together in a partnership and really, that is what education at this School is all about - a partnership between children, parents and teachers, support staff and the wider community, where we work together to encourage your child to develop, to grow and to learn.

For this reason, parents are always welcome at the School to help or to have a chat and discuss matters of interest. We also invite you to support your child’s learning. Often a child’s success at School is proportional to the degree of support parents provide.

How can you support your child’s learning?

• Become involved in School activities - this could be helping with reading, coaching a team, becoming a member of the Parents & Citizens’ Association, going to meetings, or providing transport.
• Fill your child’s lunchbox with healthy snacks and lunches.
• Fill your children’s lives with a love for learning - show them your own curiosity, respect their questions, and encourage their efforts.
• Fill your home with books to read - provide access to information.
• Be a partner with your child’s teacher/s - when you need to speak to the teacher in reference to a specific issue with your child, do it privately.
• Create a smooth take off for School each day - get organised the night before.
• Send your child to School every day and prepare for a happy reunion at the end of the School day.

Finally, for 2017, we welcome you as partners in the education of your child and we look forward to a happy, rewarding and fruitful year.

Yours sincerely,

Nathan Brown
Acting Principal
SCHOOL CALENDAR 2017

Term 1
Pupil Free Days
School Commences
Australia Day Public Holiday
Balonne Swimming
Balonne Netball & Rugby League (Boys)
Balonne Football (Soccer) Trials
South West Swimming
Balonne Touch Trials
P & C Annual General Meeting
Young Leaders Day
P & C Meeting
End Term 1
Easter Vacation

Term 2
Term Commences
Balonne Girls Softball Trials
P&C Meeting
ANZAC Day Holiday
Labour Day Holiday
Balonne Cross Country
Balonne Girls Rugby League
National Years 3, 5, 7 Testing
Balonne Tennis Trials
P & C Meeting
End Term 2
Winter Vacation

Term 3
Term Commences
P&C Meeting
Inter-House Athletics
Balonne Cricket Trials
Balonne District Athletics
P & C Meeting
Annual Fete (Spring Fling)
End Term 3
Spring Vacation

Term 4
Queen’s Birthday Holiday
Term commences
Pupil Free Day
P & C Meeting
Twilight Markets
P & C Meeting
Inter-House Swimming Carnival
End of Term

Wednesday 18, Thursday 19 January and Friday 20 January
Monday 23 January
Thursday 26 January
Friday 03 February
Wednesday 15 February
Thursday 21 February
Friday 24 February
Monday 27 February
Tuesday 28 February
Thursday 03 March
Tuesday 28 March
Friday 31 March
Saturday 01 April - Monday 17 April

Tuesday 18 April
Thursday 20 April
Tuesday 25 April
Tuesday 25 April
Monday 01 May
Friday 05 May
Monday 08 May
Tuesday 09, Wednesday 10 and Thursday 11 May
Friday 19 May
Tuesday 23 May
Friday 23 June
Saturday 24 June - Sunday 09 July

Monday 10 July
Tuesday 25 July
July/August - to be advised
Tuesday 01 August
Tuesday 08 August
Tuesday 22 August
Saturday 02 September
Friday 15 September
Saturday 16 September - Monday 02 October

Monday 02 October
Tuesday 03 October
Monday 16 October
Tuesday 24 October
To be advised
Tuesday 28 November
December - to be advised
Friday 08 December
**About our School**

The St George State School is a Band 8 School located in The Department of Education and Training (DET) Darling Downs – South West Region, 400km west of Toowoomba and 200km south of Roma. The School, which was established in 1874, services the township of St George and the districts of Balonne Shire, some as far as 100km from St George. The township of St George has a population in excess of 2500, while the population of the Balonne Shire is in excess of 3500. During 2016, School enrolments have hovered around 225 students. This student population consists of a diverse range of cultural, socio-economic, urban and rural backgrounds. A proportion of students have additional learning needs, including students with disabilities and learning difficulties as well as those with gifts and talents. Reflecting this diversity, the interests, needs and abilities of the students can vary enormously.

**School Priorities 2017**

- Continue with the Academic Success Guarantee Program (ASG).
- Implement Whole School effective pedagogical practices.
- Health and wellbeing of students.
- Early and ongoing student and family engagement.
- Productive partnerships with students, staff, parents and the community.
- Professional learning and training of staff.
- Student engagement.

**Teaching and Learning**

The Curriculum in the various Key Learning Areas is delivered via our School Curriculum Plan to each of the multi-age/straight-year-level class groupings. The Early Years Curriculum, delivered in the Prep Class, provides the foundation for life-long learning as well as the foundation for literacy and numeracy development. Distinctive and/or extra-curricula offerings include:

- An Enrichment Program.
- An Excellence in Music Program, which includes Junior and Senior Choirs, Junior and Senior Bands and the School Rock Band and opportunities for individual/small group choral activities.
- Information Communication Technology which is utilised to enhance teaching and learning eg. desktops, laptops and iPads in each classroom. All students have access to an XO Laptop for use in the classroom.
- Sunrise Playgroup.

**Staff Learning and Development**

Learning and Development priorities for Teaching Staff during 2017 will include:

- Literacy and Numeracy.
- Digital Technologies.
- Curriculum Planning, Assessment and Reporting.
- Explicit Teaching.
- Effective Classroom Practice.
- Australian Professional Standards for Teachers.
- The Australian Curriculum.
- Diverse Learning Needs.
- Disability Standards for Education.
- Teaching of Reading.
- Coaching and feedback.

**Student Welfare**

In recognition of our significant cultural diversity, geographic isolation and the diverse needs of students, managing student welfare is a significant component of School culture and operations. The pastoral care program “Team Time” (which includes the Social and Emotional skilling programs “You Can Do It” and “Play Is The Way”) and a mentoring program operate across the School, complementing the School’s proactive Responsible Behaviour Plan for Students (which is operationalised through the Positive Behaviour for Learning initiative). Please see further in this handbook for our School expectations table. A Chaplaincy Program also operates at our School as outlined on Page 15.

**Parental Involvement**

A variety of strategies are used to involve parents and the wider community, including:

- A classroom and administration “open-door” culture.
- Special community activities eg. Book Week, Education Week, Literacy/Numeracy Week.
- Parent/Teacher Conferences.
- Class and School Showcases.
- Staff involvement in the P&C Association.
- Staff involvement in community activities.
- School involvement in community activities eg. ANZAC Day.
- The Academic Success Guarantee (ASG) Program. See page 11 of this handbook for an explanation of the ASG Program.
**School Workforce**

The School has a staffing mix of:

- Classroom Teachers (Prep to Year Six).
- Support Teachers (who support Students with diverse learning needs).
- Support Staff (Teacher Aides, Administration Officers, Cleaning Staff, School Facilities Officer, Community Liaison Officer).
- Business Services Manager
- Community Engagement / Language Leader
- Head of Curriculum.
- Head of Special Education.
- Principal.

**Our Purpose**

Preparing the young people of St George with the knowledge, skills and confidence to participate effectively in the community.

**Our Values**

**Customers first:** Creating positive experiences for children, students, families and the community through enabling choice, being responsive and providing inclusive services.

**Ideas into action:** Recognising and cultivating innovation for better learning outcomes.

**Unleash potential:** Working efficiently and effectively with high expectations of each other, our services and our students.

**Be courageous:** Promoting evidence informed decision making, transparency and accountability.

**Empower people:** Developing and empowering our people through relationships based on trust, respect and valuing diversity.

**Our Vision**

“Caring, Learning, Achieving Together.”

**Our School Expectations**

“Be Safe, Be Respectful and Be Responsible”

*Each teaching area displays our School Expectations.*
STAFF DIRECTORY 2017

Principal: Mr Nathan Brown
Head of Special Education Services: Mrs Vicky Parker
Head of Curriculum: Mrs Glenda Moloney (Experienced Senior Teacher)

Class Structure:
- Prep/Year 1
- Year 3/4
- Prep/Year 1
- Year 4
- Year 1/2
- Year 5/6
- Year 1/2
- Year 5/6
- Year 2/3

Teaching Staff:
- Mrs Sue Anderson (Experienced Senior Teacher)
- Mrs Alison Fisher (Experienced Senior Teacher)
- Miss Kate Horrex
- Miss Jess Bail
- Miss Laura Pittman
- Mrs Rina Bowhay
- Ms Olivia Ross
- Mrs Lauren Brumpton
- Miss Angie Rudd
- Mrs Annette Colley (Senior Teacher)
- Miss Georgie Scott
- Mrs Michelle Dohle (Experienced Senior Teacher)
- Mr Luke Todd
- Miss Sarah Wardrop
- Ms Colleen Dunn (Experienced Senior Teacher)
- Mrs Lara Waters
- Mrs Kelly Webster (Senior Teacher)

Business Services Manager: Mrs Debbie Kings
Administration: Mrs Michelle Strugnell

Teacher Aides:
- Mrs Jodie Cochrane
- Mrs Vanessa Quinn
- Miss Petra Stride
- Mrs Shirley Hiles
- Mrs Sally Riley
- Mrs Stacey York
- Mrs Emma Lamprecht
- Mrs Liz Sanford
- Ms Janelle Saunders
- Mr Luke Todd
- Ms Janelle Saunders

School Chaplain: Mr Elton Thompson

Community Liaison Officer: Mr Sam Davis

Ancillary Staff:
- Mrs Lenore Banks
- Mr David Kresew
- Miss Sarah Forrest

School Facilities Officer: Mr Anthony Hart

School Crossing Supervisors:
- Mrs Rachel Gounder
- Mrs Kay Rayner
- Ms Rosemarie Waters
The St George State School’s Annual Implementation Plan for 2016 outlined the School’s priorities for the year. Indicators of the year’s successes include:

1. **School and Student Performance**

   - In 2016 St George State School continued teaching the Australian Curriculum in English, Mathematics, Geography, History, Science, The Arts, Technology and Health and Physical Education to all our students from Prep through to Year 6. As well as these Australian Curriculum learning areas other subjects (which are still part of the Queensland Curriculum) continue to be taught.

   - Public Speaking – all students in Years 4 – 6 and some Year 3 exhibition speakers, participated in a School competition for Public Speaking. Our students then progressed to the Balonne District Finals.

   - Continuation of the ‘Break it Down, Build it Up’ program throughout the entire School, aimed at improving literacy skills.

   - Lunch time activities were offered daily and enjoyed by all students. Activities included games, sport and cultural activities.

   - Team Time activities were enjoyed by all students. Team Time groups are guided through social skilling activities twice a week.

   - Brain Break activities are completed at least 3 times each day after the “Breath, Blow, Cough, Wash, Chew” sessions. These activities are designed to help to relax the body and mind and prepare the student to take in and process information.

   - Our Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our School can be effective and our students can participate positively within our School community.

   - Our Positive Behaviour for Learning (PBL) initiative continues to encourage students to follow our three School expectations, through the use of reward days, Friday draws and end of Term draws.

   - The School Leaders’ Induction ceremony proved to be a dignified expression of School pride and commitment which was shared by a large number of parents, grandparents, friends, staff and students.

   - **Academic Success Guarantee (ASG)** - the ASG Program continued throughout the year with around 110 students participating. The ASG Program provides extra tutoring for students whose average attendance is at least 95%.

2. **Staff Development**

   - Teaching English, Mathematics, Geography, History, Science, The Arts and Health and Physical Education continued to be a School-wide priority this year with Teachers planning collaboratively in all areas. Common assessment tasks were planned and moderated each term and this allowed for greater consistency in reporting throughout the School.

   - District Moderation enabled Teachers to professionally discuss ratings assigned to students’ work. Teachers from the St George Cluster participated, giving all a better understanding of assessment and achievement standards.

   - A sense of community and respect within the School staff – sharing resources, ideas and successes and making social opportunities to strengthen relationships.

   - Staff received ongoing professional development throughout the year in the use of Effective Classroom Practices (ECP). Regional specialists worked with staff on ECP, which supports of PBL initiative.
The Australian Professional Standards for Teachers describes the knowledge, skills and abilities that Teachers demonstrate in providing relevant and worthwhile learning experiences for individuals and groups of students. Our classroom staff have been engaging with each other, reflecting on their work, sharing strategies with others and transferring these reflections and strategies into practice in the classroom.

Teachers and Teacher Aides have attended numerous professional development sessions promoting the effective teaching of literacy and numeracy.

Our School has continued its commitment to the teaching profession by welcoming and supporting pre-service Teachers in various classes and teaching situations across the School, in all areas (from Prep to Year 6).

3. Teaching and Learning

Online learning opportunities for students included - ‘live’ sessions with authors; as well as enrichment, literacy and numeracy development programs with online teachers.

Our School has hosted a Showcase of student work each term, with Class Showcases also being held each term.

The Regional OptiMINDS challenge held in Roma, with three teams participating - one team received an Honours Award, one team received a Spirit of OptiMINDS Award and one team won their challenge and were invited to compete in the State Final in Brisbane.

Homework tutoring supervised by Teacher Aides every morning and afternoon.

A number of our students participated in ICAS (International Competitions and Assessments for Schools) this year. There were six competitions including Computer Skills, Science, Spelling, Writing, English and Mathematics. Five of our students received a Merit, four students received Credits and two students received Distinctions.

Camps

- Years 5 and 6 Leadership Camp.
- Year 6 Annual Camp to Canberra.
- Years 3, 4, 5 and 6 participation in the National Young Leaders’ Day in Brisbane.
- Beginner and Junior Instrumental Music Band Camps.
- Somerset College Celebration of Literature Festival - Gold Coast.
- National Young Leaders Day in Brisbane.
- “Voices of War” Exhibition in Toowoomba.

Sporting

- Our students participated in Netball, Rugby League, Swimming, Soccer, Cross Country, Tennis, Touch Football, Athletics and Softball at District levels; with several students being successful at both Regional and State level.
- Students also participated in the ARL Development Cup, ‘Café 54’ Netball Cup, our annual Athletics Carnival and Swimming Carnival.

Nixon House claimed the Champion House trophy at the Athletics Carnival.
Music

For our Excellence in Music Program, students were given several opportunities to shine.

- The Goondiwindi Eisteddfod: As in previous years this participation was typified by the large number of our students involved; the degree of excellence produced during the performances; the obvious pride demonstrated by students, staff and parents; and the outstanding results achieved by our groups and individual students. Our Instrumental Music Junior Band received fourth place, with our Rock Band placing first. Junior Choir received two first places, one second place and a third place. Senior Choir received two second places and a third place. Several individual students also received placings with their chosen instrument.

- Instrumental Fanfare, Roma: This is a biannual event generally held in Toowoomba, however, for the first time the event was held in Roma. Our Junior Band performed very well indeed, receiving a Bronze Award.

4. Community Confidence

- The Sunrise Playgroup, open to children of pre–School age and their parents with activity mornings conducted two days each week.

- Australia Day Awards – A number of our School community members were nominated for an Australia Day Award.

- ANZAC Day – students from Years 4-6 participated in the ANZAC Day information sessions at the RSL, whilst the wider School community participated in the ANZAC Day Community march.

- Special Weeks – Science, Literacy and Numeracy Week, Book Week, Education Week, NAIDOC Week, Disability Action Week.


- Showcase of Student Work featured samples of outstanding student work from across the School.

- The Student Council continued its important work: Canteen Bandanna Day; ‘Free-Dress’ Days for our sponsor child, Analyme from Ethiopia; the weekly Correct Uniform Award; “On-task” Award, Clean Area Award and Attendance Award.

- P&C fundraising included: Rainbow River Run, Smencils Fundraiser, the annual Fete and Eat Street Markets.

- School Chaplain – providing continued support for students. The Chaplaincy program is an extremely valuable component of our School's Pastoral Care Program.

- Social Skilling/Social Emotional Learning Programs including the Breakfast Club, Friends program, Bella Girls, “You Can Do It!” and lunchtime activities.

- Early Intervention – running an Early Childhood development program to assist parents and children before School commences.

- Years 6 Transition to High School.

- Transition program for our 2017 Prep students.

- Pre-NAPLAN test day breakfasts supplied by our P & C.

- School Opinion Survey - our School, along with all other State Schools in Queensland, collected information via a standardised and confidential questionnaire, on the opinions of staff, parents and students, in order to develop further understanding about how well our School is progressing in meeting the needs of the School community. For the fifteenth successive year, the overwhelming majority of students, staff and parents are very satisfied with our School’s performance in each of the key result areas. The results further indicate that the overall satisfaction rating again this year is at least around, in many areas above and in several areas well above the State average.

- Performances by Rock Band, Junior and Senior Choirs/Bands included: School Market Days; Friendship Days at the Presbyterian Church; the Spring Fling; Warrabee Retirement Village; Yellowbelly Festival; Carols on the Balonne and the School Awards Evening.

- Academic Success Guarantee (ASG) celebrations held every five weeks provided opportunities for teachers, parents and students to get together and celebrate students reading achievement and attendance.

- P/1 Circus Spectacular.
ANNUAL HIGHLIGHTS - 2016 cont...

- Participation in the Community Education Forum, meeting regularly to discuss and plan to meet the needs of Indigenous students and with the wider community.
- Class information sessions were held in the first few weeks of the year. For both staff and parents these sessions are of huge benefit, with the seeds being sewn for the School - Parent partnership to blossom once again.
- Bike Safety Workshops.
- Parent/Teacher Conferences once again enabled Teachers and parents to meet and discuss the current educational outcomes and issues affecting students.
- The strength of our Parents and Citizens Association, committed to the positive development of the School.
- Our School Tuckshop, under the banner of the P&C, has continued to successfully adopt the Smart Choices strategy and supplies only healthy foods for morning teas and lunches.

Excursions

Our local environment is an endless source of real-life experiences that can support daily teaching and learning. The St George State School regularly accesses the resources of the local community.

- Walk Safely to School Day.
- Choir and Band performances for Friendship Day at the Presbyterian Hall and Warrawee Retirement Village.
- Clean Up Australia Day.
- ANZAC Day March.
- Vietnam Veterans’ Day.
- Warrawee Senior Games.
- Book Walk.
- Remembrance Day.
- Careers Expo.
- Balonne River Walks.

This year we again participated in “Walk Safely to School” Day.

Special Visitors

- Community Elders.
- Bravehearts “Ditto’s Keep Safe Adventure” program.
- Bush to Beach - Surf Lifesavers.
- NRL Development Team.
- Wanderers Cricket Club.
- Community Health Workers.
- Queensland Police Service.
- Queensland Fire Service.
- Sporting Representatives from Regional and State levels.
- Emmanuel College staff and students who once again assisted in the beautification of our School.
- Camerata of St John’s - Queensland’s Chamber Orchestra.
- Covenant Players.
- Child Health Nurse addressing improved health.
- South West Ear and Hearing Health Program.
- Religious Instruction Teachers.
- Parents, Grandparents and extended family members who came to support our School and Class Showcases, Community morning teas and other special occasions.
ACADEMIC SUCCESS GUARANTEE

The Academic Success Guarantee (ASG) is a signed agreement between parents and the School that states and commits to our aspirations for all students:

St George State School is committed to ensuring students who attend 95% or more of the School year will meet or beat their year level benchmarks.

In partnership with parents we are committed to doing whatever it takes at School to individually case manage those students who do not meet these year level benchmarks.

We believe all students can be successful when we work together and are committed.

What does the ASG mean for my child?

All ASG students will receive:

• Additional tutoring time – Teachers and/or Teacher Aides.
• Increased focus from the School through performance tracking to provide the most effective learning program that we can.
• Teaching specifically targeted on improvement towards meeting and beating benchmarks.

Our guarantee states that as long as the student maintains their attendance level at 95%, this support will continue for the rest of the year. In the case of students who do not meet end of year benchmarks, case management is undertaken in the following year until such time as they meet or beat their benchmarks or leave the School.

ADMISSION OF STUDENTS

Under Department Regulations, children may be admitted to Prep in 2017 if they have attained the age of 5 years before the last day of June 2017. Children may be admitted to Year 1 in 2017 if they attain the age of 6 years on or before the last day of June 2017. Admissions for 2017 may be made through the School Office during Office hours.

Parents will be required to provide documentary evidence of the child’s date of birth. This must be in the form of an official Birth Certificate.

Our ASG Students enjoy a celebration every 5 weeks.

Every day counts

**MOST STUDENTS ATTEND SCHOOL EVERY DAY**

It’s important that children are at school all day, every day.

**EVERY DAY AT SCHOOL COUNTS**

Missing even 1 day can make a difference

1 day off school each fortnight = Missing more than a year of learning over 12 years

Each day’s learning builds on what has been learnt before

Good attendance begins in Prep

It’s where good habits begin

**ATTEND ALL DAY, EVERY DAY**

1% increase in student attendance = 2-3 extra A’s at school

For more information: Go to the Every day counts website: http://education.qtc.gov.au/everydaycounts/
ATTENDANCE
Regular attendance and punctuality are essential. In the case of absence or late arrival, parents are required to advise the School Office. If an absence is anticipated for the purpose of medical or dental appointments etc, the School should be advised beforehand. If no notification is received, the School will contact the parents seeking an explanation for the absence. A complete student record is kept on attendance and punctuality. Please note that a parent of a child of compulsory School age is obliged under law to ensure that their child attends School on every School day unless an acceptable reason is given.

BOOK CLUB
At regular intervals, children and parents may order good quality, reasonably priced books from Book Club which operates through the School. Participation is optional and it is not necessary for a child to order every time. Orders and payments should be brought to School in a named/labelled envelope or can be done online. Book Fairs are also conducted where books are displayed and purchases can be made on the spot. These activities provide extra subsidies for Library resources.

COMMON ROOM
The School’s “Common Room” is situated in the Administration Block, adjacent to the Office area. The room is air-conditioned with coffee and tea available. Parents are most welcome to use the room’s facilities.

HOMEWORK (LEARNING AT HOME)
All students are required to do homework each week. Please assist us by ensuring your child completes the set homework. This is best done by getting your child into the routine of homework, ie. a set time and a set place every night or every afternoon. The amount of time spent on homework depends on the student’s year level, but it will be set within the time limits specified by Education Queensland:
- Years 1 - 3: 1 hour per week.
- Years 4 - 5: limited to 2-3 hours per week.
- Years 6: limited to 3-4 hours per week.
If your child is unable to do any part of the homework set, please advise the Classroom Teacher immediately. As a general rule, homework will be a consolidation of work already covered in class. Homework can also provide a link between home and the classroom where you are able to see what your child is doing at School.
Please note that homework is of two types - set and unset. Unset work is work that the child decides he/she would like to do. Usually it would take the form of reading but it could include project work, journal writing, learning spelling, number facts etc. It could also include ‘home helper’ tasks that the children have to do at home. Supervised homework tutoring is available Monday to Friday before School and Monday to Thursday after School. Parents are invited to access this service through their child’s Teacher or the Office.

PREPARATORATORY CLASS
Prep commenced across the State in 2007, however, our School has offered Prep since 2005. To be eligible for Prep in 2017 children will need to turn 5 by 30 June 2017. From 2017, it is compulsory for all children to undertake a full-time prep year, before they can begin Year 1.

Early Entry to Prep in Queensland
Children whose birthday falls in the month of July, and children who have previously enrolled at School in another state or country, may be assessed by the School Principal as being ready for School.

Our Prep students settled in well on their first day.
MUSIC

The St George State School Music Department provides excellent educational experiences through the normal day to day instruction of Music. It also offers a range of extra-curricula activities to involve a host of talented students in the areas of singing and playing instruments. There are Junior and Senior Choirs as well as Beginner and Junior instrumental bands. As an extension of the Year 5/6 Music Program, a Rock Band is formed, made up of talented students who possess the ability to play one of the rock instruments (bass, guitar, keyboard, drums) or have suitable voices to perform in a rock group. In 2016, our Senior and Junior Choirs, Junior Band and Rock Band won a number of awards at the Goondiwindi Eisteddfod.

NEWSLETTERS

To keep you informed of School news and happenings, School Newsletters are produced and sent home with the eldest child in each family. These are distributed every Wednesday. Parents are asked to check with children to see if the Newsletter has been brought home. Where children are absent on the day of distribution, we will endeavour to make sure a Newsletter is sent home at the first opportunity. Contributions to the Newsletter are requested to be at the Office before 9am each Monday. School Newsletters are also published on the School Website: www.stgeorgess.eq.edu.au or can be emailed to individuals at their request.

ENRICHMENT PROGRAM

An initiative of the School is the implementation of an Enrichment Program. This program is designed to assist us in meeting the specific needs of students who have special talents and to improve their learning outcomes.

CONVEYANCE ALLOWANCE

For children travelling to School or to a School Bus Service by private transport, financial assistance may be obtainable provided that:

- The student lives more than 4.8km for Secondary students, or more than 3.2km for Primary students, from the nearest State School.
- The students cannot travel free to the nearest State School or the School attended by train or School road transport services.
- A non-State School student must live more than 4.8km for Secondary students or more than 3.2km for Primary School students from the nearest State School, non-State Primary or Secondary School of the type attended.

SCHOOL BUSES

At the present time six School Bus Services operate to the St George State School. These services are: Boolba, Nindigully, Buckinbah, Noondoo, Moonie and Burgorah. If you have any queries or problems regarding the operation of your bus service, please contact your Bus Committee President or Secretary as soon as possible. Annual meetings of these committees will be held in early 2017. It is in your interest to attend these meetings if your child is using a bus service to travel to School. If your child will be using a bus service for the first time in 2017, you will need to contact the Bus Operator who will issue you with an application form. This application form must be completed in detail and returned to the Bus Operator. Please note that you may be eligible for Government Assistance if you transport your child to School or to a bus service. A standard “Code of Conduct” applies to all bus services with the prime responsibility for the behaviour of students resting with parents/carers. The Code applies to all students and requires students to:

- Respect other people and property.
- Wait for the bus in an orderly manner.
- Whilst on the bus, conduct themselves in an orderly manner.
- Use designated stops.
- When alighting from the bus, do so in an orderly manner.
- In case of an emergency or breakdown, follow the driver’s directions.
All parents of children attending the School, as well as interested members of the community and staff, are invited to become members of the Parents and Citizens’ Association. Active membership of this organisation strengthens your position as a parent, since you can show your child, by example, that education is worth striving for. The association meets at the School at 6.30pm on the fourth Tuesday of each month, and parents who wish to exhibit an interest in improving the educational opportunities of their children, can do so by keeping this evening aside, and by being actively involved in the activities and programs undertaken. During the last few years, the P&C has contributed enormously to the development of the School, including purchasing extra teaching/learning resources eg. computers and reading resources and improving School facilities eg. playground equipment. This year the P&C provided funding to purchase a software reading program for our students.

No child is allowed to leave the School grounds unless authorised to do so by the Principal. No child will be allowed to leave the School grounds unless the parent provides an acceptable reason in a written request. Visiting the Doctor would constitute a reasonable request. Should the need arise for parents to collect their children during the day, then this must be done through the Office by completing the official student sign-out register.

If you change your address, telephone number, doctor, emergency contact number etc., please inform the Office of this at your earliest opportunity. Please note that, in case of emergencies, it is vital that the School has the correct contact details.

Please ensure that all articles of clothing and other belongings such as books, pencils, rulers, School bags etc are clearly marked with your child’s name. Marking of property is essential for two reasons:

- The number of lost and unclaimed articles we accumulate each year is truly amazing.
- Recovery of property whose ownership is disputed is much easier if the article is clearly marked with the owner’s name.

Pride and care in presentation of books and work is a vital part of your child’s approach to School. You can help by encouraging such pride, by having all books covered (paper, pictures, child’s name and clear plastic are ideal). A carry bag for all children is necessary for transporting belongings to and from School. Please ensure that materials are ready for the first day of School.

Our School celebrates our day to day happenings within the School and wider community through our Facebook page. This is also an excellent way of keeping informed of important events that occur at School from time to time. We would encourage parents to “like” our page at www.facebook.com/stgeorgess.
RELIGIOUS INSTRUCTION

St George State School embraces a multitude of cultural, religious and non-religious beliefs and encourages students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. St George State School respects the background and beliefs of all students by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another. Parents are provided with the option to withdraw their child's participation in the program, if they so wish.

Religious Instruction is not a program or syllabus provided by the Department of Education, and Training (DET), however Religious Instruction Classes for Years 1 - 6 students are conducted by approved personnel each week. Ecumenical classes are held for children of Uniting, Catholic, Presbyterian, Anglican, St George Home Fellowship, Lutheran, St George Christian Assembly, Bush Disciples, Christian Outreach Centre and Assembly of God faiths. Exemption from these classes can be granted by the Principal only, following written requests from parents.

Religious Instruction is not part of our School's Chaplaincy program and occurs only in accordance with legislation and departmental policy.

CHAPLAINCY PROGRAM

A Chaplaincy program is an optional service introduced into St George State School to provide students, staff and parents with additional support. Chaplaincy services also provide an additional adult role model in Schools. Whilst personally modelling and owning their own faith positions or belief, Chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief.

Our Chaplaincy program is compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural State School community. A Chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the School community. All activities and events provided within a Chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate.

St George State School Chaplaincy runs under the guidance of the Local Chaplaincy Committee (LCC), with representatives from parents and staff, local Churches, and Scripture Union (the major employing authority for School Chaplains in Queensland). The Local Chaplaincy Committee is charged with representing the diversity of religious faith and non-religious beliefs in the School community. Members of the LCC understand the cultural and religious customs and needs of individuals and groups within the School and the range of services and support currently available and/or required.

Chaplaincy at St George State School is funded through a combination of a Federal Government grant and through donations from local churches, community organisations and individuals. School funds provided by the Queensland Government for educational purposes are not used to support Chaplaincy services.

Complaints regarding the School Chaplaincy Program are managed in accordance with the School’s Complaints Management Procedure (see the School website for the details of this procedure).

TELEPHONE AND INTERVIEWS

Interviews and telephone messages of a formal nature regarding staff, classes or children should, in the first instance, be made through the Principal. Appropriate action will then be addressed by the Principal.

SPECIALIST TEACHERS

The School is very fortunate to have a number of Specialist Teachers attached to our staff:

- Teacher-Librarian
- Health and Physical Education
- The Arts
- Instrumental Music
- Head of Special Education Services
- Class Case Managers
- Support Teacher: Literacy and Numeracy
- Head of Curriculum
- Community Engagement Teacher
- Language Leader

These Teachers either work with all children in specialised areas (Health and Physical Education, The Arts and Library) or they work with groups of children. At times they work in classrooms giving support to individual children in these classes. Class Teachers also liaise with these Specialist Teachers in their efforts to prepare class programs that cater for the diverse learning needs of all children.
**SCHOOL CROSSINGS**

The School Crossings in Alfred and Grey Streets are supervised mornings and afternoons by trained School Crossing Supervisors. Please assist them to provide safety for your children by obeying all directions and insisting that your children use the Crossings. Please note that the Crossing in Roe Street is not supervised.

**SCHOOL DAY**

8:45  Children take belongings to class rooms, prepare for the day
8:50  Parade (Monday and Friday)
11:00 Lunch - Children must be seated
11:10 Play
11:40 Play stops
11:45 Classes resume
1:15 Afternoon Tea - children must be seated
1:25 Play
1:45 Play stops
1:50 Classes resume
3:00 School finishes

*Bells are rung at:*
8:45am, 8:50am, 11:00am, 11:10am, 11:40am,
11:45am, 1:15pm, 1:25pm, 1:45pm, 1:50pm,
3:00pm.

**Eating Times:**
Children are expected to sit in the designated area from 11:00am to 11:10am and 1:15pm to 1:25pm to eat lunch and afternoon tea. Parents who bring lunch and afternoon tea during the day are required to **DELIVER FOOD TO THE SCHOOL OFFICE.** The School does, however, encourage **ALL** students to bring their lunch or afternoon tea with them at the start of the day.

**Arrival Time**
Children should arrive before 8:45am in order to make adequate preparation for the day’s work. **Students will not be supervised prior to 8:00am and must not arrive at the School prior to this time.**

**Dismissal:**
Once dismissed, **children should proceed home.** Please impress this upon your children. For children who are collected - please ensure that they are **collected promptly at dismissal time - 3:00pm.** Dismissal time for Homework tutoring is **3:30pm.** Children must use the pedestrian crossings provided in Grey and Alfred Streets, which are controlled by School Crossing Supervisors between 8.00am and 9.00am and from 2.45pm to 3.15pm. Children who ride bicycles to School are to refrain from riding them in the School grounds, and to observe traffic rules at all times, including the wearing of helmets. Children who travel on School Buses must wait at the bus parade area under P Block, where they will be supervised until the bus leaves. Should a child not be travelling on the bus at any time, **parents** are requested to advise the bus driver.

**First Day Procedures**
School will commence on Monday 23 January 2017.
For those children continuing at the School and for new children whose enrolment forms have been completed, class lists will have been completed and rooms allocated.

**Year One and Prep Children**
Parents of Year One and Prep children who are not already enrolled are requested to bring their child to the Office Foyer at 8:45am on the first day. If it has not already been done in 2016, an enrolment form will need to be completed. Then you and your child will be shown to the classroom where you will meet the Teacher/s into whose care your child will pass. We understand how much you will want to 'stay a while' with your child, but we ask you to leave when the Teacher indicates. Once the children have settled in, there will be many opportunities for you to become involved in your child’s learning experiences and you will be most welcome.

*We regularly have wonderful student support on Anzac Day.*
ACCIDENTS AT SCHOOL

Despite care and supervision, accidents do happen at School. No treatment is permitted in the School except First Aid. This is an immediate, temporary measure given by School qualified personnel in the case of accidents. If necessary, the Ambulance will be called to the School and the child may be taken either to your family Doctor, the Ambulance Centre or the Hospital. Every effort will be made to contact you and advise you in these circumstances.

N.B. If your child has sores, cuts etc., these should be adequately dressed and attended to at home each day. The School will not be responsible for looking after these types of wounds. Please help us to take the best possible care of your children by advising us promptly of any illnesses, allergies or any ailments from which your child may be suffering. All information provided is treated confidentially.

HEADLICE

There is always the possibility that your child’s hair may become infested with headlice while he/she is attending School. You will be advised immediately if your child is found to be infested, and treatment will be requested. Please assist us in eliminating the incidence of headlice in our School by checking your children’s hair regularly. Information regarding the identification and treatment of headlice is readily available on request from the School or from the Community Health Nurse.

MEDICATION, DRUGS ETC

In line with The Department of Education, and Training (DET) regulations, our School follows a set procedure for the administration of medication. Should your child be prescribed by their medical practitioner to take medication while at School, the following procedure must be followed:

- The parent/guardian must make a written request (on the School’s authority form) to the Principal.
- Where possible the student’s doctor must also sign the medical consent request. This form can be obtained from the School Office.
- The student’s medication, with the pharmacist’s instructions on the container (including the child’s name, dosage and times), must be lodged with the School.

Parents are also advised that:

- Administration of medication will be carried out by an adult staff member designated by the Principal.
- Non-prescribed medications including analgesics (Paracetamol) and cough mixtures should not be brought to School and will not be administered by School staff.
- The authority form is valid for one week only, unless there is permanent medication, in which case special arrangements will need to be negotiated.

INFECTIOUS DISEASES

Students who are unwell are not allowed to attend School. The Guidelines have been drawn up by the National Health and Medical Research Council on the premise that students who have been ill with an infectious disease will not return to School until they have fully recovered. The only exception to this rule is that students with certain skin diseases may return once appropriate treatment has commenced (see the table on Page 18). The recommended periods of exclusion from School are issued as a guide and may be modified in individual cases as circumstances warrant.

In cases of doubt or for guidance in cases of conditions not mentioned in the table, advice should be sought from the relevant Health Professional.

Carriers of diseases such as Hepatitis B are not to be excluded without the explicit approval of the Director General of Education on the advice of the Director General of Health and Medical Services. The risk of contracting communicable diseases in Schools is minimal, as both are transmitted by intimate contact, which is not normal behaviour between staff and pupils, or between pupils. If aggressive behaviour causes concern, advice can be sought from the above.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of person with infection</th>
<th>Exclusion of contacts (those exposed to the person with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (varicella)</td>
<td>Exclude until all blisters have dried. For non-immunised children, this is usually at least five days after the rash first appears.</td>
<td>Exclude susceptible pregnant women and any child with an immune deficiency (e.g., leukaemia) or receiving chemotherapy.</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>Not excluded if person can cover sores with a dressing to restrict direct contact by others and maintain hygiene practices to minimise risk of transmission. Otherwise, exclude until sores are dry.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea and/or vomiting (including • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonellosis but not norovirus or shigellosis - see separate section)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff who handle food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same location, or a single case in a food handler, notify your nearest public health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Enterovirus 71 (EV71) neurological disease</td>
<td>Exclude until written medical clearance confirming the virus is no longer present in the child’s bowel motions is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus influenza type b (Hib)</td>
<td>Exclude until the person has received appropriate antibiotic treatment for at least four days.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza-like illness</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for four days after the onset of the rash.</td>
<td>Immunised/immune contacts are not excluded. Exclude immunocompromised children until 18 days after the appearance of the rash in the last case. For non-immunised contacts, seek advice from your local public health unit.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until appropriate treatment has been completed.</td>
<td>Not excluded. Seek advice from your local public health unit about antibiotics and/or vaccination for people who were in the same location as the case.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until the person has not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.</td>
<td>Seek advice from your local public health unit about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset of symptoms. Written medical clearance confirming child is not infectious from doctor or public health unit is required to return to childcare/School.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Ringworm, tinea, scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded. Female staff of childbearing age should check their immunity with their doctor.</td>
</tr>
<tr>
<td>School sores (impetigo)</td>
<td>Exclude until person has received appropriate antibiotics for at least 24 hours. Cover weeping or crusted sores on exposed areas with a watertight dressing until at least 24 hours after commencing antibiotics and for as long as practical. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal sore throat</td>
<td>Exclude until well and has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Exclude until written medical clearance confirming child is not infectious is received from Queensland Tuberculosis Control Centre.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and paratyphoid fever</td>
<td>Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>
SCHOOL DRESS CODE

SUMMER
- Polo shirt (maroon with a bottle green and white stripe and maroon collar, School Emblem).
- Maroon shorts (uni-sex) or maroon skorts (for girls).

WINTER
Option 1
- Maroon tracksuit.
- School Polo shirt.

Option 2
- Maroon jumper or track suit top.
- Polo shirt (maroon with a bottle green and white stripe and maroon collar, School Emblem).
- Maroon skirt.
- Maroon sports briefs.
- Maroon tights.

FOOTWEAR
- Closed-in black shoes or black joggers, grey or white socks.

HATS
- Maroon or sporting House hat.

Please note:
- Children and parents may select from the listed options to suit their requirements and the seasonal conditions.
- Jewellery may be worn only in the form of watches and studs for pierced ears.
- A School wristband may also be worn.
- Children and parents are responsible for all personal belongings.

Available from the Tuckshop are:
- School polo shirts - $28
- Uni-sex shorts - $20
- Skorts - $20
- School Hats - $10
- Sports Hats - $10
- Fleecy Track Tops - $25
- Microfibre Track Tops - $30
- Microfibre Track Pants - $30
- Chair tidy bags - $10
- Library bags - $8
- School bags (with logo) - $30
- School wristbands - $1

Uniform Policy
The St George State School is a “uniform” School, with an official dress code (uniform policy), which is endorsed by the P&C.
Parents and carers are advised that the School implements the School dress code in accordance with Department of Education guidelines.
Parents and carers, thank you for your ongoing support and help around this School dress code implementation.
SPORT

Children at the School have the opportunity to take part in a variety of sports, both for competition (Inter-School and Inter-House) and for fun.

In all sports, emphasis is on skill development and enjoyment.

Swimming is taught to all children from Prep to Year 6 and an Annual Swimming Carnival is conducted (See separate section “Swimming Program.”)

Athletics is conducted during the winter months, when we participate at Inter-House and Inter-School Carnivals.

All children are placed in one of our three sporting houses:
- **Mitchell** - (House colour blue)
- **Leichhardt** - (House colour red)
- **Nixon** - (House colour green).

**SWIMMING PROGRAM**

During the first and fourth terms, the School conducts a swimming program for all children in Prep to Year 6. The aim of this program is to teach children to swim and at the same time, further develop the skills of those who can already swim. The following policy applies for children and the program:

- If a student suffers from a medical condition which might put other swimmers at risk in the water, written parental consent, supported by a medical certificate, must be obtained for the student to participate in the swimming program.
- Students suffering from infections, suppurating sores or suspected contagions must be excluded from any swimming activity.
- Students must remove jewellery and other ornaments before entering the water.
- Students with long hair must have it secured (with non-metal fasteners) to avoid interference with sight or breathing.
- All students must wear a swim shirt over their swimmers for sun-safety.

REPORTING TO PARENTS

The School’s policy regarding reporting to you on your child’s progress, is a many faceted one:

- Your observations of the books and work samples brought home will show you what your child is achieving.
- Informal visits to School to assist as helpers or just to have a chat.
- Class and School Showcases are organised every term.
- Formal Parent/Teacher conferences are organised for the end of Term 1. You are urged to take part in these, as they are aimed not only at reporting student progress, but particularly at co-operative Teacher/Parent planning to build on your child’s strengths. Please note that Parent/Teacher conferences are not formally organised across the School at the end of the second semester, but parents are invited to contact the relevant Class Teacher should they wish to discuss the second semester’s report.
- Twice yearly, in June and December, formal written reports are compiled to let you know our assessment of your child’s progress in all aspects of his/her education. For Years 3 and 5 students, Nationwide testing in Literacy and Numeracy (NAPLAN) is conducted in May, with test reports to parents distributed later in the year.
- You may be invited to the School to discuss a particular aspect of your child’s progress at any time.

Parents are invited to contact the School at any time should they wish to discuss the progress of their children.
**TUCKSHOP**

The Tuckshop provides a valuable service to our School, operating on **Mondays, Wednesdays and Fridays**. Children need to order their requirements on these days by taking orders (along with money) to the Tuckshop prior to 8:45am. **Please note orders will not be taken after this time.** Orders are then delivered to the classrooms.

Towards the back of this booklet you will find the Summer menu and price list. Changes to the menu and prices are published in the weekly Newsletter.

Keeping the Tuckshop functioning requires much effort from volunteer helpers. Parents are invited to participate on a helper roster. A Newsletter early in the year will contain the necessary details.

**USE OF SCHOOL FACILITIES**

School facilities are not just for use by children and staff, and they need not only be used during School hours. Permission can be sought for any lawful group to conduct meetings at School when children are not in attendance. School equipment and materials may be borrowed, providing damages are paid for by the borrower. School grounds may be used for various activities. Please contact the School Office if you wish to make use of the School's facilities.

**VALUABLES**

Excessive amounts of money, expensive items of jewellery and toys, and items of particular sentimental value, should not be brought to School, as the possibility of loss or damage, for which we can take no responsibility, is always present. Please note that the only jewellery items permitted to be worn are watches and studs for pierced ears.

**VISITS AND EXCURSIONS**

During the year your child may be given the opportunity to attend various presentations, sporting competitions and visit places of interest outside the School and sometimes outside the community as part of his/her general education. You will be advised by a letter home when these events are about to occur.

**VISITORS**

All visitors to the School must report to the School Office and complete the “sign-in” register, where they will receive a visitor badge that is to be worn for the duration of their visit. Similarly, when leaving, visitors must complete the “sign-out” register.

**VOLUNTARY HELPERS**

At various times during the year, requests will be made in the Newsletter for parents and interested citizens to assist staff, on a voluntary basis, in such areas as sports training, reading programs, supervision on excursions, construction of learning and teaching resources etc. If you are willing and able to become involved in these programs, you will not only have the opportunity of actively contributing to the education of your children through your special skills and interests, but you will also be able to actively participate in and observe the educational processes and programs being undertaken by your School.
ST GEORGE STATE PRIMARY SCHOOL
EMERGENCY EVACUATION PROCEDURE

Emergency Evacuation drills are held once per Term. All staff are to be aware of the requirements of Evacuation.

METHOD OF ALARM
Sirens are located in:
- Administration block in the Office
- B Block - Room 16 (inside door)
- C Block - Room 26 (inside door)
- Tuckshop - Room 31 (inside door)
- Resource Centre
- Multipurpose Hall

- A member of staff, on noticing an outbreak of fire or other emergency, should move to the nearest alarm and sound it.
- Method of alarm for evacuation will be one long blast on the hand siren. Hand sirens must be held in horizontal position when being used and must be stored in an upright position at all other times.
- Children are expected to proceed in a sensible and quiet manner. They are not permitted to take anything with them.
- Teachers are to accompany children to the “Safety Zone” - the Back Oval under the goal posts.
- Classes are to take the easiest route getting to the “Safety Zone” that avoids the buildings. All doors are to be closed when leaving the evacuated rooms.
- Classes are to be in two lines with the Class Teacher. The roll is to be called and the Teacher is to report to the Principal or Teacher-in-Charge eg “All are present”. Any volunteer workers in classes must report to the Principal. Roll needs to be called first of persons evacuated from the fire area.
- Children who are in the toilets or out of their regular class for any reason must report to the “Safety Zone” using the most direct route, avoiding going under buildings.
- All other staff members, volunteer workers or visitors to the School must proceed to the “Safety Zone”. They must then report to the Principal or Teacher-in-Charge.

SCHOOL FACILITIES OFFICER
- Check the boys’ toilets.

ADMINISTRATION OFFICER
- Phone fire brigade.
- Turn off computer system.
- Lock Office Area.
- Check the girls’ toilets.

- Should the alarm sound during PGD, staff on duty must check B, C and P Blocks before proceeding to “Safety Zone.”

TEACHERS NEED TO CONDUCT INDIVIDUAL TRAINING DRILLS SO THAT THE CHILDREN ARE FULLY AWARE OF THE CORRECT PROCEDURES.

SPECIAL PRECAUTIONS:
1. All doors linking rooms should be unlocked with no obstacles on either side. These doors allow an alternate escape from the room.
2. Ensure that electrical appliances including heaters, fans and computers are NOT left switched on overnight. Ensure that paper, charts, etc. are not displayed too close to heaters.
3. Tragedy can be avoided only if children are aware of the Emergency Evacuation procedure. Children must be trained in the method of the evacuation procedure.
<table>
<thead>
<tr>
<th>FRESHLY MADE</th>
<th>HOT FOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small salad with ham or chicken</td>
<td>Sausage roll</td>
</tr>
<tr>
<td>Chicken tandoori salad or wrap</td>
<td>Pie</td>
</tr>
<tr>
<td>Homemade pizza</td>
<td>Chicken nuggets</td>
</tr>
<tr>
<td>Chicken Burger</td>
<td>Chicken tandoori kebab</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SANDWICHES</th>
<th>DRINKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken &amp; Salad</td>
<td>Big M - Choc or Strawberry</td>
</tr>
<tr>
<td>Ham &amp; Salad</td>
<td>Bundy Choice</td>
</tr>
<tr>
<td>Chicken, lettuce &amp; mayo</td>
<td>Popper</td>
</tr>
<tr>
<td>Egg &amp; Lettuce</td>
<td>Water</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WRAPS</th>
<th>SNACKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chick &amp; Salad</td>
<td>Fresh fruit cup</td>
</tr>
<tr>
<td>Ham &amp; Salad</td>
<td>Apple slinky</td>
</tr>
<tr>
<td>Chicken, lettuce &amp; mayo</td>
<td>Grain waves (sour cream &amp; chives)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEAL DEALS</th>
<th>FROZEN SNACKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot meal deal - chicken burger with</td>
<td>Frozen yoghurt</td>
</tr>
<tr>
<td>your choice of drink</td>
<td></td>
</tr>
<tr>
<td>Sporty meal deal - chicken &amp; salad</td>
<td>Quelch stick</td>
</tr>
<tr>
<td>wrap with a fresh fruit cup</td>
<td></td>
</tr>
<tr>
<td>Toasted 30c extra</td>
<td>Bulla vanilla ice cream</td>
</tr>
</tbody>
</table>

23
Please note that January 18, 19 and 20 have also been designated by our School as staff professional development days for Teachers and as such there will be no School for students on those days.
<table>
<thead>
<tr>
<th>OUR EXPECTATIONS</th>
<th>CARING, LEARNING, ACHIEVING TOGETHER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BE SAFE</strong></td>
<td>When we feel safe, School is a happy place to be.</td>
</tr>
<tr>
<td><strong>BE RESPONSIBLE</strong></td>
<td>When we are responsible, we are caring, learning and achieving together.</td>
</tr>
<tr>
<td><strong>BE RESPECTFUL</strong></td>
<td>When we are respectful, we are proud of who we are and what we are doing.</td>
</tr>
</tbody>
</table>

### OUR BEHAVIOURS

**In the CLASSROOM and ALL AREAS we:**
- Use equipment appropriately.
- Use our own bike/scooter only.
- Wear a helmet.
- Walk bike/scooter to the gate.
- Wait with teacher at the bus stop.
- Use the School crossings.
- Keep hands, feet and objects to ourselves.
- Give everything a ‘RED HOT GO’.
- Ask permission to leave the classroom.
- Are in the right place at the right time.
- Follow instructions straight away.
- Accept consequences.
- Are organised.
- Set goals for ourselves.
- Publicly acknowledge/reward our efforts.
- Share equipment.
- Play fairly.
- Ask politely to join in.
- Invite others to join in.
- Resolve conflict calmly.
- Care for the environment.
- Use kind words.
- Wait our turn.
- Organise our belongings.
- Say “Good morning” and “Good afternoon”.
- Remove hat when entering a room.
- Wear our uniform.
- Work cooperatively with each other.
- Respect personal space.
- Go to the office before 8am.
- Leave School promptly.
- Go straight to Homework Tutoring.

**Before and After School we:**
- Go to the office before 8am.
- Leave School promptly.
- Go straight to Homework Tutoring.

**When VISITING OTHER LOCATIONS (Tuckshop, Parade, Toilets, Transitions) we:**
- Carry items correctly.
- Keep passage ways/walkways clear and tidy.
- Walk safely on concrete and stairs.
- Keep to the left of the stairs.
- Stay on paths.
- Stay with our group.
- Keep hands, feet and objects to ourselves.
- Borrow and return equipment.
- Finish playing when the first bell rings and line up.
- Use playground equipment correctly.
- Attend Lunch Time Activities.
- Are in the right place at the right time.
- Line up quietly and wait to be called to the counter.
- Use toilets during breaks.
- Turn off taps.
- Go straight there, then straight back.
- Go to the office before 8am.
- Leave School promptly.
- Go straight to Homework Tutoring.

**In the PLAYGROUND we:**
- Are sun safe - we wear a hat and use sunscreen.
- Stay in approved areas.
- Play by the rules.
- Keep hands, feet and objects to ourselves.
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- Keep hands, feet and objects to ourselves.
<table>
<thead>
<tr>
<th>Item</th>
<th>Prep</th>
<th>Years 1 &amp; 2</th>
<th>Years 3 &amp; 4</th>
<th>Years 5 &amp; 6</th>
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