



Kentville State School

PARENT HANDBOOK

Our School's Vision:
Unite ~ Believe ~ Succeed

A MESSAGE FROM THE KENTVILLE TEAM

Welcome to Kentville State School. We are proud that Kentville State School has been providing the students of our district with quality learning experiences for over 100 years.

At Kentville State School we believe that the partnership between home and school is vitally important to the effective education of our students. Consequently, we value your commitment to and involvement in our school community.

To achieve our goals, we need the assistance of all parents. You, as parents, are your child's first teachers and we rely on your active interest, encouragement and support.

We particularly need your support in:

- helping children to achieve success
- feeling positive about themselves
- liking school
- being committed to their schoolwork
- taking a pride in their school/uniform/appearance
- being considerate and tolerant of the rights and property of others

Kentville State School clearly displays the benefits of having interested parents, willing to help in the many and varied tasks and activities that go on at the school. You're welcome to visit the school, to help in the classroom or to discuss your child's progress. We would appreciate your courtesy in making an appointment so that a time convenient to all, may be arranged.

The feeling of the school is one where children, educators and staff within the school are expected to pursue knowledge, strive for courage, and practise compassion. We believe all three are essential for the development of wisdom.

We wish you and your children a successful and rewarding time at our school.

The Kentville Team



SCHOOL CALENDAR 2024

TERM ONE	22nd January - 29th March	Public Holidays 26 th January - Australia Day 29 th March - Good Friday 1 st April - Easter Monday
TERM TWO	15th April - 21st June	25 th April - ANZAC Day 6 th May - Labour Day
TERM THREE	8th July - 13th September	Monday 12 th August - Brisbane Exhibition Holiday
TERM FOUR	30th September - 13th December	7 th October - King's Birthday (note: this is one week <u>after</u> the school holidays)

School Hours

9:00 am	Lessons Commence
11:00 am - 11:30am	First Break
11:30 am - 1:30 pm	Second Session
1:30 pm - 2:00 pm	Second Break
2:00 pm	Third Session
3:00 pm	Dismissal



OUR STAFF - 2024

Principal: Mr Denny Taylor

Teachers:

Prep to 3 Mr James Baker
Years 4 to 6 Mr Denny Taylor

Specialist Teachers

Physical Education Mr Andrew Hooper

Learning Support

Teacher Mrs Brockhurst

Ancillary Staff

Business Manager Ms Sheryn Williams

Teacher Aides

Mrs Jennie Heath
Ms Pam Gillespie
Mrs Amanda Platz
Mrs Natasha Scheiwe

Chaplain

Jim Taylor

Uniform Shop

Ms Pam Gillespie

Postal Address

4 Turpin Road
KENTVILLE QLD 4341

Phone: (07) 5411 5111
Fax: (07) 5411 5100
Student Absence: (07) 5411 5160
E-mail: admin@kentvilless.eq.edu.au
Website: www.kentvilless.eq.edu.au

STATEMENT OF PURPOSE

The school and community will work together to enable all students to reach their full potential, develop a positive self concept and be able to cope as responsible members of society. We will work together to achieve the best educational outcomes, for all our students and strive for excellence in education at Kentville State School.

OUR EXPECTATIONS

Our Vision is 'Hand in Hand': Unite, Believe, Succeed

- *Be safe*
- *Be a learner*
- *Be responsible*
- *Be respectful*



RIGHTS AND RESPONSIBILITIES

Students, Staff and Community Members have:

- the right to co-operation and responsibility for co-operating with others;
- the right to feel safe, and responsibility for helping keep themselves and others safe;
- the right to fair and equal treatment and responsibility for treating others fairly and equally;
- the right to a secure, supportive environment and responsibility for making the environment safe and supportive for themselves and everyone else;
- the right to communicate, and responsibility for allowing others to communicate;
- the right to be respected, and responsibility for respecting their own rights, beliefs, property and authority and those of others;
- the right to assist in establishing classroom and school expectations, consequences, policies and procedures and responsibility for consistently abiding by/applying these expectations, policies and procedures;
- the right to receive a report on their progress and the responsibility for using such information to improve their performance.

Students have:

- the right to learn and responsibility for learning to their full potential, for allowing others to learn and valuing the efforts of others.

All Staff have:

- the right to be able to teach or do their job and responsibility for endeavouring to ensure children achieve the best possible outcomes.

Community Members have:

- the right to become involved in the education of their child and responsibility for accepting this role enthusiastically.

ABSENCES FROM SCHOOL

Legally, parents are required to provide a letter of explanation or to telephone the school regarding the absence of their child from school, even for one day.

Dedicated Student Absence Line - 5411 5160

Absences for each day will be followed up in accordance with Education Queensland Regulations. If children arrive late or are to leave school early, they need to be signed in or out at the office by the accompanying adult. Children will not be permitted to leave the grounds unless they have been signed out.

Unexplained absence will appear on a child's end of semester report cards.

ACCIDENTS

If your child is injured at school, first aid treatment will be provided. The primary parent, if unavailable the secondary parent, if unavailable the emergency contacts will be contacted if an injury requires medical attention. If you or the emergency contact person are unavailable, an ambulance will be called. For an injury requiring urgent attention, an ambulance will be called immediately. It is important to regularly check and update contact details for you and your representatives, so we have correct 'phone numbers in the case of an emergency.

ADMISSION

Children of eligible age attend a full-time Preparatory year before starting Year 1. Children must turn at least five by 30 June in the year they commence Prep. When enrolling your child in Prep, a birth certificate must be sighted by the school. This is a government requirement and is therefore not negotiable.

BOOK REQUIREMENTS

Parents do not need to worry about book lists at our school. Instead, we have a book levy of \$25 which covers all of your child's general stationery. **Parents will need to provide headphones for their children.**

N.B. Maths text books are paid for by the P&C.

BUS

Students who live more than 3.2km from a school, and are on the designated bus route, are eligible for free transport on the school bus to and from their home. Before boarding the bus, permission from the bus operator must be sought. Students who live less than the above distance from a school may travel to and from school provided that a fare is paid.

The School Administration will be able to help with enquiries regarding buses. An application form for bus travel must be completed each year. These forms are available from Mr Dudley Burns. His contact number is 5426 4376.

Students must observe the Transport Code of Conduct at all times.

Information on this code is available on our website or from Dudley Burns.

DISCIPLINE

Our Code of Conduct for Students aims to be the foundation for a safe, happy and productive school and is available to parents and students. Contact the office for a copy or download one from our website.

As a school we celebrate positive behaviour. Parents are encouraged to be part of our positive team.

Our school's expectations are: Be Safe, Be a Learner, Be Responsible and Be Respectful.

HATS

Hats can be purchased from Ms Gillespie, who runs our uniform shop. Please refer to the uniform policy. We take very seriously our role in educating children about sun safety. In this regard our school enforces a policy of "No Hat No Play". We also encourage children to wear wide brimmed hats that protect face, ears and the back of the neck.

HEAD LICE

Head lice infestations are a common occurrence, particularly in primary schools.

- about 23% of primary students have head lice at any one time
- anyone can catch head lice regardless of their age, sex, or how clean their hair is
- head lice move from one person's head to another via hair
- head lice do not survive long when they are off a human head
- head lice do not live on furniture, hats, bedding or carpet
- head lice have built up some resistance to head lice treatments

Treatment

- regularly check your children's hair
- apply white hair conditioner and comb this through using a fine tooth comb. This is effective in getting rid of head lice and eggs (nits)
- tie back and braid long hair
- use a suitable product, now available at supermarkets

HOMEWORK

We have developed our own homework policy after consultation with parents/caregivers and teachers. Encouragement and support from parents/caregivers helps students to have a positive, productive approach to homework.

Homework is usually to be handed in each Friday morning or on a day and time stipulated by your child's classroom teacher.

Your child's progress and effort in their homework is reported on in their end of semester report card.

Why is homework so important?

Homework bridges the gap between learning at school and learning at home. It reinforces work done in class. It helps develop skills such as study habits and time management.

Parents/caregivers have the opportunity to see the progress of their child.

What can parents/caregivers do to help?

- Take an active interest in your child's homework.
- Support your child in setting aside time each day for homework.
- Provide a dedicated place for homework and study if possible.

- Assist teachers to monitor homework by signing completed work if requested, and be aware of the amount of homework set.
- Communicate with teachers any concerns about the nature of homework or your child's approach to homework.
- Encourage your children to read and take an interest in current events.
- Alert the school to any domestic circumstances or extra curricular activities which may need to be taken into consideration when homework is being set or marked.

CHILDHOOD DISEASES

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. The table below provides information on the recommended minimum exclusion periods for infectious conditions and is designed to assist parents, schools and medical practitioners to meet the requirements of the *Public Health Act 2005*.

This is not an exhaustive table of the diseases, a full list is available from the School Office.

Condition	Exclusion of Case (Person with the infection)
Cold Sores (Herpes Simplex)	Young children unable to comply with good hygiene practices should be excluded while sores are still weeping. (Sores should be covered with a dressing where possible.)
Diarrhoea and/or Vomiting	Exclude until there has not been a loose bowel motion or any vomiting for 24 hours.
Head Lice	Exclusion is not necessary, if effective treatment is commenced prior to the next attendance day.
Influenza and influenza like illness	Exclude until well.
Ringworm/tinea/scabies	Exclude until the day after appropriate treatment has commenced.
School Sores (Impetigo)	Excluded until appropriate antibiotic treatment has commenced. Sores on exposed areas must be covered with a watertight dressing.
Chicken Pox	Exclude until fully recovered or at least five days after the eruption first appears.
Mumps	Exclude for at least nine days after the onset of symptoms.
Measles	Exclude for at least four days from the appearance of rash.
Whooping Cough	Exclude until fully recovered.

For more information go to <http://conditions.health.qld.gov.au/HealthCondition/condition/14>

INTERHOUSE SPORT

Children in the school are currently divided into two houses - Frogs and Lizards. Students will be advised of their house allocation soon after enrolment.

LIBRARY



Students borrow books at designated times during school.

Encourage your child to use the school library, to have a book out at any given time and to treat books with respect.

MEDICATION

When a medical practitioner has prescribed medication that must be administered during the school day, parents are responsible for:

- bringing this need to the attention of the school
- ensuring that the information is updated if it changes
- supplying the medication and any 'consumables' necessary for its administration in a timely way
- Parents must complete a "Details of medication to be administered by school staff" form. The form has changed, and needs to be updated regularly.
- Medication must be provided in a bottle/packet provided by the chemist.
- Students must not carry medications unless there is a written agreement between the school and the student's parents that this is a planned part of the student's health care support. E.g. Ventolin.
- Our friendly office staff will help you with any concerns



PARENT ORGANISATIONS

Getting involved in your child's school can be a rewarding experience. There are many types of school activity and parents/caregivers are always welcome to participate.

Members of the P&C attend regular school meetings and work with the school on fundraising and other activities within the school, such as organising catering for school and sports events, Mother's Day and Father's Day stalls, as well as the annual Bunny-making project. Fundraising by the P&C helps to offset the cost of school camp and end of term excursions. Their fundraising also helps to complement the school's budget when required.

SAFETY OF STUDENTS

As soon as children enter the school grounds, their safety and security are high priorities. We are committed to ensuring a safe and happy environment for your child.

We believe that school learning environments should be free from bullying and harassment. Parents/caregivers are urged to immediately report cases of bullying or harassment to the school principal.

All schools have discipline policies which outline the consequences for those who bully or harass. Please refer to our Code of Conduct for Students on our website or it is available from the office.

We encourage parents/caregivers to become involved in helping us maintain a safe learning environment for our students. If you would like more information on this important topic contact your school principal or regional office.

Students are taught about bullying and responsible behaviours in schools and the community through the school's curriculum and as part of our school's positive behaviour for learning program.

SCHOOL CHAPLAIN

At Kentville State School we regard the social and emotional development of our children as one of the priorities in our school's Annual Implementation Plans. The health and wellbeing of our staff, parents and students is also a high priority. Chaplaincy services at our school complement these priorities through the implementation of the Chaplain's weekly program.

Through the program, the chaplain is able to provide pastoral care and personal support for students, staff and parents of the school community in co-operation with the school's Guidance Officer and other support staff. Furthermore, the Chaplain provides pastoral care and support following Critical Incidents.

The program was designed in consultation with staff and the P&C. A report of the chaplaincy services is provided to the Local Chaplaincy Committee (LCC) at each monthly meeting. The LCC reviews and supervises the chaplaincy services in the local area.

The Chaplain remains in contact with our staff, students and parents on a regular basis. The Chaplain can often be seen at school camps and excursions.

You can contact the Chaplain via email: chaplain@kentvillss.eq.edu.au

SUN SAFETY

Our school takes sun safety seriously and runs programs designed to make students aware of the damaging effects of the sun.

Our school also has a responsibility to provide a safe environment for students and staff and this includes providing adequate protection from the sun throughout the year.

Students are encouraged to protect their skin by:

- reducing their exposure to the sun, wherever possible
- wearing broad-brimmed hats in the playground to protect the face, neck and ears, and playing in shaded areas
- wearing clothing (preferably of closely woven fabric) with collars and sleeves to provide maximum sun protection
- using 30+ broad-spectrum, water resistant sunscreen as an adjunct to other sun protection measures

SWIMMING

Our students are given the opportunity of learning to swim at the Gatton pool in term one for double lessons.

All students travel by bus to and from these lessons.

- Parental consent must be given before any child can participate in swimming lessons
- Swimming classes for all children are taken by school staff and qualified swimming instructors

TUCKSHOP

- Tuckshop operates on Friday during first break
- It is prepared by volunteers and members of the P&C
- Tuckshop is ordered, and paid for, via the Qkr! App
- Orders must be placed before 8:30am on Thursday

BREAKFAST CLUB

- Breakfast Club operates every morning before the start of school
- It is provided by volunteers, Chaplain and members of the P&C
- Breakfast Club food items are either donated or provided by the P&C

Uniform Requirements

We encourage the wearing of school uniforms by students. Please refer to our Dress Code Policy that is available from the office or from our website. All uniforms have a minimum sun safety factor of 35 plus.

<u>School Uniform</u>		<u>Sports Uniform</u>	
Boys:	Red school polo shirt Dark Green shorts or track pants	\$25.00	
			Frogs sport shirt \$25.00
			Lizards sport shirt \$25.00
Girls:	Red school polo shirt Dark Green skirt, skort or shorts or track pants (available at retailers such as Best and Less or Kmart)	\$25.00	
Hat:	Green Bucket hat	\$ 10.00	

Jackets are available at a cost of \$32

NB: Prices are subject to change, without notice

**Uniforms may be ordered via the Qkr! App.
Please contact the office on 5411 5111 to enquire.**

