

Withcott State School



Withcott State School

Handbook 2016

*We take pride in our school and ourselves
by being respectful, responsible
and resilient.*



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Contact Details

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Staff

Principal Tania Angus
Head of Curriculum (Acting) Sharon Denman
Administrative Officers Gail Dinsey, Helen Tennant
Class Teachers Julianne Luxton, Helen Harch, Sue Sigley, Melissa Pappin, Margot Armstrong, Traci Cash, Jon Denman, Sharon Denman
Teacher Librarian Roslyn Stemmler
Physical Education Teacher Barry Donaldson
Support Teacher Literacy/Numeracy Anita Pauli
Special Education Teacher Anita Pauli
Guidance Officer Lisa Holt
Music Teacher Brett Gredig
Speech Language Pathologist Tegan Bowen
Languages (Years 5/6) Vanessa English
Instrumental Music Vanessa Bartley
Teacher Aides Donna Quade, Lorna Weir, Cheryl Russell, Glenda Askin, Amanda Parle, Sonia Debortoli, Joanne Warren, Kelly Browne
Groundsman Des Askin
Cleaners Debbie Mogg, Joanne Warren, Sharon Chalmers

2016 Calendar

Term 1 Wednesday 27 January – Thursday 24 March
Term 2 Monday 11 April – Friday 24 June
Term 3 Monday 11 July – Friday 16 September
Term 4 Tuesday 4 October – Friday 9 December

Public Holidays

Australia Day Tuesday 26 January
Good Friday Friday 25 March
Anzac Day Monday 25 April
Labour Day Monday 2 May
Queen's Birthday Monday 3 October
Brisbane Royal Show Monday 8 August

Pupil Free Days

Thursday 21 January
Friday 22 January
Monday 25 January
Monday 17 October

Events (indicative only)

Term One

Instrumental Music Commences
P&C Association AGM
School Leaders Induction
Interschool Netball and Soccer
Interschool Softball and Cricket
School Photos

Term Three

Life Education
TYME Music Festival
Year 6 Camp
Upper Lockyer and Lockyer Zone Athletics
Darling Downs Athletics
Fanfare

Term Two

Years 4-6 School Cross Country
Interhouse Athletics Carnival

Term Four

Volunteers' Morning Tea
Grandparent's Day
Prep Parent Information Evening and Open Afternoons
Learn to Swim Program
School Concert

School Philosophy

Vision

At Withcott State School, our vision is to create a community of learners who take pride in their school and themselves by being respectful, responsible and resilient.

Profile

Withcott State School is a co-educational state primary school with approximately 220 children from the preparatory year to year six. It was opened in 1984 and is located in the Lockyer Valley Regional Council and in the Darling Downs South West Region of Education Queensland. The school is situated on 5.3 hectares of landscaped undulating land, ten kilometres from the central business district of Toowoomba. A network of bus services caters for a large proportion of our students and transports secondary students to a wide choice of schools in Toowoomba. The Withcott Early Childhood Centre located next to the school provides before and after school care and vacation care. Withcott has a rural-school tone and a positive 'family' atmosphere.

All teaching spaces are air-conditioned and buildings are positioned in a garden setting. Students and staff enjoy the use of modern, well maintained facilities, expansive ovals, grassed play areas, and challenging play equipment. A large oval is used for athletics, cricket and soccer, and a smaller field is used for softball, soccer and kanga cricket. Two multi-purpose courts cater for tennis, volleyball and netball, and a long jump pit and cricket nets are located near a sports shed. A Federation Forest has been planted along the eastern fence line. Play areas continue to be developed with the support of the active Parents & Citizens Association.

Students at Withcott State School are responsible, they take pride in their school and their achievements, and they are encouraged to have goals. Our students are engaged and focused in their learning and gain excellent results across the range of academic areas. There are nine classroom teachers and specialist teachers for learning support, physical education, the library, music, and Japanese (for years five and six). Our teachers are very experienced and have made a long term commitment to the school. The stability of the school staff and the Withcott community facilitates long term planning and continuity of student expectations and programs. Withcott State School maintains close working relationships and connections with our local high schools to assist with transition.

Students enjoy the busy and demanding extra-curricular program. The junior and senior concert bands, choirs, and recorder bands successfully compete in the Toowoomba Eisteddfod and perform at school assemblies and community events such as ANZAC Day commemorations. Students from the preparatory year to year six enjoy a range of day excursions and incursions (where guests visit the school). Year 6 students develop their leadership potential by attending a program specific camp. Withcott students have earned a reputation for excellent sportsmanship, participation and skills in the range of sports played at school including athletics, soccer, netball, cricket and softball. Students have the opportunity to participate in a chess challenge that progresses to competition with other schools.

Students participate in community-based learning experiences that promote sustainability at the local environmental park. Students also develop their environmental awareness through the activities of the Earth Smart Science club including a school recycling program and the maintenance of gardens.

An active Student Council provides a forum within which students can meet regularly to identify and discuss school issues that are relevant to them. The Student Council also provides the opportunity to make a contribution at the community level; encouraging participation in events that will raise funds for a nominated charitable organisation.

Withcott State School recognises the importance of sustaining positive partnerships with parents in the educational process and values the close relationship with its Parents and Citizens' (P&C) Association. The P&C aims to improve educational facilities and resources by providing additional materials and equipment and by hosting events that bring the community together. The P&C also discusses school policy and has an input into decision-making processes. Our long and diverse list of volunteers includes members of the P&C Association, tuckshop workers, library and classroom helpers, transport providers to sport and music, school photo organiser, religious instruction teachers, and working bees.

Withcott State School is a Positive Behaviour in Learning School (PBL). PBL is a process of implementing a framework that provides us with an opportunity to review and build upon our current behaviour management program. The goal of PBL is to improve and maximise academic and social outcomes for all students. Please read this handbook in conjunction with our current Responsible Behaviour Plan for an overview of how PBL looks at Withcott State School.

The Curriculum

Learning Areas

In 2016, English, Mathematics, Science, Geography and History will continue to be based on the Australian Curriculum. Health and Physical Education, Music and Languages will also now be based on the Australian Curriculum. The other learning areas of Technology and the Arts (Art and Drama) will continue to be based on the Essential Learnings. We will be becoming familiar with the new learning area of Digital Technologies.

Curriculum Priorities

Withcott State School curriculum priorities include Reading Comprehension, Writing and Numeracy.

Music

A specialist music teacher takes weekly music lessons. Students learn to play the recorder from year four and may join the junior (years 3-4) or senior choir (years 5-6). Clear expectations are communicated to students and parents around levels of commitment to participation in the choir.

Instrumental Music

Instrumental music lessons are held each Tuesday. Instruments include percussion, the flute, clarinet, trumpet and trombone and are usually provided by parents. Some instruments are available for loan. Students join the school's concert band when they reach a certain level of proficiency. Clear expectations are communicated to students and parents around participation in the program and a student's level of commitment to classroom learning and their history of demonstrated expected behaviour are considered before being invited to join.

Library

Our library has a well-developed collection to support teaching and learning in all curriculum areas. The role of the teacher-librarian is to co-operatively plan and teach with classroom teachers, with a particular focus on information literacy. Our aim is to help students to develop the skills and attitudes they need to become independent, lifelong learners. Library activities also seek to foster a love of reading and literature.

Computers

Computer labs are established in the library and the upper primary block, and some classrooms also have two or three computers. Each computer is connected to a server and the Internet. An Internet Use Agreement Form is required to be completed and signed by parents before students have access.

Languages

Students in Years 5 and 6 will study Japanese for 90 minutes each week. Languages studies focus on developing language proficiency and promote intercultural understanding.

Learning Support

The Support Teacher (Literacy/Numeracy) helps class teachers cater for students who require support in literacy and numeracy, organises standardised testing and assists with extension programs. A Special Education Teacher provides support to students with disabilities (for student verified under Education Queensland's program). A visiting Guidance Officer and Speech/Language Pathologist offer additional services. Some funding is available to provide individual and small group support for students with identified needs. Students in need of extension are catered for with adjustments at the classroom level.

Religious Instruction

Religious instruction classes for students in years 1-6 are conducted on Tuesdays from 12.30 p.m. to 1.00 p.m. Students are allocated to these classes according to the information provided on the *Parent Notice for Religious Instruction/Enrolment Form*, unless the school is advised otherwise in writing. Classes are held for the

1. Roman Catholic faith (co-ordinated by Fr McClure 46976221) using the authorised programs *Step by Step*, *Sunday Scriptures Alive*, and *The Complete Children's Liturgy Book for the Years A, B, C*; and a
2. Combined group (co-ordinated by Mr H Castle 46976279) representing the Church of Christ, Anglican, Uniting Church, Lutheran, and Baptist faiths and using the authorised program *Connect*.

Students who are not participating in religious instruction undertake supervised school work.

Chaplaincy

The school does not have a chaplaincy service.

Reporting of Achievement and Assessment

High expectations for achievement are consistently communicated at Withcott. Written Reports are issued at the end of each semester to inform parents of their child's academic progress, work habits and attitude to school and study. Children in Years 3 and 5 will participate in a standardised test in May each year (NAPLAN) and a copy of the report is forwarded to parents in September. Teacher/Parent Meetings are offered twice per year. Other meetings may occur throughout the year upon request by the teacher or the parent, arranged for a mutually convenient time to discuss a child's progress. Appointments may be made through the school office.

Preparatory Year

Eligibility

Children born 1.7.10 to 30.6.11 are eligible for prep in 2016. The Preparatory Year is a full-time program that runs five days per week from 9.00 am to 3.00 pm each day.

Curriculum

The Australian Curriculum for English, Mathematics, Science, History and Geography will be implemented into prep in 2016, while teachers will use the Early Years Curriculum Guidelines for the remaining curriculum areas. The Early Years Curriculum Guideline (EYCG) is based on active learning, which includes inquiry and play (available at www.qsa.qld.edu.au). The Preparatory Year is designed to provide the foundation that children need to succeed at school by developing a positive approach to learning, independence and confidence, thinking and problem-solving skills, early literacy and numeracy skills, and health and physical development. The Preparatory Year curriculum has five Early Learning areas: Social and Personal Learning; Health and Physical Learning; Language Learning and Communication; Early Mathematical Understandings; and Active Learning Processes. The Prep program is enacted through focused teaching episodes, negotiated play sessions both indoors and outdoor and whole group and small group learning experiences. Prep children also participate in specialist music, physical education, library and science lessons.

Extra Curricular Activities

Sports House System

Children are allocated to one of three houses: Cunningham (yellow); Gorman (red); and Oxley (bottle green). An Interhouse Athletics Carnival is held each year.

Sport

Sport plays a part in the balanced development of the child. Our aim is to encourage enjoyable participation by all children. A specialist physical education teacher takes lessons each week. Friday afternoon interschool sport competition for Years 5-6 is organised with Helidon and Gatton schools in cricket, softball, soccer, and netball.

In athletics, including cross-country, students may progress through the various levels of competition from Interhouse (held at school) to Upper Lockyer (Ropehill Community Centre), Zone (Ropehill Community Centre), Darling Downs (Harristown SHS), Queensland (Brisbane or Townsville), and Australia. Selection trials are also held for other sports. The P&C supports Darling Downs representatives with \$50 and Queensland Representatives with \$100.

Swimming

Swimming is an important part of the school's Physical Education program. Lessons are conducted at the Toowoomba Grammar School Aquatic Centre, Herries Street, Toowoomba. Children need a swimming costume (bikinis are unsuitable), towel, bathing cap, goggles and a plastic carrying bag. Hair clips, rings, bangles or other ornaments are not permitted in the water. Children suffering from any kind of infection or from sores and skin complaints are excluded. Written parental consent is required for children to participate in the program. The 10 lessons cost approximately \$100, which includes the bus fare and qualified instructors. Refunds are not able to be provided for missed lessons.

Incursions

We may arrange for school-based incursions, e.g. visiting poets, performers, musicians etc to perform at the school throughout the year (see the section Fees, Costs, & Fund Raising). These engaging and enjoyable experiences are chosen to add value to classroom learning experiences.

Excursions/Camps

Excursions and camps may be organised throughout the year (see the section Fees, Costs, & Fund Raising) to support curriculum implementation and classroom learning. They also provide an opportunity to experience time with their classmates and teachers outside the classroom environment. Participation in camps and excursions is linked to responsible behaviour at school. Consequently a student may forfeit their chance to join the camp/excursion where this is not exhibited.

Life Education

The Life Education Van visits each year and all classes attend for a lesson. A session for parents is also provided. The cost of \$8 (to be confirmed) covers a workbook for each student so that teachers may undertake follow up lessons. Topics include smoking, drugs, nutrition, exercise and understanding our body.

Enrichment Programs

Students may be involved in a variety of enrichment programs in response to identified needs and interests. These might include research projects using Information and Communication Technologies and/or participation in the School Chess and Toowoomba Chess Championships.

Refund Guidelines for Excursions and Camps

Fees for excursions and camps are calculated on a cost recovery basis, i.e., the total cost of the excursion is divided by the number of students who indicate they are attending (permission form completed by the parent/carer and payment). The school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity. Therefore fees already paid for an excursion or school camp may be refunded in full or in part or not at all, with regard to the associated expenses incurred (e.g. non-refundable tickets pre-purchased) and the circumstances of the non-participation. If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. Approved refunds will be made as a credit against the student's account at the school, and used for any cost in the future. Requests should be lodged at the school office within two weeks of the activity.

School Procedures & Routines

Bell Times

8.00 am	bus children may move from undercover area
8.55 am	end of play
9.00 am	classes commence for the day
11.00 am	morning tea (sit to eat)
11.15 am	play time
11.27 am	end of play
11.30 am	classes resume
1.00 pm	lunch (sit to eat)
1.10 pm	play time
1.37 pm	end of play
1.40 pm	classes resume
3.00 pm	classes end for the day
3.37 pm	bus children assemble

12.30 -1.00 pm Tuesday Religious Instruction

Communication

The school will keep you up to date with a fortnightly newsletter. Individual classes also send home notes periodically or may utilise a 'Keep in Touch' book for messages. For issues concerning your child, please consult with the teacher. Events in family life can impact greatly upon children and may markedly affect their behaviour and learning. We would appreciate you sharing this information. Confidentiality will be respected.

School Uniform/Dress Code

The school uniform is accepted as normal attire for children attending Withcott State School and parents enrol their children at this school on the understanding that the full uniform will be worn at all times. The wearing of a school uniform encourages school spirit and sense of identity and prevents discrimination in respect to the quality or fashion of clothing. Uniforms are generally hard wearing and practical in design, and can last throughout a school year or longer.

The dangers of over exposure to the sun in Queensland were considered when determining the school uniform. Our school has a *No Hat, No Play* policy. The royal blue wide-brimmed hat is the only style of hat permitted (no caps, bucket type or other styles or colours). **Participation in all outdoor activities and excursions is conditional upon children wearing their royal blue wide-brimmed hat.** On Interhouse sports days, the children wear polo shirts in their house colours of yellow, bottle green and red.

Girls

Summer Uniform	blue checked dress; or blue checked over-blouse with royal blue skirt/shorts/skorts short ankle socks – white/sax blue (not anklet socks) black shoes (joggers if preferred) or predominantly white joggers/sneakers (with adequate sole grip & foot support)
Winter Uniform	royal blue tracksuit
Sports Uniform	two-tone blue sports shirt (available only through clothing pool) royal blue wrap-around skirt/shorts/skorts royal blue briefs short ankle socks – white/sax blue (not anklet socks) black or predominantly white joggers/sneakers (with adequate sole grip & foot support)
Hat	royal blue wide-brimmed hat
Band/Choir	long black pants, plain long sleeved white business shirt, long black socks, black shoes

Boys

Summer Uniform	blue checked shirt royal blue shorts short ankle socks – white/sax blue (not anklet socks) black shoes (joggers if preferred) or predominantly white joggers/sneakers (with adequate sole grip & foot support)
Hat	royal blue wide-brimmed hat
Winter Uniform	royal blue tracksuit
Sports Uniform	two-tone blue sports shirt (available only through clothing pool) royal blue shorts short ankle socks – white/sax blue (not anklet socks) black or predominantly white joggers/sneakers (with adequate sole grip & foot support)
Hat	royal blue wide-brimmed hat
Band/Choir	black trousers, plain long sleeved white business shirt, long black socks, black shoes

The wearing of jewellery is not necessary as it can pose a safety hazard and is at risk of breakage and theft. It must be kept to a minimum, e.g. a watch. With regards to ear-rings, plain studs or sleepers are safe and appropriate. Make-up and nail polish is not necessary. Nails should be kept trimmed and hair should be tied back and off the face with school-coloured bands and ties. Please ensure that hairstyles enable the wearing of the school hat.

P&C Uniform Shop

All uniforms are available for purchase from the P&C Uniform Shop or Hannas. Material is available through Hannas. The Sports Shirt is only available from the uniform shop. The P&C receives a commission if uniforms are purchased through the uniform shop. Some items will need to be pre-ordered. The School Badge (fabric patch) is available for purchase. Uniforms may also be purchased from our selection of pre-loved clothes. Donations are gratefully received. Patterns are available for hire.

Over-Blouse Pattern – Wilkinsons No. 912

Dress Pattern – Wilkinsons No. 773

Material for Girls Shorts – Royal Blue Ceasarella

Blue Check – Young Apparel No. 8184.

Attendance

Regular and punctual attendance at school is essential to promote good work habits. Education Queensland regulations require schools to account for student absences. If a child is to be absent from school, please telephone the office directly on 4614 9300 or on the 24 hour Absence Line on 4614 9360 and provide a reasonable reason for the absence. Unexplained absences will be followed up by the administration team.

To comply with legislation, when a student is absent, or plans to be absent, for more than 10 consecutive school days for any reason, the parent must comply with their obligations in respect to compulsory schooling or compulsory participation by either:

- seeking an exemption from their obligation, or
- by negotiating with the principal to make an alteration to a student's educational program; or
- by seeking to arrange a flexible arrangement for the student

Parents will be asked to complete an Exemption Form to be authorised by the Principal where approval is granted.

Students not on school buses should not arrive at school before 8.00 am and should depart as soon as possible after 3:00 pm and by 3:15pm. After arriving at school, students may not leave the grounds during the school day without the permission of the principal. Parents need to sign a register in the office foyer if a child is late or is being picked up early. Parents also need to complete a 'late slip', available in the office foyer, for late arrival of a child.

Behaviour Management

A Responsible Behaviour Plan outlining the school's policy on behaviour management developed in consultation with the school community is available from the school office or on the website. At Withcott, we consistently communicate high expectations for behaviour from the classroom to the playground.

Homework

Parents can help by ensuring that students have a time and place in which they can study quietly. A suggested time for homework tasks ranges from five minutes for year one to approximately thirty minutes in year six. Tasks may include: reading school readers and library books each night to an adult; learning spelling and number facts; revising daily class work (e.g. completing a task in handwriting, a math activity); and working on a class project.

Complaint Management

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education. The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have. A copy of this process is available by contacting the office.

Lost Property

Please have the student's name plainly marked on clothing, books and materials. Lost property boxes are located in the undercover area near the tuckshop. Unmarked and unclaimed uniforms are recycled through the clothing pool at the end of each term.

Weekly Assemblies

Assemblies are held every Wednesday morning at 9.00 a.m. in the auditorium. The school band plays and families are welcome to attend.

Bus

Many of the children use the local bus service on a regular basis. The current service is provided by Bus Queensland (Phone: 4633 1177) and Murphy's Creek Bus Service (Phone Ken Hodge 0412 247639 or 4634 2533). Buses from the large service area drop students at our school from 7.35 a.m. and then return to the Withcott Interchange to take high school students to Toowoomba. Bus students congregate under the covered area as soon as they arrive and are released to play at 8.00 am. In the afternoon, buses pick up Withcott State School students from 3.40 pm – 4:00 pm and meet other buses at the interchange from where students, both primary and high school, return home via their individual services. Students are not to leave the area of the bus interchange when waiting for/or moving from one bus to another.

Health & Safety

Dental Service

The school dental van visits every second year and provides a free dental care service. A permission form and information is distributed at that time. Further information may be obtained from Queensland Health on 46166436.

Sun Safety

The SunSmart Policy, endorsed by the P&C Association, includes protection strategies involving hats, sunscreen, shade, and appropriate clothing. Children are to wear a royal blue wide-brimmed hat in the playground, and during outdoor lessons and activities. Children not wearing hats must be in the sheltered areas out of the sun. **Our school has a No Hat, No Play policy.** A pump pack of SPF30+ sunscreen is provided in all classrooms. Children are encouraged to apply sunscreen before morning tea and lunch breaks, and before physical education lessons. Many shade areas are provided for passive play. Children should always wear shirts with collars and sleeves, especially on free dress days. The wearing of sunglasses when outdoors is also encouraged.

Sickness and Accident

Rest facilities are available in Administration if a child becomes too ill to continue work in the classroom. Parents (or the emergency number provided) will be contacted if it appears the child is not going to recover in a short time. Please ensure that the school office is informed if contact details change. In the event of a serious illness or accident, the ambulance will be called as a priority. Please do not send children to school if they are sick. Please encourage children to prevent illness through hand-washing with soap and drying thoroughly. Please also encourage coughing and sneezing into the bend of the elbow.

Insurance Cover for Students

Some school activities and physical education, particularly contact sports carry inherent risks of injury. Parents are advised that the Department of Education & Training does not have Student Accident Insurance cover for students. If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs is the responsibility of the parent or caregiver. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents. Student accident insurance pays some benefits in certain circumstances should your child have an accident. It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child. Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover.

Medication

Only prescribed medication can be given at school, and will only be administered when accompanied by a signed permission form available from the office. The medication container must have the pharmacy label with the child's name, doctor's name and instructions clearly written. No "over the counter" medication can be administered by staff unless it has a pharmacy label. A doctor's letter is required for long-term medication.

Head Lice

Information pamphlets and a video are available through the school. Parents/caregivers will be informed if headlice are detected at school with a request for urgent treatment. This involves combing through with a head lice comb once a treatment is applied. Reinfestation will occur if eggs are not removed.

Infections

Children suffering from an infectious disease (chicken pox, measles, school sores, etc) may not attend school for varying lengths of time. Minimum periods are indicated on the following table recommended by the National Health and Medical Research Council (1992). Ill children should not be sent to school.

Disease	Case	Contacts
Chicken Pox (including shingles caused by the same virus)	Exclude for 5 days after eruption first appears. Note: some remaining scabs are not an indication for continued exclusion.	Not excluded, except that children with immune deficiencies should be excluded for their own protection.
Conjunctivitis	Exclude until discharge from eye/s has ceased.	Not excluded.
Diarrhoea	Exclude until diarrhoea has stopped.	Not excluded
Diphtheria	Excluded until public health authorities allow return	Excluded until public health authorities allow return
Hepatitis A	Exclude for at least 7 days after jaundice begins, and until a medical certificate of recovery is produced	Not excluded
Impetigo School sores	Exclude until treatment as commenced and exposed sores are covered with a dressing.	Exclude until treatment is commenced
Measles	Exclude for at least 4 days after the rash comes out.	Immunised contacts not excluded. Unimmunised contacts should be vaccinated within 72 hours or given gamma globulin within 6 days. If not, they should be excluded until 14

		days after the rash appears in the last case in the school/centre.
Meningococcal Disease (causes meningitis)	Exclude until an antibiotic which will eliminate the bacteria from the nose and throat has been taken	Very close contacts should be given an antibiotic. Please seek advice from Public Health Authorities. Otherwise no exclusion period.
Mumps	Exclude for 9 days after symptoms start.	Not excluded
Ringworm, Scabies, Lice (pediculosis), Trachoma	Exclude until the day after treatment starts	Not excluded
Rubella – German Measles	Exclude for 4 days after the onset of the rash	Not excluded. Females of child bearing age should ensure immunity.
Streptococcal infection	Exclude until the person has had at least 24 hours of antibiotics, and they feel well.	
Whooping Cough (also called Pertussis)	Exclude for 14 days after the whoop begins, or for 5 days after the start of a 14 day course with an effective antibiotic.	Unimmunised contacts under 7 should be excluded for 5 days after starting a 14 day course with an effective antibiotic.

School Lunches

The provision of healthy school lunches is encouraged. A simple lunch or morning tea will be provided for students who have forgotten their lunch. Parents will not be contacted unless this becomes a regular occurrence.

Extreme Weather Conditions

The lunch break is shortened and teachers supervise the students in classrooms in the event of rain, bushfires, or other conditions that make outside play uncomfortable for the students.

Evacuation Drill

Evacuation drills are carried out each term to ensure that teachers, students and visitors know what to do in the case of emergencies such as fire.

Evacuation Procedures

1. Student to tell an adult
2. Send a message to sound the alarm in the office
3. Students stand, chairs in, file out
4. Evacuate to assembly area on the main oval using a route away from buildings
5. Students wait in class groups for teachers to call the roll

Emergency Lockdown

The warning signal is either a song played over the speaker system or notification by internal phone. Students and adults immediately enter the nearest lockable building and doors or windows are not opened until instructed by Administration or a uniformed and badged Emergency Services Officer. Students are ushered to an area of the room away from windows and doors.

Road Safety

Students are to obey all road safety rules when travelling between home and school. Adults are encouraged to model safe practices.

1. The pedestrian crossing is supervised and must be used when crossing the road.
 2. Take the utmost care and obey the signs when using the Warrego Highway crossing.
 3. Students riding bicycles and scooters to and from school must wear a helmet.
- Car parking is available on both sides of Biggs Road. Please observe the signs indicating parking zones. Pedestrians are not to use the staff car park entrance or to be in the staff car park. Students waiting to be picked up need to stay near the front entrance as this area is supervised.

The School and Community

Parents and Citizens Association

Membership of the P&C association is open to all parents and other interested members of the community. Meetings are usually held on the third Tuesday of each month in the staffroom at 7.00 p.m. Office bearers are elected at the Annual General Meeting in February. The P&C aims to improve educational facilities and resources by the provision of additional materials and equipment. The P&C discusses school policy and has an input into decision-making processes. A good school greatly depends on an active and interested P&C Association.

Fund Raising

Parents are invited to contribute to a P&C voluntary levy of \$50 per child to a maximum of \$100 per family. This is the major annual fund raiser for the P&C. The school does not send home raffle tickets or participate in other forms of fund raising. While funds are raised through the Tuckshop, Bake Stalls, BBQs and the Disco, these events are intended as a service to the school. The Student Council arranges some events to raise awareness and support community initiatives, e.g. Epilepsy Day, Day for Daniel. Students are invited to bring a gold coin

donation. Students are also invited to participate and obtain sponsorship for the Adidas Fun Run which promotes health and fitness and results in additions to the school's sports equipment that is regularly used by all students.

Tuckshop

Full tuckshop service is provided on Wednesdays at morning tea and lunchtime. Online ordering through Our Online Canteen (<https://ouronlinecanteen.com.au>) is the preferred method of ordering, however, cash orders can be made by writing the order on a brown paper bag (on separate bags for morning tea and lunch) and placing it in the slot at the front of the tuckshop by 9:30 a.m on a **Tuesday morning**. We recommend that money be wrapped inside the bag, as bags will be used directly for some food items. See the tuckshop menu for instructions and an example of tuckshop ordering. A themed treat day is held once a month on Fridays. A treat day menu is distributed the week before.

After School and Vacation Care

The Churches of Christ (Withcott) operate a before and after school care and vacation program. Contact 4630 3722 for details.

Use of School Facilities

Facilities are available for use on request by responsible members of the community or community organisations. Permission is obtained through the principal.

Volunteers

Our long and diverse list of volunteers includes tuckshop workers, members of the P&C Association, classroom helpers, transport providers to sport and music, school photos, religious instruction teachers, and working bees. Volunteers need to sign the register in the office when arriving and leaving the school for Workplace Health and Safety purposes. A morning tea and musical presentation is held in Term 4 each year to acknowledge the time and effort provided by our volunteers. Adults working with children are required to hold a "blue card" unless they are parents volunteering at the school their child attends.

Community Sporting Groups

The Withcott Soccer Club plays in the Toowoomba Junior Soccer Association. Training and home games are at Springbrook Park. Little Athletics is also held at Springbrook Park.

State Wide Services

Department of Education and the Arts

Website: <http://education.qld.gov.au/etrf/prep.html>

Email: etrfimplementation@qed.qld.gov.au

Telephone: 1300 650 220

Department of Communities

Website: www.communities.qld.gov.au/childcare

Child Care Information Service (CCIS)

Telephone: 07 3224 4225 or 1800 637 711

Family Day Care Association Queensland

Website: <http://www.fdcqld.org/default.asp>

Email: fdcqld@fdcqld.org

Telephone: 07 3395 7044

Crèche and Kindergarten Association

Website: <http://www.candk.asn.au>

Email: info@candk.asn.au

Telephone: 07 3552 5333

Fees, Costs, & Fund Raising for 2016
(Indicative only)

Item	Year	Approx Cost	When	Comments
School Requisites				
Stationery	P-6	book list	first day of school	May be used from year to year
Uniforms	P-6	clothing pool list	first day of school	
Cultural, Social & Other				
Life Education	P-6	\$8	TBA	
Incursions, e.g Arts Council	P-6	\$8	Term 1 or 2	
Concert	P-6	free	December	
Chess Competition	4-6	\$15	August	
Book Fair	P-6	as ordered	Term 2	Books for sale
School Photos	P-6	as ordered	March	
Prep Gift Book	P	\$7	December	
Senior Shirt	6	\$40	March	
Year 6 Farewell	6	\$30 pp	December	
Music				
Instrumental Music	4-7	To be determined	Weekly	May require an instrument
Eisteddfod	3-4 5-6 5-6	\$8	Junior Choir May Senior Choir May Instrumental July	Audience entry fee
Singout	5-6	\$10	June	
Fanfare	5-6	\$10	June	
TYME Festival	5-6	\$10	September	USQ
Music Camps	Selected	\$70	Throughout	
Sport				
Lockyer Zone Swimming	Selected	\$10	Term 1	
Interschool Sport	6	\$6	Term 1 & 2	
Cricket, softball soccer, netball carnivals	6	\$15 \$15	Term 1 Term 2	Selected children play at Withcott, Helidon & Gatton
Lockyer Zone Cross Country	Selected	\$16	Term 2	
Interhouse Athletics	P-6	Free	Term 3	At school, tuckshop operates
Upper District Athletics	P-6	\$10 for bus	Term 3	Selected children compete at Ropehill Community Centre
Zone Athletics		\$15 for bus		
Swimming Trials	Selected 3-6	\$10	Term 4	Selected children compete in Gatton
Swimming Lessons	P-6	\$100	21 Nov - 2 Dec	10 lessons in 2 weeks
Excursions/Camps (Possible)				
Class excursions	P-6	\$15-\$50	1-2 per year	1 day
Camps	6	\$130-\$160	1 per year	2 days
P&C				
Voluntary Levy	P-6	\$50 (max \$100)	April	Supports P&C projects to benefit all children from prep to year six
Mothers Day Stall		small gifts to \$5	May	
Fathers Day Stall		small gifts to \$5	September	
Tuckshop		as ordered	Wednesdays	
Disco		approx \$5	TBA	
Student Council				
To be determined	P-6	gold coin	Term 1	Supports a charity
To be determined		gold coin	Term 2	Supports a charity
Day for Daniel		Gold coin	Term 4	Supports a charity
Fun Run		donation	Term 3	Purchase sports equipment