

2012 Parent Handbook



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Principal's Welcome

A warm welcome is extended to all parents and children starting at this school for the first time. We hope that your association with this school will be a happy one, and that your involvement in our activities will help to further a spirit of co-operation and cohesion within the school community.

It is our belief that education is the responsibility of both teachers and parents. Therefore, we ask you to form a partnership with us so that your child/ren can develop trusting relationships with adults who care about their welfare. Such partnerships will help realise our expectations that the children of this school will develop desirable attitudes towards life and learning and that they emerge in later years as worthy members of our ever changing society.

You are invited to take an active interest in the school. We encourage all parents to be aware of the children's interests and difficulties and communicate with your child's teacher if you are concerned about any matter.

Tim Youngberry Principal

Mission Statement

Nobby State School is committed to providing quality education in a caring and secure environment in which students can become active citizens. The opportunity exists for each student to reach their full potential and develop their learning skills. The school also encourages the community to participate in these educational opportunities wherever possible. We achieve this by offering varied educational opportunities through integrated units, hands on activities, sporting chances, a disciplined and supportive school environment and varying classroom routines.



School Profile

Nobby State School is a small rural school in the Downs District; within the Darling Downs South West Queensland Region. The school is located approximately 30km south of Toowoomba and 8km from the township of Clifton.

The Nobby community is a part of the Toowoomba Regional Council. Nobby is predominantly rural farm land with large tracts of good agricultural and grazing land. Approximately half of the school families live on farms while the rest reside in the township of Nobby. The school has approximately 40 students enrolled in a multi-age, coeducational setting. Our junior school offers a Prep to Year 3 area catering for play based opportunities and the senior class is made up from Years 4 to 7. We also boast netball courts, a full size multi purpose sports court, two heated swimming pools, large ovals, cross country course, soccer and football goals, cricket pitch, running track, fully air conditioned classrooms and office, two playgrounds with junior and senior play equipment and a large range of sports equipment for the children to use. We have many covered areas for children to sit or eat lunch, two fully functioning vegetable gardens and a host of fruit trees, a recycling program and children's project club.

Staffing

Current school staffing consists of

- One teaching principal
- One fulltime teacher
- One contract teacher for the Principal's Administration Days (currently 2 days per fortnight)
- Specialist teachers in the following areas:-
 - Music
 - Physical Education
 - LOTE (Languages other than English)
 - AVT (Advisory Visiting Teacher)
 - STLaN (Support Teacher: Literacy and Numeracy)
- Nobby also has access to the following on a needs basis:-
 - Guidance Officer
 - Speech Language Pathologist
- Three teacher aides
- One administration officer
- One cleaner

School Facilities

Buildings

- Junior Classroom
- Senior Classroom
- Office
- Library
- Staffroom

Facilities

- Outdoor Shaded undercover area for eating as well as play
- Heated 12m Pool and wading pool
- Undercover: shaded eating area x 2
- Football field
- Netball courts
- Multi purpose court
- Prep Playground with equipment
- Senior playground with equipment
- Bicycle safety track
- Both classrooms have technology areas

Grounds

- Edible garden
- Recycling station
- Unused agricultural paddock
- Sports shed
- Prep shed
- Prep garden shed
- Outdoor sheds housing grounds and gardening equipment

Right- Nobby State School Pool



Nobby State School Uniform – No Hat No Play

	Girls	Boys	
Summer	School polo shirt Navy shorts/skorts/skirt Joggers Navy bucket hat	School polo shirt Navy shorts Joggers Navy bucket hat	
Winter	N Navy skivvy can be worn t N Sch	School Polo shirts Navy track pants Navy skivvy can be worn under the school polo shirt in winter Joggers Navy bucket hat School Spray Jacket Navy Polar Fleece jumper	

Below is a price list of uniform items for sale at the school- Uniforms are provided by the P&C Association. Purchases can be made through school staff in the office. Questions regarding school uniforms can be directed to Vicki Green; the P&C uniform co-ordinator. Uniform order forms are available at the school office, and on the school website- <u>Uniform Order Form</u>

School polo shirt	\$30.00 sizes 4-16 \$30.00 adults s/m/lg
School Spray Jacket	\$50.00
School hats	\$13.00
School polar fleece jumper	\$30.00
Swim Bags	\$5.00



Music and Performance Program

Our music teacher Karen Howard co-ordinates rewarding musical experiences for children and devotes much time to organising choirs, recorder and band ensembles, musical competitions and our Christmas concert.

Students are also provided with opportunities to participate in the Sing Out program bi-annually and Musica Viva annually.

All students receive a 45 minute lesson each week with a specialist Music teacher, participating in:-

- Singing
- Listening with understanding
- Rhythmic movement
- Playing and learning the recorder
- Creating music
- Performing in Toowoomba Eisteddfod, Musicals



Above- Cambooya Junior Performance Festival 2011 Participants

Instrumental Music Program

Our students are lucky to have the opportunity to participate in the instrumental music program offered at Clifton State High School. The places offered are limited, but we are always working hard to have our allocation increased. This program is designed to bolster the Clifton State High School instrumental program, by preparing potential musicians late in their primary school years.

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Sport and Physical Activity

Active After School Communities Program

This National Government funded program provides children with a free physical activity program after school. Funding provided for this program allows for delivery personnel, assistants to the deliverers, afternoon tea and sporting equipment to aid in successfully implementing each activity.

Carnivals

During the school year, Nobby holds three Interhouse carnivals; where Leslie takes on Cunningham. All students are able to participate in the cross country, athletics and swimming carnivals. Dates for these carnivals are set at the start of the year to fit in with the carnivals that occur following Interhouse carnivals; those being Central Downs and Southern Downs.

Central Downs Primary School Sports Association

Nobby State School falls within the Central Downs Primary School Sports Association District. Students in years 4-7 will have the opportunity to trial for sporting events to enable them to participate at a higher level of sport. Dates for these trials and carnivals appear in the school newsletter and calendars.

Expert visits

Through out the year, the school is able to source expert sporting bodies to visit the school to provide expert learning in certain sports. Participation in these activities is offered to all students and generally happens during school time.

Physical Education

Our P.E teacher, Barry Healy, helps to organise Interhouse swimming and athletics carnivals as well as provide excellent skills training each Wednesday for 45 mins.

Physical education in our school contributes to students being fully active and is suited to the development of all children; the average child, those ready to progress to higher levels and those who need greater practice and encouragement.

School Sport

Through sporting activities, Nobby State School attempts to develop a good spirit of competition and sportsmanship. We attempt to give children in years 4-7 opportunities to participate in sport.

Opportunities are provided for students to represent at school, district, state and national level in Cross Country, swimming, tennis, soccer, athletics, rugby league, and netball and others.

Smart Moves

The Queensland government's Smart Moves project means that all students are now provided with 30 minute of physical activity every school day. At Nobby State School, students participate in one 45 minute PE lesson per week, school sport on Friday afternoons and also 30 minute periods of sport or games on other days.

Sporting Houses

On enrolling at Nobby your child will be placed into one of these two houses.



Swimming

At Nobby State School we are lucky enough to have 2 heated swimming pools. One is a small wading pool for younger students and the second is a 3 lane, 12.5 metre pool. All swimming lessons are conducted here at school in our heated pool. Class teachers and our Physical Education teacher take these lessons at various times.

During terms 1 and 4, students participate in swimming at least twice per week. There is no cost for this activity. All students must wear swim caps and sun shirts while swimming. Nobby State school swim bags are available at the office.

Under 8's Day

Children who are in years Prep-3 also have the opportunity to participate in Under 8's day where they complete various activities that are age appropriate.

Nobby State School Parent and Citizens (P&C) Association

The school P&C provides a great deal of support to the school and the meetings are important as they provide one avenue through which parents and the staff of the school may meet to discuss school policy and general school improvements.

Meetings of the P&C are held at the school. Dates and times will vary from month to month

Membership

All parents, citizens and staff are welcome to attend the meetings of this association. Memberships lapse during the Annual General Meeting and anyone in attendance is reaccepted as a member.

Anyone unable to attend can apply in writing for membership to the AGM. After the AGM, people can only become members by attending a meeting and completing an application form.

At the end of that meeting, a motion to accept new members will be put forward, giving new members the right to vote at the next General Meeting and all future meetings until the following AGM.

Objectives

Nobby State School P & C Association aims to work with the Principal and staff at Nobby State School to:-

- Promote the interests and activities of the school in the community,
- Be active in fundraising to support the expansion of resources at the school,
- Be proactive in enhancing the overall educational experience for our children.

If at all possible, please come along and support the P&C. We endeavour to promote a school with a professional image and a friendly, welcoming atmosphere, where parents are confident their children will gain a well rounded education to prepare them with confidence for their future in a connected world.

School Student Support Services

All children in the school are offered a common core of subjects which are English, Mathematics, SOSE, Science, The Arts and Physical Education. Children in years 5, 6 and 7 have LOTE (ICI French). In addition to this, they may be involved in the following: - Choral singing, recorder ensemble group, music and sport. Information technology and practical use of computers is emphasised throughout each year level within the school.

Advisory Visiting Teachers (AVT's)

AVT's are teachers with specialist knowledge and skills, who support the educational programs of students with disabilities to facilitate quality educational outcomes. AVT's play a key role in the delivery of a quality education to students with disabilities who have been verified or identified as requiring educational adjustments through the Education Adjustment Profile (EAP) in the areas of:-

- Autistic Spectrum Disorder
- Hearing Impairment
- Intellectual Impairment
- Physical Impairment
- Speech-Language Impairment
- Vision Impairment

AVT support for ASD, II and SLI at Nobby State School is provided through the Pittsworth/Clifton Cluster Special Education Program. Other specialised services (i.e. AVT services for Vision Impairment, Hearing Impairment and Physical Impairment) are also available to the school.

AVT's provide a range of services including:

- Working as a member of the educational team within an inclusive environment
- Providing professional development activities to members of school communities
- Assisting with the implementation of departmental policies and initiatives
- Participating in educational planning
- Providing program advice
- Assisting in the implementation of teaching and learning programs and review of educational goals
- Providing information and model strategies for teaching and learning for students with disabilities
- Providing specific information on the student's disability
- Assisting the team in understanding the educational implications of the disability
- Assisting education staff and families to access support networks
- Advocating for the supply of and training in the use of specialized equipment
- Monitoring the use of recommended equipment including technology resources

Dental Therapy

Children may be treated at the Mobile School Dental Clinic when it visits the school, at no expense to parents. The Dental Clinic will contact parents through the school to find out if you wish your child to attend the clinic. This service, with its main thrust towards the prevention of tooth decay, will have a marked effect on the future level of dental health of our children. The school strongly recommends this service.

Guidance Officer

Guidance Officers are experienced teachers with additional specialist training and qualifications in the area of guidance and counselling, and in psycho-educational assessment. In smaller schools, a Guidance Officer generally works with the student and his/her family in collaboration with the Principal and/or class teacher, specialist support personnel, and other community agencies and support networks. Personal counselling and cognitive assessment comprise much of the service. Guidance Officers also liaise with staff at the Developmental Assessment Clinic, paediatricians and GP's. On occasion, the Guidance Officer working with a family may assist to negotiate appropriate referrals to other support networks and agencies if required. The role is there primarily to provide support: to students and their families, and to schools. Parents are able to make an appointment through the Principal to chat with the Guidance Officer about issues impacting on their children and concerns they may have. The aim of the service is to contribute to positive outcomes for our students and their families. Service in smaller schools such as Nobby is provided on a needs basis usually in response to a referral for some additional support requested by the school.

Speech language Pathologist

Speech Language Pathologists provide services for students who have special needs in: -

- Language;
- Fluency (e.g. stuttering);
- Voice;
- > Social Interaction skills;
- Eating and drinking;
- Speech;
- > Alternative and augmentative communication systems.

Speech Language Pathologists and teachers work together using an integral classroom-based program to provide services to students with speech and language impairments. Services include direct therapy with individuals and groups, consultancy services and training teachers and parents.

The Speech Language Pathologists role extends beyond correcting speech to include working with other children with communication disabilities and their families, consulting on language and communication across the curriculum, liaising with other agencies and community groups.

Speech Language Pathologists are specially trained professionals who have knowledge of the development of communication skills and how to identify, evaluate and manage speech and language disorders.

Support Teacher – Literacy & Numeracy (ST: LN)

To enable the school to provide adequate support for all children, specialist teachers are available to advise and assist teachers plan programs for children who have been identified as having special needs. Some of the children may be withdrawn from the regular classroom to receive small group or individual teaching. If your child needs to become involved in this program you will be consulted. Parents wishing to consult a Support Teacher should do so by making an appointment with the classroom teacher through the School Office.

A-Z Directory

Absences During School Hours

If you wish your child to leave school early (for an appointment etc.) it is necessary for you to inform the class teacher by letter, telephone or personal contact, and collect the child from the classroom after signing them out from the office. In the interest of your child's safety, we will not send a child home at any time other than dismissal time.

Accidents at School

Despite care and supervision, accidents happen at school. No treatment, other than Basic First Aid, is permitted in the school. This is an immediate, temporary measure, given by a teacher or aide in the case of accidents. If necessary, in the event of a serious accident, an Ambulance will be called to the school and the injured child will be taken either to your family doctor or nearest hospital. Every effort will be made to contact and advise you in these circumstances. **The school cannot accept any responsibility for expenses incurred in seeking medical attention for sick or injured children.** Please advise the school administration of any change of address or place of work so parents/guardians can be contacted when needed.

Administration Office

The school is allocated an administration officer based on the number of enrolled students.

Arrival at school

Students should be at school by 8:45am as the first session of the day is in many ways the most important and productive. Students should not be inside the school grounds before 8:30am in the morning. If, for some reason, your circumstances mean that your child/children need to attend school earlier than 8:30am, you are required to discuss this with the Principal before the early attendance.

Attendance

Children who are absent, either through sickness or because of family matters, are required to present a written note, signed by a parent/guardian to the teacher on his/her return to school. The note should explain the reason for the absence. Unexplained absences are entered on the system and counted in truancy numbers. Parents/guardians should make every endeavour to ensure that their children attend school regularly.

Bell Times

School Routine – Monday to Friday

8.50am Fruit Snack Morning Session begins 9.00am Morning recess 11.00am Middle Session begins 11.30am Lunch recess 1.00pm Afternoon Session begins 1.45pm Close 3.00pm Buses leave 3.35pm

Bicycle Safety

Bicycle helmets must be worn by bike riders. Bikes must not be ridden on the school footpaths or inside the school grounds. If your child is a bike rider, please ensure that they know the appropriate road rules.

Our school is lucky enough to have a bicycle safety facility on our grounds. We use the facility to teach students the importance of making safe decisions when riding bikes on or around the roads. Other schools within the cluster also have the opportunity to use the bicycle safety facility.

Collection of Monies

Any money sent to the school for activities, should be placed in one of the school envelopes which are available at the school office. These envelopes are used as a permission note as well. Please ensure that you complete all details on these envelopes and then place them in the collection box in the office.

Money should not be handed to the class teacher – it must be delivered to the office. Dismissal from school

Students are expected to leave the premises immediately on dismissal if leaving by either foot or by bicycle. Students will be supervised boarding buses through the main gate of the school by the staff member on duty. Students who are waiting for parents will also be supervised at bus duty.

All students are required to present themselves to the staff member on duty prior to leaving the school grounds, regardless their method of transport home.

Emergency Evacuation Drill

Procedures have been adopted which promote speedy evacuation of the buildings in cases of emergency. Regular practice is given in these procedures. An air horn is a warning sound for evacuation drills. All members of the school community are requested to participate in drills if present at the school at the time.

Head Lice

Head lice are a recurring problem and need constant checking. If detected, children will be excluded from school until treated. Any outbreaks of head lice will be advised through the newsletter.

Homework

The interest you show in the school work your child brings home is a great help to him/her in ensuring success at school. At this school all teachers will assign homework tasks. The times these can be expected to take will increase as students move up through the school. Teachers will explain their expectations early in the school year. If unsure please check with your child's teacher regarding the pattern of homework for that class.

Illnesses at School

Students who become ill at school must first report to their classroom teacher who in turn will direct them to the office. Facilities for housing sick students are limited therefore, whenever possible, parents are notified by telephone to arrange to collect the student and take them home. Please ensure the school has your emergency contact phone numbers and your current home address.

Infectious Disease Exclusion

Exclusion Table for Infectious Diseases.		
Whooping Cough	4 weeks from Onset	
Measles	7 Days from Onset	
Chicken Pox	7 Days from Onset	
Mumps	7 Days from Onset	Or Until a Medical Certificate Or Recovery is
German measles	For at least 7 days from the appearance of the rash.	complete.
Head Lice	Until day after treatment.	

Interview with a Teacher

If at any time you wish to discuss your child's progress, do not hesitate to seek an interview with the class teacher. Contact the teacher in advance and arrange a mutually acceptable time.

Interview with the Principal

Parents wishing to arrange an interview with the principal should contact the office staff who will make the necessary arrangements.

Library

Library facilities are available to all children. As the children are encouraged to enjoy and care for the library materials, items misplaced or lost are expected to be replaced by the child's family. A library bag helps to ensure that books borrowed are well protected from damage.

Lost Property

Lost property is placed in a cabinet outside the Administration Office. We ask you to please check the cupboard on a regular basis. Every year a large quantity of good clothing is left unclaimed. Parents are urged to put names on all articles of clothing equipment. Unclaimed uniform and non-uniform items will be taken to a local charity.

Medications

Sometimes children require medications during school hours. Legally, we are able to assist you in these circumstances but we can only administer medication prescribed by a doctor.

School staff cannot administer medication of any kind unless it is supplied by the parent and accompanied by written instructions (a parent must come into the office and complete and sign a Medication Form). Evidence of instructions from a Doctor or Pharmacist must also be provided for prescription medicines. These written instructions and parent permission forms will be kept in a medical register in class rolls or at the office. Approval to administer must be signed by the Principal.

Messages to the school

Wherever possible, please ensure that all arrangements regarding your child's transportation after school are made and communicated to your child before coming to school in the morning. In the case of young children, it is best to write changes of transport in a note to the teacher so they can ensure these are remembered and followed. Every endeavour will be made to pass phone message on to children. Messages to the school can be placed in the timber box in the office which is accessible to both parents and students.

Mobile Phones

Mobile phones are not encouraged or necessary at school. If you feel your child needs to carry a phone for security reasons, then this must be discussed with the principal and a plan for your child will be made. The phone will then be handled into the office and collected before children leave in the afternoon.

Newsletters

The school newsletter is issued every Thursday. We aim to provide frequent communication between the school and parents/guardians by means of a weekly newsletter and notices. Newsletters and notices will be distributed to the eldest child in the family attending the school. Please make every effort to read these publications thoroughly as they contain important information and dates that are applicable to your child's schooling.

It is also possible for the newsletter to be emailed on the day of publication. If you wish to receive the newsletter via email, please ask at the school office.

The newsletters are placed on the school website; www.nobbyss.eq.edu.au

Parent Volunteer Help

There are many opportunities for parents to become actively involved in school life; through both P&C Association sponsored activities and classroom related activities. The school will be a much richer place for your involvement and your children will reap the benefits. Legally, all visitors and volunteers **are** required to sign in and out in the designated book located in the office. All volunteers are able to apply for a volunteer's Blue Card; with no cost to the applicant.

Project Club

The Nobby State School Project Club is an organisation run by the school leaders each year. The student body chooses a variety of fundraising events throughout the year which enables students to purchase various items to improve the school and its surroundings.

Students also organise the continuation of the recycling program, edible garden and worm farm.





Above (L&R) - 2009 Project Club Triathlon

Pupil Difficulties and/or Problems

If you believe a problem or difficulty exists with your child's association with the school, please let school staff know immediately.

If you believe the problem or difficulty is of a relatively minor nature, it is probably best to refer to your child's teacher, however, if you have a more serious problem, it would be appreciated if it could be referred to the principal.

Religious Instruction

Religious Education classes are held at the school each Friday at 1.45pm. Lay people, approved by Education Queensland, conduct these classes.

School Books

Brown's Bookstore of Toowoomba provides a service whereby your book list order is collected by the store, through the school. If you wish to purchase the books and the stationery products from Brown's Bookstore, they organise a collection day for orders placed with them to be collected from the store. Payment is made at the time of collection. Label all items with your child's name.

Booklists are sent home at the end of term 4.

Student Grooming and Health

All students are encouraged to wear the school uniform. Wearing of jewellery is not permitted; with the exception of medical bracelets (e.g. asthma/ diabetes).

Student Teachers

In the course of the school year a number of student teachers from various tertiary campuses may visit the school as part of their teacher training. Student teachers work in close co-operation with class teachers. Helping pre-service teachers learn is very important in that it allows education institutions in Queensland to have better prepared teachers.

Valuables

Excessive amounts of money, expensive items of jewellery, toys and items of particular sentimental value should not be brought to school, as the possibility of loss or damage, for which the school takes no responsibility, is always present.

Visiting and Removing Students during School Hours

Parents/guardians who wish to speak to children during school hours or lunch breaks are asked to report to the office first. This saves you time and the school the possible concern of seeing an unfamiliar person wandering on school premises.

If children are to be removed from school during school hours for any reason at all, they must first be signed out at the school office. For safety reasons, students are not permitted to wait at the school gates or outside the school grounds under any circumstances.

Work experience

Students from local high schools are welcome to participate in work experience programs at Nobby State School. The details of the work experience will depend on the school initiating the work experience and is conducted in close consultation with our school.

The staff, children and parent body look forward to welcoming you as part of our school community. We are sure your child will enjoy their education and experiences at Nobby State School.