



# Stafford State School

Independent Public School



# 2019 Handbook



# Principal's Message

## Welcome!

**Stafford State School is proudly part of a quality public education system in which the overarching objective is to provide opportunities for all students to achieve learning outcomes and reach their potential.**

On behalf of our school community I would like to extend a warm welcome to you and your family. Starting a new school is very important and exciting for both children and parents.

Our school purpose is to provide a quality meaningful education within a stimulating and supportive learning environment. With a further focus on high performance and effective leadership, it is the goal of the school to prepare all learners to be successful on their journey through life.

Stafford State School's five greatest assets are its:

- Dedicated and enthusiastic teachers demonstrating excellent pedagogy
- Student focused curriculum
- Engaged, inclusive and diverse school community
- Outstanding facilities
- Dynamic focus on lifelong learning.

I look forward to working in partnership with you in your child's learning journey at Stafford State School.

**Lee Martin - Principal**

## School Information

### Phone Numbers

School Administration Office: 3552 6333  
Facsimile: 3552 6300  
Outside School Care: 3856 0679  
Absence Line: 3552 6370

### Contact Details

Address: Corner Webster and Stafford  
Road Stafford QLD 4053  
Email: [the.principal@staffordss.eq.edu.au](mailto:the.principal@staffordss.eq.edu.au)  
Website: [www.staffordss.eq.edu.au](http://www.staffordss.eq.edu.au)

### Our Administration Team

Principal:  
Mrs Lee Martin [lmart104@eq.edu.au](mailto:lmart104@eq.edu.au)

Head of Curriculum:  
Ms Leonie Dowse [ldows1@eq.edu.au](mailto:ldows1@eq.edu.au)

Head of Special Education Services:  
Mr Kevin Bracker [kbrac3@eq.edu.au](mailto:kbrac3@eq.edu.au)

Business Manager:  
Mrs Michelle English [mengl4@eq.edu.au](mailto:mengl4@eq.edu.au)

Administration Officer:  
Mrs Judy Robards [jroba3@eq.edu.au](mailto:jroba3@eq.edu.au)

### Important Dates for 2019

<b>Term 1</b>	Tuesday 29 January - Friday 5 April	10 weeks
<b>Term 2</b>	Tuesday 23 April - Friday 28 June	10 weeks
<b>Term 3</b>	Monday 15 July - Friday 20 September	10 weeks
<b>Term 4</b>	Tuesday 8 October - Friday 13 December	10 weeks

### Student Free Days

- Thursday 24 & Friday 25 January 2019
- Monday 21 October 2019

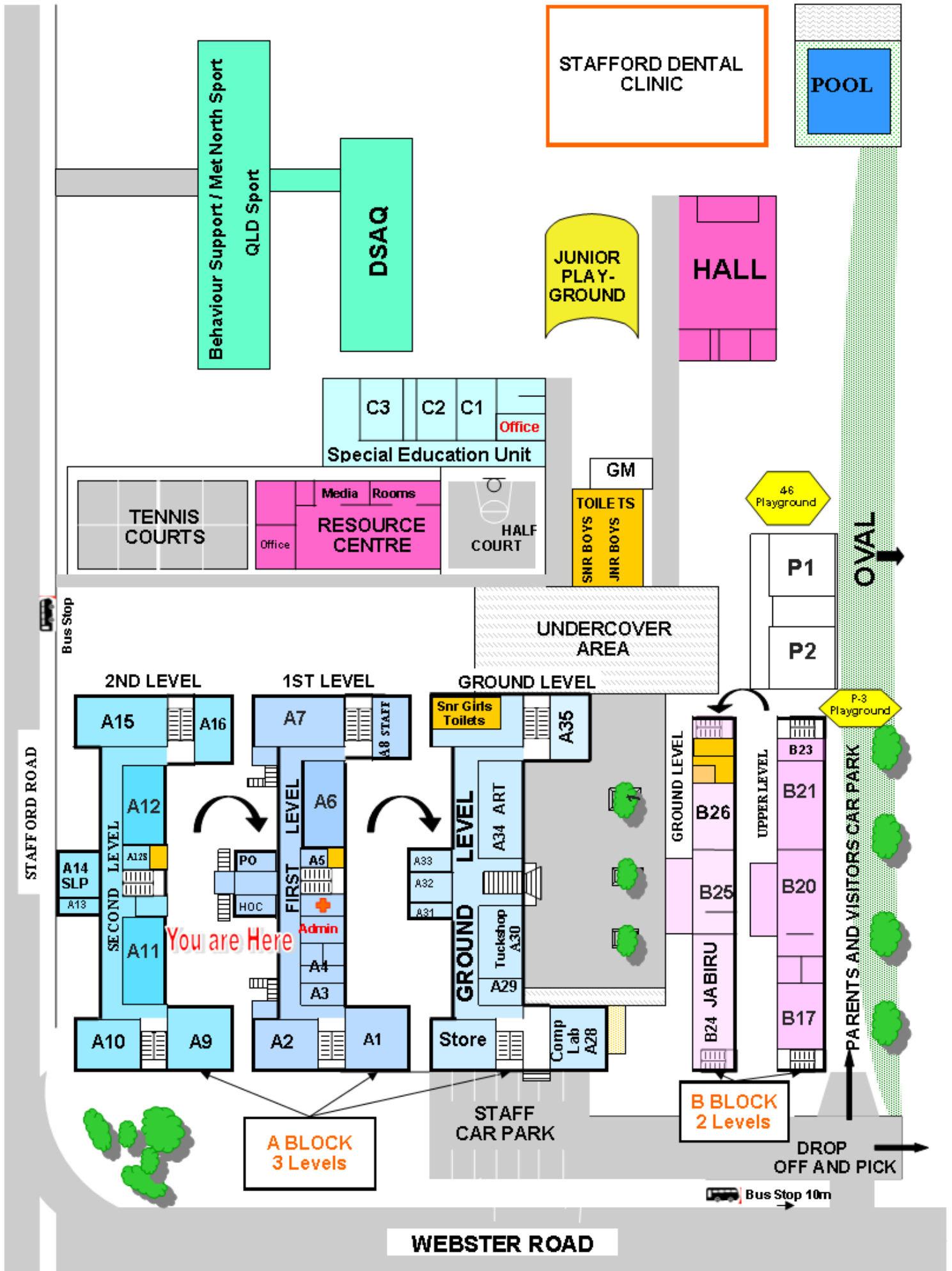
### Important Dates for 2020

<b>Term 1</b>	Tuesday 28 January - Friday 3 April	10 weeks
<b>Term 2</b>	Tuesday 20 April - Friday 26 June	10 weeks
<b>Term 3</b>	Monday 13 July - Friday 18 September	10 weeks
<b>Term 4</b>	Tuesday 6 October - Friday 11 December	10 weeks

### Student Free Days

- Thursday 23 & Friday 24 January 2020
- Monday 19 October 2020

# Stafford State School Map



# Teaching & Learning Programs

Stafford State School provides a dynamic educational experience for students that enables them to become independent, creative and connected lifelong learners.

Our academic programs are focused on building students' foundational skills, attitudes and values to ensure they achieve their individual potential.

Literacy and numeracy skills are taught explicitly as well as embedded in Stafford State School's extended curriculum. The core areas of study for all year levels are based on The Australian Curriculum. They are:

- English
- Mathematics
- Science
- HASS
- Health
- Design and Technologies
- Digital Technologies
- The Arts

In addition to engaging classroom-based learning activities, many aspects of our curriculum are delivered by specialist teachers, including:

- Physical Education & Wellbeing
- Music & Instrumental Music
- Languages Other Than English (LOTE)
- Teacher Librarian

Stafford State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Stafford State School Learning Culture diagram has been developed with input from all staff through group discussion and professional dialogue. Stafford State School is in the centre of the Learning Culture with our motto Strive, Persevere and Succeed. Our Learning Culture has Staff, Students and Parents working together towards Teaching, Learning and Life.

**Every student learning everyday** will help students to contribute to society.



## PHASES OF LEARNING

### PREP YEAR

The quality of learning experiences in a child's earliest years plays a significant role in setting the foundations for lifelong development, including language acquisition, participation and achievement in formal schooling as well as social and emotional skills development.

At Stafford State School, our Prep program celebrates the importance of a quality early years education by providing our students with an enriched learning environment that promotes self-discovery, social awareness and independence.

Our child-centred approach focuses on the development of fundamental literacy and numeracy skills as children pursue their individual interests and follow their natural curiosity.

Prep at Stafford State School provides children with a seamless transition into formal education.

### Lower Primary (Prep – Year 3)

Often referred to as the "Early Years of Learning", Lower Primary at Stafford State School focuses on developing our students' passion for learning, creativity and self-confidence.

Our program aims to not only provide our youngest students with a balanced and relevant set of core literacy and numeracy skills, but also with a strong attitude to learning that will underpin their later academic and personal achievement.

## Middle Primary (Years 4 – 6)

Stafford State School's approach to the Middle Years of Schooling (Years 4–6) reflects our understanding of the unique educational needs of young adolescents.

Our Upper Primary program supports the intellectual, social, emotional, moral, spiritual and physical development of our students. Learning experiences encourage active learning, strong relationships, co-operation, the development of independent learning skills and consolidation of basic skills.

## LANGUAGES OTHER THAN ENGLISH (LOTE – Chinese Mandarin)

The extended Stafford State School curriculum provides all students with the opportunity to engage with experience in different languages and cultures. In Upper Primary, our students are formally assessed in Chinese.

## ASSESSMENT

Assessment helps teachers make decisions about what your child knows and can do. Most assessment in primary school is based on a classroom teacher's direct observations or reflections on students' work and is aligned with the Australian Curriculum's expectations.

Throughout the year, all class teachers will complete diagnostic monitoring and school-wide testing of their students – focussing on literacy and numeracy skills. This will help to identify individual students that would benefit from additional support or extension activities.

## NATIONAL TESTING/NAPLAN ONLINE

The National Assessment Program – is an annual assessment for students in Years 3 & 5. NAPLAN is made up of tests in the four areas:

- Reading
- Writing
- Language Conventions (Spelling, Grammar and Punctuation)
- Numeracy

In 2019 Stafford SS made the transition to NAPLAN Online. Moving to an online testing environment offers many benefits, including:

- introducing 'tailored testing', which gives students questions better suited to their ability, resulting in more precise results
- improving student engagement through computer-based tests
- reducing the time it takes to provide feedback to schools, students and parents.

## TECHNOLOGY & RESOURCES

Stafford State School provides a well-resourced learning environment for students. In addition to our classrooms being filled with age-specific resources, students have access to specialist teaching environments, focussing on 21<sup>st</sup> century learners.

### School Environment

Our students have access to a number of large air-conditioned specialist teaching environments, including a hearing impaired unit, state-of-the-art library, cutting edge technologies, three playgrounds a swimming pool, large sporting oval and Art Room.



### Information Communication Technology

All Stafford State School classrooms are fitted with the latest in interactive, information communication technology, including:

- Teacher Laptops
- Networked PCs
- Mounted data projector
- Class sets of iPads
- Class sets of Student Laptops
- Bee Bots, Drones
- Internet connections

In addition to classroom-based technologies, our students also have access to a specialist computer lab and media room.

## SUPPORT SERVICES

At Stafford State School the hearing impaired and special needs students, access individualised learning programs and specialist teaching staff. We also provide for students with Learning Difficulties or English as a Second Language with specialist support.

Key support services available at Stafford State School include:

- Guidance Officer / School Chaplain
- English as a Second Language Specialist Teacher
- English as a Second Language Cluster Class
- Head of Curriculum
- Head of Special Education Services
- Specialist teacher aides

## HOMEWORK

A balanced approach to homework plays an important role in a child's education. At Stafford State School, we promote homework as not only an opportunity for students to develop self-discipline and independence, but also for parents to see and share their children's education.

<b>PHASE</b>	Lower Primary	Middle Primary
<b>DURATION</b>	15 minutes each night	30 – 45 minutes each school night
<b>FOCUS</b>	Reinforcing literacy, numeracy and problem solving skills	Reinforcing new concepts and developing independence
<b>COMMON TASKS</b>	<ul style="list-style-type: none"> <li>▪ Daily reading to, with and by parents/carers</li> <li>▪ Linking concepts with familiar activities (e.g. shopping / cooking)</li> <li>▪ Conversations about what is happening at school</li> <li>▪ Write for meaningful purposes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Daily independent reading</li> <li>▪ Practising classwork from Key Learning Areas</li> <li>▪ Extension of classwork, projects or research</li> <li>▪ spelling</li> </ul>

## REPORTING TO PARENTS

At Stafford State School, Teachers track your child's progress using a portfolio. While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of year when we formally report to parents:

### Parent/Teacher Interviews (Term 1 & 3)

Teachers are available for pre-arranged, individual meetings with parents and their child to discuss the student's individual achievement and learning needs.

## Student Reports (Term 2 & 4)

Formal reporting is completed in June and December each year. The achievements of all students are documented on formal Report Cards around a 5 Point Scale.

### Prep

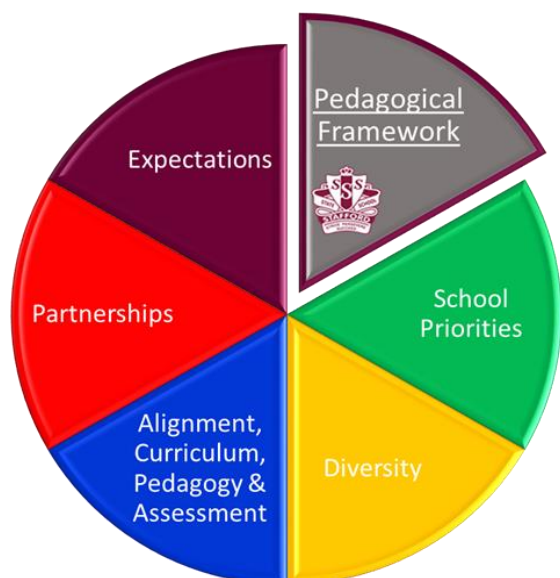
AP	Applying
MC	Making Connections
WW	Working With
EX	Exploring
BA	Becoming Aware

### Year 1 and 2

VH	Very High
H	High
S	Sound
D	Developing
SR	Support Required

### Years 3-6

A	Well above the standard expected
B	Above the standard expected
C	At the standard expected
D	Below the standard expected
E	Well below the standard expected



# Extra Curricula

## Specialist Lessons

Music and Physical Education lessons are provided each week to students. In Terms 1 and 4, the PE lesson is swimming. Instrumental Music is offered in Strings (from Year 3) and Woodwind, Brass and Percussion (end of Year 4), for those students wanting to learn how to play a musical instrument.

## Gala Days / Inter-School Sport

Gala Day inter-school sport is offered to students in Years 4 - 6 in Term 2. Sports include Netball, Rugby League, Basketball & Soccer.

## Sports Houses

There are three sports houses in at Stafford State School. Your child will be allocated to one of these houses once they are enrolled. Siblings are always allocated to the same house.

<b>ATLAS</b>	-	<b>Blue</b>
<b>HERCULES</b>	-	<b>Green</b>
<b>THOR</b>	-	<b>Yellow</b>

## Excursions

Our students' learning is enhanced through participation in school excursions. When planning excursions, our teachers ensure:

- The activity complements students' academic programs
- Safe ratios of adults to students
- Students not participating in the excursion are supervised and provided with an alternative program at school
- Specific processes are in place if students are being transported in private vehicles
- Careful selection and preparation of all parents/volunteers participating in the excursion

All school excursions are approved by our Principal and P&C Association. Our school regularly reviews and updates our excursion procedures using Education Queensland's Curriculum Activity Risk Assessment.

## Library Programs

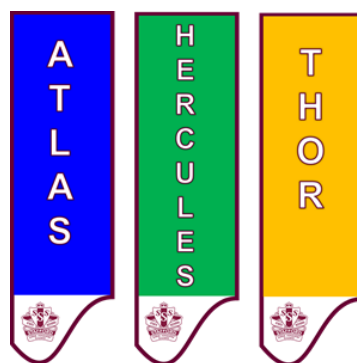
All classes visit our library weekly to borrow reading material. Library bags are available from the Uniform Shop.

Please note: Students are encouraged to look after any borrowed items as there could be a charge for any lost or damaged books.

## Special Events

Throughout the year a range of special events take place, these include:

- Easter Hat Parade
- School Skate Night
- School Disco or Bush Dance
- Under 8's Day / Leadership Days / Reader's Cup
- Music and Christmas Concerts
- School Annual Awards Afternoon
- Year 6 Graduation
- Instrumental Music Recruitment Evening



# School Day

## DAILY ROUTINE

<b>8:45 – 10:45</b>	Morning Session
<b>10:45 – 10:55</b>	Lunch in Class
<b>10:55 – 11:40</b>	First Break
<b>11:40 – 1:15</b>	Middle Session
<b>1:05 – 1:15</b>	Lunch in Class
<b>1:15 – 1:40</b>	Second Break
<b>1:40 – 2:45</b>	Afternoon Session

## COMMUNICATION

Open communication between home and school underpins a great school experience for children.

### From the School

To ensure that you always know what is happening in our school, we provide important information through the following:

- Fortnightly school newsletter
- School noticeboard
- Class Newsletter
- School Website – [www.staffordss.eq.edu.au](http://www.staffordss.eq.edu.au)
- Parent Information Nights & Special Events
- P & C Meetings



## GETTING PREPARED FOR SCHOOL

At Stafford the school day starts at 8:45am and finishes at 2:45pm.

**Classroom Requirements:** A book list will be available from the Administration Office or on our school website.

**Uniforms:** The Uniform Shop opens on Monday and Wednesday from 8:15am – 8:45am for families to purchase school uniforms.

**Class Lists:** Class lists will be displayed in the last week of the school year.

**Before School:** Students who arrive at school from 8:00am will need to sit down until 8:30 in the undercover area, when a bell will sound. Students can then play until the 8:40am bell. Handball only can be played before school. School starts at 8:45am.

**Absences:** Please call Stafford State School Absence Line on 3553 6370.

**Late to School:** Go to the office for a Late Slip.

**Early pick up:** Sign your child out at the Administration Office.

**After School:** School finishes at 2:45am. The undercover area is a meeting point for parents collecting students. If you cannot pick your child up by 2:45pm, please call the Administration Office. Students walking home or catching the bus are encouraged to leave the school grounds as soon as the bell goes.

For safety reasons and Duty of Care, there will be no playing, regardless of parent supervision, on any playgrounds before or after school. This includes the Half-Court Basketball Court.

**Holidays:** The School must be notified of extended absences including holidays. Please see the Administration office for an Application for Exemption form.

## BIRTHDAYS

We are very happy to help your child celebrate their birthday with their class friends. If you would like to bring in cupcakes, please check with your classroom teacher for any considerations (such as, allergies).



# Family & Community Involvement

Parents and families/carers are an important part of our school community. Stafford State School encourages families to become involved in their child's broad education experience with us – by keeping in regular communication with teachers, volunteering in class, and/or joining our P&C Association.

## SCHOOL NEWSLETTER

The Stafford State School Newsletter is distributed to families every second Thursday with the eldest child in the family. Electronic copies are also available on our website.

Our newsletter is one of our main communication links between school and home, designed to keep you informed on what is happening in our school community.

## SCHOOL PARADE

A weekly parade is held in the School Hall at approximately 2:15pm. This is held every Wednesday afternoon. Parents are always welcome to attend.

## PLAYGROUP

Stafford State School has a Playgroup on Wednesdays run by Mrs Helen Cau. If you wish to socialise with other mothers, encourage school readiness for your child and have your child interact in a safe manner with other children their own age here is the opportunity. The playgroup operates from 9:00am to 10:30am each Wednesday. For enquiries phone the school office.



## PARENT INFORMATION SESSIONS

At times throughout the year, Stafford State School will host both formal and informal parent evenings. The focus of these events may vary – from introducing curriculum changes, sharing helpful tips about helping your child's learning at home to open discussions about an important, emergent topic. All events are advertised in our newsletter and school noticeboard.

## VOLUNTEERING

Our school welcomes the active support of our parents and community members.

Whether it is volunteering in our tuckshop, supporting a reading program in class or offering a hand at a working bee – all help is greatly appreciated.

If you are volunteering in our school, please remember to sign in at the School Administration Office.

Parents, caregivers and relatives play a very important and valued role in the education of their child. We welcome your involvement.

### Ways in which you can assist:

- Visiting the classroom and joining in
- Assisting in the classroom for special events
- Reading the newsletters
- Collecting materials for use in collage and art
- Sharing hobbies, interests and expertise
- Assisting with equipment maintenance
- Supporting excursions and other events
- Reading to your child
- Supporting our school rules
- Informing us of queries that you have
- Informing us of ideas you have

Parent volunteers should also sign the Visitors Book at Administration to indicate their presence on school property.

## STUDENT GOALS

Goal setting builds important skills which assist students in their learning and future lives. As students take responsibility for identifying and setting their own goals they develop confidence in their ability to learn. We set Reading, Numeracy and Social Development goals each term based on SMART Goals.

(Specific/Measureable/Attainable/Relevant/Timeframe)



## DIVERSITY

At Stafford State School students are from a broad range of cultural backgrounds. Twenty-five nationalities are represented; therefore there is a high degree of tolerance of difference in the school. We are very proud of our learning community which celebrates tolerance and diversity.

### School Routine

Regular attendance and engagement with learning will result in optimal achievement for every Stafford student regardless of the diverse range of experiences and backgrounds of families in our community. Parents are asked to support our Learning Culture for every student by communicating the expectations of our school in the home:

- Encourage regular attendance
- Monitor Homework completion
- Inspire a love of Reading
- Discuss expected behaviours both at school and at home
- Talk about our School Rules: - Safety, Effort, Respect and Responsibility
- Establish effective and positive partnerships with the classroom teacher to ensure success for your child at Stafford

### From your Family

We encourage you to share any news, concerns or questions with our school.

General events in your family life - such as illness, new babies and visitors - can be a source of excitement or concern for young children, and so may affect their behaviour. Please let your classroom teacher know of any such events.

Please feel free to discuss any problems or queries with your classroom teacher – especially in regards to your child's progress, the school or the Prep program. Teachers will be happy to make appointments for longer discussions.

### Contacting Staff

You may contact your child's teacher by leaving a message through our School Administration Office or via email. The best way to contact a teacher or the Principal is by an appointment.

We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact. The Principal will always make herself available to return calls to those who wish to speak to

## SCHOOL ANNUAL REPORT

Each year, Stafford State School publishes an annual school report. This report outlines our achievement across a number of key performance areas, including student learning outcomes, resource management and community engagement. Electronic copies of the report are available on our website.

## DENTAL CLINIC

Because the school is fortunate enough to have a large Dental Therapists' Training Centre within the grounds, children enjoy the benefits of regular checks plus expert treatment and training in preventative care. Dental treatment is only carried out with the signed permission of parents. The telephone number for the Dental Clinic is 3318 3402.

## LOST PROPERTY

It is essential that all possessions are clearly named so that lost property can be easily returned.

This includes:

- Lunch boxes and drink bottles
- School bags
- Hat
- **ALL** items of clothing including shoes, socks and underwear, especially during the swimming season.

We have classroom lost property boxes that are checked regularly. There is also a school lost property box near the tuckshop under A Block.

## POLICIES & PROCEDURES

All policies and procedures that relate to the management and operation of our school are available through our School Administration Office.

It is important that students are not on the school grounds without supervision. Students should not arrive at school before 8:00 a.m. unless they are enrolled in Outside School Hours Care. After school, students should leave for home immediately unless they are participating in a supervised school activity or enrolled in the Outside School Hours Care Programme. Student safety is of paramount importance to the school.

### Evacuation

It is important in the event of any emergency evacuation due to fire, lock down etc. that the school is aware of all persons who are on the site. All persons visiting the school must sign the Visitors Book in the Administration Office.

## P & C ASSOCIATION

The Stafford State School P & C Association is an integral part of our school and works in partnership with the school's leadership team to:

- Promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close cooperation
- Ensure students have access to quality learning materials and equipment
- Ensure effective school policy and management of school activities

Our P & C Association hosts monthly meetings throughout the school year in our school Library. All parents are welcome to attend and are encouraged to take up formal membership. As a member, you are entitled to vote at meetings and are also covered by insurance when involved in P & C activities.



**Stafford State School**  
**P&C**  
Parents & Citizens Association

## PARENT CLASS REPRESENTATIVES

There is a parent representative from each class to help with matters that affect your child. As a parent representative, parents have the opportunity to talk on behalf of your child's class, be responsible for speaking to other parents and help to organise fundraising events and other special events within your child's classroom.



## SCHOOL COUNCIL

There is a parent representative from each class to help with matters that affect your child. As a parent representative, parents have the opportunity to talk on behalf of your child's class, be responsible for speaking to other parents and help to organise fundraising events and other special events within your child's classroom.



## SWIMMING CLUB

The School's Swimming Club is a sub-committee of the P & C Association. All school parents are very welcome to attend the monthly meetings which are held on the third Thursday of each month with the AGM held in July. Club membership is open not only to children attending the school but to the wider community. The Club offers learn to swim classes every afternoon as well as Saturday mornings for children from 12 months and up. Three levels of Squad training are also available four afternoons as well as three mornings a week, adults are also encouraged to join. Club nights are held every Friday evening during the swim season, with swimming starting at 7pm and concluding approximately 8.30 pm. Swimmers only need to be able to swim 15 metres to join in and are encouraged to start participating as soon as they feel comfortable. The swim season ends with club championships where swimmers compete for trophies.

The club employs an Aust Swim accredited and Level 1 qualified coach and the pool is solar heated for the swimmers comfort. For any enquiries regarding Swimming Club, please call Dominique on 0424 458 077.



# General Information



## STUDENT CODE OF BEHAVIOUR

Productive learning & positive behaviour are inextricably linked.

We believe that effective learning takes place when all members of the school community – students, staff, parents and visitors - acknowledge and abide by a set of fundamental expectations.

Our Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

### EVERY STUDENT

- makes choices about their behaviour
- owns their behaviour
- will be supported to accept the consequences of their behaviour
- can choose to change their behaviour
- follows the Stafford High 5



Stafford State School endorses a whole school approach intended to promote and support appropriate behaviours in all students. Through our Responsible Behaviour Plan Policy we aim to encourage students to take responsibility for their actions and to follow our School Rules: – Safety, Effort, Respect & Responsibility.

Stafford State School is committed to developing within our students, a strong sense of human dignity and self-esteem.

Stafford State School actively celebrates positive student behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity of positive interactions between students and staff.

Stafford State School offers interventions to support the teaching and reinforcing of appropriate behaviour at different levels. These include:

- Universal – for all students,
- Targeted – for students requiring extra support, and
- Intensive – for a small number of students displaying challenging and/or persistent inappropriate behaviour.

## CELEBRATING POSITIVE BEHAVIOUR

At Stafford State School communication of our key messages about behaviour is supported through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

To celebrate positive behaviour expectations at Stafford State School we:

- Encourage staff to send students to Principal / HOC / HOSES
- Present Stafford Star Awards on Parade with a focus on Safety, Effort, Respect and Responsibility
- Present Stafford Star Armbands (for completion of all High Expectations)
- Present Awards for Active School Travel
- Present Active School Travel Trophy
- Present Award for class “Wearing the School Uniform with Pride”
- Present Award for Class “Attendance”
- Principal “Star” Award / Principal’s Award Stickers on Report Cards
- Principal’s Morning Tea. A ‘Stafford State School Postcard’ is sent home to share success
- Mail home ‘Stafford State School Bookmarks’ to Students from Staff and Principal for Reading
- Conduct an End of Year School Awards Ceremony (Academic / Citizenship / Sports / Music / LOTE Awards)
- Distribute ‘Stafford Stars’ in recognition of students who are caught behaving to our Stafford Standards. These are placed by the student into the ‘Stafford Star Box’ near the office. The students’ House is also written on the Stafford Star for House Points. A lucky draw is held every Wednesday on Parade and selected students receive a Tuckshop Voucher
- End of Year School Awards Ceremony – Stafford Star House Trophy

## STUDENT RECORDS

Individual student records are kept on file at our school. Copies of student's report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the Principal.

### Keeping Us Up to date

It is important that you inform the school as soon as possible if there are any changes to:

- contact details
- medical information
- family circumstances

## CUSTODY/PARENTING ARRANGEMENTS

Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of a court order or custody order is necessary so that school staff can help to ensure the legally designated parent or guardian collects children.

## ATTENDANCE

Regular attendance is essential so that your child can maximise the programs available. If there is a change in your child's routine that will affect his/her attendance at school, please notify the staff.

If your child is unable to attend, please phone the school on the absentee line so a note may be made on the roll.

It is important students are punctual for school, as they may miss out on activities if they are late. They also need to be picked up at the end of the school day. Please phone if you are unavoidably delayed.

### ABSENCES

If your child is to be absent from school for any time, we ask that you advise us as soon as possible by:

- sending a note or email to the class teacher, or
- calling the School Administration Office.

**If there are unexplained absence, the school will send a SMS message and ring home for an explanation. School absences telephone number is: 3552 6370. ATTENDANCE IS EXPECTED.**

Please note: if you plan for your child to be away from school for 10 days or more, you are required to submit an Application for Exemption from Compulsory Schooling (available from the School Administration Office).

**Arriving Late:** If your child arrives at school after classes have started, please bring them to the School Administration Office to sign in and **collect a late pass.**

**Leaving Early:** Parents are required to report to the School Administration Office if you need to collect your child prior to school finishing. You will need to record your early departure by signing your child out.

## OUTSIDE SCHOOL HOURS CARE

**Stafford Outside School Hours Care** is run by Helping Hands. We strive to provide a quality child care service for children from Prep to Year 6 in our school community and surrounding area. The service is run by experienced and qualified carers in accordance with State legislation standards.

**Before School Care** runs from 6:30am until 8:35am with breakfast provided. After School Care runs from 2:30 pm to 6.00pm with afternoon tea provided.

**Vacation Care** is held on all school holidays and Pupil Free Days. This service runs from 6:30am until 6:00pm Monday to Friday. Vacation Care is not available on public holidays or between Christmas and New Year.

Centrelink offers parents fee relief through the Child Care Benefit Scheme and more information about this scheme is available from Helping Hands or Centrelink. For further enquiries or to apply for enrolment, please telephone 3856 0679.



## INTERNET ACCESS

The Internet provides our students with valuable learning experiences – offering access to information from around the world.

All websites accessed through school computers are filtered through Education Queensland's Managed Internet Services. Together with the supervision of our teachers, we aim to minimise the risk of students being exposed to harmful information.

Student access to the internet is monitored through individual logins and passwords.

In accordance with Education Queensland policy, we require parents to sign our Internet Access Agreement before such access is given.

## FOOD

Please support our healthy eating philosophy by sending appropriate food for both lunch breaks. Healthy food choices are essential. All food can be sent in one lunchbox, and the children can choose what they wish to eat depending on their appetite at the time. Refrigeration is available if needed, or ice packs may be included in lunch boxes.

## TRANSFER OF PUPILS

A school transfer certificate is required when a child transfers from one State School to another within the State. Parents should inform the school by letter or telephone if moving and request a transfer, stating if possible, the name of the school the child is to attend.

## TUCKSHOP

Our tuckshop operates on Monday, Wednesday and Friday and is run by our Tuckshop Convenor who is supported by a team of volunteers.

### How to order from the Tuckshop

■ **Online eStore - links via School Website** ■ **At the Tuckshop** - The tuckshop runs on a bag system. Please use a separate bag for hot and cold orders and for each break. Clearly label bags with 1st or 2nd break, your child's name, class and order. If possible, please try to include the correct change. Hot Food only available 1st Break. Ice Blocks available until 11.30am (1st Break). Bags can be purchased at the tuckshop for 10c.

## MOBILE PHONES ACCESS

Students of Stafford State School are discouraged from bringing mobile phones to school as they can distract from quality learning activities. Parents or families can contact their children directly through the School Administration Office. If a mobile phone must be brought to school, the child must abide by the following rules:

- Mobile phones can only be used before or after school.
- Mobile phones will be secured during the school day in the School Administration Office.
- Mobile phones must be clearly marked with the student's name.
- Students must not use their mobile to photograph or film others at any time.
- Students must not use their mobile to send harassing or threatening messages.
- Students must display courtesy, consideration and respect for others whenever they are using their phone.

## PARENT CONTRIBUTION

The Educational Necessities Contribution has been approved by the Stafford State School P & C Association

and is entirely voluntary. These funds help offset the cost of providing each child with photocopies of worksheets, paper, paints and numerous other items which mean your child's physical, emotional, and intellectual growth is well supported.

Payments may be made per term or per annum to the Administration Office.

One child contribution \$50 per year  
Two child contribution \$100 per year  
Family of three or more \$125 per year

## LUNCH BREAKS

Children all eat in the classroom or a place suitable to their needs. Each class is supervised by their own classroom teacher during eating time, and Prep children are monitored and given additional time and support when eating.

Please send along healthy foods that your child enjoys eating, in portion sizes that they can manage.

## HEALTH AND SAFETY

- Water is available to children at all times, and we request that children bring a clearly named plastic cup to school.
- For safety reasons, all children visit the toilet block in pairs.
- We have a NO HAT, NO PLAY school rule, as we are very conscious of sun safety. Your child will need their own school hat to wear for all outdoor activities (including lunch play). We also recommend that you apply sunscreen prior to your child's arrival at school.
- Tissues are available to children at all times
- Children are encouraged to wash their hands as part of a daily routine prior to eating morning tea and lunch
- Prep have their own play area, partly shared with Year 1 children only
- Equipment is cleaned and checked regularly.

## SPECIAL EDUCATION UNIT

Stafford State School has a Hearing Impaired Unit/ Special Education Unit with students ranging from Prep to Year 6. The student's programs are delivered via a variety of communication methods e.g. Auslan and spoken English. We provide an inclusive environment, programs of quality and excellence specific to the needs of the individual student.

## MONEY COLLECTION

Students are requested to deposit all money into the money collection box located in the office foyer. Permission forms which often accompany money are to be given to the classroom teacher.

All money deposited should be in an envelope clearly marked with the student's name, class and provide details of what the money is for.

## STUDENT TRAVEL

### Car Parking

Please be mindful about parking in our school while picking up and dropping off students.

- Staff parking is beside "A" Block.
- Parent parking is in the designated parks behind "B" Block. (Fence side) This side is reverse parking.
- There is to be **NO PARKING** or **STOPPING** next to the "B Block" building. The "safe set down area".
- 2 minute zone
- Adjacent to the oval is also available for parent parking. Vehicles must park in the designated area, **NOT STOP** in the drive way to let children in or out OR park on the footpath. Children and parents need to use the oval gate to enter and exit the school grounds if using this car park.
- Children need to use the pathway near the Prep Playground to enter and exit the oval gate.
- Watch your speed in the car park.  
**SPEED LIMIT- 10km**
- Please adhere to these parking areas.

## STUDENT HEALTH

### First Aid

Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident. Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to a doctor or hospital. It is understood that it is not always possible to notify parents immediately of action taken. However, every endeavour is made to contact parents as soon as possible.

### Administration of Medications

At times it is necessary for children under doctor's instructions to take medication during school hours. We are aware of this need and are willing to assist you in this situation. However, for the safety of the child, it is of utmost importance that the following procedures are adhered to:-Education Department Regulations, require that before medication is brought to school –

1. Letter from parent detailing requirements of:
  - the name of the child
  - the dosage and times for it
  - instructions from the Doctor
  - the medication must be in a container that came from the doctor or pharmacist with details of dispensing.
2. A parent has completed 'Permission to Administer Medication form - available from the office.
3. The label on the medication clearly states:
  - The name of the child
  - The dosage and times for it.

In accordance with the above, school staff are not permitted to administer over the counter medications such as cough suppressants, analgesics and other remedies.

## Infectious Diseases

Stafford State School follows the exclusion guidelines provided by the National Health and Medical Research Council.

<b>Chicken Pox</b>	Exclude until fully recovered or for at least five (5) days after the first eruption.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.
<b>Head Lice/Scabies</b>	Re-admit the day after appropriate treatment has commenced.
<b>Ring Worm/Hepatitis A</b>	Exclude until medical certificate of recovery is received.
<b>Measles:</b>	Exclude for at least four (4) days from the onset of rash.
<b>Mumps</b>	Exclude for nine days or until swelling goes down (whichever is sooner).
<b>Rubella/German Measles</b>	Exclude until fully recovered or for at least four days after the onset of rash.
<b>Impetigo/School Sores:</b>	Exclude until sores have fully healed.
<b>Whooping Cough:</b>	Exclude the child for five days after starting antibiotic treatment.

# School Uniforms

All students of Stafford State School must uphold our Dress Code Policy. The uniform exemplifies students' pride in being part of the Stafford State School Community. By showing that we expect high standards with our uniform, expectations are raised and students respond with better behaviour, self-esteem work, ethic and student learning. This policy not only encourages equity among students but also promotes school spirit, a sense of identity, school pride and is fully endorsed by the Stafford State School P&C.

<p><b>Girls Uniform</b></p> <ul style="list-style-type: none"> <li>▪ Maroon short / skirts</li> <li>▪ Maroon and grey polo shirt with Stafford Logo <b>(available from Uniform Shop)</b></li> <li>▪ Short sleeve check shirt</li> <li>▪ Dress (must be a respectable length)</li> </ul>	<p><b>Boys Uniform</b></p> <ul style="list-style-type: none"> <li>▪ Maroon school shorts</li> <li>▪ Maroon and grey polo shirt with Stafford Logo <b>(available from Uniform Shop)</b></li> <li>▪ Short sleeve check shirt</li> </ul>
<p><b>Boys and Girls Winter Uniform</b></p> <ul style="list-style-type: none"> <li>▪ Micro-fibre zip jacket with Logo</li> <li>▪ Maroon sloppy joe only</li> <li>▪ Maroon micro-fibre boot leg pant</li> <li>▪ Maroon or grey tights for winter</li> </ul>	<p><b>Hats</b></p> <ul style="list-style-type: none"> <li>▪ Maroon Bucket Hat with toggle and Logo. <b>(available from Uniform Shop)</b></li> <li>▪ <b>No caps</b> (Sun safety protection) Cultural headwear must be maroon in colour</li> </ul>
<p><b>Swimming</b></p> <p>It is Education Queensland policy to wear a swim shirt for any pool activity:</p> <ul style="list-style-type: none"> <li>▪ Sun shirts and caps are compulsory and are available in House Colours from the School Uniform Shop</li> </ul>	<p><b>Footwear</b></p> <ul style="list-style-type: none"> <li>▪ Black joggers / sneakers with laces or Velcro - <b>No bright laces or logos.</b></li> <li>▪ Plain white socks are to be worn</li> <li>▪ No thongs or sandals are to be worn</li> </ul>
<p><b>Sports Uniform</b></p> <p>Each sports house has its own coloured polo shirt which is to be worn:</p> <ul style="list-style-type: none"> <li>▪ for any inter-house activity e.g. Athletics / Cross Country and Swim Carnivals</li> <li>▪ ONLY on the students' PE day or as directed by school</li> </ul> <p style="text-align: right;">The House Colours are:</p> <ul style="list-style-type: none"> <li>▪ Atlas - <b>BLUE</b></li> <li>▪ Hercules - <b>GREEN</b></li> <li>▪ Thor - <b>YELLOW</b></li> </ul> <p><b>It must not be worn when leaving the school on an excursion or special occasion. A regular school shirt must be worn for these occasions.</b></p>	
<p><b>Jewellery</b></p> <p>Certain jewellery will not be allowed for the following reasons:</p> <ul style="list-style-type: none"> <li>▪ For safety reasons</li> <li>▪ Students become very distressed when they lose or break jewellery</li> <li>▪ Jewellery can also be an item that is a fashion statement or can cause inequity amongst the students</li> </ul> <p>If jewellery is worn to school the following dress codes should be complied with:</p>	<p><b>Helmets</b></p> <p>Students riding bikes are legally required to wear helmets:</p> <ul style="list-style-type: none"> <li>▪ Helmets must be securely fastened</li> <li>▪ Non-wearing of helmets is against the law and could be <b>'unsafe for the student and others'</b></li> </ul> <p><b>Hairstyles</b></p> <p>Our uniform is complimented by a tidy appearance:</p> <ul style="list-style-type: none"> <li>▪ Hair should be neatly groomed and kept out of the eyes</li> <li>▪ Shoulder length or longer hair should be kept tied back from the face</li> </ul>



- In the interest of safety, earrings should be of the small **sleeper or stud** variety. They are to be minimal and inconspicuous.
- In the interest of safety, piercing to be in each ear only
- In the interest of safety, chains, rings, necklaces, bracelets, wrist bands, nose piercings, navel piercings or body piercings (this includes hairbands worn around the wrist) and anklets are not be worn as they can cause an injury.
- **Medic-alert bracelet/necklace** is of course acceptable
- **Wrist watches** can be worn

- Extremes of hair styles e.g. mohawks, tracks/rats tails or extreme hair colours are not acceptable and could negatively influence normal school operations
- Hair clips and head bands should be in school colours, maroon or grey only

**Make-up**

Make-up, unless for documented medical reasons, is not acceptable therefore no nail polish or makeup to be worn at school. No temporary or Henna tattoos to be worn at school.

Full School Uniform must be worn by all students participating on excursions.

Our school uniform can be purchased at our uniform shop which is open Monday & Wednesday 8:15am – 8:45am. Maroon shorts, jackets& tracksuits can be purchased from most local department stores.

**WATER BOTTLES**

All students are encouraged to bring a water bottle to school. Water bottles filled with water are able to be used in all classrooms. **We uphold a “No Stafford hat, No play” during lunchtimes**

<p><u><b>Girls</b></u></p> 	<p><u><b>Boys</b></u></p> 	<p><u><b>Winter Uniform</b></u></p> 
<p><u><b>Sports Uniform</b></u></p> 	<p><u><b>Hats / Shoes</b></u></p> 	<p><u><b>Optional Accessories</b></u></p> 



# Some helpful tips & ideas

Stafford State School promotes that parents and staff work together in partnership to support each child's learning.

We encourage families to regularly visit their child's classroom for a brief chat, to take part in daily activities or special events. We also encourage parents to help their child to become increasingly independent - including taking responsibility for their own learning and belongings.

## SUPPORTING LEARNING AT HOME

- Provide "junk" materials for drawing, making patterns, and building things.
- Write notes to family members and encourage your child to write by having pencils and crayons available.
- Arrange fine motor activities such as Lego, puzzles, playdough, cutting, planting, & baking.
- Provide access to dictionaries, thesauruses and online resources.

### Reading

- Nothing beats reading every night. Your modelling of reading will also help to establish a positive attitude to reading and words in their environment.
- Talk about sounds and letters.
- Get onto Reading Eggs.
- Talk about everyday items such as signs, letters, catalogues, magazines, timetables and food packaging, number plate spotting.
- Label rooms and things around the house with words and/or pictures.
- Read and talk frequently about storybooks, factual books and rhymes.

### Mathematics

- Count everything- Pointing with one to one correspondence is important.
- Encourage your child to identify shapes and colours.
- Show money to your child, talk about it & count it.
- Talk about long/short, wide/narrow, thick/thin, front/behind, next, same/different, full/empty.
- Get onto Mathletics.
- Help your child learn their Number Facts and maths mental - addition.
- Play board games or card games.
- Provide a variety of materials and containers for measuring things - water, grain and sand.
- Discuss quantities and actions while cooking.

## PREPARING YOUR CHILD'S LUNCH

- When preparing your child's lunch, please consider:
- The size of the lunchbox – we have only limited room in our fridge
- Bulky Insulated lunchboxes cannot be kept in the refrigerator - please provide an ice pack.
- Children are not allowed to share lunches.
- Food packaging - young children can have difficulty opening some pre-packaged foods
- Tins and cans are not allowed as they can present safety risks

Please advise us if your child has special dietary needs (in particular please let the office know if your child has any food allergies etc.)

## Ideas for Lunchboxes

- A piece of fresh fruit or vegies cut in small pieces if possible
- A sandwich, roll or wrap with vegemite, eggs, salad or meat
- Baked beans/spaghetti in a plastic container
- Dried fruit
- Water bottle
- Crackers and dip/cheese
- A healthy food bars – easy to open
- Yoghurt
- Cheese

