



SCOTTVILLE STATE SCHOOL PROSPECTUS

Dear Parents,

This booklet aims to bring the school into closer contact with your homes.

While the main objective is to provide information for the benefit of new families, all families within the school will find items of interest.

We have a very open school where we welcome parents coming in to discuss their child's progress or any issues they have concerns about. We greatly appreciate parents taking an interest in and participating in the school and its activities. Also, we place great emphasis on the need for teachers, parents and students working together towards the achievement of quality educational outcomes, for all children enrolled at the school.

Please feel free to contact the school to seek further information, to discuss any concerns or to offer assistance.

Lauren McGeorge
Principal

SCOTTVILLE STATE SCHOOL

STAFF - 2012

Principal		Ms Lauren McGeorge
Teaching Staff	P-1	Miss Joanne Moranino
	2-4	Ms Sheena Stokes
	5-7	Miss Monique Faust
	HPE	Mr Robert Boon
Teacher Aides		Mrs Chris Adam
		Mrs Helen Walsh
		Mrs Collette Patteson
	Library	Mrs Sue Laidlow
Administration Officer		Mrs Helen Sawyer
Cleaner		Ms Jenny Godwin
Grounds person		Mrs Tammy Jenkins

VISITING SUPPORT STAFF:

Primary Science Facilitator	Lyn Shum
Instrumental Music Teacher	Mr Sam Denning
Guidance Officer	Ms Susan Wright
Speech Language Therapist	TBA

SCHOOL ROUTINE

Morning Session	08.30am - 10.30am
Lunch	10.30am - 11.10am
Middle Session	11.15am – 12.45pm
Lunch	12.45pm - 01.15pm
Afternoon Session	01.15pm - 02.30pm

SCHOOL TERMS (2012)

Term	Dates	Length
Term 1:	Monday 23 January - Friday 30 March	10 weeks
Term 2:	Monday 16 April - Friday 22 June	10 weeks
Term 3:	Monday 9 July - Friday 21 September	11 weeks
Term 4:	Monday 8 October - Friday 14 December	10 weeks

PUPIL FREE DAYS (2012)

TBA

PUBLIC HOLIDAYS (2012)

Thursday 26th January

Friday 6th April

Monday 9th April

Wednesday 25th April

Monday 7th May

Monday 11th June

OUR VALUES

School Purpose:

At Scottville State School we aim to achieve optimum learning outcomes for every student through a safe, tolerant and disciplined environment within which young people prepare to be active and reflective Australian citizens with an intrinsic love of lifelong learning.

Vision Statement:

At Scottville State School we recognise and value the importance of family and community in the educational partnership as we endeavour to continually achieve the best possible academic outcomes for every student through consistently modelling high academic and social expectations.

We aim for our students to enter their secondary years of schooling with an academic standard comparable to other Queensland schools, taking with them the attributes essential to successfully participate in contemporary society.

Strategic Alignment:

At Scottville School we have closely aligned our four overarching values with our school rules and with the values of Education Queensland. Our four main values are used first and foremost as a target to aspire to. In an attempt to better prepare students through values education, we have incorporated an in depth selection of key concepts that relate specifically to each of our four values.

Education Queensland

Excellence in Endeavour
 Respect for People
 Integrity in Service
 Professionalism in Performance
 Environmental Sustainability
 Unity in Purpose



Scottville State School:

School Values

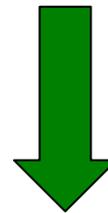
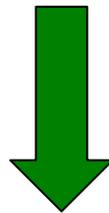
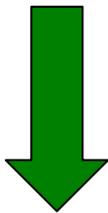
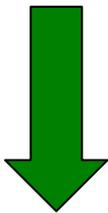
Resilience
 Confidence
 Tolerance
 Perseverance



School Rules

Be Safe
 Be Responsible
 Be Respectful
 Be Committed to Learning

Our four overarching values and the concepts used to explicitly teach each value:



Manners Friendship Honesty Tolerance Consideration Thankfulness Kindness Trust Compassion Loyalty	Self-Discipline Responsibility Courage Contentment Happiness Self-Acceptance Truthfulness Fairness Honesty	Cooperation Citizenship Living Skills Helpfulness Reflection Optimism Forgiveness Generosity Justice Peace	Perseverance Patience Independence Determination Service Global Awareness
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Excerpt from Scottville States School's Responsible Behaviour Support Plan for Students (RBSPS)

All members of the school community are expected to:

- *conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.*

RIGHTS AND RESPONSIBILITIES

**Students have the
RIGHT TO:**

- learn and play in a safe environment
- be respected and treated fairly by all
- value themselves and their beliefs
- be trusted

**Teachers and support staff have the
RIGHT TO:**

- teach and work in a safe environment
- be respected and treated fairly
- take pride in themselves
- be supported by all staff members
- be treated as professionals
- access the available school resources

**Students have a
RESPONSIBILITY TO:**

- participate actively in the school's education program
- respect themselves and the rights of others
- be aware of the consequences of their own actions and the actions of others
- respect property and the school environment
- take pride in their appearance
- uphold school rules
- be honest

**Teachers and support staff have the
RESPONSIBILITY TO:**

- maximise student learning potential through an inclusive and engaging curriculum and teaching
- maintain efficient school routine
- implement fair and consistent behaviour management
- model and uphold the visions and values of appropriate behaviour in accordance with Education Queensland
- be aware of school policy
- plan for their own professional development
- work co-operatively and professionally with others
- initiate and maintain constructive communication and relationships with students, and parents/guardians
- provide a safe environment
- ensure confidentiality

<p>Parents have the RIGHT TO:</p> <ul style="list-style-type: none"> ➤ expect that their children will learn in a safe and secure environment ➤ be respected and treated fairly by all school community members ➤ express their opinions in a responsible manner in regards to decision-making ➤ have access to school personnel at a mutually arranged time ➤ have access to relevant information ➤ be informed of their children's academic/social/emotional development 	<p>Parents have the RESPONSIBILITY TO:</p> <ul style="list-style-type: none"> ➤ contribute positively to the behaviour support plan that concerns their child in accordance with The Responsible Behaviour Support Plan for Students ➤ initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour ➤ work co-operatively with others ➤ model appropriate behaviour ➤ encourage children to value their education ➤ see school as a worthwhile place
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School Rules

At the beginning of 2007 staff at Scottville held a parent forum to discuss student behaviours across the school. As a result of this forum, it was decided upon that the school would collaboratively develop a new and refreshed set of school rules, in which all staff and community members would model and teach when on school premises. The following school rules were introduced:

Personal Best: Students are encouraged to give their personal best at all times.

Respect Everyone: Students are to treat others with the respect, the same way they wish to be treated.

Hands & Feet to Yourself: No physical violence of any nature is accepted.

Act Safe, Be Safe: Act in a safe and responsible manner, modelling the appropriate behaviour at all times.

OUT OF BOUNDS AREAS DURING PLAYTIME

- Around the toilet blocks
- Around the garden sheds
- Under the demountables
- On verandahs
- In the garden areas
- On stairs/ stairwell
- In and around the pump area

POLICY AND PROCEDURES

ABSENTEES

When a child has been absent from school, he/she should return with a note signed by a parent or guardian. Alternatively, a phone call to the office will suffice.

ARRIVAL AND DEPARTURE

If you drive and/or pick up your child/ren at this school, please drive carefully near the school. There will be other children about and we need to care for everybody. Please use designated car park areas.

Children should arrive at school no earlier than 8.00am and should depart promptly after dismissal unless participating in organised school activities. Students should wait inside the school grounds.

If, on the occasion children need to be dropped off before 8.00a.m. Please contact the school to make these arrangements.

ARTS COUNCIL

It is the practice of this school for all children from Prep through to Year 7 to attend Arts Council performances when they are available. Parents are responsible for the admission costs (usually \$6-00 per student) and performances are usually held twice per year. The shows, which are of a high quality, present a variety of drama, dance and musical experiences that are approved by Education Queensland.

BICYCLES

Children riding bicycles to school must remember:

- 1. To wear their bicycle helmets**
- 2. Bicycles must be walked across the road crossing area**
- 3. Bicycles must be walked onto the school grounds and walked to the gate upon leaving the school; and**
- 4. Bicycles are to be located in the bicycle racks during the day**

BOOK CLUB

The Scholastic Book Club is conducted in this school to further encourage children to read. There is no obligation to buy any books at any time.

Each month your child will receive a free pamphlet which will feature a selection of books which he/she may purchase. The books offered each month are graded in age and interest levels. Closing dates for orders will be advised.

Order forms, together with appropriate money, should be handed to the classroom teacher.

BOOK LIST

Booklists will be available from the school administration in Term 4 2011. Alternatively you can elect to have your order filled at our local newsagency by letting them know what year level your child/ren are in.

CAMPS

At the Principal's discretion, children will be given the opportunity to participate in a biannual camp.

In 2011 the Year 5-7 students were given the opportunity to travel to Charters Towers for a 4 day camp linking to the themed unit 'Gold'.

The current camp program aims to provide new experiences for students. It is envisaged that a camp will be offered each year and alternate with a local camp and larger more expensive excursion.

These camps are not free. While we try to reduce the costs, families will be expected to pay a minimum cost for every student who attends camp. This can be paid off during the year as a weekly/fortnightly contribution.

DRESS CODE

The P&C of Scottville State School resolves that it supports a student dress code for our school because it believes that a student dress code promotes objectives of Education (General Provisions) Bill 2006.

In particular, the P & C of Scottville State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- ready identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school
- fostering a sense of belonging; and developing mutual respect among students through minimising visible evidence of economic or social differences.

It is recommended that

- a uniform is worn within 2 weeks or less of your child/ren commencing at Scottville State school (These are available through the School)
- **closed in footwear is also to be worn everyday unless a note is provided by parents/carers to say otherwise**
- wide brimmed hats are to be worn everyday from the commencement of your child/ren at school. Scottville State School has a '**NO HAT, NO PLAY**' Policy. Our school promotes "Sun Safety"

HATS - *Wide brimmed hats can be purchased from the school office for \$10-00.*

For any occasions, extremes in dress and/or grooming that will cause undue comment or attention are not permitted. Basically, grooming reflects the dignity and self-worth of the individual. Children should use the following guide:

- (a) nail polish and/or eye make-up are not permitted;
- (b) a wrist watch may be worn;
- (c) a necklace may be worn under clothing;
- (d) 'sleepers' or 'studs' may be worn if ears are pierced.
- (e) a neat, well kept hair style is preferred;
- (f) shoes and socks are to be worn for all outside activities.

ENROLMENTS

Enrolment forms are readily available at the office.

Please note: A Birth Certificate or other documentary evidence of the date of birth is required for admission to the Preparatory Year (Prep).

EXCURSIONS

During the year your child will be given the opportunity to participate in various educational outings. Parents/Guardians will be notified of the dates of these excursions/camps beforehand and your written permission allowing your child to participate will be sought.

EXEMPTION FROM CLASS ACTIVITIES

Should parents desire that their child be exempt from certain school activities (eg. Physical Education/Sport) that may seriously affect the child's health, a note must be forwarded to the Principal stating the length of time that this exemption is to be effective.

FIRE DRILL and LOCKDOWN

The school has a well-documented and detailed policy with regard to emergency evacuation of the school buildings. Practice evacuations are conducted regularly throughout the year (once per term).

GROUNDS

The school has a Casual Grounds Person who regularly maintains the grounds.

Children are not permitted in the school grounds outside of regular school hours unless permission is granted by the Principal.

Students are not permitted to use playground equipment during holiday periods.

HEADLICE

HS-19: Guidelines for the Control of Head Lice (Pediculosis) in Schools

Education Queensland has a responsibility for minimising risk to all school community members of being affected by head lice while on school premises, but parents have responsibility for control, detection and treatment of head lice among students.

2.1 Expectations of Schools

To help control head lice, it is reasonable to expect that schools will:

(i) distribute school procedures and information on the control, detection and treatment of head lice to parents and staff at the beginning of the school year or more frequently if required; (information available at Administration Office)

(ii) advise parents to be vigilant, particularly during periods of heavy lice infestation;

(iii) implement classroom organisation and teaching programs, as well as guidelines for play, that minimise head-to-head contact during outbreaks of head lice; (your child may be isolated from other students during class and play time)

(iv) support parents through practical advice and a sympathetic attitude to avoid stigmatising families who have difficulty complying with control measures; and

(v) request parents not to send children with head lice to school until treatment has begun.

2.2 Expectations of Parents

It is the parents' responsibility to ensure that their children do not attend school with untreated head lice. To achieve this, it is reasonable to expect that parents will:

- (i) regularly inspect their child's head to detect the presence of lice or lice eggs;
- (ii) regularly inspect all household members and treat them if required; and
- (iii) notify the school if their child is affected, and advise when treatment has begun.

Treatment

4.3 The level of treatment assistance offered to parents is a matter for each school to determine, preferably in consultation with their community.

Our school sends home a 'Headlice Alert' form once detection has been made. Parents are asked to check their child/ren and return the form.

Contacts

For further information on treatment of head lice contact your local Queensland Child, Youth and Family Health Service, or Public Health Unit or local pharmacy.

Useful Web Sites

- (i) Headlice Information Sheet, Associate Prof Rick Speare, James Cook University <http://www.jcu.edu.au/school/phtm/PHTM/hlice/hlinfo1.htm>
- (ii) Understanding Head Lice Management www.health.qld.gov.au/headlice
- (iii) NITPICKERS Head Lice Education and Prevention <http://www.nitpickers.com.au>

HOMEWORK

Scottville State School has a Homework Policy that has been endorsed by the P&C and is an expectation of Education Queensland.

The Scottville State School 'Homework Policy' is designed to establish in children the pattern and habit of completing a homework activity each week day evening. Teachers will provide weekly homework contracts for the students to complete.

Daily home reading either of a small reading book or a chapter book is a requirement. If students do **not** regularly complete their homework contracts, parents will be contacted and the students will be expected to complete the contracts during their lunch breaks (i.e. miss out on playtime).

ILLNESS

If a child is ill during the day the teacher will either:

- (a) Send the child to the Health Couch and check the child's condition regularly; AND
- (b) Parent/guardians will be contacted and the child will be sent home.

Please note: If your child is unwell before school, please consider keeping him/her at home.

INSTRUMENTAL MUSIC PROGRAM

Children in Years 5-7 are given the opportunity to participate in an Instrumental Music Program. ***The cost of the program is \$35-00 for all students in Years 5-7.*** The musical instrument is provided to the student on a lending basis for the year. Students have a choice of Woodwind, Brass or Percussion.

LIBRARY

Students will be encouraged to borrow books from the resource centre weekly on a Wednesday. Books are a valuable resource and consequently we encourage students to take great care of them.

If students return books in an unsatisfactory manner, you will be expected to pay for replacement of that book. **STUDENTS WILL NEED A MATERIAL LIBRARY BAG.** These bags will help keep the books in a satisfactory condition when books are being moved between home and school.

LOST PROPERTY

Please ensure that all items (especially clothing) are marked. All lost property will be kept in the Lost Property Box, which is located on the veranda of the Administration Block. Parents are asked to monitor carefully the valuables which children bring to school, especially expensive toys, jewellery and money. Any lost property that is not claimed at the end of each year is donated to St Vincent's De Paul.

MEDICATION

For many years it has been the practice for teachers to administer medication to a pupil where it is essential for the pupil's well-being. It is important that medicines be prescribed for administration during school hours, only when this is absolutely necessary. In general the medical profession is aware of this, so that any medication which is prescribed for dosage while the pupil is at school is deemed vital for the maintenance of the functional level of the body.

Where agreement has been reached between the parent/legal guardian, and the Principal, teacher, or other staff member authorised by the Principal to give medication to a pupil, the recommended guidelines should be observed.

If all of these conditions are strictly observed, the Crown Law Office has advised that should an action be brought, the possibility of a teacher or other person authorised by the Principal to administer medication being found to have been negligent would be minimised.

- (a) The parent or guardian must in the first instance make a written request to the principal of the school.
- (b) The student's medication, with the pharmacist's written instruction on the container must be lodged with the school for security purposes.
- (c) Administration of that medication will be carried out by an adult staff member designated by the principal.
- (d) At no time should any medication provided for one pupil be administered to another pupil.
- (e) At all times medication must be kept in a secure place.
- (f) **NON-PRESCRIBED MEDICATIONS SHOULD NOT BE BROUGHT TO SCHOOL AND WILL NOT BE ADMINISTERED BY SCHOOL STAFF.**

MONEY

Any money which is brought to the school is to be in a sealed, labelled envelope. The envelope should be labelled with the child's name and what the money is for (eg. raffle tickets, swimming, sports etc).

NEWSLETTER

A Newsletter will be distributed to the eldest child in each family once a fortnight on a Thursday. This newsletter will keep you informed of all present and future school activities and is the most effective form of communication between home and school. Community members are invited to advertise in the school newsletter.

PARADE

Every Wednesday morning the school conducts a parade.

We extend an open invitation to all parents to attend, as this is when children's efforts are rewarded with certificates and awards.

PARENTS AND CITIZENS ASSOCIATION

The P&C Association has a very important role to play. They are informed of and actively engage in the changes in the school and initiate fundraising ventures.

The Annual General Meeting will be held early in the year. At this meeting new Office Bearers for 2012 will be elected. The P&C holds monthly meetings at 4.30pm in the library; dates will be announced in newsletters.

RELIGIOUS EDUCATION

Religious Education classes for Catholic children are held once per week (Friday mornings). Children must gain written permission from their parents/guardians to attend these classes.

REPORT CARDS

Report Cards are written and distributed at the conclusion of each Semester (twice per year).

REPORTING TO PARENTS

Incidental interviews are encouraged throughout the year and formal Parent-Teacher Interviews are held at the end of Semester 1 and Semester 4. All parents are encouraged to attend to discuss their child's growth and development.

SPORTS & PHYSICAL EDUCATION

A range of general physical education and sports activities are offered through our Physical Education Program and our Daily Fitness Program.

Sporting teams will compete on an inter-school basis in Track & Field, Cross Country and Swimming. Inter-house sports carnivals for Swimming and Track & Field will also be held.

All students have been divided into two houses:

LIGHTNING (RED)

THUNDER (BLUE)

SWIMMING

Through the Health & Physical Education subject children in all grades are transported to the Collinsville Swimming Pool for swimming lessons. Sun Safety is promoted, with the wearing of sunscreen and a sun safe shirt to be worn during swimming lessons. There is a small charge for pool admission and transport.

TRANSFERS

If a child transfers to another Queensland State School, a Transfer Certificate is faxed to the transferring school. (NO transfer is issued for inter-state transfers or for a non-State School).

TUCKSHOP

Our School Tuckshop operates each Friday. This service is made possible through the work of parents in preparing food and working on the Tuckshop Roster. Parent helpers will be called for at the beginning of each term. Parent help allows us to keep prices to a minimum.

VISITORS

All visitors to the school are asked to sign on arrival and departure from the school. The visitor register is located in the administration office.

VOLUNTARY DRIVERS REGISTER

Please remember to fill in the book whenever you provide transport for a school activity. The register is kept in the office.

VOLUNTARY HELPERS

Voluntary helpers are encouraged to assist with classroom programs, at the discretion of the teachers and the principal.

These people might assist small groups of children, listen to children read and share their special skills and abilities. Voluntary helpers will be asked to sign the Voluntary Workers Register.

UNIFORMS

Please note Uniforms are compulsory and must be worn every day.

GIRLS Green Polo-Style Shirt (available at office)

Black Pleated Skirt or Black Shorts.

White socks.

BOYS Green Polo-Style Shirt (available at office)

Black Shorts.

White socks.

HATS A bottle green broad brimmed hat can be purchased from the school at a cost of **\$10.00**. The hats must be worn whenever your child is representing our school (eg. sports carnivals and excursions).

Uniforms are available through the Parents & Citizens Association.

Girls/Boys Shirts **\$25.00 Size 8 - 12** **\$22.50 Size 4 - 6**

Green Broad Brimmed Hats **\$10.00**

Library Bags **\$10.00**