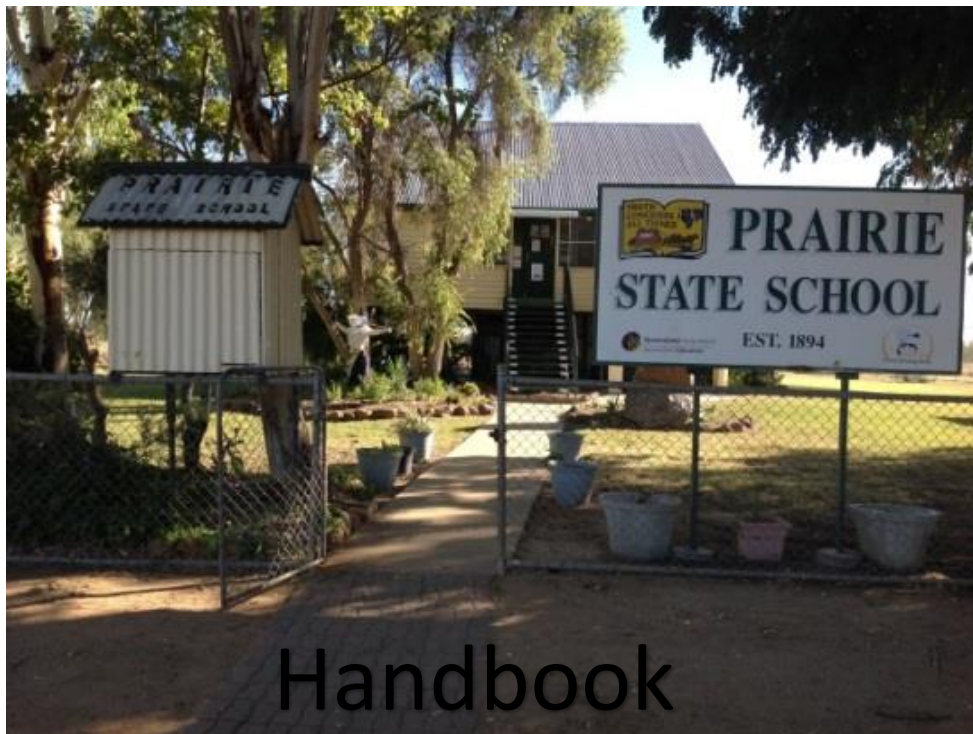




# Prairie State School Parent Handbook



*A quality education in a supportive and caring environment...*

# Welcome to Prairie State School

Welcome to our Prairie Family. Prairie State Schools offers a quality education in a rural caring environment built upon our proud 125-year history.

Integral to any success achieved in the education of children is a strong and supportive bond between the Child, Teacher, Parent and Community. Open communication and individualised inclusive learning across all curriculum areas are vital to the progress of our students' achievements.

This handbook has been produced to provide information about the facilities, procedures and processes at our school.

*Linda Blakoe*

**Principal – Prairie State School**

## **Contact Details**

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## Privacy Statement

### **Enrolment**

The Department of Education collects information for various purposes; including school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – Information Policy.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of the information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits for some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

### **Attendance / Achievement / Behaviour**

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 3 and 5 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

### **Wellbeing, Protection and Safety**

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

### **Children and Young People In the Care of the State – Data Matching**

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- ☐ achievement levels
- ☐ retention rates
- ☐ age
- ☐ school year levels
- ☐ school disciplinary absences
- ☐ student movement between schools

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – Information Privacy at <http://www.iie.qld.gov.au/informationstandards>  
If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

# School Profile

Prairie State School is situated 200km west of Charters and about 45km east of Hughenden in the heart of dinosaur country. Our school opened in 1894 and since has benefited many generations of community members. Our students range from Prep to Year Six and come from surrounding properties and from within the town.

Our school community consists of families associated with grazing and service industries. The school is well supported by parents and community members with many involved in fundraising for our P&C. Like many small rural schools, Prairie State School is the heart of our community and our school buildings and grounds are home to many community events.

Prairie State School is a small one-teacher school that prides itself on individualised teaching and learning for each student. Staff provide a learning environment that is fun, safe, and reflective of contemporary ideologies of primary education and the uniqueness of the local context. Students and staff work hard to ensure that everybody, every day, is learning to the best of their ability and lessons are differentiated across all learning areas.

Prairie State School is part of a network of small cluster schools called the Dalrymple Alliance which supports each school to plan, deliver and moderate quality teaching and learning outcomes to lift teacher and student performance in the classroom. We also work actively with our partner school Cameron Downs on many projects and share many learning experiences.

We acknowledge the Yirandali People as the Traditional Owners of the land on which our school is built and pay our respects to Elders past, present and future.

## Prairie State School

### School Rules

- ❖ Be Respectful
- ❖ Be Responsible
- ❖ Be a Proud Learner

#### AT OUR SCHOOL WE BELIEVE:

- ❖ every child has their own particular strengths and is capable of achieving
- ❖ individualised learning supports each child's ability to set goals and achieve them
- ❖ partnerships between the school, community and families are essential in fostering educational excellence
- ❖ teaching using effective teaching practices and varied means of delivery (technology, discussion, explicit, hands on) promotes learning success
- ❖ stimulating environments, enhance and enrich the learning experience

## Prairie State School Curriculum

At Prairie State School, our teaching is aligned to the Australian curriculum that was introduced to all schools in 2012. The school's curriculum follows the Australian Curriculum focusing in the areas of English, Maths, Science, Humanities and Social Sciences, Digital and Design Technologies, the Arts and Health and Physical Education.

Year Five and Six students will also have Languages Other Than English (LOTE) lessons weekly.

At Prairie, our curriculum focuses on -

- Every Student Succeeding
- Students engaging in learning and achievement, and successfully transitioning to further education, training and employment.
- Teachers employing high quality, evidence-based practices focused on success for every student.
- Differentiated teaching and learning catering to the needs of each individual student.

### Assessment and Reporting

Prairie is committed to monitoring student progress in key areas of their development. Our schools' Assessment and Reporting Framework articulates timelines and expectations for assessment and reporting. Report Cards are written for each student at the end of each semester. Interviews are offered to parents in alignment with these report cards.

## School Routine

**Starting Time:** 9:00 a.m.

The school provides supervision for students from 8:30 am each morning. A breakfast club is held on odd weeks (weeks 1, 3, 5, 7, 9) on Wednesday morning from 8:30-9:00am.

**Finishing Time:** 3:00 p.m.

Students should depart the school on conclusion of the day. Supervision is provided after school by prior arrangement.

**Recess Time:** (a) Morning Tea – 11:00 a.m. to 11:45 a.m

(b) Lunch – 1:30 p.m. to 2:00 p.m.

During eating time, students are required to remain seated and must ask to leave the eating area before play.

**Parade:**

School parade takes place in the downstairs eating area. It is held on odd weeks (weeks 1, 3, 5, 7, 9) on Wednesday morning at 9:00 a.m. after breakfast club.

**Attendance:**

Attendance at primary school is compulsory under the Education Act, unless dispensation is obtained from the Minister. Parents are required under the Act to provide a valid excuse for a child's absence from school. The Department has implemented same day notifications

advising parents/carers when a child has an unexplained absence from school. Our Administration Officer or a staff member will make a phone call on the morning of the absence. If a message is not able to be left when contacting parents/carers, we will go through the emergency contact list until notification has been made. The school phone has an answering machine and messages can be left out of school hours on 47415145. Students who are regularly absent or late will receive follow up calls. Please note that it is a legal requirement for the school to follow up on student attendances and absences.

### **School Dress Code:**

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

### **Summer Uniform**

Green and Gold shirt

Green skirt or shorts

White socks

Joggers

### **Winter Uniform**

As above

Green Tracksuit pants and

Green jumper

### **Footwear**

Enclosed shoes **must** be worn to school for the protection of a student's feet. Thongs and other slip on shoes are considered dangerous and unsuitable. Children with bare feet also run the risk of injury (and may be excluded from some activities, if workplace safety issues are a concern). **Rule: No enclosed shoes = no play.**

### **Hats**

Children must wear suitable hats for our climate. Suitable hats are those with a full brim. Caps and visors are not Sun smart and not part of our school dress code. School hats can be purchased from the school P&C. **Rule: No full brimmed hat = no outside play.**

### **Mobile Phones**

Students are **not** to have mobile phones on their possession at school. Students are required to hand their mobile phones to the office during school hours. If for some reason your child requires the phone, please direct your child to have it stored in the school office for the day. A note from home or a phone call explaining the situation will benefit greatly. The school accepts no responsibility for lost, stolen or damaged mobile phones.

## **Our Community**

### **Parents' and Citizens' Association (P&C)**

Our association is open to any parent or community citizen interested in the school's development. It conducts its meetings once a month. The association exists to improve the quality of conditions and amenities of the school and to cooperate and liaise with the Principal and staff of the school in the best interests of the students. All parents and interested community citizens are invited to nominate for membership and to attend meetings run under the auspices of QCPCA (Queensland Council of Parents and Citizens Associations).

### **Parent/Community Volunteers**

Parental assistance in such activities as listening to children read, making charts and aids, typing, reading stories to pupils, repairing books, supervising small group activities and accompanying children on excursions is always welcome. If you would like to be a voluntary aide, please contact the school Principal.

### **Community Resource Persons**

Some parents have valuable skills, talents or expertise in such areas as art, craft, sport, drama, dance, science, maths, speech etc. If you would like to share your talents, let the school know. If possible, we are anxious to harness the resource potential of our school community.

## **Communication**

**Newsletter** – Posted on our website and sent via email. If you do not have access to the internet, a paper copy can be requested from the office.

### **Notices Home**

A newsletter is published each fortnight, attached to our website and sent through email. Newsletters are the main source of communication with parents. **Please ensure you read each newsletter.**

**School Facebook Page** – Our School Face book page celebrates our school and provides up to date reminders for our school community.

### **Change of Information**

It is essential that parents notify the office of any changes of information in relation to your child e.g. change of address, new telephone number, long term health problem etc., in order to keep our records up to date. We will send home details once a year for you to check.

### **Custody**

In the event of a court order being issued for custody of a child, parents should show the order to the Principal. The Principal will retain a copy of the custody order confidentially in school files.

### **Detention**

Under the Education Act, a child may be detained during play or lunch breaks or for half an hour after school. Detention may be used as affirmative action for disobedience and misconduct or for other breaches of our code of conduct. Parents are informed of school detention in writing for serious misdemeanours. At Prairie, we do not use after school detention. Rather we have a very responsive program of management which includes in-school withdrawal from play: 30 minutes at first break. Students are given the opportunity to eat their lunch before or after a detention. Formal detentions are entered on OneSchool.

## Medical

### **Accidents/illness at School:**

While all care is taken in student supervision, unfortunately accidents do occur. If the matter is considered serious, parents will be contacted by phone to ascertain their wishes.

**Parents should ensure their current phone number or an emergency contact is recorded at school.** If no contact can be made with parents, medical attention by the ambulance will be sought. If treatment by a doctor is required, the ambulance will convey the child to the hospital but a parent or an adult authorised by the parents, will need to accompany the child.

### **Medication**

If parents require medication to be administered to their child at school, a medication form (available from the office) must be completed and signed by a parent and presented to the office. All medication must be in the original packaging and have a pharmaceutical label attached. Parents of asthmatic children are asked to supply their child with a correctly labelled spare inhaler accompanied by a completed medication form and a pharmaceutical label attached.

### **First Aid**

Teachers and Teacher Aides at Prairie State School are supported in gaining accreditation in First Aid. An accredited person will give First Aid to children if it is deemed necessary. Ambulance and/or medical treatment, according to parental instructions, will be sought if the injury appears in our opinion, to be serious. **Injuries/ailments occurring at home should receive treatment and dressing at home.**



## Diseases

The following table outlines the exclusion periods for communicable diseases

CONDITION	CASES
Chicken Pox & Shingles	Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. Exclude from contact with children with immune deficiencies (eg. leukaemia or on chemotherapy) otherwise not excluded.
Conjunctivitis (Acute infections)	Exclude until discharge from eyes ceases.
Diarrhoea (Rotavirus, Giardia, Salmonella, Shigella)	Exclude until diarrhoea has ceased for 24 hours.
Diphtheria	Exclude until medical certificate of recovery following at least 2 negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later. Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever	Exclusion is not necessary
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.
Hepatitis B	Exclusion is not necessary
Hepatitis C	Exclusion is not necessary
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (Cover sores with a dressing).
HIV	Exclusion is not necessary unless the person has secondary infection.
Impetigo (School Sores)	Exclude until appropriate treatment has started and exposed sores are covered with a dressing
Influenza	Exclude until well.
Measles	Exclude for at least 4 days from the appearance of rash. Immunised contacts not excluded. - Non immunised contacts should be excluded until 14 days after the first day of appearance of rash.
Meningitis (Bacterial)	Exclude until well.
Meningococcal Infection	Exclude until well
Mumps	Exclude for at least 9 days after onset of symptoms.
Parvovirus (slapped cheek or "Fifth Disease")	Exclusion not necessary.
Ringworm, scabies, Pediculosis (Lice) Trachoma	Exclude until the day after treatment has commenced
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash. Female staff of childbearing age ensure that their immune status adequate.
Streptococcal infection (including Scarlet Fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.
Tuberculosis	Exclude until well and approval to return has been given by a Public Health Unit Physician.
Typhoid and Paratyphoid fever	Exclude until production of a medical certificate of recovery
Whooping Cough (Pertussis)	Exclude for fourteen days from onset of coughing or until child has taken five days of a 7-day course of antibiotics. (erythromycin) Those taken vaccine should be excluded from childcare until they have course of erythromycin or 14 days after their last exposure to infection.

## Services

### Book Club

Each term children are offered books through Scholastic Book Club. Money for Book Orders must be submitted on time. The school receives award points to purchase new books for the library.

### Guidance Officer

Our Guidance Officer is shared with other schools in our region and visits Prairie once per term. Parents, class teachers or therapists can refer children needing Guidance assistance. Parental permission is required for such referrals.

## Chaplaincy

The School Chaplain provides pastoral care, general and personal advice to all students and provides comfort and support to all students and staff irrespective of their religious beliefs. The school chaplain's role is to support school students and the wider school community in a range of ways, such as assisting students in exploring their spirituality; providing guidance on religious, values and ethical matters; helping school counsellors and staff in offering welfare services and support in cases of bereavement, family breakdown or other crisis and loss situations.

## Religious Instruction

Students must participate in RI unless other written instructions have been provided to the school by Parents/Guardians. A religious instruction teacher visits the school once per term. Students who are not participating in RI will be provided with other instruction in a separate supervised location.

## School Rules and Expectations

Values →	WE ARE PROUD LEARNERS	WE ARE RESPONSIBLE	WE ARE RESPECTFUL
<b>ALL AREAS</b>	<ul style="list-style-type: none"> <li>✓ We challenge ourselves</li> <li>✓ We take responsibility for our learning</li> <li>✓ We are resilient</li> <li>✓ We participate actively in all activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ We take responsibility for our feelings</li> <li>✓ We model good behaviour</li> <li>✓ We take care of our belongings and school property</li> <li>✓ We are on time</li> <li>✓ We are responsible for our own and other's safety</li> <li>✓ We are water wise</li> <li>✓ We are responsible for our health</li> <li>✓ We walk on paths / cement areas</li> <li>✓ We wear shoes at all times</li> <li>✓ We remain in school grounds unless directed by an adult</li> <li>✓ We actively maintain our school space</li> <li>✓ We follow directions</li> </ul>	<ul style="list-style-type: none"> <li>✓ We use respectful words</li> <li>✓ We wear our full school uniform with pride</li> <li>✓ We use good manners</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>✓ We are prepared for learning</li> <li>✓ We always try our best</li> <li>✓ We are focused</li> </ul>	<ul style="list-style-type: none"> <li>✓ We walk in the classroom</li> <li>✓ We work well with others</li> </ul>	<ul style="list-style-type: none"> <li>✓ We respect other's right to learn</li> <li>✓ We use whole body listening</li> <li>✓ We follow classroom routines</li> </ul>
<b>PLAYGROUND</b>		<ul style="list-style-type: none"> <li>✓ We are sun safe</li> <li>✓ We put equipment away in the appropriate place</li> <li>✓ We take turns</li> <li>✓ We play well with others</li> </ul>	<ul style="list-style-type: none"> <li>✓ We take turns</li> <li>✓ We play fairly</li> <li>✓ We respect the environment</li> </ul>
<b>EATING AREA</b>		<ul style="list-style-type: none"> <li>✓ We put our rubbish in bins</li> <li>✓ We eat healthy food / drink water</li> <li>✓ We remain seated during eating time</li> <li>✓ We ask to leave the area</li> </ul>	<ul style="list-style-type: none"> <li>✓ We respect other's lunches</li> </ul>
<b>TOILETS</b>	<ul style="list-style-type: none"> <li>✓ We go to the toilet in break times</li> </ul>	<ul style="list-style-type: none"> <li>✓ We wash our hands</li> <li>✓ We shut the door / lid</li> </ul>	<ul style="list-style-type: none"> <li>✓ We leave the bathroom clean for the next person</li> <li>✓ We respect other's privacy</li> </ul>