



Tolga State School

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PROSPECTUS 2023

SAFETY - RESPECT - RESPONSIBILITY

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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 2023.

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 2023 - 2026:

The school uses the Strategic Plan to form an Annual Implementation Plan for 2023

Our Strategic Plan for 2023

Quality Teaching and Learning through:

- Providing a whole school approach to curriculum planning, assessment and moderation
- Implementation of evidence based pedagogical approaches and research based best practices
- Analysis and discussion of data to improve learning outcomes for all students

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
- Student attainment with A – E reporting

Australian National Curriculum:

In 2023 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 engage in the 4 phases of Moderation to effectively implement Australian Curriculum 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 – Dedicated Absence Line (07) 4089 5166. Parents/Caregivers will receive a text if the students' absence and whereabouts are unknown.

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. Teachers will often contact parents through email if available.

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 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.
- Our Learning Support teacher also assists teachers develop learning programs to support students. The Learning Support Teacher is based at Tolga State School three days per week.
- Our Students with Disabilities (SWD) teacher provides specialist support six 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.
- 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.
- 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 full time Librarian Teacher Aide
- Our Guidance Officer is based at our school two 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.

OneSchool:

School administration tasks, curriculum and assessment activities, planning 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 newsletters are available on our school website and Facebook page 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:

8:50am	First Bell
8:55am – 11:00am	Morning Session
11:00am – 11:15am	Seated Eating
11:15am – 11:45am	Morning Recess
11:50am – 1:20pm	Second Session
1.20pm – 1.30pm	Seated Eating
1:30pm – 1:45pm	Afternoon Recess
1:50pm – 2:55pm	Afternoon Session
2:55pm	General Dismissal

School Contact Details:

Tolga State Primary School
PO Box 100
Tolga Qld 4882

Telephone Number: (07) 4089 5111
Student Absence Line: (07) 4089 5166
Email: admin@tolgass.eq.edu.au / 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.

Student Code of Conduct:

The Student Code of Conduct for Tolga State School is available in the Enrolment Pack and on our school website.

Admission Age for 2023:

Prep [Preparatory] children must turn five by 30 June 2023, [must be born between 1 July 2017 - 30 June 2018].

Year 1 must be six by 30 June 2023, [must be born between 1 July 2016 - 30 June 2017].

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 released to attend their classroom. 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.

PREP: Parents will be invoiced at the beginning of the year for all stationery items.

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.

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

Run:	Tolga/Tandara/Kennedy Highway (Bus 25)	School Arrival: 8:10am	School Departure: 3:20pm
Run:	Tinaroo/Kairi/Tolga (Bus 31)	School Arrival: 8:25am	School Departure: 3:18pm
Run:	Tolga/Rangeview (Bus 32)	School Arrival: 8:45am	School Departure: 3:00pm

Emerson Bus Company

Phone: 40965262

Mobile: 0418757995 (Kev Emerson) or 0409757995 (Jan Emerson)

Cairns Transport and Main Roads Customer Service Centre

Phone : 13 23 80

Fax: (07) 4031 1151

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 8.10am to 8.55am in the morning and from 2.55pm 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 certified 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, Student Code of Conduct, 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 2023.

Monday 23 January–Friday 31 March

Monday 17 April–Friday 23 June

Monday 10 July–Friday 15 September

Tuesday 3 October–Friday 8 December

Student Free Days:

The following are the proposed Pupil Free days for 2023.

Thursday, 19 January 2023

Friday, 20 January 2023

Thursday, 13 April 2023

Friday, 14 April 2023

Friday, 1 September 2023

School Assemblies:

School assemblies are held once a week on Friday 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 Student Code of Conduct.

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, as well as community meetings and training. The Resource Centre is open for use during breaks 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 including school shirts, shorts, skorts, hats and jackets, etc. Ordering procedures and menus are advised at regular intervals.

Our Tuckshop Conveners are Mrs Kylie Rankine and Mrs Sue Taylor.

Online address: flexischools.com.au

Facebook page: <https://www.facebook.com/Tolga-State-School-Tuckshop-and-PC-2022-102410105728919>

Student Photographs:

Individual, class groups and family group photos are taken during Semester 1. Children are required to wear full school uniform, not sports uniform.

Student photographs for newsletters, Facebook and newspapers can only be published if media 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. School camps occur for Yr 5 and Yr 6, subject to change. Each camp ranges in price. More information available as the year progresses.

Instrumental Music Program:

This program operates for Year 4 to 6 students with a 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:

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

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.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

Multi-Faiths Religious Instruction

Participating faith groups: Local Christian Churches come together to offer Christian RI on a cooperative and non-denominational basis. These local Churches may, amongst others, include Anglican, Australian Christian Churches, Baptist, Catholic, Churches of Christ, Lutheran, Presbyterian, Salvation Army and Uniting Churches.

Authorised program: The providers of Christian RI use authorized program resources and are committed to best-practice programs that have been reviewed by independent curriculum experts. The most popular Christian RI program resources in use in Queensland state schools are: Connect, Beginning with God and Big Questions (all published by Christian Education Publications) and GodSpace (published by Burst Christian Resources).

At our school the following programs are used:

Beginning with God is a one-year program consisting of 40 lessons that introduces students to the key themes of the Bible and the Christian faith. Children engage with the themes through music, drama, reading and writing, puzzle-solving, drawing and asking questions.

The seven main themes for the lessons are:

- God and His world
- A troubled world and God's remedy (includes 2 Easter lessons)
- Jesus, God's Son, is always with us
- Jesus cares for people
- Responding to Jesus and God
- People in God's unfolding plan
- God's plan fulfilled (with 4 lessons for Christmas)

See lesson structure: <https://cepconnect.com.au/images/uploads/BWG-Syllabus-all.pdf>

Connect is a three-year program presented across three levels of schooling – infants, lower primary and upper primary. The lessons are Bible based covering Bible history from creation to God's ultimate purpose. Each lesson introduces concepts, themes and major characters from the Old and New Testaments. Lessons also cover key Christian events such as Easter and Christmas. Students engage with the concepts through music, drama, reading and writing, puzzle-solving, drawing and asking questions.

See lesson structure: <https://cepconnect.com.au/images/uploads/Connect-scope-and-sequence-all.pdf>

Aims and goals: The aim of Christian RI is to inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

Lesson structure: Christian RI may involve a variety of up-to-date teaching methods including storytelling, prayer, music, drama, craft, activity books, games, quizzes, video clips and puppet shows. Program resources are written by professional educators and are age-appropriate. Religious Instruction classes are conducted in the middle session on Mondays, between 11:30am and 1:00pm.

For further information, including module and/or lesson descriptors visit: <https://multifaithsri.org.au>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

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. Swimming lessons are conducted from February to November and the venue is based on availability and cost.

Requirements:

- Suitable swimming costume (A one-piece suit for girls is required. A bathing cap is recommended for all children with long hair - boys and girls.)
- Sunsmart shirt
- Towel
- Waterproof bag (plastic bag)
- Sunscreen

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

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. Teachers are generally unavailable without an appointment due to preparation before and after school. It is requested that appointments be made for this purpose so that a convenient time can be allocated. We appreciate your co-operation around these meetings. Please phone the school to organize an appointment - telephone 4089 5111 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 and Facebook page <https://www.facebook.com/Tolga-State-School-105433878764549>.

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.

COVID-19:

Coronavirus information is advertised in the newsletter and Facebook page, however, also available on the Education Queensland website www.education.qld.gov.au for Parents/Carers to access.

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 some time during their primary schooling will contract one or more infectious diseases. A Time Out poster is provided for your reference on the 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. Call the Ambulance (Depending on serious nature of injury)
3. Contact parents or emergency contacts if possible

Lunch:

Students with no lunch will be reported to the office. Parents are telephoned and offered the opportunity for the child to receive a basic tuckshop. An invoice will be mailed home for parents/caregivers to pay on receipt.

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 – parental agreement provided prior to this occurring. 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.

TOLGA SCHOOL UNIFORM (Available from Tuckshop)
T Shirts: New Style Tolga School Shirt Sport Shirt
Shorts: Size 4-14
Girls Skorts
Black & Gold School Jacket Child Adult
Polar Fleece (size 6-10)
School Hat [Black]
Hair Ties
Chair Bags
Library Bags
Headphone Bags

Tuckshop will be open for uniform sales Thursday 19th January and Friday 20th January 2023 from 8:30am to 12:00pm. Monday 23rd January and Tuesday 24th January 2023 8:30am to 9:30am.

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 20th January 2023 classrooms will be open from 8:30am to 10:00am to meet the classroom teacher, drop off class books etc. and familiarize yourself with the classroom location.