

WELCOME

We welcome you and your family to our Leyburn School community as we join you in the ongoing task of educating your child/ren. We look forward to sharing an open, honest and positive relationship with you.

This booklet has been compiled as a guide for parents about the general philosophy and day-to-day running of the school and expectations we have concerning the children and their attitudes and behaviours.

Please note the following information for 2008.

Mandy Gifford
Principal

Daily Routine

Monday – Friday

9.00	School Begins
11.00 – 11.45	Lunch
1.30 – 2.00	Afternoon Tea
3.00	School finishes

From time to time, these hours may vary. **Children should not be at school before 8.30am or after 3.15pm**, unless they are involved in sports training or bus trips home.

School Contact Numbers:

Phone No. 4695 0172
Fax No. 4695 0226
Mobile No. 0488950172
Email: the.principal@leyburnss.eq.edu.au

School Staff

Principal – Ms Mandy Gifford

Teacher/s – Miss Jelena Gooderham , Mrs Rebecca Forrest

Physical Education Teacher - Mr Barry Healey

Music Teacher – Ms Jayne Shelley

L.O.T.E Teacher – Mrs Frances Symonds

Teacher Aides -

Mrs Annette Gray, Mrs Robyn Casbolt, Mrs Vicki Webcke

Administration Officer – Ms Margherita Caruana

Ancillary: Cleaner - Mrs Cheryl Facer,

Janitor/Pool Operator - Mr Robin Heath

Groundsperson - Mr William Gray

Parade

Parade is held on Fridays, at 9.00 a.m., when special awards are presented. Parents are welcome to attend.

Newsletter

Our newsletter, "The Informer", will be sent home every second Friday, commencing the first week of term. One copy will be given to the eldest child in each family.

Tuckshop

The Leyburn General Store provides school Tuckshop on Wednesdays. Orders are to be placed in the tuckshop ('Wacky Wednesday') box in the office by **Wednesday morning**.

School Uniform

Boys – royal blue t-shirt with school badge and royal blue shorts
Girls – royal blue t-shirt with school badge and royal blue shorts or skirt
Polo shirts and jackets are available from the school P&C Association.

Uniforms are encouraged to be worn. Shoes are to be worn in the playground at all times.

A broad brim hat **must** be worn during the lunch breaks, as the 'no hat, no play' rule applies.

Nail polish and excessive amounts of jewellery are not permitted. Only sleepers, studs, watch, and medical-alert bracelet/necklet are permitted.

Absence from School

Please telephone the school to advise of absences or send in a note. We are required to record the reasons for absences. Excessive unexplained absences will be reported to the Department.

Parent Involvement

We invite all parents to be involved in their child/ren's education. The key to this involvement is frequent and open communication between teachers and parents. We encourage parents to assist with class activities, especially in the early years. If you can be of assistance please feel free to contact the school at any time.

P&C Meetings

The P&C Association is the official parent body and as such is a vital support organisation for the school. All parents are encouraged to play a part in the P&C and new members are warmly welcomed.

At present, meetings are held on the second Tuesday of the month. Notice of meeting is given via the newsletter and placed on a noticeboard at front of school.

Bus Transport

Children travelling on the school bus are expected to follow the Code of Conduct for school bus travel by the Queensland Transport. If you have any issues in relation to the bus, contact the bus operators.

Lost Property

Even in this small school, we manage to accumulate lost property constantly. **Please label all belongings.** If clothes are left at school, please try to locate them promptly. All lost property will be disposed of at the end of each term (with school uniform pieces becoming part of the 2nd hand uniform box). The lost property box is located in the office foyer.

Book Club

Children may participate in Book Club if they wish. Forms will be distributed once a month. Orders and payment are to be returned to the office. If you wish to pay by credit card, you are required to place your order online with Scholastic Australia. Please provide a copy of your confirmation order to the school's book club organiser, Mrs Robyn Casbolt.

Change of Address and Phone Details

If at any time there is a change of address or phone etc, please contact the school promptly to advise them accordingly.

Collection of Money

All school money and P & C fundraising **must be in a clearly marked envelope and placed in the School Letterbox** at the administration counter.

Medication

Children who are sick should not be sent to school

Legally, prescribed medication can only be given when the following conditions have been observed:

Regulations of Education Queensland state in Part:-

A school may give oral medication to a student provided it is given strictly in accordance with instructions written on the medical container by the pharmacist at the medical practitioners' direction and is requested by a parent or legal guardian **in writing**.

Non-prescribed oral medication (such as Panadol and over-the-counter medications) will **not** be administered by teachers or another person on the school staff.

This direction from Education Queensland makes it clear that in future we will need both a letter and a pharmacist's instruction on **all medication** before it may be administered at school. **No exceptions can be made.**

If there are any medical problems which you feel the school should know about, please let us know. Such information will be treated confidentially.

Accidents/Emergency Contacts

In the event of an accident at school, the school will take what it considers is appropriate action. Information on students records will be utilised in these circumstances, therefore please notify the school if there is a change of phone numbers, contact persons or doctor.

Religious Educators

Currently no formal religious instruction is catered for at Leyburn State School.

FORMS TO COMPLETE

To minimise the permission forms sent home throughout the year, we are sending home a yearly collection, so that we have an over-arching permission for regular activities for all students.

Responsible Behaviour Plan

All Queensland State Schools are required to explain the responsible behaviour plan for new enrolments. We then request you fill in the Enrolment Agreement Form that states that you and your child/ren support and abide by the Behaviour Management Plan.

Swimming Permission

We are lucky enough to have the Leyburn Swimming Pool as part of our grounds. During terms 1 and 4, students participate in a swimming program. Parents will be notified, through the Informer, when the students will be swimming.

Media Permission

At times throughout the year, we have journalists who come to visit our school to highlight Leyburn. Students' photos may appear in local, state or national newspapers, or video footage may be used on television, if parents have completed the Media Permission form.

Local Community Activities Permission

As part of our links with community (eg Excursion to local businesses), and to utilise community facilities (eg The CWA Hall) we are asking parents for permission to allow students to leave school, whilst under School Staff supervision, to visit areas within our township's boundaries.

Internet / Email Usage Agreement

Each student is provided with a unique Internet access code, and is permitted to access the Internet and Email facilities, if this form is completed. Please discuss the rules associated with this agreement when you sign this with your son/daughter.

CURRICULUM

Academic development at Leyburn School is carried out through implementation of syllabus and curriculum documents from Education Queensland which have been incorporated into school-based programs. Key Learning Areas – English, Mathematics, Study of Society, Language Other than English (French), The Arts, Technology, Science and Health and Physical Education – are taught throughout all classes from Year 1 – 7.

Due to our small size, classes are multi-age. In 2008 there will be a P-3 class and a 4-7 class.

Our school receives regular visits from Physical Education, Music, LOTE and Learning Support teachers. Speech-Language Pathologist, Occupational Therapist and Guidance Officers are available if necessary.

PREP

2007 marked the introduction of PREP to Leyburn State School. Parents with children enrolling in Prep are encouraged to enrol prior to June the previous year. Prep is offered full-time and children will attend from Monday to Friday during normal school hours. Our Prep classroom is a multi-age environment, shared with children in Years 1, 2 & 3.

Children who are five years of age by 30 June, in the year they enrol in Prep, are eligible for enrolment. A birth certificate will be required as proof of age.

It is recommended that Prep students be escorted to and from the classroom by their parents, or are met by school staff.

What will your child need to bring to PREP?

Clothing

Children at prep become involved in many “messy” activities e.g. painting, clay, sand, dough etc. These activities are designed to meet the emotional, intellectual and creative needs of your children but they may be reluctant to participate if dressed in clothing that spoils easily. Ordinary, easily laundered play clothes are the best gear for prep. Could you please make sure your child has appropriate spare clothes in their bag to change into in case of an accident? Also, could you please ensure all clothing has the child’s name clearly marked on it.

Shoes

Children are encouraged to remove shoes and socks for some music and movement sessions and for playing in the sandpit. Of course, if parents have specific objection to this it will be observed.

Hats

The need for children to wear hats outdoors cannot be stressed too much. Please provide your child with a wide-brimmed shady hat.

Other

Pillow and sheet (single bed) clearly named in a drawstring bag. A rest period is not a requirement for Prep, but if students require some quiet time, this will be provided for them.

Library

Please supply a drawstring library bag of size approx 35cm x 35cm.

Soundwaves and M100W

Soundwaves is a reading and writing program which involves teaching a comprehensive group of 44 sounds. For each sound there is a selection of spelling choices (e.g. city, fence, seat) and each spelling choice is linked to a word.

M100W is the Magic 100 Words program, which we have been utilising as our sight words program. There are coloured stages, where children are given coloured certificates to mark their achievement. To enhance reading, it is encouraged that sight words are a daily homework task for all children in the early years.

Sport

At Leyburn State School, all children from Years 1 to 7 participate in a school-based physical education program. We offer a wide range of sports in order to develop basic skills and interests in a variety of areas. The school usually attends two Athletics meetings during the year; one at Wheatvale and one at Allora. Years 4 – 7 participate in team sports at Clifton during Term 2 only.

Swimming

Our school pool operates for swimming lessons during first and fourth terms. Children are required to bring swimming togs, swimming cap (optional), towel, a swim (sun protection) shirt and goggles (optional). N.B. Children are not permitted to wear togs to or from school.

Arts Council

Arts Council is held four times a year. The performances are held at the school. All children are encouraged to attend as Arts Council productions are now correlated to the Arts Syllabus. If there is a particular reason why you wish your child not to attend please let us know at the school and alternative arrangements will be made. A fee of \$6.00 per performance/child (2008) is charged by Arts Council. This fee needs to be paid in advance.

Library

Children are encouraged to use the library for research and leisure reading. Books borrowed from the *school* library are to be carried in a library bag (provided by home).

The *Mobile Library Bus* visits the school every second Wednesday. Children are encouraged to use this service and are able to take these books home. All books are to be returned on the due date.

HOMEWORK

Homework is given only for 4 nights a week. ie. Monday – Thursday and only reading for weekends. Children are expected to spend no more than the following amounts of time on their daily homework.

Year 1	10 minutes
Year 2	15 minutes (including reading)
Year 3	20 minutes (including reading)
Years 4 - 7	30 minutes (including reading)

These are the maximum times your child is to be engaged in set homework. Homework tasks are usually simple revision exercises or learning tasks. Projects and research activities are an exception to this.

The following are offered as suggestion to parents as a means of helping to create a suitable atmosphere for homework:

- ◆ Setting a regular time and place.
- ◆ Provide adequate lighting
- ◆ Show a positive interest in children's work, and encourage them to do their best.

- ◆ Give a little of your time every evening to listen to your children, hear them read, listen to them saying their number facts talk to them, and listen to what they have done during the day.
- ◆ If children have a problem with homework, please contact their class teacher.
- ◆ Parents are encouraged to sign completed homework.

If your child is having difficulties with the homework, please sign what they have completed and return to school the following day.

REPORTING TO PARENTS

REPORT CARDS

Formal Report Cards will be issued at the end of each semester – June and December. These Report Cards, should be signed by parents and returned to school to be viewed by the classroom teacher. Copies of the report cards are kept on file at the school. The original is to be kept by students / parents.

PARENT-TEACHER INTERVIEWS

Formal Parent-Teacher interviews will be held once a year, during Term 4. Parents are encouraged to request an interview with their child's classroom teacher at any time throughout the year, to discuss their child's progress. Please contact the teacher to make an appointment.

YEAR 3, 5 AND 7 TEST REPORTS

Students in years 3, 5 and 7 will sit National Literacy and Numeracy Tests on 13,14 & 15 May 2008. The reports from these tests will be released later in the year. Your child's report will show how he/she has performed in comparison to national benchmarks for Reading, Writing and Numeracy.