

Sunbury State School

Information for Families.



Statement of Purpose

The primary function of Sunbury State School is as a place of academic and social learning with a sharp focus on:

- ☞ Developing lifelong learners through fostering a love of learning
- ☞ The development of literate & numerate future citizens who are strategic thinkers, risk takers with a sense of personal competence and pride
- ☞ The provision of a safe and supportive, warm, nurturing, respectful, and caring environment for students and staff
- ☞ Recognising that it is the positive relationships between staff and students that are fundamental for success.

Key Priorities

Sunbury's three whole school key priority areas are:

Reading, Numeracy, and closing the gap.

These priorities are supported by Sunbury's Annual Implementation Plan which is available on the school website.

School Contact details

Street Address:

545 Alice Street

Maryborough Qld 4650

Principal: Karen Dyball

☎: 4120 0777

Fax: 4120 0700

Email: admin@sunburyss.eq.edu.au

Website: www.sunburyss.eq.edu.au

Facebook: www.facebook.com/SunburyStateSchoolQld

All information in this booklet is expanded on through DETE policy information available at <http://education.qld.gov.au>.

CONTENTS

School Community Context	Page 3
Staff	Page 3
Office Hours	Page 3
Contact Numbers	Page 3
Communication	Page 3
Arriving and Departing From School	Page 4
Collecting Students	Page 4
Student Absences	Page 4
Medication	Page 5
Transport	Page 5
Money	Page 5
Payments	Page 5
Student Resource Scheme	Page 5
School Uniform	Page 6
Sun Safety	Page 7
Jewellery	Page 7
Fruit Break	Page 7
Healthy Lunches	Page 7
Tuckshop	Page 7
Homework Guidelines	Page 7
Home Reading	Page 8
Our Library	Page 8
KOALAS Early Learning Program	Page 8
Sunbury’s Playgroup	Page 9
Positive Behaviour Recognition	Page 9
Guidelines for Appropriate Use of Mobile Phones by Students	Page 9
Internet & Email Usage	Page 9
Education Queensland Privacy Statement	Page 10
Managing Complaints	Page 11
Parents & Citizens Association	Page 12
Volunteers	Page 12

School Community Context

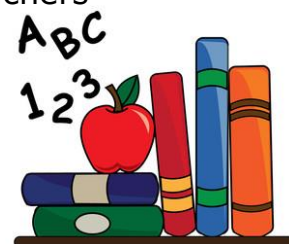
Sunbury State School is a co-educational primary school providing a quality education for all 200 students from prep through to year 6. Our school serves a diverse community which is made up of a range of families who have made lifestyle choices to live on small acreage allotments or in residential housing areas nearby. We enjoy a cohesive community where we strive to work together to achieve the best for students. Positive relationships with students and their families maximise learning outcomes and as a school community we promote:

- ☞ An engaging teaching and learning program based on the Australian Curriculum using the Curriculum into the Classroom (C2C) as a resource for curriculum delivery.
- ☞ High levels of teacher aide support with a particular focus on the mastery of literacy and numeracy skills.
- ☞ Inclusive practices which sharpen the focus for individual students through modification of teaching and learning programs.
- ☞ Positive relationships between teachers and students which are pivotal to the teaching and learning process.
- ☞ High expectations of student behaviour and self-management.
- ☞ A focus on the development of student leadership across all year levels.

Staff

Sunbury has a very dedicated staff who provide the best possible learning environment for students. We also have regular parent volunteers who offer a range of additional assistance within our school setting. Our teaching and non-teaching staff all go the extra mile to ensure that children are happy, safe and learning to the best of their abilities. These include:

- | | |
|------------------------------|-------------------------------|
| ☞ Principal | ☞ Approx. 12 Teacher Aides |
| ☞ Administrative Officers | ☞ Instrumental Music Teachers |
| ☞ Approx.10 General Teachers | ☞ Japanese Teacher |
| ☞ Special Education Teachers | ☞ School Facilities Officer |
| ☞ Learning Support Teacher | ☞ Music Teacher |
| ☞ Teacher/Librarian | ☞ Cleaners |
| ☞ Physical Education Teacher | |



Office Hours

The office is open to the school community between the hours of 8.30am to 3.30pm. If you need to contact the school outside of these hours, leave a message on our answering machine and we will contact you as soon as possible. If you wish to email requests/enquiries send this to admin@sunburyss.eq.edu.au

Contact Numbers

If you change your address or telephone number during the year please let the office staff know so that our school records are kept up to date. Emergency contact numbers must be provided for all children.

Communication

The school distributes the school Newsletter electronically to all families unless otherwise negotiated with the Principal. School newsletters and the Sunbury Facebook page are also available on the school's website www.sunburyss.eq.edu.au. The newsletter and Facebook page are our main methods of communication to homes so please take the time to access these to stay up-to-date. Facebook is

effective for instant messaging and announcements as well as some less formal notices. We also hold our Monday parades each week at 2:30pm, and Sunbury families are always invited to attend to help celebrate student achievements as well as keep up-to-date with school news. If you have any queries or concerns, these should be directed to the class teacher in the first instance who may then refer your concerns to either the school office staff or the Principal. Please ensure you make an appointment with your class teacher or the Principal should you have a sensitive and/or lengthy issue to discuss.



Arriving and Departing from School

Children are encouraged to arrive at school after 8.30am as supervision is not provided until then. Children arriving earlier than 8.30am will be required to sit quietly in the undercover eating area. Once students arrive at school they are not permitted to leave the grounds without the Principal's permission. This includes going to the shop across the road when getting off the bus and during break times. If children are waiting to be collected after school, they are asked to come to the office once the teacher on bus duty or the crossing supervisors leave their area – this is around 3.30pm and is designed with your child's safety in mind.

Collecting Students

From time to time you may need to collect your child early from school. For safety reasons, we require that you come to the office and sign our register when you pick them up. The office will contact the class teacher upon your arrival and organise for your child to meet you here. Students will not be permitted to leave, until they have been signed out.

Student Absences

In order to maximise student success at school it is vital to encourage a high rate of attendance. Success at school and regular attendance including arriving on time go hand in hand. It is imperative that your child attends school daily and arrives on time.

Procedures and Guidelines:

- ☞ Teachers complete their student attendance rolls electronically each day. This data is then linked to generating information for letters to parents and school reports.
- ☞ Any details regarding student absences recorded by office staff will be passed on to teachers. Parents are expected to send in a signed written note to the teacher in the eventuality of an absence – or contact the office by 9am on the day of absence.
- ☞ If an extended absence is anticipated then the parent and teacher can negotiate for some class work to be sent home and completed under parental supervision.
- ☞ If students are absent for more than 3 consecutive days then the Principal, class teacher or office staff will be alerted to arrange for parent contact. The Principal will be made aware of any concerns teachers may have about particular student absences.
- ☞ If families are un-contactable by phone, then a letter will be posted.

If attendance at our school becomes an issue including regular absences or late arrivals/early departures, then our school will implement the processes as described

in the Education Queensland Policies listed below which may include contact with both Department of Child Safety and the local Police service .

References SMS-PR-012 Student Protection. SMS – PR - Enforcement of Compulsory Schooling and Compulsory Participation Provisions. SMS-PR- Managing Student Attendance Education (General Provisions) Act 2006.

Medication

If your child requires any sort of medication at school, a note from you must be given to the school informing of the name of the student, type of medication, dosage and time the medication is to be given. A school medication form must then be completed and signed by you. All medication including asthma puffers, Epipens etc. are kept in the office for safekeeping and are administered as per your child's medication form. The Principal or office staff must sight the original medication container to verify the medication has been prescribed for the individual student. We will not administer any medication without written authority from the parent or guardian including the medication form; this includes Disprin, Nurofen and Panadol. A register is maintained each time any medication is given to your child. Medication needs to be clearly labelled as we cannot by law administer any unmarked medication. Any changes to your child's medication requirements must be noted in writing on our medication forms.

Transport

We have a high number of students who catch school buses each day. Children who catch buses are supervised by a teacher every afternoon until all children have caught their bus. Information regarding bus routes and how to organise for your child to catch the bus can be done by contacting the bus driver directly or the Department of Transport.

Department of Transport	4121 8315
Aldershot Bus (P1527)	0438 088 780
Yengarie Bus (P1406)	4129 7715
Brooweena Bus (S164)	0427 577 509
Wide Bay Transit (town routes)	4121 3719
Old Gayndah Road Bus (P1530)	0427 984 420 or 4123 5056



Money

Sometimes money needs to be brought to school for different activities. Please ensure that the child's name & class, amount enclosed and what the money is for are clearly marked on the envelope. The envelope should be put in the slot at the office as soon as your child arrives at school.

Payments

Students are invoiced for excursions, student resource scheme and other miscellaneous items/activities. Payment can be made by cash, cheque, or card (Eftpos facilities are available during office hours). Payments can also be accepted by Bpay – details including biller code and reference number are listed at the bottom right of each invoice/statement. Statements are sent home at the end of each month.

Student Resource Scheme

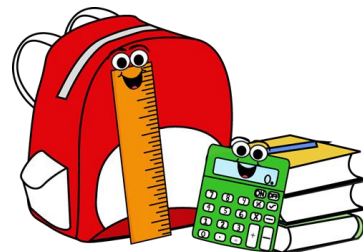
The purpose of the Student Resource Scheme is to ensure that all students have the necessary resources for their education. Costing is reviewed each year and the current annual cost is \$60 base cost + \$50 participation cost, totalling \$110.

There are many good reasons to be involved in this scheme:

- ✓ A saving for parents/caregiver's money and the time needed to shop for school books and stationery items.
- ✓ Access to the same high quality resources creating consistency for all students.
- ✓ Provision of resources throughout the year to students as they require them.
- ✓ Value for money with an instalment payment option available upon request.

In return for payment of \$110 the scheme provides:

- all printed class notes / worksheets
- a literacy text/activities
- technology
- items listed on year level book lists.
- art materials
- calculators (years 2-6)
- materials used for classroom projects completed in class
- access to compasses, protractors and other mathematical equipment



Parents choosing not to be part of this scheme are required to make an annual contribution of \$60 towards the costs of student texts/activities, photocopying, and other class resources such as poster paper, art supplies, answer books, split pins etc.

Library bags and Home Reading bags (prep and new students) can be purchased from the office as they **are not included** in the Student Resource Scheme. This has been endorsed by our P&C. School bags are also available upon request – ask at the office.

School Uniform

One way we foster school pride and identity is with the expectation that all students wear a school uniform. Our P&C is supportive of our students wearing our school uniform and asks our staff to assist children to meet these expectations. Sunbury's uniform expectations are listed below:

- ☞ All children must wear a wide brimmed hat at all times when in the sun. Students are encouraged to wear the royal blue wide brimmed hat with the Sunbury State School emblem printed on it.
- ☞ Both boys and girls must wear closed in shoes and are encouraged to wear black shoes or joggers with white socks.
- ☞ All T-shirts must have collars and sleeves.
- ☞ For winter a royal blue sweatshirt, or a zipped front jumper is added to the normal uniform.

Boys' school uniform

- ☞ Plain black shorts or long pants.
- ☞ Blue Sunbury T-shirt (with collar)

Girls' school uniform

- ☞ Black skirt, skorts or shorts
- ☞ Blue Sunbury T-shirt (with collar)

Unisex sports uniform

- ☞ Plain black shorts

☞ House coloured T-shirt with collar. Aldridge is red, Furber is green and Palmer is yellow. Students are allocated their sports house upon enrolment.

School Uniforms are available for purchase from B&H Designs, Lowes Menswear, Sauers Clothing Supplies, and Workers Wardrobe.

Sun Safety

The risks associated with skin cancer through over exposure to the sun are very high, therefore we encourage the wearing of hats and sunscreen during all play times. We ask your assistance in ensuring that your child has the wide-brimmed hat to wear to school. NO WIDE BRIMMED HAT - NO PLAY.

Jewellery

Jewellery is not regarded as suitable school attire and may sometimes cause a safety risk, therefore we ask that it is not worn. Children who have their ears pierced may wear sleepers or studs. Signet rings, medical alert bracelets or necklaces, and watches are permitted. Make-up is also not considered to be part of the Sunbury School Dress Code. Therefore any student wearing make-up including nail polish will be asked to remove it.

Fruit Break

Snacks are part of our healthy eating program with students encouraged to bring fresh fruit or vegetables to school each day. Teachers timetable time each morning (usually before 10 o'clock) for the students to consume their healthy snack. In many cases this has led to sustained levels of concentration. Tubs of melon, cut up apple and orange, celery and carrot sticks, bunches of luscious grapes, seasonal fruits and vegies are all great!

Healthy Lunches

Families are encouraged to pack a healthy lunch including sandwiches and fruit every day. We actively encourage students to eat their sandwiches at first break when they are at their freshest and also as they are usually the healthiest option in the lunch box. Some classrooms have fridges to keep lunches cool.



Tuckshop

Our school tuckshop currently does not offer a weekly tuckshop service. The tuckshop is only used for special days as a source of fundraising for the P&C. Our special days menu is based on healthy options for children and meets or exceeds the Healthy Choices requirements.

Homework Guidelines

At Sunbury State School we value homework as an integral part of the school program. Completing homework provides students with practise at organising and managing their own time and resources in their own environment. It also provides them with an opportunity to practise and develop skills taught at school. We acknowledge that homework is one way of parents keeping track of their child's learning progress.

Guidelines and Procedures

Approximate times and task expectations based on a five day week are listed below. It is acknowledged that some homework is better completed over a weekend whilst

other homework should be completed on a school night. Class teachers may also encourage students to prepare for oral presentations as homework, as well as complete unfinished class tasks where a reasonable amount of time was allocated.

- 🌀 Year one 5 - 10 minutes reading plus phonics practice
- 🌀 Year two 10 minutes, reading, spelling and maths facts
- 🌀 Year three 15 minutes, reading, spelling and maths facts
- 🌀 Year four 15 minutes increasing to 20 minutes including reading
- 🌀 Year five 20 minutes increasing to 30 minutes including reading
- 🌀 Year six 30 minutes increasing to 45 minutes including reading.

General Expectations:

- 🌀 Whilst we encourage parents to participate and help their children during homework time, we prefer the child to complete work using their own words and understanding.
- 🌀 If there are any difficulties parents are encouraged to contact their child's teacher and seek clarification.
- 🌀 The teacher is responsible for correction and monitoring of homework tasks including home reading. Homework is reported on in the student's school report.
- 🌀 There is an expectation that homework is completed each week. There may be consequences for continually incomplete homework. This may require the students to complete the unfinished work during lunch time play. Teachers will contact parents if homework is consistently incomplete or not completed to a standard expected of the individual.



Home Reading

Home reading is a very important part of our school's approach to literacy. The ability to read opens the world. Research indicates that children learn to read when they feel comfortable and confident and are exposed to a wide range of quality texts. This means they are read to and are encouraged to read aloud. We expect students in years 1 to 3 to read aloud every night (7 days a week). Students in years 4 to 6 are expected to read silently every night. Students are encouraged to borrow from classroom and library resources. Your help is required to sign off the recording sheets each day to signify that your child has read at home.

Our Library

Our school's library is brilliantly resourced and is accessed by all students each week for borrowing. All children must have a school library bag which maximises protection for our precious resources. These library bags are available from the office at a cost of \$9.00. We understand that sometimes students damage library books or even lose them. When this occurs we expect that children and their families will demonstrate our values of respect and responsibility and let our Teacher Librarian Mrs O'Brien know. There will be a cost associated with the replacement of library resources.

KOALAS Early Learning Program

Sunbury State School is committed to implementing a high quality community engagement program for parents and pre-prep aged children. KOALAS aims to help children learn about school life as well as for parents to participate within our school community right from the start of their child's education. Children eligible for this program will be students able to enrol in prep the following year.

The KOALAS program is offered two mornings per week; Tuesday and Friday from 9.00 to 11am. Mrs Karen O'Brien, one of Sunbury's excellent teachers, is responsible for organising and implementing the program supported by a teacher aide. A parent or guardian must be on site at all times whilst this program is operating.

Younger siblings are welcome to attend our Playgroup on Friday mornings in the hall whilst the pre-prep child is with the KOALAS program.

Sunbury's Playgroup

Sunbury hosts a weekly playgroup for children who are not yet school or prep age. We offer sessions on Friday mornings from 9.00 to 11am in the Sunbury school hall. Our playgroup is supported by Playgroup Qld and Anglicare. Playgroup is a great opportunity for you to meet other parents and share ideas, and for your children to meet other children to learn and have fun.

A few pointers that will help you and your children get the most out of the experience:

- ☞ You are responsible for the supervision of your own children.
- ☞ Please dress your child in older clothes because some activities *will be messy!!*
- ☞ Encourage play, social skills and active learning, but don't *do* it for them.
- ☞ Bring a piece of fresh fruit or vegetable to cut up and share.
- ☞ Bring a cool drink for yourself and your child.



Positive Behaviour Recognition

Sunbury's four school values as outlined in our Responsible Behaviour Plan for Students are: *Be safe, Be responsible, Be respectful, and apply effort.*

Sunbury students have the opportunity to participate in our Special Positive Rewards afternoons which are held twice a term. Students are also rewarded with THINK cards for displaying appropriate behaviours as per the *Behaviour Expectations Matrix*. Further ways that we recognise appropriate school behaviour and address inappropriate behaviour are explained in detail in Sunbury's *Responsible Behaviour Plan for Students* which is available on the school's website as well as distributed to families upon enrolment.

Guidelines for Appropriate use of Mobile Phones and other Mobile Devices by Students

We acknowledge that there are times when students need to contact parents in emergencies or to confirm or change a collection time after school. Students should only use their mobile phones before or after school. Parents can leave a message for students between 9.00am – 3.00pm by phoning the office. Students in times of genuine emergency can contact parents by requesting to use the office phone.

Students who bring a mobile phone or other mobile devices (e.g. iPod) to school are to switch them off and sign them in to the school office for safe keeping until the end of the school day. Should students leave their mobile phone and/or any other electronic devices in their schoolbags, no liability will be accepted by the school in the event of the loss, theft or damage of the device. Should students choose to use their mobile phone during school hours then consequences may be applied as per the *Sunbury Responsible Behaviour Plan for Students*.

Internet and Email Usage

Sunbury State School provides public online information services such as the Internet and email, to enhance teaching and learning and to support staff in carrying out their duties.

Procedures and Guidelines

- ☞ Internet access is being provided to students for educational purposes, and to staff for professional development and other work-related purposes.
- ☞ Upon enrolment obtain from parents or guardians their written agreement to the student accessing Internet services under the conditions set by the school using the Internet Access Agreement Form.
- ☞ Ensure teachers, students, and parents or guardians are aware of the risks and benefits associated with the usage of Internet services, and the measures in place to minimise these risks. Some risks include: the information on the Internet is not well selected, nor well organised; the information provided may sometimes be illegal, dangerous or offensive; issues of sexual harassment and copyright violation can arise from the use of material available on the Internet without appropriate warnings; time can easily be wasted both by fruitless searches and by distractions from the task at hand.
- ☞ Limit access to illegal, dangerous or offensive materials
- ☞ Limit uninvited electronic access to students by outside people
- ☞ Prepare students to cope with unanticipated access to such materials or people
- ☞ Ensure that provision of Internet services does not compromise school strategic databases. Data should be protected from damage and unauthorised access, and individual privacy should be respected.
- ☞ It is important for users to be courteous in their communications with others. Without voice or body language cues, words which might be meant to be taken light-heartedly may give offence in text.



Education Queensland Privacy Statement

Enrolment

The Department of Education collects the information on enrolment forms for the purpose of school enrolment and student management. Personal information collected is in accordance with the Queensland Government's information Standard 42 – Information Privacy. However, some of this information may also be passed on to government agencies in accordance with Information Sharing Protocols and Memoranda of Understanding. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

Attendance / Achievement / Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Senior Certificates and Tertiary Entrance Statements. Year 3, 5 and 7 students names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation

to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Well being, Protection and Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Students in Care Data Matching

The Department of Education and Department of Families conduct a data-matching program to support school achievement outcomes for children and young people in care. The data-matching program involves a comparison of students in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- ☞ achievement levels
- ☞ retention rates
- ☞ age
- ☞ school year levels
- ☞ school disciplinary absences
- ☞ student movement between school

Managing Complaints

We recognise that there may be times when you are concerned or perhaps not satisfied with an issue at school. We are keen to hear from you in these circumstances as often talking with staff about the issue will go a long way towards resolution. Please remember that working together will always bring about the best outcomes for your child.

To address any issues that you have, please apply the following guidelines:

1. The first point of contact is your child's class teacher. Please make an appointment with them, so a time can be arranged for a meeting. Issues you think are more serious should be raised with administration by making an appointment with the Principal.
2. When talking with the teacher / admin officer, state your concern calmly, clearly and courteously. Being aggressive will not help resolve the issue. Sunbury staff want to work with you, but will not tolerate abusive behavior and will terminate the meeting should this occur.
3. Staff will listen to your concern and make sure they understand it. The teacher/administrator will summarise the main points. They will usually explain the school policy or procedure on the issue. They will establish an action plan with you: what the school will do, what you should do, what your child should do and when you will talk again.
4. They may deal with the concern or refer it to another person. Some matters must not be handled in our school. They must be referred to Education Queensland's Central Office, Regional Office or perhaps the police. These matters will need further investigation.

5. In many cases the staff member should be able to resolve your concern straight away through discussion, further investigation, and then reporting back to you or by simply clarifying a decision or information.

Our experience shows that when we work together then most problems can be easily resolved.

Parents and Citizens Association

Sunbury State School has an active Parents and Citizens Association (P&C) which meet each month in the school library at 3:15pm. We encourage all parents/caregivers to attend to support our school as many hands make light work. The P&C supports the school in many different ways such as providing a forum for parent input in planning and management issues, fundraising for the provision of additional quality resources and experiences for students and improvements to our school. We value your contribution and encourage you to come along to our meetings.

Volunteers

Volunteering your time here at Sunbury is greatly appreciated by staff and students. Our volunteers regularly report that they gain a great deal of satisfaction from being able to support our school. We appreciate volunteers and parent involvement and invite your support in many ways. Many of our volunteers have specific skills which are invaluable to share with students. If you feel that you have a particular skill or expertise to share, please talk to the teachers about this. For identification and safety purposes volunteers must sign in at the office and wear a volunteer badge. Below is a list of some of the ways volunteers and parents can get involved:

- ☞ Changing readers
- ☞ Reading daily with students in class
- ☞ Assisting with rotational activities
- ☞ Helping with maths and art
- ☞ Working with students and technology
- ☞ Library support (shelving and covering books)
- ☞ Fundraising
- ☞ P&C involvements
- ☞ Helping at swimming
- ☞ Assisting at school events & celebrations
- ☞ Helping with sporting events

