

Undurba State School



Parent Information Booklet

PRINCIPAL:

Leanne Matheson

DEPUTY PRINCIPAL:

Jenny Simpson (Prep – Year 1)

DEPUTY PRINCIPAL:

Michelle Plank (Year 2 – Year 3)

DEPUTY PRINCIPAL:

Kit Weeden (Year 4 – Year 6)

DEPUTY PRINCIPAL:

Bec Bedford (DP for inclusion)

BUSINESS MANAGER:

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SCHOOL PROCEDURES

Absences

Daily absences are monitored. On the first day of your child's absence please notify the office by registering an absence through QParents or by calling our Absence line on 3480 9111, explaining reason and duration of the absence. This message should be received before 8.30 am so that we know not to expect your child at school. If an explanation has not been received you will receive a text message which should be responded to with the reason for absence. The SMS message is a safety measure to ensure we know where our students are on school days. If parents have informed us of a student absence, via the above correct notification options, parents will not receive a text message. We have a responsibility to record a reason for student absences on their attendance record. If an absence remains unexplained you will receive an Unexplained Absence letter. Please ensure these are completed and returned to the office. If absences remain unexplained these will be followed up with a phone call from a member of staff.

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

School Assembly will be held in the School Hall alternate Mondays from 1.50 – 2.30pm
All parents and carers are very welcome to attend.

Prep – Year 3: Odd weeks (week 1, 3, 5 etc.)

Year 4 – Year 6: Even weeks

We look forward to sharing the great things happening at Undurba!

Bell Times

- 8.25am Move from undercover areas to classroom
- 8.30am Morning Session
- 10.35 – 11.20am 1st Break (Play 10.35-11.05am, Eating 11.05 – 11.20am)
- 11.20am – 1.20pm Middle session
- 1.20 – 1.50pm 2nd Break (Play 1.20- 1.40pm, Eating 1.40 – 1.50pm)
- 1.50 – 2.35pm Afternoon session
- 2.35pm School finishes

Bike Access

All pedestrians and bike riders have the right to feel safe and be safe at all times.

To ensure their safety 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.

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. To ensure the safety of all students an Undurba staff member will supervise children until buses arrive.

Car Access

The staff car park is only accessible to:-

- Authorised vehicles
- School Staff
- Emergency Services Personnel

*Please note gate is locked at all times and only accessible with key to authorised persons only

This area 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: This zone is strictly a 2 minute standing zone. Parents should stop at the front of the line, children climb in/out of the car and immediately walk into the schools gates. When in the Drop Off Zone, please ensure that you remain in your vehicle and not leave to look for children as parked cars have a negative impact on the traffic flow, affecting everyone.

The Baptist Church has agreed for our parents are permitted to use their carpark providing the 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 the adult collecting the child is required to report to the office with identification to sign the child out. The collecting adult will be issued with an early departure slip and directed to the child's classroom. Please note: No child will be dismissed if an early departure slip is not presented to the teacher. A child who goes home sick during the day must also be signed out.

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.

ePaw

Students in years 3-6 will be allocated into an ePaw (Ipad) class. The aim of ePaw is to create and support teaching and learning in a digital learning environment. This approach supports our Undurba State School eLearning vision to educate and engage students utilising the rapidly developing and changing world of technology.

Students will use their device for a range of purposes throughout all stages of learning such as planning and researching; applying and deepening knowledge; reflecting, evaluating and sharing. It is not expected that these devices will be in constant use nor replace the important need for students to learn to read and write using more traditional forms. Similar to all teaching and learning tools in our school, the devices will be used to enrich the learning experience.

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 before 8:35am) need to sign in at the office and wear a visitors badge.

HEALTH ISSUES

Medication

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

- All medication including over-the-counter medications must be given to the first aid room, in the original box with a clearly marked label stating child's name, dosage and Dr's name. To obtain the Dr's name on the label, you may require a script from the Dr.
- Medication can only be administered when accompanied by a form that is available from the First Aid Room

Any queries please contact the first aid room.

Sickness and Accident

If children are sick or injured at school, they are sent by a staff member to the First Aid Room. First Aid is given and the child's condition is monitored. If further attention is required the parent/caregiver will be 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

If your child has a medical condition the school must be notified immediately. Undurba State School is very fortunate to have access to the State Schools Nursing Services. For all medical conditions, our First Aid Officer will liaise with the State Schools Registered Nurse (SSRN) to determine if an Individual Health Plan will be required. To access this service parents are required to complete State Schools Nursing Service student referral form and the Consent to share student personal information for State Schools Nursing Service.

Exclusions from School

Children suffering from infectious diseases (chicken pox, measles, etc) may be excluded from school for varying lengths of time. Below is the link to the Queensland Health table outlining the minimum exclusion periods for infectious conditions:

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Dental Clinic

The Metro North Oral Health Service is located in the dental van on the school grounds. This service caters for all dental needs of school aged children. To access this service Parent/Carers are required to contact the service directly on 0408 779 592 or for all emergencies 1300 300 850. Parents/Carers are required to sign a consent form before any treatment.

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 treat immediately. While there is no disgrace in having head 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 sheet 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 an invoice and letter will be sent home requesting return of the book or appropriate payment be made. All borrowing will be suspended until payment or book is returned. If the book is found within 3 months of the invoice being issued the replacement cost will be credited to your child's account. Replacing or paying for the lost or damaged book ensures your child can continue borrowing.

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 Staff Centre on the northern side on the bag racks. At the end of each term unclaimed articles are given to a charitable organisation.

Student Resource Scheme

In 2019, Undurba State School commenced the Student Resource Scheme which replaced the previous booklist process.

The Student Resource Scheme enables a significant improvement in consistent student access to core learning materials and resources. This innovative, non – profit scheme is designed to benefit students and parents, by lessening the financial burden on families, saving money and time through our capacity to bulk buy, negotiate prices and coordinate resourcing.

The annual cost to families of the Student Resource Scheme is \$130 for students in years Prep-2 and \$130 for students in years 3-6.

Mobile Phones

We acknowledge mobile phones may be required by students as a safety issue. If students bring phones to school they must be signed into the office before school and signed out after school. All care is taken but no responsibility is accepted by the school for equipment in the office.

Money collection (Payments)

We offer a number of options for paying your invoices BPoint, QParents, CentrePay, EFTPOS, Direct Deposit and Cash. The departments preferred method of payment is BPoint.

A payment window is located in the Administration Building for your convenience and is open Monday to Friday from 8:00 to 11:00am for EFTPOS and Cash payments. Please ensure all cash payments are sent to school in a well-sealed envelope with students name, class and reason for payment clearly written on the envelope. The school office does not carry change so please ensure correct money. Strict payment due dates will be adhered to.

Newsletter

The school newsletter is electronically distributed fortnightly on Tuesday's and is posted on the website. Please advise the office of your preferred email address or if you are not receiving this so we can check details are correct.

NO SMOKING Policy

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. Permission will be sort to use student images in any promotional material. 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.
- Social media – school website, newsletter, facebook etc

Road Safety

- School Crossing Supervisors scheme is in operation.
- Road crossings are manned before and after school at the following areas and times:
 - Ogg Road 7.30 – 8.30am and 2.25 – 2.55pm
 - Goodfellows Road 7.30 – 8.30am and 2.25 – 2.55pm
- Parents are asked to ensure that children cross these busy streets while they are supervised and to set an example by doing so themselves.

Please 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:

- 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 (meaning On the side of the hill) - Yellow
- URALBA (meaning Between the hills) - Red
- DURAKAI (meaning Dense scrub) - Green

Sun Safe

A sun safe policy is observed. “**NO HAT, NO PLAY**” applies. The school requires children bring a hat to school every day & ensure it is on them at all times when not in the classroom. 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 and Friday. Children are required to order their lunch online through ouronlinecanteen.com.au. Tuckshop orders are delivered to eating areas at 1st break only. Student are able to purchase snacks directly from the tuckshop at 2nd break. Prep Teachers will advise when Prep student can commence ordering tuckshop

Visitors/Volunteers Register

To easily identify visiting people to the school, the following procedures are followed as per workplace health and safety requirements

- All visitors/volunteers to the school are required to sign-in on the ipad located in the Administration building. Blue cards are required
- Parents/Carers who enter the school grounds to see a child or a staff member between 8:35am and 2:35pm 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**