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# MORANBAH EAST STATE SCHOOL PARENT HANDBOOK

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## ACHIEVE WITH PRIDE

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# GENERAL INFORMATION

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## ADMINISTRATION TEAM

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Principal: Mrs Raylee Davies  
Deputy Principal: Mrs Tanya Abell & Mr Glen Cafferky  
Business Services Manager:  
Administrative Officers: Mrs Leanne Trenaman, Mrs Stephanie Jones

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## HOURS

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Office Hours: Monday – Thursday 7:45 am to 3:30 pm  
Friday 7:45 am to 3:00 pm  
School Hours: 8:25 am to 2:40 pm

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## SCHOOL ADDRESS

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Moranbah East State School 4 Williams Street  
MORANBAH QLD 4744

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## CONTACT NUMBERS

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Phone: 4941 3333  
Fax: 4941 3300  
Tuckshop: 4941 3331  
Email: [the.principal@moranbaess.eq.edu.au](mailto:the.principal@moranbaess.eq.edu.au)  
Website: [www.moranbaess.qld.edu.au](http://www.moranbaess.qld.edu.au)

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## PARENTS AND CITIZENS ASSOCIATION

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P & C Association 3<sup>rd</sup> Wednesday of the month at 7:00pm

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## UNIFORM SHOP

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Monday 8.15am to 9.00am  
Monday 2.15pm to 3.00pm  
Thursday 8:15am to 9:00am

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## PARADE

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Whole School Monday, 2.00pm

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## A MESSAGE FROM THE PRINCIPAL

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Congratulations on choosing Moranbah East State School for your child's education. I know that you and your child will find your time at Moranbah East both rewarding and highly successful.

Moranbah East State School's objective is to promote the academic, cultural, physical and social development of each child. Students are encouraged and taught to become self-motivated learners who can work independently, co-operatively and happily to gain the skills they need to make choices about their lives, now, and in the future.

Moranbah East State School has a whole school focus on achievement and success in academic, sporting, arts and cultural programs.

I am extremely passionate about celebrating the successes of our young people and our staff. My expectations as principal are clear:

- My teachers will be explicit with their teaching and ensuring every child in every classroom feels safe and is learning every day.
- I have an unrelenting focus on student improvement.
- My staff and I are committed to know each student as an individual. Where they've come from, where they are today and where or what they want to be in the future. We pride ourselves on knowing the whole child, rather than just the student.
- I believe every child is unique and has something to contribute to our school and community. For some students their skill or talent is immediately apparent, for others it takes a little time to be revealed. I look forward to working with staff and parents to nurture and showcase their talents.
- Personal and professional values are extremely important to me. Moranbah East State School staff acknowledges that education is as much about building character as it is about equipping students with specific skills to be a well-rounded citizen.

Parental support is a vital element of any school's identity, and we are fortunate to enjoy a strong and close working relationship with the community. Parent assistance and involvement is welcomed in many ways – ready readers program, changing reading books, support in the tuckshop, library or classroom is always appreciated. We have an active Parents & Citizens' Association which aims to forge links between parents and the school, with consequent benefits to Moranbah East State School students. All parents are urged to support the P&C.

This is our school – exceptional staff, wonderful students, dedicated parents and a supportive community.

We invite you to be a part of it.

Sincerely yours,

*Raylee Davies*

Principal

## **ABORIGINAL & TORRES STRAIT ISLANDER STUDENTS**

'Closing the Gap' funding is provided to the school to maximise learning through implementation of school-based numeracy and literacy programs.

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## **ABSENCES**

To comply with Education Regulations, parents/guardians are expected to provide a note of explanation if a child is absent or has to leave school early. Please send a note to the class teacher or phone the office stating the reasons as this will eliminate any misunderstanding and ensure the safety of your child. A note or a phone call must also accompany late arrivals. It is vital to your child's education that attendance be as regular as possible.

Parents are required by law to send their child to school every day except when the child is ill or there are extenuating family circumstances, which should be discussed with the child's teacher or the school administration. After 10 school days of unexplained absences parents or care givers will be contacted to discuss the matter.

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## **ACCESS TO SCHOOL GROUNDS**

Students and their families and members of the community are most welcome to make use of the school grounds (ovals only) and sporting facilities (basketball courts, cricket nets). Please note that the school grounds are NOT public property and visitors after school hours are requested to stay away from the buildings.

## **ACCESS TO STUDENTS**

In the course of the school day, the school does not permit any person who is not known to be the parent/guardian/emergency contacts of a child to remove a child from the school.

If you wish your child to be collected from school during school hours by someone other than yourself, written permission needs to be given to your child's teacher. ALL students departing the school early must be signed out from the school office.

The parent or care giver enrolling the student MUST inform the school of any residency arrangements due to family breakdown. The school MUST be provided with a copy of court documents to verify such arrangements.

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## **ACCIDENTS & ILLNESS**

The school reserves the right to seek immediate medical aid for a child if this is considered necessary.

Should your child sustain a minor injury at school, staff will administer appropriate first aid.

However, should the injury or illness be of a more serious nature, we will endeavour to contact the parents/emergency contacts. It is important to note: if in the event no contact can be made, the Ambulance will be called.

***Emergency contact names and phone numbers must be kept up-to-date.***

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## APPOINTMENTS

Parents wishing an interview with a member of the Administration Team should contact the Office for an appointment. We request that parents wishing to speak to a teacher write/phone to arrange a suitable time. Before school is a valuable preparation time so it would be appreciated if any contact at this time was kept to a minimum.

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## ARRIVAL/DEPARTURE AT SCHOOL

There is no organised playground supervision before school so no child should arrive at school prior to **8:00am**. Exceptions are made for those students participating in extra curriculum activities. Students arriving after 8:00am are to put their bags away and meet under the covered areas where supervision is provided.

At the end of the school day children should leave the school grounds promptly. Supervision is provided at each gate. If a child is not collected by 3.00pm they will be escorted to the office and parents contacted.

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## BANKING

Children are able to deposit money with Big Sky each Wednesday morning. Bankbooks and money should be handed to class teachers each Wednesday before 9:00am. Information regarding the opening of new accounts is distributed during the first two weeks of each school year but is available upon request at any time from the Office.

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## BEHAVIOUR MANAGEMENT

The school's Responsible Behaviour Plan for Students aims to positively influence student's behaviour and academic performance. The plan requires open and honest communication between home and school.

A copy of the complete Responsible Behaviour Plan for Students is available upon request from the Office.

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## BELL TIMES

<i>8:25 am</i>	Get ready for school outside classroom
<i>8:30 am</i>	Morning session commences – roll marked, lunch orders collected
<i>10:30 am</i>	First Lunch
<i>11:15 am</i>	Middle session commences
<i>1:15 pm</i>	Second Lunch
<i>1:45 pm</i>	Afternoon session commences
<i>2:40 pm</i>	End of school day

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## CAMPS/EXCURSIONS

Camps and excursions are designed to:

- enhance classroom programs
- develop independence, initiative and groups skills such as co-operation, courtesy and respect
- develop camping and outdoor skills.

School camps and excursions provide an opportunity for students to gain real life experiences that assist them to consolidate their learning. The venue for school

camp is determined by the learning program and may vary from year to year.

The following year levels participate in the school camp program –Years 5, 6 & 7 and where appropriate all year levels participate in school excursions.

**N.B Please be advised camp deposits are non refundable unless special circumstances apply. Please contact the school office for more information.**

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### **CAPTAINS/LEADERSHIP ROLES**

The process of selecting School Leaders begins with the Leadership Program commencing in Year 6. Current positions are School Captains, House Captains and Student Council Representatives.

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### **CHANGE OF ADDRESS**

Parents are to advise the School Office promptly of any changes in address, telephone numbers, emergency contacts, business address or any other relevant information deemed necessary.

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### **CROSSING SUPERVISORS**

Supervisors are on duty at Hannan Drive, Clements, McCool and Williams Streets from 7.45am to 8.45am and 2.35pm to 3.05pm.

Crossing Supervisors are provided for the safety of all students / staff and should be utilised when entering and exiting the school grounds.

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### **CONCERNS/COMPLAINTS**

Parents are encouraged to discuss any concerns about their child's education with the class teacher in the first instance OR consult with the principal if they feel it is necessary.

Any parent wishing to make a formal complaint regarding school staff, policy, practice or procedure should do so in writing to the principal or the P&C president. Formal complaints are responded to within 48 hours of receipt.

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### **CURRICULUM**

The curriculum covers the 8 key learning Areas - English, Mathematics, Science, The Study of Society and the Environment (S.O.S.E), Technology, The Arts (*including Music*), Health and Physical Education (H.P.E.) (*H.P.E. includes a Human Relationships Education component*).

#### **➤ CLASSROOM MUSIC**

Classroom Music, a key learning area, is taught to all classes in Years P-7. The music teacher also trains two choirs - a Senior Choir for Years 4-7 and a Junior Choir for Years 1-3. Both groups actively perform throughout the year.

All students in Years 4 and 5 are also taught to play the recorder. Years 6 and 7 learn the keyboard.

By the end of Year 7, it is hoped that each child through the classroom music program will acquire:

1. Competency in a variety of musical activities.
2. Skills necessary for singing, playing and inventing music.
3. Being an informed listener and reading and writing music.

4. A repertoire of various styles and settings of music.
5. The capacity to enjoy and be interested in a variety of music.

➤ **INSTRUMENTAL MUSIC**

Tuition by our Instrumental Music teacher is provided weekly for students in years 5–7 who are enrolled in the Instrumental Music Program. Parents of these student's (Years 5-7) are encouraged to purchase the required instrument for their child as there are limited instruments available for rental from the school.

There is an expectation that students included in the program are willing to commit to undertake tuition for at least twelve months.

The Concert Band gives a variety of performances throughout the year and have practices before school each week.

➤ **ICT (INFORMATION & COMMUNICATION TECHNOLOGY)**

Our children's computer literacy is being developed through word processing, databases and other interactive programs. The computer, a technological resource, is used to support the teaching/learning process in Years P-7.

There is a school based ICT program. A computer lab in the Resource Centre is used by the ICT teacher to conduct weekly lessons and classes can also access a separate computer lab. All classrooms have interactive whiteboards.

All classrooms in Prep – Year 7 have computers and access to the Internet. For students to be able to access the Internet at school,

consent forms must be signed by both parents and students.

Our school's website is [www.moranbaess.qld.edu.au](http://www.moranbaess.qld.edu.au)

➤ **PHYSICAL EDUCATION (P.E.)**

The Physical Education specialist teacher provides weekly physical education lessons, which are part of the school's curriculum. All students are encouraged to participate regularly in team activities.

Year 5 – 7 students participate in a variety of inter-school sporting activities. This school is a member of the Denham District Primary Schools Sports Association and as such is involved in a program of inter-school sport throughout the year. Owing to the distance separating schools, competition is usually restricted to whole day carnivals held throughout the year in different centres within the district. The range of sports include: Athletics, Swimming, Softball, Soccer, Netball, Cricket, Rugby League, Hockey, Touch Football, Basketball and Aussie Rules.

Following these carnivals, District teams are selected to attend Regional Coaching Clinics and Trials, which result in the selection of a Capricornia Region Team to compete in the State Carnival in a particular sport.

➤ **ADDITIONAL SUPPORT SERVICES**

**LEARNING SUPPORT TEACHER**

Class teachers who have concerns about any child requiring support need to complete a Referral Form (kept in Staff Forms Folder in the staffroom) which is given to the Social Justice Committee who will

decide what action should be taken to support the child. The Social Justice Committee meets once a fortnight. It is comprised of the Learning Support Teacher, SWD Teacher, Deputy Principal, Principal, Guidance Officer and HOSES.

The Learning Support Teacher assesses educational attainment, and assists class teachers to plan programs for children experiencing specific problems with their schoolwork. These plans are made after consultation with parents.

### **GUIDANCE OFFICER**

The GO is based at Moranbah State School and is on site at East for two and a half days. The GO assesses children who are experiencing educational and/or emotional difficulties. Students are referred to the Social Justice Committee by classroom teachers or at parents' request. A Guidance Referral Form needs to be completed and presented to the Social Justice Committee.

### **STUDENTS WITH DISABILITIES TEACHER**

The SWD Teacher is a fractional position and dependent on student numbers. The SWD Teacher organizes and monitors the Educational Adjustment Programs (EAP) written for students with disabilities. The SWD Teacher assists teachers plan modifications to their programs to cater for students in their class.

Our school also has access to a Speech Language Pathologist.

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## **CURRICULUM ENHANCEMENT ACTIVITIES**

Throughout the year students have the opportunity to participate in a variety of activities. These may include such things as Arts Council, J-Rock, Opti-Minds and Life Education. Some of these may incur a cost and parents must complete permission forms for students to attend.

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### **DRESS CODE**

All students are expected to be in full school uniform every school day. Uniforms are available for purchase from the uniform shop located on the school premises.

We are a Sun Smart school and enforce the rule NO Hat, No Play. Students are to wear a navy blue broad brimmed, bucket or surf hat with a brim of no less than 8cm.

Footwear is closed-in joggers or black school shoes with navy or white socks. (No sandals or thongs)

If for any reason a student is unable to be in uniform they are expected to bring a note from a parent or caregiver.

The only acceptable jewellery to be worn is a watch, signet ring, medical alert bracelet, religious medallion and no more than 2 pairs of studs or sleepers. Jewellery other than the items listed above pose a safety risk to students.

Hair colour should be that which would be seen as within the natural range of colours.

No bold nail polish colours. There is no designated sports uniform, however, on sports days



students are encouraged to come dressed in their house colours.

Special events shirts such as Band, J-Rock or house colours are **NOT** accepted as uniform, therefore special event shirts may only be worn on Fridays in the year of issue. The only exception to this is the Year 7 Senior's shirt.

On 'Free Dress Days' the clothing worn must be appropriate for the age group. Clothing should have sleeves and not expose the student's midriff. Shoes should not have elevated heels or rollers and be closed in. There should be no inappropriate writing or slogans on the clothing.

In the event the student is persistently out of uniform parents will be contacted to discuss the situation.

If the provision of a uniform for a student is due to financial or family circumstances, parents should discuss this with the principal so assistance can be provided.

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## EMERGENCY PROCEDURES

Drills are carried out at least once per semester to familiarise staff and students with procedures to be followed for evacuation or lock down of the school premises.

The school has a Critical Incident Plan as required by Education Queensland.

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## ENROLMENTS

Parents wishing to enrol their children in Prep to Year 7 may obtain an enrolment package from the Office.

On enrolment, students & parents will be required to complete a parent permission form, enrolment agreement and enrolment form.

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## ENTRY OF CARS TO SCHOOL GROUNDS/ PARKING

In the interest of the safety of your children, entry into the school grounds for the setting down and picking up of passengers is strictly forbidden unless the Principal gives special permission. There are designated pick-up and drop off zones. **Please use them.**

Parents are requested to obey traffic signs in the streets surrounding the school to ensure that all entrances and crossing approaches are left completely free of cars.

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## HEAD LICE

If a case of Head Lice is reported in your child's class you will be advised. Students suspected of having live head lice or eggs present in their hair are provided with a letter requesting immediate treatment be commenced. Checks should be conducted regularly at home for all children and if head lice is present treatment **MUST** occur before the student can return to school.

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## HOMEWORK

Students in Years 1 to 7 have homework throughout the week. All students are expected to participate in daily reading at home.

Listed below are the homework guidelines:

### **Year 1/2**

- 10 minutes reading and sight word revision
- 5 minutes literacy and/or numeracy activities

### **Year 3/4**

- 10 minutes reading
- 10 minutes spelling/literacy/numeracy revision and consolidation activities

### **Years 5/6/7**

- 10 minutes reading
- 20 minutes spelling/literacy/numeracy revision and consolidation activities
- Essential elements of assignment work will be undertaken at school. However, students will be given the opportunity to complete additional elements and add finishing touches to their assignments at home.

Upon enrolment students will be provided with a logon and password to enable them to access the Australian website Study Ladder. Activities on this website are updated by teachers and provide students with additional consolidation of concepts taught in the classroom.

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## **HOUSE SYSTEM**

At this school, a Sports House System is in place and this provides a basis for competition in both swimming and athletics.

The Houses and their colours are:

Griffin:	Blue
Cyclops:	Green
Unicorn:	Red
Phoenix:	Yellow

Children from one family are allocated to the same house.

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## **INFECTIOUS DISEASES**

Below is a list of the minimum recommended exclusion times for some of the more common infectious diseases. Consult your doctor if you require further information about these diseases or others.

### ***Chicken Pox***

Exclude until fully recovered or at least five days after the eruption first appeared.  
(Some remaining scabs are not a reason for continued exclusion)

### ***School Sores / Ringworm***

Exclude until day after proper treatment started.

### ***Conjunctivitis***

Exclude until discharge from eyes has stopped.

### ***Measles***

Exclude for at least 4 days after the rash has started.

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## **LIBRARY**

As well as being an area for leisure and the enjoyment of literature, the library is an information centre vital to the learning programs of the school. Books are the main, but not the only, resource available. Other library resources include computer programs and CD-ROMs, magazines, pamphlets, pictures, kits, games, maps, videos, photographs and audiocassettes.

Bulk loans are given to teachers to support classroom work. Children are encouraged to borrow regularly for their own recreational reading or research. Books may be kept for two weeks. Children may negotiate the borrowing of extra resources if

they are required for specific projects. Regular class time is set aside for borrowing, however children are also encouraged to borrow before or after school or during lunchtime.

All children from P-3 are encouraged to carry books to and from school in a library bag. The purpose of this bag is to protect the library book during travel to and from school.

Parents and children are requested not to attempt any repairs of damaged resources but instead, to report damage to library staff as soon as possible.

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## LUNCHES

It is essential that children bring a nourishing lunch daily. Parents are urged to instruct children to take home unwanted food. As well as reducing waste, this procedure also helps keep you informed as to what your child is actually eating each day. Fridges are provided in each classroom.

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## MEDICATION

Education Department Regulations, September 1988, require that before medication is administered a parent/guardian must complete a permission form (*available from the Office*). All medication must have a current prescription label clearly stating the name of the doctor, the name of the child, the dosage and times that the medication is to be given. If the label does not have the name of the doctor written on it then a letter from the doctor is required. These regulations apply to all medication including Panadol, Asthma Puffers, Creams and Lotions.

These regulations also apply to excursions and camps.

Medication, which is administered to students at school, is kept in the office.

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## MOBILE PHONES AND ELECTRONIC EQUIPMENT

Students are NOT permitted to have mobile phones at school. If the student needs to contact parents during the school day, provision is made for them to use the school phone at the office.

If parents need to contact their child they can contact the office and a message will be passed on through their class teacher.

Electronic devices such as PDA's, Game Boys, IPODS etc are NOT permitted at school. If a student does bring any of these items to school the item will be kept at the office. The student may collect it at the end of the day.

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## MONEY COLLECTION

Children will bring money to school for such things as Tuckshop and class excursions. No money is to be left in school bags or on a child's desk. ***Please send the exact money or cheque*** in an envelope marked with your child's name, class and the activity written on the front.

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## NEWSLETTERS

Newsletters are issued every Wednesday to students who are the eldest in their family attending school. The newsletter may be emailed to families if they have provided these details to the office.

The newsletter contains information about school activities and news.

Items for publication must be at the School Office prior to 4:00pm Friday afternoon.

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### **ORIENTATION TO NEW YEAR LEVEL**

Teachers will, within the first few weeks of school, offer an invitation for you to attend a meeting in the classroom. At this meeting, plans and goals for the year will be outlined and discussion welcomed. It is not intended that at this meeting there will be discussion about individual pupils.

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### **PARENTAL PERMISSION**

Parental permission is mandatory for any school related activity which requires the student to leave the school grounds, as well as extracurricular activities conducted within the school grounds, or special programs provided by an external agency.

In the event a child does not have written permission, the school may seek verbal permission by phone.

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### **P&C ASSOCIATION**

Moranbah East P&C Association encourage parents to attend meetings, join in activities and bring new ideas. The P&C run many events throughout the year, which help to raise valuable funds for our school. Meeting dates and times are advertised in the weekly Newsletter.

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### **PHOTOGRAPHS**

Each year school photographs are taken in Term 1.

Parents/caregivers receive information and order forms prior to photos being taken.

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### **RELIGIOUS INSTRUCTION**

Students in Years 1 – 7 have the opportunity to participate in a non-denomination program for one semester of the year. This program is dependent upon religious instructors being available each year.

Permission for your child to attend lessons is sought upon enrolment.

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### **REPORTING TO PARENTS**

In keeping with our philosophy that education is a partnership between teachers, parents and students, you are encouraged to maintain regular contact with your child's teacher. If you wish to discuss your child's progress at any time please make an appointment.

Written reports are issued twice a year – at the end of each semester.

In Term 2 and Term 4 the school conducts a Parent Interview evening.

Education Queensland also provides:

- Parents of students in Year 3, 5 and 7 a report on a National Assessment Program – Literacy and Numeracy (NAPLAN) test. The NAPLAN test is supervised by the class teacher, but is administered by The Queensland Studies Authority (QSA). A copy of the NAPLAN report is sent home to parents when received by the school.

- Parents of students in Year 4 and 6 a report on a Queensland Comparable Assessment Task. QCATs are designed to assess how well students know, understand and can apply their learning in relation to a selection of Essential Learnings. QCAT results are included on the Semester 2 written report card.

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## SAFETY

Your child's safety, both inside and outside of the school is of paramount importance to school personnel and your cooperation is sought in ensuring your child is taught to observe the safety rules. Please assist us by regularly discussing safety rules with your child/children, particularly those relating to road and personal safety.

### *Bicycles*

- Bike racks are provided at the lower William Street entrance and the two Hannan Drive entrances.
- Bicycles and scooters should be locked in the racks.
- Safety helmets are compulsory and should not be left on bicycles.
- Children are not permitted to ride bicycles / scooters in the school grounds.

### *School Environment*

A Workplace, Health & Safety Committee meets once a term to discuss issues of Safety/Health concerning the school.

### *Car Parks*

- The Administration and teachers' car parks are **OUT OF BOUNDS** for all children.

### *Pool*

- At least two adults, one with C.P.R. qualifications, will be

present at all times during swimming activities.

- Programs are conducted and organised by our P.E. Specialist in conjunction with staff from the Moranbah Aquatic Centre.
- Rules and emergency procedures are prominently displayed and frequently emphasised.

### *Road*

- Crossing Supervisors monitor and supervise our street crossings before and after school.

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## SCHOOL HEALTH SERVICES

The School Nurse visits the school and carries out vision and hearing testing for all Prep students.

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## SCHOOL POLICIES

School policy documents are available on the school website or upon request from the office.

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## SCHOOL REQUIREMENTS

Book lists are issued at the end of each year.

If a student arrives mid-year please consult with the classroom teacher as to what requirements are needed.

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## STUDENT CONTRIBUTION PAYMENT

At the commencement of each semester, parents/caregivers are requested to give a voluntary contribution of \$25.00 per student.

These funds will be used to support the school's photocopying costs as well as assist the school with the

replacement of our photocopier in the next few years.

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### **STUDENT COUNCIL**

Students in Year 6 and 7 are elected to class representative positions to meet with students across the school. These meetings help to identify the needs and wants of our students. School Captains & Vice Captains conduct the Student Council Meetings. The Student Council organises activities for all students at Moranbah East State School.

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### **SUN SAFETY**

On completion of the appropriate parent permission form, Ultra Protect 30%+ SPF, 4 hour water resistant, broad spectrum, PABA free Sunscreen Lotion with Vitamin E is available in teaching blocks for self-application by students prior to break times.

The active ingredients are:  
Titanium Dioxide 25 mg/g Octyl Methoxycinnamate 75 mg/g  
Contains: Total Hydroxybenzoates 4 mg/g, Diazolidinylurea 3 mg/g, Sodium chloride. Complies with the Aust/NZ Standards AS/NZS 2604:1997

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### **SWIMMING**

All students undertake a swimming unit during the year as part of the School's Physical Education Program. Years 4 to 7 swim in Term 1 and Prep to Year 3 in Term 4. Swimming permission notes, medical information forms and detailed information is sent home to all parents for completion and return to class teachers.

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### **TELEPHONE**

For general school business, our telephone is attended during normal office hours – Monday to Friday 7.45am to 3.30pm. (Requests to speak to teachers will only be granted outside teaching sessions or for urgent matters).

Please note students are not permitted to have mobile phones and that there is no public phone for students to use on the school grounds. Students are allowed access to the office phone if deemed necessary by the administration.

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### **TRANSFERS**

When children are transferring from the school please contact the Office, so that the necessary transfer form can be completed.

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### **TUCKSHOP**

Our Tuckshop is currently open five days a week. Orders for first lunch and second lunch must be placed in separate clearly marked bags and placed in the box provided in the classroom before school. New menus are sent home whenever price or menu changes occur. Menus are available from the tuckshop or school office.

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### **UNCLAIMED PROPERTY**

Lost property is kept near the Tuckshop.

Items not claimed will be given to a charitable institution at the end of each month.

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## **VALUABLES AT SCHOOL**

We discourage children from bringing valuables or toys to school and we would ask for your support in this matter. No responsibility will be taken for items left in teachers' care or on the premises.

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## **VOLUNTEERS**

Individual teachers may invite parents to assist in the classroom. The only qualifications needed are a willingness to help and an interest in your child's education. All volunteers other than Parent/Guardian Volunteers must have a 'Working with Children Check Card'. All volunteers must report to the office and sign-in.

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## **WET WEATHER ROUTINE**

Normal school hours will still apply on wet days. In the case of heavy rain or storms at 2:40 p.m. students and staff will remain in the classroom. During this type of weather student's will only be released into the care of a Parent/Guardian.