Vale View State School
Parent Information 2016
Welcome

Welcome to Vale View State School. This booklet has been written especially to help you gain information about our school, so that you can best make the important decision about where to educate your child. Should you choose to attend our school, we hope the contents of this booklet will help you to settle in and feel welcome.

Please do not hesitate to contact us if you need further clarification of any information concerning policies and procedures at our school.

Yours sincerely

Mark Hooson
Principal

Table of Contents

2 General information
2 2016 Staff
3 2016 P&C
3 School hours
3 Bell times
4 Absence from school
4 Accidents and illnesses
4 Admissions
4 Athletics
4 Banking
5 Behaviour management
5 Booklists
5 Car parking
6 Camps
6 Communication
6 Cross-country
6 Early departure or late arrival
6 Excursions
6 First aid
7 Head lice
7 Homework
7 Infectious diseases
7 Library
7 Lost property
8 Medication
8 Newsletter
8 Parade
8 P&C
8 Prep transition
8 Reporting
9 School leaders
9 School uniform
10 Sports houses
10 Swimming
10 Tuckshop
11 Website
**General Information**

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the.principal@valeviewss.eq.edu.au

**Website**  
https://valeviewss.eq.edu.au

**2016 Staff**

**Principal**  
Mark Hooson

**Teachers**  
Amanda Bowe  
Nicole Johns  
Sarah Coote  
Alice O’Leary  
Terese Eglington  
Jay Wright (SET)

**Administration Officer**  
Lynda Bishop

**Teacher Aides**  
Maureen Higton  
Di Tozer  
Kerry Wolff  
Kylie Wright  
Leanne Potter

**Cleaners**  
Annette Smith  
Vanessa Smith  
Colleen Shannon

**Grounds**  
David Eastwell
2016 P&C

President Lisa Booth
Vice-president Julie Larsen
Secretary Fiona de Nooyer
Treasurer Mark Hinz
Fund raising Julie Larsen, Kelly Chandler

Tuckshop convenor Vicki Morgan

School Hours

School hours are from 9.00 am to 3.00 pm. Students need to be at school between 8.30 am to 8.45 am to allow themselves time to get settled before school. Students should not arrive before 8.30 am as we cannot guarantee supervision before this time. All students go to their classrooms upon arrival.

Bell Times

8.55 am Pack up and get ready for lessons
9.00 am Morning lessons begin
11.00 am Morning tea
11.15 am Play
11.25 am Line up ready for class
11.30 am Middle lessons begin
1.00 pm Lunch
1.15 pm Play
1.40 pm Line up ready for class
1.45 pm Afternoon lessons begin
3.00 pm School day concludes
Absence from School

All absences must be explained either verbally (phone or in person) or with a written note (preferably on the day the student returns to school).

If a child is away for a few days it would be appreciated if a phone call could be made on the third day. If an explanation is not provided within two days of the student returning to school, a follow up note will be sent home.

As every day counts, our aim is to have no unexplained absences.

Accidents and Illness

No matter what precautions are taken to ensure the safety and well-being of children whilst at school, on occasion students may be involved in accidents which may cause injury. Perhaps more likely is the possibility that children will fall ill whilst at school.

In those cases where a child falls ill or is involved in an accident immediate steps will be taken to advise parents. In order to contact parents it is NECESSARY that the school maintains accurate and updated records of each child.

Upon enrolment, parents will be asked to complete an Enrolment Form which provides essential information about their child/children. Please ensure that should any information change, e.g. telephone numbers at home or at work, home address, etc., that you advise the school office of such changes so that records can be updated.

Admissions

Vale View State School caters for students from Prep to Year 6. Prep, students must turn 5 by June 30 of that year.

Athletics

Vale View conducts is own athletics carnival between the two sporting houses, Blue-tongues and Redbacks, towards the end of term 2. We then compete in the Cambooya athletics carnival run at Cambooya State School and Bunkers Hill State School in early term 3.

Banking

School banking is conducted each Monday. New accounts are opened through the school at the beginning of the school year or at the parent’s request.
**Behaviour Management**

Students are expected to obey the following school rules:

**VALE VIEW STATE SCHOOL RULES**

<table>
<thead>
<tr>
<th>Rule</th>
<th>Positive</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
<td>• Act in a safe manner</td>
<td>• Correct behaviour</td>
</tr>
<tr>
<td>Effort</td>
<td>• Do your best work</td>
<td>• Time out</td>
</tr>
<tr>
<td>Respect</td>
<td>• Listen carefully and follow instructions</td>
<td>• Parent contact (repeated or severe offence)</td>
</tr>
<tr>
<td>Self-responsibility</td>
<td>• Care for people and property</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Own your behaviour</td>
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Student behaviour is tracked weekly using a ‘traffic light’ monitoring system. Parents receive a behaviour report every five weeks.

Weekly awards are given on parade for students who display positive behaviour relating to the ‘You Can Do It’ social skills program.

**Book Lists**

Book lists for each year level are made available in term 4 for the following year. Throughout the year students may need to purchase replacement stationery items.

**Car Parking**

For the safety of all children, parents must use the designated parking areas for dropping off and picking up children.
**Camps**

A school camp is usually provided for the Year 4-7 students, usually over three days. Prep-Year 3 students will have an overnight sleep over at the same time (weather permitting) the Year 4-7 students are on camp.

**Communication**

Parents are most welcome to visit the school to discuss their child’s progress, their difficulties and their successes, however, we would appreciate your courtesy in making an appointment so that a mutually agreeable time may be arranged. An appointment will ensure that a detailed discussion can take place.

**Cross-country**

Our annual cross-country is held at our school at the end of term 1.

**Early Departure or Late Arrival**

To keep account of our students parents are required to fill in a late arrival and early departure book.

The booklet will be kept in the office. You will need to do is fill in the date, student name, time and reason for the late arrival or early departure. If a child leaves for an appointment and then returns to school, you will need to sign the booklet on departure and return.

**Excursions**

Throughout the course of the school year excursions may be planned. These excursions are seen as an enrichment and enhancement of the school curriculum. Details of each are sent home in the school newsletter.

**First Aid**

If a child is injured at lunchtime he/she should go to the teacher on playground duty before reporting to the office where trained school personnel will administer First Aid.

First Aid personnel at this school are not permitted to use antiseptic creams, powders or lotions. Minor wounds/abrasions are washed with water only and a dressing applied if necessary.

An ambulance will be called if the school staff are concerned that an injury could be serious. Parents will also be contacted.
Head Lice

Head lice are a recurring problem in most schools. The eradication of head lice requires the co-operation and concerted efforts of all parents to ensure the early detection and prompt treatment of any infestation.

Please advise us as soon as possible if you have detected head lice in one of your children. That child needs to be treated before returning to school. All parents will be advised by letter if head lice are detected at school to request that their children be checked.

Homework

The purpose of homework is to consolidate basic skills. Students will receive weekly homework and regular home reading, depending on their year level.

For our younger students, it is important that parents get involved by reading books to them. For the older students, parents can assist them by providing a place to work away from distractions and by helping them to organise their time.

Parents are encouraged to provide help, but under no circumstances should they complete their child’s homework as this will be counterproductive. If your child is having difficulty with homework, encourage them to see their teacher.

Infectious Diseases

Children suffering from an infectious disease should be kept at home till the risk of infection to other children is passed.

Parents are asked to advise the school at the earliest opportunity when a child has been diagnosed as suffering from an infectious disease such as chicken pox, diphtheria, mumps, whooping cough, measles, German measles, hepatitis etc.

Library

Library lessons are held each week. To ensure that our books are looked after, students will need a library bag.

If a book is lost or badly damaged, parents are expected to replace the book.

Lost property

It is essential that all school clothes are clearly labelled with each student’s name so that lost property can be easily returned to their owner. Lost property that is not named is stored in the tuckshop. Due to storage restrictions, if lost property is not recovered within a reasonable period it will be culled.
**Medication**

If your child has a chronic medical condition requiring regular medication at school, it is important that the school be notified of such a condition. Should your child be prescribed by their medical practitioner to take medication while at school, the Education Department Regulations require that, before medication is administered:

1. **AUTHORITY FORMS** for medication **MUST BE COMPLETED** by a medical practitioner **BEFORE** medication is to be administered.
2. The student’s medication, with the pharmacist’s written instructions, including student’s name and dosage, on the container must be lodged at the office for security purposes.
3. Administration of that medication will be carried out by an adult staff member.
4. It is the responsibility of the student to come to the office when the medication is needed. Staff cannot be responsible for chasing up students.
5. Non-prescribed medications (e.g. aspirin, panadol, cough medicine etc.) should not be brought to school and will not be administered by school staff.

**Newsletter**

The school newsletter is sent home with the eldest child in each family on every Monday. It is also made available on our school website. Parents may choose to have the newsletter emailed to them

As this is the main means of communication with parents, please take the time to read it so that you are aware of events and timelines at school.

**Parade**

Parade is held at 9.00 am every Monday morning. The purpose of parade is to inform students of upcoming events, hand out awards and to celebrate birthdays.

Parents are welcome to attend.

**P&C**

The P&C meets on the last Monday of the month at 7.00 pm in the Yr 56 room. Everyone is welcome to attend and take part in school decision making.

**Prep Transition**

Our Prep transition program features three sessions at school in term 4. As is Education Queensland policy, parents must attend with their child.

**Reporting**

Written reports are provided at the end of term 2 and term 4 and parent interviews are offered at the end of term 1 and term 3.
School Leaders

Six school leaders are chosen by secret ballot by staff and students in Years 3 to 6 from our Year 6 students. Their responsibilities are to organise and run parade, be school ambassadors, plan school social events and to act as peer mediators in the playground. Leaders meet fortnightly with a staff member.

School Uniform

Students are required to wear the Vale View school uniform which is royal blue broad-brimmed hat, polo shirt (pictured) and white socks. Predominantly black or white shoes must be worn.

In winter, students may wear a royal blue tracksuit. Students can choose to wear a royal blue jacket.

Seniors may choose the wear the ‘senior shirt’. Cloth school badges can be purchased for $5.

- Jewellery - students are permitted to wear a watch. Other jewellery that is acceptable includes a signet ring and a maximum of two studs or sleepers in each ear lobe. Chains, necklaces, anklets and bangles must not be worn.

- Nail Polish - coloured nail polish must not be worn.
Sports Houses

Students belong to one of two sports houses:

- Blue-tongues (blue)
- Redbacks (red)

Both teams compete for the school cross-country trophy and also the athletics trophy.

Swimming

Swimming lessons are offered in term 4. To ensure the best possible outcomes for students, lessons are conducted at a cost to parents by fully qualified swimming instructors.

Tuckshop

Tuckshop is held every Monday. Please see the school website for a copy of the most recent menu.
Website

The school website can be located at:
https://valeviewss.eq.edu.au

It contains newsletters, upcoming events and relevant school documents.