

FOREWORD

As the Principal of this great school, it is an honour to work in a small school environment, where caring and professional staff deliver personal education to track, guide and assist students through their learning journey.

At Tingoora State School, all staff are committed to nurture and develop each students potential, so they are equipped with knowledge and skills, to strengthen their development through school and life. We foster positive relationships between parents, students and teachers, which is the foundation for our optimistic and progressive learning culture.

Our aim is to develop a love of education and learning, through engaging lessons, explicit instruction and inquiry based learning. Extension and accelerated learning tasks exist across all year levels, as does targeted teaching for our students with special or specific learning needs.

Using the Positive Behaviour for Learning program (PBL), our students receive explicit instruction relating to how to be organised and persistent. Students learn about being safe in different areas, and skills needed to get along with others. These lessons are taught while encouraging and developing each child's confidence and willingness to have a go.

The purpose of our Parent Handbook, is to provide you with an opportunity to learn about our school and the values and philosophies that are embedded into our school environment. Our aim is provide a document, displaying our expectations, routines, facilities and aspirations for each child who registers as a member of our school.

Julie Matherson
Principal



WELCOME TO TINGOORA STATE SCHOOL CAMPUS

On behalf of the Parents' and Citizens' Association, I would like to welcome you to our school. We encourage all to assist in our efforts to support the school, which ultimately benefits all of the students. The P&C consists of volunteers who generously donate their valuable time as committee members in the P&C, fundraising and general assistance and input into the smooth-running of our school.

Each year we are involved in a number of fundraising activities contributing many dollars to the school community. With funds raised we have subsidised school camps and excursions and provided computers and educational aides for the classrooms. In addition, we have purchased books for end-of-year presentations, as well as contributing to the upkeep of our chapel.

We are very proud of our school and hope that you and your children enjoy the association with our school community.

PRESIDENT 2018 - PARENTS' AND CITIZENS' ASSOCIATION



SCHOOL DIRECTORY

Address: Tingoorā State School
6 Main Street
TINGOORA QLD 4608

Telephone: (07) 41685685

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Email: the.principal@tingoorass.eq.edu.au

Website: tingoorass.eq.edu.au

STAFF

| | |
|----------------------|---------------------------------------|
| Miss Julie Matherson | Principal / Teacher - Yr 3-7 |
| Miss Sophie Williams | Teacher - Prep-2, <i>Tiny Tinnies</i> |
| Mrs Karen Bishop | Teacher - Yr 3-7, STEM, HPE, Music |
| Mrs Robyn Broomhall | Business Manager / Teacher Aide |
| Mrs Karen Handford | Teacher Aide |
| Mrs Gaye Alexander | Teacher Aide |
| Mrs Di Weller | Teacher Aide |
| Mr Troy Besson | Teacher Aide |



2019 SCHOOL CALENDAR

Pupil Free Days: 22, 23, 24, 25 January 2019

Semester 1: Term 1 29 January 2019 to 5 April 2019
Term 2 17 April 2019 to 29 June 2019

Semester 2: Term 3 15 July 2019 to 20 September 2019
Term 4 8 October 2019 to 13 December 2019

SCHOOL VACATIONS

Easter Vacation: 6 April 2019 to 19 April 2019

Winter Vacation: 30 June 2019 to 15 July 2019

Spring Vacation: 22 September 2019 to 7 October 2019

Summer Vacation: 15 December 2019 to 23 January 2019

Public Holidays:

| | |
|------------------|-------------|
| Australia Day | 28 January |
| Good Friday | 19 April |
| Easter Monday | 22 April |
| Anzac Day | 25 April |
| Labour Day | 6 May |
| Queen's Birthday | 7 October |
| Christmas Day | 25 December |
| Boxing Day | 26 December |

DAILY ROUTINE

| | |
|--------------------|--|
| 8:30 am | Children at school to be ready for the day |
| 8:40 am | First bell to get ready for class – Healthy Snack (Brain Food) |
| 9:00 am | Start of school day. Children begin work |
| 9:00 am – 11:00am | Session 1 |
| 11:00 am – 11:45am | <i>First Break</i> |
| 11:45 am – 1:30pm | Session 2 |
| 1:30 pm – 2:00pm | <i>Second Break</i> |
| 2:00 pm – 3:00pm | Session 3 |



Please advise us immediately:

- If you change your address
- If there is a change in your emergency contact number
- If your child will be collected from school by someone else
- If any significant changes occur with regard to your child's health
- If you feel we should know of any other changes which relate to your child

Admission

Children of eligible age may attend a full-time non-compulsory Preparatory Year of education before starting Year 1. Children must turn five by 30 June in the year they intend to commence Prep. When enrolling your child in Prep, a birth certificate (or copy) must be sighted by the school.

Families enrolling children in our school need to complete the following forms:

- Enrolment Form
- Enrolment Agreement
- Internet Access Agreement
- Consent Form to use Copyright Material, Image, Recording or Name or personal information
- Student Resource Scheme

Absences

Regular attendance at school is of benefit to your child. If for some reason he or she cannot attend, or if you know the child will be away, notification to the school is required by 9.00am by a parent or carer. If notification is not received, parents will be contacted via a telephone call to ascertain the reason for the absence. A doctors certificate is required if students are absent from school for more than two days.

If a child is going on a prolonged journey please advise and consult with your child's teacher, well ahead of your departure date, so that work may be provided if necessary. Every day at school counts!

Access/Custody

It is important for the well-being of the child that school personnel are made aware of any relevant information pertaining to the above, e.g. the name/s of the person or persons with whom a child is residing, whether or not legal documents have been obtained. With regard to the latter, copies of such documents must be held at the school. The supply and currency of this information is the responsibility of the enrolling parent/carer.

Accidents

If your child has:

- Superficial wounds, they will be treated by one of the school's First Aid Officers
- Injuries requiring expert medical attention, you will be contacted and if you are unavailable an ambulance will be called
- Any injury requiring urgent medical attention, an ambulance will be called immediately



Appointments with Teachers

Teachers welcome opportunities to discuss matters related to your child's progress at school other than the time designated through the year for parent/teacher interviews. Please make an appointment to see the teacher as this will allow the teacher plenty of uninterrupted time to devote to you and your concern, and ensures that your child's learning is not disrupted.

Assembly

Assembly is held on Tuesdays at 2:45p.m., in the school chapel. This provides an opportunity for sharing information and acknowledging the effort of children in academic, social and behavioural areas. We encourage family members to our assemblies.

Behaviour Management

A copy of our Behaviour Management Plan can be located on our school webpage. We have introduced the *Positive Behaviour for Learning (PBL)*, program across the school, where students earn Tingoora dollars for making good choices. Students can spend their money in the class shop, when they have accumulated enough money. When students have accumulated a determined amount of money, they are able to buy special treats. Children have a cashbook, where they collect money for making good choices, wearing the full school uniform, for reading in the morning, for doing homework and for working hard in class.

Book Club

Throughout the year, our school offers children the opportunity to purchase material through the Scholastic Book Club. Brochures detailing available books are distributed approximately eight times a year with the newsletter.

Bus Code of Conduct

To address the issue of behaviour on school buses, Queensland Transport has developed a “Code of Conduct” for students, bus drivers and operators.

The “Code of Conduct” is a set of behavioural guidelines for students to follow when travelling on school buses to ensure the comfort and safety of your child/ren. It also includes procedures for bus operator/drivers to follow when managing student behaviour associated with school bus travel. Queries or concerns regarding behaviour on the buses should be directed to the bus driver or operator as outlined in the “Code of Conduct”. It is the parent’s responsibility for children’s safety and welfare prior to and after being carried on the school bus.



Camps

Camp educational activities help children build a range of social, emotional and intellectual skills. When participating in school camps, children learn about various aspects of the Australian Curriculum. Camps and excursions can help your child:

- develop skills in team building, leadership and cooperation;
- build self-confidence and self-esteem;
- become responsible as individuals and develop independence; and
- develop an appreciation for the environment.

In addition, we value the extended benefits of sharing camps and outdoor activities with other small schools in our district. Tingoora State School encourages all students to attend day trips, excursions and school camps, as part of the curriculum provided. Fundraising for excursions and camps help to keep the costs to a minimum for parents.

Dental Service

All Queensland children from 4 years of age until completion of Year 10 are eligible for public funded Oral Health Care.

Emergency Contact

Please supply the school with two alternative contact names and telephone numbers. If we need to contact you and you are unavailable, this will be the next point of call. Please ensure that this contact has a different telephone number than yours. Also, please advise the school should your address, telephone number, alternative contacts, any family matter, medical or physical condition of your child, changes. It is imperative that all these details are kept current.

Evacuation Procedures

In the event of an emergency, the school buildings may require to be evacuated or go into “lockdown” mode. Please note the following procedures should you be on the school campus at the time:

The alarm for an evacuation will be the continuous sounding of the bell.

The alarm of a Lockdown will be the sounding of an air horn.

In either circumstance, students and adults will be under the direction of the person in charge of your location in the school, e.g. classroom teacher, Principal, teacher-aide. Please follow the instructions of that person. In the case of an evacuation, accompany them to the marshalling area. The marshalling area, unless otherwise advised, is on the cricket oval. Please wait until your presence has been checked and the ‘all clear’ instruction has been given.

Excursions/Trips

It is anticipated that every child in the school will have the opportunity to benefit from several excursions each year.

You will need to give your permission for your child to participate in any event that will involve leaving the school grounds. Usually this will be done by your completion of a permission slip sent home prior to the event taking place. As the excursion environment differs from the normal school day, students will need to have demonstrated abilities to follow reasonable directions and safe practices consistently to be able to participate in such activities. Children are expected to be dressed in full school uniform to take part in school excursions, with the exception of school camps.



Head Lice

Please be vigilant in checking your child’s hair. It is important to advise the school if any head lice are found. If your child is found to have head lice at school, we will send a note home with the child, requesting that treatment begin immediately. Children must stay at home until treatment has been carried out. A note asking other parents to check their child’s hair will be sent home directly after the school receives information that there has been a case of head lice found. Children are to be treated and should return to school immediately. Items in the newsletters provide information about head lice and are regular features.

Healthy Snack

Each morning before 9:00am, students sit and eat “brain food”. This should be a healthy snack provided by parents with their lunches. We believe this stimulates their brain prior to the commencement of class and helps them concentrate to enable them to learn and improve. Snacks such as sandwiches, fruit, nuts, yoghurt etc... are all foods which are encouraged. No packaged food other than yoghurt is acceptable at this time.



Homework

Tingoora State School's homework policy, is based on guidelines developed by Education Queensland and has been endorsed by the P&C.

We firmly believe in establishing healthy partnerships with parents/caregivers and value the importance of establishing a balance between homework and family commitments. Homework tasks include reading and work that follows what was taught in class. This encourages good habits out of school and is set for students in years 1-6 on a weekly basis. Parents and students are encouraged to talk with teachers and seek assistance if difficulties arise. More information can be located in our Tingoora State School homework policy.

Illness at School

On occasions, children become ill while at school. In such cases, children are sent by a teacher to the sick bed in the Administration Block. Our current procedures for students who report to their classroom teacher as being unwell are:

- The student's classroom teacher will assess the degree of illness, e.g., the classroom teacher might provide a "rest area/buffer time" for that student to remain in the classroom or a referral to the office if the teacher considers that the student is too ill to remain at school.
- If the student is prepared to stay in the classroom after having that break from classroom activities, then the student will remain in the classroom.
- If both the student and the teacher are of the belief that the student is too ill to be at school, the parents/caregivers will be contacted to collect their child at their earliest convenience.

Illnesses Requiring Exclusion

Following are more common infectious diseases that require the child to be excluded from school for a period of time:

| | |
|--------------|--|
| Chickenpox | Children are excluded from school until fully recovered or at least 5 days after the eruption first appears and sores are no longer weeping. |
| Mumps | Exclude for at least 9 days after onset of symptoms. |
| Rubella | Exclude until fully recovered or for at least 4 days after onset of rash. |
| Measles | Exclude for at least 4 days from the appearance of rash. |
| Ringworm | Exclude until day after treatment has commenced. |
| Scabies | Exclude until day after treatment has commenced |
| Head lice | Exclude until day treatment has commenced |
| Impetigo | Exclude until appropriate treatment has commenced and sores on |
| School sores | Exposed surfaces are covered with a dressing, medical treatment must be sought |

Information Communication Technology

Computers are located in the computer lab in the library, however, both classes have access to smart boards and the computer lab.

Tingoora State School aims to integrate Information Communication Technologies into most aspects of teaching and learning. Students have access to computers, iPads, digital cameras, calculators etc.



Key Learning Areas

Tingoora State School's curriculum is organised under the 8 Key Learning Areas. Students are organised into groups for a variety of activities for learning. Teachers teach across the whole school subjects according to their expertise.

- English
- Mathematics
- Science
- HASS
- Digital/ Design Technology
- Health and Physical Education
- The Arts
- Geography
- L.O.T.E (Japanese for students in years 5 - 6)



Late Arrival / Early Departure

Occasionally children arrive late or need to leave school early for various reasons (e.g. Doctor's appointment). On these occasions, parents must go to the office when arriving late or collecting the children early and complete an orange slip giving the reason for the absence from school. These orange slips need to be taken to the classroom and handed to the teacher. If someone other than a child's parent is collecting the student, prior arrangements must be made with the school.

Library

All students are actively encouraged to use the library facilities for both research and leisure purposes. Resources (including books, audio books, magazines, etc.) are valuable educational aids to assist learning and teaching. It is important that students respect school property and display a responsible attitude towards using and returning items borrowed. We expect items lost or damaged whilst in the possession of a student to be replaced by his/her parents or carers. We appreciate parents' efforts and concern in helping us maintain our library stock, by finding or replacing lost items. This allows for maximum benefit to all children. Students participate in exchanging books once a week, a library bag is required to borrow from the library.



Lunches



Because we value education and aim to provide each student with every chance of success, healthy lunches are essential. Chips, lollies and soft drinks are not permitted for lunch. Healthy suggestions for lunch are sandwiches wraps, salad rolls, fruit (real), raw vegetables and yoghurt are the most popular choices for lunches. In both classes there are fridges for the children to keep their lunch. We encourage all children to bring a drink bottle to school with water in it, to drink during lessons and at lunch.

Medication

From time to time parents request that we administer medication to their children during school hours. **Only prescribed medications** can be given to children at school, and **only** after a written request is provided by both the doctor and a parent. Over-the-counter medicines (cough mixture, etc.) cannot be given by a teacher, nor can any analgesic/pain killer. If a child needs medication such as painkillers, the child should not be attending school.

ADMINISTRATION OF MEDICATION TO STUDENTS DURING SCHOOL HOURS

The school policy on the administration of medication to students at school by school personnel is based on information contained in the Department of Education and Training Procedure Register (HLS-PR-009: Administration of Routine and Emergency Medication in Schools). Parents are asked to please read carefully the following Department of Education regulations and school policy with respect to this matter.

1. The parent or guardian must in the first instance make a *written request* to the Principal of the school.
2. The student's medication, with the *pharmacist's written instructions* on the container, must be brought to the school office for security purposes and must be accompanied by the form below.
3. The correct dosage only should be left at the school office. Any unused medication will be returned home daily with the student.
4. Administering of that medication will be carried out by an adult staff member designated by the Principal.
5. Over the counter medicines (cough mixtures etc.) cannot be given by school personnel, nor can any analgesic/pain killer. If a child needs such medication, the child should not be attending school.

Should your child require medication during school hours, please contact the Principal so the necessary forms can be completed which are located in the school office.

Mobile Phones

Mobile phones are not considered necessary at school but if for personal reasons parents require their child to bring one to school, it is important to be aware that these are items which the school cannot be held responsible for in cases of loss, damage or theft. Students are required to take mobile phones to the office immediately on arrival at school. These can be collected at the end of the school day. Currently there is no mobile reception available at school and therefore, the need to bring a phone to school is unnecessary.

Music Program

Our Music program consists of teacher aides teaching choir, in preparation for the term 3 concert and end of year Christmas Carols.



Newsletter

A weekly Newsletter is produced on Friday and sent home with the oldest child, in each family. This newsletter is an important means of communication between home and the school and contains information from the P & C as well. At times, forms, which require permission and returning to school are sent home. Your prompt return of these forms and permission slips help with school organisation. The newsletter can also be found on our web site and extra copies are held at the office.

Parents' and Citizens' Association

The P & C Association provides a forum whereby parents, citizens and staff of the school may discuss school policy and matters of general school improvement. Every parent should make an effort to be an active member of this association. Through attendance at its meetings, parents set an example to their children and show that they are interested in education and the school. Meetings of the Parents' and Citizens' Association are held on a monthly basis. Meeting dates are advertised in the school newsletter.



Throughout the year parents will be contacted by an executive member, or other members of the P & C nominated by the executive, to help with fundraising and donations, which in turn supports all the students of the school. Contact will be made in person or via a telephone call.

Personal Property

Students must accept the responsibility of caring for their own property. Books, lunch boxes, clothing etc. should be clearly named. All lost property is sent to the Lost Property box where it is kept until collected.

As is the case with jewellery and regular school items, students are responsible for any personal property that they may bring to school. Students should be encouraged to take into account the risks of breakage, loss and even theft before bringing valuables to school. Students are strongly discouraged from bringing in items of personal or real value. Should damage, loss or theft occur, the school does not have the authority to impose restitution on any student/s who may have been involved.

Prep Year

Preparatory Year – A New Beginning

Tingoora State School offers a Prep Year program. The Preparatory Year is an integral part of schooling and the starting point for the Early Phase of Learning, which spans Prep to Year 3.

Prep provides an important link between what children learn at home in early education and care services, before they start school and formal schooling.

Our school runs a pre-prep program, 'Tiny Tinnies,' which operates most Fridays for 1 to 2 hours. In term 4, the school provides six weeks of orientation, where students entering school in the following year, are invited and encouraged to participate in school activities, every Tuesday afternoon, for 1 hour.

| | 2019 | 2020 | 2021 | 2022 | 2022 |
|---|------|------|------|------|------|
| Child born 1 July 2013 to 30 June 2014 | Prep | Yr 1 | Yr 2 | Yr 3 | Yr 4 |
| Child born 1 July 2014 to 30 June 2015 | | Prep | Yr 1 | Yr 2 | Yr 3 |
| Child born 1 July 2015 to 30 June 2016 | | | Prep | Yr 1 | Yr 2 |
| Child born 1 July 2016 to 30 June 2017 | | | | Prep | Yr 1 |
| Child born 1 July 2017 to 30 June 2018 | | | | | Prep |

Religious Instruction

Non-denominational Religious Instruction is offered to students by volunteers from the local church community. Requests for exemption must be made in writing by parents. Children not attending religious instruction classes will continue schoolwork.

Reporting

School written reports are prepared four times per year. These reports are set out in a standard reporting format based on the eight Key Learning Areas. In terms 1 and 3, an 'Interim,' report card will go home. This is designed to provide information to parents about how students are going. Parents are welcome to make an interview after or before receiving this report card.

In terms 2 and 4 a more formalised report card will go home. These report cards will be presented to each parent during a requested interview. These reports outline your child's achievements.

The report will include five achievement bands. In Queensland state schools, the achievement of students in years 1-3 will be reported against what is expected for the time of the year using the ratings *Very High, High, Sound, and Developing and requires Support*. The achievement of students in Years 4-6 will be reported against what is expected for the time of the year using the ratings A, B, C, D, and E. Effort and Behaviour are reported for your child against an A-E rating. Written comments will be one overall comment and one behavioural comment.

Information is also provided in the Early Years report, standardised tests and the Queensland Literacy and Numeracy Tests (NAPLAN) for Years 3 and 5. Parent-teacher interviews are offered each semester (Terms 2 and 4).

Reporting in the Preparatory Year is underpinned by the overall monitoring of students' learning and development using the Early Learning Record in Queensland's Early Years Australian Curriculum Guidelines. The Early Years Curriculum Guidelines incorporates age appropriate pedagogies and diagnostic assessment and reporting. The diagnostic tests allows the monitoring of students' progress, which is then reported to parents. Students participate in an Early Start program within the first few weeks of schooling. Students are re-tested at the end of Prep and the beginning of year one.

Parents of children with disabilities will also receive a report on their child's progress against his or her Individual Curriculum Plan (ICP).

Return of Notes

Often you are asked to fill in and return notes that are attached to the school newsletter. Please ensure that these notes are returned to school so that we know that you have sighted the original message. If a note is not returned, it most often means that a staff member will have to call you. By doing this, the school can be sure that you received the information.

There is a "Notes from Home" locked letterbox in the school office for children to place all returned notes.

Road Safety around the School

We have one unsupervised pedestrian crossing located on Main Street. As we have no crossing supervisor, children must be accompanied by an adult to cross the road. For safety reasons, it is expected that all students will use the crossing area in front of the school. It is particularly important for our younger students to be picked up and dropped off inside our school grounds and those students travelling by school bus follow road safety precautions.

As part of the bus Code of Conduct it is strongly recommended that parental supervision is considered at bus pickups and drop offs. Please note that unsafe and/or illegal driving practices around the school endanger the lives of your children and others.



School Photographs

Parents are informed in advance when school photos are coming up. All students should be wearing full school uniform for the day of photos.

School Support Programs

Some students attending the school have special or specific learning needs. Support teachers and advising visiting teachers help to provide modified and alternative programs for these students. These programs aim to support children engage in the curriculum more readily and experience success in their learning. Parents and guardians will be notified if it is anticipated that your child will be involved in an intervention group. At times, the learning support teacher or advising visiting teacher, may work with the class teachers and targeted children, on a modified class program.

A Developmental Guidance Officer also visits the school on a regular basis.

Specialist support is provided from the department and Head of Special Education at Kingaroy SS. This includes weekly visits from an Inclusion Teacher. Parents of students who are experiencing difficulties are encouraged to confer with the classroom teacher who may refer the matter to the class teacher or principal for further actions as appropriate. Through this, access is available to support personnel such as Speech Language Pathologists, Advisory Visiting Teachers and other therapy and support services.

School Uniform

The Tingoora State School community strongly advocates the universal wearing of school uniforms by students from Prep to Year 6 when at school or when attending school related activities. This supports:

- A safe environment for learning by enabling ready identification of students,
- The elimination of competition in dress/fashion at school
- A sense of belonging and minimises visible evidence of economic or social differences

The school uniform, as currently adopted by the P & C, is as follows:

| | |
|------------------------------|--|
| <u>Hats</u> | - Sun-Safe hat only (No caps allowed or Bucket hats) |
| | - Green Wide Broad brim |
| <u>Shirts</u> | - Green with gold stripe (Tingoora School shirt), or bottle green polo <i>(School shirts and hats can be purchased from the school P & C)</i> |
| <u>Formal Shirt</u> | - Checked shirt <i>(Encouraged to wear on Assembly days).</i> |
| <u>Formal dress</u> | - Checked dress <i>(Encouraged to wear on Assembly days).</i> |
| <u>Skirts</u> | - Green knee length skirts (or skorts) |
| <u>Shorts</u> | - Green knee length shorts |
| <u>Socks</u> | - Full black socks |
| <u>Shoes</u> | - Fully enclosed black shoes |
| <u>Long pants/Track suit</u> | - Dark bottle Green |
| <u>Jumpers/Cardigans</u> | - Dark bottle Green (hooded shirts are not allowed) |
| <u>Hair accessories</u> | - Dark bottle Green ribbons, head bands, hair ties etc... |

Students, get paid Tingoora school dollars when they wear the full school uniform.

Students in year 6 have the option to design their own leadership shirt and purchase it. Uniforms can be purchased from the P and C uniform shop. Alternatively, parents can purchase uniforms from best and less if they are not requiring any of the formal uniforms. School hats can be purchased from the uniform shop.

Student Appearance

Tingoora prides itself of presenting a respectful and conservative image. Students are expected to present to school in a clean and tidy manner. Boys are required to have a conservative haircut and girls should wear bottle green hair accessories. For safety reasons, and to minimise the issues of loss and theft, the following guidelines apply to the wearing of jewellery. Students may wear:

- Medical alert bracelets/necklaces
- One watch
- Earrings – one set of studs or small sleepers may be worn
- Signet ring

If students wear inappropriate jewellery that is not listed they will be asked to remove it and hand it to the office staff, until the end of the day when it can be collected. Students with hair shoulder length and longer must be appropriately tied back/up with school coloured hair bands/ties.

Students are not permitted to wear nail polish or make up to school and will be asked to remove it at the office.

Sport and Physical Education

Sport, Physical Education and summer swimming classes are held regularly. All students are expected to participate in these lessons **unless exemption due to a medical condition** in which case a note from the parents/carers is required. A Physical Education teacher visits our school once a week to provide specialist services.



Year 4-7 students participate in Winter and Summer Carnivals on an inter-school basis and practice is held prior to the Carnivals with other small schools in the area. Students also participate in an inter-school athletics carnival and an annual swimming carnival. Regular trials for other sports such as Zone Athletics are offered throughout the year.

Student Resource Scheme

The school operates a Resource Scheme, which provides students with all the necessary supplies including consumables and workbooks for the year. If parents agree to participate, book-packs for each student can be collected during the pupil free days in January. If parents choose not to participate, they will be responsible to provide all items that would otherwise be provided through the scheme. Participation forms are sent out to parents at the end of each year detailing the supplies required.

Sun Safety

Tingoora State School is an accredited SUNSMART SCHOOL. We ask parents to support us by providing suitable hats, clothing and sunscreen. From 2008 State Government policy requires that children wear a sun safe shirt or t-shirt whilst swimming outdoors.

The school has a “NO HAT, NO PLAY” policy which means that a **wide broad brimmed hat** must be worn when outside. Caps are not acceptable (see section on School Uniform). We also ask parents to join other adults in the school community in modelling sun safe practices, in particular the wearing of broad brimmed hats on excursions, camps, sports days and other outside activities. Suitable hats are available at the school office.

Swimming

All children are required to take swimming lessons in the same way that all other subjects are taken. A note with the reason clearly stated must be supplied if a child is to be exempt from swimming.

However, for health and safety reasons, children suffering from infections, sores or illness must be excluded from swimming. If a student suffers from a medical condition, which may put him/her at risk in the water, we must have written parental consent, supported by a current medical certificate, for the child to participate in swimming activities. For safety, long hair must be secured in some manner and jewellery/ornaments must be removed before swimming. New sun safety regulations require that children must wear a sun-safe shirt or t-shirt whilst swimming.



Transferring from the School

Parents are requested to ensure that the school is notified and that all school owned items have been returned and financial affairs have been settled before leaving the school.

Transition

A number of programs are organised each year to assist students, both educationally and socially, as they move from one stage of their education to the next. These include:

Pre-Prep to Prep

Tingoora each year in term 4 hosts an open day. Information about the open day is advertised, prior to the event, in our school newsletter and on our notice board. Parents and their child/ children who are considering enrolling in Tingoora, are invited and encouraged to attend the open day to learn more about our school. During this day, all children will do a range of activities consisting of students from Prep to year 2.

Year 2 – Year 3 Transition

At Tingoora, teachers teach different subjects to all students. All children have by the end of each year, experienced learning under each Tingoora teacher. Students in year 2, attend one half day and one full day in the year 3 classroom, during term 4. During this time, they learn about the routines and expectations of being in the older class (grades 3 – 6).

Primary-Secondary

During year six, Kingaroy State High School offers a series of events to help year six students transition more effectively. These events include transition Master classes where students can elect to attend information half days. In addition, students are visited by staff at Kingaroy High school to answer questions the students may have and attend a full day with students from other schools.

Parents are asked to attend sessions and enrol with their child.

Tuckshop

From time to time tuckshop is offered and is based on the idea of providing healthy choices for children, at a reasonable cost, with the aim of encouraging a healthier approach to eating, a better appetite for good foods and to show that “nutritious” does not mean “dull and boring”.

A menu and order form is sent home when tuckshop is on offer. Orders should be brought to the office before school begins. Correct money is appreciated.



Wellbeing and behaviour programs

To provide the most inclusive and targeted program, the Tingoora State School combines aspects several programs, which are as follows: - 'Kids Matter,' program, to ensure we are catering to all aspects of wellbeing in the delivery of our programs; YCDI (You Can Do It), which instructs students in how to be resilient, persistent, organised and get along with others. Explicit lessons are taught in each area, with the 'Bullying No Way,' program taught in conjunction with 'Getting Along,' lessons.

The PBL (Positive Behaviour for Learning), is the overarching program used to motivated students to make good choices with externally and internally rewards offered.

Additionally, students participate in the Daniel Morcombe program for awareness of self and others and learn to become alert of potential dangers. This program runs every alternative year.

Our program uses a whole-school approach, which involves all members of the school community – school staff, parents and carers, students and the broader community. It is our intention to build a thriving and positive culture where everyone feels a sense of belonging. We listen to our whole school community and look for ways to improve the wellbeing of all our students.

Through research, we have modified our program to provide children with skills in dealing with issues that can affect them socially and emotionally and arm them with the necessary skills to be able to handle situations in school and in life. Our program provides opportunities to be inclusive and respectful, which reflect the diversity of the school community.

Inclusivity in our school may see some students on a specific behavioural plan, or a specific curriculum program and/ or managed attendance, to best address individual needs. Children who are on a specific program, are placed on these programs in consultation with parents/ carers and external governing agencies (where applicable), which respects departmental policies and guidelines. Behaviours, life skills and expectations are communicated weekly during assemblies, are displayed around the school and are discussed during both P & C meetings and student council meetings.

If you have any further questions about any of the topics raised in our Parent Handbook, please do not hesitate to ask.