PROSPECTUS 2020
INDEX

Index
Welcome
School Goals
School Charter and Expectations for Teachers
School Strategic Plan 2020
Australian National Curriculum
Every Day Counts
Maximising Teaching Time
Staffing
  • Specialist Teachers and Class Allocation Policy
Preparatory
OneSchool
School Information
Pupil Information
School Hours
School Contact Details
Responsible Behaviour Plan for Students
Admission Age for 2020
Arrival and Departure of Students at School
Books and Requisites
Lost Property
Bus Operators
Crossing Supervisor
Emergency Contacts
Enrolments
Enrolled Management Plan
Family Contact and Custody Issues
Mobile Phones
Money Sent to the School
Student Free Days & Term Dates
School Assemblies
School Opinion Surveys
Sports House Teams
Students’ Toys, Games & Electronic Programs from Home
Resource Centre
Transfers
Tuckshop
Student Photographs
P&C Association
Voluntary Financial Contribution
School Environmental Practices
Curriculum
  • Computer – Information Technology, Electronic Programs, Excursions and Camps
  • Instrumental Music Program
  • Key Learning Areas [KLA] Religious Education, Specialist Lessons, Swimming, NAPLAN and LOTE
Communication
  • Appointments
  • QParents
  • Communication process approved by P&C Association, Parent Information Sessions, Newsletter, School Reports & Interviews, School Website
Health
  • Anaphylaxis and Dental Clinic
  • Head Lice, Health Nurse, Illness, Infectious Diseases and Injury/Accidents
  • Medication, Refrigerators and Sunsmart
Student Information
  • Footwear, Hats, Student Dress Code and Uniforms
Welcome:

We welcome you to Tolga State School as partners with our staff in providing your child with the best educational start for higher education.

We hope you and your child enjoy the journey through primary schooling in 2020.

School Goals:

Vision: Dedicated to enabling every child to succeed and realise their potential.

Strategic Goals:
Goal 1 – Progression for every child over 12 months
Goal 2 – Our community is central to our decision making and united in the pursuit of excellence

School Charter and Expectations for Teachers:

Charter of expectations for Schools:

1. The school has a culture of care and high expectations, inside and outside the classroom.
   - All students matter, every day
   - All students can achieve high academic results
   - Practices within the school enhance the learning climate and tone
   - Feedback for learning is valued and practiced at all levels
   - There are high standards of student behaviour (positive school-wide behaviour, orderly student movement, high student engagement and motivation within the classroom)
     - There is an emphasis on the uniform and dress code
     - There is an emphasis on achieving consistently high student attendance.
2. Curriculum delivery is underpinned by highly effective explicit teaching.
3. There is a high level of community engagement and support.
4. There are strong relationships between parents and their children’s teachers.
5. School leaders actively coach and support teachers in their skill development.
6. Staff share collective accountability for all student outcomes.

Charter of Expectations for Teaching:

School-wide Pedagogy
Each teacher:
1. Builds effective relationships with each student
2. Accepts accountability for each student’s learning
3. Uses data to inform teaching and monitor student learning
4. Plans and teaches each lesson using the agreed explicit teaching model
5. Uses differentiation strategies to eliminate the tail and cater for high achievers
6. Uses revision strategies to move student knowledge from short term to long term memory

Learning Environment
Each teacher:
1. Sets a positive classroom learning tone
2. Establishes an atmosphere of high expectations
3. Focuses on high standards of student presentation and handwriting
4. Regularly corrects student work and provides feedback to each student
5. Has a high standard of classroom display that is relevant and educationally stimulating

Student Engagement
Each teacher:
1. Ensures that each student feels valued and respected by them
2. Ensures that each student is given work and other learning experiences at their ability level
3. Supports each student to have friends at school
4. Engages each student in their progress towards their annual learning goals
School Strategic Plan 2020:

The school uses the Strategic Plan to form an Annual Implementation Plan

Our Strategic Plan for 2020

Quality Teaching and Learning:
Explicit Improvement

Analysis and Discussion of Data

A culture that promotes learning

An expert teaching team

Systematic curriculum delivery

Differentiated teaching and learning

Effective pedagogical practices

Tolga School / Community Partnerships

- Communication
- Learning Partnerships
- Community Collaboration
- Decision Making
- Participation

How will we measure our success in attaining our vision?

- School Opinion Survey satisfaction data from parents, students and staff
- Students are well prepared for the future
- Student attendance is raised to 95% equating to on average each child is absent for no more than eight school days per year
- NAPLAN attainment pattern is similar to the national profile
- Student attainment with A – E reporting

Australian National Curriculum:

In 2020 our school will continue to use the Australian National Curriculum and adhere to the minimum curriculum time for each area.

Our school will adapt the Curriculum from the Classroom (C2C) resources that have been developed for teachers to use when implementing the Australian National Curriculum.

Our teachers will develop teaching programs using the year level units from the C2C. This will enable teachers to effectively complete the teaching and assessment requirements of these curriculum areas.

Every Day Counts:

At Tolga, we expect all students to attend school on all school days. Every day at school does count. Parents or guardians of students who are absent due to illness or family matters must inform the school about the circumstances for their students’ absences.

Parents and guardians have a legal duty to ensure their students attend school. Frequent unexplained absences will result in school intervention to assist families to maximise their children’s attendance.

In most severe cases, truancy procedures will be commenced.

Parents need to apply for an exemption if their student will be away for more than 10 school days. This application form is available for collection from the school office and needs to be approved by the Principal.
**Maximising Teaching Time:**

Our teachers require your support to ensure they can have uninterrupted teaching time.

During teaching periods, teachers are not available for telephone calls or visits. Telephone messages and questions of concerns will be acted upon when received. Emergent situations will always be handled promptly by our office staff. All students should be at school by 8:45am and ready to participate in all teaching lessons, which commence at 8:55am. Teachers will always be available to discuss your student’s education. This will be preferably outside of teaching hours at a time convenient to parents and teachers.

Our school’s Administrators are always available to discuss your student’s needs and questions or concerns that you need addressed.

**Staffing:**

**Specialist Teachers:**
Our school has a range of specialist teachers available. Some are based at the school, others visit weekly on a circuit, and others visit the school regularly as needs dictate.

- Music, Health and Physical Education, Learning Support and Teacher/Librarian teachers are appointed to a set allocation determined from our school enrolment.
- The LOTE (Language Other Than English) language that is taught at Tolga State School is Japanese, which is provided for Year 5 and 6 students.
- Our Learning Support Teacher is involved in appraisements of children with learning difficulties with literacy or numeracy. Our Learning Support and Intervention Programs are purposely designed to identify and support the learning needs of all students. We believe that it is vital to identify children as early as possible and support them intensively to address the problem. Early intervention is essential but support is provided for all students requiring additional support.
- Our Learning Support teacher also assists teachers develop learning programs to support gifted and talented students.
- Our Students with Disabilities (SWD) teacher provides specialist support eight days per fortnight.
- The school has a Health and Physical Education teacher who is based at the school. All classes receive HPE lessons each week. Prep to Year 3 receives one hour.
- The school also has access to a Music Specialist who is based at the school. All classes receive music lessons each week. Prep to Year 3 receive one hour and Year 4 to Year 6 a half hour lesson minimum.
- Choir & Choric Speakers
- We also have access to a range of other specialist teachers to address students’ needs, such as physical impairment, visual impairment, hearing impairment, intellectual impairment, speech/language impairment, or specific learning difficulties.
- A Teacher/Librarian is based at Tolga State School 3 days per week, with a full time Librarian Teacher Aide
- Our Guidance Officer is based at our school two days per week and Learning Support teacher three days per week.

**Class Allocation Policy:**

**Guidelines**
Each year all teachers are involved in discussions to allocate students to class groups for the following year. Classes are assembled using the following guidelines:

* All classes must be balanced with a range of ability grouping
* There must be a balance between boys and girls
* There must be a fair distribution of students with special learning needs through to gifted and talented students
* Prep, Year 1 - 3 classes, single draft or composite.
* Year 4 - 6 classes, single draft or composite.
* Groups of children will be chosen to enhance the learning and social class environment

* Parental recommendations form part of the allocation process but the final placement of each student will be decided by the Principal

Once class lists are finalised the only changes will be new enrolments, transfers or special needs.

**Preparatory**

*I am capable...*

*I am heard...*

*I am a problem solver...*

*I am imagining and creating...*

*I am an active learner...*

What do children learn in Prep?

The learning experience in the Prep year will help your child to:

- Take on responsibilities
- Become more independent
- Respect other people
- Cooperate with others
- Make sensible choices about their health and safety
- Develop their oral language skills
- Develop their understanding of Literacy and Numeracy
- Learn how to be thinkers and problem solvers
- Use their imagination and creativity
- Learn about their environment

**OneSchool:**

School administration tasks, curriculum and assessment activities, teacher planning and teaching programs and student data are effectively managed using the Department of Education and Training’s OneSchool network. The efficiencies and availability of information have improved our school operations.

**School Information:**

School information including flyers and newsletters is available on our school website as well as being emailed home to families.

**Pupil Information:**

Confidential information regarding health, family situations, custody orders, medication, allergies, health data etc., is vital for the safety and protection of your child and should be presented fully on enrolment. *Any changes – address, telephone number, custody, etc., must be advised.*
**School Hours:**

Our daily routine is as follows:

- 8:45am: First Bell
- 8:55am – 10:50am: Morning Session
- 10:50am – 11:00am: Seated Eating
- 11:00am – 11:30am: Morning Recess
- 11:30am – 1:00pm: Second Session
- 1.00pm – 1:10pm: Seated Eating
- 1:10pm – 1:40pm: Afternoon Recess
- 1:40pm – 2:55pm: Afternoon Session
- 2:55pm: General Dismissal

**School Contact Details:**

Tolga State Primary School  
PO Box 100  
Tolga Qld 4882

Telephone Number: 4089 5111  
Student Absence Line: 4089 5166  
Fax: 4095 4518  
Email: the.principal@tolgass.eq.edu.au  
Website: www.tolgass.eq.edu.au

The school office is open from 8.00 am to 4.00 pm daily.

**Responsible Behaviour Plan for Students:**

The Responsible Behaviour Plan for students provides the whole school framework for promoting and supporting school values and student behaviour. This provides a safe, productive school environment. This plan is available to all families in our enrolment package or on our school website.

**Admission Age for 2020:**

- Prep [Preparatory] children must turn five by 30 June 2020, [must be born between 1 July 2014 - 30 June 2015].
- Year 1 must be six by 30 June 2020, [must be born between 1 July 2013 - 30 June 2014].

**Arrival and Departure of Students at School:**

*Early Arrival:*

Children are discouraged from arriving at school before 8:00am. Children who arrive at school before 8:30am must sit in our undercover play area until 8:30am. Children are not allowed to borrow sports gear before school or play with their own sports gear unless supervision occurs. We seek your assistance and cooperation to ensure that children arrive at a suitable time.

*Late Arrival:*

Children who arrive after 8:55am must report to the office to collect a late slip, which is presented to their teacher.

*Early Departure:*

If you withdraw your child from class during the day, it is necessary to collect an Early Departure form from the office and present it to the class teacher. This is a security precaution so that we know where all our children are. Custodial parents are advised to contact the school if custodial changes affect who may remove their child from the school.
Books and Requisites:

A list of requisites is available from the school office. Children must be encouraged to take care of this material and a 'safe' place arranged for any school material when it is at home. **PLEASE PURCHASE BOOKS WITH THE CORRECT WRITING LINES FOR THE YEAR LEVEL.** All requisites are available from local stores. During the year it will be necessary to replace many of the items on the requisites list, ie pencils, glue, writing books, etc.

Lost Property:

Please ensure that all articles of clothing have your child’s name clearly marked. This allows us to return lost property as soon as possible. Lost property can be located in a storage bin in the Health Room at the end of A Block. Once per term we have a lost property parade. Any unclaimed clothing items are donated to a charity.

Bus Operators:

Our school bus services are either Bus Conveyance (Government funded to nearest State School) or Fee paying (privately funded for traveling past the nearest State School).

All student passengers are required to comply with the Code of Conduct. Information on school transport is available from the bus operator or [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au).

Approximate bus arrival times at school and departure times are provided:

- **Run: Tolga/Tandara/Kennedy Highway**  
  School Arrival: 8:15am  School Departure: 3:25pm

- **Run: Tinaroo/Kairi/Tolga**  
  School Arrival: 8:20am  School Departure: 3:20pm

- **Run: Tolga/Rangeview**  
  School Arrival: 8:45am  School Departure: 3:00pm

**Emerson Bus Company**  
Phone: 40965262  
Mobile: 0418757995 (Kev Emerson) or 0409757995 (Jan Emerson)

**Queensland Transport Office, Cairns**  
Phone: 13 23 80  
Fax: 4040 6380
Supervision

Supervision for students in the morning begins at 8.15am in the morning in the undercover area. Afternoon bus travellers and students waiting for private transport are supervised from 3:00pm to 3:30pm under the Administration Block.

Crossing Supervisor:

Our school crossing is located on the Kennedy Highway and operates before and after school. Please ensure that your children use the crossing and obey all signs and directions. All pedestrians, children, adults, and drivers are required to follow the directions of our Crossing Supervisors. The crossing is supervised from 8.00am to 8.45am in the morning and from 3.00pm to 3.25pm in the afternoons.

Emergency Contacts:

Please ensure that addresses, phone numbers and emergency contact numbers are kept current in case we need to contact you in an emergency. As parents and guardians you have a responsibility to your child and the school to keep us informed of changes. Please ensure all relevant details are accurate and up-to-date with reference to health details and family situations.

Enrolments:

All children enrolling at this school must enrol in accordance with Education Queensland guidelines. Tolga State School is an enrolled managed school and children need to be living within the local catchment area. This information can be located on the Tolga State School Website: http://education.qld.gov.au/schools/catchment Tolga State School enrolls a prescribed number of Prep students outside the catchment area and students need to be registered initially for consideration of enrolment. Parents or guardians of enrolling students are required to participate in an Enrolment Interview with the Principal. Students enrolling in Prep, or transferring from non-government Queensland schools or from interstate or international schools, must present an original or copy of their birth certificate to help verify personal details. Students who are transferring from another Queensland state school are usually not required to present their birth certificates. Parents should go to the administration area to complete an enrolment package. Parents will receive a copy of the Parent Information Handbook, Responsible Behaviour Plan, Book List, and Tuckshop menu.

Enrolled Management Plan:

Website: http://education.qld.gov.au/schools/catchment

Family Contact and Custody Issues:

Please advise our school administrator if there are family contact or custody matters that affect your child’s wellbeing.

Mobile Phones:

Students will not bring or use mobile phones at school. If special considerations apply regarding your child’s health or out of school care, please contact the Principal to discuss the matter further.

Money Sent to the School:

Money sent to the school must always be in a sealed envelope and marked with your child’s name, roll class, reason for the money, and correct amount enclosed. The Tuckshop usually alerts the Principal if children have large denomination notes, so if you send your child with $10.00 or more, a little note of explanation is appreciated.
**Term Dates:**
The following are the proposed term dates for 2020.

- Tuesday 28 January–Friday 3 April
- Monday 20 April–Friday 26 June
- Monday 13 July–Friday 18 September
- Tuesday 6 October–Friday 11 December

**Student Free Days:**
The following are the proposed Pupil Free days for 2020.

- Monday, 19 October 2020

**School Assemblies:**
School assemblies are held once a week on Wednesday morning commencing at 9:00am in the Undercover Area.

**School Opinion Surveys:**
Each year Queensland State Schooling surveys representatives of each school community to determine their satisfaction with school operations. At Tolga State School the following groups are surveyed in August.

- Families are all invited to participate through electronic surveys
- Students also have an opportunity to fill in their own surveys
- All school staff

The school data is used to review current school operations and improvements required for the next planning cycle.

**Sports House Teams:**
Upon enrolment students are allocated to one of two house teams.

- Tandara [Green and Black]
- Tinaroo [Blue and Black]

Highlights on the Athletics calendar are the Tolga Inter-house Sports, between Tinaroo and Tandara, and the District, Regional, and State level sport trials.

**Students’ Toys, Games & Electronic Programs from Home:**
Teachers and teacher aides have reviewed the issue of children bringing their own toys, games and electronic programs to school. All personal equipment is the responsibility of the owner. Children are requested not to bring games and toys to school due to the following concerns:

- The value of the item – lost, broken or stolen items
- Disagreements among children
- Concerns raised by students and parents
- The disruption to time and class harmony due to some of these concerns
- The distraction from class learning by some of these concerns

In the event that a personal item is brought for ‘show and tell’ the class teacher will secure it for return at 2:55pm.

The school offers a wide range of equipment, games, learning and playing activities. All children have the opportunity to access these leisure activities and benefit from participation in them.
Computer games, music and recorded personal information must not be accessed at school using school or personal ICTs, iPhones and iPods.

Inappropriate use of personal toys and games will result in their removal until school closure time.

The school will NOT replace/recover these items as this remains the sole responsibility of the owner’s parents.

Issues relating to unacceptable student behaviour regarding these matters will be dealt with through our Responsible Behaviour Plan.

School staff have requested that students comply with the school expectation held over many years regarding the use of personal games and toys to enhance the overall spirit of fairness and play among students.

**Resource Centre:**

Our school provides a Resource Centre, which has become a hub for learning and student and staff support. The facilities provide areas for research, teaching and learning games, reading, multi media programs, meetings and staff planning and development, and community meetings and training. The Resource Centre is open for use in the second break of the day for student general usage.

**Transfers:**

All children transferring from the school require a transfer certificate, which will be forwarded to the new school upon request. Please ensure that all school equipment including library books, reading books, texts, etc., are returned prior to departure.

**Tuckshop:**

Our Tuckshop offers a nutritious, reasonably priced menu for our students. It is open on Wednesday, Thursday and Friday, and depends on voluntary help from parents to assist. If you can spare a few hours a month or more frequently, it would be greatly appreciated. Tuckshop profits are used to provide resources for many of our Key Learning Areas and the Resource Centre. The Tuckshop also stocks uniforms, hats, jackets, etc. Ordering procedures and menus are advised at regular intervals.

Our Tuckshop Convener is Mrs Kursty Joy.

Online address: flexischools.com.au

**Student Photographs:**

Individual, class groups and family group photos are taken during Semester 2. Children are required to wear full school uniform, not sports uniform.

Student photographs for newsletters and newspapers can only be published if written consent is obtained from the parents or guardian.

**P&C Association:**

The P&C Association is your organization and meets every second Monday of the month at 7:00pm in the Community Room in our Resource Centre. Meetings provide a forum for discussion on all aspects of the school community. Parents are informed and involved in decision-making and express views on school policy. Fundraising is one major aspect with funds providing resources not covered by the school budget. Our school is fortunate to have a high level of parent involvement in school forums and student activities. All families are encouraged to participate and help improve our school and community outcomes.
Voluntary Financial Contribution [P&C]:

The P&C Association have a Voluntary Financial Contribution of $25 per child per year or $50 per family per year. Funds raised are for the provision of:

- art and craft expenses
- extra-curricular financial support for students in regards to sports and the Arts
- donations to the school for upkeep to electrical assets, new shade facilities
- beautification of grounds through the garden projects

School Environmental Practices:

At Tolga State School, we value our resources and have whole school sustainability practices. Our School Environment Management Plan provides the framework for school practices.

- Energy efficiency
- Alternate power source
- Water and soil conservation
- Ongoing grounds improvements

Curriculum:

Curriculum overviews for each term can be found displayed in each classroom for parents to be able gain information about the learning being undertaken by the students.

Computers – Information Technology:

Computers are an important part of the learning environment at our school. We have a hub located in the Resource Centre, housing 30 computers. Students also have access to computers in most classrooms. All computers are networked to both black and white and coloured printers. The school has an ICT Minimum Standards Document, an ICT Policy and reports annually on ICT to Education Queensland.

Electronic Teaching Programs

School curriculum programs from the C2C resources and commercial programs are displayed in classrooms through the use of Interactive Whiteboards, data projectors and school ICT resources.

MOE V2.0 – Managed Operating Environment - one of the key system-wide initiatives under the Smart Classrooms strategy is to provide an enhanced level of ICT support services for schools. The MOE V2.0 provides a standard desktop operating environment, bringing all core software up-to-date as well as a single network. At Tolga we have been running the MOE since Term 3, 2007. In addition it includes tools that will enable remote support, which will reduce ICT maintenance overheads for the school.

Increased Professional Development in Digital Pedagogy – the Smart Classrooms Professional Development Framework guides the types of ICT professional development that are most relevant to teachers and provides advice on which providers are quality assured to deliver customised services to schools. Teachers can use the framework to determine how their teaching practices using ICT compare against expectations and to identify which level of the framework they should work toward. An integrated program of professional development and training, involving a blend of online and face-to-face learning, is also being developed and provided.

Excursions and Camps:

The school encourages educational trips which broaden the educational experiences of the children. Such trips are closely associated with regular classroom instruction and programs and utilize the community and regional resources as part of the curriculum. These trips are well planned, well supervised, and use accredited bus companies for transport. On occasions, parents assist with private transport. All pupils are encouraged to participate in these excursions. Parents will be advised of full details regarding itinerary, program, and cost of each excursion planned.
**Instrumental Music Program:**

This program operates for Year 4 to 6 students with visiting specialist teacher providing instruction in brass, woodwind, and percussion. The school has a limited number of instruments for beginners. The selection of students for the program and use of school instruments is finalised by the Instrumental Music teacher at the commencement of each school year. Information about the program is available from the Administration.

**Key Learning Areas [KLA]:**

This is the name given to the primary school curriculum areas. The Australian Curriculum key learning areas we follow are English, Mathematics, Science, Health and Physical Education and the Arts (Music, Art and Drama), Technology and Languages Other Than English (LOTE).

Extension programs include choir and choric speaking.

**Religious Instruction:**

Religious Instruction classes are conducted in the middle session on Mondays, between 11:30am and 1:00pm. Instruction lessons are offered by the Combined Group [major Christian groups], when available.

Students are allocated to Religion Instruction based on information provided by parents on the completed Application for Student Enrolment form unless other written instructions have been provided to the school.

Students who are not participating in Religion Instruction will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- Personal research and/or assignments
- Revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school
- Wider reading such as independent reading appropriate to the student
- Art and Craft

Parents will be advised of any changes to the Religion Instruction and other instruction programs to ensure they are able to make an informed decision on their child’s participation.

**Specialist Lessons:**

All children are required to participate in Health & Physical Education and sports programs, Music, Library and LOTE (Year 5 and 6) lessons.

**Swimming:**

It is school policy that all students in Prep to Year 6 receive swimming instruction as part of our Health and Physical Education program. Lessons are taken by school staff and assisted by paid and voluntary tutors. A one-piece suit for girls is required. A bathing cap is recommended for all children with long hair - boys and girls.

Swimming lessons are conducted from February to November in the Atherton Swimming Pool.

**Requirements:**

- Suitable swimming costume
- Sunsmart shirt
- Towel
- Waterproof bag (plastic bag)
- Sunscreen

Further details regarding the swimming program are advised by separate notices throughout the year.

**NAPLAN:**

All children in Years 3 and 5 undergo a nationwide testing program to assess their development. The results of these tests are released to schools and parents in late September. The tests will be administered in May. Funds will be made available to initiate an intervention program for those children identified as having learning delays.
Language Other Than English (LOTE):

Students in years 5 and 6 will study Japanese. The LOTE program provides students with the knowledge, appreciation and greater understanding of other cultures and languages. The Federal and State Education Departments have determined this is an essential area of learning for all upper primary students and so is compulsory for these students.

Communication:

Appointments:

Parents are always welcome to discuss children’s progress, concerns, or other related matters with class teachers, the Deputy Principal or the Principal. It is requested that appointments be made for this purpose so that a convenient time can be allocated. Please phone the school to organize an appointment - telephone 4089 5111, fax 4095 4518 or email admin@tolgass.eq.edu.au.

QParents at Tolga SS:

What it is:

QParents is a secure online portal for all Queensland state schools to use, and gives parents quick, easy access to their student information twenty-four hours a day. Tolga SS joined QParents in 2017 and continues to utilise this modern form of communication to keep parents informed of their children’s wellbeing.

What it includes:

The QParents web portal and app provides parents with twenty-four hour access to:
- view student timetables
- view and download academic reports
- view attendance and behaviour records
- submit reasons for past and future student absences
- view and pay invoices
- view and update student details
- update medical records
- view enrolment history
- view and download student photos

The benefits of using QParents include:
- time saved at school’s front office fielding absence notifications
- a decrease in paper correspondence
- an increase in the ease and speed with which parents can pay invoices
- a decrease in office foot traffic

For more information and to sign up for QParents, access the link https://qed.qld.gov.au/about-us/det-apps/qparents or call 13 QGOV (13 74 68) or e-mail the school to receive the link electronically.

Communication process approved by P&C Association:

The process outlined below is recommended for resolving any concerns parents may have with school-wide or classroom specific problems or concerns:

- Initially, contact should be established with the teacher and the concern discussed – face-to-face contact is better than writing a letter or calling on the telephone
- If the concern is still unresolved, please contact the Principal/Deputy Principal to arrange an appointment and discuss the issue, outlining clearly any concerns
- The Principal/Deputy Principal will discuss the concern with the teacher and arrange an appointment with the teacher and parents to resolve the problem
- Other Education Queensland officers may be involved in a resolution of the issue if required.

Early advice of concerns and close working relationships between home and school assist in achieving quick resolutions. Keeping the communication channels open between home and school is essential.
Parent Information Sessions:

Parent Information Sessions are held around week three or four in Term 1. These meetings give parents the opportunity to meet the teacher and for teachers to outline their expectations, management strategies, and the scope and sequence of the learning program. Parents are encouraged to ask questions and clarify any concerns. These information sessions provide an opportunity to establish positive home/school links which will enable each child to settle more productively into his or her new class.

Newsletter:

In order to keep parents informed of school activities, meetings, workshops, etc., our school newsletter is emailed fortnightly on Tuesday. For updates our school flyer is emailed each alternate Tuesday. Please ensure the school office has your email address to ensure you receive these. Additional copies are available from the school office or local post office. Please file them for future reference as many contain information of up-coming events.

Our newsletter is also available through the school website www.tolgass.eq.edu.au

School Reports & Interviews:

Parent/teacher oral interviews are offered at the end of Term One (April) and Term Three (October).

A written report is issued to all classes at the end of Semester One (June) and Semester Two (December). Parents and guardians are encouraged to discuss or review their children’s progress at least four times per year.

Parents and teachers may also request an interview at other times during the school year if necessary. Our teachers welcome parental visits before or after school as they help develop a positive rapport which supports student learning. Please phone the school to make an appointment. Parents can also volunteer to help in classrooms.

School Website:

Our school website address is www.tolgass.eq.edu.au. This contains school and Queensland State Schooling information of school operations, policies and procedures, school activities and school updates.

Health:

Anaphylaxis:

Parents and guardians must inform the school administration and your child’s teacher if your child has Anaphylaxis reactions to food, plants and insect bites.

Children are not permitted to share food. Please check with your child’s teacher before bringing birthday cakes and other treats.

Dental Clinic:

A free Dental Clinic visits our school once every two years. Children are eligible for treatment from qualified dentists and dental technicians. Emergency student dental care is available from dental vans based at other schools. Please contact the school for further information.

Head Lice:

Every year many schools report a significant number of incidents of students with head lice. Please check your children’s hair on a regular basis and ensure that children keep their hair and scalp clean. Children with head lice will be excluded until treated. If head lice are discovered in a class, a note will be sent home informing all families to be aware, check and treat if necessary.

There are a number of treatments available from pharmacies.

Illness:

Students who become ill at school are supervised in the Health Room located in A block where the office is located. Please ensure the school has current emergency contacts for your child. Parents are contacted so they can collect their child. If parents or emergency contact persons are unable to be contacted, the child will remain in the Health Room under observation.

Please ensure children who are sick are not sent to school.

Please provide advice about your child’s absence and possible health issues on his or her return to school.

Infectious Diseases:

Most children at sometime during their primary schooling will contract one or more infectious diseases. A Time Out poster is provided for your reference on a school website.
Injury/Accidents:
Unfortunately, children may be injured during the school day. Most injuries are minor and are treated by staff. All students are covered for Ambulance service under the Queensland Government Ambulance Levy Scheme. In the case of an injury being more serious, we will:
1. Make the child comfortable and administer first aid
2. Contact parents or emergency contacts if possible
3. Call the ambulance

Medication:
From time to time, it may be necessary for pupils to bring medication to school as part of a continuing course in antibiotics, medicine, ADD tablets, etc. It is school policy that such medication is handed to the Administration staff upon the child’s arrival at school, along with an Administration of Medication Form from parent, stating the name of medication, correct dosage, and times to be administered. These forms are available at the office. All medication must have a medical practitioner’s label attached. School staff will supervise the administration of all tablets/medicines. Headache tablets may not be brought to school unless prescribed for the student by a medical practitioner. Students may self-administer asthma medications and puffers. Please note that all medication to be administered at school must be correctly labeled by a medical practitioner.

Refrigerators:
There are refrigerators in classrooms in which students may store food and drinks.

Sunsmart:
A Sunsmart Policy is adopted to protect all members of our school community from the damaging UV rays of the sun.

**Student Information:**

**Footwear:**
Closed footwear must be worn at all times at school to conform to Workplace, Health and Safety Guidelines.

**Hats:**
It is school policy that a suitable hat, either with a brim or legionnaire style, be worn when playing in the sun or participating in sports. Children without hats are not allowed out in the sun. Suitable hats are available through our Tuckshop. Caps are not suitable protection and this school is a cap-free zone.
Hats +Shoes = Play

**Student Dress Code:**
Our school community expects that all students should wear suitable, clean clothing whilst at school. This will allow them to fully and safely participate in the range of educational activities they encounter.

Clothing is suitable for school if it fits all the following criteria:

- Sun Safe
- comfortable
- meets reasonable standards of modesty
- protects against injury
- encourages pride in belonging to the Tolga State School
- durable
- cost effective
- enhances self-esteem

All students should wear a sun safe hat and suitable enclosed footwear. Our school uniform meets all the standards required of suitable clothing and so is the recommended standard of dress to be worn.
Uniforms:
Students are required to wear suitable sun safe clothing including a broad brimmed hat as well as closed in shoes. Our staff and P&C Association encourage all children to wear school uniform as it helps to build up a good school tone and a sense of belonging and involvement by our students to Tolga State School.

Boys Uniform:
- Purple School T-Shirt (worn Monday to Thursday)
- Black Shorts
- Shoes and Socks - joggers are recommended.
- Sports T-Shirt - Tandara is green and Tinaroo is blue (worn on Fridays)

Girls Uniform:
- Purple School T-Shirt (worn Monday to Thursday)
- Black Shorts, Culottes, Skirts, Skorts
- Shoes and Socks - joggers are recommended.
- Sports T-Shirt - Tandara is green and Tinaroo is blue (worn on Fridays)

In winter students may choose to wear black tracksuit pants and our black and gold school jacket.

<table>
<thead>
<tr>
<th>TOLGA SCHOOL UNIFORM</th>
<th>(Available from Tuckshop)</th>
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</thead>
<tbody>
<tr>
<td>T Shirts:</td>
<td></td>
</tr>
<tr>
<td>New Style Tolga School Shirt</td>
<td></td>
</tr>
<tr>
<td>Sport Shirt</td>
<td></td>
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<tr>
<td>Shorts:</td>
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<tr>
<td>Size 4-14</td>
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<tr>
<td>Girls Skorts</td>
<td></td>
</tr>
<tr>
<td>Black &amp; Gold School Jacket</td>
<td></td>
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<tr>
<td>Child</td>
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<tr>
<td>Adult</td>
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<tr>
<td>Polar Fleece (size 6-10)</td>
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<tr>
<td>School Hat [Black]</td>
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<tr>
<td>Chair Bags</td>
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</tbody>
</table>

Tuckshop will be open for uniform sales Thursday 23rd January and Friday 24th January 2020 from 9:00am to 12:00pm.

Please name all clothing so that lost property can be returned quickly.
- No thongs
- No make up or nail polish
- No jewellery (except sleepers or studs)
- No bike pants
- All neck chains are discouraged for safety reasons

Special Note:
On Friday 24th January 2020 classrooms will be open from 8.30am to 10.00am to meet the classroom teacher, drop off class books etc. and familiarise yourself with the classroom location.