



Information Book 2017

Springwood Road State School
endeavours to promote Quality, Caring Education
addressing the unique needs and
individual abilities of all pupils, in a supportive environment
which engenders self-esteem and mutual respect.

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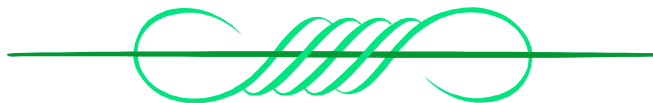
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OUR SCHOOL

Springwood Road State School endeavours to promote Quality, Caring Education addressing the unique needs and individual abilities of all Pupils, in a supportive environment which engenders self-esteem and mutual respect.



We, the staff, want you to regard this as your school and ask that you take an active interest in its activities. In particular we ask you to be vitally interested in your child and their education. To parents who have children at the school for the first time, we extend a welcome.

We value a partnership with parents in an environment of open communication. Please do not hesitate to contact us should you wish to discuss your child's learning. We value your child's success and growth.

STAFF

The total number of staff (including full-time, part-time, temporary and permanent) who interact with our students is 61. The workforce break-up by role is as follows.

Principal	Teacher Librarian	Guidance Officer
Deputy Principal	Music Specialist	EAL/D Teacher
Business Services Manager	Instrumental Music Teachers (4)	Speech Therapist
Administrative Officers (4)	Physical Education Specialists (2)	Advisory Visiting Teachers
Classroom Teachers (25)	Learning Support Teacher	Teacher Aides (16)
Prep Teachers (4)	Special Education Program Teacher (3)	Schools Officer (Grounds & Facilities)
	LOTE Teacher	Cleaners (4)

Staff includes predominantly senior experienced teachers with a small number of beginning teachers.

Facilities Include

- Specialist Music and Instrumental Learning Centre (Air-conditioned)
- Resource Centre (Air-conditioned)
- Computer Lab (Air-conditioned)
- Prep Developmental Play and Learning Area
- Outside School Hours Care Facility providing Weekday and Vacation Care
- A well-appointed Infant Play Area
- Sporting facilities that include an oval, netball and basketball, volleyball, badminton courts.
- Multipurpose Hall

Collaborative Decision Making

Our school values the partnership between teachers, parents and students and fosters open communication. To this end, parent input through our Parents & Citizens Association, assists in the schools strategic planning processes. An open door policy invites parents to work closely in partnership with our administration and staff to ensure the best outcomes possible.

In achieving our goals we value and accept personal accountability.

WELCOME

To parents who have children at the school for the first time, we extend a warm welcome. To those who have pupils returning to the school, welcome back. We look forward to your continued support. If you are a community member we value your interest and support and welcome your input.

SCHOOL MANAGEMENT AND STUDENT INFORMATION

School Calendar 2017

SEMESTER 1	
TERM 1	Monday 23 January – Friday 31 March
	Meet the Teacher afternoon Disco School Photos Senior Swimming Program
	Easter Public Holidays <i>Friday 14 April – Monday 17 April</i>
	Autumn Vacation <i>Saturday 1 April – Monday 17 April</i>
TERM 2	Tuesday 18 April - Friday 23 June
	ANZAC Day Ceremony Education Week Under 8's day
	Winter Vacation <i>Saturday 24 June – Sunday 9 July</i>
SEMESTER 2	
TERM 3	Monday 10 July - Friday 15 September
	Year 6 Tour Variety Night Open Day & Enrolment Day Book Week Year 4 Camp
	Spring Vacation <i>Saturday 16 September – Monday 2 October</i>
TERM 4	Tuesday 3 October - Friday 8 December
	Year 5 Camp Year 6 Graduation Junior Swimming Program Disco Carols Night
	Summer Vacation <i>Saturday 9 December 2017 – Sunday 21 January 2018</i>

PUPIL FREE DAY 2017

Monday 16 October **Children do not attend school on this day. All teachers will be fully involved in staff development programs either on site here or at other educational facilities.**

PUBLIC HOLIDAYS 2017

Australia Day – Thursday 26 January	Labour Day – Monday 1 May
Good Friday – Friday 14 April	Logan Show Day – Monday 7 August
Easter Monday – Monday 17 April	Queen's Birthday – Monday 2 October
ANZAC Day – Tuesday 25 April	

THE SCHOOL DAY

8:00am	Parents are urged to ensure their students are NOT at school before this time.
8:25am	Six bells signalling children to move to class.
8:30am	Three bells signalling start of class - children should be at school prior to this.

Morning Session	8:30am	-	10:45am
Play Time	10:45am	-	11:00am
Morning Recess	11:00am	-	11:15am
Middle Session	11:15am	-	12:45pm
Lunch Recess	12:45pm	-	1:00pm
Play Time	1:00pm	-	1:30pm
Afternoon Session	1:30pm	-	2:30pm

CONTRIBUTION SCHEME - READING AND LIBRARY MATERIALS

The provision of up to date reading and reference materials is essential to the development of sound literacy skills in children. As is the case in most schools, a levy system exists to supplement existing resources. We ask parents to contribute \$40 per student or \$70 per family (if more than one student) as part of a reading and library materials levy by the middle of February each year. Payment can be made in quarterly instalments each term. We thank you for your cooperation in this matter.

RESOURCE CONTRIBUTION – PREP YEAR

For each child in PREP there will be a \$100 resource contribution for the year. This money will be used to supply your child with all resource materials needed for the Prep Year. There is also a small list of items for you to purchase.

OTHER PAYMENTS

Parents are also asked to contribute to the cost of a range of specific learning activities each year. Those include such educational activities as Arts Council, Swimming and Life Saving Programs, class excursions, school camps and levies for interschool sport.

Payments for camps and swimming programs can be made over time prior to the payment cut-off date. For administration purposes the school will not accept payment of sporting bus fees on a weekly basis.

The below costs are based on previous years and **are meant only as a guide.**

Year 6 Tour - Canberra - Snowy Mountains	575.00	Years P-2 - Sam Riley's Swim Program	70.00
Year 5 Camp - Currimundi	210.00	Years 3-6 - Swimming & Life Saving Program	70.00
Year 4 Camp - SeaWorld	150.00	Interschool Sports – Years 4,5 & 6 – Sem 1 & Sem 2	65.00

Throughout the year various year level excursions may be planned to suit the curriculum studied. These may include excursions to Paradise Country, Sciencentre, Twelfth Night Theatre, Beenleigh Historical Village and may range in cost from \$10.00 to \$25.00.

REFUND POLICY

All requests for refunds must include supporting documentation and be submitted to the school principal for authorisation. Approved requests will then be processed and a cheque issued to the parent.

Excursions

Parents may request a refund for monies paid for an excursion if their child was unable to attend due to illness. However, parents need to be aware due to payment commitments refunds may not always be possible. Refund request forms are available from the school office.

Interschool Sport

Costs for Interschool Sport include transport to and from the venue each week and the supply of first aid and ice. No refunds will be given for sport cancelled due to wet weather. Any additional funds will go towards sporting equipment.

Camps

Once final numbers of participating students have been provided to camp organisers refunds will not be issued. Requests may still be submitted to school principal for consideration.

ADMINISTRATION OF MEDICATION TO STUDENTS

Administration of medication to students is at the discretion of the Principal. Parents seeking to use this service are asked to adhere to the following guidelines.

- A letter requesting administration by school staff must be written by the parent to the Principal.
- Only medication prescribed by a doctor can be administered by staff.
- Medication is labelled with doctor's instructions by the chemist. Instructions written only by parents are not acceptable.
- Medication should be taken to the school office and at no time is to be left in a school bag. (*except Ventolin inhalers*)

Administration of Medication to Students Suffering from Asthma

The requested procedure is as follows:

- Parents or legal guardians provide written permission for students to administer their own asthma medication as deemed necessary by the students.
- Students are responsible for their inhalers at all times. Preventative inhalers must be stored in a central location as required for other medications. Non-preventative inhalers eg Ventolin may be carried by the student.
- Parents of students with acute asthma are advised to have emergency spare puffers at the school office.

Other Medication at School

A reprint of Administrative Regulations is printed below for your information.

- Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request to the principal of the school.
- A teacher or other adult person on the school staff authorised by the principal to give medication to a student, may accept responsibility to give medication to a student while at school or while involved in school-approved activities, following such written request from a parent/legal guardian.
- Where a teacher or other adult person on the school staff authorised by the principal to give medication to a student, is to administer medication, the instructions provided should be written on the medication container by the pharmacist at the medical practitioner's direction. The teacher or other authorised person must not accept the instructions solely of the parent/legal guardian. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.
- At no time should any medication provided for one student be administered to another student.
- At all times, medication must be kept in a secure place. (One exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian, and with the approval of the school principal, the student may be responsible for the inhaler.)

Oral Medication

- Non-prescribed oral medications (such as analgesics and over-the-counter medications) will not be administered by teachers or other persons on the school staff.

NOTIFICATION OF CHANGES TO STUDENT MEDICAL CONDITIONS

On enrolment, if your child has a medical condition, please request a form for completion and return with your Enrolment application.

The school will issue each parent with a medical information request form at the beginning of each year. This will form a data base of medical information on each student. For safety reasons, parents are asked to contact the child's class teacher and the central office should that medical information change.

In some circumstances (including full-day excursions and camps) parents will be asked to complete an additional 'medical' form. The school reserves the right to withdraw a student from an activity where requested medical information forms have not been supplied by the parent for that particular activity.

INFECTIOUS DISEASES

Infectious Diseases - Recommended exclusion periods

Pupils who are unwell should not be allowed to attend school. The following guidelines have been drawn up by the National Health and Medical Research Council on the premise that pupils who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that pupils with certain skin diseases may return once appropriate treatment has commenced (see following table).

The recommended periods of exclusion from school are issued as a guide to teaching staff and may be modified in individual cases as circumstances warrant. In cases of doubt, or for guidance in cases of conditions not mentioned in the table, advice should be sought from the relevant clinician, school medical officer or medical officer of health. Similarly, advice on possible preventive measures should be sought if cases occur in boarding institutions amongst pupils housed in dormitory-type accommodation.

Condition	Cases	Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chickenpox	Exclude for at least 5 days AND until all blisters have dried.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	No excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion not necessary.	Not excluded.
Hand, Foot and Mouth Disease	Until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven	Not excluded.

Condition	Cases	Contacts
	days after the onset of jaundice or illness.	
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing where possible.	Not excluded.
Hookworm	Exclusion not necessary	Not excluded.
Human immunodeficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed skin must be covered with a watertight dressing.	Not excluded.
Influenza and influenza-like illness	Exclusion is not necessary.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least four days after the onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiosum or fifth disease")	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, Scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude for at least four days after the rash first appears.	Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP)
Streptococcal infection (including scarlet fever)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid Fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

SCHOOL INFORMATION

ENROLMENT MANAGEMENT PLAN

Springwood Road State School has an Enrolment Management Plan to ensure the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area. We must therefore restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

A school's local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defining this area is available to be viewed on site or online at <http://www.qgso.qld.gov.au/maps/edmap/> Current proof of residency at the address is required. (A copy of your child's birth certificate is also required on application for enrolment).

Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

1. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and
2. after taking into account the school's projected future enrolment growth.

MONEY COLLECTIONS

Payments of money to the school for excursions, camps, contributions and the like should be made via Internet Banking or EFTPOS. **Our preferred method of payment is internet banking. Please use your child's surname and excursion reference eg Cook5Camp. PAYMENT DAYS ARE TUESDAY, WEDNESDAY & THURSDAY ONLY.** The school has EFTPOS facilities for convenience of payments. EFTPOS payments (minimum \$10) can be made at the administration office from 8am – 10:00am on these days. An official cash register receipt will be issued and returned to the student in the class cash collection box. Parents should retain these receipts for their records. Internet Banking is available to use at your convenience and is our preferred method. Please make note of payment due dates as late payments will not be accepted.

STUDENT MATERIALS

Parents are asked to provide materials for students as per the Year Level booklist available from the school office. The school offers a service through a local newsagent for families wishing to order their student's requirements.

PREP

Prep at Springwood Road State School is offered to children who are aged 5 by June 30 in the year they are enrolled for Prep. They attend school 5 days between the hours of 8:30am to 2:30pm. If you have any queries about enrolments for your Prep child please see our friendly staff. Enrolments for next year are welcome at the school office from 1st March. A copy of your child's birth certificate and proof of residency are required.

LIBRARY

At Springwood Road State School we have a well-resourced air-conditioned library with a large collection of reading choices for students.

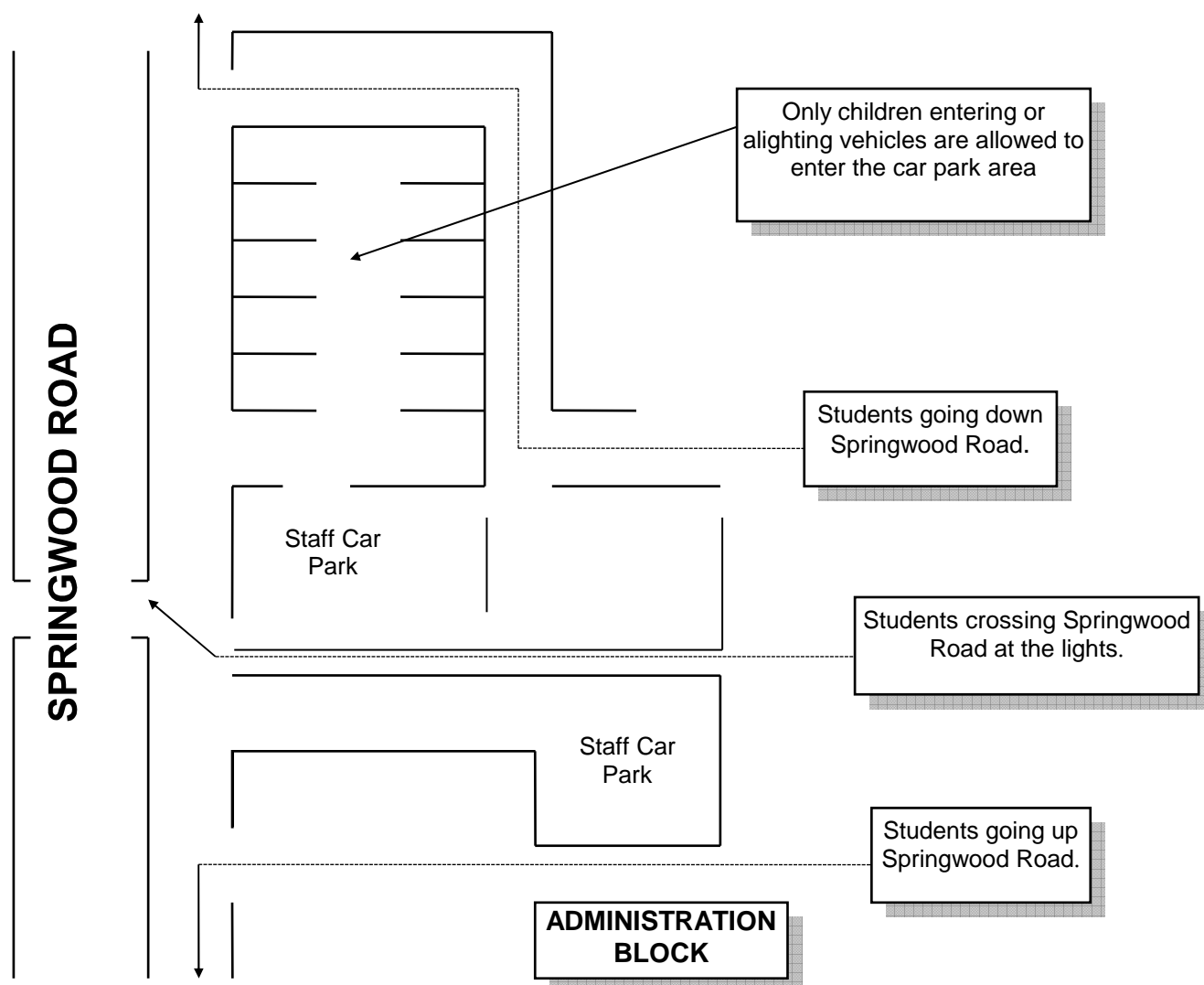
Students are encouraged to use the library for enjoyment, research and structured learning activities organised by the class teacher. Students are given the opportunity to borrow weekly in an allocated class time and also before school and playtime.

All students are required to have a library bag when borrowing to promote care and responsibility for books. These are available from the Tuckshop at a cost of \$5.00. We encourage P – 2 students to purchase a satchel which doubles as a Library Bag / Reading folder at a cost of \$8. The borrowing period is two weeks. If you have any queries please contact the Library Teacher Aide.

CHILDREN ENTERING AND LEAVING THE GROUNDS

A parent carpark has been provided for the drop-off of students. Parents are asked to **not use** the top drive in front of the Administration block between the hours of 7.00am and 4.00pm.

Children leaving the grounds on Springwood Road should follow the following plan.



TRANSFERS TO AND FROM OTHER SCHOOLS

All children leaving the school require a transfer certificate to their new school. This can be collected at the school administration office on the last day of attendance. Please ensure all school equipment including library and reading books are returned prior to departure. Parents should contact the school office when seeking enrolment or transfer.

USE OF SCHOOL FACILITIES

The Principal may grant individuals and community groups access to school grounds or use of school rooms for specific purposes upon submission of a formal request in writing that clearly indicates the nature of the proposed usage, times required, and other specific details. Specific documentation must be completed and when granted the approval letter should be brought on campus with the organiser. Under no circumstances should children use school grounds or the area around the buildings for any purpose out of school hours without prior approval. The school is protected by State Government Security Officers and trespassers may be prosecuted at the discretion of the Principal.

BICYCLES IN GROUNDS

Students riding bicycles to and from school are reminded that State Government legislation requires all students to wear helmets when riding bicycles. It will be a requirement that all children who ride their bikes to school and park them in the school grounds wear a suitable safety helmet. The bicycle racks are located behind the Administration Block. Students are asked to provide a chain to ensure the security of their bicycles. **Riding of bicycles in the school grounds is prohibited.** The Principal reserves the right to prohibit use of the grounds for the parking of a student's bicycle where the student is found to be riding, running the bicycle or using the bicycle inappropriately in the grounds. **That is, students must walk bicycles in the school ground. Skateboards and Scooters are not permitted at school.**

TUCKSHOP

The school is serviced by a well-run tuckshop which operates on a daily basis and depends on voluntary help from parents. Responsibility for this rests with the school's P & C Association which provides the facility as a service to parents and children and as a means of raising funds for the school.

The tuckshop is run by a paid Convenor, Mrs Heather Manttan and Assistant Convenor, Mrs Sue McKenzie with voluntary help from parents. Parents able to help are asked to contact Heather by phoning the tuckshop on 3341 8832 between 8.30am and 2.00pm.

The tuckshop provides a wide range of food both hot and cold. Healthy salads, fruit salad and yoghurt - just a small selection from a wide range of healthy foods available to students. A "bag system" is in operation. Your child's requirements are written on paper bags along with name and grade and the money placed inside. These are handed in to the teacher and sent to the tuckshop every morning. The orders are then prepared and are ready for your child at morning tea and lunch. Separate bags are required for morning tea and lunch.

NUT FREE SCHOOL

At Springwood Road State School, like many other schools, we are nut free. This is a safety issue for some of our students who are highly allergic to nuts. Exposure to nuts, even being touched by someone who has eaten nuts, can be life-threatening. Your understanding and cooperation in not sending any nut products to school for lunch, is appreciated.

CONTACT INFORMATION

Please ensure the school has up-to-date information on parent and emergency contact phone numbers and addresses. Where there has been a separation, divorce, custody and / or access issue, it is essential that the school be notified immediately. As caregivers operating in loco parentis the school must be able to act on a fully informed basis.

Should any of this information change, even if for a short period of time, it is vital that the school is notified of these changes. Parents and caregivers are assured that any information provided is confidential. Your support in this area is strongly urged. It is recommended that you periodically check the contact details we have for you to help ensure they are kept up to date.

DONNA AVENUE CROSSING

The crossing is supervised by a Crossing Supervisor. Please teach your children to use this crossing and to obey the Crossing Supervisor's directions.

GOING HOME ARRANGEMENTS

Parents need to advise children and the school of their expectations with regards to the arrangements for going home. If there are difficulties, children should be encouraged to return to the office where assistance can be given. The school's concern for the welfare of children is always paramount and we will make every effort to assist the children in contacting their parents or the emergency contact. It is therefore vital to have up-to-date contact information on record at the office.

LATE ARRIVALS / EARLY DEPARTURES

If a child is late to school they obtain a late slip at the office to give to their class teacher.

If you are collecting your child for an early departure please come directly to the office where you will need to sign your child out. Office staff will then arrange for your child/ren to meet you at the office.

ABSENCE

Every day at School Counts! It is important for children to attend school every day unless of course they are unwell. If your child is not able to attend school parents can leave a message on the school absence line 3457 8366. In your message you need to state the child's name, class and the reason for absence. Example – sick, family holiday

The school will send a text message each day to the parents of children that are absent without a notification.

PARENTS COLLECTING PUPILS

Parents who collect pupils each afternoon are asked to ensure that they are picked up promptly at dismissal time and not left to wait at the school for long periods. As classes are still in progress parents are requested to not enter the grounds prior to 2.20pm to wait to collect their children. Waiting areas: Lower school undercover area or main undercover area – NOT outside classrooms.

Parents collecting students early from school for outside appointments must report to the school office and sign their child/children out.

BOOM GATE

Access to the school Admin carpark is restricted to ensure the safety of our children. Parents/Caregivers may obtain entry to the Admin carpark if;

- Collecting a sick/injured child.
- They have a disability sticker.

Parents/Caregivers requiring entry for the above reasons can do so by pressing the intercom at the Boom gate.

HELPERS, VISITORS, CONTRACTORS, COLLECTION / DROP-OFF OF STUDENTS

All contractors must report to the Principal only immediately on entering the grounds. No person other than the Principal can authorise work to commence. Contractors must consult the Asbestos Register and complete paperwork before permission to commence work will be considered.

Parents / Guardians collecting/dropping off students during the school day must do so at the school office. Students must be signed in/out at the front desk. Parents are required to seek assistance in this matter at the school office and not go directly to classrooms.

Parents / Visitors / Volunteers / Student Teachers on campus during school class time 8:30am to 2:30pm MUST sign in / out at the school office and wear a school Visitors / Volunteers badge.

UNIFORMS

It is indeed pleasing to see so many pupils in school uniform at the commencement of the year. Many parents who are new to the district may not yet be aware that uniforms are available for purchase through the school tuckshop. Orders may be placed with Heather Manttan at the tuckshop. **A 50% deposit will be required at the time of ordering.** All items may be pre-ordered. EFTPOS facilities are available, minimum \$10.

UNIFORM SHOP IS OPEN TUESDAY & THURSDAY 8:00AM – 9:00AM AND IS LOCATED NEXT TO THE TUCKSHOP.

Costs are indicated below. We are a uniform school and it is therefore expected that pupils be in uniform at all times. **‘Tank tops’ and similar beach attire are not to be worn.** Cargo pants and boardshorts are also not considered safe for physical activities or appropriate for school and must not be worn.

Because of the danger to children from over exposure to the sun, children are required to wear a Springwood Road State School broad-brimmed hat when playing. Children who do not, will be restricted to sitting in shaded areas. Parents are expected to make every attempt to send the children in correct uniform and correct colours. It is recommended that all children wear soft-soled running shoes. Shoes must be black, worn with white socks.

All sizes are to Australian Standards

School Polo Shirt		\$29.00
School Sports Shirt (Friday only for Years 4 – 6)		\$33.00
Music Shirt		\$34.00
Royal Blue Prestalene Skirt		\$31.00
Royal Blue Prestalene Culottes		\$31.00
Royal Blue Prestalene long leg shorts		\$19.00
Longer leg Royal Blue rugby knit shorts		\$19.00
Princess-line dress Peter Pan collar		\$42.00
Rugby Knit Top (with SR Logo)		\$31.00
Track Pants	Sizes 6 - 16	\$22.00
Taslon Jacket		\$49.00
Reversible broad-brimmed hat (with house colour)	(55, 57 cm)	\$15.00
Prep Hat	(53, 55 cm)	\$15.00
Music Bags		\$6.00
Library bag		\$6.00
Satchel (Prep – Year 3)		\$9.00
School Bag		\$45.00

The P & C Association endeavours to keep an ample supply of uniforms available but as storage space is at a minimum it is advisable to place orders in advance. Uniform Order forms are available at the Tuckshop.

USE OF PLAY EQUIPMENT

Play equipment is out of bounds at all times unless supervised by a staff member. This also applies out of school hours including weekends.

LOST PROPERTY

All lost property is kept in the lost property box in the covered play area. All enquiries regarding lost property should be directed to the class teacher. **Parents are asked to ensure that all articles of clothing and equipment are clearly marked with their child's name.**

STUDENT SERVICES

STUDENT BANKING

Springwood Road State School participates in a student banking program through the Commonwealth Bank of Australia. Student banking is undertaken each **Tuesday**. Students send their deposit books to the office where they are processed and then returned to the student. Application forms for new accounts can be obtained through the school office.

GUIDANCE OFFICER

Guidance Officer service is available by contacting the Principal.

OUTSIDE SCHOOL HOURS CARE

The Outside School Hours Care Program is run by the P & C Association. A coordinator manages the program on a day-to-day basis.

Before School Care operates from Outside School Hours Care Building (*Narelle Crescent*) between 7.00am and 8.25am. Two staff members are employed in this program. Breakfast is provided and activities and games are organised for the children.

After School Care operates between 2.30pm and 6.00pm. The program operates from the specially designed and equipped Outside School Hours Care building near the preschool in Narelle Crescent. A total of 6 staff provides close supervision of those enrolled. Activities include organised games, crafts, sports and recreational pursuits. Afternoon tea is provided and this can consist of sandwiches, fruit, biscuits and / or hot food.

Vacation Care operates during school vacations between 7.00am and 6.00pm. Activities, games, crafts and themes are organised with the children, as well as excursions. Breakfast, morning tea, afternoon tea and drinks are provided. Students bring their own lunch.

The Outside School Hours Care phone number is 3841 3944. There is an answering machine on at all times to take your call or enquiries. Childcare Benefit can be claimed through Family Assistance Office. Fees are kept moderate.

PARENT – SCHOOL INTERACTION

We, the staff, invite you to regard this as your school and ask that you take an active interest in its activities. In particular we ask that you become vitally interested in all aspects of your child's education.

INTERVIEWS WITH ADMINISTRATION / TEACHER

Parent / teacher discussions are most important in helping to encourage a desirable learning environment. You are earnestly requested to avail yourself of every opportunity to talk to our staff. Our only condition is that you should avoid interrupting classes during school hours. For in-depth discussions, an appointment is desirable. We welcome the opportunity to meet with you. Contact the office or the teacher directly for an appointment.

PARENTS AND CITIZENS ASSOCIATION

Meetings are held on the second Wednesday of each month, February to November, at the school commencing at 6.30pm. All parents are most welcome to attend. Our P & C is an integral part of the school.

VOLUNTARY TEACHER AIDES

This school encourages the support of parents as voluntary teacher aides in the learning/teaching situation. Advice as to the specific needs of each classroom teacher will be made available through Class Newsletters as details are finalised. Your assistance is appreciated. Should you have spare time and want to assist you are welcome to let your child's teacher know. All volunteers must sign the volunteer worker's register on each occasion.

MEET THE TEACHER NIGHTS

All classroom teachers, at all year levels will be inviting parents to class meetings in February. The purpose of these meetings is to acquaint parents with year level expectations, the class program, teaching philosophy, and teaching models that will operate during the year in the education of your children. Although those meetings will advise parents of the nature of evaluation and assessment procedures, they are not a substitute for the parent teacher interview sessions that will be held later in the year. A warm invitation is extended to all parents to attend these meetings.

SCHOOL NEWSLETTER

A vital part of school communications is the weekly school newsletter. This contains important information about which you need to be aware as well as samples of student's work and celebration of our successes. We strongly encourage you to read the newsletter which is published each Tuesday.

Our school provides eNews via an interactive, graphically rich, full colour professional electronic newsletter. eNews is personally delivered directly to your email inbox via the Internet.

CHANGES TO INFORMATION BOOKLET

From time to time, information contained in this booklet will change. Parents need to be aware that changes to policy can be communicated in a variety of ways including the school newsletter, eNews, web site, specific notes, P & C meetings or individual letters for example.