WELCOME

Welcome to Tarampa State Primary School! Your interest in our school is gratefully received.

Interested parents are always welcome at our school and we are always willing to discuss your child’s progress. Our school prides itself on having an “open door” policy where parent requests and feedback are welcomed.

If a school is to play an effective role in the education of children, it is important that a co-operative teacher / parent relationship exists. Indeed, because of the dominant influence of the home on the course of a child’s development, education must be looked at as a team effort involving teacher, parent and child.

While at Tarampa, your child will be given the opportunity to learn: -

- The basic skills and understanding of speaking, reading, listening, writing, mathematics, science, social studies, art, music, health, the German language and physical education.
- To enjoy learning.
- To consider and respect other people, their feelings and opinions.
- To set and meet standards for themselves.
- To have confidence in their own ability.
- That there is a time to lead and a time to follow.
- To accept responsibilities.
- To respect the name, buildings and property of Tarampa State School because it is their school.

I look forward to getting to know you and your child better as the school year progresses.

Best Wishes

The Principal
Parents are a School’s Best Friends

Schools with higher levels of achievement have greater parent involvement.

Documented, along with findings of other studies in an article titled, “Parents are a School’s Best Friends,” by Anne T. Henderson, parent participation is seen as the crux to improved student performance.

The article noted the following major points:

- The family, not the school, provides the primary educational environment for children.

- Involving parents in their children’s formal education improves the children’s achievement.

- Parent involvement is most effective when it is comprehensive, well planned and long lasting.

- Involving parents when their children are young has beneficial effects that persist throughout the child’s academic career.

- While the effects are particularly strong at the early levels, significant benefits can be derived from involving parents in the intermediate and high school years.

- Student’s attitudes about themselves and their control over the environment are critical to achievement; these attitudes are formed primarily at home, though they can be profoundly influenced by experiences at school.

The continuity of values both at home and school reinforces children’s educational experiences.
OUR MISSION

To help each child to develop to their fullest potential academically, physically and socially, and become productive members of society.
1. ABSENCES FROM SCHOOL

When children are absent from school, it is necessary to send a note to the class teacher explaining the reason for the absence. If your child will be away for an extended period of time, please inform the school as early as possible.

From the Regulations, absences of more than three consecutive days without advice, means a ‘compulsory attendance’ form is handed into the local Police who will follow the matter to its conclusion.

If children are to leave school early, an authorized adult must collect them and sign them out in the school’s register. No child will be allowed to leave the grounds unless prior parent permission is given, in writing.

2. ACCIDENTS

(a) Non-Serious Accidents
With accidents of this nature, treatment will be undertaken at school, using medication supplied by the Department. Most staff are qualified to administer basic First Aid.

(b) Semi-Serious Accidents
Where accidents of a semi-serious nature occur (e.g. cuts requiring stitches, tetanus injections, etc.) first aid will take place at school and the parents will be notified so that they may decide on whether further treatment will be necessary. If the parents have given permission for us to use our discretion or if they cannot be contacted through the telephone numbers given at the commencement of the year, the Principal will assume responsibility for the child’s treatment. For head injuries of lacerations an ambulance will be called.

(c) Serious Injuries
Broken bones, Unconsciousness, etc. Parents will be contacted immediately, if the parents cannot be contacted, or if, in the opinion of the Principal, IMMEDIATE emergency action is required, Ambulance and/or family doctor will be notified. If there are no specific instructions on the admission form signed by parents for the child’s file, the Principal will take whatever action is necessary and will incur what expenses he/she deems necessary. Expenses incurred will be the responsibility of the parents.

3. ADVENTURE PLAYGROUND

All efforts are made to ensure that all activities on the Adventure Playground are safe. Children are supervised at all times. While they are playing the following rules apply to the Adventure Playground:

(a) No jumping from any part of the structure.
(b) No pushing.
(c) No playing before or after school.
(d) No other equipment is allowed in the Adventure Playground area.
(e) No digging or playing in the protective bark layer.

In this way, we can minimise any injuries and keep the children safer.

4. ADVISORY COMMITTEES

Advisory Committees comprised of the principal, staff and parents will be established to provide guidance and support in determining the financial and strategic direction of the school. The principal will call for interested parents if required.

5. BADGES

Staff, School Captains, Vice Captains, House Captains and Student Council members wear badges.

Parents are required to wear a badge when volunteering in the school. Collect a “Volunteers Badge” from the office when signing the Volunteers Register on arrival and hand back in when signing out.

6. BUS

Some of our children come to school by bus. It should be noted that misbehaviour on the bus will not be tolerated and the offender will be dealt with at school. They may be put off the bus if we feel that they constitute a danger to the lives of other children on the bus.

The bus drops the children off at the school gate at approximately 8.10am and collects them from the front school gate after school, at 3.40pm. The teachers supervise students while they are waiting for the bus and ensure that they board the bus safely in a timely manner.

7. BUYING LUNCH

Student Council Tuckshop - The Student Council also operate a mini tuckshop that is run by senior students on selected days at 1pm. The tuckshop does not supply meals, only iceblocks at a cost of $1ea. The money raised through this venture are used to purchase resources for our school's students.

8. CAMPS AND EXCURSIONS

Excursions are organised periodically throughout the school year. Camps are organised for children in Years 5 – 6. Both excursions and camps are educational. All information is sent home before the event. Permission slips & payment need to be submitted prior to the event to enable your child’s inclusion.

9. CLASS DRAFTS

As we are a small school, our classes are multi-age. Where possible, we try and group the students in the following way:

Prep, Year 1  Years 1&2  Years 3&4  Year 5&6
10. CONCERNS

Concerns Process

If you are concerned or worried about something at our school please follow the process outlined below. We are happy to work together to solve any issues that may arise. However, due to privacy rules we are unable to discuss issues that relate to children other than your own.

The Department of Education and Training related Policy and Procedure: CMR-PR-001: Complaint Management
11. DENTAL CLINIC

The Health department conducts a School Dental Clinic in our grounds at times during the school year. It is staffed by a full time dental therapist, a dental assistant and a visiting dentist. Free dental services are provided for all children and, as parental approval for treatment is necessary, parents are contacted during the year when their child’s class is due to be seen and treated. Dental Clinic staff request that parents be present at appointments.

12. EMERGENCY EVACUATIONS / DISASTER PROCEDURES

We follow a well-documented and detailed policy with regard to emergency evacuation and “Lock Down” of our school buildings. Each term we have drills to ensure familiarity and confidence. This policy is adopted to ensure the safety or your children. These procedures also extend to other situations such as storms, cyclones, serious accidents, etc.

13. EXCLUSION TABLE

Children will be excluded from school for the following illnesses:

- CHICKEN POX………..- 14 days from onset, or on Doctor’s certificate.
- MUMPS………………...- 14 days from onset, or on Doctor’s certificate.
- MEASLES……………….- 14 days from onset, or on Doctor’s certificate.
- SCABIES……………….- until there is evidence that the disease in completely cured.
- HEAD LICE…………….- until treated.
- RING WORMS…………...- must be completely covered.
- SCHOOL SORES…….- must be completely covered.

14. FAMILY RECORD CARDS

On enrolment, family details are obtained (e.g. address, telephone numbers, emergency contacts, etc.) to be used in case of illness or an emergency. It is very important that these records are kept up to date. Please notify us immediately if any alterations need to be made. Due to privacy regulations, we are not allowed to give out personal information (including phone numbers) to school community members or others.

15. FUNDRAISING

The school and P&C Association, along with affiliated bodies, conduct a variety of fundraising activities throughout the year. The funds raised, in co-ordination with government assistance, allow us to provide a wide variety of resources to enhance the quality of education that we offer. Your support for these programs is requested.
16. HEADLICE

Head lice are a recognized problem in all schools. To assist us in controlling this problem, we would appreciate it if you would follow this procedure:

a) If your child contracts head lice, notify the school immediately. A general warning can then be issued to all students to say a case has been identified.

b) Do not return your child to school until his/her hair (and, it is suggested, the remainder of your family) has been treated with a suitable product. Clearing the hair of all eggs will assist you in checking on further possible ‘outbreaks’.

17. HOMEWORK

Rationale
Homework is to develop study and reflection skills and self-discipline.

Objectives
To reinforce concepts learnt in the classroom.
To instigate and maintain a routine of study for a set time after school which is a necessary skill for further study.
To give parents an insight into their children’s education.
Reading (independent or out loud to parent) is to be done every night.

18 INSTRUMENTAL MUSIC PROGRAM

An Instrumental Music Program is operating within the school for students in Year 5 – 6. It is an Education Queensland program of instruction and is available for students. Some instruments are available on loan from the school. If your Year 3 or 4 child is interested in playing one of our school instruments (Saxophone, Clarinet, Flute or Drums) please put their names on our waiting list as soon as possible. Students may also provide their own instruments.

19 LOST PROPERTY

A lost property bin is located in the undercover parade area in a yellow bin. When parents notice property is missing, we suggest they look in the lost property box or instruct their children to do so. To minimise lost clothing / property all items should be clearly marked with your child’s name. Unclaimed lost property is donated to a local charity each term.

20 LUNCHES

The children are given two breaks during the day to eat lunch (11.00 – 11.20am and 1.00 – 1.20pm). Staff members are on duty to ensure students eat their lunch during this time. If children do not eat their lunch, we encourage them to take it home.

In cases where children do not bring lunch to school, we attempt to contact parents where possible. If parents cannot bring their child’s lunch to school, we will supply lunch for their child at the parents’ cost.
21 MEDICATIONS

Teachers / teacher aides will accept responsibility for the administration of medication on the following conditions:

(A) The dosage and instructions are clearly written on the medication container by the pharmacist or the doctor.

(B) The parent or doctor must PERSONALLY notify the teacher with regard to the administration of the medication. The parent must also give written permission - the appropriate form is available, and must be complete, at the office.

(C) No teacher is allowed, under the Departmental Regulations, to administer non-prescribed medication, (aspirin, paracetemol, etc.)

(D) No teacher will administer intravenous injections, UNDER ANY CIRCUMSTANCES. Our teachers are not qualified to give intravenous injections.

(E) Parents are not to send non-prescribed medication with children to school.

22. MOBILE PHONES

Only emergency mobile phones are acceptable at school and must be handed in at the office on arrival to school and collected before leaving the school grounds.

No mobile phones or electronic devices (MP3, Handheld Games etc) should be in a child’s possession or in their bag during school hours.

23. MONEY AT SCHOOL

If your child has money to be paid to the school, e.g., Swimming, Excursions, Book Club, etc., the money should be placed in the cream letter box in the office as soon as the child arrives at school in the morning. All money needs to be placed in a sealed envelope (these are available from the office) clearly marked with the child’s name and what the payment is for.

24. NEWSLETTERS

Newsletters will be sent home with children every fortnight on a Thursday. We urge parents to read them as they will contain information of interest which will keep you in touch with school activities. Newsletters are uploaded to our school Website for parents convenience at www.tarampass.eq.edu.au

25. PARENT CLASSROOM HELPERS

Teachers welcome the opportunity of having extra assistance from parents as classroom helpers. The tasks range widely from assisting with small groups, to covering books. The class teachers will contact you at the beginning of the school year to let you know the range of tasks available and convenient times to assist. Parents with particular skills (e.g. art, pottery, weaving, etc.) are especially invited to share these skills with the children.
26. PARENTS AND CITIZENS ASSOCIATION.

The Parents’ and Citizens’ Association (P&C) usually meets on the last Monday of each month. These meetings take place at the school commencing at 6:30pm.

The P&C Association plays a very important role in the running of the school so, therefore, it is very important to have as many people as possible attending these meetings and giving their personal input.

ALL PARENTS / CAREGIVERS AND INTERESTED PERSONS ARE URGED TO ATTEND P&C MEETINGS.

27. PARKING

Off street parking is available at the southern gate of the school grounds, near the adventure playground. All students are to be dropped off and collected from this gate. Do not park directly in front of the gate so students are able to exit the school grounds safely. Please collect young children in person at the gate instead of at your car. Do not park in front of the school in Manthey Road.

Do not drive onto the school grounds unless you have received prior permission from the Principal.

28. PLAYGROUND DUTY

During playtime at school, 2 teachers or teacher-aides are on duty to supervise students.

Even though the students are supervised at all times, and every effort is made by the staff on duty to keep your child safe and free from harm, some students get injured. This is generally the result of boisterous behaviour or breaking established play rules.

29. POSITIVE ATTITUDE TO TARAMPA STATE PRIMARY SCHOOL

In order that children develop positive and healthy attitudes to school, it is imperative that they see the same attitudes in their parents. Below are listed many of the little ways that parents can assist their children in developing positive attitudes:

- Attend P&C meetings whenever possible.
- Help out when a teacher requests help in voluntary classroom work.
- Attend as many school sporting functions as possible.
- Be seen by your child talking with his/her teacher.
- Help your child with home/school activities.
- Personal contact is preferred, either face to face, by phone or in writing.
- Help your child/children gather pictures or information for school research work, look through and discuss with your child work in his/her daily work pads and on worksheets.
- Encourage your child to talk about the day’s happenings at school.
- Attend special days at the school.
- Let your child see you educating yourself through the reading of informative books, through viewing educational TV programs, or through external studies.
- Read newsletters from the school.
- Provide your child with the required school supplies.
- Talk to your child about your education and how it has benefited you.
30. THE SCHOOL DAY

8:30am - children allowed to enter school gate.
8:55am - bell rings for student to prepare for class.
9:00am - lessons begin.
11:00am - first break (11.00 – 11.20am eating time, 11.20 to 11.40am play time)
11:40am - children go back into class.
1:10pm - second break (1.10 – 1.20pm eating time, 1.20 – 1.40pm play time)
1:40pm - children go into class.
3:00pm - school finishes.

(Children should not be at school before 8.30am unless negotiated with the principal)

31. SCHOOL REPORTS / INTERVIEWS

Term 2

School Report Cards are sent out at the end of Term 2. Interview Request Forms will be sent out at this time.

Term 4

Report Cards are sent out at the end of Term 4. Interview Request Forms will be sent out at this time.

There are also Literacy and Numeracy tests (NAPLAN) administered in Years 3 & 5. These results are sent home with your child and may be discussed with the class teacher on request.

32. SCHOOL OPINION SURVEY

Each year a Statewide Parent Survey is sent home to randomly selected parents / caregivers that relates to various aspects of our school. We appreciate your input into our school operations and encourage all parents to complete the survey.

33. SICK STUDENTS

If your child becomes ill at school, he/she will be withdrawn from class and monitored by one of the staff at the school. If the condition of your child does not improve, or if your child is becoming agitated or upset as a result of the illness, you will be telephoned to come and collect her/him.

If, in your opinion, your child is sick before school, please do not send him/her to school as this is a drain on the child and their teacher and may further spread the illness to others.

Do not send your child to school after illness until he/she has recovered.
34. SMOKING

Queensland Government Smoking Policy.

There is no smoking in the school buildings, school grounds or within 10m of any playground, play areas or fences around the school. This includes the car park and the front footpath of the school grounds. All persons, regardless of their position or status, are to abide by these parameters.

35. SOCIAL FUNCTIONS

The School, P& C and Student Council organise a variety of activities such as Open Days, morning teas, discos, video nights, etc that not only raise funds for the school but, more importantly, provide an opportunity for the school community to socialise. These events take place at various times throughout the year. Your ideas for such events are most welcome. If you attend these events, you are responsible for the supervision of your children.

36. SPORT

Sporting activities are recognized as an important part of the school curriculum and children are encouraged to join in at all levels. Success to us means trying to do your best to improve. If your child is unable to participate in school sporting activities, a written note is required. We are keen participants in the Brisbane Valley Small Schools competition in a variety of sports. Our school participates in a Small School’s cross-country, athletics carnival and swimming carnival.

37. STUDENT COUNCIL

Each year, a representative from each year level, is selected to be a member of the Student Council. School and Vice Captains are also included. The role of the Student Council is to raise money to purchases much needed student resources and to advise the principal and teachers of the concerns raised by students in the school. The Council meets once a week.

38. SWIMMING

Students attend swimming lessons at the Gatton UQ Pool. It is necessary for children to wear sunsafe swimmers, 15+ sunscreen and bathing caps if hair is long - strictly no jewellery.

39. TELEPHONE

For general school business, our telephone is usually attended during normal school hours except on Tuesdays. If staff are unavailable to receive phone calls, please leave a message on our answering machine and your call will be returned as soon as possible. Requests to speak to teachers will only be granted outside teaching sessions unless the matter is urgent.

40. TISSUES

Each child is required to supply 2 boxes of tissues at the beginning of Term 1.
41. UNIFORMS

- Children are to wear the school uniform including hats and shoes.
- Tank tops, singlets, midriff tops, bike pants and thongs are NOT appropriate dress.
- The wearing of jewellery, with the exception of a watch, a signet ring and medical bracelets is not allowed. Studs or plain sleepers are the only earrings to be worn.
- Closed in shoes must be worn at all times.
- Make-up, including nail polish, is not appropriate.
- The school has a SunSmart Policy that, among other important aspects, indicates that children must wear a broad brimmed or Legionnaire style hat. (See attached Policy - Appendix 1)

42. WET DAY ROUTINE

On the occasions when inclement weather prevents students from enjoying their usual lunchtime outdoor play, provisions are made for students to return to the classrooms in the second part of each break for supervised recreational activities.
APPENDIX 1

SUNSMART POLICY STATEMENT

RATIONALE:

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With this in mind, Tarampa State Primary School realizes the need to protect children’s skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

AIMS

The policy aims to:

- provide on-going education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices.

PROCEDURES

Our school recognizes that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.

The purpose of this SunSmart policy is to ensure that all children attending our school are protected from the harmful effects of the sun throughout the year.

OUR COMMITMENT

The Tarampa State Primary School will:

- inform parents of the SunSmart policy when they enrol their child.
- include the SunSmart policy statement in the school prospectus.
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees.
- incorporate education programs that focus on skin cancer prevention into the school curriculum.
- encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour.
- seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters, parent meetings, etc.
- ensure that all students and staff wear hats that protect the face, neck and ears, and SPF 15 or higher, broad-spectrum, water-resistant sunscreen, when involved in outdoor activities.
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times.
- review the school dress code to conform with the Queensland Cancer Fund SunSmart clothing guidelines.
- incorporate a SunSmart swimsuit into the school uniform.
- ensure that, wherever practicable, outdoor activities take place before 10 a.m. or after 2 p.m. (Australian Eastern Standard Time).
- ensure that adequate shade is provided at sporting carnivals and other outdoor events.
- review the SunSmart policy annually.
OUR EXPECTATIONS

Parents / carers will:

- Provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
  * 8 - 10 cm broad-brimmed
  * legionnaire-style
- ensure that their child applies SPF 15 or higher, broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school.
- Ensure that their child’s clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing that has the following features:
  * dark-coloured
  * collars and sleeves
  * closely woven fabric
  * natural fibre
- Act as positive role models by practising SunSmart behaviour.
- Support the school’s SunSmart Policy and help to design and regularly update the policy.

Students will:

- be aware of the school’s SunSmart policy.
- Take responsibility for their own health and safety by being SunSmart.
- Comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses.
- Apply SPF 15 or higher, broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors.
- Use shaded or covered areas when outdoors.
- Act as positive role models for other students in all aspects of SunSmart behaviour.
- Help to design and regularly update the SunSmart policy.
- Participate in SunSmart education programs.