

JUNDAH STATE SCHOOL

"To Strive is to Succeed"

PROSPECTUS

2013

School Address: 11 Garrick Street
JUNDAH QLD 4736

Postal Address: PO Box 28
JUNDAH QLD 4736

Telephone No: 07 4658 6121

Fax No: 07 4658 6163

Email Address: the.principal@jundahss.eq.edu.au

Web Address: www.jundahss.eq.edu.au/wcms/

WELCOME

Dear Parents and Community,

Welcome! I hope that your family enjoys the learning opportunities provided within the Jundah State School community. I encourage and welcome your participation. The support and encouragement you can offer to your child and the school can greatly contribute to learning outcomes.

This information booklet contains details of many aspects of our school's organisation. Please understand that our school practices are subject to continual review and change in response to the needs of our students. However, I believe you will find this booklet as a useful beginning to help you understand our school's procedures.

The details covered in this Prospectus are important and need to be read by *continuing parents* as well as *new parents*. It will assist us, and you, if you revisit the Prospectus to see if it answers the questions that arise from time to time throughout the year, before phoning the school or members of the Parents and Citizens Association.

Should there be any questions that are not answered by this booklet, be assured that the staff and I will be only too happy to make ourselves available to you personally or by telephone. If you have any further questions about our school, please do not hesitate to contact the school by Phone (4658 6121) or Fax (4658 6163).

We wish you all the very best for the year and look forward to your involvement and suggestions.

Yours sincerely,

Nicole Sherwood
Acting Principal

Attachments: Responsible Behaviour Plan and Sunsmart Policy

JUNDAH STATE SCHOOL VISION STATEMENT

A shared commitment to deliver quality curriculum through highly effective practises to ensure continuous improvement in student achievement.

STAFF

Principal/Teacher	-	Nikki Sherwood
Cluster/Specialist Teacher	-	Jane Ferrett
Teacher Aide	-	Kay Wood
Administration Officer	-	Kay Wood
Cleaner	-	Gillian O'Brien
Grounds person	-	Gillian O'Brien
L.O.T.E (French)	-	Pascale Levacher
Guidance Officer	-	Andrew Rodreguiz
Speech/Language Pathologist	-	
Learning Support	-	

***NB:** If at any stage you wish to meet with any of the visiting specialists, please contact the school so as we can arrange an appointment. If you wish your child to access any additional support services we require you to make contact with the Principal to discuss any concerns and request appropriate forms.*

SCHOOL TIMES

9:00am	-	11:00am	1 st Session (ENGLISH BLOCK)
11:00pm	-	11:40pm	First break
11:40pm	-	1:15pm	2 nd Session (MATHS BLOCK)
1:15pm	-	1:45pm	Second break
1:45pm	-	3:00pm	3 rd Session

ARRIVAL AT SCHOOL

In the interests of safety and supervision, children should not arrive at school prior to 8:30am. No responsibility is taken for children arriving at school prior to this time.

SCHOOL PARKING

There is a bitumen car park within the school grounds. Access is via the Retreat Road.

PLAYGROUND DUTY

Students shall be supervised before school and during the two lunch breaks.

SCHOOL TERM DATES

TERM 1 School commences on **Tuesday, 29 January, 2013.**
(10 weeks)

School finishes on **Thursday 28 March, 2013.**

Student free dates - Thursday 24 and Friday 25 January, 2013

Public Holidays in Term 1 are as follows:

Australia Day - Monday, 28 Jan 2013

TERM 2 School commences on **Monday, 15 April, 2013.**
(11 weeks)

School finishes on **Friday, 21 June, 2013.**

Flexible Student free dates - Tuesday 10, 11, 12 April, 2013

Public Holidays in Term 2 are as follows:

Anzac Day - Thursday, 25 April, 2013

Show Holiday - Friday, 17 May, 2013

Queen's Birthday - Monday, 10 June, 2013

TERM 3 School commences on **Tuesday, 8 July, 2013**
(11 weeks)

School finishes on **Friday, 20 September, 2013**

Public Holidays in Term 3 are as follows:

TERM 4 School commences on **Tuesday, 8 October, 2013**
(10 weeks)

School finishes on **Friday, 6 December, 2013**

Student free date - Monday 21 October, 2013

Public Holidays in Term 4 are as follows:

Labour Day - 7 October, 2013

ATTENDANCE

Regular attendance at school maximizes your child's learning outcomes. Please notify the school in advance (eg. by note, e-mail, fax or verbally) or by 9:00 am of the day your child is going to be away from school. There are a number of ways that this will assist us at the school and it is a parent's responsibility to:

- ensure their child arrives at school or their educational program on time every day
- ensure their child attends school or their educational program every school day
- minimise disrupting their child's school day so their child has the best opportunity to learn
- contact the school prior to any planned absences
- provide an explanation, if not beforehand then within 2 days of the student's return to school, each time their child is absent from school, this may take the form of:
 - o a medical certificate
 - o a written explanation note containing the student's name, dates and reasons for absence
 - o a verbal explanation to the school through either a phone call or visit to the school.
- ensure their child follows the school's recommended processes and procedures for late arrival and early departure
- notify the school if their child will be late using the school's recommended communication processes, this may take the form of:
 - o accompanying the child to the school
 - o phoning the school
 - o providing the child with a signed and dated note.

CONTACTING THE SCHOOL

School address: Jundah State School
Garrick Street
JUNDAH QLD 4736

Postal Address: P.O. Box 28
JUNDAH QLD 4736

Telephone: 07 4658 6121

Fax: 07 4658 6163

E-mail address: the.principal@jundahss.eq.edu.au

CONTACTING TEACHERS

Teachers recognise the importance of, and value parent contact. The very best time to make this contact is after 3:15pm and before 4.30pm. The mornings are not always suitable as we are usually busy setting up materials for the day.

For some messages there is no need to actually speak to the teacher and where possible messages should be left with the Administration Assistant (e.g. absence, illness, lost belongings etc.). We are very happy to talk with parents but time spent in doing this at certain times reduces the quality of the education we can provide for your children. So as a result, please only contact the teacher in the morning if the matter is genuinely urgent.

Where you would like an extended meeting with the teacher, please phone the school and make an appointment. We are only too happy to help wherever we can.

It should be recognised that the teacher is the only staff member able to discuss your child with you and it would be appreciated if you could assist other staff members by not discussing your children with them.

Meetings can be organised with visiting specialists as you wish. Written/fax communications are always welcome.

CURRICULUM

The school provides tuition in all curriculum areas:

- * English
- * SOSE
- * The Arts
- * Maths
- * Science
- * Physical Education and Health

Significant emphasis is placed on Literacy and Numeracy and every endeavour is made to continually upgrade the quality of teaching and resources, to improve monitoring of student development. The effective liaison between our school and each child's home is imperative of each child's potential. To this end, we actively encourage parents to participate in their child's schooling.

Our expectations of student performance at Jundah are high. We wish every child to achieve his/her optimum potential.

RELIGIOUS EDUCATION

Religious education classes for all children are presently available once a term by Steve Cavill from the Outback Aerial Mission; and, throughout the year we are visited by Outback Patrol. Children must gain written permission from their parents/guardians to attend these classes.

PREP

Being a P-7 campus, Jundah State School offers Prep full time; and, although it is not compulsory, it is recognised as the official first year of schooling. The Prep child will attend school every day from 9:00am – 3:00 pm in full school uniform. In their first year of schooling, Prep children will learn to take on responsibilities, become more independent, respect and co-operate with others, make healthy and safe choices, develop their physical skills, their oral language and understanding of literacy and numeracy. Furthermore, they will learn how to be thinkers and problem solvers, use their imagination, care for the environment and develop a positive attitude to school and learning. Children at Prep will investigate, talk, plan design and make things, sing, dance, paint, listen to stories, play games inside and outside, climb, jump, balance, plan and share, participate in make believe play, use computers, take part in everyday experiences, write and copy, construct things and reflect upon what they do. Prep offers a whole new world of exciting things for children to see and do in a happy and caring environment where their children develop at their own rate to meet their potential.

ENROLMENTS

Enrolments will normally be carried out in the last few days of January each year. However, prep enrolments need to be completed before the end of the previous school year. Enrolments for new students during the school year are carried out on arrival. It is suggested, where possible, parents contact the school to arrange a mutually suitable meeting time.

VOLUNTEERS

If you would like to assist the teacher by helping in the classroom you may do so through this program. Please feel free to ask for more information. Helpers are highly valued in our classroom.

BOOK CONTRIBUTION

All school requisites, including consumables, shall be purchased by the school and the parents will pay a text book fee per year and a consumables fee per semester - amount to be advised.

REPORTING

Formal parent/teacher interviews and report cards will occur in the second and fourth term. National, state and school based assessment and reporting will occur throughout the year. Parents are encouraged to make frequent contact with the teacher regarding their child's progress.

UNIFORMS

School uniforms are not compulsory but all children are very much encouraged to wear the uniform. The wearing of school uniforms gives children a sense of security when they become a member of a group much larger than their family. It also promotes a positive image for visitors to the school and reduces competitiveness as children do not have to compare fashions. Wearing a school uniform is good training in self-discipline for many children who will attend secondary school with strict uniform codes.

The school uniform readily identifies children when they travel to neighbouring schools, go on educational excursions or attend public functions, making control and supervision easier, and creating favourable impressions which reflect on the school. The uniform is the most cost effective and equitable way of dressing children for the rigours of the school day.

The uniform is as follows:

GIRLS & BOYS:

Summer:

- Yellow Polo Shirt (with school logo)
- Black Shorts/Skirt
- White school socks
- School shoes/joggers
- Bucket Hat / Broad brimmed hat

Swimming:

- Full piece swimmers (Girls)
- Sun shirts are essential

Winter:

- Black tracksuit pants
- Jundah sweatshirt or zip-up jacket
- Hat as above

Children who do not have a wide brimmed hat must remain under the school buildings in the shade. A hat is essential for outside play and activities.

All uniform pieces are available through the Jundah State School P & C.

JEWELLERY

Please note that the only jewellery permitted to be worn at school are sleepers and studs in ears. Watches are permitted.

HAIR

Students need to keep long hair tied back for hygiene reasons.

PERSONAL ITEMS

ALL items must be **clearly named** please. While every effort will be made to care for named property no responsibility will be taken for unnamed property.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds before school or during recess periods unless a written or telephoned request from a parent or guardian is received.

FIRE DRILLS & LOCKDOWNS

These drills occur throughout the year. Their occurrence is designed to be a surprise, thus ensuring the children and staff knows their role if an emergency should arise. The first drill for the year will not be a surprise but rather an introduction to the procedure for the new children at the school.

NEWSLETTERS

The school newsletter is published weekly and is sent with the eldest child in each family. It will keep you informed of all events at the school and should be read carefully each week. The most recent newsletter is also published on our school website. If you would like something included in the newsletter please send it to school by Monday afternoon.

EXCURSIONS

Excursions: Children participate in a variety of educational excursions for social, cultural, academic and physical purposes. Parents will be notified of the excursion and the costs involved as soon as possible.

Parents will be required to complete a permission form before their child participates in any excursion. We are involved in a number of Inter-School Swimming and Athletic Carnivals throughout the year.

Students may be excluded from excursions as per the Responsible Behaviour Plan.

HOMWORK POLICY

Jundah State School homework program reflects a desire to build self-discipline in preparation for later life and to provide the opportunity to reflect on and revise educational concepts. The Homework State Schools Policy outlines the following:

Years P – 3: Could be up to but generally not more than an hour per week

Years 4 – 5: Could be up to but generally not more than 2-3 hours per week

Years 6-7: Could be up to but generally not more 3-4 hours per week

It is expected that students will complete at least 15 minutes reading each night and this will be recorded in their home reading book and signed by a parent or guardian.

SCHOOL FACILITIES AND EQUIPMENT

2 Teaching buildings	8 Curriculum Computers	Shade Shelter
A variety of playground equipment	A variety of sports equipment	1 Library Computer
Library	Fax Machine	1 Laser Jet Printer
Laminator	Keyboards	1 colour laser printer
Video Player	Colour TV	1 Scanner
PA System	Fridges	1 Pixma Photo Printer
Freezer	Ride on Mower	5 Lap Top Computers
Whipper Snipper	Overhead Projector	Interactive whiteboard
1 6mm Movie Projector	Microwave	Listening post
Gas BBQ	Teleconference Phone	iPad
Video Camera	1 Photocopier	
Digital Camera	Tent	
2 DVD Player	iPod	

* If you wish to access the facilities or equipment please contact the Principal or the P & C Executive (a small fee or refundable bond may be charged)

PARENTS & CITIZENS ASSOCIATION

The P. & C. Association meets at the school monthly. The P. & C. Executives are elected at the Annual General Meeting which is held prior to the first P. & C. meeting of the year. All parents are very much encouraged to take an active part in the association and the functions it organises.

P & C Executive Officers 2012:

President: Tanya Forsyth (4658 6001) **Secretary:** Karyn Miller (4658 6206)
Vice President: Duncan Miller (4658 6206) **Treasurer:** Lee-ann Dicoski (4658 6208)

INFECTIOUS DISEASE & HEAD LICE

If children have contracted communicable illnesses such as measles, mumps, flu etc. they should be kept home for the duration of the required quarantine time. A special check should be kept by parents of such things as school sores and **head lice**. Children will be sent home if eggs or lice are present to ensure control of head lice and a red head lice notice will be sent home with every student to try and control an outbreak.

ACCIDENTS AND/OR SICKNESS

When illness occurs at school the child's parents will be advised at the earliest opportunity.

1. In the case of a serious accident or illness occurring, the Ambulance will be called.
2. A minor accident report will be sent home with your child in the event of a minor accident occurring at school.

MEDICATION

Only those medications deemed necessary by a medical practitioner should be brought to school. On these occasions the medications must be given to the Principal before school in the morning accompanied by specific requirements in writing from the parent. A form is provided by the school for this purpose.

Asthma- If your child/ children suffer from asthma, please request an Asthma Action Plan from your doctor. This will be kept in your child's file and if required used as the situation arises.

ADMINISTRATION OF MEDICATIONS

Rationale:

Any medication which is prescribed for administration while the student is at school and is deemed vital to the maintenance of the body's functional level.

Objectives:

1. To ensure children who require it, are given vital medicines.
2. To ensure that medicines prescribed by doctors are administered properly by responsible adults.
3. To ensure teachers / staff members who give medication to a student follow Departmental Guidelines strictly.

Operating Principles:

1. Before any medication can be administered, parents or guardians must make a written request to the principal. A form is provided for this purpose.

2. Parents should provide **daily medication only** in the original container which has specific instructions from the chemist.
3. A staff member will take the responsibility of administering the medication.
4. Parents should not send along single tablets, the medication should be in the original container.
5. All medications are to be kept in a secure place.
6. Medication cannot be shared between pupils.
7. The school will not administer aspirin or panadol unless the parent or guardian has followed the above procedures.
8. All unused medication will be returned to parents.
9. No intravenous injections will be administered - parents will be requested to attend to such medication personally.

Conclusion:

If this policy is correctly implemented the school will have carried out its responsibility in the administering of medication and will have helped the welfare of the children.

In order that regulations regarding compulsory clauses of the Education Act are carried out, parents are required to provide a letter of explanation or to telephone / fax the school regarding the absence of the child from school, even for one day.

There is no need to speak directly to the Principal to notify an absence.

Early contact in relation to absence assists with planning and management of students.

SCHOOL PROFILE

JUNDAH STATE SCHOOL

REGION: Central Queensland LOCATION CODE: 0910

SECTOR: Primary YEAR LEVELS: P-7

Jundah State School is located in the Central West Region and services the community of Jundah and adjacent properties.

The community consists of the administration centre of the Barcoo Shire with most community members employed by the Council. There are a few itinerants including the teacher, police and hospital sister. The P & C Association are very active and there has been an increasing interest in School Support from community members.

The school offers a curriculum program ranging from Prep to Year Seven with a heavy focus on Literacy and Numeracy evident in all KLA's. Daily Smart Moves is an integrated part of our curriculum along with LOTE (French) for Year 6 and 7, Library Skills, Health and Physical Education and Music.

Jundah State School is part of a cluster of Small Schools called 'The Outback Advantage'. As well as a cluster we collaboratively implement units to deliver quality programs and focus on practise of quality teaching.

The student community consist of students whose interests are closely related to their environment. Their abilities vary but they are all motivated with several showing a high level of academic ability.

Particular features of the school include two buildings one is currently used as a classroom and office and the other as a Computer Lab and Library with an additional room underneath used as an Art Room / Science Room. There are two covered play areas with climbing equipment and a large covered marked court for a variety of sports i.e. soccer, netball etc.

Currently some 7 students attend the school in Years 1 - 7.

We hope this document has been of some assistance in answering your questions. If you have any other questions please don't hesitate to contact the school or the P. & C. President.