

Proston State School P-10



2021

Prospectus

Be a Learner – Be Safe – Be Respectful – Be Co-operative



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PRINCIPAL'S WELCOME

Welcome to Proston State School P-10. Our prospectus has been designed to assist parents and students to understand our school's expectations, codes, routines, rules and standards vital to the effective operation of our school community.

In the best interests of your child, I encourage all parents to student carefully (with their child/children) this document on how our school operates, and keep it at hand for easy reference throughout the year.

Parents are important members of our school community who, with the school staff, share an important role in the education of their child. We believe the "our school is your school" and, through the Prospectus, we both can share in the educational partnership so important to your child's education.

To parents who have children in the school for the first time, I extend a welcome.

If, after reading the Prospectus, you are in doubt about any school procedures, please do not hesitate to contact either myself, the administration or the teachers.

I am sure the time you share with us will see a positive development in your child's education, highlighted by our school rules: "BE A LEARNER", "BE SAFE", "BE RESPECTFUL" and "BE COOPERATIVE".

Mrs Samantha Skerritt
Principal
Proston State School

STATEMENT OF PURPOSE

Every day, every student is learning and achieving in every classroom.

At Proston State School P-10 we strive to achieve quality educational outcomes for all students so that they can become caring and active members of society. Our school motto is “STRIVE TO EXCEL” and our school vision “EVERYONE LEARNING & ACHIEVING.”

Proston State School P-10 Focus is on:

- Reading
- Positive Behaviour
- Quality teaching and Individual learning
- Students attending school every day

Proston State Schools Goals:

- Collaboratively plan learning environments that inspire and motivate
- Provide curriculum that is relevant, engaging, responsive and inclusive through the Australian Curriculum and Assessment and Reporting Framework.
- Ensure a secure, supportive and safe environment for all members of our school community.
- Promote a culture of achievement.

STAFF 2021

ADMINISTRATIVE TEAM

Mrs Samantha Skerritt	Principal
Mr Andrew Dobson	Head of Curriculum
Miss Jess Scanlan	Small School Business Manager
Mrs Michelle Sanewski	Administration
Mrs Rach Jolley	Administration

TEACHING TEAM

Mr Andrew Dobson	Teacher - Secondary
Mr Nick Blanch	Teacher - Secondary
Mr Shea Watt	Teacher – Secondary
Mrs Patricia Morris	Teacher – Secondary
Mrs Peta Clarke	Teacher – Secondary
Miss Tamara Fitzgerald	Teacher – Secondary
Mrs Stacy Love	Teacher - Secondary
Miss Katrina Hayward	Agriculture Teacher
Rhiannon Hutchison	Teacher – Primary (Prep)
Miss Ali Kassulke	Teacher – Primary (Yr 1)
Miss Tatjana Niven	Teacher – Primary (Yr 2)
Miss Jessica Gajewski	Teacher – Primary (Yr 3)
Miss Francine Jaunais	Teacher – Primary (Yr 4)
Mrs Amanda Wagner	Teacher – Primary (Yr 5/6)
Miss Katrina Hayward	Teacher – Primary (Yr 5/6)
Ms Fiona Gill	Digital Technologies/Library
Mrs Deb Henderson	Guidance Officer
Mrs Janelle Allen	Chaplin

ANCILLARY TEAM

Mrs Rach Jolley	Teacher Aide
Mrs Karen Fisher	Teacher Aide
Mrs Michelle Sanewski	Teacher Aide (E Kindy)
Mrs Len Curd	Teacher Aide
Mrs Felicity Blanch	Teacher Aide
Miss Mikaela Ross	Teacher Aide
Mrs Cheryl McCormick	Teacher Aide
Mrs Rachel Anderson	Teacher Aide
Mr Roy List	Schools Officer
Mr Gary Etherington	Cleaning Staff

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

Proston State School P-10 is a PBL school. Positive Behaviour for Learning whole school evidence-based approach promoting positive behaviour and maintaining teaching and learning environments that support learning and wellbeing for all students. Proston employs this framework to inform its behavioural management system of students.

PBL addresses the diverse academic and social needs of every student to support them to be successful.

- It supports students in early childhood settings through to senior years of schooling.
- PBL enables schools to establish a continuum of supports that are intensified to meet the needs of every student.
- PBL is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff.

Proston State School P-10 are currently consolidating Tier 1; establishing universal school wide strategies across all settings. These expectations utilize a common language and focus on preventative and proactive measures and consistent responses/management of behaviour within the school.

In classrooms and around the school you will see the four school expectations; *Be a Learner, Be cooperative, Be safe and Be responsible*. This is the standard of behaviour at Proston State School P-10, which staff constantly refer to regarding expectations of students and their behaviour



BE A LEARNER



SUCCESS CRITERIA

- ✓ Participate actively
- ✓ Always attempt the task and have a go
- ✓ Be prepared
- ✓ Follow bookwork policy
- ✓ Focus on self; ignore inappropriate behaviour
- ✓ Return to class promptly



BE COOPERATIVE



SUCCESS CRITERIA

- ✓ Follow adult instruction the first time it is given
- ✓ Be prepared to work with others
- ✓ Be tolerant of differences
- ✓ Keep work area clean and tidy
- ✓ Follow rules of games
- ✓ Return equipment to where it belongs when finished



BE SAFE



SUCCESS CRITERIA

- ✓ Keep hands, feet and objects to yourself
- ✓ Move and walk quietly between buildings during class and lunch time
- ✓ Practice personal hygiene
- ✓ Sit on the chair appropriately
- ✓ Exit and enter the room in an orderly manner
- ✓ Ask permission to leave your seat or the teaching area
- ✓ Be sun safe



BE RESPECTFUL



SUCCESS CRITERIA

- ✓ Positive Interactions with everyone
- ✓ Care for the environment
- ✓ Wear the school uniform
- ✓ Respect other's right to learn; work quietly, focus on your own learning
- ✓ Help others to learn
- ✓ Raise your hand to contribute appropriately
- ✓ Eat in the eating areas
- ✓ Respect others privacy

INVESTING FOR SUCCESS

In 2020 Proston State School P-10 will use its *Investing for Success* funding to focus on the following aspects of our explicit improvement agenda:

- Develop consistent, whole school reading practices.
- Develop a culture of high expectations for student achievement and behaviour.
- Develop a pedagogical framework collaboratively developed with the school community and promotes consistency of practice.
- Junior Secondary – TAFE and Transition into senior secondary.

LESSON / BELL TIMES

Monday - Friday 8:45am

Lesson 1	8:50 – 9:50 am	(1 hour)
Lesson 2	9:50 – 10:50am	(1 hour)
First Break	10.50am - 11.30am	(40 min)
Lesson 3	11.30 – 12.25pm	(55 min)
Lesson 4	12:25 – 1:20pm	(55 min)
Second Break	1:20pm – 2:00pm	(30 min)
Lesson 5	2:00 - 3:00pm	(1 hour)

- **Students are not permitted on school grounds until 8:30am, as this is when supervision begins.**
- **If students arrive before 8.30am, they are to go immediately to the office.**
- **Students are required to be in class for the first 20 minutes and last 15 minutes. Students must have a *time out* pass to exit.**
- **Students are dismissed at 3:00pm**

ENROLMENT AGREEMENT

All members of our school community are expected to:

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Our students are expected to:

- Participate actively in our school's education programs.
- Take responsibility for their behaviour and learning.
- Demonstrate respect for themselves, other members of the school community and the school environment.
- Behave in a manner that respects the rights of others, including the right to learn.
- Co-operate with staff and others in authority.

Our parents and carers are expected to:

- Show an active interest in their child's schooling and progress.
- Co-operate with our staff to achieve the best outcomes for their children.
- Support school staff in maintaining a safe and respectful learning environment for all students.
- Initiate and maintain constructive communication and relationships with school staff regarding their child's learning, well-being and behaviour.
- Contribute positively to Behaviour Support Plans that concern their child.

Our staff are expected to:

- Provide safe and supportive learning environments.
- Provide inclusive and engaging curriculum and teaching environment.
- Initiate and maintain constructive communication and relationships with students and parents/caregivers.
- Promote the skills of responsible self-management.
- Engage in professional dialogue and learning.

Our Principal is expected to:

- Play a strong leadership role in implementing and communicating our Behaviour Plan and School Wide Positive Behaviour Program in the school community.
- Ensure consistency and fairness in implementing our school's Responsible Behaviour Plan and School Wide Positive Behaviour Program.
- Communicate high expectations for staff and student individual achievement and behaviour.
- Review and monitor the effectiveness of school practices and their impact on student learning.
- Support staff in ensuring compliance with the Responsible Behaviour Plan and School Wide Positive Behaviour Support Program through professional development to improve the skills of staff to promote responsible behaviour.

KEY DATES 2021

Term 1:	Tuesday 27th January	-	Thursday 1st April
Term 2:	Monday 19th April	-	Friday 25th June
Term 3:	Monday 12th July	-	Friday 17th September
Term 4:	Tuesday 5th October	-	Friday 10th December

SCHOOL HOLIDAYS - 2021

<i>Easter Holidays</i>	<i>2nd April to 19th April inclusive</i>
<i>Winter Holidays</i>	<i>25th June to 12th July inclusive</i>
<i>Spring Holidays</i>	<i>18th September to 5th October inclusive</i>
<i>Summer Holidays</i>	<i>11th December to 27th January inclusive</i>

PUBLIC HOLIDAYS - 2021

<i>Australia Day</i>	<i>Monday 27th January</i>
<i>Good Friday</i>	<i>Friday 2nd April</i>
<i>Easter Monday</i>	<i>Monday 5th April</i>
<i>ANZAC Day</i>	<i>Monday 26th April</i>
<i>Labour Day</i>	<i>Monday 3rd May</i>
<i>Show Holiday (Brisbane Ekka)</i>	<i>Monday 9th August</i>
<i>Queen's Birthday</i>	<i>Monday 4th October</i>

PUPIL FREE DAYS

Thursday 21st January
Friday 22nd January
Monday 25th January
Thursday 15th April
Friday 16th April
Friday 3rd September

COMMUNITY INVOLVEMENT

PARENTS AND CITIZENS ASSOCIATION

All parents and community members are invited to attend the meetings of this Association, which are held once a month in the school library. The P&C works in partnership with the school to support the programs offered by the school.

Fundraising events are held throughout the year enabling the Association to donate funding to the school. This fundraising supports the school in the maintenance and upgrading of the grounds and facilities and enables students to access equipment, outings and various teaching aids.

TUCKSHOP

Tuckshop is available every **FRIDAY** for both first and second break. Menus are sent home and available at the Administration office.

PARENT/CAREGIVER-TEACHER COMMUNICATION

It is important that parents and caregivers communicate with their child's teacher and the school.

Communication can be enhanced by:

- (a) Personal discussions with teachers at Parent/Caregiver/Teacher interviews or at other suitable times by arrangement with the school office.
- (b) Regular written communication with the teacher through the student diary.
- (c) Attending the regular meetings of the Parents and Citizens' Association where school policy is discussed and reports on school activities are given.
- (d) Attending school functions such as: Socials, Awards Night, Sports Days, Learning celebrations, Focus Days and Working Bees.
- (e) Volunteering to assist students at school - particularly with reading.

NEWSLETTERS

Newsletters are published every second Friday, to inform parents and wider community on the current school news. Newsletters are issued to the eldest child in the family at the school. For arrangements to have a Newsletter emailed, please contact the school office, or alternatively, please log on to our website: <http://prostonss.eq.edu.au>

OFFICE HOURS

Office hours during term times are Monday to Friday from 8.30 am until 4.00 pm. Please make an appointment through the office if you wish to have a face-to-face meeting with staff.

Administration staff are available via the security window between the hours of 8.30am till 9.45am and 2.45pm till 3.00pm.

WEBSITE

The Proston State School P-10 website can be found at <https://prostonss.eq.edu.au> It provides key school documents, upcoming events and curriculum information.

GENERAL SCHOOL INFORMATION

FACEBOOK

Proston State School P-10 utilises Facebook to promote our school learning experiences and achievements. The permission for this is on our State School consent form signed by parent at the beginning of each year.

SCHOOL ASSEMBLY

Every Monday Morning from 8.50am – 9:00am.

Parents and caregivers are invited to attend our weekly assemblies. Students receive awards each week to celebrate the success of learning, participation in programs, sporting achievements and contributions made to special events.

Children should not arrive at school before **8.30am**, as there is no supervision provided before this time and no responsibility can be taken for children who arrive earlier.

For students to gain the most from each school day, parents are asked to ensure that children arrive at school before 8.50am. Children who arrive after this time must report to the office on arrival to ensure they are marked present on the roll and receive a late slip, which is to be presented to the class teacher.

Children are required to leave the grounds as soon as they have been dismissed in the afternoon, unless engaged in a supervised activity.

HOUSE SYSTEM

The whole school is divided on a family basis into two houses for sporting competitions. The houses are "**Boyne Bulldogs House**" (Blue) and "**Stuart Redbacks House**" (Red), and are named after the local rivers.

ATTENDANCE – Every Day Counts

Students must attend regularly. The Education Act prescribes compulsory attendance until a student has turned 17 or has full time employment. The Education Act clearly defines what is a reasonable excuse for non-attendance.

Parents are required by law to ensure that their children attend school on all days including sports days and excursion days, unless a valid reason for absence exists, e.g. illness. Being tired, family visits/holidays and shopping trips are not acceptable excuses for absence from school.

We ask for parents and caregivers co-operation by arranging for all appointments outside of school hours where possible.

ABSENCE FROM SCHOOL

To report absences please contact us by 9.00 am using one of the following:

Phone: (07) 4169 4333

Email: admin@prostonss.eq.edu.au

SMS Text: 0457 530 680

Parents and caregivers must contact the school either in writing or by phone, clearly explaining the reason for the absence. Parents and caregivers are also asked to inform the school if they know in advance of any pending absences. Persistent or long-term unexplained absences will be referred to the Minister for Education and Queensland Police for investigation and action as required by law and may result in legal action, including fines.

If a student is going to be absent for **10 or more consecutive days**, then an exemption must be completed and approved by the principal.

SCHOOL POLICY ON STUDENTS LEAVING THE SCHOOL DURING LUNCH BREAKS

Students are not permitted to leave the school grounds throughout the school day. Students must seek permission from the Principal and will be required to have written permission from a parent or caregiver before leaving the school grounds for any reason.

FAMILY CIRCUMSTANCES

In the case of particular family circumstances, for example, child custody arrangements, the school must be advised of any court proceeding and given a copy of the documents in order to protect the rights of the child and the parent/caregiver as well as the teaching and support staff.

We must also be made aware of **address/phone number changes** as soon as they occur so that we can always **contact the parent/caregiver, especially in the case of an emergency.**

TRANSFERS

Should your child be required to transfer from our school, parents and caregivers must notify the school so that arrangements can be made for transfer processes to be completed. At least one week's notice is requested to allow all necessary processes to be completed.

BUS TRANSPORT

The following districts are serviced by these owner operators:

Glencoe/Brigooda

Hivesville

Okeden Rd/Abbeywood

Laine Robertson & David Richardson

07 41689296

The Queensland Transport Code of Conduct for School Children travelling on buses guides both bus operators and the school community on acceptable bus behaviour for students. When students are in school uniform they are still obliged to obey the school rules. Students not obeying the school rules while travelling on the bus could expect to be given the same consequences they would be given at school.

*When parents and caregivers make alternative arrangements for their children to travel home from school instead of by bus are required to inform **the school office by phone.***

BUS RULES

Our school rules apply to any student travelling on a bus as all students must also abide by the Queensland School Transport Code of Conduct. All bus students will be issued with a "Code of Conduct Guide" early in the new school year.

All instances of misbehaviour must be reported to the bus driver. Should the bus driver feel that this misbehaviour is endangering the safety of other students, he/she will inform the operators of the bus company and appropriate action will be taken. In some cases the Principal may be contacted for assistance in managing the behaviour.

**Any parents/caregivers of children who have to cross the road are requested to teach their children the rules of road safety.*

SCHOOL PHOTOGRAPHS

Class groups have their photographs taken on a yearly basis. Students are required to be in full school uniform for the photos. Students are also able to have individual photos and family photos taken by prior arrangement.

MONEY AND VALUABLES

Under no circumstances should a student leave money or valuables (including mobile phones) in their school bags. Students should carry their money with them at all times. Valuables should be left at the school office. If money is brought to school to pay for subject contributions or excursions, it should be paid into the **office** on arrival at school. The school accepts no responsibility for the loss of any money or valuables left in a school bag or accidentally left by the owner anywhere in the school.

MOBILE TELEPHONES AND OTHER ELECTRONIC DEVICES

Students may bring mobile phones and other electronic devices to school at their own risk. Whilst at school all mobile phones and other electronic devices must be **turned off and left at the office**. Students who do not follow this policy are to be referred to the Principal.

Mobile phones that are used inappropriately or disrupt the learning of others will be confiscated by the Principal and will be available for collection by parent/caregivers from the school office.

Parent/caregivers are advised to contact students via the school office in an emergency. For further information, please refer to the full policy detailed in the Responsible Behaviour Plan.

ITEMS BANNED FROM SCHOOL

Students are not allowed to bring chewing gum, lollies, chocolate, matches, lighters, cigarettes, alcohol or any illegal substances to school.

Valuable possessions such as personal laptops or toys should not be brought to school. Personal sporting equipment may be brought to school but is the full responsibility of the student.

Knives of any sort and any other dangerous implements are forbidden, as are aerosol cans, correction fluid, Nikko type spirit marker pens and metal, or metal edged rulers. Banned items brought to school will be confiscated and parents will be contacted.

PLAYGROUND DUTY

At all break times from 8:30am there are qualified adults on duty supervising the students at play.

HATS

Students must wear a hat for play at breaks, excursions and any outside lesson (HPE, Rural Studies). Students are required to wear a wide brimmed or bucket hat for sun protection. **Caps will be not be accepted.**

WET WEATHER ROUTINES

Students are not allowed to use the playgrounds during wet weather. The Principal will announce Wet Weather Routine before recesses, and the following will apply:

- Before school, students may use the Library, or they must stay under either the secondary or primary buildings.
- At first or second break students must stay under either the secondary or primary buildings. They may also use the library at this time or participate in any undercover or inside school clubs.

AREAS OUT OF BOUNDS

The following areas are out of bounds for students except at the direction of the teacher:

- Around or under the Design Technology Building.
- The banks around the ovals.
- Around the back and road side of the prep building.
- Around the back and road side of the Library.
- Bush land to the south of the athletics oval.
- East of the Science Block.
- East of K Block.
- The banks around K Block.

LOST PROPERTY

All lost property is stored under the Administration Office in a marked wheelie bin. Caregivers are reminded to clearly mark items with their child's name. Lost items will be stored for a Semester before being added to the second hand uniform pool.

LOCKERS

All students in Years 7- 10 can access a locker for use during the year. Students are expected to adhere to the following;

- Lockers must be kept clean and tidy
- Lockers must be kept locked at all times
- Food scraps are not be stored in the locker
- A spare key (if borrowed) must be held in the office
- Lockers are to be kept free from graffiti.

INJURY AT SCHOOL

Any student who sustains an injury at school must report to or be reported to the office immediately. Appropriate action will be taken regarding first aid and/or medical attention. An incident report outlining full details of the accident/ injury will be recorded

PRESCRIPTION MEDICATION, PAINKILLERS AND HEADACHE TABLETS

Parents are required to undertake the following in relation to the administration of medication and / or management of health conditions.

- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the school in writing of any requests and / or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the office.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Advise the school in writing and collect the medication when it is no longer required at school.

The medication is then handed in to the Office and given out according to the instructions issued by the doctor or nurse.

N.B. Staff are not permitted to administer Paracetamol or Aspirin based products or any other over the counter medications to students unless a letter is **provided** by the student's **doctor** stating the medication to be administered, the dosage and frequency of the doses.

Proston State School P-10 Sun smart Policy

FOREWARD

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun during all seasons. Most skin damage and skin cancer can be prevented. Ultraviolet radiation is in its peak whilst the students are at school, this is why as a school community we encourage the students to wear a broad brimmed hat, collared and sleeved school uniform shirt and provide sunscreen if requested by the student.

PURPOSE

The purpose of this policy is to ensure that all children attending this school are protected from skin damage caused by the harmful ultraviolet rays of the sun

AIM

- To have all children wearing a broad brimmed hat (can be purchased from the school)

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- To develop a positive attitude towards preventing skin damage
- Provide environments that support Sun Smart practices
- Create an awareness of the need to ensure that all outdoor activities support Sun Smart practices

General Skin Protection Strategies

- Children wear broad brimmed hats which protect the face, neck and ears whilst outside on any occasion
- Children who do not have their hats during playtime will play in an area protected from the sun
- Children will be encouraged to use available areas of shade whilst playing outside
- Outdoor activities will be conducted in shade whenever possible
- Staff are encouraged to act as role models by practicing Sun Smart behaviours:
 - Wearing protective hats and clothing for all outdoor activities
 - Using a SPF 50+ broad spectrum water resistant sunscreen
 - Seeking shade whenever possible

OUR COMMITMENT

Proston State School P-10 has committed to:

- Inform parents of the Sun Smart policy when their child is enrolled
- Ensure adults act as positive role models through practicing sun smart behaviour
- Incorporate education programs into the curriculum that focus on skin cancer prevention e.g. PBL Lessons
- Provide and remind students to apply sunscreen 20 minutes before going outside and to reapply in accordance with the directions on the product, wear broad brimmed hats and play in shaded areas where possible
- Involve students, annually, in a variety of learning activities which develop holistic sun safe skills on an
- Encourage students to wear hats as they leave the classroom for out door activities
- Encourage students to wear sun safe shirts for swimming lessons
- Assist parents with ideas to encourage sun safe behaviours
- Educate and raise awareness within the school community about the dangers and long term effects of over exposure to the sun
- Take appropriate measures during times of extreme UVR levels
- Encourage all staff to act as positive role models for children in all aspects of Sun Smart behaviour (wear broad brimmed hat, apply sunscreen, seek shade when possible)
- Insist students without adequate sun safe clothing use shaded or covered areas at lunchtime

- Ensure that adequate shade is provided at outdoor events such as sports carnivals and other outdoor events
- Provide more structured/fixed shelter
- Provide SPF 50+, broad spectrum, water resistant sunscreen for staff and students
- Reinforce the Sun Smart policy positively through newsletters, and other social media platforms

OUR EXPECTATIONS

Parents/Caregivers will:

- be informed of the Sun Smart Policy
- be requested to purchase a school hat for their child's use
- encouraged to provide adequate sun protection measures
- ensure that their child's clothing provide adequate UVR protection
- support the school's Sun Smart Policy
- help design and be included in the policy updating process
- wear suitable hats and other sun protective clothing when volunteering at school outdoor activities

The students will:

- be aware of the school's Sun Safe Policy
- take responsibility for their own health and safety by being Sun Smart
- comply with the policy and sun safe guidelines
- apply provided sunscreen at appropriate times
- use shaded or covered areas when outdoors as much as possible
- act as positive role models for other students
- help to design and be included in the policy updating process
- participate in Sun Smart education programs



POLICY TIMING AND REVIEW

- this policy is effective from 21st October 2020 and will be reviewed when necessary

BOOKLISTS - Prep

Please note more stationery may be required throughout the year

PLEASE ensure ALL items are named

- 6 Scrapbooks
- 3 Project books
- 1 Quad book 10mm
- 4 **A4 Exercise Books - Year 1 lines** – 48 page Larger Than 8mm
- 2 Large plastic zip file – *see image* → 
- 2 Document Wallets - plastic
- 1 Pencil Case
- 1 Pkt Coloured Pencils
- 1 Pkt windup crayons
- 1 Pkt Felt Pens
- 2 Erasers
- 12 Triangular HB Pencils
- 8 Glue sticks
- 1 Pair Scissors
- 1 Wooden Ruler
- 1 Pencil Sharpener
- 4 Whiteboard Markers
- 1 Set of Headphones (cheap options can be purchased at discount stores such as Kmart, Wayne's World or Crazy Clarke's) 
- 1 Library Bag

Extra Glue & Pencils will be stored at school for children's own use

Please send all items to school as they will be collected by the teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.

Please note more stationery may be required throughout the year

Year 1 - Booklist

PLEASE ensure ALL items are named

- 10 **A4** Exercise Books – **Year 1 lines** – 48 page
- 2 **A4** Quad Book **10mm**
- 7 Project books
- 2 Plastic Document Wallets
- 1 Large plastic zip file – *see image* →
- 2 Erasers
- 12 HB Pencils
- 1 Pkt Coloured Pencils
- 1 Pkt Wind-Up Crayons
- 12 Glue Sticks
- 1 Pair Scissors
- 1 Wooden Ruler
- 1 Pencil Sharpener
- 4 Whiteboard Markers



- 1 Set of Headphones (cheap options can be purchased at discount stores such as Kmart, Wayne's World or Crazy Clarke's) - **NEW STUDENTS ONLY**
- 1 Library Bag

Extra Glue & Pencils will be stored at school for children's own use

Please send all items to school as they will be collected by the teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.

Year 2 - Booklist

Please note more stationery may be required throughout the year

PLEASE ensure ALL items are named

- 2 **A4 Exercise Books – Year 2 lines – 48 Page**
- 2 **A4 Botany Books – Year 2 lines**
- 7 Scrapbooks
- 2 Plastic Document Wallets
- 1 Pencil Case
- 4 Eraser
- 12 HB Pencils
- 1 4 Pkt Highlighters
- 1 Pkt Coloured Pencils
- 1 Pkt Faber Castell Connector Felt Pens
- 8 Glue Sticks (2 per term)
- 1 Pair Scissors
- 1 Wooden Ruler
- 1 Pencil Sharpener
- 2 Document Wallets
- 1 Box 50 Zip-lock Bags (large size)
- 4 Whiteboard Markers
- 1 Set of Headphones (cheap options can be purchased at discount stores such as Kmart, Wayne's World or Crazy Clarke's) - **NEW STUDENTS ONLY**
- 1 Library Bag
- 1 USB stick – clearly labelled




Extra Glue & Pencils will be stored at school for children's own use

Please send all items to school as they will be collected by the teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.

Year 3 - Booklist

PLEASE ensure ALL items are named

- 10 **A4 96 page** Exercise Books – Year 3/4 lines
 - 2 Quad Ruled Book A4 – 10mm Square
 - 1 Large plastic zip file – see *image* → 
 - 1 Display Folder
 - 1 Plastic document wallet
 - 1 Pencil case
 - 1 Pair of Scissors
 - 1 Ruler
 - 1 Sharpener
 - 1 4 Pkt Highlighters
 - 4 Erasers
 - 4 Glue Sticks
 - 12 HB Pencils
 - 1 Pkt Coloured Pencils
 - 1 Pkt Felt Pens
 - 4 Whiteboard Markers
 - 1 Set of Headphones (cheap options can be purchased at discount stores such as Kmart, Wayne's World or Crazy Clarke's) - **NEW STUDENTS ONLY**
 - 1 Library Bag
 - 1 USB stick – clearly labelled
- 


Please send all items to school as they will be collected by teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.


Please Note:

- (a) ***NO CORRECTING FLUID*** is to be brought into the school.
- (b) ***NO METAL OR METAL-EDGED RULERS*** are to be brought to school

Year 4 - Booklist

PLEASE ensure ALL items are named

- 10 **A4** 96 page Exercise Books
 - 1 **A4** Botany Book
 - 4 **A4** Math Grid Books (10mm grid)
 - 4 Scrap books
 - 1 Large plastic zip file – *see image* → 
 - 2 Display Folders
 - 1 Pencil case
 - 12 HB pencils
 - 1 Wooden Ruler
 - 1 Sharpener
 - 4 Erasers
 - 2 Blue pens
 - 2 Red pens
 - 4 Glue sticks
 - 1 Pair scissors
 - 1 Pkt colour pencils
 - 1 Pkt felt pens
 - 4 Highlighters
 - 4 Whiteboard Markers

 - 1 Set of Headphones (cheap options can be purchased at discount stores such as Kmart, Wayne's World or Crazy Clarke's) - **NEW STUDENTS ONLY**
 - 1 Library Bag
 - 1 USB stick – clearly labelled
- 



Please send all items to school as they will be collected by teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.

Please Note:

- (a) **NO CORRECTING FLUID** is to be brought into the school.
- (b) **NO METAL OR METAL-EDGED RULERS** are to be brought to school

Year 5/6 – Booklist

PLEASE ensure ALL items are named

- 10 **A4** 96 page Exercise Books
- 2 **A4** Botany Book
- 4 **A4** Math Grid Books (10mm grid)
- 1 Large plastic zip file – *see image* → 
- 2 Display Folders
- 1 Pencil case
- 12 HB pencils
- 1 Wooden Ruler
- 1 Sharpener
- 4 Erasers
- 2 Blue pens
- 2 Red pens
- 4 Glue sticks
- 1 Pair scissors
- 1 Pkt colour pencils
- 1 Pkt felt pens
- 4 Highlighters
- 4 Whiteboard Markers
- 1 Recorder (unless student already has one)
- 1 Set of Headphones (cheap options can be purchased at discount stores such as Kmart, Wayne's World or Crazy Clarke's) - **NEW STUDENTS ONLY** 
- 1 Library Bag
- 1 USB stick – clearly labelled

Please send all items to school as they will be collected by teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.

Please Note:

- (a) **NO CORRECTING FLUID** is to be brought into the school.
- (b) **NO METAL OR METAL-EDGED RULERS** are to be brought to school

COURSES OF STUDY Years 7 -10

YEAR 7: Students will study the following core curriculum:

English, Mathematics, Science, Health & Physical Education, Art, Music and HASS (Humanities and Social Sciences) & History.

Information and Communication Technology (ICT) will be integrated across the curriculum.

Year 7 students will complete one semester of the following subjects: Industrial Design and Technology, Food Studies, the Arts and Rural Studies.

YEAR 8: Students will study the following core curriculum:

English, Mathematics, Science, Health & Physical Education, HASS (Humanities and Social Sciences) & History.

Information and Communication Technology (ICT) will be integrated across the curriculum.

Year 8 students will complete one semester of the following subjects: Industrial Design and Technology, Food Studies, the Arts and Rural Studies.

YEAR 9/10: Students will study the following core curriculum:

English, Mathematics, Science, Health & Physical Education, History and HASS (Humanities and Social Sciences).

Electives: Students choose 2 electives from a selection of subjects.

- Food Studies (Design & Technologies)
- Rural Studies
- Arts – Dance, Drama, Media or Visual Arts (on biannual rotation)
- Digital Technologies

YEAR 10: Students have the opportunity to participate in an external TAFE Course on Wednesdays at Kingaroy campus of TAFE Queensland. **Students are expected to demonstrate exemplary behaviour to attend these courses.**

Courses include:

- Certificate II Engineering Pathways
- Certificate II Automotive
- Certificate II in Community Services (Early Childhood Stream)
- Certificate II Salon Assistant
- Certificate II in Hospitality

SPECIALIST SUBJECT INFORMATION & FEES Years 7 - 10

KLA: The Arts	
Subject: The Arts	
Unit Description	Students will study, evaluate and create various forms of art including dance, drama, visual art and media art. Student will work with a variety of mediums to produce a folio of work.
Expected Outcomes	<p>Students are able to:</p> <ul style="list-style-type: none"> • Make decisions about arts elements, languages and cultural protocols in relation to specific style, function, audience and purpose of arts works. • Create and shape arts works by manipulating arts elements to express meaning in different contexts. • Modify and refine genre-specific arts works, using interpretive and technical skills. • Present arts works to particular audiences for a specific purpose, style and function, using genre specific arts techniques, skills, processes and cultural protocols. • Identify risks and devise and apply safe practices. • Respond by deconstructing arts works in relation to social, cultural, historical, spiritual, & political. • Technological and economic contexts, using arts elements and languages. • Reflect on and learning, apply new understandings and justify future applications.
Assessment (may include)	<ul style="list-style-type: none"> • Individual and group performances • Performance evaluation • Art analysis and critiques • Research tasks • Folio of visual art pieces
Special Notes	Students will need to have all items on the booklist for this subject.
Cost	Students may need to supply some materials from home as required. Students may be required to cover costs for excursions.

KLA: HPE	
Subject: HPE	
Unit Description	This subject explores Health and Physical Education as team building, lifestyle and/or career choice. It looks at aspects of physical health and well-being and aims to develop student performance and coaching skills in physical activity through exploring recreational activities such as team sports, outdoor education and personal fitness.
Expected Outcomes	Students will further develop the Essential Learnings for HPE throughout this course. Learning experiences and outcomes will consist of both practical and theoretical elements.
Assessment (may include)	<ul style="list-style-type: none"> • Performance in practical activities • Individual workbooks • Assignments • Exams
Special Notes	Students who participate in this subject will be required to meet Proston State School's Safety Policy. This means that they will be required to wear: an appropriate hat, sunscreen, joggers (no skate shoes) and, where appropriate, a long sleeve shirt.
Cost	Students may be required to cover costs for excursions.

KLA: Technology	
Subject: Food Studies	
Unit Description	<p>In Year 7 and 8 students will study one semester of Food Studies. They will investigate basic nutritional requirements for teenagers and practical cooking skills.</p> <p>Year 9 and 10 Food Studies will incorporate topics such as Global Cookery, Nutrition and Community Foods (selling meals to the school community).</p>
Expected Outcomes	<p>Year 7-10 students are able to:</p> <ul style="list-style-type: none"> • Research, analyse and evaluate data, information and evidence. • Draw conclusions and make decisions to construct arguments. • Propose, justify, implement and monitor plans or actions to achieve goals, address inequities and promote health and wellbeing, movement capacities and personal development. • Identify risks and devise and apply safe practices. • Reflect on health inequities, and identify the impact of diverse influences on health and wellbeing and the best use of positive influences. • Reflect on learning, apply new understandings and justify future applications. • Investigate and analyse specifications, standards and constraints in the development of design ideas. • Generate and evaluate design ideas and communicate research, design options, budget and timelines in design proposals. • Select resources, techniques and tools to make products that meet detailed specifications. • Plan, manage and refine production procedures for efficiency. • Make products to meet detailed specifications by manipulating or processing resources.
Assessment (may include)	<ul style="list-style-type: none"> • Research assignment • Theory exam • Practical work • Written report • Food diary analysis
Special Notes	Students must abide by ALL safety rules, as defined in class, and wear appropriate covered in footwear (canvas or mesh shoes are NOT acceptable).
Cost	<p>Students will need to pay a levy to supplement the cost of materials and ingredients. Payment plans are available through consultation with administration.</p> <p>Students will not be able to take their cooked/baked goods home unless all of their school fees are paid or a payment plan is in place.</p> <p>Year 7 and 8 For the semester of study - \$60</p> <p>Year 9 and 10 Semester 1 - \$60 Semester 2 - \$60</p>

KLA: Technology	
Subject: Industrial Design and Technology	
Unit Description	Students will be exposed to a variety of materials, techniques and processes from both the traditional aspects of Manual Arts and the current Technology Essential Learning's. Students will study the use and application of hand and power tools during projects aimed at increasing basic skill development. These skills will then be used during design projects where students will investigate, research, produce and evaluate solutions to real-life situations. Projects may consist of individual take home items as well as school/group initiatives.
Expected Outcomes	Students are able to: <ul style="list-style-type: none"> • Investigate and analyse specifications, standards and constraints in the development of design ideas. • Consult, negotiate and apply ethical principles and cultural protocols to investigate, design. • Make products. • Generate and evaluate design ideas and communicate research, design options, budget. • Timelines in design proposals. • Select resources, techniques and tools to make products that meet detailed specifications. • Plan, manage and refine production procedures for efficiency. • Make products to meet detailed specifications by manipulating or processing resources. • Identify, apply and justify workplace health and safety practices. • Evaluate the suitability of products and processes against criteria and recommend improvements. • Reflect on and analyse the impacts of products and processes on people, their communities and environments. • Reflect on learning, apply new understandings and justify future applications.
Assessment (may include)	<ul style="list-style-type: none"> • Workshop practices and planning • Tool theory and use • Workshop graphics and plan reading • Theory tests • Practical tests • Workshop projects
Special Notes	Students will need to abide by ALL workshop safety rules and wear clothing as set out in the prospectus. Personal safety glasses will be required.
Cost	<p>A fee per student will apply to cover cost of consumables.</p> <p>Students will not be able to take their projects home unless all of their school fees are paid or a payment plan is in place.</p> <p>Year 7 & 8 Semester 1 \$40.00 Semester 2 \$40.00</p> <p>Year 9 & 10 Semester 1 \$60.00 Semester 2 \$60.00</p>

KLA: Science	
Subject: Rural Studies (Years 7, 8, 9 & 10)	
Unit Description	The students will learn about a variety of topics centred around the rural industry. Students cover topics such as Occupational Health and Safety, Cattle, Poultry, Agriculture, Water Supplies, Weeds and Maintenance of Basic Farm Infrastructure. They are also offered a range of extra-curricular activities such as Show Team, Cattle School or Farm Visits.
Expected Outcomes	Year 7 –10 Students will: <ul style="list-style-type: none"> • Acquire knowledge and understanding of basic rural concepts. • Develop the ability to following instructions. • Observe and participate in practical and theory activities. • Apply rural concepts to real-life situations. • Work independently and in group situations to achieve a task. • Maintain records. • Follow workplace procedures according to OH&S. • Participate in workplace communications. • Conform to regulations according to the EPA.
Assessment (may include)	Whilst the emphasis of this subject is on the demonstration of practical competence, there is a theoretical component consisting of log book, assignments, oral presentations and individual student workbooks.
Special Notes	Students will need to abide by ALL safety rules and wear clothing as set out in the prospectus.
Cost	Students will be involved in extra-curricular excursions and will be required to contribute a small levy towards transport. If participating in the Show Team students will have an extra levy for food, etc.

KLA: Technology	
Subject: Digital Technology	
Unit Description	Students create digital solutions that use data, require interactions with users and within systems, and have impacts on people, the economy and environments. Solutions may be developed using combinations of readily available hardware and software applications, and/or specific instructions provided through programming. Examples include developing instructions for a robot, an adventure game, products featuring interactive multimedia including digital stories, animations and websites.
Assessment (may include)	<ul style="list-style-type: none"> • Individual assessments • Group assessment • Oral presentations • Theory exams
Special Notes	Students are required to follow school-based ICT use expectations. If students are found to be using equipment inappropriately or unsafely, they may be requested to join a different elective.
Cost	Students may be required to cover costs for excursions.

STATIONERY REQUIREMENTS FOR SUBJECTS – YEARS 7-10

GENERAL STATIONARY SUPPLIES

(Required every day)

All Secondary School Students must have:

- 1 Ream A4 Paper (to be held in storage)
- 4 Lead pencils
- 5 Blue or black pens
- 3 Red pens
- 2 Glue Stick
- 1 **Wooden Ruler**
- 2 Eraser
- 1 Sharpener
- Scissors
- 4 x Highlighters (Different colours)
- Green broad brim hat – this can be purchased from the School Office
- 1 x USB stick (this is for school use only – **games, music, videos or other inappropriate content must not be stored on this USB.**)
- 1 set headphones (cheap options can be purchased at discount stores such as Wayne's World or Crazy Clarke's)

ENGLISH

- 2 x 96pg **A4** exercise book (no multiple subject books)
- 1 x Display folder

MATHEMATICS

- 2 x 128pg A4 exercise book
- 1 x scientific calculator
- 1 x Kent Set (protractor, compass, etc.)

SCIENCE

- 2 x 96pg **A4** exercise book
- 1 x Scientific calculator
- 1 x Display folder

HUMANITIES & SOCIAL SCIENCES/HISTORY

- 2 x 96pg **A4** exercise book (no multiple subject books)
- 1 Pack of coloured pencils

HEALTH & PHYSICAL EDUCATION

- 1 x 96pg **A4** exercise book
- Joggers for Physical Education (must have enclosed uppers - **no** slip on shoes, work boots or skate shoes)
- Swimming togs, **no** bikini's.
- Tankini's are permitted with a swim shirt.
- Swim shirt or t-shirt must be worn at all times.

RURAL STUDIES

- 1 x 96pg **A4** exercise book
- Hat (no caps)
- Closed-in shoes
- Water bottle
- 1 x document wallet or display folder

ARTS

- 1 x A4 visual art diary or sketch book
- 1 x Packet coloured felt tip markers eg Textas (not perm. Markers)
- 1 x Set colouring pencils
- 1 x HB pencil
- 2 x 2B pencils
- 1 x 96pg **A4** exercise book (**no multiple subject books**)

FOOD STUDIES

- 1 x 96pg A4 exercise book (**no multiple subject books**)
- 1 x Display folder

DIGITAL TECHNOLOGIES

- 1 x 96pg A4 page exercise book

DESIGN TECHNOLOGY

- 1 x 96pg A4 exercise book
- Closed-in shoes
- A subject fee for materials supplied by the school for projects.

SHOW TEAM

- 1 x pair cream jeans
- 1 x pair dress boots (brown)
- 1 x leather belt (brown)
- 1 x cream hat (Statesman/Akubra)
- 1 x swag

ITD STUDIES

- 1 x A4 Exercise book, 128 pages

In addition to subject fees for consumables, a levy will be charged for the use of secondary textbooks.

Please note

- (a) **No multiple subject books**
- (b) **NO Permanent Marker OR Correction Fluid (Liquid Paper/White Out)**
- (c) **ONLY CORRECTING TAPE** is to be brought to school.
- (d) **SAFETY MEASURES - MANUAL ARTS, SCIENCE, HOME ECONOMICS**

State Government regulations clearly state that protective footwear must be worn in ALL workshops, including Design Technology buildings, Science Labs, Rural Studies and Kitchen Garden areas in Schools. Suitable footwear includes lace-up leather shoes, working boots, riding boots.

Students with unsuitable footwear are to be excluded from practical classes. Please see samples below.



HOMEWORK

Regular homework and revision of schoolwork are necessary if students are to be successful. Parents are asked to assist the school by ensuring that homework is consistently completed. It is important that parents be involved by reading books to their children and encouraging them in a range of activities.

Students in:

- Prep year, generally students will not be set homework in term 1.
- Years 1, 2, 3 could be up to – but generally not more than an hour each week.
- Years 4,5 could be up to – but generally not more than 2 – 3 hours each week.
- Years 6 and 7 could be up to – but generally not more than 3 – 4 hours each week or 30 minutes each night.

For secondary students, it is especially important that definite times for homework be fixed for each night, taking into account family and student commitments. Parents can help students balance the amount of time spent completing homework, watching television, playing sport and doing part-time work.

Students in:

- Year 8 could spend up to five hours a week or 30 to 60 minutes each night.
- Year 9 could spend up to – but not more than five hours each week or 60 to 90 minutes each night.
- Year 10 will vary according to the young person's learning needs and individual programs of learning. However the recommended time for Year 10 is at least 90 to 120 minutes each night.

ASSIGNMENT WORK

The undertaking of assignment work is a critical process for the promotion of learning in students. Students will be given time in lessons to work on assignments, however some work at home on these tasks is expected.

Secondary teachers will provide students with:

- An assessment schedule each semester detailing when assessment is due.

Our guiding principles are to promote student interests through:

- Developing student responsibility for their learning.
- Developing student initiative in producing a worthy effort.
- Ensuring equity to all students.

SCHOOL REPORTS

Report Cards will be issued at the end of each semester for students in Prep to Year 10. Parent/Teacher interviews for all students are offered to create awareness of new methods and materials being used, and to discuss students' progress.

Parent/Teacher interviews are offered twice a year; however teachers may also be contacted whenever a concern arises. Please **DO NOT** wait for reporting time. Phone the School and book an appointment time stating the nature of the concern. The teachers are encouraged to contact parents regularly to express any concerns they may have. If the matter is urgent, please contact the Principal immediately.

REFERENCES

The school, upon request will supply a reference for students when leaving (usually at the end of Year 10). Two weeks' notice is required to produce a reference.

LEVELLED LITERACY INTERVENTION

LLI is an intensive, small group, supplementary literacy intervention for students who find reading and writing difficult. The program runs 3- 5 times throughout a week for 60 minutes. Student eligibility is determined by the Head of Curriculum on a termly basis upon review of diagnostic reading assessment.

STUDENT SUPPORT

In 2021 our Student Services Department is staffed by the Inclusion Teacher, Guidance Counsellor and School Chaplain. The team will work in conjunction with the classroom teachers to plan, implement and evaluate programs for students with learning difficulties and verified disabilities.

Specific programs are implemented for certain students, while other students require individual or small group programs which are planned cooperatively between the Class Teacher and the Inclusion Teacher.

On some occasions, whole class programs are planned in areas such as thinking skills, co-operative learning, study skills and reading comprehension.

The Inclusion Teacher acts as a point of contact for Advisory Visiting Teachers and the guidance officer.

CAMPS AND EXCURSIONS

In 2021 our School Camping Program will provide our students with opportunities that supplement and enrich their classroom learning experiences. Prior parent/caregiver approval is required and parents/caregivers are also required to indemnify the school and its officers in case of an accident that may occur during the excursion or camp. Thorough Risk Assessments are completed prior to any excursions or camps taking place. Camps are planned for each of the following year levels:

- Year 6 – Canberra Trip
- Year 7 to 10 - Secondary Camp
- School Leaders - Leadership conferences/camps
- Year 3-10 Ration Shed
- Year P - 2 Under 8's Day
- Years 7-10 – BP Shield
- Years 5-10 Cluster Sports
- Science - Field work
- Rural Studies - Local industries & TAFE

SPORTS AND ACTIVITIES

All students in the school participate in Health and Physical Education (HPE) programs and sporting activities.

Should a student be unable to participate in HPE or Sport, it is expected that a note be presented to the student's HPE or Class Teacher at the start of the lesson detailing the reason for non-participation.

The school retains an extensive range of sporting equipment that may be borrowed at lunchtime. Students are permitted to bring their own sporting equipment to school at their own risk. Hats **MUST** be worn whilst engaging in **ALL** sporting and outdoor activities.

Insurance coverage in school sport

Parent and caregivers are advised that the Department does not have Personal Accident Insurance cover for students. Physical Education, particularly contact sports, carries inherent risks of injury. It is a personal decision for caregivers as to the type and level of private insurance they arrange, to cover students for any accidental injury that may occur.

EXTRA-CURRICULAR

A range of extra-curricular activities is offered at the school. These vary and can include:

- *Book Week, Under 8's Day, Sporting activities, Science Week*
- *Subject Area Competitions*
- *Inter-house and Inter-school Sporting Competitions (eg. Swimming, Athletics & Cross Country)*
- *Cattle Show Team*
- *Kitchen Garden Projects*
- *Swim Squad*
- *Lunchtime inter-school sports*

INFORMATION COMMUNICATION TECHNOLOGIES

Information Communication Technology is integrated into various units of work and class bookings into the computer laboratory in B02 or the library are available each week. There is also a set of laptops and iPads available for class use. Classrooms also have computers provided for student access throughout the day.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- Assigned class work and assignments set by teachers.
- Developing literacy, communication and information skills.
- Authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school.
- Conducting research for school activities and projects; communicating with other students, teachers, parents/caregivers or experts in relation to school work.
- Access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- Download, distribute or publish offensive messages or pictures.
- Use obscene or abusive language to harass, insult or attack others.
- Deliberately waste printing and Internet resources.
- Damage computers, printers or the network equipment.
- Violate copyright laws (which includes plagiarism, downloading music and movies).
- Use unsupervised internet chat.
- Use social networking sites such as Facebook.
- Use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail).

Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password).

Students cannot use another student or staff member's username or password to access the school's network and shall not access another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent/caregiver's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students who fail to use the school network and internet appropriately will be subject to suitable action by the school which may include restricted network access for a period deemed appropriate by the Principal. Parent and caregivers will be contacted.

FACILITIES

CLASSROOMS AND SPECIALIST LEARNING AREAS

The school provides extensive general learning areas, as well as specialist areas including the following:

- Computer Labs
- Home Economics Kitchen / Sewing Room
- Design Technology Workshop
- Agricultural Studies Learning Space
- Science Laboratory
- Swimming Pool
- Farm and Kitchen Gardens
- Tennis Courts, Volleyball Courts, Netball Courts
- Outdoor Learning areas

LIBRARY

The materials collected here cover all subjects studied at the school, and interests of the students. These resources are available in digital and print form, including books, magazines and newspapers.

Students may borrow these materials for use at home. Loan time is 2 weeks. An extension may be permitted by returning the borrowed item to the library and requesting an extension.

PHOTOCOPYING AND LAMINATING

Any students requiring photocopying and laminating for personal reasons can obtain these services from the Teacher Aides room. This can be accessed during lunch breaks and charges will be incurred to cover the cost of the resources.

STUDENT WELLBEING

Providing for the welfare of students is an essential part of the school's role. To assist with the personal and academic concerns of students and to develop their personal and interpersonal skills, the school provides the following arrangements.

GUIDANCE OFFICER

A Guidance Officer visits the school every fortnight. She is readily available at the school for students and/or caregivers to discuss student concerns of a personal, educational and vocational nature. An appointment can be made with the Guidance Officer by discussing this with the Student Support Teacher. Parent/caregiver's permission is sought for Guidance Officer Intervention.

CHAPLAIN

Our Chaplain visits our school two days a week and is able to provide pastoral care and support for students. Parent/caregiver permission is sought at enrolment for voluntary student participation in the Chaplaincy Programs.

BREAKFAST CLUB

Each morning the school prepares a light breakfast of cereals, fruit or toast for our students. Breakfast Club is served from 8:30am each morning and closes at 8:45am. Students are required to be ready for class by 8:50am each morning.

This service is for any student who:

- May have slept in or was working before coming to school.
- Had breakfast very early and needs a top up to get through to our first break of the day.

Donations of milk, fruit, bread, condiments and Milo are always appreciated. The purpose of Breakfast Club is to ensure students are able to focus on their learning when in classrooms. This program has assisted us to achieve improved outcomes for our students throughout each school year.

RELIGIOUS INSTRUCTION

Proston State School P-10 does not offer religious instruction.

COMMUNITY

A number of organisations and individuals may have contact with the students, offering their expertise to meet the needs of the students. Some of these organisations and individuals are:

Community Health, Scouts, Department of Family, Youth and Community Care, Volunteer Assistants, Fire Brigade, CTC, Police, Ambulance, Lifeline (RAI), Child Youth and Mental Health Services (CHYMS).

SCHOOL UNIFORM POLICY

PROSTON STATE SCHOOL P-10 IS A UNIFORM SCHOOL

Students attending Proston State School P-10 are members of an identifiable community. Our school's image and standing in the community is formed by the actions and deeds of the students both in and out of the school.

It is the responsibility of every member of the school community to show our school in the best possible light.

It is an expectation that all students adhere to the schools Dress Code, which is approved by the P & C. The wearing of the schools uniform as the common standard of student dress:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school.
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.
- Promotes a supportive environment at the school by fostering a sense of belonging.
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.

All **uniform items** can be purchased from NB Inspirations Ph 4168 9013

School Hats are to be purchased from Proston State School P-10 office.

Item	Colour	<i>Dress Standards</i>
Unisex Shirt	Dark Green	Polo Style. Green/Gold Collar.
Unisex Casual Shorts	Dark Green	Pull On Shorts. Shorts are just <u>above the knee length.</u>
Skirt/Skorts	Dark Green	Pleated or wrap around.
Track Pants	Dark Green	Fleecy or Tactel pull on With elasticised /cord waist.
Jumper/Jacket/Rain Coat (Fleecy or Tactel)	Dark Green or Dark Green with Yellow trim	Long Sleeves (only school logos are permitted)
Skivvy/long sleeve shirt	Dark Green or yellow	Long sleeve skivvies or long sleeved shirts are allowed to be worn underneath the school shirts during winter. Solid colour with no printed images or lettering.
Tights/Stockings	Dark green	Tights or stockings in green are allowed to be worn during winter, underneath skirts or skorts.

Socks	Green or white	Socks to be worn every day with shoes.
Hat	School approved hats (available at Proston State School P-10)	Proston State School P-10 is a Sunsafe School. Sunsafe hats (broad brim, cricket style or legionnaires) are compulsory for all students. They are required every day. Caps are not acceptable. Students are required to wear a hat every day for Sun Safety. Hat is to be removed in classrooms and at assemblies except where special requirements exist in classrooms for Health and Safety.
Swim Wear	Any Colour	Any swim wear is acceptable as long as a sun shirt is worn. Sun shirts must remain on for the duration of swimming events for WPHS reasons.
Shoes	Any colour runners with laces. *Appropriate footwear must be worn for specific subjects listed in the prospectus due to safety.	Shoes with closed-in uppers are a safety requirement for several secondary subjects and students cannot be admitted to these subjects without them. Students going on excursions or representing the school on sporting trips are expected to wear correct school uniform. Non-steel capped boots are only acceptable during Rural Studies, Kitchen Garden and IDT lessons.
Jewellery Hair Styles Make-Up		The only acceptable forms of jewellery to be worn with the school uniform are; <ul style="list-style-type: none"> • Wrist watches • Plain sleeper or stud earrings in ears Medical alert bracelets / jewellery are allowed to be worn. Necklaces, rings and armbands of any description are not to be worn due to Workplace Health and Safety legislation / implications. Students who wear extra jewellery to school will be instructed to remove the item/s. These items will be removed and will be available for collection at the school office at the end of the school day. Students are required to wear a hair style that is kept well groomed, neat and tidy. Hair longer than shoulder length should be secured back from face at all times when required by certain courses for WPHS reasons. Face must be visible at all times if hair isn't tied back. Decorative clips and hair ornaments are not acceptable attire and must not be worn to school. Hair clips or bands should be green, black, yellow or white. Nail polish and false nails are not permitted. Students will be instructed to go to the office to remove make-up and nail polish if worn at school. Students who repeatedly wear make up to school will be referred to the Principal.

PAYMENT POLICY:

All school fees are required to be paid in a timely fashion to avoid the school from carrying debt, which in turn affects our ability to offer programming to our student body.

Student debt will incur certain consequences upon leaving school in Year 10. Please see the below payment schedule. The cost associated with certain subject areas has been outlined above.

Any questions regarding this payment schedule should be forwarded to the Business Services Manager.

Graduation

Year 10 students will not be invited to graduation if they carry student debt. All debts must be paid in full by Week 6 of Term 4 to be eligible to celebrate their graduation.

Year 10 Report Cards

Year 10 students will be sent a report card watermarked with Draft across it if the student leaves the school with debt on their account. All debts must be paid in full by Week 6 of Term 4 to obtain a true and correct report card.

School Excursions and Camps

While the school heavily subsidises camps and excursions, parents are sometimes asked to make up the difference.

Students attending camp will be asked to pay a \$100.00 non-refundable deposit 4 weeks before school camp and will be required to pay in full 2 weeks before departure.

Prices for excursions and camps are published well in advance by the school.

Parents will be required to pay for camps and excursions in full before the student is eligible to travel to camp or on the excursion.

If payment is not met, students will be asked to attend school as normal and supervision and work will be provided.

STUDENT COUNCIL

The Student Council allows nominated student representatives to have a say in the operations of the school. It provides active citizenship training and experience and helps to foster morale in the school. The Student Council conducts limited fund-raising activities and supports the social life of the students.

Student Council meetings are conducted weekly and will begin in Term 1 2019. Staff representatives support these students in their roles as leaders.

Student Leadership is actively promoted through the Student Council.

Student leaders are required to demonstrate the following qualities:

- Responsibility
- Trustworthiness
- Initiative
- Co-operation
- Decision making
- Good Role Models
- Obeying all school rules
- Following the school's code of dress

Leaders are expected to demonstrate these qualities at all times. Any student leader who does not do so will endanger their position as a school leader.

Students from Years 3-10 may apply for positions as members of the Student Council. Secondary students may apply for School Captain and House Captain. These positions are decided on through panel selection and student/staff voting at the end of each year and are announced at a special assembly. Badges and Certificates are presented to the new Leaders at this assembly in the new school year.

The Student Council performs a number of duties including:

- Assisting with our Breakfast Club which operates each morning for all students.
- Organising free dress days.
- Fundraising.
- Organising discos and movie nights.
- Preparing for Special Ceremonies such as Anzac Day and Remembrance Day.
- Conducting Pizza Days
- Helping organise Student Council Tuckshop.

Making a complaint

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education.

Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/caregivers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- Provide complete and factual information in a timely manner.
- Deliver your complaint in a non-threatening and non-abusive manner.
- Do not make frivolous or vexatious complaints, or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to:

The Crime and Misconduct Commission (www.cmc.qld.gov.au/) or:
The Queensland Police Service (www.police.qld.gov.au/).

The following 5-step procedure may assist parents/caregivers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent/caregiver and teacher should then take steps to resolve the problem at this level.

The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.

2. Discuss your complaint with the principal or ask the principal to assist by participating in informal conflict resolution

Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school Principal to discuss the issue further. Alternatively, you and the Teacher may agree to ask the Principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the Principal or his/her delegate. The staff member will make a record of your complaint and work with you to resolve the issue. Complaints to the Principal may be lodged in person, by telephone, writing or via electronic format through the "Schools Directory" at www.education.qld.gov.au/schools/directory - select relevant school, then click on the email link.

3. Contact Regional Office

If you have discussed the issue with the Principal and still feel that your complaint has not been addressed, you have the right to contact the Principal Education Officer: School Operations in our Regional Office.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. Office staff will make a record of your complaint.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the Principal.

Addresses and telephone numbers of District Offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the Education Queensland website.

When you contact the office you will be advised that your name and the nature of your issue will be reported back to the Principal of your school. Staff at the office will assist in seeking resolution to the issue.

4. Complaint still not resolved

If, as a parent/caregiver you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the Central Office of Education Queensland.

Parents/caregivers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your complaint through referral:

- to the Executive Director (Schools) for further action or
- to another departmental unit for appropriate action.

The Office of Education Queensland can be contacted at:

Education Queensland, PO Box 15033, CITY EAST, Qld 4002 Tel (07) 3237 0618
or fax (07) 3221 4953.

5. Independent review

If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department's decision. The Ombudsman may be contacted at: Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001 Email: ombudsman@ombudsman.qld.gov.au Tel (07) 3005 7000 or Toll Free 1800 068 908 or fax (07) 3005 7067

A role for Parents and Citizens' Associations (P&Cs)

It is understandable that parents/caregivers may sometimes feel overwhelmed when approaching a School or the Department with a complaint. While the Queensland Council of Parents and Citizens' Associations Inc (QCPCA) does not advocate on behalf of individual parents/caregivers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.

Complaints about services that are run or managed by the P&C at your school, for example, after school care or the canteen, should be directed to the P&C in the first instance.