Dear Parents/Carers

It is with sincere pleasure that I welcome you to Kulpi State School.

Our staff join with parents to form a team focused on providing students with the best educational opportunities possible. Our school is an integral part of the community and we value the input that parents, family and community members have into this school. A constructive and positive partnership between parents and teachers is vital for supporting students. Together we can assist students to achieve their best.

The information in this handbook will assist you as your child makes the transition into our school. We ask that you consider these actions and use them to make the transition as easy as possible.

- Familiarise yourself with the information contained in this booklet
- Contact the principal or administration officer if there is any information you need to share about your child
- Maintain regular contact with our school through involvement in school activities
- Work in partnership with the school to foster the academic, social, emotional and physical development of your child/ren.

I look forward to teaching your child, or children, and trust you will always feel welcome to discuss any concerns you have with me about their schooling.

Sincerely yours,
Rosita Lever
Principal
### Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Welcome</td>
<td>2</td>
</tr>
<tr>
<td>Index</td>
<td>3</td>
</tr>
<tr>
<td>Staff</td>
<td>4</td>
</tr>
<tr>
<td>Admission, Attendance, Emergency Contact</td>
<td>5</td>
</tr>
<tr>
<td>School Hours, Arrival Time, Accidents, Playground Equipment, School Parade, Transfers</td>
<td>6</td>
</tr>
<tr>
<td>Bicycles, School Reports, Book Club, Lost Property</td>
<td>7</td>
</tr>
<tr>
<td>Medicine, School Newsletters, Birthdays</td>
<td>8</td>
</tr>
<tr>
<td>School Uniform, P &amp; C, Parking, Legal Custody</td>
<td>9</td>
</tr>
<tr>
<td>Leaving School Grounds, Phone Calls &amp; Interviews, Health, Infectious Diseases</td>
<td>10</td>
</tr>
<tr>
<td>Accidents, Dental Van Visits, Swimming, Sport</td>
<td>11</td>
</tr>
<tr>
<td>School Library, Mobile Library, Music, LOTE, Computers</td>
<td>12</td>
</tr>
<tr>
<td>Religious Instruction, Return of Notes, Student Free Days, Head Lice</td>
<td>13</td>
</tr>
<tr>
<td>Homework, Levies, Educational Excursions</td>
<td>14</td>
</tr>
<tr>
<td>Responsible Behaviour</td>
<td>15</td>
</tr>
<tr>
<td>Expectations Matrix</td>
<td>16</td>
</tr>
</tbody>
</table>

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**Please advise us immediately if:**

- you change your address
- there is a change in your emergency contact number
- your child will be collected from school by someone else
- any significant changes occur with regard to your child’s health
- you feel we should know of any other changes which relate to your child
Staff

Mrs Rosita Lever  Teaching Principal
Mrs Michelle Patterson  Admin Release Teacher (Science/History/Geography)
Mrs Liz Lange  Learning Support Teacher
Mrs Libby Marley-Quinn  Physical Education Teacher
Ms Bev Samuel  LOTE Teacher
Mrs Anne Ehrich  Administrative Officer
Mrs Coralie Gordon  Teacher Aide
Ms Kelly Fenton  Teacher Aide
Mrs Leonie Jull  Teacher Aide
Mrs Rochelle Wohlsen  Teacher Aide
Mrs Carol Schull  Cleaner
Mr Mark Kruger  Schools Officer (grounds person)
Admission

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, a birth certificate (or copy) must be sighted by the school.

Families enrolling children in our school need to complete the following forms:

- Application for Student Enrolment Form
- Computer Use Agreement
- Kulpi State School Enrolment Agreement
- Student Resource Scheme Agreement
- State School Consent Form
- Medical/Medication forms if required

Attendance

Regular attendance at school is of benefit to your child. If for some reason he or she cannot attend, or if you know your child will be away, notification to the school is required by 8.30am by a parent or carer or a brief note signed by the parent or carer should be given to the class teacher on the student's return to school. This note should advise us of the reason for the absence and include dates of absences. Messages can be left at any time on the school's answering machine.

Emergency Contact

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

School Hours

School commences at 8.30am each day and finishes at 2.30pm. Mid morning break is from 10.30am until 11.00am, and lunch break is from 12.30pm to 1.00pm. It is advisable for children not to arrive at school any earlier than 8.00am, as supervision cannot be guaranteed before this time.

Arrival Time

Children do not need to be in the school grounds before 8.00 am. It is preferred that children are not sent to school too early as teachers are busy preparing for the school day and therefore children cannot be closely supervised.
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
- injuries requiring expert medical attention, an ambulance will be called
- any injury requiring urgent attention, an ambulance will be called immediately

Playground Equipment

Areas containing playground equipment are supervised as part of wider playground supervision. Care is to be taken at all times on the equipment.

School Parade

A parade involving all of the children is held each week. This provides an opportunity for sharing information and acknowledging the efforts of children in academic, social and behavioural areas. Families are welcome to attend these assemblies.

Transfers

If your child is being transferred to another school in Queensland, please advise the principal. Parents must ensure that all schoolbooks, including library books, and any general school property are returned before leaving Kulpi State School.

Bicycles

Children may ride their bicycle to school if parents wish. The wearing of bicycle safety helmets is compulsory in Queensland.

The following safety rules have been established:

1. Bicycles must not be ridden at any time within the school grounds, unless permission has been obtained from the Principal.
2. Children must dismount their bicycles once they reach the fence at the front of the school.
3. All bicycles must be stored in the racks provided.

School Reports

Reports are issued each half-year to keep you informed of your child’s progress in both academic studies as well as learning and social behaviours. Results are derived from cumulative records, our internal monitoring system, completion of assessment tasks and observations. We seek to hold interviews with all parents at the end of the first Semester. Interviews are available upon request at any time. Parents are welcome throughout the year to arrange a meeting with the teacher, to discuss their child's progress.
**Book Club**

In 2016 we plan to re-introduce Scholastic Book Club. This program offers low cost, good quality literature. It is entirely parents’ choice as to whether they participate.

**Lost Property**

All possible care is taken with children’s clothes. By having ALL garments – particularly hats – clearly named, locating correct owners is made easier. In winter, make sure all coats are named so that they can be returned to the students. All items that are not claimed are kept at school in the “Lost Property Box” (on the veranda behind the office). Children are encouraged to check this box regularly.

**Medication**

From time to time parents request that we administer medication to their children during school hours. *Parents are required to furnish a letter of consent to administer medication together with relevant instructions. In addition they will need to sign a Medication Form held in the office.*

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. A form must be completed.

(ii) clearly labelled medication containers/packages which provide a doctor’s/ pharmacist’s validation of the medication to be administered.

**School Newsletter**

Each fortnight on Thursday, a school newsletter is issued to the eldest student of each family, which contains items of interest concerning the school and district. This newsletter is a very important means of communication between the home and the school and contains information from the P&C as well. At times, forms, which require permission and returning to school, are sent home. Your *prompt return* of these forms and permission slips help with school organisation. These forms can be returned to the office or handed to a teacher. Each newsletter is uploaded onto our website; you can find it at [www.kulpss.eq.edu.au](http://www.kulpss.eq.edu.au).

**Birthdays**

Parents are welcome to send along a birthday cake to celebrate a child’s birthday. Please advise us if any special dietary considerations have to be made.
**School Uniform**

**BOYS DAY / SPORT UNIFORM** – Blue shorts, blue and yellow coloured school shirt / plain yellow shirt with printed badge, suitable covered footwear and blue wide brimmed or bucket hat.

**GIRLS DAY / SPORT UNIFORM** - Blue skirt, shorts or skorts, blue and yellow coloured school shirt / plain yellow shirt with printed badge, suitable covered footwear and blue wide brimmed or bucket hat.

**WINTER UNIFORM** – Suitable warm blue clothing can be used in the cooler months in conjunction with the blue and yellow school shirt. Suitable winter clothing includes blue tracksuit pants, blue long sleeved top, blue jacket, jumper or pullover. Suitable footwear and a blue wide brimmed or bucket hat are also required.

School shirts are available at the school (blue and yellow shirt with printed badge). Shorts and skirts or skorts can be bought at Big W or Best and Less for a reasonable price.

**Parents and Citizens Associations**

This body in the school performs a very important function. Many of the facilities provided in the school have been supplied by the P&C. Meetings are held on the second Monday of every month. Actual dates and times are advertised in the school newsletter. The Annual General Meeting is usually held in March and Office Bearers for the year are elected. Your support for this essential body is urged as your help ensures its successful operation.

**Parking**

Parents are asked to park in the areas designated at the car park and not within the school grounds. Please ensure the bus area is left vacant. Care is to be taken with the trees and grounds surrounding the car park. If for any reason you have to drive into the school grounds, please drive very slowly. A SPEED LIMIT OF 5 KM/HOUR is asked for within the school grounds.

**Legal Custody**

In some instances, the custody of a child enrolling at the school has been in dispute before the Courts. It is necessary for a parent to advise the Principal if there is a custody order currently covering access to a child. The Principal will discuss the case confidentially with the parent to clarify conditions for each case. A copy of the Court Order must be supplied to the school.

**Leaving School Grounds**

Written parental approval is required for children to leave the school grounds during the lunch break.

Any request for a child to leave school early on a regular or casual basis should be made by the parent before the stated time.
Phone Calls and Interviews

Phone calls will be taken when the administration officer is working on Tuesday and Thursday. On non-office days, busy teaching staff cannot answer the phone during class time. From 8.10 am, teachers are responsible for organising the school day.

*Messages left on the answering machine will be returned as soon as possible.* Please phone to arrange an interview as the teacher often has commitments in other places in the afternoons. Impromptu interviews often mean the whole class is sitting waiting for the teacher to come to the room.

It would be appreciated if parents/carers would knock and wait before entering the classroom during lesson times.

Health

If your child is ill, he or she needs to remain at home until recovery has been made, as the school does not have the facilities to cater for sick children. A number of cases have occurred when a sick child has attended school resulting in a large number of children contracting the disease.

Infectious Diseases

The Education Office Guidelines stipulate the following about infectious diseases:

Children shall be excluded from school if any of the following occur:

- **CHICKEN POX** – exclude until fully recovered or at least five days after the eruption first appears.
- **CONJUNCTIVITIS** – exclude until discharge from eyes has ceased.
- **SCHOOL SORES** – exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.
- **MEASLES** – exclude for at least four days from the appearance of rash.
- **MUMPS** – exclude for at least nine days after the onset of symptoms.
- **RINGWORM, SCABIES, PEDICULOSIS, TRACHOMA** – exclude until the day after treatment has commenced.

For any other condition please contact the school for guidelines. A school exclusion table is on display on the office entry noticeboard.

Accidents

If your child is injured at school, first aid will be given and you will be notified immediately to determine the action you wish to be taken. However, if you cannot be contacted, an ambulance will be called if deemed necessary.

Dental Van Visits

Please notify the office if you wish your child to see a Dentist. We will make contact with the relevant people to arrange for forms to be filled out and returned. You may be required to travel to a nearby school to access this free service.
Swimming

Swimming is held during fourth term. Children travel to the Quinalow State School pool. Long hair is to be tied back, no jewellery is to be worn (pierced earrings are acceptable), children are to wear one-piece togs/bathers and a swimming cap. Please note that swimming is part of the school curriculum and all children are to attend these lessons. If for some reason your child is not able to participate in swimming, the school must be notified.

Sport

The school is a member of the Quinalow & District Primary Schools Sports Association. Children from Years 4-6 will compete on special days throughout the year against other schools in the area in a range of competitive and non-competitive sports including softball, touch, soccer, netball, and cricket. In third term, Quinalow & District Sports Athletic Carnival is held at Quinalow State School.

School Library

Books will be borrowed on a day to be determined, from the school library. Children are instructed on the good care of books at school. Your assistance at home also helps, as younger children damage many books. If your child loses a book, it is his or her responsibility to try to find the book. Please supply a cloth library bag for your child to use when borrowing library books. Please ensure that your child returns any books that they have borrowed on Library Day. Books may be borrowed for a maximum of two weeks at a time as other children may be waiting to borrow the same books. If library books are lost, the family must pay the school the cost of the book so that it can be replaced.

Mobile Library

The Toowoomba Regional Council Mobile Library visits the school on the first and third Tuesday of each month. The children will be escorted to the van by an adult. Council rules for borrowing apply to the child and all responsibility for items borrowed are the parent/carer’s.

Music

The school offers one music lesson per week, usually during Term Two and Term Four each year.

LOTE

A specialist Languages Other Than English teacher visits the school once a week to give lessons in German to students in Years 4-6.
Computers, Laptops and iPads

Kulpi State School firmly believes that our pupils, who are the citizens of tomorrow, must be computer literate, and be aware of how to use technology as tools in their day-to-day living. The classroom has several computers and laptops; children use them in a variety of ways (word processing, simulation, research, drill, practice, and so on). The school also has internet access and children use the internet for email and researching information. Please ensure that your child has signed an Acceptable use of ICT facilities and devices Agreement Form. Our school also owns iPads which are available to students to enhance their learning.

Religious Instruction

We have visiting instructors who provide Religious Instruction fortnightly. All students (except Prep students) are placed in either religious instruction or other instruction in accordance with information provided on their Application for Student Enrolment unless parents have provided other written instructions. An information sheet will be sent home at the beginning of each year to advise parents of who will present the Religious Instruction, and details of the program.

At any stage of the year, parents may withdraw their child from all religious instruction by notifying the principal in writing.

The types of instruction offered to students in other instruction may include, but is not limited to:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by students of our school (e.g. Reading Eggs)
- wider reading such as independent reading appropriate to the student.

Return of Notes

Often you are asked to fill in and return notes that are sent home separately or attached to the school newsletter. Please ensure that these notes are returned to school so that we know that you have sighted the original message. If a note is not returned, it most often means that a staff member will have to call you. By doing this, the school can be sure that you received the information.

Student Free Days

Education Queensland (Department of Education) allocates a number of ‘student free’ days during the year. Most of these days fall during school holidays when staff members undertake professional development activities. Please note on your calendars that there is one day during Term 4 when students are not required at school.

2016: Monday 17th October
**Head Lice**

To combat this problem the school will:

- notify the parents of an infested child
- ask you to check the child’s hair carefully and regularly
- recommend the child returns to school after appropriate treatment
- recommend parents refer to the Department of Health pamphlet “The Facts About Head Lice” for further information

The best way to attack a head lice outbreak is to check everyone in the family by applying hair conditioner to the head, and then comb the hair thoroughly with a fine comb to check for eggs etc. If head lice are found, this treatment needs to continue every two days for 14 days. (any inexpensive type of conditioner works well).

**REMEMBER**

- We can all catch head lice.
- Head lice are spread mainly through head to head contact.

**Homework**

Homework is offered for all children from years Prep to 6 at our school. The type and amount of homework alters for both age and ability. Homework books have been supplied to the children. Home readers will be supplied and kept in a homework wallet. They are asked to bring all their homework to school on Fridays so the teacher can mark it and prepare for the following week.

The Education Queensland Policy: [CRP-PR-010: Homework in State Schools](#) provides the following guidelines for schools and communities in relation to homework allocation

*In the Prep Year,* optional.

*In Years 1, 2 and 3,* set homework could be up to but generally not more than 1 hour per week.

*Homework in Year 4 and Year 5* could be up to but generally not more than 2-3 hours per week.

*Homework in Year 6* could be up to but generally not more than 3-4 hours per week.

**Levies**

Our school offers the service of purchasing all of the children’s books. In return, parents pay a levy of $120.00 per year (all year levels) per child. Invoices are sent home during the first term of the year. When students run out of items during the year, we automatically supply them with new items. Please ensure you have completed and signed the School Resource Scheme Agreement form.

**Educational Excursions**

All excursions organised through the school have an educational basis involving introductory lessons before the tour and follow-up sessions upon their return. Safety requirements are stressed on all trips. Costs are kept to an absolute minimum. All students must be in full school uniform unless otherwise specified.
Responsible Behaviour

The following is an excerpt from our Responsible Behaviour Plan for Students. Parents will be given a full copy on enrolment or please contact our admin staff if you would like a copy; alternatively it can be viewed on our school website.

Kulpi State School

Responsible Behaviour Plan for Students
based on The Code of School Behaviour

1. Purpose

Kulpi State School is committed to providing a safe, supportive and disciplined school environment where academic and social learning outcomes are maximised for all students. We believe this is achieved through the delivery of a high quality curriculum, strong interpersonal relationships, and proactive school practices that are grounded in our school wide positive behaviour focus. This document sets out how we will establish and maintain a supportive school environment so that all students can achieve their best.

2. Consultation and data review

The initial Kulpi Responsible Behaviour Plan for Students resulted in a list of expectations called “The Kulpi Way”. In April 2014, members of the school community, including parents, discussed the values that should be identified as core values and explicitly taught to students. It was agreed that Learning, Safety, Respect and Responsibility would be the four core values for Kulpi State School, and an Expectations Matrix was developed by staff. Further discussion with parents and community members around areas such as class behaviour walls, rewards and consequences led to the updating of this Responsible Behaviour Plan.

3. Learning and behaviour statement

Our Responsible Behaviour Plan is based on Education Queensland’s Code of School Behaviour and the shared beliefs of our school community. The school motto “Only Our Best is Good Enough” applies not only to all teaching and learning areas but to the behaviour choices that students make. To enable productive learning to occur, we believe different learning styles and abilities must be catered for and appropriate behaviour needs to be taught, modelled, encouraged and developed. To facilitate this, students need to know and understand the school values, and the behavioural expectations that are developed from these. The Expectations Matrix is displayed in many places around the school, both inside and outside, so that it can be used by all staff to promote consistency of appropriate behaviour. Classroom lessons which explicitly teach behavioural expectations and complement our student Learning and Wellbeing Framework, and Parent and Community Engagement framework are delivered weekly. (Appendix Two)

Our school community has identified the following school expectations to teach and promote our high standards of responsible behaviour:

Be a Learner
Be Safe
Be Respectful
Be Responsible
### Expectations Matrix 2016

At Kulpi State School we value

- Learning
- Safety
- Respect
- Responsibility

#### Specific Behaviours Across Settings

<table>
<thead>
<tr>
<th>Expectations</th>
<th>Everywhere</th>
<th>In the Classroom</th>
<th>Outside</th>
<th>Toilets</th>
</tr>
</thead>
</table>
| **Be a Learner** | Be a listener  
Be the best participant that I can be  
Be on time  
Ask for help | Be organised  
Participate fully  
Listen to others when they speak | Learn new games and activities  
Develop social skills | Write the best participant that I can be  
Be on time  
Ask for help |
| **Be Safe**    | Keep hands and feet to myself  
Walk on concrete  
Stay in the school grounds  
Leave toys at home | Sit safely  
Walk inside  
Use equipment as intended  
Carry equipment safely | Wear shoes and hat  
Sit while eating  
Use equipment as intended | One person one cubicle  
Wash hands with soap  
Use toilet and paper as intended |
| **Be Respectful** | Use kind words and actions  
Use hello, goodbye, please, thank you  
Listen to the speaker  
Wait my turn  
Give others personal space  
Walk quietly through school  
Follow adult instruction | Use inside voice  
Share equipment/take turns  
Show whole body listening  
Play by the rules of the game  
Be a ‘good sport’ | Invite others to join in  
Keep left on the stairs  
Walk up and down stairs | Flush toilet  
Replace empty toilet roll |
| **Be Responsible** | Ask permission before leaving group / class  
Tell the truth  
Return property to where it belongs  
Put rubbish in bin | Keep workspace tidy  
Have equipment ready  
Follow timetable / daily schedule  
Use ICTs as directed | Look after equipment and own belongings  
Take responsibility for my behaviour choices  
Care for others | Turn off taps  
Keep space clean  
Straight there straight back |