

Undurba State School



Parent Information Booklet

PRINCIPAL:

Kylie Smith

DEPUTY PRINCIPAL:

Gaynor Williams (Prep – Year 1)

DEPUTY PRINCIPAL:

Michelle Plank (Year 2 – Year 3)

DEPUTY PRINCIPAL

David Best (Year 4 – Year 6)

DEPUTY PRINCIPAL

Kit Weeden (Year 4 – Year 6)

BUSINESS MANAGER:

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SCHOOL PROCEDURES

Absences

Daily absences are monitored. On the first day of your child's absence please phone the office explaining reason and possible duration. If this is not done, then a note is required on his/her return. Any unexplained absence will be followed up by a phone call on the third day of an absence or a letter.

Appointments

Please make an appointment, if possible, if you wish to speak with teachers or members of the Leadership team. We appreciate your time is valuable and we try to avoid keeping anybody waiting. An appointment allows both parties to be ready in advance.

Assembly

The school holds assemblies for students in Prep – 2 once a fortnight on Tuesday (even weeks) at 2:30pm in our school hall. Students in years 3 – 6 have an assembly on the alternate Tuesday (odd weeks). Whole school assemblies are held to celebrate special occasions. Parents are invited to attend.

Bell Times

8.35am	Move from undercover areas to classroom
8.50am – 11.00am	1 st Session class time
11.50am – 1.30pm	Middle Session class time
2.00pm – 3.00pm	3 rd Session class time

Bike Access

All pedestrians and bike riders have the right to feel safe and be safe at all times. To meet this right cyclists have a responsibility to:

- Wear their bicycle helmets correctly fastened.
- Walk their bicycles through designated areas of the school grounds and the pathways outside the school.
- Ensure their bicycles are in the designated area during school hours.
- Immediately leave the bicycle area after ensuring the safety of their bike.
- Scooters and skateboards are not to be brought to school.

Book Lists

Book lists are distributed in Term 4 for the following year. Please ensure that expendable items are replaced throughout the year.

Bus Travel

Two bus companies service this school: – Thompson – ph 3882 1122 and Hornibrook – ph 3284 1622. Parents need to contact either company to secure information on the routes and child's access to service. Parents should be aware that unsafe and inappropriate bus behaviour may result in the suspension or exclusion of the child from the bus service.

The school's Behaviour Code applies for pupils travelling to and from school. Pupils must assemble at the Bus Shelter immediately after school if going home by bus.

Car Access

The staff car park is only accessible to: -

- Authorised vehicles
- School Staff
- Emergency services personnel
- SEU bus drivers
- Delivery vehicle drivers

It is not a pick up/drop off point before and after school. The school discourages children from using these 'out-of-bounds' areas as thoroughfares for safety reasons.

Drop Off / Pick Up Zone: Drivers must stay in their vehicle and move forward to the front while waiting.

The Baptist Church has agreed to our parents using their carpark as long as reserved bays are respected. This may be restricted in wet weather.

Collecting Children

If a child is required to leave the school grounds during the day a note should be written to the class teacher explaining the reason. When the child is collected the parent/caregiver is required to sign the child out at the office. A child who goes home sick during the day must also be signed out. Please support these security measures.

Dress Standards

The school uniform is accepted as normal attire for students attending Undurba State School. Parents enrol their children at this school on the understanding that the full uniform will be worn at all times. Please refer to our student Dress Code for further information.

Emergency Forms

The office requires detailed up-to-date information in case of emergency. Please inform administrative staff of any changes to student or parent information ie address, phone number, family circumstance and health information. Our preference is changes to be provided in writing.

Grounds Access

Use of the school grounds out of hours requires the Principal's written consent. A copy of the Principal's letter is held by the local Police. Any person on the grounds without this written permission is trespassing and can be fined. Persons entering the grounds during school hours (except for parents dropping off children at classrooms) need to sign the register at the sign in room in the Administration block and wear a visitors badge declaring their name and business.

HEALTH ISSUES

Medication

If it is necessary for your child to receive prescribed medication while at school, the following guidelines must be followed:

- Only prescribed medication can be given
- Medication can only be administered when accompanied by a form that is available from the Health Room
- Medication container must have the child's name and be clearly labelled with the instructions by the medical practitioner.

Any queries please contact the school.

Sickness and Accident

If children are sick or injured at school, they are sent by a teacher to the Health Room. First Aid is given and the child's condition is monitored. If further attention is needed the parent/caregiver is then contacted. It is important that phone numbers for parents (home and work) and emergency contact numbers are kept up to date to ensure you can be contacted in an emergency.

Medical Conditions

Should it be warranted an individual health plan will be drawn up by jointly by the school and parents so as to be clear on processes and strategies to follow.

Exclusions from School

Children suffering from infectious diseases (chicken pox, measles, etc) may be excluded from school for varying lengths of time. Below are extracts from the exclusion table proved by the National Health and Medical Research Council.

Infectious Disease	Length of exclusion from school
Chicken Pox and Shingles	Excluded for at least 5 days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion).
Conjunctivitis	Exclude until discharge from eyes has ceased.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.
Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Re-admit with a medical certificate of recovery.
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with a dressing where possible).
Impetigo (school sores)	Exclude until treatment has started. Sores on exposed skin should be covered.

Influenza and like illness	Exclude until well.
Measles	Exclude for at least four days after the rash first appears.
Bacterial Meningitis and Meningococcal Infection	Exclude until well.
Mumps	Exclude for 9 days or until swelling goes down.
Ringworm, Scabies	Exclude until day after approved treatment has commenced.
Rubella (German Measles)	Exclude for at least 4 days after the first rash appears.
Whooping Cough (Pertussis)	Exclude for 14 days from onset of coughing or until child has taken five days of a 7-day course of antibiotics

Dental Clinic

A Department of Health Dental Clinic operates in the school from time to time and caters for all dental needs of school children. The clinic requires Parent/Carer to sign a consent form before treatment may be commenced.

The Dental Service may also be accessed when the van is not here (1300 300 850).

Head Lice

Head lice appear from time to time and are worse in some seasons than in others. They may be exchanged by contact at play or they can rub off on pillows, cushions, collars, sweaters or hats. One infected child can quickly cause the spread of lice to his or her classmates and to anyone who comes in contact. Please check your child's hair at regular intervals and if lice are detected, contact the school or your chemist so that proper treatment may be carried out. While there is no disgrace in having lice, it is most annoying to students, teachers and other parents if the matter is not dealt with. When there is an outbreak in the classroom an information package will be sent home to students in that class.

Library

Library opening times are displayed at the Library entrance. Children are allowed to borrow books to take home as often as they wish.

Lost Book Policy

If books are lost or damaged a letter is posted home to parents requesting return or appropriate payment be made. If the book is found at a later date the replacement cost will be returned. Replacing or paying for the lost book ensures your child's continued borrowing at Undurba School Library.

Lost Property

Every effort is made to locate owners of lost property, but the child's name must be plainly marked on every article of clothing and on schoolbooks and materials. Lost property is located outside the Administration building. At the end of each term unclaimed articles are given to a charitable organisation.

Mobile Phones

We acknowledge Mobile Phones may be required by students as a safety issue. If students do have to have them at school they are to handed into the office before school and collected after school. All care is taken but no responsibility is accepted by the school for equipment in the office.

Money collection

A collection window exists in the Administration Building and is open Mon – Fri from 8:30 to 11:00am for personal Credit Card & EFTPOS payments (min \$10). Otherwise, we request all money to be sent to school **well-sealed** envelope with:

- Students name, class and reason for payment written clearly on the envelope.
- The school office **does not carry change**.
- The school accepts cash, cheque, eftpos, (Mastercard, Visa only)
- Payments must be made by the **due date**. The school provides printed envelopes.

Newsletter

- The school newsletter is electronically distributed Tuesday fortnightly and is posted on the website. Please advise the office preferred email address.
- The newsletter contains information regarding the running of the school, date claimers & class news.
- The newsletter is the primary means of communication between school and home.

NO SMOKING

Parents and carers are advised that in the interests of students and all other persons on the school site, smoking is not permitted on or within 10 metres of the school premises.

Photographing School Students

Throughout the year, children are involved with a range of activities, which may require their photograph to be taken, or an individual or family photograph to be brought to school. The most usual situations where this occurs are as follows,

- Annual class photographs by a commercial company
- Local newspapers articles about school activities and students
- Classroom curriculum studies in social science concepts eg: “Me and My Family” and
- Special Medical needs for which it is essential that all staff are able to identify children who have any life threatening medical risk.

Religious Education

Classes are conducted on a non-denominational basis for some year levels. On enrolment students may identify their religion and their willingness to attend religious instruction.

Road Safety

- School Crossing Supervisors (Lollypop) scheme is in operation.
- Road crossings are manned before and after school at the following areas and times.
- Ogg Road 8.00am – 9.00am and 2.45pm – 3.15pm
- Goodfellows Road 8.00am – 9.00am and 2.45pm – 3.15pm
- Parents are asked to ensure that children cross these busy streets while they are supervised and to set and example by doing so themselves.

NOTE: The continuation of this scheme is dependent upon the availability of suitable supervisors. Training and payment is the responsibility of the Department of Transport.

School Uniform Shop

Most uniform requirements are available from the Uniform Shop. The Uniform Shop is located in the Tuckshop building.

Opening times:

- Currently Monday, Wednesday and Friday 8:00am – 10:00am
- Extra opening times at the start and end of the year. These may change, please check with the office.

Sports Houses

There are three sport houses

- NIMOOLA Yellow - On the side of the hill.
- URALBA Red - Between the hills.
- DURAKAI Green - Dense scrub.

Sun Safe

A sun safe policy is observed. “**NO HAT, NO PLAY**” applies. The school requires children bring a hat to school every day & wear it at all breaks. Parents should encourage children to wear a hat to & from school. A wide brimmed hat is the uniform policy at Undurba State School. A legionnaire style cap is acceptable. *

Tuckshop

The Tuckshop operates Tuesday, Wednesday Thursday + Friday. Children are required to order their lunch ouronlinecanteen.com.au The ordered items are returned to the classroom in the Tuckshop box at 1st break only.

Visitors/Volunteers Register

To easily identify visiting people to the school, the following procedures are followed

- All visitors/volunteers to the school are required to collect a “visitor” / “volunteer” badge from the sign-in room located in the Administration block.
- This is a Workplace Health and Safety requirement.
- Parents/Carers who enter the school grounds to see a child or a staff member between 9.00am and 3.00pm need to sign in at the office.

SCHOOL SONG

**No matter what we do, we always give our best
Our aim is always to succeed
We'll try our hardest and we're sure to pass the test
On the journey that we lead**

**Watch out tomorrow world we are on our way
And you'll hear us say
We're gonna make it and we'll play by all the rules
Because we're from Undurba State School**

**Our school is a happy place where we all like to be
Where everybody is our friend
We'll work together in one great big family
And things will work out in the end**

**John Farragher who was a music teacher at the school wrote this song.
Many past students still remember it to this day**