

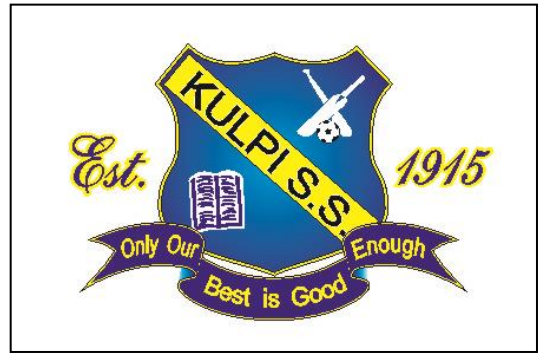
KULPI STATE SCHOOL



“Only Our Best is Good Enough”

INFORMATION BOOKLET





Phone: (07) 4692 8239
Mobile : 0477 337 503
Email: the.principal@kulpss.eq.edu.au

Dear Parents/Carers

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

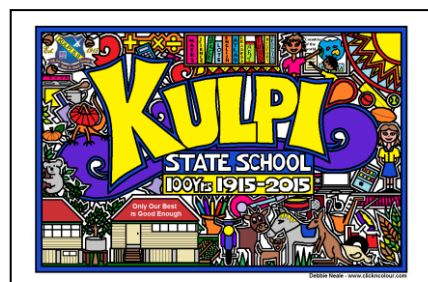
Our staff join with parents to form a team focused on providing students with the best educational opportunities possible. Our school is an integral part of the community and we value the input that parents, family and community members have into this school. A constructive and positive partnership between 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 Business Manager 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,
Tammy Doudle
Principal



Please advise us immediately if:

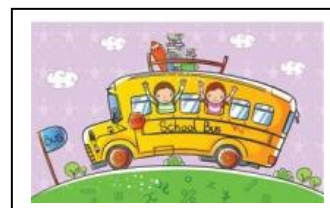
- you change your address
- there is a change in your emergency contact number
- your child will be collected from school by someone else
- any significant changes occur with regard to your child's health
- you feel we should know of any other changes which relate to your child

Admission

Children of eligible age must attend a full-time 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
- Third Party Consent



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.

Attendance

Regular attendance at school is critical to ensure success. 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 provided. 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 schools answering machine. The school will contact parents if no message/note has been received on the morning of their absence.

Bicycles



Children may ride bicycles to school at their parents discretion.

We allow children to ride their bicycles within the school grounds, in designated areas. They must provide and wear their own helmet. We ask children to take bicycles home on the holidays. Whilst all care is taken, the school does not accept responsibility for the children's bicycles or helmets.

Birthdays

Parents are welcome to send along a birthday cake, with candles and serviettes, to celebrate a child's birthday. Please advise us if any special dietary considerations have to be made.



Book Club

Ashton Scholastic Book Club is provided once each term for parents to purchase from at their discretion. The school earns points from this activity which are redeemed on resources.



Welcome to

Book Club



QKR!

QKR! is the preferred method of payment for all invoices. Parent/Carers may opt to receive correspondence via email. This will allow invoices to be emailed to you and you will have an electronic version. Simply download the QKR! App and follow the prompts.

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 or town to access this free service.

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.



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.

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.

Health

If your child is ill, he or she needs to remain at home until recovery has been made. 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.

Parent Helpers

All visitors and parents who visit the school and help in the classroom are to report to Administration on arrival. They must sign in on a Visitors Register Book at reception and must wear a Visitors badge which is to be returned when they leave. Blue Cards are mandatory for all volunteers and a copy must be made and kept on file in the office.

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.

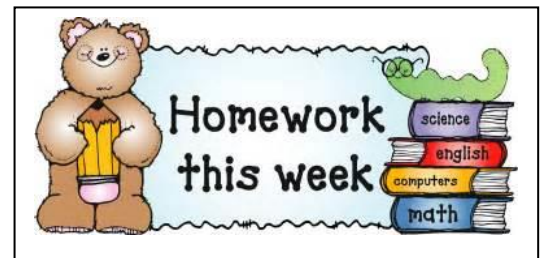
The Education Queensland Policy: [CRP-PR-010: Homework in State Schools](#) provides the following guidelines for schools and communities in relation to homework allocation

*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.*



Infectious Diseases

The Education Department Guidelines stipulate the following about infectious diseases: -

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



CHICKEN POX – exclude until all blisters have dried. This is usually at least 5 days after the rash first appears.

CONJUNCTIVITIS – exclude until discharge from eyes has ceased.

HAND, FOOT AND MOUTH DISEASE – exclude until all blisters have dried.

MEASLES – exclude until at least 4 days since the onset of rash.

MUMPS – exclude for 9 days after onset of swelling

WHOOPIING COUGH – exclude until child has received 5 days of appropriate antibiotics.

RINGWORM, TINEA, SCABIES– exclude until the day after appropriate treatment has commenced.

SCHOOL SORES – exclude until appropriate treatment has been received for at least 24 hours. Sores on exposed areas must be covered with a watertight dressing.

For any other condition please contact the school for guidelines. A school exclusion table is attached.

Injuries and 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

Languages

Students in Years P-6 access Japanese lessons through the Capricornia School of Distance Education.

Late Arrival and Early Departure

Students who arrive late (after the 8.30am bell) or depart early (before 2.30pm) need to be signed in/out at the office on a designated record sheet, by parent or carer.

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.

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.

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. We cannot administer medication that does not have your child's name on the container.

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 a staff member during lunch break. Council rules for borrowing apply to the child and all responsibility for items borrowed are the parent/carer's.



Music

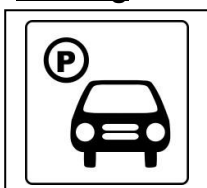


The school offers music lessons as they are arranged with a music specialist. Times for lessons vary from year to year.

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 Mondays. 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.

Phone Calls and Interviews

Phone calls will be taken when the business manager is working on Monday, Tuesday and Friday. 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.

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.



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 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

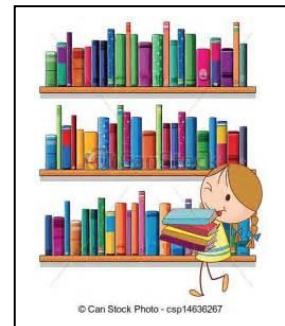
Often you are asked to fill in and return notes that are sent home separately or attached to the school newsletter. Please ensure that these notes are returned to school so that we know that you have sighted the original message. If a note is not returned, it most often means that a staff member will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

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.*

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. Children are supplied with a cloth library bag 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. You will have a period of 4 weeks to find the book, then an invoice will be provided, and children are not permitted to borrow until the cost of the book is reimbursed.



School Newsletter

Each fortnight on Wednesday, a school newsletter emailed, 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.

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.

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.

School Uniform

BOYS DAY / SPORT UNIFORM – Royal blue shorts, blue and yellow coloured school shirt, suitable covered footwear and royal blue wide brimmed or bucket hat.



GIRLS DAY / SPORT UNIFORM – Royal blue skirt, shorts or skorts, blue and yellow coloured school shirt, suitable covered footwear and royal blue wide brimmed or bucket hat.

WINTER UNIFORM – Suitable warm royal 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, school jacket, jumper or pullover. Suitable footwear and a blue wide brimmed or bucket hat are also required.

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

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 Athletics Carnival is held at Quinalow State School for all students.

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, during 2022, there is 1 day when students are not required at school as follows:-

2022: Friday 2nd September

Student Resource Scheme



Our school offers a Student Resource Scheme where we purchase all of the children's books and stationery items. Parents who choose to participate pay a fee per year (all year levels) per child. Invoices are sent home during Term 4 for the following 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 if you wish to participate. Parents may choose not to participate and then purchase all items on the provided list and cover books themselves.

Swimming

Swimming is held during 4th term. 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.



Technology



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 classrooms have several computers and laptops; children use them in a variety of ways (word processing, simulation, research, drill, practice, and so on). The 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.

Transfers

If your child is being transferred to another school, 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.

Expectations Matrix

At Kulpi State School we value

Learning

Safety

Respect

Responsibility

Expectations	Specific Behaviours Across Settings			
	Everywhere	In the Classroom	Outside	Toilets
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	
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