



Irvinebank State School

Free to Learn, Free to Succeed, Free to Soar



PARENT HANDBOOK 2024



**Queensland
Government**

High Street, Irvinebank QLD 4887 P (07) 4096 4187
E principal@irvinebankss.eq.edu.au <https://irvinebankss.eq.edu.au>

SCHOOL INFORMATION	p. 3
School Contact Information	P. 3
Staff Details	p. 3
Welcome	p. 4
POLICIES & PROCEDURES		
Arrival Times	p. 5
School Timetable	p. 5
Playgroup – Tin Town Tots	p. 5
Admission	p. 5
Admission Continued	p. 6
Booklist	p. 6
Emergency Contacts	p. 7
Attendance	p. 7
Accidents	p. 7
Parent & Citizens Association	p. 7
Camps	p. 8
Excursions	p. 8
Complaints	p. 8
Electronic Equipment	p. 9
Internet Usage	p. 9
Media Release Permission	p. 9
Medication	p. 9
Newsletter	p. 10
Parade	p. 10
Reporting	p. 10
Year 3, 5 & 7 NAPLAN	p. 10
School Expectations/PBL	p. 11
Student Dress Code	p. 11
Swimming Lessons	p. 11
Physical Education	p. 11
ATTACHMENTS		
P&C Membership Application Form	p. 12
ISS Behaviour Matrix	p. 13

IRVINEBANK STATE SCHOOL - SCHOOL INFORMATION

School Vision Statement: Good strives to become better, better strives to become best, as we reach for excellence.

School Expectations: I am safe. I am a learner. I am responsible.

SCHOOL CONTACT INFORMATION

Address: 11 High Street, Irvinebank QLD, 4887

Phone: 07 4096 4187

Email: principal@irvinebankss.eq.edu.au

STAFF DETAILS:

Teaching Principal: Shannon Hurst

Teaching Staff: TBA

Teaching Assistants: Robbyn Burns, Deborah Jackson, Timothy Trim.

Administration: Robbyn Burns

Cleaner: Deborah Jackson

Grounds person: Trevor Mitchell

WELCOME

On behalf of the staff, community and student bodies, we welcome all our new parents, families and caregivers; as well as our continuing families to a new school year. We are a small school and we believe in maintaining a friendly, open approach to parents, caregivers, students and teacher contact. Educating our children is a joint responsibility - with parents, caregivers, teachers and the school community having a major role in assisting students in accepting responsibility for their learning and attaining appropriate levels of achievement.

At Irvinebank State School, we have a culture of care and high expectations for all staff, students, and community members. At our school:

- We ensure all students matter, every day;
- All students can achieve to the best of their abilities;
- Teaching and Learning in our school enhance the learning climate and culture;
- High Standard of student behaviour, with teachers teaching and encouraging students the school expectations;
- High expectations and standards for student attendance;
- High level of community engagement and support;
- Strong relationships between parents/caregivers, students and staff.

We see learning as a life-long experience and believe that to be able learners children need to have knowledge, think, create, investigate, communicate and be self-directed and self-reflective learners. In reality, school is just a part of the total educational process that we all experience during the full duration of our lives. Learning is definitely not restricted to the classroom or school and never has been. Learning occurs all of the time no matter how young or old an individual is.

Irvinebank School extends an open invitation to parents to participate in school activities. Parent involvement in classroom activities (reading, art and craft, sport etc), is very much encouraged. Please feel free to approach the staff and offer your time, abilities, physical and moral support at any time. You are needed and you are very welcome.

Should you have any specific queries in regard to your child's progress, behaviour or attitude at school, our teaching staff are available for an interview at a mutually acceptable and arranged time.

ARRIVAL TIMES

Children are not to be in the school grounds before 8.30 am. It is preferred that children are in the classroom from 8:40 am due to teachers preparing for students learning.

SCHOOL TIMETABLE

First Session	9:00 am - 11:00 am
First Lunch/Play	11:00 am - 11:45 am
Middle Session	11:45 am – 1:30 pm
Second Lunch/Play	1:30 pm - 2:00 pm
Last Session	2:00 pm -3:00pm

Supervision of students outside these hours is the responsibility of parents or caregivers.

PLAYGROUPO – Tin Town Tots

Irvinebank State School offers a fun, engaging playgroup every Friday (unless stated otherwise), from 9:00 am to 10:30 am. All children and community members are welcome! Check out Facebook for weekly updates.

ADMISSION – E-KINDY

Children of eligible age may attend 15 hours per week of E-Kindy, supported by Teaching Principal/Teacher and a teacher aide. The days of E-Kindy will vary and days will be confirmed upon application. Children must turn four by 30 June in the year they intend to commence E-Kindy. Parents/Care givers enrolling children in E-Kindy need to complete the following forms:

- Enrolment Forms
- Internet Agreement
- Media/Website/Movie/ Agreement
- Code of Conduct Agreement
- Medical/Medication forms (if applicable)

ADMISSION – Preparatory Year

Children of eligible age may attend a full-time non-compulsory Preparatory Year of education before starting Year 1. Children must turn **five** by **30 June** in the year they intend to commence Prep. When enrolling your child in Prep, an original birth certificate must be sighted by the school.

Parents/Care givers enrolling children in school need to complete the following forms:

- Enrolment Forms
- Internet Agreement
- Media/Website/Movie/ Agreement
- Code of Conduct Agreement
- Medical/Medication forms (if applicable).

ADMISSION – All other year levels

Parents/Care givers enrolling children in school need to complete the following forms:

- Enrolment Forms
- Internet Agreement
- Media/Website/Movie/ Agreement
- Code of Conduct Agreement
- Report Cards from previous school
- Behavioural/Specialists Reports (if applicable)
- Medical/Medication forms (if applicable).

Please advise us immediately:

- If you change your address
- If there is a change in your emergency contact number
- If your child will be collected from school by someone else
- If you feel we should know of any other changes which relate to your child.

BOOKLIST

The booklist for each year level is in the process of being audited.

EMERGENCY CONTACTS

Please supply the school with two alternative contact names and telephone numbers. If we need to contact you and you are unavailable, this will be the next point of call. Please ensure that this contact has a different telephone number than yours. Furthermore, please advise the school should your address, telephone number, alternative contacts, any family matter, medical or physical condition of your child, changes. It is imperative that all these details are kept current.

ATTENDANCE

Regular attendance at school is of benefit to your child. If for some reason your child cannot attend, or if you know the child will be away, notification to the school is required by 9.00 am by a parent or carer. It would be preferred that parents/caregiver's phone the administration office on 07 4096 4187.

ACCIDENTS

If your child has:

- Superficial wounds, they will be treated by one of the school's First Aid Officers.
- Injuries requiring expert medical attention, you will be contacted.
- If you are unavailable or unable to be contacted, an ambulance will be called.
- Any injury requiring urgent attention, an ambulance will be called immediately and you will be notified.

PARENTS & CITIZENS ASSOCIATION ---- COMMUNITY FORUM

Included in this booklet is an application for membership of the P&C Association for 2024. Please complete this application form if you have not done so in the past and return this to school during the first week or so of the school year. Your membership will stand until you formally resign in writing or until the next AGM. You are not obligating yourself to any specific task - this application is a legal necessity for insurance purposes and it covers various aspects of worker injury claim eligibility.

The P&C of Irvinebank State School is active in raising funds for the purchase of equipment, resources and programs which benefit all of the students at this school. It is also involved in the school decision-making processes. Recent times and trends have formalised what has been happening in many schools over the past decade where the school community is very much part of the consultative and collaborative decision-making processes.

The Tablelands Branch of the Queensland Council of Parents and Citizens Association (QCPCA) is operational and our P&C elects a member to be its representative in this group.

The Annual General Meeting of our P&C is held during the eighth week of Term 1, the second or third Wednesday in March.

The monthly P&C meeting is held twice a term on a Thursday afternoon from 3:00 pm until the meeting is closed. Everyone is invited and most welcome to attend.

CAMPS/OVERNIGHT STAYS

Our school considers the provision of an Outdoor Education Program to be a valuable part of the education of all students. Teachers conducting camps, do so on a voluntary basis and their planning is designed to:

- Develop students' social and emotional skills of being away from home/parents;
- Develop students' independence, self-awareness and responsibility;
- Provide students with a variety of challenging and exciting learning experiences, not normally available in the school and home environments;
- Promote and develop cooperation, communication and interpersonal relationships with fellow students and teachers;
- Develop students' awareness and appreciation of the environment;
- Extend, enhance and support school programs.

Where at all possible the school will staff camps with employees in order to best achieve the aims discussed above. When parents are required to attend a camp for transport or supervision, selection will be based on:

- The skills and expertise needed on the particular camp;
- Parents of students in their final year of schooling;
- Parents who have never attended a school camp.

EXCURSIONS

- The school has a policy of undertaking educational excursions so that students may learn from a wider variety of experiences offered outside the classroom. Parents are sometimes requested to contribute towards excursion costs. Parent assistance is often required during these excursions to assist with supervision and transport.

COMPLAINTS MANAGEMENT

In the event of an issue arising parents or caregivers are requested to do the following:

1. Speak directly to the appropriate teacher (usually the class teacher). In most instances this is all that needs to be done to resolve an issue.
2. Speak or write to the principal and outline:
 - The issue;
 - Steps taken to resolve the issue;

- What you would like to see happen to resolve the issue.

Once a discussion has occurred with the principal, a meeting will be arranged with the other party in an attempt to resolve the issue.

3. If you find no satisfaction with the above process, the issue will then be referred to Regional Office and the attention of the Regional Director of Schools.

When an issue involves the principal, parents or caregivers are reminded that in the first instance they will need to speak directly with the principal and if the issue is not resolved, they will be referred to the Regional Director of Far North Queensland Schools. At no time should a parent or parents become involved in disputes between students. When you are aware that a dispute has occurred, it is vitally important to contact the school immediately. Once the school has been notified, the students involved will be questioned and all parents will be notified of what has happened and what the consequences are for their respective children. All details of any complaints will be recorded and filed for future reference. This process is important if the matter is advanced to the Regional Director.

ELECTRONIC EQUIPMENT

The use of personal mobile phones and other electronic equipment is **NOT** permitted at ISS. Please do not send these devices to school. Any items brought to school will be confiscated and returned to parents in the afternoon.

INTERNET USAGE

Students may only use these information technologies with parental consent. Completion of the 'Internet Access Agreement' form (included in this booklet) is required. All internet usage is closely monitored by teachers, the school and Education Queensland.

MEDIA RELEASE

The use of students' material, image, recording or name will only occur with parental permission. The 'media release permission' form is included in this booklet. Please see the school for more information if needed.

MEDICATION

Parents are requested to bring all medications to the office and to sign medications register. If unable to personally sign the register, detailed written information should be sent to the office with the medication. Directions to school staff must be dated and signed on each occasion medication is required to be given. Teachers are not responsible for the administering of medication.

The Education Department has directed that medication should only be administered in cases where parents have provided:

- I. written authorisation detailing the type of medication, the purpose, dosage, and frequency for which the medication is to be applied and;
- II. clearly labelled medication containers/packages which provide a doctor's/pharmacist's validation of the medication to be administered.

NEWSLETTER/SOCIAL MEDIA

The school produces a newsletter in Week 3, 6 and 9 of each term. It provides a wide range of information regarding forthcoming events, community information, general school news, individual achievements and the like. The newsletter will also be available to read on the Irvinebank State School Website and Facebook page. Because of the importance placed on shared decision making at this school and across the Department of Education we find that it is necessary to send quite a deal of data home for your information, awareness and consideration. You may not always get the opportunity to read all of it but the opportunity to do so will be afforded to you.

PARADE

Parade is run by school leaders every Friday morning at 9.00am. All parents, caregivers and community members are welcome.

REPORTING

Written reports are sent home twice yearly, at the end of the First Semester and the end of Second Semester. Parent/Teacher interviews are encouraged and can be requested as part of the semester reporting process. These can be parent or teacher initiated, by appointment at a mutually agreed time. Please be aware of the fact that you don't have to wait until the end of each semester before you can arrange an interview to discuss any aspects of your child's education or wellbeing. Formal parent/teacher interviews are offered at the end of the first and third term of the school year.

YEAR 3, 5 AND 7 LITERACY AND NUMERACY TESTING

Education Queensland has advised that all Year 3, Year 5, and Year 7 students will undertake National tests to determine level of ability on school curriculum. In the past we have compared very well to the rest of Australia. Tests are designed and marked by an outside authority and conducted in Semester One. It is very important that your child doesn't miss this.

SCHOOL EXPECTATIONS/PBL (Positive Behaviour For Learning)

The most important school expectation is that children are to be polite and well-mannered in their relationship with all staff, voluntary personnel and other children. Common sense and responsibility for their own behaviour and actions cover all other aspects of behaviour expected from our students. The Managing Student Behaviour processes will be used as agreed if students forget their responsibilities. See in attachments Irvinebank State School expectations matrix.

STUDENT DRESS CODE

The wearing of school uniforms is compulsory to be worn by students. Irvinebank State School does not have a separate sports uniform due to the number of enrolments. Students wear their school T-shirt every day. The T-shirts are available from the school office at cost price.

\$30.00 including GST.

BOYS: Green shorts and school T-shirt.

GIRLS: Green skirt or loose shorts (NOT BIKE PANTS UNLESS WORN UNDER SKIRT) and school t-shirt.

HATS: This school has a strict policy of NO HAT – NO PLAY. Strictly no caps. Green wide brimmed hats are available for sale.

\$10.00 including GST.

JEWELLERY: Jewellery is to be kept to a sensible minimum - sleepers or studs.

SHOES: Closed in shoes are compulsory. No shoes, No play.

SWIMMING LESSONS

Swimming is conducted over 10 sessions, timetabled during Term 1. Swimming is part of the Department of Education Prep to Year 6 curriculum. It is this school's policy that swimming is compulsory for all students. There is no charge for lessons and payment is provided via the school budget.

PHYSICAL EDUCATION

Physical Educational and health classes are held once a week. All children are expected to take an active part in these lessons. A note or a phone/fax message will be required from parents each time that a child is unable to participate.

If you have any further queries, please contact the school on 4096 4187.

Shannon Hurst

Teaching Principal

Irvinebank State School

Application for P&C Membership for 2024 Irvinebank State School P&C Association

Please complete and return to the P&C Secretary

Name:

Address:

Home phone:

Mobile phone:

Email address:

I am:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare, and my date of birth is: _____.

I am:

- applying for new membership
- renewing my membership.

I apply for membership in the [Name of School] Parents and Citizens' Association and I undertake to:

- a) promote of the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature:.....

Date:.....

P&C Secretary Use

Date received:/...../..... Date accepted:/...../.....

Secretary's signature: Entered in P&C Register.

ISS Behaviour Matrix

	All settings	Classroom	Out & About	Play Breaks	Online
Be safe	Walk safely Hands off, Feet off!	Walk in the classroom Keep equipment in own space Pack away equipment when completed learning. Hold the ipads and laptops at my chest.	Listening to the adults the first time Don't talk to people you don't know	Be mindful of wildlife (For Example: Snakes, magpies, spiders, centipedes, kanagroos).	Don't talk to people you don't know.
Be respectful	Be on time Listen to peers, and adults Use manners Greet each other in a positive manner Be tolerant towards peers and adults	Raise hand to speak If peers are working, I am working quietly Use positive words or affirmations Using my own equipment Listen to teacher feedback	Rubbish in the closest bin Look out for wildlife Listening to the adults the first time	Sharing with peers Look out for wildlife Use positive words or affirmations Help a peer if they are hurt or upset Report problems to an adult (immediately)	Talk/post kind words to others. Respect other students or peers. Wait my turn to talk.
Be a learner	Listen to instructions. Ask questions. Ask if I need help.	Looking and working on the task that has been set. Have a go first! If I need help, I can ask someone. Go to the next question, and wait.	Ask questions. Listen to the adults – (For example, guides). If I am asked to write notes, or complete an activity, I do it! Research the activity before we go.	Have a go at the activity before I give up! Learn new skills in the activity. Learn from each other.	Stay on the apps that I have been asked to stay on.